

## Counseling and Advising Center

The Counseling and Advising Center is an important educational resource and provides students with comprehensive counseling services. These services encompass three broad areas: academic, career, and personal counseling.

Academic counseling refers to topics such as selection of an appropriate major, college transfer information, program planning, class scheduling, study skills and habits, test anxiety, time management, and overcoming learning difficulties.

Career/vocational counseling assists students in understanding their values, skills, interests, and personality characteristics as these relate to their occupational choice.

Personal counseling is helpful in learning how to deal with pressures or concerns which interfere with academic success. These may include assertiveness, crisis, self-esteem, stress, family and relationship concerns, interpersonal conflicts, parenting difficulties, anxiety, depression, or grief issues.

The Counseling and Advising Center also offers a number of career, interest, and personality inventories.

The Center offers a library of career, occupational, and two- and four-year college information, as well as numerous books on personal development. In addition to these materials, interactive computers are available to use the Washington Occupational Information System (WOIS).

The Center also promotes student success through presentations, orientations, human development classes, consultations, and workshops.

### Counselors

Counselors are trained in one of the helping professions such as psychology, social work, or counseling. Counselors are the people to see when students have a problem that is affecting their ability to succeed in college. They can help students to assess and clarify career goals and direction, can assist with personal problems and can help students find appropriate resources. Counselors will also help with choosing courses, changing schedules, and providing specific transfer information about other colleges. All information shared during counseling is confidential. Appointments are recommended; however, drop-in hours are available.

The Counseling and Advising Center is located in the Hillier Union Building (HUB).

The local crisis line is also available to individuals needing immediate assistance by calling 1-800-685-6556 or (360) 532-4357.

## The Grays Harbor College Learning Center

The GHC Learning Center is here to help all GHC students achieve success. Learning Center resources include drop-in or scheduled tutoring, writing assistance, computers with supplemental instruction programs and internet access, study skills books and videos, and study space. The Learning Center is staffed with trained tutors who can help students at all educational levels (see <http://ghc.ctc.edu/t3/tutoring.htm> for current tutor schedule). The Learning Center also sponsors success workshops for students throughout the year and assists with the formation of study groups. All services are free for GHC students. The Learning Center is located on the ground floor of the Spellman Library, room 1519. For more information call 360-538-4060 or see our website at <http://ghc.ctc.edu/t3/lc.htm>. We're here to help!

### TRiO Student Support Services

The TRiO Program provides many different services to students who are new or unfamiliar with the college system. The program's activities are designed to increase students' academic success at the college and assist in their transfer to four-year schools. TRiO teaches students how to be successful in the college environment and provides various forms of academic assistance. TRiO offers long term academic planning, financial aid preparation and assistance, scholarship writing seminars as well as provides other college skills workshops. This federally funded program has some entrance criteria and mostly works with students whose parents have not completed a four-year degree. TRiO is located on the ground floor of the Spellmen Library. For more information about TRiO call 360-538-4076 or email [trio@ghc.edu](mailto:trio@ghc.edu).

### Tutoring

GHC students are eligible for free tutoring to support them in their classes. Students may drop in the Learning Center to meet with a tutor or schedule an appointment. Students wishing to arrange ongoing, one-on-one tutoring should contact the Learning Center Coordinator at 360-538-4060. Tutors are current GHC students who have been trained in tutoring techniques. They have successfully completed the courses for which they tutor and have been recommended by instructors. All services are free for GHC students. The Learning Center is located on the first floor of the Spellman Library, room 1519. For more information call 360-538-4060 or see our website at <http://ghc.ctc.edu/t3/lc.htm>. We're here to help!

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*Tutoring*

Transition Services

Campus Childcare

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**Transition Services**

Transition services are available to all current and potential Grays Harbor College students. Whether transitioning from high school, GED, or work to college, from one’s first language and culture to the English language and American society, or from one level of coursework to the next, transition services can be helpful. The Transition Services Facilitator specializes in and works closely with students transitioning from the Adult Basic Education division and English language learning courses. Grays Harbor College recognizes that there are many important transitions and that transitioning successfully results in positive transformation. There are two courses offered through the Transition Office that address the needs of students in transition: (1) Career Survey Course and (2) Transitions. The office is located on the ground floor of the Spellman Library, room 1518. For more information visit <http://ghc.ctc.edu/t3/transition.htm> or call 360-538-4163.

**Campus Childcare**

Year-round licensed childcare is available on campus through Wunderland Childcare.

