



Student Handbook 2021-2022

Please note: This handbook is a compilation of the latest available information about Springfield Technical Community College (STCC). It is intended to serve as a guide to the programs, services and regulations of STCC. Any information here supersedes all previous Springfield Technical Community College Student Handbooks. Springfield Technical Community College reserves the right to change its regulations, fees and announcements without notice whenever such action becomes necessary. Please refer to the STCC website for the most current information regarding STCC policies and services.

Updated: August 2021

INDEX

Welcome	7
Mission, Vision, Core Values	8
Academic Information	9
Absences, Attendance/Tardiness	9
Academic Forgiveness (Fresh Start) Policy	9
Academic Honesty Policy	9
Academic Load	9
Academic Standing	9
Address Changes	9
Assessment of Student Learning	10
Auditing Classes	10
Biographical Data Changes	10
Challenge Exams	10
Change in Class Schedule	10
CLEP, AP, and Challenge Credit	10
Cooperating Colleges of Greater Springfield (CCGS)	10
Dean's List	10
Developmental Courses	11
Directed Study	11
Final Examination and Assessment	11
Grade Appeal Process	11
Grade Changes	12
Grading System	12
Graduation Requirements	13
Honor's Program: A Commonwealth Honors Program	13
Incomplete Grades	13
Make-up Examinations	13
Mass Transfer & Commonwealth Commitment	13
Medical Leave Policy	13

Mid-Semester Grades	13
On-line Learning	13
Phi Theta Kappa Honor Society	14
Reading Days	14
Registration Process	14
Repetition of Courses	14
Satisfactory Academic Progress Policy	14
Scholarships & Awards	14
Transcripts	14
Tutoring	14
Unsatisfactory Progress	15
Withdrawal (College)	15
Withdrawal (Course)	15
Student Services	16
Academic Advising & Transfer	16
Admissions	16
Adult Basic Education Services	17
Armory Square Child Care	19
Athletics	19
Behavioral Intervention Team	22
Bookstore	22
Campus Police	23
Career Development Center	23
Center for Access Services	24
Who We Are	24
Mission	25
Student Eligibility and Accessing CAS Services	25
CAS Resources	25
The Student Emergency Fund	24
Ram Mini Mart	24
SNAP Application Assistance	25

School Supplies	25
Community Connections	26
Office of Disability Services	26
Emergency Information	27
Fitness Center	28
Food Services	28
Health and Wellness Center	29
Identification Card (RAM Card)	31
LEAD: Female Initiative for Leadership and Education	32
Library	32
Lost and Found	34
MILE: Male Initiative for Leadership and Education	35
Multicultural Affairs (Office of)	35
Parking and Transportation	37
Print Management	39
Registrar's Office	40
River Valley Counseling Center	41
Student Activities & Development	41
Student Affairs Office	42
Student Ambassador Program	43
Student Financial Services	44
Student Government Association	44
Student Success Center	44
Testing and Assessment Center	47
TRIO Student Support Services	47
Veterans' Affairs Office	48
WebAdvisor & STCC Self Service	50
Non-Academic Policies and State/Federal Regulations	50
Absences for Pregnancy or Childbirth	51
Absence Due to Religious Belief	51
Affirmative Action, Equal Opportunity, & Diversity Policy	51

Bathroom and Locker Room Use Policy	51
Civility In The Classroom	51
Confidentiality of Student Records (FERPA)	51
Copyright Policy	51
CORI/SORI (Criminal Offender Record Information & Sex Offender Registry Information)	51
Distribution of Printed Materials & Posting Guidelines	52
Drone Policy	52
Drug and Alcohol Policy	52
Fundraising and Solicitation Policy	52
Guest Speakers Policy	52
Hazing Law	52
Latex Allergy Policy	52
Marijuana Policy	53
Medical Leave or Hospitalization Re-Entry Process	53
Active Military Duty (Students Called to) -	53
Service Animals Policy	53
Campus Grounds Smoking Policy	53
Social Media Policy	53
Solicitation on Campus	53
Solomon Amendment	54
Student Comprehensive Health Plan	54
Student Expression Policy	55
Student Hold Policy	55
Student Suicide Prevention Protocol	55
Title IX Rights and Responsibilities	55
USA Patriots Act	56
Use of STCC Information Technology Resources	56
Miscellaneous Statements and Disclosures	56
Accreditation	56
Americans with Disabilities Act	56

Campus Safety Disclosure	56
Emergency Response Guide	56
General Data Protection Regulations (GDPR)	56
Statement of Nondiscrimination	57
Policy Prohibiting Sexual Harassment	57
Policy in Support of Pluralism	57
Sex Offender Information (Community Notification of Where to Access)	57
Sexual Violence	57
Student Right to Know Disclosure	59
Resources	59
Academic Calendar	59
Academic Terms	59
Directory of College Offices	59
Student Code of Conduct	60
Student Grievance Procedures – Massachusetts Community Colleges	60

Welcome Message from the Vice President of Student Affairs

Dear Students:

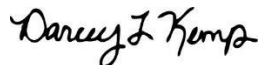
On behalf of the entire team in the Division of Student Affairs, I welcome you to the 2021-2022 academic year at Springfield Technical Community College (STCC). During these challenging and unprecedented times, you have demonstrated courage, resilience and commitment to your educational journey.

