

Montgomery College Business Student Orientation

- Based on a Prezi presentation created by Hannah Weiser
- Prezi available at <http://bit.ly/MCBusinessOrientation> (updated: June 14, 2017)
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New Students [local navigation links]

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Why Study Business

- Develop specialized skills and improve your capacity to analyze information, communicate effectively, think critically, and thrive in work situations.
- A wide variety of career choices – a business degree allows for professional versatility as 85% of jobs are in BUSINESS.
- With a wide range of career skills, 75% of companies are looking to hire business majors creating lots of career possibilities.
- \$53,901 is the average starting salary for Business Majors.
- \$3.70 Million is the average career earnings for Business Majors.

Business Program Foundations

- The Business Program is part of the Business, Economics, Accounting, Computer Applications, Hospitality Management, and Paralegal Studies (**BEACAHMPS**) Area. We offer programs of study leading to degrees and certificates that will prepare students for an exciting career. For our department website, visit: <http://cms.montgomerycollege.edu/business/>.
 - On the Rockville campus we are known as the Business, Economics, Accounting, Computer Applications and Hospitality Management Department (**BEACAHM**). We are located in HU261. For more information visit: <https://cms.montgomerycollege.edu/businessRV/>.
 - The department of Business, Economics, Accounting, Management, Computer Applications and Paralegal Studies (**BEACAPS**) is located on both the Germantown (HT341) and Takoma Park/Silver Spring (IS 205) campuses. For more information visit: <https://cms.montgomerycollege.edu/beacaps/>.
- Through these departments, Montgomery College offers degree programs and certificates for students who plan to transfer to four-year programs or begin/change careers as noted under the “Academic Advising” section of this presentation.
- Don’t forget to access the Montgomery College New Student Orientation, available in an “In-Person” format and an interactive “Online” format. New Student Orientation (**NSO**) is mandatory for all new degree-seeking students. Students must complete NSO before you can register for classes. <http://cms.montgomerycollege.edu/EDU/Department.aspx?id=13559>.
- We also now offer fully online degrees in both business and in information systems!
 - For an introduction to the **Rockville** campus faculty and staff visit: <http://cms.montgomerycollege.edu/EDU/Department2.aspx?id=64255>.
 - For an introduction to the **Germantown** and **Takoma Park/Silver Spring** Faculty visit: <http://cms.montgomerycollege.edu/EDU/Department2.aspx?id=64254>.

Degrees & Certificates - Business A.A. Degree

- For the Business A.A. Degree requirements and course offerings visit: http://catalog.montgomerycollege.edu/preview_program.php?catoid=2&poid=250&returnto=112
- An advising worksheet may be accessed at <http://cms.montgomerycollege.edu/EDU/plain.aspx?id=15000>
 - A total of 60 credits are required to complete this program with the following courses included
 - General Education courses are required for all degree programs. Please see the following slide for course choices.
 - Calculus (Math 150 or Math 180) will be required to attend most transfer universities and should be completed prior to your last semester if possible.
 - Note that you will be required to complete both ECON 201 and ECON 202 (listed below)
 - These program requirements are unique to the Business curriculum.

- ACCT 221 MUST be completed prior to the completion of ACCT222. Please wait to enroll in these courses until your second program year.
- Students may take any elective to meet this requirement. While MGMT 201 is encouraged, please check transfer potential. This class may transfer as a business elective (e.g. the Smith School at UMD) rather than Business Law, meaning you may have to retake the course after you transfer.
- You may choose any course to meet the elective requirements. However, students should be mindful of whether classes will transfer if planning to attend a four-year institution upon graduation.
- Make sure one of your general education courses has an * designation to it!
- General Education Foundation and Distribution Courses may be accessed at: <http://cms.montgomerycollege.edu/EDU/Department.aspx?id=11681>
 - Note classes in bold are more likely to transfer!
 - Make sure to choose a class with an * next to it to meet the global/cultural perspectives requirement!

Degrees & Certificates – Management Certificate

- For the Management Certificate requirements and course offerings, visit: http://catalog.montgomerycollege.edu/preview_program.php?catoid=2&poid=360&returnto=112
- Students may receive a Management Certificate while continuing to pursue a Business A.A. Degree!

