

CCAC is participating in the national Achieving the Dream initiative (ATD), which means that the faculty and staff are committed to assisting students with being academically successful. The dream catcher is the college's visible sign of participation in the ATD initiative. The dream catcher is a spider web, woven for the benefit of a particular person and carrying all the promise of the coming light each day.

CCAC Boyce Campus
595 Beatty Road
Monroeville, PA 15146
724.327.1327

CCAC Braddock Hills Center
250 Yost Boulevard
Braddock Hills, PA 15221
412.271.0201

College Nondiscrimination Policy

The college does not discriminate and prohibits discrimination against any individual based upon race, color, religion, national origin, ancestry or place of birth, sex, gender identity or expression, perceived gender identity, sexual orientation, disability, use of a service animal due to disability, marital status, familial status, genetic information, veteran status, age or other classification protected by applicable law in matters of admissions, employment, services or in the educational programs or activities that it operates.

Individuals with disabilities who are requesting accommodations should contact the Supportive Services for Students with Disabilities office at the campus that they will be attending. This publication is available in alternate formats. Questions may be addressed to the Civil Rights Compliance Officer.

Notifications of nondiscrimination and contact information can be found at ccac.edu/nondiscrimination.

This publication was created by the CCAC Public Relations & Marketing Department.
ATD UltPocketGuide Boyce-BKLT8-POD-JP-SLK-AUG15

ULTIMATE POCKET GUIDE TO STUDENT SERVICES

**Boyce
Campus
2015–2016**

**This guide is
provided by the
Achieving the
Dream initiative.**





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How do I select the right courses?

ACADEMIC ADVISING, Boyce Campus

S-561

724.325.6739

Academic Advising helps you to:

- select the right courses and get registered.
- interpret your student placement test scores.
- understand online learning (DVD/VCR and online) course requirements.
- develop a schedule of classes.
- research academic program requirements and selections.

Academic Advising is also available to:

- answer academic policy questions.
- assist with changing an academic major.
- assist with the graduation process.
- provide referrals to appropriate support services.

Talk with an advisor at any of the college's campuses or centers. Help is available year-round. Appointments are available on a walk-in basis or by scheduling an appointment online at webapps.ccac.edu/AppointmentCentral under "advising" on the drop-down menu.

Where do I buy books and other stuff?

BOOKSTORE, Boyce Campus

S-528

724.325.6612

The CCAC college bookstores offer you the ability to:

- purchase textbooks, supplies, snacks, software, CCAC clothing, nursing pins, caps and gowns, class rings and more.
- purchase discounted monthly PAT bus passes. Bring your current student ID—it is always required for purchase.
- take advantage of Textbook Buy Back days four times annually.
- order online—online book orders are delivered to you by FedEx.

Visit the bookstore at any of the four campuses or West Hills Center, or find more information at ccac.edu, search keyword “bookstore.”

What is a college center? Where are they located?

CCAC BRADDOCK HILLS CENTER

250 Yost Boulevard

Braddock Hills, PA 15221

412.271.0201

- Four centers located throughout Allegheny and Washington counties
- Credit and community education classes year-round
- Workforce training and Act 48 Training
- State-of-the-art instructional facilities
- Conveniently located near public transportation and communities
- Enrollment, advising and registration services onsite
- Take courses close to home

Visit any of CCAC's four centers or find more information at ccac.edu, search keywords “CCAC centers.”

Where are there computers that I can use?

COMPUTER LAB, Boyce Campus

S-588

412.237.8700 (ITS Service Desk)

The computer lab:

- verifies that you are a registered student with a photo ID.
- requires that you create a NetID (student network account).
- provides access to the Internet and creates a web-based student email account once you create a NetID.
- provides help from professional staff and student staff.
- provides answers to basic questions on software and programs.
- offers varying hours during the semester.
- is open year-round.

Visit the computer lab at any of the four campuses or find more information at ccac.edu, search keywords “*computer lab*.”

How can I find solutions? Your journey begins here.

