

STUDENT INFORMATION SHEET
CLARK COLLEGE AT
COLUMBIA TECH CENTER (CTC)



Welcome to Clark College at CTC, a Clark College satellite campus located at 18700 SE Mill Plain Blvd in East Vancouver. This letter provides helpful information about the CTC campus.

Summer Quarter classes begin July 7th 2014

Remember EMAIL is the ONLY method used to send important Clark College information to students. Activate your account and check your student email often.

For student email account instructions, go to the Clark College webpage (www.clark.edu) then select "E-mail (for students)" from the Quick Links pull-down menu. If you need help, please contact Gmail Support at gmailhelp@students.clark.edu or call 360-992-2010.

Columbia Tech Center (CTC) Information

CTC BUILDING & PARKING LOT HOURS:

<u>OPEN</u>	Monday – Thursday	7:00am - 10:00pm
	Friday	7:00am - 12pm
	Saturday	8:00am - 5pm

CLOSED Sunday

CTC Service Hours (subject to change):

Student Services (1 st Floor Lobby)	Monday – Thursday	7:00am - 6:00pm
	Friday	8:00am – 12:00pm
CTC Library (I-Commons; Room 219)	Monday – Thursday	8:00am - 6:00pm
	Friday	CLOSED
CTC Computer Lab (Room 203)	Monday – Thursday	8:00am - 8:00pm
	Friday	CLOSED
CTC Tutoring (Room 336)	Check the white board in CTC 336 for updates	

LOST & FOUND:

Please bring found items to the **Security Office at CTC 133C**. To check for your lost item, contact CTC Security in room 133C or call **(360) 992-6133**. Security is available during open building hours Monday through Saturday.

CTC PARKING:

Enter the CTC parking lot from the main entrance on SE Mill Plain Boulevard or the side entrance on SE 184th Avenue. Parking is free at Columbia Tech Center. Gates open when the building is open, there is no public access to the parking lot or building prior to building open hours. Please obey speed limits in the parking lot and do not park in designated F/S spots (Faculty/Staff only parking) before 5:30pm.

When leaving the parking lot, the main exit allows right turns only onto Mill Plain Boulevard (going west). To turn east on Mill Plain Boulevard from the CTC building, use the SE 184th Avenue exit at the far north-west corner of the parking lot.

Overnight parking is NOT allowed at CTC. Monday through Thursday parking gates close and are locked at 10:00pm, Friday at 4:00pm and Saturday at 5:00pm. Parking lot remains closed and locked on Sunday.

EMERGENCY ON CTC CAMPUS:

CTC Security Office is located in room 133C and can be reached at **(360) 992-6133** or by dialing **6133** on the campus Courtesy Phone (located outside the Security window on the 1st floor).

CTC has four blue emergency phones in the parking lot that provide direct, two-way voice communication with the CTC Security Officer.

COUNSELING and HEALTH CENTER:

Students at Columbia Tech Center can use the counseling and health services offered at the Clark College MAIN CAMPUS, located in the Health Science Building, room 124, **(360) 992-2614**. The Counseling and Health Center can also answer questions about Student Health Insurance coverage. For information, please visit http://www.clark.edu/student_services/health_services/index.php and http://www.clark.edu/student_services/counseling/index.php

SMOKING POLICY:

Smoking is prohibited on campus, including the CTC parking lot. Clark College is a tobacco-free campus.

STUDENT SERVICES:

The Student Services desk is located in the first floor Lobby. Desk is open **Monday-Thursday from 7:00am-6:00pm and Friday from 8:00am-12:00pm**. We are closed Saturday and Sunday. Staff can answer questions about CTC services, help find classes, provide Clark College forms (such as Change of Registration), process administrative procedures (such as adding/dropping classes), look-up faculty/staff contact information, and provide your global pin number *with picture ID*. For Running Start students, CTC Student Services provides and processes quarterly Enrollment Verification form.

FOOD SERVICE:

There are no current food service or coffee shop inside the CTC building, but we will have a Bookstore Café beginning this Fall 2014, stay tuned for updates.

Vending machines are available on the 2nd and 3rd floors that offer a variety of drinks and snacks; snack machines accept credit/debit cards and provides change for a \$5.00 bill. There is no change machine at CTC and building staff cannot provide change. A microwave oven is located next to the vending machines on the 2nd floor.

FITNESS FACILITIES:

There is no gym or workout facilities at CTC. We have a Fitness Room that provides credit and non-credit physical education classes, but you must be enrolled in a class to use the room.

CTC has showers and day lockers in the first floor restrooms which are across the hall from the Fitness Room (Room 110). You need to bring your own towel, shower supplies, and a lock for the locker. Please leave the locker room ready for the next student to use. Lockers are opened and emptied at the end of each quarter.

BOOKSTORE:

All textbooks and supplies for Clark College classes offered at Columbia Tech Center are available for purchase at the Clark College Bookstore on Main Campus. CTC students have the following options:

1. Visit the Clark College Bookstore on the main campus, located in Gaiser Hall.
2. Shop the Clark College Bookstore online for home delivery at www.clarkbookstore.com. Select items and pay with a credit card online. Books and supplies will be delivered to your home.
3. Can't afford books? Check out the Library (iCommons) for the Reserved Books listing.

