

CP 4.15.1

Student Enrichment Center

Related Board of Trustee Policy: BP 4.15

Responsible Official *VP of Learning and Student Services*
Approvals *10/16/09*
Revision

Procedure

Counseling

Free career counseling/assessment and career assessments are available by appointment to the general public. MTCC students and staff may request free personal counseling. Personal counseling will be provided by appointment and/or on an immediate emergency basis as needed, primarily for the purpose of referral, if desired, to appropriate community resources.

Confidentiality

It is the purpose of this procedure to assure students access to their educational records and to protect such individual right to privacy by limiting the transferability of their records without their consent. It is the purpose of this procedure to comply with Family Education Rights and Privacy Act of 1974 (FERPA), as amended.

All Student Enrichment Center counseling and test records will be maintained in a confidential manner.

Should the Director elect to keep personal counseling records on individuals for continuing reference, those records will be kept under lock and key in the Student Enrichment Center. If an individual ceases counseling for six months, that record will be purged and transferred to an inactive file.

Placement Test results will be posted electronically to the student's computer record. Test records will be kept under lock and key in the Students Services Records Room.

Placement Test and Career Assessment results are maintained under password protection on the Student Enrichment Center's computer hard drives.

Records will be released to the student, Student Services staff, the student's faculty members/advisor, developmental advisor, as appropriate, or by student's written request.

Recording and Cataloging Acquisitions

All Student Enrichment Center acquisitions will be recorded and catalogued by the Student Enrichment Center Secretary. This catalog will be kept current and maintained in a locked file in the Student Enrichment Center secretary's office.

Furniture and Equipment requisitions will be sent to the Vice President for Learning and Student Services for signature. Acquisitions will be recorded by the Business Office.

It is the Student Enrichment Center's responsibility to maintain security for all equipment and materials.

Upon receipt of acquisitions, the Secretary will log these acquisitions in the acquisitions book. The acquisition book is a compilation of listed received materials (excluding furniture and equipment) for the center.

Special Populations Services

The Student Enrichment Center will coordinate services provided to the McDowell Technical Community College student population with handicapping conditions.

It is the responsibility of the student to provide documentation of any existing handicapping condition if he or she wishes to request free auxiliary services.

Auxiliary services to be utilized will be outlined in an Individual Educational Plan (IEP) agreed upon by the student, instructor, and Student Enrichment Center Director or his/her designee. The IEP will be maintained in the Student Enrichment Center and will be updated each semester.

Selecting Materials

The MTCC Student Enrichment Center will adhere to the following guidelines for selecting materials:

- An ongoing acquisition of materials will provide availability of material within a five (5) year publication date.
- Materials will be further evaluated by their timely nature, appeal to student users, appropriateness to the McDowell Technical Community College student age group, and their consistency with the mission of McDowell Technical Community College and the North Carolina Community College System.

Tutorial Programs

Any MTCC student who demonstrates academic need and requests the services of the tutorial program is eligible to apply for free tutorial assistance.

Tutorial assistance will be provided to students who are referred for the service by their instructor and/or students requesting the service who provide documentation of need.

Students who participate as a tutor and students who receive tutorial assistance must regularly attend their classes as scheduled. Tutorial students' attendance will be monitored by the Student Enrichment Center Staff. Students who miss more than 20% of their classes in any subject during the semester(s) they are participating in the tutorial program will be dropped from the tutorial program and not be eligible to re-enroll in the tutorial program until next semester.

Tutors and Students receiving tutorial service will complete a study skills seminar through the Student Enrichment Center.

Current MTCC students who apply to become tutors must have a 3.00 or higher cumulative GPA and must be recommended by a faculty member. If the tutor holds a minimum of an Associate Degree, the Student Enrichment Center Director may waive the faculty recommendation.

Tutors will be considered part-time employees of McDowell Technical Community College. Prospective tutors will file an application for employment with the Student Enrichment Center Secretary. Forms will then be forwarded to the MTCC President and to the Business Office.

Tutors will maintain time cards for each tutorial session. Time cards will be collected on the 12th of each month. Time sheets listing hours worked will be signed by the tutor no later than the 14th of each month. The Student Enrichment Center Secretary will turn time sheets into the Business Office no later than the 15th of each month.

Attendance in the tutorial program is mandatory once the student request is approved for the service. Participants in the tutorial program are expected to be punctual and attend all tutoring sessions as scheduled. Students must contact the tutor/tutee to arrange a "make-up" session for missed tutoring hours. An unexplained absence will result in the automatic termination of tutoring privileges for the remainder of the semester for the tutored course. The only excusable absences are:

- a. Verifiable personal illness
- b. Family emergency
- c. Professional appointments

Tutors/Tutees shall notify the Testing and Career Specialist if there are any problems with the tutor/tutee relationship and/or notify the Testing and Career Specialist if the tutor/tutee wishes to terminate a particular relationship. Failure to abide by the operating policy and procedures of the tutorial program may result in termination of a tutor/tutee from the program.

Upon completion of tutorial service, the tutee will complete an evaluation form of the tutor's performance.

Use of Center Materials

The Student Enrichment Center Director, Career and Testing Specialist and/or Student Enrichment Center Secretary will give permission for use of materials.

No printed or A.V. materials (i.e. audio tapes and video tapes) may be checked out of the Student Enrichment Center, (except in the event a student has a documented disability as described on their IEP (Individualized Education Plan)).

All A.V. material and A.V. equipment will be kept in the Student Enrichment Center.

A. V. materials will be kept on the appropriately indicated shelves in the Student Enrichment Center, and the staff of the Student Enrichment Center will help clients learn the use of these.

Faculty and staff may check out books and A. V. materials from the Student Enrichment Center for classes and individual staff use, as may students with documentation of a disability as described on their IEP (Individualized Education Plan).

Use of the Center

The McDowell Technical Community College Student Enrichment Center is available for free use by MTCC students, faculty, staff, and the public at large.

The Student Enrichment Center Director is available for consultation services to all clients. Clients are encouraged to schedule appointments to see the Student Enrichment Center Director if they feel the need or by referral.

MTCC students are encouraged to use the resources of the Student Enrichment Center.

The Director and/or Student Enrichment Center staff will visit college classes when it is appropriate to the objectives of the Center.

All clients are expected to conform to school regulations.

School and civic groups may visit the Student Enrichment Center with the Director's permission, and groups visiting will be conducted so as not to disrupt the regular use of the Center's purpose.

Services

Individuals are provided with career interest assessments and career counseling, including discussion and exploration of appropriate programs at MTCC.

Tutorial services are available as well as personal counseling as noted above.

Placement Tests

All new students will be administered an academic placement test prior to registration (excluding transfer students in good standing, students with appropriate waivers, and special students).

Each student is counseled by a Student Enrichment Center staff member after he/she has taken the placement test and before registering for classes.

Upon completion of placement test counseling, students will be issued a permit to register, indicating any prerequisite developmental studies required for their program of study.