

Student Services

Career Services

The Hall Associates Career and Employment Assistance Center, located in the Student Center, is a counseling, assessment, and resource facility offering career-related services to Virginia Western students and alumni. It features a resource library, computerized career exploration software, and computerized and online skills inventories and assessments, as well as information on job descriptions and duties, work environments, wages and salaries, essential skill requirements, and training and educational requirements related to the job market.

Students and alumni may use these resources to explore careers, decide on a major, look for employment to help with college expenses, look for degree-related employment, get help in writing a resume, and learn how to prepare for a job interview.

The center also maintains an online job bank that lists jobs targeted to Virginia Western students and graduates. Students, alumni, and employers may access this job bank through the Career Services page on Virginia Western's web site.

Advising Services

Potential students and newly enrolled students should contact the Advising and Retention Services Office, located in Chapman Hall, C105, for admission and registration information, assistance in making decisions in career choice, curriculum of study, and other academic or personal matters. Because student success is the highest priority of the College, a staff of counselors and advisors is available to assist students in determining and fulfilling their educational goals.

The Advising and Retention Services office offers assistance in a variety of formats, including classroom instruction, group counseling, and one-on-one individualized advising and counseling. Classes are taught on subjects such as college survival, study skills, career exploration, and personal development. Individual and group counseling is provided to students seeking assistance with educational, career, or personal problems.

Students desiring information and assistance with transferring may use the Advising and Retention Services office, their faculty advisor, or the transfer services information on the Virginia Western web site.

Students may access college web sites and Transfer Guides for Virginia Public Colleges and Universities through this link. The advising staff is available to help answer student questions about the transfer process.

REACH/Student Support Services Program

The Student Support Services program at Virginia Western Community College is designed for students with academic potential who are in need of special services. The focus of Student Support Services is to help qualified students successfully complete college. Services available include tutoring, career counseling, personal counseling, assistance in obtaining financial aid, academic counseling, cultural activities, transfer assistance, and individualized assistance as needed.

Retention Services

Virginia Western's campus-wide retention initiative focused on retaining students and increasing student satisfaction and success. Retention activities are coordinated through the Advising and Retention Services and include the following components:

1. A referral system where faculty identify and use resources to assist students in successfully completing their classes;
2. A series of special topic success skills workshops; and
3. A program of intrusive advising for developmental and academic warning and academic probation students to help them achieve success.

For more information, contact Dr. Gloria Lindsay in the Advising and Retention Services office (C105) at (540) 857-7583.

Referral for Counseling

The Advising and Retention Services office provides information and referrals to community agencies, organizations, and health care facilities for treatment of a variety of health care concerns to include mental health issues and substance abuse. To the extent permissible by law, confidentiality is protected so that students who seek help for problems can receive counseling and referral for treatment without fear of reprisal. Questions regarding counseling should be directed to the Advising and Retention Services office (C105).

Services for Persons with Disabilities

Persons with a disability who are considering applying for admission on a full- or part-time basis should schedule an appointment with a Student Support Services counselor. The purpose of the meeting is to discuss program accessibility and individual needs. Applicants with disabilities planning to enroll are encouraged to advise a Student Support Services counselor, in advance of the beginning of classes, of their need for auxiliary aids, readers, tutors, interpreters, taped materials, or other services and devices. Students interested in applying for services should go to the Student Support Services office located in Student Center (102). The phone number is (540) 857-7286 and TTY number is (540) 857-6351. The ADA/Section 504 Coordinator is also located in the same office at the same telephone number, should anyone have concerns or need specific information.

Student Activities Program

The student activities program is based on the belief that a complete college experience involves not only the development of academic and/or vocational competencies, but also opportunities for students to develop their social and intellectual abilities through organized co-curricular activities. The Student Activities Office, located in the Student Center, coordinates social, cultural, educational, and recreational programs to enrich campus life. Music and dance performances, art exhibitions, lectures, plays, dances, and team sports are all part of the student activities program of the College.

Student Government Association (SGA)

The SGA serves as a vital link in communication among students, faculty, and administration. All students are members of the SGA and are entitled to participate in meetings and election of officers. As the purpose of the SGA is to further the interests of students and the College through student representation, SGA officers are members of other college committees and organizations that affect student life.

