KEY TO CAMPUS
A NEW STUDENT guide to help you be successful at GCCC

GARDEN CITY COMMUNITY COLLEGE

5 TIPS FOR YOUR FRESHMAN YEAR

SAFETY MATTERS! YOUR SAFETY IS IMPORTANT TO US

ADULTING CREATE A HEALTHY LIFESTYLE
QUESTIONS?

ADVISING
Rebekah Fitzpatrick ~ Academic Advisor
rebekah.fitzpatrick@gcccks.edu
620-275-3243

JoAnn Garrier ~ Counselor
joann.garrier@gcccks.edu
620-276-9635

Melanie Hands ~ Transition Advisor
melanie.hands@gcccks.edu
620-276-0671

Caleb Young ~ Athletic Academic Advisor
caleb.young@gcccks.edu
620-275-3219

ACCOMODATIONS
Kari Adams ~ Accomodations Coordinator
kari.adams@gcccks.edu
620-276-9638

FINANCIAL AID
Melinda Harrington ~ Director of Financial Aid
melinda.harrington@gcccks.edu
620-276-9514

Jill Lucas ~ Assistant Director of Financial Aid
jill.lucas@gcccks.edu
620-276-9598

Shajia Ahmed ~ Financial Aid Advisor
shajia.ahmed@gcccks.edu
620-276-9667

LOGIN/PASSWORD RESET
Email ~ password.reset@gcccks.edu
Please include name, GCCC ID#, and birthdate in email.

OUT OF CLASS TESTING CENTER
Janice Urie ~ Tutoring Coordinator
janice.urie@gcccks.edu
620-275-3283

STUDENT SUPPORT SERVICES
Kurt Peterson ~ Director
kurt.peterson@gcccks.edu
620-275-3245

SAFFELL LIBRARY
Trent Smith ~ Director Saffell Library
trent.smith@gcccks.edu
620-276-9510

REFUND AND DROP DATES
registrar@gcccks.edu
620-276-9605

CONSUMER INFORMATION
http://www.gardencitychamber.net

CAMPUS POLICE
Rodney Dozier ~ Campus Police Chief
rodney.dozier@gcccks.edu
620-272-6828
EMERGENCY - dial 911

SEXUAL ASSAULT/
DATING VIOLENCE
Debbie Lopez ~ GCCC Campus Advocate
fcs.debbie@sbcglobal.net
Cell phone: 620-271-1008
Campus Office phone: 620-276-9672
Hotline number: 620-275-5911 (24/7)
Text 2 Talk: 620-640-9050
(for non-emergencies)

BILLING/BUSINESS OFFICE
business@gcccks.edu
620-276-9619
620-276-9576

SCHOLARSHIPS
Jesse Cagle ~ Scholarship Coordinator
scholarships@gcccks.edu

STUDENT ACCOUNT INFORMATION
You can now view your GCCC statement online by going to www.gcccks.edu
• Go to www.gcccks.edu
• Click on BusterWeb
• Click current students and then login
• Enter Buster Web username and password
• Scroll down to Registration section
• Click on Review Student Account/Make payment/Set up payment plan
• The first time you login, you will be required to complete a simple application to enter Nelnet

You can authorize others to view your statement and to make payments on your account
Simple Steps to Set up Authorized User:
• Follow the steps to set up your account above
• From the Nelnet Welcome Page click "My Profile"
• Click on "Manage Payers," then click on "add authorized party"
• Enter the required information for the authorized party and an email address
• The authorized party will receive an email invitation to create an account
• Authorized parties may enroll for payment plan or make a payment on the student’s behalf
• Authorized parties can manage their account at www.nbspayments.com after being added by the student

Simple Steps to Make a Payment online on your student account (using a bank account or credit card)
• Go to www.gcccks.edu
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• Click current students and then login
• Enter Buster Web username and password
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• Click on Review Student Account/Make payment/Set up payment plan
• Click the green “Make a Payment” tab, and follow the instructions to make your payment

Simple Steps to Enroll in a Payment Plan (using bank account or credit card)
$25 enrollment fee to participate in payment plan, $30 fee DUE NBS if payment is returned
$20 fee DUE GCCC if payment is returned
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• Click on “Review Student Account/Make Payment/Set up Payment Plan
• Set up payment plan

REFUND & WITHDRAW
2019 Fall Semester

Last Day to DROP with 100% Refund
8/30/19

Last Day to WITHDRAW (with “W” grade)
11/7/19

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YOUR SAFETY IS IMPORTANT

CAMPUS POLICE
The Garden City Community College Campus Police Department is committed to providing a safe and secure learning environment for students, faculty, staff, and the general public while on campus or in any facility owned or operated by the college. We will achieve this through community partnerships, education, planning, and the enforcement of state and local laws.

