

Section 5: Student Essentials

◆ Student ID



The first card is free. There is a \$5 charge for lost or replacement ID cards.

Where do you use Student ID Cards?

1. Library: to use materials and check out books
2. Athletic and Fitness Center: to use the gym, weight room and swimming pool
3. Computer labs: some will require you to show your ID card
4. College events: to get student rates
5. Movie Theaters: to get student discounts
6. And other places that give student discounts!

How can I get my Student ID Card?

1. Take your registration confirmation (schedule) AND tuition payment receipt to the Security Services office or the Welcome Center located in the RCF SS Building.
2. New students will have their picture taken

◆ Student Parking

You may need a student parking pass to park in certain areas of the college. You can park in the visitor lots without a parking pass. You are not permitted to park in faculty/staff lots. Students parked in these lots will be ticketed.

How do I get a Parking Pass?

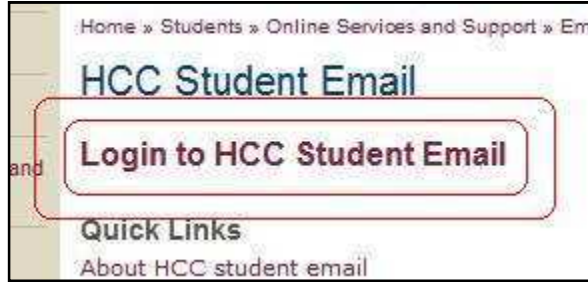
Go to the Welcome Center with:

1. A copy of your current class schedule
2. A valid photo ID (driver's license, student ID, or other form of picture ID)
3. Your vehicle information, including license plate number and vehicle description

◆ Student E-mail

HCC Student E-mail, Outlook Web Access (OWA), allows users to access their e-mail from virtually anywhere using the Internet. Your e-mail account serves as one of the primary means of communicating with faculty and staff. You can access e-mail, public information folders, create personal calendars, and search the global address list for faculty, staff, and student e-mail addresses. **Remember, as an ELI student, you MUST have an active e-mail account!**

4. Click on **Login to HCC Student Email**



5. Enter your User Name and Password to start using your e-mail

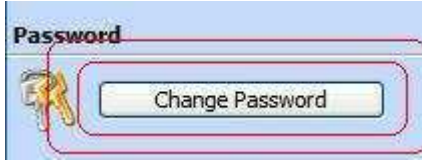


Q: How do I change my password?

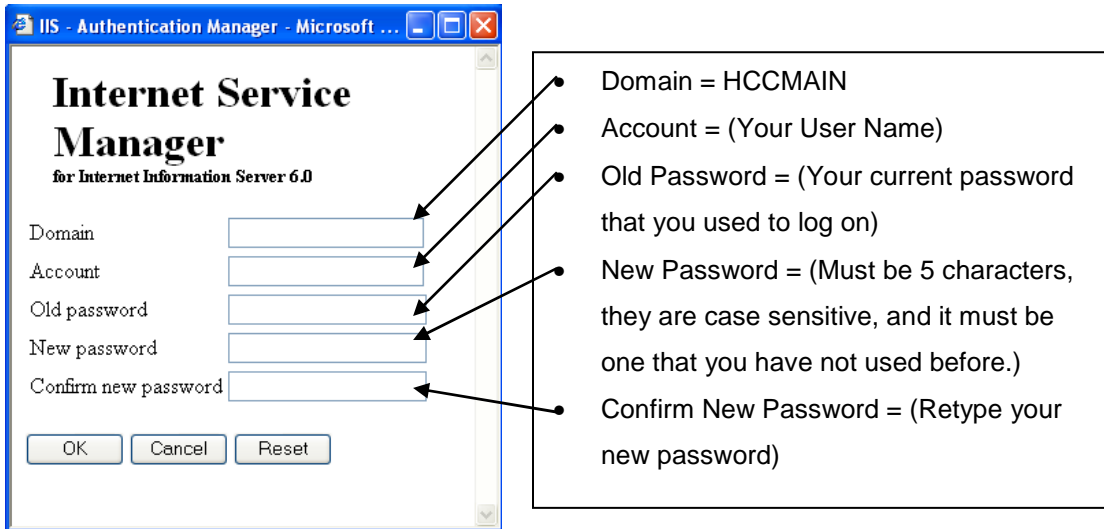
1. Open your e-mail account using the Internet
2. Click on the **Options** located on the lower left side of the screen



3. Scroll down until you see Password and click on the **Change Password** button:

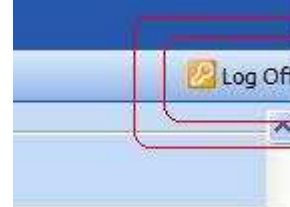


4. Fill-in the required information as follows:



Q: How do I properly log off?

