

# Student Resources: Quick Guide

Harold Washington College is in your corner!

We have specialized support services to help you succeed.

# HW

# RESOURCES FOR SUCCESS

## What do you need?

### Visit an advisor to plan my classes

Advising Center, Room 101  
*(or make an appointment through GradesFirst at [ccc.gradesfirst.com](http://ccc.gradesfirst.com))*

Academic Advisors are available to assist you with goal setting, career exploration, choosing a focus area, creating an education plan, selecting classes, reviewing semester maps, and applying for graduation.

[ccc.edu/advising](http://ccc.edu/advising)

### Transfer to a 4-year college

Transfer Center, Room 101B

The Transfer Center can help you transition to a four-year college including researching where you want to attend, learning about transferable courses, and applying for admission and transfer scholarships.

[ccc.edu/transfer](http://ccc.edu/transfer)

### Get tutoring in a difficult subject

Learning Resource Center (Room 409)

or for help with specific topics:

- Art Tutoring - 8th Floor
- Applied Sciences - 7th Floor
- Math Tutoring - Room 702
- Music Tutoring - 3rd Floor
- Science Tutoring - Room 923
- Writing Tutoring Lab - Room 203A

*(or make an appointment through GradesFirst at [ccc.gradesfirst.com](http://ccc.gradesfirst.com))*

Tutoring Centers offer free tutoring and academic support services to assist students in achieving personal and academic success. One-on-one and group tutoring sessions are available.

[ccc.edu/tutoring](http://ccc.edu/tutoring)

### Get help from a professor

Go to faculty office hours. See your class syllabi for locations and times.

### Find a job or internship

Career Center, 11th Floor, outside Room 1140

Stop by the Career Center to explore career options and take assessments to identify your interests and strengths. You can also learn how to complete a job application, create a resume and interview effectively to help you land a job or internship.

[ccc.edu/careerservices](http://ccc.edu/careerservices)

### Get help with a personal issue

Wellness Center, Room 1041

Wellness Centers offer personal and group counseling, stress and time management coaching, and referrals to community resources including low-cost medical/dental care, emergency housing, groceries, legal services and child care.

[ccc.edu/wellnesscenter](http://ccc.edu/wellnesscenter)

### Order books or supplies for class

Online through Akademos. Pick up on campus in Room 104A.

Students should purchase materials through the new CCC Online Bookstore. The goal of this new partnership with Akademos/Textbookx is to deliver course materials to you at a reasonable price and in a timely manner.

[ccc.edu/textbookx](http://ccc.edu/textbookx)

### Check out a library book

Library, 5th Floor

Your College Library offers electronic, database and print media to support the scholarly work of students, faculty and staff as well as individual and group library and information literacy instruction. The library also has computers available for academic use.

[ccc.edu/libraries](http://ccc.edu/libraries)

### Get help from security or report a safety concern

Security Office, Room 206 or call (312) 553-5643

[ccc.edu/security](http://ccc.edu/security)



# RESOURCES FOR SUCCESS

## Ask a question about financial aid

Financial aid office, Room 202

The Financial Aid Office works closely with students and families to provide financial assistance in the form of grants, loans and work-study from federal and state resources. For help filling out the FAFSA form, visit this office.

[ccc.edu/financialaid](http://ccc.edu/financialaid)

## Learn about scholarship opportunities

Financial aid office, Room 202

Staff in the Financial Aid Office are happy to help with the search for scholarships. They can provide info on college-specific awards as well as resources to look for outside scholarships.

[ccc.edu/scholarships](http://ccc.edu/scholarships)

## Learn about veterans benefits

Veterans Center, Room 106

The Veterans Services Center provides access to veterans-specific resources, assistance with the transition from military to civilian life, information on VA benefits and credit transfer procedures, and a place to network with other veterans.

[ccc.edu/veterans](http://ccc.edu/veterans)

## Access services for students with disabilities

Disability Access Center, Room 107

The Disability Access Center provides coordination and supportive services for students with documented disabilities. CCC makes every effort to integrate students with disabilities into all courses and programs.

[ccc.edu/DAC](http://ccc.edu/DAC)

## Take a placement exam

Testing Center, Room 402

The Testing Resources Center provides a variety of testing services to assist students as they pursue their academic goals. COMPASS testing and other placement exams can be taken here.

[ccc.edu/testing](http://ccc.edu/testing)

## Update your contact information or request an official transcript

Registrar, Room 209

The Registrar's Office maintains student records and can help you update your contact information if you move or change phone numbers. The staff can also help you send your official transcript to other institutions or employers, processes credits earned at a non-CCC institution, and handles degree and enrollment verification requests (including student loan deferment requests).

[ccc.edu/colleges/washington/departments/Pages/Registrar.aspx](http://ccc.edu/colleges/washington/departments/Pages/Registrar.aspx)

## Get a loaner laptop

IT Office, Room 403

City Colleges of Chicago credit students who meet eligibility requirements may borrow a Windows laptop free of charge for up to 4 weeks. Laptops are issued on a first-come, first-served basis.

[ccc.edu/borrowlaptop](http://ccc.edu/borrowlaptop)

## Use a computer to write a paper, research for class or check your email

Open Computer Lab, Room 404 or use walk-up computers on lower level, in 1st floor lobby, in 2nd floor atrium, and on 4th, 5th, 6th and 7th floors. Computers also available for academic activities in library on 5th floor.

Whether you need to use a computer to complete an assignment or need to check your personal email between classes, you're welcome to stop by the computer lab. The Open Computer Lab has computers and printers for student use.

[ccc.edu/computerlabs](http://ccc.edu/computerlabs)

## Get involved in a club or hold an event

Student Activities Center, Room 204

Read more in the SGA & Student Club Handbook:

[ccc.edu/SGAhandbook](http://ccc.edu/SGAhandbook)

Student Clubs and Organizations are an important part of student life at CCC. Student Clubs provide an opportunity to socialize and learn new leadership skills with peers and advisors.

[ccc.edu/studentorganizations](http://ccc.edu/studentorganizations)

## Get free legal advice

Chicago Legal Clinic, Room 1157

The Chicago Legal Clinic created a branch at Harold Washington College to provide students with free legal consultations and appropriate referrals.

[ccc.edu/hwclegalclinic](http://ccc.edu/hwclegalclinic)

## Get Ventra/U-Pass Information

Office of Student Services, Room 201

Students who enroll full-time (12+ credit hours) in college credit courses are eligible to receive a U-Pass, which offers unlimited rides on any CTA (Chicago Transit Authority) bus or train.

[ccc.edu/UPASS](http://ccc.edu/UPASS)

## Report a concern

President's Office, Room 1102 or call 773-COLLEGE

Don't be afraid to speak up if something should be changed. We want to hear from you.

[hwashington.ccc.edu/AskthePres](http://hwashington.ccc.edu/AskthePres)

