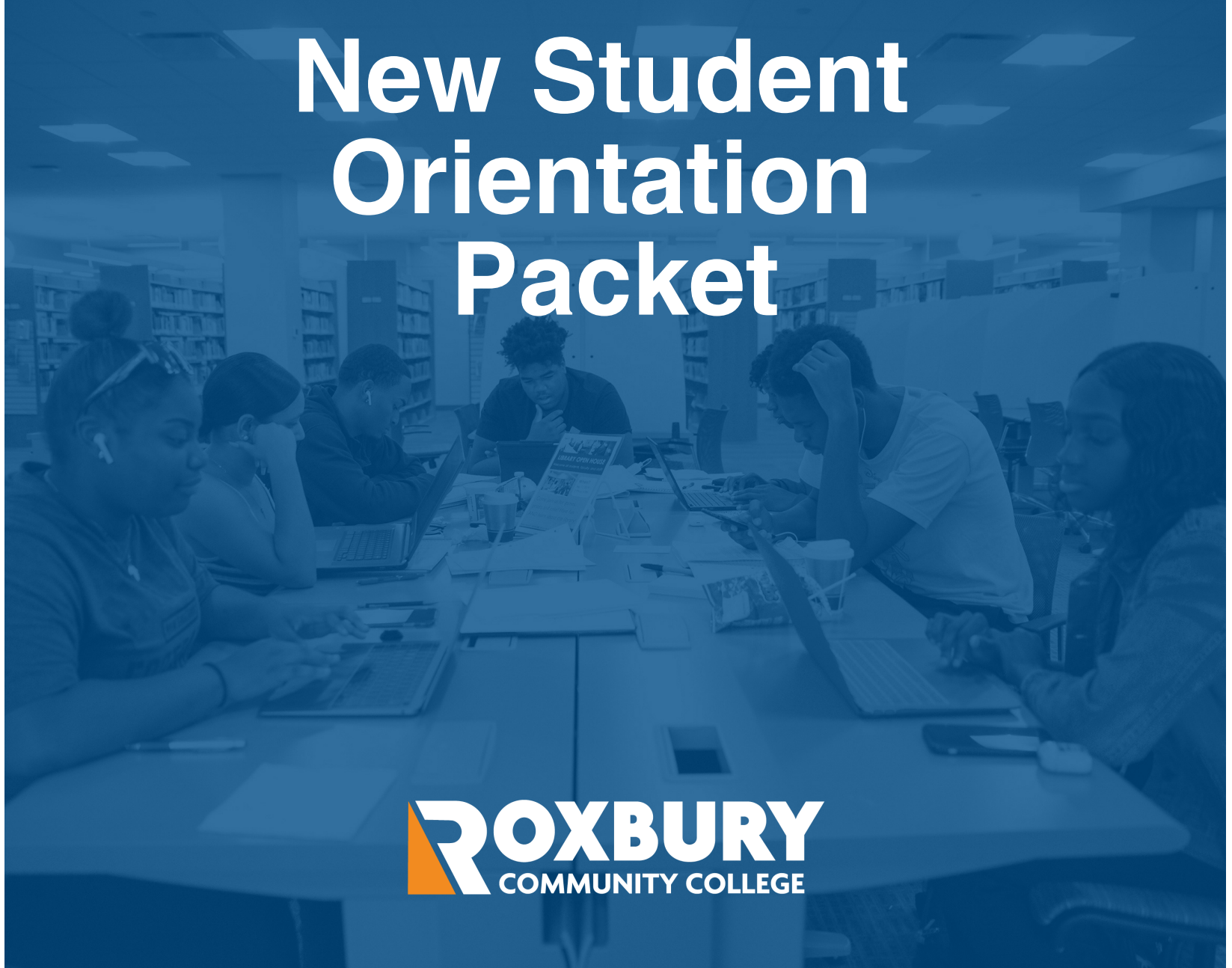




New Student Orientation Packet



ROXBURY
COMMUNITY COLLEGE



Welcome!

We are excited that you have chosen Roxbury Community College as part of your journey to achieving your academic and professional goals. As a new or continuing student, you are on one of the most transformative journeys of your life and the faculty and staff at the College are here to help you to succeed. RCC is committed to providing all of its students with an education that balances in-depth study with real world experience in various disciplines that form the core of practical knowledge. All of our degree-granting and certificate programs seek to enhance student understanding of their chosen field, provide opportunities for exploration, and develop those habits of lifelong and independent learning.

This packet was prepared to assist you in the process of being a successful student at RCC. I encourage you to familiarize yourself with the information contained within this guide. At any point when you need further information, a person to talk with, or caring advice to help you on your journey, our Faculty and staff are here for you. We hope you are excited to join our community and we wish you success at RCC as you pursue your academic and career endeavors.

