

STUDENT SUPPORT SERVICES

In conjunction with South Piedmont's mission, the mission of the Student Affairs Division is to provide systematic support services to assist students in reaching their educational and career goals. The Student Affairs 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 the Student Code of Conduct and Title IX. Title IX Coordinator is Elaine Clodfelter, Director of Student Advocacy and Accountability, eclodfelter@spcc.edu; Deputy Title IX Coordinator is Lauren Sellers, Associate Vice President of Human Resources, lsellers@spcc.edu.

Academic and Personal Counseling

Students sometimes struggle to achieve academic success for a variety of reasons. These can include but are not limited to:

- Stress while attempting to balance life's many roles outside of school
- Difficulty with effective goal setting, time management, and study habits
- Life development and relationship issues

Counseling Services offers encouragement and support while helping students learn new strategies and coping skills that along with their own self-commitment and hard work, can lead to higher levels of success.

Requests for these services can be made at the Student Affairs Office or by scheduling an appointment on Aviso. NOTE: Personal counseling may be referred to local mental health providers 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. Applications for accommodations are available on the College's website at www.spcc.edu. Student's may also request a hard copy of the application from Disability Services. Note the following:

- Applicants or students who feel that they need accommodations due to a disability should contact Disability Services 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 Disability Services. 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 Disability Services, 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 Disability Services 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 Affairs.

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 right 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 assistance to prepare students and graduates for successful transition to the world of work. 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 Affairs
- Old Charlotte Highway Campus, Braswell Building, Student Affairs

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 WCOOnline, 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 at 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.

Aviso is a robust online system that allows students to connect and engage with the college for academic success. Students 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. New Taskstream accounts will be created for students by the Department of Institutional Effectiveness. New students or those who have not used Taskstream should check their SPCC email account for a welcome email from TaskStream by Watermark. To get to Taskstream, go to login.taskstream.com. Many courses do not include Taskstream assignments. For those that do, course instructors will give students detailed information on assignments to be submitted in Taskstream.

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 Senate consists of seven (7) members who are elected each spring. The positions included are President, Vice President LLP Campus, Vice President OCH Campus, Public Relations LLP Campus, Public Relations OCH Campus, Secretary, Parliamentarian, and delegates from any of SPCC's curriculum programs. The Executive Board provides leadership, representation for all students of SPCC, and coordination for all student-sponsored activities and events. The Executive Board leads committees to organize and conduct activities throughout the year and works to provide a vital communication link to all 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 and organization. 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 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/Clubs and Orgs.

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

At the Graduation Fairs held during each spring semester, 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 Affairs.

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 Director of Student Advocacy and Accountability 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 (Academic and Behavioral)

Students and/or student clubs and organizations are responsible for knowing and complying with the information, policies, and procedures outlined in the Student Code of Academic Conduct and the Student Code of Behavioral Conduct. The student conduct process is not intended to punish students; rather, it exists to protect the interests of the college community and to guide and educate students whose actions

are not consistent with South Piedmont Community College policies. Student rights, responsibilities, and procedures are outlined in the current Student Handbook, which can be obtained from the Student Affairs Office and online at www.spcc.edu. Any student 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 Affairs Office may assist in obtaining information about area rentals when available.

