

# STUDENT SERVICES POLICIES & PROCEDURES

## Center for Student Success

The Center for Student Success (CSS) is committed to providing support services to enhance life-long learning, personal growth and academic excellence to SBC Students. The CSS offers a variety of services to include: academic guidance and support, peer and professional academic coaches, weekly Connection Newsletter, assistance in the transition to college life (individual, family, group and career), referral services, financial literacy, disability services, intervention services and campus educational programs.

## Student Services Resources

Student Services provides a variety of services designed to enhance SBC students' academic skills, increase their retention and graduation rates, facilitate their entrance into graduate and professional schools, and foster a supportive institutional environment.

This office provides:

- Academic coaching for all college subjects
- Academic counseling
- Personal counseling and referrals
- Remedial courses

## Disability Services

In accordance with the Americans with Disabilities Act (ADA), Sitting Bull College recognizes its responsibility to provide appropriate accommodations for students with documented disabilities who are otherwise qualified to participate in programs and courses of the college. Staff and faculty will work with students and/or other agencies to arrange for reasonable accommodations. These accommodations may include but are not limited to: extended time on tests, tests read aloud, reduced distraction testing, audio textbooks, large print materials, Braille materials, recording lecture, or other accommodation to allow the student access to the curriculum.

Students can initiate disability services by contacting the Disabilities Coordinator's office on a timely basis. An application for services and written documentation of the disability must be submitted to qualify for disability services. Documentation must come from an appropriate professional (such as a physician, psychologist, learning disability specialist, or audiologist), and documentation must include information regarding the type of disability, functional limitations, and modes of treatment. IEP's are not sufficient for documentation requirements. Students who think they may have a disability should schedule a time to meet with the Disability Coordinator to discuss their concerns. If appropriate, a referral for formal evaluation will be made. Referrals are made to professionals or agencies in the community who do diagnostic work in the specific area of disability. The Disability Coordinators office is located in the Family Support Center.

## Counseling Services

The goal of Sitting Bull College Counseling Services is to maximize student potential and to provide students with the tools they will need to live a healthy and responsible life. SBC Counselors are striven to help students improve their quality of life and in turn quality of life of those

around them. Sitting Bull College's Counseling Department follows the College's nondiscrimination policy in that it affords equal employment opportunities to all qualified individuals, without regard to their race, color, ancestry, religion, sex, sexual orientation, national origin, age, physical or mental disability, citizenship status, veteran status, gender identity or expression, or any other characteristic or status that is protected by federal, state or local law.

Sitting Bull College also offers Academic, Career and Financial Aid Counseling. These services are located in the Student Services building on the Fort Yates Campus. In addition, scheduled counseling services are available at the McLaughlin and Mobridge site. Schedules will be posted at the beginning of each semester.

The Academic Counselor is prepared to help students with a variety of concerns, including mental health and chemical dependency issues. This Counselor acts as a support system and can provide individual counseling, referrals and preventive education for students who are experiencing difficulties. Resource materials, particularly in the area of mental health and chemical dependency are available for students from this office. All information is held in the strictest confidence.

Financial Aid Counseling is provided by the Financial Aid office staff to help students understand the various types of financial aid programs at Sitting Bull College, how to access scholarship funds from other sources, and to understand their respective rights and responsibilities as students receiving financial aid funds.

Career Counseling includes, but is not limited to, a course wherein the process of applying for a job is experienced through textbook, in-class assignments and ending with a mock interview. Counseling continues beyond the classroom for students who request support in their ongoing development of job seeking/keeping style. Students have access to information about and from colleges worldwide. At any point in the student's time at Sitting Bull College, counseling is available which would address advancing their degree, whether at Sitting Bull College or transferring to another school.

## Financial Literacy

The Financial Literacy/Scholarship Coordinator supports the development financial literacy. Each semester there are financial education-based activities brought into the classroom, speakers, a financial fair, workshops, and FAFSA support.

## Testing Services

The Office of Student Services will test all new students who are pursuing a degree and have not previously attended another college. Students will be administered the ACCUPLACER to determine English, writing, reading, and math proficiency. Results of the test are utilized in conjunction with the student's educational background to establish appropriate placement within those disciplines.

Standardized tests in such areas as career and technical education interests, aptitude and personal adjustments are available or can be arranged. Student test results and personal information are kept confidential. The Career and Technical Education Counselor assists those who utilize the Career and Technical Education Resources. With proper testing and counseling, students can understand their abilities, interests, and aptitudes and how they relate to appropriate educational and career placement.

## **Adult Basic Education**

ABE is an adult basic education program that provides GED preparation, basic skills development, and career and employment counseling to all people of the Standing Rock Sioux Tribe.

ABE provides free pre-testing and official testing services for students enrolled in the program. Sitting Bull College is also an official GED Testing Center.

The ABE program also provides instruction sites in some of the districts. Anyone who would like to enroll in the program should contact the ABE Director at SBC.

A student under the ABE program is eligible to enroll part-time at SBC for one semester. The student is required to earn their GED before they are allowed to enroll a second term.