Learning Resources, Student Services, and Precollege Programs

Library

The University Library, located on the first floor of Sobrato Hall, is the intellectual heart of the campus. Its collections and services are designed to support and enrich the educational experience of students and faculty.

The Library’s web-based catalog is accessible via the Internet at http://www.nhu.edu/library/. Through this site one may use over forty online databases and reference sources, locate over 20,000 e-books, find citation help, and search the library catalog for books and videos available for checkout.

The Library also provides space for individual and small group study, computers for research and class work, an extensive reference collection, and current periodicals for browsing. The Library staff is available to help students with their research needs in person or by e-mail. NHU Library provides a welcoming place for students to study, browse, or relax between classes.

Computer Classroom Lab Facility

The Computer Information Systems Lab has Multi-media PC computers with printers. These computers are accessible to students for classroom instruction in Computer Science/Information Systems classes. The Library/CCS Staff can arrange special orientation and/or computer tutor sessions.

Center for College Success

The Center for College Success (CCS) coordinates an important range of academic support services for students who are enrolled at the National Hispanic University. A detailed explanation of each service and program follows in this section.

Tutoring

The CCS tutorial program is designed to assist students with their academic challenges. The program emphasizes faculty interaction and one-on-one and/or small group tutoring and learning services. Tutors provide academic assistance in mathematics, reading, writing and study skills to help students develop the necessary skill level to ensure success in college. The role of the CCS tutors is to guide students in the development of their academic skills and guide them on how to become self-directed learners. Furthermore, the CCS tutorials are incorporated into the curriculum of developmental English and Math courses, that is, English 40, English 45 and English 100, as well as Math 40, Math 45 and Math 100 in order to provide students with one-on one tutoring and feedback tailored to their individual and specific needs. These tutorial services prepare students for the more rigorous upper-division courses and are offered to all enrolled NHU students free of charge.

Testing Services and Software

The Center for College Success personnel also administers various tests including placement tests for new students, and as well as Spanish challenge tests. In addition, a number of software programs including English as a Second Language, Critical Thinking Skills, and other programs are installed in the CCS computers for NHU students to use.

Career Services

The CCS provides general assistance with job placement services primarily by posting job openings on the bulletin boards. Moreover, the CCS personnel assist students with writing resumes and any other written requirements such as statements of purpose, letters of recommendation, and scholarship applications and essays.

First Year Experience Program

The First-Year Experience (FYE) program is a comprehensive learning community that serves incoming freshman at The National Hispanic University. National studies indicate that the highest dropout rate is between the first and second years. FYE program then decreases this likelihood by providing academic and personal support in order to promote academic confidence and success, which in turn will lead to persistence to graduate.

The First-Year Experience program is inclusive to all NHU students, but primarily targets first-time students with less than 30 units of course credit by placing them in specific General Studies cohort day courses. FYE then places tutors in each cohort class to provide students support inside and outside the class. Besides tutoring, FYE also provides students social and personal counseling services, as life, often times than not, interferes with student studies. First-year students will also benefit from academic advising and social activities. Faculty teaching in cohort classes benefit from professional development workshops regarding
best practices in teaching new college students. FYE also works closely with the financial aid office to help close the gap in financial need. The program believes strong support of the first-year students is the key to producing successful undergraduates.

**Student Success Program**

The Students Success Program (SSP), a federally funded student support services (SSS) project, is committed to assist 160 undergraduate students who are low-income, first in their families to graduate from college, and those with disabilities through the transition of graduating from high school and entering college. TRIO Programs help students overcome class, social and cultural barriers to higher education. Nationally, students who participate in the Student Support Services program are more than twice as likely to remain in college as those students from similar backgrounds who do not participate in the program.

SSP participants will benefit from the following services: Personal and Academic Advising, Career Exploration, Study Group, Volunteer Information, Discussion and interest Groups, Workshop related to College Success, financial Literacy workshops, Graduate School information, and Cultural Enrichment Activities. In addition to assisting students to graduate from college, the SSP helps motivate students to get involved and utilize the resources on campus and in the community by modeling leadership and the “Si Se Puede” (Translation: “It can be done”) philosophy at NHU. The SSP also facilitates the Summer Bridge program, in collaboration with the Center for College Success which provides incoming college freshman with an introduction to what the college experience entails. The Summer Bridge Program allows students to integrate into the campus community, build confidence, and get well acquainted with the resources available at the university. Summer Bridge prepares students for the college experience but also helps participants build relationship with other students, staff, and faculty.

