



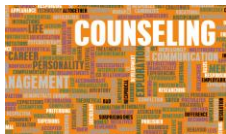









Howard Community College Student Services

OFFICE	SERVICES PROVIDED	LOCATION
<u>Admissions and Advising</u> 	Handles all general and competitive admissions processes, placement results, transcript evaluations, academic and transfer advising (including reverse transfer) and applications for graduation. First point of contact for international citizens including F1 Visa students. Assists with academic concerns and referrals.	Walk-in assistance available daily, appointments as needed. RCF 242 (443) 518-1200
<u>Athletic and Fitness Center</u> 	Monitoring and mentoring provided for intercollegiate athletes. Open gym, pool, and weight room times available for students and employees. A variety of wellness programs offered.	Student or staff ID validates facility use during available times. See website for pool, gym and weight room schedule. AF 106 (443) 518-1380
<u>Career Services</u> 	Services include career counseling, co-op and internship placement, and job assistance (resume review and interviewing preparation). A resource library including job opportunities and self-help information available during office hours.	Call or walk in to schedule an appointment with a counselor. RCF 302 (443) 518-1340
<u>Children's Learning Center</u> 	Provides a part-time and full-time educational preschool program, along with income based child care tuition when available for students.	See Director for placement and fees. Students have priority placement. CLC (443)518-1360
<u>Counseling Services</u> 	Services include personal/mental health counseling and crisis intervention. A variety of workshops offered to provide support and assistance with coping with challenges.	Call or walk in to schedule an appointment with a counselor. Students in crisis will be seen immediately during office hours for assessment and referral. RCF 302 (443) 518-1340
<u>Disability Support Services</u> 	Services include academic advising, counseling, advocacy, determination and arrangement of accommodations as deemed reasonable and appropriate based on documentation.	Call to schedule an appointment. Students must submit documentation prior to receiving accommodations. RCF 302 (443) 518-1300
<u>Financial Aid Services</u> 	Services include: 24 hour web access, assistance completing the FAFSA, front counter services, financial aid counseling, administration of work-study programs, and federal student loan processing. Financial Aid Services monitors satisfactory academic progress (SAP) as mandated by the Department of Education, counsels and signs off on financial aid student withdraw/drop forms.	Front counter services available as posted. Walk-in counseling available as posted. RCF 222 (443) 518-1260

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<p><u>Learning Assistance Center</u></p> 	<p>Scheduled and drop-in tutoring for all credit students, academic support across the curriculum, study skill workshops, math reviews, math videos, WRITE Room for walk-in assistance in English, HOWL (Howard Online Writing Lab), adaptive lab equipment for students with disabilities, and academic computer lab/ printing.</p>	<p>Students must complete a LAC Application and Tutor Request form and submit to the LAC for scheduled tutoring. Drop-in tutoring is available as posted on the LAC website each semester.</p> <p>RCF 340 (443) 518-1320</p>
<p><u>Completion Services</u></p> 	<p>Assists students with creating academic plans for graduation and transfer, coordinates the early alert program, refers students to resources/academic supports, and manages the academic warning and suspension/appeal processes.</p>	<p>Call to schedule an appointment. Referrals by faculty and staff are welcomed.</p> <p>RCF 340 (443) 518-1320</p>
<p><u>Registration & Veterans 'Affairs</u></p> 	<p>Processes registrations, drops and withdrawals in person. Prints transcripts and enrollment verifications. Changes personal information. Processes graduation. Provides services for veterans, active duty military and their dependents.</p>	<p>For fastest assistance, Self-Service is available in myHCC.</p> <p>RCF 233 (443) 518-1240</p>
<p><u>Student Life</u></p> 	<p>Provides many options for students to get involved on campus and contribute positively to the college and the greater community. Opportunities to participate in HCC organizations, clubs and activities that will enhance skills for use in present and future careers. Also a great way to meet new people.</p>	<p>Visit the Office of Student Life, check the online Student Life calendar of events, review the weekly student life email or check out the bulletin boards around campus for information.</p> <p>SA 201 (443) 518-1420</p>
<p><u>Technology Help Desk</u></p> 	<p>Help Desk staff assist students having problems with passwords, email, myHCC, online course access, wireless access, registration, printing, software, and other technology problems.</p>	<p>Call, drop by or email the Help Desks located inside DH110 and CL129 computer labs.</p> <p>DH110 or CL129 443-518-4444</p>
<p><u>Test Center</u></p> 	<p>Provides placement testing, testing for distance learning courses, academic make-up exams, accommodations for students with documented disabilities, non-traditional college credit examinations, certification testing, and testing for other institutions. All examinees must present a current HCC student ID card, a current photo ID card from another academic institution or unexpired government issued photo ID document with a current photo. No exceptions to this policy will be made.</p>	<p>Placement tests are on a walk-in basis. Students must be admitted to the college and have a student ID number to test. Instructors make arrangements for students to take HCC exams, which are administered within the window allotted by the instructor. All other exams require an appointment and are assessed a fee.</p> <p>RCF 359 (443) 518-1280 Placement testing – (RCF 366) Academic testing – (RCF 359)</p>
<p><u>Wellness Center</u></p> 	<p>Provides monthly health and wellness events, nutritional information resources, body fat analysis and scale for confidential weight checks, blood pressure checks, stress management seminars, acupuncture, auricular acupuncture, zero balancing, and massage therapy by community professionals. Self-administered basic first aid supplies, personal care products, condoms, and promotional freebies available. Free Relaxation room.</p>	<p>Drop by or set up an individual appointment. Some fees may be required for massage therapy, acupuncture and zero balancing. Please check the online calendar for upcoming health and wellness activities and events.</p> <p>CL 178 (443) 518-4950</p>