

# STUDENT SUPPORT SERVICES

Academic Advising and Counseling

Career Planning and Employment Services

Disability Services

Bookstores

Learning Resource Centers

Libraries

The Mentor Program

Childcare Services

# Student Support Services

## Academic Advisement and Counseling

Academic Advisors and Counselors are available on each campus/center to instruct and counsel students in the following areas:

- Educational and Career planning.
- Choosing appropriate courses for desired major.
- Utilizing self-advising resources/tools.
- Coaching on strategies that promote academic success, such as study skills, time management, test anxiety, decision-making and communication skills.
- Preparation for university transfer or the world of work.
- Referrals to outside agencies for issues such as substance abuse, AIDS awareness, interpersonal relationships and crisis counseling.

For further information and support, students may contact our Advisors and Counselors:

A. Hugh Adams Central Campus	(954) 201-6528
North Campus	(954) 201-2305
Judson A. Samuels South Campus	(954) 201-8875
Willis Holcombe Downtown Center	(954) 201-7491
Pines Center	(954) 201-3601

**NOTE:** All first-time-in-college degree-seeking students are required to meet with an Advisor or Counselor during their first semester for advisement and educational planning.

Students must learn to use the online self-help advising tools, degree audit, search for open classes, and registration system.

## Career Planning and Employment Services

Career planning and employment services are available to all students and alumni of Broward Community College. A variety of services are available to assist you in making career decisions, setting career goals, and preparing for a job. Students are encouraged to do the following:

- Take self-assessments to generate a list of prospective occupations that match your preferred work activities, interests, personality preferences, values, skills and life goals.
- Use computerized career information systems and print materials to evaluate various careers, working conditions, salary levels, and employment outlook.
- Research career options that match your major.
- Make an appointment for individual career counseling, including educational planning and/or job-seeking assistance.
- Examine university catalogs or access online information and counseling manuals for transfer requirements about the programs you may wish to pursue.

- Access national educational directories and career libraries.
- Access full or part-time job listings and internships posted through your campus' Career Center
- Access student work-study jobs and jobs at posted on the Broward Community College's website.
- Learn about on-campus employer recruitments.
- Obtain assistance for resume and cover letter writing strategies.
- Develop successful job interviewing skills.
- Consider taking the SLS 1301 Career Planning course.

You may visit the Career and Employment Services Office at the campus location of your choice.

- A. Hugh Adams Central Campus  
Building 19, Room 116 (954) 201-6612
- North Campus  
Building 46, Room 238 (954) 201-2272
- Judson A. Samuels South Campus  
Building 68, Room 100 (954) 201-8865
- Willis Holcombe Downtown Center  
Building 33, Room 117 (954) 201-7491
- Pines Center Room 107 (954) 201-3601

## Disability Services

Broward Community College seeks to comply with all relevant laws enacted at every level of government to provide access to students with special needs. Students with documented disabilities are assured participation in all College activities and services. Individuals who plan to attend Broward Community College should contact the Disability Services Specialist on their campus. Each student will be provided with appropriate accommodations based on his/her documented disability, individual needs, and College policy.

Some of the services available are adaptive technology, specialized testing, sign language interpreters, real-time captioners, readers, scribes, and note-takers. Students receiving assistance from Vocational Rehabilitation or the Division of Blind Services are required to apply for financial assistance at Broward Community College. For further information, call (954) 201-7545.

## Bookstores

The Broward Community College Bookstores are owned and operated by the College and function as a service to the students, faculty, administration and staff. The bookstores offer a complete line of textbooks, both new and used, and a large selection of trade and reference books. We also have an extensive assortment of art supplies, gift items, college rings, clothing, uniforms, dictionaries,

reference books, backpacks, software, calculators, notebooks, writing tools, diploma frames, decals, cell phones, beepers, and a whole lot more. Services also include special orders for books and software not normally carried as basic stock, and buy-back of used college books. Prices are established according to the national standard typically found at other colleges and universities. The bookstore accepts Visa, Master Card, Amex & Discover credit cards. Textbooks can be ordered online at [www.broward.edu/bookstore](http://www.broward.edu/bookstore). Bookstore hours of operations are posted on our website.

A. Hugh Adams Central Campus, Building 19	(954) 201-6830
North Campus, Building 46	(954) 201-2224
Judson A. Samuels South Campus Building 67	(954) 201-8805
Willis Holcombe Downtown Center FAU Tower	(954) 762-5204
Pines Center, Building 101	(954) 201-3604

### **Learning Resource Centers**

The overall goal of the Learning Resource Center on each of the campuses is to provide faculty and students with access to up-to-date instructional and support services in both the classroom and learning laboratories. BCC Student ID Cards validated for the current term are required at each BCC LRC.

### **Learning Labs**

The Learning Labs exist to help students succeed in their courses. Each campus/center has a discipline lab for English/ESL, Math, Modern Foreign Languages and Reading. These labs assist students with both college-prep and college level courses.

### **Tutoring**

Tutoring services are available for several disciplines. Interested students are advised to contact the Learning Resource Center on each campus for tutoring details.

Each of the Learning Resource Centers also maintains a hands-on self-study area for Anatomy and Physiology review. Models and study materials are available for individuals or small groups.

In addition, open computer labs with direct Internet access are available to students on each of the campuses/centers for both research and homework needs.

### **Classroom Support**

Another function of the learning resource center is to support quality instruction by providing computer/audio visual equipment and materials to the campus classrooms. Each campus maintains an extensive library of video and other instructional materials to enhance classroom instruction. Specific information regarding availability and scheduling procedures for the use of classroom materials and

equipment may be obtained by contacting the campus Learning Resource Centers.

A. Hugh Adams Central Campus Building 17	(954) 201-6660
North Campus, Building 62	(954) 201-2260
Judson A. Samuels South Campus, Building 72	(954) 201-8909
Pines Center, Building 101	(954) 201-7595
Willis Holcombe Downtown Center HEC Rm. 430	(954) 201-7595

### **Libraries**

The library on each of the College's campuses is a joint-use facility. Consequently, policies, procedures, and hours of operation differ slightly from one location to another

On the A. Hugh Adams Central Campus, the University/College Library is located in building 17. This is a joint library of A. Hugh Adams Central Campus and Florida Atlantic University. The goal of the library is to provide academic support programs of study and to create a stimulating environment that will encourage academic achievement. Students may use LINCC, the electronic catalog, and databases available in-house and through other automated systems to facilitate research. All resources are accessed through the University/College web page.

Students on the College's North and Judson A. Samuels South Campuses are also served by joint-use facilities. The College and the Broward County Public Library System jointly operate these libraries. On North Campus, the joint BCC/Broward County Library is located in building 62, and on the Judson A. Samuels South Campus, the joint BCC/Broward County Library is located in building 72. Both of these facilities have access to the county's electronic catalog which permits the user to search all the holdings in the entire Broward County Library System as well as a large assortment of electronic databases. Research using the catalog and electronic databases is available at each library location, as well as through the College's web page.

Students who attend the Willis Holcombe Downtown Center or the Pines Center are served by a Broward County Library, which is located nearby.

### **Library Cards**

BCC students are eligible to use all campus libraries. However, due to their particular partnerships, different library cards are required on the campuses to check out materials. Students must have a BCC identification card in order to access materials from the University/College Library on the A. Hugh Adams Central Campus. Students at the North and Judson A. Samuels South Campuses and the Willis Holcombe Downtown Center and the Pine Centers must have a Broward County library card. Since each location is unique, materials that have been checked out must be returned to the campus from which the material was borrowed.