Degrees & Certificates – Supervisory Letter of Recognition

- For the Supervisory Letter of Recognition requirements and course offerings, visit: http://catalog.montgomerycollege.edu/preview_program.php?catoid=2&poid=361&returnto=112
- This worksheet may be accessed at: <http://www.caringhearts.org/1314805A.html>
- Students may receive a Supervisory Letter of Recognition while continuing to pursue a Business A.A. degree!

Degrees & Certificates - Accounting

- Students interested in accounting can pursue an AA degree in Business or an Accounting certificate. However, the certificate is intended for students seeking to upgrade their professional competence, or for students who have a Bachelor's degree in an area other than accounting who wish to sit for the CPA exam in Maryland.
- To access the Accounting Certificate requirements, visit: http://catalog.montgomerycollege.edu/preview_program.php?catoid=2&poid=208&returnto=112
- This worksheet may be accessed here: <http://www.caringhearts.org/1415167.pdf>
- Montgomery College offers all required CPA Exam Courses!
- For more information about the CPA Exam, visit: <https://cms.montgomerycollege.edu/EDU/Department2.aspx?id=69042>

Academic Advising

- For additional advising tools and planning materials, visit:
<http://cms.montgomerycollege.edu/edu/plain.aspx?id=2065>
- Course Planning Worksheet available at:
<http://cms.montgomerycollege.edu/EDU/Department.aspx?id=13744>
- Calculate your Grade Point Average!
 - Using this friendly GPA calculator, you can determine your GPA:
<http://www.montgomerycollege.edu/Departments/phengrv/GPAcalc.htm>
- Access Student Forms
 - Access student forms to declare as a business major, name/address changes, application information, graduation requests, transcript requests, and more:
<http://cms.montgomerycollege.edu/edu/department2.aspx?id=10072>
- Find Classes with No Assessment Levels or Prerequisites
 - For a list of courses to get started even if you are limited in your course options due to placing into developmental courses (i.e., ENGL 001, ENGL 002, READ 095, READ 099) or any courses within the American English Language Program (AELP) (i.e., AELW 910, AELW 920, AELW 930, AELW 940, AELR 910, AELR 920, AELR 930, AELS 910, AELS 920).
http://cms.montgomerycollege.edu/uploadedFiles/EDU/Counseling_and_Advising/Academic_and_Class_Planning/courses%20with%20no%20prereqs%20or%20assess%20levels.pdf

Email & Calendars

- **Access your MC Email**
 - Your Montgomery College email address is an important tool with many benefits. Important updates from your professors about your courses, information regarding Business related jobs, extracurricular opportunities, upcoming events, and more will come to your MC Email address from “Business Studies” when you designate as a business major. Students can access email by logging into MyMC and clicking the email icon as pictured here.
 - Forward your MC Email! It is possible to forward your MC email to a personal email account, this will allow you to access and read your MC e-mails that are incoming (in real-time) from the MyMC portal to your desired personal e-mail account. Call the IT help desk for details (240) 567-7222
 - Don’t forget – your email address can also be used as a tool to get discounts and more from retail sites such as Amazon.com, Apple, and Microsoft. For instance you can now get Microsoft Office 365 for free using your student email address! Please visit <https://products.office.com/en-us/student>.

- **Mark Your Calendars!**
 - The Academic Calendars list key dates related to the progress of instruction – semester start and stop dates, holidays, exam periods, and more. Please visit:
<http://cms.montgomerycollege.edu/edu/department2.aspx?id=16456>.
 - Montgomery College follows a final exam schedule during the fall and spring semesters. During the winter and summer sessions, final exams are given the last day of class. Please check the final exam schedule when enrolling for schedules to avoid time conflicts. Visit:
<http://cms.montgomerycollege.edu/edu/department2.aspx?id=15555>.

Frequently Asked Questions

- *I am very busy outside of school. How much time will each class take?* While class times will vary by day, a good rule of thumb is to plan for about 2 hours of work outside of class for every hour in class. This means that for a 3 credit course (as many are) you should plan about 9 hours of work each week for the class. This applies to hybrid and online classes as well! Some classes, like Accounting (a four credit course), will require even more time. Talk with your professor to make sure you understand his/her expectations.
- *How long should it take to complete the Business Degree Program?* The time it takes to complete a degree varies based on the student and how many courses can be taken each semester. Some students complete in two years, others in five – work with an advisor to determine a schedule that works for you.
- *What are the students in the Business Program like?* As the second largest program of study at Montgomery College, the Business program students generally reflect Montgomery College's diverse student body. For more information, visit
<http://cms.montgomerycollege.edu/EDU/Department4.aspx?id=54314>.
- For more answers to common questions, visit:
<http://cms.montgomerycollege.edu/EDU/Department2.aspx?id=15453>.

