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North Hennepin Community College is proud to offer a variety of resources and services that support the needs of students, faculty and staff. Complete information including contact information and service hours for each area can be found at www.nhcc.edu.

Accounting and Fees

ES 41, 763-424-0718, www.nhcc.edu/tuition

Students pay tuition and fees and sign up for a payment plan through the Accounting and Fees Office.

Admissions and Registration

ES 70, 763-424-0719, www.nhcc.edu/registration

The Admissions and Registration Office processes applications for admission, residency, and graduation.

Alumni Relations

ES 35, 763-424-0916, www.nhcc.edu/alumni

Alumni Services helps alumni stay connected with friends and helps to maximize the value of your NHCC degree.

Books and Supplies

ES 88, 763-424-0808, www.nhcc.edu/bookstore

The Bookstore carries textbooks needed for classes at NHCC. It also has reference materials, school and art supplies, clothing, greeting cards, gifts and postage stamps.

Bridge to Academic Success

ES 69, 763-424-0905, www.nhcc.edu/cad

Students who fall below required academic progress standards are required to participate in the Bridge program. Students participate in intervention workshops and develop individualized plans for academic improvement by working closely with Academic Success Advisors.

Career Planning

ES 69, 763-424-0707, www.nhcc.edu/career

The Career Resource Center helps students explore career options and identify educational goals. The center provides a large library of college and occupational materials and offers computerized career assessments free of charge to students and the community. The Career Resource Center also provides students with information about careers and schools, choosing a major, job skills and job opportunities.

Cornerstones Scholars

LRC 164, 763-488-0486, www.nhcc.edu/transitions

The Cornerstones Scholars Program provides invigorating college-preparation services for promising high school students in the Twin Cities area. Services include testing and skills assessment, financial aid and scholarship tutorials, tutoring services and supplemental instruction, career planning and advising, leadership development opportunities, art and cultural events, summer bridge programs, referrals and a college success course for credit.

Counseling and Advising

ES 69, 763-424-0703, www.nhcc.edu/cad

Counselors and advisors offer assistance with registration, educational and career planning as well as intervention assistance with academic difficulties. Our counselors also provide professional personal counseling. Appointments are recommended. Walk-in service is available during the day, Tuesday and Wednesday evenings and limited Saturdays. Advising is available at the Buffalo site periodically during the academic year.

Disability Access Services

LRC 170, 763-493-0555 (763-493-0558 TTY), www.nhcc.edu/das

Disability Access Services (DAS) facilitates equal access to NHCC programs, services and activities for students with physical, learning, psychological or other disabilities. Students must request accommodation in advance and provide documentation of the disability. Reasonable and appropriate accommodation may include alternate format for printed materials, note-takers, testing services and sign language interpreters. North Hennepin buildings and grounds are wheelchair accessible. Parking lots are designed with handicapped parking.

Diversity and Multiculturalism

CBT 103, 763-424-0850, www.nhcc.edu/diversity

The Office of Diversity and Multiculturalism works closely with faculty, staff and students to provide quality programming opportunities which actively promote personal growth and development.

Email Accounts

The College provides each registered NHCC student a free-for-life MetNet email account. The College uses email accounts to send important information pertaining to deadlines, notices and special events. Students are expected to utilize their email account to the extent that permits them to stay abreast of important messages and notices broadcast through student email accounts.

English for Speakers of Other Languages (ESOL) Resources

ES 69, 763-424-0703, www.nhcc.edu/cad

North Hennepin offers a variety of services to English language learners. Examples include course placement advising, career advising, specialized tutoring, study skill workshops and resource materials designed to help build English skills.

Financial Aid

ES 48, 763-424-0728, www.nhcc.edu/financialaid

All students are encouraged to apply for financial assistance through the Free Application for Federal Student Aid (FAFSA). The Financial Aid Office processes over \$15 million dollars of financial assistance annually to students of NHCC.

First Year Experience

LRC 163, 763-424-0752, www.nhcc.edu/fye

First Year Experience opportunities help ease the transition into college life for new college students by providing a solid foundation of skills, information and support. Among the many services offered are extended orientation, on-going advising, tutoring assistance, enrollment in learning communities, success seminars, service learning opportunities and social activities.

Food Service

CC First Floor

The Cafeteria is a hub of activity and offers a varied luncheon menu. Vending machine service is available in the Campus Center and also in most classroom buildings.

Health and Wellness

HWC, 763-424-0825, www.nhcc.edu/recreation

Student Life makes it possible for NHCC students to use the Weight Room. Work out on state-of-the-art machines or use free weights and equipment. If you have successfully completed PE 1010, you may use the fitness center as long as you are a current student at NHCC. Your Student ID is required to use these facilities.

