



Miami Dade College West
Departments and their functions-Most departments are open the following hours:
Monday – Thursday: 8:00 AM to 7:00 PM
Friday: 8:00 AM to 4:30 PM
www.mdc.edu/west



New & International Student Center


Room 2114 305-237-9000

- ▶ Helping new students including International Students with first hand information about the process of admissions and registration
 - ▶ <http://www.mdc.edu/north/newstudentcenter/>
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Admissions and Registration

Room 2108 305-237-8900

- <http://www.mdc.edu/admissions/>
 - Readmissions after a year out of the college (not enrolled in classes)
 - You have to update your contact information online before readmission
 - You may apply online, but you will have to bring proof of Florida Residency
 - in person go to: <http://www.mdc.edu/main/flresidency/>
 - Tuition and fees depend on your Florida Residency status
 - <http://www.mdc.edu/about/tuition.aspx>
- 



Testing Department
Room 2110 305-237-8979
west_testing@mdc.edu

- <http://www.mdc.edu/main/testing/about/west.aspx>
- To take the ACCUPLACER test
- CLEP
- GED
- PERT (valid for 2 years)
- Credit-by-Exam
- Proctor Virtual College classes
- Visit, call or email us to learn more about the Testing Department



Advisement-General

Room 2114 305-237-8947

- <http://www.mdc.edu/main/advisement/>
- The advisement and career center helps students with their registration for regular classes once they have been admitted to the college.
- Bring your individual questions and concerns to a general advisor.
- If you are in need of English for Academic Purposes classes, you should go to the EAP Advisement to see an EAP Advisor in room 2121.



EAP Advisement -Academic Support Lab
Room 2120-2121 Lab Open M-R 8am-9pm
305-237-8986/305-237-8948
westeap@mdc.edu

- You can register for EAP classes with the EAP Advisor
- EAP advisors are available **M-R from 8am-7pm and F from 8:30am-12:30pm**
- Lab for your EAP courses are located inside room 2121
- Writing Tutors
- Math Tutors
- Accounting Tutors
- And other resources are part of the EAP and Academic Support Lab
- BB (Blackboard) direct line **305-237-3800** to report issues of connectivity
- Or submit a ticket through <http://esupport.mdc.edu> and click on Request Support
- **The ASL is open Saturdays from 9am-2pm**

Access Services

Room 2114-11 305-237-4907

- <http://www.mdc.edu/access/locations.aspx>
- **Assistance That Makes a Difference**
- The College makes every reasonable effort to ensure equal access to educational opportunities and experiences for students with documented disabilities. These services can include:
 - Sign language interpreters
 - Adaptive or assistive technology
 - Note takers and more
 - ACCESS representatives can help eligible students identify and arrange for accommodations that ensure success.
- **Academic Program Modifications and Exam Waivers**
- Under certain circumstances, ACCESS can arrange for program modifications, course substitutions, and waivers for placement and exit exams, in accordance with the College's Manual of Procedures.



Financial Aid

Room 2108 305-237-8941


- <http://www.mdc.edu/financialaid/>
 - Transfer students
 - Armed Services and Veterans
 - Financial aid requirements and obligations
 - Applying for aid
 - Receiving aid
 - Scholarships
 - Workshops
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Student Life


Room 1122-01 305-237-8904

- <http://www.mdc.edu/west/student-life.aspx>
- Get involved in student organizations and extracurricular activities:
- <http://www.mdc.edu/west/sga.aspx>
- Leisure activities
- Get your MDC ID Card and parking decal
- The Reporter a student Newspaper <http://www.mdcthereporter.com/>
- If you don't have a student account and you would like to create one now go to: https://myact.mymdc.net/create_account/identification.asp
- Or Contact the Help Desk at 305-237-2505




iCED-Institute for Civic Engagement and Development

- <https://www.mdc.edu/main/iced/students/>
- Welcome to the Student home page! At the left you will find tabs to all the resources you will need for civic engagement at Miami Dade College, from service-learning to volunteer service and scholarship opportunities. Check out the calendar of events for current opportunities, and use the links below to find an agency and register your service.
- Inside Student Life




Bursar's Office

Room 2115 305-237-8951

- To pay for your classes
 - To pay fees not covered by financial aid
 - To receive reimbursement checks
 - Claim missing checks
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Learning Resources-Library-Computer Courtyard M-R 8am-9pm Room 1124 305-237-8508


- <http://libraryguides.mdc.edu/CCYWest>
 - Multiple Learning Resources
 - Computer Courtyards for students and faculty
 - Tutors
 - Copy
 - Scan
 - YouTube channel
 - MYMDC account support
 - Opens Saturdays from 8am-1pm
- 



Academic Affairs


Room 1218 305-237-8938

- http://www.mdc.edu/asa/academic_affairs.asp
- Problems with overrides in registration
- Holds in registration of classes
- Audit classes
- add a course
- change sections with instructor and/or department approval
- change from **audit** status to credit status
- or from credit status to **audit** status
- Student feedback



Director of Students


Room 2109 305-237-4917

- ▶ Grade Appeals approvals
 - ▶ Students approvals of justified registration's refunds
 - ▶ Provides support with student issues
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President's Office Room 1104


- **Dr. Beverly Moore-Garcia, West and Kendall Campus President**
- Dr. Beverly Moore-Garcia is passionate about education, committed to the empowerment of others, and believes in the power of intentional serendipity. She has served within higher education for over 25 years and continues to be energized by the belief that educational opportunity changes everything.



Community Education-School of Continuing Education & Professional Development

Room 1229 305-237-8513


- <http://www.mdc.edu/ce/>
- Offering non-credit courses
- Online courses
- Classes in Spanish
- Summer camp
- Certification preparation
- GED/ESOL
- Corporate Training



Network Services & Media Services

Room 1108 305-237-8929

- ▶ The department is responsible for all Media and Network Service needs at West Campus.



Public Safety-Lost and Found

Room 1101 305-237-8100

- Public Safety is in charge of Lost and Found on Campus
- Parking issues
- Following rules inside the college
- <http://www.mdc.edu/west/campus-information/directions.aspx>