Student Services Overview

Connections Center Staff Training & Refresher
12.06.2013
Academic Advising
Disability Services
Financial Aid
Career Services
Counseling Services

Student Services Overview
Connections Center’s Staff Training & Refresher
Friday, December 6, 2013
Welcome to Student Services and Enrollment Management

The Office of Student Services and Enrollment Management provides support services and resources to help students explore their choices and meet any challenges that may arise.

We invite you to explore the Student Services and Enrollment Management webpages and see how we can help you Enroll, Engage and Excel!

Enroll - Take advantage of the services provided by HCC’s Enrollment Development Coordinators and the Admissions Office to help you get started. Attending New Student Orientation is an important requirement of all “first time in college students.”

Engage - Connect with students, faculty and the community through Student Housing, Athletics, Student Activities, and the Student Government Association.

Excel - Academic Advisors, Counselors and staff in the Career Resource Centers and Services for Students with Disabilities, are here to help you achieve your academic goals.

Student Updates:

- New Prep Options!
- The Student Assistance Program (SAP) Offers Resources for Life’s Challenges
- Get Your Student ID/Hawk Card!
- Residency Guidelines
- SSEM Updates

Click to link to Blueprint
Academic Advising
Dale Mabry Advising

Welcome to the Dale Mabry Academic Advising Center. We hope we can be of assistance to you during your time at Hillsborough Community College. Please feel free to visit us or contact us with any questions you have.

Office Location: DSTU 237

Office Hours:
Monday: 8:00 AM - 7:00 PM
Tuesday: 8:00 AM - 7:00 PM
Wednesday: 8:00 AM - 4:30 PM
Thursday: 8:00 AM - 4:30 PM
Friday: 8:00 AM - 12:00 PM
ADVISING OFFICES:

Brandon
bradvising@hccf.edu
10414 E Columbus Dr.
Tampa, FL 33619-7856

Dale Mabry
dmabvising@hccf.edu
4001 W. Tampa Bay Blvd.
Tampa, FL 33614

Plant City
plantcityadvising@hccf.edu
1206 North Park Road
Plant City, FL 33583-1540

SouthShore
southshoreadvising@hccf.edu
551 24th Street NE
Ruskin, FL 33570

Ybor City
yboradvising@hccf.edu
2112 North 15th Street
Tampa, FL 33605-3848
Financial Aid
Welcome!

Begin by watching the introductory segment or by accessing the short clips below, which are organized by playlist.

NOTE: when navigating through the FinAid TV Playlists, click on individual videos and/or playlists rather than your browser’s back and forward navigation buttons.

GET STARTED
Career Services
Dale Mabry Career Resource Center

Dale Mabry Student Services Building
Room 202
4001 Tampa Bay Blvd.
Tampa, FL 33614
(813) 253-7310

Office Hours:
Monday - Tuesday: 8:00 am-7:00 pm
Wednesday - Thursday: 8:00 am-4:30 pm
Friday: 8:00 am -12:00 noon

SLS Career Workbook

Lorraine M. Canalejo
Career Resource Center Manager
Office Phone: 813.253.7310
Fax: 813.259.6047
Email: lcanalejo@hccfl.edu
Available to You In-Person and Online

Career Assessment

With a job that matches your personality and interest!

Our career assessment tools can help you discover who you are and which careers are right for you. Increase your self-awareness and discover a great career!

Occupational Exploration

Are you curious about different occupations?

The Career Resource Centers have information on hundreds of careers you can choose from and it's all right at your fingertips. Check out those options and explore your way to a new beginning.

Job Search Skills

Are you prepared to wall the job market?

Your resume is the key to your search tool for presenting your skills, experience and education to the employer. HCC Career Resource Centers can help you write a winning resume and show you how to prepare for your next interview.

Student/Alumni Employment

Wherever you want to find your “dream job”?

We can introduce you to College Central Network and the Federal Work Study Program to help you locate work. Check us out today!

Employers

Employers are invited to register for the HCC Online Job Board.
Disabilities
Office of Services for Students with Disabilities

Hillsborough Community College enjoys a very diverse student population which includes students with disabilities. The Office of Services for Students with Disabilities makes every effort to help students with disabilities get the most out of attending college by providing reasonable accommodations to ensure access to all academic programs, campus organizations, services and activities, in accordance with the Americans with Disabilities Act (ADA) of 1990.

All HCC activities, organizations, courses and academic and technical programs are open to all students. HCC facilities as a whole, are accessible to persons with physical disabilities via ramps, automatic entrances, and elevators. Accessible restroom facilities, parking spaces, telephones and water fountains are also available.

Who is Eligible to Receive Services?

The ADA defines a person with a disability as any person who has a physical or mental impairment that limits one or more of such person’s major life activities; has a record of such impairment; or is regarded as having such an impairment. You may be eligible to receive services at HCC if you have been diagnosed with a disability including, but not limited to the following:

- Specific Learning Disability
- Physical Impairment
- AIDS
- Autism Spectrum Disorders
- Hearing Impairment
- ADD/ADHD
- Speech/Language Impairment
- TBI
- Visual Impairment
- Alcohol/Drug Abuse
- Psychiatric Disability

Note: Students with temporary disabilities such as a broken arm/leg, etc., qualify for special accommodations for the duration of their injury pending appropriate documentation.

How to Apply for Services

A student or prospective student wishing academic accommodations must self-identify and provide appropriate documentation of their disability to the Office of Services for Students with Disabilities. Students should contact an HCC coordinator of services for students with disabilities to discuss documentation guidelines.
Who Is a Person with a Disability?

