



McCann Technical School
Evening Division
70 Hodges Cross Road
North Adams, MA 01247
Tel. 413-663-5383
FAX 413-664-9424
www.mccanntech.org

We welcome you to our facility and hope that your educational experience will be successful. The purpose of this document is to provide information to students attending all evening classes held at McCann Technical School. There are several informational items that will be helpful for you. We do not have any permanent administrative or support staff during the evening hours but our full-time maintenance staff is available should an emergency arise. We have attached a parking area map and a school room layout to better guide your experience. We have designated 3 exterior entrances to the building to coincide with the most convenient parking area or class location. These are designated as B-C on your map.

Parking

Vehicles may park in any parking lots, B & C. No parking is permitted in the front of the building or driveways as designated by Area 1 of the map.

Class Schedules

Class locations and meeting times are the responsibility of your instructor. Calendar of your specific classes will be distributed by your instructor.

Cafeteria

While no food service is offered during evening class times students may use the cafeteria for eating or gathering before class if needed. A snack & beverage machine is located adjacent to the cafeteria and a coca-cola machine is located in the A-wing faculty room.

Fire Exits

All classrooms have fire evacuation maps and we request that you familiarize yourself with the nearest exits.

School Closings

When conditions warrant class cancellations notices will be posted on the school web site, www.mccanntech.org.

Alcohol/Drugs

The possession or use of alcohol or drugs on school property is prohibited. We appreciate your cooperation in this regard.

Tobacco Use

It is unlawful for any individual to smoke or use tobacco of any type in school buildings or on school grounds.

Refund Policy

McCann 600-hour electrical journeyman program adheres to the following refund policy:

- Non-attendance alone does not qualify a student for a refund. Students must initiate, in writing, a withdrawal from the program.
- Refunds are based on the student's official withdrawal date as determined by the superintendent's office.
- Full tuition refunds are granted for any program cancelled by McCann.
- A full tuition refund is given before the first day of class, 75% tuition refund is given for class days 1-6, 50% for class days 7-10, and no tuition refund after 10 class days.
- Refunds are processed after the end of the refund period. Refund checks are mailed to the student's home address on file in the superintendent's office.
- No refunds on books.