

2019 • 2020



# STUDENT HANDBOOK

WE ARE  
MCCC



MONROE COUNTY  
COMMUNITY COLLEGE

enriching lives

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# Welcome to Monroe County Community College

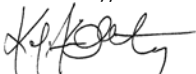
## What matters most at Monroe County Community College? YOU!

At Monroe County Community College, there is nothing more important than student success. Students are at the core of the MCCC Mission. Our mission states that "Monroe County Community College enriches lives in our community by providing opportunity through student-focused, affordable, quality higher education and other learning experiences."

We are committed to putting students first in everything that we do. Our first value is "student focus" and we will be driven by that in all our efforts. It is all about you, the student. We want you to know that we truly value and care about you, and we want you to succeed. As a result, we want to help you achieve your goals, hopes, dreams and aspirations. All of us at MCCC look forward to helping you nurture your dreams and aspirations. We want to motivate you to achieve your dreams, find your voice, and believe in yourself.

Life is what you make it, and your choices will determine the direction of your life. We at MCCC will help you shape that. Thank you for choosing Monroe County Community College; you are well on your way to success.

Sincerely,



Kojo A. Quartey, Ph.D.

President

Monroe County Community College



MONROE COUNTY  
COMMUNITY COLLEGE

enriching lives

### Main Campus

1555 South Raisinville Road  
Monroe, MI 48161-9746

734-242-7300/1-877-YES-MCCC

### Whitman Center

7777 Lewis Avenue  
Temperance, MI 48182

734-847-0559

[www.monroecc.edu](http://www.monroecc.edu)

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# CAMPUS INFORMATION

## Office Hours

### Admissions & Counseling

Monday	8 a.m. - 7 p.m.
Tuesday – Friday	8 a.m. - 4:30 p.m.

### Bookstore

Monday	8 a.m. - 7 p.m.
Tuesday – Friday	8 a.m. - 4:30 p.m.

### Cashier

Monday	8 a.m. - 7 p.m.
Tuesday – Friday	8 a.m. - 4:30 p.m.

### Financial Aid

Monday	8 a.m. - 7 p.m.
Tuesday – Friday	8 a.m. - 4:30 p.m.

### Food Service

Monday - Thursday	8 a.m. - 5:30 p.m.
Friday	8 a.m. - 1 p.m.

### Learning Assistance Lab

Monday – Thursday	8 a.m. - 7 p.m.
Friday	9 a.m. - 3 p.m.

### Library

Monday – Thursday	8 a.m. - 8 p.m.
Friday	8 a.m. - 4:30 p.m.

### Regional Computer Technology Center (RCTC)

Monday – Thursday	7:30 a.m. - 8:30 p.m.
Friday	8 a.m. - 12 p.m.

### Registrar

Monday	8 a.m. - 7 p.m.
Tuesday – Friday	8 a.m. - 4:30 p.m.

### Workforce Development

Monday – Thursday	7:30 a.m. - 6 p.m.
Friday	8 a.m. - 12 p.m.

The above hours are for Fall and Winter semesters only. The hours for Summer semester will be listed in the class schedule.

Monroe County Community College is an equal opportunity institution and adheres to a policy that no qualified person shall be discriminated against because of race, color, religion, national origin or ancestry, age, gender, marital status, disability, genetic information, sexual orientation, gender identity/expression, height, weight or veteran's status in any program or activity for which it is responsible.

## Phone Numbers

Off campus: Dial 734.384.extension number.

On campus: Dial extension number.

Toll free: 1.877.YES.MCCC

Admissions .....	4104
ASET Division Office .....	4112
Bookstore .....	4140
Business Division Office .....	4287
Cafeteria .....	4381
Campus Security .....	734.457.6007
Cashier .....	4231
Counselors .....	4104
Disability Services .....	4167
Distance Learning/Brightspace .....	4328
Employment Services .....	4229
Financial Aid .....	4135
Fitness Center .....	4423
Foreign Students .....	4104
Health Sciences Division Office .....	4102
Humanities/Social Science Division Office .....	4153
Library/Circulation Desk .....	4204
Learning Assistance Lab .....	4167
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Registrar's Office .....	4108
Science/Math Division Office .....	4233
Siena Heights University .....	4133
Snow Line (cancellation due to inclement weather) .....	4223
Spring Arbor University (Whitman Center) .....	734.854.6100
Student Government .....	4341
Veterans .....	4230
Whitman Center (Temperance).....	734.847.0559

## Bookstore

Location: Audrey M. Warrick Student Services/Administration  
Building (A), Main Floor

The MCCC Bookstore carries a full line of required class materials, student supplies, MCCC clothing and gift items. The Bookstore accepts cash, personal checks, VISA, MasterCard, Discover and financial aid. Students using financial aid, loans or scholarships for purchases must present a current picture ID for each purchase. Orders are accepted online for students purchasing by credit card. These orders may be picked up or shipped directly to their home. The MCCC Bookstore also now offers select titles for in-store rental. A valid credit card in the renter's name must be presented to secure the rental contract.

### Textbook Refund Policy

Should it be necessary to make an adjustment, the following conditions must be met:

- Save your receipt! Your cash register receipt is **required** for all returns.
- Books must be in the original purchase condition for a refund or exchange. Packages with access codes or components, as well as loose-leaf textbooks, are non-returnable once opened. Books cannot have bent pages, marks or writing, stains or damage to the front cover or binding.
- Full refund is given within the first week of class.
- Purchases by check require a 10-business day waiting period for a cash refund.
- Refunds on purchases made by credit card will be issued in the form of a charge credit. The credit card used is required to process your return.

### Book Buy Back

The Bookstore seeks to obtain as many used books as possible for resale to the students. To make this possible, textbooks are purchased back at the end of the semester at book buy back. Depending on requirements for the next semester, the Bookstore will pay up to 50% of the new book price. A representative from a used book wholesale company may buy back additional titles not bought back by the Bookstore. Prices for these are paid based on market value. Buy back is normally held at the end of Fall and Winter semesters. Information on upcoming buy backs, including dates and times, can be obtained by calling the bookstore or checking the college website. A student ID is required.

## Cellar

Location: Audrey M. Warrick Student Services/Administration  
Building (A), Basement

The Cellar is a student recreation area. Game table use is free, and includes pool, ping pong and foosball. A current student ID is required to check out pool sticks and ping pong paddles. Television sets, computers, and snack/beverage vending machines are located within a comfortable seating area. The Cellar is a great place to go for relaxation, recreation or to hang out with friends.

