

Career Planning

Students have several resources to aid in their career planning.

- The Student Success Office has a career library plus useful computer programs to help students make career choices. Students will find the center's counselors helpful guides as students develop résumés, interview skills, and job search strategies.
- The Cooperative Education Office posts temporary and full-time job announcements. The Director of the program helps students identify and complete cooperative education learning work assignments so students sharpen their work skills and develop a stronger résumé 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.

Student Success Programs

Many students, because of experience or academic background, require assistance during their academic career.

The Student Success Office provides support services to students as described below.

ACADEMIC ADVISING

Degree seeking students at Northwest are assigned academic advisors. The advisor is usually a professor in the student's indicated area of specialization. Those students who have not chosen a field of study are assigned to Student Success Office staff or faculty members. Students may change from one academic advisor to another, and/or change their degree specialization by requesting and completing a change of advisor/specialization form from Enrollment Services.

Establishing a productive student/advisor relationship is vital to each student's success. Advisors provide information and recommendations about appropriate courses needed to meet students' academic goals and act as resource and referral agents for other campus services. The Student Handbook has more information about how to prepare to meet with an advisor.

ADULT (NONTRADITIONAL) STUDENT SERVICES

The Student Success Office has trained personnel to assist adult students. The office provides support and personal and group counseling for adult students. Evening appointments can be arranged.

CAREER DEVELOPMENT AND INFORMATION

The Student Success Office provides a complete listing of career and college information. Career counseling and testing are available to any student needing help in making career decisions. Educational assistance is available to students wanting help planning curricular paths to the institutions to which they plan to transfer. The office maintains a library of college catalogs from all over the United States. Day or evening appointments are available.

COUNSELING

Northwest College offers personal counseling in a professional and confidential atmosphere to any student desiring it. Counselors strive to assist students to deal with the sometimes stressful college environment, foster awareness of personal strengths and interests, and encourage them to take full advantage of the opportunities for academic and personal growth. Both individual and group counseling are available.

DISABILITIES ACCOMMODATIONS

Services are provided 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 physical disability or learning disability is eligible for assistance through the Student Success Office.

FREE TUTORING

Free tutoring is available for all classes. The Student Success Office also provides services and accommodations for students with disabilities.

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, 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 Office provides support to all minority students, providing assistance and referrals on immigration matters, coordination of campus and community services, and assistance with academic and personal concerns.

MINORITY STUDENT SERVICES

The Student Success Office provides support to all minority students. Some of the services provided are academic advising, study groups, scholarship information, cultural activities, and student clubs. A study room equipped with a computer, telephone, and small library is available. Information about college resources and opportunities are available.

TRANSFER ASSISTANCE

Many Northwest graduates transfer to four-year colleges and universities throughout the country. Some applications and scholarship information are available in the Student Success Office. Staff will help students understand and plan curricular paths compatible with the institution to which they plan to transfer.

Hinckley Library

Hinckley Library, situated at the center of Northwest's campus, is open seven days per week throughout the academic year. The library is closed during college breaks.

Hinckley Library houses a collection of approximately 37,000 volumes and 52,000 pieces of microform. The library subscribes to over 400 periodical titles. The library is a depository for government documents. The library provides facilities for using the following: personal computers, tapes, microfilm, video

cassettes, CDs, phonograph records, photocopy service, and typewriters.

The library is a member of the Wyoming Libraries Database (WYLD). An online catalog and a fully automated circulation system access Northwest College holdings as well as holdings from throughout the state. WYLD also offers additional indexes with some full text articles. Other online sources give access to additional library catalogs and other databases.

Hinckley Library serves all Northwest students, staff, and faculty, in addition to area residents. The library handles over 900 interlibrary loan requests each year. Staff also answer reference questions, give library tours, and assist patrons in locating materials and data.

Computer Services

Computers for student use are accessible from many locations across the campus using a Novell network. Students automatically have an account on campus with five 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 21 labs strategically located throughout the campus. These labs are utilized for scheduled classes and open hours for students. Each residence hall also has a lab with one to three computers available 24 hours a day at the discretion of the residence hall director.

The Northwest College Web site address is www.northwestcollege.org

Job Placement Services

Many students enrolled at Northwest are employed on a full- or part-time basis, both on and off campus. The Cooperative Education Office 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.

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 and special interest items.

Transcripts

Students must submit written requests for official transcripts of Northwest College work to the Registrar in Enrollment Services. Transcripts are \$1 each. 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

Information regarding VA certification can be obtained from the Registrar. The Registrar is the liaison between the student and the Veterans' Administration.