

Montgomery College

MC Help Centers Informational Packet

July 5, 2012

MC Help Centers Information**Mission of the MC Help Centers:**

To help College students, faculty, and staff recover from the June 29, 2012 storms that knocked out power to much of the Washington, D.C. metropolitan region.

Scope of Activities:

- (1) Create a welcoming and supportive environment
- (2) Provide triage to help inquirers find answers to their questions
- (3) Answer basic questions about College operations
- (4) Serve as a resource for external health and safety services

Days of Operation: July 6–12, 2012, during the weekdays, unless a review of the situation indicates centers can close sooner.

Hours of Operation: 8 a.m.–7 p.m. (centers will close at 5pm on Friday, July 6)

MC Help Center Physical Locations:

Germantown Science and Applied Studies Building (SA)

Rockville: Campus Center (CC)

TP/SS: Nunley Student Services Building (ST)

Virtual Locations:

Email for MC Help Centers will be MCHelpCenter@montgomerycollege.edu, to be fielded by college-wide coordinator of MC Help Centers and referred to appropriate personnel;

- (1) MC Web access and link on Inside MC Online and in email communications;
- (2) MC Help Centers will have cell phone numbers available; see directory at back of this packet; and
- (3) Facebook updates on the MC Help Center.

Academic Information – Frequently Asked Questions**STUDENTS: Summer I Questions****Q: What mode of communication can I use to get in touch with my instructor?**

A: MC e-mail is the official means of communication. However, you may use any contact information listed on your course syllabus. If you have trouble reaching your instructor, you should contact the academic department for assistance.

Q: When should I expect contact from my instructor?

A: All instructors teaching summer I courses have been asked to contact each student by Saturday, July 7. If you have not heard from your instructor, please immediately contact the academic department or registrars@montgomerycollege.edu.

Q: How do I take the final exam for my class?

A: Your instructor will inform you how to complete the remaining requirements for your course.

Q: I could not study for my exam because important material is in MyMC, which was down. Will my instructor grant an extension?

A: Let your instructor know about the difficulty that you have experienced. Your instructor will be as flexible as possible to ensure that you are provided every opportunity to fulfill the requirements of the course.

Q: I am a visiting student. How soon can I get my grades sent to my home institution?

A: Log-on to MyMC and complete a transcript request. You may select “hold for grades” to ensure that a transcript is not sent until your grades are received. You may track your transcript requests through MyMC.

Admissions and Records will release “hold for grades” transcripts when the majority of summer I grades are reported.

Q: I needed a transcript while MC was closed. I missed the admission/scholarship deadline. What can MC do to help my situation?

A: Contact registrars@montgomerycollege.edu to write a letter on your behalf. A registrar will validate the College's closure.

Q: I became sick (work hours changed, received military orders, there was a death in my immediate family) before summer I finals. How do I withdraw from the course?

A: Complete the involuntary withdrawal form, and submit it with documentation to Admissions and Records.

Q: When will I get my grades for my summer I courses?

A: Grades for summer I are due one week after the final assessment for the course. If the end date of the course changes, the Office of Admissions and Records must receive notification from the professor. Faculty members may be contacted on an individual basis for a more immediate assessment of a summer I student's work to determine eligibility for summer II enrollment.

Q: If I don't pass my summer I course, can I retake the course during summer II?

A: Yes, if this will be your second attempt and the course has not begun. If your third attempt, you will need to meet with a counselor for third attempt override before the start of term.

All other retakes will need to be scheduled for fall.

Q: I received an "I" grade. What is the impact of an incomplete?

A: An incomplete grade does not qualify you to take courses in summer II if the incomplete is for a course that is a pre-requisite of your summer II course.

An incomplete may also complicate your ability to receive financial aid.

If you're registered for summer II, you will hear from the instructor or department chair if they are unable to accommodate your request to remain in the course. You may also contact your summer II instructor with your concern.

STUDENTS: Summer I and II Questions**Q: What happens if I don't pass my summer course and am scheduled to graduate in summer?**

A: If that course was required for you to graduate, you will need to reapply for graduation. Please consult the graduation coordinator on the campus you applied to graduate for more information.

The summer graduation deadline has been extended to Friday, July 13. Students should submit a paper graduation application to take advantage of this extension.

Q: I didn't get a chance to drop a course before the deadline to (fill in the blank), what can I do now?

A: Visit Admissions and Records and tell them what happened. If your drop deadline occurred when our technology was down, we will backdate your drop to allow you to drop with a (fill in the blank.)

Q: Can I get a refund?