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Learning Resources

- Montgomery College offers multiple learning resources to help students.
- To access information about tutoring and additional resources, visit:
<http://cms.montgomerycollege.edu/learningcenters/>

Learning Resources - Smarthinking

- Smarthinking Online Tutoring
- Smarthinking is Free online tutoring for all MC students, anywhere, anytime!
- Math – Science – Business – Writing – Spanish – IT
- Access Smarthinking online tutoring at:
<http://cms.montgomerycollege.edu/distance/during/smarthinking/>
- Log into your FREE account through MyMC and click on SMARTHINKING link under STUDENT QUICK LINKS.

Learning Resources – Writing, Reading and Language Center

- The WRLC serves as a free resource for students, faculty, and staff and provides support services to students in all classes that require reading, writing, speech, American English pronunciation, and world languages. The services provided are one-on-one tutoring, specialized workshops, access to instructional technology, PC and Mac computers, the Microsoft Office software suite, WEPA print services, and various resources assigned by the faculty.
 - Germantown – HS150 – 20200 Observation Drive, Germantown MD 20876 – 240-567-1802
 - Rockville – HU002 & MT020 – 51 Manakee Street, Rockville MD 20850 – 240-567-7402 (HU002) – 240-567-4160 (MT020)
 - Takoma Park/Silver Spring – RC-105 – 7600 Takoma Avenue, Takoma Park, MD 20912 – 240-567-1556
- For more information visit:
<http://cms.montgomerycollege.edu/edu/department.aspx?id=74419>

Learning Resources – Tutors: Accounting

- Accounting tutors are available at no cost to students in the Business office on the Rockville campus, on the second floor of Humanities, room 261.
- Accounting tutors are also available on the Germantown Campus in the Math Accounting Physics Engineering Learning (MAPEL) Center located in the HT (High Technology and Science Center) building, Room 229.
- Schedules for accounting tutors on both campuses may be accessed at
<http://cms.montgomerycollege.edu/accounting/>

Learning Resources – Tutors: Biology, Chemistry, Math, Physics, Engineering, Geosciences

- Short-term tutoring is available on the **Rockville campus** on a walk-in basis for currently enrolled students taking math, biology, chemistry, physics, engineering and geosciences at Montgomery College
- There are seven tutoring stations in the Center. Each station has a sign above it which indicates the subject you can be tutored in at that desk,
- Each tutoring station has a sign-in sheet so that you may be taken in turn.
- Tutors assisting in the Math/Science Center are members of the faculty, Math/Science Center staff, or outstanding students who have been recommended by their professors.
- For more information visit:
<http://cms.montgomerycollege.edu/EDU/Department2.aspx?id=27965>

Learning Resources – Tutors: Math, Accounting, Physics & Engineering

- Tutoring is also available on the **Germantown Campus** in the Math Accounting Physics Engineering Learning (MAPEL) Center. It provides services including tutoring, calculators, a computer lab, text books/solution manuals, and other study materials. For operating hours and more information visit:
<http://cms.montgomerycollege.edu/edu/department2.aspx?id=18038>
- Additional math tutoring is available on the **Takoma Park/Silver Spring** campus. For more information, visit:
<http://cms.montgomerycollege.edu/edu/department.aspx?id=10848>

Learning Resources - Library

- The Montgomery College Libraries play an essential role in supporting the curriculum at Montgomery College, offering a variety of services, in-person and virtual, and a number of resources, both in physical and electronic formats, that support research, teaching, and learning and to accommodate diverse learning styles and provide 24/7 access to resources, services and research assistance.
- There are locations at each campus:
 - Germantown, in the Humanities/Social Sciences Building (HS)
 - Rockville, in the Macklin Tower (MT) building
 - Two locations in Takoma Park/Silver Spring, the Cafritz Arts Center (CF) building and the Resource Center (RC) building.
- For more information, visit: <http://cms.montgomerycollege.edu/libraries/>

