



CATALOG

2025-2026



Vision

Roxbury Community College empowers the community through education that matters.

Mission Statement

Roxbury Community College (RCC) provides a nurturing environment, where all community members are welcome, regardless of past education. We transform lives through excellence and innovation, preparing our learners for active citizenry and success in a changing world.

Strategic Plan

Planning Begins in January 2025.

RCC Institutional Learning Outcomes

Question with Curiosity, Respect, and Intention

- Communicate effectively with all audiences
- Collaborate professionally in all contexts
- Inquire about the root of problems and seek solutions
- Build community through dialogue and engagement

Critique with Context

- Make informed, data-driven decisions
- Inquire about improving inequitable norms
- Communicate expectations of yourself and others
- Nurture a desire and curiosity for continuous learning

Lead with Informed Influence

- Develop leadership in social advocacy
- Practice civic engagement in local and global communities
- Address issues of equity that arise in multicultural, multilingual contexts
- Develop skills that lead to economic self-sufficiency

Effect Change with Applied Knowledge

- Become proficient in technology for personal and professional use
- Demonstrate excellence in applied and critical thinking skills
- Strive continuously to make improvements to yourself and your community
- Develop information literacy skills for lifelong learning



Dear RCC Students,

On behalf of the Board of Trustees, Foundation Board, RCC Leadership, and the entire RCC community, I welcome you to Roxbury Community College (RCC)!

At RCC, we take pride in offering exceptional academic programs that lead to immediate employment or transfer. Many RCC students choose to enroll in programs that provide the strongest employment opportunities, such as STEM, Health Careers, Smart Building Technology, Business, Early Childhood Education, Biotechnology, and Nursing; however, we're proud to offer 24 associate degree programs and six certificate programs. Regardless of your educational path, your RCC education will equip you with the knowledge and skills needed for long-term success.

Another defining characteristic of your RCC educational journey is the one-on-one support that you will receive from RCC's dedicated faculty and staff community. Financial Aid advisors, academic advisors, SUCCESS coaches, the Project Access team, the Student Life team, and more, are here to support you. You are never alone at RCC. You are more than just a number, you are an important part of the RCC community.

I encourage you to read through this catalog to learn more about the courses, programs, and support services available at the College. Please use this document as a resource throughout your time here. When you have a question, start by reviewing this catalog, then reach out to a faculty or staff member for additional information and guidance.

Thank you for choosing RCC as your educational home. I look forward to seeing you and getting to know you throughout your time at the College.

Sincerely,

Dr. Jonathan K. Jefferson
President, Roxbury Community College
presoffice@rcc.mass.edu

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ROXBURY COMMUNITY COLLEGE GOVERNING BOARDS AND OFFICERS

EXECUTIVE OPERATIONS COUNCIL

Dr. Jonathan K. Jefferson	President
James Whitley	Vice President for Academic Affairs
Kerry Lubin	Chief Financial Officer
Lauretta Siggers-Benton	Interim Vice President for Advancement and RCC Foundation
Randi Korn	Vice President for Retention and Student Success

EXECUTIVE OPERATIONS COUNCIL

Dr. Jonathan K. Jefferson	President
James Whitley	Vice President for Academic Affairs
Kerry Lubin	Chief Financial Officer
Lauretta Siggers-Benton	Chief Operations Officer
Randi Korn	Vice President for Retention and Student Success
Jennie McDonald-Brown	Vice President for Institutional Advancement and RCC Foundation
Salvador Pina	Vice President, Workforce and Economic Development
Robyn Shahid-Bellot	Vice President for Enterprise Transformation
Jordan Smock	Associate Vice President for Communications, Marketing and External Affairs
Valerie Thornhill-Hudson	Executive Administrator, Chief of Staff, Secretary to the Board of Trustees

EXECUTIVE OPERATIONS COUNCIL

David Albanese	Assistant Vice President for Public Safety and Auxiliary Services, Chief of Police
Daveen Blythe	Associate Dean of Professional Studies and Health Careers
Maryellen Brett	Associate Dean, Workforce
Lisa Carter	Dean of Students
Dr. Gloria Cater	Dean, Department of Nursing
Amy Cavellier	Registrar
Tunde Giwa	Chief Information Officer
Brian Greene	Director of Academic Operations and Data Analysis
William Hoag	Dean of Library Services
Loretta Minor	Assistant Vice President of Enrollment
Shami Qazi	Executive Director of Facilities
Luciano Ramos	Executive Director, Center for Economic and Social Justice

Dr. Leonard Savala	Dean of Liberal Arts
Dr. Hillel Sims	Associate Vice President of Academic Affairs
Jeff Van Dreason	Dean of Institutional Assessment
Lidon Weatherly	Director of Human Resources

RCC BOARD OF TRUSTEES

Dr. Richard O'Bryant#(Chair)

Chief Belonging Officer, The John D. O'Bryant African American Institute, Northeastern University

Israul (Izzy) Marrero (Vice Chair)

Community Services Officer, Boston Police Department

Rev. Omari Aarons

Founder and Managing Partner Aarons Group, LLC

Portsha Franklin-Gordon

Senior Director, College and Career Pathways at West End House

Dr. Jeffrey Santos Lopes

Sargeant, Boston Police Department

Miriam Ortiz

Chief Impact Officer, Eastern Bank

Sheriece Perry, Esq.

Director, Court Services and Law Libraries Department, Massachusetts Trial Court, Office of Court Management

Anthony Samuels

President, Done Right Facilities Services

Tameka Simmons

RCC Alumni, Human Resources Specialist

Corey Yarbrough

Executive Director, 826 Boston

Xzavion Youngblood

RCC Student Trustee

ACCREDITATION

ACCREDITATION

Roxbury Community College is accredited by the New England Commission of Higher Education (NECHE).

Accreditation of an institution of higher education by NECHE indicates that it meets or exceeds criteria for the assessment of institutional quality periodically applied through a peer review process. An accredited college or university is one which has available the necessary resources to achieve its stated purposes through appropriate educational programs, is substantially doing so, and gives reasonable evidence that it will continue to do so in the foreseeable future. Institutional integrity is also addressed through accreditation.

Accreditation by NECHE is not partial but applies to the institution as a whole. As such, it is not a guarantee of every course or program offered, or the competence of individual graduates. Rather, it provides reasonable assurance about the quality of opportunities available to students who attend the institution.

Inquiries regarding the accreditation status by NECHE should be directed to the administrative staff of the institution. Individuals may also contact:

New England Commission of Higher Education

301 Edgewater Place, Suite 210

Wakefield, MA 01880

(781) 425 7785

Email: info@neche.org

- [2025 SELF STUDY](#)
- [2015 SELF STUDY](#)
- [ACCREDITATION LETTER](#)
- [NECHE Focused Evaluation Report, Fall 2023](#)

DIRECTIONS AND PARKING

CAMPUS LOCATION

The campus, located at 1234 Columbus Avenue, is adjacent to Malcolm X Boulevard and Cedar Streets. This 16-acre campus consists of five buildings: Administration, Academic, Media Arts, Health Sciences, and the Reggie Lewis Track and Athletic Center.

The campus includes five buildings housing classrooms, specialized science and computer laboratories, the Library and the Learning Center, the Reggie Lewis Track and Athletic Center, a 450+ seat theater, music, dance and art studios, a new food service court, snack machines and dedicated spaces for student activities, quiet games, and small group meeting spaces.

GETTING HERE

Directions By Car

From Southeast Expressway - Southeast Expressway to Mass. Ave./Roxbury Exit-straight off ramp-through lights (Mass. Ave.) onto Melnea Cass Boulevard. Follow to the end and go left onto Tremont Street which becomes Columbus Avenue. Follow Columbus Avenue for approximately 1/2 mile. Look for the College on your left. Parking is available at the Cedar Street lot (corner of Cedar Street and Columbus Avenue).

From the Boston Logan Airport - 25 Logan Airport, East Boston, MA 02128. When leaving the airport, follow signs to Boston and go through the toll booth. The toll fee is \$3.00. After the toll booth, enter the tunnel and follow the directions toward 93 South/Southeast Expressway. Follow the directions above.

South of Boston - Route 93 North to Southeast Express- way. Follow the directions above.

North of Boston - Route 93 South/Route 1 to Southeast Expressway. Follow the directions above.

West of Boston - Mass. Pike East to the last exit (Southeast Expressway). Follow the directions above.

Public Transportation

Trains - From Downtown Boston take the Orange Line toward Forest Hills. Get off at the Roxbury Crossing station. The College is located across the street on Columbus Avenue.

Buses - Columbus Avenue

22 - Ashmont Station - Ruggles Station via Jackson Square

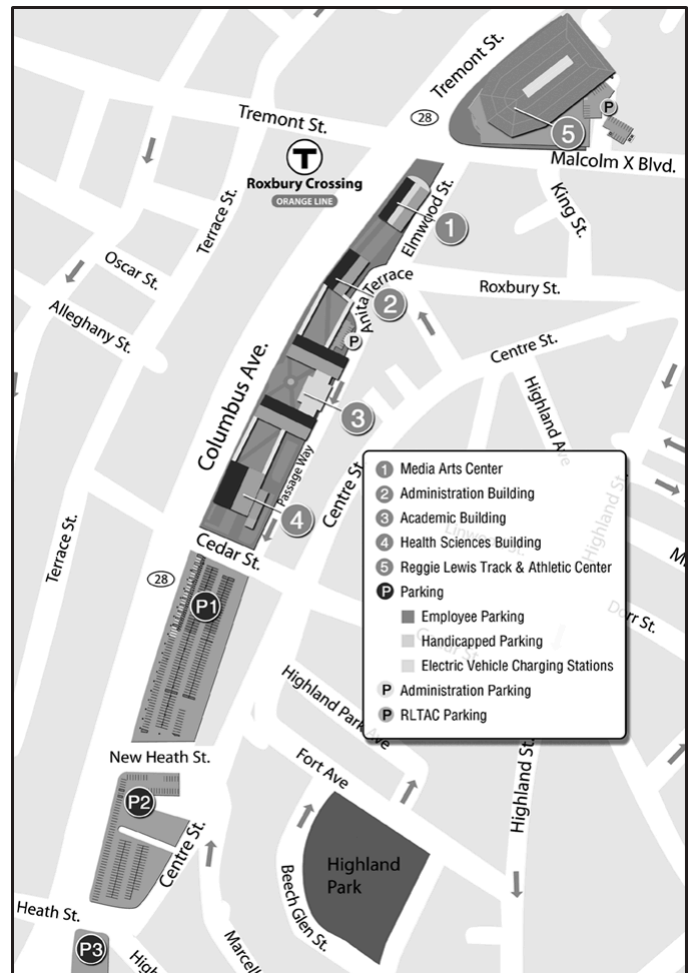
29 - Mattapan Station - Ruggles Station via Jackson Square

66 - Harvard Station - Nubian Station via Allston & Brookline Village

Buses - Malcom X. Boulevard (Reggie Lewis Center stop - the College is located across the street on Columbus Avenue)

23 - Ashmont Station - Ruggles Station via Nubian Station

28 - Mattapan Station - Ruggles Station via Nubian Station



PARKING

Students with parking passes can park in spaces in Lot #1 or Lot #2 that are not designated as employee parking. Visitors may park in Lot #2. Note that the new electric car charging stations in Lot #1 are for electric car charging only and should not be used for general parking.

ACADEMIC CALENDAR

FALL 2025

Monday, September 1, 2025	Labor Day – HOLIDAY
Tuesday, September 2, 2025	All College Meeting/Faculty Institute
Wednesday, September 3, 2025	First Day of Classes – Fall Full Semester and Fall 1 (first 8 week)
Friday, September 12, 2025	Last Day for Add/Drop Schedule Changes – Fall Full Semester and Fall 1 (first 8 week) @11:59 PM
Monday, September 15, 2025	First Day of Classes – Fall Access
Monday, September 22, 2025	Last Day to Add/Drop Schedule Changes – Fall Access
Friday, October 10, 2025	Last Day for Student-Initiated Withdrawals – Fall 1 (first 8 week)
Monday, October 13, 2025	Indigenous Peoples' Day – HOLIDAY
Saturday, October 25, 2025	Last Day of Classes – Fall 1 (first 8 week)
Monday, October 27, 2025	First Day of Classes – Fall 2 (second 8 week)
October 27 - November 1, 2025	Midterm – Fall Full Semester
Wednesday, October 29, 2025	Final Grades Due 11:59 PM – Fall 1 (first 8 week)
Monday, November 3, 2025	Last Day to Add/Drop Schedule Changes – Fall 2 (second 8 week)
Monday, November 3, 2025	Deadline – Petition to Graduate December 2025
November 3 - 8, 2025	Midterm – Fall Access
Tuesday, November 11, 2025	Veterans Day – HOLIDAY
Friday, November 14, 2025	Last Day for Student-Initiated Withdrawals – Fall Full Semester and Fall Access
Wednesday, November 19, 2025	Spring and Winter Registration Begins
November 26 - 29, 2025	Thanksgiving Break – No classes after 5:00 PM on November 26. No classes
Friday, December 5, 2025	Last Day for Student-Initiated Withdrawals – Fall 2 (second 8 week)
Saturday, December 13, 2025	Last Day of Classes for Fall Full Semester and Fall Access
December 15 - 20, 2025	Final Exams
Saturday, December 20, 2025	Last Day of Classes for Fall 2 (second 8 week)
Saturday, December 20, 2025	Last Day of Term and Fall Conferral Date
Thursday, December 25, 2025	Christmas – HOLIDAY
Monday, December 29, 2025	Final Grades Due 11:59 PM – Full Semester and Fall 2 (second 8 week)

WINTER 2025-2026

Monday, December 29, 2025	First Day of Classes
Thursday, January 1, 2026	New Year's Day - HOLIDAY
Monday, January 5, 2026	Last Day for Add/Drop Schedule Changes
Wednesday, January 7, 2026	Midterm
Friday, January 9, 2026	Last Day for Student-Initiated Withdrawals Final Exams
Friday, January 16, 2026	Final Exams

Friday, January 16, 2026	End of Term and Winter Conferral Date
Friday, January 23, 2026	Final Grades Due 11:59 PM

SPRING 2026

Monday, January 19, 2026	Martin Luther King, Jr. Birthday - HOLIDAY
Tuesday, January 20, 2026	All College Meeting/Faculty Institute
Wednesday, January 21, 2026	First Day of Classes – Spring Full Semester and Spring 1 (first 8 week)
Friday, January 30, 2026	Last Day for Add/Drop Schedule Changes – Spring Full Semester and Spring 1 (first 8 week)
Monday, February 2, 2026	First Day of Classes – Spring Access
Monday, February 9, 2026	Last Day for Add/Drop Schedule Changes – Spring Access
Monday, February 16, 2026	Presidents' Day – HOLIDAY
Friday, February 27, 2026	Last Day for Student-Initiated Withdrawals – Spring 1 (first 8 week)
March 9 - 14 , 2026	Midterm – Spring Full Semester
Friday, March 13, 2026	Deadline – Petition to Graduate May 2026
Saturday, March 14, 2026	Final Day of Classes – Spring 1 (first 8 week)
March 16 - 21, 2026	Spring Break
Monday, March 23, 2026	Final Grades Due 11:59 PM – Spring 1 (first 8 week)
Monday, March 23, 2026	First Day of Classes – Spring 2 (second 8 week)
March 23 - 28, 2026	Midterm – Spring Access
Monday, March 30, 2026	Last Day for Add/Drop Schedule Changes – Spring 2 (second 8 week)
Friday, April 10, 2026	Last Day for Student-Initiated Withdrawals – Spring Full Semester and Spring Access
Wednesday, April 15, 2026	Registration for Summer and Fall Begins
Monday, April 20, 2026	Patriots' Day – HOLIDAY
Friday, May 1, 2026	Last Day for Student-Initiated Withdrawals – Spring 2 (second 8 week)
Saturday, May 9, 2026	Last Day of Classes for Spring Full Semester and Spring Access
May 11 - May 16, 2026	Final Exams
Friday, May 15, 2026	Commencement Exercises
Saturday, May 16, 2026	Last Day of Classes for Spring 2 (second 8 week)
Saturday, May 16, 2026	End of Term and Spring Conferral Date
Thursday, May 21, 2026	Final Grades Due 11:59 PM – Spring Full Semester and Spring 2 (second 8 week)

SUMMER 2026

Monday, May 25, 2026	Memorial Day – HOLIDAY
Tuesday, May 26, 2026	First Day of Classes – Summer Full Semester and Summer 1 (first 5 week)

Tuesday, June 2, 2026	Last Day for Add/Drop Schedule Changes – Summer Full Semester and Summer 1 (first 5 week)
Monday, June 15, 2026	Last Day for Student-Initiated Withdrawals – Summer 1 (first 5 week)
Friday, June 19, 2026	Juneteenth – HOLIDAY
Friday, June 26, 2026	Deadline – Petition to Graduate August 2026
Saturday, June 27, 2026	Last Day of Classes – Summer 1 (first 5 week)
June 29 - July 3, 2026	Summer Break – No Classes
Wednesday, July 1, 2026	Final Grades Due 11:59 PM - Summer 1 (first 5 week)
Friday, July 3, 2026	Independence Day (observed) – HOLIDAY
Monday, July 6, 2026	First Day of Classes – Summer 2 (second 5 week)
Monday, July 13, 2026	Last Day for Add/Drop Schedule Changes – Summer 2 (second 5 week)
Monday, July 27, 2026	Last Day for Student-Initiated Withdrawals – Summer Full Semester and Summer 2 (second 5 week)
Saturday, August 8, 2026	Last Day of Classes
Saturday, August 8, 2026	End of Term and Summer Conferral Date
Wednesday, August 12, 2026	Final Grades Due 11:59 PM

HOW TO ENROLL AT ROXBURY COMMUNITY COLLEGE

NEW STUDENTS

Students who have never attended any college or university are welcomed as new students at Roxbury Community College. Roxbury Community College is a public, two-year college with an open admission policy. All students are required to submit proof of high school completion for acceptance. Original credentials from foreign high schools are accepted if accompanied by an official translation. Students must meet the prerequisites established for all college-level courses to enroll.

Home-schooled students without a high school diploma or high school equivalency certificate are eligible to apply for admission to a degree or certificate program, provided they have successfully completed an approved home-school program in accordance with Massachusetts General Laws or the laws of their home state.

Admission into some programs is competitive due to a limited number of openings or a competitive application process.

CONTINUING STUDENTS

Students who have enrolled each semester at Roxbury Community College or have attended RCC within the last two years are continuing students. Congratulations, your degree/certificate completion is within sight!

TRANSFER STUDENTS

If you've completed college-level courses at another accredited college or university, you are considered a Transfer Student. Roxbury Community College welcomes you and is here to support your academic and career goals.

After you've been accepted to RCC, please request that official transcripts from all previously attended institutions be sent to the Registrar's Office. Submitting your transcripts early helps ensure that you and your academic advisor can build the most efficient path toward completing your program and achieving your goals.

