

GOING TO COLLEGE

An Overview

To
Do Done

Day Division Admissions–Building 16 (Garvey Hall)-(413) 755-4202

- From our Admissions Office, obtain and carefully review information regarding the various programs which are available. Select the most appropriate option given your interests and abilities. If you need help deciding on a career, don't hesitate to make an appointment with a Career Counselor in the Counseling Center at (413) 755-4985.
- Mail your application to the Student Accounts Office with a \$10 (in-state) or \$35 (out-of-state) application fee or your application may be dropped off at the Admissions Office (Garvey Hall, First Floor).
Submit to the Admissions office:
- High School transcript or GED test scores and MCAS scores (if applicable)
 - SAT 1, if required for your program (see “Minimum Prerequisites for Admission” in viewbook)
 - OFFICIAL transcript(s) sent directly from any college(s) you previously attended
- Once all required academic records have been received by STCC, your application will be considered complete for review. If you have questions about the status of your application, feel free to call at 755-4202 or stop by the Admissions Office.

International and Out of State students contact the Admissions Office for detailed information on applications and testing.

Financial Aid–Building 15, Room 205, 755-4214

- If you are applying for financial aid, all necessary forms are available in the Financial Aid Office. Mail your application early since processing takes a minimum of four weeks. Carefully read all instructions on the forms. If you have any questions, write them down and call our Financial Aid Office for assistance.
- Please note:**
- If you need assistance completing your Free Application for Federal Student Aid (F.A.F.S.A.), additional assistance is available **on campus** by contacting the Educational Opportunity Center, 35 Center Street, Chicopee, MA 01013, (413) 612-0206 to schedule an appointment.
 - Students may file their FAFSA electronically. The Student Success Center, Building 27, First Floor will assist you with the electronic process.
 - Priority is given to students who file their financial aid forms by April 1.
 - Students must apply for the Mass Grant prior to May 1.

Counseling Center-Building 27, Second Floor, 755-4985

- The Counseling Center is a student-oriented, supportive environment where you may go to receive career, academic, and/or personal counseling and related services, as well as referral services to community agencies, when appropriate. While appointments are recommended, students in crisis are seen immediately on a walk-in basis.

Disability Services-Building 27, Second Floor, 755-4785

- If you are a student with a documented disability in need of accommodations or services, you need to register with the Office of Disability Services. This should be done prior to the start of the semester into which you are enrolling. All students requesting accommodations should make an appointment to meet with a counselor in the office and provide documentation of their disability that supports their accommodation request. The office also supports an adaptive computer technology lab in Building 27, Second Floor that is open 8:00 a.m. - 4:00 p.m., Monday through Friday.

Bilingual Services – Building 16, Room 146, 413-755-4209

- The Bilingual program at STCC is designed to assist students whose native language is other than English. Bilingual counselors provide academic/vocational counseling and personal counseling as well as tutoring in English and assistance in filling out financial aid forms.

Placement Testing and Scheduling–Building 17, Room 425, 755-4709

- As part of the Admissions Office mailing which notifies you of your acceptance, you will receive information relative to college placement tests. Depending on the department into which you are accepted, you will either be assigned a One-Stop Testing date in the Student Success Center or you will be directed to the Testing and Assessment Center.
- The Testing and Assessment Center administers placement tests Monday through Friday. You can start the exams anytime between 8:00 a.m. and 12:30 p.m. No appointment is required. A picture ID is required. If you plan to take all three tests, plan on spending about two hours to complete them. These tests are required and must be completed in one visit unless waived by the Admissions Office based on prior credit or other factors.

Health Services–Building 20, Room 320, 755-4230

- Students in the health programs and students participating in sports must arrange for a physical examination. They must also have a physician complete the College's health form or show documented proof of immunization and return it to Health Services Office.

All students taking 9 credits must provide proof of required vaccinations and immunizations. Students in the health majors must have additional required immunizations. By state law, you cannot attend college without proof of immunization. If you were immunized yet cannot provide proof, you must be re-immunized. **Please note: If you do not provide required proof of immunization, YOU CANNOT BE REGISTERED FOR CLASSES.**

Students accepted into any program or offering of the School of Health Sciences or other offerings as announced by the college must undergo a Criminal Offender Record Information (CORI) and a Sex Offender Registry Information (SORI) check at least once a year for the duration of enrollment. This policy also applies to students participating in laboratory experiences on and off campus, including field trips and site visits. Depending on the student's CORI and SORI report, participation in a program or clinical affiliation, laboratory, or practicum experience may be denied. Alternative clinical, laboratory, and/or practicum experiences, on or off-campus, are not an option. For additional information, contact the Dean of the School of Health Office, 413-755-4840.

Please note that a CORI/SORI Request Form must be on file at the College before the student can register for classes.

Veterans' Educational Benefits–Building 15, First Floor, 755-4393

- If you are a veteran, a member of the armed forces, an active military reservist, a member of the Massachusetts National Guard, or a dependent of a disabled veteran, you might be eligible for educational benefits. To receive information concerning eligibility and required documentation, please call (413) 755-4393 or stop by the Office of Veterans' Affairs now located in the Bursar's Office. Office hours are from 8:00 a.m. – 4:00 p.m., Monday through Friday.

Orientation

- You will receive a letter in mid July or December inviting you to orientation, which occurs in August and January. The primary function of orientation is to introduce you to the College and to provide information which will ease your transition into STCC and increase your chances for success..

Registration/Attending College: Registrar, Building 15, First Floor, 755-4071

- During the first week of classes changes in your schedule can be made. However, after the first week, most courses cannot be added. A "tuition-only", prorated refund will be given for the course withdrawals in the first three weeks. You may withdraw from a course anytime during the first 12 weeks of class and this will be noted as a "W" on your transcript. However, there is no refund for the course you drop from your schedule. Withdrawal forms are available from the Registrar.