A: The Log Off icon is located in the upper right corner of the window.



Q: How large is my mailbox?

A: Student mailbox limits are set to 5 megabytes. You will receive a warning message when you have reached 90% capacity. Once you exceed your mailbox limit, you will no longer be able to send or receive new mail until you clean out your mailbox. When cleaning out your mailbox, remember to also empty your Deleted and Sent Item folders.

Q: How long will my email account and mailbox remain active?

A: Your HCC email account and mailbox will remain active as long as you are a registered student through the fall or spring semester. If you do not register in the following semester, your account will be deleted. If you do register, your account will remain active and unchanged. Please forward any messages and documents that you do not want to lose to an alternate email mailbox, before your account is deleted.

◆ **HCC Express**

HCC Express is a web interface to Howard Community College's administrative database. It delivers real-time information to all HCC students via any computer with Internet connection. You can use this service to find information about class availability, to review your academic record and to pay tuition.

In order to access HCC Express, you must have a Login ID. Your Login ID is an alphanumeric combination of your first initial, the first seven characters of your last name, and the last four digits of your student ID, all in lower case. This is the same Login ID as your HCC email username.

Your password is initially set to your birth date in mmddyy format and can be changed within OWA if you choose to do so later. For example, if your birth date is August 30, 1982 then your password when you use your e-mail for the first time would be: 083082.

See the “Student E-mail” section in this handbook for more information on this Login ID.

Below is an overview of how to access this service:

Step 1 Use any computer with Internet connection and go to the HCC homepage www.howardcc.edu

Step 2 Under “STUDENTS – ONLINE SERVICES” click on **HCC Express.net**

The screenshot shows the HCC website homepage. At the top right, there is a blue banner with the text "GetThere". Below this, the page is divided into several sections. On the left, there is a "Visitors and Community" section with a list of links. Below that is a "NEWS AND EVENTS" section with three items: "Grand Prix Raffle Tickets on Sale!", "Don't Miss Rep Stage's New Season!", and "Clark Library Closed for Renovations Aug. 11 to 15". In the center, there is a "COLLEGE CALENDARS" section with a link to "Academic, Arts, Student ...more>>". Below that is a "PROSPECTIVE STUDENTS" section with links for "Credit" and "Noncredit". At the bottom of this section is a link for "STUDENTS – ONLINE SERVICES". On the right side, there is a "Student Profiles" section with a photo of a student and text about the Freshman Focus Program. Below that is a "COURSE SEARCH" section with a magnifying glass icon. At the bottom right, there are two sections for "Summer 2008 Schedule of Credit Classes" and "Fall 2008 Schedule of Credit Classes". A black box with the word "Click" inside is positioned to the right of the "STUDENTS – ONLINE SERVICES" link, with an arrow pointing to it.

Step 3 Click on **Click Here to Access HCC Express**

HCC Express

The HCC Express system is unavailable **everyday** from 12:00 a.m. - 8:00 a.m. for routine system maintenance.

