

STUDENT SERVICES

Transfer Center

The Transfer Center is designed to help students who plan to transfer to a four-year institution. A visit to the center is highly recommended for students who wish to make sure that credits earned at John A. Logan College will transfer to a four-year college or university. Services of the center include academic advisement to ensure proper course selection for transfer credit, travel opportunities to visit and tour selected four-year institutions, educational and career planning workshops, and assistance in securing scholarships and grants to help with college expenses. All services of the Transfer Center are free. The transfer center also houses the Minority Transfer Center, which provides specialized services for minority students. E-mail information is available at <lauralyncima@jalc.edu>.

Academic Advisement

Every student admitted to John A. Logan College will be assisted prior to, and during, registration in developing his/her educational and vocational plans. This service will be provided by a counselor or academic advisor. These people will be available throughout the year to help the student with problems that may interfere with progress toward his/her goals.

Personal Counseling

Often, students need assistance with academic and career concerns, as well as social and personal problems. For this reason, professionally trained counselors are available to help students understand and resolve these problems.

Career Testing

Individual testing is available and is administered through the career counselors. These tests can assist a student in discovering abilities and aptitudes in various areas. Interested students should contact the coordinator of the Career Development Center for further information.

Student Success Center

The Student Success Center (SSC) coordinates several programs including: the TRiO program, Tutoring, Educational Workshops, Disability Support Services and Deaf and Hard-of-Hearing Services.

The TRiO Program. The TRiO program is a component of the Educational Opportunities Program (EOP) that is funded through the U. S. Department of Education. This program provides individual support to students who are low-income, first generation, and/or have a disability.

The purpose of the TRiO program is to increase college retention and graduation rates for eligible students. Benefits provided may include mentoring, cultural enrichment activities, tutoring, leadership development training, and many more.

Tutoring. The SSC offers students the opportunity to increase their educational skills through tutoring.

Tutoring is offered in both transfer and career areas, including mathematics, science, business, and language arts. The center uses both professional and peer tutors to assist students. All tutors in the Student Success Center are certified, through training and experience, through the College Reading and Learning Association (CRLA).

Educational Workshops. The Student Success Center offers a variety of workshops designed to enhance one's academic skills. Workshop topics include study skills, time management, stress management, instructor expectations, and relaxation techniques.

The Write Place

Located in E109, the Write Place is the College's writing center. It offers free tutoring in English, especially student essays, research papers, and other written assignments.

Disability Support Services

The Student Success Center provides reasonable accommodations for students with disabilities.

Students with disabilities who need reasonable accommodations are required to meet with the coordinator of Disability Support Services at least six weeks prior to the beginning of the semester in which they plan to attend. Students requesting accommodations must have appropriate documentation of a disability in order to receive reasonable accommodations. In addition, students are required to request accommodations each semester they plan to use the approved accommodations.

Reasonable accommodations may include, but are not limited to, note takers/scribes, sign language interpreters, taped textbooks, extended time for exams, accessible seating, and parking permits.

Students needing such accommodations should contact the Student Success Center to make an appointment with the coordinator of Disability Support Services.

Deaf and Hard-of-Hearing Services

Persons who are deaf or hard-of-hearing are provided services through the Student Success Center's Deaf and Hard-of-Hearing Services (DHHS) program. Professional sign language interpreters are available for class lectures, tests, field trips, personal and career counseling, and other scheduled activities. A deaf-interest club, the American Sign Language Club, encourages appropriate social interaction and provides a forum for increasing deaf awareness in the College community. The College's TTY number is (618) 985-2752.

Career Counseling and Job Placement Services

Career Development Center. The Career Development Center assists students in effectively realizing their career plans. This is achieved by computerized testing and personal interviews. Students receive help in clarifying goals and objectives that are related to their life and work values, abilities, needs, and interests. The center recognizes that making realistic career choices and adaptations to job market demands and/or changing lifestyles are important to successful career development.

Placement Office. John A. Logan College provides a placement service that is available to assist all students, graduates, and alumni in securing employment in positions directly related to their areas of academic preparation. Individuals seeking positions in Illinois and several other midwestern states are aided by a computerized list of jobs.

Students can further utilize the Placement Office by receiving individual assistance with resume preparation, interviewing techniques, and other valuable pre-employment skills.

The Placement Office will also assist students in finding part-time employment while enrolled at John A. Logan College. Those wishing part-time employment should register with the Placement Office

as soon as possible after admission procedures have been completed.

In addition to assisting students in locating off-campus employment, the Placement Office is responsible for coordinating the student work program at John A. Logan College. There are limited positions available in the student work program, which has been designed to provide part-time employment for students who need financial assistance in order to attend college.