40

72 attempted hours and beyond, students may be reviewed
at the end of each semester if they maintain the award on
a provisional basis, contact the Financial Aid Office for details.
• Must have a cumulative GPA of 2.75 after 24 and 48
attempted hours. After attempting 72 hours and beyond a
student may retain the award by either:
• Achieving a cumulative GPA of 3.0 or above, or
• Achieving a cumulative GPA of 2.75-2.99 AND a semester
GPA of at least 3.0 in the preceding term for which the student
will receive the award as a full-time enrolled student
• Must maintain satisfactory academic progress AND
continuous enrollment
• Scholarship is terminated after attainment of
baccalaureate degree OR 5 years have passed from initial
enrollment, whichever occurs first
• Be enrolled in at least 6 hours; 12 hours if eligible on the
provisional basis

Helping Heroes Grant - This grant is funded by the Tennessee
Lottery Scholarship Program. It is awarded on a first-come-
first-serve basis with a limit of 375 awards made per semester. The Helping Heroes Grant is designed to serve former
members of the armed forces, reserve or National Guard who were called into active duty and have met the
following general criteria:
• Received an honorable discharge and has been awarded
The Iraq Campaign Medal, The Afghanistan Campaign Medal
or after 9/11/01, received The Global War on Terrorism
Expeditionary Medal
• Be a Tennessee resident 1 year prior to application
deadline
• Be admitted to and enrolled in an eligible postsecondary
institution
• Must not have received a baccalaureate degree
• Complete the Helping Heroes Grant Application
HOPE Foster Child Tuition Grant - The Chafee Education and
Training Voucher Program provides resources specifically to
meet the education and training needs of youth aging out of
foster care. This award along with other available financial
aid sources shall be applied towards the student cost of
attainment before utilizing awards offered through the HOPE
Foster Child Tuition Grant. Students must be eligible for the
HOPE Scholarship or HOPE Access Grant and have been in
the custody of the Department of Children Services for at least
1 year after their 14th birthday in order to be considered for this
grant. TSAC will work with the Department of Children Services to
participate in the respective division on

The Irving Scholarship is in the amount of $2,000 per term. Scholarship recipients are recruited
by each major division of the institution. This scholarship involves a 75 hour work obligation in the respective division on
special projects. The selection and retention is the same as
the VSCC Academic Scholarship outlined above.

Workforce Investment Act (WIA) Eligible WIA recipients may receive various types of financial
assistance as they pursue career training/retraining. Businesses, government, and schools work together to provide
vocational or employability skills to those who are out of work or who need new skills/training to successfully enter
the job market. Volunteer State Community College works in
correlation with the Tennessee Valley Authority and the WIA agencies that are sponsoring these programs in
the Valley. The Office of Special Adult Programs works to coordinate these efforts and help with the transition of
attending school.

PC 191 Fee Waiver Employees of TBR or UT system schools are eligible to enroll in one credit class per term using the PC 191 fee waiver. The eligible employee must complete a fee waiver application with their personnel office each semester. The fee waiver form should be forwarded to the VSCC Financial Aid Office prior to registration or no later than 10 days after the term begins.

TBR Employee Dependents (Children or Spouse) Discount Employees of TBR or UT system schools dependent children (under the age of 26) or spouse is eligible to receive a 50% discount toward maintenance fees each semester. The eligible employee must complete and submit a new discount form for their dependent child or spouse each semester prior to registration or no later than 10 days after the term begins.

Public School Teacher/State Employee Dependent Discount
Dependent children (under the age of 24) of a certified public school teacher or a full time State employee are eligible
to receive a 25% discount toward maintenance fees each semester. The eligible employee must complete and submit
a new discount form for their dependent child each semester prior to registration or no later than 10 days after the term begins.

State Employee Fee Waiver
Eligible employees of the Tennessee State Government are eligible to enroll in one class per term. This is called
a fee waiver. The eligible state employee must complete the necessary paperwork with their personnel office and have that
paperwork forwarded to the VSCC Financial Aid Office prior to registration and no later than 10 days after the term begins.