- Full-Time**
- Part-Time**
- Drop-In**

Operating hours are 7:00 a.m. to 9:30 p.m. Monday through Friday. Child care is often available for Bishop Center events (24-hour advance registration required). The center enrolls children age one month through 12 years. Call 360-538-7211 or 1-800-562-4830, extension 4190 for information and registration.

**Job Placement Center**

The Job Placement Center office assists students with referrals to federal, state, and campus work study positions, and provides job placement assistance to students and alumni. Assistance is offered in resume preparation, interview techniques and networking information. Notices of employment opportunities are posted on the bulletin boards in Building 200 and online at <http://ghc.edu/cdc/>.

**Disability Support Services**

Grays Harbor College supports the right of students with disabilities to an accessible education. Faculty and staff are committed to help minimize barriers to education and activities. Services are available for students with known, documented disabilities. Accommodations are available for both physical and specific learning disabilities. These services are available through the Office for Disability Support Services. This office can provide accessibility information regarding classroom accommodations, liaison with faculty, and community referral. Medical reserve parking authorizations are also handled through this office.

Any questions about services, direct accommodations, or access should be directed to the office of the Coordinator for Disability Support Services located in the Hillier Union Building (HUB). You can contact this office by phone at 360-538-4068 or for TTY/TDD users 360-538-4223.

**Grays Harbor College does not assume the responsibility for arrangement or cost of assessment for any disability diagnosis for disability documentation.**

**WorkFirst Services**

WorkFirst Services provides tuition assistance and short-term training for eligible parents. Parents **may** qualify if they are receiving TANF assistance, or are a working parent that meet WorkFirst low income guidelines. Services include vocational counseling, admission and enrollment for short term vocational and technical courses as well as basic skills classes, child care referrals, tuition assistance, and WorkFirst work study. WorkFirst work study helps to provide students with work experience in preparation for employment. WorkFirst financial aid gives parents access to skill training to increase opportunities for employment. For more information please contact the WorkFirst Services Office at (360) 538-4058 or email [workfirst@ghc.edu](mailto:workfirst@ghc.edu).

**Bookstore**

The Grays Harbor College Bookstore is open 7:30 a.m. - 4:00 p.m. Monday through Friday. Evening hours are provided during the first four evenings of the quarter until 7 p.m., excluding Fridays, and every Tuesday during the remainder of the quarter from 4:00 p.m. - 6:00 p.m. Book buyback is held for three (3) days during finals of fall, winter, and spring quarters. See the Bookstore (<http://ghc.ctc.edu/bookstore>) for details.

## Food Service

The Grays Harbor College Food Service is open 7:00 a.m. - 2:30 p.m. during fall, winter, and spring quarters. Limited summer quarter hours will be posted. Pop and snacks are also available from vending machines located in the Hillier Union Building (HUB).

## Smoking Policy

According to the Amended Clean Air Act, Initiative 901, effective 12-8-05, smoking is prohibited within 25 feet of doorways and ventilation openings. Smoking is limited to designated areas only.

## Parking Regulations

1. Campus speed limit is 20 mph.
2. Yellow painted curbs are "No Parking Areas."
3. Drivers must obey all posted traffic and parking signs and park only between white painted lines.
4. Cars in violation of the parking regulations will be ticketed.
5. Repeat parking offenses, parking in handicap zones or blocking fire lanes may result in vehicles being towed and impounded.

### REGULATIONS: 8:00 a.m. - 3:00 p.m.

**Registration:** Every vehicle, including motorcycles, using the college parking lots must display an official identification sticker which is obtained at the cashier window in the Business Office.

**Parking Areas:** Student vehicles may park either in the designated student areas on upper campus or in the lower lot. Handicapped spaces are available for students with State of Washington handicapped decals. Students should refer to the campus map for designated student parking areas. More information about parking areas and parking violations is available in the Student Handbook.

### REGULATIONS: 3:00 p.m. - 10:00 p.m.

Between 3:00 and 10:00 p.m. student parking is permitted in any space in any lot on a first-come, first-served basis with the **exception** of the visitor's parking spaces, part-time faculty/staff spaces, fire zones, the handicapped parking areas, and the service/loading areas. Vehicles must be parked between the white lines in the stalls provided.

## Housing

Grays Harbor College does not provide housing for students. Information regarding housing in the community may be available on the bulletin board in the Hillier Union Building (HUB).

## Student Rights and Responsibilities

Campus codes and policies affecting students and student rights and responsibilities are available on the Grays Harbor College website (<http://ghc.ctc.edu>) and in the Student Handbook. Copies are also available in the office of the Vice President for Student Services.



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