A: You may get a refund if you drop your class within the refund deadline. You may also get a refund if your refund deadline occurred during the College's power/technology outages. You may receive a partial refund if your circumstances qualify for an involuntary withdrawal. Please see Admissions and Records for more information.

Q: I need an enrollment verification, how do I get one?

A: You have two options:

- (1) You may obtain a free one through MyMC, if you have a SSN on file; go to the request enrollment verification link under Student Quick Links, and select National Student Clearinghouse.
- (2) You may complete enrollment verification request, pay the \$5 fee and submit the request to Admissions and Records.

STUDENT: Midsummer Session Question**Q: Will we need to make up for lost class time?**

A: You probably won't have extra sessions scheduled, but your instructor may ask you to complete additional assignments outside of class and through distance technologies. Your instructor will inform you of any updates to the course the week of July 9.

STUDENT: Summer II Questions**Q: I still want to apply or submit an admissions application for summer II, what do I do?**

A: As soon as the College opens, the Office of Admissions and Records will make it a priority to process any additional applications for summer II. Please contact 240-567-5000 for additional assistance.

Q: I cannot register for summer session II until Monday, July 9. Will I have to pay the late fee?

A: The late registration fee for the summer II session will be waived through Monday, July 9.

Q: I still want to register for a course for summer II, what should I do?

A: If you have already applied to MC, you may register online through MyMC. If you have a prerequisite or assessment error, please contact the academic department for assistance. You may also contact helpatadistance@montgomerycollege.edu, and a counselor will be able to assist you.

Q: I submitted an Academic Appeal for a fourth attempt before the storm and have not seen a response. Will I have a chance to take the course during summer II session?

A: All appeals for fourth attempts will be provided to the appropriate department chair or dean on Friday for review. You will hear from the department chair via your Montgomery College e-mail address by Sunday with a determination for summer II.

Q: I've been on a waitlist, and I received notification during the power outage. Are there any chances for me to get into the course?

A: The Office of Admissions and Records has identified the affected students who received wait list notifications and, due to the power outage and loss of connectivity, were unable to remove themselves from the summer II and fall wait lists. Therefore, the College will place these students, who received notifications from Friday night, June 29 to Thursday, July 5 and did not register, back at the top of the same wait lists, in their original order, by the end of July 6.

Q: How do I drop my summer II course?

A: Login to MyMC and go to register for classes; select drop down menu and choose "drop" then submit changes.

Q: I took a class in summer session I. Can I start my summer session II class, which begins the week of July 9?

A: In most cases, yes, you can. If there is any question whether or not you have satisfied the prerequisites for this course, you will be contacted by the instructor or department chair with additional information.

Q: How do I pay for my summer session II course(s)?

A: Log into MyMC and complete payment arrangements before the start of class. If you need to pay cash, please visit the Cashier's Office on each campus. The cashier will open on time on Friday, July 6.

Failure to make payment arrangements will result in your classes being dropped for non-payment.

Q: I dropped my course because I need money for repairs after the storm. When will I receive my money?

A: Check your account to ensure you have been dropped with a refund; if so, you will receive a refund within two weeks of July 9.

FACULTY: Summer I Questions

Q: What mode of communication can I use to get in touch with my students?

A: Use MC e-mail first; you are also highly encouraged to follow-up with any students that you have not heard from within 24 hours by phone. You may access individual student phone numbers through MyMC.

Q: When do I submit my grades for my summer I courses?

A: Grades for summer I are due one week after the final assessment for the course. If the end date of the course changes, the Office of Admissions and Records must receive notification. Faculty members may be contacted on an individual basis for a more immediate assessment of a summer I student's work to determine eligibility for summer II enrollment.

Q: What grade do I give for a student that never attended my course?

A: You should have provided an NA before 20 percent of class meetings, but this is no longer an option. You will now be expected to provide the student with an "F" and provide start date for course as last date of attendance.

Q: I gave a student an "I" grade. How long do I have to provide a final grade?

A: Incomplete grades require an incomplete form, which you can find at the top of your final grade roster. This completed form is due back to Admissions & Records two weeks after you award the "I". You have four weeks into the fall 2012 semester to provide a final grade.

Q: Do I have to reschedule my classes?

A: This is something that needs to be discussed with your department chair. If it is determined that required course content, assessment and outcomes have been achieved, then no. If they can be achieved via distance technology, then no. If there is still a need to meet, it's critical that you make that determination with your chair and dean immediately.

Q: How many classes do we need to reschedule?

