

STUDENT SUPPORT SERVICES

In conjunction with South Piedmont's mission, the mission of the Student Services Division is to provide systematic support services to assist students in reaching their educational and career goals. The Student Services Division concurs with South Piedmont's guiding values of stewardship, respect, quality, and service.

In accordance with Title IX, VAWA, SaVE, and the Clery Act, South Piedmont Community College prohibits discrimination and harassment on the basis of sex and takes necessary steps to prevent sexual misconduct on any SPCC campus. The college responds promptly, equitably, and thoroughly when sexual misconduct is reported.

Please refer to the SPCC Student Handbook found at www.spcc.edu for further information pertaining to Title IX. Title IX Student Coordinator is Elaine Clodfelter, Vice President of Student Services, eclodfelter@spcc.edu; Title IX Employee Coordinator is Lauren Sellers, Associate Vice President of Human Resources, lsellers@spcc.edu.

Counseling

The College provides counseling services to help students succeed in their educational program. Counselors can also help with more personal problems that might affect progress. Requests for these services can be made at the Student Services Office. NOTE: Personal counseling may be referred to local mental health facilities based on the intensity of the student's needs.

Services for Students with Disabilities

SPCC recognizes its responsibility under Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990 (ADA) to provide equal access to education for students with disabilities. Support services are available to individuals with learning, hearing, visual, and other health impairments. Brochures containing self-referral forms are available to all applicants and students. Note the following:

- Applicants or students who feel that they need accommodations due to a disability should contact the Disability Services Provider in the counseling office at South Piedmont Community College.
- Applicants or students must provide official, supporting documentation describing the disability. This documentation must be from an authorized professional(s). Federal regulations obligate the applicant or student to provide information on identifying appropriate and effective auxiliary aids. This documentation is held confidential for five (5) years after enrollment and will be destroyed after that time. To renew accommodations after the five (5) year period, new documentation must be provided. Documentation for learning disabilities should be no more than three (3) years old. Documentation provided for any disability must indicate the applicant's or student's current level of functioning.
- Students who have identified themselves as having a disability may request accommodations from the Disability Services Provider. New students should make such requests at least 30 days prior to the beginning of their first term of enrollment. Early communication of special needs provides the time needed to arrange for services and/or the procurement of equipment that the student may need.
- Each request will be evaluated by the Disability Services Provider, who will recommend reasonable accommodations to faculty.
- Students will be responsible for delivering accommodation information to each faculty member for discussion of how accommodations will be provided in each class.
- Students who do not feel that they are receiving agreed-upon accommodations should see the Disability Services Provider for clarification.
- Applicants or students who are not satisfied with the accommodations that they are receiving from the College should see the Director of Counseling or Vice President of Student Services.

Reasonable Accommodations: The following are considered reasonable accommodations to be made for students with disabilities:

- The process must be an interactive one involving “a reasonable reciprocal effort” on the part of both parties.
- The College may not make a unilateral decision regarding the existence of a disability or the accommodation that is necessary.
- What is “reasonable” involves a detailed analysis of the specific circumstances of the case in question. Broad generalizations are not acceptable. An “individualized assessment” of the student’s situation must be conducted.
- The College is not required to provide specifically what the student requests. An alternative accommodation may be provided if it is effective.
- The College does not have to provide accommodations that are not effective. The College has a right to refuse to provide auxiliary aids and services that do not, in fact, provide equal access.
- The College must be given a reasonable amount of time to evaluate requests and to offer necessary accommodations.
- Determining what is reasonable requires one to balance two important rights: the student’s rights to be provided equal access and the College’s right to protect the integrity of its services and programs.

Career Services

SPCC’s Career Services provide comprehensive career exploration to students. Career counselors can help students (1) explore and decide upon a career and academic major, (2) discover options for occupations related to a major, (3) identify factors to consider in making career decisions such as required education level, salary, working conditions, skills, certification or license requirements, five- to ten- year job projections, etc., and (4) develop a career plan.