See the Transfer Credit Policy for additional details about transferring credit into Roxbury Community College. RCC requires official transcripts to be sent directly from the institutions where credit was earned for credit to transfer. Transcripts must be sent from an online third party (such as Parchment/Instructure or the National Student Clearinghouse) preferably to the Registrar's Dropbox or be mailed in a sealed envelope. Transcripts emailed by a student are considered unofficial and will not be accepted for transfer credit.

Registrar's Office

Administration Building (2), Suite 202

Phone: 857-701-1002

Email: registrars.office@rcc.mass.edu

READMIT STUDENTS

Students who previously attended Roxbury Community College and have been away for two to five years are considered readmitted students. To return, students may need to update their admissions information, resolve any outstanding college requirements, and meet with an Academic Advisor to develop a plan for successful re-enrollment.

Students who have not attended Roxbury Community College for five or more years must submit a new admissions application. Reapplying students may also need to satisfy any outstanding college requirements and meet with an Academic Advisor to develop a plan for successful re-enrollment.

Welcome back!

HOW TO ENROLL

Complete the admission application for free online at <https://www.rcc.mass.edu/apply>.

Students applying for financial aid must complete the FAFSA application at <https://studentaid.gov/>. The Office of Financial Aid can provide assistance to complete all required forms. All required documents for financial aid must be submitted prior to the awarding of aid. For more information on financial aid at RCC, please contact the Office of Financial Aid at finaid@rcc.mass.edu

Placement testing is required for all first-time, new college students who have a high school GPA below 2.7. Please make an appointment to reserve your seat for placement testing. Visit us online at www.rcc.mass.edu/testing.

The placement test covers Math, English, and Reading, and takes approximately 2 1/2 hours to complete. Students whose first language is not English are advised to take the English-as-a-Second-Language Placement Test. A study guide is available online and in the Testing Office.

- Transfer and readmit students may not need to take the placement test if their official transcript(s) shows successfully completed college-level coursework. Students transferring from another college or university must arrange for their official transcripts to be sent to RCC, Office of the Registrar, for evaluation before they may register for classes. See Transfer Credit Policy section for more information.
- Returning students, without financial holds, are encouraged to register online at <https://myrcc.rcc.mass.edu/ICS/Registrar/>. Students may visit RCC Connect at Roxbury Community College. RCC Connect staff will walk you through the online procedure.
- New, transfer, and readmit students meet with an Academic Advisor after placement testing to review placement scores; discuss academic and career goals; select a program of study; and identify courses.
- New, transfer, and readmit students may enroll in courses at RCC Connect. Students may receive a printed copy of their class schedule.
- Students are responsible for all tuition and fees at the time of registration. The Office of Student Accounts will review the student bills and what financial aid is applied to the bill. Additionally, the Office of Student Accounts assists with waiving student health insurance at RCC.
- According to Massachusetts law 105 CMR 220.600, all full-time students (12 or more credits) under the age of 30 and all full-time and part-time students in Health Profession programs must present evidence of immunization against measles, mumps, rubella; tetanus, diphtheria and pertussis; varicella (chickenpox), Hepatitis B, and Meningitis (if 21 years and under), to attend classes. Immunization verification must be signed and dated by the health care provider to be considered complete. For more information about immunizations documentation and the Wellness Center, please [click here](#).

HIGH SCHOOL STUDENTS

RCC encourages high school students to explore the College's academic resources through programs that cater to their needs and interests. Participating high school students have the opportunity to consider RCC as their ladder towards achieving future intellectual and professional goals. The following programs launch high school students into higher educational learning:

Dual Enrollment

The Dual Enrollment Program relies on state appropriations each semester. Roxbury Community College accepts applications for the Dual Enrollment Program for the fall, spring and summer semesters. This is a

great opportunity for students to earn college credits, while simultaneously earning credits towards their high school diploma. This program also offers students the opportunity to develop their academic experience and career opportunities without paying tuition and fees.

Students must have a minimum GPA of 2.5 to be accepted into the program.

Chapter 74 Secondary Post Secondary Cvte Linkage

RCC welcomes Boston Public high school students in Chapter 74 programs. High school students receive college credit for courses completed in approved Chapter 74 programs. Please bring your BPS transcript to the Enrollment Center when completing the RCC application.

SENIOR CITIZENS

Residents of the Commonwealth of Massachusetts who are 60 years of age or older are eligible to enroll in credit courses on a space-available basis, tuition-free. However, all applicable fees must be paid prior to the first class.

VETERANS

We are happy to serve our Veterans. Please visit www.gibill.va.gov or contact your nearest VA representative (V.A. Buffalo: 888-442-4551) in order to obtain your Certificate of Eligibility. Please bring a printed copy of your paperwork that confirms your status as a current or former member of the United States Armed Forces (example: DD 214), waivers, orders, and waive your health insurance through Gallagher. You will need to register with Gallagher using your @roxbury.edu email address, where you will receive a verification link. The verification link will bring you to a waiver page

Please visit <https://benefits.va.gov/gibill/> for information concerning the Post 9/11 GI Bill®. 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.va.gov/educa-tion/gi-bill/post-9-11/ch-33-benefit>. Please contact RCC Connect for further information and a Veteran's package.

If you are a current member of the Massachusetts National Guard, please visit the following website <https://massnationalguard.org/index.php/resources/education.html> for instructions on how to receive your tuition and fee waiver. Finally, all veterans must complete the admissions process and provide proof of a high school diploma or GED.

Section 702 of the Choice Act

Section 702 of the Veterans Access, Choice and Accountability Act of 2014 ("Choice Act"), requires VA to disapprove programs of education for payment of benefits under the Post-9/11 GI Bill and Montgomery GI Bill-Active Duty at public institutions of higher learning if the schools charge qualifying Veterans and dependents tuition and fees in excess of the rate for resident students for terms beginning after July 1, 2015. These new requirements will ensure that our Nation's recently discharged Veterans, and their eligible family members, will not have to bear the cost of out-of-state charges while using their well-deserved education benefits.

For all courses, semesters, or terms beginning after August 1, 2021, Roxbury Community College charges qualifying veterans, dependents and eligible individuals' tuition and fees at the rate for in-state residents. Covered individuals including the following will 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 the state in which the institution is located (regardless of their formal state of residence).

- Anyone using transferred Post-9/11 G.I. Bill benefits (38 U.S.C. § 3319) who lives in the state in which the institution is located (regardless of their formal state of residence).
- Anyone described above, while they remain 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 the state in which the institution is located (regardless of their formal state of residence).

INTERNATIONAL STUDENTS

Complete the admission application for free online at <https://www.rcc.mass.edu/apply>.

The international admissions guide can be found at <http://www.rcc.mass.edu/international-admissions-guide#>. All documentation must be submitted in English.

International students must complete their application by the following deadlines:

- Spring Semester: November 1st
- Fall Semester: June 7th

International Students must maintain Good Academic Standing and have a Valid F-1 Student Visa.

How to Apply

- Complete the I-20 Application. Students must select a Major from the general application.
- High School Diploma or transcripts must be evaluated and approved by a foreign educational agency. Translations will not be accepted.
- Submit a Certified Affidavit of Support.
- Submit a current Certified Official Bank letter showing a minimum of \$35,000.00 US dollars in the bank account to cover total educational and living expenses for one year.
- Current immunization record.
- Complete I-901. Please follow the instructions on www.fmjfee.com.

If you are already in the United States, a Non-Immigrant (F-1 status), and have a Certificate of Eligibility (I-20AB) from another school or college, you must submit a copy of the I-20AB, from your current institution and a copy of the Transfer Evaluation form, I-94 document, and Passport showing your current F-1 Visa.

If English is not your first language, you are required to submit proof of at least intermediate level or English proficiency. We accept:

TOEFL: a total score of at least 60

IELTS: a score of 60 or higher

Duolingo: a score between 90-115

If you have successfully completed a college-Level English and Math course the placement test may be waived.

All information to be uploaded to the application must be submitted in English.

STUDENT SUPPORT RESOURCES AND SERVICES

ACADEMIC ADVISING

Academic advising begins when you enroll at RCC. Meeting with your academic advisor is the first step to ensuring that you are on-track with your degree or certificate program of study. Advisors provide holistic support and guide you through the academic experience to post-grad journey.

All RCC students enrolled in a degree or certificate program are assigned an advisor, coach, or Faculty Advisor. To identify your assigned advisor, log into <https://myrcc.rcc.mass.edu/> and select the "Students" tab. Your advisor will be listed under "Important Information."

Students should initiate the advising. Advisement is provided in-person and virtually (on Teams/Zoom); offered by appointment or on a drop-in basis. Students should plan to meet with their advisor twice (2X) a semester. In addition to scheduled appointments and drop-in advising, advisors are available to answer student inquiries via e-mail. For e-mail inquiries, please allow two business days for a response.

Advisors are eager to help you and will be an essential resource in helping you stay on track with your educational goals.

RCC advisors are here to:

- Provide major exploration: the process of exploring and deciding on a college major
- Familiarize you with MyRCC, assist with course selection, registration, and long-term academic planning
- Monitor your academic progress and review your progress toward certificate or degree completion
- Assist with schedule adjustment (add, drop, withdrawal of classes)
- Maintain knowledge of institutional policies and procedures
- Connect you to campus resources and make referrals, based on individual needs
- Discuss career interests and help to identify post-graduation plans
- Facilitate a Change of Major
- Run a degree audit and submit a Petition to Graduate
- Provide individualized attention and holistic support

SUCCESS ADVISING

SUCCESS Advisors provide specialized advising, coaching, and mentorship for designated student populations. In addition to academic advising, SUCCESS Advisors focus on helping students develop the skills, confidence, and connections needed to thrive inside and outside the classroom.

Students assigned to a SUCCESS Advisor have access to:

- Individual academic coaching and mentorship.
- Personalized academic planning.
- Academic success and skill-building workshops.
- Time management, study skills, and goal-setting support.
- Communication skills development for academic and professional settings.
- Affinity spaces and community-building opportunities.
- Support for English Language Learners.
- Leadership opportunities, campus engagement, and off-campus experiences.
- Referrals to campus and community resources.

SUCCESS Advisors work collaboratively with students to promote academic achievement, personal growth, and persistence toward graduation.

FACULTY ADVISING

After earning 45 college credits, students are assigned as a Faculty Advisor within their academic division.

Faculty Advisors provide discipline-specific guidance related to coursework, career pathways, internships, transfer planning, and professional development within a student's field of study. Faculty Advisors also help students understand industry expectations and prepare for employment or continued education after graduation.

Academic Advisors and Faculty Advisors work together to provide a comprehensive advising experience that supports students from their first semester through graduation and beyond.

ACADEMIC SUPPORT SERVICES

Students are encouraged to take advantage of free tutoring services available in all subject areas. Tutoring occurs in The Learning Center (Academic Building 3-203) and online. Professional tutors with expertise in Writing, Math, Science, Computers, Language, and Business courses work with individuals or small groups to improve academic skills and develop learning strategies. Tutoring is designed to enhance and support classroom learning so that you gain the skills and confidence to be successful in your coursework. Assistance is also provided in learning how to navigate online courses and academic portals. Drop by The Learning Center (Academic Building 3-203) or visit <https://www.rcc.mass.edu/current-students/academic-support/learning-center/index.html> to make an appointment.

PROJECT ACCESS

Project Access at Roxbury Community College works with students who are facing non-academic issues that can often serve as barriers to degree/certificate completion.

These issues may include housing and food instability, personal safety concerns, inadequate childcare, and other basic human needs insecurities. Project Access is fortunate to be partnering with several nonprofit organizations that serve the Greater Boston Area.

Through this centralized services approach, the Project Access Team helps students navigate complex systems for accessing Federal, State, and local resources, such as health insurance, childcare, legal services, transportation, and food assistance programs. Project Access also meets the needs of students through the Rox Box, our onsite food pantry.

Staff can also provide targeted referrals to organizations across resource areas, including mental health, domestic violence, childcare, furniture, transportation, technology, housing, and more. The goal of Project Access is to holistically facilitate student success and increase retention.

Appointments can be made with Project Access staff directly. To learn more or to make an appointment, please contact:

Nancy Santos, M.S.
Director of Project Access
Building 3, Room 353
Nsantos@rcc.mass.edu
857-701-1660

THE TESTING CENTER

Most new students are required to take the College Placement Test, which assesses readiness for college-level English and mathematics courses. There is no "pass" or "fail"—your scores simply help determine whether you should begin in college-level or developmental coursework. Students

may take each section of the Placement Test up to three times within a 12-month period. Placement testing is also required for non-degree and dual-enrollment students unless an exemption applies.

High School Equivalency Testing (HiSET and GED)

RCC offers both the HiSET and GED exams, providing students with pathways to earn a high school equivalency credential and demonstrate college readiness.

Credit by Examination (CLEP)

Students may also take College-Level Examination Program (CLEP) tests to earn college credit for knowledge gained outside the classroom, allowing them to accelerate their academic progress.

TEAS Testing

The TEAS (Test of Essential Academic Skills), required for admission to certain healthcare programs, is offered in person at RCC at the beginning of the Fall and Spring semesters.

Contact Info

Email: testing@rcc.mass.edu
Front Desk Phone: 857-701-1400

THE FORT

Mission Statement:

Changing lives one credit, program, and opportunity at a time. The Fort is a social, emotional, and experiential learning re-entry program for individuals significantly impacted by incarceration. Current or prospective RCC students enrolled in academic courses or in a workforce development program are eligible for membership. Through access to wraparound services and unwavering guidance and support, The Fort facilitates the successful entry or reentry into the community and the workforce through academic education, life-skills training, civic engagement, community service, and restorative work, all with a focus on mental and physical health.

Project Description:

Through catered, caring, and hands-on involvement with our members, The Fort aims to be the premier collegiate social, emotional, and experiential learning re-entry program in the country. We recruit, engage, and proudly support individuals significantly impacted by incarceration. Our program is available to current and prospective RCC students enrolled in academic courses or workforce development programs. We act as determined and supportive program navigators, providing assistance in securing tutors, mentors, internships, and ultimately a career in the workforce or as a small business owner.

Contact: thefort@rcc.mass.edu

BUSINESS INNOVATION CENTER (BIC)

The Business Innovation Center (BIC) empowers Roxbury Community College (RCC) students and the broader Boston community to turn ideas into sustainable ventures that generate life-sustaining wages and build generational wealth. Grounded in equity, the BIC removes structural barriers for emerging and small businesses while anchoring entrepreneurship across RCC's curriculum.

We do this throughout the lifecycle of a business from ideation and startup, launching and growing, to scaling long-term job creating enterprises. The BIC also offers access 2200 square feet of space equipped with workstations with computers and a networked printer to support "entrepreneurs-in-residence" and students; a flexible classroom/conference room with a Smartboard, dry-erase walls, and modular furniture; a dedicated classroom; and a flexible workspace for partners to provide complementary services such as mentoring, financial counseling for businesses and access to financing.

- **Phone:** 857-701-1008
- **Email:** BIC@rcc.mass.edu

- **Office:** Building 3, Room 130

CAREER AND INTERNSHIP SERVICES (CIS)

Career and Internship Services (CIS) at RCC empowers students to pursue upward economic mobility through comprehensive career support. CIS helps students explore career pathways, build professional networks, develop resumes and job search skills, and connect with employers through strategic partnerships.

Rooted in a commitment to equity and student success, CIS aligns academic goals with individualized career development strategies and holistic support. Through personalized coaching, targeted resources, and meaningful industry connections, students gain the skills, confidence, and knowledge to pursue fulfilling careers and achieve long-term success.

Whether students are exploring career options, seeking internships or jobs, or refining their application materials, CIS offers tailored guidance every step of the way. Our mission is to unlock opportunity and empower every RCC student to realize their potential and advance along a path to economic independence and sustainable career growth.

Phone: 857-701-1226

Email: careerservices@rcc.mass.edu

HONORS PROGRAM

Roxbury Community College's Commonwealth Honors Program offers academically motivated students a stimulating, challenging, and rewarding educational experience that supports critical thinking and innovation through a student-centered curriculum. Students who qualify for the program get the opportunity to enroll in honors courses, complete honors projects in non-honors courses, engage in independent, multi-disciplinary research, get more one-on-one time with faculty mentors, and attend and present their research at conferences such as RCC's Honors Showcase, the Massachusetts Undergraduate Research Conference (Mass URC), and the Northeastern Regional Honors Conference. Upon successful completion of the program, students will be granted the title of Commonwealth Honors Scholar and are guaranteed acceptance into an honors program at any of the public colleges or universities in Massachusetts.

For more detailed information about the benefits and requirements of RCC's Commonwealth Honors Program, please visit the Honors Program webpage at www.rcc.mass.edu/honors-program or contact Jason M. Laguna, Ph.D., at jlaguna@rcc.mass.edu.

TRANSFER SERVICES

Transfer After RCC

Roxbury Community College students have many options when transferring for a bachelor's degree. RCC Transfer Services is here to guide you through that process. RCC's Transfer Services website serves as a guide for transfer exploration, direct information, and advising support. Visit: <https://www.rcc.mass.edu/current-students/transfer-services/index.html>.

Coordinator of Transfer Affairs and Articulation

Meet with Evan Desatnick, Coordinator of Transfer Affairs, to learn about transfer opportunities through an on-campus or online appointment.

Administration Building (3), Suite 533

Email: transfercenter@roxbury.edu

Phone: 857-701-1652

Transfer Engagement Events

RCC Transfer Services hosts many engagement events throughout the academic year:

- Online or On-Campus Appointments
- Transfer Table Visits throughout the academic year
- Transfer Information Sessions/Workshops
- Transfer Fairs and Mini-Fairs
- College/University Tours
- Virtual Information Sessions

Mass Transfer

www.mass.edu/masstransfer

MassTransfer is a collaboration between the Commonwealth's community colleges, state universities, and the University of Massachusetts system. The goal of MassTransfer is for students to transfer seamlessly from their community college to a State University/UMass campus. The following bachelor institutions participate in MassTransfer:

- Bridgewater State University
- Fitchburg State University
- Framingham State University
- Mass College of Art & Design
- Mass College of Liberal Arts
- Mass Maritime Academy
- Salem State University
- UMass Amherst
- UMass Boston
- UMass Dartmouth
- UMass Lowell
- Westfield State University
- Worcester State University

MassTransfer consists of three main components to aid students in their state transfer process:

- MassTransfer General Education and STEM General Education Foundations
- MassTransfer A2B (Associate to Bachelor) degree pathways
- MassTransfer Commonwealth Commitment

Students are encouraged to visit Roxbury Community College's Transfer Services webpage, <https://www.rcc.mass.edu/succeed/transfer-services.html>, to learn more about each component within MassTransfer or visit the MA Department of Higher Education's website www.mass.edu/masstransfer to view the specific degree programs at RCC that are MT eligible.

Mass Transfer policies and guidelines are periodically reviewed and updated and can be subject to change by the Commonwealth of MA Department of Higher Education in tandem with the MA system of Higher Education.