## Corporate and Community Services (CCS)

Location: La-Z-Boy Center, Room Z-286

The Corporate and Community Services Division is responsible for:

- Lifelong Learning – public, non-credit courses and programs.
- Customized Training – credit and non-credit short-term training for business and industry.
- Workforce Development – on and off-campus employment opportunities, including non-credit internships.

Visit the CCS Office, call 734.384.4127, or visit the college's website, [www.monroeccc.edu](http://www.monroeccc.edu), for more information and assistance.

## Emergency College Closing

Register for MCCC's Emergency Notification System to receive alerts and notification via phone or email for closings or delays for inclement weather and emergency situations.

1. Visit [www.monroeccc.edu/safety](http://www.monroeccc.edu/safety) (the Safety Services page).
2. Select Emergency Notifications to register.

Notice of closures will also be posted on the college's website and on the college's Snow Line at 734-384-4223.

Local radio and television stations will also be notified; however, MCCC has no control of timeliness or accuracy of these notifications.

### Television Channels

Detroit	Toledo
WDIV - TV 4	WTOL - TV 11
WXYZ - TV 7	WTVG - TV 13

### Radio Stations

Detroit	Toledo	Monroe
WJR - AM 760	WLQR - AM 1470	WMIM - FM 98.3
	WTOD - AM 1560	
	WXKR - FM 94.5	

## Fitness Center

Location: Gerald Welch Health Education Building (H), Room H-110  
Currently enrolled students and MCCC faculty and staff may use the facility at no charge. Alumni may use the Fitness Center after joining the Alumni Association and paying dues.

### What do I need to do to use the Fitness Center?

1. Sign a liability waiver form.
2. Bring photo identification or student ID card when using the facility.

### Equipment available:

- Hammer strength training equipment
- Stairmaster strength training equipment
- Stationary bikes
- Treadmills
- Rowing machines
- Elliptical crosstrainers
- Stair steppers
- Free weights (2 - 70 lbs.)

### Hours:

Monday - Thursday	8 a.m. - 7:30 p.m.
Friday & Saturday	9 a.m. - 3 p.m.

These hours may vary and are for Fall and Winter semesters only. Check posted hours at the Fitness Center.

Call 734.242.7300, extension 4423 for more information.

## Food Service: Grade "A" Café by Kosch Catering

Location: Audrey M. Warrick Student Services/Administration  
Building (A), Main Floor

Breakfast, lunch, dinner and snacks throughout the day and early evening are available for purchase. Students can grab a salad, bowl of soup, dessert or a full meal and enjoy the company of fellow students in the cafeteria.

### Hours:

Fall & Winter:	
Monday - Thursday	8 a.m. - 5:30 p.m.
Friday	8 a.m. - 2 p.m.
Summer (beginning in June):	Closed

Note: Grade "A" Café offers limited hours between the Winter and Summer semesters to accommodate Monroe County Middle College students and MCCC staff.



## Lost & Found

Location: Audrey M. Warrick Student Services/Administration  
Building (A), Main Floor  
Lost and found items are kept at the Switchboard.

## Parking Regulations

Parking is free on campus; however there are rules to follow:

- Park in compliance to lot markings and signs. Improperly parked vehicles are subject to towing.
- No parking on the grass, walkways or pedestrian right-of-ways.
- Vehicles parked in spaces designated for the physically disabled must display proper authorization. Temporary stickers are available through the Learning Assistance Lab (C 218).
- Do not park in spaces designated for Board of Trustees, staff or visitors or in other limited parking areas.

### Safety Tips - Security

- DO remember where you parked your vehicle.
- DO lock your vehicle at all times – when parked and when driving.
- DO look into and under your vehicle before entering.
- DO use the lighted walkways going to/from the parking lots.
- DO keep your keys in hand when returning to your vehicle.
- DO report all crimes and/or suspicious activities/persons to Campus Security promptly.
- DO mark your valuable possessions (books, calculators, recorders, etc.) with personal identification markings.
- DO call Campus Security, (734) 457.6007 or (734) 735-9401, if you desire an escort. If no answer, call Reception, (734) 242.7300, and to be connected to security personnel.
- DO ask a friend to walk with you to the parking lot.
- DO be conscious of your surroundings – walk purposefully, know where you are going and project a no-nonsense image.
- DON'T leave books, handbags, book bags, wallets, etc. unattended in the library, cafeteria, restrooms or study areas.
- DON'T leave your purse or other valuables in an unlocked desk or file cabinet.
- DON'T walk through dark areas without an escort.

For assistance, contact Campus Safety and Security,  
Office (734) 457-6007 or Cell (734) 735-9401.

In an emergency call 911.

## Whitman Center

Location: 7777 Lewis Avenue, Temperance, Michigan, 734.847.0559

Designed to serve the residents of Southern Monroe County and Toledo, the Whitman Center in Temperance offers a wide range of credit courses applicable toward an associate degree, as well as many Lifelong Learning classes and customized training for industry. Spring Arbor University also offers classes at MCCC's Whitman Center location

### Office Hours:

Monday through Thursday: 8 a.m. to 6 p.m.

Friday: Closed

(These hours may vary by semester)

### Services available at the Whitman Center:

#### Business Learning Lab

An open computer lab staffed by technicians is available Monday through Thursday. Call for specific times.

#### Placement Testing

Please call the Whitman Center for Accuplacer testing times.

#### Academic Advising, Career Planning and Assessment

Call to make an appointment with a counselor at the Whitman Center.

#### Registration

Students are able to register for classes online via [webP.A.L.](#) or during walk-in registration.

#### Tutoring

Free tutoring may be available at the Whitman Center upon request.

#### Additional Services

Application for admission, change of address, change of major, degree applications, drop/add, audit, pass/fail option and Ohio reciprocity forms are available for student completion.

## Workforce Development

Location: La-Z-Boy Center, Corporate Community Services, Room Z-286

The Office of Workforce Development at MCCC offers students, alumni and Monroe County residents FREE assistance for those seeking full- or part-time employment. Although the college cannot guarantee employment, the Office of Workforce Development is a major resource for those seeking to either enter the job market or those looking to change occupations or positions.

(continued)

### **Why should I register with the Workforce Development Office?**

- Access to hundreds of job postings
- On-campus student assistant jobs

### **When should I register?**

- When seeking employment in the area
- Definitely prior to graduation
- When seeking an on-campus job
- When seeking a part-time job

### **How do I register and/or get more information?**

Visit the Workforce Development Office, call 734.384.4229, or visit the Workforce Development webpage at [www.collegecentral.com/monroeccc/](http://www.collegecentral.com/monroeccc/).