Campus Police provide other noteworthy services to students such as:

- **Emergency Vehicle Unlocks**: Campus Police can help by unlocking your vehicle for you, free of charge.
- **Safety Escorts**: Campus Police Officers will escort you anywhere on campus. Please call 620-272-6828. There may be a delay due to calls for service, please call in advance, if possible.
- **Vehicle Jump Starts**: In situations where your vehicle needs a jumpstart, Campus Police will assist you.
- **Crime Prevention Services**

Campus Police

REPORT SUSPICIOUS ACTIVITY

To report an EMERGENCY CALL 911

Contact: (620) 276-9603

The GCCC Police Department recommends that students consider the following crime prevention tips to enhance safety and to prevent auto thefts, auto burglaries, and thefts in the dorm rooms:

- Never leave your car unlocked or the keys inside when unattended
- Do not leave your valuables inside your car in plain view (conceal under the seat or in the trunk)
- Check your car door locks by pulling on the handle, especially when using your remote lock
- Use your car alarm (if you have one)
- Avoid parking your vehicle in locations were theft and burglary are likely (dark or concealed locations)
- When parking your vehicle in the evening, try to park under a street lamp or in other well-lit areas.
- During cooler seasons never leave your car unlocked while warming it up (keep within eyeshot, use remote start if possible)
- Never leave your unlocked dorm room unattended (even when only taking short trips outside your room)...make sure all windows are locked!
- Conceal your valuables (jewelry, purses, wallets, money, car keys)
- Use debit cards for most purchases (keep only small amounts of currency in your room)
- Monitor the activity of acquaintances entering your room (try to not leave them unattended)
- DO NOT loan your room keys to anyone for any reason
- LOCK YOUR DORM ROOMS!

FINALLY, WATCH OUT FOR EACH OTHER— if you observe anything suspicious, report it to the Campus Police Department or Residential Life personnel. By following these tips, you could reduce the chances of being a victim.

Stay safe,
Rodney Dozier
Campus Police Chief

CONCEALED CARRY ON GCCC CAMPUS

The Legislation:
Effective July 1, 2017, an individual who legally meets state and federal guidelines may carry a concealed handgun on or about their person in most state and municipal buildings in Kansas, including institutions of higher education.

Our Policy:
GCCC recognizes the right of individuals to carry concealed handguns, in accordance with Federal and State regulations.

Who Can Carry?
Individuals who are at least 21 years of age, and who are in lawful possession of a handgun with no restrictions or prior record, may conceal carry.

OPEN CARRY IS PROHIBITED in open spaces and college buildings.

Please read the complete policy online:
Accommodations
The mission of the Accommodation office is to ensure that Garden City Community College is an accessible and inclusive environment that not only encompasses academic success in students with various types of documented disabilities, but also personal empowerment.

The Accommodations office is designated to work with a wide range of disabilities that include but are not limited to learning disabilities, intellectual disabilities, physical disabilities, temporary disabilities, vision or hearing impairment, and mental health. If you feel that you may qualify for these services, visit Kari Adams, Accommodations Coordinator at SCSC 1021. Or contact kari.adams@gccccks.edu or 620-276-9638.

The GCCC Campus Closet provides NEEDS for students which includes but is not limited to: personal hygiene products, items to help students with food security, bedding, coats, school supplies, and other miscellaneous items that are donated.

For more information about the Campus Closet, please see the back of this publication.
SAFE SEX
Stay safe and make wise decisions. Unwise decisions could result in STDs (Sexually Transmitted Diseases), including HIV (the virus that causes AIDS.)

A HEALTHY LIFESTYLE

DATING AND RELATIONSHIP VIOLENCE
Be aware of “Red Flags” in your personal relationship or a friend’s relationship. Be an active bystander, “If you see something, say something!” There are more types of abuse besides just physical abuse. Other types of abuse are verbal abuse, emotional abuse, and sexual abuse, learn more about the red flags at http://www.theredflagcampaign.org/. If you notice red flags and need help, please contact GCCC Counseling Services 620-276-9635 GCCC Student Health Services 620-276-9601 Family Crisis Services 24/7 620-275-5911

TEXT 2 TALK
Do you need someone to talk to about dating violence, domestic violence, sexual assault, sexual harassment, stalking, or bullying? Maybe you just want to talk about your day. Are you feeling homesick? Don’t want to talk to your friends?

The Text 2 Talk service through Family Crisis Services is designed to provide that resource and sounding board for students of Garden City Community College. The text line is operational from 6:00 am until 10:00 pm for non-emergencies. If you are in an emergency situation, you can contact the hotline at 620-275-5911 (operational 24/7).