Campus Clubs and Organizations

Official recognition is given to scholastic, civic, athletic, professional, and religious clubs and organizations that have applied for and received College approval. Every club or organization must have a faculty sponsor. Students interested in information regarding new or

established clubs and organizations should contact the Office of Student Activities at (540) 857-6326.

1. Procedures for forming an organization may be obtained from the Student Activities Office. Rules for the governance of all student clubs and organizations may also be obtained from the Student Activities Office.
2. A group shall become a recognized organization when approved by the Student Activities Coordinator and the Dean of Student Services.

Student Publications

The Student Activities Office oversees the production of the student newsletter, which serves as an important means of student expression and campus communication. The Student Handbook is published annually to provide students with information about policies and procedures of the College.

Off-Campus Housing

The Student Activities Office, working with a number of local realtors, provides a listing of available housing, roommates, and other pertinent information within the community. The office is located in room S211 in the Student Center. Call (540) 857-6326.

Student Health Services

Since Virginia Western is a commuter college, no health services are provided. Students are encouraged to attend to their own personal well being by following good health practices. Information on the Virginia Community College System Student Referral Insurance Providers may be found in the Student Activities Office. In the event of a medical emergency, first aid kits and trained personnel are available for assistance in most buildings on campus.

Identification Cards

Identification (ID) cards distributed to students, staff, and faculty may be obtained in the Student Activities Office, room 204. The ID card is intended for the sole and exclusive use of those to whom it is issued for the purpose of identification as a member of Virginia Western Community College.

ID cards are issued each semester and are valid for one academic year. Students who register and pay for three or more credits are eligible to receive a Virginia Western Student ID card. Other staff and faculty members are eligible upon proof of status with the college. The

first card is issued free of charge to all students, staff, and faculty. ID cards identify the individual by name and bear a photo and a semester validation sticker, in the case of students and part-time employees. Each semester, students and part-time employees must visit the ID Card Office to receive a current semester validation sticker. The sticker is placed on the current ID card and verifies current enrollment or employment. Without this sticker, the card is invalid. There is a replacement fee for any lost or stolen cards and a replacement fee for any lost stickers. The detailed ID card policy can be obtained from the Student Activities Office, room S211 of the Student Center.

Library

Educational programs undertaken at Virginia Western Community College are supported in Brown Library by a collection of books and study materials. In the selection of library materials, consideration is also given to the personal and professional interests and needs of students and faculty. Formal and informal instruction in the use of books and libraries is given during the student's college stay.

Library resources include approximately 80,000 books, and a collection of videocassettes, periodicals, and newspapers. Adjacent reading areas are carpeted and contain individual study carrels to reduce noise levels and create an atmosphere conducive to browsing, reading, and studying.

The Library's computers offer a rich array of online databases that provide fundamental research support in broad-based academic disciplines. Many of these databases include the full-text of newspaper and journal articles. One of these databases, Britannica Online, is the full text of this major encyclopedia. In addition, all of the library's computers have been set up to allow general Internet searching.

The Library's cataloging and circulation systems are automated through the use of a commercial system called ALEPH, the same system used at other Virginia community college libraries. The web version of the Library's ALEPH catalog is called VCCS Linc. VCCS Linc can be accessed to find out what books are in the Library's collection by visiting the Library's home page. The address is www.virginiawestern.edu/library.

A guide to the Library has been prepared by members of the library staff and is available at the Library Information Desk. Before beginning work on research assignment or term papers, students are advised to consult with a reference librarian.

It is the policy of Brown Library to charge fines for overdue books and audiovisual items. College policy does not permit the student to register, graduate, or receive a grade report until the student has either paid for the item or returned the item and paid the fine.

Learning Technology Center

The Learning Technology Center, located on the ground floor of Brown, is the college's testing center and a resource center for supplementary instructional assistance for students. Tutorial assistance, computer-assisted learning, and video-assisted learning are available to students. Tutoring is available in a writing center and a math center. Lab assistants and tutors consult with individual students to assess their need for instructional assistance. In addition, a microcomputer lab supporting a variety of microcomputer software is available for use by students. The Learning Technology Center gives placement tests for new students, and lab assistants administer and monitor tests and provide assistance with audiovisual equipment and materials for students in the Learning Technology Center.