# **POLICIES AND PROCEDURES**

## **Academic Dishonesty**

The college expects students to be honest in all academic work and to maintain their own integrity as well as the academic integrity and reputation of the institution. Academic dishonesty is an intentional act of fraud in which a student seeks to claim credit for work or efforts of another without authorization or uses unauthorized materials or fabricated information in any academic work. The college considers academic dishonesty to include forgery of academic documents, intentionally impeding or damaging the academic work of others, or assisting other students in acts of dishonesty. If you are unclear whether a particular act constitutes academic dishonesty, you should consult with the instructor of the class involved.

Any act of academic dishonesty will result in disciplinary action by the college. The maximum penalty under the provisions of this policy is permanent expulsion from the college. Disciplinary action will be determined according to the severity of the infraction as recommended by the faculty member and sanctioned by the college administration.

## **Academic Forgiveness Policy**

The primary purpose of this policy is to provide a “fresh start” to those students who performed poorly in the past but have since demonstrated an ability to succeed with college level academic studies. Through academic forgiveness, you may petition to have your academic grade point average recalculated with a limited number of failing “E” grades forgiven. As an alternative to academic forgiveness, you are encouraged to consider the course repeat option whenever possible to improve your GPA. Because this forgiveness policy may be granted one time only, you should discuss its appropriateness with a college counselor in the office of Admissions and Guidance Services.

When the eligibility requirements have been fulfilled and approved, your cumulative GPA will be recalculated with the “E” grades removed from the calculation. Forgiven grades of “E” will remain on your transcript with a special notation explaining the policy. Please see the college catalog for eligibility criteria and stipulations.

## **Academic Probation and Dismissal Policy**

You will be placed on probation if your cumulative GPA falls below 1.8 (after completing 10 credit hours and receiving letter grades). You will be removed from probation when you achieve 1.8 or higher. During the semester in which the 20<sup>th</sup> credit hour is completed, if your cumulative GPA remains below 1.8, you will be subject to dismissal. At this point, you will be required to meet with an Academic Review Committee to be readmitted prior to each registration until such time that your GPA improves to 1.8 or higher. Please see the college catalog for additional information.

## **Children on Campus**

Children are not permitted in the classroom or to be left unattended on campus.

## **Policy Statement on Illegal Discrimination and Sexual Harassment**

Monroe County Community College is an equal opportunity institution and adheres to a policy that no qualified person shall be discriminated against because of race, color, religion, national origin or ancestry, age, gender, marital status, disability, genetic information, sexual orientation, gender identity/expression, height, weight or veteran's status in any program or activity for which it is responsible.

The college's Equal Opportunity Officer and Title IX and Section 504/ADA Coordinator and Compliance Officer for discrimination and sexual harassment is the Director of Human Resources, Monroe County Community College, 1555 South Raisinville Road, Monroe, Michigan 48161, phone 734.384.4245.

## **Smoking and Tobacco Use Policy**

Smoking and the use of all tobacco products is prohibited at the college, and is subject to all applicable laws, including federal and state "clean air" acts.

This tobacco-free policy prohibits the use of all tobacco products and includes use of all devices intended to simulate smoking, such as electronic cigarettes and other similar types of devices.

## **Student Code of Conduct**

MCCC is committed to maintaining a teaching and learning environment that fosters critical thinking, personal integrity and positive self-esteem. Students are expected to show respect for order, law, the rights of others and the mission of the college. The Student Code of Conduct defines a collegiate standard of behavior and describes the actions to be taken if students disregard this standard. Please become familiar with this procedure by visiting [www.monroecc.edu/policies/](http://www.monroecc.edu/policies/) and select Procedure 3.10.

## **Student Consumer Information**

In accordance with federal regulations set forth by the Higher Education Act of 1965, certain student consumer information must be made available to all students at Monroe County Community College. The links below provide quick access to this information. All students should be sure to review the Student Consumer Information available on our website at [www.monroecc.edu/consumer/](http://www.monroecc.edu/consumer/).

Information contained on this page ranges from general information about the college for information about health and safety, policies and procedures, student financial assistance and student outcomes. Also included on this page is the Annual Security Report.

# STUDENT SERVICES AND RESOURCES

## Academic Advising

Monroe County Community College offers a faculty academic advising system in order to help you achieve your educational and career goals. One of the best things you can do to ensure appropriate course selection and your own future success is to talk with your faculty advisor.

### What is academic advising?

Academic advising is a process facilitated by trained MCCC counselors and full-time faculty to assist students with educational, career-planning and academic choices. Assistance is available to help you plan your program, select classes, choose a major and meet transfer requirements of a four-year institution.

### What is the difference between a counselor and a faculty advisor?

Counselors are located in the Admissions and Guidance Office. In addition to academic advising, they provide career counseling and testing, academic counseling and referrals to outside agencies. Faculty advisors do not perform counseling functions. Faculty advisors are full-time faculty and administrators assigned to students based on their declared majors.

### How do I get a faculty advisor?

Faculty advisors are assigned to new students during their first Fall or Winter semester of enrollment in credit classes at MCCC.

### How can I find out who my faculty advisor is?

This information is available on [webPAL](#) under Student Planning.

### Do I have to see my faculty advisor?

It is highly recommended that you do so in order to ensure academic progress toward your goals.

### How do I see my faculty advisor?

You are encouraged to schedule an appointment with your faculty advisor by contacting him or her directly.

### What is my role in the advising relationship?

You should take an active role in the advising process. Prepare a list of questions you want to ask. Take a copy of your college catalog, a schedule of classes and your transfer guide (if applicable). It pays to be prepared to maximize the time you spend with your advisor.

### How can I get assigned to a different advisor if I am having difficulty meeting with my current advisor?

An advisor is assigned to you based on your declared major. A different advisor may be assigned when feasible by contacting the Admissions Office.

## Advising/Registration

### Who can help me decide about my class schedule?

All new students are required to meet with a counselor to receive assistance in deciding on class selection. Returning students are encouraged to make an appointment with their assigned faculty advisor prior to registration and register via [webPAL](#).

### Do I need to take a course in which I already have proficiency?

Not necessarily. You may receive credit by:

- 1) College-Level Examination Program (CLEP)
- 2) Advance Placement Program (AP) through the College Board

The CLEP and AP options are tests given by outside testing services and cover primarily subjects designated as transfer.

