A Program to Help You Succeed in College

Coaches & Mentors Newsletter

IMPORTANT DATES TO REMEMBER

February:

16	Day Classes (before 3:30 pm) follow the **Monday** schedule
21	Presidents' Day
25	Last day to drop a course with no academic record

March:

11	Mid-term warning grades due to Registrar
14-18	Spring recess
17	Evacuation Day

April:

4	Summer Session registration begins
8	Last day to drop an academic course
11-15	Returning students preregister for Fall 2005 semester
18	Patriots' Day

May:

9	Classes end
10-16	Final exam period
18	Final grades due to Registrar
19	Professional Day
25	Evening of Excellence
26	Commencement
30	Memorial Day

June:

17	Bunker Hill Day

WELCOME BACK!

I hope that you had a well-deserved and restful semester break. You certainly deserve it after all your hard work last semester! And please don't be a stranger... stop by my office anytime (S234) or call me (508-362-2131 ext. 4353) Monday through Friday if you need a tutor, if you have questions, or if you just need to talk to someone about academic life. I'm here to listen and help. Keep up the GOOD WORK!!!!

- Carol Dubay, Director

New Service to Help You Succeed in Math!

Maggie Hiltzik is here to help Coaches & Mentors students succeed in Math. And one problem many students have is Test Anxiety. Maggie says, "Your best defense for Test Anxiety is to BE PREPARED, REVIEW, and use both COMIC AND STRESS RELIEF." She will present a general workshop on Managing Test Anxiety and Test Taking Skills on Monday, 2/28/05 from 12:30-1:30 p.m.

Maggie tutors Math and Study Skills, and is a member of the adjunct faculty teaching Basic Mathematics. She urges you to "MOVE FORWARD with your college and career choices." She says, "AVOID extra time, energy, money and frustration! **REVIEW for CPT Math Computerized Placement Test with me."**

The sessions will be held in S111, Mondays or Thursdays, 9-12, 12:30-1:30 or with other available support systems. She will be using college-approved practice tests.

At CCCC, all entering students who do not have previous transfer credit or CCCC credits in mathematics are required to take placement testing. Students scoring below college level math will need to take one or more Developmental Math courses based on their score.

Other resources available to you: Professional Math tutors in The Tutoring Center in S111, The Math Learning Center Sci 112, The

*(See **Math Success** on Page 2)*

Think Positive Thoughts!

Our thinking has a powerful effect on our lives. Fortunately, we have the power to choose our thoughts. We can think **grateful thoughts** about what we have instead of depressing thoughts about what we don't have.

We can choose to think **hopeful thoughts** about what the future will bring instead of despairing thoughts about fearful outcomes.

We can think about how our **persistence** will bring success as we pursue our goals. And we can supplement our thinking by taking the necessary steps to get us where we're going

Since life has both ups and downs, it is not wise to focus too much attention on the downs while losing sight of the ups. **It is very wise to choose positive thoughts!**

Math Success

(Continued from front.)

Assessment Center in The Grossman Commons Building, and Refresher Workshops available through The Math Dept.

Maggie says, "I look forward to meeting with you soon as your math tutor/advisor in C & M. Best wishes for success in all your college and life experiences."

MASSAGE THERAPY

CERTIFICATE PROGRAM

"It's so popular we're going to start another class in September," reports Rosemary Dillon, Coordinator of Allied Health Programs. She's talking about the new Massage Therapy Certificate Program. "The focus in this educational offering is the mind-body connection, and how caring, competent touch can promote healing." Graduates are qualified to take the national certification exam.

The program is part-time and is completed over four semesters (two years). Classes are in the late afternoon or evening, with some weekend clinic hours scheduled in the final semester. This is a 29-credit program involving 600 hours of education in the art and science of massage.

"The outlook for employment in the Massage Therapy field is excellent," Ms. Dillon reports.

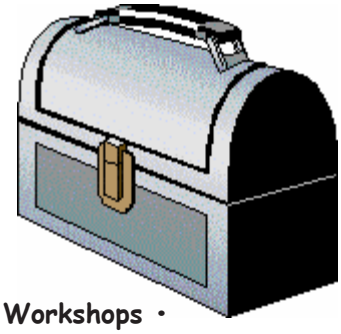
For more information on this excellent new program, please contact Virginia Riordan at 1-508-362-2131 ext. 4536 or the Admissions Office, ext. 4311.

HEALTH SERVICES

Check with Health Services about shots and a wide variety of confidential on-campus health services at no charge.

Walk in Monday through Friday 8:30 a.m. to 3:30 p.m. Call ext. 4331 for info.

Learning with Lunch



SPRING 2005
WORKSHOPS FOR YOU!

• February Workshops •

ADJUSTING TO COLLEGE LIFE
I have to work, take care of my family, and I have a term paper due
Monday, 2/14, 12:30-1:30pm, North 103
Facilitated by Diane Nash.

TEST TAKING & TEST ANXIETY
I am a poor test taker! Find out how to ace a test.
Monday, 2/28, 12:30-1:30pm, North 103
Facilitated by Maggie Hiltzik.

• March Workshops •

HOW TO WRITE A RESEARCH PAPER
How do I organize my research and thoughts?
Mon. 3/7, 12:30-1:30pm and repeated on Wed. 3/23, 5:00-6:00pm, North 103
Facilitated by Tom O'Connell.

