

## Career Planning

Students have several resources to aid in their career planning.

- The Student Success Center 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 resumés, interview skills, and job search strategies.
- The Office of Work-Based Learning 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 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 Career Web site, [www.northwestcollege.edu/Careers](http://www.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.

## 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. Students may change their degree specialization or advisor at any time by completing a change of advisor/specialization 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 Programs is to provide support services to students so they can persist in their education. Those support services 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. Appointments can be arranged.

### CAREER DEVELOPMENT AND INFORMATION

The Student Success Center provides a listing of 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. The office maintains a library of college catalogs for many colleges. 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.

### **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.

### **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**

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

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

An additional resource to help students plan their transfer to a four-year college or university is the college's Transfer Web site ([www.northwestcollege.edu/Transfer](http://www.northwestcollege.edu/Transfer)). This site provides students with specific transfer school information regarding course equivalency, cost, institutional requirements, dual enrollment, and the transfer process

## **Project Succeed**

Project Succeed helps eligible students overcome barriers, pursue excellence and graduate from college. Project Succeed's services are delivered by professional staff, faculty, partners and mentors who help students

- understand different learning styles and strategies
- master a set of academic skills
- plan for the completion of a degree.
- transfer to another college or university
- explore career options
- manage money
- and connect with college and community resources.

Services are delivered through individualized consultations, cultural events, college tours, workshops and referrals.

Students eligible to participate in Project Succeed must be pursuing a degree at Northwest College and meet at least one of the following criteria: be a first generation college student (your parents or guardians have not earned a four-year college degree); be low income; or be an individual with a documented disability.

If you qualify and want to be part of Project Succeed, please complete an application. Applications are available at the project's office located in the lower level of Colter Hall.

Project Succeed is in the Student Support Services branch of the TRiO program. It is 100% funded by the U.S. Department of Education at an annual cost of \$235,072.

## **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, the 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 550 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 at the discretion of the residence hall director. Residence rooms are currently wired for Internet access. Wireless service is not available in rooms. However, the student center, library, and many academic buildings have wireless access.

The Northwest College Web site address is [www.northwestcollege.edu](http://www.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 Workforce Alliance Center. 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 <https://www.northwest.college.edu/Datatel/Transrequest>. 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](http://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.