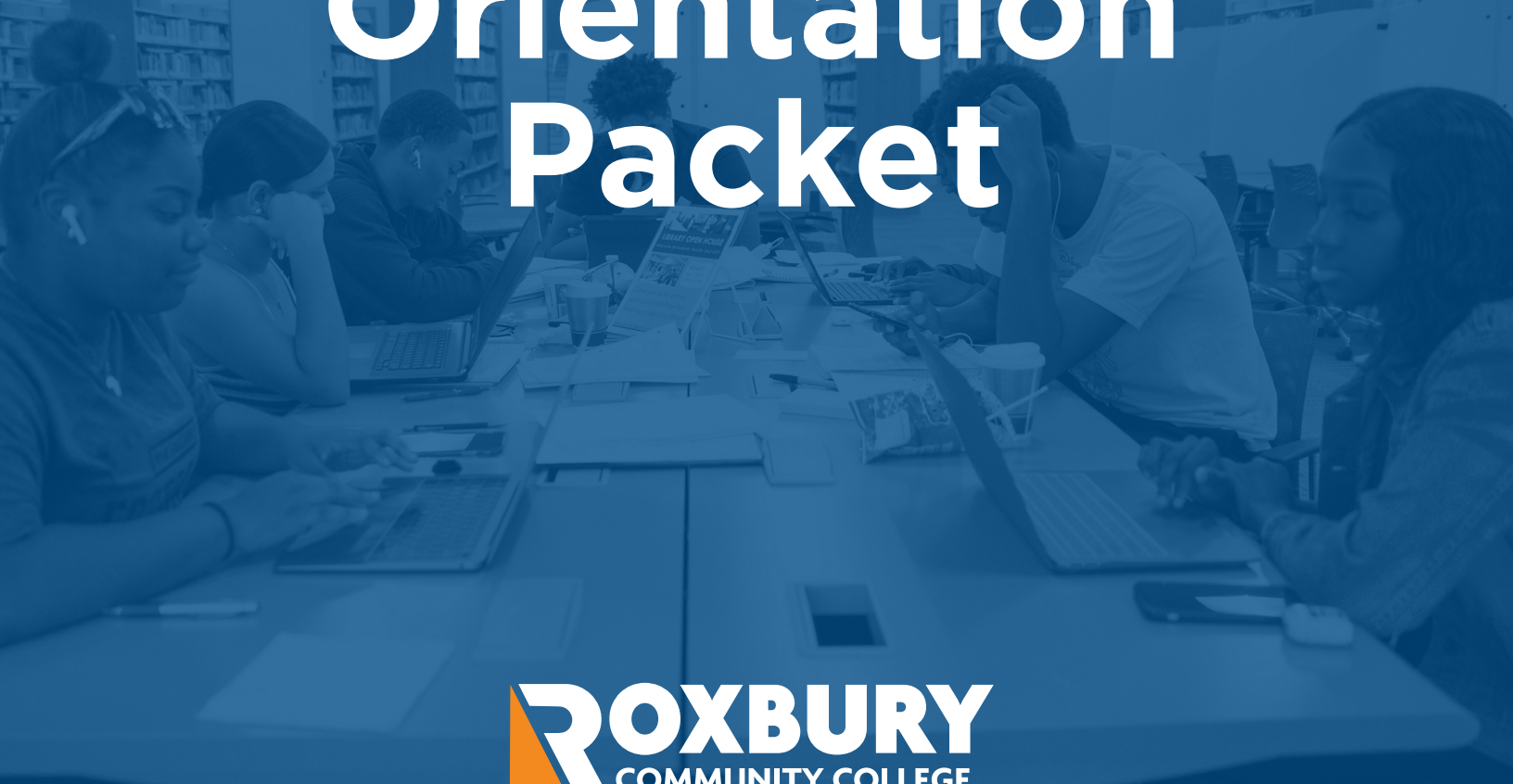




ROXBURY COMMUNITY COLLEGE

New Student Orientation Packet



WELCOME

to 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
Tel: 857-701-1494
Email: rshahid-bellot@rcc.mass.edu



NEW STUDENT CHECKLIST

Access your Student Email

All student communications from your instructors and student services offices will be delivered via your student email.