A: This is something that needs to be discussed with your department chair. If it is determined that required course content, assessment, and outcomes have been achieved, then none. If they can be achieved via distance technology, then none. If there is still a need to meet, it's critical that you make that determination with your chair and dean immediately to consider adding up to two more meetings to occur by July 13.

Q: What are my options for making up content or giving an assessment?**A: All class time/exams need to be completed by Friday, July 13.**

- Friday, July 6 and/or Friday, July 13: **These days may allow for you to hold class at the same time your class would normally run.**
- Saturday, July 7, Sunday, July 8 or any day next week as long as your students can attend and there is a room(s) available.
- Give class assignments to be done outside the classroom.
- If your class is a blended class; take advantage of the online component to make up class time.
- Give exams through the Assessment Center.

All of these options need chair and dean approval; and coordination with course scheduler an/or Assessment Center.

FACULTY: Summer II Questions**Q: There is a waitlist for my course, and students are contacting me to join my course. What do I do?**

A: If your course has not yet started, ask the student to add themselves back onto the waitlist via MyMC, and then come to the first session to see if there is an available seat. If the course has begun and you have room, sign a registration form for the student.

Financial Aid Information – Frequently Asked Questions

Q: Will my *summer* 2012 financial aid be affected if I receive a grade of “I” in my summer 1 class(es)?

A: No, it should not negatively affect your summer financial aid as long as you have a passing grade entered for the class by the end of summer II in late August. If you withdraw from the class or receive a failing grade in the class and the College cannot document your last date of attendance in the class, your summer financial aid may be revised.

Q: Will my *fall* semester 2012 financial aid be affected if I receive a grade of “I,” “W,” or “F” in my summer I class(es)?

A: Yes, depending on your financial aid satisfactory academic progress status at the end of spring. Any of these grades can affect your financial aid satisfactory academic progress and your eligibility for fall financial aid, if you are currently on financial aid warning. Financial aid looks at your academic progress for all of your summer classes at one time, after summer II grades are entered (estimate of August 30 for summer SAP evaluation).

Q: I submitted an academic plan to my counselor/adviser by June 29 based on my appeal of financial aid satisfactory academic progress suspension from *spring* semester 2012. Will this be reviewed in time for my summer financial aid or my fall financial aid?

A: Yes. These plans were due to the financial aid office by July 6. We have extended the deadline to July 13. This will provide the financial aid office adequate time to review the plan prior to disbursing summer and/or fall financial aid.

Q: How do I get financial aid for summer II?

A: The deadline to complete the 2011-12 FAFSA for summer sessions was June 30, 2012. This is a federal deadline; there is no extension. This information is included in the summer aid flyer, which is on the web and MyMC. Summer I and summer II are treated as one semester for summer financial aid. Most summer financial aid has already been awarded to eligible students.

Q: I have financial emergencies due to the power outages and do not have the funds I planned on to pay my summer II bill for tuition, fees, or books. Are there any emergency funds available to students?

A: If you have either a 2011–2012 or 2012–2013 FAFSA on file, check with any campus financial aid director about emergency funding.

Q: I was awarded financial aid for summer 2012. Will my summer II classes be held or will I be deleted?

A: All awarded summer financial aid is already referenced on students' bills and will hold their place in classes.

Q: When will I receive my summer financial aid?

A: Summer financial aid is not delayed. The financial aid office will check enrollment and attendance in all summer classes and disburse financial aid to student accounts after July 24.

Student Services – Frequently Asked Questions**Parking****Q: Do students need a parking permit?**

A: Students are not required to have a permit during the summer.

Counseling/Advising**Q: How do students register for classes?**

A.: Students will need to have completed their application, taken the assessment test and met the prerequisites, and completed an advising program (MAP/IMAP) prior to registering for classes. If students do not know if they meet course requirements or have not completed these steps, they should meet with a counselor/adviser.

Students who have met these requirements can log on to the Montgomery College website, click on the MyMC button at the top of the page, and follow the directions. A short tutorial is available to guide students.

- Students will need to have their M# and date of birth available to log on for the first time. Students can get their M# by showing a picture ID at the Office of Admissions.
- Instruction cards will be available at each MC Help Center for further assistance.

Q: Can students still register for summer II courses (before the start of the semester)?

A: Yes. Students can register for summer II courses as long as they meet the prerequisites.

New students, who have not tested, should complete an application and go to the Assessment Center as soon as possible.

Transferring or visiting students, can use unofficial transcripts and meet with a counselor/department chair for overrides into appropriate classes (lists will be available).

Q: Can students register for a summer II course even though they haven't received a final grade from the pre-requisite in summer I?

