

STUDENT SERVICES

Contact: Bryan Smith 757.789.1732

The Student Services Office provides services to aid student educational progress. The student services staff is equipped to assist in all phases of college life, beginning with the application process. Through Student Services, students receive testing and placement, orientation, individual and group counseling, and job placement. Specialized services are available to veterans, students with documented disabilities, students requesting tutoring, and those who have financial need. Student activities are also administered by Student Services.

COUNSELING

Counselors are available by appointment or on a walk-in basis to assist students with problems of an educational, vocational, or personal nature. The professional staff, which functions in addition to the system of faculty advisors, focuses on the special needs of the community college student. Counselors maintain daytime and nighttime hours and other hours by appointment.

ESCCONNECT

Students can access a variety of student information through **ESCCconnect**, the College's on-line student information system. **ESCCconnect** can be accessed on the College website at www.es.vccs.edu. Students can register for classes, print their class schedule, view their business office and financial aid accounts, print an unofficial transcript, and maintain their personal information. Students are assigned an EmplID and password which provide access to the **ESCCconnect** portal.

COMPUTER ACCESS

Computer access is available for currently enrolled students and authorized guests. A valid computer account is required to access campus computers. Accounts are generated automatically for registered students.

Guest access is authorized by the Information Technology Department. Additional information is available at http://es.vccs.edu/computer_services/computer_services.html.

EMPLOYMENT / CAREER SERVICES

The College career services are designed to assist students with seeking and obtaining employment and with making career related decisions. The services are for those who may be choosing their first career or for those who are considering transitioning from one career to another. Services range from assistance with résumés, cover letters, and interviewing skills to career assessments and occupational research. Multiple resources are available to aid in the process through the Career Services website. Local employment opportunities are posted on CAREERCONNECT and on the job board at the College. To obtain additional information or to schedule an appointment, contact Jim Brofee by phone at 757.789.1777 or by email at jbrofee@es.vccs.edu

SERVICES FOR STUDENTS WITH DISABILITIES

Eastern Shore Community College (ESCC) provides reasonable accommodations to make education accessible to students with disabilities. The lead counselor assists students with disabilities by understanding the individual student's particular strengths and needs and providing support to help the student achieve academic goals. The aim is to provide students with documented disabilities equal access to the programs, opportunities, and benefits of the College. Students with documented disabilities may consult with the lead counselor before enrolling or during their academic career at ESCC. New students will want to contact the lead counselor's office at least 30 days before the start of their first semester if special services will be required.

The provision of all reasonable accommodations and services is based upon assessment of the impact of the student's disabilities on his or her academic performance at a given time in the student's life. Therefore, it is in the student's best interest to provide recent and appropriate documentation that includes:

1. A diagnostic statement identifying the disability, date of most recent diagnostic evaluation, and the date of the original diagnosis;
2. A description of the diagnostic criteria and / or diagnostic test used;
3. A description of the current functional impact of the disability;
4. Treatments, medications, assistive devices / services currently prescribed or in use;

5. Detailed and specific recommendations for college-level academic accommodations; and
6. The credentials of the diagnosing professional(s).

The College reserves the right to request an updated evaluation should the documentation provided be more than two years old. Please send all documentation to:

Ms. Jody Baggett
Lead Counselor
Eastern Shore Community College
29300 Lankford Highway
Melfa, VA 23410

CLUBS AND STUDENT ORGANIZATIONS AND ACTIVITIES

Student Activities

Cultural events, cookouts, clubs, community and college service projects, performances, trips abroad and lectures are examples of extracurricular activities planned and coordinated by the student activities department. Events such as these are designed to enrich and enhance the students' academic experiences.

All Christians Together in Service (ACTS)

The All Christians Together in Service (ACTS) organization is a nondenominational, Christian-based organization. The ACTS statement of faith is as follows: To support the body of believers at the Eastern Shore Community College and to further the cause of Christ by performing outreach on campus as well as throughout the Eastern Shore community.

Phi Beta Lambda

The purpose of Phi Beta Lambda is to provide opportunities for post-secondary and college students to develop vocational competencies for business and office occupations and business teacher education. Phi Beta Lambda is an integral part of the instructional program and, in addition, promotes a sense of civic and personal responsibility.

Phi Theta Kappa

Phi Theta Kappa is a national honor society for two-year colleges, which recognizes scholarship among associate degree students. In addition, it provides opportunities for leadership, service and fellowship. To become a member, a student must, be enrolled in a regionally accredited institution offering an associate degree program, have accumulated full-time status (at least 12 hours) in courses leading to an associate degree, have established a grade point average of 3.20, and be of good moral character and possess recognized qualities of citizenship.