Whether you're a recent high school graduate, a non-traditional student, or the first in your family to go to college, our dedicated and skilled Student Affairs team is here to support you, every step of the way. As each day passes, you'll build momentum towards achieving your academic and personal goals.

We encourage you to make the most of your time at STCC by choosing to be an engaged member of our community. Research shows that engaged students are more successful students. Commit to building meaningful connections with peers, faculty, staff and administrators. Take advantage of tutoring and academic support. Become a student leader or peer mentor, join a club/organization, or participate in a leadership development program. Cheer on our athletic teams and participate in campus activities, cultural events and community engagement opportunities.

While times may call for our community to gather in virtual and distanced ways, #STCC To Your Plan! We look forward to celebrating your successes and achievements!

Best,



*Darcey Kemp
Vice President of Student Affairs*

Mission Statement

Springfield Technical Community College supports students as they transform their lives.

Vision Statement

Springfield Technical Community College will be a dynamic, multicultural learning community where students grow in character, intellect and self-confidence.

Core Values

Dedication: We believe that with pride and determination among our faculty, staff and students we can create a community of truly inspired individuals.

Integrity: We are committed to fostering an environment that promotes truth and the development of individual character.

Respect: We nurture mutual respect among faculty, staff and students. With respect, we embrace differences to create an inclusive environment for all.

Community: As a community within the community at large, we improve lives and strengthen the region through accessible and affordable higher education.

Student-Centered: We encourage our students to be the best that they can be. We provide a diverse educational experience that promotes personal and professional growth.

Caring & Commitment: As a community of dedicated faculty and staff who care about student success, we produce graduates who will contribute to the well-being of the region and to the Commonwealth.

Student will receive assistance with:

- Registration
- Non Degree Student Applications
- Course schedules, Course Descriptions and Course Pre-Requisite information
- Requests to audit a class
- Questions regarding grades and grade changes
- Enrollment verification forms and class schedules
- FERPA – Permission to Release Information forms
- Assistance with CCGS registrations
- Assistance with requests to withdraw from a course or courses
- Transcript ordering
- Requests for a name change, social security number change, phone number change, address change, and change in residency status
- Assistance with all aspects of graduation
- Dean's List
- Mass Transfer Block information, Mass Transfer Pathways, and Commonwealth Commitment
- Honors Certifications

Access to forms and more detailed information can be found on the Registrar's Office Portal page at STCCNET.STCC.EDU.

[River Valley Counseling Center](#)

River Valley Counseling Center provides STCC students with increased access to mental health services via on-campus mental health support. River Valley Counseling has an office in the Ira H. Rubenzahl Student Learning Commons (B19). To be eligible, students must carry health insurance. Students identifying a need or desire for personal counseling can be seen by a licensed professional therapist. Call 413-755-4332 to schedule an initial referral session with David Forton, MS, LMHC, Office of Disability Services.

[Student Activities & Development](#)

The Student Activities and Development Office oversees educational, cultural and social activities that complement the college's academic program. Through initiatives such as the Student Government Association (SGA), the Campus Activities Board (CAB), the Student Ambassador Program (SAP), community service projects and a variety of clubs and organizations we provide diverse opportunities for students to become involved in campus life. Also, access to off-campus events and attractions are available through discounted ticket sales and bus trips.

Please stop by the Student Activities & Development Office, located in Building 19, 1st floor, to learn more about campus life at STCC, email Andrea Tarpey at Tarpey@stcc.edu, or call us at (413) 755-4912.

Student Club Recognition Policy

The Student Activities Office and the Student Government Association (SGA) encourage the formation of new student clubs. Every club must have a full-time faculty or staff advisor and be open to all members of the student body. Students interested in forming a new student club will be required to submit certain documentation to the Coordinator of Student Activities who may request a meeting with club organizers in order to collect additional information needed for recognition. Recognition of a student club by the College or the SGA shall not imply approval or endorsement of the club or its activities. All student clubs and their members are subject to the College's policies and procedures, including the Student Code of Conduct and Policy on Affirmative Action, Equal Opportunity & Diversity. For a copy of the club formation toolkit, which includes a complete description of the process for forming a student club, or for additional information about the College's active student clubs, please visit the Student Activities Office located in Building 19, Room 129 or call 413-755-4912.