Robyn Shahid-Bellot, M.Ed., MBA
Dean of Students

HOW TO ACCESS YOUR RCC EMAIL

1

GO TO OUTLOOK

outlook.office.com/mail

2

ENTER YOUR STUDENT EMAIL

Your student email will be first name, middle initial (if applicable), last name

Example:

John J Smith = jjsmith@roxbury.edu

John Smith = jsmith@roxbury.edu

3

ENTER YOUR PASSWORD

Your password is:

- The first 4 digits of your student number
- The last 2 digits of your birth year
- The first initial of your first name (upper case)
- The first initial of your last name (lower case)

Example:

Student ID #: 118123

Birth Year: 1987

Name: John J. Smith

Password = 118187Js

RESETTING PASSWORD

1. Go to **Outlook**
2. Enter your RCC email & password
3. Click on your initials in the upper right corner and click on **My Account**
4. Go to **Security Info** and select **Add Method**. Select phone and/or email
5. Click on **Overview** and then Password
6. Create new password and **Submit**

Need help?

contact our IT Department
helpdesk@rcc.mass.edu
857-701-1555

HOW TO ACCESS MYRCC

1

GO TO MYRCC

myrcc.mass.edu

2

ENTER YOUR USERNAME

Student username will be first initial, middle initial (if applicable), last name

Example:

John J Smith = jjsmith

John Smith = jsmith

3

ENTER YOUR PASSWORD

Your RCC email and MyRCC password are the same:

The password is

- The first 4 digits of your student number
- The last 2 digits of your birth year
- The first initial of your first name (upper case)
- The first initial of your last name (lower case)

Example:

Student ID #: 118123

Birth Year: 1987

Name: John J. Smith

Password = 118187Js

RESETTING PASSWORD

1. Go to MyRCC
2. Enter your RCC username & password
3. Select **Password Reset Tool**
4. If you have previously added a verification email or phone number, you will be able to reset the password
5. If you have **NOT** added a verification email or phone number, contact IT Helpdesk at helpdesk@rcc.mass.edu

Need help?

contact our IT Department
helpdesk@rcc.mass.edu
857-701-1555

ACADEMIC RESOURCES

The Learning Center

The Learning Center at RCC offers a wide range of free *online & on-campus Tutoring Resources:

- Writing Support
- Science Support
- Language Resources
- Math & Computer Support
- Business & Accounting
- Study Tips & Strategies
- Professional Tutors

To Make an Appointment with a Tutor and meet and meet *online through a link:

1. Go to <https://rcc.mywconline.net> and create an account if first time (click on "First Visit?")
2. Once you have an account, type Roxbury email and the password you created
3. Select the tutor schedule, log-in
4. Find a subject tutor and white time slot
5. Click on time slot, type info, choose type of appointment, and save
6. At start time for online, click on gold appt.
7. Click on red link "join online session"
8. Give video permission to browser (must have web cam)
9. Video chat with Tutor!
10. If you have a "Face-to-Face" appt, come to the Learning Center 3-203 to meet

Spring Tutoring Hours (online & on-campus)

Monday – Thursday: 9am – 6pm

Friday: 11am-5pm

Saturday: 10am – 2pm

The Learning Center is located in Building 3, Room 203

<http://www.rcc.mass.edu/tutoring>



For more information contact:

Joyce Atkinson, MA, CAGS
Coordinator of Learning Resources

Email: jatkinson@rcc.mass.edu



ACADEMIC SUPPORT

Office of Student Accessibility Services

The purpose of Student Accessibility Services is to ensure a comprehensively accessible college experience where individuals with disabilities have the same access to programs and activities as all others.

Our office can help students with disabilities to:

- Register for academic accommodations
- Build better time management and executive functioning skills
- Seek RCC academic support resources
- Develop self-advocacy skills

If you have questions, please contact Student Accessibility Services. We will start a conversation about registering for accommodations and we will help connect you to the appropriate resources on campus.

Need help?

Contact:

Office Student Accessibility
Services

Building 3 Room 201

Phone: 857-701-1278

Email: accessibility@rcc.mass.edu



For more information, please visit:

<http://www.rcc.mass.edu/future-students/disability-services>

STUDENT SUPPORT SERVICES

Project Access at RCC

The goal at RCC Project Access is to provide students with holistic support to address the non-academic issues that often prevent degree completion. We provide assistance to students to gain access to benefits and financial resources such as:

- Screening students to determine eligibility for public benefits
- Assistance in applying for benefits
- Follow up to ensure that students who apply, receive benefits
- Advocacy for students who were denied benefits who appear eligible

Services:

- Health Insurance
- Food Stamp (SNAP)
- Supplemental Food Programs
- MBTA \$30.00 a Month Youth Pass (Students under 26yrs)
- Emergency Housing/Shelter Assistance
- Behavioral Health/Substance Abuse Counseling
- Child care Assistance

MYSSP Online Student Support

RCC has partnered with My SSP to provide students with wellness resources, at no cost. My SSP is here to help, 24/7/365, and connects students with free, confidential emotional health and wellbeing support via the app, telephone, and web. Multilingual support is available. To learn more, visit rcc.mass.edu/about-us/news/1262-on-demand-wellness-services-available-to-rcc-students

Need help?

