

COLLEGE SERVICES

ACADEMIC SUPPORT, COUNSELING, AND CAREER SERVICES

CAREER SERVICES

Room RCF-302

410-772-4840

www.howardcc.edu/career

Whether deciding on a major, preparing to enter the job market, or considering a career change, career and life planning services are available to students, prospective students, and alumni. The college offers a wide range of career and life planning services which help students focus on their values, interests, skills, and personality traits. These services include individualized career counseling, special topics workshops, career assessments, and job assistance services. The resource library is open to the public and provides a library of job and career materials, including printed resources, video tapes, and computerized self-assessment and career exploration programs. For further information, contact the Counseling and Career Services Office. (Room RCF-302)

COOPERATIVE EDUCATION

Cooperative education, also referred to as co-op, and internships are work experience programs that link students' academic learning with real-world applications. By choosing to complete a Co-op or internship program, you will be acquiring and improving work-based skills and furthering your professional development. Students seeking a Co-op or internship placement need to plan ahead by visiting the Counseling and Career Services to view job leads

and discuss their options. For further information and the dates and times for scheduled Co-op/Internship information sessions, contact the Counseling and Career Services Office. (Room RCF-302)

EMPLOYMENT COUNSELING

Job Assistance information and services are available to students, alumni and prospective students. Available resources include:

- HCC Jobs On-Line database matching system (www.collegecentral.com/howard) and job books list current openings in the Baltimore-Washington corridor.
- Job Hunting reference materials featuring resume writing, interviewing skills and creative job search techniques.
- Counseling and Career Center Services webpage (www.howardcc.edu/career) with links to career information and many job sites.
- Computer lab with internet access and computerized assessments.
- Workshops on a wide range of topics such as: resume writing, hot jobs, interviewing and many more.
- Resume review/critique, practice interview sessions and job search support on an individual appointment basis.

For further information, contact the Counseling and Career Services Office. (Room RCF-302)

PERSONAL COUNSELING
Counseling and Career Services
Office, Room RCF-302
410-772-4840

College can sometimes be a difficult and stressful time for students. With students trying to juggle school, work, and family responsibilities, there are times when these demands can be overwhelming. Personal counseling provides an opportunity to talk with an objective professional about your concerns. What is discussed with a personal counselor will remain confidential and will not be shared with others. There is short-term individual counseling, as well as crisis intervention, available to students who are struggling with a variety of issues. Personal counseling services are free of charge to HCC students. In addition, there are educational resources available on a wide range of mental health issues, as well as information and referral to community programs and services. Personal counselors are available by appointment. To schedule an appointment or for further information, contact the Counseling and Career Services Office, Room RCF-302, or call 410-772-4840. Please feel free to visit our web page at <http://www.howardcc.edu/counseling> for additional resources.

CAREER LINKS

Career Links is a retention program supporting low-income, displaced homemakers; single parents; single pregnant women, and other adults-in-transition.

Mission

The goal of the program is to retain and matriculate this student population on to economic self-sufficiency through education and retraining. Some students

graduate with associate degrees and become employed; some students complete initial coursework and transfer to four-year schools to achieve bachelor and masters degrees; and other students use coursework to update their skills, certifications, and licensure and become employed in their career fields.

Contact Information

To obtain more information on the Career Links Program and/or to schedule an initial interview with a counselor, please contact HCC Counseling and Career Services Center at 410-772-4840 or come to Room RCF-302. To learn more about the program, visit www.howardcc.edu/counseling.

RETENTION SERVICES
Room RCF-340

Retention Services provides structured assistance that supports students' academic persistence and success. Services include early outreach to students experiencing academic difficulty, peer mentoring, targeted assistance to student athletes, and referral to appropriate campus and community resources for additional support. Retention Services supports students who are not meeting academic expectations through the development of individual action plans and frequent follow-up counseling and advising.

For further information, please visit the Retention Services website at www.howardcc.edu/academic_support_services/retention_services/index.html or contact the Learning Assistance Center at 410-772-4822, RCF-340.

LEARNING ASSISTANCE CENTER
Room RCF-340
410-772-4822

The Learning Assistance Center provides tutoring and academic support services to all credit students enrolled in the college who would like to become more successful and efficient learners. The LAC, located on the third floor of the RCF building, provides free group tutoring in most courses offered at the college. Drop-in tutoring services are scheduled and advertised each semester. The LAC will help with study skills, learning styles, time management, memory building, note-taking, and test-taking. Drop-in help for writing assignments is available in the Write Room, located inside the LAC. Assistance for writing assignments is also available online at www.howardcc.edu/students/academic_support_services/LAC_and_tutoring/howl. Tutoring, writing, and study skills software are available for use on computers.

STUDENT SUPPORT SERVICES
Room RCF-302
410-772-4629

Student Support Services is a federally-funded program offering free comprehensive services to eligible students. Eligibility criteria include low-income, first generation college (neither parent received a four-year college degree), and disability.

The program's goal is to increase the retention and graduation rates of students at the college. The Student Support Services Program provides free, individualized instruction by academic specialists in the areas of math, reading, writing, English as a second language, and study skills. Learning disabilities

specialists assist students who have varying learning styles. Free individual tutoring is available in most courses. Personal, academic, financial aid, career, and transfer counseling is available to program students. Advocacy, assistance with accommodations, and equipment are also available for students with disabilities. (Room RCF-302)

SERVICES FOR STUDENTS WITH DISABILITIES
Room RCF-302
410-772-4629

Students with physical, learning, or psychiatric disabilities are encouraged to contact the Disability Support Services Office (Room RCF-302) upon admission to the college or when contemplating attending the college. This will give the college ample opportunity to respond to any special needs of the student, as well as provide the student an opportunity to see what services are available. Prior to receiving accommodations and services, students must initiate a request with the Disability Support Services Office and supply appropriate documentation of a disability. This information is kept confidential unless the student signs a written waiver of release. Services provided to students with documented disabilities include advocacy, tutoring, interpreters, notetakers, test-taking accommodations, counseling, and academic advising. Assistive technology such as text readers, voice recognition software, screen magnifiers, and tape recorders are available for student use. Students in need of sign language interpreters must contact the Disability Support Services Office at least two weeks prior to the start of classes.

PROJECT ACCESS

Project Access is a transition and retention program intended to foster the success of high school students with disabilities, the Project Access Merritt Scholars, on the postsecondary campus. Once the Project Access Merritt Scholars arrive on the Howard Community College campus, they have the advantage of being familiar with both the HCC Academic Support Services staff and the HCC facility. They will be included in Project Access events that occur on the HCC campus. However, the Project Access Merritt Scholars, along with other HCC students with disabilities, will have to request from Disability Support Services the reasonable accommodations and the academic support services that they require in order to be successful in college.

VOCATIONAL SUPPORT TEAM

The Vocational Support Services Team (VSST) Program is designed for students in vocational/career programs who are having academic difficulties or who have disabilities. The VSST Program provides free small group and individual tutoring in vocational courses, such as nursing, accounting, and electronics. Group test reviews for vocational courses, and study skills and test-taking workshops are also available. Tutoring services are provided by the LAC, Room RCF-340. The program assists students with disabilities majoring in vocational/career programs in arranging accommodations and specialized equipment. Career counseling and job placement assistance are also available (Room RCF-340), Counseling and Career Services Office.

ADMISSIONS AND ADVISING SERVICES

Room RCF-242

410-772-4856

410-772-4822 TDD

TTY users call Maryland Relay 7-1-1

www.howardcc.edu/admissions

Email adm-adv@howardcc.edu

ADMISSIONS

The Office of Admissions and Advising counsels prospective, newly admitted, transfer and international students. A special effort is made to prepare students for that most critical first semester of college. In addition to pre-enrollment advising, other services provided by the office include transfer credit evaluations, course clearances based on course work taken at other postsecondary institutions, and allied health career program information sessions. The Office of Admissions and Advising also assists students with address changes and changes in learning programs.

PAY FOR COLLEGE

HCC recognizes that information about paying for college is very important, and is committed to helping students prepare for the cost of their education. The college offers many services to help students manage college expenses. Proper planning and timely payments help ensure that students can have the classes and schedule of their choice and reduce the concerns often associated with college costs. To find out more visit our Pay for College web site at <http://www.howardcc.edu/admissions/pay>. A tuition calculator is also available online, to estimate the cost of attending HCC.

The Admissions and Advising staff welcomes the opportunity to inform students about programs and services which will contribute to the fulfillment of their goals.

ACADEMIC ADVISING

One of the college's most important responsibilities is to provide comprehensive academic advising services. Students are responsible for fulfilling the requirements of the learning program in which they are enrolled and for the catalogue year which applies to them. Therefore, it is also each student's responsibility to meet with an advisor prior to each term and more often, if needed. Students transferring to competitive or limited enrollment programs should seek advising each semester. Advisors provide students with information and recommendations regarding learning programs, course selection, and transfer preparation. Students may check "My Student Profile" found on HCC Express to check their academic program as well as identify their academic advisor. Advising website: www.howardcc.edu/advising. Advising is available to all students through the Office of Admissions and Advising.

TRANSFER INFORMATION AND ADVISING

The Transfer Center located in the Office of Admissions and Advising provides access to ARTSYS, the computerized articulation system designed to provide guidance to students planning to transfer to Maryland public colleges and universities. Students can access the Internet and utilize CollegeView, a computerized program which provides information regarding

colleges and universities throughout the nation. The Transfer Center library houses college catalogs, applications for regional schools, manuals and directories of information for most schools in the United States. The college hosts a Transfer Fair during the fall and spring semesters. Representatives from a wide variety of private and public universities attend providing students opportunities to explore transfer options. The center sponsors a workshop series throughout the year, hosts informational sessions with college representatives and sponsors admissions representatives from professional schools throughout the region. Transfer advising services are also available. Transfer Center Website: www.howardcc.edu/transfer.

