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SECTION: Student Services

POLICY TOPIC: Student Programs and Services

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I. General Policy

Students are responsible for acquainting themselves with the services maintained for them and with procedures that are outlined for their assistance in such sources as the College Catalog, the Student Handbook, student bulletins, and other official publications. The Student Services staff shall make every effort to assist the student in this endeavor.

II. Programs and Services

- A. Counseling and Career Center: The College shall provide counseling services to assist students in their educational planning. A Career Center also exists to offer career counseling to students, faculty, and area residents.
- B. Financial Aid: Financial aid programs, including various loan funds, scholarships, grants, and employment, shall be provided and promoted as they are available.
- C. Students with Disabilities: A support service program for individuals with disabilities is available to assist them in their special needs while obtaining an education.
- D. Native American Program: The College has established a Native American program to provide for activities and services to assist Native American students and prospective students in their quest to succeed.
- E. Enrollment Services: The Enrollment Services Office shall maintain permanent academic records for each student which includes all courses taken by a student and the grade received in each course. All changes of enrollment (dropping a course, adding a course, or withdrawing from the College) are processed through the Admissions and Records Office.

In addition, the Enrollment Services Office makes official changes of a name and/or address, sends out transcripts, and processes appeal of academic probation or suspension. Other services the office shall provide include agency certification and graduation checks.

1. Philosophy: The College maintains such information in its files for each student as is considered essential and appropriate to College operation and student welfare. The College adheres to all federal and state laws and rules pertaining to the privacy rights of parents and students.
  2. Release of Student Information: San Juan College does not publish a student directory for general distribution. Release of student information, schedules, and related data is governed by the Family Educational Rights and Privacy Act of 1974 as amended. Each student has the right to review personal records, to seek correction of information contained in those records and to have access to records limited. Student records are kept in the Office of Admissions and Records and are confidential to the student, advisor, and those faculty or staff members authorized access to the files to perform their jobs.
- F. Assessment: The Student Services staff are qualified and equipped to provide testing services for a variety of the student's needs from assistance with career planning to course placement. These services are encouraged for the student and should assist the faculty or counselor in the academic advisement of the student. This should ultimately result in the student experiencing a more positive and successful educational program.

### III. Student Activities and Intramurals:

- A. Philosophy: The College is committed to the concept of providing vital co-curricular activities for students. Qualified staff members shall be employed to develop and coordinate programs and activities which will enhance individual leadership development, promote desired social interaction, and provide social and recreational activities.
- B. Student Organizations: Impetus for the formation of new clubs at the College is expected to come from students. As a pre-requisite to operation on campus, all clubs must be recognized by the College and must agree to abide by regulations of the Board and club rules issued by the administration. No club will be established or allowed to operate which discriminates against staff members or students in violation of state or federal law. Student organizations will be approved annually by Associated Students and the Vice President of Student Services.
- C. Associated Students of San Juan College: The official organization recognizing students is the Associated Students of San Juan College. The operation of the

Associated Students of San Juan College is outlined in the constitution. Any changes in the Association constitution must have administrative approval of the President.