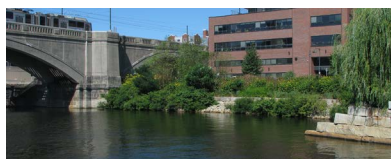




Student Consumer Information Guide



Federal Student Disclosure Requirements — In compliance with the federal Higher Education Act of 1965, as amended by the Higher Education Opportunity Act of 2008 (HEOA), Cambridge College provides this list of topics for disclosure/compliance/student right-to-know and explains how to get the information.

The catalog and website describe the obligations and responsibilities of students and Cambridge College.

This guide is produced by the Office of Student Affairs and the Office of Communications, Public Relations and Marketing. Please call the Dean of Student Affairs at 617.873.0470 or the Vice President of Marketing, Communications & Public Relations at 617.873.0621 to request a printed copy, to make inquiries or complaints.

1000 Massachusetts Avenue
Cambridge, MA 02138
617.868.1000
www.cambridgecollege.edu

Updated 09/20/16

About the College

- www.cambridgecollege.edu/about-cambridge-college
- Accreditation and state authorization/approval
www.cambridgecollege.edu/about-cambridge-college/honors-and-accreditation

● Academic Catalog, at www.cambridgecollege.edu/academic-catalog

Introduction includes:

- > Accreditation and Authorization
- > Mission, history, teaching and learning, goals and outcomes
- > Student rights and responsibilities
- > Brief student and faculty demographics

Campus Settings and Locations

- Academic Catalog: *Introduction, Cambridge Main Campus* and *Regional Locations*

Cambridge College is a private, nonprofit institution

- www.cambridgecollege.edu/about-cambridge-college

Administrative Officers

www.cambridgecollege.edu/about-cambridge-college/college-administration

- Academic Catalog: *Governance & Administration*

Board of Trustees

- Academic Catalog: *Governance & Administration*

www.cambridgecollege.edu/office-president/board-trustees

General Inquiries ● for admissions and other inquiries, see below

www.cambridgecollege.edu/about-cambridge-college/college-administration

Office of Communications, Public Relations & Marketing • 617.873.0621

Financial Statements (Audited)

By written request to the Vice President for Finance & Administration

Academics

Academic Affairs Office • 617.873.0125

Academic Policies and Procedures

- www.cambridgecollege.edu/resources/academic-policies-procedures
- Academic Catalog: *Academic Advising, Policies, Procedures*
Includes: Confidentiality of Student Records (FERPA)
- For policies specific to any one school, see the introduction to the Schools of Undergraduate Studies, Education, Management, or Psychology & Counseling.
- Call Registrar at 617.873.0106 or Student Affairs at 617.873.0125

Academic Integrity, Plagiarism and Sanctions

- Academic integrity: www.cambridgecollege.edu/academic-integrity
- Policy for use of copyrighted materials:
www.cambridgecollege.edu/digital-millennium-copyright-act-policy

- How to avoid plagiarism: Log in to MyCC web portal, go to the online library, and click on Avoiding Plagiarism.
- Sanctions: www.cambridgecollege.edu/academic-policies-procedures/student-code-conduct
- Academic Catalog: *Academic Policies and Procedures*

Academic Catalog

- www.cambridgecollege.edu/academic-catalog
- Request paper catalog from the Academic Affairs Office, Student Affairs Office, or your regional center office.

Academic Programs • Requirements for Degrees, Concentrations and Certificates

- www.cambridgecollege.edu/academic-programs
Choose the school of interest, then a program and location at which it is offered.
- Academic Catalog: see the Schools of Undergraduate Studies, Education, Management, or Psychology & Counseling.

Expected Educational Outcomes • Goals for Students' Education

- Academic Catalog
 - > *Introduction* includes: teaching and learning, goals and outcomes
 - > *Each school* outlines general learning outcomes in its introduction
 - > *Each program* includes learning outcomes
- On the website, choose your CC location/academic program and see program outcomes

Faculty

- Academic Catalog: *Faculty* (sabbaticals are noted)

Courses Currently Offered

- Go to the MyCC web portal at <https://mycc.cambridgecollege.edu/ics> and click on Course Search

Programs and Services Available at CC Locations

- Academic Catalog: *Regional Locations* briefly outlines the services available
- The CC website shows which programs are available at each CC location.

Textbooks

- Go to MyCC web portal home page at <https://mycc.cambridgecollege.edu/ICS>, click on Course Search, and search for courses of interest. Textbooks may be listed there. Textbooks are listed on the course syllabus, which is available on the MyCC portal to registered students.

Other Available Educational Opportunities, such as CC Talks and Leadership Speaker Series, are announced on the website.