INTERNATIONAL ADMISSIONS AND ADVISING

410-772-4420
www.howardcc.edu/admissions
Email intlstudent@howardcc.edu

The Office of Admissions and Advising counsels prospective and currently enrolled international citizens in credit courses and programs. The office provides orientation and workshops for credit students on F-1 visas. Students on F-1 visas should plan to meet with the International Student Admissions Officer at least once each semester to ensure they are in good standing and maintaining their status.

ATHLETICS
Athletic & Fitness Center
Room PE-120
410-772-4804
www.howardcc.edu/athletics/

Intercollegiate athletics are an integral part of the college mission. Participation in extracurricular activities is viewed as

essential in promoting a healthy balance between academic and out-of-class endeavors. The college fields teams in men's/women's soccer, men's/women's cross country, women's volleyball, men's/women's basketball, outdoor men's/women's track and men's/women's lacrosse.

Opportunities exist for participation by both full and part-time students.

Open gym times are available throughout the year and vary based on facility availability. Check for days and times on the web or at the facility. Eligibility standards and compliance are monitored on a semester basis for students participating in the athletic program.

Equity in Athletics Disclosure Act (EADA)

HCC is a Division III school (Division I in Men's and Women's Lacrosse and Division II in Men's and Women's Basketball) and a member of the Maryland Juco Athletic Conference and the National Junior College Athletic Association (NJCAA). The college offers limited athletic scholarships for the D-II programs. All D-III programs do not receive any athletically related aid. Instead, financial aid packages and academic scholarships are available to afford a college education. The athletic program is funded through a portion of student consolidated fees (19.10 per credit). A full disclosure of gender participation, expenditures and other information provided by the Athletic department is available in the main office in the Athletics & Fitness Center.

ATHLETIC & FITNESS CENTER

The Athletic and Fitness Center houses a gym, weight room, and a pool. Students who enter must show

their current student identification card and sign in. Limited daily lockers are provided, but students must bring their own locks to be removed daily after work-outs. The main entrance to the center is in the front location of the building. If a student wishes to check out a ball for the gym, they must give their student identification card to the tech on duty. The tech will hold the student identification card until the ball is returned. Appropriate footwear is required to enter the gym.

A semester-by-semester operating schedule is available in the Athletic and Fitness Center or online at http://www.howardcc.edu/students/athletics/athletics_fitness_facilities/hours.html.

AUXILIARY SERVICES

BOOKSTORE

Room RCF-113

410-772-4816

The college Bookstore provides students, faculty and staff with the widest selection of goods and services. Particular attention is paid to furnishing the materials needed in the educational process.

Used Books

Used books are purchased during the final week of the fall and spring semesters. If your book(s) are purchased, you will be given a check for the amount.

Online Shopping

Students enrolled for all HCC courses can order textbooks from the HCC Bookstore through the Internet with Visa/Mastercard, Discover, and American Express, or Financial Aid awards. Ordering online is easy and has many advantages, including UPS

shipping to your home at no charge. Go to: www.howardccbooks.com.

Software Sales

Currently enrolled students and employees of degree-granting institutions are eligible to purchase software at academic-discount pricing. Proof of status must be presented.

Check Cashing

The Bookstore accepts personal checks in the payment for purchases.

Checks must be made payable to HCC Bookstore.

Check must have customer's name, mailing address and phone number. Check verification is provided by *TeleCheck*.

You may cash a check without making a purchase or write a check for \$5 over the amount of your purchase.

The Bookstore does not accept second party checks.

The Bookstore also accepts VISA, MASTERCARD, and American Express.

Special Orders

The Bookstore will be happy to place special orders for any books. At the time of ordering, there is a required deposit of 50% of the estimated price of the order.

Stamps

Stamps are available in the Bookstore.

Class Rings and Nursing Pins

Howard Community College class rings are purchased in the Bookstore. For prices, options and samples of the rings, see the cashier. Graduating nursing students are given nursing pin information in April.

College Locks and Lockers

College locks are required on all college lockers and are available in the Bookstore at a cost of \$6 each. All locks must be removed from lockers the last day of the spring semester. You may keep the lock or return it to the Bookstore for a \$3 refund.

To use a locker at the Athletic and Fitness Center, you must register with the Athletic and Fitness Center Office.

Caps and Gowns

Caps and gowns for graduating students are ordered through the Bookstore. Instructions for ordering are attached to Petition to Graduate forms. Caps and gowns are picked up in the Bookstore in early May.

Commencement Invitations

Commencement invitations may be picked up by graduating students in the Bookstore in early May.

Bookstore Hours

Fall, Winter and Spring Terms When Classes are in Session

8:30 a.m.-8 p.m., Monday - Thursday

8:30 a.m.-3:30 p.m. Friday

9:30-11:30 a.m. first two Saturdays for the fall and spring terms.

The Bookstore will be closed on college holidays and for inventory.

CAFE ON THE QUAD

Room RCF-120

410-772-4960

The Cafe on the Quad is the college food service, operating a complete food service Monday through Friday during the fall and spring terms. A limited menu is provided during winter and summer.

Cafe on the Quad Hours

Breakfast 7:30 a.m.-9:30 a.m.
Lunch: 11:30 a.m.-2 p.m.
Dinner: 4:30 p.m.-7:30 p.m., M-Th

The Cafe on the Quad is open 7:30 a.m.-7:30 p.m. Monday through Thursday, and 7:30 a.m.-2 p.m. on Friday for fall and spring semesters. Special hours for the months of June, July and August will be announced.

Menu

The menu consists of a daily entree, grill items, salad bar, soup, pizza, deli sandwiches, desserts, ice cream, assorted beverages and daily specials.

Starbucks

Starbucks is located in the Cafe on the Quad, first floor of the RCF Hall.

Starbucks Hours:

7:30 a.m.-7:30 p.m. Monday-Thursday
7:30 a.m.-2:00 p.m. Friday

Special hours for the months of January, June, July, and August will be announced.

Vending Machine Refunds

Receive refunds from the Bookstore for vending machines located at the main campus. Receive refunds at the Hickory Ridge Welcome Center for vending machines located at the Hickory Ridge Building.

CASHIERS' OFFICE

Room RCF-201
410-772-4850

The Cashiers' Office is responsible for preparing all tuition-related billings and for collecting debts owed to the college. All tuition and fees must be paid in full by the listed payment due date. Unpaid balances may result in deregistration from classes. If a student

has an outstanding balance after the add/drop period, a *HOLD* will be placed on the student's account. As a result, the student will be unable to obtain grades and/or transcripts and will not be allowed to register for future courses until the hold is removed. The cashiers' office will make every effort to notify the student of the outstanding debt. Failure to respond will result in the debt being transferred to a *COLLECTION AGENCY*, which will add a 17 to 35 percent collection cost to the original balance.

Office Hours

Monday-Thursday 8:45 a.m.-7:30 p.m.
Friday 8:45 a.m.-5 p.m.

Special hours for the months of January, June, July, and August will be announced.

**Hours are subject to change.*

CHILD CARE SERVICE

The Children's Learning Center provides an educational early childhood program for the children of students, faculty and staff. Part-time and full-time programs for children ranging in age from eight weeks to the year before kindergarten are available. Rates vary depending on the age of the child, part-time or full-time enrollment of the child and the income of the parent. Low-income students may be eligible for subsidies to offset the costs for child care. The Children's Learning Center is also a lab school for students in the Early Childhood Development Program and other programs requiring learning experiences in a child care center.

For further information concerning the Children's Learning Center, contact the Child Care Director at 410-772-4150.

COMPUTER SERVICES

TECHNOLOGY HELP DESK

The Technology Help Desk staff can assist with problems or questions about student email, HCC Express, student wireless network, CE6, and other computer related issues.

Contact the Help Desk at 410-772-4444, use online forms at www.howardcc.edu/helpdesk, or email helpdesk@howardcc.edu.

STUDENT EMAIL

The college provides each registered credit and ESL student with an HCC email account. Students can access their email by clicking on the email link on the main page of the HCC website <http://www.howardcc.edu> under Students-Online Services.

HCC Login ID

Each student is assigned a unique HCC Login ID, created by combining the FIRST character of the first name, plus the FIRST SEVEN characters of the last name, plus the LAST FOUR digits of the student ID number, all in lower case.

For example, student *Art Vandelay's* student ID number is *1234567*, so his HCC Login ID is *avandela4567*.

Password

Student email passwords are initially set to the student's birth date on record in *mmddyy* format. It can be changed by the student after logging in.

Email Address

Student email addresses consist of the student's HCC Login ID followed by @howardcc.edu.

For example, Art Vandelay's HCC Login ID is *avandela4567* so his email address is avandela4567@howardcc.edu.

HCC EXPRESS.NET

HCC Express is a system that provides services such as online registration and bill payment, information about credit and noncredit class availability, and personal information such as class schedule, grades, advising assignment, financial aid and scholarship status, and other services and information.

HCC Express Access

Anyone can use HCC Express to register for noncredit classes or view course availability. However, most features require login to access. Login accounts are created for credit students after initial admission and registration.

Click on the HCC Express.net link on the college webpage www.howardcc.edu, under Students-Online Services.

Login using your HCC Login ID; the password is initially set to your date of birth in *mmddyy* format, but you are required to change the password upon initial login.

Contact the Technology Help Desk for assistance.

COMPUTER STUDY LABS

The college provides two open computer study labs for free use by registered credit students and alumni members. Day or semester passes can be purchased by non-students from the Cashier.

Help Desk technicians and lab aids are on site to assist with software, hardware and technical problems.

Lab software and hardware

Lab computers provide Internet access and are configured with various software packages based upon current academic needs. Scanners and printers are located in each lab. Most computers

have CD/DVD writers. Students can bring their personal headsets for audio, and USB flash drives for storage.

Lab login procedures

Students gain access to lab computers by logging in with their HCC Login ID and password. Alumni and others should check in with lab staff for instructions.

Printing

Current registered credit students may print up to 250 free black-ink sheets per semester. Printers are set for duplex (double-sided) printing by default. By using duplex, the maximum total free printed pages could be up to 500.

To print beyond the limit, or in color, purchase a Debitex card inside the lab. Black ink prints cost 10 cents per single-side; 15 cents per duplex sheet; each color print is 75 cents. Standard 8x11 inch paper is the only paper used in the labs.