The Massachusetts Guarantee

<https://www.rcc.mass.edu/succeed/transfer-services.html>

The Massachusetts Guarantee is a partnership (through the New England Board of Higher Education, NEBHE) between the state's community colleges and many state private independent colleges and universities. Based on MassTransfer, the goal of this program is seamless transfer to many private colleges in Massachusetts with the following benefits:

- Guaranteed transfer of associate degree credits
- No application fee or admission essay
- Guaranteed admission, given the student has met all eligibility criteria for the selected Massachusetts Guarantee institution and the institution has available capacity within the intended major
- Junior status upon enrollment
- Scholarship and financial incentives varying by institution

There are many colleges participating in the Massachusetts Guarantee program. Visit: <https://www.mass.edu/masstransfer/maguarantee/home.asp> for a full list.

Transfer Articulation Agreements

RCC has established transfer agreements with many private colleges and universities to assist students with a seamless transfer process. The

design and goal of a transfer articulation agreement is to maximize course transfer in specific majors between institutions. Visit the RCC Transfer Services website for a list of RCC transfer articulation agreements: www.rcc.mass.edu/succeed/transfer-services.html

Transfer Student Scholarships

Navigating the world of transfer student scholarships can be challenging. There are many colleges/universities that have their own scholarships (often called merit scholarships). There are also private and public non-profit organizations that offer scholarship opportunities for transfer students. Visit RCC's transfer webpage to view what four-year colleges offer transfer scholarships to their college or university: <https://www.rcc.mass.edu/current-students/transfer-services/index.html>

Transfer Equivalency Databases

To determine whether courses transfer from RCC to four-year colleges/universities, it is important to understand a few key factors:

- If a course is transferable, it may transfer as either course-to-course (e.g., English Comp to English Comp) or course-to-elective. Keep in mind, if the course transfers as an elective, it still counts toward the 120 credits for your bachelor's degree.
- If you are looking at course transferability to colleges/universities beyond the New England region, you will want to contact each college and meet with their transfer admissions representative to gauge the college transfer credit policy and procedure.
- Colleges/universities may do pre-admission credit evaluation, so it is important to ask about this possibility.

For detailed information on Massachusetts state college/university course equivalencies, click the following link:

[Massachusetts Course Equivalency Database \(MAST\)](#)

Transfer Application Process

STEP ONE: Apply

Applying to college/university as a transfer student will have its own deadlines and requirements. Once you have decided on which colleges/universities you are applying to, consider the following:

- If you are applying to a four-year state college/university, you will most likely be applying as a MassTransfer student. Click here for steps to apply: <https://www.mass.edu/masstransfer/a2b/application.asp>

If you are applying to a selective four-year private college/university, review their full admissions application deadlines and requirements. Many schools will most likely be using the Common Application. Click here for a step-by-step guide and video tutorial on how to apply via the Common Application for transfer students: <https://www.commonapp.org/apply/transfer-students>

STEP TWO: Send RCC Transcripts

- Part One: Send an official Roxbury CC transcript to the university you are applying to by requesting an official college transcript.
- Part Two: Send a final Roxbury CC transcript after you have received your final grades from the academic semester.

Note: Check with the Roxbury CC Registrar's Office to ensure that your graduation status is recorded on your transcript before you request a final transcript.

STEP THREE: Apply for Financial Aid

If you are receiving financial aid at RCC, make sure you update your#FAFSA. You will also want to find out the CEEB school code(s) of the colleges/universities you are applying to when you transfer. Some colleges may require the CSS Profile. Click the following link for information: [CSS Profile](#)

STUDENT ACCESSIBILITY SERVICES

Roxbury Community College is committed to creating an educational environment that promotes academic excellence and personal exploration for all students. RCC commits to equal educational opportunity and full participation for persons with disabilities. Student Accessibility Services (SAS) engages students in an interactive process to determine reasonable accommodations. Furthermore, it is our philosophy that disability is a form of diversity, and it is our mission to ensure that we are providing comprehensive services to ensure the success of all students with disabilities. This statement is part of the College's overall commitment to non-discrimination of all persons in employment, creating accessible facilities, student programs, activities, and services.

Students interested in obtaining reasonable accommodation for support in completing their degree or certificate programs must register with the Office of Student Accessibility Services.

Contact Information:

Office of Student Accessibility Services
Roxbury Community College Campus, Academic Building; Building 3,
Room 205
Phone: 857-701-1278
Email: accessibility@rcc.mass.edu

[Click here for the Student Accessibility Website](#)

LIBRARY

The library at Roxbury Community College offers information resources and services that support the academic programs of the College. The library has been renovated into a beautiful learning space. The entrance to the library is on the 2nd floor.

Informational Resources:

- Over 20,000 circulating and reference books. This includes many required textbooks reserved for use in the library.
- Over 60 online databases containing tens of millions of articles from journals, magazines, and newspapers.
- Over 300,000 e-books.
- Over 90,000 streaming videos from Kanopy and Avon.
- Audiovisual material including videotapes and DVDs for classroom or in-library use.

Library Services:

- Borrowing Services: Circulation of library materials including audiovisual equipment for classroom use.
- Reference Services: Research help for reference questions and research. Chat reference available 24 hrs.
- Instruction Services: Class and individual instruction in research methods and information literacy.
- Interlibrary Loan: The delivery to RCC library users of books and documents that belong to other libraries.
- Tutorials: Subject research guides and online tutorials.
- Archives and Special Collections: Collect, preserve, and make available historical materials documenting the history of RCC and the surrounding area of Boston.
- Laptop semester loan program.

Interlibrary Cooperation:

RCC Library is a founding member of Higher Education Libraries of Massachusetts (HELM). This is a new library consortium consisting of 13 Massachusetts community colleges and two state universities.

Current Network Members:

- Berkshire Community College
- Bristol Community College
- Holyoke Community College
- Massachusetts College of Liberal Arts
- Massasoit Community College

- MassBay Community College
- Middlesex Community College
- Northern Essex Community College
- North Shore Community College
- Quinsigamond Community College
- Roxbury Community College

Incoming Network Members:

- Springfield Technical Community College
- Worcester State University

The library also belongs to the Fenway Library Organization, which includes academic libraries in the Boston area, most within walking distance of RCC. You may borrow books from any of these libraries. To retrieve materials from these libraries, simply present an active RCC ID card. You may also order books from these libraries and have them sent to the RCC Library where they can be borrowed.

SEMESTER LAPTOP LOAN POLICY

Purpose

The purpose of this document is to clarify the roles and responsibilities for staff and individuals borrowing equipment from the RCC Library.

Policy Statement

RCC allows current students to borrow a laptop for a semester on a first-come, first-served basis.

- Currently enrolled students taking credit classes are eligible, excluding any existing holds on students' accounts.
- All laptops must be returned at the end of the semester.
- Laptops are considered "lost" if not returned by the due date.
- All questions concerning problems with the working condition of the item, or any technical issues, will be referred to the IT department.
- The RCC Library is responsible for the management of inventory.

Students

By borrowing equipment from the library, each student agrees to the following:

- Return semester loan laptops by the due date. A borrowed laptop is considered lost if it is not returned by the due date.
- Notify the library immediately if the laptop is lost, stolen, or damaged.
- Comply with the College's Computer Acceptable Use Policy while using the laptop.
- Understand that the College is not responsible for any lost data, documents, or applications saved on the laptop. Devices are restored to default, meaning everything is erased upon return.
- Be aware that if the laptop and all accessories are not returned to the library circulation desk by the due date, a block will be placed on the student's account. This block will prevent the student from obtaining a diploma and registering for classes until the laptop is returned.

Library Laptop Loan Policy

- Return semester loan laptops by the due date. A borrowed laptop is considered lost if it is not returned within ten days of the due date.
- The student is responsible for their borrowed laptop while in possession. It is the student's responsibility to reimburse the College if the items are lost or damaged.
- Students agree to pay the cost of laptop/power cord if lost or damaged:
 - Lost or irreparably damaged: \$400
 - Power cord: \$25
 - Students may be responsible for replacement costs if damaged and not under warranty.
- Notify the library immediately if the laptop is lost, stolen, or damaged.
- Comply with the College's Computer Acceptable Use Policy while using the laptop.
- Understand that the College is not responsible for any lost data, documents, or applications saved on the laptop. Devices are restored to default, meaning everything is erased upon return.

- Be aware that if the laptop and all accessories are not returned to the library circulation desk by the due date, a block will be placed on the student's account. This block will prevent the student from registering for classes until the laptop is returned.

COLLEGE SERVICES

BOOKSTORE

Students may purchase and rent textbooks and purchase instructional materials required for courses online. Please see the [link](#) on MyRCC (left-side menu) for more information. Payment can be made by MasterCard, Visa, American Express, debit cards, PayPal, Apple Pay, money orders, and checks. Financial Aid Bookstore Credit can also be used to purchase required supplies and materials for students with Pell Awards.

CAMPUS POLICE AND PUBLIC SAFETY

The RCC Department of Public Safety is staffed 24 hours per day, 7 days per week, to provide public safety services to the college community.

Mission Statement

The Mission of the Public Safety Department is to work in partnership with the college community to provide a safe and secure environment in which students, faculty, and staff may work, learn, and live. The Public Safety Department engages in joint problem-solving partnerships to identify issues of community concern and work collaboratively to continuously improve the safety and security of the campus.

Philosophy

Public safety and security is a partnership between Public Safety and the college community. Security is everybody's business and the Public Safety Department cannot do it alone. Public Safety encourages the college community to practice "See Something, Say Something." If you see something that doesn't seem right, or notice a crime being committed, contact the Public Safety Department right away.

The Public Safety Department works diligently to maintain a safe and secure campus. To accomplish this, Public Safety works to achieve three goals:

- Developing and maintaining a modern and functioning Public Safety Department.
- Developing and maintaining a comprehensive Security Emergency Management Plan.
- Conducting outreach programs and establishing partnerships with stakeholders.

The Public Safety Department

The Public Safety Department is under the direction of the Assistant Vice President of Public Safety and Auxiliary Services, who is also the Chief of the RCC Police. Assisted by an Assistant Director/Deputy Chief, they administer the public safety function on campus, which is currently carried out by public safety officers from Allied Universal Security Services, Inc., a contracted private security company. The Chief, the Deputy Chief, and the Lieutenant are armed, sworn police officers pursuant to Massachusetts General Law Chapter 63, Section 22. They have the power of arrest and have the authority to carry out investigations and serve criminal processes. The Allied Universal civilian public safety officers provide the patrol force. Through fixed posts, walking patrols, and mobile patrols, the public safety officers patrol the campus in a highly visible manner, providing services to the college community and serving as a deterrent to crime. Public safety officers respond to calls for service throughout the campus, enforce college rules, monitor and enforce parking rules, open and close the campus, provide first aid and CPR, provide escorts, and other like functions.

The Public Safety Department is located in Building 3, Room 109. It is staffed 24/7 and maintains a dispatch center where calls for service are received and dispatched. The phone number is 857-701-1310, with an emergency line of 617-541-6404. Dispatchers also monitor life-safety systems including a CCTV system, fire detection and suppression systems, and two-way radios.

The Public Safety Department maintains reports and records in a digital Records Management System as well as a daily log. Each week, a Daily Crime Log is printed for the previous week and posted on the Public Safety webpage. A copy is also kept at the Public Safety Department and is available for viewing in accordance with the Clery Act.

Visit the RCC Public Safety webpage for more information, current crime statistics, and more, at <https://www.rcc.mass.edu/explore/public-safety/index.html>

Student and Staff Identification Cards

The Public Safety Department issues Identification Cards to students, staff, and faculty of the college. Faculty and Staff ID cards are facilitated by Human Resources when a new employee starts their employment. Students requiring ID cards must bring a form of photo ID and a copy of their schedule issued by the Business Office showing that they are currently enrolled in good standing. Students and Staff are required to show their ID cards to college officials and public safety officers upon request.

Parking Passes

The Public Safety Department issues parking passes to students and staff in good standing. Students and staff should bring their valid ID card and their vehicle registration to the Public Safety Department to be issued a pass. Student passes are only valid for semesters that the student is studying at RCC. Employee parking is reserved in designated spaces in Lot 1. Students have access to non-reserved open parking in Lots 1 and 2. Vehicles without a pass, or that are parked illegally elsewhere on campus, may be tagged with a violation sticker.

Reporting Crimes and Emergencies

All members of the RCC Community and all visitors are encouraged to accurately and promptly report potential criminal activity, suspicious behavior, and emergencies on campus to Public Safety at X-1310 or 617-541-6904. There are also Blue Light Emergency Call Boxes located throughout campus.

Reports may be made in person at the Public Safety Department, or via phone, and an officer will be dispatched to your location on campus, any time of the day or night. Students and employees should report all criminal offenses to Public Safety for the purpose of assessing the crime for potential distribution of a timely warning notice and for the annual disclosure of crimes on or near campus.

Reporting Crimes to Campus Security Authorities

While the college prefers that the college community report crimes to Public Safety, we also recognize that there are times when individuals may feel more comfortable reporting these instances to another party. The Clery Act authorizes other college officials to be designated Campus Security Authorities (CSA). A CSA is "an official of an institution who has significant responsibilities for student and campus activities, including, but not limited to student housing, student discipline, and campus judicial proceedings. An official is defined as any person who has the authority and the duty to take action or respond to particular issues on behalf of the institution."

CSAs are mandated to report the crimes for immediate action, and for inclusion in the Annual Security Report. However, victims reporting crimes to a CSA may remain anonymous.

Annual Security Report

In accordance with the Clery Act, RCC gathers statistics for crimes that occur on or near campus. These crimes and related safety information are reported to the college community each October in the Annual Security Report. The Annual Security Report is available for anyone to see and is posted on RCC's website. In addition to crimes, the Annual Security Report details information about Sexual Violence, Sexual Harassment, and related Title IX issues.

Weapons Policy

With the exception of sworn law enforcement personnel, RCC prohibits the possession, carrying, or use of any firearm, ammunition, explosive, or other weapon upon any property owned or controlled by the college. The carrying of any firearm on a school or college campus, except by a sworn law enforcement officer, is a violation of state law, even if the person has a License to Carry Firearms issued by the state.

JEANNE CLERY ACT DISCLOSURE

The Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act requires all institutes of higher education to disclose campus policy statements and crime statistics. Our annual report is available at <https://www.rcc.mass.edu/explore/public-safety/index.html>.

LOST AND FOUND

Public Safety Office, Building 3, Room 109 RLTA

Lost and Found items turned into the Department of Public Safety will be logged and stored. Please present photo identification i.e., driver's license, RCC student ID when retrieving your items.

ACADEMIC POLICIES

GRADUATION REQUIREMENTS

To qualify for graduation, a student must meet the following conditions:

- Qualify as a matriculated student.
- Complete all course requirements as specified by the academic program of study with a minimum grade point average (GPA) of 2.00 for college-level courses, unless other requirements are specified by the academic program. For specific major requirements, consult the Program of Studies.
- Earn the number of credit hours required, and at least 25% of the credits for a degree or certificate must be completed at RCC.
- Complete and submit a Petition to Graduate Form (PTG), available from the Advising Office during the semester they plan to graduate. Students who don't meet the requirements to graduate for the term the PTG was submitted should meet with their advisor and revise their PTG.
- Students may submit a PTG to participate in the spring commencement ceremony if they have two (2) courses remaining and have or intend to register for them during the summer semester.

ACADEMIC HONORS

Dean's List

Full-time students in college-level courses with a semester Grade Point Average (GPA) between 3.50 and 3.75, and no grade lower than a "B" during that semester, will be placed on the Dean's List.

President's List

Full-time students in college-level courses with a semester GPA between 3.76 and 4.00, and no grade lower than a "B" during that semester, will be placed on the President's List.

GRADES

Grade Point Average (GPA)

Grade points earned in any course are found by multiplying the quality points assigned to the letter grade by the number of credits for the course. The grade point average is determined by adding the total points earned in all courses that semester and dividing this total by the total credits attempted.

Example:

Credit Hours Attempted	Grade	Quality Points	Attempted Credits	Total
English 101	A	4.0	3	12
Math 103	B	3.0	3	9
Science 121	F	0.0	4	0
Business 131	C	2.0	3	6

Grading Policy

Roxbury Community College faculty assign a letter grade for all credit courses. Each letter grade from "A" to "F" carries a numerical value used to calculate your Grade Point Average (GPA).

The College respects the right of individual departments, programs, and faculty to use other scales as their curricula require and supports the use of individual scales when articulated in the syllabus.

Grade	Quality Points	Range Interpretation
A	4.0	Excellent
A-	3.7	Excellent
B+	3.3	Very Good
B	3.0	Good
B-	2.7	Good
C+	2.3	Satisfactory Plus
C	2.0	Satisfactory
C-	1.7	Passing
D+	1.3	Unsatisfactory, Passing
D	1.0	Unsatisfactory, Passing
F	0.0	Unsatisfactory, Course Failure

Nonnumeric Grades

AU – Audit: A course is being audited. No grade is assigned, no credit is earned, and the course does not apply to a degree or certificate. Tuition and fees are charged for the course. The course will appear on the student's transcript as "AU." An audited course does not show credits attempted or earned and will not be considered by the Financial Aid Office when awarding aid.

I – Incomplete: May be issued if the student made satisfactory progress in a course but is unable to complete the coursework before the end of the term. If the student and faculty member agree, they sign an Incomplete Contract listing all outstanding assignments and exams, along with a timeline for completion. The contract is filed with the Office of the Registrar.

FI – Incomplete ("F"): Assigned when an "I" grade reverts to "F."

P – Pass: Applies to non-credit courses only.

NP – Did Not Pass: Applies to non-credit courses only.

R – Course Repeated.

S – Satisfactory (A–C equivalent): Midterm evaluation only.

TR – Transfer Credit: Course(s) accepted from another college or university.

U – Unsatisfactory (D–F equivalent): Midterm evaluation only.

W – Withdrawal Designations

- **WA – Administrative Withdrawal:** A student is withdrawn from a course by a faculty member or administrator.
- **WIP – Work in Progress:** No grade submitted by instructor.
- **NA – Never Attended:** Assigned when a student does not engage in a class and fails to drop by the deadline. Students receiving an "NA" will be dropped from courses as indicated. This may affect financial aid eligibility. Students should contact the Financial Aid Office to determine whether their award is affected. Appeals may be submitted through an academic dean.

REPEATING A COURSE FOR CREDIT

When a student repeats a course, the higher grade is used to compute grade point average. Both grades appear on the transcript. For example, if a student receives a D in a course and retakes the course and receives a C-, the C- will replace the D in the student's GPA. However, the D will remain on the student's transcript. If the grade for the repeated course is the same, or lower, than the previous grade, then the credits will not count toward the student's degree. Please note, every time a student repeats a course that course is applied to a student's attempted and earned credits, as it relates to the financial aid satisfactory academic progress policy. Financial Aid does not cover the tuition and fees to repeat a course for which the student earned a passing grade.