Create your MyRCC Account

Review COVID Guidelines

Students taking in-person classes will be required to submit proof of their COVID vaccination. www.rcc.mass.edu/covidvax

Apply for Financial Aid

Go to www.studentaid.gov. Once you apply, continue to check your MyRCC portal for additional updates or additional documentation that may be required.

Register for Fall Classes

Schedule a virtual or in-person appointment with an Advisor. Group advising sessions will also be held after the orientation.

Submit Immunization records to the Enrollment Office

Waive Health Insurance

(if taking less than 9 credits or have comparable health insurance)
www.gallagherstudent.com/RCC

Log into MyRCC

for updates, information on important deadlines and reminders



Need Help?

The Enrollment Center

Building 2, Room 102

Telephone: 857-701-1200

enrollment.management@rcc.mass.edu

IT Department

helpdesk@rcc.mass.edu

857-701-1555



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

1. 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



Register for Microsoft Password Reset Tool

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**.
5. Select phone and/or email
6. Click on **Overview** and then **Password**
7. 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 <https://myrcc.rcc.mass.edu/ics/> and find Help Desk @RCC and Select **'Microsoft Reset Tool.'**
1. Enter in your username and the characters you see on the screen. Then Select **'Next'**
2. Then follow the instructions to send the notification to the Authentication Method you selected.

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 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



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>

Need Help?

Joyce Atkinson, MA, CAGS
 Coordinator of Learning Resources
 Email: jatkinson@rcc.mass.edu

ACADEMIC RESOURCES

Academic Advising Center

The Academic Advising Center is here to help students successfully complete their degree or certificate. Academic Counselors can help you:

- Create your class schedule
- Review degree requirements
- Understand tests results
- Help with online registration
- Submit petitions to graduate

Meeting with an Academic Advisor:

- To identify your assigned Advisor, log into <https://myrcc.mass.edu/> and select the “Students” tab. Your advisor will be listed under “Academic Information.”
- If you need help with identifying or locating your Advisor, you may contact the Advising Center to receive assistance.



Academic Advisors:

Denise Manning: dmanning@rcc.mass.edu
 Jorgelina Uribe Estevez: juribe@rcc.mass.edu
 Bo Jeanty: bjeanty@rcc.mass.edu
 Sara Mariam: smariam@rcc.mass.edu
 Paris Amado: pamado@rcc.mass.edu

Office Hours

(online & on-campus)

Mondays and Thursdays:

8:30am – 6:30pm

Tuesdays, Wednesdays, and

Fridays:

8:30am – 5pm

The Academic Advising Center is located in Building 2, Room 101

www.rcc.mass.edu/advising



Need Help?

Academic Advising Center
 Building 2, Room 101
 Phone: 857-701-1425

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.

Meet the Staff

Brooke Huynh

Coordinator of Student Accessibility Services

Email: Accessibility@rcc.mass.edu

Phone: 857-701-1278



Need Help?

Office Student Accessibility Services

Building 3 Room 201

Phone: 857-701-1278

Email: accessibility@rcc.mass.edu

For more information, please visit:

www.rcc.mass.edu/accessibility

STUDENT SUPPORT SERVICES

Project Access at RCC

The Project Access team is committed to the success of our students. We provide students with holistic support to address the non-academic issues that often impact degree/certificate completion. We know that these are challenging times, and we are sensitive to the issues that our students may be facing. We provide assistance to help students gain access to resources and benefits to help address their basic human needs. The assistance we provide includes:

- 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

Need Help?

Lisa R. Carter, MS

Associate Dean of Students
Building 4, Room 313
Phone: 857-701-1660
Email: lcarter@rcc.mass.edu

Gemma McFarland, MPH

Sr. Special Projects Coordinator
Building 4, Room 313
Main Tel.: 857-701-1660
Email: gmcfarland@rcc.mass.edu

Nancy Santos

Program Associate
Building 4, Room 313
Main Tel. 857-701-1660
Email: nsantos@rcc.mass.edu

For more information, please visit:

Project Access

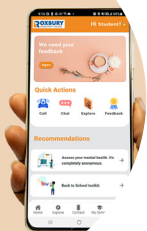
Building 4, Room 313
www.rcc.mass.edu/current-students/project-access.html

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.



