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.

1st 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 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
2nd 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

3rd 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

4th 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.
5th Stop

3rd and 4th Floors

Floor #3
Classrooms: Accounting, Computer Science, Business-related classes
Auditorium
Faculty Offices

Floor #4
Classrooms: English, psychology, sociology, history
Faculty Offices

6th 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

7th 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
8th 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.

9th Stop

Building 3
3rd 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

2nd 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 or by phone at 309-796-5000.