Scholarships
Organizational and Foundation Scholarships Through donations to the Volunteer State College Foundation, the scholarship program is funded by individuals, civic groups,
and corporations. Individuals or groups interested in making contributions or establishing a scholarship are encouraged to contact the Foundation Office. The Foundation Office is a 501(c)(3) organization; therefore all gifts are tax deductible.

You may apply for scholarships on line at http://www.volstate.
edu/FinancialAid/scholarship-feewaiver/. (One scholarship application per semester should be submitted) Based on your scholarship application, your name will be included in the selection process for all scholarships in which you meet the
specified criteria. All Foundation scholarship recipients must be enrolling or currently enrolled at Volunteer State Community College.

The ABC GROUP: A child or grandchild of an employee who is
a graduating senior and has maintained a 2.5 high school GPA
and plans to attend full-time.

ALLIED HEALTH SCHOLARSHIP: Awarded, but not limited to
a Minority student attending full or part-time, with academic
achievement in the Allied Health Program; one semester award.

AMERICAN BANK & TRUST SCHOLARSHIP: A graduating
senior from Livingston Academy with at least a 3.0 GPA. If no
eligible applicants; then award to a student under the age of
21 from Overton County; and then to a student from Overton County with no age restriction.

AMERICAN LEGION POST 17: A veteran, spouse, children,
or stepchildren, grandchildren, or other relative in this order
of preference; prefer resident of Gallatin first, then Sumner
County; on the basis of satisfactory academic achievement and
economic need.

AMERICAN SECURITY BANK SCHOLARSHIP: The student
must reside in counties within the Middle Tennessee area.
Scholarship is need based and recipient must maintain a GPA
of 2.0 or higher.

SAM BELOTE: A Sumner County resident who is pursuing a
career in one of the Allied Health Programs or Nursing; based
on economic need and satisfactory academic achievement;
must be full-time.

BERKLINE: Children or stepchildren of employees based on ACT
scores, grade point average, and extra-curricular activities.

BUDD AND JULIA BISHOP (LIVINGSTON): One academic, 3.0
GPA and one need based, 2.0 GPA given to Livingston campus
full-time students.

STEVE BOTTS & ASSOCIATES: A student who plans to attend
at least 6 hours per semester and is able to maintain a 3.0
GPA.
BILLIE C. DODSON MEMORIAL: A need-based, Sumner County resident and/or returning student, majoring in Education or Natural Resource Management.

CLAY F. DODSON MEMORIAL SCHOLARSHIP: An academic & need-based student attending the Livingston campus full-time.

WILDA H. DODSON RETURNING WOMEN: A returning woman 25 years of age or over, full-time, based on economic need and satisfactory academic achievement.

WILLIAM AND BETH DRAPER: A Sumner County resident attending full-time. Based on economic need and satisfactory academic achievement; recipient may be a graduating senior or a returning student.

DR. AND MRS. PAUL, ENOCH SCHOLARSHIP: A full-time student who demonstrates high moral character and leadership qualities. Recipient can be an out-of-state student.

FARMERS BANK: A Sumner or Robertson County resident majoring in business with economic need and satisfactory academic achievement.

FRIENDS OF SUMNER REGIONAL VOLUNTEER AGENCY: Tuition for two full-time students with preference given to Sumner Regional Medical Center or Trousdale Medical Center employees or their children. Recipients should be a resident of Sumner or Trousdale Counties. Field of study: Medical/Allied Health, may include non-clinical medical fields.

GALLATIN BUSINESS & PROFESSIONAL WOMEN’S CLUB: Young or returning woman who is pursuing a career in business or professional area and has satisfactory academic achievement and economic need.

GALLATIN ROTARY CLUB SCHOLARSHIP: Gallatin resident based on satisfactory academic achievement and economic need.

