CAMPUS RESOURCE GUIDE

Brunkhorst Hall

Guerrieri Hall

Jordan Center

Henson Hall

Maner Technology Center

Allied Health Building

Hazel Center

Fulton-Owen Hall

*Content of this publication current as of August 29, 2016
Welcome to Wor-Wic Community College! The purpose of this guide is to help you become more familiar with the resources that are available to you on campus.

Questions about this guide or its contents can be directed to the editor, Dawn Thompson, at 410-334-2893 or dthompson@worwic.edu.
BH (*formerly AAB) = Brunkhorst Hall
AHB = Allied Health Building
GH = Guerrieri Hall
HH = Henson Hall
FOH = Fulton Owen Hall

JC = Jordan Center
MB = Maintenance Building
MTC = Maner Technology Center
HC = Hazel Center
Student Services Division

Admissions Office
Director: Richard Webster (BH 111F)
Admin. Associate: Nancy Shwed (BH 111)
Phone: 410-334-2895

- Processes applications for admission.
- Posts Change of Academic Program (Major).
- Updates Student Contact Information (Mailing Address, Phone Number, etc.).
- Conducts campus tours.
- Recruits new students.
- Assists with Dual Enrollment (high school students who have taken college courses for high school and college credit).

Admissions and Scholarship Advisor
Christopher Simpson (BH 218)
Phone: 410-334-6906

- Engages in communication with prospective students including making initial contact, following up on inquiries and providing information and presentations as requested.
- Attends high school and middle school events, builds relationships that benefit the college with high school and middle school staff.
- Promotes the college at schools, college fairs, community events and special events throughout the region.
- Provides information to prospective students about scholarships and financial aid, and matches prospective students with available scholarships.
- Coordinates scholarship awarding in collaboration with multiple campus departments.
- Uses college software such as Recruiter to develop and maintain an inquiry follow up system, and Academic Works in the selection and awarding process of scholarships.
- Provides student account case management awarding and packaging, assists with Satisfactory Academic Progress (SAP) reviews, and provides problem resolution for scholarship programs.
- Assists with planning and implementation for college recruitment events on campus and in the community.
**Counseling Office**
Director: Patricia Annette Brown (MTC 103C)
Admin. Associate: Rosemarie Bagnall (MTC 103)
Phone: 410-334-2897

- Provides accommodations for students with documented learning and/or physical disabilities.
- English as a Second Language advisement
- Personal counseling, addressing anxiety, depression, grief, relationship issues, eating disorders, etc.
- Oversees the work of the Academic & Disabilities Counselor.

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**Career Services Office**
Director: Lori Smoot (BH 111H)
Admin. Associate: Casandra Collins (BH 110)
Phone: 410-334-2903

- Administers and interprets self-assessment tools.
- Assists students with learning how to find occupational information.
- Resume development services
- Mock-interviewing
- Job-search skill development
- Oversees Work-Study Program
- Oversees SDV 101—Career Development course.
- Networks with local agencies, promoting WWCC graduates in the workforce.
Financial Aid Office
Director: Debbie Jenkins (BH 111E)
Coordinator: Ellen Wallace (BH 111D)
Coordinator: Ellen Soulis (BH 111I)
Coordinator: Fred Howard (BH 111C)
Coordinator: Laura Barker (BH 111B)
Coordinator: Amanda Messatzzia (BH 111D)
Specialist: Tiana Humes (BH 111)
Phone: 410-334-2905

Primary Functions:
- Free Application for Federal Student Aid (FAFSA)
- Grants
- Loans
- Scholarships
- Veterans Affairs (VA) Benefits

Information Desk
Full-Time Receptionist: Kimberly Richardson-Andrews
Evening/Weekend Receptionist: vacant
Phone: 410-334-2800
- Campus Switchboard
- General information
- Issue identification cards
- Distribute student parking stickers
Registrar’s Office
Registrar: Kelly Hewett (BH 109C)
Associate Registrar: Angie Hayden (BH 109B)
Registrar’s Admin. Associate: Maida Beasley (BH 109)
Student Records Associate: Chanda Harris (BH 109)
Department Phone: 410-334-2907
Associate Registrar Phone: 410-572-8712
- Registration processing
- Adding classes
- Dropping/Withdrawing from classes
- Transcript evaluation
- Transcript generation
- Academic Status determination
- Student Record management
- Verifications of enrollment

Senior Director of Student Development
Director: Dr. Deirdra Johnson (BH 110D)
Admin. Associate: Brandy Rabon
Phone: 410-334-2967
- Coordinator of SDV 100 course.
- Title IX for students
- Chair of Disciplinary Committee
- Handles student grievances and serves as a student advocate.

