



A support services program for career students

# Coaches & Mentors Newsletter

## Plan Ahead...

Keep track of the Spring 2004 dates that you need to know!



- April 5 - 14 **MEET WITH YOUR ADVISOR!**
- April 9 Last day to drop an academic course
- April 14-21 Returning students preregister for Fall 2004 semester
- April 19 Patriots' Day observance
- April 26 Summer Session registration begins
- May 7 Classes end
- May 10-14 Final exam period
- May 17 Final grades due to Registrar
- May 18 Professional Day
- May 27 Commencement
- May 31 Memorial Day observance

### And When Choosing Courses:

- ✓ Spread out your schedule. Why overload your self during one part of the week?
- ✓ Schedule more difficult classes early in the day when your energy is better.
- ✓ Plan breaks between classes and schedule a load you can handle.
- ✓ Be prepared to change your schedule based on the demands of life.

## \$\$\$\$\$\$ 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**. For a list of available awards, check with the Financial Aid Office and the **Educational Foundation** (3<sup>rd</sup> floor of Library), or see Carol Dubay in S234. **YOU'LL BE AMAZED AT THE NUMBER OF SCHOLARSHIPS AVAILABLE...BUT YOU'VE GOT TO FILE THE FORMS!** Also ask about other scholarships and financial aid possibilities. Complete the application, attach a transcript of your record, and file. Applications are easy but they're **due by April 26! Please don't delay!**



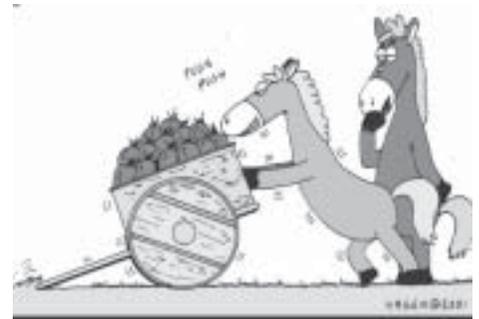
## Prepare for FALL 2004 Pre-Registration Begins APRIL 14

Now is the time to think about next fall, and get ready to **see your advisor** about planning your Fall 2004 course schedule. **Meet with your advisor beginning April 5!** Course enrollment for Fall 2004 takes place **April 14 to 21**. Your advisor will have all the information you need to prepare for your appointment. Then register at **Registration Office** in the lower level of the Administration Building where you will receive your Fall 2004 schedule. When you register, be sure to bring your photo I.D.

**ADVISORS AVAILABLE** - Our **Coaches & Mentors** students are reminded that our staff members **Carol Dubay, Theresa Bowse, Kyle Durborow, Tom O'Connell, and Juanita Sweet** are available to help you plan a tentative schedule. Check with them about their advising appointment schedule. **Kyle and Juanita** will have a signup sheet at their cubicles in the Tutoring Center S111. **Tom** is available **by appointment**. You can reach **Kyle** at **362-2131, ext. 4352** and **Juanita** at **ext. 4291**. **Tom** can be reached at **ext. 4482** on Thurs. a.m. or at **voice mail ext. 4284**. **Theresa** is at **ext. 4371 (S220B)**. You can reach **Carol** at **ext. 4353**, or drop in at **South 234**. She's on campus Monday through Friday from 9:00 a.m. to 4:00 p.m. **Register early for the best choices!**

### NEED TO RETAKE ASSESSMENT TESTING?

If you would like to retake your assessment skills tests, the Assessment Center will do this for you from **April 7-April 16**. You may retest or test for the first time in one or more skill areas. Go to 2<sup>nd</sup> Floor, Grossman Commons Building to **schedule your appointment**. Retest fee is \$7 and first-time test is \$30.



Hang on... We must be doing something wrong...  
How does the saying go again?



## SPECIAL ASSIGNMENT INTERN UPDATE

By now we hope you have heard about the **new Coaches & Mentors Special Assignment Intern Program!** Theresa Bowse coordinates this excellent

opportunity for students to gain valuable work experience while enhancing their resume. Theresa reports, "We are in our second semester of placing students and now have four students working in various departments on campus."

This is an **on-campus "earn while you learn"** assignment assisting faculty and/or staff members in special projects. The compensation is **\$9 per hour**. There are certain academic requirements along with a training session before taking on the assignment.

**Brenda Donovan**, an IT major specializing in Web Design, is working as a project team member with Prof. Guarino. The team is developing a web page for the Communication Department. **Brenda Walters**, an accounting student, is helping Prof. Cole to update accounting course materials.