GALLATIN ROTARY RETURNING STUDENT: Gallatin resident who has previously received the Gallatin Rotary Club Scholarship.

HENDERSONVILLE 100 PLUS CLUB: Available to all current Sumner County personnel engaged in emergency services of any kind, not limited to law enforcement, fire, ambulance, dispatchers, and patrol mothers, whether full-time, part-time, volunteer, disabled, or deceased in the line of duty performing emergency service. Availability also includes spouse, child, stepchild, or grandchild of above group. If none, then any eligible full or part-time student. Need based, minimum 2.0 GPA.

HENDERSONVILLE AREA CHAMBER OF COMMERCE DECEASED PAST PRESIDENTS MEMORIAL: To a member of the Hendersonville Chamber of Commerce, child, or spouse of a member, employee of a child or spouse of employee; economic need and academic achievement considered.

HENDERSONVILLE NOON SERTOMA: Full-time, need based student with ability to maintain a 2.5 GPA.

HENDERSONVILLE ROTARY CLUB JIM C. MOORE MEMORIAL: Graduating senior from any Hendersonville Area High School attending full-time.

HENDERSONVILLE ROTARY RENEWAL: Need-based, full-time student who has previously received a Hendersonville Rotary Club Scholarship.

HENDERSONVILLE ROTARY RETURNING STUDENT: Need-based, returning student over the age of 23 who is a resident of Hendersonville attending full-time. Preference is given to a single parent.

V.P. JAMES B. HODGES SCHOLARSHIP: Full or part-time student that is not eligible for Pell Grants but still has a financial need. Target is the working middle class that needs assistance.

WILLIAM GUTHRIE HODGES MEMORIAL SCHOLARSHIP: A returning woman, with economic need and satisfactory academic achievement, must be a full-time student.

STELLA HOLIDAY MEMORIAL SCHOLARSHIP: A returning student, majoring in Music Education or Performance and a love of sharing their musical gifts.

HUGH AND MARGIE MARSH SCHOLARSHIP: A full or part-time student with promise attending full or part-time. Minimum GPA of 2.5 and need based.

HUGH AND MARY GUTHRIE MEMORIAL: A student in the health sciences field who is able to maintain a 3.0 or better GPA. Need based.

ROBERT & LUCY WHITE HUDGINS MEMORIAL: Female student 25 years of age or older with economic need and satisfactory academic achievement enrolled part-time. Field of study should be Allied Health or Nursing.

GUY AND LUCILE JONES MEMORIAL: Award first to a Jones Brothers employee, spouse or dependent. Second to a graduate of Friendship Christian, Mt. Juliet Christian, Mt. Juliet High School, or third to a graduate of a Wilson County School. (Graduating senior is not required). Based on financial need, character, and academics in that order.

JUNIOR SERVICE LEAGUE OF GALLATIN SCHOLARSHIP: A female residing in Gallatin who is enrolled full-time or part-time. Maintain a 3.0 or better GPA.

TONYA KELLY MEMORIAL SCHOLARSHIP: A full or part-time student attending the Livingston campus. Preference given to a graduate of Cookeville High School and a resident of Cookeville, TN, if none then open to the general VSCC campus population.

TONYA KELLY MEMORIAL/ECHO VALLEY MARKET FAMILY & FRIENDS: Need based, full or part-time student with a disability attending the Livingston Campus. Recipient must be a Cookeville resident & registered with the VSCC Office of Disability Services. Preference given to a Cookeville HS graduate.

CHIEF DAVID L. KEY ENDOWED: A graduate of any Sumner County high school who plans a career in law enforcement. Need based.

JERRY KIRKMAN SCHOLARSHIP: Need based. Student must be in a campus religious organization.

PETER KURELA: A graduating senior of Portland High School.

LAW ENFORCEMENT MEMORIAL: Children of officers killed in the line of duty.

JUDY LEE: Two (2) need based students attending full or part-time basis.