Learning Resources - Blackboard

- The Blackboard help desk is available to all students and faculty using Blackboard for instruction. This 24-hours-per-day, 7-days-per-week service is available to provide assistance to students, faculty and staff who have questions about using Blackboard.
- Students may contact the Blackboard help desk for assistance in the following ways:
 - **Telephone support** with a certified Blackboard support representative. The Blackboard Helpdesk can be reached through the IT Helpdesk phone number 240-567-7222 and is available 24/7/365.
 - **Online Chat** with a certified Blackboard support representative. This feature is accessible through the Blackboard Technical Support Website and is available 24/7/365 at :
[https://help.edusupportcenter.com/shplite/MontgomeryCollege/home?=
=](https://help.edusupportcenter.com/shplite/MontgomeryCollege/home?=)
- Blackboard Tutorials are also available at: [https://help.blackboard.com/en-us/Learn/Reference/Blackboard Learn Videos/Student Videos](https://help.blackboard.com/en-us/Learn/Reference/Blackboard%20Learn%20Videos/Student%20Videos)

Learning Resources – Disability Support Services

- Disability Support Services (DSS) empowers, supports, and advocates for students with disabilities to achieve their goals by providing equal access to the education and programs offered at Montgomery College. We promote a culture of diversity, accessibility, and opportunity within our college community.
- Services including reasonable accommodations are provided in compliance with Section 504 of the Rehabilitation Act and Title II of the Americans with Disabilities Act, 2009
- For more information, visit: <http://cms.montgomerycollege.edu/dss/>

Extracurricular Opportunities

- It is important to get involved on campus, and MC has a number of opportunities for you to do so. Extracurriculars play a part when you apply to colleges and jobs. That is because the things you do in your free time reveal a lot about you. Also, engaging on campus shows a willingness to go beyond the minimum expectations. For example:
 - Serving in a leadership role for a club shows that you have leadership skills.
 - Doing volunteer work as part of Enactus shows that you are dedicated to helping others.
 - Working a part-time job while keeping your grades up shows that you are responsible and can manage your time.

Extracurriculars - Enactus

- Enactus is a nationwide community of student, academic and business leaders committed to using the power of entrepreneurial action to transform lives and shape a better more sustainable world. Various Enactus opportunities are available for skill building and volunteer work throughout the school year. For more information, visit: <http://enactus.org>
- Learn about Enactus: <https://www.youtube.com/user/enactus>
- Join MC Enactus! – Youtube: Join MC Enactus!
- For more information, contact the Macklin Business Institute: 51 Manatee Street (HU208) Rockville MD 20850, #240-567-1707 | mbi@montgomerycollege.edu or visit: <http://cms.montgomerycollege.edu/edu/department.aspx?id=18936>

Extracurriculars – Raptor Tank: Business Pitch Competition

- Raptor Tank is designed to promote student start-up ideas and economic development by bringing together students with mentors and judges from the entrepreneurial community in a real life business challenge.
- The competition generally begins during fall semester. Students submit an executive summary of a business plan to a panel of faculty, staff, students, and/or business professionals for review. During spring semester, selected finalists attend a series of workshops with subject matter experts regarding entrepreneurship. These finalists then make a business pitch to a panel of external judges (primarily local entrepreneurs). The judges select the winning participants who receive up to \$5,000 in seed money to start and/or grow the business venture. Interested participants may contact Hannah Weiser at hannah.weiser@montgomerycollege.edu or mcraptortank@gmail.com
- Youtube:
 - MC Today: Raptor Tank Business Competition
 - Raptor Tank Overview Video
- See photos from the first ever Raptor Tank: <https://www.flickr.com/photos/montgomerycollege/sets/72157651727550265/>

Extracurriculars – Raptors for Change

- Raptors for Change is a social entrepreneurship competition that enables student teams to use their creativity to raise money for one of four charities. Each team of up to four people is given 18 handcrafted Ugandan necklaces and 18 dollars - resources they can use to raise as much money as possible for their selected charity in five days. This competition is a great way to work with friends, build a resume, earn prizes, and help others!
- In 2015, almost 40 students participated each semester in each 5-day event, raising over \$15,000!
- Students from all majors can take part in the competition. If you have any questions feel free to email MCraptorsforchange@gmail.com or contact the advisor, Joanne Frazier at joanne.frazier@montgomerycollege.edu . We will be advertising the kick-off soon!