Lab Locations & Hours of Operation

Fall & Spring Semesters

Room DH-110 410-772-4602

Monday-Thursday 8 a.m.-11 p.m.

Friday 8 a.m.-10 p.m.

Saturday 9 a.m.-5 p.m.

Sunday 1-10 p.m.

Room CL-129 410-772-7003

Monday-Thursday 9 a.m.-6 p.m.

Friday 9 a.m.-1 p.m.

Closed evenings and weekends

Closed summer and winter sessions

Both labs are closed for college holidays and winter and spring breaks. Hours of operation are reduced for the winter and summer sessions. For more information, please call the lab staff at 410-772-4602, check posted schedules, or view the lab website at <http://www.howardcc.edu/helpdesk>.

General Lab Rules

If the lab is full, current registered credit students and persons who have purchased a pass to use the lab will be given priority.

Users may be asked to relocate to another computer to allow another to access specialized software, scanners, or raised computer desks.

Food and beverages are not permitted.

Minimize conversation and noise, turn off cell phones or place on vibrate mode, and leave the room to make or receive phone calls.

Do not attempt to repair equipment, add or remove paper, or modify computer settings. Notify lab staff if maintenance is needed.

Minors are not permitted in the lab unless they are registered students.

Users are expected to adhere to HCC's Standards of Acceptable Use of Campus Technology.

STUDENT FILE STORAGE- WEB (FTP) FOLDER

Each student is allocated network storage space for a personal StudentWeb folder. This enables students to store files associated with their classes and access them from any computer with Internet access, on or off campus.

For instructions on setting up a personal StudentWeb folder, ask staff in the computer study labs, contact the Technology Help Desk, or check instructions at www.howardcc.edu/helpdesk.

CLASSROOM AND LAB COMPUTER SUPPORT

To report technical problems in college classrooms or labs, please inform your instructor, lab staff, or the Help

Desk . Emergency telephones are located in classrooms. Technicians are on site while credit classes are in session.

WIRELESS INTERNET ACCESS

HCC's free wireless Internet is accessible to HCC registered credit students in most non-classroom areas on campus. Locations include the Cafe on the Quad, the DH lounge, HR building, and the Burrill Galleria. The student wireless network is unencrypted and its name is HCCOPEN.

Use your HCC Login ID and password when prompted to login after opening your web browser.

Check the website at www.howardcc.edu/helpdesk to view more wireless access locations and information. Contact the Help Desk if you have problems logging in.

STANDARDS OF ACCEPTABLE USE OF CAMPUS TECHNOLOGY

Consistent with College Mission

Information Technology equipment and services are provided to students to support academic studies. The use of campus information technology resources must be consistent with the mission of the college and be compliant with local, state and federal laws on copyrights, security, and other statutes regarding electronic media.

Violations

Students are required to adhere to the college standards of acceptable use of campus technology. Violation of these standards may lead to disciplinary action as outlined in the Student Code of Conduct.

Prohibited Actions

The following actions are prohibited when using the college network and computer equipment:

- Downloading or installing external applications.
- Copying, transferring, or modifying software installed on the college computers.
- Theft, misuse of, or damage to college computer equipment and supplies.
- Viewing or distribution of pornographic material.
- Connecting personal equipment to the college network other than the wireless network.
- Interfering with or disrupting other users, services or resources of the college network and computer labs.
- Propagation of computer viruses, spamming, or transmitting chain letters or slanderous materials.
- Use of file and music sharing applications.
- Commercial activities or other use of college computer resources for financial gain.
- Accessing or tampering with the files and electronic information of others without authorization.
- Disrupting or threatening the viability of the college equipment and network, and networks to which the college's systems are connected.

CONTINUING EDUCATION AND WORKFORCE DEVELOPMENT

**Hickory Ridge Building Room 100
410-772-4823**

www.howardcc.edu/coned

The Division of Continuing Education and Workforce Development, HCC's lifelong learning office, offers hundreds of noncredit courses

throughout the year. Classes provide career updates, vocational skills, and cultural and personal enrichment to individuals, community groups, and businesses in Howard County. Customized training for companies is also available.

**DISTANCE AND
ALTERNATIVE LEARNING**
Hickory Ridge Building Room 300
410-772-4440
**[www.howardcc.edu/academics/
distance-learning](http://www.howardcc.edu/academics/distance-learning)**

Howard Community College delivers its academic programs in a variety of ways so students can choose to take courses from their homes or offices, reduce or eliminate the need to physically come to campus, or accelerate their course completion. Distance learning courses are offered in a variety of modes: online using the Internet; telecourses, which combine lessons aired on television and sessions with faculty; or the interactive classroom, which allows HCC students to share their educational experience with students and faculty at completely different sites.

Distance learning courses meet the same objectives as on-site courses, are as academically rigorous, and transfer to other institutions. Check the schedule of classes or click on the Distance and Alternative Learning link on the HCC homepage for a complete listing of the current semester's offerings.

DISTANCE LEARNING DEGREES

Students can complete the entire Associate in Arts degree in Liberal Arts, General Studies, and Business Administration online or through a combination of telecourses, online, and interactive TV courses. Check

the Distance Learning homepage for a complete listing of our online courses.

ONLINE COURSES

Online courses allow students an opportunity to take classes from home, the office, or wherever they have access to a computer and the internet. Students interact with the instructor and other students via a Blackboard course website.

Students must have a basic understanding of and access to the internet and browsing capabilities.

TELEWEB COURSES

TeleWeb courses are online courses that incorporate telecourse videos and print materials.

CAMPUSWEB COURSES

CampusWeb courses combine classroom interaction and online resources in addressing the course objectives. The amount of CampusWeb class meeting time is half that of the traditional on-campus course because many of the class transactions are conducted online.

INTERACTIVE TV

Interactive TV courses meet at scheduled times in the Interactive TV classroom on HCC's campus. Students at other colleges participate in the course via Interactive Classrooms in their home campuses. Students at all sites can see, hear and respond to the instructor and other classmates.

FAST TRACK

FastTrack courses concentrate the coursework of a traditional 14-week semester into a shorter period of time:

7, 6, 5, 4, or fewer weeks. Classes meet primarily on Friday evenings, Saturdays, and Sundays.

FINANCIAL AID SERVICES

Room RCF-222

410-772-4912

It is the college's goal that no student should be restricted from attending this institution because of limited financial resources. To meet this goal the college maintains a program of grants, scholarships, loans and part-time employment for eligible students who are accepted and enrolled in the college as certificate or degree-seeking students in good standing. Howard Community College awards financial aid in a manner that does not discriminate on the basis of race, religion, disability, color, gender, national origin, age, political opinion, sexual orientation, veteran status, or marital status.

APPLICATION PROCEDURES

Students must complete the Free Application for Federal Student Aid (FAFSA) to begin the application procedure. The FAFSA link is available on the HCC website at www.howardcc.edu.

Students seeking any type of financial aid are strongly urged to apply by the **March 1** priority filing date. Applications submitted by this date will be given first priority for limited grant funds. Applicants are also encouraged to apply early to ensure the timely receipt of financial aid funds.

TRANSFER STUDENT APPLICATION PROCEDURES

Transfer students interested in receiving financial aid at HCC must:

- List HCC's federal school code (008175) with the federal processor

by going online at www.fafsa.ed.gov or calling 1-800-4fed-aid. You must have a copy of your Student Aid Report (SAR) available when calling.

- Cancel any remaining loan disbursements at your previous college (if a loan borrower)
- Complete the HCC loan packet available online at www.howardcc.edu if you plan to borrow a loan at HCC.
- Contact the Maryland State Scholarship Administration (if applicable) to have your scholarship transferred to HCC. (Please note: this may cause an adjustment to your scholarship amount.)

ELIGIBILITY CRITERIA

You are eligible to apply for Financial Aid if:

- You have a high school diploma or GED. If you are no longer in high school and did not earn a high school diploma or GED, you may still be eligible to receive financial aid by taking the Ability to Benefit Test administered by HCC's Test Center. *Please note: If you are no longer in high school and earned a Certificate of Attendance, you must take the Ability to Benefit Test to be considered for financial aid.*
- You are a U.S. citizen or an eligible non-citizen.
- You are making satisfactory progress toward completion of a degree or certificate.
- You are not in default on a Perkins Loan, Federal Stafford Loan or Federal PLUS Loan.
- You do not owe a balance or a refund on a Federal Pell Grant or Federal Supplemental Educational

- Opportunity Grant at any postsecondary institution.
- You are enrolled in an eligible certificate or a degree program at HCC.*
 - You are in compliance with Selective Service registration.
 - You have a valid Social Security Number.

*Students enrolled in programs not leading to a degree or certificate awarded by Howard Community College, such as CPA Preparation, are not eligible for Financial Aid through HCC.

VERIFICATION

The U.S. Department of Education selects certain financial aid applicants for review in a process called verification. HCC also reserves the right to select applicants. Students whose files are selected for verification must submit all required documents in order to complete their files; no financial aid will be awarded or disbursed until all required documentation has been received and reviewed.

Students should submit documents as soon as possible, but no later than their last date of attendance for that term. If documents are received by Financial Aid Services after a student's last date of attendance, the documents will not be reviewed and the student will not be entitled to any financial aid for that semester.

As HCC reviews verification documents, corrections to a student's ISIR may be necessary. These corrections will be electronically submitted by the college, and the student will be notified of the corrections via the corrected SAR sent from the U.S. Department of Education.

Sometimes students are selected for verification after their awards have been made and funds have been disbursed for the semester. In such an event, no further financial aid will be awarded or disbursed until verification is complete. If verification causes a change to the student's awards for the academic year, he or she may be required to repay aid. HCC will notify students who owe overpayments of aid, and if the funds are not repaid to the college within the timeframe specified in the notice of overpayment, the student's debt will be referred to the U. S. Department of Education for collection, and the student will not be eligible for financial aid at any institution until that debt is repaid in full.

