

Get Ahead in Life.

**Get a better job. Earn a promotion. Boost your pay.
Sharpen your personal image.**

The Laurel College Center, a partnership of Howard Community College and Prince George's Community College, can help in all these ways with convenient day, night, weekend and Web classes.

Work on your degree!

Earn associate's degrees in Applied Information Technology, Business Administration, Criminal Justice, Elementary Education/Special Education, or General Studies at the Laurel College Center.

As a Maryland Regional Higher Education Center, you also can earn a bachelor's degree at the LCC through our partnerships with College of Notre Dame of Maryland and University of Maryland University College.

Sharpen those job skills!

Noncredit classes can give you the edge in cold calling, supervisory skills, accounting, home office tips, word processing, spread sheets, presentations, Web design, anger management, foreign languages, and dozens of other topics. Classes are ongoing.

Take the first step today!

Check out the spring credit courses on the following pages of this publication.

Visit www.laurelcollegecenter.org for a list of all LCC classes to help you get ahead - credit or noncredit, day and night, weekdays and weekend!
Conveniently located downtown next to the Laurel Shopping Center.





The Laurel College Center (LCC) is a unique joint effort between Howard Community College (HCC) and Prince George's Community College (PGCC).

Located in downtown Laurel near the Laurel Shopping Center and Laurel Center Mall, the LCC seeks to make higher education accessible to anyone over the age of 16 who lives or works in the Laurel area, especially those whose home residence is in either Prince George's County or Howard County. However, anyone can take classes at the LCC, whether you have never taken a college class before, already have a college degree, want to pursue a degree program or just take a course or two for fun, regardless of where you live.

At the LCC, you can take individual courses, credit and noncredit, or you can earn an associate's degree in business administration, general studies, elementary education/special education, criminal justice or applied information technology.

The following pages list the HCC credit classes offered at the LCC in spring 2009. Workforce development and continuing education programs, which are published in a separate schedule, are also offered to help you upgrade your job skills in a variety of areas including computers, finance and management. Others are offered simply for your enjoyment and additional programs are available to assist businesses in training employees.

Important Dates for Spring 2009

Register for classes: Through January 31

Classes begin: January 31

Martin Luther King Day (college closed):
January 19

Spring Break (college closed): April 6 - 12

Final Exams: May 9 - 15

Getting Started-Admissions Procedures

New students should complete an application for admission to HCC and submit it to the LCC or to the college's main campus. A \$25 application fee must be submitted with the application. You may obtain an application from the Web site, www.howardcc.edu, from the LCC or from the HCC campus. You may also call 1-866-228-6110 to have one mailed to you.

Advisers come to the LCC and can meet with you to discuss your interests, provide career information and assist you with course planning and selection. They can also tell you about other services such as placement testing, financial aid and support for students with disabilities. See page 20 for a list of services and contact information.

Registration for Classes

You may register in person at the LCC or on the HCC campus. Returning students may also be eligible to register by telephone, 410-715-3800, or through HCC Express, the college's online registration system. See "Step 4: Register for Classes" in this publication.

Registration for spring continues through January 31. Students are encouraged to register early, since courses are filled on a first-come, first-served basis.

Tuition/Fees

Tuition is calculated according to the number of credits taken. The charge for tuition differs according to your county/state of residence. See page 12 for tables that will help calculate the cost of credit courses.

The schedule for payment of tuition appears on page 14 in this publication. Students may be dropped from their classes if the bill is not paid by the due date shown.

Financial Aid

You may apply for all forms of financial aid to support your credit coursework at the LCC. Due to the complexity of determining eligibility for financial aid, you are advised to work through the Financial Aid Office on the HCC campus. However, general information on processing procedures and deadlines for financial aid are available at the LCC main office.

Students enrolling at the LCC may also participate in the college's deferred payment program, FACTS, which allows

you to spread your tuition payments over several months. Contact the financial aid office for more information.

HCC FINANCIAL AID SERVICES

Room RCF 222
10901 Little Patuxent Parkway
Columbia, Maryland 21044
Phone: 410-772-4912
Fax: 410-772-4576
Web site: <http://www.howardcc.edu/financialaid/>
Email: finaid@howardcc.edu

Office hours

8:30 a.m. - 8 p.m. Monday - Wednesday
8:30 a.m. - 5 p.m. Thursday and Friday
Walk-in counseling hours:
10 a.m. - 2 p.m. Monday - Thursday
5 p.m. - 7:30 p.m. Monday - Wednesday

Parking

During the day, you must park in the yellow-lined spaces at the Laurel Shopping Center. Take the walkway between Books-A-Million and Sprint to the LCC building. After 5 p.m. and on Saturdays, you may park in the lots adjacent to Marshall Avenue. Parking passes are not needed. Parking is free.