Extracurriculars – Clubs and Organizations

- MC Business students are encouraged to take their college experience to the next level by joining a club or organization - a great extracurricular activity!
- Joining a club is a way to expand your horizons from an educational and social perspective. Students participating in clubs can develop their leadership skills, demonstrate commitment to business or another area of interest as you apply to four-year colleges, network and socialize. Participate in the events you like - from guest speakers and networking, to resume development and job-hunting tips, to business simulations and fun trips.
 - For information about clubs of interest on your campus and even how to start your own club, visit:
<https://cms.montgomerycollege.edu/edu/plain.aspx?id=2439>
 - For more information about **the Business Club on the Germantown campus** visit:
<http://cms.montgomerycollege.edu/EDU/Department2.aspx?id=73233>
 - For more information or to become a member of **the Rockville SBA** email sbaclub.mc@gmail.com or visit:
<http://cms.montgomerycollege.edu/EDU/Department2.aspx?id=69447>
 - To become a member of **the Economics Club at Takoma Park** contact: Satarupa.das@montgomerycollege.edu . To become a member of **the Future Entrepreneurs Club at Takoma Park**, contact: Horace.Burrell@montgomerycollege.edu . For more information, visit: <http://cms.montgomerycollege.edu/EDU/Department2.aspx?id=65059>

Extracurriculars – Office of Student Life

- On each campus, the Office of Student Life empowers students to actualize personal and social change. Student Life provides intentional learning opportunities that promote individual growth, leadership development, and community engagement. Additional MC clubs and volunteer opportunities may be found through the Office of Student Life.
 - For information about the Student Life office in **Germantown**, visit: <https://cms.montgomerycollege.edu/edu/department2.aspx?id=6548> - Science and Applied Studies (SA) Building | Room 186 - Monday through Friday 8:30 a.m. to 5:00 p.m. - Front Desk 240.567.7840 | Fax 240.567.7843 - studevgt@montgomerycollege.edu
 - For information about the Student Life office in **Rockville**, visit: <https://cms.montgomerycollege.edu/EDU/Department2.aspx?id=8157> - Campus Center | Lower Level Room 005 - Monday through Friday 8:30 a.m. to 5:00 p.m. - Front Desk 240.567.5092 | Fax 240.567.7175 - stlifer@montgomerycollege.edu
 - For information about the Student Life office in **Takoma Park/ Silver Spring**, visit: <http://cms.montgomerycollege.edu/edu/department2.aspx?id=64967> - Student Services (ST) Building, | Room 217 - Monday through Friday 8:30 a.m. to 5:00 p.m. - Front Desk 240.567.1482 - Mia.Price@montgomerycollege.edu

Special Programs and Honors

- In addition to the intellectual satisfaction, MC offers many honors programs and additional special programs to provide recognition on your transcripts and resume if you meet certain standards. When you transfer to a four-year program or go on a job interview, that acknowledgement shows you are a motivated person willing to give a little extra.
- MC Honors and Special programs pay-off in other ways, too. Opportunities open up, including select internships, invitations to academic conferences, scholarships, and travel. You become part of a smaller community with other motivated students, and you can explore course material not covered in non-honors sections. Instructors and industry leaders become mentors.
- Consider applying to one of the programs discussed here: The Macklin Business Institute, The Hillman Entrepreneurs Program, Renaissance Scholars, Phi Theta Kappa or receive an Honors recognition/award!

Special Programs & Honors – Macklin Business Institute

- Originally a one-year sophomore-level honors business program, MBI has since grown to incorporate an additional two-year program for students applying to Montgomery College (MC) as freshman. MBI isn't a typical business program. It's an experiential learning program for business students to get hands-on experience in the business world and local community. By coupling real-life experience with what students are learning in business classes, our students are often better prepared to succeed when they transfer to top business schools.
- For more information, contact the Macklin Business Institute: 51 Mannakee Street (HU 208) Rockville, MD 20850, #240-567-1707 | mbi@montgomerycollege.edu or visit: <http://cms.montgomerycollege.edu/edu/department.aspx?id=18936>

