MENU OF SERVICES
A GUIDE FOR STUDENT SUCCESS
ACADEMIC SUPPORT SERVICES

Academic Achievement Center
Wellesley Hills, 2nd floor • 781-239-2620
Framingham, 3rd floor • 508-270-4213
www.massbay.edu/aac • aac@massbay.edu
• Provides a wide range of free help including Disability Resources, the Math/Science Center, the Reading/Writing Center, peer tutoring, and placement testing
• Offers individual and group work with professional learning specialists and peer tutors in a wide range of subjects, including math, biology, chemistry, computers, and reading or writing for any class
• Helps set academic goals for individual student success
• Provides tutoring online and in person
• Supports all aspects of placement testing, from preparation workshops to taking the exam
• Offers opportunities for make-up exams (with faculty permission)
• Co-sponsors conversation groups for English Language Learners

Disability Resources
Wellesley Hills, Room 216 • 781-239-2234 or 781-239-2626
Framingham, 3rd floor • 508-270-4267 or 508-270-4286
www.massbay.edu/disabilityresources • aac@massbay.edu
• Works with students, their professors, and all aspects of the College to maintain an open and welcoming learning environment accessible to all students, no matter their disabilities
• Encourages students to schedule appointments in advance and to work with disability specialists to address any issues of disability that might limit their ability to learn in the college environment
• Makes available sign language interpreters and adaptive computer equipment.
• Connects students to support in reading, writing, math, and science.
• Arranges advocacy and study groups
• Provides alternative learning and testing conditions
• Helps with accessible parking, elevators, and building access
• Provides other accommodations as necessary

Academic & Transfer Advising Center
Wellesley Hills, Room 113 • 781-239-2775
Framingham, Room 100 • 781-239-2775
www.massbay.edu/academicadvising • www.massbay.edu/transfer • advisingcenter@massbay.edu
Working closely with an academic counselor is important to your academic success and goal development. An academic counselor can assist you with:
• Goal setting and academic planning
• Appropriate course selection each semester
• Choosing a major that aligns with academic and career interests
• Making an informed decision about withdrawing from a course
- Reviewing career and transfer options
- Issues you may encounter that affect your academic performance
- Referrals to other student support services

**Library Services**

Wellesley Hills, 2nd Floor • 781-239-2610
Framingham, 3rd Floor • 508-270-4210

www.massbay.edu/library • askalibrarian@massbay.edu

- Reference services and library instruction
- Collection of books and journals to support research projects
- Online databases with links to articles, e-books, and videos
- Access to articles and books from other libraries
- Study space with Wi-Fi

**STUDENT DEVELOPMENT**

Wellesley Hills, Room 130 • 781-239-3142
Framingham, Room 316 • 508-270-4014

www.massbay.edu/studev • studentdevelopment@post.massbay.edu

**General Services**

- Childcare Reimbursement Program
- Code of Conduct
- College Appeals Board
- Commencement Information
- Gay, Lesbian, Bisexual, Transgender Support Services
- Immunization Records
- Student Handbook Information & Planners
- Student Withdrawal from College/Medical Leave
Athletics Department/Recreation & Wellness Center

Wellesley Hills, Recreation & Wellness Center • 781-239-2664

www.massbay.edu/athletics

- Offers a variety of on-campus fitness classes
- Provides opportunities to participate in varsity athletics and intramural sports
- Exercise equipment & basketball court available to all members of the MassBay Community

Counseling Services

Wellesley Hills, Room 130 • 781-239-3142

Framingham, Room 316 • 508-270-4014

www.massbay.edu/counseling

- The mission of Counseling Services is to help you overcome personal, emotional, and psychological barriers to academic success
- Common barriers include anxiety, stress, depression, thoughts of suicide, anger, relationships, trauma, and addictions
- Services are free and confidential

Career Services

Wellesley Hills, Room 130 • 781-239-3142

www.massbay.edu/careers

Provides resources, workshops and one-on-one appointments to assist students:

- Find jobs and internships
- Connect with employers
- Establish a career path
- Write resumes and cover letters
- Develop job search skills

Student Engagement

Wellesley Hills, Room 130 • 781-239-3053

Framingham • 781-239-3053

www.massbay.edu/studentactivities

- Oversees student Clubs and Organizations • www.massbay.edu/clubs
- Advises the Student Government Association • www.massbay.edu/sga
- Runs Campus-Wide Events
- Provides a Monthly Activities Calendar
- Provides Leadership Development Opportunities
- Offers discounted tickets to movies, museums, sporting events, plays, etc.
- Oversees SOAR (orientation) programs - www.massbay.edu/soar • soar@massbay.edu

Veteran & Military Services

Wellesley Hills • 781-239-3142

Framingham • 781-239-3142
• Provides assistance with GI Bill application procedures, manages GI Bill certification, and academically advises veterans, military, reservists, and dependents of veterans.