Student Engagement Office
Director: Nicole Buccalo (HC 208)
Phone: 410-334-2967
- Game Room supervision
- Student events & activities
- Student clubs & organizations
- Student Leadership development
- Fitness Center supervision

Student Development Office
Vice President for Enrollment Management & Student Services: Bryan Newton (MTC 103D)
Executive Associate: Dawn Thompson (MTC 103)
Phone: 410-334-2893
- Oversees Student Services operations.
Wor-Wic Community College welcomes a new grant funded program to assist in the retention and program completion efforts of the college. Student Support Services (TRiO) program is designed to service first generation and low-income students, in addition to students with disabilities. The program provides resources for 140 participants with hands-on mentoring services, academic coaching including advising and registration, career exploration, and study skills training. The program will implement an early alert system for faculty to use within the first couple weeks of the semester. The Student Support Services Center located in BH 320 will be open M-TH 8:00 a.m.– 6:30 p.m. and Fridays 8:00– 4:30 p.m.

<table>
<thead>
<tr>
<th>TRIO Student Support Services Program</th>
<th>Katie Abreu</th>
<th>TRIO SSS Interim Director</th>
<th>410-334-6917</th>
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<tbody>
<tr>
<td>Ivory Bell</td>
<td>Part-time SSS Advisor</td>
<td>410-334-6918</td>
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<tr>
<td>Rhoda Lukens</td>
<td>SSS Advisor</td>
<td>410-334-6915</td>
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<tr>
<td>Jennifer Manner</td>
<td>Part-time SSS Advisor</td>
<td>410-334-6918</td>
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<tr>
<td>Kellie Tyler</td>
<td>Part-time Administrative Associate</td>
<td>410-334-6914</td>
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<td>BH 320</td>
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Academic & Disabilities Counselor

Karen Mohler
Location: MTC 103B
Phone: 410-334-2899

- Provides study skills counseling to developmental students.
- Assists with disabilities accommodations.
- Instructs the Fundamentals of College Study (SDV 100) course.

Evening & Weekend Administrator

Dr. Dornell Woolford
Location: BH 109D
Phone: 410-334-2850

Dr. Woolford is the Evening and Weekend Administrator. Dr. Woolford’s office is located in the Student Services suite, and his primary responsibility is ensuring that “you,” the student receive the same services from College as the daytime students. Dr. Woolford does academic advising, classroom observations of new part-time faculty, special event planning, coordinates a committee that plans February’s African American History Month events, and a number of other duties. You will often see him from building to building in the evenings, and he’s always willing to listen to your concerns. Dr. Woolford encourages student leadership and seeks ways to assist students with those plans.
Cashier’s Office

FOH 102 (window)
Location: First Floor, Fulton Owen Hall

Mary Webster, Accounting Associate
Phone: 410-334-2923

Debbie Clark, Accounting Associate
Phone: 410-334-2924

Primary Functions:
- Process refunds
- Disburse loans
- Maintain student accounts
- Set up installment agreements
- Process payments

Office Hours:
8:00 am-4:30 pm
Monday-Friday

My WorWic Portal

The myWorwic can be located by following these steps:

2. Under Quick Links, click on myWorWic.

What kind of information should I be able to access?

- MyWorwic - Check class availability, register for classes, view/print your unofficial transcript, run a degree audit, check your grades, etc.
- Financial Aid Inquiry (FAM) - Check the status of and manage your financial aid.
- The following tutorials:
  "Getting to Know the myWor-Wic Portal"
  "Web Advisor User’s Guide for Registration"
Campus Security

Phone: 410-334-2937
Crime Reporting Procedures:
Any employee or student who discovers a crime at the college should notify the police and the college security office. Circumstances which must be reported and which may require the assistance of local law enforcement officials include, but are not limited to, murder, forcible and non-forcible sex offenses, robbery, aggravated assault, burglary and motor vehicle theft.

View the most recent copy of the annual security report at:

Cross Roads Café

Normal Hours of Operation:
Monday—Thursday 8:00 a.m.—6:30 p.m.
Friday 8:00 a.m.—1:30 p.m.

Phone: 410-334-2960

Cross Roads Café

CrossRoads is located on the first floor of the Student Center. Featuring bagels, muffins, Jazzman's coffee, Pepsi products, soups, salads, hot and cold sandwiches and entrees, CrossRoads is sure to have a flavor to suit all tastes!

Café Hours:
Hot Breakfast 8:00 a.m.—10:30 a.m.
Lunch 10:30 a.m.—2:00 p.m.
Dinner 2:00 p.m.—6:00 p.m.

http://www.worwic.edu/StudentServices/CrossroadsCafe.aspx
Entertainment

Cyber Café

The Cyber Café is located in the dining area of CrossRoads Café on the first floor of the Student Center. Check your email or surf the web while you grab a bite to eat.

Game Room

The Game Room is located on the second floor of the Student Center in room 201. Featuring ping pong, foosball, X-Box game system.