Student Affairs Office

The Vice President of Student Affairs Office, located in Building 19, Rooms 261 & 263, is charged with supporting and participating in the academic mission of the College. As educators we seek to maintain and enhance a purposeful, open, disciplined, caring and diverse community. As such we value integrity, dedication, commitment, honesty, social and civic responsibility, while promoting our students' intellectual, emotional, physical, and spiritual development. We are committed to optimizing student development through excellence in services, programs and facilities.

As specialists in the field of student development, we serve as student advocates. We consult and collaborate with faculty, staff, administrators and campus external governing agencies. Through collaborative research and evaluation we study our environment, programs and services and are accountable to our students, the College, our state and our profession for providing a quality educational experience for all students.

Mission of Student Affairs

The Mission of the Vice President of Student Affairs Office is to complement the academic mission of the college. We provide opportunities for student development, student involvement and experiential learning which contributes to student success and satisfaction.

The primary focus of the Vice President of Student Affairs Office is to promote individual student growth, personal achievement, and social responsibility through a wide range of programs and services intentionally designed to complement the student's educational experiences and which strives to:

- foster student academic success through a series of staff and peer mentoring programs;
- emphasize ethical and responsible student behavior through the administration of the Student Code of Conduct and a fair equitable program of student judicial review;
- develop the social, civic, and leadership skills of students through a wide variety of student organizations, group activities, and leadership programs; and

- encourage and facilitate programs that advance the cultural, social, civic, leadership and educational development of students within a pluralistic and multicultural learning environment.

Student Advocacy

The Vice President of Student Affairs Office provides student advocacy and support for all STCC students. We are here to advocate for you and ensure that your college experience is the best it can be. Our services include:

- Conflict resolution.
- Debt appeals.
- Guidance in judicial and grievance procedures.
- Medical Re-Entry process.
- Referrals for services both on and off campus.

If you have any issues or concerns we can be reached at (413)755-4402.

When transferring to a four-year institution, you may be required to submit a College Transfer Status Report as part of their admissions requirements. This form will need to be completed by STCC Student Affairs and Registrar's Offices. Please allow four business days for the completion and processing of this form.

Student Ambassador Program

The Student Ambassador Program provides STCC students interested in developing leadership and communication skills with the opportunity to serve as role models, advocates and peer advisors to fellow students. Ambassadors educate students about the many resources available on campus and encourage involvement and engagement in campus life. Ambassadors work closely with college offices and campus initiatives.

Students interested in serving as Student Ambassadors are urged to apply. Please visit the Student Ambassador webpage online for more information and to fill out an application or stop by our office located in Building 19, 1st Floor. For more information you may also email Andrea Tarpey at Tarpey@stcc.edu or call us at (413) 755-4912.

Student Ambassador Duties

- Represent the student community at a variety of internal and external events.
 - Assist new students in becoming oriented to get involved in student organizations, attend campus events, and to make meaningful connections with people in the college community.
 - Promote student resources, activities and events.
 - Design, create, and implement one Student Ambassador event per year.
 - Participate in community service events.
 - Promote student success.
-

Student Financial Services

The Student Financial Services Department, located in Building 19, Room 287, is here to assist with all questions regarding the financial aid process, payment arrangements, bookstore vouchers, Ram Cards, and health insurance waivers. Federal and state financial aid is available to students who need assistance with paying for their college education. At STCC, the Student Financial Services staff will assist you throughout the application process and provide you with the most current information available on its financial aid programs. The Student Financial Services Department can be reached at (413) 755-4214.

Contact: sfs@stcc.edu

Student Government Association

The Student Government Association (SGA) is the forum through which students' viewpoints, concerns, and input into campus governance are represented. Positions are filled by student volunteers who are interested in gaining valuable experience while improving campus life.

Three elected and several appointed student leaders meet regularly to focus on various student related issues. The Student Body President, Student Body Vice President and Student Trustee are elected to fill one-year terms. The SGA has a variety of committees and welcomes student involvement. The Campus Activities Board Chair, Treasurer and Club Liaison positions also play vital roles in ensuring our students have opportunities to participate in campus life.

The Campus Activities Board (CAB) coordinates with the Student Activities & Development Office in planning and hosting programs and special events on and off campus. CAB typically meets every other Monday during the college hour from 12:30 p.m. to 1:30 p.m. in the Student Ambassador Center, Building 19, Room 122. All students are welcome!

To learn more about opportunities to participate in your Student Government Association stop by the Student Activities & Development Office, Building 19, 1st Floor, email Andrea Tarpey at Tarpey@stcc.edu or call (413) 755-4912.

