



# College Services 2017-2018

## **Title IX**

Mitchell Community College is committed to supporting students and upholding the College's non-discrimination policy. Under Title IX, discrimination based upon sex and gender is prohibited. If you experience an incident of sex- or gender-based discrimination, we encourage you to report it. While you may talk to a faculty member, understand that as a "Responsible Employee" of the College the faculty member **MUST** report to the College's Title IX Coordinator what you share. If you would like to speak with the Title IX Coordinator or someone who may be able to afford you privacy or confidentiality, For more information about your options at Mitchell, please visit Mitchell Community College's [Title IX webpage](#) (opens in a new window).

## **Mitchell Community College Inclement Weather Policy**

In the event of adverse weather, the College will announce delays, cancellation of classes, or the closing of the college on local television and radio stations, on the College [website](#) (opens in a new window) and through College social media accounts.

- **Classes Delayed** means classes will not meet during the time of the delay. Students and faculty will resume a regular schedule at the time announced that the College will open. In the case of a two-hour delay, ALL classes and activities will resume at 10 a.m. (Examples: classes scheduled from 8 a.m.-10 a.m. will not meet. For a class that meets from 9:30 a.m. to 12:10 p.m., class will be held from 10 a.m. to 12:10 p.m.).
- **Classes Canceled** means there are no classes for students.
- **College Closed** means neither students nor employees are expected to report to the College. The College will determine how canceled classes will make up the work. Students, faculty and staff must assume responsibility for deciding if weather conditions are too hazardous to permit safe driving on public roads.
- Safety and good judgment are required in each individual case.

## **Support Services**

**There is construction planned in Mooreville this Fall 2017; therefore, MCC can not provide a location for Student Services at this time in Mooresville.**

- **Counseling and Advising:** Counselors are available to provide admissions information, academic advising to new students, and other academic support services for students. Counselors can help students identify and meet their educational goals. They are also available to discuss personal problems that may affect academic progress. The Counseling and Advising Center is located in the Student Services Center on Main Campus and can be reached by phone at (704) 878-3242. Counseling services are also available at the Mooresville Campus at (704) 978-5415.
  
- **Disability Support Services:** The College is committed to providing an inclusive learning and working environment; and to facilitating access, discourse, and involvement through innovative services, programs, and partnerships. Students are responsible for contacting Disability Services as soon as possible before the first day of class for which accommodations are needed. Students seeking assistance must provide documentation which includes relevant medical, psychological, educational and/or emotional diagnostic tests or evaluations that verify the need for accommodation. Students need to meet with Disability Services to complete an accommodation plan each semester. Disability Services provides reasonable academic accommodations to students with a documented disability under the Americans with Disabilities Act of 1990 and Section 504 of the Rehabilitation Act of 1973. For assistance, contact the Disability Services Coordinator, Student Services Center Room 103F, (704) 878-3364.
  
- **Veterans Services:** The College welcomes veterans, reservists, and active duty students. Our Veterans Support Team is available to assist you with a variety of services including: Counseling, Academic Advising, VA Education Benefits (GI Bill), Financial Aid, Disability Accommodations, and acclimation to college. For assistance with Admissions, Counseling, and Disability Accommodations, contact the Disability Services Coordinator, Student Services Center Room 103, (704) 878-3364. For assistance with VA Education Benefits and Financial Aid, contact the VA Coordinator, Student Services Center Room 205, Student Services Center, (704) 878-3295.
  
- **Huskins Library/Mooresville Campus Library:**

Mitchell Community College has two campus libraries. Both libraries support the goals of Mitchell Community College and serves as the intellectual and creative heart of the college community. The libraries provide and organize the resources needed to meet curricular, intellectual, professional, and personal demands of students, faculty, staff, and community patrons.

Services include print and electronic materials, reference assistance, access to databases, instruction, and interlibrary loan. Computers are located throughout Huskins Library and in the Academic Computer Lab located on the main floor. Huskins Library patrons can print, scan and copy documents for a small fee. Mooresville Campus Library patrons can print documents for a small fee using computers located throughout the library. The library web page contains pertinent library information, access to the library catalog, e-Books, library forms, links to Libguides and databases for student, faculty and staff research.

Librarians are available for instruction in research assistance, using print and electronic resources for individuals, small groups, or classes. Contact the Huskins Library Circulation Desk at 704-878-3249 or the Mooresville Campus Library at 704-978-1356 for more information.

- **Mind Center for Learning and Teaching:** The MIND Center is located on the 3<sup>rd</sup> floor of the Huskins Library LRC 305 in Statesville and MCA 093 in the lower level of Building A in Mooresville. The MIND Center provides quality academic support services and tutoring that enable students to—
  - Develop, enhance, and maximize their learning skills;
  - Improve their understanding, achievement, and enjoyment of course work;
  - Become proficient in using computer software and equipment; and
  - Employ successful learning strategies.

The MIND Center, with locations in Statesville and Mooresville, offers free peer tutoring in any course by appointment with additional academic support for writing, mathematics, and other courses with learning skills textbooks, audio and video recordings and handouts by appointment.

- **Upswing:** This free online tutoring service is available to all students via Moodle. This program allows students to ask questions and receive online tutoring for a variety of subjects.
- **The “Write” Place – Mitchell Community College Writing Center:** The “Write” Place provides coaching from professional writers on any writing task for any class at any stage of the writing process. The Writing Center offers free coaching to Mitchell students by appointment or on a drop-in basis.

Statesville: Located on the top floor of the Huskins Library LRC 302

Mooresville: Library

Contact: [writingcenter@mitchellcc.edu](mailto:writingcenter@mitchellcc.edu) or (704) 978-1374

To schedule an appointment, visit the [scheduling website](#) (opens in a new window).

- **Career Services:** The College is committed to assisting students develop the career and life planning skills that are essential to achieving their goals. The services offered include, resume and cover letter writing assistance, career assessments, personal and career development workshops, Minority Male Success Initiative (MMSI), career fairs, mock interviewing and much more. To schedule an appointment, contact the Career Development Specialist by visiting the Career Center located in the Student Services Center, Room 208, (704) 878-4262.