

# STUDENT SUPPORT SERVICES

## Admissions

The Office of Admissions promotes and supports the mission and vision of a community college education to prospective students within the community. Our staff will assist you with application process to the college and assess your needs and goals in order to refer you to the appropriate programs and services. For information please contact the Office of Admissions by calling 443-412-2109, emailing a ([admissions@harford.edu](mailto:admissions@harford.edu))missions@harford.edu, or by visiting the Admissions website (<https://www.harford.edu/admissions-and-costs/>) for more information.

## Advising, Career, and Transfer Services

Advising, Career and Transfer Services provides individual assistance with academic and career planning, career decision making, and study skills to currently enrolled students. During the first semester, each student seeking a degree or certificate, who has selected an academic program of study, or is undeclared, is assigned a designated advisor through our Advisor Connect program. Advisor Connect is an interactive process in which the advisor partners with their student to set and achieve academic goals, acquire relevant information and support services, and make meaningful decisions consistent with each student's interests, goals, abilities and completion requirements. The office provides information about academic program requirements, College policies, and transfer institutions. The career advisors assist students with the career discernment process through the use of career assessments and credit bearing courses in career and life planning, and job search techniques. Assistance is also available to currently enrolled students in resume writing and interviewing skills. The office has an online job posting system, College Central Network, which is used by area employers to advertise full- and part-time jobs, internships, and cooperative education opportunities through an online job database. For more information, please call 443-412-2301 or visit Advising, Career, and Transfer Services (<https://www.harford.edu/the-harford-experience/student-support/academic-support/>) website.

## Alumni & Friends

Harford Community College empowers students to continually learn, improve and set a course for their future, and this doesn't end with the completion of their classes. We want our alumni to be life-long partners. Our goal is to build an alumni community that supports growth and enrichment through continuing education and training, career services, volunteer opportunities, cultural and athletic events, and special programs like the Athletic Hall of Fame and the Distinguished Alumni Award. Visit the Alumni Network (<https://www.harford.edu/about/alumni/>) to update your information and stay connected to HCC.

## Athletics

The Harford Fighting Owls athletic program encompasses the Susquehanna Center building, APG Federal Credit Union Arena and the Harford Sports Complex outdoor facilities. A wide array of offerings are available in varsity athletics, club and recreational sports, intramurals, various fitness and wellness offerings, as well as the excitement of spectator opportunities for the Fighting Owl teams.

HCC offers 12 intercollegiate, varsity teams as a Division I member of the National Junior College Athletic Association. The intercollegiate athletic program provides the opportunity for eligible student-athletes

to represent the institution in high-level competition, while enhancing their educational experience in areas of skill development, teamwork and sportsmanship. For further information please contact the Athletics Office at 443-412-2568 or by visiting Harford Athletics (<https://harfordathletics.com/>).

Access to the Fitness Center during Open Recreational hours is specific to the student's semester of enrollment. The Fitness Center offers individual exercise program instruction designed to facilitate independent Fitness Center usage. A valid Harford Community College I.D. card must be swiped through the electronic scanner upon entry into the Fitness Center. For additional information, including Open Recreation hours, go to the Fitness Center (<https://www.harford.edu/the-harford-experience/health-and-wellness/fitness-center/>) webpage or call 443-412-2370.

Additional athletic spaces within the indoor and outdoor complex include the Arena court, auxiliary gymnasium, dance studio, multi-purpose rooms, swimming pool, stadium and practice fields, baseball and softball fields, tennis courts, and a walking track.

## Care Team

The Care Team receives and reviews every Referral Form for Code of Conduct Violation and Harford Cares Referral Form that is submitted. The mission of the Care Team is to identify and assist struggling students and those exhibiting concerning behaviors to become more connected to campus and community resources and services. By partnering with members of the community, the Care Team strives to promote individual student well-being and success while prioritizing community safety. Members of the Care Team may meet with the student in question, assess the situation, provide resources, and/or mandate an assessment. The College retains the authority to impose an interim suspension if such action is necessary to preserve the safety of person or property and/or if the student poses an ongoing threat of disruption of, or interference with, the normal operations of the College. For more information, please call 443-412-2132.

## College Store

The College Store rents and sells new, used and digital textbooks as well as a wide variety of merchandise. For further information please contact the College Store at 443-412-2209 or visit the College Store webpage (<http://bookstore.harford.edu/home.aspx>).

