



Springfield Technical Community College
Student Success Center
Building 27 413-755-4715



*Special One Stop
 Enrollment Edition*

SPRINGFIELD TECHNICAL COMMUNITY COLLEGE
Student Success Newsletter

WELCOME TO SPRINGFIELD TECHNICAL COMMUNITY COLLEGE

As director of the Student Success Center, and on behalf of the staff and faculty of Springfield Technical Community College allow me to offer you a warm welcome to the STCC family! Making the decision to go to college is an important life choice...one that will not be easy, but will bring many rewards. I believe you made the right choice!

We are delighted that you chose STCC, and are confident that you will be very happy with your experience!

I hope you find this One Stop Enrollment Edition of our newsletter helpful as we strive to inform you of what to expect during the enrollment process and as you become acclimated to the culture at Springfield Technical College.

Please don't hesitate to contact me if I can answer any questions, or be of any help at all. My door is always open.

Kathy Muller
 Director
 Student Success Center

WHAT IS ONE STOP ENROLLMENT?

One-Stop Enrollment is a half-day registration process designed for your convenience as a new Springfield Technical Community College student. The purpose is to complete your enrollment process, and to guarantee you a place in the courses you will need for the fall.

Overview of the morning:

- 8:30 am: Check-in and General Information
- 8:45 am: Welcome

9:00 am: Placement Testing: Math, English, Reading & Computer Keyboarding

Following testing—You will meet with an advisor who will schedule you for fall classes!!!

Placement testing is essential for you to be advised into the appropriate courses and levels. Please see the article on Placement Testing on Page 2!!!

IMPORTANT ENROLLMENT INFORMATION

Health Forms were sent with your acceptance packet. Questions regarding these should be directed to Health Services at (413) 755-4230 (Bldg 20, Rm 320). If forms are not turned in, you will not be able to register for the Spring '10 semester. Students taking 9+ credits must be covered by health insurance. If you are covered by a policy outside of the college, you must provide documentation to Student Accounts to have insurance fee waived.

Financial Aid questions should be directed to the Financial Aid Office in Building 15, Room 205 before leaving One Stop, or call (413) 755-4214. If you have applied for Financial Aid you will receive a response called the Student Aid Report. The Financial Aid Office will contact you when they receive an electronic copy of Student Aid Report. They will begin mailing award letters in July.

Bills Please note the Student Accounts Office (formerly the Bursar's Office) is in the process of going green. Electronic Bills (Ebill Notification) will be sent to student STCC e-mail accounts beginning in July and will have a due date in August. The Student Accounts Office is located on the 1st floor of Building 15, Garvey Hall, (413)755-4696.

PLEASE NOTE: If full payment or acceptable arrangements are not made by the due date you may be removed from your classes. For more on billing, payment plan, and health insurance information, please visit our website at: www.stcc.edu/studentaccounts.

Academic Advisors will be assigned during the first few weeks of classes. When you receive your advisor's name in the mail, make an appointment to introduce yourself.

Disability Services, including support services, academic accommodations and/or assistive technology, are available to students with documented disabilities. Stop by the 2nd floor of Bldg 27, or call (413) 755-4785 for information.

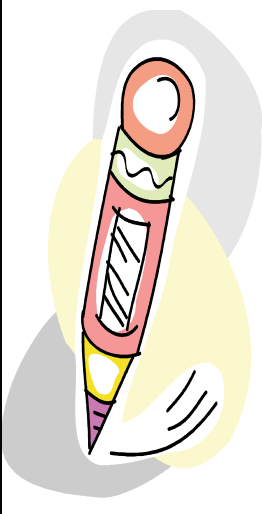
Textbooks are available at the STCC Bookstore (lower level Bldg 20). Time will be allocated during first class meeting to purchase books, but you may purchase them as soon as they are available.

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Placement Testing

“Set aside the entire morning for the One Stop Enrollment Process...it will be time well spent. You will complete your testing, enroll in classes and feel confident and ready for the fall semester.”

K. Muller



Be sure to **TAKE YOUR TIME** during the placement tests. “The time you spend focusing now may save you weeks sitting in the wrong class!”

During the summer, students accepted into certain majors are scheduled for ONE STOP Enrollment, which includes Placement Testing. As a new student you will come to campus on an appointed “One Stop” date at 8:30 am. You will attend an orientation, take placement tests and meet with an advisor to make out your fall schedule all on that same day in the Success Center in Building 27. This “One Stop” enrollment is designed especially for your convenience!

All students who are accepted to Springfield Technical Community College are required to take placement tests. These tests are designed to reflect your academic needs in the areas tested. The results of these placement tests are used for scheduling purposes only!



Math, English, Reading, and Keyboarding Placement Tests are given on the morning of your One Stop date, shortly after you check in and go through a brief orientation. These tests are generated on a computer and are not timed. The average time taken to complete all three tests is 1 1/2 to 2 hours. But you can take longer. All Placement Tests; English, English Essay, CPT Mathematics, CPT Reading, and Keyboarding are administered by the Testing and Assessment Center Staff.



You are encouraged to take your time, focus on the tests, and give your very best effort. The time you spend focusing now may save you weeks sitting in the wrong class! Through the years we have seen many students rush through the placement exams. They are then placed in a lower level class than they actually need which is a waste of time and money and is boring and frustrating. Students can only take the placement test one time—no do-overs.

Depending upon the results of your English Placement test, you may be required to write an essay. You will have 1 hour to complete this process, and the essay will be read and evaluated immediately once you are finished.

Once the placement tests are completed you will immediately have your results. This will inform you and the One Stop enrollment advisor regarding which English and Math class you will need, and whether you will need to take a Reading class.

Shortly after testing you will meet with a One Stop enrollment advisor who will help you to create your Fall schedule.