Contact:

Lisa R. Carter

Director of Project Access

Building 4, Room 313

Phone: 857-701-1277

Email: lcarter@rcc.mass.edu





STUDENT LIFE

The Office of Student Life

The Office of Student Life offers programming that provides diverse opportunities for students to obtain practical skills and reflect on perspectives and experiences that better prepare them for achieving personal, professional, and academic success.

Student Life programming also creates opportunities for students to share their personal experiences, insights, and values with their peers.

Ways to get involved:

- Student Government Association (SGA)
- Student programs, workshops, and events
- Student Clubs & Organizations
- Mentoring for Success

RCC Athletics

RCC offers competitive athletic programs without compromising academic standards. Our student-athletes have gone on to play sports at colleges and universities such as Providence College, Franklin Pierce, UMass Boston, UMass Lowell, Curry College, Salem State University, Northeastern University, Columbia University, Rhode Island College, Boston College, Southern Connecticut University, and Bentley University. RCC is also recognized as the first Junior College inducted into the N.E. Basketball Hall of Fame in the year 2003.

Sports Offered:

- Men's Basketball
- Women's Basketball
- Men's Indoor Track & Field
- Women's Indoor Track & Field
- Men Outdoor Track & Field
- Women's Outdoor Track & Field
- Men's Soccer

For more information about becoming involved, please contact:

Office of Student Life and Student Engagement
Building 3, Room 201
Email: student_life@rcc.mass.edu



For more information about Athletics, contact
Albert Hayle, Athletic Director
ahayle@rcc.mass.edu

LIBRARY RESOURCES

RCC Library

The library at Roxbury Community College offers information resources and services that support the academic programs of the College.

Informational Resources:

- Over 20,000 circulating and reference books. This includes many required textbooks on reserve for use in the library.
- Over 65 online databases containing tens of millions of articles from journals, magazines, and newspapers.
- Over 350,000 e-books
- Over 100,000 streaming videos from Kanopy and AVON.
- Audiovisual material including videotapes and DVDs for classroom or in-library use.
- Access to resources 24hrs a day using your RCC email and id #.

Library Services:

- **Borrowing Services:** Circulation of library materials, reserves, videos.
- **Reference Services:** Research help for reference questions and research, including chat reference and texting.
- **Instruction Services:** Class and individual instruction in research methods and information literacy.
- **Interlibrary loan:** The delivery to RCC library users of books and documents that belong to other libraries.
- **Library web site development** to provide subject research guides and online tutorials.

Visit our newly renovated Library on the second floor of the Academic Building



RCC Library is a founding member of Higher Education Libraries of Massachusetts (HELM). This is a new library consortium consisting of six Massachusetts community colleges and one state university. The initial HELM members are:

Berkshire Community College
Bristol Community College
Holyoke Community College
Massachusetts Bay Community College
Massachusetts College of Liberal Arts
Massasoit Community College
Middlesex Community College
Northern Essex Community College
North Shore Community College
Quinsigamond Community College
Roxbury Community College
Springfield Technical Community College
Worcester State University

1234 Columbus Ave
Roxbury Crossing, MA 02120
www.rcc.mass.edu | 617-427-0060

ROXBURY
COMMUNITY COLLEGE

CAREER SERVICES

Career Services

At RCC we want to provide the resources for you to develop the necessary skills so that you can confidently enter and or advance in the workforce. Career Services will give you the tools and support to help you in accomplishing your professional goals. These tools are designed to empower you as you manage your career and hopefully address all your career-related needs.

Throughout the school year, there will also be career-related opportunities so make sure that you are checking your RCC email so that you can stay abreast of exciting career services activities events.

Personalized career-related services include:

- Job Search Assistance
- Career Exploration and Planning
- Resume & Cover Letter Review
- Employer Recruitment Opportunities
- Career Readiness Workshops
- Internships

For more information on careers and internships, contact

Coordinator of Career Planning and Placement

email Leslie Wood at: lwood@rcc.mass.edu or call 857-701-1495

At RCC the following programs of study require an academic internship:

- Biotechnology
- Broadcast Media Technology
- Biological Science: Laboratory Animal Care
- Information Systems Technology
- Nursing
- Radiologic Technology
- Early Childhood Education

Internships are generally completed towards the end of a student matriculating at the college.

