

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 443-412-2190, emailing a (admissions@harford.edu)missions@harford.edu, or by visiting the Admissions website (<http://www.harford.edu/admissions.aspx>) 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 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, HCC Career Connect, 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 website (<http://www.harford.edu/student-services/academic-advising.aspx>).

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 [Harford.edu/Reconnect](http://www.harford.edu/Reconnect) (<http://www2.harford.edu/CMS/OnlineForms/Alumni/reconnect.asp>) 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 the webpage (<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 (http://harfordathletics.com/sports/2012/8/14/fitness_center.aspx?tab=fitnesscenter/) 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.

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 or by visiting the Dining Services webpage (<http://www.harford.edu/about/offices-and-departments/finance-and-operations/dining-services.aspx>).

Disability Support Services

Disability Support Services is available to assist students with documented disabilities to access all the educational opportunities and services offered by the College. While providing accommodations is the primary responsibility of our offices, DSS staff can assist students with academic, career, and transfer advising, and will provide assistance with using assistive technology and adaptive equipment. Our DSS team can provide consultation and support to faculty and staff. For further information, please contact Disability Support Services at 443-412-2402 or by visiting the Disability Support Services webpage (<http://www.harford.edu/student-services/disability-support-services.aspx>).

eLearning

eLearning offers student assistance with Blackboard and eLearning resources. eLearning can be reached at 443-412-2256. For more information, please email online@harford.edu or visit the eLearning webpage. (<http://www.harford.edu/academic-resources/elearning.aspx>)

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 webpage (<http://www.harford.edu/student-services/financial-aid.aspx>).

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 Learning Center webpage (<http://www.harford.edu/student-services/tutoring-center.aspx>).

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 (<http://www.harford.edu/academics/library.aspx>).

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. For more information, please visit the My College Success Network (<http://www.harford.edu/student-services/my-college-success-network.aspx>) webpage or call 443-412-2149.

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 Public Safety webpage (<http://www.harford.edu/about/offices-and-departments/public-safety.aspx>) for more information.

Registration and Records

The Registration and Records Office offers information on enrollment application, registration and OwlNet. This office also processes transcript and enrollment verification requests, graduation and nursing program applications. For further information please visit the Registration and Records (<http://www.harford.edu/student-services/registration-and-records.aspx>) webpage or 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 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 (<http://www.harford.edu/about/sexual-misconduct.aspx>) webpage or contact HCC's Title IX Coordinator:

Title IX Coordinator

Ms. Jennie Towner
Interim Vice President for Student Affairs and Institutional Effectiveness
Title IX Coordinator
Harford Community College
Library, Executive Suit
401 Thomas Run Road
Bel Air, MD 21015
443-412-2142 or jtowner@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 443-412-2140 or visit the Student Life webpage (<https://www.harford.edu/student-services/Office%20of%20Student%20Life.aspx>).

Student Life offers a variety of co-curricular programming for students.

The Soar2Success program focuses on the African American experience at Harford Community College and includes individual guidance, academic support programming, social programming, and multicultural programming. For more information, please contact Sharol Love at 443-412-2224 or visit the Soar2Success webpage (<https://www.harford.edu/student-services/Office%20of%20Student%20Life/Soar2Success.aspx>).

The Emerging Leaders program is designed to build and enhance leadership skills for students. For more information, please contact Caitlin White at 443-412-2331 or visit the Emerging Leaders webpage (<https://www.harford.edu/student-services/Office%20of%20Student%20Life/project-lead.aspx>).

Student Life also offers wellness programming (<https://www.harford.edu/student-services/Office%20of%20Student%20Life/wellness.aspx>) and

opportunities for students to be involved in community service activities. For more information, please contact Laura Burke at 443-412-2090.

Student Conduct Services

Student Conduct Services administers the Student Code of Conduct. The Student Code outlines clear expectations of students as members of the College community, the kind of 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. For more information, please call 443-412-2073 or visit the Student Rights & Responsibilities: Code of Conduct webpage.

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 to ensure high quality educational experiences by providing a systematic response to students who are struggling emotionally, personally, or academically or who demonstrate behavior that is distressing, disturbing, or disruptive to themselves or others 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 the academic skills assessment and course testing such as, transitional, make-up, online, and nursing dosage exams. It is also a site for CLEP, DSST, ATI-TEAS and division exams. Testing accommodations are provided as approved by Disability Support Services. For more information, please call 443-412-2352 or visit the Test Center webpage (<http://www.harford.edu/student-services/testing.aspx>).