A: Students will be able to register for the next class in summer II, but should be aware that if they fail to meet the prerequisite from summer I, they will be dropped from the class within the first week.

Q: What if a class is already full?

A: For most classes, there are waitlists for which students can signup. Most professors use the waitlist as a guide for adding new students when people drop the class or fail to show up. Signing up on the waitlist is not a guarantee and ultimately the professor has the final say.

Q: What if the class has already started and there are seats available?

A: Once the class has started, it is up to the professor's discretion to allow/deny students access to the class. Students should understand that summer courses are accelerated and missing even one class is similar to missing a week in a regular semester. At any rate, the student should speak to the professor for permission and guidance.

Q. When can I register online?

A: To register online, students must log on to MyMC and follow the registration procedures by 11:59 p.m. prior to the day the class starts. After this time period, if the class has not started, students will need to fill out a paper Add/Drop form and submit it to the Office of Admissions. If the class has started, students will need to obtain/ask permission from the individual professor. If permission is granted, the student must complete the Add/Drop form, including obtaining the professor's signature, and submit it to the Office of Admissions within 3 business days.

Testing Centers

Q: Can students still take the placement test and get scores in a timely manner?

A: Yes, students can take any placement test by just walking in to the Assessment Center on their campus. Students can still call to make appointments, but walk-ins are preferred. Students must have completed their application before testing.

Q: When can students get their test scores?

A: After taking the assessment test, students can sign up for a MAP or IMAP session at the Counseling Center (Rockville) or Assessment Center (Germantown and Takoma Park/Silver Spring) on the campus where they are taking classes. Counseling centers will accommodate as many incoming students as possible with additional Advising sessions.

Other Issues**Q: Where can students go if they don't have power or access to food?**

A: The Montgomery College Foundation can provide student emergency assistance funds for food, books, etc. on a case-by-case basis. Staff can send an e-mail to David Sears at david.sears@montgomerycollege.edu and explain the need and funding needed for the student emergency.

As of its July 5 update, Montgomery County is operating a cooling shelter for those residents who are still without power in their homes at Richard Montgomery High School, 250 Richard Montgomery Drive, Rockville. Due to a decrease in demand for overnight cooling shelters in the County, as power continues to be restored to area residences, the White Oak Community Recreation Center at 1700 April Lane, is no longer needed to provide 24-hour shelter accommodations and will close at 9 p.m. on Tuesday, July 3. The White Oak Community Recreation Center will continue to operate today and tomorrow during its regularly scheduled hours of 10 a.m. to 9 p.m.

The county's MC311 Call Center will remain open from 7 a.m. to 5 p.m. Reach the MC311 Call Center by calling 311 or visiting www.mc311.com. Call 911 for emergency assistance and 311 for non-emergency help. Also check www.montgomerycountymd.gov for updates.

Q: Where can a student raise concerns about the process?

A: Students who have concerns or troubles are welcome to contact the chair or dean of that specific area. (List will be provided). Students are also welcome to seek out the help of the associate dean of student services at each campus for support.

Administrative and Fiscal Services – Frequently Asked Questions**Summer Dinner Theater****Q. Will Summer Dinner Theatre open on the weekend of July 13?**

A. Summer Dinner Theatre will perform on the weekend of July 13, as scheduled.

Child Care Centers**Q: Will the Child Care Centers be open?**

A: All Centers will be open on Friday and next week.

Q: Do families need to pay for child care services this week given the closure?

A: Families will need to pay for child care services this week. Parents will be billed for unforeseen power outages and overall weather related issues as stated in the Montgomery College Childcare Services Family Handbook.

Parents negatively impacted financially by the storm can inquire about child care scholarships for this week from the MC Foundation. Requests can be made through Teresa DeLisi and the child care staff who will make the request on the parents' behalf and then the Foundation will determine its support based on availability of funds.

Bookstores**Q: Will the bookstores be open?**

A: All three campus bookstores will be open.

There are still connectivity issues at the Takoma Park/Silver Spring Campus Cafritz Art Store & More, and it will be closed on Friday, July 6.

All three campus MC Books & More will be open on Saturday, July 7, from 9 a.m. to 1:30 p.m.; however, the Cafritz Art Store & More at the Takoma Park/Silver Spring Campus will remain

closed. Hours will resume as posted on our website (www.montgomerycollege.edu/bookstore) for the week beginning Monday, July 9.

Q: Can I still get my summer session II books and materials?

A: All available summer session II books are on the shelves so students can come in and purchase them anytime.

