



College Services 2018-2019

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

- **Student Services Advising Department:** Student Services Advisors in the Advising Department provide program and admissions information to

prospective, re-applying, and new students, as well as community support referral for students presenting with non-academic concerns. Student Services Advisors help new students identify and work toward their educational and career goals, providing advising and success coaching through new students' first two semesters of college. In-coming students with less than two semesters of completed college coursework also receive their initial advising session from Student Services Advisors. Advisors help students confirm their academic degree choice, promote students' self-efficacy through success coaching and proactive interactions, review students' programs of study, instruct on the navigation and use of WebAdvisor, and assist with course registration. Advisors also inform students of college processes, and coordinate students' transition from first-year advising to second year faculty advising, including the requirement of having the educational plan updated with faculty advisors during Advising Months. The Advising Department is located in the Eason Student Services Center on the Statesville Campus. Advising Offices are also maintained in Mooresville in the Student Services Department.

- **Counseling:** While Mitchell Community College does not provide personal counseling, Student Services Advisors can assist students with identifying community partners who treat mental health and substance abuse issues. Students, faculty, and staff can learn more about community resources by visiting the Student Services section on the website and viewing Community Resources, or by visiting the Advising Department.
- **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 103I, (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: Academic Advising, VA Education Benefits (GI Bill), Financial Aid, Disability Accommodations, and acclimation to college. For assistance with Admissions, 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:**

The J.P. & Mildred Huskins Library, located on the Statesville Campus, and the Mooresville Campus Library, provide resources, which support and enhance instructional programs at Mitchell Community College. The libraries provide and organize resources needed to meet curricular, intellectual, professional, and personal demands of students, faculty, staff, and community patrons.

Library Services include print and electronic materials, reserve and reference assistance, access to databases, instruction, and interlibrary loan. Computers are located throughout the libraries and in the Academic Computer Lab located on the main floor of Huskins Library. Library patrons can print, scan, copy, and/or fax documents for a small fee. The library webpage contains pertinent library information, access to the library collection, e-Books, library forms, and links to research guides and databases for student, faculty and staff research.

Librarians are available for instruction in research assistance, using print and/or 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 3rd 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: MIND Center

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

To schedule an appointment, please visit Mitchell Community College’s [The Write Place’s appointment webpage](#) (opens in a new window).

- **Career Services:** Mitchell Community College views career development as a critical element in a student’s education. Whether it’s your first year at Mitchell, you’re a Mitchell graduate, or a Mitchell alumni, the Career Services Center is here to assist you.

The Center is a one-stop source where students and alumni may:

- explore various industries and career options,
- confirm their major aligns with career goals,
- evaluate personal interests and strengths,
- obtain assistance with resume writing,
- conduct mock interviews,
- identify internships, and
- search our jobs database.

Personal and Career Development workshops are available throughout the year. Individual appointments are available upon request by calling (704) 978-1332 or emailing us at careers@mitchellcc.edu. For more information about Career Services, please visit Mitchell Community College’s [Career Services webpage](#) (opens in a new window) or in-person at the Eason Student Services Center, Rm SSC208, or call us at (704) 978-1332.

- **Financial Aid Department:** The Financial Aid Department is committed to evaluating the students' eligibility for financial assistance as result of the completion of the Free Application for Federal Student Aid (FAFSA). Students may qualify for several different awards: Federal Pell Grant (FPELL), Federal Supplemental Educational Opportunity Grant (FSEOG); Federal Work-Study Program (FWS); North Carolina Community Grant (NCCCCG); North Carolina Education Lottery Scholarship (NCELS); Child Care Grant. You will have an assigned FA Specialist. For assistance or to find out your assigned FA Specialist, contact a Financial Aid Receptionist, Student Services Center Room 205, (704) 978-5435.

- **Office of Student Records:** The Office of Student Records at Mitchell Community College strives to maintain accurate, current, and complete student records; assist students with their records requests; and to ensure that Mitchell Community College adheres to the College's mission of providing our student with the highest caliber educational services. We can assist students with processing transcripts, enrollment and degree verifications, address and name changes, and course withdrawals. We are located in the Eason Student Services Center, room 107 on the Statesville Campus.

- **Student Life:** Participating in campus life is one of the best gifts you can give yourself. Not only will it help you become better connected to the friendly, warm people who make Mitchell such an inspirational place, but you'll also discover new interests, develop skills and make connections – while also having a great time! For more information, call (704) 978-5426 or visit the Montgomery Student Center on the Statesville Campus.

- **Cashier's Office:** For assistance, contact a Statesville cashier, Eason Student Services Building, Room 200, (704) 878-4270 or a Mooresville cashier, Building A, Room 104, (704) 878-3217.