Guide to
STUDENT SERVICES

OUR GOAL IS YOUR SUCCESS.
# TABLE OF CONTENTS

## Registration & Advisement

<table>
<thead>
<tr>
<th>Service</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Academic Advising</td>
<td>1</td>
</tr>
<tr>
<td>Registration</td>
<td>2</td>
</tr>
</tbody>
</table>

## Managing Finances & Paying for College

<table>
<thead>
<tr>
<th>Service</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Financial Aid</td>
<td>3</td>
</tr>
<tr>
<td>Student Accounts</td>
<td>4</td>
</tr>
</tbody>
</table>

## Student Resources

<table>
<thead>
<tr>
<th>Service</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Online Services</td>
<td>5</td>
</tr>
<tr>
<td>Counseling Centers</td>
<td>6</td>
</tr>
<tr>
<td>Libraries</td>
<td>7</td>
</tr>
<tr>
<td>Job Placement &amp; Career Services</td>
<td>8</td>
</tr>
<tr>
<td>Computer Labs</td>
<td>9</td>
</tr>
<tr>
<td>Food Pantries</td>
<td>10</td>
</tr>
</tbody>
</table>

## Specialized Services

<table>
<thead>
<tr>
<th>Service</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Military, Veterans &amp; Dependents</td>
<td>11</td>
</tr>
<tr>
<td>International Students</td>
<td>12</td>
</tr>
<tr>
<td>Students with Disabilities</td>
<td>12</td>
</tr>
<tr>
<td>Career &amp; Technical Education Students</td>
<td>13</td>
</tr>
<tr>
<td>Pittsburgh Promise &amp; Extension Students</td>
<td>13</td>
</tr>
</tbody>
</table>

## Academic Support

<table>
<thead>
<tr>
<th>Service</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tutoring by Appointment</td>
<td>14</td>
</tr>
<tr>
<td>Walk-in Tutoring • Learning Commons</td>
<td>14</td>
</tr>
<tr>
<td>Walk-in Tutoring • Math Cafés</td>
<td>14</td>
</tr>
<tr>
<td>Student Success Coaches</td>
<td>15</td>
</tr>
</tbody>
</table>

## College Life & Campus Amenities

<table>
<thead>
<tr>
<th>Service</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student Life</td>
<td>15</td>
</tr>
<tr>
<td>Fitness Centers</td>
<td>16</td>
</tr>
<tr>
<td>Bookstores</td>
<td>17</td>
</tr>
<tr>
<td>Cafeterias</td>
<td>17</td>
</tr>
<tr>
<td>Student Lounges</td>
<td>18</td>
</tr>
<tr>
<td>Starbucks</td>
<td>18</td>
</tr>
</tbody>
</table>

## Safety & Security

<table>
<thead>
<tr>
<th>Service</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Police, Fire &amp; EMS</td>
<td>19</td>
</tr>
<tr>
<td>Security Locations &amp; Contact Information</td>
<td>19</td>
</tr>
<tr>
<td>Lost &amp; Found Services</td>
<td>19</td>
</tr>
<tr>
<td>Incident Reporting</td>
<td>19</td>
</tr>
<tr>
<td>Severe Weather Notifications</td>
<td>20</td>
</tr>
</tbody>
</table>

## Campus & Center Locations

<table>
<thead>
<tr>
<th>Service</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>About the Community College of Allegheny County</td>
<td>22</td>
</tr>
</tbody>
</table>
INTRODUCTION

In addition to providing a first-class education that includes nearly 160 academic and career training programs as well as a vibrant student life scene, the Community College of Allegheny County offers a wide range of services designed to help students make the most of their college experience.

Contained within these pages is a wealth of information covering many areas of interest, including how to access assistance when selecting a major, registering for classes, paying for college and seeking academic support. This guide also features information on campus amenities such as the location and hours of operation of CCAC’s fitness centers, bookstores, cafeterias, student lounges and walk-in assistance centers as well as information pertaining to campus security, student life opportunities and services specifically designed for Pittsburgh Promise students, military and veteran students and their dependents, international students and students with documented disabilities.

Additional copies of this publication may be obtained by emailing success@ccac.edu or by calling 412.237.3100. An electronic version is also available. Visit ccac.edu/StudentServices to learn more.
Students can talk with an advisor at any of the college’s campuses or centers. Help is available in person or online. Students can make an appointment to meet with an advisor in person at ccac.edu/appointment-central or virtually at ccac.edu/web-based-advising. Students may also see an advisor on a walk-in basis at all four campuses and select centers. More information can be found at ccac.edu/academic-advisement.