AUDITING POLICY AND PROCEDURES

Registration to audit is limited to any three-credit and non-laboratory courses offered based on the available seats in the class. Course Audit Form [using DocuSign or similar mechanism] is required to start the process.

Student: Full or Part-time matriculated RCC (Roxbury Community College) students can audit one course during any term of an academic year.

Faculty: Teaching faculty will permit students to audit their courses after considering the class size, modality, and any requirements to attend the class. Faculty will share a copy of their permission and any specific requirement with the student. The Dean of the divisions and the Advising Office must be notified via email.

Process:

- a. Registration starts with obtaining the teaching faculty's permission via email and it must be completed before the end of the "Add and Drop" period identified/listed on the Academic Calendar for the respective term.
- b. The course work required is at the discretion of the instructor or faculty of the course. A copy of the requirements shall be shared with the student.
- c. Students can switch from a regular registration to auditing a course during the Add and Drop period by making a request to the Registrar's Office to change the credit type.
- d. Advising staff will assist students during an online or in-person appointment to complete the process.
- e. A fully registered student gains access to observe and fully participate in the course activities and any Office Hours offered by the teaching faculty.
- f. The Registrar's Office adds "AU" Credit Type at time of registration and an "AU" Grade Code to the student's transcript during midterm grade submission and notifies the teaching faculty.
- g. Financial Aid is not used to pay the \$300 fee for auditing a course.
- h. Future online registration to repeat the same course for a grade is allowed

WITHDRAWAL POLICY

Failure to attend class does not constitute official withdrawal from a course or from Roxbury Community College.

Students who wish either to withdraw from one or more courses in a semester (with plans to return in a future semester) or to withdraw permanently (from all courses and not return to RCC) must complete a Withdrawal Form by the deadline indicated on the academic calendar.

Withdrawals should be discussed with your advisor, and then your completed Withdrawal Form should be submitted to the Registrar's Office.

Students should check with the Office of Financial Aid to verify the impact on their awards and with the Office of Student Accounts to resolve any account issues.

Permanent withdrawals will receive a Total Withdrawal exit date and hold on their account and will need to reapply if they wish to be reinstated.

ACADEMIC STANDING

All RCC students are expected to maintain good academic standing toward the completion of their certificate or degree. A student's academic standing indicates the progress toward that certificate or degree based upon a minimum satisfactory cumulative grade point average (GPA) and pace toward program completion required each semester.

Good Academic Standing establishes a minimum cumulative grade point average (GPA) based on credit hours attempted and the successful completion of a percentage of the total credits attempted. Students who are not in good academic standing are not considered to be making satisfactory academic progress (SAP) towards completing their degree or certificate program. A student who is not making satisfactory academic progress toward completing their degree or certificate program may not be eligible to receive Financial Aid.

We strongly encourage all students to work closely with their academic advisor to ensure that they register for a credit load that will enable them to balance family and work responsibilities with the ability to complete their coursework successfully.

Good Academic Standing

The College considers a student to be in Good Academic Standing if they meet the following minimal cumulative grade point average (GPA) and pace requirements.

For our Associate degree programs:

Credit Hours Attempted	Grade	Quality Points
0-12	1.5	50%
13-30	1.7	67%
31 or more	2	67%

For our credit-bearing certificates:

Credit Hours Attempted	Grade	Quality Points
0-12	1.5	50%
13 or more	2	67%

Academic Warning

Students who fail to maintain the minimum cumulative grade point average and/or pace required for good academic standing at the end of a semester will be placed on academic warning. Students on academic warning must consult with an Academic Advisor and take advantage of academic support services provided by the college to improve their GPA and/or pace to get back in good academic standing. It is not sufficient to consult with a faculty advisor. Students on Academic Warning will be notified by the College at the conclusion of each semester.

Dismissal and the SAP Appeal Process

A student who is not in good academic standing for a second consecutive semester (after being on Academic Warning at the end of the previous semester) will be dismissed from the College for not meeting satisfactory academic progress requirements. These dismissed students are no longer considered active students at the College and cannot enroll in any future courses unless they are returned to active status by successfully completing the SAP Appeal process. Students who have been dismissed for failing to meet satisfactory academic progress requirements will be notified by the College at the conclusion of each semester.

Students who wish to resume their studies at the College after being dismissed must contact their Academic Advisor immediately to complete and submit a SAP Appeal. The SAP Appeal process allows a dismissed student to document why they failed to maintain good academic standing and how the student plans to get back in good academic standing if the SAP Appeal is approved. When completing the process, all students are expected to conduct themselves with integrity and present factual information with documentation to support their SAP Appeal and explain why they should be readmitted to the College.

An Academic Advisor can help a dismissed student complete a SAP Appeal. A student who submits a SAP Appeal will receive a final decision from the College within 15 business days either approving the appeal and allowing the student to return to active status or denying the SAP Appeal. If a student's SAP Appeal is denied, the student is considered dismissed and cannot enroll in any future courses at the College.

Academic Probation

If a dismissed student's SAP Appeal is approved by the College, the student will be returned to active status, put on Academic Probation, allowed to resume taking courses at the College, and provided with an Academic Success Plan that must be followed for the student to get back in good academic standing. Students on Academic Probation are expected to follow the terms of their Academic Success Plan until they are back in good academic standing. Once they are back in good academic standing, a student is no longer considered to be on Academic Probation at the College.

Students should be aware that being allowed to enroll in courses again while on Academic Probation does not automatically reestablish eligibility for Financial Aid. Students with questions about their Financial Aid eligibility should contact their Academic Advisor or the Financial Aid Office.

REQUIREMENT FOR ACADEMIC OVERLOAD

The College considers 15 credits per semester to be the threshold for a full courseload. Students who wish to take more than 15 credits in a semester should be in Good Academic Standing. Advising believes that students should have a good grasp of their academics before embarking on a heavy and challenging load. For every 1 credit, 3 hours of outside

work is typically required. Hence, for 15 credits, approximately 45 hours of outside work is expected. The College recommends that students register for no more than 8 credits for the optional Winter session.

ATTENDANCE

Students are expected to attend all scheduled class meetings. The course syllabus will include the instructor's attendance policy. Students must contact the instructor if they are unable to attend class. Students are responsible for all coursework during an absence. Instructors are not required to assign make-up assignments, exams, or extra credit. Excessive absences will have a negative effect on students' ability to meet the course objectives and may result in a failing grade. Roxbury Community College supports and enforces the attendance policy as stated on every course syllabus.

Students who have missed, or know that they will miss, more than three consecutive classes due to illness should contact their dean and academic/faculty advisor. Upon receipt of documentation regarding the illness, the dean will notify the appropriate faculty in writing that the student's absence was due to a documented illness.

CHANGE OF ACADEMIC MAJOR

To change your major:

1. Obtain a Change of Major Form from Academic Advising.
2. Meet with your academic faculty advisor to discuss the change of program.
3. Complete the Change of Major Form and obtain the appropriate signatures.
4. Return the completed form to the Registrar's Office.

NOTE: You may not register for courses in the new Program of Study until the form has been processed by the Registrar. When a major change is approved, you must meet all graduation requirements in effect at the time of the major change. A major change may lengthen the time needed to complete graduation requirements and may affect financial aid eligibility. Students may change their major before the end of the Add/Drop period of the term. Changes of major submitted after the Add/Drop date will be reflected after the end of the current term.

CHANGE OF NAME AND/OR ADDRESS

If you change your name or address while enrolled at the College, you must complete a Change of Name/Address form, which is available at the Registrar's Office and on the [Registration page](#) of MyRCC.

ENROLLMENT CERTIFICATION

Enrolled students who require verification of enrollment must obtain a Request for Certification Form available at the Registrar's Office and on the [Registration page](#) of MyRCC. The processing time for certifications is three to five business days. Certifications are stamped with the official school seal and placed in a sealed envelope.

Certifications may be forwarded directly to a third-party if requested by the student. There is no fee for this service.

LOAN DEFERMENT CERTIFICATION

Students who have student loans from other institutions may submit their loan deferment forms to the Registrar's Office. You may only be certified for current or previous semesters in which they were registered. There is no fee for processing loan deferment forms.

TRANSFER CREDIT POLICY

Students may transfer credit from another college to Roxbury Community College under the following guidelines:

1. RCC requires official transcripts to be sent directly from the institutions where credit was earned for credit to transfer. Transcripts must be sent from an online third party (such as Parchment/Instructure or the National Student Clearinghouse), preferably to the Registrar's Dropbox, or be mailed in a sealed envelope. Transcripts emailed by a student are considered unofficial and will not be accepted for transfer credit.
2. Students must be accepted into RCC before official transcripts are evaluated for transfer credit.
3. For eligible transfer credits, the courses must have been taken at an institution accredited by one of the six regional accreditation agencies in the United States or by a national accreditation agency recognized by the Council for Higher Education Accreditation (CHEA). Consult your college about any special requirements for online courses.
4. Credit earned at international institutions not accredited by one of the six regional United States accreditation agencies may transfer if their credentials are evaluated by CED or WES.
5. Only credit for college-level coursework will transfer. Credit for pre-college-level or developmental coursework does not transfer. However, RCC uses developmental coursework for student placement purposes.
6. Audited coursework does not transfer.
7. Therefore, transfer credit grades are not used in calculating grade or quality point averages. Consult your college for any exceptions.
8. Credit will transfer as (1) the course equivalent at RCC, if it exists, or (2) as an elective equivalent within a comparable department, if it exists.
9. RCC requires a minimum grade of C (2.00 on a 4.00 scale) or higher for courses and credits to transfer.
10. Grades of Pass (P), Satisfactory (S), or similar grades will transfer only when official transcripts indicate that such grades are equivalent to a grade of C or higher. This is usually found on the back of the transcript, which is the Legend.
11. For programs offered on the RCC campus, a maximum of 45 credits for a degree program and 25% for a certificate of the credits required in a program may be transferred in. We require students to complete at least one quarter (25%) of the credits of the first associate degree at that institution to graduate (referred to as the residency requirement). Exceptions to this would be subject to recommendation by the appropriate faculty and approval of the Director/Dean.
12. Credit will be granted for satisfactory scores on Advanced Placement (AP) examinations based on institutions' policies. Official score reports from the College Board are required in order to receive credit for AP. Follow the link for AP scores.
13. Credit will be granted for satisfactory scores on College-Level Examination Program (CLEP) examinations based on institutions' policies. Official score reports from the College Board are required to receive credit for CLEP.
14. Credits earned 10 years prior to enrollment at Roxbury Community College are not accepted for transfer credit for Science and IST courses unless approved by the Vice President of Academic & Student Affairs at Roxbury Community College.

Contact the Registrar's Office at Roxbury Community College for additional details about transferring credit into Roxbury Community College.

Registrar's Office
Administration Building (2), Suite 202
Phone: 857-701-1202
Email: registrars.office@rcc.mass.edu

TRANSCRIPT REQUESTS

Official transcripts (electronic and mailed) may be ordered from the [National Student Clearinghouse](#).

Printed transcripts may be requested in the Registrar's Office for a fee of \$5.00. A Transcript Request Form must be completed and submitted. Allow 5 business days for processing requests.

You may print an unofficial transcript from MyRCC. See the [Registration page](#) for instructions.

CREDIT FOR PRIOR LEARNING POLICY

RCC supports the concept of life-long learning to meet the retraining, upgrading and personal enrichment needs of students. It is the policy of Roxbury Community College that a student's experience outside the college classroom shall be evaluated for college credit at the request of the student.

Background

1. Roxbury Community College (RCC) recognizes that adult learners acquire knowledge and skills through life and work experience. Through Credit for Prior Learning (CPL), RCC will assess this knowledge and skills and grant credit/recognition for the learning that has taken place.
2. CPL is used to evaluate knowledge, skills and competencies which may have been acquired through, but not limited to, work experience, independent reading, hobbies, volunteer work, non-formal learning, travel and artistic pursuits.
The assessment and evaluation of prior learning and the determination of competency and credit awarded will be done by instructional or faculty staff who have the appropriate subject matter expertise, but other staff in an institution may have a supporting role in the process. The work required for CPL includes, but is not limited to, classroom-based and individual advising; classroom-based and individual assessment, training and upgrading; development of assessment tools; and training in the use of flexible assessment.
3. RCC accepts credit earned through CPL (as transfer credit) from accredited post-secondary institutions that have formally adopted quality assurance standards from a recognized organization such as the Council for Adult and Experiential Learning, the European Union or UNESCO. Such transfer credit is applied in the context of RCC course and program requirements.

Guidelines

1. **CPL Director/Dean**
The Director/Dean acts as the contact person for CPL inquiries; (s)he offers orientation seminars, portfolio preparation courses and other CPL related courses; and acts as liaison between the assessor(s) and the learner.
2. **CPL Assessor**
Prior learning will be assessed by qualified specialists, approved by the relevant department/ program, who have expertise in the area to be assessed, and trained in assessment methods that meet quality assurance requirements for CPL. Assessors will be responsible for ensuring that the documentation provided by the learner supports the claim for credit/recognition. If the assessor determines that the knowledge the learner has demonstrated is sufficient and appropriate, credit/recognition will be granted.
The Director/Dean, CPL will work with assessors with content expertise to develop appropriate assessment methods and/or provide training to content experts in how to conduct CPL assessments.
3. **Documentation and Demonstration of Achievement**
 - a. Evidence
All CPL requires evidence. The learner has the primary responsibility for preparing the evidence that learning has taken place and that it contributes to an appropriate balance of theory and practical application. Tangible proof of competence can be provided through documentation of accomplishments or demonstration of skill and knowledge. Depending on the subject area, certain types of documentation or demonstration are more useful than others.
 - b. Examinations
The purpose of exams is to measure knowledge of the content of, or the achievement of, the learning outcomes that are equivalent to those of a specific course.
 1. Challenge exams are created for students who have not attended the course but who wish to demonstrate that they have achieved the course outcomes. Challenge exams are designed by a course instructor or program department.
 2. Standardized exams are prepared by national organizations, such as the College Level Examination Program (CLEP); are

applicable to a large population; and measure a specific level of achievement in a specific subject.

c. Equivalencies

Course equivalencies are awarded to learners who have completed and been evaluated in programs, professional licenses, or professional certificates outside of the college or university system. These non-formal programs and credentials are evaluated by RCC, and credit may be granted if the program or credential meets the assessment criteria.

d. Portfolios

Portfolios summarize the learning gained from non-formal learning experiences. A portfolio is a collection of information that demonstrates the depth and breadth of what the learner knows and/or can do. A portfolio can be used alone or in combination with other methods of assessment. It provides evidence of learning.

4. Eligibility

A learner requesting CPL must normally be admitted to a RCC program before the CPL process commences.

CPL can be used to accumulate credit in programs or to satisfy admission requirements to certain programs upon approval by the appropriate department chair or designate.

5. Conditions

- Credits granted for prior learning towards a specific program at RCC can be used in other programs at RCC where specific transfer credit exists.
- Credits granted for prior learning at RCC may not always be transferable to other institutions. It is the responsibility of the learner to determine transferability.
- For programs offered on RCC campus, a maximum of (45 credits for a degree program and 25% for a certificate) of the credits required in a program may be awarded for prior learning. Exceptions to this would be subject to recommendation by the appropriate faculty and approval of the Director/Dean.
- Not all courses are eligible for CPL; non-eligibility will be determined by the appropriate department after consultation with the Director/Dean.
- Credit awarded through CPL will be monitored to avoid awarding credit more than once for the same learning in a course/program.
- A successful CPL will apply only to the designated course and will not constitute a successful CPL of any prerequisites to that course.
- CPL will not normally be granted for a course previously transcribed without the special permission of the department and without reasonable evidence of the acquisition of new knowledge.
- Transcripts reflect the course being granted credit with a grade of TR, which will count as credits attempted and taken, but not for GPA calculations.
- If a request for CPL is unsuccessful, there will be no listing on the transcript.
- Learners who receive an unfavorable decision from the assessor will have access to CPL appeal process.
- Students are advised to consult with the Financial Aid office regarding any impacts enrollment in CPL courses may have on eligibility for student aid.

6. Fees

The cost of CPL is \$75 per credit per course assessed, with a non-refundable application fee of \$30. Students are responsible for all associated costs and all fees are non-refundable.

includes all the information you need to easily activate your new RCC account.

Student ID: 999999

User name: newstudent

Email address: newstudent@roxbury.edu

<https://go.rcc.mass.edu> is your one-stop location for:

- Activating your account
- Changing your password
- Setting your verification methods
- Accessing your RCC applications

RCC STUDENT EMAIL

The RCC e-mail system is Office365. There, you will be able to access Email, use the Microsoft Office Suite (Word, Excel, PowerPoint, etc.), access your calendar and utilize other Office365 tools available on the website.

Logging into your RCC E-mail account for the first time:

- Go to <https://go.rcc.mass.edu>. You will be prompted for your username and Student ID # This information will be in the admissions letter you received from RCC.
- You will be prompted to create a password that you can easily remember.
 - Passwords must:
 1. Be at least 12 characters long
 2. Include both upper- and lower-case letters
 3. Include a number (1 2 3 4 5 6 7 8 9 0) or a special character (! @ # \$ % ^ & *)

NOTE: All RCC systems use the same username and password, so it is very important that you always remember your credentials.

EAB NAVIGATE

EAB Navigate is RCC's student advising tool. Advisors are always available to support your educational journey at RCC.

- Go to <https://rccmass.campus.eab.com/>
- Log in with your username and password.

CANVAS

Canvas is Roxbury Community College's official Learning Management System (LMS) used to deliver all current course content, materials, and communications. All online, hybrid, and web-enhanced courses use Canvas.

Through Canvas, students can:

- Access course materials and syllabi
- Submit assignments and complete assessments
- Participate in course discussions and communicate with instructors
- View feedback, grades, and track academic progress

To access Canvas, visit <https://rcc.instructure.com> and log in using your RCC username and password.

Mobile Access: Canvas is also accessible through the free **Canvas Student** app, available on iOS and Android.

Note: Canvas is used for all course delivery. MyRCC (Jenzabar) is no longer used as a learning platform but remains the student portal for registration, financial aid, and personal information.

Need Help?

VALOR ACT ACADEMIC CREDIT VALIDATION POLICY

Roxbury Community College is fully committed to supporting the Valor Act Academic Credit Validation Policy. Active-duty military members and veterans may be eligible for credit by assessment toward the completion of a degree or certificate. For more information, please contact the Office of the Registrar at registrars.office@rcc.mass.edu.

YOUR RCC ACCOUNT

Upon admission, each RCC student is assigned a unique student email account in the form username@roxbury.edu. Your RCC acceptance letter

For technical support, contact the RCC IT Help Desk at helpdesk@rcc.mass.edu.

24/7 Canvas support is also available from the Help option in the Global Navigation Menu within Canvas.