**Cheryl Donovan**, an IT Office Technology student, is working for the Business Department under the supervision of Prof. Johnson. She is organizing and updating course syllabi to meet new college-wide standards.

**Rebecca Heffernan**, also an IT Office Technology major, has been assigned to Prof. Gautam to assist him in organizing computer files and creating Power Point presentations for a variety of his classes.

All of our Interns are working hard at balancing their course work, personal obligations, and Intern assignments. To learn how you can become a **Special Assignment Intern** for the Fall 2004 semester, contact Theresa Bowse, C&M Intern Coordinator/ Career Specialist at 508-362-2131 ext. 4374 or email her at [tbowse@capecod.edu](mailto:tbowse@capecod.edu) by May 15th.

## Congrats PAT PHELAN!



Pat has been a valuable resource for Coaches & Mentors during the 4.5 years she has been helping all of us to do our jobs effectively, and we will miss her. In her new position as **Administrative Assistant** to the **Dean of Arts and Sciences**, we know she will do an outstanding job. But we will miss her efficiency and her dedication to excellence. Also, we will miss her upbeat attitude. And we will miss her great sense of humor!

Among her accomplishments at CCC were the **Presidency of Phi Theta Kappa, Alumnae of the Year, Co-Advisor for Rotoract, and Employee of the Year 2000**. All of these accomplishments were well deserved.

She says, "I came to Four C's to learn new job skills and to get a degree in Information Technology, and received so much more!" Pat graduated in '99, after three years of study.

"**Gratitude**" is a key word for Pat. "I am very grateful to Cam Beale for refusing to let me drop my first word processing class and to Gail Guarino for teaching me to have confidence in my ability."

She is also grateful that Gail introduced her to Carol Dubai, who hired her as Program Assistant for Coaches & Mentors. "I owe Carol big-time," says Pat. "I didn't have the job experience (i.e. computer work), only experience in the classroom, and it has been such a joy to work with Coaches and Mentors."

A key philosophy with Pat is "**giving back**." She says, "I am thrilled to have the opportunity to give back. All the instructors at 4C's have been so supportive and given so much. So it's my pleasure to encourage people to return to college to learn new skills and utilize all the support resources that are available for free here at the college."

She loves cats and gardening, and says she already has 12 plants in her new office location in Science 201. **Good luck, Pat!**

## More Kudos...

to our Coaches & Mentors students for outstanding achievements!



### Graduated in January with Certificates:

Meagan Harrington, *Early Childhood Infant and Toddler*;

Patricia Hodge, *Diagnostic Tech*;

Christine Laughead, *Early Childhood Preschool*;

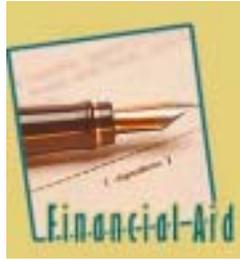
David Van Lare, *Construction Technology*.

### Inducted into Phi Theta Kappa:

Carmen Lugo-DeRaleau, Patricia Reid, and

Michelle Slattery.

# PREPARE YOUR FALL FINANCIAL AID APPLICATION!



FILE EARLY- EVEN IF YOU ARE ONLY TAKING ONE COURSE! **Financial Aid reports that part-time students need to apply!** Students can be enrolled in just one class and become eligible for aid, as long as the course is accredited, and on a path to a degree. The amount of financial aid is based on the number of credits the students are taking.

However, federal student loans and most aid sources require six credits. Federal Pell Grants are based on a student's needs and family contribution, and do not have to be repaid. Massachusetts also offers grants requiring 12 credits per semester, and the **deadline for signing up is May 1<sup>st</sup>.**

The staff at the financial aid office is very "user friendly." So go there! It's in room G-10 in **Nickerson Administration Building**. There are so many opportunities to gain some financial help. The aid is there for the taking. Just apply! **Phone: 362-2131 ext. 4393.**

*The form is also available in the Financial Aid Office and at [www.fafsa.ed.gov](http://www.fafsa.ed.gov).*

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## The O'Neill Center for Disability Services



(Joyce Chasson, seated, and Jerry Skelley)

Students with disabilities should utilize the excellent resources available through CCC'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**, 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.