CAREER DEVELOPMENT & INTERNSHIPS

Learn. Experience. Succeed.

Career Services

careerservices@rcc.mass.edu

<https://www.rcc.mass.edu/current-students/career-development-internships>

ENROLLMENT CENTER

Enrollment Center

All student enrollment transactions are conducted in the Enrollment Center. The Enrollment Center encompasses both admissions and registration functions.

New students are able to meet with enrollment counselors to hear the application process explained, get answers to other questions about Roxbury Community College, and learn more about the Certificate and Associate degree programs that RCC offers.

Prospective new students, transfer students, and international students are welcome and encouraged to stop first at the Enrollment Center when starting at Roxbury Community College.

The Enrollment Center is where students submit the following forms:

- Course registration forms
- Course withdrawal forms
- Course add/drop forms
- Change of major forms
- Immunizations forms
- Petitions to graduate
- Official transcripts

If you do not need an official transcript, you may choose to print your Unofficial Transcript from your MYRCC portal.



Need help?

The Enrollment Center
Building 2, Room 102
Telephone: 857-701-1200
enrollment.management@rcc.mass.edu



RCC BUSINESS OFFICE

RCC Business Office

The RCC Business Office assists students in processing student bills and payments. student charges can include:

- Tuition
- Fees
- Health Insurance
- Student Identification Card Replacement Fees
- Book Voucher Charges
- Exam Fees
- Returned Check Fees

The Business Office is also responsible for disbursing financial aid checks, as well as other refund checks.

Student Financial Responsibility

- All financial obligations are the responsibility of the student.
- Grades and transcripts will be withheld until the student's balance is paid in full.
- Unpaid accounts will be referred to collections and/or the Commonwealth of Massachusetts State Intercept Program; the student will be responsible for any and all additional costs.
- Students who have any outstanding financial obligations to the College will not be permitted to register or will not be eligible for graduation until their financial obligations to the College are satisfied.

Students must fill out the Add/Drop form prior to or no later than the Add/Drop period. Students may add or drop classes within the first week of the start of class without penalty (minus the non-refundable registration fee). After that, students are eligible for refunds based on the refund policy.

Please see the refund policy below:

<https://www.rcc.mass.edu/future-students/business-office/refund-policy>

Please Note: Lack of attendance does not constitute withdrawal and students will still be responsible for the charges as well as applicable collections costs.



Need help?

Business Office
Building 2, Room 213
Phone: 857-701-1250

PUBLIC SAFETY

Public Safety

At Roxbury Community College, the safety and well-being of students, faculty, and staff are our highest priority.

The Roxbury Community College, Office of Public Safety provides protection to the campus community 24 hours a day, 365 days a year. Public Safety staff work with community members to prevent crime, solve problems and take proactive steps to make Roxbury Community College as safe as possible.

Services:

- Parking on Campus and Student IDs
- Lost and Found
- RCC Alerts - Emergencies

Roxbury Community College strongly encourages any victim of, or a witness to a crime occurring on or near the College—regardless of its nature—to report the incident immediately to RCC Public Safety to ensure that prompt and appropriate action can be taken.

Crimes occurring off-campus should be reported to the local law enforcement agency having proper jurisdiction. If you are unsure of the proper jurisdiction, contact Public Safety and they will assist you in contacting the proper agency.

Public Safety Phone Number: 857-701-1310

To report a crime, pick up any black wall phone or dial 617-541-5338 from an off-campus telephone or a personal cell phone.



Need help?

David Albanese, Director of
Public Safety

safety@rcc.mass.edu

857-701-1310

(ext. 1310 from the campus
black wall phones)

Building 3, Room 109

CAMPUS RESOURCES

Health Services

The Health Services Office is open Monday-Friday from 9:00 am-5:00 pm. A registered nurse is on duty to provide emergency and routine treatment for common illnesses and injuries, i.e., colds, headaches, sprains, and lacerations. Students with more complex health problems are referred to other health care facilities for more comprehensive care. Health and wellness education and disease prevention are additional activities of Health Services and may include blood pressure and blood sugar screenings, weight management, health fairs, AIDS awareness, and smoking cessation programs. Services are available on a free, walk-in basis.

For more information about Health Services, contact:
College Nurse: Ruth Hines, RN, CS, MS
Health Sciences Building (Building #4), Room 313
Health Services
Telephone: 857-701-1657

Title IX

Acts of sexual violence, harassment, or sexual assault are prohibited on the RCC Campus by students, faculty, or staff. If you are a victim of sexual assault and would like to report an incident or issue a complaint, please contact:

Robyn Shahid-Bellot, Dean of Students
rshahid-bellot@rcc.mass.edu



Need help?

Robyn Shahid-Bellot
Dean of Students
rshahid-bellot@rcc.mass.edu
857-701-1494