Special Programs & Honors – Hillman Entrepreneurs Program

- The Hillman Entrepreneurs Program is a scholarship and educational program. The goal is to support, develop, and graduate ethical leaders who want to energize and give back to their local communities. Open to all transferable majors starting at Montgomery College and finishing at the University of Maryland, College Park.
- What It Means To Be a Hillman Entrepreneur at Montgomery College:
 - Receive a scholarship for 2/3rd of tuition and fees and funds for books
 - Have the opportunity for a one-time \$500 merit scholarship
 - Receive one-on-one advising and mentoring
 - Develop entrepreneurial/leadership skills
 - Be a member of a group of aspiring entrepreneurs
 - Have internship opportunities
 - Hillman classes meet on Friday afternoons in the PK building at Germantown Campus
 - Earn a minor in technology entrepreneurship
- Youtube: Hillman Entrepreneurs Program at Montgomery College
- For more information, contact Ms. Rebecca Razavi, Program Director, Hillman Entrepreneurs Program: Paul Peck Academic & Innovation Building (PK) Room 175G, Germantown, MD 20876, #240-567-2019 | hillmanprogram@montgomerycollege.edu or visit: <https://cms.montgomerycollege.edu/hillmanprogram/>

Special Programs & Honors – Renaissance Scholars

- The Renaissance Scholars is a selective honors program offered in the evenings and on the weekends at the Germantown campus and at the Takoma Park/Silver Spring campus. The mission of the Renaissance Scholars Honors Program is to create a learning community for high-achieving and highly motivated part-time and full-time students.
- What It Means To Be a Renaissance Scholar at Montgomery College:
 - Stimulating interdisciplinary courses
 - Participation in a community of scholars, both part-time and full-time students
 - Study/travel experience
 - Faculty mentors and special advising
 - Cultural and social activities
 - Internship opportunities
 - Opportunity for an honors program designation on transcript
 - Scholarship at the in-county rate for the 1-credit seminar in the fall and the 6-credits of Renaissance Scholars coursework in the spring
- For more information, visit: <http://cms.montgomerycollege.edu/edu/department.aspx?id=13457> or contact the Renaissance Scholars Directors:
 - Professor Joan Naake 20200 Observation Drive Germantown, MD 20876, #240-567-1951 | Joan.Naake@montgomerycollege.edu or
 - Dr. Carole Wolin 7600 Takoma Avenue Takoma Park, MD 20912, #240-567-1424 | Carole.Wolin@montgomerycollege.edu
- Youtube: Montgomery College Renaissance Scholars Program

Special Programs & Honors – Phi Theta Kappa

- Membership in Phi Theta Kappa provides many benefits. First and foremost, you will be eligible for transfer scholarships that many colleges and universities offer to Phi Theta Kappa members. Another benefit of membership is that you will be included in Phi Theta Kappa's scholarship and job placement database. You will receive the Phi Theta Kappa Transfer Directory, which includes a listing of all transfer scholarships available exclusively to Phi Theta Kappa members, plus articles on financial aid, transferring, and four year institutions. Finally, the national reputation of Phi Theta Kappa will identify you to other colleges and potential employers as a superior student, and should be included on your resume.
- To be eligible for membership in PTK, a student:
 - must be currently enrolled at MC
 - must have completed 15 credits of college level credits at MC (excluding developmental courses)
 - must have a GPA of 3.50 or greater
- For more information about PTK **Germantown** visit:
<http://cms.montgomerycollege.edu/EDU/Department.aspx?id=14116> Or contact a PTK Germantown Faculty Advisor:
 - Professor Michael Harding - Phone: (240)567-7759 - Email: michael.harding@montgomerycollege.edu
 - Professor Lucy E. Laufe - Phone: (240)-567-1965 - Email: lucy.laufe@montgomerycollege.edu
- For more information about PTK **Rockville** visit:
<https://cms.montgomerycollege.edu/edu/directory2detail.aspx?index=788> or contact a PTK Rockville Faculty Advisor:
 - Professor Brian Baick - Phone: 240 567-1761 - Email: brian.baick@montgomerycollege.edu
- For more information about PTK **Takoma Park/Silver Spring** visit:
<http://cms.montgomerycollege.edu/edu/directory2detail.aspx?index=519> or contact a PTK Takoma Park/Silver Spring Faculty Advisor:
 - Professor Qingmin Zhou - Phone: 240 567-1606 - Email: qingmin.zhou@montgomerycollege.edu
- For more information, visit: <https://www.ptk.org>

