

Hello Student,

It is with great pleasure that I inform you that you have been accepted for admission to Mobile Bootcamp. On behalf of the Information Technology Institute at Montgomery College, I congratulate you on this accomplishment and welcome you to the program.

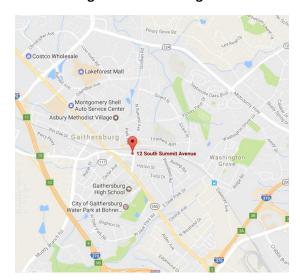
We requested that you report to the Gaithersburg Business Training Center on July 10 at 9:00 am for orientation to complete the necessary documents for registration. You will find examples throughout the packet. Attendance is mandatory.

Information Technology Institute take prides in providing an environment that will help you achieve your educational goals, as well as your career goals.

Congratulations and Welcome!



Gaithersburg Business Training Center



Address & Phone

12 South Summit Avenue Gaithersburg, MD 20877 240-567-1863

By Car

From the South

Take I-495 to I-270 North. Take Exit 9A toward Gaithersburg Town Center. Bear right onto Route 355 heading north. Go approximately 1.5 miles. Turn right onto Summit Avenue. Go about 0.1 miles and turn left onto Olde Towne Avenue. Turn right into parking garage.

From the North

Take I-270 South to Exit 11 (Montgomery Village Avenue). Turn left off the ramp onto Montgomery Village Avenue. Turn right at second traffic light. Go approximately 1.5 miles. Turn left onto Summit Avenue. Go about 0.1 miles and turn left onto Olde Towne Avenue. Turn right into parking garage.

By Metro

Students can get here by Metro Red line to Shady Grove Station. Take the #55 Ride-On North on Rt. 355, get off the bus at Summit Avenue. Go right two blocks toward Gaithersburg City Hall. GBTC is at 12 South Summit Ave., 4th Floor.

By Bus

The center is served by Ride-On Bus which stops two blocks from GBTC.



The Java Web Development Bootcamp takes you from your first java program to developing a web application. This course will give you a fast start on your career so you can take it to the next level. The course will teach you by forcing you to write over 130 java applications, including 5 major web applications. Programming challenges will keep you on your toes.

You'll learn to create servlets and web pages. You'll use frameworks, unit tests and stored procedures. You'll connect to an Oracle database using the Java Persistence API(JPA), and most importantly, all assignments are submitted through git, so you will learn to develop using best practices in class, to make it easy to contribute value when you are on the job.

Class Schedule: 7/10/18 - 8/24/18

Class Time: 9:00 pm - 6:00 pm

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Every student is responsible for attending all sessions of each course in which he/she is enrolled. Being absent or excessive tardiness can result in withdrawal from the course. If you are late or absent from the first day of the course, you will not be able to continue.

Attendance

Attendance and punctuality are expected and are directly correlated with successful completion of the program. In case of an illness or emergency, contact Kizzy Hoy (Kizzy.hoy@montgomerycollege.edu). In cases involving excessive tardiness or absences from the course, the student may be withdrawn from the course.

Absence - A student is absent any time he or she is missing.

- 1. You are allowed one absence without penalty.
- 2. You will be dropped from the course, if more than 2 full days of instruction are missed.

Tardy - A student is tardy when he or she arrives 15 or more minutes after the designated start time.

- 1. Being tardy 2 times will count as one absence.
- 2. Being tardy 4 times or more may result in withdrawal from the course.



Rights and Responsibilities

The Rights and Responsibilities of Students with Disabilities: Qualified students with disabilities have the right to an equal opportunity to participate in programs offered through Montgomery College. Students who choose to exercise these rights have the responsibility to initiate and participate in the accommodation process. Recognizing this, students:

- 1. Have a responsibility to identify themselves as needing accommodation in a timely fashion. The student must provide documentation from an appropriate professional.
- 2. Have a responsibility to document how their disability affects a particular delivery system, instructional method, or evaluation criteria when requesting accommodation.
- 3. Have a responsibility to actively participate in the search for accommodations and auxiliary aids.
- 4. Have the same obligation as any student to meet and maintain the institution's academic and technical standards.
- Have a right to be evaluated based on their ability, not their disability. If their disability affects the outcome of an evaluation method they are entitled to an evaluation by alternate means.
- 6. Are entitled to an equal opportunity to learn. If the location, delivery system or instructional methodology limits their access, participation, or ability to benefit, they have a right to reasonable alterations in those aspects of the course (or program) to accommodate their disability.
- Are entitled to an equal opportunity to participate in all aspects of the academic community at a comparable level that is provided to any student.
- 8. Have a right to appeal decisions concerning accommodations. For information on appeal processes contact the College Office of Equity and Diversity.

