

Career Planning

Students have several resources to aid in their career planning.

- The Student Success Center can help guide students to useful online programs to help students make career choices. Students will find the center's counselors helpful guides to locate resources that help develop resumés, interview skills, and job search strategies.
- The Office of Work-Based Learning posts temporary and full-time job announcements and helps students identify and complete cooperative education learning work assignments so students sharpen their work skills and develop a stronger resumé of job-relevant experiences.
- Academic advisors are a supportive resource for identifying career options. Advisors also guide students in the selection of courses and other learning experiences that will result in the learning needed to meet college and career goals.
- The Title III sponsored Career and Transfer Office provides innovative support and activities to help students plan their academic and professional careers.

The Career Web site, northwestcollege.edu/careers, walks students through the career exploration process, and provides resources to help students plan their educations and secure jobs. The site also provides Northwest College students free access to FOCUS, a highly-rated, interactive, career exploration tool.

Open Door

You've got questions? We've got answers! The Open Door Office is a referral center designed to connect Northwest College students with individuals, facilities, and services available to help them succeed in their educational efforts including career opportunities and transfer assistance. Visit the Web site northwestcollege.edu/services/opendoor.

Academic Advising

Degree-seeking students at Northwest are assigned academic advisors. The advisor is usually a professor in the student's indicated area of interest. Students may change their degree program or advisor at any time by completing a change of advisor/program form from Enrollment Services or the Academic Affairs Office (if changing only their advisor).

THE MISSION OF ACADEMIC ADVISING AT NORTHWEST COLLEGE

The goal of Academic Advising at Northwest College is to make appropriate interpersonal connections so that students are provided with advice, information, and referrals to services that will help them determine and reach their educational and career goals in the most effective way.

The Academic Advisor provides information and advice about:

- general education and program specific requirements;
- institutional services and policies of which students should be aware;
- transfer issues; and
- career choices.

Northwest College encourages students to be academically informed and self-sufficient. The final responsibility for academic success lies with the student.

Student Success Programs

The goal of the Student Success Center is to provide support services to students so they can persist in their education. Those support services and programs are described below.

ADULT (NONTRADITIONAL) STUDENT SERVICES

The Student Success Center has trained personnel to assist non-traditional students. The office provides support and counseling for adult students who are 23 or older; who are single, married, divorced or widowed, with or without children. Trapper ACES is a Student Government Association approved club for non-traditional students.

CAREER DEVELOPMENT AND INFORMATION

The Student Success Center has access to career and college information. Career counseling and testing are available to students needing help in making career decisions. Educational assistance is available to students wanting help planning curricular paths compatible with the institutions to which they plan to transfer. Appointments are available.

COUNSELING

Northwest College offers personal counseling in a professional and confidential atmosphere to students desiring it. Counselors strive to assist students in dealing with the sometimes stressful college environment, foster awareness of personal strengths and interests, and encourage students to take full advantage of the opportunities for academic and personal growth. Counseling is available by appointment.

DISABILITIES SUPPORT SERVICES FOR STUDENTS

A variety of services and resources are available for students who qualify under Section 504 of the Rehabilitation Act of 1973 and The Americans with Disabilities Act. Any student enrolled at Northwest College who has a documented disability is eligible for assistance through the Student Success Center. NWC encourages individuals with disabilities to meet with the Disability Support Services Coordinator in the Student Success Center for confidential assistance. Appointments are available.

TUTORING

The Student Success Center offers peer tutoring in many academic areas for students. Recruited from the student body and recommended by the academic departments, the peer tutors represent both academic excellence and service to others. Tutoring services are free, and all NWC students are welcome to inquire about group or individualized tutoring. Appointments are available.

HEALTH SERVICES

Northwest's on-campus health service is available to students enrolled in six or more credits on campus. The health service is staffed by a physician's assistant who provides routine medical care, laboratory testing, immunizations, care for sport injuries, and referrals. The cost of providing health service is partially covered by fixed fees. There are minimal charges for some services. Medications and physician or hospital charges are the responsibility of the student.

The campus is located six blocks from the hospital and is within easy access of medical clinics and offices. Students under 18 years of age must have an Emergency Treatment Form signed by a parent or guardian and placed on file at the Powell Hospital.

INTERNATIONAL STUDENT SERVICES

The Student Success Center provides support to all international students, providing assistance and referrals on immigration matters, coordination of campus and community services, and assistance with academic and personal concerns. Study abroad information for all students is also available.

MINORITY STUDENT SERVICES

The Student Success Center provides support to all minority students. Some of the services provided are academic advising, study groups, scholarship information, cultural activities, and student clubs.

