

# CENTRAL PARK/MCKINNEY CAMPUS

## Spring 2020

# Need Help? Ask Me?



## VOLUNTEER PACKET

- ✓ FAQ
- ✓ Frequently Visited Areas
- ✓ Building, Bookstore, and Student & Enrollment Hours
- ✓ Maps
- ✓ QR Campus Map Codes

**Thank you for volunteering during this busy time!**

If you do not know an answer or cannot find one in this packet, please contact the Information Desk.

## FAQ

**Q:** Where is my classroom?

**A:** First, look at the class' section number; the letter in front of the number indicates the campus (red). Example: HIST 1301. **C09**. Possibly, the student has enrolled for a class at the wrong campus.

**FYI:** Some students have all classes except one at a single campus, or have one in the middle of a schedule at another campus. If the latter occurs, please send students to Academic Advising.

**Q:** Do I need a parking sticker?

**A:** Yes. Students can get a free parking sticker at the Student Engagement Office (D106C).

**Q:** Do I need to have a student ID?

**A:** Yes. It gives students access to services provided by college offices and labs including: Barnes & Noble Bookstore, Career Services, Computer Labs, Enrollment Management, Fitness Center, Library, Math Lab, Student Engagement, and the Testing Center.

**Q:** Where do I get a student ID?

**A:** IDs are made in the Student Engagement Office (D106C).

**Q:** Where can I print my schedule?

**A:** The Computer Lab (C113) or the library (first floor).

**Q:** I want to add and drop a class. What do I need to do?

**A:** Students can add or drop classes online in the same place they registered up to the 4<sup>th</sup> day of the semester (the first class day for any express/shorter parts of term). Drops and withdrawals are done all online through their CougarWeb account, even total withdrawal. Students can drop a class through the census date of a course online. Census date is typically the 12<sup>th</sup> class day for 16-week terms, and varies from the 2<sup>nd</sup> – the 11<sup>th</sup> class day for express courses. After census when a student drops a class, it is considered a withdraw and will show on the transcript. Please see Advising if you have questions.

**Q:** Where is a computer I can use?

**A:** Students can go to the Computer Lab (C113) or the library (first floor).

**FYI:** You must be a registered student to use the library's computers.

**Q:** I want to add a class, but it is full. What do I need to do? I was on a waitlist, what should I do?

**A:** Look for options at different times and locations. If there are special circumstances, have the students contact the appropriate division office for the Academic Associate Deans. The Academic Associate Deans are located in suite B211.

**FYI:** Math and Natural Science labs do not allow overloads. On-line courses are not usually overloaded. Due to the waitlist ending when classes begin, students will need to speak with an Academic Associate Dean if they care to enroll in a class they were on the waitlist for.

**Q:** I enrolled in classes in August, but when I tried to print my schedule this morning, nothing was there.

**A:** Students should be sent to Advising. Payment may have been missed and they were dropped from all of their classes.

**Q:** My class was canceled and I need another class. What do I do?

**A:** First make certain the cancellation sign on the door is the correct class. Students should be sent to Advising. Students can also add classes online through August 29 for 16-week courses.

**Q:** I went to my class but it was the wrong class/no one was there. What should I do?

**A:** Check to make sure the student is not in an evening class instead of a morning class, vice versa, or at the wrong campus.

## Frequently Visited Areas

<b>Admissions &amp; Records</b>	<b>D118</b>	meningitis vaccination, dropping class only, password
<b>Advising Office</b>	<b>D117</b>	add and drop classes, class schedules
<b>Bookstore</b>	<b>C120</b>	
<b>Career Center</b>	<b>B106</b>	
<b>Cashier Office</b>	<b>D118R</b>	
<b>Computer Lab</b>	<b>C113</b>	print off class schedule
<b>Dean of Academic Affairs</b> <b>Academic Associate Dean</b> <b>Academic Associate Dean</b> <b>Academic Associate Dean</b> <b>Dean of Health Sciences/EMS</b> <b>Dean of Nursing</b> <b>Dean of Student and Enrollment Services</b>	<b>B122F</b> <b>B214</b> <b>B218</b> <b>B213</b> <b>H201</b> <b>H330</b> <b>D118J</b>	Brenda Carter Brandy Fair Michelle Buggs Lee Powell Michelle Millen Jane Leach James Barko
<b>eCollin Learning Center</b>	<b>Library LA232</b>	Canvas
<b>Instruction Office</b>	<b>A206</b>	
<b>Library</b>	<b>LA217 - LA222</b> <b>LA236 – LA241</b> <b>LA237</b>	All classrooms are on the second floor.  English Lab
<b>Math Lab</b>	<b>C220</b>	
<b>Pike Hall</b>	<b>C106</b>	
<b>Collin College Police Department</b>	<b>C119</b>	Emergencies dial 972-578-5555
<b>Student Center</b>	<b>D106A-K</b>	Recreation Areas: Small Group Meeting Areas, Informal Gathering Areas, Ping Pong Table, Pool Table and Video Games
<b>Student Engagement Office</b>	<b>D106C</b>	IDs, parking stickers
<b>Testing Center</b>	<b>A109</b>	
<b>Veterans Resource Center</b>	<b>B122C/D</b>	Resource & information for veterans; study & networking with fellow veterans.
<b>Writing Center - Center for Academic Assistance</b>	<b>A104</b>	

<b>Regular and Special Hours for SPRING 2020</b>		
<b>BOOKSTORE</b> x-6680	Monday & Tuesday	7:45 am – 5:00 pm
	Wednesday	7:45 am – 7:00 pm
	Thursday	7:45 am – 5:00 pm
	Friday	7:45 am – 3:00 pm
	Saturday & Sunday	<b>CLOSED</b>
	<b>SPECIAL HOURS:</b>	
	Mon, Jan 20	<b>CLOSED</b>
	Tues & Wed, Jan 21 <sup>st</sup> & 22 <sup>nd</sup>	7:45 am – 8:00 pm
	Thur & Fri, Jan 23 <sup>rd</sup> & 24 <sup>th</sup>	7:45 am – 5:00 pm
	Sat, Jan 18 <sup>th</sup>	11:00 am – 3:00 pm
<b>BUILDING HOURS</b> x-6690	Monday – Friday	7:00 am – 11:00 pm
	Saturday	7:00 am – 5:00 pm
	Sunday	1:00 pm – 5:00 pm
<b>LIBRARY</b> x-6860	Monday – Thursday	7:45 am – 9:45 pm
	Friday	7:45 am – 5:00 pm
	Saturday	10:00 am – 5:00 pm
	Sunday	12:00 pm – 5:00 pm
		<b>SPECIAL HOURS:</b>
Spring Break	Mon – Thu, Mar 9 - 12	7:45 am – 5:00 pm
	Fri – Sun, Mar 13 - 15	<b>CLOSED</b>
Spring Holiday	Fri – Sun, Apr 10 - 12	<b>CLOSED</b>
Memorial Day	Monday, May 25 <sup>th</sup>	<b>CLOSED</b>
May 18 – Jun 2	Mon – Thur	7:45 am – 8:00 pm
	Fri	7:45 am – 5:00 pm
	Sat	10:00 am – 5:00 pm
	Sun	12:00 pm – 5:00 pm
Jun 3 – 5	Wed – Fri	7:45 am – 5:00 pm
Jun 6	Sat	10:00 am – 5:00 pm
Jun 7	Sun	<b>CLOSED</b>







SCC



PRC



CPC