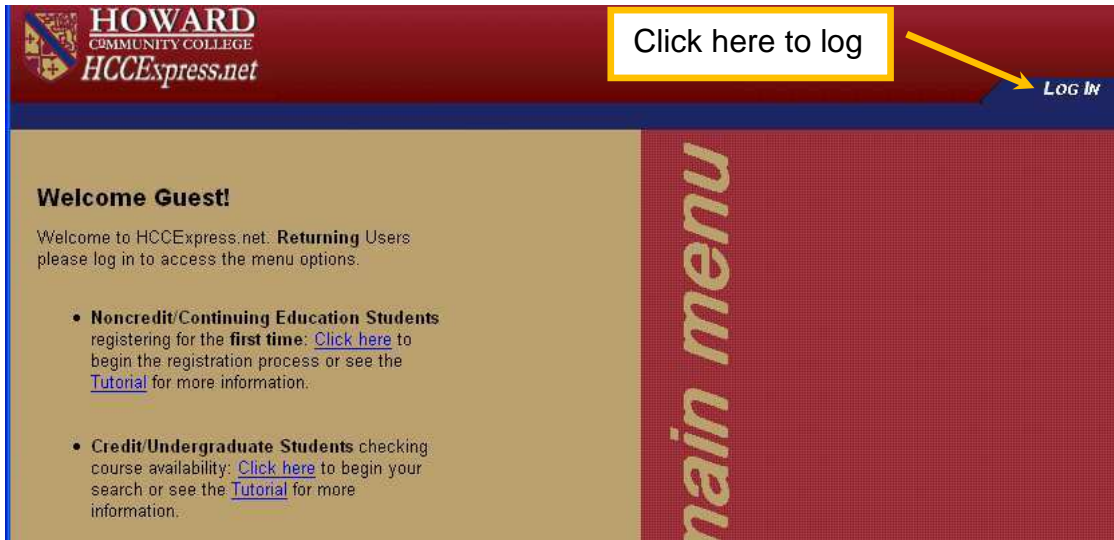
[Click Here to Access HCC Express](#)



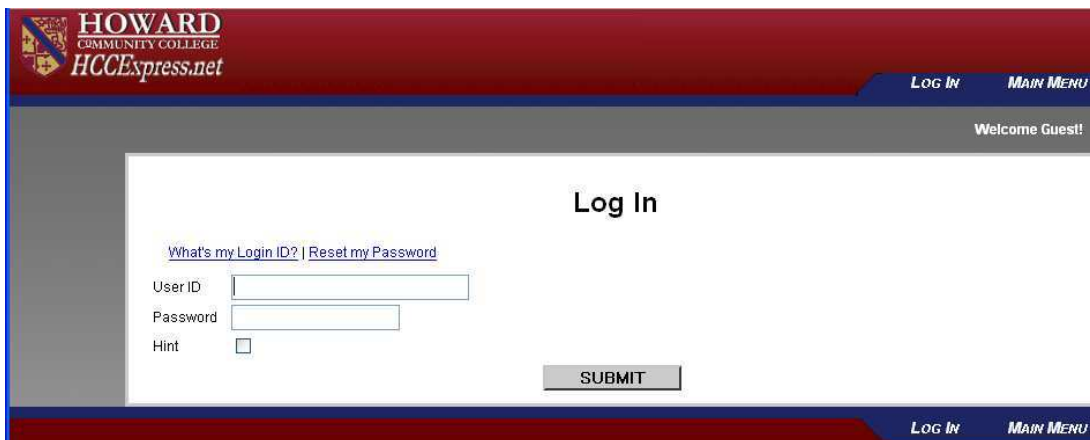
HCC Express Announcements:

- Fall 2008 courses begin August 23, 2008
- To access FACTS payment plan information [click here](#)

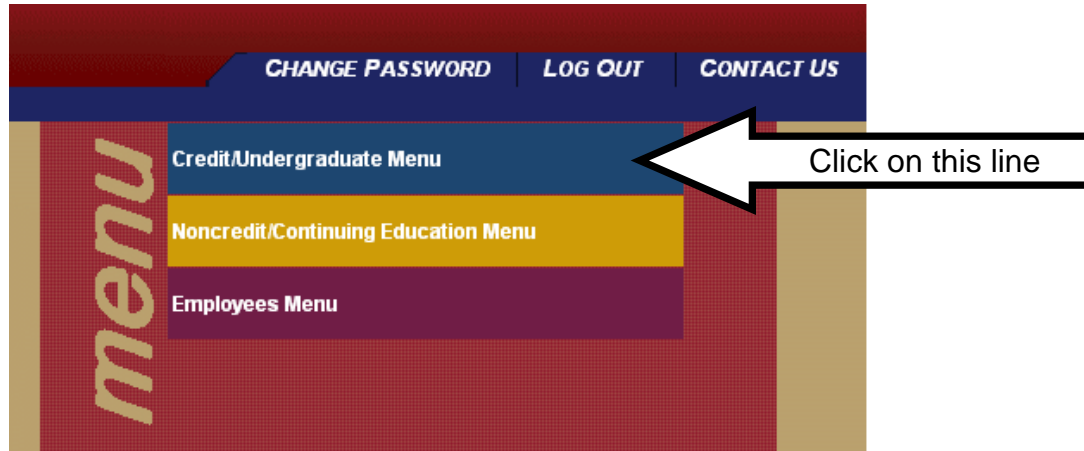
Step 4 Click on **Log In** in the upper right hand corner to begin.