Montgomery College has a responsibility to identify and maintain the academic and technical standards that are fundamental in providing quality academic



The Rights and Responsibilities of the College:

programs while ensuring access to students with disabilities. In meeting these obligations the College:

- 1. Has the responsibility to inform its applicants and students about the availability and the range of accommodations.
- 2. Has the responsibility to ensure that all of its programs (not necessarily all physical facilities) are accessible.
- 3. Has the responsibility to make reasonable adjustments in the delivery, instructional method and evaluation system for a course to accommodate the specific manifestation of the disability.
- 4. Has the responsibility to adjust, substitute or waive any requirement/course that has a disproportionately negative impact on a disability and is not fundamental to the student's academic program.
- 5. Has the right to identify and establish the abilities, skills, and knowledge necessary for successful entrance into its programs and to evaluate applicants on that basis.
- 6. Has the right to identify and establish the abilities, skills, and knowledge that are fundamental to academic programs/courses and to evaluate each student's performance on that basis.
- 7. Has the right to request and review documentation in support of accommodation requests. Based on this review by appropriately designated individuals, the College has the right to refuse an unsupported or unreasonable request.
- 8. Has the right to select between equally effective methods of accommodating a student with a disability.
- 9. Has the right to refuse an accommodation based on undue hardship as determined by designated College officials (e.g. a major structural renovation).

Adapted from: Ohio State University (OSU) Accessibility Rights and

Responsibilities: Intro/Education,

Access to Instructional Programs website.

Retrieved April 10, 2003 from http://ada.osu.edu/Resources/RightsIntro.htm



An excellent resource, "Students with Disabilities Preparing for Postsecondary Education: Know Your Rights and Responsibilities," is available from the U.S. Department of Education, Office for Civil Rights, (1-877-433-7827) or (1-800-872-5327) and online at http://www.ed.gov/ocr.

Student Records and Student Rights:

The federal Family Educational Rights and Privacy Act (FERPA) pertains to confidential student educational records. Notice of student rights and procedures for inspection, correction and disclosure of information in student records under FERPA are available on the Internet at the link above. You can also obtain a copy of this information by contacting the Admissions, Records, and Registration Office. The FERPA notice is also available in .doc format.



Student ID:												
Signature												
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I certify that the information I provide here is accurate: Applicant Signature										Date		
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Do you have a docur	mented	Are vou a United		Perso ermane	onal Infor							
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Race/Ethnicity (check			nic/Latino	o 🗆 Ar	merican Indi	an/Alaskan	Nat	ive □ Asian □ Bla	ck/Afri	can American		
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Please identify the program of study you are currently enrolled ☐ Certificate ☐ Associate's Degree ☐ Non-credit program I					in (select one):			Full-time Student Part-time Student	Do y eligi	/ou have, or are you ble for, a Pell Grant? es □ No		
Are you currently receiving benefits under the Trade Adjustment Assistance program: ☐ Yes ☐ No												
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Veteran Status												
☐ I am not a veteran ☐ I am the spouse of a veteran												
☐ I AM a veteran	_											
Branch of Service							Date of Discharge Type of Discharge					



Grant Funded Student's Authorization to Disclose Information from Education Records

In accordance with the Privacy Act of 1974 (Public Law No. 93-579, 5 U.S.C. 552a), you are hereby notified that the Department of Labor is authorized to collect information to implement the Trade Adjustment Assistance Community College and Career Training Program under 19 USC 2372 – 2372a. The principal purpose for collecting this information is to administer the program, including tracking and evaluating participant progress. Providing this information, including a social security number (SSN) is voluntary; failure to disclose a SSN will not result in the denial of any right, benefit or privilege to which the participant is entitled. The information that is collected on this form will be retained in the program files of the grantee and may be released to other Department officials in the performance of their official duties.

I understand that my educational records are protected by the *Family Educational Rights and Privacy Act of 1974*, and they may not be disclosed without my prior written consent. I hereby consent to the disclosure of the following education records pertaining to me to the persons and for the purposes as stated below:

I hereby authorize the following officials:

- 1. Montgomery College officials and faculty members teaching courses in which I am currently (or was) enrolled
- Capital Region Collaborative: Jobs in Technical Careers (ČRC), Employment Training Administration (ETA), Maryland Department of Labor, Licensing and Registration (DLLR), Montgomery County local workforce staff and/or industry accrediting bodies to include, but not limited to:

to disclose the following:

- 1. demographic or contact information, which may include social security number and other personally identifiable information
- 2. employment status
- 3. financial information, including financial aid, student account balance, and Veterans benefits
- 4. academic records including, but not limited to placement test results, class schedule, interim and final grades, attendance, any information regarding my academic progress prior to the final determination of grade, and professional certifications

to the following persons:

- 1. CRC, ETA, DLLR and/ or Montgomery College workforce staff members
- 2. Specific state and federal grant funders, lead agencies, fiscal administrators of grant programs
- 3. Montgomery College officials with a legitimate educational need to know

for the following purposes:

- 1. to monitor, assist and determine eligibility for grant-funded programs
- to monitor and assist with respect to retention and student support needs related to programs within Student & Career Services
- 3. for reporting requirements of specific grant programs; as well as for statistical analysis of grant outcomes
- 4. to monitor and assist with graduate placement needs and employment outcome tracking

I understand further that:

- 1. such records may be disclosed only on the condition that the party to whom the information is disclosed will not re-disclose the information to any other party without my written consent unless specifically allowed by law.
- 2. I have the right to not consent to the release of my educational records for these purposes only by initialing the box below.
- 3. I recognize that a copy of such records must be provided to me upon my request in writing to the Montgomery College Registrar.
- 4. this authorization remains in effect unless revoked by me in writing.