Students may identify career interests through assessments that relate to personality, interests, skills, and values to various career fields. The world of work may be explored through a wealth of online and hard-copy resources. Career development is a life-long process. Once students learn the steps of the process, it can be repeated whenever needed throughout life.

South Piedmont Community College’s Career Services are located on both campuses:

- L. L. Polk Campus, Garibaldi Building, Student Services
- Old Charlotte Highway Campus, Braswell Building, Student Services

College Transfer Information

During the academic year, SPCC hosts a College Transfer Day for students, alumni, and community residents who wish to obtain their bachelor’s degree. Representatives from four-year colleges and universities attend this important event. College materials and transfer information are available in the Academic Advising Center.

Voter Registration

Students and employees who have not registered to vote may register in the Library at either the L. L. Polk campus or Old Charlotte Highway campus. Students and employees may register throughout the semester; however, the deadline to register in order to participate in an election year is twenty-five (25) days prior to the Election Day. Any individual with a disability who needs help completing the voter registration form should ask for assistance from a Library staff member.

Student Orientation

All new students are encouraged to attend orientation in person or online at www.spcc.edu. The purpose of the orientation is to acquaint students with the campus, academic services, and student support services, as well as to discuss policies and regulations of South Piedmont Community College. Orientation will provide information concerning:

- Campus regulations and policies
- Financial aid
- College support services, i.e., counseling, career services, disability services, tutoring services
- Academic policies to include drop/add, withdrawal, and change of program procedures
- Library services
- Student activities

Services to Continuing Education Students

The following support services are available to continuing education students:

- Curriculum admission and program information
- Placement testing
- Personal counseling
- Reasonable accommodations for students with disabilities
- Career guidance through assessments, inventories, and resume tools
- College IDs for students requiring off-site program identification

Academic Support Centers/Tutoring

Academic Support Centers are available at both the L. L. Polk campus and the Old Charlotte Highway campus to assist students in strengthening academic skills.

Tutoring is available to students needing help in a specific course of study. Tutors provide individual and/or group help to build stronger understanding of course material outside of regularly scheduled classes. Tutoring services are available via appointment, or on a walk-in basis, if tutors are available. Additional information and a link to make an appointment for a tutoring session are located under Students/Student Resources/Academic Support Center on the SPCC Website.

ePortfolio Assistance

The Director of Academic Enrichment Programs and ePortfolio assistants are available in the Academic Support Centers on the L.L. Polk and Old Charlotte Highway campuses to support students in creation and development of their ePortfolios. Workshops, one-on-one assistance, and Taskstream support are provided by the staff. Appointments can be made using WOnline, which is under Students/Student Resources/Academic Support Center on the SPCC website, or by emailing eportfolio@spcc.edu.

Library Services

SPCC has libraries in two locations: The Horne Library at the L. L. Polk campus in Polkton and the Carpenter Library at the Old Charlotte Highway campus in Monroe.

Services to Students: Each library has computers, laptops, and printers available for student use. Wireless access is also available. The library staff can provide a wide variety of services such as assistance with using the computers, formatting papers, searching the Internet, and answering research questions. Librarians also provide a variety of workshops including Information Literacy classroom instruction that will help students find appropriate sources for assignments. Students coming to campus or attending online can find a variety of tutorials, links to resources, and other helpful information by going to the library website www.spcc.edu/libraries.

Library Resources: Students have access to books, magazines, newspapers, DVDs, computers and laptops, iPads, graphing calculators, and library staff. The libraries also offer several online databases which are available to students whether on campus or online.

Library Card: The SPCC College ID also serves as a library card. Every student should have a current College ID, which can be obtained in either campus library, L. L. Polk or Old Charlotte Highway. Once students obtain an ID, a library account can be created, and library materials can be checked out.

Technology

Students at SPCC utilize many different technologies in their studies. Moodle, TaskStream, go.spcc.edu, and Office 365 are the main technologies required. Students will be more successful as they understand the functions of each system and how to use them.