Academic Advising helps students:
- choose an academic program and develop an academic plan
- make effective decisions concerning their educational and career goals
- familiarize themselves with resources and services on campus
- understand online learning course requirements
- know and understand the institutional requirements of CCAC
- interpret student placement test scores
- verify course prerequisites and corequisites
- select courses each semester that progress toward fulfilling their degree plan and/or transfer requirements
- answer academic policy questions
- change an academic major
- understand the graduation process
- obtain referrals to appropriate support services

Days of the Week
M=Monday  T=Tuesday  W=Wednesday  R=Thursday  F=Friday  S=Saturday  U=Sunday
REGISTRATION & ADVISEMENT • REGISTRATION

Allegheny Campus
SSC–First Stop, 412.237.2700
8:00 AM–7:00 PM, M–R
8:00 AM–4:30 PM, F
10:00 AM–1:00 PM, Second Saturday of Each Month

Boyce Campus
S–558, 724.325.6674
8:00 AM–7:00 PM, M–R
8:00 AM–4:30 PM, F
10:00 AM–1:00 PM, Second Saturday of Each Month

North Campus
Room 1004, 412.369.3700
8:00 AM–7:00 PM, M–R
8:00 AM–4:30 PM, F
10:00 AM–1:00 PM, Second Saturday of Each Month

South Campus
B–340, 412.469.6203
8:00 AM–7:00 PM, M–R
8:00 AM–4:30 PM, F
10:00 AM–1:00 PM, Second Saturday of Each Month

Homewood-Brushton Center
412.371.1600
Call for information to complete the registration process.

Braddock Hills Center
412.271.0201
Call for information to complete the registration process.

West Hills Center
S1500, 412.788.7500
8:00 AM–7:00 PM, M–F

Braddock Hills Center
412.271.0201
Call for information to complete the registration process.

Washington County Center
724.223.1012
Call for information to complete the registration process.

CCAC’s Registration office helps students to register for any of the thousands of classes offered at CCAC every term.

Services include:
• in-person registration
• online registration via MyCCAC Self-Service
• changing a course schedule
• dropping and adding courses
• processing course withdrawals
• evaluating applications for transfer credit
• reviewing and certifying graduation applications
• learning about academic calendars and deadlines
• verification of residency requirements
• processing change of name and address requests
• finding out about registration periods and payment dates
• cross-registering at other local colleges and universities
CCAC’s Financial Aid offices help students:
• learn about grants, loans, work-study positions and scholarships—including the Scholarship Tracking and Review System (STARS) online scholarship application
• access millions of dollars in public money and scholarships
• download forms and financial aid brochures
• obtain professional help with applications
• answer financial aid questions
• complete the Free Application for Federal Student Aid (FAFSA)
MANAGING FINANCES & PAYING FOR COLLEGE • STUDENT ACCOUNTS

Allegheny Campus
SSC–150, 412.237.4641
8:00 AM–7:00 PM, M–R
8:00 AM–4:30 PM, F
10:00 AM–1:00 PM, Second Saturday of Each Month

Boyce Campus
S–572, 724.325.6689
8:00 AM–7:00 PM, M–R
8:00 AM–4:30 PM, F
10:00 AM–1:00 PM, Second Saturday of Each Month

North Campus
Room 1006, 412.369.3670
8:00 AM–7:00 PM, M–R
8:00 AM–4:30 PM, F
10:00 AM–1:00 PM, Second Saturday of Each Month

South Campus
B–327, 412.469.6311
8:00 AM–7:00 PM, M–R
8:00 AM–4:30 PM, F
10:00 AM–1:00 PM, Second Saturday of Each Month

West Hills Center
N1500, 412.788.7505
8:00 AM–7:00 PM, M–R
8:00 AM–4:30 PM, F

ONLINE STUDENT ACCOUNT CENTER
CCAC offers students flexibility in paying for college and 24/7 access to their student account via the Online Student Account Center, available through MyCCAC. The complete range of services comprises:
• viewing student account activity and current account balance
• viewing e-bill statements
• storing payment methods for quick and easy payment
• paying student accounts—students can schedule payments in real time or for a future date via ACH and debit/credit cards
• enrolling in a tuition payment plan to pay balances in installments
• entering bank account information for electronic direct deposit of student refunds
• consenting to electronic 1098-T year-end tax statements
• enrolling in student account text message alerts
• granting authorized user (parents, employer, etc.) access in order to help students manage their individual accounts

STUDENT ACCOUNT OFFICES
CCAC Student Account offices are located on each campus and at West Hills Center. The complete range of services comprises:
• facilitating payments in person by cash or check, and by debit or credit card in person or over the phone.
• facilitating payments via third-party sponsors and/or company checks
• providing information about tuition and fees
• answering questions related to payment deadlines, tuition payment plans and settling outstanding accounts
• supplying student refund information
STUDENT RESOURCES • ONLINE SERVICES

CCAC offers the following online services for students:

- **MyCCAC Portal** ([my.ccac.edu](http://my.ccac.edu))—provides students access to important account information and online tools for managing their academic career, including:
  - **Blackboard**—the course management system used to teach internet, hybrid and traditional courses supported with a Blackboard course site. Students can use a web browser to access course materials, announcements, assessments and join online discussions. Blackboard provides the convenience of being available at any time from any location with an internet connection.

