



CAPE COD
COMMUNITY
COLLEGE

Powerful Futures Start Here

SPRING 2018

CAMPUS DIRECTORY

Departments | Faculty | Staff



DEPARTMENTAL LISTING

EMERGENCY DIAL 3333 from any extension, or 911

BUILDING KEY Example: SC-201 = Science Building - Room 201

F=Facilities/Maintenance	LT=Lorusso Technology Building	N=North Building	SC=Science Building
GC=Grossman Commons	MV=Martha's Vineyard	NA=Nickerson Administration	T=Tilden Arts Center
LF=Life Fitness	MW=Maureen M. Wilkens Hall	PA=Plymouth Airport	WL=Wilkens Library

OUTSIDE LINE: From outside the campus system, (except where already noted,) you may dial direct by calling 774.330. (plus the four digit extension.) Example: extension 5555 would be 774.330.5555.

A

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Tutoring Center - 111 Maureen M. Wilkens Hall			4352
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Reading & Writing Resource Center - 108 Maureen M. Wilkens Hall			4526
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4688

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5010

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Cotton Center for Real Estate Studies

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FAMILY PANTRY OF CCCC

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<i>Learning Disability Specialist</i> , Richard Sommers, N-241	rsommers@capecod.edu	4317

ONLINE & BLENDED LEARNING**G13 Wilkens Library**

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Direct Line 508-375-4040

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207/208 Tilden Arts Center		
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POLICE (see Campus Police)		3333
	<u>EMERGENCY</u> DIAL 3333 from any extension, or 911	

PRESCHOOL (see Child Care)

PRESIDENT, Office of the		4300
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PUBLIC SAFETY (see Campus Police)

R

RADIO STATION (see WKKL)

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<i>P/T Learning Specialist</i> , Christie O'Campbell, MW-108	cocampbell@capecod.edu	4526

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SECURITY (see Campus Police)

SERVICE LEARNING (see Community Engagement)

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STUDENT LIFE & CO-CURRICULAR PROGRAMS (see Campus Life)**STUDENT PLACEMENT & CAREER PLANNING 4435**

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Director, Liz Daly, GC-204 edaly@capecod.edu 4435

Student Employment 4336
 215 Maureen M. Wilkens Hall studentemployment@capecod.edu
P/T Job Developer, Dawn Harney 4336

Testing Center 4543
 204 Grossman Commons FAX 508-375-4081
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CLEP (College Level Examination Program) 4543
HiSET (High School Equivalency Test) 4450
Chief Examiner, James McLoughlin, GC-204 jmcloughlin@capecod.edu 4454
P/T Examiner, John (Jack) Murphy jmurphy@capecod.edu 4450
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STUDENT SENATE 4399

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SUPPLY ROOM 4329

Storekeeper, Curt Banttinen, F-GB2 cbanttinen@capecod.edu

T**TEACHING AND LEARNING CENTER 4040**

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TECH PREP (see CVTE Linkage)

TESTING CENTER (see Student Placement & Career Planning)**TILDEN ARTS CENTER**

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Box Office , Tilden Lobby	happening@capecod.edu	508-375-4044	
Higgins Art Gallery			
<i>Coordinator</i> , Nathalie Ferrier, T-219	nferrier@capecod.edu	4484	

TITLE III GRANT (see SAIL)**TOLL FREE NUMBER - COLLEGE** **877-846-3672****TRANSFER & ARTICULATION** **4316***Coordinator of Transfer and Articulation*, Mary Olenick, GC-206E molenick@capecod.edu**TTY** **508-375-4072**

Telecommunication for the Deaf only. Accessible via another TTY system.

TUTORING CENTER **4352****111 Maureen M. Wilkens Hall**

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V**VETERANS SERVICES** **4478****Veterans Center, 201 Wilkens Library**

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W**WEATHER HOTLINE** **508-375-4070****WILKENS LIBRARY** (see Library)**WKKL – 90.7** **4455**

Radio Station, Trailer	FAX 808-375-4063	4455	
<i>P/T General Manager</i> , Arenberg, Naomi	narenberg@capecod.edu	4455	
Request Line	narenberg@capecod.edu	508-375-4030	

X Y Z**ZAMMER HOSPITALITY INSTITUTE** **4404***Program Coordinator*, Paul McCormick, 215A-LT pmccormick@capecod.edu

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**Cape Cod Community College
PHONE AND VOICE MAIL SYSTEM
USE AND INSTRUCTIONS**

PHONE MODEL NUMBERS ARE ON THE FACE OF THE BASE, EITHER UNDER THE HANDSET OR LISTED ON THE TOP T. MODEL#'S ARE: 401, 410, and 420

MAKING A CALL

- To make an on-campus call – dial the 4-digit extension directly
- To make an off-campus call – dial **8** then **1** then the number, even local calls

No calls are allowed to be placed to classrooms.

Emergency calls for students are to be put through to the Enrollment Management Office X4818, **NOT** to classrooms, where a determination will be made whether to disturb the student in class or not.

