

Career Planning

Northwest offers a variety of resources to help students with career planning, and the best place to start is the Career and Transfer Office, sponsored by Title III. This office provides innovative support and activities to help students plan their academic and professional careers. It also makes referrals to other on- and off-campus resources. Get more information online at northwestcollege.edu/careers.

Academic Advising

Degree-seeking students are assigned an academic advisor who is usually a professor in the student's area of study.

THE MISSION

The mission 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. Get more information online at northwestcollege.edu/academics.

Student Success Programs

The Student Success Center provides students a wide variety of support services and referrals to other campus resources so they can persist in meeting their educational and career goals.

Get more information about the following services online at northwestcollege.edu/services.

- support and counseling for **adult (nontraditional) students** age 23 or older,

- **career development** counseling and testing,
- short term **personal counseling** by appointment,
- **disabilities support services** for students who qualify under Section 504 of the Rehabilitation Act of 1973 and The Americans with Disabilities Act.
- free **peer tutoring** in most academic areas,
- **health services** delivered by a physician's assistant to students enrolled in six or more credits,
- **international student** services,
- **minority student** services,
- **transfer assistance** services, and
- **Project Succeed** which helps eligible students to position themselves for success and to pursue excellence in college through graduation or transfer. This Student Support Services TRiO program is grant-funded by the U.S. Department of Education. Get more information about eligibility requirements and program services online at northwestcollege.edu/projectsucceed.

Hinckley Library

The staff of the John Taggart Hinckley Library provides information, resources, and services designed to support curricular and personal information needs of students and other members of the college community. Resources include:

- 53,200 books,
- 350 periodicals,
- a growing collection of audiovisual materials,
- access on and off campus to more than 65 online databases and thousands of electronic periodicals, and
- access to holdings of 90 other libraries throughout Wyoming.

When classes are in session, library services are available seven days a week. Get more information online at northwestcollege.edu/library.

Computing Services

Computers for student use are accessible throughout the main campus and at college facilities off campus. Registered students automatically get an account through which they access campus

and other resources such as WebAdvisor, e-mail, and the Internet. Wireless service is widely available on campus and in residence hall lounges. Get more information online at northwestcollege.edu/it.

Job Placement Services

Current students seeking employment opportunities should see Employment on page 12.

Students and alumni may use the following NWC support services:

- many faculty advisors assist in placing students in positions across the country. Students should make connections with their advisors prior to leaving campus. After graduation, contact advisors through the online campus directory at northwestcollege.edu/directory,
- see page 12 to learn about the Powell Workforce Center and Wyoming Workforce Services for help identifying jobs available in Wyoming and across the country,
- E-Portfolio, an online portfolio program available to students and alumni at no cost for two years, and
- explore the college's career Web site at northwestcollege.edu/careers for helpful information.

Powell Workforce Center

This center is on campus and part of the Wyoming Department of Workforce Services. See page 12 for more information.

College Bookstore

Northwest's full-service bookstore provides books and class materials required for NWC courses. Complete lists of textbook and special project requirements are maintained. A wide assortment of sundries, special interest items, and books by local authors are also available. Get more information online at northwestcollege.edu/services.

Transcripts

Students may obtain free copies of their official transcripts by completing a Transcript Request Form in the Registrar's Office or online at northwestcollege.edu/transcripts. The college reserves the right to withhold transcripts from students who have not met financial or other institutional obligations. Appeals to this policy are made to the Grievance Officer.

Degree Audits

A degree audit document shows students what courses they have completed and what courses they may still need to take to complete their degree. It can also show all the requirements needed to complete a second or different degree. Get more information about obtaining an unofficial degree audit or requesting an official degree audit online at northwestcollege.edu/register/audits.