

STUDENT RESOURCES



ACADEMIC SKILLS CENTER

The Academic Skills Center provides free tutorial services in all subject areas. Students may get a referral form from an instructor in any course they are taking and take it to the ASC; they will then be scheduled to meet one on one with a tutor. The ASC is located on the third floor of Building 7.

CAREER CENTER AND JOB PLACEMENT

The services of the Career Center are available to students attending Vance-Granville Community College and members of the community who need assistance with career development. Resources are designed to encourage individuals to examine and understand their personal interests, abilities, skills, and values and to use this information in exploring and establishing career goals. Career assessment tools are available to help students identify occupations that meet their individual interests and needs. VGCC students are also able to access the **VAULT Online Career Library** from any computer located on one of the four VGCC campuses. **VAULT** is a comprehensive career resource which consists of downloadable career guides and employer profiles, career advice articles, industry and occupational profiles, job search tools, and much more.

Job placement services are free of charge to area employers, current students, and graduates of VGCC. Services include assistance in writing resumes and cover letters, job interview skills, and a listing of current job openings. Employers are able to find qualified employees from current students and graduates by posting job openings with the Career Center. Assistance in obtaining part and full-time employment is provided, but the College cannot guarantee employment. New positions are updated weekly on the VGCC website.

Other services provided by the Career Center include Career Day, Career Center tours, career counseling, computer/internet access, lifelong career support, and monthly workshops. The Career Center is located on the Main Campus in Building 8. Hours are Monday through Thursday from 8 a.m.- 5 p.m. and Friday from 8 a.m. - 3 p.m.

COUNSELING SERVICES

Counseling Services provides personal counseling and advising, instruction in life skills, and intervention to assist students who may be experiencing difficulties in their classes. Services are provided to students who are experiencing stress due to academic, career, or personal problems which may interfere with their ability to take full advantage of their educational opportunities. Counselors are also involved in consultation with faculty and staff; student needs advocacy; program development; outreach programming; and retention activities.

Counseling Services maintains relationships with community mental health services in order to accommodate students who may have mental health problems. Services are free, and confidentiality is guaranteed within legal and ethical guidelines.

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DAY CARE SERVICES

The College operates full-time Day Care Centers on its Main Campus and Franklin County Campus as training laboratories for the Early Childhood Associate program.

The Main Campus center maintains a Five-Star License with the State of North Carolina. One to five-year-old children of students, staff, and others are eligible for admittance.

The center at Franklin County Campus also maintains a Five-Star License with the State of North Carolina and is for two- to five-year-old children.

The Main Campus center opens at 7:30 a.m. and closes at 5:30 p.m. The Franklin Campus center opens at 7 a.m. and closes at 6 p.m. Breakfast, lunch, and snacks are served. Full-time students at Vance-Granville Community College are encouraged to use this resource for placement of their children.

Parents who are interested in placing their children at either of the VGCC day care facilities should contact the day care manager at the campus at which they wish to enroll. Because of the high demand for day care services, a waiting list for enrollment is maintained at both facilities.

DISABILITY POLICIES AND ACCOMMODATIONS

The Americans with Disabilities Act (ADA) states:

"No otherwise qualified individual with a disability shall, solely by reason of such disability, be excluded from participation in or be denied the benefits of the services, programs, or activities of a public entity, or be subjected to discrimination by any such entity."

"Otherwise qualified" in the ADA means that only those people who are able to meet the technical and academic qualifications for entry into a school, program, or activity are protected by the ADA. This means that accommodations which call for a "fundamental alteration" of a program or which would impose an undue financial or administrative burden are not required.

The College has no responsibility for identification and evaluation of students with disabilities. If an evaluation is needed, the expense is the student's responsibility.

Procedure for Requesting Reasonable Accommodations

To initiate a request for accommodations, a student must do the following:

- Meet the admission requirements: application for admission, transcripts, and placement testing. Alternate placement testing format must be arranged in advance.
- Self-identify to a Student Affairs counselor or staff member that he or she has a disability 14 days prior to enrollment.
- Arrange an appointment with the disability services counselor to determine if he or she qualifies for reasonable accommodations.
- Provide appropriate documentation (see the guidelines which follow) of the disability.
- Request specific accommodation(s) 14 days in advance of the first day of class.

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- Discuss the disability with his or her instructors and provide them with a copy of the Request for Accommodations form letter.