COUNSELING CENTER, Boyce Campus

S-563

724.325.6657

The CCAC Counseling Center offers you a wide variety of services including transfer, career, personal and academic counseling.

- Located at each campus
- Staffed by professional counselors
- Offers placement tests and career interest tests
- Offers help with a wide range of academic and personal issues
- Assists with researching, defining and developing career choices and priorities for you
- Offers help to select courses appropriate for transferring to other institutions
- Offers individual confidential appointments
- Provides workshops, seminars, college fairs, resource libraries and Internet access

Visit the Counseling Center at any of the four campuses or find more information at ccac.edu, search keywords “*counseling services*.”

You said it costs WHAT?!?

FINANCIAL AID, Boyce Campus

S-565

724.325.6602

CCAC Financial Aid offices can help you to find:

- grants, scholarships, loans and work-study positions.
- professional help with applications.
- millions of dollars in public money and scholarships.
- answers to financial aid FAQs.
- downloadable forms and aid brochures.

Please note: student financial aid (loan and grant) refunds are released no earlier than the 30th calendar day of the fall and spring semesters.

To apply for Federal Financial Aid, complete your FAFSA at www.fafsa.ed.gov. CCAC Boyce Campus school code is E00563.

Visit the Financial Aid office at any of the four campuses or find more information at ccac.edu, search keywords “*financial aid*.”

Put it down—on Cybex, that is!

FITNESS CENTER, Boyce Campus

W-309

724.325.6678 or 724.325.6638

- Free to all CCAC students (must show current student ID card)
- Provides you access to a full range of fitness equipment and facilities
 - State-of-the-art facilities through the Lifetime Fitness Center offering the latest treadmills, elliptical trainers, bikes and steppers
 - Strength training in the weight room and free fitness assessments
 - Gymnasium
- Open year-round when classes are in session

Visit the physical education office at any of the four campuses or find more information at ccac.edu, search keyword “*fitness*.”

Where do I find help for employment?

JOB PLACEMENT & CAREER SERVICES, Boyce Campus

S-514

724.325.6771

CCAC Job Placement and Career Services assists you through a four-point path to success.

- Learn about occupations, employment, job outlooks and salaries.
- Build your resume, job search and interview skills.
- Gain valuable work experience through internships, co-ops, job shadowing experiences and on-campus work-study jobs.
- Find your place in the job market and get a full-time job in your field.

Take full advantage of collegecentral.com/ccac.

- Register and search for jobs.
- Submit your resume for online approval by one of the professional staff of Job Placement and Career Services.

Visit the Job Placement and Career Services office at any of the four campuses or find more information at ccac.edu, search keywords “*career services*.”

Welcome to the USA!

INTERNATIONAL STUDENTS, located on Allegheny Campus, serving all campuses

SSC-120

412.237.2629

The International Students office is home base for international students attending CCAC. The office:

- assists you with the challenges of studying and living in a new culture.
- explains all international admittance requirements and forms.
- provides verification of student status to US Citizenship and Immigration Services.
- issues I-20s and provides appropriate documentation to US Citizenship and Immigration Services.
- provides downloadable required enrollment forms.
- provides links for housing websites.
- provides information about transferring to CCAC from another college or university.
- provides ESL information to all students whose first language is not English.
- coordinates a Facebook page for international students.

Visit the International Students office located in Allegheny Campus Admissions or find more information at ccac.edu, search keywords “*international students*.”

You mean other sources exist besides the Web?

LIBRARY, Boyce Campus

N-403

724.325.6712

The Library offers you a wide variety of resources to enable studying and research by:

- linking all four campus libraries electronically.
- offering more than 250,000 books, 80 periodical titles and 20,000 audio/visual titles.
- providing electronic resources, AlleyCat and useful links for Internet assignments.
- offering online resources, EBSCOhost, Facts on File, Gale, etc. for business, education, literature, medicine, arts, sciences and social sciences.
- supplying access to interlibrary loans, customized services for Online Learning (formally known as Distance Learning).
- offering many quiet study areas and professional staff.

The Library is open year-round.