5.

A copy of this authorization shall be considered as effective and valid as the original. By signing this form, I certify that I agree to the disclosure of the records referenced above. This authorization and consent by me is valid for the life of the grant reporting period or until I revoke it in writing.

PRINTED NAME	MONTGOMERY COLLEGE PROGRAM OFFICE SIGNATURE					
STUDENT SIGNATURE	DATE					
am <u>opting out</u> of signing this form and understand that I may not be ision.	eligible to receive grant-funded educational assistance because of this					
PRINTED NAME	<insert college="" name=""></insert>					
SIGNATURE ***DON'T SIGN HERE UNLESS YOU ARE OPTING OUT***	DATE					



Grievance Procedures

Montgomery College is committed to equal opportunity that assures access, equity, and diversity. Montgomery College prohibits discrimination against any person on the basis of age, color, citizenship status, current or former military status, disability, gender, gender identity and expression, genetic information, national origin, marital status, race, religion, sex, or sexual orientation. The College is committed to providing an environment in which all persons are provided the opportunity for employment and/or participation in academic programs, and other College activities free from any form of harassment as prohibited by federal regulations and state laws. Any college student who believes that he or she has been subjected to discrimination on the basis of disability, or has been denied access or accommodations required by law shall have the right to invoke the Grievance Procedure.

Informal Grievance Procedure

Students are encouraged to discuss disability-related concerns with their DSS Counselor first. The DSS office will attempt to resolve issues by assisting the student in discussing concerns with the faculty member, department, or program. If a satisfactory resolution is not reached by this process, the student may contact the Director of ADA Compliance, Christopher Moy, 240-567-5412, Christopher.moy@montgomerycollege.edu, for further remedy. The formal Grievance process may be initiated at any time.

Formal Grievance Procedure

Any student or employee may file a discrimination complaint with the Director of Employee Relations, Diversity, and Inclusion (ERDI) when he or she believes a discriminatory violation has occurred. A formal discrimination complaint must be in writing on the <u>EEO Complaint Form</u> and include all pertinent information concerning the individual's complaint. All complaints will be subject to a comprehensive investigation. A discrimination complaint must be filed within 180 calendar days after the date the alleged violation occurred. If the discriminatory behavior is or has been continuous, the complainant should consult the Director of ERDI immediately.

More detailed information concerning the complaint procedures is available in the offices of the Dean of Student Services on all three campuses and the <u>Office of Employee Relations</u>, <u>Diversity</u>, <u>and Inclusion</u>. The complete text of the Board of Trustees - Montgomery College, Equal Opportunity and Non-Discrimination Policy - Section 31006 is located at: <u>Equal Opportunity and Non-Discrimination Policy</u>,

Students may also report incidents to the Department of Education's Office of Civil Rights:

U.S. Department of Education Office for Civil Rights 800-421-3481 OCR@ed.gov



Veteran's Priority of Service Policy

The Jobs for Veterans Act (JVA), PL 107-288, signed into law on November 7, 2002, requires that there be priority of service for veterans and eligible spouses in any workforce preparation, development, or delivery program or service directly funded in whole or in part, by the U.S. Department of Labor (38 U.S.C. 4215).

Priority of service means, with respect to any qualified Department of Labor employment and job-training programs, that Veterans (1) and Eligible Spouses (2) shall be given priority over non-Veterans for the receipt of employment, training, and placement services, notwithstanding any other provision of the law.

If you are a veteran or the eligible spouse of a veteran, you are entitled to priority service throughout the duration of your participation in the Capital Region Collaborative: Jobs in Technical Careers (CRC). This priority applies to any and all aspects of the program's services and facilities, and could include preferential class enrollment, and access to our exclusive career and internship counseling, connections, and opportunities.

1 Veteran: a person who served in the active military, naval, or air service, and who was discharged or released there from under conditions other than dishonorable. Active service includes full-time duty in the National Guard or Reserve component, other than full-time duty for training purposes.

2 Eligible Spouse: the spouse of any of the following:

- 1. Any Veteran who died of a service-connected disability;
- 2. Any member of the Armed Forces serving on active duty who, at the time of application for priority, is listed in one or more of the following categories and has been so listed for a total of more than 90 days:
 - a. Missing in action;
 - b. Captured in line of duty by a hostile force; or
 - c. Forcibly detained or interned in line of duty by a foreign government or power;
- 3. Any Veteran who has a total disability resulting from a service-connected disability, as evaluated by the Department of Veterans Affairs:
- 4. Any Veteran who died while a service-connected disability (as described in number 3 above) was in existence.