- **CCAC Central Self-Service**—enables current students to search for courses, register, view grades, access financial information and more
  - Academic email
  - Important academic deadlines
  - College-wide events & news

- **Appointment Central** ([ccac.edu/appointment-central](http://ccac.edu/appointment-central))—enables students to make appointments on campus for specific services, including advisement and tutoring appointments

- **Online Dean** ([webapps.ccac.edu/OnlineDean](http://webapps.ccac.edu/OnlineDean))—offers students the opportunity to contact the deans of Student Development with questions relating to a variety of student issues and concerns

- **Online Student Orientation** ([ccac.edu/orientation](http://ccac.edu/orientation))—provides an overview of CCAC and college life, including information on how to access CCAC programs and services as well as student clubs, organizations and other cultural, recreational and educational opportunities

- **Online Tutoring** ([ccac.edu/tutoring.aspx](http://ccac.edu/tutoring.aspx))—services include live chat rooms and conference sessions, message boards and more
Staffed by professional counselors, CCAC’s Counseling Centers offer students a wide variety of transfer, career, personal and academic counseling, including:

- online career inventories and other guidance tools
- help with a broad range of academic and personal issues
- research and development of individual career choices and priorities
- help selecting courses appropriate for transferring to other institutions
- confidential individual appointments
- workshops, seminars and college fairs
Open year round, the CCAC Libraries offer students:

- more than 250,000 books, 80 periodical titles and 20,000 audiovisual titles
- ONESEARCH for finding books, articles, videos and more from a single search box
- article databases by subject or an A–Z list
- comprehensive subject and course guides
- i-CONNECT (a tutorial for researching better in five easy steps)
- expanded access to articles and multimedia content from The New York Times
- interlibrary loans
- many quiet study areas
- leisure reading and media
- online access at ccac.edu/library
CCAC Job Placement & Career Services assists students with a full range of services, including:

- occupation, employment, job outlook and salary information
- help with creating resumes, job search strategies and interview preparation
- obtaining work experience through internships, co-ops, job shadowing experiences and on-campus work-study job opportunities
- finding their place in the job market upon completion of their studies

College Central is CCAC’s online job bank.
Once logged in to collegecentral.com/ccac, students can register, post their resume and have it reviewed, search for and apply to opportunities, receive occupational updates and referrals, and be searchable by employers.
Additional resources are also available online at ccac.edu/job-placement.

Students at the CCAC centers should contact their campus for hours and appointments at their center.
STUDENT RESOURCES • COMPUTER LABS

Allegheny Campus
SSC–321

Fall/Spring Term Hours
8:00 AM–8:00 PM, M–R
8:00 AM–4:00 PM, F
8:00 AM–3:00 PM, S

Summer Term Hours
8:00 AM–8:00 PM, M–R
8:00 AM–4:00 PM, F
8:00 AM–3:00 PM, S

Boyce Campus
S–588

Fall/Spring Term Hours
8:00 AM–8:00 PM, M–R
8:00 AM–4:00 PM, F
8:00 AM–3:00 PM, S

Summer Term Hours
8:00 AM–8:00 PM, M–R
8:00 AM–4:00 PM, F
8:00 AM–3:00 PM, S

North Campus
Room 2004

Fall/Spring Term Hours
8:00 AM–8:00 PM, M–R
8:00 AM–4:00 PM, F
8:00 AM–3:00 PM, S

Summer Term Hours
8:00 AM–8:00 PM, M–R
8:00 AM–4:00 PM, F
8:00 AM–3:00 PM, S

South Campus
L–482

Fall/Spring Term Hours
8:00 AM–8:00 PM, M–R
8:00 AM–4:00 PM, F
8:00 AM–3:00 PM, S

Summer Term Hours
8:00 AM–8:00 PM, M–R
8:00 AM–4:00 PM, F
8:00 AM–3:00 PM, S

Students are encouraged to contact the ITS ServiceDesk with their technology questions and problems—by phone at 412.237.8700, by email at help@servicedesk.ccac.edu or by chat through MyCCAC.

Computer Labs at CCAC Centers
Please call for hours of operation.
Computer availability may be limited.

