

# **Student Resources**

## ACADEMIC SKILLS CENTER

The Academic Skills Center (ASC) 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.

Additionally on-line tutoring support is available to all VGCC students through SMARTHINKING. For more information, contact the ASC Coordinator or visit the VGCC website at <http://www.vgcc.edu/Academics/smarthinking.cfm>.

## 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.

Vance-Granville Community College students and alumni are able to access an on-line job posting system, as well as career development tools and resources, from any location on or off campus free of charge. The system, managed by College Central Network, offers a local and national jobs board, a resume builder, electronic career portfolios, Career Advice Documents and videos on various topics, career articles, and a Job Search Toolkit. Employers are able to post and manage their employment opportunities independently and at no charge.

Other services provided by the Career Center include resume and correspondence assistance, interview preparation, mock interviews, job search assistance, Career Center tours, career counseling, computer/Internet access, workshops, a career resource library, and an annual Career Day.

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. For more information visit the VGCC website at <http://www.vgcc.edu/CareerServices/>.

## 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 issues. 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 depending on the age group, 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 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.

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- Request specific accommodation(s) 14 days in advance of the first day of class.
- 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 and the American with Disabilities Act

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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## **CONFIDENTIALITY STATEMENT**

All documentation provided will be strictly confidential. No information, except as provided by law, will be released to anyone, including parents, without the student's written consent.

## **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, audio-visual equipment, on-line databases, Internet access, and supports distance education with remote access to resources and services.

Students can find information in their field of study as well as general interest material, and can benefit from an interlibrary loan agreement that allows students to borrow materials from other NC Colleges and Universities. 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 computers (students must provide ID card), printers, and a copier.

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 policies and procedures.

Individuals with a lost or damaged item(s) will be charged the *current* replacement cost and an additional \$5.00 processing fee per item. For additional information visit the VGCC website at <http://lrc.vgcc.edu/home>.

## **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

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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 viewed as secondary to the purpose of academic preparation, they are, nevertheless, an important part of student growth and development.

The student activities program is designed to provide a variety of meaningful educational, cultural, and social experiences. The program may include student government, publications, 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 the VGCC website at <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 the VGCC website at <http://www.vgcc.edu/StudentActivities>.

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### **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/Index.cfm>.

### **Male Mentoring Program**

The Male Mentoring Program (M2P) is an empowering and engaging program that provides male students with support and guidance. M2P helps male students in acquiring the confidence, resources and skills needed to succeed academically and socially at Vance-Granville Community College.

Incoming male students are invited to join the Male Mentoring Program (M2P). Any male student that joins M2P is known as a Mentee. Mentees participate in regular monthly meetings that feature a speaker and/or a workshop on an academic topic. Mentees voluntarily participate in workshops, activities and programs provided by M2P. Mentees are required to maintain a minimum 2.0 GPA and participate in the program for at least one academic semester. For more information, visit the VGCC website at <http://www.vgcc.edu/malementoring>.

### **Student Government Association (SGA)**

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 academic departments and by student organizations. For more information, contact Student Affairs or visit the VGCC website at <http://www.vgcc.edu/StudentActivities/Index.cfm>.

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**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.)

**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.