



Columbia College
New and Transfer
Student
Orientation
Resource Packet

Campus Life – 875-7400

The Department of Campus Life provides programs and services that encourage the development of an inclusive, involved and educated community. Student success is fostered by a commitment to provide opportunities and support services that promote individual growth, leadership and character development, academic achievement, having fun and building positive lifelong relationships.

If you want to get involved or have questions and don't know where to find answers, the Campus Life department is a great place to start.

Office Hours

Monday – Friday 8AM to 5PM

Career Center – 875-7421

The Career Services Center offers students and alumni a broad range of services, resources and programs designed to prepare them to successfully achieve their personal and career goals. They provide career assessment tests, individual counseling, resume development and mock interview sessions as well as internship and local job postings.

Office Hours

Monday – Friday 8AM to 5PM

Computing Lab – 875-7333

The Columbia College Student Computing Lab is open to all current Columbia College day and evening students. Students will be required to login with their eServices username and password. Once logged into a computer, 25 MB of network storage is available to the student. This space can be used to store files, which can then be accessed from any public computers on the Columbia College campus.

The Student Computing Lab offers the following:

Forty computers equipped with Windows XP and Office 2003

Networked laser jet printer

Coin-operated Copier

The computer lab also includes a media room which can be used for group study sessions. This room is equipped with two Windows computers and one Macintosh computer with OS X. In addition, there is a color printer and three scanners available for student use.

Students may also check out a digital camera or a video camera from a lab assistant. Equipment may be checked out for a 24 hour period. Photo editing and video editing software is available on the computers in the media room.

Complete computer lab information can be found at

<http://www.ccis.edu/Departments/TechnologyServices/SCLab/>.

Student Computing Lab Hours

Monday – Thursday 7:30AM to Midnight

Friday 7:30AM to 5 PM

Saturday 8AM to 5PM

Sunday Noon to Midnight

Technology Solutions Center – 875-HELP (4357)

Launer – Lower Level

The Technology Solutions Center is offered as a technical resource for all Columbia College students. Solutions Center staff are available to provide assistance with eServices logins, CougarMail inquiries, network connectivity in the residence halls and general computer questions. Please call or stop by any time you have a technology-related issue.

Hours of Operation:

Phone Support

Monday - Thursday	7:30AM - 10:00PM
Friday	7:30AM - 8:00PM
Saturday	10:00AM - 6:00PM
Sunday	Noon - 6:00 PM

Walk-In Support

Monday - Thursday	8:00AM - 7:00PM
Friday	8:00AM - 5:00PM
Saturday	11:00AM - 5:00PM
Sunday	1:00PM - 5:00PM

Counseling Services - 875-7423

Atkins-Holman Student Commons, rm. 222, in the Campus Life Department

College life is exciting and often stressful, and our goal is to support you. Eight confidential counseling sessions per semester are available to you at **no charge!**

relationship concerns	difficulties with roommates	loneliness
attention difficulties	depression	anxiety
eating problems	stress and time management	substance abuse identity
issues	conflict resolution	anger

If you have questions or would like to address these or other issues, please call either counselor:

Cynthia Baker, LCSW at 875-7267 or

Terri Zeilenga, LPC at 875-7423

Referrals to community services can also be provided and on-line information and resources are available on our webpage @

www.ccis.edu/offices/campuslife/counseling/ .

Food Service – 442-8711

The main dining room is located in Dulany Hall. Variety is the featured attraction at this location. The menu consists of many options including fresh cooking while you watch. Other options are soups, salad bar, deli bar, desserts and many other selections. These programs are designed to fit a variety of lifestyles and tastes.

Food Service Continued

Dulany Hall Hours

Monday – Thursday

Breakfast	7AM to 8:30AM
Continental Breakfast	8:30AM to 9AM
Lunch	11:15AM to 1:15PM
Dinner	5:30PM to 7PM

Friday

Breakfast	7AM to 8:30AM
Continental Breakfast	8:30AM to 9AM
Lunch	11:15AM to 1:15PM
Dinner	5PM to 6PM

Saturday

Brunch	10:30AM to 12PM
Dinner	5PM to 6PM

Sunday

Continental Breakfast	8:30AM to 9:30AM
Lunch	12:15PM to 1:15AM
Dinner	5PM to 6PM

Cougar Café

The Cougar Café is located in the Student Commons. This is the spot where you can enjoy customized sandwiches, salads, and wraps and meals designed for students on the move. You won't want to miss our meal deals and Starbuck's coffees. Bring a friend and share the fun atmosphere and great conversation.

