ANNA MARIA COLLEGE

Getting Around AMC for The Division of Graduate Studies and Continuing Education

50 Sunset Lane
Paxton, MA

www.annamaria.edu
(508) 849-3423

Welcome!

Welcome to Anna Maria College! We are excited that you have decided to join our community of scholars and learners. Our faculty, staff and administration pledge to provide you with the individual attention and academic quality that has become the hallmarks of an AMC education.

In this package you will find information that will help you navigate our system and become better acquainted with your future alma mater. Our adult students are very important to us, so whether you are pursuing a degree for the first time or expanding your possibilities with a master's degree, we are here to make sure that you receive the best educational experience possible.

Brief History of AMC...

Anna Maria College was established by the Sisters of Saint Anne in 1946 as a premiere Catholic institution of higher education for women. Classes were held in the St. Anne Academy High School in Marlborough, MA, until the College outgrew its space and moved to a 190-acre horse farm in Paxton, MA that the Sisters purchased in 1951. After the move to Paxton, Anna Maria consisted of three buildings: the current Socquet House, which served as the convent; St. Josephs Hall, AMC's Science Building, provided classroom space and a cafeteria; and the barn, now Trinity Hall, provided storage and was later converted to classrooms and dorm rooms.

Marlborough Campus, 1946

Today AMC is a four-year, private, co-ed, Catholic, liberal arts institution that serves over 1600 students, with over 550 living on campus in five residence halls. The College provides quality programs that integrate liberal education and professional preparation committed to the fundamental value of liberal arts and sciences education rooted in the traditions of the Sisters of Saint Anne.

The Sister's of Saint Anne moving books to the library in 1963.

Anna Maria College offers 35+ undergraduate degree programs and over 22 graduate and continuing education programs. AMC distinguishes itself through its career-oriented liberal arts education, prominent and responsive faculty, small class sizes, and a variety of co-curricular activities including 17 varsity sports teams for both men and women.

Committed to a core curriculum that fosters critical and integrated thinking, AMC offers academic excellence with respected faculty and class sizes that range from 4-30 students, with a typical size of 10-15 students, enabling faculty and students to get to know each other personally. AMC also offers an Honors Program with unique study abroad opportunities, as well as special majors, such as art therapy, music therapy and sport management. AMC is also a member of the Colleges of Worcester Consortium, a group of 12 colleges that allows students to cross register at no additional cost.

Paxton Campus, October 2009

Check List

☐ **Accept Offer of Admission.**
You will recieve a letter from Admissions on your acceptance.

☐ **Meet with Financial Aid to get assistance with loans.**
The Financial Aid staff at AMC can help you with the loan process. First you will need to complete the Free Application for Federal Student Aid (FAFSA) at www.fafsa.ed.gov, as well as the Anna Maria College Financial Aid Application that can be found at www.annamaria.edu/admissions/applying.

☐ **Get your student identification (ID) card with library bar code.**
The Student Affairs Office is located in the Bishop Flanagan Campus Center on the Paxton Campus. Hours are 8:30- 4:30 p.m. Monday-Friday. Or if you would prefer, you can send a picture to nmann@annamaria.edu with your name, address and student ID number included in the message and your card will be printed and mailed to your address.

☐ **Start checking your AMCAT email account.**
Your AMCAT email account will be the primary form of communication that is used by faculty and administrative offices, such as the Registrar and Financial Aid, so it's important to check it often. See instructions on page four for more information.

☐ **Register for classes.**
You will receive your Advisor PIN for that semester through your AMCAT email. Your PIN will be different each semester. To ensure you get into your first choice of class, register early. Early registration does not affect the due date of your bill, you will still have until the week before class starts to pay the bill. For registration instructions see page three in this packet.

☐ **Get a free parking permit.**
Parking is usually not an on the Paxton Campus, but it's still important to get your parking permit. You can register your vehicle in the Public Safety Office in the Bishop Flanagan Campus Center. Hours to obtain a parking permit are Monday-Friday 8:00 a.m.- 5:00 p.m. There is no cost.