Student Success Center

The STCC Student Success Center (SSC) is located in Building 19, next to the Library on the 2nd floor. The SSC is committed to providing holistic academic support that empowers students to overcome obstacles and challenges that negatively impacts their ability to be successful. The overall purpose is to offer students a safe, inclusive and supportive environment where all students feel secured and welcomed as they work towards their individual goals and academic achievements.

The center is staffed with the coordinator, support staff, tutors and a student success coach, all ready to assist students as needed. The staff seeks to provide each individual student the chance to improve their skill sets and develop strategies in becoming lifelong learners.

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.

The Student Success Center is designed with the student's success in mind; offering a variety of services (free of charge) intended to give every student at STCC the opportunity to be successful!

Additional Services and how to contact the center are described below:

Tutoring Services:

Tutorial services are coordinated in the Student Success Center (SSC). Tutoring is free and available in most subjects, based on the availability of tutors. If there is a subject where there is no tutor listed, please contact the Coordinator.

To make an appointment, you can call the SSC at (413) 755-4715 or email the SSC at ssc@stcc.edu. To see the days, times and location of the tutors, check out the tutor schedule on the SSC portal page at: https://stccnet.stcc.edu/student_services/SSC/Pages/default.aspx.

NetTutor is an additional 24/7 tutoring support for students who cannot meet with an SSC tutor or want help after SSC hours.

- 24/7 online tutoring for **most subjects**
- Go to the SSC portal page and look for the green NetTutor button on the right of the page at: https://stccnet.stcc.edu/student_services/SSC/Pages/default.aspx.

Coaching Services:

Academic Coaching services are coordinated in the Student Success Center (SSC). The Student Success Coach/Retention Specialist provides support to students across all disciplines, demonstrating a multifaceted approach to meeting student needs, fostering academic excellence, and achieving overall college success. Through individualized direct and indirect interactions, students will be able to utilize Success Coaching as an additional layer of support that will assist them in the completion of their chosen academic program. Coaching is available to all students through walk-in and scheduled appointments. Students experiencing difficulty in navigating through the semester are encouraged to meet with the Student Success Coach to explore ways of cultivating success.

What to expect from your Student Success Coach:

- Maintain a confidential space for students to discuss topics such as future academic plans and personal goals or endeavors.

- Monitor students' academic progress and connect them with supportive resources when necessary, which include Faculty, Academic Advisors, Student Financial Services and more.
- Identify and highlight academic strengths as well as areas of focus.
- Provide proactive support and communication unique to each student's individual needs.
- Actively work to remove barriers to college-wide success.
- Create a comprehensive Academic Success Plan to be implemented and followed by the student and reinforced by the Success Coach.
- Foster independence and autonomy within each student while empowering them to self-advocate.
- Prepare students for Academic Advising and Registration opportunities.
- Financial Planning, Success Planning, Goal Planning
- Identification of learning strategies, study guidance, time management assistance and organizational skills assistance

To make an appointment, you can call the SSC at (413) 755-44715 x 4537 or email the Student Success Coach/Retention Specialist at nljackson@stcc.edu.

Academic Warning and Suspension Guidance:

The SSC center additionally offers guidance on how to deal with poor academic performance.

Students at STCC are expected to maintain their academic performance in order to satisfactorily complete their certificate or degree program. If they fail to maintain a 2.0 GPA they will be placed on either Academic Warning or Academic Suspension. In either case, they are encouraged to reach out to the SSC for guidance on how to resolve the matter and learn the best way to maintain Good Academic Status.

Academic Warning: If a student is placed on Academic Warning, they should refer to page 6 of this handbook and contact the SSC for additional guidance.

Academic Suspension: If a student is placed on Academic Suspension, they should refer to page 6 of this handbook or they have the option to appeal that suspension by reviewing the guidance below. Students are additionally encouraged to reach out to the SSC if they need further clarity and guidance.

Appealing an Academic Suspension

If a student plans to appeal his/her suspension they should complete the Academic Suspension Appeal E-Form that is made available on the SSC portal page:

https://stccnet.stcc.edu/student_services/SSC/Pages/default.aspx.

Once the form is complete, students should be sure to click the submit button and wait to be

contacted by the SSC for scheduling a date to meet with the Academic Review Board. (For more guidance on this process, refer to page 6 of this handbook.)

Testing and Assessment Center

STCC's Testing and Assessment Center is dedicated to supporting the mission of the college by providing professional proctored testing services to incoming as well as current students along with its faculty and staff in a safe and inclusive environment.

The Testing and Assessment Center office is located in building 19, second floor room 238.