Special Programs & Honors – Awards and Recognition

- Honors Scholar Award
 - Students who have completed a minimum of 12 credit hours of honors work, including course work in at least two different academic disciplines, and who have maintained a 3.4 or higher grade point average, are eligible to be recognized as MC Honors Scholars. For more information about the MC Honors Scholars awards, contact Dr. Lucy Laufe at 240-567-7453 or 240-567-7417.
- Dean's List
 - The Dean's List Awards recognize students who have earned a grade point average of 3.5 or higher for two consecutive semesters and have

completed at least 24 credit hours. Students will be notified via your MC email address if you receive this designation.

- Transcript Notation
 - Students who have completed a minimum of 15 credits of MC Honors coursework in at least three different academic disciplines, and have maintained a 3.2 or higher grade point average, will receive an "MC Honors Program" notation on their Montgomery College academic transcripts.
- For more information, visit:
<http://cms.montgomerycollege.edu/EDU/Department.aspx?id=72118>

Networking

- Join the Business Buddies Program
- The Business Buddy Program pairs a student who is currently in the Business program with new students interested in business as an informal “buddy” for further help and support. This program is a great way to get involved at MC, especially as a mentor, while being flexible to meet your own scheduling needs.
- Sign up now for the Business Buddy Program by accessing the sign up sheet at:
<http://bit.ly/mcbuddies>

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Transfer Planning & Scholarships

- Business students planning to transfer to four-year institutions may access transfer information and scholarship information at the following site: <http://cms.montgomerycollege.edu/EDU/Plain.aspx?id=10187>
- Not sure where to transfer? We can help!
- The College Navigator site is a great free resource for guidance: <http://nces.ed.gov/collegenavigator/> as well as Niche: College reviews by students for students: <https://colleges.niche.com>

Transfer Planning & Scholarships – Robert H. Smith School of Business

- Interested in the University of Maryland Robert H. Smith School of Business?
- Many students from Montgomery College hope to transfer to the University of Maryland's Robert H. Smith School of Business, and many do. Please note this program is available on both the College Park and Shady Grove campuses with some differences in the application process and program structure. UMD's Robert H. Smith is considered a limited enrollment program and is highly competitive. The average GPA for admission is approximately a 3.4. We recommend that you contact these programs directly for more information.
- College Park Campus
 - The College Park campus of the Robert H. Smith School of Business has a competitive process. For more information, please review the attached pathway for transfer planning and we encourage you to contact the College Park campus at 301-405-2286 | undergradinfo@rhsmith.umd.edu
 - An advising worksheet is available at: http://cms.montgomerycollege.edu/uploadedFiles/EDU/Counseling_and_Advising/Transfer/Transfer_Resources/SmithUMCP-Jan-2015.pdf
 - Note that not all majors are offered at the Shady Grove Campus
 - Please note UMD's policy for Gateway courses.
 - Be careful when selecting electives
- Shady Grove Campus
 - The Shady Grove campus of the Robert H. Smith School of Business has a unique application process and program compared to the College Park campus. For more information, please review the attached pathway for transfer planning and we encourage you to contact the Shady Grove campus. MC contact; Karina Reid email: kreid@umd.edu phone# (301) 738-6093
 - Key distinctions Shady Grove:
 - Automatic transfer admission program through the Terp Transfer Partnership (see below).
 - Operates in more of a "cohort" program, making it difficult to work while attending this program due to schedule requirements.
 - Application requirements differ slightly (e.g., a total of 6 courses are considered gateway courses as compared to 3 at College Park).