HUGH AND MARGIE MARSH SCHOLARSHIP: Full-time student with financial need.

RAYMOND A. MCCAULLOUGH: A student in the health sciences field who is able to maintain a 3.0 or better GPA. Need based.

METROPOLITAN NASHVILLE AIRPORT AUTHORITY: Full-time student with need enrolled in aviation management or emergency medical studies.

MGM SCHOLARSHIP: Academic based; Math, Science, or Engineering major; full-time student; working as a paid intern at MGM Industries during the summer months.

MGM INDUSTRIES SCHOLARSHIP: An employee or dependent attending full-time Engineering major. If none; then award to a high school graduate.
MGM INDUSTRIES MINORITY: A Minority Engineering student attending full-time (if no engineering minority student, then to a Med. Science or Computer Science minority student) would prefer, but not require, that the recipient work at MGM Industries during the summer months at the prevailing market wages.

JIM MOORE MEMORIAL ENDOWMENT: Full-time student who has achieved academic excellence without consideration of economic need. Preference should be given to a forensics or communication major.

MAMA NADEAN NAPIER TEXTBOOK ASSISTANCE: A student who is 30 years old or older attending full-time.

TOM AND BETTY NEAL: Recipient must be a Gallatin High School graduate, immediately after graduation.

JANICE NELSON MEMORIAL: A part-time scholarship to either a graduating senior or a returning student who is majoring in business.

NORTHCREST MEDICAL CENTER: Full-time student majoring in the following health care fields: Health Information Tech (medical records); Medical Laboratory Tech, Radiologic Tech, or Respiratory Care Technology. Recipient selected by NorthCrest Medical Center and must maintain a 2.5 GPA.

LYNN E. NYSTROM RECYCLING SCHOLARSHIP: Full-time, degree seeking student who has an interest in recycling and a 2.75 GPA; open to current as well as incoming students; based on satisfactory academic achievement and need.

R. C. OWEN COMPANY: A relative of a current or former employee of R. C. Owen Company; if none available, then any recent Gallatin High School graduate.

SHAWN MICHAEL PALLOTINI MEMORIAL: Goes to a Sumner County Adult Education GED graduate. Recipient selected by SCAAC committee and must maintain a 2.5 GPA.

BRENDA S. PAYNE TRIBUTE: A returning student attending full or part-time.

TED PAYNE: A full-time student who must work 75 hours a semester under the same guidelines as the VSCC Division Academic Service Scholarships.

JAMES AND REBECCA POPE: Sumner County resident attending full-time and has satisfactory academic achievement and economic need.

PATTY POWELL REFLECTION OF LIGHT: Full-time, need-based student who has completed 12 credit hours and is taking or has taken a Leadership course at VSCC.

PRESIDENT’S AMBASSADOR PROGRAM SCHOLARSHIP: Student Ambassadors will assist with orientation, registration, recruitment, high school visits, phone-a-thons, campus tours, special events, community service and speaking engagements. Ambassador is a representative of the College student body and a marketing representative of the entire campus. He/She is a student who has a desire to work with faculty, staff, students, and members of the community to promote VSCC and its programs and services.

DIXIE C. AND CLAIDE G. RAMER MEMORIAL: Need-based student attending full-time and is able to maintain a 2.0 GPA.

HAL R. RAMER: (1) First award given as a part-time general scholarship. (2) Remaining awarded to participants in the VSCC Honors Program.

SHIRLEY REEVES RETURNING WOMEN: Book award with amount to be determined by each individual’s circumstance and economic need.

JEFF RIADON MEMORIAL: Full or part-time student with need.

DR. MONIQUE ROBINSON-WRIGHT BRIGHTER FUTURE SCHOLARSHIP: Full-time student with need.

JE & CLARA SENTER: A male and a female basketball player; full or part-time; need based.

SGA DORIS STATFORD TEXTBOOK ASSISTANCE: Evening student Book Award, need based.