DETERMINATION OF NEED

Need for financial aid is determined by the following calculation:

$$\begin{array}{r}
 \text{Cost of Attendance Budget (COA)} \\
 \text{Less Expected Family Contribution (EFC)} \\
 \text{Equals Financial Aid Eligibility (Need)}
 \end{array}$$

To determine the Expected Family Contribution (EFC), the calculation formula is the Federal Needs Analysis mandated by the U.S. Congress. By completing the Free Application for Federal Student Aid (FAFSA), the student's family contribution is calculated and reported on the Student Aid Report (SAR), which is emailed or mailed to the student's home by the federal processor.

EXPENSES AT HOWARD COMMUNITY COLLEGE

For a Howard County student living at home with parents, the following Cost of Attendance budget represents the estimated student cost for nine

months. (Based on 12 credit hours and \$114 per credit tuition cost without individual course lab fees).

Tuition and Fees*	\$3,194
Books and Supplies	1,000
Room and Board	6,464
Personal	1,000
Transportation	<u>1,282</u>
Total Budget	\$12,940

Budgets for other categories of students may be obtained from Financial Aid Services.

**Tuition figures are based on FY 2008 fee schedule. All tuition and fees are subject to change.*

AWARD PROCEDURES

All financial aid awards are made in accordance with two criteria: demonstrated financial need and the student’s ability to maintain satisfactory academic progress. Completed files are processed on a first-come, first-served basis. A financial aid file is complete only after the following documents or information has been received:

- Completed FAFSA on file with the Department of Education. The processed FAFSA must be valid and have the Howard Community College school code (008175) listed so that Financial Aid Services can obtain the results electronically.
- Submission of all other information requested by Financial Aid Services (required prior to disbursement of federal aid), including verification documents, if necessary.

Once a student’s financial aid file has been reviewed and deemed complete by a financial aid counselor, a financial aid package will be processed and an award notification will be sent to the student. **The initial financial aid**

package will be based on assumed full-time status for the fall and spring semesters. Awards will be adjusted to actual enrollment prior to disbursement. Financial aid awards can be viewed on HCC Express.

SUMMER AND WINTER TERM AWARDS

Summer and winter classes will be considered as separate sessions when determining financial aid eligibility. Pell is the only fund that will be awarded for the summer and winter terms. Students who wish to be considered for summer or winter financial aid must be registered in order for their eligibility to be determined.

Financial Aid Services will automatically review eligibility for students who register prior to the two business day payment period. Students who register during the two-business day payment period must meet with Financial Aid Services to determine eligibility.

CONTINUED ELIGIBILITY FOR RECEIPT OF FINANCIAL AID

Student aid awards are normally for one academic year. Continuation is dependent upon meeting application priority deadline dates each year, reestablishing financial need, making satisfactory academic progress, and continuing to enroll for at least one (1) credit per semester (six credits for loan applicants). Eligibility for financial aid is limited to a maximum of 30 attempted credits for Developmental Education courses. This is in addition to the satisfactory academic progress maximum timeframe based on the student’s program length. (Page 26 cat).

DISBURSEMENT PROCEDURES

Students awarded financial aid will have their financial aid applied directly to their tuition bill beginning the fourth week of the fall and spring semester. If the financial aid disbursed (paid) exceeds the tuition bill, the student gives permission for the excess aid to be used for purchasing books and supplies in the HCC bookstore unless a written statement declining to do so is submitted to Financial Aid Services before charging books and supplies. Any financial aid funds, including Federal Stafford Loans, over and above tuition, fees, and bookstore charges are mailed directly to the student by HCC check within 14 days after the credit balance is created each semester. Any Federal PLUS Loan over and above tuition, fees, and bookstore charges are mailed directly to the parent by HCC check within 14 days after the credit balance is created each semester.

Federal Stafford Loan and Federal PLUS Loan funds are applied directly against the tuition bill. Loan disbursements received by Electronic Fund Transfer (EFT) do not require additional signature/endorsement. The student/parent will be notified in writing of the receipt of EFT loan funds and may cancel the disbursement in writing within 14 days of receipt. Loan disbursements received by check require the borrower's endorsement at the Cashier's Office.

Students participating in the work study program will receive checks semimonthly from the Cashier's Office based on the number of hours worked.

CENSUS DATE

Students may receive aid only for classes in which they are registered as of the last date to drop for the regular

semester. Students may not receive aid for late start classes such as Office Technology or mini-session classes such as Microsoft, unless they registered for these courses during the official drop period. The Schedule of Classes contains the specific date each term.

CONSORTIUM AGREEMENTS

Students who wish to have their financial aid processed under a consortium agreement with another institution must notify HCC in advance of the respective term. A written agreement is required between HCC and the other institution. HCC serves as the "host" institution in these situations, meaning that the student must be enrolled in an eligible certificate or degree program at the other college. Financial aid must be processed through that institution. Students who are interested in a consortium arrangement should contact both HCC and the other institution well in advance of the planned semester. HCC will cancel all aid for any students who are found to be receiving financial aid concurrently at HCC and another institution, unless an approved consortium agreement is on file. (Page 26 cat)

FINANCIAL AID PROGRAMS

Howard Community College maintains and/or coordinates the following financial aid programs for students. All financial aid awards are normally for one academic year and it is the student's responsibility to reapply each year.

Counseling services are available in Financial Aid Services to assist students with application procedures and to discuss program eligibility.

Grade level progression for student loan eligibility is defined as follows:

1-29 completed credits = Grade 1
30 or more completed credits = Grade 2

For all other financial aid purposes, the HCC academic year is defined as 24 credits. (Page 26 cat)

GRANTS

Federal Pell Grant—Pell Grant is a Title IV program offering need-based grants ranging up to \$4,710, dependent upon appropriations by Congress, student eligibility and level of enrollment.

Federal Supplemental Educational Opportunity Grant (FSEOG)—FSEOG is a Title IV program offering grant funds for students demonstrating exceptional financial need. Grants can range from \$100 to \$4,000 per year, based on the student's need and funds available from the U.S. Department of Education. Typical full-time grants at HCC range from \$200 to \$1,000 per year. Priority for FSEOG is given to those students with the lowest Expected Family Contributions (EFC) as determined by the FAFSA and those who apply by the college's priority filing date of March 1st.

Academic Competitiveness Grant (ACG)

In 2006, Congress established a new grant program for degree-seeking students in their first and second year of studies. Students must have completed a "rigorous high school program" and have graduated from high school since January 1, 2005. In addition, students must be U.S. citizens, Pell Grant eligible, and attend HCC on a full-time basis to receive the ACG. The first year award is \$750 and the second year award is \$1300, subject to Congressional appropriations and the

national number of recipients. Second year students must have a cumulative GPA of 3.0 or above at the beginning of their second academic year to continue eligibility.

Students self-certify their eligibility each year when completing the FAFSA on the Web application. HCC will then verify that the student meets all ACG eligibility criteria each semester, including a review of the student's high school transcript to verify the completion of a "rigorous" high school program.

SCHOLARSHIPS

Maryland State Scholarship Program—The Maryland State Scholarship Administration offers several need-based scholarships for Maryland residents. The scholarships most frequently awarded to students include, but are not limited to, the Educational Assistance Grant, the Guaranteed Access Grant, Senatorial Scholarship, and Delegate Scholarship. In order to be considered for a Maryland State Scholarship, a student must file the Free Application for Federal Student Aid (FAFSA) by March 1. Some state scholarships may have additional application requirements. Some scholarships require full-time (12+credit hours) enrollment. Please check with the Maryland State Scholarship Administration at 800-974-1024 or www.mhec.state.md.us for additional information.

HCC Grants/Scholarships—This is a need-based grant/scholarship program funded from Howard Community College's operating budget. Scholarships are available to new and returning students. Awards range from \$100 to \$2,500, not to exceed the cost of

tuition, fees, and books in combination with other grant and scholarship aid. Priority is given to those who apply by the March 1 priority deadline and demonstrate financial need as determined by Financial Aid Services.

HCC Educational Foundation, Inc. Scholarships—The College's foundation maintains a scholarship program through contributions from private businesses, foundations, civic organizations and individuals. Scholarships are available to new and returning students who demonstrate academic achievement, leadership, and/or financial need. Scholarship awards can range from \$100 to \$4000 per year, not to exceed the cost of tuition, fees, and books in combination with other grant/scholarship aid. Award amounts and availability of funds are subject to change. Generally priority is given to those students who apply by the March 1 priority deadline. For more information on specific scholarships available, refer to the HCC website at www.howardcc.edu. To make a contribution towards a scholarship for students, contact the Coeducational Foundation Office at 410-772-4450.

PART-TIME EMPLOYMENT

Federal Work-Study Program—Federal Work-Study is a Title IV program offering part-time work for HCC students who demonstrate financial need. Students work up to 20 hours per week during the regular semester, depending upon the student's financial need, availability of federal funds and the student's class schedule. Seven percent of the school's annual Federal Work-Study allocation will be used to fund community service jobs. For more information, please inquire in financial

aid services or refer to the HCC web page at www.howardcc.edu.

HCC Student Work-Study Program

An institutionally funded part-time work program. Any student who desires part-time employment at the college may apply. Students work up to 20 hours per week during the regular semester, depending upon the student's financial need, availability of the college's funds and the student's class schedule. For more information, please inquire in financial aid services or refer to the HCC web page at www.howardcc.edu.

LOANS

Federal Stafford Student Loans

(FFEL)—Stafford loans are a Title IV financial aid program and federal aid eligibility requirements apply. Loan applicants must be actively enrolled in at least six credits. Students must maintain satisfactory academic progress. Applications and loan packets are available online at www.howardcc.edu. The Family Federal Education Loans (FFEL) loan packet must be completed in addition to the FAFSA. See Financial Aid Services or visit our website for current loan limits and interest rates. For more details regarding this program you should read "The Student Guide," a free financial aid brochure available on-line. Students enrolled in certain certificate programs may not be eligible for the full loan amount due to the short duration of the program. Please inquire in Financial Aid Services for more information. Students who wish to borrow funds from FFEL loan programs at HCC are required to complete Loan Entrance and Exit counseling each year.