Room Locations

Classroom assignments will be posted in Suite 205 and at the elevator on the 2nd, 3rd and 4th floors of the LCC.

Placement Testing

For credit degree programs, a placement test is usually required to determine each first-time student's math, reading and writing proficiency level as a part of the course selection and registration process. Transfer students with prior math and English courses may not need to take the placement tests. You should meet with an adviser to determine if a placement test is needed. You can schedule a placement test by calling 410-772-4162 or 1-866-228-6110 (toll free). The tests are not available at the LCC on a walk-in basis.

Services Available Only at the HCC Campus

Some services, such as transcript evaluation, graduation audit and selective admissions (i.e., allied health programs and international students) may require consultation with staff at the home campus. You may also contact HCC staff about course information and advising questions through e-mail at laurelinfo@howardcc.edu

Students with Disabilities

Students with a documented disability who need special accommodation should identify themselves to the LCC site administrator and the HCC disability support services office. Students must provide acceptable documentation, register and submit a paid bill receipt one month or more before the start of classes. Additional information can be obtained by calling HCC at 410-772-4629 or 410-772-4606 (TDD)

Security

Security staff are present at the LCC and routinely patrol the site. Students who need assistance should contact the main administrative office (Room 205).

Campus Information

HOWARD COMMUNITY COLLEGE
10901 Little Patuxent Parkway
Columbia, MD 21044
Web site: www.howardcc.edu
Main Switchboard: 410-772-4800
Telephone Registration: 410-715-3800

LAUREL COLLEGE CENTER
312 Marshall Avenue Suite 205
Laurel, MD 20707
Toll free: 1-866-228-6110
Direct: 410-772-4162
Fax: 410-772-4161
TDD: 410-772-4171
www.laurelcollegecenter.org

LCC Administrative Office (Suite 205) Hours of Operation:

Monday through Thursday: 8:30 a.m. to 8 p.m.

Friday: 8:30 a.m. to 5 p.m.

Textbooks

The Laurel College Center does not have an on-site bookstore. You may purchase your books directly from the HCC main campus bookstore for all classes offered at LCC. At your request, textbooks from the bookstore can be delivered directly to the Laurel College Center for easy pick-up.

HOWARD COMMUNITY COLLEGE BOOKSTORE

Phone: 410-772-4816

Visit the bookstore or order online www.howardcc.edu (go to Student Services, click on 'Bookstore'); Visa, MasterCard and HCC financial aid awards accepted.

New for LCC!

Earn a bachelor's degree
in Teacher Education at LCC
through a new innovative
part-time, evening program provided
by College of Notre Dame:

**Accelerated Elementary Education/
Liberal Studies**

**Accelerated Elementary Education/
Liberal Studies
with Special Education Certification**

For details on this and other
education programs, contact
Fran Kroll at 410-772-4854
or fkroll@howardcc.edu.

Don't Quit Your Day Job, But Get Ahead Weekends!



If work or family obligations leave you little time for classes, the Laurel College Center can help by offering the following SATURDAY ONLY or WEEKENDER courses this spring:

SATURDAY morning courses start January 31, 2009

CMSY-110	Software Applications for Micros
CRIM-105	Introduction to Corrections
ENGL-121	College Composition I: Expository Writing
ENGL-122	College Composition II: Writing Through Literature
HEED-211	Nutrition
HIST-112	American History Since 1877
HMDV-200	Life Span Development
MATH-061	Basic Algebra & Geometry
MATH-131	College Algebra
SOCI-101	Introduction to Sociology
SPCH-105	Fundamentals of Public Speaking
SPCH-110	Interpersonal Communication

WEEKENDER courses complete in just three weekends - Friday evenings and all day Saturdays

BMGT-100	Introduction to Business & Organization (February 6 - 28)
BMGT-145	Principles of Management (February 6 - 28)
CMSY-110	Software Applications for Micros (February 27 - March 28)
CRIM-101	Introduction to Criminal Justice (February 6 - 28)
CRIM-103	Juvenile Delinquency (February 27 - March 28)
CRIM-201	Introduction to Criminal Law (April 3 - May 2)
FNPL-101	Personal Financial Planning Principles (April 3 - May 2)
PHIL-101	Introduction to Philosophy (March 20 - April 18)
PSYC-101	General Psychology (April 3 - May 2)
SPCH-110	Interpersonal Communication (April 3 - May 2)
SOCI-101	Introduction to Sociology

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See pages 148-156 in this Credit Schedule of Classes for all of HCC's Weekend College Classes!