SHALOM ZONE/CLEARVIEW COMMUNITY ADKINS-BENDER MEMORIAL SCHOLARSHIP: A need based graduating high school senior resident of Clearview Heights Community in Gallatin with a GPA of 2.0 or above. Full-time.

HAROLD SHANKLE SCHOLARSHIP: A resident of the State of Tennessee based on financial need.

DARLENE D. SINKS SCHOLARSHIP: Graduate of Hendersonville High School attending full or part-time. Need based and GPA of 2.5 or better.

SKYLINY AUXILIARY SCHOLARSHIP: An Allied Health or Nursing student with need over the age of 23, attending full-time.

SPRINGFIELD ROTARY CLUB FOUNDATION: A Robertson County resident with a GPA of 3.0 or higher and 19 or above on the ACT. Must have evidence of financial need and have participated in extra-curricular activities.

TOMMY AND IVA STAMPS TRIBUTE SCHOLARSHIP ENDOWMENT: Criteria to be established.

WILLIAM T. SUGG TRIBUTE: A dependent child of an employee of Sumner Regional Health Systems who plans to attend full-time.

SUMNER COUNTY ADULT EDUCATION AGENCY COUNCIL: GED graduates enrolled in the Sumner County Adult Education Program with a minimum of 50 as the average standard score and demonstrates a sincere desire to further their education as exemptified by performance, honesty, acceptable conduct and respect for self and others.

SUMNER COUNTY BAR ASSOCIATION: Given to a Paralegal major. Academic based. Recipient selected by Sumner County Bar Assn committee.

SUMNER COUNTY HISTORICAL SOCIETY: A full-time History major who has achieved academic excellence and completed at least 24 college credit hours. Financial need considered along with character and leadership qualities.

TENNESSEE HOTEL AND LODGING ASSOCIATION: Any employee of the member companies of the THMA who plans to attend full or part-time with a minimum of 3 credit hours.

GRACE TOMKINS HEALTHCARE: A female Sumner County resident who graduated in the top one-half of her high school class; recipient must be majoring in an Allied Health Program or Nursing.

MARY LEE TOMKINS BEQUEST: A full-time student with economic need. Student must have a GPA of 3.0 or higher.

TOSHIBA AMERICA CONSUMER PRODUCTS: Given to graduating seniors of Lebanon High School with a minimum 2.0 high school GPA and an ACT composite score of 18; full-time and majoring in science, math, or business.

TRI STAR RESPIRATORY THERAPY SCHOLARSHIP: Full-time student with academic excellence in the field of Respiratory Therapy.

TROUSDALE/WILSON COUNTY: A graduating senior of Trousdale County High School; one to a full-time student and one to a part-time student. If no qualified candidate applies, applicants from Wilson County will be considered.

MICHAEL TUCK MEMORIAL: A student athlete who graduated from Gallatin High School, who plans to attend full-time. VSCC Athletic Committee will select.

UMC VOLUNTEER AUXILIARY: Law Enforcement Field (police officer, parolee, pre-law); full or part-time, based on need with 2.5 GPA or higher.

SHERIFF, J.D. VANDERCOOK: Law Enforcement Field (police officer, parolee, pre-law); full or part-time; need-based with 2.5 GPA or higher.

VOLUNTEER STATE BANK: Economic need and satisfactory academic achievement; given in honor of an individual selected each year from the community.

VSA NANCY AND POPS HUDDSON SCHOLARSHIP: Athletic Director will determine who may need additional hours over the summer to graduate.

VSCC SCHOLARSHIP: Full-time, need based, with 2.0 GPA or Higher. Family members defined as child, stepchild, grandchild, stepgrandchild, spouse, parent, step parent, grandparents, step grandparents, nieces or nephews. Preference given to 1) family member of an Alum who supports the Foundation; 2) then to immediate family member over niece or nephew. Recipient selected by Alumni Advisory Council.

VSCC ART SCHOLARSHIP: An art student on the basis of academic excellence without consideration of financial need; recipient selected by special campus art committee.