Student Government Association (SGA)

The Student Government Association (SGA) is the official representative of the student body. All credit students may participate in SGA elections. Full-time and part-time students with grade point averages of 2.50 or higher are eligible to run for office (up to two part-time students may serve). The SGA organizes most of the student activities at the College, recommends student representation on major College committees, and consults with College officials on matters of concern to the student body.

The Electronics Club (TEC)

The Electronics Club (TEC) is a scholastic organization created with the purpose of enhancing regular curricular offerings. Extracurricular activities, service learning projects and peer interaction are used to advance member knowledge and cultivate an appreciation of technology. Membership is open to any student that maintains a GPA of 2.5 or greater.

CHILDCARE SERVICES

No childcare facilities are available at the College. The College does provide a directory of licensed, approved, and / or certified childcare facilities on the Eastern Shore. It is available from the office of the dean of student services.

CHILDREN ON CAMPUS

Except for high school students making authorized use of the Learning Resources Center, all children below the age of sixteen (16) must be under direct adult supervision while at Eastern Shore Community College. Students are not permitted to bring children to the campus while attending classes. No childcare facilities are available. Doing so subjects the student to the College's Policy on Disciplinary Action.

DIRECTORY INFORMATION

The College registrar will produce, on request, a directory which is considered public information and which contains the names and addresses of all current students. Any student who does not want to be listed in the directory must notify the dean of student services in writing within one week of registration. There is no charge for the first directory but a fee of \$5.00 payable in advance will be charged for each additional copy.

EMERGENCY CALLS FOR STUDENTS

Classes will not be interrupted except in genuine emergencies. If there is a serious accident or illness in the immediate family, a student will be notified immediately. Otherwise, messages will be placed on the bulletin board located outside the telephone receptionist area.

INCLEMENT WEATHER POLICY

Whenever it appears that the College may be closed due to inclement weather, faculty, staff, and students should listen to radio stations WESR (103.3 FM), or WVES (99.3 FM), or television stations WTKR (Norfolk), WAVY (Norfolk), WVEC (Norfolk), or WBOC (Salisbury) to receive information about the status of the College. Calls will not be made to individuals. Students should assume that the College is open, absent an announcement to the contrary.

PARKING REGULATIONS

Traffic Flow

Traffic flows in a circle. All drivers must follow the arrows and traffic signs. They cannot drive against the designated traffic flow. Violators will be ticketed and assessed fines.

Speed Limit

The speed limit throughout the parking lots is 15mph and is clearly marked with signs. All drivers are expected to obey these limits. Violators may be subject to disciplinary action through the Student Conduct Committee and/or loss of driving privileges at the College.

General Parking

All drivers must park headfirst in the parking space. Backing into spaces is not permitted. Under no circumstances are drivers permitted to park at an angle and take up two parking spaces. Parking is permitted only in designated parking spaces and the overflow area past the rear parking lot.

Handicapped Parking

The College has seven parking spaces for persons with disabilities. These spaces are reserved for those who have a handicapped license plate or display a current handicapped-parking permit in the windshield of the car.

TRANSPORTATION

Star Transit

The College provides free or reduced-fare bus transportation to the College on fixed routes provided by Star Transit except for the green and ruby routes. . In order to be eligible to receive this transportation, students must present an ESCC student identification card to the Star Transit bus driver which is validated for the current semester. Presently the bus system serves the College Monday through Friday during the daytime hours. A listing of arrival and departure times is available from the ESCC receptionist.

ESCC RideShare Program

By accessing the ESCC RideShare website at www.rideshare.us, students can communicate with other students who either wish to share a ride or wish to request a ride. Students register with this site and can see other ride-share listings or can enter their own ride-share request.

CONFIDENTIALITY / FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

The following is the policy and procedure of ESCC for implementation of FERPA.

1. As part of the application for admission to ESCC, each student must supply official transcripts from all colleges attended and must complete the application for admission including required information regarding in-state domicile. High school transcripts may be required for some programs.

An ESCC student may view any of these records in his/her admission file and may obtain copies; however, these copies will be stamped "Unofficial Copy Issued to Student." ESCC will not send copies of these records or transcripts to other institutions. Students can also access and print unofficial transcripts on-line via **ESCCconnect**. Requests to view or receive paper copies of these records may be made in person to the registrar who compiles and maintains these records. In addition, the law provides access to these records for persons from various federal and state agencies, auditors and accreditation personnel. Also, ESCC staff with a "legitimate need to know" have access.