Guidelines for Documentation of Disabilities

Students seeking academic accommodations are required to submit documentation verifying eligibility under Section 504 of the Rehabilitation Act of 1973.

All documentation is confidential and is not considered a part of the academic transcript. The following guidelines are provided in the interest of identifying evaluation reports appropriate to document eligibility.

- Documentation must be current (within five years) and comprehensive.
- Reports must contain the names, titles, and license information of the evaluator(s), and the dates of evaluation(s).
- Reports must be submitted on professional letterhead. Prescription pads and copies of letterhead are not acceptable.
- Reports should contain recommendations for reasonable accommodations suitable to a postsecondary academic setting. Specific suggestions to best assist the identified student are also very helpful.

Americans with Disabilities Act Complaint Procedure

Vance-Granville Community College has adopted an internal procedure which provides for the prompt and equitable resolution of complaints alleging any action prohibited by the Americans with Disabilities Act (ADA). Complaints should be addressed to the Vice President of Student Affairs, who has designated the Director of Counseling to coordinate disability services for students.

- A complaint should be filed in writing, contain the name and address of the person filing it, and briefly describe the alleged violation of the regulations.
- A complaint should be filed within 30 calendar days after the complainant becomes aware of the alleged violation.
- An investigation, as may be appropriate, shall follow the filing of a complaint. The investigation shall be informal but thorough and afford all interested persons and their representatives, if any, an opportunity to submit evidence relevant to the complaint.
- A written determination as to the validity of the complaint and a description of the resolution, if any, shall be issued and forwarded to the complainant no later than 10 calendar days after its filing.
- The complainant can request a reconsideration of the case if he/she is dissatisfied with the resolution. The request for reconsideration should be made to the Vice President of Student Affairs within 10 calendar days.
- The ADA coordinator shall maintain the files and records relating to the complaints filed.
- The right of a person to a prompt and equitable resolution of the complaint filed hereunder shall not be impaired by nor shall the use of this procedure be a prerequisite to the pursuit of other remedies.

Other remedies include the filing of an ADA complaint with the federal EEOC, or other responsible federal agency.

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HEALTH SERVICES

Since Vance-Granville is a commuter institution, the College maintains no health facilities other than first aid supplies. The responsibility for medical services rests with the student and his/her parents or guardian.

Students may purchase a major medical insurance plan available through <http://www.n4chealth.com>.

HOUSING

The College does not have dormitory facilities, nor does it assume any responsibility for student housing. If a student attending Vance-Granville Community College must secure housing, it will be his/her responsibility to investigate possible sources and make the necessary financial arrangements. The student is urged to do this well in advance of his/her anticipated enrollment date.

LEARNING RESOURCES CENTER

The Learning Resources Center (LRC) combines traditional library resources with the latest technology to serve the information needs of students, faculty, staff, and residents of the College's four-county service area. The LRC provides reference and instructional support services, print and non print media, computerized indexes, audio-visual equipment, on-line databases, Internet access, and remote access.

Students can find information in their field of study as well as general interest material, and can benefit from the Reciprocal Lending Agreement (inter-library loan) that allows students to check out materials from other NC community colleges. The LRC provides orientation to classes at an instructor's request, and individual instruction is available as needed.

In addition to providing information resources, the LRC offers students a variety of other services, including a place for quiet or group study, access to a computer (students must provide ID card), and access to copier machines.

In order to check out materials, students must obtain a library card by filling out an information card, providing their student ID and a driver's license or equivalent ID, and signing a statement agreeing to the LRC rules.

OPEN COMPUTER LABS

Each campus has an open computer lab where students may use computers to complete course assignments or to practice skills. Software is provided that will allow students to write papers, work on spreadsheets, create presentations, and do Internet research. Lab technicians are available to assist students. In order to use the lab, students must fill out a card each semester signed by an instructor, must sign a statement agreeing to follow the lab rules, and must sign in and out each time they use the lab.

ORGANIZATIONS AND ACTIVITIES

The College encourages student participation in student organizations and activities. Although student activities are reviewed as secondary to the purpose of academic preparation, they are, nevertheless, an important phase of student growth and development.

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The student activities program is designed to provide a variety of meaningful educational, cultural, and social experiences. The program may include student government, publications, intramural athletics, departmental clubs, and special interest groups.