Federal PLUS Loans—Federal PLUS Loans are a Title IV program which

enables parents with favorable credit histories to borrow funds to pay the educational expenses of their child if the student is classified as “dependent” and is enrolled at least half-time (six credits or more). The student and the parent must meet the general eligibility requirements for federal student aid and the student must maintain satisfactory academic progress. The parent must be a citizen or eligible non-citizen and may not be in default or owe a refund to any federal student aid program. Students must remain in good standing. The PLUS loan is not a need-based loan. A parent is eligible to borrow up to the cost of attendance less any other financial aid the student is receiving. Currently, the interest rate is fixed at 8.5%. For more details regarding this program, review “The Student Guide,” a free financial aid brochure available at www.howardcc.edu.

The U.S. Department of Education gives institutions the authority to exercise professional judgment in determining students’ eligibility to participate in Title IV funding programs. Financial aid administrators will utilize this discretion accordingly to assess the circumstances of students with unique borrowing history. Additional steps may be required in the application process for a loan as a result. (Page 27 cat)

SATISFACTORY ACADEMIC PROGRESS STANDARDS

Students who receive financial aid must not only demonstrate financial need, but must also make satisfactory academic progress as determined by Howard Community College in accordance with federal regulations. Financial aid recipients are required to be in good standing and to maintain

satisfactory academic progress toward their degree/certificate requirements for each semester in which they are enrolled. Satisfactory academic progress is evaluated at the end of each Fall and Spring semesters. Failure to maintain satisfactory academic progress each semester will result in cancellation of financial aid awards. All students who enroll at HCC will be evaluated for SAP each semester, regardless of aid awarded. Satisfactory academic progress is evaluated based on the student’s cumulative academic record, from the date of entry to the college, regardless of whether or not financial aid was received.

Students must meet the following requirements:

Cumulative Requirements

In addition to meeting the semester requirements, students must also meet the following cumulative requirements:

1. COMPLETION RATE	Attempted Ccredits	Minimum Required Completion Rate
	0-24	50%
	25-47	57%
	48 and above	67%

For example, a student who has attempted 24 credits must have a cumulative completion rate of at least 50% (credits completed divided by credits attempted). For students enrolled in certificate programs less than two years in length, quantitative progress is defined as a 67% completion rate at all times.

2. GPA REQUIREMENTS

Financial aid recipients must have a cumulative GPA of at least a 2.0 at the end of their second academic year (that is, after attempting 48 semester credit hours).

Maximum Credit Time Frame—The student must complete his or her educational program within a timeframe no longer than 150% of the published length of the educational program (for example, completed his or her program after attempting a maximum of 90 credits for a 60 credit program).

Required developmental courses are calculated into the GPA and are counted as regular course work. Required developmental courses will be added onto the program length when determining compliance with the 150% of program length completion requirement. Credits transferred from another institution will be considered as attempted and completed credits in the evaluation of the 150% program completion standard.

Transfer Students—Transfer students will be treated as first time students for their first semester, but accepted credits from another institution will be considered as attempted and completed credits in the evaluation of the 150% program completion and 48 credit cumulative standards.

Treatment of W, I, L and N Grades and Repeated Course Work

1. Course withdrawals (W) after the drop/add period are not included in the GPA calculation, but are considered a non-completion of attempted course work.
2. Incomplete (I) grades are not included in the GPA calculation but are considered a non-completion of attempted course work until the incomplete grade is replaced with a permanent grade and academic progress can be re-evaluated. Any student who completes their “I” grade contract(s) with a

“C” or better should contact the Financial Aid Services to have their Satisfactory Academic Progress status recalculated.

3. The “L” grade is an incomplete achievement of course objectives. The “L” grade is treated as a noncompletion of attempted coursework.
4. An audit (N) grade is not considered attempted course work. It is not included in the GPA calculation or completion rate determinations.
5. The highest grade earned in a course that is repeated will count in the GPA computation, but every repeated attempt will be included in the completion rate determinations. Please note: financial aid cannot be disbursed for a repeated attempt if the student already has achieved a passing grade for that course.

EVALUATION OF SATISFACTORY ACADEMIC PROGRESS STANDARDS

Financial Aid Warning—A student who falls below the prescribed minimum semester and/or cumulative requirements for satisfactory academic progress will be placed on Financial Aid Warning for the subsequent Fall or Spring semester attended. During the semester the student is on warning, financial aid can be received. At the end of the next semester, the student must meet the prescribed minimum semester and/or cumulative standards or the student will be placed on Financial Aid Restriction.

Financial Aid Restriction—A student who fails to meet the minimum semester and/or cumulative requirements after being on financial aid warning will be

placed on Financial Aid Restriction and are not eligible to receive financial aid. The student may appeal the restriction status based on mitigating circumstances.

Reinstatement of Financial Aid after Appeal

Reinstatement of financial aid after a student has been placed on Restriction can be achieved in two methods:

1. The student attends HCC during the restriction period, pays for tuition and fees without the help of financial aid and once again meets the required minimum semester and/or cumulative standards.
2. The student submits a Financial Aid Restrictions Appeal form and Financial Aid Appeals Committee grants the appeal. The student is placed on Financial Aid Probation for the semester.

Financial Aid Probation—If a student's appeal is granted, the student may continue to receive aid on a Financial Aid Probation status. Students on Probation will have their academic progress reviewed every semester, and must continually meet the terms of probation as outlined in the probationary letter. A student will be removed from probation status once the student regains the required minimum semester and/or cumulative standards. If a student does not meet the probation requirements as outlined, the student will be returned to the status of Financial Aid Restriction. A student who is placed on Financial Aid Restriction for a second time must successfully complete at least six credits in one semester before a second appeal can be submitted.

Students who have exceeded 150% of their program length can only regain

financial aid eligibility on a semester-by-semester basis through the appeal process.

Satisfactory Academic Progress Appeal Process

Financial Aid Restriction Appeals must be made in writing by submitting the Financial Aid Restriction Appeals Form to Financial Aid Services by the date specified in the Financial Aid Restriction Notification letter. All appeals received will be reviewed by the Financial Aid Appeals Committee. Late appeals will not be considered.

STUDENT SUPPORT SERVICES

Counseling services and academic support (tutoring) are available for HCC students who are disabled, first generation college students or students from low income families. These students can receive such services through the college's Student Support Services (410-772-4822, Room RCF-302).

STUDENT CONSUMER RIGHTS AND RESPONSIBILITIES

Section 493.A of the Higher Education Act requires post-secondary educational institutions to disseminate relevant, candid information on student financial aid programs available at the college. These rights and responsibilities may be found in the U. S. Department of Education (USDOE) publication entitled *The Student Guide*. This guide is available online at http://studentaid.ed.gov/students/publications/student_guide/indx.html.

Any change in a student's financial situation, address or school enrollment status must be reported to Financial Aid Services. Students have the right

to request a review of their financial aid award package when a change in family or personal circumstances occurs. Students also have a right to review their financial aid records and may do so during walk-in counseling hours.

INFORMATION DISSEMINATION AND REPORT DISCLOSURE

The U.S. Department of Education requires HCC to disseminate information and disclose certain information to students. This information includes but is not limited to: Voter Registration, Equity in Athletics, Campus Crime and Security, Completion and Transfer Out Rates and Drug and Alcohol-Free Campus. For further information on the listed topics, please refer to the HCC website at www.howardcc.edu.

FEDERAL RETURN OF TITLE IV FUNDS POLICY

Students receiving financial aid have the responsibility to follow the college's withdrawal procedures as outlined in the Howard Community College Catalogue.

The Higher Education Act requires the college to calculate a Return of Title IV Funds on all federal financial aid students who withdraw (officially or unofficially) from all classes on or before the 60% attendance point in the semester. A schedule is used to determine the percentage of the semester the student attended based on the withdrawal date/last date of attendance.

The percentage of the semester the student attended is calculated as follows:

$$\frac{\text{Number of days in attendance}}{\text{Number of days in semester}}$$

The number of days counted includes all calendar days in the

semester including weekends and holidays, but excludes college breaks of five or more days.

The percentage of the semester the student attended is used to calculate the amount of the student's earned versus unearned federal aid funds. The unearned portion of federal aid funds received must be returned to the appropriate aid program in accordance with the order of return as mandated by law. The order of return is: Federal Unsubsidized Loan, Federal Subsidized Loan, Federal PLUS Loan, Federal Pell Grant, Federal ACG Grant, Federal SEOG Grant, Other Title IV Aid.

The college is responsible for returning the lesser of unearned Title IV Aid or unearned institutional charges. Unearned institutional charges are based on the percentage of the semester the student did not attend. The College is responsible for its return of funds first, followed by the student's return of funds.

The student is responsible for returning:

$$\begin{aligned} &\text{Amount of Unearned Title IV Aid} \\ &-\text{Amount of Aid School Returns} \\ &\text{Amount Student Returns} \end{aligned}$$

The College must return its portion of unearned Title IV aid (loan and grant) to the appropriate federal program within 45 days from the student's withdrawal date as determined by Financial Aid Services. If the amount the student returns includes a federal loan program, the student is responsible for repayment of the loan in accordance with the terms of the loan program. If the amount the student returns includes grant aid, the student must repay 50% of the grant money received, rather than 100%.

The student must return unearned grant aid to the college within 45 days from the date of notification. Failure by the student to return or make arrangements to return unearned grant aid to the College within 45 days will result in the student being reported to the U.S. Department of Education (USDOE). The student will be considered in an overpayment status, and will not be eligible for additional aid at any postsecondary institution participating in Title IV Aid programs. Students who are reported to USDOE in an overpayment status should contact the USDOE to make payment arrangements to repay the necessary grant funds.

Students who stop attending Howard Community College may not receive further financial aid disbursements, may lose some or all of the aid that has already been disbursed to their account, may be responsible for repayment of unpaid charges, and may be considered in overpayment status with USDOE.

Students who stop attending all classes without officially withdrawing from the college will be subject to a Return of Title IV Funds calculation at the end of the semester, based on their last date of attendance as determined by Financial Aid Services.