Programs and Courses Not Available

- Academic Catalog:
 - > *Each program* is available unless otherwise noted
 - > Not every course is offered every year; see MyCC>Course Search for current offerings each term
- www.cambridgecollege.edu/academic-catalogs-back-issues

Academic and Other Support Services

Academic Advising

- www.cambridgecollege.edu/student-affairs/academic-advising
- Academic Catalog: *Academic Advising, Policies, Procedures*
- www.cambridgecollege.edu/student-affairs/student-success-and-support

Academic Support Services (writing and math tutoring) • 617.873.0191 (Cambridge) or regional center director

- www.cambridgecollege.edu/student-affairs/academic-support-services
- Academic Catalog: *Academic Support Services*

Career Resource Center

- www.cambridgecollege.edu/resources/career-resource-center

Computer Use on Campus

- www.cambridgecollege.edu/information-technology/available-it-resources
- Academic Catalog: *Academic Support Services*

Instructional Facilities, Labs and Academic Technology Resources

- www.cambridgecollege.edu/available-it-resources/academic-technology and www.cambridgecollege.edu/available-it-resources/it-services
- Academic Catalog: *Cambridge Main Campus and Regional Locations*

Online Library and Support for Student Research

www.cambridgecollege.edu/resources/library-services

- Academic Catalog: *Academic Support Services*

Admissions

800.829.4723

Contact Information for Admissions Counselors, student services and advising personnel

- www.cambridgecollege.edu/about/faculty-and-staff
OR: go to your CC location's homepage and click on Contact Us
- Academic Catalog: *Directory*

Admissions Requirements, Procedures, Policies

- Go to your Cambridge College location's homepage and click on Admissions
OR: go to your CC location and program of choice, then click on Admissions.
- Academic Catalog: *Admissions*

Articulation Agreements

- Academic Catalog: *Admissions* includes a list of institutions with which the College has articulation agreements

Transfer Credit Requirements, Policies, Procedures

- www.cambridgecollege.edu/admissions/transferring-credits
- Academic Catalog: *Transfer of Credit*

Attending Cambridge College

Student Affairs Office • 617.873.0470

New students welcome and resources

www.cambridgecollege.edu/resources/new-students

Campus Safety and Security • Call 617.873.0659

- www.cambridgecollege.edu/business-operations/public-safety includes Jeanne Cleary disclosure of security policy and crime statistics

Career Resources • 617.873.0614

- www.cambridgecollege.edu/resources/career-resource-center
- Academic Catalog: *Student Affairs*

Class Attendance

- Academic Catalog: *Academic Advising, Policies, Procedures*

Disability Services/Campus Access • 617.873.0614 • disabilitysupport@cambridgecollege.edu

- www.cambridgecollege.edu/student-affairs/disability-support-services
AND: www.cambridgecollege.edu/disability-support-services/disability-support-services-regulatory-information
- Academic Catalog: *Student Affairs*

General Non-Academic Policies

- www.cambridgecollege.edu/college-policies
- Academic Catalog: *Compliance and Community Policies* includes:

- > Drug and Alcohol Policy
- > Emergency Response and Evacuation Procedures, Fire Safety

The College has developed procedures for response and notification in the event of an ongoing or continuing threat to the college community that may or may not include evacuation or closing a facility. Egress maps are posted in all classrooms and office suites with general emergency procedures to follow. For more information consult with campus security authorities listed below.

- > Hazing/Endangerment/Abuse
- > Non-Discrimination and Harrassment
- > Smoking

Immunization Requirements

- Choose your Cambridge College location and academic program, click on the Admissions tab, and scroll down to Student Health Requirements.
- Academic Catalog: *Student Affairs*

International Students • 617.873.0142

- www.cambridgecollege.edu/offices/international-students
- Academic Catalog: *Student Affairs*

Student Activities • 617.873.0470

Cambridge College, as a non-residential college for adults, offers co-curricular and non-academic student activities. The College does not offer athletics programs. Events for students are announced on the website.

- www.cambridgecollege.edu/office-student-affairs-osa-policies-student-community

Student Code of Conduct, Sanctions for Code Violations • 617.873.0470

- www.cambridgecollege.edu/academic-policies-procedures/student-code-conduct
- Student Handbook: *Complaints, Grievances, Appeals*
- Academic Catalog: *Student Affairs*

Student Complaints, Grievances and Appeals • 617.873.0470

- www.cambridgecollege.edu/student-affairs/complaints-grievances-appeals
- www.cambridgecollege.edu/academic-policies-procedures/student-code-conduct
- Student Handbook: *Complaints, Grievances, Appeals*
- Academic Catalog: *Student Affairs*—includes internal process and external resources
- Online Student Concern/Complaint Report form: <https://goo.gl/SgWgjD>

Title IX Sexual Misconduct Policy

- Academic Catalog: *Student Affairs*
- www.cambridgecollege.edu/college-policies

VAWA Violence Against Women Act • Academic Catalog: *Student Affairs*

Voter Registration

See your local town/city or state website or www.eac.gov

Cost of Attendance

Bursar's Office (Student Accounts) • 800.877.4723 x1326 • bursars@cambridgecollege.edu

- CC website: go to any CC location and program, then click on Tuition.
- Academic Catalog: *Tuition & Payment*

Includes: Tuition rates and other fees, payment, student health insurance, refunds and repayment. A worksheet is provided with which the estimated cost of attendance may be calculated for any program.