The Student Support Services program in funded under Title IV of the Higher Education Act of 1965 and is one of the original TRIO Programs. TRIO programs help low income, first-generation, and disabled students graduate from college with a bachelor’s degree to pursue the career of their choice or graduate degrees.

**Alumni Organization**

The NHU Alumni Association encourages continued interest and involvement by graduates in the university.

**Student Services**

The Division of Student Outreach and Support Services provides NHU students with services from the initial application for admission to the University through the completion of their educational program and graduation. The Office of the Admissions and Registrar receives and processes the student’s initial application to the University for Admission. That office is responsible for receiving all documents required for admission to the University; processing the application; determining the eligibility of the candidate for admission; notifying students of their admission or reason for non-admission. Once admitted, the Office of the Registrar maintains the student’s registration information and processes the student’s registration each semester. The Office of the Registrar is also responsible for monitoring the student’s satisfactory academic progress toward timely completion of their educational program.

The posting of grades and issuance of grade reports and transcripts is handled by the Office of the Registrar.

**New Student Orientation**

New student orientation is offered throughout the academic year on a variety of days and times, and includes a full introduction to the college experience including:

- Discussion of student and NHU expectations;
- Financial aid and scholarships
- Library tour and introduction to internet-based library search protocols;
- Introduction to NHU support services, partnerships and departments;
- Interactive computer assessment in English reading, writing, and math immediately followed by a discussion of the results and advising about next steps and appropriate courses (for undergraduates only).

**Students with Special Needs**

Students with special needs (e.g. disabled, international, honor, and re-entry students) are provided academic support and tutoring at the Center for College Success (CCS).

**Student Housing**
While The National Hispanic University does not provide residences for students, the University does assist students by providing them, available rental listings in the area. For more information, contact Student Services.

Student Government Association

Any student currently enrolled in a class at NHU is a member of the Student Government Association. The Student Government Association by-laws set up an Executive Board as a representative body for NHU to facilitate student communication, leadership, and advocacy. Annually, the members of the Student Government Association elect officers (President, Vice President, Treasurer, Secretary and a Public Relations Representative). To be eligible for student government a student needs to have a 2.5 minimum GPA and to be enrolled as a full-time student at NHU. The Student Government Association (SGA) meets on a regular basis to plan student activities. The officers represent the student body in University activities and committees.

Student Organizations

The National Hispanic University actively supports student clubs and organizations. For information regarding the following clubs and organizations or for information regarding how to start a club, please contact Student Services.

• Student Government Association
• Business Student Organization
• Philosophy Club Symposium
• LULAC
• Computer Science Club
• Ethics Debate Team
• Science/Engineering Club
• Film Club

Pre-College Programs

The National Hispanic University’s Pre-College/TRIO Programs continue to serve as an outreach arm to the community by surveying its needs and providing services that will address them. The pre-college programs target middle and high school students for academic and social development, with the goal of increasing high school graduation rates and matriculation into college by students traditionally underrepresented in higher education.

Esperanza Educational Talent Search

Esperanza Educational Talent Search is a federally funded program through the United States Department of Education TRIO Programs. Its goal is to assist eligible students at specific school sites to graduate from high school and enroll in post-secondary education. The program annually serves 1,275 eligible students free of charge at selected middle schools (grades 6, 7, and 8) and high schools (grades 9-12), while also serving adults seeking to re-enter and complete their high school diploma in the city of San Jose. Services available through Esperanza Educational Talent Search include the following:

• College admissions counseling;
• Career counseling;
• Assistance with financial aid forms;
• Assistance in the selection of college preparation courses;
• Assistance with college application forms;
• College/University campus visits;
• Visits to corporations and public institutions to see various professions at work;
• Tutorial assistance;
• Scholastic Achievement Test (college entrance exam) information;
• Workshops on such topics as Study Skills and Career Exploration.