CALL PICKUP - To pick up a call ringing on another phone:

- 401 phone: press ***6** if the person is in your pickup group / to pick up a phone not in your pick up group Press ****6**, then the extension number of the phone you wish to pick up
- 410 / 420 phone - phones in your pickup group are programmed as buttons on the phone – just push the button of the phone that is ringing (an arrow indicates the ringing number)

CALL HOLD - To place a call on hold:

- *To activate* - press the **flash** key (on a 401 phone) / press the **hold** key (on a 410 / 420 phone)
- *To retrieve* - press **#7** (on a 401 phone) / press key with **flashing arrow** (on a 410 / 420 phone)
- *To retrieve at another phone* - press **##7** and the **extension number**

CALL TRANSFER - To transfer a call to another extension:

- *To activate* - 401 phone: press **Trans/Conf** and dial extension
410 / 420 phone: press **flash** key and dial the other extension
- Announce call or hang up (call will be transferred)

CALL FORWARD - To forward your calls to another extension while you are out. If no one answers at the other extension, YOUR voice mail will answer the call:

- *To activate* - press ***8** and the **extension number you wish to forward to**. (the phone will make a stuttering dial tone until cancelled.) *To cancel* - press **##8**

CALL FORWARD – I AM HERE - To get your calls while you are at another extension:

- *To activate* - at your new location, press ***20 and your personal extension number**
- *To cancel* - at your new location, press **##8 and your personal extension number**

CONFERENCE CALL - To speak to more than one extension or outside phone in a single phone call **please call x4004 a few days prior to making a call.**

CHANGE THE RING TONE - To change the type of ring on your phone:

- Lift Handset and press ***33**
- Press **33** again (phone will begin to ring)
- Press **Volume tone key up or Volume tone key down** to select ring
- Hang up to keep selected ring tone

ACTIVATE YOUR VOICE MAIL BOX - To set up your voice mail box for the first time:

- Lift the handset and Press **28** (if on campus) **OR** dial 508 375-4050 (if setting up from home)
- **Wait for the recording then press * and your voice mail box number**
- When prompted for a pass code, enter your **temporary pass code (which should be your extension #)**
- Follow the tutorial (call X **4004** if you are told you have an invalid mailbox)
- **Remember your pass code.**

RETRIEVE MESSAGES FROM YOUR PHONE

- Lift handset.
- Press **22** (on a 401 phone) / Press **VMAIL** key (on a 410 and 420 phone)
- Follow instructions on recording
- Enter your **pass code**

PHONE AND VOICE MAIL SYSTEM USE AND INSTRUCTIONS - page 2

RETRIEVE MESSAGES FROM ANOTHER PHONE – when the phone extension number is different than your voice mail number such as adjunct faculty offices.

- Lift the handset
- Press **28** and **wait for the recording**
- Press * then **your voice mail box number**
- Wait for the recording then enter your **pass code** and follow the instructions

RETRIEVE MESSAGES FROM HOME

- Call **508 375-4050** / **wait for the recording**
- Dial * then **your voice mail box number**
- Wait for the recording then enter your **pass code** and follow the instructions
 - Press **7** to **play** messages
 - Press **3** to **delete** messages
 - Press **5** to **keep** messages
 - Press **9** when you **exit**

TO CHANGE YOUR GREETING, NAME OR PASS CODE

- Press **28** (if on campus) **OR** Dial 508 375-4050 (if calling from home)
- **Wait for the recording** then press * and **your voice mail box number**
- Wait for the recording then enter your **pass code**
- Wait for the recording then press **8** (for User Options)
- * Follow the instructions
 - Press **4** to change your **greeting**
 - Press **6** to change your **name**
 - Press **7** to change your **pass code**
 - Press **8** to follow the **tutorial**

MESSAGE CONTROL - To control voice mail messages while they are playing back:

- Press **1** to pause (press * to resume)
- Press * to rewind 5 seconds
- Press **#** to forward 5 seconds

GIVE A MESSAGE - To give a message to someone else after listening to it:

- After listening, press **4** then enter a **voice mail box number**
- Press **#** to record an additional message and press **#** again after your additional message
(Optional: press **6** then **8** for **urgent** OR press **6** then **2** for **confidential**)
- Press **9** to send message

DISTRIBUTION LIST - To create or modify a distribution list for multiple voice mail boxes:

- Press **28** and **wait for the recording**
- Press * and **your voice mail box number**
- Wait for the recording then enter your **pass code**
 - Press **8** for user options
 - Press **5** for distribution list then enter a list number (3 digit maximum)
 - Press **6** to record a name (**press 9 to end recording**)
 - Press **2** to **add** number to the list
 - Press **3** to **delete** numbers on the list
 - Press **7** to **listen** to number on your list
 - Press **9** to **exit**

SENDING MESSAGE TO A DISTRIBUTION LIST - To send a message to multiple voice mail boxes at the same time:

- Press **28** and **wait for the recording**
- Press * and **your voice mail box number**
- Wait for the recording then enter your **pass code**
- Press **6** and **Distribution List number**
- Press **#** and record your message
- Press **#** after your message (Optional: press **6** then **8** for **urgent** OR press **6** then **2** for **confidential**)
- Press **9** to send message