

Student Resource and Referral Sheet Information

Academic Affairs **3rd Floor John H. Gray Building, North Campus**
824-8564

Adult Centers for Educational Excellence (ACE²)

ACE² Information Line **824-1821**
ACE² Parkway Plaza Mall **824-0306**
ACE² Computer Lab – One Stop Center @ MTEC **821-9966**
ACE² @ Muhlenberg Career Center **338-2257**

- *Resource for improving basic employment foundation skills (reading, writing, math)*
- *COMPASS & ASSET remediation*
- *TABE testing & remediation*
- *GED preparation & pre-GED testing*
- *WorkKeys Testing*
- *Remediation for the Kentucky Employability Certificate*
- *One-on-One Literacy instruction*
- *English as a Second Language (ESL)*

Admissions/Registrar's Office **1st Floor JHG, North Campus**
824-8688 / 824-8575

- *admissions information (on/off-campus classes)*
- *drop/add classes*
- *post-secondary transcript evaluations*
- *transcript requests*
- *academic bankruptcy*
- *child care (AFDC) form verification*
- *student status for insurance verification*
- *declare and/or change major*
- *graduation applications*
- *repeat option forms*
- *loan deferment verification*

Barnes & Noble Bookstore **1st Floor JHG, North Campus**
821-2261

- *Bookstore vouchers*
- *Textbooks & Reference books*
- *Class supplies*
- *Large selection of top 10 best sellers*
- *Candy & snacks*
- *Textbook Buy Back*
- *"MCC" clothing & apparel*
- *Gift & Novelty items*
- *Textbook Reservation service for Muhlenberg Co. students*

Business Office **1st Floor JHG, North Campus**
824-1677

- *Questions regarding student fees & charges*
- *Tuition & fee payment*

Career and Academic Planning Center

101 JHG, North Campus

Academic Counseling Services

824-8621

- *transfer information: applications, scholarship information, catalogs, transfer guides*
- *academic counseling/advising*
- *career/occupational counseling*
- *registration for ACT, ASSET, CAAP tests*
- *information for CLEP, GED, GRE, LSAT, PRAXIS, COMPASS tests*
- *Change of major / advisor*
- *Correspondence course information*

Job Placement Services

824-8665

- *job search information*
- *job placement assistance*
- *current job market information including job-lists from regional area*
- *on-campus job interviews*
- *resume assistance*
- *job fairs*
- *coordinates academic credit for work experience*
- *provides for development of work skills*
- *job placement assistance for students seeking part-time employment*
- *student health services*

Disability Resource Office

Room 112 LRC, North Campus

824-1708

Services for students with permanent and/or temporary mental, physical or learning disabilities:

- *problem solving*
- *referral services*
- *guidance and counseling*
- *building and college orientation*
- *special arrangements for class registration*
- *accommodative testing*
- *taped lectures*
- *lockers for books*
- *special parking permits*
- *use of refrigerator*

Financial Aid

1st Floor JHG, North Campus

824-8693

- *grants/loans*
- *KFAF forms*
- *scholarships*
- *college work study program*
- *financial aid literature*
- *veterans benefits*

The Learning Center

- *Offer instructional assistance/support on various software applications*
- *Conduct/Assist with computer-related training sessions*
- *Provide direct tutoring with students to overcome deficiencies in content areas*
- *Proofreading for reports or research papers*

The Learning Center – North Campus
General Lab

1st Floor LRC
824-1718

Tutoring Room
The Learning Center – Muhlenberg Campus

824-1719
757-9881

Library Services

- *Access to on-line resources*
 - *Textbooks & references, library cards*
 - *Additional resources available: audio tape, video tape, telecourse tapes, children's books & puppets*
- | | |
|--|---------------------------------|
| Loman C. Trover Library – North Campus | 2nd Floor LRC |
| Circulation Desk | 824-1722 |
| Nursing & Allied Health Library – Health Campus | Hatley Bldg |
| Circulation Desk | 824-7552 |

Ready to Work

Room 121, LRC North Campus

824-8670

Various services are offered to qualified participants:

- *Classroom supplies*
- *Counseling and Referrals*

Student Support Services

Room 116, LRC North Campus

824-8626

Services for first-generation, disabled and/or low-income students:

- *tutoring*
- *computer-assisted instruction*
- *academic and career planning services*
- *personal counseling*
- *financial aid/scholarship information*
- *cultural enrichment activities*

Testing & Assessment Center

Regional Office Bldg., Technical Campus

824-1702

- *GED Testing*
- *COMPASS Testing*

Student Affairs

1st Floor JHG, North Campus

824-8572