VSCC BOWLING CLUB SCHOLARSHIP: Book award to a member of the VSCC Bowling Club. Recipient selected by the Bowling Scholarship Committee.

VSCC EXCELLENCE IN THEATRE: Student with excellence in Theatre Studies (acting, design, or tech.)

VSCC GENERAL FULL-TIME AND PART-TIME SCHOLARSHIPS: Currently enrolled students and incoming freshmen; need based and must be full-time or part-time.

VSCC GENERAL LIVINGSTON FULL-TIME AND PART-TIME SCHOLARSHIPS: Livingston campus currently enrolled students and incoming freshmen; need based and must be full or part-time.

VSCC HONORS: Incoming freshmen with an ACT score of 26 or above; applications received by April 1st will get first consideration and after April 1st, it will be first come, first serve basis. Scholarship may be renewable based upon funding.


ANNE WAGNER: Part-time student who is enrolled off-campus with preference given to McGavock students, second preference to an education major; recipients must have completed a minimum of 6 semester hours, be degree-seeking with a declared major, show satisfactory academic achievement, and receiving no other form of aid from Vol State.

JOHN B. WALLACE (ALLIED HEALTH) SCHOLARS: Need-based, full-time student accepted in the Allied Health degree program at Vol State who maintains a 3.0 or above grade point average. Maybe renewed for a second year if criteria has been met. Recipients selected by the Wallace Scholarship Committee.

JOHN B. WALLACE MEDICAL SCHOLARS: Graduating high school senior who plans to attend full-time majoring in pre-medical professional or pre B. S. Nursing classes. Student must have a minimum ACT of 26 and be able to maintain a 3.5 or above grade point average. Maybe renewed for a second year if criteria has been met. Recipients selected by the Wallace Scholarship Committee.
**Student Services**

**Division of Student Services**

Professionally experienced student services specialists within the Division of Student Services provide a variety of services and sponsor many activities which are designed to facilitate the personal growth and development of students and to support the institutional programs of the College.

Services and activities specifically offered for prospective and new students include admissions counseling, educational planning, placement testing, and advising.

Other student services and activities include but are not limited to scheduling assistance for registration, career and personal counseling, tutorial assistance, financial aid and intramural sports.

Offices within the Division of Student Services are: Admissions, Advising Center, Athletics and Intramurals, Disability Services, Evening Student Services, Records and Registration, Retention Support Services, Special Adult Programs, Student Financial Aid, Student Life/Diversity Initiatives, Testing, TRIO (Student Support Services) and Veterans Affairs.

**Admissions**

Admission advisors are available to assist new students with the application process. Additionally, these advisors are able to clarify information on the application, answer any questions the student might have and outline the process that leads to registration.

The Advising Center

Students who have not declared a major or who are not seeking a degree or certificate (but wish to enroll in credit classes) are assigned to an advisor/counselor in the Advising Center for advising assistance. Students who have declared a major are assigned to a faculty advisor.) The Advising Center also screens all transfer and transient students to be sure that required Learning Support assessment occurs and then modifies computer screens to allow enrollment.

Advising - Students should consult with their assigned Advisor/Counselor every semester before registering. An advisor can:

- Provide general information about the College & its programs
- Explain placement assessment results
- Guide students through the registration process
- Assist with creating a class schedule
- Help students clarify their academic and/or career goals
- Provide students with specific information regarding transfer of courses to other colleges and universities
- Assist in explaining an unofficial audit of degree requirements

The Advising Center serves students both on and off campus.

The normal operating hours are 8:00 a.m. to 4:30 p.m. Monday through Friday. Students can walk-in to the Advising Center to speak with an advisor/counselor or call (615) 230-3702 to make an appointment. Advisor/Counselors are also available in the evening in Wood 217 Monday-Thursday from 5:00-8:00 p.m. To make an evening appointment students can call (615) 230-3853 between 12:30 and 3:45 p.m. or (615) 230-3462 between 4:30-8:00 p.m. Students may call the Advising Center at (615) 230-3702 or 1-888-335-8722 if they are unable to come to campus. Assistance/Information may also be requested by FAX at (615)230-3692 or by e-mail to Advising@volstate.edu.

