

to the student during the semester. All requests for refunds are initiated at the Student Services & Administration Building by dropping or withdrawing from classes on or before the due date within the current semester.

## Students with Disabilities

Students with disabilities can be provided with reasonable academic accommodations to pursue their academic/career and technical education goals. Students with disabilities who are in need of academic accommodations should register with the Office of Accommodative Services, located on the 1<sup>st</sup> floor of the Student Services & Administration Building (Bldg. 2000), room 2138 or 2139.

## Tutoring Services

Guam Community College provides tutoring services for students in an effort to help them meet their educational objectives. These services are available on a first-come, first-served basis. The focus of these services centers primarily on English and Math skills. Additionally, tutoring services are also provided by AmeriCorps Volunteers. These volunteers can assist students in a variety of subjects including study skills and test taking strategies.

## Student Life Information and Services

### Alumni Relations

The objective of the Alumni Relations office is to promote the interest and welfare of Guam Community College and its alumni. The office seeks to inspire, develop, and maintain the interest of the alumni in the College; to help alumni keep alive, the friendships, associations, and interests they formed as students at GCC; to foster giving to GCC; and to maintain close cooperation among alumni, officers of the College, the Board of Trustees, and the Board of Governors. Additionally the office strives to establish a medium through which the alumni may support and advance the cause of higher education by the College.

### Bookstore

The Bookstore is located between Building 100 and 200 and is open Monday through Thursday from 1:00 p.m. to 5:00 p.m. During registration and for two weeks at the start of a semester, the Bookstore extends its hours of operation which includes being open on Saturday mornings. Extended hours of operation are posted at the Bookstore, 735-5545.

### Career Counseling

Information, materials, and counselor assistance are available to students who need help in career educational planning and to learn about their interests, abilities, goals and values. Computer-assisted career search programs and

information on schools and colleges that provide additional training for occupations are also available.

## Center for Civic Engagement & Student Success

The Center focuses on service learning, a teaching/learning method that integrates meaningful community service work with academic classroom learning for the promotion of personal growth and improvement of community life standards. Service learning gives students opportunities to connect classroom learning with a real life situation through participation in community service projects. Students interested in learning more about service learning should contact the Center for Civic Engagement at 735-5630. Also, Guam Community College provides tutoring services for students in an effort to help them meet their educational objectives. These services are available on a first-come, first-served basis. The focus of these services centers primarily on English and Math skills.

## Center for Student Involvement

The Center for Student Involvement oversees New Student Orientation, Student Governance, and Student Organizations. Each of these initiatives is guided by the belief that students must become intentionally involved in campus programs and activities in order to become fully prepared for the workplace and for other life commitments.

The Center for Student Involvement also assists students in realizing their leadership potential through training and development opportunities tailored to fit the needs of students. Through leadership development, students are empowered and equipped with the additional skills they can utilize inside of and beyond the classroom.

For more information on the Center for Student Involvement, please call 735-5518/9.

## Clery Act Information

The College makes available annual security reports containing information on campus crime statistics. Data is collected through the Student Support Services Office. For information regarding the preparation of the Annual Campus Crime Report, contact Student Support Services at 735-5555. You can obtain a copy of the report from the Assoc. Dean of Student Services, Bldg. B.

## Counseling Services

A full range of counseling services is offered to students including orientation to college programs and services, college placement tests, career counseling, personal counseling and student rights advocacy. Counselors are available in the Student Services & Administration Building on a walk-in or appointment basis. Counselor hours are posted in the Student Services & Administration Building.

## Financial Aid

The Financial Aid Office provides information and advice on how students can gain financial assistance from various sources. Such assistance is available to students with financial need through the Federal Student Aid Programs: Pell Grant, Federal Work Study, and Federal Supplemental Educational Opportunity Grant. The College is approved for Veteran's benefits. Students may receive complete financial aid counseling services at the Financial Aid Office, room 2116 Student Services and Administration Building, 735-5544. Information and applications are also available at [www.fafsa.ed.gov](http://www.fafsa.ed.gov), [www.pin.ed.gov](http://www.pin.ed.gov), and [www.studentaid.ed.gov](http://www.studentaid.ed.gov).

## Food Service

Food service on campus is offered through a local vendor Monday - Thursday from 7:00 a.m. - 8:00 p.m., and Friday from 7:00 a.m. - 2:30 p.m. The concession is closed on Saturdays, Sundays and holidays.

## Health Services

The Health Services Center is staffed by two full-time registered nurses and an administrative assistant. The GCC Health Service Center is located behind room A-10. Please consult the Catalog for a list of services provided by Health Service Center, and for information on health-related student requirements. All students, staff, faculty and administrators of the college may utilize the Center's services available from Monday through Friday.

**The services available at the Health Services Center are:**

- basic first aid for injuries and medical conditions that occur during school time;
- assessment and nursing management of chronic health problems based on the client's physician prescribed therapeutic regimen;\*
- annual screening of employees for tuberculosis (TB) as required by law;
- screening of students for TB in compliance with public law and school policy;
- administration of TB skin test;
- immunization program;\*
- immunization audit in compliance with public law and school policy;
- Brief Tobacco Intervention program;
- screening of height & weight, blood pressure, vision, and pediculosis;\*
- pregnancy testing and prenatal follow-up;\*
- advocacy for persons with disabilities;
- referral services on health management; and
- counseling on health and health-related issues.

\*Services are rendered upon availability of staff and resources.

## Project AIM

Project AIM is a Student Support Services Federal TRIO Program funded by the U.S. Department of Education. This program provides tutoring in all subjects, counseling (personal and academic), peer counseling and tutoring, cultural enrichment activities, mentorship programs, transfer center services, workshops (on study skills, career decisions, time management, test anxiety) and book assistance awards. These services are available to students meeting federal guidelines, such as low-income level, first generation students (neither parent received a bachelor's degree) and/or students with disabilities. The program is designed to: 1) increase college retention and graduation rates for eligible students; 2) increase the transfer rates of eligible students from 2- to 4- year institutions; and 3) foster an institutional climate supportive of the success of low income and first generation college students and individuals with disabilities. For further information, please contact (671) 735-5594/5 or visit the Project Aim Office in Building 100, Room 107.

## Safety and Security

The College seeks to create an environment that is conducive to educational and personal growth and to maintain the safety and security of our campus. Please report suspicious activity, suspicious people, and criminal activity immediately. Call 735-5555 from your cell phone to report such activities. Although security is available on campus it is important to practice personal safety.

**Personal Safety Reminders and Precautions:**

1. Whenever you are walking between classes, in the library, or driving, stay alert and tuned into your surroundings.
2. Walk with a friend whenever possible.
3. Taking late classes? Use the buddy system when leaving or call 735 - 5555 to request and escort.
4. Watch your purse, backpack, briefcase, computer, and/or recorder. Please do not leave them unattended.
5. Be smart and stay safe.

## Vending Machines

The campus provides a variety of vending machines. Private vending companies service the machines. Malfunctions of the machine should be reported to Student Support Services in Building B.

## Student Life Policies and Procedures

### Accounts/Payments

Payment in full of all current tuition and fees and outstanding obligations is required. Payment may be made in cash, by personal check, or by credit card: American Express®, Visa, or Master Card are accepted.