STCC is committed to the academic success of all entering students. The college develops an Entrance Assessment Review to provide every student with proper advising and to promote retention. The Entrance Assessment Review is used to evaluate student competency in reading, writing, mathematics, and keyboard skills and aids STCC students and advisors in planning an appropriate course of study. This testing is required before registering for classes. No credit is awarded on the basis of entrance assessments. Please visit the Testing Center webpage for more information in regards to all services that we provide, including exemptions to placement tests, at www.stcc.edu/testing.

TRIO Student Support Services

TRIO Student Support Services (SSS), located in Building 19, Room 266 is part of the Student Affairs Division at Springfield Technical Community College. The program assists students in adjusting to the college environment, and prepares them for the transition from STCC into a four-year college/university, or into their career field. The purpose of TRIO SSS is to assist students in maintaining good academic standing, experience academic achievement, increase persistence and college graduation, and promote transfer to a four-year college/ university after earning an Associate's degree. The program offers supportive services to project participants and emphasizes the importance of ongoing contact during the students' enrollment at STCC.

~ Providing Support for a Successful College Experience ~

Services

TRIO SSS services include academic, career and transfer advising; assistance in course selection and registration, completing FAFSA, financial aid and scholarship applications; career assessment, planning and guidance; academic tutoring and study skills support; specialized orientations; college success/ first-year and skill development workshops; and referrals to non-academic resources. The program also provides students with software codes required for various math classes (e.g. My Math Lab, Connect Math, Web Assign, etc.), TRIO Grant Aid scholarship awards for Pell Grant recipients, and limited part-time employment opportunities for STCC students.

Eligibility

Students who are either first-generation college (neither parent has received a Bachelor's Degree); have a financial need (as determined by individual or family taxable income); and/or

have a documented disability are all eligible if they have earned a high school diploma/ HiSET/ G.E.D., have been accepted to STCC, have not earned an Associate's Degree and meet the requirements:

- A U.S. citizen, permanent resident or meet the residency requirements to receive federal student financial aid
- Currently enrolled at STCC (students are encouraged to apply for TRIO SSS upon acceptance to STCC)
- Have a need for academic support to successfully graduate

Eligibility guidelines are set up by the U.S. Department of Education. A student's eligibility however, does not guarantee acceptance into the program.

How to Apply

Students interested in participating in the TRIO SSS program should:

- Contact the program at ssserv@stcc.edu to schedule an Intake Interview with a TRIO Counselor.
- Complete the Participation Application and give TRIO permission to get Financial Aid information from Student Financial Services (student's classified as dependent by SFS, will need a parent/guardian's signature authorizing participation).
- Attend the Intake Interview then schedule a Final Interview with the program's Director.
- Attend a final interview with the program's Director.

Students will receive notification on the status of their application within two weeks after their final interview.

Students interested in applying to TRIO SSS and/or working with the program as a part-time Peer Tutor, or Work-Study student, should contact the program office at (413) 755-4718, or ssserv@stcc.edu to get more information.

Veterans' Affairs Office

STCC is committed to providing veterans, service members, and their dependents with support for their academic and personal success. Among the college resources is a dedicated Center for Veterans and Service Members.

Veterans, Service Members, and Dependents applying to STCC

Prior to applying to STCC, incoming students should apply for their VA educational benefits at www.vets.gov. All new students eligible to receive VA benefits must contact the Office of Veterans' Affairs after receiving their acceptance letters and registering for classes. All returning students receiving VA benefits must contact the Veterans' affairs Office after registering for the upcoming semester. Registering with the college does NOT certify an eligible student for VA benefits for the upcoming semester. All eligible students must contact the STCC VA Office in person to initiate enrollment certification. Students must also be matriculated into a degree-granting program to receive their benefits.

The STCC Office of Veterans' Affairs is located in Building 19, Room 153. If you have any questions please feel free to contact us at 413-755-5343.

NOTE: All students receiving VA benefits must contact the STCC Office of Veterans Affairs before withdrawing from a course, changing an address, or changing an academic program.

All students should contact the Financial Aid Office to investigate eligibility for federal and state grants and scholarships.

Covered Individuals

As amended, 38 U.S.C. 3679(c) requires that the following individuals be charged the in-state resident rate:

- A veteran using educational assistance under either Chapter 30 (Montgomery GI Bill® – Active Duty Program), Chapter 31 (Vocational Rehabilitation) or Chapter 33 (Post-9/11 G Bill), of 38 U.S.C. who lives in Massachusetts (regardless of his/her formal state of residence).
- Anyone using transferred Post-9/11 G.I. Bill benefits (38 U.S.C. § 3319) who lives in Massachusetts (regardless of his/her formal state of residence).
- Anyone described above while he or she remains continuously enrolled (other than during regularly scheduled breaks between courses, semesters, or terms) at the same institution. The person must be using educational benefits under Chapter 30, Chapter 31 or Chapter 33 of 38 U.S.C.
- Anyone using benefits under the Marine Gunnery Sergeant John David Fry Scholarship (38 U.S.C. § 3311(b)(9)) who lives in Massachusetts (regardless of his/her formal state of residence).