TV Room

The TV Room is located on the second floor of the Student Center in room 215. Relax while you watch your favorite shows on the flat-screen TV with satellite programming.
Fitness Center

The Fitness Center is located on the third floor of Guerrieri Hall. There you will find the cardio room with equipment such as treadmills, elliptical machines and stationary bikes; dumbbells, steps, exertubes, bands and Resist-a-balls are also available for use. Please go to the Student Activities webpage on www.worwic.edu for hours of availability and to download the required Work Wellness forms. Forms are also available for pick up in the Fitness Center.

↓ A variety of weight equipment is located on the fourth floor mezzanine.

↓ The gym floor is often used by the ESCJA for training exercises.

Fitness Trail

The fitness trail is located just beyond the Jordan Center. It circles a soccer field and has several fitness stations located throughout. Get back to nature!
**Child Development Center**

Location: The Jordan Center  
Director: Sandra March  
Admin. Associate: Ashley Schmitt  
Childcare Teacher: Tonya Davis  
Childcare Teacher: Donna Horsey-White  
Part-Time Evening Early Childcare Teacher: Monica Franklin  
Part-Time Childcare Aides: Miranda McKay, Amel Abdalla, Aleshia Polk & Arianna Wood  
Phone: 410-334-2962  
For more information, go to the following web address:  
[http://www.worwic.edu/StudentServices/ChildDevelopmentCenter.aspx](http://www.worwic.edu/StudentServices/ChildDevelopmentCenter.aspx)

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**Bookstore**

Location: The Hazel Center  
Manager: Joe Frank  
Associate: Linda Wainer  
Phone: 410-334-2802  
For more information, go to the following web address:  
[http://worwic.bncollege.com](http://worwic.bncollege.com)

The college bookstore sells all of the required and recommended textbooks, study guides, reference books and supplies for classes offered by the college. Academic software is available at educational pricing with a valid ID card. The bookstore also sells a selection of Wor-Wic insignia items, such as clothing, hats, mugs, ID holders and academic planners. During the week of final examinations in the fall and spring semesters, the bookstore buys back used books from students who want to sell them.
**Emilie & Frank Robinson Reading and Writing Center**

Location: Brunkhorst Hall, BH 227
Coordinator: Suzanne McKeen

For more information, go to the following web address: [http://www.worwic.edu/Students/LearningResources/](http://www.worwic.edu/Students/LearningResources/)

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**Computer Lab—FOH 305**

Location: Fulton Owen Hall 305
Computer Lab Phone: 410-572-8780
Computer Lab Coordinator: Wendy Postles
Self-Paced OFT Instructor: Mari-Jo Ulbricht
Coordinator Phone: 410-334-2846

For more information, go to the following web address: [http://www.worwic.edu/Students/LearningResources/](http://www.worwic.edu/Students/LearningResources/)

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**Resource Labs**

Students who are enrolled in ENG 081, ENG 082, ENG 083, ENG 084, ENG 095, ENG 086, 096, MTH 091, MTH 092, or MTH 099 are required to attend the reading and writing center, or mathematics laboratory, where supplemental instruction is provided during day, evening and weekend hours.

**Emilie & Frank Robinson Reading and Writing Center**

Location: Brunkhorst Hall, BH 227
Coordinator: Suzanne McKeen

For more information, go to the following web address: [http://www.worwic.edu/Students/LearningResources/](http://www.worwic.edu/Students/LearningResources/)

**Mathematics Lab—BH 225**

The Mathematics Laboratory offers individual and group tutoring, computerized tutorial programs, and videotaped instruction from the developmental level through calculus. Any other information can be obtained by calling the Mathematics and Science Department at (410) 572-8720.

Mathematics Laboratory Coordinator: Lisa Timmons
Phone: 410-334-2947
Library Services

Centers:
410-334-2883 or
410-334-2884  Henson Hall 100
410-572-8732  Henson Hall Resource Center, HH 100
410-572-8760  Guerrieri Hall Resource Center, GH 204
410-572-8747  Computer Lab/Resource Center, FOH 305
410-334-6725  PRMC Resource Center AHB 108

Staff:
Cheryl Michael, Director of Library Services, HH 100
410-334-2884
Mon-Fri 8:00 a.m.—4:30 p.m.

Ann McGee
Administrative Associate II, HH 100
410-334-2883
Mon-Fri 8:00 a.m.—4:30 p.m.

Diana Mills, Assistant Librarian
410-334-6725
Mon-Fri 8:00 a.m.—4:30 p.m.

Part-time Staff
Nicki Somers-Bashor
Tamara Hill
Jody Mathias
Janis Robinson
Rachel Jones
Patricia Petersen
Student Assistants

For more information, please go to college website - www.worwic.edu - Library Services under Quick Links.