Cougar Café Hours

Monday - Thursday	7:30 AM to 9PM
Friday	7:30AM. to 4PM
Closed Saturday and Sunday	

Health Services – 875-7432

Health information is always available at no charge to Columbia College students, faculty and staff. Prescriptions can be written and referrals made when deemed necessary. The following services are provided through the Columbia College Health Services office:

- Physical exams
- Annual exams/Pap
- Urgent care visits for illness diagnosis or follow up
- Blood Pressure check
- Rapid Strep A throat cultures
- Blood glucose tests
- Urine testing Chem. 10 for diagnosis of urinary tract infection
- Pregnancy tests
- Allergy injections

Health Services Continued

Clinic Hours

Monday – Friday 9AM to 3PM

Saturday & Sunday Closed

International Programs – 875-7686

An important office for all international students, International Programs serves as an advocate and liaison for international students assisting in their interactions with government agencies, community organizations, and campus offices. The coordinator of International Programs also advises students regarding immigration regulations, employment opportunities, American customs and assists in the transition to life in the United States.

Office Hours

Monday- Friday 9AM to 3PM

Intramurals and Student Recreation – 875-7437

Check out the Intramurals Schedule at www.columbiacougars.com/Intramurals!

Southy Fitness Center & Southwell Building (Courts & Arena)

Monday	6:30 AM – 10 PM
Tuesday	6:30 AM – 10 PM
Wednesday	6:30 AM – 10 PM
Thursday	6:30 AM – 10 PM
Friday	6:30 AM – 8 PM
Saturday	11 AM – 8 PM
Sunday	11 AM – 8 PM

* Must present/scan Columbia College ID card, CC Alumni Card or Cougar Club member card to use facilities. Patrons are allowed one guest per visit. You must be present with guest at all times.

* The Southwell Building will close one hour prior to any Columbia College volleyball match or basketball game. The Southy Building will remain open during athletic contests.

* Tennis courts can be reserved from 7 am to 3 pm Monday through Friday, and other times by special request. Please call Shelby at 875-7437.

Library – 875-7381

The mission of Stafford Library is to serve the students, faculty and staff of Columbia College.

The on-site collection of materials supports the curriculum of Columbia College: approximately 80,000 volumes (books, CDs, videos, etc.); more than three hundred periodical, magazine and newspaper titles in paper and on microfilm; and The Library of American Civilization (a unique collection of materials on microcards relating to all aspects of American life from pre-colonial times to World War I). In addition, Stafford Library's membership in the MOBIUS Consortium allows patrons access to millions of books in academic libraries across the state of Missouri. The Curriculum Resource Center (CRC) offers a collection of books, textbooks, juvenile literature, and non-book materials to support the Teacher Education program. Computer workstations provide access to a variety of electronic resources and the internet.

Library Hours

Monday – Thursday 8AM to 10PM

Friday 8AM to 8PM

Saturday 9AM to 5PM

Sunday 2PM to 10PM

The Bruce Math Center – 875-7618

The Bruce Math Center, located in 209 Missouri Hall, provides academic tutoring for students enrolled in most 100- or 200-level mathematics courses, from Beginning Algebra to Calculus II and Statistics I. These services are provided free of charge to students enrolled for credit in a course offered through the Computer and Mathematical Sciences Department on the Columbia College home campus as well as local online students.

Center Hours

Monday-Thursday 8:30AM to 7:30PM

Friday 8:30AM to 3PM

Sunday 1PM to 5PM

You can also check our website at www.ccis.edu/departments/mathcenter/ .

Residential Life – 875-7450

The Residential Life Program is an integral part of the educational experience at Columbia College. As such, Residential Life strives to provide a living-learning environment that enhances individual growth and development; facilities that ensure safe and well-maintained conditions for students; and management services that provide effective supervision of all aspects of the program.

Office Hours

Monday – Friday 8AM to 5PM

Safety and Security – 875-7315

Columbia College has 24 hour Security Staff. Using a combination of foot and vehicle patrols, security officers are continuously visible on campus as a deterrent to crime. They are responsible for maintaining a safe campus. Specific responsibilities include after-dark escorts, parking and traffic control, opening and securing buildings and rooms, campus patrol, safety education programs, liaison with law enforcement agencies and building mechanical checks.

Student Activities – 875-7403

INTERESTED IN GETTING INVOLVED?

FIND OUT WHAT COLUMBIA COLLEGE HAS TO OFFER!