To qualify for the program, a student must be a U.S. citizen or eligible resident, must meet the low-income federal guidelines, and/or will be the first generation in his/her family to graduate with a baccalaureate degree. To be considered for admission to the program, an Esperanza Educational Talent Search Application should be completed. Applications are available at the Career Centers of participating high schools, the school office of middle schools, and can be requested by calling the Pre-College/TRIO Programs Office at NHU.

Upward Bound

Upward Bound, established in 1989, is a federally funded program through the United States Department of Education TRIO Programs. It currently assists 64 eligible high school students to successfully complete their high school education, enroll in, and complete a post-secondary education program. The central idea behind Upward Bound is that students from
traditionally under-represented groups can be prepared to successfully compete in post-secondary institutions by providing them with a simulated college experience rich in academic and motivational support. Through tutoring, counseling, and individualized instruction, Upward Bound helps students to bridge the gap between their performance and their potential. During the academic year, services include after school tutorials, academic advising, college tours, and a variety of enrichment activities of an educational, recreational, and cultural nature.

Students are selected from specific high schools in the city of San Jose. To qualify, the student must (1) have freshman, sophomore, or junior status at entry; (2) meet the low-income federal guidelines; and/or be the first generation in his/her family to complete a baccalaureate degree; (3) be a U.S. citizen or eligible resident; (4) and have the desire and commitment to pursue a college education. The program offers a Summer Academic Enrichment Residential Program. The six-week session includes college preparatory courses, daily tutorial assistance, study skills training, as well as academic and college advising. Students live in college dormitories during the week, going home on weekends, and attend classes during the week at The National Hispanic University campus.

**Latino College Preparatory Academy**

The Latino College Preparatory (LCPA) is a collaborative Charter High School between NHU and the East Side Union High School District for under-achieving English Language Learning Students. Since September 2001, the LCPA has phased in 100 English Language Learners in cohorts toward the goal of 400 students total enrollment. As part of the middle college model, the LCPA curriculum and activities are coordinated and articulated with the university’s academic programs and calendar in accordance with the State Frameworks and Standards. Through the collaboration of NHU, LCPA faculty and students, the depth and scope of NHU learning community has been enhanced. LCPA faculty members are eligible to enroll in NHU Teacher Education program and professional development activities. The LCPA staff are also encouraged to participate in all NHU activities. For more information, please contact LCPA at (408) 273-2281.

**Early University Program**

The Early University Program (EUP) is a partnership between the LCPA and NHU in which LCPA juniors and seniors in the program take transferable university courses that count toward high school graduation, providing the EUP students with an academically rigorous learning experience. This makes it possible for an EUP student to graduate from high school with up to two years of university coursework (60 units) already completed. All of the EUP courses are taught by NHU professors and follow the standard university curriculum. Because the program is part of the regular high school day, neither the students nor their families are required to pay any tuition or fees to participate.

Students who qualify for the Early University Program must:

- Be currently enrolled in the Latino college Preparatory Academy,
- Have completed two years of high school with all required units,
- Have passed both the math and English sections of the CAHSEE, and
- Have placed into MAT 100 and ENG 100 on NHU’s placement test.

For further information, please contact the EUP at (408) 273-2766.

**GED Preparation Program**

The GED is a certificate of General Educational Development. Successful completion of the five-part GED test (reading, writing, social studies, science, and math) earns a GED certificate. The GED certificate acts as an equivalent of a high school education and is usually accepted in place of a diploma.

NHU offers the GED preparation course both in Spanish and English. It is a 10-week course offered on Tuesdays and Thursdays or Saturdays. The GED preparatory course reviews all five subjects that are on the exam: Literature, Writing, Social studies, Science, and Math.

The fee for the preparatory course is $500.00. The tuition includes instruction, study book, a test registration and orientation, and tutoring.

All applicants must fill out an application and submit it prior to the course start date. Applications are available at the NHU Student Services office. Applications, once completed can be faxed to (408) 254-1369 or turned in at front desk; applications will be added to our database of students wishing to enroll. We will contact you prior to the start date of the course for a course orientation and registration.