MYRCC

MyRCC is a student portal - part of the College's Jenzabar student information system. It provides a single point of access for students, allowing them to:

- Register for (Add) courses and Drop courses
- View personal course schedules
- Search for courses meeting certain criteria
- Update address and other personal information
- Download course materials
- View/print grades/GPA/unofficial transcript
- View account balance

Logging into MyRCC

Go to <https://myrcc.rcc.mass.edu>

Type in your User ID (your email without the "@rcc.mass.edu") and Password, then click on Login.

For extra convenience, go to your Android or iOS app store and download mobile versions of Office365, EAB Navigate and Canvas LMS. Log in with your RCC username and password.

Help is Always Available

By phone: 857.701.1555

By email: helpdesk@rcc.mass.edu

In person: Building 3, Room 327

PRINTING WITH PAPER CUT

PaperCut is RCC's pay-for-print and copy management system. From any of the workstations in the Library or the Learning Center, you can send your print jobs to the Ricoh printers installed there.

1. Your job will be held at the printer for up to 24 hours until you release it.
 2. On the printer, press "Print Release" and then enter your RCC email address and your password to release your job.
 3. To check your balance or add more money at any time to your account, go to: <http://rccprint:9191/user>
- Each student is given \$25 printing allowance per semester
 - Black and white prints cost \$0.10 per page, color pages cost \$0.20 per page
 - Save money by printing double-sided
 - If you have used up your printing allowance, purchase more at the business office.

FINANCIAL AID

FINANCIAL AID

<https://www.rcc.mass.edu/afford/financial-assistance/>

The Office of Financial Aid at Roxbury Community College assists students and their families in meeting the costs of a college education. The goal of the Financial Aid Office is to ensure that students do not face financial barriers if they want to earn a college degree or certificate. Roxbury Community College participates in a wide range of federal, state, and private financial aid programs. Students should be aware that all institutions, including Roxbury Community College, are subject to adjustments in funding allocations from both the Commonwealth of Massachusetts and the United States Department of Education.

HOW TO APPLY

To begin the financial aid process, a student must complete the Free Application for Federal Student Aid (FAFSA) using their FSA ID. Apply at www.studentaid.gov. It is necessary for students and their contributor (if required) to sign the FAFSA using an FSA ID. Be sure to designate Roxbury Community College (Federal School Code 011930) in the College Release section.

Allow 3–5 business days for your FAFSA to be processed. Your application for financial aid will be reviewed once it is submitted and you have been accepted into a qualified academic program.

The email you provide on your FAFSA application will be used to notify you of any documents needed to complete your financial aid. Once you have registered for classes, you will be assigned an RCC email. Please monitor your RCC email for financial aid notifications and updates.

Please remember to reapply for aid every year. The State of Massachusetts priority deadline is July 1st, so complete your FAFSA as early as possible. While you should try to meet this priority deadline, you will still receive the full amount of federal aid each year. Remember your FSA ID and password, as you will need them frequently.

Approximately 18% of all students are chosen by the Department of Education to complete a process called Verification. If you are chosen for Verification, we cannot complete your financial aid award until we have collected and reviewed your documents. Mark all documents clearly with your name and RCC student ID number. Keep copies of everything.

Processing of applications and awarding for the upcoming academic year begins in late April for new and returning students.

ELIGIBILITY

To receive federal, state, and institutional financial aid, students must:

- Have a high school diploma or GED
- Be enrolled in an eligible degree or certificate program (Non-Degree Majors are not eligible for Financial Aid)
- For grant programs, not have a previous bachelor's degree
- Have a valid Social Security number
- Not be in default on a federal loan or owe repayment on a federal grant at any institution
- Be a U.S. citizen or eligible noncitizen
- Maintain satisfactory academic progress

State and private financial aid programs may have additional requirements. The Office of Financial Aid looks forward to working with you. Services are available by appointment and walk-in.

REPEATED COURSES

Students may qualify for financial aid for repeated coursework. For most programs, the Financial Aid Office can count repeated coursework in students' enrollment status for financial aid purposes as long as (1) the student has not yet earned credit for that course, or (2) it is the student's first attempt to retake the course following the student having previously earned credit. In other words, once a student receives a grade in a class (A through D-), he or she can only get financial aid for that class one more time if he or she needs to repeat it. Some programs at Roxbury Community College follow different eligibility rules, and students may not qualify for repeat coursework even under the conditions above. Those programs are: Nursing and Radiologic Technology.

RETURN OF TITLE IV FUNDS (R2T4) POLICY FOR STUDENTS WHO WITHDRAW

Title IV funds are awarded to a student under the assumption that the student will attend the College for the entire period for which the assistance is awarded. When a student ceases attendance, withdraws, or is administratively withdrawn, prior to the 60% point of their payment period (typically a semester), their financial aid will be prorated based on the number of days he or she attended. If financial aid was disbursed to the student prior to withdrawal, he or she may be required to pay back a portion of the money, based on a federal determination of the eligibility as of the date he or she withdraws.

The percentage earned is equal to the number of calendar days completed up to the withdrawal (officially or unofficially) date divided by the total number of calendar days in the semester/payment period. Breaks of 5 days or longer are not included in the count of total days in the payment period.

- $\text{Earned Percent} = \frac{\text{Number of Days Completed}}{\text{Total Days in Payment Period}}$
- $\text{Unearned Percent} = 100\% - \text{Percent Earned}$

Once the 60% point in the semester/payment period is reached, a student is considered to have earned all of the financial aid originally awarded and will not be required to return any funds.

Additional information is available in the Financial Aid Office regarding the withdrawal process and the impact on a Financial Aid package. We strongly advise all students to consult with the Financial Aid Team prior to making changes to their enrollment.

FINANCIAL AID SATISFACTORY ACADEMIC PROGRESS (SAP) POLICY

The Office of Financial Aid is required by federal and state regulations to monitor the academic progress of financial aid recipients. Financial aid applicants must comply with the Satisfactory Academic Progress (SAP) Policy as a condition of continued eligibility. The academic progress of all financial aid applicants is required to be tracked from the first date of enrollment at Roxbury Community College, whether or not financial aid was received. SAP calculations factor in all coursework included on your RCC transcript.

The College evaluates students' academic progress at the end of each fall, spring, and summer semester. Students are evaluated based on cumulative grade point average (GPA), percentage of credits successfully completed out of all credits attempted (also known as "pace"), and maximum time frame limitation. To receive financial aid, all students must be in good standing and maintain satisfactory academic progress toward their degree/certificate requirements each semester they are enrolled. Failure to maintain satisfactory academic progress may result in the cancellation of financial aid awards.

The Office of Financial Aid will consider students pursuing an associate's degree to be making satisfactory academic progress if they meet all the following criteria:

For our Associate degree programs:

Credit Hours Attempted	Minimum Cumulative GPA	Pace
0-12	1.5	50%
13-30	1.7	67%
31 or more	2	67%

For our credit-bearing certificates:

Credit Hours Attempted	Minimum Cumulative GPA	Pace
0-12	1.5	50%
13 or more	2	67%

Maximum Time Frame Limitation

Students must complete their educational program within a time frame no longer than 150% of the published length of the educational program, as measured by transfer and attempted credits. (For example, a student could receive federal financial aid for up to 90 credits while enrolled in a 60-credit undergraduate program).

Developmental Coursework

Developmental courses are not counted in the cumulative GPA calculation but will be counted toward pace. Financial Aid eligibility for remedial courses is limited to 30 credit hours. Note: For financial aid purposes, English as a Second Language classes do not count towards the 30-credit restriction; however, all classes reduce the lifetime eligibility limits for the Federal Pell Grant Program.

Certificate Coursework

Certificate programs are focused academic training programs designed to assist degree and non-degree students seeking a targeted education to enhance employment skills and employment prospects. Students may pursue a certificate as a part of their degree study or by itself.

Certificates that require 24 (or fewer) credits to complete do not include a warning semester. Satisfactory Academic Progress will be reviewed at the end of the first semester of study. Due to the length of certificate programs, students will be placed on academic review at the start of their program and may be dismissed at the end of the first semester of study for failing to meet the above standards.

Certificate students will have the same option of submitting a SAP Appeal if they are dismissed because they are not able to maintain satisfactory academic progress due to extenuating circumstances that prevent them from successfully completing their courses.

NOTE: While certificate programs are generally financial aid approved, aid is restricted to classes required for the specific certificate only. Aid cannot be given for classes that are not specifically listed as needed for the Certificate. Certificate students also will not receive aid for retaking classes to improve their grade.

Withdrawals, Incompletes, and Course Repeats

Attempted credits include grades of F, U, I, W, PS, and WA as well as repeated courses. Students may repeat courses to improve a grade (students in degree-seeking programs can retake prior successfully completed courses to improve grades one time and receive aid for the retake). However, credits for repeated courses will count as additional credits attempted for financial aid purposes. Incomplete grades are not

included in the GPA calculation until they are converted to actual course grades. These courses count as attempted credits that are not yet earned and may negatively affect a student's pace.

Satisfactory Academic Progress Statuses

Good – The student has met the Satisfactory Academic Progress Criteria.

Warning – Students who fail to meet the minimum standard will be given one semester of warning. This warning period is meant to inform the student of existing academic problems and provide time for corrective action. Students who are placed on warning are eligible to receive federal aid for their warning semester but will be reviewed at the end of the semester. At the end of the warning period, students who are meeting the minimum requirements will be considered back in good standing and eligible for student financial aid.

Dismissal – Students who fail to meet the minimum standards at the end of a Warning or Probation semester will be dismissed. Dismissed students are not eligible to receive financial aid and all existing financial aid awards will be cancelled. Students who feel that there are extenuating circumstances that have caused them to fail to meet the minimum standards can submit a SAP Appeal to request to have their eligibility reinstated. For a SAP Appeal to be approved it must be realistically possible for the student to get back in good academic standing, regain their eligibility, and complete their degree.

Probation – If students appeal a dismissal and the appeal is approved, they will be placed on Probation for at least one semester, during which time they will be considered for Financial Aid. Their progress will be reviewed at the end of each probationary semester. If students meet the Satisfactory Academic Progress criteria, they will return to Good Standing. If they meet the terms of their academic plan but fail to meet the overall Satisfactory Academic Progress Policy criteria, they may remain on Probation as stated in their academic plan. If the standards are not met, they will be dismissed again.

Appeal Process – The appeal process is designed to ensure that students who are dismissed:

- Understand in what way they are failing to meet the minimum standards for Academic Performance.
- Have explained and documented the extenuating circumstances that have led to the failure to meet standards.
- Understand the academic choices available to help them bring their performance up to the minimum standards.
- Develop a realistic plan, including a timeline and specific levels of performance goals necessary to regain acceptable satisfactory academic progress status in a reasonable period while working toward the completion of their degree.

Students who successfully appeal their dismissal will have to agree to the terms of an Academic Success Plan in order to have their financial aid eligibility reinstated on a probationary basis. This probationary status will be reviewed at the end of each subsequent semester.

Academic Success Plan – Academic performance will be reviewed at the end of each subsequent period of enrollment to ensure that students are meeting the terms of their Academic Success Plan. Students who meet the minimum standards at the end of any semester will have their probation ended and be fully reinstated.

Students who, after a semester review of their probation, fall below the minimum cumulative standards, but have met the expectations outlined in their academic plan, may continue on probation while following the plan to regain satisfactory academic performance status, and a subsequent appeal is not necessary as long as the expected progress is being made.

Students who, after a semester review of their probation, fall below the minimum cumulative standards, and have failed to meet the expectations outlined in their Academic Success Plan, will be dismissed again and are deemed ineligible to receive financial aid.

STUDENT ACCOUNTS/BUSINESS OFFICE

PAYMENT - TUITION AND FEES

Students are responsible for paying all tuition and fees each semester by the published due date, even if the fees are nonrefundable. For each semester a student is enrolled, the student will receive an email notice to their RCC email alerting them that their electronic billing statement is available for online viewing. Students must pay all bills before the first day of classes, have an approved financial aid award, or have a monthly payment plan in place. Students can view their balance at any time by using Roxbury Community College's online portal: <https://myrcc.rcc.mass.edu/ics>.

Roxbury Community College (RCC) accepts the following payment methods: personal check, money order, traveler's checks, and all major credit cards. Payment in cash is not accepted. RCC also accepts employer, union, and other third-party payments. Please make sure to bring your third-party documentation to the Student Accounts/Business Office when settling your student account, or email businessoffice@rcc.mass.edu. If a third party is paying the student's tuition and fees, the student will need to set them up as an authorized payer before beginning the payment process.

Students using financial aid must complete all requirements in addition to submitting the FAFSA prior to the beginning of the term in order to have financial aid pay for classes. Students are considered cash payers until the financial award is approved.

Payment plans are available through Nelnet at <http://mycollegepaymentplan.com/Roxbury/>. For specific information about payment plans, contact the Student Accounts/Business Office at (857) 701-1250.

HEALTH INSURANCE

Students registered for nine (9) or more credits are automatically charged for health insurance each academic year, as required by the Commonwealth of Massachusetts. Students who have health coverage may waive the health insurance charge online by visiting <https://www.gallagherstudent.com/students>. Sign in or register on the website and complete all applicable information, and a confirmation email will be sent to you by Gallagher. Please keep a copy of your confirmation email for your records. Send health insurance inquiries to rccstudent@gallagherstudent.com or call (877) 320-6857.

If you do not waive your health insurance by the published deadline, you will be responsible for the health insurance charge and any other fees or charges associated with your student account.

REFUND POLICY

The schedule of refunds for tuition and general college fees outlined on this page only applies when a class has been formally dropped, as established by the Enrollment Services Center. Application and registration fees are nonrefundable. Lack of attendance or course abandonment does not constitute a drop or withdrawal, and the student will be responsible for the full balance.

Refund Policy

There will be no refunds or adjustments for classes for which a student has registered and not attended. Once a student's enrollment has gone past the add/drop date, there are no refunds.

The refund policy applies to tuition and fees for all students who register for one or more courses at RCC. This policy goes into effect on the first day of classes for each semester. You may add or drop classes during the add/drop period without charge, except for the registration fee, which is nonrefundable. The official start and end dates of the add/drop period can

be found online at <https://www.rcc.mass.edu/events.html>, listed as "Last Day for Schedule Changes."

Refund Policy Rules

There will be no refunds or adjustments for classes for which a student has registered and not attended. Once a student's enrollment has gone past the add/drop date, there are no refunds.

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Financial Aid Refunds

Tuition waivers are available to Roxbury Community College students. These waivers include, but are not limited to, members of the National Guard, veterans, senior citizens, Native Americans, state employees, and wards of the state. In order to receive a tuition waiver, you must present the waiver at the time of registration or before the first day of class. If you present the waiver after the first day of class, the College will make adjustments on a case-by-case basis. The Commonwealth of Massachusetts does not fund all courses; therefore, the use of certain waivers for those unfunded courses will be restricted.

Students with approved tuition waivers, tuition remission, or tuition vouchers may register on a space-available basis, and fees must be paid. Tuition waivers, tuition remission, or tuition vouchers do not apply to special programs, seminars, or private instruction administered by the Division of Continuing Education (DCE). Also, certain tuition waivers that apply to the state-supported day division do not apply to Division of Continuing Education programs, including summer and winter sessions.

TUITION WAIVERS

Tuition waivers are available to Roxbury Community College students. These waivers include, but are not limited to, members of the National Guard, veterans, senior citizens, Native Americans, state employees, and wards of the state. In order to receive a tuition waiver, you must present the waiver at the time of registration or before the first day of class. If you present the waiver after the first day of class, the College will make adjustments on a case-by-case basis. The Commonwealth of Massachusetts does not fund all courses; therefore, the use of certain waivers for those unfunded courses will be restricted.

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BILLING ERROR OR DISPUTE

Errors or disputes about a bill should be submitted in writing within 30 days, and please allow 7–10 business days for research. Administrative, clerical, or technical billing errors do not absolve a student of their financial responsibility to pay the correct amount of tuition, fees, and other associated financial obligations assessed because of registration and/or grades received at Roxbury Community College.

The written inquiry must include your name, student ID number, a description of the presumed error, and the dollar amount of the presumed error. Send billing inquiries to businessoffice@rcc.mass.edu.

RETURNED PAYMENTS

Any declined payment by any financial institution of a check or web payment (ACH) issued to Roxbury Community College may result in the assessment of a \$25.00 returned payment service charge. If this occurs, all future payments to Roxbury Community College must be made with guaranteed funds (credit card, cashier's check, or money order). Personal checks will not be accepted.

Students will be placed on hold until the payment and fees have been paid in full and will not be permitted to register for future semesters.

FAILED PAYMENT ARRANGEMENTS

Failure to comply with the terms of any payment plan or agreement signed with Roxbury Community College may result in a student being unable to enroll in future payment plans.

FINANCIAL HOLDS

Students who have not met their financial obligations will be placed on financial hold. This hold will prevent students from registering and deny them access to other RCC services.

COLLECTION AGENCY FEES

If a student fails to fulfill their financial obligations to Roxbury Community College by the scheduled due date and fails to make acceptable payment arrangements to bring their account current, Roxbury Community College may refer their delinquent student account to a collection agency pursuant to MGL C.7A and 815 CMR 9.00.

A student is responsible for paying the delinquent account and any collection agency fees, including reasonable attorney's fees, incurred for the collection of a delinquent account.

INTERCEPT PROGRAM OF THE COMMONWEALTH OF MASSACHUSETTS

A delinquent student account may be referred to the Intercept Program of the Commonwealth of Massachusetts, which intercepts state tax refunds and lottery winnings as authorized by MGL C.62D and C.7A.

INSTITUTIONAL POLICIES

AFFIRMATIVE ACTION

Non-discrimination requires the elimination of all existing unlawful discriminatory conditions, whether purposeful or inadvertent. Roxbury Community College is continuing to systematically examine all policies and procedures to be sure that they do not, if implemented as stated, operate to the detriment of any person based on a protected classification. The College shall require that the practices of those responsible in matters of employment and education, including all supervisors and faculty, are non-discriminatory. Should the College discover discrimination in treatment or effect in any employment, educational or service decision, action, inaction, or practice within the College, all appropriate corrective and/or disciplinary actions shall be taken.

Roxbury Community College is committed to a policy of Affirmative Action, equal opportunity, equal education, non-discrimination, and diversity, thereby providing a learning, working, and living environment for its students, employees, and other members of the College Community, which values the diverse backgrounds of all people. The College believes that the diversity of socio-economic, racial, ethnic, religious, gender, sexual orientation, age, and disability backgrounds of members of the College community enriches the institution and its various constituencies. The College will not tolerate behavior based on bigotry, which has the effect of discriminating unlawfully against any member of their communities.

Roxbury Community College is committed to providing equal access to educational, co-curricular, and employment opportunities at the College for all applicants, students, and employees in compliance with all applicable laws, regulations, and policies. The complete text of this policy is available from the Affirmative Action Officer at the Office of Human Resources and from the Title IX Coordinator in Student Affairs. The policy for Affirmative Action and Nondiscrimination may be found online at <https://www.rcc.mass.edu/footer/policies-procedures.html> or in the "Affirmative Action & EEO" link at the bottom of the RCC main web page.