Braddock Hills Center: 412.271.0201
Homewood-Brushton Center: 412.371.1600
Washington County Center: 724.223.1012
West Hills Center: 412.788.7500

CCAC’s computer labs offer the following services:
• access to the internet and a web-based student email account once students create a NetID (student network account)
• answers to basic questions on software programs
• assistance with NetID account, MyCCAC portal, CCAC Central Self-Service, Wi-Fi & mobile apps, Blackboard and more
• year-round hours of operation
The CCAC food pantries provide quality food items at no cost to students and their families who are experiencing food insecurity. Students who are eligible for a Pell grant to attend the college are able to participate. Here are some facts about the food pantries:

- Items vary each month, with an emphasis on fresh produce. Also available are canned vegetables, soups, beans, pasta and pasta sauce, frozen meat, fresh eggs and milk, other essential meal items and toiletries.
- Recipients are able to take what they would like, maximizing their satisfaction and minimizing waste. Recipients receive enough food for three days, based on family size.
- Names of students who participate are kept confidential.

### Student Resources • Food Pantries

<table>
<thead>
<tr>
<th>Campus</th>
<th>Location</th>
<th>Hours of Operation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Allegheny Campus</td>
<td>Physical Education Building 105</td>
<td>12:00 PM–2:00 PM Second Thursday of Each Month</td>
</tr>
<tr>
<td>Boyce Campus</td>
<td>S–593B</td>
<td>12:00 PM–2:00 PM Second Thursday of Each Month</td>
</tr>
<tr>
<td>North Campus</td>
<td>Gymnasium, Stage Right</td>
<td>10:00 AM–1:00 PM, M &amp; T</td>
</tr>
<tr>
<td>South Campus</td>
<td>G–313</td>
<td>2:00 PM–4:00 PM, M &amp; T</td>
</tr>
<tr>
<td>Homewood-Brushton Center</td>
<td>Room 106</td>
<td>1:00 PM–3:00 PM, W</td>
</tr>
<tr>
<td></td>
<td></td>
<td>12:00 PM–2:00 PM, R</td>
</tr>
</tbody>
</table>

To sign up, students should visit the Student Life office or call 412.237.2675. For hours of operation, students should visit the Student Life office or call 412.237.2675.
# Specialized Services • Military, Veterans & Dependents

<table>
<thead>
<tr>
<th>Allegheny Campus</th>
<th>Boyce Campus</th>
<th>North Campus</th>
<th>South Campus</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jones Hall, Room 212</td>
<td>N–503</td>
<td>Room 1104</td>
<td>A–407</td>
</tr>
<tr>
<td>412.237.6503</td>
<td>724.325.6617</td>
<td>412.369.4191</td>
<td>412.469.6310</td>
</tr>
<tr>
<td><a href="mailto:VeteransServices@ccac.edu">VeteransServices@ccac.edu</a></td>
<td><a href="mailto:VeteransServices@ccac.edu">VeteransServices@ccac.edu</a></td>
<td><a href="mailto:VeteransServices@ccac.edu">VeteransServices@ccac.edu</a></td>
<td><a href="mailto:VeteransServices@ccac.edu">VeteransServices@ccac.edu</a></td>
</tr>
<tr>
<td>Fax: 412.237.2765</td>
<td>Fax: 412.237.2765</td>
<td>Fax: 412.237.2765</td>
<td>Fax: 412.237.2765</td>
</tr>
<tr>
<td>8:00 AM–7:00 PM, M</td>
<td>8:30 AM–4:00 PM, M–F</td>
<td>9:00 AM–2:30 PM, M–F</td>
<td>9:00 AM–3:00 PM, M–W</td>
</tr>
<tr>
<td>8:00 AM–4:00 PM, T–F</td>
<td></td>
<td>9:00 AM–4:00 PM, R</td>
<td></td>
</tr>
</tbody>
</table>

The Military and Veterans Service Centers serve as a confidential single point of contact for all veterans, service members and their families attending CCAC. The centers help these students navigate all chapters of the Veterans Administration GI Bill, from application and processing through the securing of benefits. Each of these campus centers of excellence for veteran student success offers a facilitator, success coaches and a support network.

**Educational benefits and services offered by CCAC to veterans, military-connected students and, in some cases, to spouses and dependents, include:**

- high quality programs of study across six diverse career paths
- in-county tuition rates
- academic advising and counseling
- career counseling
- disability services
- financial aid
- educational and vocational training for individuals with disabilities
- work-study opportunities
- academic support services and tutoring
- health career grant-funded opportunities
**SPECIALIZED SERVICES • INTERNATIONAL STUDENTS**

Allegheny Campus
SSC–171
412.237.2629

The International Students office, located on Allegheny Campus, serves all international students attending CCAC.