Processing any online orders that were submitted while the College was closed may be delayed somewhat, but we don't anticipate a huge delay as the bookstores have experienced staff who will be able to get these orders out in a very short period of time.

Q: Is the summer book buyback program affected at all?

A: Our summer buyback program will not change, since it is scheduled for July 11–13.

Q: What do I do about my rental textbook, which was due during the College's closure? Will I receive a late fee?

A: MC Books & More will extend the textbook rental return until close of business on Wednesday, July 11, for those students who have not yet been able to return their rental books.

Information Technology – Frequently Asked Questions

Q: What is the status of IT connectivity?

A: Collegewide connectivity is not completely solved at this point but is very close. As of 9 p.m. on Thursday, July 5, Comcast made a major repair that we hope will lead to improved connectivity. Some issues remain with Comcast. There is no timeframe at this point on resolution.

The College community can access e-mail, Banner, MyMC from off-campus locations, at the MC Help Centers through MiFi connectivity, and through the county libraries if the connectivity is not working.

Facilities – Frequently Asked Questions

Q: What is the status of the College’s facilities and power outages?

A: Here is the status:

Germantown Campus: Has Power

Workforce Development & Continuing Education: Has Power

Takoma Park/Silver Spring Campus: Has Power

Rockville: Has Power

Central Services: Has power

MC Help Centers – Frequently Asked Questions

Staffing

Three volunteers per two hour shift per campus, including SOS volunteers, campus leaders, preferably including an academic affairs expert and a student services expert. It is estimated that 45–50 volunteers are needed daily.

Physical Set-up

MC Help Centers will have a table and chairs for workers and students, Internet access (via MiFi and laptops), a cell phone, and a printer.

Inquiry Protocol

The workers at the MC Help Centers may receive many questions they cannot immediately answer. The centers will have ability to take the inquirer's contact information, then find the answer, and communicate it back to the inquirer either immediately or within 24 hours depending on the issue. Individual decisionmakers should be on call and prepared to answer the MC Help Center volunteers immediately.

Concerns and Issues

The centers will be prepared to hear issues and concerns from individuals who wish to report something they feel is amiss and who wish to seek redress. The volunteers will listen and then refer the person to the appropriate staff member.

Other services

The centers will be prepared to help with phone numbers for county resources to obtain services for shelter, food, clothing, child care, etc. The Montgomery College Foundation has some funding available to address these issues on a case-by-case basis. Centers will be stocked with snacks, water, and sodas.

Note: Refer the student to the counselors' offices for private conversations. Counseling administrative assistants should provide the referral to get the student seen by a counselor quickly.

Communications

There will be a constant feedback loop from MC Help Center workers to campus leaders and collegewide point person so that whole operation can adjust to the kinds of inquiries received.

Each day, the Office of Communications will have new updates on the MC Help Centers, about progress on connectivity and power, or answers to questions.

Key Phone Numbers and E-Mails**Admissions and Records / Registrar**Email: registrars@montgomerycollege.edu

<u>Location</u>	<u>Bldg./Room</u>	<u>Phone</u>
Admissions and Records-Germantown	SA138	240-567-7823
Admissions and Records-Rockville	SV105	240-567-5000
Admissions and Records-TP/SS	ST122	240-567-1501

Financial Aid

<u>Name/Location</u>	<u>Phone</u>	<u>Cell Phone</u>	<u>Email</u>
Melissa Gregory	240-567-7320		melissa.gregory@montgomerycollege.edu
Judy Taylor	240-567-7337		judy.taylor@montgomerycollege.edu

<u>Location</u>	<u>Bldg./Room</u>	<u>Phone</u>
Financial Aid-Germantown	SA140	240-567-5100
Financial Aid -Rockville	SV124	240-567-5100
Financial Aid -TP/SS	ST221	240-567-5100

CounselorsEmail: Helpatadistance@montgomerycollege.edu

<u>Location</u>	<u>Bldg./Room</u>	<u>Phone</u>
Counseling-Germantown	SA172	240-567-7734
Counseling -Rockville	CB215	240-567-5063
Counseling -TP/SS	ST122	240-567-1480

IT Services – Help Desk

Email: ithelpdesk@montgomerycollege.edu

Phone: 240-567-7222

Bookstore

<u>Location</u>	<u>Bldg./Room</u>	<u>Phone</u>
MC Books and More-Germantown	HS11	240-567-5302
MC Books and More -Rockville	SV106	240-567-5302
MC Books and More -TP/SS	CC110	240-567-5302