### How do I register for the courses I want?

Students may register online via [webPAL](#) ([www.monroecc.edu](http://www.monroecc.edu)) during walk-in registration. You are encouraged to register online by using the [webPAL](#) Student Planning, as this allows for earlier registration and more opportunity to reserve courses of choice. See the online class schedule for specific dates, times and procedures. You will want to connect with your advisor, register online or fill out a registration worksheet. Students who wish to take a class on the pass/fail or audit basis may complete the appropriate form in the Registrar's Office by the midpoint of the class.

### What if I need to add or drop a class?

Adds and drops may be processed in person or via [webPAL](#) during the registration times listed in the class schedule. If you need to drop a class after classes have begun, you may do so via [webPAL](#) or by completing a drop form in the Registrar's Office. Be aware of the 100 percent and 50 percent refund period; after such time refunds will not be issued. Do not stop attending class and assume that you have been dropped from the class. You must drop via [webPAL](#) or fill out an official withdrawal form by the 12<sup>th</sup> week of a 15-week course (pro-rated for Summer semester or a shortened course), or you will receive a failing grade on your transcript.

### How do I change my address?

You may change your address by submitting the address change form to the Registrar's Office or by completing a change through your [webPAL](#) account under Student Profile.

### How do I change my residency status?

Your residency status (in-district, out-of-district or out-of-state) determines the tuition you will pay. Questions or requests for a change of status should be directed to the Registrar's Office. Appropriate documentation will be required.

## Career Planning/Assessment

### **I'm undecided about my future and don't exactly know what I want out of college. Can MCCC help me?**

First, recognize that many students are undecided about their academic goals. Approximately 80 percent of college students nationwide either enroll in college undecided or change their minds after they enter. Take advantage of the services that MCCC offers, such as career counseling and assessment, as well as the resources available on the college Web site.

### **What does career counseling involve and how do I get started?**

Career counseling can involve many different methods of exploration. It is an opportunity for you to assess your goals, values, interests and personality preferences, as well as increase your knowledge about the world of work. MCCC offers a variety of assessment inventories to aid in the process.

Call the Admissions and Guidance Office at 734.384.4104 or the Whitman Center at 734.847.0559 to make an appointment for career counseling. This service is offered free of charge to MCCC students.

## Computer Labs For Student Use

Computer labs and classrooms located at both the Main Campus and the Whitman Center are available for student use. Some labs are used in conjunction with a particular course and others are open-access labs available to all students regardless of class schedule.

- La-Z-Boy Center (Z 257) – Computers are available for use more than 60 hours during the week.
- Health Science Lab (H 104) – serves all health science, health and physical education, nursing and respiratory therapy programs.
- Business Learning Lab (BLL) at the Whitman Center – 18 computers available for student use.

As hours may vary by semester, check posted hours each semester.

## e-Learning and Instructional Support

Location: La-Z-Boy Center (Z), Room Z-258

### **What is e-Learning?**

The term e-Learning refers to a broad range of Web-based learning experiences students may encounter. Specifically, there are three distinct e-Learning experiences at MCCC:

- Online: These courses deliver instruction in an entirely Web-based format using primarily the Brightspace Learning System.



Some exams and assignments may be required at authorized locations (not on MCCC campus) as established by the instructor.

- **Blended:** These courses blend face-to-face classroom instruction with a significant amount of Web-based instruction (e.g. Brightspace). These courses will require the student to come to MCCC campus as established by the instructor.
- **Supplemental:** It is important to note that even traditional, face-to-face courses sometimes utilize Web-based components as a supplement to the instructor's face-to-face classroom instruction.

### **What is Brightspace and where do I find it?**

Brightspace is a learning management system, which is a Web-based program that allows MCCC faculty to post documents, collect assignments, post grades, etc. online. All MCCC students can access Brightspace by going to the college's homepage at [www.monroecc.edu](http://www.monroecc.edu).

### **Brightspace Help Desk**

Any student can receive one-on-one assistance with Brightspace by going to the Brightspace Help Desk, located in the Regional Computer Technical Center (RCTC) in the La-Z-Boy Center, Room Z-258. Also, students can contact the Brightspace Help Desk by calling 734.384.4328 or by email at [elearning@monroecc.edu](mailto:elearning@monroecc.edu).

### **Mandatory online orientation for first-time online students at MCCC**

MCCC has initiated a new program where first-time online students must successfully complete a mandatory online orientation or risk being de-registered from their online courses. First-time online students at MCCC will be automatically registered into the mandatory online orientation entitled "ONL-001-L1" prior to the start of the semester. First-time online students must successfully complete all 4 modules within the orientation before the start of the semester or risk being de-registered from their online courses. If you have any questions about the mandatory online orientation, please contact the Brightspace Help Desk at 734.384.4328 or by email at [elearning@monroecc.edu](mailto:elearning@monroecc.edu).

## Financial Aid

Location: Audrey M. Warrick Student Services/Administration Building (A), Room A-159

### What kinds of Financial Aid are available?

MCCC, in conjunction with federal and state government and private and civic organizations, offers a variety of scholarships, grants, loans and employment opportunities to assist students in financing their education.

**Grants:** Available from many sources, including the federal government. Grants do not have to be repaid and are usually based on need.

**Scholarships:** Available from a variety of sources, including the college, community and professional service agencies. Some are based on merit, talent or financial need. Scholarships do not have to be repaid.

**Loans:** Sums of money that must be repaid. They come from the federal government. Student loans contain favorable repayment terms and are offered at a fixed interest rate.

**Employment:** Work-study funding lets students earn money toward their education while going to school. The college helps students with finding jobs, usually on campus. Students earn minimum wage, and may work up to 20 hours per week while in school.

### How do I apply?

You may apply online at [www.fafsa.gov](http://www.fafsa.gov), or stop by the Financial Aid Office for more information and/or appropriate forms.

