Student Resources: Quick Guide
Harold Washington College is in your corner!
We have specialized support services to help you succeed.

What do you need?

Visit an advisor to plan my classes
Advising Center, Room 101
(or make an appointment through GradesFirst at ccc.gradesfirst.com)
Academic Advisors are available to assist you with goal setting, career exploration, choosing a focus area, creating an education plan, selecting classes, reviewing semester maps, and applying for graduation.
ccc.edu/advising

Transfer to a 4-year college
Transfer Center, Room 101B
The Transfer Center can help you transition to a four-year college including researching where you want to attend, learning about transferable courses, and applying for admission and transfer scholarships.
ccc.edu/transfer

Get tutoring in a difficult subject
Learning Resource Center (Room 409)
for help with specific topics:
• Art Tutoring - 8th Floor
• Applied Sciences - 7th Floor
• Math Tutoring - Room 702
• Music Tutoring - 3rd Floor
• Science Tutoring - Room 923
• Writing Tutoring Lab - Room 203A
(or make an appointment through GradesFirst at ccc.gradesfirst.com)
Tutoring Centers offer free tutoring and academic support services to assist students in achieving personal and academic success. One-on-one and group tutoring sessions are available.
ccc.edu/tutoring

Get help from a professor
Go to faculty office hours. See your class syllabi for locations and times.

Find a job or internship
Career Center, 11th Floor, outside Room 1140
Stop by the Career Center to explore career options and take assessments to identify your interests and strengths. You can also learn how to complete a job application, create a resume and interview effectively to help you land a job or internship.
ccc.edu/careerservices

Get help with a personal issue
Wellness Center, Room 1041
Wellness Centers offer personal and group counseling, stress and time management coaching, and referrals to community resources including low-cost medical/dental care, emergency housing, groceries, legal services and child care.
ccc.edu/wellnesscenter

Order books or supplies for class
Online through Akademos. Pick up on campus in Room 104A.
Students should purchase materials through the new CCC Online Bookstore. The goal of this new partnership with Akademos/Textbookx is to deliver course materials to you at a reasonable price and in a timely manner.
ccc.edu/textbookx

Check out a library book
Library, 5th Floor
Your College Library offers electronic, database and print media to support the scholarly work of students, faculty and staff as well as individual and group library and information literacy instruction. The library also has computers available for academic use.
ccc.edu/libraries

Get help from security or report a safety concern
Security Office, Room 206 or call (312) 553-5643
ccc.edu/security
Ask a question about financial aid
Financial aid office, Room 202
The Financial Aid Office works closely with students and families to provide financial assistance in the form of grants, loans and work-study from federal and state resources. For help filling out the FAFSA form, visit this office.
ccc.edu/financialaid

Learn about scholarship opportunities
Financial aid office, Room 202
Staff in the Financial Aid Office are happy to help with the search for scholarships. They can provide info on college-specific awards as well as resources to look for outside scholarships.
ccc.edu/scholarships

Learn about veterans benefits
Veterans Center, Room 106
The Veterans Services Center provides access to veterans-specific resources, assistance with the transition from military to civilian life, information on VA benefits and credit transfer procedures, and a place to network with other veterans.
ccc.edu/veterans

Access services for students with disabilities
Disability Access Center, Room 107
The Disability Access Center provides coordination and supportive services for students with documented disabilities. CCC makes every effort to integrate students with disabilities into all courses and programs.
ccc.edu/DAC

Take a placement exam
Testing Center, Room 402
The Testing Resources Center provides a variety of testing services to assist students as they pursue their academic goals. COMPASS testing and other placement exams can be taken here.
ccc.edu/testing

Update your contact information or request an official transcript
Registrar, Room 209
The Registrar’s Office maintains student records and can help you update your contact information if you move or change phone numbers. The staff can also help you send your official transcript to other institutions or employers, processes credits earned at a non-CCC institution, and handles degree and enrollment verification requests (including student loan deferment requests).
ccc.edu/colleges/washington/departments/Pages/Registrar.aspx

Get a loaner laptop
IT Office, Room 403
City Colleges of Chicago credit students who meet eligibility requirements may borrow a Windows laptop free of charge for up to 4 weeks. Laptops are issued on a first-come, first-served basis.
ccc.edu/borrowalaptop

Use a computer to write a paper, research for class or check your email
Open Computer Lab, Room 404 or use walk-up computers on lower level, in 1st floor lobby, in 2nd floor atrium, and on 4th, 5th, 6th and 7th floors. Computers also available for academic activities in library on 5th floor.
Whether you need to use a computer to complete an assignment or need to check your personal email between classes, you’re welcome to stop by the computer lab. The Open Computer Lab has computers and printers for student use.
ccc.edu/computerlabs

Get involved in a club or hold an event
Student Activities Center, Room 204
Read more in the SGA & Student Club Handbook:
ccc.edu/SGAhandbook
Student Clubs and Organizations are an important part of student life at CCC. Student Clubs provide an opportunity to socialize and learn new leadership skills with peers and advisors.
ccc.edu/studentorganizations

Get free legal advice
Chicago Legal Clinic, Room 1157
The Chicago Legal Clinic created a branch at Harold Washington College to provide students with free legal consultations and appropriate referrals.
ccc.edu/hwlegalclinic

Get Ventra/U-Pass Information
Office of Student Services, Room 201
Students who enroll full-time (12+ credit hours) in college credit courses are eligible to receive a U-Pass, which offers unlimited rides on any CTA (Chicago Transit Authority) bus or train.
ccc.edu/UPASS

Report a concern
President’s Office, Room 1102 or call 773-COLLEGE
Don’t be afraid to speak up if something should be changed. We want to hear from you.
hwashington.ccc.edu/AskthePres

To report a customer service problem or praise a staff member, please call 773-COLLEGE.