



A Program to Help You Succeed in College

Coaches & Mentors Newsletter

FROM THE DIRECTOR - Welcome back and hello to our new Coaches & Mentors students! I hope that you had a restful and enjoyable break. Don't forget that the Coaches & Mentors Program is here to help you succeed in college. Stop by and be sure to utilize all our wonderful services. Sincerely, Carol Dubay

Message to students from the staff – Special thanks to our Coaches & Mentors students who inspire us every day with their determination, courage and persistence despite the many challenges they encounter in everyday life. We continue to learn so much from you, and we hope that we will continue that learning in the years to come. –

Carol Dubay, *Director, Coaches & Mentors Program*

Theresa Bowse, *Career Specialist & Advisor*

Patty Scialdone, *Program Assistant*

Judith Andersen, *Math Tutor*

Patricia Childs, *Accounting Tutor & Advisor*

Kyle Durborow, *English/Psychology/Sociology Tutor & Advisor*

Tom O'Connell, *English Tutor & Newsletter Editor*



Spring 2008 Dates You Need to Know

Don't Miss

February

- 4 Last day to drop a course for 50% refund
- 18 Presidents' Day observance
- 29 Mid-term warning grades due to Registrar

March

- 17 Evacuation Day observance
- 17-21 Spring recess
- 31-4/11 Advising period for pre-registration

April

- 4 Last day to withdraw from an academic course
- 7 Summer session registration begins
- 14-18 Returning students pre-register for Fall 2008 semester
- 21 Patriots' Day observance

May

- 1 Last day to resolve INC grades
- 12 Classes end
- 13-19 Final exam period
- 22 Final grades due to Registrar by 9am
- 29 Commencement

Congratulations to our students!

Coaches & Mentors January 2008 Graduates

Ann Cook
 Sandra Damron
 Nancy DeChristopher
 Brian Doble
 Deirdre Donnelly
 Michelle Lange
 Pamela MacDonald
 Pedro Moy
 Michael J. Walsh

Coaches & Mentors Fall 2007 Dean's List Students

Elena Alaverdova
 Barbara Auccahuaqui
 Sarah Davis
 Pedro Moy
 Hayley Robinson
 Susan Wessels
 Michele Whitney
 Kaitlyn Downey
 Stephanie Place

Graduating in May?



Fill out "Intent to Graduate" form!

You must fill out one of these forms by **March 1st** if you are planning to graduate with either an Associate degree or a certificate. Obtain this form at Registration in the Administration Building. Don't delay! Get your form filled out and start the graduation process now!

Learning with Lunch Workshops



Bring your lunch, we supply the cookies! See flyers on bulletin boards to confirm dates, times, etc. All workshops are provided free of charge. Just show up. No need to pre-register.

February Workshops

- **Blackboard**...Learn how to navigate blackboard. Wed. 2/13, 1:00-2:00 pm. Tech 101. Facilitated by John-Paul San Giovanni.
- **PowerPoint**...Learn how to set up a presentation, integrate pictures, audio, video and web-links, and some key tips for giving a great talk! Wed. 2/20, 1:00-2:00 pm. Tech 101. Facilitated by Liz Miller.
- **Memory**...Learn strategies for memorizing important course material. Wed. 2/27, 1:00-2:00 pm, South 111. Facilitated by Dr. Richard Sommers.

March Workshops

- **How to Write a Research Paper**...How do I organize my research and thoughts? MLA, APA - what's that? Wed. 3/5, 1:00 - 2:00 pm. Tech 101. Facilitated by Trish Allen.
- **Interviewing Techniques**...Job searches & interviewing techniques: With summer approaching, come and get some helpful hints on job searching and interviewing. Wed. 3/12, 1:00-2:00 pm, South 111. Facilitated by Diane Nash.
- **Resume Writing**...Need to write a resume for a job opportunity or a class assignment? Learn how to write a quality resume that will get results. Wed. 3/26, 1:00-2:00 pm, South 111. Facilitated by Theresa Bowse.

April Workshops

- **Money Management**...Learn Money Management skills that will help you reach your goals, increase your savings, and decrease your debt. Wed. 4/2, 1:00-2:00 pm, South 111. Facilitated by Ammad Sheikh.
- **Financial Aid Questions**...Get answers to all of your financial aid questions and concerns. Wed. 4/9, 1:00-2:00 pm, Tech 101. Facilitated by Mary Jenkins.
- **Fish Philosophy**...FISH! It's a life-long philosophy offering fresh inspiration to help us all feel more alive and engaged in the work we do. Wed. 4/16, 1:00-2:00 pm, South 111. Facilitated by Doug Terry.