For more information call the bookstore at **(360) 992-2149** or visit the CTC iCommons "Library" in Room 219 for Reserved Books availability.

There is a Bookstore vending machine at CTC on the 2nd floor that has a variety of small supply items including scantron forms, green test books, pens, pencils, and a few single dose medicine packets. The Bookstore will also be opening a Café beginning Fall 2014.

MONEY INFO:

- HigherOne Clark College Debit Card ATM is located on the 2nd floor outside Room 208.
- Change for a \$5.00 bill is available from the 2nd floor snack vending machine. **CTC does NOT have a change machine and college office staff cannot provide change.**
- Money lost in the CTC vending machines can be refunded after completing a form located in the CTC iCommons Library (CTC 219).
- There is NO Cashier at CTC. All tuition payments must be made:
 - at main campus cashier (Gaiser Hall 125) or
 - online at www.clark.edu then Current Students then Pay By Credit Card or
 - on the telephone by calling (360) 992-2177.

COURTESY PHONE:

There are no pay phones at CTC; a courtesy phone located in the first floor lobby (just outside the Security window) is available for short-local calls and to contact Clark College Security. There is a second courtesy phone located next to the display case on the 1st floor (across the hall from the elevator) that is available for calls to Main Campus Offices. Extensions are listed on the wall above the phone.

MAIL DROP:

There is NO U.S. Postal mailbox at CTC. If you want to leave something for your CTC instructor, you can place it in the Student Drop Box outside **CTC 273**. Please be sure your name, instructor's name and the day the assignment is submitted is clearly printed on the document/envelope so that the Instruction Assistant can place it in the correct mailbox. There is no way to verify the instructor received your document, please contact your instructor to identify if they obtained the documents submitted. CTC staff are not responsible for lost and damaged information that has been submitted to the drop box.

DISABILITY SUPPORT SERVICES:

Clark College at CTC is committed to assuring its services, programs, and activities are accessible to individuals with disabilities. If you are a student with a disability and are in need of accommodation or have questions, please contact the Disability Support Services Office at the following numbers or email tjacobs@clark.edu for assistance:

Phone: (360) 992-2314

Fax: (360) 992-2879

Video Phone: (360) 991-0901

COMPUTERS:

The CTC computer lab is located on the second floor in **CTC 203** and is a QUIET study area. During spring quarter, the computer lab is open **Monday-Thursday from 8am-8pm and Friday 10am-2pm**. Lab is closed on Saturday and Sunday. Check out the computer lab hours around campus at their website:

http://www.clark.edu/student_services/computing_resources/hours.php.

Printers are available in the computer lab, which includes a COLOR printer. When using a laptop, CTC has wireless/wifi access throughout the building for student use. You will need the same information as in the computer lab, which is your student ID (SID) number and your global PIN to create a username and password for access. Computers are also available in the **Information Commons in CTC 219** (CTC Library). During summer quarter, the Information Commons is open **Monday-Thursday from 7am-6pm** and closed Friday, Saturday and Sunday. Laptops and netbooks are available for 3 hour check-out and can be used anywhere inside CTC. Two computers located on the first floor outside CTC 133 are Registration Kiosks for Clark College online services ONLY (such as registration, admission and class information), they are NOT configured for open internet usage.

LIBRARY SERVICES:

The library at CTC is called the Information Commons. Students at Columbia Tech Center receive services comparable to those provided on the college's main campus – including research, instruction, and access to various library holdings, including course reserves and subscription databases.

Students can request items from Clark College's Cannell Library, as well as 39 other academic libraries in Washington and Oregon, and pick them up at CTC a few days later. Library materials can be returned to the CTC Library and are transported to main campus via daily courier. The Information Commons (Library) features two rooms for collaborative group study and an open area with computers for individual use.

Also, if you cannot afford to purchase a textbook for your class, ask the Library staff about Reserved textbooks available at the CTC library (iCommons). You can checkout a Reserved textbook from 3 hours, overnight or as much as 3 days. Textbooks are limited and are on a first come, first serve basis.

During summer quarter, the Information Commons is open **Monday-Thursday from 7am-6pm and Friday 7am-3:30pm** but closed Saturday and Sunday. For more information visit **CTC 219** or call **(360) 992-6138**.

For assistance with on-line courses, please contact the eLearning office at **(360) 992-2654**, Monday-Friday 8am-4:30pm or email to eLearning@clark.edu. More information is available at <http://www.clark.edu/academics/eLearning/>.

