



1250 Hancock Street, Quincy, MA 02169

Office of the President

September 6, 2017

Dear Student:

Welcome to the fall semester at Quincy College in Plymouth, Quincy and Online. It seems as if the summer has flown by! I hope that you have found all the information you need for your classes and that you have been able to make adjustments to your work schedule and your family responsibilities that help support your studies here at Quincy College. One change you will notice this year are signs reminding you to possess your Student ID's at all times. If you lose your ID, you will need to get a replacement ID from the Security Office located in suite 333 in Quincy; and from Security in Plymouth located at the Reception area.

I am sure some of you may feel overwhelmed with information, and soon with papers and reading, but we are here to help. Most of you take your studies seriously, but even the most experienced students can become so wrapped up in the swirl of activity dictated by work, home, and school that they overlook support systems that we know help students manage their studies more effectively and succeed more easily. I hope that you will take advantage of these resources:

ACADEMIC ADVISING, TESTING AND TUTORING: Academic Advising at Quincy College promotes the institution's mission of encouraging academic achievement and excellence by guiding your decisions as you identify your academic goals. Advisors will assist you in taking ownership of your educational opportunities, becoming a member of the Quincy College academic community, and realizing your academic and professional potential. In Quincy, the Office of Academic Advising, Testing and Tutoring is located on the fifth floor of Presidents Place—you may schedule an appointment with one of the advisors by calling 617-984-1670 or you can send an email to advising@quincycollege.edu. The office is open from 8:00 am to 6:15 pm every Monday through Thursday and from 9:00 am to 4:00 pm on Fridays. For the Plymouth Campus please call 508-747-0400.

Our tutoring centers are worthwhile destinations. The Nicastro Learning Center in Quincy and the Learning Center in Plymouth provide free tutoring services. We have one-on-one tutoring and small group tutoring in most subject areas as well as tutoring for improving academic skills. Both peer and professional tutors work with students during drop-in hours and appointments. Tutoring services are available during day and evening hours. The Nicastro Learning Center is located in suite 508 in Presidents Place and is reachable by phone at 617-984-1664 or email: nlc@quincycollege.edu. The Plymouth Learning Center is located in suite 228 of Cordage Park and is reachable by phone at 617-984-1731 or email: plc@quincycollege.edu. In addition, free online tutoring is available in Accounting, Computer Science, English, Math, Sciences and Nursing at <http://services.smarthinking.com>.

ACCESSIBILITY SERVICES: Student Accessibility Services works with the campus community, including our academic department's faculty and staff, to provide equal access and opportunity to educational programming and services for students with disabilities. Services are determined individually, based on federal guidelines and Quincy College policies. Our goal is to minimize the impact of a disability by providing reasonable accommodations for our students to meet course outcomes. Any student with a documented disability who is seeking a reasonable accommodation should contact the Office of Student Accessibility Services by email sas@quincycollege.edu. At the Quincy Campus contact Peter Luizzi at 617-405-5915 or pluizzi@quincycollege.edu and at the Plymouth Campus contact Cynthia Chapman at 617-984-1731 or cchapman@quincycollege.edu.

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CAREER SERVICES: The Career Services Office at Quincy College provides a comprehensive approach to career planning by offering a wide array of services, resources, and programs addressing career-related issues. These services include career exploration for students who need help with their major or career goals, career counseling, resume writing, interviewing techniques, internships and job placement along with a variety of events, workshops and seminars. Stop by the Quincy Career Office, located in PP- Room 513. Contact Karen Salhaney Smizer at 617-984-1662 or ksalhaney@quincycollege.edu. At the Plymouth Career Office, contact Georgia Clancy, at 617-405-5923 or at gclancy@quincycollege.edu. Visit the career center website at <https://quincycollege.edu/student-services/career-center/> for helpful career related information.

FINANCIAL AID: Students who need information about Financial Aid and various scholarships that may be available throughout the year should contact the Financial Aid Office in suite 203 on the second floor of Presidents Place or call 617-984-1620. If you are in Plymouth, you can see Melissa Dowd or reach her at 617-405-5940 or email: mdowd@quincycollege.edu.

INTERNATIONAL STUDENT SERVICES: The International Student Services Office provides support and services to all international students at Quincy College. We strive to make the transition to college in the United States easy and enjoyable. We encourage you to stop by the International Student Services Office on the second floor in President's Place. Office hours are Monday-Thursday from 8:00 am-6:15 pm and Friday from 9:00 am to 4:00 pm.

