




# GUIDE TO COLLEGE OFFICES & RESOURCES

## **Admissions**

The Office of Admissions reviews applications of potential students. They can answer questions about application requirements, changes to the application, fee waivers, and the status of your application.


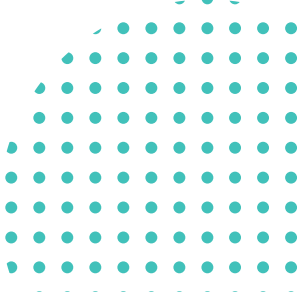
## **Academics**

Academic offices are usually organized into separate offices by major. For example, the nursing faculty and staff will be in a different office than the psychology faculty and staff. Colleges and Universities approach academic advising differently. Some have a full academic advising staff that will help students create their schedules and make sure they are on track to graduate. Other colleges provide academic advising through their professors. For example, if you major in biology, one of your biology professors would be your advisor. Academic Advisors can help you with the following:

- Major/Minor exploration
  - Career Planning
  - Internships/Volunteer work
  - Research Projects
  - Academic Probation
  - Academic Support
  - Are able to connect you to programs and resources to improve to grades or academic experience
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## **Bursar/Cashiers**

The Bursar's Office deals with students' tuition accounts. This office is in charge of making sure that students pay their tuition, room and board, and any other expenses that are billed to their student account. In addition, they can provide payment plans depending on the colleges or universities' policies. The Bursars can help you with the following:

- Tuition and room and board payment and billing
  - Payment Plans
  - Questions about refunds if you drop, withdraw or cancel your registration Refund Check
  - Assist with the 1098-T tax form
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## Financial Aid

The Office of Financial Aid helps students pay for school. They provide information on how to obtain loans, scholarships, grants, and help students apply for work study. If you completed FAFSA and received financial assistance this office will review and process those forms. Financial Aid will answer questions about the following:

- Provide info regarding FAFSA
- Scholarships
- Grants
- Work Study
- Accepting Financial Aid Award
- Tuition Assistance

## Registrar

The Registrar Office assists students with enrollment, student records, and transcripts. The registrar can help you with the following:

- Register for class
- Dropping/Withdrawal from class
- Obtain Official Transcripts

## Housing

The Housing Office is in charge of operating the residence halls on campus. Each residence hall on campus has Resident Assistants who are in charge of ensuring the safety and security of the building, as well as helping you with any academic or personal challenges you may be facing. The Housing Office can help you with the following:

- Housing Assignment
  - Roommate Selection
  - Conflict Management
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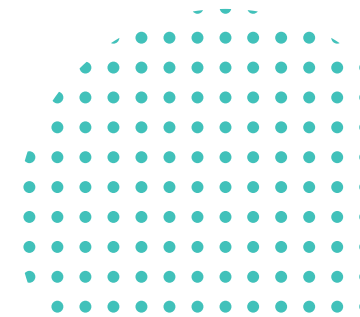
## Dining

Dining Services operates all the dining halls and caters for events on campus. Dining Services can help you with the following:

- Meals Plans
  - Allergy and Food Restriction
  - Catering Events
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## Athletics

The Office of Athletics is in charge of all sports-related activity on campus. If you are interested in attending a sports event or trying out for a team, be sure to contact the Office of Athletics.





## Health Services

Health Services provide students with medical care. Most health services provide the following:

- Physical examinations
- Flu and Cold Treatment
- Sexually transmitted infection (STI) screening and treatment
- Immunizations
- International travel consultations
- Laboratory testing
- Women's Health (Contraceptives)

## Counseling Services

Counseling Services provides students with mental health services. If you are feeling anxious, depressed, overwhelmed, stressed, or having relationship problems, meeting with a counselor can help you. Counseling Service offers the following:

- One-on-one sessions
- Group sessions
- Talk with a counselor if you are concerned about the well-being of a classmate or friend

## Career Services

The Office of Career Services provides students with support during career exploration. Career Services can help with the following:

- Resume and Cover Letter Editing
  - Mock Interviews
  - Hiring Events
  - Career Planning
  - Assistance with Job/Internship Search
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## Student Center

The Student Center is usually the place where most students gather to socialize. Student Centers have the following:

- Dining Hall
  - Gym
  - Information Desk
  - Student Organization Offices
  - Lounge Areas
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## **Student Life/Campus Life Office**

This office is in charge of activities and events focused on building community among the student body. It usually houses student organizations, student government, and other extracurricular activities.

## **Library**

The library provides students with access to books, computers, databases, and other educational resources. Most libraries have full-time librarians that can assist students with research. Libraries also provide:

- Research Assistance
- Computers
- Students can borrow books for free
- Quiet study areas
- Interlibrary Loan System- if your library does not have a book, you have to borrow it from another library

## **Food Pantry**

Most colleges and universities have a food pantry available to students who are food insecure. The food available at the food pantry is free.

## **Tutoring**

Tutoring services for most subjects taught on campus. Reach out to your professor or department's office to ask about specific tutoring needs.

## **Information Technology Services**


Provides technology solutions that enable student success:

- Microsoft Office programs
  - issues with laptop
  - connection issues
  - email, dashboards, Blackboards, account issues
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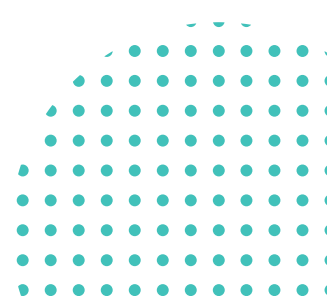
## **Disability Services**

Provides services to qualified students with disabilities and includes services such as special accommodations, and notetakers.

## **Dean of Students**



The Dean of Students deals with discipline, more importantly, it educates students regarding the university's expectations of behavior, protects student's rights, and assures fairness and due process.






## **Student ID Card**

Keep your Student ID Card with you at all times, and don't be shy about asking for a student rate. There are 100+ stores and companies that give a student discount. You can use your Student ID for:

- General college uses
- School supplies discounts
- Bookstore discounts
- Clothing and general merchandise
- Electronics and digital services
- Streaming services (Spotify, Pandora, Hulu, etc.)
- Food and dining
- Travel, entertainment (movies), and transportation

## **Campus Security**

Strives to create an environment where the campus community can feel safe to learn, work, live, and visit. Save their number on your phone! They can:

- Walk you to your car
  - Car start-up/dead battery assistance
  - Emergency
  - Report incidents
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## **Specialized Centers**

Some colleges offer specific academic centers to help you succeed, such as communication skill centers to assist with presentations and public speaking or writing centers to help with writing at any stage of the writing process. Check with your college for specific support centers.

## **TRIO SSS**

Mentorship program with the goal to increase participants' college persistence, support them through graduation, and facilitate the transition from one level of higher education to the next. Services include workshops, computer lab, and cultural and educational events.

## **Life Basics Assistance**



Some colleges also provide access to services and resources to meet the basic needs of students outside the classroom, which can include access to utility bill assistance, and protective services, food pantries, legal services, and more.