TRANSFER ASSISTANCE

Northwest graduates transfer to four-year colleges and universities throughout the country.

A valuable resource to help students plan their transfer to a four-year college or university is the college's Transfer Web site (northwestcollege.edu/transfer). This site provides students with specific transfer school information regarding course equivalency, cost, institutional requirements, dual enrollment, and the transfer process as well as a link to catalogs for virtually all institutions of higher learning. Students should also get a copy of the transfer brochure or other additional information at the Open Door Office located in the Orendorff Building.

Students are also encouraged to work closely with their academic advisors and the Title III transfer and career office to select a transfer institution and to make the most appropriate course selections.

Application and scholarship information for many common transfer sites is available in the Student Success Center.

PROJECT SUCCEED

Project Succeed helps eligible students position themselves for success and pursue excellence through graduation or transfer to a four-year college. The staff help students:

- develop learning and study strategies,
- explore career options,
- plan education and career paths,
- transfer to another college,
- connect with college and community resources, and
- develop skills needed to secure and manage money for college.

Program services include individual appointments, workshops, referrals, and access to cultural events and equipment.

An eligible student is a U.S. citizen or permanent resident who is attending Northwest College as a degree-seeking student and meets at least one of these three criteria: first generation student (neither parent has a four-year or bachelor's degree), low income, or documented disability.

Students who wish to be a participant should request an application in the Project Succeed Office, located in the lower level of Colter Hall. Students can also access an application on the college Web site at northwestcollege.edu/projectsucceed.

Project Succeed is a Student Support Services TRiO program funded by the U.S. Department of Education at \$235,072 annually.

Hinckley Library

The staff of the John Taggart Hinckley Library provides information, resources and services designed to support curricular and personal information needs of members of the College community. When classes are in session, library services are available seven days a week.

Students find most information they seek for course assignments in the library collection. In addition to over 57,000 volumes and 600 films on video and DVD, the collection includes nearly 400

journals, magazines, and newspaper titles and a growing music CD collection. The library also provides federal and state government documents.

In addition, the library makes available an excellent collection of online full-text databases, giving students access to thousands of magazine and journal articles. Because the library is a member of the WYLD Library Consortium, students have access to holdings of other Wyoming libraries and databases provided through the Wyoming State Library.

The library provides facilities for using personal computers, viewing videocassettes and DVDs, and listening to compact discs and audiocassettes. The library building has wireless access to the campus computing network, while at the same time providing students with spaces for collaborative work and individual reflection and reading.

The library staff helps students become skilled at using the full range of information resources and services. In addition to helping individuals identify and locate desired information, librarians offer group instruction to students as they start to research topics for course assignments.

Computing Services

Computers for student use are accessible from many locations across the campus. Students automatically have an account on campus with 20 megabytes of space. Through the network, students have access to both on-campus resources and off-campus Internet resources including electronic mail and Web browsing.

Northwest supports 27 labs strategically located throughout the campus. Additional computer labs are available at the Cody and Worland Centers. These labs are utilized for scheduled classes and open hours for students. Each residence hall also has a lab with two to four computers available 24 hours a day. Residence rooms are currently wired for Internet access. Wireless services is available in all residence hall lounges. Wireless service is not available in rooms. The student center, library, and

academic buildings have wireless access.

The Northwest College Web site address is *northwestcollege.edu*.

Job Placement Services

Many students enrolled at Northwest are employed on a full- or part-time basis, both on and off campus. The Office of Work-Based Learning assists students in finding employment while attending college.

The following services are available to Northwest College students:

- vacancy notices for temporary, part-time, and full-time employment, and
- lists of potential employers.

The Wyoming Job Service operates a branch office in the Nursing Building. This office provides local, state and national job openings information as well as workshops to help students strengthen their job-search skills.

College Bookstore

A full-service bookstore provides books and class materials required for courses taught at the College. Complete lists of textbook and special project requirements are maintained. The bookstore also handles a wide assortment of sundries, special interest items, and books by local authors.

Transcripts

Students must submit written requests for official transcripts of Northwest College work to the Registrar in Enrollment Services. You may also request an official copy of your transcript online at *northwest.college.edu/transcripts*. The College does not charge a fee for this service. The College reserves the right to withhold transcripts from students who have not met their financial obligations at the institution. Appeals to this policy shall be made to the College Grievance Officer.

Veterans

For veteran educational benefit information, contact the Registrar in Enrollment Services. Veterans who wish to use their G.I. Bill educational benefits must complete an application for veterans' benefits 60 days prior to enrollment to ensure payment the first month of the semester. Application may be made online at *vba.va.gov* or paper applications are available in the Registrar's Office. Continuing veterans must contact the Registrar when registering for classes to ensure timely certification.