TUTORING:

CTC offers a limited tutoring schedule. Tutors come to CTC from the main campus Tutoring Center and the Math Department. All tutoring happens in **Room 336** which is also open as a student study room when space is available. For information about CTC tutoring, call **(360) 992-6138** and for schedule updates check the white board in the tutoring room 336. For information about main campus Tutoring Center, call (360) 992-2253. For information about Math Department tutoring on main campus, see their webpage at

<http://library.clark.edu/?q=content/tutoring>

COPYING:

A coin-operated, self-serve copier is located on the 2nd floor in **Room 218** just across the hall from the Information Commons (CTC Library). Copies are 5 cents for black & white and 40 cents for color copy.

STUDENT LIFE:

Clark College students attending classes at Columbia Tech Center may participate in student organizations and student government committees and are encouraged to attend events and activities on Clark's main campus as well as those at CTC. Events and announcements will be posted on the Penguin located on the 2nd floor across from the restrooms. For more information, contact Student Life office at (360) 992-2441.

BIKE RACKS:

Two bike racks are available at CTC

- outside the north building entrance (off the parking lot) behind the Library Book Drop
- at the south building entrance on the west side of the walkway

PUBLIC TRANSPORTATION at CTC:

C-Tran bus route #35 serves CTC from the Fisher's Landing Transit Center. The bus stops at SE Mill Plain Boulevard & SE 190th Avenue going east and stops directly in front of the CTC building going west. There are no crosswalks on SE Mill Plain Blvd so please use caution when crossing the street.

Bus Route #35 runs during daytime only and connects to the Fisher's Landing Transit Center. Schedules are available in the CTC Lobby and on the C-Tran webpage at www.c-tran.com or call C-Tran at **(360) 696-4494**.

Clark College students are eligible for a quarterly *C-Tran bus pass* (called BackPass) which allows unlimited access to C-Tran bus service within Clark County. The pass can be obtained at the Security/Information Desk (just outside the Bookstore on main campus) during the first few weeks of the quarter.

To purchase a pass, students must:

- Be enrolled at Clark College for the current quarter
- It is \$9 for the first 1,800 students, increases to \$22 thereafter, at the Clark College Bookstore on main campus for a Student ID Card and the BackPass endorsement sticker
- Take your Bookstore receipt, copy of your class schedule, and photo ID to the Security/Information Desk located just outside the Bookstore where you receive your Clark ID Card and BackPass sticker.

For more information, please contact Clark College Security at **(360) 992-2133**.

CLASS CANCELLATION OR LATE START:

It doesn't happen often, but when classes and events at Clark College must be delayed or cancelled due to weather or other emergencies, you can find the information at the following locations:

- Clark College Weather Hotline: (360) 992-2000, after recording starts press 3 and then press 2
- Clark College web page: www.clark.edu
- Flash Alerts: <http://www.flashalert.net/>
 - Select "Portland" (including Vancouver & Salem)
 - Select "Public College & Universities"
 - Select "Clark College in Vancouver"

If there is no change in operations (no delay or cancellation), there will be no message posted. The college strives to communicate changes regarding daytime classes by 5:45 a.m. and decisions about evening classes/events no later than 2:00 p.m. Changes refer to the entire Clark College system including CTC. When classes and events are held as usual, students are expected to give first consideration to their personal safety when evaluating their ability to travel to CTC.

Individual class cancellations =

When the college is open, some instructors may decide to cancel their class for various reasons. That information can be found on the Classes Today page of the Clark College website. Go to www.clark.edu then from the "Academics" pop up menu select "Today's Cancellations/Delays." If your class is NOT listed, there is no change to your regular class schedule. Make sure to check your student e-mail for further information.

DIRECTORY INFORMATION FOR CLARK COLLEGE STUDENTS AT CTC

CTC = Clark College at Columbia Tech Center

Clark College Main Campus

Academic Advising
 Career Counseling
 Clark Student I.D. Card
 Clark Bookstore
 Textbook questions
 Concerns about Academic Matters
 Counseling (personal, academic, career)
 Disability Accommodations
 ESL class/registration information
 Financial Aid
 GED Testing
 Health Services
 Library Main Campus
 Registration
 Running Start questions
 Student Life and Multicultural Student Affairs
 Tuition & Fee Payments

Contact Office

Advising
 Career Center
 Campus Security
 Clark Bookstore
 Clark Bookstore
 Office of Instruction
 Counseling/Health
 Disability Services
 T-Building
 Financial Aid Office
 Assessment Center
 Counseling/Health
 Cannell Library
 Registration Office
 Running Start Office
 Student Life
 Cashier

Phone

992-2345
 992-2902
 992-2133
 992-2149
 992-2642
 992-2291
 992-2614
 992-2314
 992-2741
 992-2153
 992-2648
 992-2614
 992-2375
 992-2183
 992-2366
 992-2441
 992-2177

Columbia Tech Center

Emergency Help
 Help on Friday & Saturday (service desks closed)
 Information Commons
 Instructor Information (CTC specific)
 Lost & Found
 Questions about CTC
 Safety Concerns
 Student Services

Contact Office

Security
 Security
 Library Service Desk
 Instruction
 Security
 Student Services
 Security
 Student Affairs

Phone

992-6133
 992-6133
 992-6138
 992-6101
 992-6133
 992-6100
 992-6133
 992-6100