FINANCIAL AID REMINDERS

- Apply by the March 1st priority filing date each year to be considered for limited grant funds.
- It takes approximately six to eight weeks to process an application for any type of financial aid. Plan ahead!
- Applicants should use completed federal tax returns to complete the FAFSA. This will ensure accuracy and simplify the process. Applicants

who have not completed their tax returns can estimate based on prior year tax return to meet the priority filing date. If income has changed significantly from the previous year, speak with a financial aid counselor to determine how to proceed.

- All financial aid is awarded for one academic year. Students must re-apply each academic year.
- Access your financial aid awards 24 hours a day using HCC Express.
- For all the options to assist with paying for college, please go to www.howardcc.edu, click Admissions and Enrollment and select Pay for College.

For all the options to assist with paying for college, please go to www.howardcc.edu. Click on Admissions and Enrollment and select Pay for College.

HONORS AND ACADEMIC RECOGNITION

THE FREDERICK K. SCHOENBRODT HONORS PROGRAM

The Frederick K. Schoenbrodt Honors Program offers excellent full- and part-time students of all ages flexible opportunities to fulfill their general education requirements as part of a supportive, intellectual community that helps prepare them for more advanced study and transfer. Students enjoy learning with outstanding faculty and peers in stimulating honors courses and through active participation in the college’s academic and cultural events.

The Frederick K. Schoenbrodt Honors Program admits students who meet one or more of the following criteria:

- A high school or college cumulative GPA of 3.2 or higher and a combined score of 1100 or higher on the critical reading and math sections of the SAT
- A high school or college cumulative GPA of 3.2 or higher and a composite score of 25 or higher on the ACT
- An HCC grade point average of 3.2 or higher and completion of 12 or more credits
- A grade point average of 3.2 or higher at another institution for applicants who are transferring in to HCC

In certain circumstances, consideration will be given to students for whom traditional indicators of success are not always valid.

Honors students maintain a yearly cumulative GPA of 3.2 or higher at HCC and participate in honors-designated events each semester.

Students who successfully complete 15 credits of honors coursework and present satisfactory evidence of honors-events participation will receive an "Honors" designation on their transcripts.

Honors classes have limited enrollments. The college keeps the class size moderate so that there can be maximum interaction between the instructor and the students.

PHI THETA KAPPA HONOR SOCIETY

Alpha Alpha Sigma is the HCC chapter of PHI THETA KAPPA, the national honor society of two-year colleges. To be invited to join, students must meet the following criteria during a spring or fall semester: accumulate at least 12 credits in 100- and 200-

level courses and have at least a 3.5 cumulative GPA in those courses. To remain in the honor society a student must maintain a 3.5 GPA. Induction celebrations are held during both the fall and spring semesters. Phi Theta Kappa students who enroll in honors courses are eligible for a limited number of scholarships.

ALPHA BETA GAMMA HONOR SOCIETY

Howard Community College is accredited by the Alpha Beta Gamma International Business Honor Society to initiate members into the honor society for business and related professional disciplines. Alpha Beta Gamma exists to reward academic excellence among business honor students and to recognize the contribution to learning and business of professionals. To achieve this goal, Alpha Beta Gamma provides leadership opportunities, forums for the exchange of ideas and the stimulation of interest in continuing academic excellence. Since its founding in 1970, over 65,000 students from accredited community, junior, and technical colleges have been initiated into the society. Alpha Beta Gamma is a member of the Association of College Honor Societies, and an affiliate member of both the American Association of Community Colleges (AACC) and The Association of Canadian Community Colleges (ACCC).

INTERNATIONAL EDUCATION

**International Education Office
Room CL-113
410-772-4229**

It is part of the HCC mission to offer its students and the community a global perspective. Through the International

Education Office HCC makes available a number of global opportunities to students, faculty and staff. These include:

- Study Abroad
- International Internships
- Travel opportunities abroad
- International activities on campus

Brochures and details are available in CL-113.

For further information, call Christele Cain, International Education Director, CL-113, 410-772-4148, or check the International Education website: www.howardcc.edu/International.

THE LIBRARY

Room: CL-200

Phone: 410-772-4922

The HCC Library offers a wide array of print and online resources. From the library's web page individuals can search the online catalog for approximately 50,000 items, including books, ebooks and video titles. Patrons can use the website to link to over 100 electronic databases. The database coverage includes general as well as subject specific databases, full-text journals, newspapers and online reference books. Access to databases and electronic reserves materials is made available to the college community from off-campus via password. The library staff offers formal information literacy instruction through scheduled classes.

LIBRARY SERVICES

Members of the Library's Research Assistance staff are on duty during all regular open hours, which are listed on page 135. Services provided by these staff members include:

- Term paper and class project consultation
- Phone and "Ask a Librarian" email assistance services
- Individual and group instruction in the use of the library's materials, equipment, and services
- Formal information literacy instruction through scheduled classes

To make use of the Library's offerings, students should pick up library cards from the Check Out desk early in the semester. Regular books may be checked out for 4 weeks and renewed—in person, over the phone, or through the online catalog—for 4 additional weeks. Other items, such as reference books, newspapers, magazines, and journals are for in-Library use only. Books may be returned to the Check Out desk drop slot, to the book return outside the library front door, or the book drop outside the Library building. A fine of \$.50 per day is charged for overdue books, a \$2.00 per hour fine is charged for overdue reserve items, \$1.00 per day for limited circulation material, and \$10.00 per day fine is charged for telecourse tapes. Students who lose or do not return all items checked out to their individual cards may lose borrowing privileges until the items in question are returned or replaced at the student's expense. Also, any outstanding Library fines or fees will prevent students from registering for courses, receiving grades, and receiving transcripts.

The Library staff members strive to provide a pleasant and productive study environment for all HCC students, and anyone disrupting this environment may be dismissed. Standards of Classroom Behavior Policy (pg. 67) apply to the Library as well. When working with others, students should

keep conversations to a minimum, and sit near the front of the Library or in one of the group study rooms. Any non-studying activity should be moved to other spaces, such as the Galleria. *For their own safety, unattended children under age 16 are not permitted in the Library.*

THE LIBRARY'S COMPUTER POLICY

Over 30 computer workstations provide HCC students access to the Library's electronic research resources.

Students are to use Library computers for purposes that are solely academic, and logging on implies student understanding of this policy.

Inappropriate or illegal use of Library computers includes, but is not limited to:

- Plagiarism, violation of copyright laws, forgery;
- Violation of any individual's privacy;
- Harassment of any kind;
- Destruction or misuse of Library hardware or software, including downloading, copying, or tampering by deletion, modification, or addition, any files installed by authorized staff for student use, or the addition of any files from external sources;
- Commercial activities or use for financial gain;
- Game playing;
- Electronic mail or chat (except on designated computers);
- Transmission by electronic mail of threats, chain letters, or spamming tactics;
- Transmission, printing, or distribution of pornography.

Students using Library computers agree to abide by all policies for **Acceptable Use of the Campus Computer Network** (See page 94).

MARYLAND VOTER REGISTRATION

Students wanting to register for voting in the federal and gubernational elections can obtain a voter registration form at the Welcome Center or the Office of Student Life (SA-201). It is the student's responsibility to complete the form and send it to the appropriate county board of elections. For more information, visit http://www.howardcc.edu/students/student_life/voter_registration/index.html.

MEDIATION AND CONFLICT RESOLUTION CENTER

**Room: ELB 336
410-772-4620**

Everyone has conflict in their lives—and many conflicts, particularly interpersonal ones, can be resolved rather than ignored or allowed to continue troubling us. The Mediation and Conflict Resolution Center offers free and confidential services to all students who need assistance in resolving such conflicts as: neighbors making too much noise late at night; roommates disagreeing about what is appropriate behavior, and apartment tenants arguing about parking spaces. MCRC does not resolve student concerns involving faculty or student services; these are handled by the college's grievance procedures.

Mediation is the primary process MCRC uses to help student's resolve other conflicts. This process involves the parties to the conflict telling their stories to each other and a neutral, objective mediation team which facilitates: dialogue, exploration of underlying issues, brainstorming solutions to the conflict, and reaching an agreement that

meets the needs of both parties as much as possible. Mediation sessions are held at days, times, and locations that are convenient to the parties involved in the conflict.

HCC MOBILE ALERT SYSTEM

Howard Community College offers a Mobile Alert System to all enrolled students. This free, opt-in service enables you to receive instant notification of important information to your phone, email, pager, or desktop RSS application. You will only receive messages related to emergencies and any optional message groups you've chosen. You are responsible for any standard text messaging charges from your phone carrier.

Learn more and sign up at <http://www.howardcc.edu/alert>.

NEW STUDENT ORIENTATION

New student orientation programs have proven their effectiveness in preparing students for the critical first semester of college. By providing important information about academic policies and procedures, registration options, college services, and student activities, the New Student Orientation Program helps students avoid potential obstacles to the achievement of their goals while helping to enhance the enjoyment of campus life. Information important to transfer and career preparation is also provided. Students have the opportunity to meet college faculty, staff and fellow students. Parents of new students are also encouraged to attend the orientation program. New Student Orientation programs are

conducted prior to the Fall and Spring terms. Further information is provided to students as part of the enrollment process and through the Office of Student Life. For more information, please call 410-772-4896.

PAYROLL OFFICE

Room RCF-211
410-772-4753
Fax 443-367-3102

Hourly and student employees are paid on the 15th and last day of each month. If the payday falls on a weekend, paychecks are dated and distributed the Friday before. All checks are held in the Payroll Office for pick-up on payday. Checks not picked up on payday will be mailed that afternoon. Direct Deposit is available and strongly encouraged for everyone. Phone 410-772-4753.

Office Hours: Monday through Friday, 8:30 a.m. to 5 p.m.

PLANT OPERATIONS

Room PO-011
410-772-4847

Plant Operations is responsible for the operation and maintenance of buildings, grounds, and other physical facilities of the College, providing an environment conducive to teaching and learning.

Plant Operations is made up of the Engineering, Housekeeping, Mail, Setups, Grounds, Construction Services and Safety & Sustainability Departments.