Information Center

ES Atrium, 763-424-0702

The Information Center is your one-stop location for College publications, application forms, class cancellations, College closings and other information.

Library Resources

LRC, 763-424-0732, www.nhcc.edu/library

The Library serves as the information and resource center for students, faculty and staff. The Library provides a vast collection of books, magazines, periodicals and audio-visual items. The Library also maintains an extensive virtual reference collection and tutorial assistance online. Research assistance is available on-site as well as online.

Mathematics Resources

LRC 169, 763-424-0742, www.nhcc.edu/tutoring

The Mathematics Resource Center provides drop-in tutoring for math and math-related subjects. Staff members and trained student-tutors provide individualized assistance. Programmed materials, audio and videotapes, computer-assisted instruction and a mathematics library are available to help improve mathematical skills.

Safety and Security

CC 236, 763-424-0807, www.nhcc.edu/safety

Safety and Security has two uniformed patrols and student patrols on campus every hour the campus is open. Call Safety and Security to report safety or security concerns, get car jump-starts, receive security escorts, etc. In compliance with federal law, the Safety and Security Department produces an annual Campus Security Report. The report is available online at www.nhcc.edu/safety. A hard copy is available upon request.

Service Learning

LRC 162, 763-488-0409, www.nhcc.edu/servicelearning

Service learning links classroom instruction to meaningful service in the community, giving students the opportunity to practice real-world, work, life, and interpersonal skills.

Student Support Services/Federal TRIO Program

FA 103, 763-424-0937, www.nhcc.edu/studentsupport

The Student Support Services (SSS) Program is funded by the Federal Department of Education to serve 230 NHCC students. Participants choose from a variety of services, which includes academic advising, individual tutoring, career exploration, assistance completing financial aid forms, help searching for and preparing scholarship applications and support transferring to a four-year institution.

To qualify, students must be U.S. citizens or hold permanent residence or refugee status, be admitted to North Hennepin Community College and meet at least one of the following criteria:

- First-generation college student (neither parent graduated with a four-year college degree), *or*
- Meet federal low-income guidelines, *or*
- Have a documented disability.

Technology Resources

Four computer classrooms and one open lab are located in the Center for Business and Technology Building. Labs are open more than seventy hours a week, Monday through Sunday. The labs are fully equipped with laser printers, color overhead projectors and flat bed scanners and run the latest versions of various software packages including Microsoft Office XP, Desktop Publishing, Internet browsers and programming languages. The Library is equipped with 35 computers. Library computers have most of the programs and applications that are in the computer labs.

The Fine Arts Building houses a lab with 20 Macintosh computers, which are available for students in Graphic Design programs. These computers run Desktop Publishing and Graphics software.

Testing

ES 108, 763-424-0928, www.nhcc.edu/testing

The Testing Center administers ACCUPLaCER placement tests to new NHCC students, make-up tests for students who have made the proper arrangements with an instructor, and testing accommodations for students with disabilities who receive appropriate approval from the Disability Access Services Office.

The Testing Center also serves as a testing site for the General Education Development (GED) certificate examinations, the College Level Examination Program (CLEP) and may be used as a proctor site for online course tests.

Tutoring

LRC 169, 763-424-0928, www.nhcc.edu/tutoring

Peer tutors are available weekdays and also several evenings each week to help students with subject matter from numerous courses. Tutors work individually with students or lead small study groups both in class and outside of class in order to provide learning assistance. Tutors typically help students work through ideas, develop study strategies, generate ideas for assignments and engage with course material. Computers are also available for writing papers and/or improving skills.

Veterans Affairs

ES Atrium, 763-493-0573, www.nhcc.edu/veterans

Veterans, current or past military members and military families may depend upon the Veterans Resource Center for the broad range of resources and programs that are available to student veterans. Experts in Veterans Affairs are available to certify military forms and to provide educational advising and planning assistance.

Writing Resources

LRC 169, 763-424-0927, www.nhcc.edu/tutoring

The Writing Center offers individualized assistance to students with writing assignments. The Writing Center provides an informal atmosphere where students, faculty and staff may focus on a wide range of writing projects from academic, professional and business writing to personal and creative writing. In addition to quiet space and tutorial support, a limited number of computers are available for students and tutors to use during tutoring sessions.

Youth Academy

CBT, 763-424-0808, www.nhcc.edu/ya

NHCC Youth Academy offers exciting classes to expand student knowledge develop skills and pursue special interests in a fun, creative environment on the campus of North Hennepin Community College. The instructors are enthusiastic and talented experts in their fields.