Policies and Procedures for Student Conduct

The administration of each community college is authorized by the State Board for Community Colleges to impose appropriate penalties including expulsion from the college for student conduct which tends to discredit or injure the college.

The Virginia Community College System guarantees to students the privilege of exercising their rights of citizenship under the Constitution of the United States without fear of prejudice and takes special care to ensure due process and to spell out defined routes of appeal when students feel their rights have been violated.

Each individual is considered a responsible adult, and it is assumed that men and women of college age shall maintain standards of conduct appropriate to membership in the college community. Failure to meet standards of conduct acceptable to the college may result in disciplinary probation, suspension, dismissal, or other penalty depending upon the nature of the offense.

Procedures concerning student conduct, academic misconduct and student grievances can be found in the Student Handbook. Hardcopies are located in the Student Activities Office in the Student Center room 210. Copies are available on the web at <http://www.virginiawestern.edu>.

viriniawestern.edu/student-life/student-activities/student-handbook.html.

Policies and Procedures Relating to Sexual Misconduct

Sexual misconduct is a violation of the values and behavioral expectations of the College and is not tolerated. All reported violations within the jurisdiction of the College, including sexual assault and harassment, will be investigated and, as warranted, will be resolved through appropriate College disciplinary processes and/or criminal proceedings in accordance with applicable state and federal laws.

Sexual Assault

Sexual assault consists of physical contact of a sexual nature without consent.

Sexual assault is defined as sexual intercourse without consent, including rape (whether by an acquaintance or a stranger), sodomy, or other forms of sexual penetration. To constitute lack of consent, the acts must be committed either by force, threat of force, intimidation, or through use of victim's mental helplessness of which the accused was aware or should have been aware. Mental helplessness includes incapacitation by alcohol or other drugs. Sexual assault also includes intentionally touching, either directly or through clothing, the victim's genitals, breasts, thighs, or buttocks without the victim's consent, as well as touching or fondling of the accused by the victim when the victim is forced to do so against his or her will.

Verbal misconduct, without the accompanying physical contact as described above, is not defined as sexual assault. Verbal misconduct may constitute sexual harassment, which is also prohibited under VCCS regulations and is specifically addressed elsewhere in Section 6.5.6 of the VCCS Policy Manual.

Sexual Harassment

Sexual harassment consists of unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct or written communication of a sexual nature, which is intimidating, hostile, or offensive. Sexual harassment shall be considered to have occurred when the following circumstances are presented:

1. Toleration of the conduct is an implicit or explicit term or condition of admission or status;

2. Submission to or rejection of such sexual conduct is used as a basis for academic evaluation affecting such individual;
3. Such conduct interferes with a student's academic performance, or creates an intimidating, hostile, or offensive learning environment.

Reporting Procedures

Students who believe that they have been subjected to sexual assault or harassment by another student should take their complaints to the Title IX Coordinator located in Chapman Hall, room 102, telephone number (540) 857-6348. Students' allegations involving college employees may be reported to the appropriate supervisor, the Human Resources Manager, Fishburn Hall, room 204, telephone number (540) 857-7282, or the Title IX Coordinator.

Existing disciplinary and grievance procedures or informal proceedings, as appropriate, shall serve as the framework for resolving allegations of sexual misconduct. Students found guilty of sexual misconduct will be subject to campus disciplinary penalties ranging from probation to expulsion, and, in addition, criminal prosecution in the event of violations of applicable laws. College employees found guilty of sexual misconduct will be subject to disciplinary action as specified by personnel policies.

The rights of both the accused and the complainant shall be protected, and the complainant's sexual history will be excluded in campus proceedings. The confidentiality of proceedings will be maintained to the fullest extent possible.

Policy on Substance Abuse

Substance abuse is a serious impediment to the efforts of the college to provide the best possible educational opportunity for students. Furthermore, alcohol and drug abuse interfere with clear thinking and performance and imperil personal health and public safety. Accordingly, the college is committed to a three part policy on substance abuse: education and prevention, enforcement, and referral for counseling.