☐ **Pay your bill at least one week prior to classes starting.**
You will receive your first tuition bill as soon as you register for a course. You can pay online with a credit card or check any time of the day. Please note that you must pay your bill in full at least a week before classes start. For more information, visit www.annamaria.edu/admissions/tuitionfees.

☐ **Get your books**
The AMC Bookstore can be found in the lower level of the Bishop Flanagan Campus Center. You can also rent your textbooks for the semester. Please see the Bookstore at www.annamaria.bkstr.com or call (508) 849-3461 for more details and current hours.

Class Registration

In order to register, students must first talk with their program director to decide the courses to take. Once the schedule has been determined, the student may register online using the Online Student Services (listed below are instructions) Students in accelerated programs should register for both sessions at the beginning of the semester. Enrollment information is sent to the National Clearinghouse at the beginning of the term. By registering for both sessions at the beginning of the semester your enrollment status will be reflected properly; this information is sent to loan companies for students who are deferring student loans. Payment for classes in the second session will not be due until a week before the second session begins. Please note, registrations will not be accepted after the first week of class.

To register with a PIN provided by your advisor:

1.Go to Anna Maria College On-Line Services: webamc.annamaria.edu. To navigate to On-Line Services through the Anna Maria College website:

- Go to the Anna Maria College website (www.annamaria.edu)
- Click on Current Students
- Under Campus Resources Click on the first link (Click here to check your grades, schedule and other College records (Online Student Resources)

2. Log into webamc with your username (student id) and password: (date of birth in MMDDYY format, unless you have changed your password).
3. Point to **Student Records** then click on **Course Registration**.
4. Enter your PIN in the Advisor PIN box, select the Term you would like to register for, then click **Register**.
5. Click on **Add Courses**.
6. Enter in the Department *or* Course number that you would like to register for and then click **Search**.
   - Entering less information will improve your return results.
   - Session and Days are optional
   - Do not select an Area of Study or Instructor
7. Click the check box next to the course you would like to register for then click **Register**. Click **See Detail.** If you have a pending registration, you have not successfully registered for the class
8. A registration screen will display, if you have additional courses to register for, click on **Add Course** and repeat steps 6-7. Please note, if your registration is listed under Pending Registration rather than successful Registration, click the **Detail** button to determine the reason for your error. Common errors are not having met prerequisites or having a time conflict. If your **registration is pending**, you may need to delete the course and select a different course.

** Please note the location of the class when registering; the name of the building will be listed such as Foundress.*

For detailed directions with screen shots, please visit www.annamaria.edu/register or for further assistance, contact the Registrar's Office at (508) 849-3403 or registrar@annamaria.edu

Username and email address:

All students will have a student login for use in the campus computer labs as well as an AMC e-mail account.
Your username will be: [first initial of first name][first initial of middle name][your last name]
For example, if your name was John Paul Smith, your username will be jpsmith.

Your default password will be your nine digit Student ID number. You will need to change this once you successfully login for the first time. Passwords must be at least six characters long containing at least one upper case letter, one lower case letter and and one number.

Your e-mail address will be [username]@amcats.edu Example: jpsmith@amcats.edu

Checking your email

You can check your AMCAT email by visiting **webmail.annamaria.edu.** Enter your username and password, then select **Student** from the drop down box.

- Webmail allows you to send and check email, turn on or off out of office messages, retrieve deleted emails, organize email folders, and access Outlook Calendar functions.
- If using Internet Explorer (Windows), you are able to spell check outgoing messages, use the calendaring feature, and drag and drop messages within Outlook Web Access to folders within the mailbox.

Forward your AMCAT email to another email account (optional)

1. Once you have logged into your AMCAT email, click on the **Options** button in Outlook Web Access tool bar.
2. Click on the **Rules** button on the left hand side.
3. Click on **New Rule.**
4. Click **Create new rule for arriving messages.**
5. Enter a name for the rule, such as **Forward all messages.**
6. Click **Forward or redirect.**
7. Choose **Forward the message to people or distribution lists.** Forwarded messages will have your Anna Maria email address as the "From" address. Alternatively, choose "Redirect the message to people or distribution lists" if you want to be able to reply to forwarded emails more easily. They will have the original "From:" address.
8. Click **people or distribution lists.**
9. Enter the destination email address and click **OK.**

Optional: You can also have the messages deleted after being forwarded. This will prevent your mailbox from filling up. If you don't have it automatically delete messages and you don't periodically login to Outlook Web Access to clear your mail, your mailbox will eventually become full and no mail will be received or forwarded.