## Grade Point Average

### How do I calculate my grade point average?

To compute the semester grade point average, divide the total semester honor points earned by the semester credit hours attempted.

$$\frac{\text{Semester Honor Points Earned (Honor Points)}}{\text{Semester Hours Attempted (GPA Hours)}} = \text{GPA}$$

(continued)

Letter grade	Grade points per credit hour
A	4
A-	3.7
B+	3.3
B	3
B-	2.7
C+	2.3
C	2
C-	1.7
D	1
D-	0.7
E	0

**Example:**

Course schedule	semester hours		grade	grade points
ENGL 151	3	X	B (3)	= 9
POLSC 151	3	X	C (2)	= 6
MATH 151	4	X	A (4)	= 16
PSYCH 151	3	X	B (3)	= 9
<b>Total</b>	<b>13</b>			<b>40</b>

**Divide the total grade points (40) by total credit hours (13) = 3.076**

To compute the cumulative grade point average, divide the total honor points earned by the total credit hours attempted in all semesters. A cumulative grade point average of "C" (2.0) is required for graduation.

$$\frac{\text{Total Honor Points Earned}}{\text{Total Credit Hours Attempted}} = \text{Cumulative GPA}$$

**Note:**

- An "E" is calculated into your grade point average, although no grade points are allocated for failing work.
- Credit accepted from other institutions is not used to calculate your GPA at Monroe County Community College.
- Grades

Your grades will be available using the online *myWebPAL* Student Planning system approximately three days after the end of each term.

Students who need a printed grade report for employer reimbursement or scholarship purposes may obtain one by contacting the Registrar's Office. Grade reports requested by students will be mailed once a week on Friday.

- Unofficial transcripts are available at no charge (photo ID required).

## Graduation Application

1. When you have earned 40 credit hours or more toward your degree, you may apply. Fill out the Application for Degree on *myWebPAL*.
2. You may run an unofficial graduation audit using the **webPAL** Student Planning system. Go to 'Academic Profile' and click on 'Graduation Audit' (unofficial). This will help you to track your progress toward your degree or certificate.
3. Official transcripts are ordered through MCCC's website. It is \$5 for an electronic copy or \$7.50 for a hard copy.
4. When you submit your Application for Degree, the Registrar's Office will complete a Graduation Audit and let you know if you are on schedule to graduate as planned.
4. Students who have submitted an Application for Degree and are on schedule to graduate will be added to the graduation list for the term in which they will complete all requirements. MCCC has one Commencement Ceremony in late April or early May that recognizes all students completing their degrees in either Fall, Winter or Summer semesters. Participation in the ceremony is encouraged, but not mandatory. Diplomas are mailed 6-8 weeks after the completion of requirements.

## Learning Assistance Laboratory

Location: Campbell Learning Resources Center (C). Room C-218

### LAL Fall and Winter Hours

Monday - Thursday 8 a.m. - 7 p.m.

Friday 9 a.m. - 3 p.m.

Note: There are limited hours and services during the Summer semester.

### What kind of services does MCCC offer?

The Learning Assistance Lab provides academic support to all currently enrolled MCCC students. All services in the LAL are provided to students free of charge. Appointments are recommended. This includes tutoring, test taking skills and academic coaching.

### Tutoring

The LAL provides one-on-one and group tutoring in many MCCC subject areas. Tutoring is provided by faculty specialists as well as peer tutors. Appointments are a half hour or hour in length. Assistance is also available in the areas of study skills, reading strategies and other related areas. The only requirement for seeing a tutor is enrollment in the class for which tutoring is desired.

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## **Supplemental Instruction**

Peer-directed study sessions are available in selected MCCC courses. Regularly scheduled sessions provide group review and study discussions that are open to all students enrolled in the course. Students who attend SI sessions typically do better in the course and also learn study strategies that can be applied in all courses.

## **Services for Students with Disabilities**

The Disability Services Office coordinates accommodations for students with disabilities and provides academic advising. The purpose of accommodations is to provide students access to participate fully in the college's programs and services. When appropriate, Disability Services coordinates referrals to community agencies.

## **POPSS (Perkins Occupational Populations Support Services)**

The POPSS program offers additional services through the Carl D. Perkins Grant to students in state approved occupational programs that also meet certain requirements. Services include academic assistance, career counseling and resources, advising, and accommodations for students with disabilities. For more information about this program and eligibility requirements, visit [www.monroecc.edu/lal/Perkinspg.html](http://www.monroecc.edu/lal/Perkinspg.html) or call the LAL at 734.384.4167.

## **First Steps for Classroom Success Workshop**

This workshop is presented preceding the Fall and Winter semesters. Students learn what to expect in college, and gain confidence beginning their college careers. Study skills, note taking skills, time management strategies and other learning-related topics are presented.

## **How do I get more information and/or make an appointment?**

Call 734.384.4167 or visit the LAL in Room C-218, or make an appointment online via the MCCC Homepage ([web: PAL](#) or under Resources › Learning Assistance Lab › Tutoring › How to Make an Appointment).

## Library

Location: Campbell Learning Resources Center (C), Main Floor

### When is the library open?

#### Library Hours

##### Fall and Winter Semester Hours:

Monday - Thursday	8 a.m. - 8 p.m.
Friday	8 a.m. - 4:30 p.m.
Saturday	Closed
Sunday	Closed

##### Summer Semester Hours:

Monday - Thursday	8 a.m. - 6 p.m.
Friday	8 a.m. - 12 p.m.
Saturday	Closed
Sunday	Closed

Library - Circulation Desk 734.384.4204

Library - Reference Desk 734.242.7300, x4400

Ask-A-Librarian Email - ASKALIBRARIAN@monroecc.edu

### Does the library lend textbooks?

The library does not purchase textbooks that are used in MCCC classes.

### Why should I use the MCCC Library?

The MCCC Library purchases materials and databases that are well suited for college level class assignments. Use your public library for leisure pursuits.

### Can I get help finding information for a paper?

- A reference librarian is available during most library hours.
- Additionally, the library has an email address for reference service.
- You may call to schedule an appointment with a librarian.

### Circulation Policy

Students may borrow general circulating books for two weeks with one renewal if there are no holds on them. Select DVD's circulate for a two-day period. Fines will be assessed for overdue materials. If fines are not resolved, a hold may be placed on your student record and off campus database access will be discontinued. The library does not circulate journals/magazines or reference materials.

### Web-based Resources

The library subscribes to a variety of databases and full-text online resources. The databases provide access to ebooks, reports, journal and magazine citations and articles by subject. With a library card, access is available from off-campus locations as well.

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### **What if the library doesn't own a book I need?**

Books and journal articles may be borrowed from other institutions through interlibrary loan. Interlibrary loan is offered to MCCC students, faculty and staff. A fee may be charged.

