

# Student Services

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HCC offers a wide variety of services to help students reach their academic, career and personal goals.

## **Academic Advising**

Advisors are available on each campus to help students select educational programs and choose appropriate courses. Advisors review transcripts, interpret placement test scores, explain degree requirements and provide information about transferring to four-year institutions. Students should meet with an advisor before registering to obtain an advising guide for their academic program.

## **Admissions, Registration and Records**

In order to provide students with prompt, efficient service, HCC must collect accurate information and maintain reliable student records. The College operates an Admissions, Registration and Records (AR&R) office on each campus to answer questions about admissions, assist with registration, help complete HCC forms, receive and respond to requests for transcripts, and provide information required by outside individuals and organizations. In addition, the campus AR&R office will help students understand the policies and procedures in this catalog.

## **Bookstores**

Each campus has a bookstore. The bookstores sell textbooks, general reading materials, books and periodicals, school supplies, art and engineering supplies, gifts, computers, computer software and other miscellaneous items.

## **Career Resource Center**

The Career Resource Center can provide students with information on careers and help them make career plans. Students can take a career inventory, meet with a counselor for test interpretation, and meet with an advisor on an individual or group basis.

If students prefer working on their own, the College offers several automated career exploration options. CHOICES is a computerized career counseling and career exploration system designed to help students identify appropriate

career options. The CHOICES database contains information on more than 1,000 occupations. Students can get more information about the career exploration process by making an appointment to meet with an advisor.

Employment opportunities are posted in the campus career centers and on job bulletin boards. The Career Resource Center sponsors job fairs; schedules on-campus interviews with employers; and helps students with resume writing, interviewing techniques and preparation of letters of application.

## **College Publications & Information**

HCC provides members of the college community with current information by maintaining and supporting a variety of publications and media.

## **Catalog**

Published annually, the catalog includes descriptions of all credit courses and summaries of all academic policies, procedures, rules, regulations, programs and graduation requirements. The catalog is also available on the HCC homepage at [www.hccfl.edu](http://www.hccfl.edu) under Student Services.

In order to keep up to date on college policies, students are expected to read the catalog and meet with their advisor on a regular basis.

## **Course Schedules**

Prior to the start of each semester, separate course schedules are printed for credit courses and for courses offered through the division of continuing education. Course schedules are available at the campus Admissions, Registration and Records and Advising and Counseling Offices. The course schedule is also available on the HCC homepage at [www.hccfl.edu](http://www.hccfl.edu) under Course Schedules.

## **Student Handbook**

Published annually, the handbook includes general information about the College, student rights and responsibilities, policies and procedures affecting student life, the Student Government Constitution, and information the College is required to provide as part of its participation in the Title IV, HEA Programs.