

# **WELCOME to BHC QC**

## **SELF-GUIDED CAMPUS TOUR**

This tour is designed to provide you with an overview of the different buildings, offices, classrooms, and services on campus. Please make yourself at home and feel free to ask questions of our staff, students, and faculty.

### **1<sup>st</sup> Stop**

#### **Building 1**

##### **Financial Aid Office**

The Black Hawk College Financial Aid Office administers and coordinates funds from federal, state, college and private sources

- Financial Aid consists of
  - Scholarships and grants (money awarded for which no repayment is required)
  - Self-help in the form of loans (money to be repaid after the termination of study)
  - Work Study Employment (on-campus jobs during the academic year)
- **Office Hours** Monday & Tuesday (7:30am - 6pm)  
Wednesday - Friday (7:30am – 5pm)

##### **Enrollment Services/Bursar Office**

Enrollment Services/Bursar Office offers a wide variety of services involving student records, registration, and payments. Just a few of the services offered include:

- Register for classes
- Add/drop classes
- Pay bills/sign up for deferred payment (allows student to pay in 3 installments with a \$25.00 fee)
- Request transcripts to be sent to other schools
- Have transcripts from other schools evaluated
- Apply for graduation
- **Office Hours** Monday & Tuesday (7:30am - 6pm)  
Wednesday - Friday (7:30am – 5pm)

##### **Disability Services**

- Students with disabilities may use a variety of accommodation services intended to reduce the effects that a disability may have on their performance in a traditional classroom setting. Students request services by contacting the Disability Services Coordinator, Susan Sacco, at [saccos@bhc.edu](mailto:saccos@bhc.edu) or (309)796-5900. Examples of accommodations include, but are not limited to:
  - Testing
  - Note Takers
  - Books on Alternative Format
  - Equipment Loan
  - Assistive Technology
  - Sign Language Interpreters

## 2<sup>nd</sup> Stop

### Academic Advising, Transfer Center, and Counseling

The Academic Advising Department and Transfer Center assists students in choosing a major or program of study, scheduling appropriate classes, and preparing for successful transfer to a 4 year university. The Counseling Department is available to provide personal and career counseling, as well as offer advice and tools to help students deal with things like time management, study skills, and test anxiety.

- Students are strongly encouraged to meet with their academic advisor each semester. Frequent advisor contact will help ensure that students have current academic information and are making adequate progress toward educational goals. Advisors offer assistance to both currently enrolled and prospective students on a year-round basis.
- The Transfer Center provides information on various universities, hosts college fairs and State University Transfer day, and provides general assistance with transfer issues.
- Counselors are available during regular office hours and by appointment.
- **Office Hours** are Monday through Thursday 7:30am-6pm and Friday 7:30am-5pm

## 3<sup>rd</sup> Stop

### Lower Level

#### **1. Independent Learning Center**

- Computer Labs
- Testing Room
- Study Unlimited/Online courses

#### **2. Student Support Services – Tutoring**

- Tutoring is available free of charge to BHC students
- **Office hours** are 8-5, M-F (check at beginning of semester for tutoring hours)
- **Trio Program** – for eligible participants, offers numerous services

#### **3. Career Services**

- **Office hours** are 8-6, MT, 8-5, W TH, 9-4 F
- Career decision-making assistance
- Job assistance – resume, job resources, local opportunities

#### **4. International Student/ESL Office**

- The English as a Second Language Program at BHC has given comprehensive English language instruction in listening/speaking, reading, writing, and grammar for over 17 years
- Serves students from over 65 different countries

## 4<sup>th</sup> Stop

### Upper Level Library

- A great place to study and prepare for class. Many reference materials and databases for research are available.
- Helpful and knowledgeable staff can assist in your search for resources.

## **5<sup>th</sup> Stop**

### **3rd and 4<sup>th</sup> Floors**

#### **Floor #3**

Classrooms: Accounting, Computer Science, Business-related classes

Auditorium

Faculty Offices

#### **Floor # 4**

Classrooms: English, psychology, sociology, history

Faculty Offices

## **6<sup>th</sup> Stop**

### **Building 2**

#### **Floor #1**

Classrooms and Labs: Engineering Technology, Sustainable Energy, CAD-CAM

Distance Learning Classrooms

Faculty Offices

#### **Floor #2**

Classrooms and Labs: Biology, Chemistry, Physics, Geography, Geology, Astronomy

Faculty Offices

## **7<sup>th</sup> Stop**

### **Heading to Building Four:**

Looking out the windows gives you a good view of our beautiful campus. Many students and community members walk, jog, and walk their dogs on the roads, cross country trails, and nature trail available.

### **Building 4**

#### **Lower Level**

Classrooms and Studios: Music, Choir, Band, Private Lessons, Art, Photography

Faculty Offices

Student Life Office – Responsible for activities and clubs

The Chieftain Office – School Newspaper

SGA Office – Student Government Association

#### **Upper Level**

“The Hawk’s Nest”

Subway Restaurant

Student Lounge

Lecture Rooms

## 8<sup>th</sup> Stop

### **Bookstore**

- Bookstore is open extended hours at the beginning of each semester to assist you with all your textbook and school supply needs.
- Financial Aid can be accessed at the Quad Cities Campus bookstore one week prior to the start of the semester through the second week of classes. Please stop at the financial aid table located right outside of the bookstore to receive your voucher before getting your books and supplies.
- **Bring your Student ID and Class Schedule** to ensure that you purchase the correct textbooks for your courses. The course names, course numbers and section numbers that appear on your schedule are needed to find your textbooks.

## 9<sup>th</sup> Stop

### **Building 3**

#### **3<sup>rd</sup> Floor**

Gymnasium

Classrooms: Athletics, Math, Speech, Nursing and Health Sciences

BHC Police Department – parking tags, student ID cards, emergency notification system, and security/safety issues

#### **2<sup>nd</sup> Floor**

Swimming Pool – Can take classes or use the pool for lap swim and water aerobics

Classrooms

#### **Lower Level**

Indoor track

Fitness Center – open to all BHC students – can take classes, too

Lower Level Gymnasium

Classrooms: Physical Therapy Assisting, Massage Therapy

**THANK YOU FOR TOURING BHC QC!  
WE HOPE YOU ENJOYED YOUR SELF-GUIDED CAMPUS  
TOUR!**

If you have further questions, feel free to contact us via our website [www.bhc.edu](http://www.bhc.edu) or by phone at 309-796-5000.