10. Once you're done creating the rule, click **Save.**
11. Outlook Web Access will prompt you to be sure that you're aware that your rule will affect ALL incoming messages. Click **OK.**

You are done. Your email will now be forwarded to your other address, and if you chose the delete option then you won't need to login to Outlook Web Access to clean out your email.

Computer labs and printing

AMC has several computer labs throughout the Paxton Campus. The biggest lab is the Library on the Paxton campus, with 20 computers and 2 printers. There is a small computer lab in the Commuter Lounge in the Bishop Flanagan Campus Center, a smaller lab in St. Joseph's Hall on the first floor and the Learning Center has two rooms of computers, all labs are available with printers. In order to log into these computers, you will need your AMCAT username and password to log into.

For detailed directions with screen shots, please visit www.annamaria.edu/resources/informationtechnologies or for further assistance, contact Information Technologies at (508) 849-3208 or itsupport@annamaria.edu.

Paying for Classes

Financial Aid

At AMC, we try to make the financial aid process as easy as possible. With the goal of making a college education accessible and affordable for everyone, the financial aid staff helps students achieve their educational goals by discussing all tuition payment options and assisting with the completion of forms. As you begin to make decisions and choices about how to finance your college education, you'll find the financial aid staff is available to assist you. Contact our Financial Aid office at (508) 849-3366 or finaid@annamaria.edu.

It just takes three easy steps:
Be accepted into a program of study,
Complete the Free Application for Federal Student Aid (FAFSA) at www.fafsa.ed.gov, and
Complete the Anna Maria College Financial Aid Application, which can be found at www.annamaria.edu/admissions/applying.

Some companies offer tuition remission programs. Check with your Human Resources department to see if this might be another option to help you pay for your advanced degree.

Student Accounts

As soon as you register for classes, your bill will be generated and mailed to your home address. Please note that bills must be paid PRIOR to the first class. Bills can be paid online through the Online Student Services. To pay your bill online visit: webamc.annamaria.edu/ and enter your username which is your Student ID that can be found on your ID card and your default password is your birth date (example: February 1, 1970 would be 020170). AMC also offers Tuition Management Systems* which is a monthly payment plan. It is interest free and there is a small enrollment fee. For plan options please visit www.afford.com/annamaria or call TMS at (888)-216-4258.
*to utilize this option for accelerated students, you must be enrolled in both session one and session two of that semester.

For more information about tuition and financial aid visit: www.annamaria.edu/admissions/tuitionfinancialaid or for further assistance, contact Student Accounts at (508) 849-3222 or studentaccounts@annamaria.edu.

Contact Information

Switchboard
508-849-3300

Administrative Offices

Bookstore
Bishop Flanagan Campus Center
508-849-3461
annamaria@bkstr.com

Career Services
2nd Floor Trinity
508-849-3345
careerservices@annamaria.edu

Computer Information Systems
2nd Floor Trinity
508-849-3325
itsupport@annamaria.edu

Financial Aid
112 Foundress Hall
508-849-3366
finaid@annamaria.edu

Division of Graduate Studies & Continuing Education
First Floor Trinity Hall
508-849-3423
gradadmissions@annamaria.edu

Health Services
Health and Counseling Services (next to Trinity)
508-849-3458
healthservices@annamaria.edu

Library
Foundress Hall
508-849-3406
library@annamaria.edu

Public Safety
Bishop Flanagan Campus Center
508-849-3230
publicsafety@annamaria.edu

Registrar
Cardinal Cushing Hall
508-849-3401
registrar@annamaria.edu

Student Accounts
Cardinal Cushing Hall
508-849-3222
studentaccounts@annamaria.edu

