

Howard Community College

Student Services

OFFICE	SERVICES PROVIDED	HOW TO MAKE USE OF SERVICES	LOCATION & PHONE NUMBER
Academic Support Labs	Computer labs, nursing skills labs, ESL/foreign language lab, walk-in math and English labs	Drop-in assistance available on a daily basis	Call Division Office or Welcome Center, RCF 114 (410) 772-4800
Advising and Admissions <ul style="list-style-type: none"> ▪ Admissions Services ▪ Academic Advising; Specialized Advising; Transfer Advising ▪ Transfer Center ▪ Advising Weeks 	Admissions process; placement results; course scheduling and selection, academic planning; specialized information sessions and events; advising for all students; advising for athletes, Rouse Scholars, Schoenbrodt Scholars, Silas Craft Collegians, international students; transfer advising and assistance with academic concerns including referrals	Individual walk-in assistance available daily; appointments as needed; participation in admission and advising events; use of website: www.howardcc.edu/advising or www.howardcc.edu/transfer	RCF 242 (410) 772-4856
Athletic and Fitness Center <ul style="list-style-type: none"> ▪ Athletics ▪ Drop-in ▪ Fitness Program /Faculty usage 	Monitoring and mentoring is provided for intercollegiate athletes. Also provided are a variety of wellness programs and seasonal drop-in offerings.	Coaches monitor team members' academic eligibility with bimonthly reporting along with the Athletic Director. Student or staff ID validates facility use during available times.	AF 106 (410) 772-4804
Business Office	Accepts payment for tuition or accepts tuition waivers based on age or disability/SSI/SSDI, and offers an extended payment plan	See business office in advance for extended payment options. Available for Fall and Spring semesters only.	RCF 212 (410) 772-4850
Children's Learning Center	Provide a part-time and full-time educational preschool program along with income based child care tuition subsidies for students.	See the Director for placement and fees. Students have priority placement.	CLC (410) 772-4150 www.howardcc.edu/students/campus_services/child_care
Counseling and Career Services <ul style="list-style-type: none"> ▪ Personal/Mental Health Counseling ▪ Career Counseling ▪ Job Finding Assistance ▪ Co-op/Internship Placement ▪ Career Links-Support for single parents and displaced homemakers 	Services include personal counseling, crisis intervention, career counseling, co-op and internship placement, job assistance (resume review and interviewing preparation), and assistance for single parents and displaced homemakers including limited financial assistance. A resource library including job opportunities and self-help information is available during office hours.	Students can call or walk in to schedule an appointment with the appropriate counselor. Students in crisis and who are believed to be suicidal will be seen immediately during office hours for assessment and referral.	RCF 302 (410) 772-4840
Disability Support Services	Students receive academic advising, counseling, advocacy, determination and arrangement of accommodations as deemed reasonable and appropriate based on their documentation.	Students must call to make an appointment and must submit their documentation prior to receiving accommodations.	RCF 302 (410) 772-4629 (410) 772-4606
Financial Aid Services	Services include: 24 hours web access, hands on assistance completing the FAFSA, front counter services, financial aid counseling, administration of the work-study programs, and federal student loan processing. Financial Aid Services monitors satisfactory academic progress (SAP) as mandated by the Department of Education. Mid semester Probation letter reminders and final SAP standing is mailed each semester. 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 (410) 772-4912 finaid@howardcc.edu http://www.howardcc.edu/admissions/pay/finaid/index.html

OFFICE	SERVICES PROVIDED	HOW TO MAKE USE OF SERVICES	LOCATION & PHONE NUMBER
Learning Assistance Center (LAC) <ul style="list-style-type: none"> ▪ Tutoring for Credit Courses (Scheduled and Drop-in) ▪ WRITE Room Writing help across the curriculum <ul style="list-style-type: none"> ▪ HOWL (Howard On-line Writing Lab) http://www.howardcc.edu/howl/ <ul style="list-style-type: none"> ▪ Computer Lab/Adaptive Lab 	Scheduled and drop-in tutoring and academic support across the curriculum for all credit students, writing assistance across the curriculum, help with study skills, learning styles, time management, note taking and test taking; equipment for students with disabilities	Students must complete a LAC Application and Tutor Request form and submit to the LAC, L230 or N200 for scheduled tutoring. Drop-in tutoring is available as posted on the LAC website www.howardcc.edu/lac each semester.	RCF 340 (410) 772-4822
Retention Services	Monitors and tracks the academic progress of students, develops retention programs for “at-risk” students, coordinates the academic dismissal/appeal process, and collaborates with student services, athletics, and academic affairs to provide academic support services for students.	Students can call or walk in to schedule an appointment. Referrals by faculty and staff are accepted.	RCF 340 (410) 772-4822
Registration and Records	Processes semester grades, registrations, and accepts students’ requests for withdrawal from courses	Students may conduct records transactions in person, by HCC Express or by Touchtone telephone.	RCF 233 (410) 772-4764
Student Life	Provides a diverse offering of co-curricular clubs, activities, leadership training, and opportunities for campus involvement	See posted calendar of events, active clubs, and open leadership positions.	SA 201 (410) 772-4896
Student Support Services	Academic support including counseling, transfer counseling, advising, individualized tutoring, accommodations and individualized instruction in math, reading, writing, ESL and study skills. Provides more intensive support than offered just through LAC services.	Students must meet eligibility criteria determined by completing a LAC registration form and supplying documentation. Eligibility Criteria: first generation college student or low income (Pell grant eligible) and/or have a documented disability	RCF 302 (410) 772-4629
Test Center	Provides placement testing, classroom testing, make-up testing, and certification testing Placement testing – (inside room 366) Academic testing – (inside room 359)	Placement tests are scheduled regularly. Call Admissions & Advising for an appointment. Faculty makes arrangements for students to take make-up tests. Certification tests are as scheduled.	RCF 359 (410) 772-4853
Wellness Center	Monthly health and wellness events * Health awareness presentations around campus * A large variety of health information pamphlets * Nutritional information resources * Body fat analysis and scale for confidential weight checks * Stress management seminars * Referrals to community services * Acupuncture, Auricular Acupuncture for Smoking Cessation, Zero Balancing, and Massage therapy on campus by community professionals * Self-administered basic first aid supplies* Personal care products, condoms, and promotional freebies * Blood Pressure checks * Service Learning opportunities on campus!	Visit the Wellness Center by dropping in or setting 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 Access the Wellness Center website for health information at www.howardcc.edu/wellness	L 230 (410) 772-4950