The Americans with Disabilities Act (1990) (ADA) defines a person with a disability as any person who:

a. has a physical or mental impairment which limits a major life activity

b. has a record or history of such an impairment; or

c. is regarded as having such an impairment.
How To Apply for Accommodations and Services

If you are a student or prospective student with a disability needing academic accommodations or any other services, you must first self-identify and provide appropriate documentation of your disability to the Office of Services for Students with Disabilities.

All documentation you provide to our department must be on letterhead and signed by the professional completing the paperwork. All the information you provide to us will be treated with strict confidentiality.

Accommodation requests can take up to 5 business days to be processed, so we strongly encourage you to begin this process prior to the start of registration for the semester you plan to attend. Last minute requests for accommodations are not guaranteed. You may schedule an appointment or visit us on a walk-in basis.

Accommodations must be requested each term. Please contact someone in the Office of Services for Students with Disabilities for more information or to apply for services.

Click image to access a brochure

- Office of Services for Students with Disabilities
- General Information
- Hillsborough Community College
- Documentation Guidelines
Dale Mabry Campus
Office of Services for Students with Disabilities

Student Services Building
Room 204
4001 W. Tampa Bay Blvd.
Tampa, FL 33614
(813) 259-6035

Office Hours:
Monday-Tuesday: 8:00 am - 7:00 pm
Wednesday-Thursday: 8:00 am - 4:30 pm
Friday: 8:00 am - 12 noon

Linda Ours, Coordinator
Lisa Gould, Learning Disability Specialist
Phone: 813.259.6035
Email: lours@hccfl.edu (Coordinator)
Email: lgould2@hccfl.edu (LD Specialist)
Learning Disability Specialists

What Services are Provided by LD Specialists?

- Assist transition from high schools to HCC for Students with Learning Disabilities, ADHD, and Autism Spectrum Disorders.
- Meet with HCC Students with Disabilities to discuss individual learning styles, active study strategies, time management plans, organizational techniques, note taking methods, and test taking skills.
- Review disability documentation to determine eligibility for services and appropriate accommodations for Students with Disabilities at HCC. Discuss documentation results with students as needed.
- Provide HCC faculty, staff, and tutor training regarding teaching strategies for Students with Disabilities.

Contact the LD Specialist at your campus for further information or to request services:

- Brandon/Plant City/SouthShore: ☎️ 813-253-7961
- Dale Mabry: ☎️ 813-253-6318
- Ybor City: ☎️ 813-253-7757
Student Responsibilities

Students registered with and receiving services from the Office of Services for Students with Disabilities (OSSD) have the following responsibilities:

- Request your **ACCOMMODATION MEMOS** prior to or at the beginning of each semester. You may request your memos as soon as you are registered for classes.
- Provide a copy of memo to each of your instructors.
- If you are eligible for and require a **NOTETAKER** in your classes, let the office know as soon as possible. This will help us find and place a notetaker in your class.
  - Attend your classes - your notetaker does not take your place in class.
- If you are eligible for and require an **INTERPRETER**, let the office know as soon as possible so that arrangements can be made.
  - Attend your classes. Repeated absences without 24 hour notice may result in temporary suspension of services.
- If you qualify for an **ALTERNATE LOCATION** and/or **EXTENDED TIME** on your exams, make arrangements with your instructor prior to each exam.
- If you require a **READER** and/or **SCRIBE** during testing, make arrangements with the OSSD prior to each exam. Please give us at least a week's notice.
- If you borrow **EQUIPMENT** or **SUPPLIES** from the OSSD, you must check with the office every semester to confirm that you still require the borrowed equipment or supplies. Remember, you are financially responsible for what you borrow.

Contact your campus Office of Services for Students with Disabilities if you are having any difficulties pertaining to your accommodations and/or your courses.
Counseling Services
What We Do

- Crisis Counseling & Referrals
- Study Skills Program Development
- Career Counseling
- Personal Problems: Family, Instructor, Financial, etc.
- Petition for Late Drop/Withdrawal
- High School Dual Enrollment
- Scholarships
- Linkage Programs
- DURING REGISTRATION: Excessive total hours, class adjustment, and other holds
Common Issues That Affect College Students at HCC

- Academic progress & concerns such as time management, test-taking and studying
- Frustration with bureaucracy
- Financial worries
- Depression
- Anxiety and Stress
- Confusion about career direction
- Substance and alcohol abuse
- Post Traumatic Stress Disorder
- Relationship issues
- Health concerns for self or family members
- Confronting discrimination and prejudice

Counseling services are provided at Hillsborough Community College to assist students with addressing the above issues in a professional and confidential atmosphere. Our counselors work with individuals to promote emotional health and wellness while they attend HCC. Although specific skill areas differ among the counseling faculty, they all have one main objective:

TO HELP THE STUDENTS WHOM THEY SERVE
International Students

Greetings from sunny Tampa Bay, Florida!

Welcome to HCC’s Center for International Education (CIE)!

The dedicated professionals who staff the CIE provide specialized services to international (F-1 visa) students; and we promote study abroad, faculty professional

Connect With Us!

HCC Spring 2013 International Student Video

Upcoming Events

HCC will be closed November 28-29, 2013 in observance of Thanksgiving!

December 10—New International Student Orientation, DSSC Room 322, 10am-2pm.

8th Annual Florida International Leadership Conference (FILC) for international and study abroad students, February 7-9, 2014 at Orange Springs Retreat Center, Orange Springs, Florida—Email meberhard@hccfl.edu for more details.

Chat with our current international F-1 students via Skype. Click here to find out how to connect!

CIE News