Starfish is an online system that allows students to connect and engage with the college for academic success. Starfish is used to set up appointments at the college for instructors and advisors to keep in contact with students about academic progress. Starfish may be accessed from the SPCC website at www.spcc.edu or go to <https://spcc.starfishsolutions.com/starfish-ops/support/login.html>.

During the 2019-2020 academic year, SPCC will transition to **Aviso**, a more robust online system that allows students to connect and engage with the college for academic success. Students will use Aviso to view their academic advisor and set appointments; create and review their individualized academic plan; and maintain communication related to academic goals. Aviso may be accessed from the SPCC website at www.spcc.edu.

Moodle is a course management system used for all SPCC curriculum online, blended, and web-enhanced courses. It stands for Modular Object-Oriented Dynamic Learning Environment. To get to SPCC's Moodle site, go to <https://online.spcc.edu>.

Taskstream by Watermark is a web-based system that helps measure learning and how effectively SPCC supports learning. Students interact with Taskstream by uploading assignments for review and assessment. To get to Taskstream, go to <https://login.taskstream.com/signon/>. Instructors or the Department of Institutional Effectiveness will give students detailed information on creating a Taskstream account and how to enroll in the Taskstream program for each class or academic program.

SPCC Go! Account allows students to access online registration, grades, advising, financial aid, class schedules, college updates, and more. To get to this website, go to <https://go.spcc.edu> to sign in.

Office 365 allows access to email accounts and Microsoft applications for use at SPCC. These accounts are free and are available in accordance with our Microsoft agreement. To access Office 365, go to <https://portal.office.com>. The new email address will be username@student.spcc.edu.

Student Government Association

The purpose of the Student Government Association (SGA) is to enhance the College through the representation of the student body in matters affecting student life. Moreover, the SGA promotes and supervises student organizations and activities in order to enhance educational, personal, social, and cultural growth for all South Piedmont Community College students. All enrolled full-time and part-time students who pay the student activity fee are members of the SPCC SGA.

The SGA Executive Board consists of six (6) members who are elected each spring. The Executive Board provides leadership and coordination for all student-sponsored activities and events at SPCC. The Executive Board leads committees to organize and conduct activities throughout the year and works to provide a vital communication link to all of the students at SPCC.

Clubs and Organizations

Active student clubs and organizations are the cornerstone of quality student life programs and events. South Piedmont sponsors clubs which allow students to fellowship with others with like interests and benefit from the diversity and talent within each club. Some are program-related, such as Sonography Club, Medical Office Administration Club, Associate Degree Nursing Club, and Medical Assisting/Medical Laboratory Assistant Club. There are also special interest clubs, such as Running Club, Anime Club, Art Club, Revere Literacy Club, Filmmaking Club, and the Bible Study Club, that are active on campus. Students interested in transferring to a four-year institution can find support and resources through the College Transfer Club. A complete list of clubs and organizations is available on the SPCC website, www.spcc.edu under Students/Student Life/Clubs and Organizations.

College IDs

SPCC curriculum students should obtain a College ID free of charge at the library on the L. L. Polk campus or the Old Charlotte Highway campus. Students must present an official registration form prior to receiving the ID. The SPCC College ID will also serve as a student's library card. Students can obtain a replacement ID for a fee of five dollars.

Class Rings

During the Graduation Fairs held in February each year, graduating students may order at their own expense, a South Piedmont Community College class ring. Further information may be obtained in the Records Office in Student Services.

Health Services and First Aid

SPCC recognizes the correlation of health and academic productivity. Health information is provided that addresses the health and well being of individuals. SPCC's student activities provide on-campus health services opportunities to students, alumni, and employees through local community outreach programs at SPCC events.

Emergency First Aid kits are maintained throughout the campuses of SPCC. Injuries requiring more than minor first aid will be referred to local physicians. In case of an emergency, a physician and/or ambulance service may be called at the student's expense to provide necessary medical services.

Drugs and Alcohol

South Piedmont Community College, through its policies and programs, is dedicated to providing an atmosphere that encourages:

- The reinforcement of a positive, drug-free lifestyle.
- Respect for laws and rules prohibiting the use of illegal drugs and the abuse of alcohol.
- An understanding of the effects of drugs and alcohol on personal health and safety.

Unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance or alcohol, is prohibited while in the workplace, at any official function sponsored by the College, on all college premises, or as part of any college-sponsored activities (except in those college facilities approved for renting to the public for functions and where the distribution and use of alcohol have been approved for the rented facility). Any employee or student violating this policy will be subject to disciplinary action up to and including termination or expulsion and referral for prosecution.

The Vice President of Student Services is responsible for implementing the Drugs and Alcohol Policy as it relates to students. Additional information can be found in the Student Handbook available on the SPCC website www.spcc.edu under Students/Student Life/Student Rights and Responsibilities.

Smoking/Tobacco-Free Campus

South Piedmont Community College recognizes that the use of tobacco products is a health, safety, and environmental hazard for students, employees, visitors, and college facilities.

No student, employee, or college visitor is permitted to use any tobacco product or any comparable smoking or personal vapor-generating device, such as e-cigarettes, at any time, including during non-college hours:

- in any building, facility, or vehicle owned or leased by South Piedmont Community College
- on any College grounds or property - including athletic fields and parking lots - owned or leased by South Piedmont Community College
- at any College-sponsored or College-related event, on campus or off campus

Firearms or Other Dangerous Weapons Policy

South Piedmont Community College provides a safe environment for students, faculty, staff, and visitors. Therefore, any unauthorized possession of a firearm or any other dangerous weapon, as defined in the North Carolina General Statutes 14-269.2, may result in disciplinary actions.

- The College may file charges under North Carolina General Statutes 14-269.2.
- Any student who violates this provision may be expelled from the College for a period of not less than one year.
- Violation of this provision by any employee may be considered a breach of the terms and conditions of employment.
- Action may follow in accordance with the College's personnel or student due process procedures.

Student Conduct

Students at SPCC are expected to conduct themselves as adults in accordance with generally accepted standards of behavior and decency at all times. Student rights, responsibilities, and procedures are outlined in the current Student Handbook, which can be obtained from the Student Services Office and online at www.spcc.edu. Any student subject to dismissal from SPCC for disciplinary reasons is entitled to due process, including the right of appeal as outlined in the Student Handbook.

Inclement Weather

SPCC ensures the safety of students and employees by implementing a policy and procedure to be observed during inclement weather and other exigent conditions.

When these conditions occur on days of scheduled classes and/or events, SPCC will post announcements of closings or delays on the College website at www.spcc.edu, area television stations, and via the college's mass notification system. Any decisions to close or delay college classes and/or events will be posted as early as the situation permits.

At all times, students and employees should use sound judgment when making travel decisions. Additionally, they should exercise caution when traveling to and from campus during periods of inclement weather.

Although the campus may be closed and classes cancelled because of inclement weather, faculty will post a makeup assignment or activity in Moodle the day of the missed classes or as soon as possible. Each on-campus class has a Moodle site, and makeup work for missed classes is to be completed in Moodle. When the campus is closed, students should log in to their classes on Moodle to avoid falling behind.

Children on Campus

South Piedmont Community College, as an adult educational institution, does not maintain child care facilities on campus and is not equipped or authorized to maintain such facilities. Therefore, students, faculty, and staff of the College may not bring children to class, to work, or leave children unattended on campus. The College assumes no responsibility for supervision of children. Students, visitors, and employees who fail to comply with this policy may be asked to leave the campus.

Visitors on Campus

South Piedmont Community College welcomes visitors and prospective students to its campuses during normal operating hours. Visitors are not permitted to attend classes or contact students on campus without permission from the President or his/her designee.

Visitors on campus should register at the information/reception desk to ensure that all individuals are accounted for in case of an emergency. Individuals who are loitering or who have not registered at the information/reception desk will be asked to leave the campus.

Campus Housing

SPCC does not have dormitory facilities. The Student Services Office may assist in obtaining information about area rentals when available.