The office helps students:

- overcome the challenges of studying and living in a new culture
- verify their student status to U.S. Citizenship and Immigration Services
- obtain I-20s and appropriate documentation for U.S. Citizenship and Immigration Services
- acquire information about English as an Academic Language (EAL)
- download required enrollment forms
- tap into local housing resources
- complete all international admittance requirements and forms
- feel connected through a dedicated Facebook page for international students

For students not attending Allegheny Campus, student success coaches are available at each campus for assistance.

**SPECIALIZED SERVICES • STUDENTS WITH DISABILITIES**

<table>
<thead>
<tr>
<th>Allegheny Campus</th>
<th>Boyce Campus</th>
<th>North Campus</th>
<th>South Campus</th>
<th>West Hills Center</th>
</tr>
</thead>
<tbody>
<tr>
<td>L–114</td>
<td>N–560</td>
<td>Room 1008</td>
<td>B–311</td>
<td>S1510</td>
</tr>
<tr>
<td>412.237.4612 (Voice)</td>
<td>724.325.6604 (Voice)</td>
<td>412.369.3649 (Voice)</td>
<td>412.469.6207 (Voice)</td>
<td>412.788.7508 (Voice)</td>
</tr>
<tr>
<td>412.237.4552 (TTY)</td>
<td>724.325.6733 (TTY)</td>
<td>412.369.4110 (TTY)</td>
<td>412.469.6005 (TTY)</td>
<td>8:00 AM–4:30 PM, M &amp; T</td>
</tr>
<tr>
<td>8:00 AM–4:30 PM, M–F</td>
<td>8:00 AM–4:30 PM, M–F</td>
<td>8:00 AM–4:30 PM, M–F</td>
<td>8:00 AM–4:30 PM, M–F</td>
<td>8:30 AM–4:30 PM, W</td>
</tr>
<tr>
<td>Evenings by Appointment</td>
<td>Evenings by Appointment</td>
<td>Evenings by Appointment</td>
<td>Evenings by Appointment</td>
<td>8:00 AM–4:00 PM, R</td>
</tr>
</tbody>
</table>

CCAC Supportive Services for Students with Disabilities offices offer services for individuals with documented disabilities. Reasonable accommodations are required under the Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act. Services are individualized and determined based on an interactive process between the student and the director of the office. Students should contact the office to request and register for services.

Student Services Guide
SPECIALIZED SERVICES • CAREER & TECHNICAL EDUCATION STUDENTS

Allegheny Campus  Boyce Campus  South Campus  West Hills Center
M–513  N–509  B–427  S1704
412.237.4634  724.325.6685  412.469.6001  412.788.7511

CCAC’s Perkins office provides academic support to all students enrolled in Career and Technical Education (CTE) programs. Services include:
• study groups and workshops
• midterm grade alerts
• helping students connect to existing college resources such as Job Placement & Career Services, Counseling, Financial Aid, Supportive Services, Advisement and the Learning Center.

SPECIALIZED SERVICES • PITTSBURGH PROMISE & EXTENSION STUDENTS

Allegheny Campus  Promise Coach  Extension Coach

Located on Allegheny Campus, the Pittsburgh Promise Scholars’ Initiative provides a full range of support services to students at all campuses and centers who are in the Pittsburgh Promise and CCAC Extension programs. Pittsburgh Promise and CCAC Extension coaches work with students to ensure their academic success and completion in the following ways:
• review students’ goals for enrolling in college
• explain college policies and procedures; discuss concerns or issues
• monitor student progress; refer students to tutoring and other services
• provide Lunch & Learn workshops; make classroom presentations
• make sure financial aid forms are completed on time
• take students to college fairs and cultural events
ACADEMIC SUPPORT • TUTORING BY APPOINTMENT

Allegheny Campus
L–309
412.237.2584
Boyce Campus
N–406
724.325.6666 or 724.325.6729
North Campus
Room 2001B
412.369.3717 or 412.369.3681
South Campus
L–547
412.469.6284
West Hills Center
S1408
412.788.7390

CCAC offers free tutoring services at each campus. Services include:

• in-house tutoring in many subjects, study skills and writing skills
• 10 hours of free online tutoring through SMARTTHINKING at onlinetutoring.ccac.edu

Students can visit the Tutoring offices at any of the four campuses or find more information at ccac.edu/tutoring.aspx.

ACADEMIC SUPPORT • WALK-IN TUTORING • LEARNING COMMONS

CCAC offers free walk-in assistance centers for students seeking extra help in reading and writing—no appointment necessary.

Allegheny Campus
Library Building, Third Floor (L–313), 412.237.4543
Boyce Campus
N–504, 724.325.6876
North Campus
Room 2001B
412.369.3717 or 412.369.3681
South Campus
L–547
412.469.6284
West Hills Center
S1408
412.788.7390

Fall/Spring Term Hours: 9:00 AM–7:00 PM, M–R
9:00 AM–4:30 PM, F
10:00 AM–2:00 PM, S
Summer Term Hours: 9:00 AM–7:00 PM, M–R
9:00 AM–4:30 PM, F

ACADEMIC SUPPORT • WALK-IN TUTORING • MATH CAFÉS

CCAC offers free walk-in assistance centers for students seeking extra help in math—no appointment necessary.