COLLEGE PROCEDURES FOR RESPONDING TO REPORTS OF SEXUAL ASSAULT

Title IX

No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance. Title IX has evolved to include comprehensive sexual misconduct policies. These policies offer protections and support to all people on campus, who experience sexual harassment, assault, relationship violence, and stalking.

RCC is committed to addressing any such conduct which takes place within programs and services of the college. Such matters that have occurred off campus with parties not affiliated with the college are still eligible to receive support from the college as well. All employees who receive a disclosure of such a report are required to report this to the Title IX Coordinator. A victim of sexual violence has the right to file (or not file) a Complaint. A victim may also choose to file a criminal complaint, in which case the Title IX Coordinator and/or Campus Public Safety can assist the victim with that process. Reporting the incident to the Title IX Coordinator or Campus Public Safety does not obligate the victim to file criminal charges. A victim may also choose to remain anonymous.

Any individual who wishes to file a report of such conduct to be addressed should contact the Title IX Coordinator directly: Josh Crary, Assistant Dean for Accessibility and Title IX Coordinator, 857-701-1533, and by email at jcrary@rcc.mass.edu. The Title IX Coordinator can be found in building 3, room 205.

The Title IX policy can be found within the Policy for Affirmative Action and Nondiscrimination at <https://www.rcc.mass.edu/footer/affirmative-action-eeep-statement-of-non-discrimination.html>.

CHILDREN ON CAMPUS

Unattended children are not permitted on campus. Children should not accompany their caregivers to testing, classroom, or laboratories while classes are in session. If you need assistance identifying dependable day care, the Project Access at RCC Office may be able to assist.

ACCEPTABLE USE POLICY

Purpose

This policy outlines the acceptable use of information resources at Roxbury Community College and applies to employees, contractors, consultants, temporaries, and other staff at Roxbury Community College, including all personnel and affiliated via third party contractors. This policy applies to all data and equipment that is owned or leased by Roxbury Community College. The purpose of this policy is to protect employees, partners and the College against internal and/or external exposure of confidential information, malicious activity, including the compromise of systems and services, legal issues, financial loss, and damage to reputation by individuals, either knowingly or unknowingly.

Scope

Personnel using data and information resources (including but not limited to Internet/Intranet/Extranet-related and core systems, computer equipment, software, operating systems, storage media, and network accounts providing electronic messaging), must use them for business purposes in accordance with their job functions and responsibilities, serving the interests of the College and the customers in a legal, ethical, responsible, and secure manner, with respect for the rights of others.

Policy

It is the responsibility of every user of information resources to know the Information Security Policies and the acceptable use of information resources, and to conduct their activities accordingly.

General Use

- Safeguard user accounts and passwords, and use them only as authorized
- Respect all pertinent licenses, copyrights, contracts, as well as other restricted and proprietary resources
- To accommodate employees, Roxbury Community College understands employees will access the Internet for personal needs periodically
- It is expected that employees will exercise good judgment regarding the reasonableness of personal use and any question regarding appropriate use will be decided by management
- Notify the appropriate system, network and/or security administrator(s) of any suspected or actual security violations/incidents
- Secure all unattended workstations from unauthorized viewing or use
- All workstations must be configured to automatically lock after 15 minutes of inactivity and users should log off or lock their machines during extended periods of inactivity.

Unacceptable Use

- Damaging computer systems
- Preventing another user from authorized resources
- Accessing unauthorized systems or data resources, or utilizing functions that are not necessary for the performance of the employee's duties
- Revealing account passwords to others. Employees who receive usernames and passwords must keep their usernames and passwords confidential and must not share that information with others.

- Using another person's computer account, with or without their permission
- Providing information about employees to parties outside
- Employees are forbidden to install software on their computers without the prior approval of their supervisor
- Procurement of or use of any Software as a Service (SaaS) providers without the approval of Information Technology (see POL-23 System-Acquisition & Development Policy)
- Implementation of any information technology component, product or service without the approval of and involvement from IT
- Removing software from systems, unless assigned as a job requirement or prior consent from Information Technology is obtained
- Providing protected customer or vendor information to any unauthorized person
- Intentionally corrupting, misusing, or stealing software or any other computing resource
- Sending unsolicited (spam) electronic messaging (e.g., email) and chain letters
- Forging electronic messaging header information
- Using electronic messaging, telephone or other communication method, to actively engage in procuring, viewing, or transmitting material that is in violation of sexual harassment or hostile workplace laws
- Accessing, editing, deleting, copying, or forwarding files or communications of another user in any media (e.g., paper, electronic, video, etc.), unless assigned as a job requirement or with prior consent from the file owner
- Deleting, editing, or copying files in another person's computer or electronic messaging account
- Illegal use, including duplication or distribution of copyrighted or College proprietary material, including electronic, hardcopy, audio, and video in any medium
- Employees are forbidden to install software on their computers without the prior approval of their supervisor
- Procurement of or use of any Software as a Service (SaaS) providers without the approval of Information Technology (see POL-23 System-Acquisition & Development Policy)
- Implementation of any information technology component, product or service without the approval of and involvement from IT
- Removing software from systems, unless assigned as a job requirement or prior consent from Information Technology is obtained
- Circumventing any of the information security measures of any host, network or account without officer approval for emergency business purposes
- Using resources for personal benefit
- Introducing malicious programs into the information systems
- Unauthorized modification of configuration files
- Knowingly executing a program that may hamper normal activities, without prior authorization
- Operating a wireless network or allowing other computers to connect to your computer wirelessly
- Employees must not reveal any information about the College's clients or employees which is not already publicly available without expressed permission from their manager
- Unauthorized disclosure of confidential information to individuals outside the College and to individuals within the College without a business need, legal or regulatory requirement
- Disclosure of Personally Identifiable Information (PII) such as social security numbers, bank/credit card numbers, driver's license/id numbers, etc. and any other information classified as confidential, personal or sensitive to any unauthorized individual within the College without a business need
- Disclosure of PII to any individual outside of the College unless there is a legal or regulatory requirement
- Unencrypted transmission of PII (and confidential, personal and sensitive information), trade secrets, proprietary financial information and financial account numbers such as in the body of or an attachment to an electronic message, via FTP, via instant messenger or via fax
- Storing confidential information including PII (and confidential, personal and sensitive information), trade secrets, proprietary financial information or financial account numbers on laptop computers and mobile computing devices unless no alternative exists and then it must be encrypted

- Downloads from the internet are strictly forbidden. If downloads are required for business use, contact IT and arrangements may be made
- Under no circumstance is an employee authorized to engage in any activity deemed illegal by international, federal, state, or other local laws while utilizing College assets
- Under no circumstances may an employee disable anti-virus software or alter anti-virus software settings
- Under no circumstances may an employee disable firewall software or alter firewall software settings
- Employees should not open any electronic messaging attachments that are not expected, or are from unknown addresses, or appear in any way suspicious
- Employees must not use College accounts to post publicly accessible messages or posts.
- Employees may not perform vulnerability scans, monitor network traffic, attempt to elevate rights or privileges, or gain access to information not expressly intended for them
- Employees must be extremely cautious about the use of instant message applications, as these applications are insecure. Sensitive information must not be shared through this mechanism.
- To ensure compliance with this policy, Roxbury Community College may perform periodic monitoring of systems, networks, and associated equipment at any time. Personnel using any Roxbury Community College's information resources consent to disclose the contents of any files or information stored or passed through Roxbury Community College's equipment. All data contained on or passing through the College's assets is subject to monitoring and remains the property of the College at all times.

Other provisions

- Explicit management approval must be provided for use of IT resources by employees or third parties
- Explicit management approval is required to add a new device to the network
- Authentication is required to use any technology
- Accessing unauthorized systems or data resources, or utilizing functions that are not necessary for the performance of the employee's duties
- A list of all devices and personnel with access shall be maintained
- Devices will be labeled with owner, contact information and purpose
- A list of acceptable uses of technology and acceptable network locations shall be maintained
- A list of College approved products shall be maintained

Enforcement

- Personnel using Roxbury Community College's information resources in opposition to this policy may be subject to limitations on the use of these resources, suspension of privileges (including internet access), as well as disciplinary and/or legal action, including termination of employment.
- Employees, contractors, consultants, temporaries, and all personnel affiliated via third parties shall sign an agreement to comply and be governed by this policy and the Roxbury Community College Information Security Policies upon hire and again annually.
- For employees with access to credit card data or sensitive information, background checks will be performed.

Related Regulations

This policy is a component of Roxbury Community College information security program that is intended to comply with the PCI-DSS, FERPA, Gramm Leach Bliley Act and other regulations.

Exceptions

Only the Chief Information Officer (CIO) or a designated appointee is authorized to make exceptions to this policy.

Violations

Any user found to have violated this policy may be subject to disciplinary action, up to and including notifying the appropriate law enforcement authorities of any unlawful activity and to cooperate in any investigation of such activity.

A Supervisor, Department Manager, Dean, or Vice President will address violations of this policy by staff members and have full authority to sanction an immediate stop to the actions in question. Appeals from any formal disciplinary action taken against a unit professional staff member will be governed by their specific contractual grievance procedure. The Complaint Procedure of the Board of Higher Education Non-Unit Professionals Personnel Policies will govern non-unit staff. The Vice President of Enrollment Management and Student Affairs will address violations of this policy by students.

Disclaimer

The College makes no warranties of any kind, whether expressed or implied, with respect to the information technology services it provides. The College will not be responsible for damages resulting from the use of communication facilities and services, including, but not limited to, loss of data resulting from delays, non-deliveries, missed deliveries, service interruptions caused by the negligence of a College employee, or by the user's error or omissions. Use of any information obtained via the Internet is at the user's risk. The College specifically denies any responsibility for the accuracy or quality of information obtained through its electronic communication facilities and services, except material represented as an official College record. The College also does not accept responsibility for removing material that some users may consider defamatory or otherwise offensive. Users should be advised, however, that dissemination of such material may subject them to liability in other forums.

CORI POLICY

In order for a student to be eligible to participate in an academic, community, or clinical program that involves potential unsupervised contact with children, the disabled, or the elderly, the student may be required to undergo a Criminal Offender Record Information (CORI) check and/or a Sex Offender Registry Information (SORI) check. Students found to have certain criminal convictions or pending criminal actions will be presumed ineligible to participate in such activities. The College is authorized by the Commonwealth's Criminal History Systems Board pursuant to Massachusetts General Laws, Chapter 6, Sections 167-178B, to access CORI records. The College shall refer to regulations issued by the Commonwealth's Executive Office of Health and Human Services, 101 Code of Massachusetts Regulations 15.00-15.16, as guidance when assessing a student's CORI records. Sex Offender checks shall be performed pursuant to Massachusetts General Laws, Chapter 6, Sections 178C-178P.

SORI POLICY

In addition to the review of student's CORI for particular programs, Roxbury Community College may now also access a student's Sex Offender Registry Information (SORI). For additional information or clarification, students should contact the Dean of their program.

For more information regarding the College's CORI/SORI check process, please contact Human Resources, Building 2, Room 313.

SUICIDE PREVENTION PROCEDURES ACTIVE SUICIDE ATTEMPT

- Any member of the College community who has actual knowledge that a student has just engaged in, is in the process of engaging in, or is about to engage in suicidal behavior, shall immediately contact emergency personnel.

- For on-campus emergencies call Campus Security, Ext. 5338 or dial 0 from a campus phone.
- The Dean of Students or designee shall notify the student's emergency contact.
- The Dean of Students or designee will consult with the RCC's Behavioral Intervention Team to determine an appropriate medical referral, help identify support strategies or develop a follow-up action plan.
- If a student refuses medical assistance from emergency personnel, the student is subject to involuntary treatment and/or commitment based on the professional judgment of emergency personnel.

Previous Suicide Attempt

- Any member of the College community who has actual knowledge that a student has stated plans or intentions to commit suicide shall contact the Dean of Students or designee who shall notify the student's emergency contact.
- The Dean of Students or designee will attempt to meet with the student to assess the situation and assist them with obtaining appropriate medical care and support as necessary.
- The Dean of Students or designee will consult with the RCC's Behavioral Intervention Team to determine an appropriate medical referral, help identify support strategies or develop a follow-up action plan.
- An RCC student who has attempted suicide or recently before matriculating shall be required to be assessed by a mental health professional to determine the level of continued suicide risk posed and whether they are capable of continuing at the College and conducting themselves in a reasonable and safe manner.

Stated Plans or Intentions to Commit Suicide

- Any member of the College community who has actual knowledge that a student has stated plans or intentions to commit suicide shall contact the Dean of Students or designee who shall notify the student's emergency contact.
- The Dean of Students or designee will attempt to meet with the student to assess the situation and assist them with obtaining appropriate medical care and support as necessary.
- The Dean of Students or designee will consult with the RCC's Behavioral Intervention Team to determine an appropriate medical referral, help identify support strategies or develop a follow-up action plan.
- A student who has stated plans or intentions to commit suicide shall be required to be assessed by a mental health professional to determine the level of continued suicide risk posed and whether they are capable of continuing at the College and conducting themselves in a reasonable and safe manner.

THE WELLNESS CENTER

RCC offers students access to programs and services to support the mind, body and spiritual growth and needs of our students. These programs and services are available to all students enrolled in a program of study.

Behavioral Health Services provides students with access to a clinical counselor who can provide confidential services. This individual can assist in supporting students navigating a crisis, seeking short term counseling and assisting with making referrals and connections for long term counseling with community partners. Behavioral Health Services can be contacted at behavioralhealth@rcc.mass.edu and is located in room 313 in building 4.

The RCC Wellness Center offers holistic, culturally responsive programming that supports students in mind, body, and spirit. Our work is rooted in the belief that wellness is not just the absence of illness, but the presence of joy, community, and connection. We center the needs of BIPOC, LGBTQ+, and first-generation students through offerings that are both healing and empowering.

Programs include Digital Wellness Workshops, Community Care Circles, LGBTQ+ Affinity Spaces, self-defense training in collaboration with local partners, and advocacy and education series focused on reproductive

health, mindfulness, and domestic violence awareness among many other offerings that respond to the evolving needs of our student community. Each offering is designed to be trauma-informed, liberation-centered, and grounded in joy, rest, and resistance. Whether you need a moment of stillness, a space to reflect, or a path to reconnect with your purpose, the Wellness Center is here to support your journey.

To learn more, connect with:

Brenda Flores, M.S.
Assistant Director of Wellness
bflores@rcc.mass.edu
Building 4, Room 313

OFFICE OF STUDENT LIFE

CLUBS AND ORGANIZATIONS

The College recognizes that significant learning occurs outside the classroom. Through the Office of Student Life, cultural, social, and recreational activities offer opportunities for students to share their ideas and experiences with one another in an atmosphere of acceptance and tolerance. All student clubs and organizations are assisted in their development through the Office of Student Life. Roxbury Community College Activity Period is on Tuesdays and Thursdays from 1:30 p.m. to 3:00 p.m.

New clubs and organizations may be formed at the beginning of the fall and spring semesters. For a student club or organization to use the College name and facilities, an application for club recognition must be submitted and approved by the Office of Student Engagement. This form is available in the Student Life Office, Building 3, Room 219. Each club must have a faculty or staff advisor, must be open to all students, and must operate within the policies of the College and the Constitution of the Student Government Association.

BULLETIN BOARDS

Bulletin boards are located in every College building. Any material posted on College bulletin boards must be approved and stamped by the Office of Student Life. Posting unlawful, threatening, abusive, libelous, defamatory, or obscene material is prohibited. Any material not stamped, or any material posted in places other than bulletin boards (e.g., pillars, walls, or elevators), will be removed. All materials must be removed within 24 hours after the end of the activity or event.

STUDENT GOVERNMENT ASSOCIATION

The Student Government Association (SGA) is comprised of up to four elected students chosen each year by their peers and up to ten Student Representative positions (self-appointed) who serve as the official representatives of the student body at Roxbury Community College. The SGA represents students when issues and policies affect student life at the College, advises the College governance structure by serving on all College governance committees, and acts as a liaison between the College administration and students. Student Government Association meetings are held weekly during the fall and spring semesters. All students are invited to attend.

STUDENT COMMONS

The Student Commons is located on the first floor of Building 3. The Student Commons provides a gathering place for student activities and events.

STUDENT RIGHTS AND RESPONSIBILITIES

ACADEMIC INTEGRITY AND STUDENT CONDUCT

All Roxbury Community College students are entrusted and expected to uphold all requirements outlined in the code of conduct in the student handbook. The code of conduct provides a code of ethics to promote excellence, personal growth, and superb learning and scholarship. The code of conduct, requirements, and grievance procedures are found within the student handbook and can be found here. Any questions, concerns, or reports of conduct which may violate the code of conduct should be reported to the Dean of Students, Lisa Carter, at lcarter@rcc.mass.edu.

CHAPTER 151C. FAIR EDUCATIONAL PRACTICES

Section 2B. Absence of student due to religious beliefs

Any student who is unable, because of their religious beliefs, to attend classes or to participate in any examination, study, or work requirement on a particular day shall be excused from any such examination or study or work requirement, and shall be provided with an opportunity to make up such examination, study, or work requirement which they may have missed because of such absence on any particular day. Students must inform their instructors prior to the anticipated absence to confirm arrangements for completion of course requirements. No adverse or prejudicial effects shall result to any student because of their availing themselves of the provisions of this section.

FAMILY EDUCATION RIGHTS AND PRIVACY ACT (FERPA)

Student Rights under FERPA

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. They are:

1. The right to inspect and review the student's education records within 45 days of the day the College receives a request for access.

Students should submit to the registrar, dean, head of the academic department, or other appropriate official, written requests that identify the record(s) they wish to inspect. The College official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the College official to whom the request was submitted does not maintain the records, that official shall advise the student of the correct official to whom the request should be addressed.

2. The right to request the amendment of student's education records that the student believes are inaccurate or misleading or otherwise in violation of the student's privacy rights under FERPA.

A student who wishes to ask the College to amend should write the College official responsible for the record, clearly identify the part of the record the student wants changed, and specify why it should be changed. If the College decides not to amend the record as requested by the student, the College will notify the student of the decision and advise the student of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

3. The right to provide written consent before the College discloses personally identifiable information from the student's education records, except to the extent that FERPA authorizes disclosure without consent.

The College discloses education records without a student's prior written consent under the FERPA exception for disclosure to school officials with legitimate educational interests. A school official is a person employed by the University in an administrative, supervisory, academic, or research, or support staff position (including law enforcement unit personnel and health

staff); a person or company with whom the College has contracted as its agent to provide a service instead of using College employees or officials (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing their tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill their professional responsibility.

Upon request, the College discloses education records without consent to officials of another school in which a student seeks or intends to enroll.

4. The right to be notified annually by the College of what student record information the College designates as "directory information," and the right to request that no student information be designated as directory information.