Step 5 Enter your Login ID and password and click on SUBMIT.

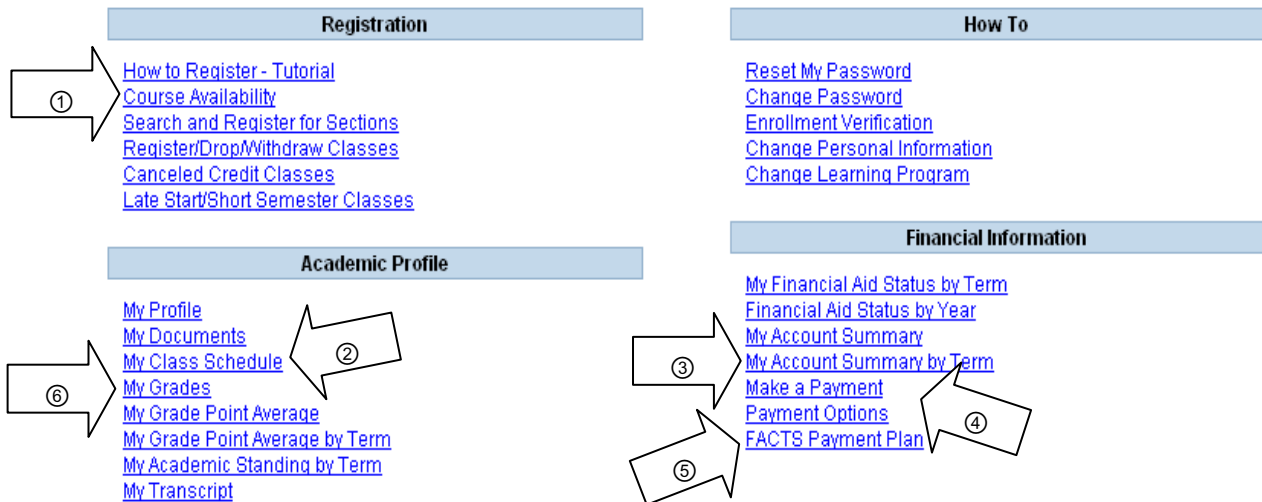


Step 6 Click on Credit/Undergraduate Menu



You can use HCC Express to:

- 1) Check ENGL course availability
- 2) Check your schedule and room assignments
- 3) Check your student account
- 4) Pay your tuition
- 5) Sign up for FACTs tuition payment plan
- 6) Check your final grades



◇ Job Search



As an international student, the primary purpose of your stay in the United States of America is to study. You should not count on finding a job to finance your study or stay in the United States. Also, please keep in mind that as while on an F-1 Visa, you can **only** work on campus due to the USCIS regulations. You may work up to 20 hours per week during the semester, and up to 40 hours per week during the official college breaks.

There are 3 types of on-campus jobs:

1. *Work-study*: government-funded student jobs, approximately 10 are available for 300 international students at HCC;
2. *Part-time jobs through Human Resources*: college/department-funded jobs. Some positions may require a resume to apply;
3. *Cafeteria*: contract jobs through a company called Sodexo.

Here are the links to apply for jobs at HCC:

1. *Work study*: visit <http://www.howardcc.edu/admissions/pay/finaid/fdwsinterest.html> to apply and go here <http://www.howardcc.edu/admissions/pay/finaid/workstudyjobboard.html> for list of jobs (click on the "2008-2009 Academic Year" link when it becomes available)
2. *Human Resources*: visit <https://www.hccjobs.org/applicants/jsp/shared/frameset/Frameset.jsp?time=1209137541939> click "Search Postings" to search for appropriate jobs then click on "Create Application" to create an application which will remain active for one year.
3. *Cafeteria*: go there and ask for an application.

For more information, please ask for a brochure at the ELI office.