Cashier

<u>Location</u>	<u>Bldg./Room</u>	<u>Phone</u>
Cashier-Germantown	SA105	240-567-7836
Cashier -Rockville	SV106	240-567-5342
Cashier -TP/SS	ST213	240-567-1526

Response Center

Phone: 240-567-5000

Summer Dinner Theater Box Office

Phone: 240-567-7676

Campus Person in Charge of MC Help Centers

<u>Name/Location</u>	<u>Phone</u>	<u>Cell Phone</u>	<u>Email</u>
Deborah Preston	240-567-5031		deborah.preston@montgomerycollege.edu
(Deb is filling in at Rockville while Judy is on leave next week)			
Judy Ackerman	240-567-5010		judy.ackerman@montgomerycollege.edu
Sanjay Rai	240-567-7711		sanjay.raï@montgomerycollege.edu
Brad Stewart	240-567-1312		brad.stewart@montgomerycollege.edu

Collegewide Coordinator of MC Help Centers

<u>Name/Location</u>	<u>Phone</u>	<u>Cell Phone</u>	<u>Email</u>
David Sears	240-567-7492		david.sears@montgomerycollege.edu

MC Help Centers Contact Info for Friday, July 6

<u>Name/Location</u>	<u>Point Person</u>	<u>Cell Phone</u>	<u>Email</u>
Germantown	Susan Sullivan		susan.sullivan@montgomerycollege.edu
TP/SS	Greg Enloe		gregory.enloe@montgomerycollege.edu
Rockville	Rose Garvin Aquilino		rose.garvinaquilino@montgomerycollege.edu

<u>Department</u>	<u>Unit</u>	<u>Campus</u>	<u>Location</u>	<u>Phone number</u>
Accounting		TP/SS	P4/306	240-567-1400
Accounting		Germantown	HT/314	240-567-7722
Accounting		Rockville	HU/261	240-567-5137
Accounting		TP/SS	P4/306	240-567-1325
American English Language Program		Germantown	HS/194	240-567-6900
American English Language Program (ESL)		TP/SS	P3/215	240-567-1661
American Film Institute		TP/SS	P4/305	240-567-1407
Anthropology		Rockville	HU/224	240-567-5246
Applied Technologies		Rockville	TC/205,2	240-567-5142
Applied Technologies	FAX	Rockville	TC/207	240-567-7618
Applied Technologies	CAD Lab	Rockville	TC/242	240-567-7615
Applied Technologies	Interior Design	Rockville	TC/250	240-567-7597
Applied Technologies	AutoCAD (computer-aided drafting)	Rockville	TC/212	240-567-7599
Applied Technologies	Interior Design(FAX)	Rockville	TC/250	240-567-7196
Applied Technologies	Applied Geography	Rockville	TC/218A	240-567-7614
Applied Technologies	Architectural Technology	Rockville	TC/212	240-567-7599
Applied Technologies	Construction Management	Rockville	TC/209	240-567-7616
Apprenticeship Programs		Rockville	GU/202	240-567-7905
Architectural Technology		Rockville	TC/212	240-567-7599
Art		Germantown	HT/224	240-567-7762
Art		Rockville	AR/105	240-567-5115
Art		TP/SS	CF/120	240-567-1368
Assessment Center		Germantown	SA/110	240-567-7739
Assessment Center		TP/SS	ST/323	240-567-1555
Assessment Center		Rockville	CC/14	240-567-7459
Assessment Center Associate Dean of Humanities	English & Math Placement Testing	Rockville		240-567-7459
	Instructional Deans	Rockville	CC/217	240-567-4148
Astronomy		Rockville	SE/311	240-567-5230
Astronomy		TP/SS		240-567-1463
Biology		Germantown	HT/314	240-567-7722
Biology		Rockville	SE/112	240-567-5124
Biology		TP/SS	SN/211	240-567-1422
Biotechnology Program		Germantown	HT/418	240-567-6929
Building Trades Technology		Rockville	GU/204	240-567-7942
Business & Economics		Rockville	HU/261	240-567-5137
Business & Economics	Computer Lab ~ In Tech RV	Rockville	HU/307	240-567-5156
Business Administration		Germantown	HT/314	240-567-7722
Business Administration		TP/SS	IS/205	240-567-1343

