

Student Resources: Quick Guide

Malcolm X College is in your corner!

We have specialized support services to help you succeed.



MX

RESOURCES FOR SUCCESS

What do you need?

THE HEART SERVICES **TH**

Go to the "THE HEART"—Room #1412 for help with:

- Admissions
- Records
- Advising and Transfer
- Financial Aid
- Business Services

Start off college strong

THE HEART – Admissions // Room 1412 **TH**

Whether you are a prospective student looking for help with the admissions application or seeking to apply to one of our Health Science or Nursing programs, get off to a strong start in college with assistance from the Admissions team.

www.ccc.edu/admissions

Visit an advisor to plan my classes

THE HEART – Advising Office // Room 1412 **TH**

(or make an appointment through GradesFirst! at ccc.gradesfirst.com)

College 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. If you're looking for online courses, they are offered through Harold Washington College. Your advisor can help you register for these courses.

www.ccc.edu/advising

Ask a question about financial aid or learn about scholarship opportunities

THE HEART – Financial Aid // Room 1412 **TH**

(or make an appointment through GradesFirst! at ccc.gradesfirst.com)

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 with filling out the FAFSA form or to learn about scholarships, visit this office.

www.ccc.edu/financialaid

www.ccc.edu/scholarships

Request records and registration information

THE HEART – Financial Aid // Room 1412 **TH**

The Registrar's Office can help you with transcript requests, enrollment and registration inquiries, graduation application information, degree and enrollment verification requests (including student loan deferment requests), record inquiries and updates (name, address, phone, email, etc.) and Family Education Rights and Privacy Act (FERPA) requests.

www.ccc.edu/registrar

Pay for classes

THE HEART – Business // Room 1412 **TH**

Pay in-person by cash or check at the Business Office. Kiosks are available at the Business Office to make credit card payments. You may set up a payment plan with a credit card or bank account at my.ccc.edu using the "Finances" tab.

Get help from a professor

Go to faculty or department office hours // See your class syllabi for locations and times.

Get tutoring in a difficult subject

Tutoring Center // Room 2310

(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.

www.ccc.edu/tutoring

Get testing assistance

Testing Resources Center // Room 1413A-G

The Testing Resources Center provides a variety of testing services to assist students as they pursue their academic goals. Placement exams can be taken here.

www.ccc.edu/testing



CITY COLLEGES of CHICAGO
Malcolm X



Find a job or internship

Career Center // Room 1400 A

Career Centers can help you decide on a career and choose the best academic program to get you there. You can also learn how to complete a job application, create a resume and interview effectively to help you land a job or internship.

www.ccc.edu/careerservices

Transfer to a 4-year college

Transfer Center // Room 2003

Transfer Centers 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.

www.ccc.edu/transfer

Check out a library book

Library // Room 2300

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.

www.ccc.edu/libraries

Exercise

Fitness Center // Room 1205

Go for a run, lift weights, or stretch out at our college fitness center.

Join a sport

Athletics // Room 1200 A-C

Athletics play an important role in student life at the City Colleges of Chicago. Many of our athletes have transferred their talents onto four-year college and university teams and others play intramurals for fun.

www.ccc.edu/athletics

Get involved in a club

Student Activities Director // Room 1418 • SGA // Room 1422

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.

www.ccc.edu/studentorganizations

Learn about veterans benefits

Veterans Services Center // Room 1300-A

The Veterans Services Center provides resources to current active service members and veterans, as well as their dependents. Resources include assistance with the transition from military to college life, information on VA benefits and credit transfer procedures, and a place to network with other veterans.

www.ccc.edu/veterans

Access services for students with disabilities

Disability Access Center // Room 1302

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.

www.ccc.edu/dac

Succeed with TRiO

TRiO Services // Room 1405

TRiO's mission is to provide support services to its students and ensure a smooth transition to four-year institutions. Over the years we have successfully created a vibrant community of active learners who become academically engaged and prepared to take on leadership roles. By providing these types of opportunities, TRiO empowers its students to succeed in college and beyond.

www.ccc.edu/MXCTriO

Get a loaner laptop

Information Technology // Room 0209

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.

www.ccc.edu/borrowlaptop

Reset Your CCC Password?

Visit the self-service password reset tool at

passwordreset.ccc.edu

Find care for a pre-school aged child

Childcare Center // Room 1315 A-M

The City Colleges of Chicago operates Child Development Laboratory Schools at five of the colleges, allowing students to take classes knowing their children are well cared for.

www.ccc.edu/CDLC

Order books or supplies for class

Through the CCC Online Bookstore

Students who purchase materials through the CCC Online Bookstore and ship their orders to campus can pick them up in Room 1005.

www.ccc.edu/bookstore

Get help with a personal or confidential issue or referral for services

Wellness Center // Room 2211 (Use elevator 6 only)

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.

www.ccc.edu/wellnesscenter

Get help from security or report a safety concern

Room 1316 A-F

www.ccc.edu/security

How are we doing?

President's Office // Room 3110 A-H

In every interaction with CCC staff, you are entitled to respectful, courteous and professional services. To report a customer service concern or compliment an employee, please visit

<http://ccc.custhelp.com/app/feedback>