Ambassador Program

The Ambassador Program is composed of a group of students from various program areas who have been nominated by the faculty and selected by a committee for their academic achievement, leadership potential, and vocational promise. Those selected are given specialized leadership training designed to be useful well beyond their graduation. These student leaders represent the College at special events on campus as well as in the community for a term of one year. Ambassadors host campus activities, conduct campus tours, speak to community groups, assist with registration/orientation, and participate in endowment fund activities. VGCC student ambassadors are provided special apparel that identifies them as leaders, a financial award, and the opportunity to meet community, elected, and business leaders throughout the region. The Ambassadors meet regularly for leadership development and planning purposes. For more information on the Ambassador Program, contact the Endowment Fund Office.

Athletics

VGCC participates in National Junior College Athletic Association (NJCAA) Intercollegiate Athletics in men's basketball, men's and women's golf, and women's volleyball. Interested students should contact the Director of Student Activities and Athletics. For more information, visit VGCC website <http://www.vgcc.edu/StudentActivities>.

Clubs

The VGCC Student Government Association sponsors clubs that focus on academic programs, specific professional or career interests, or common interests or activities. A faculty advisor is required by the administration for each student group and organization. All organizations must be chartered and approved by the Student Government Association and the College President. Should a sufficient number of students desire a particular college activity, they may petition the Student Government for official recognition. All campus organizations are prohibited from discrimination according to race, creed, color, sex, age, or disability. For more information, contact Student Affairs or visit VGCC website <http://www.vgcc.edu/StudentActivities>.

Phi Beta Lambda

Phi Beta Lambda is a national educational association of student members preparing for careers in business. The goal of Phi Beta Lambda is to train future business leaders to be contributing members of society. Members benefit from leadership and training, contact made through

networking, and opportunities to apply their knowledge through business-related activities, including state and national leadership conferences. Membership is open to all students interested in pursuing a business or business-related career. For more information, contact Student Affairs or visit VGCC website <http://www.vgcc.edu/StudentActivities>.

Phi Theta Kappa

The purpose of the Alpha Sigma Chi chapter of Phi Theta Kappa is to recognize and encourage scholarship among two-year college students. The society provides opportunity for the development of leadership and service, an intellectual climate for exchange of ideas and ideals, lively fellowship for scholars, and stimulation of interest in continuing academic excellence. Membership is by invitation only. Students must be enrolled in a regionally accredited institution offering an associate degree program, have completed at least 12 hours of course work leading to an associated degree, have a grade point average of 3.5 (3.75 for part-time students), and enjoy full rights of citizenship. Members are inducted during Spring Semester only and must meet all criteria at the time of induction. For more information, contact Student Affairs or visit VGCC website <http://www.vgcc.edu/StudentActivities>.

Student Government Association

The SGA is designed to promote the general welfare of the college in a democratic fashion and to facilitate communication among the student body, the faculty, and the administration. Student government provides a means through which students can promote interest in student activities both on and off campus. Representatives are elected both by department and by student organization. For more information, contact Student Affairs or visit VGCC website <http://www.vgcc.edu/StudentActivities>.

PARKING

All campus students are required to obtain, and properly display, a parking permit. Parking permits and campus parking rules and regulations are available during registration at the Business Office.

Vance-Granville's campuses have paved, well-lighted parking areas. On Main Campus, short-term parking for visitors is available in front of Building 1 and across from Building 8. Visitors are required to have a temporary parking permit displayed on their vehicle's dashboard. Temporary parking permits may be obtained from the receptionist in Building 1.

The institution provides parking spaces for persons with disabilities in a number of locations on all campuses. All parking lots are equipped with ramps that make the institution accessible to those persons with disabilities. Eligibility for such a parking space generally requires display of the proper license plate or placard from the North Carolina Division of Motor Vehicles indicating the driver's disabilities. However, all persons displaying a handicap placard must be in possession of the corresponding DMV registration card. (See Student Code of Conduct, Policies and Procedures for rules on parking.)

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STUDENT HANDBOOK

A student handbook is prepared by each of the academic departments of the College. The handbook is a guide for students in acquainting themselves with their specific program by providing the student with additional information not available in this catalog. Copies are issued during orientation and are available in the academic departments and counseling offices or from campus deans. It is the responsibility of each student to know the contents in order to ensure his or her success at VGCC. These handbooks are also available online at the Academics webpages.