

# STUDENT DEVELOPMENT SERVICES

The Student Development Office is a place students may need to visit often. It is filled with competent, friendly staff whose sole purpose is to ensure that student experiences at SCC are the best to be found anywhere. This is the place where the SCC experience begins as students apply for admission, and if they're a degree/diploma/certificate student, it's where their SCC experience reaches its apex as they apply for graduation. Additionally, for all the days in between these events, it's the place to come for information and assistance, as well as to register for classes. Whether a student becomes a degree student or a special credit student, he or she needs to take advantage of the help this staff is ready to give. These services include:

## **Academic Advising/Counseling**

A wide range of both counseling and academic advising services is available here. If students need to talk with someone about any problem or concern, qualified counselors are available to listen and help resolve problems in a confidential and relaxed setting. Students can talk through whatever is on their mind and quite often gain insight into how to solve the problem through this process.

In addition to personal counseling, academic advising services are readily available to all students. Student Development staff and faculty advisors will work with students to plan a course of study to take them from where they are to where they want to be. From learning more about what a particular course is really like to making sure students are going to be ready to complete a degree when they want to, the staff will be there to help. For students interested in transferring, this staff will help make the transition a positive experience through such assistance as helping students find the right person to see at the senior college or guiding students through the application process.

## **Career Services**

The Career Services Center offers a comprehensive career development program designed to assist students in setting career and educational goals and developing employability skills.

Services include career counseling, career assessments, career research and exploration, resume development and preparation for employment interviews. The center provides students with quick and easy access to local, national, and international labor market data through current printed materials, Internet sites, video and audio tapes, and face-to-face interview with area employers. The center also provides leads for employment opportunities as listed by area employers. Services are available to current students and graduates. Opportunities for volunteerism, service learning, and cooperative education are also coordinated through the Career Services Center.

Located in the Reeves Building on the main college campus, the center is open five days and four evenings per week. Individuals may learn more about the center by calling 336-386-3388.

## **Educational Opportunity Center Services**

Funded by a grant from the US Department of Education, the Educational Opportunity Center (EOC) offers a wide range of services to first-generation college students from Surry, Yadkin, Davie, Stokes, and Rockingham counties. Some of these services include assistance with admissions, financial aid, career counseling, and referrals to other service agencies. Many of the students served locally by the EOC are displaced workers who decide to return to school for training in a new career field. Services provided by the Center staff often add the final touch of personal attention that helps students find success in their educational programs. For additional information about the services available, call 336-386-3328, or ask for the EOC in the Student Development Office.

## **Upward Bound Program**

The Upward Bound Program, funded through a grant from the U.S. Department of Education, assists local high school students by providing tutoring, instruction in computer applications, personal development, compo-

sition, literature, Spanish, ESL, math, and social studies. The program is designed to help young people develop the academic skills and motivation necessary for success in college. For additional information about Upward Bound, call (336) 386-3268 or 1-877-532-0090, or ask for Upward Bound in the Student Development Office.

### **Academic Assistance**

Degree-seeking students whose placement test scores indicate a need for more background preparation and other students who are looking for refresher courses are offered space in developmental studies classes. Participation in this program enables these students to gain the necessary skills to become successful college students. The Academic Support Center has student tutors and professional staff available for individualized instruction in reading, English, and mathematics.

### **Student Financial Aid**

Please see pages 62-66 of this catalog for information regarding the financial assistance programs at the college.

### **Veterans Services**

If a student is a veteran of military service, serves in the Reserves or the N. C. National Guard, or is the spouse or child of someone disabled or killed during service, he or she will want to take advantage of the Veterans Services Office in the Financial Aid Office within Student Development. The veterans certifying official will help students apply for any educational benefits available to them and will answer questions about these benefits. Students receiving veterans educational benefits must (1) follow the Standards of Progress for Financial Aid Recipients at Surry Community College; and (2) maintain regular satisfactory class attendance in order to continue receiving these benefits. State and federal laws require that all persons receiving veterans educational benefits attend class on a regular basis. Please see page 64 of the catalog for more information on Veteran's Administration Educational benefits.

### **Student Activities**

A well-balanced educational program includes some time for social, cultural, and recreational activities. Each year the college provides a variety of such activities through student clubs and organizations. The SCC Inter Club Council coordinates many of these activities and the College encourages students to learn more about specific clubs. An intramural sports program is also offered each year for those not-so-serious about formal sports, but still looking for exercise and fun. Student interest, participation, and enthusiasm are usually high in these programs.

### **Disability Support Services (ADA)**

**Mission.** The Disability Services Office is here to assist the College in ensuring equal access to programs and services and to provide equal opportunities for students with disabilities, through the provision of reasonable accommodations, resources and services. Disability services are in compliance with section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990.

**Request Services.** Surry Community College is committed to making the educational opportunities it offers reasonable and accessible to all qualified students with disabilities. Students seeking assistance or accommodations are responsible for making their disability known to the coordinator of Disability Services, in the office of Student Development. Students seeking disability services need to make their needs known in a timely manner, since it may take some time to acquire the necessary aids and notify the student's instructors. Reasonable accommodations are not automatically renewed and must be requested each semester. If the student hasn't made a request for services or reasonable accommodations in a timely manner prior to enrollment, SCC cannot assure that all appropriate accommodations can be accomplished prior to the first class.