**On-Demand
Wellness
Services
Available
to RCC
Students**



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

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 219

Email: student_life@rcc.mass.edu

Athletics

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 inlibrary 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.



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

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



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.

Need Help?

Starleana D'Amore

Director of Career Development
 Career Planning & Placement
sdamore@rcc.mass.edu
www.rcc.mass.edu/career-development-internships

ENROLLMENT OFFICES

Enrollment Offices

The Enrollment Offices at RCC are Admissions, Financial Aid, and Registrar Offices. Student enrollment transactions are conducted in the Registrar's Office.

The Admissions Office has enrollment counselors to assist with the application process. 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 Registrar's office when starting at Roxbury Community College.

The Registrar's office 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 Registrar's office

Building 2, Room 202

Telephone: 857-701-1200

enrollment.management@rcc.mass.edu

FINANCIAL AID

Financial Aid

The Financial Aid office at Roxbury Community College assists students and their families in meeting the costs of a college education. Roxbury Community College participates in a wide range of federal, state, and private financial aid programs. Students should be aware that all institutions, including Roxbury Community College, are subject to adjustments in funding allocations from both the Commonwealth of Massachusetts and the United States Department of Education.

In order to be eligible for financial aid, an applicant must be a United States citizen or an eligible non-citizen enrolled or accepted for enrollment in an eligible program.

- maintain satisfactory academic progress,
- comply with Federal Selective Service Law,
- are not in default on any educational loans,
- do not owe a refund on any federal grants or loans to any institution, or
- did not obtain a previous bachelor's degree at any U.S. or foreign institution.

Financial aid awards are subject to change if any of the factors used to calculate eligibility from the Free Application for Federal Student Aid (FAFSA) change after the date of the original application.

For more information about financial aid eligibility requirements, please visit www.rcc.mass.edu/future-students/financial-aid/how-to-apply



Need Help?

Office of Financial Aid

Building 2, Room 201

Phone: 857-701-1220

Fax: 855-647-9618

finaid@rcc.mass.edu

RCC STUDENT ACCOUNTS

RCC Student Accounts Office

The RCC Student Accounts Office assists students in processing student bills and payments. Student charges include:

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

The Student Accounts/Business Office is responsible for disbursing 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.

Please Note: Lack of attendance does not constitute withdrawal and students are responsible for all charges associated with their account.



Need Help?

Student Accounts Office

Building 2, Room 213

Phone: 857-701-1250

Add/Drop

Students must complete the add/drop form prior to the completion of the add/drop period. Students may add or drop classes within the first week of the class without financial penalty (please note: the registration fee is non-refundable). Once the add/drop period concludes, students may be eligible for refunds based on the refund policy. *Please see the refund policy here:* www.rcc.mass.edu/business-office/refund-policy

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 Public Safety Department provides protection to the campus community 24 hours a day, 365 days a year. This is accomplished through a security force under the direction of the Public Safety Director who is a sworn police officer. Public Safety staff work with community members, partner agencies, 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
- Response to crimes and other emergencies, conducts investigations, escorts, and emergency management

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.

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

Public Safety Phone Number:

857-701-1310

To report a crime, pick up any black wall phone and press button with the Public Safety icon or dial 617-541-5338 from an offcampus telephone or a personal cell phone.

CAMPUS RESOURCES

Health Services

Health Services is staffed by a Licensed Nurse Practitioner who provides care for minor illnesses and injuries, assists with the selection of treatment options, and provides referrals for additional treatment. In addition, Health Services provides wellness education on illnesses that impact our community, such as diabetes, heart disease, and hypertension, and promotes campus wellness through various health screenings and health fairs in collaboration with local area clinics. All services are free and completely CONFIDENTIAL!

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:

Josh Crary

Assistant Dean of Accessibility and Inclusion/ Title IX Coordinator
Academic Building (#3)
Tel. 857-701-1533
Email: jcrary@rcc.mass.edu

For more information about Health Services, contact:

College Nurse:

Ruth Hines, RN, ANP-BC, MS

Health Services

Health Sciences Building (Building #4), Room 313

Email: rhines@rcc.mass.edu

Telephone: 857-701-1657



Need Help?

Robyn Shahid-Bellot

Dean of Students
rshahid-bellot@rcc.mass.edu
857-701-1494
Building 3, Room 109