

# Operation Resources

While Miles Community College currently requires face coverings for all indoor locations and in outdoor locations when we are meeting with groups larger than 50 people, the following resources provide remote access for those that are unable to physically utilize campus.

We encourage all students to utilize their email continuously throughout the day (including junk folders) for correspondence from college offices and faculty.

## ***BUSINESS OFFICE***

To leave a message or request assistance, email [businessoffice@milescc.edu](mailto:businessoffice@milescc.edu).

Individuals may pay for and request transcripts, pay any application fees, make payments, make donations to the Foundation, request refund checks mailed, appeal student accounts, or complete a deferred contract via our website at <https://app.mt.gov/accessgov/milescc>

## ***FINANCIAL AID***

To leave a message or request assistance, email [finaid@milescc.edu](mailto:finaid@milescc.edu). Additionally, for students needing to upload forms you can do so at <https://app.mt.gov/accessgov/milescc>. Please do not email any financial aid forms or sensitive information such as tax returns listing social security numbers or other personally identifiable information. You should always redact social security numbers, but always list the MCC student ID number and student name on all documents submitted. For more information, contact Financial Aid.

## ***HUMAN RESOURCES***

Individuals who need assistance may email the HR department at [humanresources@milescc.edu](mailto:humanresources@milescc.edu).

## ***LEARNING CENTER***

Individuals who need Learning Center support have multiple ways of requesting support. Students may send an email to [lc@milescc.edu](mailto:lc@milescc.edu) or request a call or Zoom appointment time through [www.calendly.com/lc--5mcclearningcenter](http://www.calendly.com/lc--5mcclearningcenter). Requests for tutoring or general academic assistance can also be submitted online at [https://cm.maxient.com/reportingform.php?MilesCC&layout\\_id=8](https://cm.maxient.com/reportingform.php?MilesCC&layout_id=8). Tutoring, advising assistance, placement testing, adult basic education intake testing and instructors are available in remote or virtual formats.

## ***LIBRARY SERVICES***

Online research and recreational resources are available for students 24/7 via the library's web page [www.milescc.edu/library](http://www.milescc.edu/library). Additionally, virtual research help is available Monday-Sunday (8:30am-8:30pm) via email at [library@milescc.edu](mailto:library@milescc.edu). Additional assistance can be provided by phone at (406)874-6196 during library hours (Monday-Thursday 8:00am-5:00pm and Friday 8:00am-4:00pm).

## ***MERCANTILE***

Individuals who need bookstore items may schedule an appointment by sending an email to [bookstoreL@milescc.edu](mailto:bookstoreL@milescc.edu). Please allow a minimum of 24 hours for a response (Monday-Friday). Additionally, you can place online book orders, order merchandise online, and make textbook reservations at [www.milescc.edu/CampusServices/Bookstore/](http://www.milescc.edu/CampusServices/Bookstore/)

## ***STUDENT SERVICES***

Please contact [admissions@milescc.edu](mailto:admissions@milescc.edu) to arrange for a virtual meeting with a member of our Admissions/Student Services staff. To request and pay for transcripts, you can go to <https://app.mt.gov/accessgov/milescc>. International students, students receiving veteran's benefits, or others with questions for the Registrar's office should email Jordan Ulrich at [ulrichj@milescc.edu](mailto:ulrichj@milescc.edu).