The College identifies the following student information as directory information:

- Name
 - Major, including the division or program in which a student is enrolled
- Directory information may be released by the College to a requesting third party without a student's prior written consent. A student has the right to request that none or only some of their student record information be designated as directory information. A student must notify the College's Registrar, in writing, within two (2) weeks of the beginning of each academic semester if they do not wish to have any or some of their student information designated as directory information.

Notwithstanding the College's definition of directory information, the Department of Defense (the "DOD"), pursuant to the Omnibus Consolidated Appropriations Act of 1997 (the "Solomon Amendment"), identifies the following information as "student recruiting information": NAME, ADDRESS, TELEPHONE LISTING, AGE (or year of birth), PLACE OF BIRTH, LEVEL OF EDUCATION (e.g., first-year student, sophomore), DEGREE AWARDED, MOST RECENT EDUCATIONAL INSTITUTION ATTENDED, and CURRENT MAJOR(S).

If the College receives a request for student recruiting information from the DOD, or one of its affiliated agencies, the College will release the student recruiting information requested. Because the information sought by the DOD may include information not designated as directory information under the College's policy, compliance with the DOD's request may result in the release of personally identifiable information. When student recruiting information is released pursuant to a DOD request, notice of the request and the release of the information will be posted in a conspicuous location in the College's Registrar's Office for a period equaling one academic year. If a student has exercised their right to request that no information be designated as directory information, then no information shall be released to any third party, including the DOD.

5. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the College to comply with the requirements of FERPA.

The name and address of the Office that administers FERPA is:
Family Policy Compliance Office
US Department of Education
400 Maryland Avenue, S.W.
Washington, DC 20202-5901

GRADE APPEALS

Level One: Informal Process

This is the informal stage where most complaints are resolved. The student contacts the faculty member in an attempt to resolve the issue. This must happen by email, phone, or in person within 30 calendar days after the course has ended. The faculty member has ten (10) calendar days to respond to the complaint. If the matter is not resolved informally within ten (10) days, they may appeal to Level Two.

Level Two: Formal Process

Prior to filing a written Grievance at Level Two, the student must consult with the Student Grievance Officer (SGO).

The faculty member should also consult with the Student Grievance Officer at this phase of the process. The Student Grievance Officer shall notify the parties in writing when a complaint is not resolved informally at Level One.

Step 1: The student may, within ten (10) calendar days after the receipt of the Student Grievance Officer (SGO) written notice, file a Level Two Appeal. Students should prepare a written statement of their Level Two final grade appeal to the SGO. The written statement should include a detailed statement of all the known facts, documents, and materials that support the student's appeal. The student shall also state the date it is filed and that it is being filed at "Level Two, Step One."

The SGO will deliver the written statement and all documentation to the faculty member within five (5) calendar days. The faculty member will forward a written response to the SGO within ten (10) days of receipt of the grievance. The SGO will then forward the faculty member's response to the student within five (5) days.

Step 2: If a student is not satisfied with the faculty member's decision or if no written response was submitted and wishes to file a final appeal, a Level Two, Step Two grievance, the student has ten (10) calendar days to file the final appeal. The Chief Academic Officer will investigate the grade appeal and forward their written decision to the Student Grievance Officer (SGO) within ten (10) calendar days after receipt of Step Two appeal. Thereafter, the SGO shall deliver the decision to the student and faculty member within five (5) calendar days. This decision is final and cannot be appealed further.

Withdrawal

A student may withdraw their complaint or Grievance at any time. Withdrawal must be accomplished in writing or by oral agreement confirmed in writing.

Retaliation

No member of the College community shall retaliate or threaten to retaliate against, interfere with, restrain, or coerce any student in the exercise of their rights under the Student Grievance Procedure or their participation in any Grievance proceedings.

Collateral Rights of Person Grieved By Student

If the recommendations made at any level of the Grievance procedure result in sanctions against a college employee, the sanctions shall be regarded as administrative actions subject to all conditions of applicable collective bargaining agreements and College or Board of Higher Education personnel policies.

Alternative Forums

Filing a Grievance in accordance with the Student Grievance Procedure in no way abrogates a student's right to file a complaint with an appropriate state or federal agency or in another forum.

RIGHT TO PROTEST

The Massachusetts Board of Regional Community Colleges adopted the following policy on April 11, 1969:

1. Academic institutions exist for the transmission of knowledge, the pursuit of truth, the development of students, and the general well-being of society.
2. Free inquiry and free expression are indispensable to the attainment of these goals. As members of the academic community, faculty members, staff, and students are encouraged in a sustained and independent search for knowledge.

3. Freedom to teach and freedom to learn depend upon appropriate opportunities and conditions in the classroom, on the campus, and in the larger community. The responsibility to secure and to respect general conditions conducive to the freedom to learn is shared by all members of the academic community, students, faculty, and staff members.

4. Roxbury Community College will respect and will defend the right of its members to lawful exercise of free speech and assembly on behalf of causes, whether popular or unpopular. These rights are properly exercised only when due regard for the rights of others is assured, and actions denying the rights of others to move or speak freely, whether or not such interference is their motive, lie outside constitutional guarantees and the obligation of the college to defend them. Therefore, if in the judgment of the President or their designee, persons are attempting to interfere with freedom of movement or speech of members or guests of the college community, or the orderly operation of the College, the President or their designee is authorized to do the following:

- a. Advise such person(s) of the impropriety of their activity and request immediate desistance from such activity. If such person fails to desist, call the appropriate authority to remove those interfering.
- b. Suspend temporarily such members of the college community who have participated in such interference and persist in such activity.
- c. Grant, as soon as reasonably possible, a hearing before an appropriate committee to any person appealing such suspension. Following such a hearing, the committee will make a recommendation to the President.
- d. Any person who involves themselves in the willful destruction of college or personal property will, in addition, be answerable to charges filed with civil authorities.

POLICY ON AUDIO/VIDEO RECORDING IN THE CLASSROOM

As part of the education and learning experience, students routinely take notes during class lectures. In addition, students and instructors may wish to record lectures and other classroom presentations. Lecture notes and recordings involve issues related to the intellectual property rights of instructors and the privacy rights of students. To protect these rights, Roxbury Community College has adopted the following policy to govern these activities in the classroom.

Instructors' Intellectual Property Rights

Individual Roxbury Community College instructors retain intellectual property rights to their lecture and class presentations and related material; notes or class materials may not be exchanged or distributed for commercial purposes, for compensation, or for any purpose other than study by students enrolled in the class. Unauthorized use of class notes or recordings is subject to the federal Copyright Act, the General Laws of Massachusetts, and Roxbury Community College policy and may subject an individual to legal proceedings brought by the instructor as well as action by the College.

Note-Taking

Class notes may be written by students enrolled in a class during lectures or other class presentations for purposes of individual or group study. If an enrolled student is absent, another enrolled student may take notes to share with the absent student. Students are not allowed to distribute lecture notes to anyone who is not an enrolled student in the same class.

Audio and/or Video Recording by Students for Study Purposes

With the prior permission of the instructor and the consent of other students in attendance, an enrolled student may make an audio recording of the lecture or class presentations only for the purposes of individual or group study with other students enrolled in the same class.

Students must obtain prior permission from the instructor each time they wish to make a recording. The instructor must assure that each student

attending the class on that occasion is aware of the recording and has agreed to be recorded. Student-initiated video recording and use of any other electronic means of capturing or transmitting class presentations or lectures for note-taking purposes is not permitted in classes.

Third-Party Note-Taking and Recording

No third party will be allowed to attend classes on behalf of an enrolled student, except for those authorized through the Student Accessibility Office on behalf of an enrolled disabled student.

Recording by Instructors to Meet Course Learning Objectives

Instructors may make audio or video recordings of presentations for instructional purposes related to that course at Roxbury Community College. Subsequent use of the recording requires the written permission of everyone captured in the recording. The recordings may not be shown or distributed to any other individual or group without the express written permission of every person recorded in that class.

ABSENCES FOR PREGNANCY OR CHILDBIRTH

In accordance with Title IX of the Educational Amendments of 1972, absences due to pregnancy or related conditions, including recovery from childbirth, shall be excused for as long as the student's doctor deems the absences to be medically necessary. When the student returns to the College, they shall be reinstated to the status they held when the leave began, which includes the opportunity to make up any missed work. The college will work with the student and instructor(s) to coordinate such accommodations. Students should contact the Title IX Coordinator directly.

CHANGING BIOGRAPHICAL DATA

The following process is followed when any student seeks to change their biographical data as provided and maintained in College records.

Legal Name – A student's legal name shall be used on all College documents, systems and communications external to the College and/or where a legal name is required.

Examples include, but are not limited to:

- Financial Aid records
- Student Accounts records
- Student Personally Identifiable Information
- Student Directory information
- Payroll records
- Health records
- Official transcripts
- Federal immigration documents; and
- Interactions with government agencies

In order for any student to change their legal name on College records, a student must present a certified copy of a court order or other legal document indicating a legal name change has been granted.

Sex Designation – In order for any student to change their sex designation in official College records, a student must provide a certified copy of a court order, or other legal identification, such as a Massachusetts driver's license, reflecting the change in sex.

RECYCLABLE MATERIALS POLICY

The ACUERDO Academic and Administrative Policy Committee [AAAPC] of Roxbury Community College recognizes the responsibility to make our students and staff aware of the importance of recycling materials whenever possible to conserve the world's limited resources and conserve energy while exercising sound financial practices.

The Facilities Department will implement a plan to recycle materials that would otherwise become waste, including paper, cardboard, bottles, and cans, from throughout buildings and grounds, in support of the Massachusetts Department of Environmental Protection's waste ban, which prohibits disposal of recyclable paper, cardboard, and paperboard; glass and metal containers; and single-resin, narrow-necked plastics.

Success in reducing waste through recycling is based on the cooperation of all the individuals in the College community. To ensure success of recycling efforts, the following will be adopted:

- All faculty, staff, and students are expected to support recycling efforts throughout the college.
- A system to document recycling amounts will be created and implemented by the Facilities Department at Roxbury Community College. Collection bins will be placed in various indoor and outdoor locations, including Student Commons, near the elevators in all buildings to collect recyclable paper, plastic bottles, soda cans, and glass.
- Administration and offices of the College may provide educational material on recycling where appropriate. Faculty are encouraged to include conversations about waste reduction in lessons if feasible and relevant to course conversations.

Approved by the AAAPC in consultations with Facilities Department: February 2024, unanimous vote.

PROGRAMS

PROGRAMS

Program

Arts and Humanities
 Arts and Humanities: Musical Arts
 Arts and Humanities: Theatre Arts
 Arts and Humanities: Visual Arts
 Biological Science
 Biological Science: Laboratory Animal Care
 Broadcast Media Technology
 Business Administration
 English
 Health Careers
 Liberal Arts
 Mathematics
 Physical Science
 Social Science
 Social Science Urban Sustainability Advocacy
 Accounting
 Biotechnology
 Business Management
 Criminal Justice
 Early Childhood Education
 Engineering
 Information Systems Technology
 Radiologic Technology
 Web Technologies
 Nursing
 Accounting
 Biotechnology/Biomanufacturing
 Broadcast Media Technology
 Health Careers
 Information Systems Technology
 Network Administration

Degree

Associate in Arts
 Associate in Arts
 Associate in Arts
 Associate in Arts
 Associate in Arts
 Associate in Arts
 Associate in Arts
 Associate in Arts
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ARTS AND HUMANITIES

Program Overview

62 credit hours - Program Code: ALAAH

The Arts and Humanities program prepares students for transfer to a four-year college or university to pursue a variety of majors in the visual and performing arts (theater, music, visual arts, and dance). The background provided by study in these areas is also helpful for students considering undergraduate and/or graduate-level education in arts education and administration. For more information about this program, contact the Arts, Humanities, and Social Sciences Division in 3-301.

Course Requirements

Electives

HUMELECT	HUMANITIES ELECTIVES
LANELECT	WORLD LANGUAGE ELECTIVE
SCIELECT	LAB SCIENCE ELECTIVE
SSIELECT	SOCIAL SCIENCE ELECTIVES

Program Path

ARTS AND HUMANITIES: MUSICAL ARTS

Program Overview

62 credit hours - Program Code: ALAMU

The Arts and Humanities/ Musical Arts concentration prepares students for transfer to a four-year college or university to pursue a variety of majors in music education (performance, arranging, composing, history, criticism, and management). The background provided by study in these areas is also helpful for students considering undergraduate and/or graduate level training. A bachelor's degree is essential to obtain entry-level positions in teaching, arranging, and composing.

However, an associate's degree is the minimum requirement for individuals pursuing a career in performing, criticism, and management. Patience, understanding, and the ability to effectively communicate orally and in writing are also necessary. A multitude of career opportunities exists for those with a bachelor's degree in the Humanities, including teaching, marketing, publishing, arts management, and research and development. For more information about this program, contact the Arts, Humanities, and Social Sciences Division in 3-301.

Course Requirements

Electives

MAELECT	MUSICAL ARTS ELECTIVES
HUMELECT	HUMANITIES ELECTIVES
SSIELECT	SOCIAL SCIENCE ELECTIVES
LANELECT	WORLD LANGUAGE ELECTIVE
SCIELECT	LAB SCIENCE ELECTIVE

Program Path

ARTS AND HUMANITIES: THEATRE ARTS

Program Overview

62 credit hours - Program Code: ALATA

The Arts and Humanities/Theater Arts concentration prepares students for transfer to a four-year college or university to pursue a variety of majors in theater arts education (performance, technical theater, theater management, theater history, and criticism). The background provided by study in these areas is also helpful for students considering undergraduate and/or graduate-level education in theater arts education or administration. A bachelor's degree is essential to obtain entry-level positions in teaching. However, an associate's degree is the minimum requirement for individuals pursuing a career in performing, technical theater, and theater arts management. Patience, understanding, and the ability to effectively communicate orally and in writing are also necessary. A multitude of career opportunities exists for those with a bachelor's degree in Theater Arts, including teaching, performing, advertising, writing, publishing, theater business management, and research and development. For more information about this program, contact the Arts, Humanities, and Social Sciences Division in 3-301.

Course Requirements

Electives

TAELECT	THEATRE ARTS ELECTIVES
HUMSELECT	HUMANITIES ELECTIVES
LANELECT	LANGUAGE ELECTIVES
SCIELECT	LAB SCIENCE ELECTIVES
SSIELECT	SOCIAL SCIENCE ELECTIVES

Program Path

ARTS AND HUMANITIES: VISUAL ARTS

Program Overview

62 credit hours - Program Code: ALAVA

The Arts and Humanities/Visual Arts concentration prepares students for transfer to a four-year college or university to pursue a variety of majors in the visual arts (painting, sculpture, graphic design, textile design, and visual technology, e.g., photography). The background provided by study in these areas is also helpful for students considering undergraduate and/or graduate-level education in arts education or administration. A bachelor's degree is essential to obtain entry-level positions in teaching. However, an associate's degree is the minimum requirement for individuals pursuing a career in fine arts, graphic arts, commercial art, art advertisement, marketing, and arts management. Patience, understanding, and the ability to effectively communicate orally and in writing are also necessary. A multitude of opportunities exists for those with a bachelor's degree in the Humanities, including teaching, employment in advertising agencies and publishing firms, arts business management, and research and development. For more information about this program, contact the Arts, Humanities, and Social Sciences Division in 3-301.

Course Requirements

Electives

VAELECT	VISUAL ARTS ELECTIVES
HUMSELECT	HUMANITIES ELECTIVES
LANELECT	LANGUAGE ELECTIVES
SCIELECT	LAB SCIENCE ELECTIVES
SSIELECT	SOCIAL SCIENCE ELECTIVES

Program Path

BIOLOGICAL SCIENCE

Program Overview

64 credit hours - Program Code: ALABS

Students choosing a Biological Sciences concentration receive a strong foundation in biology, chemistry, and mathematics. This foundation helps qualified students transfer to a four-year institution at the junior class level with a major in biology and/or a variety of health-related programs, including pre-medical, pre-veterinary, pre-dental, pharmacy, and nutrition. Students who seek employment after completing this program may qualify for entry-level positions such as a laboratory technician in a college or university environment, research laboratory, or pharmaceutical company. NOTE: When selecting Humanities Electives, be aware that many four-year colleges require two semesters of world language study. For more information about this program, contact the Science, Technology, Engineering, and Math Division (STEM), 3-401.

Course Requirements

Electives

HUMSELECT	HUMANITIES ELECTIVES
SCIELECT	LAB SCIENCE ELECTIVES
SSIELECT	SOCIAL SCIENCE ELECTIVES
OPNELEC	OPEN ELECTIVES

Program Path

BIOLOGICAL SCIENCE - LABORATORY ANIMAL CARE

Program Overview

64 credit hours - Program Code: ALAAC

Students choosing the Laboratory Animal Care concentration receive a strong foundation in biology, chemistry, anatomy & physiology, and mathematics. This program includes hands-on experience in laboratory animal care through the science internship. This foundation prepares students for transfer to four-year institutes and employment as a technician. The biomedical research facility is at the forefront of medical discovery and serves as one of the primary settings in which a laboratory animal technician works. At research facilities, laboratory animal technicians and veterinary technologists typically work under the guidance of veterinarians, research physicians and other laboratory technicians as a member of an animal care team. For more information about this program, contact the Science, Technology, Engineering, and Math Division (STEM), 3-401.

Course Requirements

Electives

HUMELECT	HUMANITIES ELECTIVES
SSIELECT	SOCIAL SCIENCE ELECTIVES
OPENELEC	OPEN ELECTIVES

Program Path

BROADCAST MEDIA TECHNOLOGY

Program Overview

65 credit hours - Program Code: ALABT

This program is designed for students who wish to begin a career in Broadcast Radio or Television. In addition to learning the latest in digital editing technology, students will use state-of-the-art equipment and develop, produce, and direct a short video project. Other techniques taught include synchronization, audio mixing, lighting, dubbing, and special effects production. For more information about this program, contact the Science, Technology, Engineering, and Math Division (STEM), 3-401.

Course Requirements

Electives

HUMELECT	HUMANITIES ELECTIVES
SCIELECT	LAB SCIENCE ELECTIVES
SSIELECT	SOCIAL SCIENCE ELECTIVES

Program Path

BUSINESS ADMINISTRATION

Program Overview

65 credit hours - Program Code: ALABA

This program is designed for students interested in transferring to a four-year college to pursue a major in accounting, banking, computer information systems, insurance, management, retailing, or other related business fields. A combination of specialized business courses and a broad-based liberal arts curriculum provides a strong foundation in oral and written communication, mathematics, and accounting. Career opportunities in this field are available in both the public and private sectors, and may include employment in government agencies, schools, industries, and accounting, insurance, or advertising firms.

A bachelor's degree is essential for entry-level positions in teaching and certain administrative, research, industrial, and advertising positions. NOTE: Students who intend to transfer to a four- year college or university should consider the requirements of that institution before selecting their courses. For more information about this program, contact the Science, Technology, Engineering, and Math Division (STEM), 3-401.