**Accuplacer
College
Placement
Testing**

**Springfield Technical
Community
College
Students
Resources Online**

Springfield Technical Community College Student Guide to Accuplacer

<http://www.stcc.edu/testing/accuplacer.asp>

Sample test questions (MATH)

http://www.stcc.edu/testing/practice_math.asp

**Sample test questions
(READING, WRITING)**

http://www.stcc.edu/testing/read_write.asp

Additional Accuplacer Study Guides

Accuplacer Student Guide

<http://cpts.accuplacer.com/docs/StudentGuide.html>

Aims Community College, Greeley, CO

http://www.aims.edu/student/assessment/study_guides.htm

Gray's Harbor College, Aberdeen, Washington

<http://ghc.ctc.edu/counseling/accuplacer.htm>

Worcester State College, Worcester, MA

<http://wwwfac.worcester.edu/ap/>

On Campus FAFSA Assistance

Registrar's Office

Appointment required

Call (413) 755-4321



Mondays

9am – 4pm

June 8 – August 31

Adult Education Center

Appointment required

Call (413) 612-0206

PARKING

Parking decals are required for students enrolled in day classes and who must park their vehicle in a STCC off campus parking lot. There are no exceptions to this policy. The college maintains 4 off campus parking lots. Security is provided for all parking areas between 7am and 6pm Monday through Friday. Generally, non-decal on campus parking is available after 4:00pm on week-days. Off campus, parking lots are assigned on a first come first serve basis. A student must have paid in full or made financial arrangements to be eligible for a decal. To request a decal please e-mail Parking@stcc.edu and provide your name, address, phone # and student ID#. Free STCC shuttles are provided for lots 3 & 4 from 7am to 5pm.

ATTENTION PART TIME STUDENTS!!!

Massachusetts Health Care Reform Act

A student between the age of 19-26 who takes less than 12 credits per semester, **MAY** be eligible to retain their family health insurance. Check with your health plan directly to see if you are eligible.

STUDENT ONLINE RESOURCES



WebAdvisor is a web-based service which provides access to student information and allows class registration, add/drop, viewing of grades and other functions. Within a few weeks of registration, you will be provided with a user name and PIN for WebAdvisor. If you wish to have one sooner, you can click on WebAdvisor from the www.stcc.edu menu and click on “Create an Account” or “Setup a WebAdvisor Account” and fill out the requested information.

Student Email is provided to STCC students, and is based on Google's Gmail platform. Each student email box has 2 Gigabytes of storage space. In addition to email, this provides students with a calendar function. Students should add the STCC Academic Calendar to their calendar choices. If you already have a personal Gmail account, this will be an additional account provided by the College. Access your email account via the STCC web home page (lower left). User name is the same as your WebAdvisor and Blackboard username. Passwords are structured differently and can and should be changed upon first login. Communications from your instructors and the other college offices will be sent to this account.

STCC ALERT- Emergency Notification System is available. All credit-bearing students are automatically enrolled to receive emergency messages from the College to your STCC student email account. You can choose to receive text and/or cell phone messages. This is an optional service available to all students on campus. You may be charged for cell or text messages by your cell phone provider. Information you provide will be used **ONLY** for notification purposes and will not be shared with other data systems. The sent email message will be from either “STCCAlert” or “MassHigherEd”. Login to WebAdvisor and click on the **STCC-Alert -Emergency Notification System**, and enter the appropriate information. For more information on this new screen please click on “**STCC-Alert – Information**”, located in the upper right corner of the STCC-Alert – Emergency Notification System screen. For additional information, check out the link <http://www.stcc.edu/stccalert>.



Springfield Technical
Community College

**"SUCCESS" is our
middle name!**

OUR MISSION

Student Success Center

Hours of Operation:

Monday — Thursday

8 a.m. – 7 p.m.

Friday

8 a.m. – 4 p.m.

Building 27

413-755-4715

Student Success Center@stcc.edu

Springfield Technical Community College Student Success Center Mission Statement

The Springfield Technical Community College Student Success Center is designed with the student's success in mind. We will seek to provide each individual the chance to overcome obstacles and to be successful in accomplishing his or her individual goals.

The Student Success Center staff is committed to:

- Treating all students with respect, patience, and care;
- Listening carefully;
- Being resourceful in providing options, advice, and tools.

"Let us know how we can help you!"

***"We are here
to help!!"***

STUDENT SUCCESS CENTER STAFF

Professional Staff:

Kathy Muller
Director

Myrna Rivera-Sablak
Coordinator of Services

Lynn McDonald
Academic Counselor

Support Staff:

Dolly Opper
Marie Gacek

Leila Haddad

Blanca Colon
Jeanny Chalas

ENHANCING STUDENT SUCCESS:

The Student Success Center offers a variety of services (free of charge) designed to give EVERY student at STCC the opportunity to be successful!

"STCC TO THE BASICS"
(College Skills Workshops)
Academic Advising
(Appointment or Walk In)
Tutoring Services
(Appointment or Walk In)

Training & Technical Support For
G-Mail, WebAdvisor
and Blackboard
Computers available for class work

Make It Happen!

New Student Orientation Saturday, August 15, 2009

"Some people want it to happen, some wish it would happen, others make it happen."

-Michael Jordan

8:00 a.m. - 12:15 p.m.

General Studies
Liberal Arts Transfer
Engineer and Science Transfer
Law Enforcement/Criminal Justice
Early Childhood

Prizes

12:15 p.m. - 4:00 p.m.

Business Administration
Engineer Technologies
Health Sciences



**Meet your
School Dean!**

**Tour of our
historic campus**

Gymnasium - Building 2

Parents and Partners are encouraged to attend!

RSVP: Deborah Carpenter at (413) 755-4857