In summary, individuals are not required to enroll within three years of discharge or release from a period of active duty service or the transferor's discharge or release from active duty service in order to receive the in-state resident tuition rate.

Out of state students

To ensure that our recently discharged veterans and their eligible family members will not have to bear the cost of out-of-state charges while using their Post 9/11 GI Bill® education benefits, STCC is fully compliant with section 702 of the Veterans Access, Choice and Accountability Act of 2014. We have also elected to participate in the Yellow Ribbon Program to make additional funds available without an additional charge to your GI Bill® entitlement.

GI Bill® is a registered trademark of the U.S. Department of Veterans Affairs (VA). More information about education benefits offered by VA is available at the official U.S. government Web site at <https://www.benefits.va.gov/gibill>.

[CENTER FOR STUDENT VETERANS AND SERVICE MEMBERS](#)

Springfield Technical Community College is dedicated to eliminating the barriers to education encountered by veterans and service members. We help address:

- **Information barriers** by providing a go-to person who is available to walk you through any problem you encounter on campus
- **Financial barriers** by providing the most up-to-date information about military benefits
- **Educational barriers** by clearly posting the policies for Students Called to Duty, and increasing resources for tutoring for military students
- **Injury and trauma-related barriers** by increasing access to mental health and disability services support, advocacy, and accommodations
- **Cultural barriers** by providing professional development workshops/training for administration, faculty, and staff on personal/mental health issues specific to Veterans

Mission Statement

The mission of the Center for Student Veterans and Service Members is to eliminate the barriers to a successful college education by identifying needs, providing support, promoting communication and interaction among, and empowering the success of students with military training and combat experience.

Objective

Our objective is to thank those students with military experience and combat training by providing them with a supportive environment with the tools and resources to successfully traverse the bridge between military service and a fulfilling college experience.

Services Offered

- Access to computers and the internet
- Referrals to tutoring services offered throughout STCC in most academic areas
- Referrals to outside counseling services
- Use of the Veterans and Service Members Lounge on campus in the Ira H. Rubenzahl Student Learning Commons (B19), room 135

[WebAdvisor and STCC Self-Service](#)

WebAdvisor and STCC Self-Service are online tools for students, faculty and staff. Students are able to view grades, class schedules, and financial information. These online services are where students can register for courses and make changes to their schedule. Once logged in, your WebAdvisor account will be used to log into campus computers and printers on campus. A student can set up a payment plan, and waive the health insurance on STCC Self-Service.

NON-ACADEMIC POLICIES AND STATE/FEDERAL REGULATIONS

Absences for Pregnancy or Childbirth

<https://catalog.stcc.edu/content.php?catoid=22&navoid=4041&hl=absence+for+pregnancy>

Absence Due to Religious Belief

<https://catalog.stcc.edu/content.php?catoid=22&navoid=4041&hl=absence+religious+belief>

Affirmative Action, Equal Opportunity, & Diversity Policy

<https://www.stcc.edu/media/departments/human-resources/Accessible-Policy-on-Affirmative-Action-Equal-Opportunity-Diversity.pdf>

Bathroom and Locker Room Use Policy

<https://catalog.stcc.edu/content.php?catoid=22&navoid=4035&hl=bathroom+and+locker>

Civility In The Classroom

<https://catalog.stcc.edu/content.php?catoid=22&navoid=4042&hl=civility>

Confidentiality of Student Records (FERPA)

<https://catalog.stcc.edu/content.php?catoid=22&navoid=4041&hl=ferpa>

Copyright Policy

<https://catalog.stcc.edu/content.php?catoid=22&navoid=4035&hl=copyright>

CORI/SORI (Criminal Offender Record Information & Sex Offender Registry Information)

<https://catalog.stcc.edu/content.php?catoid=22&navoid=4035&hl=cori>

Distribution of Printed Materials & Posting Guidelines

<https://catalog.stcc.edu/content.php?catoid=22&navoid=4035&hl=printed+materials>

Drone Policy

As a co-habitant of One Armory Square, STCC has adopted the National Park Service policy prohibiting the use of drones on federal lands. More information can be found in the Superintendent's Compendium which defines the provisions in Title 36 Code of Federal Regulations (36CFR) located online at:

<https://www.nps.gov/spar/learn/management/compendium.htm>

Drug and Alcohol Policy

<https://catalog.stcc.edu/content.php?catoid=22&navoid=4042&hl=drug+and+alcohol>

Fundraising and Solicitation Policy

<https://catalog.stcc.edu/content.php?catoid=22&navoid=4035&hl=fundraising>

Guest Speakers Policy

<https://catalog.stcc.edu/content.php?catoid=22&navoid=4035&hl=guest+speakers>

Hazing Law

<https://catalog.stcc.edu/content.php?catoid=22&navoid=4042&hl=law>

Latex Allergy Policy

<https://catalog.stcc.edu/content.php?catoid=22&navoid=4035&hl=latex>

Marijuana Policy

<https://catalog.stcc.edu/content.php?catoid=22&navoid=4042&hl=marijuana>

Medical Leave or Hospitalization Re-Entry Process

<https://catalog.stcc.edu/content.php?catoid=22&navoid=4035&hl=re-entry>

Active Military Duty (Students Called to) - Massachusetts Public Colleges and Universities

<https://catalog.stcc.edu/content.php?catoid=22&navoid=4041&hl=active+military+duty>

Service Animals Policy

<https://catalog.stcc.edu/content.php?catoid=22&navoid=4035&hl=service+animals>

Campus Grounds Smoking Policy

<https://catalog.stcc.edu/content.php?catoid=22&navoid=4035&hl=smoking>

Social Media Policy

Information technology resources provided by the College are the property of the College. Users shall have no expectation of privacy when using such resources. The use of all College information technology resources for social media activities, including, but not limited to Facebook, YouTube, Twitter, Instagram, LinkedIn, blogs and other forms of social media, shall be limited to academic, educational, or professional purposes that are directly related to official College business and in support of the College's mission. All such uses shall comply with the College's computer use policies.

Solicitation on Campus

The general policy of Springfield Technical Community College prohibits the selling of merchandise or the solicitation of donations on campus or at off-campus events. Under certain circumstances, exceptions to the rule are made for recognized student organizations, the College,

or its departments. Clearance for the disbursement of material aimed primarily at the faculty and/or staff of the College must be secured from the office of the Executive Vice President of Academic Affairs. Clearance for all other solicitations, distribution of information and literature, must be received from the Office of Student Activities and Development, and then may take place only at locations and times specifically designated by the Student Activities and Development Coordinator.

Non-affiliated off-campus organizations may apply for permission to use the campus facilities through the Special Events Coordinator. Approval to distribute and post information must be secured from the Student Activities and Development Office.

Solomon Amendment

<https://catalog.stcc.edu/content.php?catoid=22&navoid=4041&hl=solomon>

Student Comprehensive Health Plan

The Commonwealth of Massachusetts, effective September 1, 1989, requires each student carrying nine (9) credits or more and accepted into a program to participate in the student health insurance program.

If a student has comparable coverage and wishes to waive participation in the Massachusetts Community College insurance plan, the student must complete a waiver form showing comparable coverage.

The following health insurances cannot be used to waive the STCC health insurance:

- MassHealth Limited
- Health Safety Net
- Children's Medical Security Plan
- Out-of-State Medicaid Plans

For further information on the student health insurance you can go to the following web page: <https://www.mahealthconnector.org/help-center>.

The health insurance provider for the 2021-2022 academic year is Blue Cross Blue Shield, serviced through Gallagher Student Health & Special Risk.

Please note:

- The last day to waive the student health insurance for a semester is the billing due date for that semester.
- A student's bill must be paid in full before the College can forward a student's name and payment to the insurance company for coverage.

- All payments to the payment plan must be made and/or financial aid must be applied to the student's bill, resulting in a zero balance, before the appropriate information is forwarded to the insurance company.
- If you are using Federal Financial Aid to pay for Health Insurance and Authorization form is required to be filled out with Student Financial Services.

The cost of the Fall 2021 policy effective September 1, 2021 through August 31, 2022 is \$3,599.00. The cost of the Spring 2021 policy effective January 1, 2022 through August 31, 2022 is \$2,401.00. The insurance company will not process any claims until the student's bill is paid in full and has been submitted to Gallagher, at least 30 days after the start of the semester.

Please Review: Important Health Insurance Information:

- [Health Insurance Waiver Instructions](#)

Health Insurance Authorization Form

The STCC Student Financial Services is required to obtain written authorization to apply Federal Financial Aid to the student health insurance charge. If you are relying on Financial Aid to pay your bill you must complete an Authorization Form so that we may apply financial aid to this charge.