### **What other services does the library provide?**

- Reserve collection for assigned class reading assignments
- Photocopying - 25¢ per copy
- Access to Microsoft Office software applications
- Wireless Access

## **Math Den**

Location: La-Z-Boy Center (Z), Room Z-258The

Math Den provides math tutoring to developmental math students on an "as needed/drop by" basis. The Math Den on Main Campus is staffed from 9 a.m to 9 p.m. Monday through Thursday, Fall and Winter semesters. At the Whitman Center, a Math Den assistant will be provided subject to availability.

## **Transfer of Credits**

You must have an MCCC Application for Admission on file and request an official transcript from your previous colleges be sent directly to the Registrar's Office. Credits from regionally accredited colleges/universities which are applicable to your declared MCCC program will be accepted on transfer and appear on your permanent record. You must have received a "C-" or higher for coursework to transfer.

### **I plan to transfer to a four-year institution.**

#### **How do I know which courses will transfer?**

At MCCC, students can earn the first two years of a bachelor's degree and select courses that transfer to four-year institutions. The appropriate courses depend on the program of study and the four-year college or university where students intend to obtain a bachelor's degree. MCCC works with area four-year institutions to develop transfer guides and equivalency lists. Transfer guides are specific to individual programs and explain which courses may be taken at MCCC. Transfer guides and equivalency lists for a number of colleges and universities are available online through MCCC's Web page, by clicking on Transfer Information Center.

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- 1) To ensure transferability of credits to a specific four-year college or university and program, it is essential that the transfer student identify the college or university and curriculum as soon as possible, consult with a counselor or faculty advisor, and follow the appropriate transfer guide.
- 2) Students planning to transfer should become familiar with the transfer institution's requirements and course guidelines and periodically check in with their transfer institution.
- 3) Note: While following a transfer guide will eliminate many difficulties commonly associated with transferring, it is always a good idea for students to consult with the college to which they will be transferring.

## **Writing Center**

Location: Campbell Learning Resources Center (C). Room C-218 (LAL)

### **Who can use the Writing Center?**

Individualized tutoring is available for every student in every course at MCCC's Main Campus and through email tutoring.

### **What kinds of services are available at the Writing Center?**

Student writing fellows assist with all stages of the writing process. Writing fellows are students who have demonstrated writing ability in ENGL 254 (Advanced Composition). Writing fellows are not editors but will help you identify some of your paper's strengths and weaknesses. The services of the Writing Center are intended to help you learn to improve your own writing and correct your own mistakes.

### **Do I need to have a finished paper before I visit the Writing Center?**

No. Plan several visits to the MCCC Writing Center when working on a paper. Writing fellows are available to discuss the assignment, brainstorm and plan the paper. After a first draft is completed, make an appointment to discuss revision and editing strategies.

### **When can I meet with a Writing fellow?**

Walk-ins are welcome but immediate tutoring is not always available. It is best to make an appointment by calling 734.384.4167 or logging in to the college's homepage and following the "Make an Appointment" link.

Electronic tutoring via email or fax is also available. For more information, contact the Writing Center or visit our Web site: [www.monroecc.edu/writing](http://www.monroecc.edu/writing).



# Student Clubs and Organizations

## Contact Person

<b>The Agora</b> College Newspaper	Humanities/Social Sciences Office 384-4153
<b>Ambassador Club</b> Provides MCCC with student leaders for special events	Tom Ryder 384-4201
<b>The Art Club</b> Enriching lives through art expression and art education	Therese O'Halloran 384-4158
<b>Ballroom Dance Club</b> Social dance club for students of all abilities and ages	Kellie Lajiness klajiness@monroecc.edu
<b>Circle K of MCCC</b> Provides caring service to the community while developing leadership and promoting fellowship	Penny Dorcey 384-4311
<b>College/Community Agora Chorale</b> Student/Community Musical Ensemble	Catherine Brodie 241-1793
<b>College/Community Symphony Band</b> Student/Community Instrumental Band	Mark Felder 289-5555
<b>Criminal Justice Club</b> To promote and increase interest in criminal justice	Jennifer Miller jmiller@monroecc.edu
<b>Drama Club</b> To identify and unify students who enjoy theatre arts	Kellie Lajiness klajiness@monroecc.edu
<b>Educators for Change</b> Developing leadership and networking skills in the field of education	Felice Moorman fmoorman@monroecc.edu
<b>MCCC Collegiate Farm Bureau Club</b> Purpose is to advocate for agriculture on campus, within the community and with the Michigan Farm Bureau.	Andy McCain amccain@monroecc.edu
<b>Gender and Sexuality Alliance</b> To provide a strong, supportive community on campus to increase tolerance and provide resources to LGBTQ students	Dr. Melissa Grey 384-4292 Jenna Bazzell 384-4295
<b>International Studies</b> To promote the study and awareness of other countries and cultural issues	Dr. Michael Snyder 384-4157

<b>Lambda Alpha Nu</b>	To promote leadership, social interaction, enhance career experience, develop networks and promote team work	Will Hilliker 384-4148
<b>Math and Science Society (MASS)</b>	Open to students with interests in astronomy, biology, chemistry, ecology/environmental science, mathematics, physics and general science	Dr. Kathy Shepherd 384-4132
<b>Phi Theta Kappa</b>	International Honor Society for two year colleges	Lauren Pillarelli 384-4303 Dr. Laura Manley 384-4244
<b>Psychology Interest Group (PIG)</b>	Student club that empowers students to explore and experience psychology beyond the classroom, to build students' knowledge of the field and careers as well as their leadership skills, and to share psychology with the campus and community	Dr. Melissa Gray 384-4292 Patrick Wise 384-4298
<b>Respiratory Therapy Students' Organization</b>	Open to all students who have been accepted to the respiratory therapy program. Participation in health fairs.	Helen Stripling 457-6055
<b>MCCC Robotics Club</b>	Mission is to promote robotics and STEM education to current and future MCCC students.	mmohn@monroecc.edu Mike Mohn
<b>Special Olympics Club</b>	Connects college students and Special Olympics athletes through sports to build friendships and to build a campus of respect and inclusion	Barry Kinsey 384-4124
<b>Student Government</b>	Major governing body and program planning organization for MCCC students. Student Government sponsors many events.	Tom Ryder 384-4201
<b>Student Nurse Association (SNA)</b>	MCCC Local Chapter	Dawn Lymond 384-4266
<b>Volleyball Club</b>		Lisa Schendel 384-4287

## Board of Trustees

Lynette Dowler	Chair
Mary Kay Thayer	Vice Chair
Aaron N. Mason	Secretary
William T. Bruck	Trustee
Florence Buchanan	Trustee
Steven Hill	Trustee
Krista Lambrix	Trustee