Visit the Library at any of the four campuses or the Library's website at ccac.edu/library.

Need some help?

PERKINS OFFICE, Boyce Campus

N-503

724.325.6685

Provides academic support to all students enrolled in Career and Technical Education (CTE) programs. Services include:

- student orientation.
- study groups.
- academic workshops.

Any CTE student who is struggling academically should stop in the Perkins office—appointments are not required. Visit your campus Perkins office or ccac.edu, search keyword “Perkins” for more information.

Where do I sign up?

REGISTRATION & ADVISEMENT, Boyce Campus

S-558

724.325.6674

CCAC's Registration and Advisement offices help you to register for any of the thousands of classes offered at CCAC every term.

- Guidance is necessary to enroll.
- In-person and online services (CCAC Central e-Services) are available.
- Mail and fax services can be used if needed.
- Residency requirements are verified.
- The Registration and Advisement offices can help you with a variety of needs:
 - Changing your course schedule
 - Dropping and adding classes
 - Transferring credits from other colleges and universities
 - Learning about academic calendars and deadlines
 - Learning about registration periods and payment dates
 - Pursuing cross-registration at other local colleges and universities
 - Completing graduation applications

Visit the Registration and Advisement desks at any of the four campuses or find more information by visiting ccac.edu/registration or emailing bo-registration@ccac.edu.

How do I pay?

STUDENT ACCOUNTS, Boyce Campus

S-572

724.325.6689

- Use VISA, MasterCard or Discover
- In person, use cash or debit card
- Pay online at CCAC Central e-Services
- Make all checks payable to CCAC
- Ask about tuition payment plans
- Learn about:
 - third-party sponsors and company checks
- Find student refund information
- Determine payment deadlines
- Settle outstanding accounts
- Find information about tuition and fees

Visit the Student Accounts office at any of the four campuses or find more information at ccac.edu, search keywords “*student accounts*.”

What else is there to do?

STUDENT LIFE, Boyce Campus

S-521

724.325.6622

Student Life provides you with access to the many activities available outside the classroom.

- Intercollegiate sports—fall and spring baseball, men’s basketball, women’s basketball, cross country, bowling and golf
- Art shows, musical acts, concerts and tickets to Pittsburgh attractions and local sporting events such as Pirates baseball
- Clubs and organizations with 24 on-campus groups
- Club meeting rooms, table tennis and daily intramurals and activities
- Student newspaper (*Boyce Collegian*): writers, reporters and cartoonists needed
- Recreational events: student/faculty basketball and softball, co-ed volleyball, indoor soccer, extramural men’s basketball, open gymnasium for free play, fitness center, fitness trail
- Fall and spring trips to local destinations free-of-charge to Boyce students. Travel by Boyce vans is provided.

Visit the Student Life office at any of the four campuses or find more information at ccac.edu, search keywords “*student life*.”

Are any special accommodations available?

SUPPORTIVE SERVICES, Boyce Campus

N-560

724.325.6604 (Voice)

724.325.6733 (TTY)

Fax: 724.325.6733 (FAX)

CCAC Supportive Services for Students with Disabilities offices offer services for individuals with documented disabilities. Reasonable accommodations are required under the Americans with Disabilities Act (ADA) and section 504 of the Rehabilitation Act. Services include:

- accessible facilities and parking.
- appropriate accommodations: extended time testing, note-taking assistance, American Sign Language interpreters, etc.
- assistive technology including: Kurzweil 3000, Dragon Naturally Speaking, Jaws, Zoom Text, TTYs, etc.
- alternate print formats.
- promoting Academic Success courses.
- grievance procedures for Individuals with Disabilities.

Visit the Supportive Services for Students with Disabilities office at any of the four campuses or find more information at ccac.edu, search keywords “*supportive services*.”

Stuck on a problem? Need some help?