Education and Prevention

Information on alcohol and drugs for the purpose of helping students develop a realistic understanding of the consequences of substance abuse and to make responsible decisions for their own welfare and the welfare of others is available from the Advising and Retention Services office and the Office of Student

Activities. In addition, various seminars, speakers, and other events are periodically sponsored by the college to promote awareness of substance abuse. Credit courses that develop students' understanding of this issue are offered through the Divisions of Social Science, Health Technology, and Student Services.

Enforcement

In accordance with policies adopted by the State Board for Community Colleges, students may not possess, use, or distribute any illegal substances while on campus; attending a college sponsored, off-campus event; or while serving as a representative of the college at off-campus meetings. This prohibition includes alcoholic beverages, except where permitted. Students who violate this policy will have college charges processed against them in the normal manner of due process provided by college disciplinary procedures. Violations of this policy that involve a criminal offense will result in notification to the appropriate local, state, or federal law enforcement authorities for appropriate action.

Referral for Counseling

The Advising and Retention Services office provides information and referrals to community agencies, organizations, and health care facilities for treatment of substance abuse. To the extent permissible by law, confidentiality is protected so that students who seek help for substance abuse problems can receive counseling and referral for treatment without fear of reprisal. Questions regarding counseling should be directed to the Advising and Retention Services office.

Weapons Policy

Weapons are not appropriate to the college experience. Weapons of any kind, functional or not, may not be brought, carried, or brandished on Virginia Western property. Specifically prohibited items include but are not limited to the following: explosive or incendiary devices, sheath knives, stilettos, switchblades, dirks, daggers, or pocket knives with blades over three and one-half inches in length, firearms of any description, BB or pellet guns, bow and arrows, crossbows, any device capable of propelling a projectile, and any other item or object deemed potentially harmful by the Virginia Western Police Department. When in doubt, contact the Virginia Western Police Department for clarification.

Parking on Campus

The use of any motor vehicle on the campus by any student is a privilege. Copies of the regulations

governing parking on the campus are available in the Cashier's Office. Students should obtain copies each year to assure that they have current regulations.

A thorough understanding of the regulations is important. City of Roanoke traffic tickets will be issued for violation of College parking regulations. Repeated violations will result in disciplinary action, which may include removal of campus parking privileges. Where circumstances warrant, the College may have a vehicle removed at the owner's expense.

Student parking on campus is permitted only in the spaces marked in white; reserved spaces are marked in yellow.

During late afternoon and evening hours some faculty and reserved spaces are opened to students. When these spaces are used, diligent attention must be paid to the signs posted at the entrance to the lot. The college assumes no responsibility for the care or protection of any vehicle or contents at any time it is being operated or is parked on campus.

Handicapped parking is provided near each building. The college requires persons utilizing handicapped parking spaces to display an authorized permit from the State Division of Motor Vehicles (DMV).

Children on Campus

Virginia Western is not responsible for visiting children who are left unattended at the college. Accordingly, all parents and accompanying adults should be aware of the following policy:

Children who are not students at Virginia Western must be under the direct supervision of a parent, guardian, or sponsor (18 years of age or older). Unattended children are prohibited in all college buildings or on the grounds.

If a child is left unattended, the campus police will attempt to locate the parent, guardian, or sponsor of the child and, upon doing so, advise the adult of the college's policy relating to unattended children on campus. If the parent, guardian, or sponsor of the child cannot be located, campus police will escort the child to the Campus Police Office and, if deemed appropriate, notify the Roanoke Youth Bureau.

Children are permitted to accompany parents or guardians to classes only in emergency situations and only then with the permission of the instructor. To ensure their safety and security, children are not allowed in college laboratories or the Learning Technology Center under any circumstances.

Pets on Campus

No animals are allowed on campus with the exception of guide dogs for students with documented disabilities and animals scheduled for legitimate educational purposes in the Veterinary Technology program. These animals will be kept in the area provided for that purpose and are not to be taken to other parts of the campus or left in vehicles.

Voter Registration

If you wish to register to vote, you may do so by going to the Registrar's Office in the locality in which you live, or you can register by mail. Voter registration applications are available in the Library on the main floor. Mail the completed registration form to the locality in which you live.

If you have a disability and need assistance completing the form, please go to the REACH/Student Support Services Office in the Student Center and they will gladly assist you.