## MCCC Faculty and Staff Directory

### Administrative Staff

Dr. Ijaz Ahmed	Ext. 4103, H-155
<i>Director of Respiratory Therapy</i>	
Jack Burns, Jr.	Ext. 4249, P-101
<i>Director of Campus Planning &amp; Facilities</i>	
Parmeshwar Coomar	Ext. 4209, T-147
<i>Dean of Applied Science &amp; Engineering Technology Division</i>	
Dr. Kevin Cooper	Ext. 4128, L-126
<i>Dean of Science/Mathematics Division</i>	
Dr. Valerie Culler	Ext. 4139, A-161
<i>Director of Financial Aid</i>	
Dr. Randell Daniels	Ext. 4224, A-133
<i>Vice President of Student and Information Services</i>	
Andrew Fischer	Ext. 4202, A-125
<i>Director of Financial Services</i>	
Dr. Paul Hedeem	Ext. 4152, C-201
<i>Dean of Humanities and Social Sciences Division</i>	
Kelly Heinzerling	Ext. 4275, A-190
<i>Director of Auxiliary Services and Purchasing</i>	
Barry Kinsey	Ext. 4124, Z-286
<i>Director of Workforce Development</i>	
Paul Knollman	Ext. 4282, C-233
<i>Dean of Business Division</i>	
Brian Lay	Ext. 4188, C-21
<i>Manager of Information Systems</i>	
Dr. Kimberly Lindquist	Ext. 4101, H-115
<i>Dean of Health Sciences Division</i>	
Dr. Laura Manley	Ext. 4244, C-120
<i>Director of the Library</i>	
Dr. Joshua Myers	Ext. 4214, A-154
<i>Executive Director of The Foundation</i>	
Tina Pillarelli	Ext. 4332, Z-286
<i>Director of Lifelong Learning</i>	
Dr. Kojo A. Quartey	Ext. 4166, A-127
<i>President</i>	
Dr. Anthony Quinn	Ext. 4279, A-115
<i>Director of Upward Bound</i>	
James Ross	Ext. 4259, E-116
<i>Director of Data Processing Services</i>	

Joseph Verkennes . . . . .	Ext. 4207, A-154
<i>Director of Marketing and Communications</i>	
Tracy Vogt . . . . .	Ext. 4230, A-112
<i>Registrar</i>	
Suzanne Wetzel . . . . .	Ext. 4206, A-129
<i>Vice President of Administration</i>	
Dr. Grace Yackee . . . . .	Ext. 4221, A-131
<i>Vice President of Instruction</i>	
Vacant . . . . .	
<i>Director of Admissions and Guidance Services</i>	
Vacant . . . . .	
<i>Director of Human Resources</i>	

## **Administrative Area Assistants**

Sherry Bussell, Administrative Assistant to the Director of the Campus Planning & Facilities . . . . .	Ext. 4365
Penny Dorcey, Executive Assistant to President and Board of Trustees . . . . .	Ext. 4311
Ann Gerwick, Administrative Assistant to Vice President of Student and Information Services . . . . .	Ext. 4316
Glori Jonkman, Administrative Assistant to Vice President of Administration . . .	Ext. 4315
Annette Kiebler, Administrative Assistant to Vice President of Instruction . . . . .	Ext. 4314

## **Admissions/Guidance**

Kellie Kull, Administrative Assistant . . . . .	Ext. 4302, A-101
Lauren Pillarelli, Administrative Assistant . . . . .	Ext. 4303, A-101
Dr. Joyce Haver, Counselor . . . . .	Ext. 4105, A-108
Peggy Jacob, Counselor . . . . .	Ext. 4263, A-111
Steve Mapes, Counselor . . . . .	Ext. 4262, A-109
Thomas Ryder, Student Government/Activities Coordinator . . . . .	Ext. 4201, A-154
Megan McCaffery-Bezeau, Fitness Center Coordinator . . . . .	Ext. 4423

## **Applied Science and Engineering Technology Division**

Cameron Albring, Administrative Assistant . . . . .	Ext. 4112, T-149
Martin Dubois . . . . .	Ext. 4120, T-125
Troy Elliott, Product and Process Tech . . . . .	Ext. 4114, T-131
Stephen Hasselbach . . . . .	Ext. 4118, T-127
Dr. Dean Kerste . . . . .	Ext. 4121, T-141
Jack Larmor, Auto Service Program Coordinator . . . . .	Ext. 4145, T-117
Mark Locher, Sr. . . . .	Ext. 4115, T-115
Michael Reaume, ITD Technician/Perkins Technical Specialist . . . . .	Ext. 4176, T-156
Robert Semanske, Lab Technician . . . . .	Ext. 4119, T-133

## **Bookstore/Switchboard/Shipping and Receiving**

Amy Salliotte, Administrative Assistant . . . . .	Ext. 4274
Deborah Baker, Cashier . . . . .	Ext. 4231
Randy Berns, Receiving Clerk . . . . .	Ext. 4377
Linda Black, Accounts Payable Clerk . . . . .	Ext. 4323
Kimberly Letasse, Switchboard Operator . . . . .	Ext. 4380

## **Business Division**

Lisa Schendel, Administrative Assistant	Ext. 4987, C-233
Parnella Baul	Ext. 4289, C-208
Bradley Hesser	Ext. 4142, E-129
William Hilliker	Ext. 4148, W-174
Vicki LaValle	Ext. 4151, A-146
Zackary Moore	Ext. 4149, W-166
David Reiman	Ext. 4986, C-205
Kevin Thomas	Ext. 4150, A-146
Scott Wang	Ext. 4301, L-218
Wendy Wysocki	Ext. 4294, C-214

## **Business Office**

Toni Bean, Accounts Receivable Clerk	Ext. 4310, A-119
Laura Hamel, Part-time Bookkeeper	Ext. 4271, A-119
Linda Hawley, Financial Services Coordinator	Ext. 4299, A-119
Denise Lindemann, Assistant Director of Financial Services	Ext. 4308, A-119
Nicholas Sheer, Payroll Accountant	Ext. 4309, A-119

## **Corporate and Community Services and Workforce Development**

Renee Drouillard, Administrative Assistant for Workforce Development	Ext. 4229, Z-286
Mary Lunn, Administrative Assistant, Lifelong Learning	Ext. 4330, Z-286
Mary Lyons, Administrative Assistant Events/Reservations	Ext. 4242, Z-286