LIBRARY: We have absolutely great Libraries in Presidents Place and in Plymouth and much of our collection is also available online from your home 24 hours a day, seven days a week. Our Librarians can show you how to use technology to access information online from any location. Copies of required textbooks for all current courses are also available at each library. I would suggest that you see all that is offered at the newly expanded and renovated Anselmo Learning Commons and Library on the Quincy campus. It is open from 7:30 am to 8:00 pm Monday through Thursday; 8:30 am to 5:00 pm on Fridays; and 8:30 am to 1:00 pm on Saturdays. In addition, we have a new and greatly expanded Library at our Plymouth Campus which is open from 9:00 am to 6:30 pm on Monday through Thursday and 8:00 am to 4:00 pm on Friday. Current IDs are required for use of the Library or to check out any materials, including reserve books.

MILITARY AND VETERAN SERVICES: Quincy College takes pride in our ability to provide personalized assistance to all active duty military, veterans and their dependents. Our Military & Veteran Services Specialists provide academic advising, VA disability claims information, GI Bill application assistance relative to basic allowance for housing (BAH) and book stipend information, as well as certifying enrollment, tuition, fees, and college credits for processing to the Department of Veterans Affairs. Active duty military veterans and their dependents are able to use their federal education benefits including Post 9/11 GI Bill, Vocational Rehabilitation and Employment, Montgomery GI Bill, Tuition Assistance, MyCAA, VA Work Study, and Dependents Education Assistance Program. At the Quincy Campus, the office is located in President's Place room 514, contact Chris Breton at 617-405-5928 or email: cbreton@quincycollege.edu. At the Plymouth Campus contact Karen Connick at 617-984-1752 or email: kconnick@quincycollge.edu.

SUCCESS COACHING: If you feel stressed out trying to balance your life as a student with all of the other demands on your time, visit the Student Success Coaching Office where the coaches provide free, short-term, solution focused coaching on issues related to transitioning to college; developing academic, personal and professional goals; developing self-discipline and self-motivation; promoting self-care and healthy life choices; reducing stress; overcoming anxiety; and avoiding procrastination. You can make an appointment to see a coach by email: successcoaches@quincycollege.edu. At the Quincy Campus, the Student Success Coaching Office is located in suite 325 in President's Place and the phone is 617 984 1681. At the Plymouth Campus, the Success Coaching Office is located in Suite 228K and the phone is 617 405 5951.



I also want to inform you that the following information is available on our website at quincycollege.edu/catalog

- Parent and student rights under FERPA, pursuant to 34 CFR 99.7 – Outlined in both our catalog and our website's FAQs.
- Our Annual Security/Crime Report for calendar year 2015 appears on our Institutional Research & Assessment website. The report for calendar year 2016 will be posted by October 1st on our website at <https://quincycollege.edu/about/institutional-research> under Annual Security Report.
- Quincy College is a Drug and Alcohol free work and learning environment, pursuant to 34 CFR 668.14. You can find our policies both in our catalog (#3.04 and #11.07) and on our website.
- Our Hazing Policy (#6.12 inclusive of Massachusetts General Laws, chapter 269, Sections 17, 18, and 19) and our Disciplinary Policy and Process (#6.16) are also available both in our catalog and on our website.
- You are encouraged to become familiar with the following policies that are available in our catalog and on our website: Sexual Assault (#11.10), Sexual Harassment (#3.03), Equal Opportunity and Non-Discrimination (#3.02), and Racial Harassment (#3.03A).
- Information about our graduation rates is available on our Institutional Research & Assessment page on our website. (Fast Facts) https://quincycollege.edu/content/uploads/FastFacts_2016.pdf
- Quincy College policies are accessible on our website at: <https://quincycollege.edu/policy-manual>

According to the Office of the Jury Commissioner of the Commonwealth of Massachusetts, "Every U.S. citizen 18 years of age or older who is a Massachusetts resident and an inhabitant for more than 50% of the time is eligible to serve as a juror. If you are a resident of another state but a student in Massachusetts you are an inhabitant for more than 50% of the year, and, therefore, eligible to serve as a Juror in Massachusetts." Students who miss class in order to fulfill their jury service requirement should notify each of their instructors of the summons and arrange to complete missed work. Also, students could contact the Dean's office if they need assistance in making arrangements for missed class time.

Our academic supports: The College Libraries, the Learning Centers, Academic Advising, Testing and Tutoring, Career Planning, Student Success Coaching, Student Accessibility Services and Veterans Services can guide you to become a more successful and dedicated student. You have invested money, effort, and time in pursuing your education. Protect that investment by planning your studies, using the learning supports available to you and asking for help before you need it. In many ways, learning is not an individual effort, it is a group effort. Pairing your efforts with the services we have available at Quincy College can help you successfully achieve whatever educational outcomes you choose.

On behalf of all of us at Quincy College, I wish you well this semester. I hope you participate in some of the activities organized by our Student Development Office, whether they be student activities and/or athletics. May your experience at Quincy College this academic year be rewarding and enjoyable.

Sincerely,

A handwritten signature in black ink that reads "Peter H. Tsaffaras".

Peter H. Tsaffaras, J.D.
President