

**MTTI STAFF**

**President/Director of Education and Training**

Edward R. Ring

**Vice President/Program Director/Student Services Advisor**

Sharon Ring

**Director of Operations**

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**

Angelica Reyes-Santiago

**Office Manager**

Ashley Melikian

**Admissions Officers**

Cheryl Lanagan

Amy Dressler

Anyia 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 / Tim DiMato

**Marine Service Instructor**

Donald Kohlman

**Medical Assistant Instructors**

Courtney Olson, Stephanie Moura, Roxanne Morin

**Medical Billing & Coding/Office Administration Instructors**

Janet Roccabello / Dawn Tavares

**Motorsports/Power Equipment Instructors**

Gary Simcock / Billy Barry

**Residential & Commercial Electrical**

Jason Cabral / Kevin Hanlon / Kevin DeCosta

**School Hours:** Monday thru Friday 8:30 am to 3:00 pm

**Automotive Day:** Mon, Tues, Wed 8:30 am to 3:30; Thur, Fri 8:30 am to 3:00 pm

**Evening Programs:** Monday, Tuesday, Wednesday 5:30 pm to 9:30 pm

**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

*Note: Please see Financial Aid link on [www.mtti.edu](http://www.mtti.edu) for more information on the termination process and Satisfactory Academic Progress*

**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](mailto:aring@mtti.edu)) and Sharon Ring ([sring@mtti.edu](mailto: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>