Allegheny Campus
Library Building, Third Floor (L–3R), 412.237.4543
Boyce Campus
N–504, 724.325.6876
North Campus
Library, 2001B, 412.369.4109
South Campus
L–547, 412.469.6393
West Hills Center
S1403, 412.788.7355

Homewood-Brushton Center
Room 113, 412.317.1600

Fall/Spring Term Hours: 9:00 AM–7:00 PM, M–R
9:00 AM–4:30 PM, F
10:00 AM–2:00 PM, S
Summer Term Hours: 9:00 AM–7:00 PM, M–R
9:00 AM–4:30 PM, F
CCAC’s student success coaches provide support services to students at all campuses and centers who are required to take SDS 102 Academic and Personal Development. Student success coaches help in the following ways:

- Review students’ goals for enrolling in college
- Explain college policies and procedures
- Monitor student attendance
- Refer students to tutoring and other services

In addition to the hours of operation listed above, each campus Office of Student Life sponsors a variety of evening events. Contact the office for more information.

Student Life provides students with access to the many activities available outside the classroom, including:

- intercollegiate sports—National Junior College Athletic Association (NJCAA) intercollegiate sports teams include men’s and women’s basketball, bowling, cross-country and golf, men’s baseball and women’s softball and volleyball. In addition, CCAC offers men’s intercollegiate ice hockey as well as a variety of intramural sports for both men and women at each campus.
- cultural events—live theater, music concerts and art shows
- discount tickets to numerous Pittsburgh attractions
- more than 60 student clubs and organizations as well as four honor societies and other student leadership and recreational opportunities
- club meeting rooms and student gathering places

ACADEMIC SUPPORT • STUDENT SUCCESS COACHES

<table>
<thead>
<tr>
<th>Campus</th>
<th>Office</th>
<th>Room</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Allegheny</td>
<td>Room 404A</td>
<td>L–404A</td>
<td>412.237.2740</td>
</tr>
<tr>
<td>Boyce</td>
<td>Room N–562</td>
<td>N–562</td>
<td>724.325.6817</td>
</tr>
<tr>
<td>North</td>
<td>Room 3008</td>
<td></td>
<td>412.369.3679</td>
</tr>
<tr>
<td>South</td>
<td>Room B–427 &amp; B–408</td>
<td></td>
<td>412.469.6221 &amp; 412.469.6332</td>
</tr>
</tbody>
</table>

COLLEGE LIFE & CAMPUS AMENITIES • STUDENT LIFE

<table>
<thead>
<tr>
<th>Campus</th>
<th>Office</th>
<th>Room</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Allegheny</td>
<td>Physical Ed Building</td>
<td>Room 431</td>
<td>412.237.2675</td>
</tr>
<tr>
<td>Boyce</td>
<td>Room S–521</td>
<td>S–521</td>
<td>724.325.6622</td>
</tr>
<tr>
<td>North</td>
<td>Room 1006</td>
<td></td>
<td>412.369.3670</td>
</tr>
<tr>
<td>South</td>
<td>Room B–327</td>
<td></td>
<td>412.469.6244</td>
</tr>
</tbody>
</table>

8:00 AM–4:30 PM, M–F
8:00 AM–4:30 PM, M–F
8:00 AM–4:30 PM, M–F
8:00 AM–4:30 PM, M–F
COLLEGE LIFE & CAMPUS AMENITIES • FITNESS CENTERS
The use of CCAC’s fitness centers is free to all CCAC students. Students must show their current student photo ID card to access these facilities.

Allegheny Campus
Physical Education Building • 412.237.2533
Lifetime Fitness Center, Fourth Floor
7:30 AM–4:30 PM, M, W & F
7:30 AM–6:00 PM, T & R
Weight Room, Second Floor
2:00 PM–4:00 PM, M–F
Open Gym, Fifth Floor
11:00 AM–12:00 PM, M–F
CCAC’s Allegheny Campus fitness center provides access to a full range of services, including:
• State-of-the-art facilities in the Lifetime Fitness Center offering the latest treadmills, elliptical trainers, bikes and steppers
• Strength training in the weight room and free fitness assessments
• Racquetball courts
• Gymnasium
• RED (Rejuvenate Every Day) Total Fitness Room
• Nutrition center
• Specialized fitness equipment for students with disabilities

