

## Campus Resource Guide for New Faculty

<p><b><u>Academic Advising Center</u></b> West Hall, 2<sup>nd</sup> Floor 732.906.2596 <a href="mailto:advising@middlesexcc.edu">advising@middlesexcc.edu</a></p> <p>Monday-Thursday 8:30 a.m.-6:30 p.m.</p> <p>Tuesday, Wednesday, Fri. 8:30 a.m. -4:30 p.m.</p>	<p>Walk-in Advising assistance (help with selecting classes, add/drop, withdrawal). Serves all part-time students. Full time students are assigned an advisor but are also welcome to stop by the center for assistance (use the “My Advisor” tab on Campus Cruiser/Web Advisor (CC/WA) for name and office location of their faculty advisor).</p> <p>On the webpage: How to register and add/drop classes, Transcript and what you need to graduate, Explanation of early warnings and mid-term reports, Faculty office hours, “Ask an advisor” videos, and more</p>
<p><b><u>Adjunct Faculty Office</u></b> Raritan Hall 013 732.548.6000 X7772 Monday- Thursday 10:15 a.m.- 6:15 p.m. Friday 9:00 a.m. -5:00 p.m.</p>	<p>Space for adjuncts to work or meet with students Copier and scantron machines Computers</p>
<p><b><u>Blue Colt Bookstore</u></b> 732.906.2539</p>	<p>Rent or purchase books, supplies, gifts, clothes, food, snacks, and more</p>
<p><b><u>Campus Cruiser Help</u></b> 732.906.2616 <a href="mailto:Cruiser_help@middlesexcc.edu">Cruiser_help@middlesexcc.edu</a></p>	<p>Short How-To Videos: <a href="#">Campus Cruiser - Tutorial</a></p>
<p><b><u>Career and Transfer Services</u></b> West Hall, 2nd Floor 732.906.2595</p> <p>Monday-Friday 8:00 a.m.-5:00 p.m. Evening Appointments Monday and Thursday until 6:30</p>	<ul style="list-style-type: none"> <li>• Job search resources and assistance</li> <li>• Résumé development and job interview coaching</li> <li>• Cooperative Education and internships</li> <li>• Federal Work Study</li> <li>• Career fairs and on campus recruiting</li> <li>• Transfer services and advising</li> <li>• In class presentations on all of the above</li> </ul>

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<p><b><u><a href="#">CELT- Center for the Enrichment of Learning and Teaching</a></u></b> Center I celt@middlesexcc.edu</p>	<p>Professional Development Opportunities</p> <p>CELT Mondays at 11:00 a.m. on the 4<sup>th</sup> Monday of every month</p> <p>Register for CELT events on <a href="#">EventBrite</a>.</p> <p>Mentoring for New Full and Part Time Faculty</p> <p>Numerous online resources- <a href="http://www.middlesexcc.edu/celt">www.middlesexcc.edu/celt</a></p>
<p><b><u><a href="#">Child Care Center</a></u></b> Edison Hall 184 B 732.906.2542</p>	<p>Monday – Friday 7:30 a.m. – 6:00 p.m. Faculty, staff, students and community members with children 2 ½ to 5 years of age can apply. <a href="#">Fee Policy</a></p>
<p><b><u><a href="#">Computer Help Desk</a></u></b> 732.906.4251 Help_desk@middlesexcc.edu</p>	<p>Assistance with PC computers, printers in enhanced classrooms, phones or email</p>
<p><b><u><a href="#">Counseling Services</a></u></b> Edison Hall 100 732.906.2546 Monday and Thursday 8:00 a.m. – 8:00 p.m. Tuesday, Wednesday, and Friday 8:00 a.m. – 5:00 p.m.</p>	<p>Professional counselors assist students in making decisions about career choices, educational majors, personal concerns, and transferring to a four-year college. Counselors assist students in adjusting to the demands of college and in improving their academic skills and social skills. Professional counselors work by appointment so that time with a counselor can be reserved for students. Appointments are free and confidential. Drop-in opportunities are also available during normal hours of operation, subject to the availability of professional staff. Counseling Services provides: Academic, Career, Personal, and Transfer Counseling. Specialized services include: international student services, Project Connections, and services for students with disabilities. Counseling Services also provides consultation for faculty: Managing stressful situations in the classroom or on campus and referrals for students. Professional counselors conduct class presentations on topics such as college resources, stress management, and goal setting.</p>

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<p><b>Copy Center</b> East Hall Annex copycenter@middlesexcc.edu 732.906.3409 Monday, Thursday, Friday 8:30 a.m. - 4:30 p.m. Tuesday, Wednesday 8:30 a.m. – 6:00 p.m.</p>	<p>Copying: Walk in or attach your job to an email; Delivery or pickup is available Test booklets, scantron answer forms</p>
<p><b><u>Financial Aid Office</u></b> West Hall, 2<sup>nd</sup> Floor 732.906.2520 Faid@middlesexcc.edu</p>	<p>Financial aid assistance for students</p>
<p><b><u>Library</u></b> 732.906.2561</p>	<p>Library database access from on campus or home 24 hour help for faculty and students via in person or phone during regular hours or chat when library is closed (<b><u>Hours and Calendar</u></b>) Class presentations on library resources and information literacy skills</p>
<p><b>Media Services</b> Johnson Learning Center 732.906.2527</p>	<p>Media Booking, Help Desk Tickets, Media Production <b><u>Help Desk Ticket Submission's</u></b> <b><u>Media Booking Request's</u></b> <b><u>Media Production Request's</u></b></p>
<p><b><u>Police</u></b> Gateway Building 732.906.2500</p>	<p>Emergencies Lost and Found <b><u>Parking Information</u></b></p>
<p><b><u>Physical Education Center</u></b> Mondays – Fridays 7:00 a.m. – 10:00 p.m.</p>	<p>Work-out facilities for faculty, staff, and students</p>
<p><b><u>Student Handbook- Pathfinder</u></b></p>	<p>Overview of college resources and information every student should know about the college</p>

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<p><b><u>Testing Center</u></b> Johnson Learning Center 229 732.906.2508 testing@middlesexcc.edu</p>	<p>Make- up tests for students <a href="#">FAQ's</a> <a href="#">Adapted Testing for students with disabilities</a></p>
<p><b><u>Tutoring Services</u></b> IRC 241 732.548.9000 X 3222  Check links for current schedules</p>	<p><a href="#">Writing Center:</a> The Middlesex County College Writing Center offers one-on-one tutoring to all currently enrolled students. Whether faculty members recommend the tutoring or students decide to seek additional assistance on their own, the Writing Center will help students address their writing problems and guide them toward a better understanding of the writing process. Writing Center tutors are not editors: they will not grade, correct or re-do a student’s work; however, they will provide guidance, explain principles, and help each student communicate more effectively through the written word.</p> <p><a href="#">Tutoring Center:</a> Academic assistance in IRC 241 is available for courses in the Natural Sciences, Business, English, Reading, Writing, Mathematics, and many other subjects. This tutoring is offered on a drop-in basis, and is provided most days with some evening and weekend hours (depending on the semester or term). Specific subject tutoring schedules are available on the Learning Center check-in desk; not all courses are tutored on a daily basis.</p>
<p><b><u>Registrar’s Office</u></b> West Hall, 2<sup>nd</sup> Floor 732.906.2523</p>	<p>Registration, grades, transcripts</p>