**Orientation**

Orientation - Conducted by the Advising Center. All new degree-seeking students are required to complete orientation. It can be completed online. Alternatively, students may make reservations to participate in an advisor-led session on campus. During Orientation, students are presented with key information about the college and everything that relates to the registration process. After they have completed Orientation, students meet with a faculty advisor or an Advisor/ Counselor in the Advising Center to develop strategies for completion of their degree programs.

**Academic and Career Counseling**

Academic counseling consists of assisting the student with curriculum choice, educational planning, and accomplishment of academic goals. Advisor/Counselors use necessary intervention strategies to assist students in overcoming difficulties that would hinder performance. Academic counseling guides the student through an exploration of career and academic choices, assists in establishing life goals, and in developing personal plans to achieve educational goals.

Advisor/Counselors provide academic counseling for students who are having difficulty with their courses. While many of these students are referred to the Advising Center by their instructors, Advisor/Counselors will assist any student who is in need of academic counseling. Students can speak with an Advisor/Counselor either by appointment or on a walk-in basis.

The Advising Center can also assist students who are in need of career counseling. Students can speak with an Advisor/Counselor who can assist with the development of a plan to determine what career path is best suited for them. After meeting with an Advisor/Counselor, students can make an appointment to take a career assessment in the Testing Center. These assessments are the Strong Interest Inventory and the Myers-Briggs Type Indicator. In addition, students can complete an internet-based assessment called Kuder. After completing a career assessment, students should make an appointment to meet with an Advisor/Counselor who will interpret and discuss the results with them.

**Other Counseling Services**

The Advising Center does not have a licensed counselor on staff. Thus, it is not equipped to handle serious personal counseling matters. However, Advisor/ Counselors are trained to provide emergency crisis counseling and will then refer students to an appropriate agency or licensed professional.

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**Disability Services**

The Office of Disability Services will assist students with providing reasonable accommodations. It is the student’s responsibility to voluntarily and confidentially disclose information regarding the nature of the disability. In order to receive assistance, students are encouraged to:

- Register with the Office of Disability Services
- Provide documentation of the qualified disability

Auxiliary aids, services and accommodations will be provided on a case by case basis taking into consideration the nature of the disability.

Services include interpreters, readers, notetakers, recorders, test proctoring, tutoring, and/or other equipment needed by some students to ensure equal educational opportunity.

With advance notice, the Office of Disability Services will be responsible for arranging appropriate accommodations when requested.

The College may provide for academic aids deemed necessary for a student’s educational access if they are not available from another source; however, it does not provide for personal aids such as attendant care or individually prescribed devices of a personal nature.

**Evening Student Services**

The Office of Evening Student Services, located in Wood 217, is available to students during the academic term Monday through Thursday until 8:00 p.m. and Friday until 5:30 p.m. This office coordinates services for students who attend classes in the evenings and/or Saturdays. The Office of Evening Student Services serves as an agent for Admissions, Records, Advising, Testing, Veterans Affairs, Financial Aid and the Business Office. The Campus Administrator and/or the Evening Office Assistant provide information, make referrals and assist students in a variety of matters related to his or her student success. Catalogs, applications, class schedules, some financial aid forms, deferred payment forms, parking decals, and photo ID cards are also available through this office.

**Retention Support Services**

The Office of Retention Support Services is responsible for retention initiatives developed within the Division of Student Services. Students are the primary focus of this office. The main objective is to expand and improve existing programming as well as build new programming and services that will enhance student success. The Call Center is a large part of the Office of Retention Support Services and serves in the role of welcoming students to the College as well as disseminating important information and reminders to students via telephone contact.