Business, Management & Information Sci.		TP/SS		240-567-1613
Business, Science, Mathematics, and Tech Div		Germantown	HT/314	240-567-7722
CAD Technology		Germantown		240-567-7799
Chemistry		Germantown	HT/314	240-567-7722
Chemistry		Rockville	SW/45	240-567-5129
Chemistry		TP/SS	SN/310	240-567-1332
Civil Engineering Technology		Rockville	TC/211	240-567-5142
Communication Arts Technologies		Rockville	TC/116	240-567-5256
Computer Applications		TP/SS	IS/203	240-567-1613
Computer Applications		Germantown	HT/314	240-567-7722
Computer Applications		Rockville	MT/427	240-567-5185
Computer Applications		TP/SS	IS/203	240-567-1455
Computer Graphics Art		Germantown	HT/224	240-567-7762
Computer Graphics Art & Design		Rockville	TC/116	240-567-5256
Computer Science		Germantown		240-567-7722
Computer Science		Rockville	MT/427	240-567-5184
Computer Science		TP/SS	P2/221A	240-567-1613
Computer Technician		Rockville	TC/224	240-567-5230
Construction Management		Rockville	TC/208	240-567-5142
Criminal Justice		Rockville	HU/224	240-567-524
Dance and Theatre		TP/SS	CU/112	240-567-1388
Diagnostic Medical Sonography		TP/SS	HC/435	240-567-5563
Drama		Rockville	TA/119	240-567-5250
Early Childhood Education		Rockville	CS/122	240-567-1757
Economics		TP/SS	NP/208	240-567-1400
Economics		Germantown	HS/221	240-567-7733
Economics		Rockville	HU/261	240-567-5137
Economics		TP/SS	NP/208	240-567-1398
Education		Rockville	CS/122	240-567-1757
Education		Germantown	HS/179	240-567-7721
Education		TP/SS	CU/202	240-567-1317
Emergency Preparedness Management		Rockville	PE/245	240-567-7580
Engineering		Germantown	HT/314	240-567-7722
Engineering		Rockville	SE/311	240-567-5230
Engineering		TP/SS	SN/108	240-567-1432
English		Germantown	GB/140	240-567-2012
English	English Composition & Literature / EN101	Rockville	MT/526	240-567-5147
English	and up	TP/SS	P3/202	240-567-1619

English	Pre-Credit / EN001 & EN002	TP/SS	P3/219	240-567-1554
English	English	Rockville	MT/526	240-567-7409
English, Reading, World Languages, and the American English Language Program		TP/SS	P3/213	240-567-3944
Exercise Science, Physical Education, & Health Enhancement		Rockville	PE/239	240-567-7575
Fire Science and Emergency Services Program		Rockville	PE/229	240-567-7580
Foreign Languages		Rockville	MT/512	240-567-7407
Geography		Rockville	TC/238	240-567-5142
Geography		TP/SS	SN/310	240-567-1332
Geology		Rockville	SE/311	240-567-5230
Geology		Germantown		240-567-7722
Geology		TP/SS	SN/310	240-567-1332
Gudelsky Institute for Technical Education		Rockville	GU/202	240-567-7905
Health & Physical Education	Health	Germantown	PG/104-1	240-567-7727
Health & Physical Education.		TP/SS	FH/100	240-567-5520
Health and Physical Education	Physical Education	Germantown	PG/104-1	240-567-7725
Health and Physical Education		Germantown	PG/104-1	240-567-7726
Health Enhancement, Exercise Science, & Physical Education		Rockville	PE/239	240-567-7575
Health Information Management [Medical Records]		TP/SS	HC/243	240-567-5520
Health Science		TP/SS	HC/419	240-567-5557
History		TP/SS	NP/232	240-567-1353
History		Germantown	HS/176	240-567-7751
History		Rockville	HU/270	240-567-5178
History		TP/SS	NP/232	240-567-1400
Hospitality Management		Rockville	TC/220	240-567-5176
Humanities/Social Sciences	Education Division	Germantown	HS/138	240-567-7746
Instructional Deans	Humanities	Rockville	MT/618	240-567-5030
Instructional Deans	Humanities/Social Sciences/Education	Germantown	HS/140	240-567-7746
Instructional Deans	Business/Science/Math/Technology	Germantown	HT/314	240-567-7722
Instructional Deans	Business, Hospitality Management & Information Science	Rockville	MT/609	240-567-5029
Instructional Deans	Fine, Performing & Visual Arts	Rockville	MT/621	240-567-5031
Instructional Deans	Science, Engineering and Mathematics	Rockville	MT/622	240-567-5031
Instructional Deans	SocialSciences, History, Education, Heath, & Physical Education	Rockville	MT/617	240-567-5030
Instructional Deans	Natural & Applied Sciences, Business, Management & Information Sciences	TP/SS	SS/120	240-567-1408