ALCOHOL AND DRUGS
Some freshman who enter into college feel peer pressure to start drinking in order to be “cool.” It is important to discuss these issues of the dangers of drinking, alcohol poisoning, drug overdose, and addictions with a parent or guardian. The consequences of abuse by substances can result in death: 1,825 college students between the ages of 18 and 24 die each year from alcohol-related, unintentional injuries. Please make good choices. In case of an emergency always call 911.

NUTRITION AND FITNESS
After entering college, most students find themselves eating on the run and not making healthy choices. It is also difficult to find the time and energy to exercise. A proper diet and exercise can help relieve stress and help you perform better in the classroom. All immunizations should be up to date, dental, eye, and ear exams are recommended. Residential life has a mandatory immunization policy.

STUDENT HEALTH CENTER
Garden City Community College Health Center promotes the health and well-being of students in order to enhance their educational experience. The Health Center employs a full time registered nurse, designed to provide high quality, convenient health services and education. The center is located in BTSC SC201 and is open Monday-Friday from 8:00 am-4:00 pm.

For questions, contact Patricia Miller, College Nurse patricia.miller@gcccks.edu 620-276-9601 Located in BTSC SC201

HOME SICKNESS
No matter how excited you may be about college life, even the most independent students can find themselves struck with homesickness. Homesickness is real, but know you are not alone. For tips about home sickness please contact Student Health Services 620 -276-9601.

SAFE SEX
Stay safe and make wise decisions. Unwise decisions could result in STDs (Sexually Transmitted Diseases), including HIV (the virus that causes AIDS.)

On Campus Cafe

Delicious Comfort food by GREAT WESTERN DINING

The ALL-YOU-CAN-EAT campus cafeteria is located in the Beth Tedrow Student Center. Several choices are offered each day to suit many tastes. You do not have to live on campus to enjoy meals at the cafe.

Great Western Dining also provides catering for on-campus events as well as catering for off-campus events.

For questions or information on pricing, contact Great Western Dining foodservice@gcccks.edu 620-276-9607

CAFE HOURS:
MONDAY - THURSDAY
Breakfast: 7:00 am - 9:00 am
Lunch: 11:30 am - 1:00 pm
Dinner: 5:00 pm - 6:45 pm

FRIDAY
Breakfast: 7:00 am - 9:00 am
Lunch: 11:30 am - 1:00 pm
Dinner: 5:00 pm - 6:00 pm

SATURDAY & SUNDAY
Brunch: 12:00 pm - 1:00 pm
Dinner: 5:00 pm - 6:00 pm

HOME SICKNESS
No matter how excited you may be about college life, even the most independent students can find themselves struck with homesickness. Homesickness is real, but know you are not alone. For tips about home sickness please contact Student Health Services 620 -276-9601.
1. **Join A Student Organization**

- Academic Excellence Challenge Team  
  jean.ferguson@gcccks.edu
- Alpha Xi Upsilon - Phi Theta Kappa (PTK)  
  winsom.lamb@gcccks.edu
- Art Club  
  brian.mccallum@gcccks.edu
- Association of Nursing Students  
  tracy.lamb@gcccks.edu
- Athletics  
  greg.mcvey@gcccks.edu
- Athletic Trainers  
  sarah.lemmon@gcccks.edu
- Band/Instrumental music  
  casey.hands@gcccks.edu
- Block and Bridle  
  clint.alexander@gcccks.edu
- Choir/Vocal Music  
  sean.boller@gcccks.edu
- College Players  
  philip.hoke@gcccks.edu
- Criminal Justice Competition Team  
  brandy.unruh@gcccks.edu
- GC3 Student Media  
  stacey.carr@gcccks.edu
- HALO  
  manuela.vigil@gcccks.edu
- International Club  
  susan.miller@gcccks.edu
- Intramurals  
  joseph.lowry@gcccks.edu
- Meats Judging Team  
  clint.alexander@gcccks.edu
- Practical Nursing Student Organization  
  patricia.zeller@gcccks.edu
- Residence Halls Association  
  christine.dillingham@gcccks.edu
- Science and Math Club  
  nicole.dick@gcccks.edu
- Student Activities Committee (SAC)  
  joseph.lowry@gcccks.edu
- Student Government Association (SGA)  
  joseph.lowry@gcccks.edu
- Tau Epsilon Lambda  
  brandy.unruh@gcccks.edu

2. **Time Management is KEY**

Whether it is a planner or a calendar on your phone, find an organizing tool that works well for you, as this will keep you organized and helps to prevent you from procrastinating. (A free planner is provided by GCCC!)

