

## Resource Referral Guide for Highland Business Center

Welcome to the Highland Business Center (HBC)! Because this facility offers primarily non-credit instruction and houses administrative functions, it does not provide the full array of services found at other ACC campuses. This overview is provided to help you locate services or resources at HBC. If you need other assistance here, please contact:

Linda Morrison  
223-7723  
[lindam@austincc.edu](mailto:lindam@austincc.edu)

**Campus Hours**  
Monday – Friday – 7:00 a.m. – 10:00 p.m.  
Saturday – 8:00 a.m. – 5:00 p.m.

**OTHER SOURCES OF INFORMATION:**

- ACC Website: (<http://www.austincc.edu>)
- ACC Catalog: (<http://www.austincc.edu/catalog/>)
- ACC Course Schedule: (<http://www.austincc.edu/schedule/>)
- ACC Organization Reference: (<http://www.austincc.edu/orgref/index.htm>)



HBC SERVICES	DUPLICATION/ WORD PROCESSING	MAINTENANCE/ CUSTODIAL SERVICES	TECHNOLOGY SUPPORT
<ul style="list-style-type: none"> <li>• Admissions &amp; Records – Room 308.0, 223-7509</li> <li>• Advising – Room 610, 223-7701</li> <li>• Break Rooms – Room 403, 512 &amp; 3<sup>rd</sup> floor</li> <li>• Cashier’s Office – Fourth Floor Lobby</li> <li>• District Police – First Floor</li> <li>• Emergency supply requests – Linda Morrison, Director, Center Operations, Room 507.2, 223-7723, <a href="mailto:lindam@austincc.edu">lindam@austincc.edu</a></li> <li>• Financial Aid – Room 306, 223-4243</li> <li>• Mailboxes – Room 301.6, Continuing Education copier area</li> <li>• Office space – Room 301.6 [Visit Room 418.4 for door code]</li> <li>• Veterans Affairs – Room 301.1, 223-7574</li> <li>• Simon’s Café – Room 403.0</li> </ul>	<ul style="list-style-type: none"> <li>• Printing/Duplication – Room 108, 223-7539</li> <li>• Copier – Room 512 [Obtain code from supervisor]</li> </ul>	<ul style="list-style-type: none"> <li>• Maintenance Requests – Linda Morrison, Director, Center Operations, Room 507.2, 223-7723, <a href="mailto:lindam@austincc.edu">lindam@austincc.edu</a></li> <li>• Custodial requests – Liz Westfall, <a href="mailto:ewestfal@austincc.edu">ewestfal@austincc.edu</a>, 223-7594</li> </ul>	<ul style="list-style-type: none"> <li>• Linda Morrison, Director, Center Operations, Room 507.2, 223-7723, <a href="mailto:lindam@austincc.edu">lindam@austincc.edu</a></li> <li>• Help Desk – 223-4357, <a href="http://www.austincc.edu/helpdesk/">http://www.austincc.edu/helpdesk/</a></li> <li>• Fax - Room 501, Fax # 223-7185</li> <li>• Classroom Podium Computers and Multi-Media Cart Computers: Jamie Madden, 223-7794; Jay Hunter, 223-7787</li> <li>• Computer Labs: Mike Ross, 223-7741</li> </ul>