Individuals requiring **auxiliary aids** or **services** to access any of these events may contact Joyce Chasson at the O'Neill Center for Disability Services (508-362-2131, ext. 4337).

ACADEMIC ADVISING TIPS

Advising key to your College Success!

Meet with your advisor to clarify your values and goals, explore educational and career options, and plan your educational program. Your advisor will help to evaluate your educational progress and locate resources to meet your needs. Your Academic Advisor will meet with you throughout your college career. Get to know your Advisor and be certain that your Advisor knows you! That will be your ticket for a successful journey through Cape Cod Community College.

KEEP YOUR ADVISOR INFORMED OF YOUR PROGRESS AND ANY CHANGES YOU MAKE!

Policies you should be aware of: Academic Review, Academic Probation, Academic Dismissal

Academic Review: A student is placed on Academic Review when his/her Cumulative or semester Grade Point Average (CGPA) falls below 2.0. Students placed on Academic Review will be required to meet with an Advisor prior to enrolling for their next semester of study.

Academic Probation: If a matriculated student falls below the "Good Standing" requirement he/she must meet with an advisor before enrolling for the next semester and the student will have one calendar year in which to bring his/her cumulative grade point average to good standing to avoid academic dismissal. Failure to do so will result in Academic Dismissal.

Academic Dismissal: A student who does not raise his/her CGPA from "Probation" to "Good Standing" within one calendar year will be dismissed for one year before being readmitted as a student on probation. If dismissed, students have the option to appeal. After two years of inactive status, the student may choose to take advantage of the Fresh Start Option.

Want to Raise your GPA? Your Grade Point Average (gpa) is an important item in your academic journey. Theresa Bowse, our C/M Career Specialist/Academic Advisor, has provided a gpa calculator link to help you calculate where you stand and how to improve your odds for achieving your academic goals. The link for you to check out is <http://back2college.com/raisegpa.htm>.



Accentuate the Positive! But if the stress builds, help is available!

There was an old song that went like this: "Accentuate the positive; eliminate the negative; latch on to the affirmative; and don't mess with Mister In between." If you are anxious or stressed and it's getting in the way, help is available at the Health Services Office. This help is available to students, faculty and staff. How about learning biofeedback in two short sessions with Dr. Jay Crider? It's free and it's confidential. Just call 508-362-2131 ext. 4331 for an appointment.

Remember that our thinking affects our lives! It can have a great impact on what happens to us. Fortunately, we have the power to choose our thoughts. Since life has ups and downs, and so many things happen beyond our control, it is wise not to focus too much attention on the downs while losing sight of the ups. **It is very wise to choose positive thoughts! Accentuate the Positive!**

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• **Ideas to think about**

• Think positively. What have you got to lose except your negative thoughts?

- The path of no risk is the biggest risk of all.
- The task ahead of us is never as great as the power behind us.
- Never let what you can't do interfere with what you can do.

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TRANSFER NEWS

For more information, see Mary Olenick, Transfer Office located in the Commons Building, Room 206E or molenick@capecod.edu or (508) 362-2131 ext. 4316



Prepare your Fall Financial Aid Application now!

NOW? YES! The Student Handbook explains that the right time to apply is by **April 1st** because it takes about 4-6 weeks to process. File Early! Please read the important Finances section in your **Student Handbook**. Also, note that the form is available in the **Financial Aid Office** and at www.fafsa.ed.gov. If you file online, you'll get your results quicker.

SCHOLARSHIP INFO

CCCC Non-graduation scholarship applications will be available in late March. These scholarships are available to students who plan on continuing their education at Cape Cod Community College in the fall. You can find these applications in the Financial Aid Office, CCCC Foundation Office, (top floor of library), or see Carol Dubai in South 234. You may also find them around campus. This is an easy application; don't miss this opportunity! A few non-graduation scholarships include:

- **The Lost Coin Womens Fund, Inc. Scholarship** - available to women "in need". Applications are available in the Advising Office. There is no deadline.
- **Jeannette Rankin Foundation Grant - \$2000 grant**
Eligibility Requirements: Female, at least 35 years of age by 3/1/08, U.S. citizen, must have limited financial means. Deadline: 3/1/08. Applications can be found at www.rankinfoundation.org/
- **Cape Cod Association Scholarship** - Applications are available in the Advising Office, due April 1. Eligibility requirement - applicant must be born and reside on Cape Cod.

