

# HCTC STUDENT ASSISTANCE

## CAN I GET HELP WITH MY CLASSES? YES!

Your success is the primary goal of HCTC's faculty and staff who are ready and willing to assist you.

## GE 100

GE 100 classes help new students adjust to college, develop study skills and discover topics of interest. GE 100 is for first-time, full-time, degree-seeking students.

## ACADEMIC RESOURCE CENTERS

Academic Resource Centers are available at the Hazard Campus, Lees College Campus, and Knott County Branch to support and enhance your academic experience. Students attending the Technical Campus or the Leslie County Center should call extension 73109 to make arrangements for assistance. These Centers provide free tutorial support for students in all developmental classes as well as specialized tutoring services in support of specific classes or other subject matter disciplines.

All college students are encouraged to see how the Academic Resource Centers can help before they give up or stop attending class. Our knowledgeable tutors will help you tackle that difficult homework assignment, study for that much-dreaded exam, conduct research on the Internet, and provide related support for your academic coursework.

Hours vary according to the facility and semester. For more information, contact extension 73109 for the Hazard Campus, extension 73530 on the Lees College Campus, or extension 73443 at the Knott County Branch.

## LIBRARIES

Hazard Community and Technical College has fully operational libraries located on the Hazard Campus and Lees College Campus. The Technical Campus, the Knott County Branch and the Leslie County Center have library resources and services through the office of the Extended Services Librarian.

The libraries have about 80,000 volumes, 222 magazines and newspaper subscriptions, 50,000 government documents and 7,000 audiovisuals. Electronic sources include Infotrac, Newsbank, Netlibrary and Alldata. In addition, the Kentucky Virtual Library provides access to FirstSearch and EBSCO Information Services databases as well as other online information sources. The Hazard Campus Library is a federal depository for government publications and also houses a Kentucky/Appalachian collection. Special collections at the Lees College Campus Library include local history and Lees materials, in addition to about 1,000 unique oral history tapes. The Technical Campus also has specialty reference materials located in the program areas.

There are about 50 public access/student computers, most of which are networked for e-mail, Internet access, word processing, Voyager (the online catalog) searching, and for genealogical research. Other library services include interlibrary loan, reserve, photocopiers, viewing rooms, AV equipment, laminating machine, audio and video tape copying, course reserve, library instruction, plus more.

## STUDENT SUPPORT SERVICES

Student Support Services is a federally funded program. It is designed to help students make a successful transition to college life, help students graduate from HCTC, or help them make a smooth transition to a four-year institution. Basically, the goal of SSS is to ensure that students achieve their goals.

Student Support Services provides a variety of free services:

- One-on-one tutoring
- A place to drop in and share your concerns
- Referrals to appropriate agencies
- Academic counseling/advising
- Transfer and career counseling
- Career assessment and counseling
- Study strategy workshops
- Student advocacy
- Cultural enrichment trips

Hazard Community and Technical College Student Support Services Program was funded at \$308,807 for the 2007-08 year of the grant cycle. One hundred percent of the program is financed with federal money and zero percent is financed by non-governmental sources. The program is funded to serve 200 participants. For more information about the SSS program contact Edna Gross at (800) 246-7521, ext. 73078 or (606) 487-3078 or stop by Room 235 in the Jolly Classroom Center.

## DISABILITY ASSISTANCE

Each campus of Hazard Community and Technical College has a Disability Services Representative who works with students and faculty in providing accommodations for students with permanent and temporary documented disabilities. Contact Melissa Johnson, ext. 73405, for assistance and accommodations at any HCTC locations.

## **BOOKSTORES**

Barnes and Noble bookstores are located on both the Hazard Campus (First Federal Center, Room 102) and Lees College Campus (Jackson Hall lowest level).

## **HOURS**

**Hazard Campus—Visit [hazardctc.bncollege.com](http://hazardctc.bncollege.com)**

Monday through Thursday, 8 a.m. to 4 p.m.; and  
Friday, 8 a.m. to 3 p.m.

**Lees College Campus—Visit [hazardlees.bncollege.com](http://hazardlees.bncollege.com)**

Monday through Thursday, 8 a.m. to 4 p.m.; and  
Friday, 8 a.m. to 3 p.m.

## **REFUND POLICY**

The last day to receive a bookstore refund for the Fall 2009 semester is Tuesday, August 25, 2009.

## **FINANCIAL AID CHARGES**

If approved for financial aid you can charge anything in the store up to your limit (except pre-paid cards and gifts cards) Friday, August 7, 2009, to Tuesday, August 25, 2009.

## **SELLING BACK YOUR TEXTBOOKS**

Get cash back on unwanted textbooks year round. The highest return value is typically right after finals. If the textbook is being used next term and the bookstore hasn't reached the buy limit, you'll always get 50 percent off the selling price. Otherwise, you'll receive the latest national wholesale price.

The condition of the textbook is taken into consideration when offering a buyback price, so be sure to take good care of your textbooks.

## **A PLACE TO SHOP**

Both Barnes and Noble bookstores offers everything from HCTC clothing and hats to jump drives and gifts.

## **READY TO WORK**

The Ready to Work program is a free service to Kentucky Transitional Assistance Program (KTAP) students attending Hazard Community and Technical College. This program offers career assistance, peer mentoring, academic tutoring, lifeskills seminars, career building seminars, personal improvement seminars and a work study component for eligible students. Please contact the Ready to Work program coordinator or program case manager at extensions 73524 or 73646 to enroll. The Ready to Work program is a collaborative effort between KCTCS and the Kentucky Cabinet for Families and Children.

## **GREATER AREA HAZARD PERFORMING ARTS SERIES SEASON**

The Greater Hazard Area Performing Arts Series allows full-time students to be admitted for free to most events.

For more information, call Tammy Duff at 487-3067 or Sandy Campbell 487-3070 or (800) 246-7521, ext. 73067 or 73070.

## **INTERNET CAFÉ AND WELLNESS CENTER**

HCTC realizes that students need some "down time" from studying and so an Internet Café and Wellness Center has opened on the Hazard Campus in the First Federal Center, across from the bookstore. The following offerings to students, free of charge, are: movie days, ping pong tournaments, foosball, Deal or No Deal, basketball every Wednesday at HCTC's campus in Jackson, and walking classes on Thursday. Video games are available for the price of small change. Hours are Monday – Thursday, 9 a.m. to 4 p.m. and Fridays from 9 a.m. to noon. For more information, contact Victor Gainer, Student Engagement Advisor, ext. 73462.

## **THE OFFICE OF STUDENT ENGAGEMENT**

The Office of Student Engagement encourages students to become involved on campus and in the community. HCTC has a variety of clubs that students can join and we are very involved in intramural sports. Students play flag football, basketball, table tennis, and a number of other sporting activities.

HCTC offers a number of wellness activities through the Office of Student Engagement. Some of those activities include smoking cessation classes, wellness checks, and aerobics.

The Office of Student Engagement coordinates a leadership program with the National Society of Leadership and Success. That program is nationally recognized and students receive various scholarships and awards when they finish the program.

Students also use the Office of Student Engagement to resolve conflicts and to appeal financial decisions. All students are encouraged to discuss issues they may have with college policy or procedures.

Please contact Cluster Howard, Interim Dean of Student Engagement and Wellness or Victor Gainer, Student Engagement Advisor and Minority Recruiter, if you have questions about programming or suggestions for future programming.