Student Expression Policy

<https://catalog.stcc.edu/content.php?catoid=22&navoid=4035&hl=expression>

Student Hold Policy

<https://www.stcc.edu/pay-for-college/costs/billing-information/withdrawing-and-refund-policies/>

Student Suicide Prevention Protocol

<https://catalog.stcc.edu/content.php?catoid=22&navoid=4035&hl=suicide+prevention>

Title IX Rights & Responsibilities

<https://www.stcc.edu/media/departments/human-resources/KNOW-YOUR-IX.pdf>

USA Patriots Act

<https://catalog.stcc.edu/content.php?catoid=22&navoid=4041&hl=patriots>

Use of STCC Information Technology Resources

<https://catalog.stcc.edu/content.php?catoid=22&navoid=4044&hl=Information+Technology>

MISCELLANEOUS STATEMENTS AND DISCLOSURES

Accreditation

<https://catalog.stcc.edu/content.php?catoid=22&navoid=4046&hl=accreditation>

Americans with Disabilities Act

<https://catalog.stcc.edu/content.php?catoid=22&navoid=4046&hl=disabilities>

Campus Safety Disclosure

<https://catalog.stcc.edu/content.php?catoid=22&navoid=4046&hl=safety>

Emergency Response Guide

<https://www.stcc.edu/campus-life/safety/emergency/>

General Data Protection Regulations (GDPR)

<https://catalog.stcc.edu/content.php?catoid=22&navoid=4046&hl=gdpr>

[Statement of Nondiscrimination](#)

<https://catalog.stcc.edu/content.php?catoid=22&navoid=4046&hl=nondiscrimination>

[Policy Prohibiting Sexual Harassment](#)

<https://catalog.stcc.edu/content.php?catoid=22&navoid=4046&hl=harassment>

[Policy in Support of Pluralism](#)

<https://catalog.stcc.edu/content.php?catoid=22&navoid=4046&hl=pluralism>

[Community Notification of Where to Access Sex Offender Information](#)

<https://catalog.stcc.edu/content.php?catoid=22&navoid=4046&hl=offender>

[Sexual Violence](#)



#STCCWeCan...
Make a Difference

Domestic Violence, Sexual Assault and Stalking Prevention and Resources

Why talk about prevention?

At STCC, it is our priority to make sure all students feel safe, respected, and able to engage fully in academic studies and campus activities. We acknowledge that relationship violence and sexual violence are widespread in our country, and that these issues impact all of our communities, including college campuses.

Prevention is about making a difference.

Research shows that sexual violence can be prevented by creating an engaged community where everyone does their part to contribute to prevention. **Together, we can make a difference.**

The [#STCCWeCan](#) initiative seeks to encourage each and every one of us to do our small part to create a safe and supportive environment for all. Here are some things YOU can do to make a difference as a student at STCC.

#1: Know Your Resources - STCC Policy & Definitions

[STCC Policy on Affirmative Action, Equal Opportunity and Diversity](#) prohibits sexual harassment, including domestic violence, dating violence, sexual assault and stalking. Definitions of all prohibited conduct can be found within this policy.

Please also see the [STCC Policy on Prohibiting Sexual Harassment](#).

#2: Know Your Resources - STCC Campus & Community Resources

STCC offers both confidential and non-confidential resources to students and employees impacted by domestic violence, sexual assault and stalking. A complete list of both confidential and non-confidential campus and community resources, including medical, law enforcement, legal and housing resources, can be found here: [STCC Domestic Violence, Sexual Assault and Stalking Resources](#)

Confidential Resources:

STCC - YWCA Campus Advocate

Free and confidential counselling, advocacy and referrals.

Email: advocate@stcc.edu

Phone: 413-319-2360

YWCA of Western Massachusetts 24/7 Hotline: 1-413-733-7100

Non-Confidential Resources:

Vannoch Sin, Acting Director of Human Resources/Title IX Coordinator

Email: vsin@stcc.edu

Phone: 413-755-4667

#3: Learn about Prevention

STCC requires all incoming students, both first year and transfer, to complete an online sexual violence prevention course. Incoming students will receive information on this training during New Student Orientation and via their STCC student email.

Please contact Cindy Breunig at cbreunig@stcc.edu for more information on the online prevention training, bystander intervention training, and other ongoing prevention events.

For more information, contact:

Cindy Breunig

OVW Safety and Advocacy for Everyone (SAFE) Grant Project Director

Email: cbreunig@stcc.edu

Phone: 413-755-6553

[Student Right to Know Disclosure](#)

<https://catalog.stcc.edu/content.php?catoid=22&navoid=4046&hl=right+to+know>

RESOURCES

[Academic Calendar](#)

<https://catalog.stcc.edu/mime/media/view/24/4468/STCC+Academic+Calendar.pdf>

[Academic Terms](#)

https://libguides.stcc.edu/academic_terms

[Directory of College Offices](#)

<https://www.stcc.edu/about-stcc/office-directory/>

STUDENT CODE OF CONDUCT

<https://catalog.stcc.edu/content.php?catoid=24&navoid=4429>

STUDENT GRIEVANCE PROCEDURES – MASSACHUSETTS COMMUNITY COLLEGES

<https://catalog.stcc.edu/content.php?catoid=22&navoid=4042&hl=grievance>