CCCC Graduation scholarship applications will be available in late March. These applications are available to students graduating in the spring and planning to transfer to a 4 year college. If you submit an 'Intent to Graduate' form, you should receive the application in the mail automatically. If you don't receive one, go to the Financial Aid Office and pick one up. A few of the graduation scholars include:

- **Merit Scholarships and/or Transfer Scholarships** are available for Bridgewater State College, Salem State College, UMASS-Amherst, UMASS-Dartmouth and UMASS-Lowell. Applications will be available in the Advising Office in early March, some are due April 1. Eligibility requirements include 3.3-3.7 GPA, graduate of CCCC, and priority given to Joint Admissions students.

- **NETA Transfer Scholarship - 3 @ \$1000**
Applications are available in the Advising Office, Deadline is March 25. Eligibility requirements include 3.5 GPA and at least 60 credits.

- **Foster Furcolo Scholarship** for UMASS-Boston
Eligibility requirements include a 3.5 GPA, be eligible to graduate, Massachusetts resident, extra-curricular activities. Applications will be available in Financial Aid Office in late March, deadline 4/15.

Scholarship opportunities are often listed in the Sunday *Cape Cod Times* in the **Education** section during the spring semester.

The One Family Scholarship Program

The program is accepting applications for the 2008-2009 academic year. The Scholars program consist of predominantly single moms, who have been, currently are, or are at risk of becoming homeless. The Scholars Program helps women who are attending College with the hopes of obtaining jobs that will allow them a family living wage. The award is based on individual needs for expenses such as childcare, rent, utilities, transportation, and other household expenses. For more information, or if you are interested in applying to the Scholars Program, visit their website www.onefamilyinc.org or contact Cicely Jordan, 508-427-6448 x 16. **The deadline for new applicants is March 7, 2008.**

Help for students with disabilities

Students with disabilities should utilize the excellent resources available through CCCC's O'Neill Center for Disability Services. Contact Joyce Chasson at ext. 4337, Room South 222.

Also, you should check in with Dr. Richard Sommers, CCCC Learning Disabilities Specialist, at ext. 4317, Room North 241. Ask about **taping and reading services, talking computers, alternative testing sites, support groups, and reasonable accommodations to help you reach your academic goals.**

HEALTH SERVICES

Check with Health Services for a variety of services available to you at no charge. Call ext. 4331 for information.



Study tips...tried and true!

- 1) Study difficult (or boring) subjects first.
- 2) Establish a regular study area in your own home.
- 3) If your home is distracting, go to the library.
- 4) Be aware of your best time of day.
- 5) Try to make your study time more fun.
- 6) Give yourself breaks.
- 7) Remember that anything you do is better than doing nothing.

Career Information

How is your Career Planning going now?

Our Coaches & Mentors Career Specialist Theresa Bouse is available to help you. Do you need information about careers? Help with your resume? Coaching for your interviews? Theresa will help you with **concrete ideas and practical assistance** that will get you to your goal. Arrange to **see Theresa in Room South 233** on Mondays, Wednesdays, Thursdays, and Friday afternoons. **You may call her at 508-362-2131, ext. 4374** or email her at tbowse@capecod.edu. You'll be glad you did!!



Cape Cod and nationwide workforce growth trends

- ◆ **The five largest Cape industries that employ 2/3 of all Cape Workers:**
Retail trade, Healthcare & social assistance, Accommodation & food services, Construction, Professional, Scientific & technical services.
- ◆ **Top five Cape industries by employment growth from 2000 to 2005:**
Educational service, Transportation & warehousing, Healthcare & social assistance, Real Estate & enterprise management, Construction, Professional, Scientific & technical services.
- ◆ **Top five growth industries in US 2006 to 2016 (BLS projections, edited):**
Management, scientific & technical services, Home healthcare, family services & residential care, Financial & investment services, facility support services, Independent artists, writers & performers.

Implications: The skills any worker will need to prosper in the global economy are clear: specific technical skills for the new information rich jobs, but also writing, speaking & analytic thinking skills, and ability to efficiently manage people & tasks.

Information provided by Peter Francese, Demographic Trends Analyst, Ogilvy & Mather at Cape Cod Community College's Professional Day on Friday, January 18, 2008.

Volunteer Income Tax Assistance 2007 - 2008



VITA -VOLUNTEER TAX PREPARATION

Free Tax Return Preparation by Appointment

They will prepare:

- Form 1040
- Schedules A, B, EIC & R
- Form 2441 (Child and Dependent Care Credit)
- Form 8863 (Education Credits)
- Form 8812 (Additional Child Tax Credit)

Hours: Tuesdays: 2-6p.m., Wednesday: 5:30-8:30 p.m., Thursday: 2-8:30 p.m., Saturday: 9a.m.-3p.m.