TEXTBOOK READING
How will I ever read all this material?
Monday, 3/21, 12:30-1:30, North 103
Facilitated by Catherine Kentfield.

DON'T QUIT-STAY FOCUSED!
This course will help you through the rough spots!
Monday, 3/28, 12:30-1:30pm, North 103
Facilitated by Sylvia Jimison.

• April Workshops •

FINANCIAL AID QUESTIONS
Get answers to all of your financial aid questions and concerns. Monday, 4/4, 12:30-1:30 pm, North 103
Facilitated by Mary Jenkins.

RESUME WRITING
Learn from a professional corporate recruiter.
A two-part job series.
Part 1: Monday, 4/11, 12:30-1:30pm, North 116, Guest facilitator, John Allen.
Part 2: Monday, 4/25, 12:30-1:30pm, North 116. Guest facilitator, John Allen.

Bring your lunch, we supply the cookies!
See flyers on bulletin boards to confirm dates, times, etc.

MEDICAL ASSISTING

CERTIFICATE PROGRAM

Rosemary Dillon notes that the **Medical Assisting Certificate Program** is now under the **Allied Health** umbrella. The new coordinator is **Kathy Bolton.**

Students in this program acquire a wide range of clinical, computer, communication and organizational skills that prepare them for a multitude of positions in various medical environments.

The outlook for jobs is outstanding, Ms. Dillon reports. "Currently, there is a strong demand for well-trained, competent workers in the Medical Assisting field. The U.S. Department of Labor listed Medical Assisting as the fastest growing allied health profession."

Graduating this May?

FILL OUT THE *"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 of Science 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!

CONGRATULATIONS
Join us in celebrating the success of…
PHI THETA KAPPA HONOR SOCIETY INDUCTEES:
Kimberly Ann Haberl, Stacy Lavin, David Mahler, and Wilfred Mwangi. Great work!
JANUARY GRADUATES:
Robert Bantick, Associate in Arts Business Administration; Cheryl Donovan, A.S. Information Technology Medical Assistant; Wilfred Mwangi, A.A. Business Administration; Diane Waters, A.S., Information Technology Medical Assistant.
DEAN'S LIST STUDENTS:
Michelle Dargon, Trina Greeley, Kimberly Haberl, Emily Hoxie, Bobbi Justus, Stacy Lavin, Taylor Melville, Rachel Potter, Kristy Jo Raymond, Michelle Slattery, and Paul White.

STUDY TIPS

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.

FINANCIAL AID Application

Prepare your Fall 2005 NOW!
The Student Handbook explains that **the right time to apply is by April 1st** because it takes about four to six weeks to process. **FILE EARLY!**

Please read the important **Finances section** starting on **page 21** in your **2003-2004 Student Handbook.** Also, note that the form is available in the **Financial Aid Office** and at www.fafsa.ed.gov.

SCHOLARSHIPS Available

Excellent scholarships are available at CCCC. Graduating students, returning students, and incoming students are eligible. **The awards range from $100 to $3,000**. During March a scholarship list will be published. **Pick it up at the CCCC Educational Foundation**, 3rd floor of Library, or see Carol Dubay in S234.

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.

PEANUTS **by Charles M. Schulz**

FREE TUTORING Available

The pressure can build. But Coaches & Mentors, a federal program funded by the Carl D. Perkins Act, **is here to help. Worried about Math or English?** Free weekly tutoring by professionals will help you meet your goals. **Confused about career options?** Coaches & Mentors can help, and guide you toward the right job. When you are doing well, tutoring can help you do better. Tutoring began early in February.

On-Line Appointment System

For tutoring at no charge try the **new on-line appointment system** to gain access to a wide variety of tutoring possibilities.

At the ***CCCC* web site** home page **Click on "Student/ Staff Links"** and then **go to "Make Tutoring Appointment." Your user name:** Insert your first and last name with no spaces. **Password:** Type in your ID number. **Choose your appointment time and tutor.**

Also, you may visit S111 or call 508-362-2131, ext. 4352.

How to Sign Up for Coaches & Mentoring Tutoring:

- Call **Carol Dubay** at (508) 362-2131, ext. 4353 or see her in S234.
- **Visit** our tutors in **the Tutoring Center (S111).** Our tutor/mentors have a **schedule posted** at their work stations. If you see an open spot, you may sign up for an appointment.
- Our tutor/mentors:
  Patricia Childs (Accounting 1 & 2, Managerial)
  Kyle Durborow (English, Reading, Study Skills)
  Maggie Hiltzik (Math)
  Liz Miller (All Computer Applications)
  Tom O'Connell (Writing, Oral Communication Study Skills)
  Kathleen Warner (Health Sciences).
  - You may also contact Carol Dubay at: cdubay@capecod.mass.edu. She will convey your message to the appropriate person.

Just Graduate? Graduating Soon? FREE Help with your JOB SEARCH!

Our Coaches & Mentors **Career Specialist Theresa Bowse** 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, 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!!

Registering for On-Line 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 for, 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.

CAPE COD WORKFORCE RESOURCE FAIR

Providing the resources and information to career opportunities on Cape Cod

FOCUS: Hospitality and Health Careers

SAVE THE DATE!

Tuesday, March 29, 2005
Hyannis Center • CCCC
540 Main Street • Hyannis

Workshops, Presentations, Job Fair & Recruitment
Day & Evening Sessions:
1:30-4pm & 4-7:30pm

Questions? Please call Terri Huff, 1-508-778-2221

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