Student Resources

Bookstore (Barnes & Noble)

Store Hours
Regular hours at the Gardner Campus during the fall and spring semesters are 8:30 a.m. to 4:00 p.m., Monday through Thursday, and 8:30 a.m. to 3:00 p.m. on Fridays. Extended hours are offered during the beginning of each term. Posted hours are available at the Leominster and Devens Campuses. This information is posted on www.whywaitforbooks.com (http://www.whywaitforbooks.com). For more information, call 978-632-8238.

Textbook Costs
While textbook prices vary widely, we recommend that you budget for about $125 per course for your required learning materials. Your MWCC bookstore is very concerned about textbook prices and makes every attempt to provide lower cost options such as used textbooks (sold at a 25 percent discount), textbook rentals, and digital textbooks. The bookstore also buys back used textbooks at the end of each term.

Website
Your MWCC Bookstore can be found online at www.whywaitforbooks.com (http://www.whywaitforbooks.com). Here you can buy your college textbooks as well as an assortment of MWCC clothing and gifts. The website will accept VISA, MasterCard, Discover, American Express, Barnes & Noble gift cards, and MWCC financial aid book vouchers. The website also features the most up-to-date information regarding store hours and events.

Bulletin Boards and Posting Policy
Advertising on campus, posting on bulletin boards, and similar solicitations are subject to the approval of the executive vice president and chief student affairs officer or her/his designee and to the college solicitation policies. All materials in display cases and on bulletin boards must be authorized, stamped, and dated by the student services office before appearing on bulletin boards. Unstamped advertisements and notices will be removed. Dated materials will be removed upon completion of the advertised date of the event or program. Undated materials will be posted for two weeks unless otherwise approved. Additionally, commercially sponsored programs or events (for-profit organizations, including but not limited to night clubs, travel program agencies, etc.) may not solicit or promote their events on the property of MWCC. Advertising may appear on assigned bulletin boards and stanchions only. Windows, doors, walls, and glass are not for advertising purposes. Advertising appearing in unassigned areas will be removed. Entrances, doorways, and hallway areas may not be blocked in any way by postings. Posted advertisements can be no larger than 11” X 17.” Conditional exceptions may be allowed by the vice president or a designated representative. Certain bulletin boards and display cases are assigned and identified for the exclusive use of academic or other departments for college business and are not subject to this approval process.

Cafeteria–(Green Street Café) Gardner Campus only
The cafeteria is open from 7:30 a.m. to 2:00 p.m., Monday through Friday during the regular academic year. The cafeteria is open for evening students from 4:30 p.m. to 7:30 p.m., Monday through Thursday. Please help the cafeteria staff by placing your refuse, trays, and dishes in the designated areas. Food and beverages are not allowed in classrooms. Consumption of all foodstuffs should be confined to the cafeteria area unless wrapped in a “take out” container.

Child Care Services
The Garrison Center for Early Childhood Education, located at the MWCC Gardner Campus, serves as the central location for on-campus childcare services and as a laboratory school for the MWCC Early Childhood program. Preschool care (2.9 years to 6 years) is provided by the Montachusett Opportunity Council (MOC) on the MWCC Gardner Campus. The program offers a safe and stimulating environment, nutritious meals and snacks, flexible scheduling, and a professionally trained staff. Vouchers are accepted. For more information, contact the MOC office at 1-800-523-6373.
MWCC has been awarded a Child Care Access Means Parents in School Program (CCAMPIS) grant. This program will provide money to subsidize child care expenses to qualified students enrolled full time or part-time at any one of the college’s three campuses. Selected participants will receive subsidies towards their child care expenses that range from 20 percent to 60 percent depending on their financial need. For more information call 978-630-9190.

Course Cancelation Policy
A minimum of 12 students is generally required for any course. Therefore, a course that does not meet this requirement may be canceled whether the course is sequential or non-sequential in nature.

Housing Options
The college does not supervise or control housing arrangements undertaken between students and landlords. However, we are pleased to supply information for your use concerning available rooms and apartments. Consideration should be given to having insurance that would cover personal belongings in the event of a loss. Information concerning housing may be obtained from the student services office. The college adheres strictly to a policy of equal opportunity and affirmative action. We encourage all individuals offering these housing opportunities to adopt these policies to the full
extent of the applicable laws (The Fair Housing Act, 42 U.S.C. 3601 et seq.; M.G.L. c. 151B). Persons indicating any illegal restriction in their residential opportunities will not be promoted by the college.

Lost and Found

Lost and found is located in the campus police office, room 147, and is open from 8:00am -4:00pm M-F.

Parking

Parking rules are defined in detail in the MWCC Parking, Access and Safety Brochures. There is ample parking for students, faculty, and staff and reserved parking for the disabled. Parking stickers are not required for general student parking, but they are required for vehicles registered out-of-state or parked in Lot A reserved for faculty and staff. It is unlawful for a non-resident student to fail to file a non-resident driver statement with the police department located in the same city or town as the school or college attended, in accordance with M.G.L. s.3; c. 90. Failure to file such a statement is punishable by a fine not to exceed $200. MWCC students can obtain the required forms from the campus police department. Carpools may be facilitated by contacting the student services office. Special parking stickers for students with temporary or permanent disabilities are available in the health services office.

Policy on Children on Campus

Students and guests of the college who bring children on campus are responsible for them at all times. Children under the age of 16 are not allowed in the classroom or in the library unless they are an authorized and registered MWCC student. Unattended children are not permitted. If unattended children are located, campus police will be notified and parents/guardians or caretakers will be expected to secure the child immediately. Students with children should secure appropriate childcare to cover their periods of enrollment and study hours on campus.

Art Lockers

Art lockers are available for students. A deposit of $10.00 is required which is reimbursed at the end of the school year. Further information is available in the Student Services office, room 144.

Student ID Cards

MWCC has instituted a photo identification system for all registered students at the college. There is a $5 fee for the processing of all student ID cards. The student ID card is used to access library resources in addition to being used to waive meal tax in the cafeteria, and also for admittance to the Fitness and Wellness Center. Additionally, many students obtain discounts with area merchants and businesses by producing a valid student ID card.

ID cards are distributed through the office of student life during the first week of each semester and during other scheduled hours. Students must have their student ID cards validated each semester in the student services office or the MWCC library. Students can also have their ID cards validated at the front offices at the Burbank, Devens and Leominster campuses.

Telephones

Public telephones are located in the center of the main building (in the cafeteria area), in the lobby of the Fine Arts Building, and in the back lower lobby of the Fitness & Wellness Center.

Transportation

The following transportation possibilities are available: MART Gardner Intra-City Buses, MART Fitchburg/Leominster Buses, LINK, Gardner to Athol-Orange-Winchendon Buses, MBTA Commuter Rail Service to Fitchburg only, and Vermont Transit Bus Lines. Further information on each is available in the student services office, room 144.