Student Affairs
Bishop Flanagan Campus Center
508-849-3387

Faculty

Office of the Vice President of Academic Affairs
Evelyn Ajemian
eajemian@annamaria.edu
508-849-3359

School of Business
Lloyd Hamm, Dean
lhamm@annamaria.edu
508-849-3291

School of Education
Christine Holmes, Ed.D., Dean
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508-849-3418

School of Fire and Health Sciences
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508-849-3439

School of Humanities
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508-849-3415

School of Justice and Social Sciences
Christine Holmes, Ed. D., Dean
cholmes@annamaria.edu
508-849-3418

School of Visual & Performing Arts
Ronald Sherwin, Ph.D., Associate Dean
rsherwin@annamaria.edu
508-849-3441

Division of Graduate Studies & Continuing Education
Thomas Sabbagh, Ph.D., Associate Dean
tsabbagh@annamaria.edu
508-849-3358

Online Program
Coordinator
Lorene Farar
lfarar@annamaria.edu
508-849-3371

Enrollment Coordinator
Nancy Adams
nadams@annamaaria.edu
508-849-3423

Student Affairs

It is our philosophy that students are responsible for their own success, and that it is our responsibility to provide the support systems necessary for our students to attain that success. In order to assist our students in achieving their goals, Student Affairs provides:

• A vibrant Campus Ministry focusing on spiritual growth and social justice programs
• A Career Center that helps students clarify vocational goals, identify internship possibilities and prepare themselves for their job search
• A Counseling Service backed by an extensive referral network
• A Learning Center that offers assistance to all AMC students. The center administers placement testing and offers workshops on writing and study skills. In addition, academic counseling and individualized help in study skills are available for those with specific learning needs.
• Health Services staffed by a full time nurse practioner focused as much on health education as assessment and treatment of students
• An Office of Multicultural Affairs that presents educational programs so that all students are prepared to live in our global society and understand the importance of respect for all people

AMC
ANNA MARIA COLLEGE

1. **AMCAT Field**
2. **Miriam Hall** *Music and Art*
3. **AMCAT Center**
4. **Student Parking**
5. **Freshmen Parking**
6. **Madonna Hall** *(Residence Hall)*
7. **O'Leary** *(Residence Hall Wing)*
8. **Eagan** *(Residence Hall Wing)*
9. **Duggan** *(Residence Hall Wing)*
10. **Mondor** *(Residence Hall Wing)*
11. **Bishop Flanagan Campus Center**
    Bookstore
    Commuter Lounge
    Dean of Students
    Dining Hall
    Executive Vice President
    Ballroom
    Multicultural Center
    Student Activities Office
    Student Government Office
    The Hub Student Lounge
12. **Student & Faculty Parking**
13. **Health & Counseling Services**
14. **Trinity Hall, East Wing**
    Career Center
    Faculty Offices
    Molly Bish Center
    Student Success Center
    (Advising & Academic Support)
15. **Trinity Hall**
    Academic Affairs
    Computer Services
    Faculty Offices
    Honors Lounge
    Marketing & College Relations
    Office of Diversity & Inclusion
16. **President's Guest Parking**
17. **St. Joseph Hall**
    Science Building
18. **Additional Parking** *(across the street parking)*
19. **Socquet House**
    Advancement Office
    Alumni Office
    Human Resources
    President's Office
20. **Softball Field**
21. **Madore Chapel** *(Lower Level)*
22. **Cardinal Cushing Hall**
    Business Office
    Classrooms
    Faculty Offices
    Registrar's Office
23. **Mondor-Eagan Library**
24. **Foundress Hall**
    Admissions Office
    Financial Aid Office
    Nursing Lab
    Public Safety Office
    Zecco Performing Arts Center
25. **Admissions Visitor Parking**
26. **Student & Faculty Parking**
27. **Visitor & Faculty Parking**
28. **Student Parking**
29. **Fuller Activities Center**
30. **Physical Plant**
31. **Alumni Hall** *(Residence Hall)*
32. **Coghlin Hall** *(Residence Hall)*
33. **South Hall** *(Residence Hall)*
34. **St. Anne Hall** *(Residence Hall)*
    Residence Life Office
35. **Student Parking**

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