Course material requirements can be found in the online schedule (by clicking on the CRN and using the *Locate Books* link at the bottom of the window) and within OwlNet by accessing the *view/print my schedule* link on the *My Academic Life* tab.

## Dining Services

Harford Community College's Dining Services' provides food services for the employees and students of the college (hot/cold entrees, sandwiches, drinks, etc.) as well as a second location in Joppa Hall. For further information please contact Dining Services at 443-412-2216.

## Accessibility

The Office of Accessibility (OA) is available to collaborate with students with disabilities to make all the educational opportunities and services offered by the College accessible. While facilitating accommodations is the primary responsibility of our office, OA staff can connect students with training for select assistive technology and adaptive equipment. Our office sponsors Delta Alpha Pi, an honor society for students with disabilities; Steps to Success, a summer college prep program for

students with disabilities; and Navigating College and Mastering College, which are programs that connect students with disabilities to tools that can assist them in being successful, meeting their goals and utilizing campus resources. Our team provides consultation and support to faculty and staff; and campus-wide leadership on disability, accessibility, ADA compliance, and Universal Design.

For further information, please contact the Office of Accessibility by emailing [accessibility@harford.edu](mailto:accessibility@harford.edu) (<mailto:accessibility@harford.edu>), calling 443-412-2402, or by visiting the Office of Accessibility (<https://www.harford.edu/experience/support/disability.php>) webpage.

## eLearning

eLearning offers student assistance with Blackboard and eLearning resources. eLearning can be reached at 443-412-2256. For more information, please email [elearning@harford.edu](mailto:elearning@harford.edu).

## Financial Aid

Financial aid is available to help you meet your financial needs. The financial aid staff is available to assist you with the financial aid application process. The department also assists with veteran's benefits programs, federal and state aid programs, and scholarships. For further information please contact the Financial Aid Office at 443-412-2257 or by visiting the Financial Aid (<https://www.harford.edu/admissions/financial-aid/>) webpage.

## The Learning Center

The Learning Center offers- walk-in, group, online and individual learning sessions for most courses offered at HCC. Assistance is available for specific course content, learning strategies, and developing skills for success. For more information, please call 443-412-2588 or visit the Academic Support (<https://www.harford.edu/experience/support/academics.php>) webpage for contact information or to book an appointment with the Learning Center.

## Library

The Library offers students assistance with library resources and research (including one-on-one research consultations), as well as access to computers for student use (including access to course-specific software in the Library Computer Lab), video viewing, group/individual study rooms, and print, audiovisual, and digital resources. For more information, please call 443-412-2268 or visit the Library webpages (<https://www.harford.edu/academics/library/>).

## My College Success Network

The My College Success Network combines campus resources with programs and services designed to highlight the African American student experience in an effort to empower, support, and encourage completion and success. All students, regardless of ethnicity, are welcome to participate. Please visit the Academic Support (<https://www.harford.edu/the-harford-experience/student-support/academic-support/>) webpage for more information on My College Success Network or call 443-412-2405.

## Public Safety

The Department of Public Safety Department is committed to maintaining a safe environment for all students, employees, and visitors on College property. The department also provides physical security, investigative

services, public safety education, first aid, and other assistance in a professional and courteous manner. For further information please call the Public Safety Office at 443-412-2041. For emergencies or after normal business hours, call 443-412-2272. Visit the Campus Safety (<https://www.harford.edu/experience/safety.php>) webpage for more information.

## Registration and Records

The Registration and Records Office offers information on enrollment status, registration and OwlNet. This office also processes enrollment verification requests, graduation applications, and transcripts (with Parchment) For further information please contact [registration@harford.edu](mailto:registration@harford.edu) call 443-412-2222.

## Services for Military and Veteran Students

The Harford Community College Office of Military and Veteran Services recognizes and honors the sacrifices and values the life experiences that military connected students bring to our campus. We stand committed to providing military connected students with support and administrative services designed to meet their needs. It is our goal to help students make the the transition from active duty to college life as smooth as possible. We are also here to guide and assist students who are on active duty and wish to take online courses. The Military & Veteran Services office provides information to students on VA Educational benefits and how to apply for benefits. All Veterans educational benefit certifications are processed through this office. To better serve our Military connected students, Harford has established two office locations - one on campus and another on site at Aberdeen Proving Ground. Both offices offer a full range of student services. For more information, please call 443-412-2100. The Military and Veteran Services webpage also offers a wide variety of information and services to assist Military connected students as they transition to college life.