**Self Advocacy.** Students have the opportunity to voluntarily self-identify with the college as having a disability or special need. Students can self identify to the Office of Disability Services located in A-204 or contact the Student Development Office.

***Note: Identifying yourself as having a disability, to an individual professor, school, friend or department other than the Student Development Office IS NOT considered an official notification to the College.***

**Documentation.** Services of a disability or special need are provided based on documentation provided by the student. The student must provide information about a substantial limitation to one or more major life activities, specifically as it applies to meeting the demands of the college life, in and/or out of the classroom. Acceptable documentation of a disability or special need may include: medical report, physician’s statement, psychological evaluation, psycho educational evaluation or other professional evaluations which verify the need for reasonable accommodations or modifications. The documentation should be current (within the last three years). IEP’s and 504 Plans, although providing historical evidence of services and accommodations, are generally not considered sufficient to make a student eligible for services. Please note that students will be evaluated on a case-by-case basis. If no current documentation is available, it is the responsibility of the student to have new documentation prepared.

**Resources.** When possible, SCC will rely on the resources available from community agencies such as the Division of Vocational Rehabilitation Services, Services for the Blind and Services for the Deaf and Hard of Hearing and others which provide educational auxiliary aids. The College is not required to, and cannot provide personal attendants, individually prescribed devices, readers for personal use or study, or other devices or services of a personal nature.

Disability Services Office is located in the Reeves Building Room A-204, above the Student Development Office. For additional information, the Disability Services Coordinator can be reached at 336.386.3443. Students with hearing difficulties may call 1-800-735-2962 (TTY) or 1-800-735-8262 (voice).

**Service Animal Policy**

Surry Community College seeks to accommodate persons with disabilities who demonstrate the necessity of a service animal. The College is also mindful of the health and safety interests of its general community. The SCC Service Animal Guidelines are aimed at meeting these concerns. The College's Office of Disability Services is responsible for implementing this policy. Success requires the cooperation of all students, staff and faculty. **No animals are allowed in SCC buildings except those defined as Service Animals.** For further information, please contact the Office of Disability Services at 386-3443.

**Availability**

Anytime students are on campus, there is someone in the Student Development Office to assist them if they need help. Regular office hours are **Monday-Thursday - 7:30 a.m.-7:00 p.m.; Friday - 7:30 a.m.-3:00 p.m.** **For more information call (336) 386-3264.**

<b>Business Programs .....</b>	<b>386-3246</b>
<b>College Transfer .....</b>	<b>386-3370</b>
<b>Evening Programs .....</b>	<b>386-3276</b>
<b>Financial Aid/Veterans Services .....</b>	<b>386-3465</b>
<b>Nursing Program .....</b>	<b>386-3273</b>
<b>Technical Programs/Diploma Programs .....</b>	<b>386-3281</b>
<b>Career Services Center .....</b>	<b>386-3388</b>

**Health Services**

First aid supplies are kept at various locations around campus such as Student Development, Administration Offices, Nursing Department, Physical Education Department (Gym), Maintenance Office & shop, as well as all technical and science lab areas.

In the event of any emergency, students should contact the Campus Police through the switchboard/information center window or dial 0. If further help is needed for the situation, Surry County Emergency Medical Services will be notified. Students will be transported to Northern Surry Hospital in Mt. Airy if deemed necessary by the EMS.

Copies of the Communicable Disease Policy and Alcohol & Drug Abuse Policy are available in the Student Development Offices.

A limited accident insurance policy is purchased upon registration. Because this is a limited policy, stu-

dents must read carefully the brochure which is provided. If it becomes necessary to receive medical treatment under this policy, students must notify the Business Office within two days of the injury and complete the required forms.

### **Cosmetology Services**

The Cosmetology Department is located on the lower level of the Richards Health Sciences (H) Building. Although the purpose of the department is to train students to gain employment in the beauty culture field, the department offers its services to SCC students, faculty/staff, and the general public. Services are administered on a first-come, first served basis.

### **Voter Registration Services**

Throughout the academic year, voter registration opportunities will be made available in the Office of Disability Services, A-Building, Room 204. For additional information, contact the Director of Disability Services located above the Office of Student Development at 336-386-3443 or brackenl@surry.edu.

### **Food Services**

The Knights' Grill, a full-service cafeteria, is located just below the Student Development Office. A wide selection of choices from sandwiches, soups and salads to full meals are prepared fresh daily. Hours of operation are 7:00 a.m. until 8:30 p.m. Monday through Thursday, and 7:00 a.m. until 1:30 p.m. on Friday. The Knight's Grill stops serving hot entrees at 1:30 p.m., and does not serve food from 2:00 p.m. until 5:00 p.m. during fall and spring semesters. The sandwich line resumes serving at 5:00 p.m. (Monday-Thursday).