3. **Share a Room**

Having a new roommate can be a bit of an adjustment that requires new social skills. Contacting the new roommate before you move in can be a great way to ease into the transition. It also allows for you to discuss class schedules and study habits, and is a great opportunity to determine who can bring what.

4. **Work Hard**

If you slack off your first semester, it’ll show. Know that your GPA won’t recover from a first-semester freshman slump. You won’t bounce back like you think you’re going to. Put some hours in at the library and do your best.

5. **Utilize your Resources**

Don’t be afraid to ask for help. If you’re struggling in a class, reach out to the instructor. If you’re having problems in the residence halls, talk to your R.A. If you want to change your major, talk to your advisor. Reach out, reach out, reach out! Utilize your resources. The tutors provided by GCCC are here to HELP!
BUSTERNATION

PERKS

STUDENT LOGIN AND PASSWORD INFORMATION
(Computer access, wifi access, Canvas, Bustermail, and Busterweb)
Your GCCC email address is:
firstname.lastname@student.gcccks.edu

New students, your Username and Password WILL BE THE SAME across all GCCC platforms. Please visit the GCCC homepage www.gcccks.edu and select the Students tab at the top of the page where you will find the BusterMail, BusterWeb, and Canvas links.

USERNAME: firstname.lastname (i.e., john.doe)
PASSWORD: Your initial Password is the first initial of your first name (lowercase), the first initial of your last name (uppercase) and your birthdate (8 digits) in the MMDDYYYY format (i.e., if your name is 'John Doe' and your DOB is March 20, 1985, your password is jD03201985)

PASSWORD CHANGE
While changing your password is not required you may do so using the guidelines listed below:
• Cannot contain the user’s account name or parts of the user’s full name that exceed two consecutive characters
• Must be at least eight characters in length
• Must contain characters from three of the following four categories:
  English uppercase characters (A through Z)
  English lowercase characters (a through z)
  Base 10 digits (0 through 9)
  Non-alphabetical characters (for example,!, $, #, %)

NOTE: Canvas classes can only be accessed once courses have started. Unless it is an online course, where the course is available one week before the class begins.

PASSWORD RESETS
Requests to reset passwords should be submitted via email to the email address below. The request must include: Name of Student, GCCC ID number, and Date of Birth.
password.reset@gcccks.edu

Password reset requests are processed during regular Campus hours (Monday-Friday, 8:00 am - 4:00 pm). Email confirmations will be sent as soon as individual requests are processed.

COMPUTER LABS & PRINTING
GCCC Offers on campus computer labs that also provide internet access and free printing to students.

• Thomas F. Saffell Library
Computers, printers, and study cubicles are available during regular library hours. Visit the Saffell Library’s website for most current hours.
https://gc3library.wordpress.com

• After-Hours Computer Lab
Academic Building - Room 1103
Hours:
Monday - Thursday
8:30 pm - 11:00 pm
Saturday
1:00 pm - 4:00 pm

BUSTERNATION PERKS

• CARING Faculty & Staff
• Available TUTORS
• SMALL class sizes
• Campus ACTIVITES
• FREE access to ALL SPORTING EVENTS
• FREE PRINTING in the library

Use your STUDENT ID to receive DISCOUNTS at local businesses
• Wendy’s
• Peerless Tires for Less
• El Conquistador
• El Zarape
• Garden City Travel Plaza
• Golden Corral
• IHOP (Weekdays only)
• La Villa Salon
• Encino’s Auto Center
• City Kutz
• Garden Bowl
• Hard Rock Lanes
• McDonald’s
• MJ’s Barbershop
• Plank’s BBQ
• Sam’s Club
• Taco Bell
• Ward’s Garden Café
• Little Caesars
• Sequoyah 8 Movie Theater

BUT WAIT! There’s MORE!
The GCCC Campus Closet provides NEEDS for students which includes but is not limited to: personal hygiene products (shampoo, conditioner, lotion, soap, oral hygiene products, laundry soap, feminine hygiene products), items to help students with food security (soups, canned meats, vegetables, fruits, cereal, peanut butter, and jelly), bedding, coats, school supplies and other miscellaneous items that are donated.

The Campus Closet is located in the Academic Building and can be accessed by seeking assistance in the front office. Typical hours of operation are 7:30 am to 3:30 pm. Arrangements can be made outside of these hours by emailing campuscloset@gcccks.edu or sending a message through REMIND101. To use REMIND101 text @campusclo to 81010. It is the goal of Campus Closet for all students to be safe and clean so that they can excel in the classroom during their journey to becoming productive citizens of their communities.