Net price calculator • www.cambridgecollege.edu/net-price-calculator

The estimates provided are applicable only to full-time, first-time degree/certificate-seeking undergraduate students.

Student Health Insurance

- www.cambridgecollege.edu/bursar/student-health-insurance

Financial Aid

Financial Aid Office • 617.873.0440 • financialaidweb@cambridgecollege.edu

- www.cambridgecollege.edu/offices/financial-aid
 - > Student rights and responsibilities regarding financial aid:
www.cambridgecollege.edu/offices/financial-aid
 - > Applying for aid: www.cambridgecollege.edu/financial-aid/applying-financial-aid
 - > Eligibility: www.cambridgecollege.edu/federal-title-iv-financial-aid-eligibility
 - > Loans, grants, scholarships, work-study:
www.cambridgecollege.edu/financial-aid/financial-aid-resources
 - > Satisfactory academic progress: www.cambridgecollege.edu/federal-financial-aid-student-satisfactory-academic-progress-sap
 - > Refund of excess funds: www.cambridgecollege.edu/financial-aid/financial-aid-faqs
 - > Repayment calculator:
www.cambridgecollege.edu/financial-aid/financial-aid-support-programs-and-procedures
 - > Suspension of financial aid eligibility due to drug-related offences:
www.cambridgecollege.edu/drug-and-alcohol-policy-students
 - > Withdrawal and tuition liability:
www.cambridgecollege.edu/federal-financial-aid-student-withdrawals-and-leave-absence
- Academic Catalog: *Financial Aid*

Withdrawing

- Academic Catalog: *Academic Advising, Policies, Procedures; Tuition & Payment; and Financial Aid*

Statistics and Surveys

Research, Planning & Evaluation Office • 617.873.0150

Size and Characteristics of the Student Body/Student Diversity

- <https://www.cambridgecollege.edu/research-planning-and-evaluation/student-consumer-information>
- Academic Catalog: *Introduction*

Financial Aid and Student Debt

including 3-year cohort default rate, and average amount of student debt

- <https://www.cambridgecollege.edu/financial-aid/financial-aid-faqs>
- Academic Catalog: *Introduction*

Student Success

- Common Data Set. See www.cambridgecollege.edu/research-planning-and-evaluation/common-data-set

Retention and Pass Rates, including MTEL pass rate

- <https://www.cambridgecollege.edu/research-planning-and-evaluation/student-consumer-information>
- Academic Catalog: *Introduction*

Gainful Employment

- www.cambridgecollege.edu/research-planning-and-evaluation/gainful-employment

Key Contacts

www.cambridgecollege.edu/about/faculty-and-staff

Phone Numbers: Main Campus and Regional Locations

	<u>MAIN NUMBER</u>	<u>EMERGENCY CONTACT</u>
Cambridge, MA	617.868.1000 . . .	617.873.0101
1000 Mass Ave Security		617.873.0115
17 Msgr O'Brien Hwy Security		617.873.0444
Cambridge College Lawrence	978.738.0502 . . .	978.738.0502 x1407
Security		978.659.1299
Cambridge College Puerto Rico	787.296.1101 . . .	787.296.1101
Cambridge College Southern California	909.635.0250 . . .	909.635.0250 x1560
Cambridge College Springfield	413.747.0204 . . .	413.747.0204 x6610
Tower Square Security		413.734.2503

Admissions Counselors

Call 1-800-829-4723 and ask for an admissions counselor at your location, or see www.cambridgecollege.edu/about/faculty-and-staff if you know your admissions counselor's name.

Key Resources at Cambridge, MA main campus

Admissions Records	617.873.0447	admissionrecords@cambridgecollege.edu
Bursar's Office	800.877.4723 x1326	bursars@cambridgecollege.edu
Disability Support	617.873.0614	disabilitysupport@cambridgecollege.edu
Financial Aid Office	617.873.0440	financialaidweb@cambridgecollege.edu
Registrar's Office	617.873.0101	registrar@cambridgecollege.edu
Dean of Student Affairs Office	617.873.0470	studentaffairs@cambridgecollege.edu
Transfer Credit Office	617.873.0143	transfercredit@cambridgecollege.edu