Boyce Campus
Fitness Center, W–309 • 724.325.6678 or 724.325.6638 • Hours Vary
CCAC’s Boyce Campus fitness center provides access to a full range of services, including:
• State-of-the-art facilities in the Lifetime Fitness Center offering the latest treadmills, elliptical trainers, bikes and steppers
• Strength training in the weight room and free fitness assessments
• Gymnasium

North Campus
Fitness Center, Co-curricular Center • 412.369.3728 • Hours Vary
CCAC’s North Campus fitness center provides access to a full range of services, including:
• Treadmills, elliptical trainers, bikes and steppers
• Strength training in the weight room and free fitness assessments
• Gymnasium, with open basketball times available
• Specialized fitness equipment for students with disabilities

South Campus
Fitness Center, G–422 • 412.469.4309 • Hours Vary
CCAC’s South Campus fitness center provides access to a full range of services, including:
• State-of-the-art facilities in the Lifetime Fitness Center offering the latest treadmills, elliptical trainers, bikes and steppers
• Strength training, free fitness assessments, personal training, free weights, benches, indoor track, workshops, presentations and a monthly newsletter
• Gymnasium
**COLLEGE LIFE & CAMPUS AMENITIES • BOOKSTORES**

**Allegheny Campus**  
Physical Education Building  
Street Level, 412.237.2532

**Boyce Campus**  
S–528  
724.325.6612

**North Campus**  
Room 1007  
412.369.3694

**South Campus**  
B–353  
412.469.6261

**West Hills Center**  
S1402  
412.788.7524

CCAC’s college bookstores offer:
- textbooks, supplies, snacks, software, CCAC clothing, caps and gowns, class rings and more
- textbook rentals
- PAT bus passes
- Textbook Buyback Days
- online ordering—orders may be delivered directly to students via FedEx

CCAC’s full-service bookstores are open Monday through Friday and during extended evening and Saturday hours at peak times. For the current hours of operation at each location or to shop online for textbook and general merchandise needs, students may visit [ccacshop.com](http://ccacshop.com). Hours are subject to change as business needs dictate; students should contact the bookstore directly before making a special trip.

---

**COLLEGE LIFE & CAMPUS AMENITIES • CAFETERIAS**

**Allegheny Campus**  
Student Services Building  
Second Floor

**Boyce Campus**  
South Wing, Fifth Floor  
Opposite Student Union

**North Campus**  
First Floor  
Rear of Building

**South Campus**  
B Building

**West Hills Center**  
First Floor  
Middle of Building (S1401)

Listed below are the normal hours of operation of the cafeteria at each location for the fall and spring terms. Hours may vary during the summer terms. The cafeterias are closed on holidays, during breaks and between terms.

<table>
<thead>
<tr>
<th>Location</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Allegheny Campus</td>
<td>7:30 AM–4:00 PM, M–R</td>
</tr>
<tr>
<td></td>
<td>7:30 AM–2:00 PM, F</td>
</tr>
<tr>
<td>Boyce Campus</td>
<td>7:30 AM–2:00 PM, M–R</td>
</tr>
<tr>
<td></td>
<td>7:30 AM–12:30 PM, F</td>
</tr>
<tr>
<td>North Campus</td>
<td>7:30 AM–2:00 PM, M–R</td>
</tr>
<tr>
<td></td>
<td>8:00 AM–1:00 PM, F</td>
</tr>
<tr>
<td>South Campus</td>
<td>7:30 AM–4:00 PM, M–R</td>
</tr>
<tr>
<td></td>
<td>7:30 AM–1:30 PM, F</td>
</tr>
<tr>
<td>West Hills Center</td>
<td>7:30 AM–2:00 PM, M–R</td>
</tr>
<tr>
<td></td>
<td>7:30 AM–1:00 PM, F</td>
</tr>
</tbody>
</table>

The cafeterias are pay as you go and accept cash, debit cards and credit cards.
COLLEGE LIFE & CAMPUS AMENITIES • STUDENT LOUNGES

Allegheny Campus
P–431
8:00 AM–4:30 PM, M–F

Boyce Campus
South Wing Level 5
8:00 AM–4:30 PM, M–F

North Campus
First Floor
8:00 AM–4:30 PM, M–F

South Campus
A–306
8:00 AM–4:30 PM, M–F

Homewood-Brushton Center
Second Floor
Top of Stairs
8:30 AM–6:30 PM, M–R
8:30 AM–1:00 PM, F–S

West Hills Center
First Floor, Near Front Desk
& Second Floor, Top of Stairs
8:00 AM–7:00 PM, M–R
9:00 AM–2:00 PM, F

COLLEGE LIFE & CAMPUS AMENITIES • STARBUCKS

The Allegheny Campus Starbucks is located along Ridge Avenue on the ground floor of the newly renovated Physical Education Building next to the bookstore.
7:00 AM–8:30 PM, M–F
7:00 AM–8:00 PM, S & U
SAFETY & SECURITY • POLICE • FIRE • EMS

From campus/center landlines, dial 9 first, then 911. After calling 911, be sure to notify security of the incident and location.