*Individuals requiring auxiliary aids or services to access any of our events may contact Joyce Chasson at the O'Neill Center for Disability Services 1-508-362-2131, ext. 4337.*

## WELCOME TO OUR NEW TUTORS...



**Liz Miller** is our new **Computer Applications** tutor and is an adjunct professor teaching Advanced Topics. Web Application Development and Client/Server-Side scripting, including Java. Liz tutors in all computers subjects except Computer Hardware. Now residing in W. Barnstable, she was born in New Jersey and

has lived on the Cape since 1977. She has traveled world-wide on oceanographic vessels.

She earned her A.B. Degree in Geology at Mt. Holyoke College and her Master of Science Degree in Geology and Geophysics at Boston College. Currently, she is a special student at Andover-Newton Theological School.

She has worked at Woods Hole for W.H.O.I. and other institutions on environmental hazards assessments, physical oceanography programming, the Gravity Map of the World and ocean acoustics modeling. Also, she has her own Internet hosting service and web development company. If you want to make an appointment with Liz, just go to the Tutoring Center in South 111 and sign up on the regular schedule.



**Maggie Hiltzik** is our new **Math Tutor**, helps with Study Skills, and is a member of the adjunct faculty teaching Basic Mathematics. She holds an A.S. in Business Administration & Accounting from Manchester Community College, a B.A. in Child Psychology and Development from Central Connecticut State University,

and an M.S. in Special Education from Southern Connecticut State University.

Raised in Tolland, Ct., she has served as teacher, private tutor, professional geriatric companion, and recreational therapist. She resides in Yarmouth with Jody, her husband, to whom she has been married for 21 years.

Maggie has traveled to such interesting places as Germany, France, the Alps, Canada, and various U.S. locations. She loves to walk, exercise, sing, play the guitar, study the Bible, and socialize. She also loves animals and children.

She describes herself as a "positive humanitarian with insight and humor along with an appreciation of culture and people."  
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## WELCOME TO OUR NEW TUTORS...

*continued from page 3*



**Ed Quinn** is our new tutor for **Chemistry for the Health Sciences, Anatomy & Physiology I and II, and Pharmacology Calculation**. Ed is in the Tutoring Center on Tuesdays from 12-4:00 PM. He holds an A.A. degree in Liberal Arts, an A.S. in Nursing from CCCC, and a B.S. in Nursing from Curry College. He has his RN/BSN, is a CPR instructor, and an EMT.

He has an extensive background in hospital work and served as an EMT in New York City for 2.5 years. He has worked as an RN since 1997 and currently serves in the Emergency Room at Boston Medical Center.

Ed was raised on Long Island and moved to this area in 1994. He likes working with computers. His favorite quote is "Whatever doesn't kill you makes you stronger!" He explains, "Whatever hardships or trauma we go through usually make us stronger."

*(Photos of the new tutors by Linda Allison.)*



## TIPS ABOUT YOUR FINAL

### EXAM RESPONSIBILITIES

Final exams must be taken at the scheduled hours during the exam week of **May 10-14**.

Any exception must have the approval of the instructor and the Dean of Academic Affairs. **If you miss a final you get a "0"** unless you can prove to your instructor, within 24 hours of the exam, that the absence was due to an emergency or religious beliefs. Decisions on this situation rest with the instructor, with the approval of the Associate Deans.

*A word to the wise: show up!*

**IMPORTANT:** Do you realize that in South 111 there are many tutors available in addition to our Coaches & Mentors staff? For example, if you are working with one of our tutors on a regular basis and then need some help on a day when he or she is not here, you may go to the desk and request an appointment.

## Don't ignore MIDTERM WARNINGS; Be careful when dropping...

Please **don't ignore midterm warnings**. Discuss them with your professors, tutors, and Carol Dubay so you can develop strategies to improve your performance. As for dropping a course, please discuss it with your advisor as well as checking with **FINANCIAL AID**. **The last date to drop an academic course is April 9**. You will need a change of schedule form plus signatures from your advisor and instructor. Requests to drop or add must be done in person at the **Registrar's Office**. It's not enough to stop going to class or tell the instructor.



## SIGN UP FOR 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: **Kyle Durborow** (English, Reading, Study Skills), **Maggie Hiltzik** (Math), **Tom O'Connell** (Writing, Oral Communication, Study Skills), **Juanita Sweet** (Accounting, Computers), **Pat Phelan** (Office Technology). If you need to get in touch with any of us, you may also contact **Carol Dubay** at her email address: [cdubay@capecod.mass.edu](mailto:cdubay@capecod.mass.edu) and she will convey your message to the appropriate person.