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**ENROLLMENT & FINANCIAL SERVICES**

**Financial Aid**

Wellesley Hills, Room 111 • 781-239-2600  
Framingham, Room 100 • 508-270-4010

www.massbay.edu/financialaid • finaid@massbay.edu

• Reviews and awards federal and state financial aid, as well as private alternative loans  
• Reviews your transcripts for satisfactory academic progress, which is required to maintain eligibility for financial aid  
• Awards and processes your federal work-study paperwork

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**Registrar’s Office**

Wellesley Hills, 1st Floor • 781-239-2550  
Framingham, 1st Floor • 508-270-4050

www.massbay.edu/registrar • registrar@massbay.edu

• Register for classes  
• Change your schedule - Add/Drop classes  
• Withdraw from classes  
• Request an official MassBay transcript  
• Change your name or address  
• Change your program or major  
• Get assistance with graduation: degree application, degree confirmation, diploma processing and mailing, diploma replacement  
• Maintains student academic records and ensures that student rights are protected under the Family Education Rights and Privacy Act (FERPA) www.massbay.edu/ferpa
In addition to need based financial aid that you may be eligible for through the Financial Aid Office, MassBay offers several scholarship opportunities for new and returning students. Visit www.massbay.edu/scholarships to review the up-to-date scholarship listing and apply online. You are also encouraged to research and apply for additional outside scholarship opportunities.

General Scholarship Websites:

- www.aag.com
- www.fastweb.com
- www.collegeboard.com
- www.collegetoolkit.com
- www.newvisionfoundation.org/Scholarship.htm
- www.scholarshipmonkey.com
- www.scholarships.com
GENERAL INFORMATION

Bookstore
Wellesley Hills, 1st floor • 781-239-2650
www.massbayshop.com
Framingham, 4th floor • 508-270-4150
www.massbayframinghamshop.com
• We are your on campus source for textbooks, schools supplies and more!
• Buy or rent new, used, or digital textbooks
• Ask about our Price Match program for textbooks
• Purchase MassBay apparel and school supplies
• Take a break with our wide variety of snacks to go
• Sell back your books with our Cash for Bucks Buyback program

One Card (Student IDs)
Wellesley Hills, Library - 2nd Floor
Framingham, Room Room 316
www.massbay.edu/onecard • onecard@massbay.edu
• Administers the One Card
• Takes student ID Photos

Public Safety
Wellesley Hills, 1st Floor
Framingham, Room 122
For all campuses • Non-Emergency: 781-239-2699 • Emergency: 781-239-2222
Wellesley Hills and Framingham Campuses are monitored 24 hours a day.
www.massbay.edu/police
• Responds to campus emergencies
• Oversees lost & found
• Oversees emergency notification system
• Provides safety escorts
• Provides parking passes

Facilities Department / Information Booth
Wellesley Hills, 1st floor • 781.239.3000
• Provides locker assignments
• Oversees campus shuttle • www.massbay.edu/shuttle
IMPORTANT COLLEGE CONTACT INFORMATION

Academic Achievement Center (AAC)
aac@massbay.edu
Wellesley Hills: 781-239-2620
Framingham: 508-270-4213

Academic & Transfer Advising Center
advisingcenter@massbay.edu
Wellesley Hills & Framingham: 781-239-2775

Admissions Office
admissions@massbay.edu
Wellesley Hills: 781-239-2500
Framingham: 508-270-4059

Disability Resources
aac@massbay.edu
Wellesley Hills: 781-239-2234
Framingham: 508-270-4267

Financial Aid Office
finaid@massbay.edu
Wellesley Hills: 781-239-2600
Framingham: 508-270-4010

Office of the Registrar
registrar@massbay.edu
Wellesley Hills: 781-239-2550
Framingham: 508-270-4050

Placement Testing
aac@massbay.edu
Wellesley Hills & Framingham: 781-239-2620

Student Accounts Office
studentaccounts@massbay.edu
Wellesley Hills & Framingham: 781-239-2540

Student Development
studentdevelopment@post.massbay.edu
Wellesley Hills: 781-239-3142
Framingham: 508-270-4014

Student Orientation and Registration (SOAR)
soar@massbay.edu
Wellesley Hills & Framingham: 781-239-2721

Wellesley Hills Campus Bookstore
Wellesley Hills: 781-239-2650
www.massbayshop.com

Framingham Campus Bookstore
Framingham: 508-270-4150
www.massbayframinghamshop.com

Wellesley Hills Campus
50 Oakland Street
Wellesley Hills, MA 02481
781-239-3000

Framingham Campus
19 Flagg Drive
Framingham, MA 01702
508-270-4000

Automotive Technology Center
250 Eliot Street
Ashland, MA 01721
781-239-3030

START HERE. GO ANYWHERE. | WWW.MASSBAY.EDU