The Engineering Department maintains the mechanical portion of the physical plant in such a manner that will provide the necessary heating/cooling, lighting, electrical, and plumbing

services of the college in the most effective and economical means possible.

The Housekeeping Department provides the college community and visitors with clean and pleasant surroundings by maintaining the buildings with regularly scheduled and special cleaning programs.

The Grounds Department provides for the care of the campus grounds, athletic fields, and snow removal services.

The Mail and Shipping and Receiving Department processes incoming and outgoing mail and handles deliveries.

RECORDS AND REGISTRATION

Room RCF-233

410-772-4764

Fax 410-772-4426

The Office of Records and Registration oversees all forms of registration, including online (HCC Express), Touchtone Telephone and in-person registration services. This office is also responsible for related processes such as enrollment verification, the posting of grades, and the issuance of *official* transcripts. The Office of Records and Registration also administers the graduation process, including the graduation petition process, issuance of diplomas and certificates, and commencement. Students will be asked to provide a valid photo ID (preferably a Student ID) in order to access registration services in person. More information about these services is available on page 31, or by contacting the Office of Records and Registration (RCF-233; 410-772-4764; records-registration@howardcc.edu).

The Office of Records and Registration also assists members of the Maryland National Guard with eligibility verification for tuition discounts. (More information is available through the office's website or by contacting the office directly.) Veterans Affairs are also administered by the Office of Records and Registration.

Confidentiality

No one outside the college shall have access to, nor will the college disclose, any personally identifiable information from a student's records without the student's written consent.

Exceptions include: college employees who have legitimate educational interest, such as personnel in the offices of Admissions and Advising, Records and Registration, faculty, vice presidents and the president within the limitations of their need to know. Additional exceptions include officials of other institutions in which students seek to enroll; persons or organizations providing students with financial aid; accrediting agencies carrying out their accreditation function; persons complying with a judicial order; and those who, in an emergency, must protect the health or safety of students or others. All these exceptions are permitted under the Family Educational Rights and Privacy Act (FERPA).

This policy is written and published in accordance with the amended Family Educational Rights and Privacy Act (FERPA) of 1974. The college accords all rights under the act to its students.

Directory Information

The Family Educational Rights and Privacy Act (FERPA) allows the Director of Records and Registration to release student directory information. This

information may include names, date of birth, addresses, email addresses, telephone numbers, major fields of study, attendance dates, degrees, honors, and awards, participation in officially recognized college activities or sports and athletic team members' weight and height. The college generally will release only the student's name, dates of attendance, degrees, and honors earned as directory information.

To have directory information withheld, notify the registrar in writing. The college honors such requests only for the current term; students should file renewed requests at the start of each term.

Record Inspection

The Family Educational Rights and Privacy Act (FERPA) gives students the right to inspect and review information contained in their education records and to challenge the content of their records. The registrar coordinates the inspection and review procedures for student education records.

Under FERPA, students may request inspection and review of all or part of their records by writing to the registrar. Records covered by FERPA will be available within 45 days of the request. A student may have copies made of the records with certain exceptions (e.g., a copy of the academic transcript for which a "hold" exists or a transcript of an original or source document which exists elsewhere).

Education records include admissions, financial, academic, and financial aid files as well as cooperative education and placement records. Education records do not include records of instructional and administrative personnel, which are the sole possession of the maker.

Disciplinary records are held by the vice president of student services separate from education records in accordance with the Student Code of Conduct. Alumni, student health and security records are not considered education records.

Students may not review financial information submitted by their parents, confidential letters and recommendations tied to admissions, employment, job placement or honors to which they have waived inspection and review rights; or records involving more than one student. In that case, the college will allow access only to the part of the record involving the inquiring student.

Also, the college is not required to let students review confidential letters and recommendations placed in their files prior to Jan. 1st, 1975 if they were collected under established policies of confidentiality and used only for purposes for which they were collected.

Further, any student who believes his/her rights were abridged may file a complaint with the U.S. Department of Education Family Policy Compliance Office, 400 Maryland Avenue, SW, Washington, DC 20202-4605.

TRANSCRIPTS & FINAL GRADES

The transcript is a complete cumulative record of all credit classes, credits, grades and quality points earned at Howard Community College. The transcript can also include transfer classes and credits from other institutions once the Office of Admissions and Advising has made the required evaluation. Transcripts will be released only upon written authorization from the student. Students may request a copy of their transcript by logging

into *HCC Express* from our website at www.howardcc.edu/index, by mail or in person at the Office of Record & Registration. Students can direct transcripts to be mailed to other post secondary institutions or any recipient of their choice. Students who pick up their transcript are required to show a photo ID. Transcript Request Forms may be downloaded from our website at www.howardcc.edu or picked up in person from the Office of Records and Registration.

Students may view their final grades by logging on to *HCC Express* from our website at hccexpress.net.

Grades will not be available to students who have a restriction on their records.

All questions regarding your transcript or grades should be directed to the Office of Records and Registration.

ENROLLMENT VERIFICATIONS

Students are sometimes required to provide semester enrollment verifications to health insurers or other companies that require proof of enrollment.

Enrollment verifications at HCC are provided online through the National Student Clearinghouse. There is no charge for this service when students access this service through *HCC Express*. Enrollment verifications for semesters prior to Spring 2003 must be directed to the Office of Records and Registration.

To obtain an online Enrollment Verification:

1. Go to HCC's website
2. Click HCC Express
3. Click "Students"
4. Click "Credit"
5. Click on the menu item, "Obtain My Enrollment Verification"

6. Login to the National Student Clearinghouse and follow instructions.

REGISTRATION

Students may register or drop classes by:

- Logging on HCC Express at www.hccexpress.net anytime between 8 am and midnight.*
- Using the Touchtone telephone registration system by calling 410-772-4310 anytime between 8 am and midnight.*
- Coming in person to the Office of Records and Registration

*Classes may only be added up until midnight of the first day of the semester.

Students may add classes on HCC Express and TouchTone Registration until midnight of the first day of each semester. After this date, students must come in person to the Office of Records and Registration to make any schedule changes. Students may drop or withdraw from classes on HCC Express or TouchTone until the deadline published in the Schedule of Classes.

Telephone Registration Directions

1. Fill out a Registration Form/ Worksheet to use as a guide.
2. Call 410-772-4310 to access TouchTone Registration. Listen for prompts.
3. Select "1" for Credit Classes.
4. Select "1" to key in your 7-digit Student ID number.

OR

- Select "2" to key in your Social Security number.
5. Key in your PIN (your birthday, mmddyy).
6. Select semester (You may only register for one semester at a time).

7. Select a transaction type (Add/Drop/Review).
8. Key in the 4-digit index number for the course you wish to add or drop (For example, 5130).
9. Select a grading option (regular or audit).
10. When your transactions are complete, follow instructions to review your schedule.
11. After schedule is reviewed, follow instructions to complete your registration and make payment.

Web Registration Instructions

NEW!!! How to Register Using HCC Express!!! YOU MUST COMPLETE ALL 9 STEPS!

1. Begin by going to <http://www.howardcc.edu/index.html>
2. Click on HCC Express and then choose "Click here to Access HCC Express".
3. Click on Login.
4. Enter your HCC Express Login ID and Password. Click submit once.
 - a. If you are unsure of your login id, click "What's my Login ID?" for assistance.
 - b. Your password is initially set to your birthday in mmddyy format. You must change your password after your first successful login. If you can't remember your password, click "Reset My Password" for assistance.
5. Click on Credit/Undergraduate
6. Click on Register/Drop/Withdraw courses
7. To register (add classes) or drop/withdraw from classes:
 - a. To add classes to your Preferred Sections shopping cart, click once on the link the prompt "To add

classes to your Preferred Sections shopping cart".

- Enter the course 4-digit synonym/ index in the Synonym field.
- Select the term from the Term drop-down box.
- Click submit once to place your selections in your Preferred Sections shopping cart. NOTE: YOU ARE NOT REGISTERED FOR CLASSES AT THIS POINT!
- Your class selections display in your Preferred Sections followed by your current registrations.
 - To register or audit ALL classes, select the appropriate action from the Action for ALL Pref. Sections drop-down menu.
 - To register or audit individual classes, select the appropriate action from the Action drop-down menu that precedes each class listed in your Preferred Sections shopping cart.
- b. To drop or withdraw from classes, click once on the link after the prompt "To drop or withdraw classes".
 - Find the class that you wish to drop/withdraw from shown on your Current Registrations list.
 - Click on the box preceding the class.
- 8. Click submit once and your new schedule will display. Print a copy for your records after reviewing the status column to confirm that your registration choices were successful.
- 9. You may pay your bill by credit card by clicking on the PAY MY BILL link. To sign-up for the FACTS

payment plan, return to the main menu and click the appropriate option under "Financial Profile."

RIDESHARING

Howard County Office of Commuter Solutions has a data-base of ridesharing opportunities. For more information, please call 410-313-3130 or visit www.howardcommutersolutions.com. There is also a Ridesharing Bulletin Board for student use near the elevator in the basement of the ST Building.

SECURITY SERVICES

Room RCF-117
410-772-4882

Howard Community College's campus security officers are on duty 24 hours a day to respond to your call. If you need assistance, you can contact the security office at any time, day or night. During regular work day hours, any office staff person will be happy to place the call for you. Campus security officers are here to help. Don't hesitate to call on them if you need assistance. At times when offices may not be open there are red security phones located strategically around the campus. When using a security phone, stay on the line if it does not ring immediately, the call may be forwarded to a foot patrol officer with a mobile phone.

PHOTO ID

Photo ID Cards are necessary for admittance of students to college functions and to the Athletics and Fitness Center. They are also required for the check-out of all materials in the Library. ID Cards are issued to students during registration at the Security Office. If you are a returning student, your ID

will need to be validated at the Security Office. Students should note there is a \$5 charge for any reprint of any Student ID Cards.

HOURS

Monday through Friday, 9 a.m.-8p.m.

