

# Learning Resources, Student Services and Precollege Programs

The Student Academic Assistance Center (SAAC) coordinates an important range of academic support services for students before they begin NHU classes, during classes, while job hunting, and even after graduation.

---

## 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 both 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.

---

## Computing Facilities in the Library

---

The Library at the University has computers for student use. The computers are networked to form a library local area network integrated with the university network. Printers are available for student, staff and faculty use with the computers. Additionally, there are computer facilities in the Student Academic Assistance Center (SAAC) and the Computer Information Systems Lab as described below.

---

## 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/SAAC Staff can arrange special orientation and/or computer tutor sessions.

---

## Student Academic Assistance Center

---

---

## Tutoring

---

The SAAC tutorial program is designed to assist students with their academic challenges. The program emphasizes a faculty interaction and counseling support. Tutors will provide 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 SAAC tutor is to guide students in the development of their academic potential and motivate students to become self-directed learners. Furthermore, the SAAC tutorials are incorporated in the curriculum in English 45 and English 100 as well as Math 45 and Math 100 in order to provide students with one-on-one support and feedback catered to their individual needs. This extra tutorial will prepare them for the more rigorous upper division courses. It is offered to all enrolled students free of charge.

---

## Testing Services and Software

---

The SAAC personnel also administer various tests including placement tests for new students as well as Spanish tests. In addition, a number of software programs including English as a Second Language, Critical Thinking Skills, and other programs are installed on the SAAC computers for NHU students to use.

---

## Career Services

---

The SAAC provides assistance with job placement services and graduate school information. In addition, the tutors assist students with writing resumes and any other written requirements such as statements of purpose and letters of recommendation. The SAAC provides the following services for current and graduating students as well as alumni at NHU:

- Bulletin board postings
- Internet job listing sites
- Access to university catalogues and information

---

## 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).

---

## **Student Success Program**

---

The Student 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 than 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 Groups, Volunteer Information, Discussion and Interest Groups, Workshops related to College Success, 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 NHU faculty members, 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 relationships with other students, staff, and faculty.

The Student Support Services program is 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.

---

## **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 Student Academic Assistance Center (SAAC).

---

## **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

---

## Student Activity Space

---

NHU students have University space where they can plan and organize activities. This facility is used by students for meetings.

---

## 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 under represented 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.

## **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. 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 \$300.00. 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 our office; 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.

If you have any questions concerning the GED preparatory course contact (408) 729-2208 or (408) 729-2204.