The dean of student services has determined that "legitimate need to know" includes the following:

- Student services staff who perform admissions, records, financial aid, counseling, and job placement functions;
- Each faculty member who teaches or advises the student; and
- Administrators and College committee members making decisions which affect the admission, academic, financial aid, or disciplinary status of the student.

If a student believes that the documents submitted for admission contain an error, the student must contact the institution or agency which sent the documents to ESCC.

2. The College maintains an academic file which contains the courses, grades, term grade point average, and cumulative grade point average for each semester attended; letters of probation, suspension or dismissal; and letters announcing honors or other awards.

Those with a "legitimate need to know," the federal, state and accreditation officials mentioned previously, and Accomack and Northampton County school officials in compliance with Virginia law, have access to these records. A student has a right to see any of his/her records and to receive an unofficial student transcript. An official transcript with appropriate signature and College seal will be sent to any individual or organization designated by the student.

To request an official transcript, the student must either request an official transcript on-line via **ESCCconnect**, must complete and sign a Request for Transcript Form or must send a signed letter requesting the transcript and providing student name, social security number, and the specific address to which the transcript is to be mailed. Transcripts will not be sent in response to a telephone call. Faxed requests and e-mailed requests from a VCCS e-mail account are accepted if they contain the information required above. There is no charge for transcripts.

Other than those with a "legitimate need to know," those permitted access by law, or those authorized by the student, records will not be released nor will access be granted to any other person. Requests for access to records or for copies of records should be addressed to the registrar.

If a student believes that the record which ESCC maintains is incorrect, the student should prepare a brief written explanation of the inaccuracy and present it to the registrar.

3. The student services staff prepares, upon request, a directory which includes the name, address and telephone number of each student registered in a given term. This directory is available to the public. There is no charge for the first copy but a fee of \$5.00 payable in advance will be charged for each additional copy. Requests for a directory may be made in person or in writing and should be addressed to the registrar.

Students who do not wish to be included in the directory must notify the dean of student services in writing within one week of registration.

4. At the end of each term, the division of student services releases the names of students who earned various honors. Any student who does not wish to be recognized for honors must contact the dean of student services and complete the appropriate form by the last examination day of the semester.
5. In accordance with Virginia law and with assurances that the information will be used solely for the evaluation and improvement of instructional programs, the dean of student services releases to designated school officials in Accomack and Northampton Counties personally identifiable information on graduates of those counties who enroll at ESCC.
6. Students who apply for financial aid are required to submit a variety of forms detailing personal, and in some instances, parental income. Access to or release of this information is treated in the same manner as other information covered by FERPA. Students who wish to see their financial aid records should see the enrollment services assistant for financial aid or the dean of student services. Parental information will not be released to other parties without the written permission of the parents.
7. In disciplinary hearings resulting from the alleged commission of a violent crime on campus or at a College sponsored activity, the College will release to the alleged victim the results of the disciplinary proceedings.

College staff processes requests for information once weekly. Requests for information should be made well in advance of the date the information is needed.

Anyone who has questions or wishes clarification of any aspect of this policy should see the dean of student services.

WORKFORCE DEVELOPMENT

Contact: Workforce Development Services 757.789.1789

The Workforce Development Program at ESCC offers a broad range of cost effective education and training services to individuals, as well as business, industry, government and professional organizations in support of economic development and community enrichment. The Division is comprised of seven integrated programming units that work closely with local business and industry as well as community, economic development and planning agencies and government, civic and social service organizations. In addition, the Division maintains close ties with the College's Academic and Instructional Division and coordinates facilities usage services for the public.

ESCC is also committed to helping local Eastern Shore business and industry compete and win in today's global marketplace. In addition to open enrollment continuing education classes, our Workforce Development staff can customize a program to meet your specific needs, and, in most cases deliver training right in your own workplace to save you down time and travel costs.

BUSINESS DEVELOPMENT AND WORKFORCE TRAINING CENTER

Eastern Shore Community College is committed to developing and delivering programs and services that meet the business, industry and economic development needs of Accomack and Northampton Counties. The Business Development and Workforce Training Center is a new facility, that, when opened (planned for August or September of 2008), will enhance the Division's efforts to establish links between the College and the business community as well as individuals who need training and professional development in order to advance in their careers. The Division already collaborates with business, local and regional government, social service agencies, and economic development authorities, as well as the College's academic departments to fulfill the educational component of community and economic development initiatives. The new facility will be an invaluable resource to the Eastern Shore business community by greatly advancing the Colleges capacity to accomplish those goals.

CUSTOMIZED CONTRACTED TRAINING

This service is designed to meet the training and educational needs of, businesses, industry, and government, organizations in support of economic development and community enrichment. All classes can be customized to