Instructional Deans	Arts, Humanities, & Social Sciences	TP/SS	CF/225	240-567-1364
Instructional Deans	Health Sciences	TP/SS	HC/419	240-567-5557
Landscape Technology		Germantown	HT/314	240-567-7722
Language Lab		Rockville	MT/20	240-567-7405
Languages		Germantown	HS/178	240-567-7754
Languages		Rockville	MT/512	240-567-7407
Languages		TP/SS	RC/201	240-567-1673
Management		Rockville	HU/261	240-567-5137
Management of Construction		Rockville	TC/205	240-567-5142
Math Accounting Physics Engineering Learning (MAPEL) Center		Germantown	HT/229	240-567-1947
Math/Science Center		Rockville	MT/02	240-567-5200
Mathematics		Germantown	HT/314	240-567-7722
Mathematics		Rockville	SW/36	240-567-5194
Mathematics		TP/SS	MP/240	240-567-1434
Mechanical Design Technology		Rockville	TC/207	240-567-5142
Medical Learning Center		TP/SS	HC/221	240-567-5591
Medical Records Tech.	Health Information	TP/SS	HC/243	240-567-5519
Meteorology		Rockville	SE/311	240-567-5230
Microcomputer Technology		Germantown		240-567-1933
Modern Foreign Languages		Rockville	MT/512	240-567-7408
Modern Foreign Languages		Rockville	MT/512	240-567-7407
Music	Part-Time Faculty Office	Rockville	MU/121	240-567-7106
Music		Germantown	HT/224	240-567-7762
Music		Rockville	MU/109	240-567-5209
Music		TP/SS	CU/112	240-567-1350
Natural & Applied Sciences, Business, Management & Information Sciences		TP/SS	SS/120	240-567-1408
Natural & Applied Sciences, Business, Management & Information Sciences	FAX	TP/SS		240-567-1335
Natural & Applied Sciences, Business, Management & Information Sciences		TP/SS	SS/120A	240-567-1408
Natural Sciences		Germantown		240-567-7722
Nursing Program		TP/SS	HC/327	240-567-5530
Philosophy		TP/SS	NP/205	240-567-1395
Philosophy		Germantown	HS/221	240-567-7733
Philosophy		TP/SS	NP/205	240-567-1400
Photography		Germantown	HT/224	240-567-7762
Photography		Rockville	TC/116	240-567-5256
Physical Education, Exercise Science, & Health Enhancement		Rockville	PE/239	240-567-7575

Physical Science	SN\310	TP/SS	SN/310	240-567-1332
Physical Science		Germantown		240-567-7722
Physical Science		Rockville		240-567-7607
Physical Therapist Assistant		TP/SS	HC/238	240-567-5520
Physics		Germantown	HT/314	240-567-7722
Physics		TP/SS	SN/310	240-567-1332
Physics, Engineering & Geoscience		Rockville	SE/311	240-567-5230
Political Science		Germantown	HS/176	240-567-7751
Political Science		Rockville	HU/270	240-567-5178
Political Science		TP/SS	NP/203	240-567-1353
Psychology		Germantown	HS/179	240-567-7721
Psychology		Rockville	MT/218E	240-567-5238
Psychology		TP/SS	NP/232	240-567-1400
Radiologic Technology		TP/SS	HC/435	240-567-5563
Reading	RD095, RD099, RD120	TP/SS	P3/218	240-567-1383
Reading & AELP		Germantown	HS/194	240-567-6900
Reading, ESL, and Linguistics		Rockville	MT/512	240-567-7408
Reading, ESL, and Linguistics	Reading/ESL	Rockville	MT/512	240-567-7407
Related Health Science		TP/SS		240-567-1324
Social Sciences		TP/SS		240-567-1394
Sociology		TP/SS	NP/210	240-567-1399
Sociology		Germantown	HS/176	240-567-7751
Sociology		Rockville	HU/224	240-567-5246
Sociology		TP/SS	NP/210	240-567-1400
Speech		TP/SS	CU/112	240-567-1388
Speech & Technical Writing		Germantown	HS/102	240-567-7760
Speech, Dance, & Theatre		Rockville	TA/119	240-567-5250
Theater		Germantown	HT/224	240-567-7762
Theatre Department		Rockville	TA/119	240-567-5250
Women's Studies		Rockville	MT/212E	240-567-5355
Workforce Development	General Information	Rockville	CC/120	240-567-5188
Workforce Development	Gudelsky Institute/Technical Training	Rockville	GU/202	240-567-7905
World Language	Arabic, French, Spanish	TP/SS	RC/201	240-567-1673
World Languages and Philosophy		Rockville	MT/429	240-567-5395