Course Requirements

Electives

HUMELECT	HUMANITIES ELECTIVES
SCIELECT	LAB SCIENCE ELECTIVES

SSIELECT

SOCIAL SCIENCE ELECTIVES

Program Path

ENGLISH

Program Overview

65 credit hours - Program Code: ALAEN

A concentration in English prepares students for transfer to a four-year college or university to pursue a variety of majors, including literature, linguistics, rhetoric, creative writing, journalism, and media/ communications. This background is also relevant for students who are considering graduate-level education in law or education. A bachelor's degree is essential to obtain entry-level positions in teaching, technical or specialized writing, and media reporting. Many opportunities exist for individuals with bachelor's degrees in English, such as careers in schools, colleges, newspapers, advertising agencies, publishing firms, libraries, radio and television stations, public relations firms, legal agencies, business, and research and development. For more information, contact the Arts, Humanities, and Social Sciences Division, in Room 3-301.

Course Requirements

Electives

ENGELECT
HUMELECT
LANELECT
SSIELECT
SCIELECT

ENGLISH ELECTIVES
HUMANITIES ELECTIVES
WORLD LANGUAGE ELECTIVES
SOCIAL SCIENCE ELECTIVES
LAB SCIENCE ELECTIVE

Program Path

HEALTH CAREERS

Program Overview

64 credit hours - Program Code: ALAHC

A concentration in Health Careers prepares students for transfer to a four-year college or university to pursue a variety of majors, including literature, linguistics, rhetoric, creative writing, journalism, and media/ communications. This background is also relevant for students who are considering graduate-level education in law or education. A bachelor's degree is essential to obtain entry-level positions in teaching, technical or specialized writing, and media reporting. Many opportunities exist for individuals with bachelor's degrees in Health Careers, such as careers in schools, colleges, newspapers, advertising agencies, publishing firms, libraries, radio and television stations, public relations firms, legal agencies, business, and research and development. For more information, contact the Arts, Humanities, and Social Sciences Division, in Room 3-301.

Course Requirements

Electives

HUMELECT
SSIELECT
OPENELEC

HUMANITIES ELECTIVES
SOCIAL SCIENCE ELECTIVES
OPEN ELECTIVES

Program Path

LIBERAL ARTS

Program Overview

62 credit hours - Program Code: ALALA

The Liberal Arts program is recommended for students who are undecided about which concentration to choose. This program offers students an organized approach to a liberal arts education with exposure to a wide variety of subject areas. Students may elect to concentrate their studies in humanities, mathematics, physical education, social sciences, or natural sciences. Many employers in professions such as education, law, medicine, economics, and journalism prefer that individuals have the broad educational background provided by a liberal arts program. In order to facilitate transfer to a baccalaureate program in Massachusetts public institutions, Roxbury Community College's General Education program in Liberal Arts has been designed to fulfill the requirements of the Commonwealth Transfer Compact. NOTE: Students who intend to transfer to a four-year college or university

should consider the requirements of that institution before selecting their courses. For more information, contact the Division of Arts, Humanities, and Social Sciences, Room 3-301.

Course Requirements

Electives

SCIELECT	LAB SCIENCE ELECTIVE
HUMELECT	HUMANITIES ELECTIVE
LANELECT	WORLD LANGUAGE ELECTIVE
SSIELECT	SOCIAL SCIENCES ELECTIVES
OPENELEC	OPEN ELECTIVES

Program Path

MATHEMATICS

Program Overview

62 credit hours - Program Code: ALAMA

The Mathematics concentration provides students with the equivalent of the first two years of a mathematics program of study in a four-year college or university. In addition, courses in the Mathematics Department offer a strong foundation in mathematics that is advantageous to students interested in many other fields of study and particularly helpful for those individuals with little or no previous exposure to or success in mathematics. Students who complete the mathematics concentration generally transfer to a college or university program in mathematics or education, or to a related area such as computer science, engineering, or physical science. For more information about this program, contact the Science, Technology, Engineering, and Math Division (STEM), 3-401.

Course Requirements

Electives

HUMELECT	HUMANITIES ELECTIVES
SSIELECT	SOCIAL SCIENCE ELECTIVES
OPENELEC	OPEN ELECTIVES

Program Path

PHYSICAL SCIENCE

Program Overview

67 credit hours - Program Code: ALAPS

Students choosing the Physical Science concentration receive a strong foundation in chemistry, physics, and mathematics qualifying them to enter the junior year of a science/math program of study at a four-year college or university. Students who complete the Physical Science concentration usually transfer to a college or university program in physics, chemistry, mathematics, or a related major such as computer science or engineering. For more information about this program, contact the Science, Technology, Engineering, and Math Division (STEM), 3-401.

Course Requirements

Electives

HUMELECT	HUMANITIES ELECTIVES
SSIELECT	SOCIAL SCIENCE ELECTIVES
OPENELEC	OPEN ELECTIVES

Program Path

SOCIAL SCIENCE

Program Overview

62 credit hours - Program Code: ALASS

A concentration in any of the social sciences provides excellent preparation for students who aspire to careers in law, mental health, or education, as well as for those seeking employment in social science organizations, government service, and community organizations. The curriculum has been designed with very few required courses and many electives in order to allow students maximum flexibility for exploration. Students continuing their education at a four-year college or university will be expected to major in a particular subject area. A bachelor's degree is essential for most entry-level positions. Students interested in pursuing a career in the social sciences or education should possess a genuine concern for others and a desire to help people improve the quality of their lives. The ability to communicate well both orally and in writing is an essential skill for anyone considering a career in these areas. For more information, contact the Arts, Humanities, and Social Sciences Division in 3-301.

Course Requirements

Electives

SCIELECT	LAB SCIENCE ELECTIVE
HUMELECT	HUMANITIES ELECTIVES
LANELECT	WORLD LANGUAGE ELECTIVE
SSIELECT	SOCIAL SCIENCE ELECTIVES
OPENELEC	OPEN ELECTIVES

Program Path

SOCIAL SCIENCE URBAN SUSTAINABILITY ADVOCACY

Program Overview

61 credit hours - Program Code: ALAUS

Students who enroll in the new Urban Sustainability Advocacy (USA) concentration will receive instruction and training in the following pedagogical areas: advocacy, climate change, data analytics, environmental science, public policy, qualitative and quantitative statistical methods, social justice, sociology, and urban sustainability. For more information, contact the Arts, Humanities, and Social Sciences Division in 3-301.

Course Requirements

Electives

SCIELECT	LAB SCIENCE ELECTIVE
HUMELECT	HUMANITIES ELECTIVES
LANELECT	WORLD LANGUAGE ELECTIVE
SSELECT	SOCIAL SCIENCE ELECTIVES
OPENELEC	OPEN ELECTIVES

Program Path

ACCOUNTING

Program Overview

64 credit hours - Program Code: SBUAN

This program is designed for students interested in the fields of general accounting, financial accounting, auditing, cost accounting, or management accounting in both the public and private sector. In all of these areas, records must be kept and financial reports prepared that provide the financial data needed to evaluate past performance and future operations. Compliance with Internal Revenue Service law and other government regulations requires that businesses maintain accounting records accurately and prepare appropriate reports. Graduates of this program are qualified for entry-level positions such as accounts payable or accounts receivable clerk, inventory manager, cost accounting clerk, junior accountant in public accounting firms, and full-charge bookkeeper in a motel or restaurant environment. Course work in computers further enhances employment opportunities, but a bachelor's degree in accounting is generally required for most professional positions. For more information about this program, contact the Science, Technology, Engineering, and Math Division (STEM), 3-401.

Course Requirements

Electives

BUSELECT
HUMELECT
SCIELECT

BUSINESS ELECTIVES
HUMANITIES ELECTIVES
LAB SCIENCES ELECTIVE

Program Path

BIOTECHNOLOGY

Program Overview

66 Credit Hours - Program Code: SSCBT

The purpose of the Associate in Science degree program in biotechnology is two-fold. All students will obtain a broad-based science background focusing on courses in the life and chemical sciences. In addition, students will develop specific laboratory skills applicable to procedures commonly performed in research, hospital and industrial laboratories all over the United States. Students successfully completing the program will be able to transfer to a four-year university to further their studies in the sciences at the baccalaureate level or, if they prefer, directly enter the workforce as entry-level research or laboratory assistants. For more information about this program, contact the Science, Technology, Engineering, and Math Division (STEM), 3-401.

Course Requirements

Electives

HUMELECT
SSIELECT

HUMANITIES ELECTIVES
SOCIAL SCIENCES ELECTIVES

Program Path

BUSINESS MANAGEMENT

Program Overview

64 credit hours - Program Code: SBUBM

The AS degree in Business Management provides a broad background in the basic principles and applications of marketing, production, finance, personnel management, and accounting. Students acquire skills that can be applied in a wide variety of businesses in positions such as management trainee, assistant manager, administrative assistant, or sales trainee. Students can enhance their career options by concentrating their course work in retailing, marketing, personnel, or other areas, and by participating in internship opportunities. For more information contact the Science, Technology, Engineering, and Math Division (STEM), Room 3-401.

Course Requirements

Electives

BUSELECT
HUMELECT
SCIELECT

BUSINESS ELECTIVES
HUMANITIES ELECTIVES
LAB SCIENCE ELECTIVES

Program Path

CRIMINAL JUSTICE

Program Overview

62 Credit Hours - Program Code: SHSCJ

The Program offers students an academic foundation in Criminal Justice combined with an emphasis on a real world understanding of the field. The curriculum is designed to encourage academic excellence while incorporating the college's commitment to cultural education, strengthening the

community and educating Criminal Justice professionals who are sensitive to the needs and concerns of people of color. Courses in the major include Introduction to Criminal Justice, Law Enforcement Operations and Criminal Law. Other Program courses, including English, Humanities, Mathematics and Social Sciences are designed to facilitate transfer to four-year Programs. For more information about opportunities in Criminal Justice contact the Health and Human Services Division, in 4-319.

Course Requirements

Electives

CJPELECT	CRIMINAL JUSTICE ELECTIVE
HUMELECT	HUMANITIES ELECTIVES
SCIELECT	LAB SCIENCE ELECTIVES

Program Path

EARLY CHILDHOOD EDUCATION

Program Overview

64 Credit Hours - Program Code: SHSEE

This program is designed for students who are interested in working with young children in developmentally appropriate programs. In addition to Early Childhood Education courses including two 150 hours practicum, the student is given a strong foundation in liberal arts. Upon completion of the programs, the student is qualified to work in a licensed childcare setting or transfer to a four-year college for further study. Graduates can become teachers of young children in day care centers, nursery schools, and Head Start programs. The program meets the requirements of the Department of Early Education and Care for teacher certification. For more information, contact the Division of Health and Human Services in 4-319.

Course Requirements

Electives

ECEELECT	ECE ELECTIVES
HUMELECT	HUMANITIES ELECTIVES
SCIELECT	LAB SCIENCE ELECTIVES
SSIELECT	SOCIAL SCIENCE ELECTIVES

Program Path

ENGINEERING

Program Overview

61 Credit Hours - Program Code: SSCEG

This program is designed to give students who are talented in the physical sciences a strong background in mathematics, chemistry, and physics. Students graduating with a Pre-Engineering concentration can gain employment as technicians at high-technology firms or can transfer to a four-year college or university to complete a baccalaureate degree. This program is excellent for students who want to be engineers. Our focus is on mathematical problem solving, which prepares you for a competitive career in industry. For more information about this program, contact the Science, Technology, Engineering, and Math Division (STEM), 3-401.

Course Requirements

Electives

HUMELECT	HUMANITIES ELECTIVES
SSIELECT	SOCIAL SCIENCE ELECTIVES
OPENELEC	OPEN ELECTIVES

Program Path

INFORMATION SYSTEMS TECHNOLOGY

Program Overview

64 Credit Hours - Program Code: SCSIT

The Information Systems Technology Department offers an Associate in Science Degree in Information Systems Technology that allows students to develop the information technology skills needed to succeed in today's professional environment. This degree will provide students with more options from which to choose in order to pursue a career or transfer to a four-year college: (1) The degree prepares students for a wide variety of employment opportunities in the computer information services industry such as computer operator, help desk support, programmer analyst, PC support technician, and network support technician. (2) This program is transferable to the University of Massachusetts Boston or other private or public University towards a four-year Bachelor of Science degree in Information Technology (BSIT). As a student in the program, you are expected to work with a department advisor in planning semester-by-semester class schedules leading toward fulfillment of all program requirements. If you plan to earn a bachelor's degree, you are responsible for learning the departmental requirements of the school to which you plan to transfer. For more information about this program, contact the Science, Technology, Engineering, and Math Division (STEM), 3-401.

Course Requirements

Electives

HUMELECT	HUMANITIES ELECTIVES
SSIELECT	SOCIAL SCIENCE ELECTIVES
SCIENCE	LAB SCIENCE ELECTIVES
MAT/IST	INFORMATION SYSTEMS TECHNOLOGY OR MATHEMATICS ELECTIVE

Program Path

RADIOLOGIC TECHNOLOGY

Program Overview

70 Credit Hours - Program Code: SNRRT

The Radiologic Technologist works within the healthcare environment to provide diagnostic images for treatment and diagnosis. The imaging professional is responsible for accurately positioning patients and ensuring that a quality diagnostic image is produced. Each Radiologic Technologist is responsible for radiation safety, radiation protection and basic patient care. Clinical experience in Boston – area hospitals combined with coursework prepares graduates for positions in this high demand field. For more information about this program, contact the Health and Human Services Division, Building 4-319.

Prerequisite courses must be completed before applying to the program. See program admissions information. The student must be selected into the program before registering for Radiology/Allied Health (HLT) courses. It is recommended that students complete other general education courses before applying (i.e. Anat and Phys II, English II, Psychology, Humanities elective).

Course Requirements

Prerequisites

Requirements

Electives

OPENELEC	OPEN ELECTIVES
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Program Path

WEB TECHNOLOGIES

Program Overview

64 Credit Hours - Program Code: SCSWT

The Information Systems Technology Department offers an Associate in Science Degree in Web Technologies that is designed for students interested in becoming Webmasters or Web developers using the personal computer as a tool in designing, developing and maintaining both front and back-end components of Web sites. Through an in-depth course of study and a capstone project, students will learn to create, maintain and manage industry-standard Web sites and commerce sites on networks. Graduates of this program will be prepared for entry-level employment in the rapidly

emerging field of Web authoring software and tools and Web development. If you plan to earn a bachelor's degree, you are responsible for learning the departmental requirements of the school to which you plan to transfer. For more information contact the Science, Technology, Engineering, and Math Division (STEM), Room 3-401.

Course Requirements

Electives

HUMELECT	HUMANITIES ELECTIVES
SCIENCE	LAB SCIENCE ELECTIVES
SSIELECT	SOCIAL SCIENCE ELECTIVES

Program Path

NURSING

Program Overview

68-71 Credit Hours - Program Code: SNRRN

The Associate in Science degree in nursing is designed for students who seek careers as registered nurses. The program is designed to prepare graduates for the National Council Licensing Exam in Registered Nursing (NCLEX-RN). The program articulates with many baccalaureate nursing programs for graduates desiring further nursing education. There are pre-requisite courses that must be completed before a student can be accepted to the associate degree nursing program. Satisfactory completion of pre-requisite courses does not guarantee admission to the program. For more information about this program, contact the Department of Nursing, Building 4-319. For more information, see the Nursing Program page on the RCC website.

Course Requirements

Electives

HUENLA	HUMANITIES ELECTIVES
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Program Path

ACCOUNTING CERTIFICATE

Program Overview

27 Credit Hours - Program Code: CBUAC

Financial records must be kept in all profit and non-profit organizations including government, industry, retail, the health-care system and education. Those earning this certificate are equipped to work in business offices as bookkeeping clerks or entry-level financial assistants.

Course Requirements

Program Path

BIOTECHNOLOGY/BIOMANUFACTURING CERTIFICATE

Program Overview

29 Credit Hours - Program Code: CSCBI

Biotechnology and biomanufacturing industries are among the most rapidly expanding fields in Massachusetts. The Biotechnology/Biomanufacturing Certificate Program is designed for the student who wishes to learn about the field of biotechnology or who may already have a scientific background but desires to study the details of this burgeoning field in the hope of gaining an entry level position at one of the many biotechnology companies, hospitals, clinics or labs in the greater Boston areas: research assistants, lab technicians, manufacturing technicians, quality control technicians, documentation coordinators, and instrumentation calibration coordinators are examples of such careers.

Course Requirements

Program Path

BROADCAST MEDIA TECHNOLOGY CERTIFICATE

Program Overview

27 Credit Hours - Program Code: CATBT

This exciting certificate program is designed to introduce the basic core skills needed for students who wish to begin a career in Broadcast Radio or Television and not pursue a degree track. In addition to learning the latest in digital editing technology, students will use state-of-the-art equipment and develop, produce, and direct a short video project. Other techniques taught include synchronization, audio mixing, lighting, dubbing, and special effects production.

For more information, contact the Science, Technology, Engineering, and Math Division (STEM), Room 3-401.

Course Requirements

Electives

HUMELECT

HUMANITIES ELECTIVES

Program Path

HEALTH CAREERS CERTIFICATE

Program Overview

29 credit hours - Program Code: CHECA

The Health Careers Certificate is a one-year program designed to prepare students for admission into competitive associate degree programs in the health sciences, including Nursing, Radiologic Technology, Anesthesia Technology, and related allied health fields. The program provides focused instruction in key prerequisite science and general education courses required for entry into selective health programs. It is intended for students seeking a structured pathway to complete prerequisite and foundational coursework before applying to a degree granting health science program. Students are encouraged to work closely with an academic advisor to ensure alignment with the specific admission requirements of their intended program.

Course Requirements

Program Path

INFORMATION SYSTEMS TECHNOLOGY CERTIFICATE

Program Overview

31 Credit Hours - Program Code: CCSIT

The Information Systems Technology Department offers a Certificate in Information Systems Technology which is structured to help meet the career goals of individuals who at present have little or no academic or work-related background in computer programming. Upon completion of a Certificate in Information Systems Technology, students will be prepared to fill a variety of entry-level support positions in training, sales, or utilization of common workplace computer programs. For more information, contact the Science, Technology, Engineering, and Math Division (STEM), Room 3-401.

Course Requirements

Program Path

NETWORK ADMINISTRATION CERTIFICATE

Program Overview

28 Credit Hours - Program Code: CCSNE

The Information Systems Technology Department offers a three semester Certificate in Network Administration that allows students to develop the information technology skills needed to succeed in today's professional environment. This certificate will provide students with hands-on training necessary to pursue an IT career. It prepares students to demonstrate their proficiency by taking certain certification exams or transfer to the AS degree program: Upon completion this certificate program, students are eligible to take the CompTIA A+, Cisco CCENT and CCNA certification exams. For more information, contact the Science, Technology, Engineering, and Math Division (STEM), Room 3-401.

Course Requirements

Program Path

COURSE DESCRIPTIONS

ALL COURSES