TUTORING (LAC), Boyce Campus

N-504

724.325.6666 or 724.325.6729

- Offers free tutoring services at each campus
- Provides in-house tutoring of many subjects, study skills and writing skills
- Offers 10 hours of free online tutoring through SMARTHINKING at onlinetutoring.ccac.edu
- Supplies professional, courteous, step-by-step help
- Math Café—no appointment needed
Boyce Campus (N504)

Visit the Tutoring offices at any of the four campuses or find more information at ccac.edu, search keyword “*tutoring.*”

Drop-in Assistance Centers—no appointment needed

- Math Café
(N504)
- Learning Commons (reading and writing)
(N504)

Serving those who serve us

MILITARY & VETERANS SERVICES, located on Allegheny Campus (J-212), serving all campuses

Ph.: 412.237.6503 Fax: 412.237.2765

S-555 Boyce Campus representative, Ph.: 724.325.6617

veteransservices@ccac.edu

The CCAC Veterans Services Center serves as a confidential single point of contact for veterans at all CCAC campuses in identifying available services in southwestern Pennsylvania.

- Center of Excellence for Veteran Student Success and Health Career Grants
 - Facilitator, success coaches and support network
 - Health career grant-funded opportunities
- All chapters of the Veterans Administration GI Bill and CCAC offer educational benefits and services to veterans, military-connected students and in some cases spouses and dependents, including:
 - Multiple programs and initiatives granting degrees and certificates
 - Academic advising and counseling
 - Career counseling
 - Disability services
 - Financial aid
 - Educational and vocational training for people with disabilities
 - GI Bill navigation through application, processing and securing benefits
 - Work-study opportunities
 - Support services and tutoring

Visit the Veterans Services Center located on Allegheny Campus or find more information at ccac.edu, search keyword “*veterans.*”

What other services are available?

PITTSBURGH PROMISE SCHOLARS' INITIATIVE, located on Allegheny Campus, serving all campuses

L-404A
412.237.4601

Provides a full range of support services to students at all campuses and centers who are in the Pittsburgh Promise program. Visit the CCAC Pittsburgh Promise Initiative office or ccac.edu, search keywords "Pittsburgh promise" for more information.

STUDENT SUCCESS COACH, Boyce Campus

N-562
724.325.6817

Provides support services to students at all campuses and centers who are required to take *SDS 102 Academic and Personal Development*.

- Reviews students' goals for enrolling in college
- Explains college policies and procedures
- Monitors student attendance
- Refers students to tutoring and other services

What services are available online?

ONLINE SERVICES

Appointment Central: Make appointments on campus for specific services including advisement appointments.

Blackboard: Get useful information about your courses on the web. Join in online discussions and gain public access to important class documents.

CCAC Central: Current students can register and pay for classes, view grades and more.

Course Information & Search: Search for courses or download the CCAC catalog.

Online Dean: Contact the deans of Student Development with questions relating to more than 30 topics, such as student accounts, financial aid, graduation or career services.

Online Student Orientation: Become familiar with your campus, understand how to register for classes and learn about financial resources and many other services.

Online Tutoring: Take advantage of CCAC's online tutoring services, including live chat rooms and conference sessions, message boards and more.

Student Portal: Access important account information and online tools for managing your academic career.

Who do I call if I need help on campus?

BOYCE CAMPUS EMERGENCY INFORMATION

Police Fire EMS

9-911

After calling 911 be sure to notify security of the incident and location

Security

724.325.6653 (8:00 a.m. to 7:00 p.m.)

412.298.1368 (7:00 p.m. to 11:00 p.m.)

Switchboard

412.371.8651 or 724.327.1327

Lost & Found

724.325.6653 (Security)

Severe Weather Hotline

412.237.4520

ccac.edu

twitter.com/CCACAlerts

If you do not have a Twitter account, text “**follow CCACAlerts**” to 40404.

INCIDENT REPORTING, serving all campuses

ccac.edu/incident

Report any incidents of concern to you or your fellow students, including any disturbing, aggressive or inappropriate student behavior.

Where can I find a quiet place to study?

BOYCE CAMPUS STUDY AREAS

Library, Rooms N-403 and N-406

Student Union, Room S-535

South Wing Level 6