In order to obtain an ID you will need:

- Proof of enrollment at the college (tuition receipt or class schedule)
- A valid photo ID
- Vehicle Parking Permit Number and Vehicle Tag Number

PARKING PERMITS

All vehicles parked on campus must display a valid parking permit. Students must register their vehicle and obtain a parking permit from the Welcome and Information Center. Student parking permits are valid for one academic year (beginning in August) and allow parking only in the student-designated lots. Unauthorized parked vehicles are subject to traffic citations and/or towing at the owner's expense. (See TRAFFIC RULES AND REGULATIONS.) Students must bring the following information to the Welcome and Information Center in order to obtain a parking permit:

- Proof of enrollment at the college.
- A valid photo ID (driver's license, student ID, or other form of picture ID).
- Vehicle information, including tag number and vehicle description.

ESCORT SERVICES

The Security Office offers an escort service. You do not have to walk to your car alone. A college security officer may be reached by phone and is ready to escort you to your car. To contact the

escort service, call x4882 or pick up one of the red security phones on campus.

TRAFFIC RULES AND REGULATIONS

The following regulations apply to all persons who operate a motor vehicle or bicycle on any part of the Howard Community College campus and supersede any expressed or implied regulations previously issued.

Regulations are intended to inform visitors, staff and students of available parking facilities on campus, and define authorization of use for each area; promote pedestrian and vehicular safety; and ensure access at all times for ambulance, fire fighting equipment and any other emergency vehicles. All vehicle operators are subject to HCC's traffic rules and regulations while on campus. Any vehicle found in violation of these regulations is subject to receipt of an HCC parking citation, and possible removal at the owner's or operator's expense.

Howard Community College assumes no responsibility for damage or loss of private property while on campus.

For safety purposes, it is recommended that the following rules be adhered to while on the Howard Community College campus.

- Pedestrians will be given the right of way at all times.
- Maximum speed is 20 m.p.h.
- All traffic signs must be obeyed at all times.

Any vehicle parked on campus seven (7) days or more risks being towed at the owner's or operator's expense.

BICYCLES

Bicycle racks are placed in various locations throughout the campus and are to be used by all non-licensed two-wheel vehicles.

Bicycles will not be brought in to the buildings or secured to lampposts, signposts or fences under any circumstances. Violators will be subject to confiscation of vehicles and/or fine of \$10.

STUDENT LIFE

Room: SA-201

Phone: 410-772-4896

Student Life at Howard Community College offers something for everyone. The mission of Student Life is to provide a comprehensive array of programs and events outside of the classroom that will enrich the collegiate experience. Involvement in student activities, either as a planner or as a participant, offers each student an opportunity for personal growth in leadership, social activities and co-curricular programs. Research shows that students who become part of the college community tend to remain in school longer and complete their goals.

Student Life also provides many special services to students such as discount tickets to AMC movie theaters, the Maryland Renaissance Festival, Six Flags America, the Baltimore Aquarium and the Maryland Science Center. The office also sponsors a variety of field trips throughout the year.

STUDENT GOVERNMENT ASSOCIATION

Room SA-201B

410-772-4573

The Student Government Association is designed to provide a vehicle for student involvement in the

administration, legislation and judicial governance of the College. Student representatives serve on a variety of college committees, with members of college faculty and staff, in an effort to ensure that the student perspective is heard. The SGA also participates in dispersing student funding, shaping policies, forming student regulations, and governing student organizations. SGA opportunities include serving as officers, volunteering as a student representative to college committees and helping to organize special events. The SGA Constitution can be viewed by going to http://www.howard.edu/students/student_life/student_government_association/index.html.

STUDENT PROGRAM BOARD

Room SA-201E

410-772-4845

The SPB is responsible for selecting, planning, and implementing diverse programs and activities for all students. Activities include, but are not limited to, dances, concerts, lectures, and cultural arts. Volunteers are needed to assist with set-ups, sound set-up, decorating, advertising and promotion, staffing and much more. For more information, please contact a student program board representative at SPB@howardcc.edu.

HCC TIMES

Room SA-201C

410-772-4937

Published once per month, the *HCC Times* serves as the student voice on news and issues, and provides the opportunity for students to see their creative efforts in print. Students may earn college credit for work on this publication (see Office on Cooperative Education).

Opportunities exist for experiences in photography, desktop publishing, layout and design, advertising, writing, and reporting.

STUDENT CLUBS AND ORGANIZATIONS

The following clubs were recognized by the Office of Student Life and the SGA and active during the 2008-2009 academic year:

Active Minds
African Student Association
Agape Campus Christian Fellowship
American Sign Language/Deaf Club
Anime/Manga Club
Arabic Language Club
Asian Cultural Club
Business Club
Caribbean Student Association
Chinese Student Club
Club Hype
Engineering and Technology Club
Environmental Club
Film Talkers Club
Illustration Club
InDesign
Just Peace Circles
Korean Bible Study
Muslim Student Association
Phi Theta Kappa
Student Nursing Association
Table Top Gaming Club

Students interested in joining a club may contact the Office of Student Life for more information. If you and at least four other students are interested in forming a new club, the Student Government Association (SGA) is ready to assist you.

THE GAME ROOM

The Game Room offers pool, table tennis, video game systems, and a widescreen television. All games

are free-play. Board and card games are also available to sign out. Each semester, the Game Room sponsors relevant programming, such as billiards demonstrations and sports viewings. In addition, pool and ping-pong tournaments are held regularly, with prizes and trophies for the winners. For more information, see the Assistant Game Room Manager in SA 101A, or stop by the Office of Student Life.

Hours: Monday through Thursday 9 a.m.-9 p.m., Friday 9 a.m.-5 p.m.

Location: First floor of the Student Activities Center (SA-101)

WELLNESS CENTER

Room CL-178

410-772-4950

The Wellness Center provides a centralized location for students to learn more about wellness related topics, address health concerns, and take action toward self-improvement. The main goal of the Wellness Center is to empower students to make informed decisions about their health, ultimately enhancing their wellbeing and quality of life. The Wellness Center has a variety of educational materials, hosts educational health workshops, plans awareness activities and provides students with referrals as necessary. Areas of focus include but are not limited to, stress management, nutrition, fitness, reproductive health, alcohol and substance abuse, tobacco cessation and other health promotion activities. Visit the Wellness Center and find balance and harmony in all aspects of your life. Now offering low cost acupuncture, zero balancing and massage therapy to students with 6 credits or more. For more information, contact the Wellness Center, 410-772-4950, or visit www.howardcc.edu/wellness.

Hours: Monday through Friday, 8:30 a.m.-4:30 p.m.

TEST CENTER

Room RCF-359 (Academic Testing)

410-772-4853

Room RCF-366 (Placement Testing)

410-772-4856

The Test Center provides examinees with available, secure, accessible, and professional testing services and resources to enable participation in educational, career, and professional pursuits. The Center allows students and other test takers to demonstrate knowledge, achieve certification, engage in professional development, enhance competencies, and partake in lifelong learning. The Center also provides reasonable test accommodations to examinees as prescribed by designated college offices and external testing organizations.

The Test Center administers academic, placement, and professional certification exams, including College-Level Examination Program® (CLEP), Dantes Subject Standardized Tests (DSST), and Microsoft Office Specialist (MOS). The Test Center is an Authorized Prometric Testing Center (APTC), and administers examinations for Information Technology (IT) certifications. The Center offers proctoring services for students attending other national and international institutions of higher education.

Regardless of the type of test, all students must present a current HCC student ID or unexpired government issued picture ID (i.e., driver's license, passport) in order to take an exam. No exceptions to this policy will be made.

Proctoring fees are not assessed for HCC exams or placement tests, but are assessed for CLEP, DSST, and non-HCC exams. Fees are subject to change. Different procedures apply depending on the examination.

Test Center services are available year round. The Center's schedule is published each semester and is occasionally subject to change. For further and up to date information please visit the Test Center website at www.howardcc.edu, and click on the testing link. You may also contact the center via e-mail at testcenter@howardcc.edu or via telephone at 410-772-4853.

TUITION PAYMENT PLAN

**Room RCF-201
410-772-4850**

It is a goal of the college that no student should be restricted from attending this institution because of financial hardship. HCC offers a FACTS tuition payment plan managed by a company called Nelnet Business Solutions. This information and the payment plan are available online on the HCC website at <http://www.howardcc.edu/admissions/pay/finaid/facts.html> Information brochures are also available at the cashier's window and in the Finance Office.

VETERANS AFFAIRS

**Room RCF-233
410-772-4514**

Howard Community College is particularly concerned with the educational, career, and personal advancement of men and women who have served in the Armed Forces and their qualified dependents. Veterans Affairs services are administered by the

Office of Records and Registration. The coordinator of Veterans Affairs provides assistance to former military personnel, active duty military personnel, reserve duty military personnel and dependents of veterans who are disabled or deceased in the course of active duty military service. These services include working with veterans and their qualified dependents to initiate processes necessary to activate and maintain their benefits, arrange participation in the college's Veteran's Deferred Payment Plan and tutorial services. The coordinator of Veterans Affairs also facilitates access to other college services such as financial aid and scholarships, disability support services and HCC's Veterans' Deferred Payment Plan. For more information on veterans benefits, visit www.howardcc.edu/admissions/pay/veteran_benefits/index.html or contact the Coordinator of Veterans Affairs in the Office of Records, Registration and Veteran Affairs (RCF-233; 410-772-4514; veteransaffairs@howardcc.edu).

WELCOME AND INFORMATION CENTER

The Welcome and Information center operates the campus switchboard and also has campus counter service locations in the RCF Building, the Hickory Ridge Building, and the Galleria. The center provides students with general information regarding college programs, services, and course information, office hours and locations, and directions to and within the campus. It also provides students with quick access to their academic schedules, notary services, voter registration forms, and various campus publications such as the catalogue, schedule of classes,

student handbook and campus maps. The campus display monitors are also maintained by the Welcome and Information Center. Faculty, staff and student groups interested in displaying messages on the campus monitors should contact the Welcome Center directly for further information.

NOTARY SERVICES

Current students are eligible to have their school related documents notarized free of charge. To take advantage of this service, students must present a valid photo ID and proof of enrollment at the college.



SERVICES