## **e-Learning and Instructional Support**

Dr. Jeffrey Peters, Coordinator	Ext. 4129, W-176
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## **Financial Aid**

Susan Byrnes, Coordinator of Financial Aid Operations	Ext. 4137, A-164
Allison Gallardo, Financial Aid Assistant	Ext. 4138, A-163

## **The Foundation**

Janel Boss, Administrative Assistant Foundation/Marketing	Ext. 4129, A-154
Michelle Gaynier, Communications Specialist Foundation/Marketing	Ext. 4177, A-154

## **Health Sciences Division**

Rachel Lehr, Administrative Assistant	Ext. 4102, H-120
Lori Biggs	Ext. 4248, H-117
Holly Boylan	Ext. 4175, H-214
Nicole Garner	Ext. 4173, H-118
Tracy Giacomini	Ext. 4253, H-153
Dawn Lymond	Ext. 4266, H-151
Lindi McClure	Ext. 4267, L-215
Angela Prush	Ext. 4268, H-154
Denise Robinson	Ext. 4265, H-116
Michelle Schwartz	457-6025, H-152
Helen Stripling	457-6055, H-150

## Human Resources

Erika Hunt, Part-time Human Resources Assistant . . . . .	Ext. 4179, A-119
Linda Marsh, Human Resources Specialist . . . . .	Ext. 4110, A-138

## Humanities/Social Science Division

Rachel Eagle, Administrative Assistant . . . . .	Ext. 4153, C-201
Jenna Bazzell . . . . .	Ext. 4295, C-204
Mark Bergmooser . . . . .	Ext. 4281, C-203
Lori Jo Couch . . . . .	Ext. 4285, C-210
Edmund LaClair . . . . .	Ext. 4238, C-221
JoEllen Locher . . . . .	Ext. 4284, C-207
Dr. Ken Mohney . . . . .	Ext. 4232, C-214
Dr. Carrie Nartker . . . . .	Ext. 4154, C-211
Therese O'Halloran . . . . .	Ext. 4158, A-167
Dr. Derek Roberts . . . . .	Ext. 4156, C-215
Dr. Michael Snyder . . . . .	Ext. 4157, C-212
Michelle Toll . . . . .	Ext. 4336, C-202
Daniel Wood . . . . .	Ext. 4297, C-206

## Information Systems/Data Processing

Christopher Gossett, Computer Programmer . . . . .	Ext. 4216, E-116
Rick Hubbert, Information Systems Technician . . . . .	Ext. 4489, C-17
Suzanne McKee, Computer Programmer . . . . .	Ext. 4218, E-118
Grant Bussell, Part-time Technical Support Assistant . . . . .	734-457-6002, C-17
Tyra Robertson, Information Systems Support Technician . . . . .	Ext. 4234, C-15
Thomas Scheer, Microcomputer Technician . . . . .	Ext. 4163, C-17
John Wyrabkiewicz, Network and Systems Architect . . . . .	Ext. 6003, C-23
Jason Young, IS Systems/Security Administrator . . . . .	Ext. 4178, C-17

## Instruction

Quri Wygonik, Coordinator of Institutional Research, Evaluation & Assessment . . . . .	Ext. 4237, A-124
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## Learning Assistance Lab

Denise Howe, Administrative Assistant . . . . .	Ext. 4406, C-218
Kristine Gerlach, Disability Services Coordinator . . . . .	Ext. 4164, C-LAL
Amy Ockerman . . . . .	Ext. 4407, C-218
Mary Kinsey . . . . .	Ext. 6027, C-218

## Learning Resources

Christina Campbell, Administrative Assistant . . . . .	Ext. 4325, C-101
Janice Hylinski, Digital Services Assistant . . . . .	Ext. 4399, C-100
Cindy Yonovich, Reference/Public Services Librarian . . . . .	Ext. 4162, C-103

## Marketing and Communications Office

Janel Boss, Administrative Assistant Foundation/Marketing . . . . .	Ext. 4313, A-154
Michelle Gaynier, Communications Specialist Foundation/Marketing . . . . .	Ext. 4177, A-154
Douglas Richter, Graphic Designer . . . . .	Ext. 4318, A-154
Thomas Ryder, Events, Alumni & Student Activities Coordinator . . . . .	Ext. 4201, A-154
Beth Waldvogel, Coordinator of Web Services . . . . .	847-0559 Ext. 4510, A-154

## Regional Computer Technology Center

Janet Brant, Part-time Computer Lab Technician . . . . .	Ext. 4391
Cynthia Prusaitis, Part-time Computer Lab Technician . . . . .	Ext. 4391
Karen Kuhl, Computer Lab Coordinator . . . . .	Ext. 4144

## Registrar's Office

Courtney Slater, Administrative Assistant . . . . .	Ext. 4304
Linda Roberts, Coordinator of Records and Registration . . . . .	Ext. 4305
Kessie Drouillard, Registration Assistant . . . . .	Ext. 4174

## Science/Mathematics Division

Laurel Johnston, Administrative Assistant . . . . .	Ext. 4233, L-126
Christopher Perria, Science Lab Coordinator . . . . .	Ext. 4293, L-223
Dr. Amera Almusharrf . . . . .	Ext. 4260, L-119
Lori Bean . . . . .	Ext. 4131, L-224
Dr. Maris Fonseca . . . . .	Ext. 4256, L-123
Dr. Michael Fuertes . . . . .	Ext. 4276, L-222
Dr. Melissa Grey . . . . .	Ext. 4292, L-225
Felice Moorman . . . . .	Ext. 4219, L-221
Dr. Mark Naber . . . . .	Ext. 4252, L-212
Tracy Rayl . . . . .	Ext. 4213, L-116
Lisa Scarpelli . . . . .	Ext. 4246, L-120
Dr. Kathleen Shepherd . . . . .	Ext. 4132, L-216
Dr. Roger Spalding . . . . .	Ext. 4277, L-220
Dr. James Vallade . . . . .	Ext. 4247, L-211
Dr. Philip Wahr . . . . .	Ext. 4130, L-117
Patrick Wise . . . . .	Ext. 4298, L-115
Stephanie Wozniak . . . . .	Ext. 4197, L-118

## Security

William Myers, Security Supervisor . . . . .	Ext. 6007, A-142
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## Whitman Center

Jane Clevenger, Administrative Assistant . . . . .	734-847-0559
Beth Waldvogel, Computer Lab Technician . . . . .	734-847-0559
General Maintenance Worker . . . . .	734-847-5814