

# PROCESSING HOURS

October 2, 2006 - May 30, 2007

8 a.m. - 3:30 p.m. **Mondays, Wednesdays, Fridays ONLY**

## **Tuesdays and Thursdays - No employee processing**

The Processing Department is located at the Velasco Student Services Center, a two-story red brick building at 1202 E. Palm Avenue, Tampa, FL 33605, in Ybor City. For a quick reference, you may call 813-273-7522 to review the menu options for directions to our facility and our daily operational information. This line operates 24 hours a day.

\* From the Crosstown Expressway or Highway 60, exit or turn north onto 22nd Street and make a left onto Palm Avenue. Go past the light at HCC Ybor Campus and our building is located on the right hand side - a two-story red brick building.

\* From I-4 west bound, take exit #1 (21st/22nd Street) and turn left on 21st. Turn right at 1st light (Palm Avenue). Go past the light at HCC Ybor Campus and our building is located on the right hand side - a two-story red brick building.

\* From I-275, exit at I-4 east, then take exit #1 (21st Street) and turn right. Turn right at 1st light (Palm Avenue). Go past the light at HCC Ybor Campus and our building is located on the right hand side - a two-story red brick building.

\* From I-75, exit at I-4 west bound, take exit #1 (21st/22nd Street) and turn left on 21st. Turn right at 1st light (Palm Avenue). Go past the light at HCC Ybor Campus and our building is located on the right hand side - a two-story red brick building.

**Please park only in visitor parking spaces which are located on the west side of the building. Additional visitor parking is located in the back of the parking lot on the east side of the building.**

***Please arrange for transportation and for child care as our facility has limited space.***

***There is a \$50.00 processing fee and you must pay with a money order. No checks, credit cards, or cash accepted.***