Location: Lorusso Applied Technology Building Room 117

For Appointment: Call 508-375-4065 - this is a voicemail line to leave your name and a number where you can be reached or email jsweet@capecod.edu please put **VITA** in the subject line for a prompt response. Or stop by when we are open to book an appointment.

Items you need to bring:

- Proof of identification
- Social Security Cards for you, spouse and dependents and/or a Social Security Number verification letter issued by the Social Security Administration
- Birth dates for you, spouse and dependents
- Wage and earning statement(s) Form W-2, W-2G, 1099-R, from all employers
- Interest and dividend statements (Forms 1099)
- A copy of last year's Federal and State returns
- Bank Routing Numbers and Account Numbers for Direct Deposit
- Total paid for day care provider and the day care provider's tax identifying number
- To file a married filing joint tax return, both spouses must be present to sign

Registering for Online Courses

Taking courses online can be a rewarding experience for some students and a difficult challenge for others. To help you decide on the right choice, we have a **new "Online Course Questionnaire"** to guide you. It's a little quiz you give to yourself and is a great decision-making tool. See any of our C&M staff members to get a copy.

UMass-Dartmouth is new CCCC "2+2" Partner: "What's that?"

"2+2" is the arrangement that lets you move on from your Associate degree to your Bachelor's and then your Master's while living here on Cape Cod. Classes are held on Evenings and Weekends. The UMass-Dartmouth Bachelor's degree in Business Administration replaces Suffolk's Bachelor of Administration program previously offered at the college.

Whether you are thinking about going forward for a Bachelor's Degree in Liberal Arts, General Business and/or an MBA from their nationally accredited business program, your questions about directly entering the UMass-Dartmouth program or transferring from CCCC are welcome. Call or visit Shirley Natoli. Fact sheets are available at the office of Advanced Studies, Room 239 in the South Building or at 508-362-2131 ext. 4082. Fact Sheets are available.

ON-SITE ADMISSIONS for 9/08

This is an opportunity to bring a completed application or "Intent to Enroll" form to an admissions' representative and find out if you have been accepted. Stop by the Advising and Counseling Office to **schedule an appointment** and pick up an application or "Intent to Enroll" Form.

Bridgewater State College: February 21
UMASS-Dartmouth: February 28

COLLEGE REPRESENTATIVES ON CAMPUS

UMASS - DARTMOUTH- CCCC Cafeteria
Feb. 13, March 12, April 9, 10:30-1:30 PM

BACHELOR'S DEGREE OPTIONS AT CCCC

- **UMASS-Boston** (nursing- on-line - www.cnhs.umb.edu/)
- **UMASS- Dartmouth** (General Business, Liberal Arts)
- **Suffolk University** (Communications/Public relations/ Journalism)



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FREE TUTORING AVAILABLE

HOW TO SIGN UP FOR COACHES & MENTORS TUTORING

Call Carol Dubay at (508) 362-2131, ext. 4353, see her in South 234, or email her at:
cdubay@capecod.edu - or -

• Visit our tutors in the Tutoring Center (Technology Building - Ground -01) even if only to say hello. **Our tutors/mentors:** Patricia Childs (Accounting 1 & 2, Managerial, Financial & Office Accounting, Study Skills), Kyle Durborow (English, Sociology, Reading, Study Skills, Psychology, Business), Judith Andersen (Math), Tom O'Connell (Writing, Oral Communication, Study Skills). - or -

• **Sign up online for Coaches & Mentors Tutoring...** Go to www.capecod.edu and click the Student Life Link. Then click Coaches & Mentors. Login. Your user name is your first and last name with no space. Capitalize the first letter of each name, i.e. JohnSmith. Your password is your student ID. Sign in and make your appointments. Then enter the appointment request for up to three weeks.

• **Remember that you can sign up for any tutor in the Tutoring Center not just Coaches & Mentors tutors!** Go the desk in the Tutoring Center or sign up online using the same process outlined above but instead of clicking on Coaches & Mentors, click "Tutoring Center, click Make a Tutoring Appointment."

Have you Thought About eTutoring? In addition to tutoring through our Coaches and Mentors and the Tutoring Center, all current CCCC students have access to eTutoring, a program sponsored by Connecticut Distance Learning. Tutors are available in Math, Writing, Accounting, Statistics, Life Sciences, and Research. To access this helpful program go to www.capecod.edu and click on Academics under Academic Information, click Online Learning, and "eTutoring.org" and you will find the instructions to log on.

Create your account and visit an eTutor today. Any questions? Call Diane West at 508-362-2131, ext. 4352. For information on eTutoring and other tutoring available to you, visit The Tutoring Center in Room G-01 in the Tech Building.