

MTTI STAFF

President/Director of Education and Training

Edward R. Ring

Vice President/Program Director/Student Services Advisor

Sharon Ring

Assistant School Director

Edward M. Ring

Director of Education

Jen Morin

Director of Student Services

Ali Ring

Financial Manager

Kathy Trahan

Financial Assistant

Paulette Allen-Wilson

Curriculum & Student Achievement Monitors

Dottie Arnold

Director of Financial Aid

Alicia Keshijian

Financial Aid

Liz Enos

Office Manager

Ashley Melikian

Admissions Officers

Cheryl Lanagan

Amy Dressler

Anya Wisener

Facilities Managers

Norm Frazee

Facilities Manager/Youth Instructor

Arthur Trahan

Career Service Specialists

Erin Gamelin

Richard Shaw

Shawn Barnes

Compliance Monitor

Joan Perry

Compliance Monitor/Community Relations

Susanne Wissell

Automotive Service Instructors

Richard Barth - **Department Chair**

Glen Verduchi / Arturo Ramos / Jameson Infantino / Antonio Garcia

Building and Property Trades Instructor

Patrick Church - **Department Chair**

Don Deforges

Computer Service Technician/Network Installer Instructors

Boris Katan / Kenneth Souza

MTTI STAFF

HVAC/R Instructors

Asher Marshall / John Barbosa / Michael Siravo

Marine Service Instructor

Donald Kohlman

Medical Assistant Instructors

Jennifer Carter - **Department Chair**

Courtney Luti, Stephanie Moura, Diane Soares

Medical Billing & Coding/Office Administration Instructors

JANET ROCCABELLO

Motorsports/Power Equipment Instructors

Gary Simcock

Personal Fitness Trainer Instructors

Christopher Raymond

Residential & Commercial Electrical

Jason Cabral / Kevin Hanlon

Name and Address Change

The RI Board of Governors for Higher Education has changed to:

RI Council on Postsecondary Education

560 Jefferson Blvd.

Warwick, RI 02886

[Contact email: Deanna.Velletri@riopc.edu](mailto:Deanna.Velletri@riopc.edu)

Holidays

New Year's Day

Martin Luther King Day

Veteran's Day

Thanksgiving Day

Memorial Day

Independence Day

Labor Day

Columbus Day

Good Friday

Day After Thanksgiving

Week After Christmas

President's Day

How a Student Officially Withdraws From MTTI

1. Student needs to talk to the Director of Financial Aid/Registrar
2. Student needs to decide on the official withdrawal date
3. Student needs to fill out an Official Withdrawal Request form
4. Student needs to be informed about any money they have in loans and what will be owed to the school

HOLIDAY CLASS MAKE-UP POLICY FOR EVENINGS PROGRAMS:

When a holiday occurs on a Monday-Wednesday, the class or lab/shop will typically be made up on a Thursday night of the same week. There are exceptions to this policy, such as Thanksgiving week.

CLASS MAKE-UP POLICY DUE TO UNEXPECTED CANCELLATION OF CLASSES:

MTTI reserves the right to schedule make-up classes, for time missed due to snow or other unexpected school cancellations, at time outside of the normally scheduled class hours, such as evenings or weekends.

NOTICE OF NONDISCRIMINATION & TITLE IX

MTTI does not discriminate on the basis of sex/gender or sexual orientation. Questions regarding Title IX may be referred to the Title IX Coordinators at MTTI or to the Office of Civil Rights (OCR). MTTI Title IX Coordinators: Ali Ring (aring@mtti.edu) and Sharon Ring (sring@mtti.edu)

MTTI's Violence Against Women (VAWA Policies & Procedures can be located at:

<http://www.mtti.edu/StudentResources/GeneralPolicies/tabid/189/Default.aspx>