Contact the Director of Student Activities and Leadership at 875-7403 for information!

HONOR SOCIETIES

Alpha Chi

Alpha Kappa Delta

Alpha Lambda Delta

Alpha Phi Sigma

Alpha Sigma Lambda

Kappa Delta Pi

Kappa Mu Epsilon

Lambda Pi Eta

Upsilon Pi Epsilon

Phi Alpha Delta

Phi Alpha Theta

Pi Sigma Alpha

Psi Chi

Sigma Beta Delta

Sigma Tau Delta

Sigma Zeta

ACADEMIC ORGANIZATIONS

Art Club

Biology Club

Columbia College Student National

Education

Association

Criminal Justice Student Association

Delta Epsilon Chi

Forensic Science Student Association

Ivy Review Literary Society

Mock Trial Association

Model United Nations

Participant Advisory Council

Political Science Club

Psychology Club

Student Leaders Advocating Teacher

Excellence

SOCIAL CLUBS

BACCHUS

Black Student Association

Columbia College Democrats

Columbia College Martial Arts Club

Cougarette Dance Team

Elysium Players (Drama)

Fellowship of Christian Athletes

F.I.E.S.T.A.

Horizons GSA

International Club

Partners in Education

Residence Hall Council Association

Student Activities Commission

Student Government Association

Travel Club

Student Development – 875-7420

Student Development at Columbia College is committed to offering quality programs and services designed to improve, enhance and enrich our students' lives. The office assists students in reaching their unique potential in areas of personal, social, intellectual and cultural development by providing opportunities for learning and growth. The Director of Student Development facilitates programs and services including, but not limited to, the following:

- New and Transfer Student Orientation
- First Year Experience
- Diversity Awareness
- Off Campus Student programming
- Outdoor Experiential Education
- Mind~body~spirit programming
- Alcohol and sexual responsibility
- Development and training of the Community Consultant and Peer Educator peer mentoring program
- Community outreach and integration

Office Hours

Monday – Friday 8AM to 5PM

Student Employment – 875-7285

Columbia College offers students the opportunity for on campus student employment through a program call Student Employment. Student Employment is broke into two categories "Federal Work-Study," which is need based determined by FAFSA results. Federal Work Study appears as part of the financial aid package. The other category is "Work Program" which is an institutionally funded non-need based program. Student Employment allows a student to contribute to his or her education by enhancing skills already acquired and by providing the chance to learn new employment skills while employed on campus. These employment opportunities may be limited. There is no guarantee of job placement under this program.

If interested in applying for a position on campus please go to <http://www.ccis.edu/offices/humanresources/vacancies.asp?id=697> to complete an application and view a list of open positions. For questions regarding eligibility or employment opportunities, please contact the Student Employment Coordinator at the number above or feel free to stop by St. Clair Hall, Room 14.

Office Hours

Monday – Friday 8AM to 5PM

Student Support Services – 875-7615

The Columbia College Student Support Services program is available to qualified day students at the home campus in Columbia, Missouri. Student Support Services (SSS) is a federally funded TRIO program, administered by the Department of Education, designed to encourage eligible students persevere and complete their college degree.

Services provided include tutoring, mentoring, scholarship and financial aid assistance, educational workshops, cultural activities, graduate school and career exploration and a

Student Support Services Continued

laptop lending program. Participants also have exclusive access to a state-of-the-art computer lab, a study lounge and tutoring and proofreading labs.

Students who may qualify for the program include first-generation college students (meaning neither parent earned a baccalaureate degree), students who meet federal income guidelines and students with documented physical, learning and mental health disabilities.

Office Hours

Monday – Friday 8AM to 5PM

Writing Center (includes General Tutoring Services) – 875-7616

Writing Consultants are available to assist all students who take courses that meet on the home campus (non-DE). Essay Writing Assistance includes help with:

- Brainstorming and getting started on papers
- Organizing the rough draft of the paper
- Editing and Revising the paper
- Avoiding Plagiarism
- Meeting MLA and APA guidelines

Study skills information is also available.

Tutors are available to assist students in subjects such as biology, chemistry, physics, behavioral statistics, accounting, finance, and computer information systems. Services include help with:

- Productively reviewing notes;
- Better understanding texts, concepts, & assignments;
- Preparing for quizzes & exams.

Writing Center Hours

Monday – Thursday 8:30AM to 8:30PM

Friday 8:30AM to 5PM

Sunday 1PM to 5PM