Allegheny Campus
Security Office • Lost & Found
Located inside the main entrance of the Physical Education Building
412.237.2662

Boyce Campus
Security Office • Lost & Found
Located inside and to the left of the main entrance
412.529.9664

North Campus
Security Office • Lost & Found
Located inside the main entrance, hallway on the right
412.369.4100

South Campus
Security Office • Lost & Found
Located in B-Building (level 3) across from Information
412.469.6260

Switchboard
Dial “0” from campus landlines or 412.237.2525

Homewood-Brushton Center
Switchboard
412.371.1600

Braddock Hills Center
Switchboard
412.271.0201

West Hills Center
Security Office • Lost & Found
Located inside and to the right of the main student entrance
412.788.7370
Switchboard
412.788.7500

Washington County Center
Switchboard
724.223.1012

SAFETY & SECURITY • INCIDENT REPORTING

ccac.edu/incident • Report any incidents of concern to you or your fellow students, including any disturbing, aggressive or inappropriate student behavior.
SAFETY & SECURITY • SEVERE WEATHER NOTIFICATIONS

ccac.edu
twitter.com/CCACAlerts
CCAC maintains an emergency Twitter account @CCACAlerts for communicating about campus closures and other urgent information. To receive text notifications, follow @CCACAlerts and ensure that notifications are set to ON.

If you do not have a Twitter account, text “follow CCACAlerts” to 40404. (Please note that CCACAlerts must be all one word.) CCAC will also update ccac.edu, non-emergency CCAC social media accounts, the MyCCAC portal and local news outlets in case of severe weather or other emergencies.

CCAC will make every attempt to announce any emergency closures no later than 6:30 a.m. Check @CCACAlerts or ccac.edu before commuting during instances of inclement weather.
CAMPUS & CENTER LOCATIONS

CCAC operates four campuses and four centers throughout Allegheny and Washington counties. In addition, CCAC offers educational and career training opportunities at the Energy Innovation Center located in the city’s Uptown neighborhood.

**Allegheny Campus**
412.237.2525
808 Ridge Avenue
Pittsburgh, PA 15212-6097

**Boyce Campus**
412.371.8651 or 724.327.1327
595 Beatty Road
Monroeville, PA 15146-1396

**Braddock Hills Center**
412.271.0201
250 Yost Boulevard
Braddock Hills, PA 15221-4818

**North Campus**
412.366.7000
8701 Perry Highway
Pittsburgh, PA 15237-5372

**South Campus**
412.469.1100
1750 Clairton Road (Route 885)
West Mifflin, PA 15122-3097

**Homewood–Brushton Center**
412.371.1600
701 North Homewood Avenue
Pittsburgh, PA 15208-1806

**Braddock Hills Center**
412.271.0201
250 Yost Boulevard
Braddock Hills, PA 15221-4818

**West Hills Center**
412.788.7500
1000 McKee Road
Oakdale, PA 15071-9910

**Energy Innovation Center**
412.788.7534, 1435 Bedford Avenue, Pittsburgh, PA 15219-3675

Notifications of nondiscrimination and contact information can be found at [ccac.edu/nondiscrimination](http://ccac.edu/nondiscrimination).

This publication was created by the CCAC Public Relations & Marketing Department.

Student Services brochure-P1-CDI-EJ/RAS-SLK-JAN18
About the Community College of Allegheny County (CCAC)

Since its founding in 1966, CCAC has flourished, becoming the educational powerhouse it is today—a nationally renowned two-year college dedicated to serving all members of the community. From groundbreaking student success initiatives to top-ranked academic and career-based programs, CCAC continues to be the college of choice for nearly one out of three adults in the Greater Pittsburgh metropolitan region.

Every year, more than 25,000 students enroll at CCAC, taking advantage of nearly 160 degree, certificate, diploma and transfer programs while thousands more access noncredit and workforce development courses. Comprising four campuses and four neighborhood centers, as well as other offsite locations, CCAC is honored to have one of the largest veteran student populations in the state and takes pride in ranking among the nation’s top community colleges for the number of individuals graduating in nursing and other health-related professions.

CCAC graduates have transferred to the nation’s most prestigious colleges and universities, have obtained the most academically challenging and competitive degrees and can be found at leading companies, organizations and institutions throughout the country. CCAC alumni are actively engaged in every sector of society, providing leadership to scores of economic, scientific, civic and philanthropic entities both in the Pittsburgh region and around the world. Visit ccac.edu to learn more.