- Class sizes are similar to MC, 30-40 students per class.
- Same great Robert H. Smith School degree. However, there are less business major types available (e.g., Finance only available at CP).
- Only admits students in the fall (College Park admits for Fall and Spring).
- The campus location is right near the Rockville MC campus.
- TTP: The Shady Grove campus offers a guaranteed admissions program if you apply and are accepted into the Terp Transfer Partnership before your last semester at MC and graduate with a Business A.A. Degree from MC with a 3.4 or higher GPA. For more information visit: <http://www.shadygrove.umd.edu/usg-ttp>
- For a Shady Grove specific transfer planning worksheet, visit <http://cms.montgomerycollege.edu/EDU/Plain.aspx?id=52825>

Transfer Planning & Scholarships – Transfer Program Agreements

- There are lots of transfer opportunities within a 50 mile radius of MC!
 - While many students plan to attend the University of Maryland’s Robert H. Smith School of Business, this program is competitive and students are encouraged to consider alternative options as well, such as alternative majors (e.g., Communications or Economics) and even other business schools.
 - For access to this resource, Plan B options for Business transfer schools in 50 mile radius: [http://cms.montgomerycollege.edu/uploadedFiles/EDU/Counseling_and_Advising/Transfer/Transfer_Resources/OptionsForBusinessMajors\(4\).pdf](http://cms.montgomerycollege.edu/uploadedFiles/EDU/Counseling_and_Advising/Transfer/Transfer_Resources/OptionsForBusinessMajors(4).pdf).
- MC Business Transfer Program Agreements
 - Catholic University, D.C., B.A. in Management
 - Excelsior College, Online, B.S. in General Business
 - Hood College, MD, B.A. in Business Administration
 - University of the District of Columbia, B.B.A. in Accounting, B.B.A. in Management
 - Universities at Shady Grove Univ. of MD, College Park @ USG: B.S. in Accounting, B.S. in International Business, B.S. in Management, B.S. in Marketing
 - UMUC Univ. of MD, University College: BS in Business Administration, B.S. in Human Resource Management, B.S. in Management Studies
 - Universities at Shady Grove U. of MD, Univ. College @ USG: B.S. in Accounting, B.S. in Business Administration

Transfer Planning & Scholarships – Scholarships

- Scholarships
 - Students may access scholarships through MC and the schools you intend to transfer to. For more information, contact the institutions you plan to transfer to.
- Scholly
 - Did you know? \$100 million in scholarships go unused every year!
 - Scholly is a simple smartphone app that matches students with hundreds of higher education scholarships they can apply for, tailored to their demographic and home state. It is really easy to use and provides a huge resource for students, with easy access to a list of many scholarships offered by various organizations. The Scholly App was created by a student just like you. It costs only 99 cents and it provides easy access to scholarships outside universities.
 - For the App: <https://itunes.apple.com/us/app/scholly-scholarship-search/id640381740?mt=8>

Career Resources

- Montgomery College Career Services offers a variety of support and tools for obtaining the career of your choice, including a career coach to help you determine the right path for you. For more information, visit: <http://cms.montgomerycollege.edu/edu/tertiary1.aspx?urlid=50>

Career Resources – Career Services

- For more information visit:
<http://cms.montgomerycollege.edu/edu/tertiary1.aspx?urlid=50>
- Montgomery College Career Services offers multiple resources for students including:
 - ejobs: an online job site exclusively for MC students and alumni:
<https://montgomerycollege-csm.symplicity.com/students/>
 - Career Coach: an information search tool specific to Montgomery County:
<http://cms.montgomerycollege.edu/careercoach.html>
 - Workshops, Events, and job Fairs:
<http://calendar.montgomerycollege.edu/EventList.aspx?display=Week&view=DateTime>
 - One-on-One counseling such as Resume writing and review
- Contact Information
 - **Germantown**
 - Patricia McGlone - Student Success Center SA 172 - 20200
Observation Drive, Germantown, MD 20876
 - Hours M-F 8:30-5:00 - Phone 240-567-1970
 - **Rockville**
 - Roberta Buckberg - Campus Center 019 - 51 Mannakee, Rockville, MD 20850
 - Hours M-F 8:30-5:00 - Phone 240-567-5057
 - **Takoma Park/Silver Spring**
 - Joseph O'Hare - Resources Center Suite 205, Room 206 - 7600
Takoma Ave, Takoma Park, MD 20912
 - Hours M-F 8:30-5:00 -Phone 240-567-1630
- For contact information, visit:
<http://cms.montgomerycollege.edu/EDU/Department.aspx?id=63777>

Career Resources – Resume Workshop

- Interested in learning more about how to create a cover letter and resume?
Access Professor Hannah Weiser's Resume Workshop at:
<http://bit.ly/WeiserResumeWorkshop> or
http://prezi.com/lzilfnda9ilr/?utm_campaign=share&utm_medium=copy