## Sexual Harassment and Discrimination

Harford Community College will not tolerate sexual harassment or discrimination by anyone—employees, students, contractors, or any person on campus or involved with College-related activities. The College has implemented specific measures to ensure that all allegations of sexual harassment or discrimination are investigated and resolved in a timely, discreet, fair and impartial manner. For more information see the Sexual Harassment and Discrimination Policy and Procedures document (<https://www.harford.edu/about/get-to-know-harford/title-ix/>) or contact HCC's Title IX Coordinator.

### Title IX Coordinator

Dr. Jacqueline Jackson  
Vice President for Student Success  
Title IX Coordinator  
Harford Community College  
Library, Executive Suit  
401 Thomas Run Road  
Bel Air, MD 21015  
443-412-2233 or [jajackson@harford.edu](mailto:jajackson@harford.edu)

## Student Life

The Office of Student Life (OSL) offers comprehensive programs, activities, community involvement opportunities, and services that enhance the student experience. This office oversees the Student Government Association and Registered Student Organizations. For more

information, please call Student Life at 443-412-2628 or visit the Student Life webpage (<https://www.harford.edu/experience/student-life/>).

Student Life offers a variety of co-curricular programming for students, including Soar2Success (S2S) which provides social and multicultural programming focused on the African American and Latinx experience. S2S also provides individual guidance, and academic support programming. All program events and activities are open to any Harford Community College student wishing to participate. For more information, please contact Sharoll Love at 443-412-2224 or visit the Soar2Success webpage (<https://www.harford.edu/the-harford-experience/student-life/clubs-and-organizations/>).

The Emerging Leaders program is designed to build and enhance leadership skills for students. Information on this programs can be found on the Clubs and Organizations (<https://www.harford.edu/about/get-to-know-harford/title-ix/>) webpage. Student Life also offers wellness programming and opportunities for students to be involved in community service activities. Information can be found on the Health and Wellness (<https://www.harford.edu/experience/health-wellness/>) webpage. For more information on the Emerging Leaders and community service programs, please contact Chandler Sagal at 443-412-2373 or visit the respective webpages.

## Community Standards

The Office of Community Standards administers the Student Code for Rights, Responsibilities, and Conduct. Our community standards professionals are advocates for the rights of both students and the institution, ensuring the process is fundamentally fair. The Student Code process exists to address behavior that is inconsistent with HCC's mission, values, and policies while providing the student with opportunities to learn, grow, and succeed. The Student Code outlines clear expectations of students as members of the College community, unacceptable behavior that may result in disciplinary action, and sanctions and disciplinary proceedings utilized when the Student Code is not observed. The Student Code is designed to provide educational guidance to assist in developing good citizens and to respond appropriately to behavior that interferes with the learning environment.

By facilitating educational outreach, the office serves students and HCC in providing an environment that is respectful. In addition, community standards professionals provide students, regardless of their role within the process, the opportunity for their voice to be heard. Our community standards professionals have a responsibility to ensure that the student's institutional rights are protected and to work with the student to address whatever harm has been caused. They also serve as an institutional advocate, protecting the integrity of the academic mission of Harford, ensuring policies and procedures are followed, addressing issues, promoting community standards, and working toward developing safe and healthy learning environments. For more information, please call 443-412-2132.

## Student Intervention and Prevention (SIP)

The Student Intervention and Prevention (SIP) team at Harford Community College is committed to promoting the safety, health, and well-being of our campus community by providing education, prevention, and intervention services for students. The SIP Team strives to improve the overall quality of life on campus and ensure high-quality educational experiences by connecting students to needed resources and recommending interventions or sanctions to address student issues.

For more information, please call 443-412-2132 or visit the Student Intervention and Prevention webpage.

## Test Center

The Test Center offers proctoring for academic skills assessment, course make-up testing, and nursing dosage exams. It is also a site for CLEP, DSST, ATI-TEAS and division exams. Testing accommodations are provided as approved by Office of Accessibility. For more information, please call 443-412-2352 or visit the Test Center webpage (<https://www.harford.edu/academics/test-centers/>).