

## **STUDENT AFFAIRS MISSION AT SAVANNAH TECHNICAL COLLEGE**

The members of the Student Affairs Unit at Savannah Technical College believe that every student is unique, has dignity, and worth, and has the right to strive to reach full potential. We further believe that we have a responsibility to assist students in their growth toward self-awareness, the development of communication and interpersonal skills, leadership skills, autonomy, self-esteem, and civic responsibility.

We also believe that we must positively interact with all members of the College and the community in order to enhance the College, to improve the integration of the academic and co-curricular experiences of students, to promote the College in the Community, and to serve as liaisons between and among constituent College units.

These goals are designed first and foremost to support our students.

## **MISSION OF THE VICE PRESIDENT FOR STUDENT AFFAIRS**

The Vice President for Student Affairs is committed to providing a welcoming, receptive, and constructive learning environment for students, the College faculty and staff, and the community. The office of the VP for SA provides leadership in the design and delivery of student development services and programs.

The VP for SA is especially committed to providing:

- a student focus in the delivery of services;
- advocacy for students;
- assistance in creating a constructive campus climate and a sense of community;
- staff development;
- assistance to the institutional researcher in regard to the assessment of SA programs and services toward continual improvement;
- judicial programs and services which provide an educational component for involved students;
- the use of technology for the efficient and effective performance of responsibilities; and
- enhancement of the relationship between the College and the community.

## **MISSION OF THE ADMISSIONS OFFICE**

The admissions program at STC is designed to address the abilities, needs, and expectations of prospective students as they enter our College. The staff of the admissions office is committed to providing and promoting:

- equal access for all eligible prospective students who are interested in pursuing an education at our institution;
- literature and programs which clearly describe the mission of the College;
- oral and written information about academic programs and co-curricular opportunities at the College to all relevant constituencies;
- a clear set of directions and procedures which explain the admissions process and policies;
- counsel to entering students in overcoming specific personal, physical, or educational problems or skill deficiencies;
- educational planning opportunities for groups of students;
- self-information from which students can make reasoned and appropriate choices, regarding their education and careers;
- the recruitment of underrepresented groups of students;
- the recruitment of dual-enrolled students;
- an attraction/recruiting plan for the academic credit programs of the College; and
- a comprehensive retention plan.

## **MISSION OF THE ORIENTATION PROGRAM**

The student orientation program is offered to assist entering students in easing the transition into STC. It is designed to expose entering students to the broad educational opportunities of the college, the support services which are available to students, to the student development, governance, and community service programs which are part of the co-curricular life at the College.

The Director of Admissions and the entire Student Affairs staff are committed to assisting students in:

- feeling welcome at the college;
- understanding the purpose of higher education and the particular mission of STC;
- determining their purpose in attending the College;
- beginning positive relationships with staff, faculty, and fellow students;
- improving their chances of persisting in their studies;
- creating an awareness of college life which minimizes anxiety and promotes positive attitudes and excitement about the learning experience;
- understanding the personal safety and security procedures on campus; and
- developing a working knowledge of the College campus.

## **MISSION OF THE REGISTRAR'S OFFICE**

The registrar's office is responsible for creating and monitoring accurate academic and registration records and for providing a welcoming, clearly understood, and positive registration process for students who enroll at STC.

The staff in the registrar's office is committed to providing:

- ample time periods for course registration;
- quarterly construction of classes to be offered;
- use of high technology in an effort to expedite the course registration processes;
- accurate record-keeping of student grade reports and transcripts;
- transcripts for students, employers, and other colleges and universities upon request;
- data for reports required by federal, state, system offices and agencies, as well as, College constituencies;
- audits and verifications to ensure that all program requirements are met by students;
- certification of qualified candidates for graduation;
- data support for internal and external research when appropriate;
- record keeping and retrieval for IPEDS/MIS purposes and;
- timely HOPE evaluations

## **MISSION OF THE FINANCIAL AID OFFICE**

The financial aid office of STC believes that any student who seeks a post-secondary education should not be denied this opportunity because of financial need.

The staff in the financial aid office is committed to providing students and other related parties with:

- clear and understandable procedures and guidelines for obtaining financial aid;
- financial aid "packages" in a timely manner;
- counseling services related to financial needs;
- accessibility to outside sources of financial assistance;
- in-service training for work-study students;
- compliance with all Federal and State regulations concerning financial aid distribution requirements;
- counseling/financial aid services related to veterans affairs (including counseling concerning the GI bill, eligibility requirements, reporting requirements, liaison with other offices of the college, liaison services to federal, state, local, and community agencies including the VA hospital, the Bureau of Rehabilitative

## **MISSION OF THE FINANCIAL AID OFFICE (continued)**

Services, and the Department of Labor; advocacy for the needs of all veterans and, when necessary, of particular veterans; all documentation and correspondence with the Veterans Administration on behalf of veterans and their dependants); and

- reports/literature to support the Financial Aid Program on behalf of the students.

## **MISSION OF THE OFFICE OF STUDENT SUPPORT SERVICES AND CAREER DEVELOPMENT**

### **Counseling Services Mission:**

The counseling services at STC are designed to assist students in defining and accomplishing personal and academic goals. The counselors serve a role in the retention of students.

The counselors are committed to promoting and providing:

- assistance to students in overcoming specific personal, physical, or educational problems or skill deficiencies;
- student development by encouraging self-awareness, self-esteem, intellectual development, appropriate life and career choices, interpersonal skills, and the capacity to act as a self-advocate;
- coordination of the Workforce Investment Act initiatives;
- the appreciation of diversity, and the ability to work independently and interdependently;
- a focus in regard to the developmental needs of college students in an effort to help them achieve their academic potential;
- consultation services to the college staff to reduce conditions which may negatively affect the development of students;
- individual and group counseling services to students who may be experiencing personal adjustment problems;
- a referral or collaborative resources for students who require assistance which is beyond the jurisdiction of the campus or which involves other internal and external resources;
- a resource during the judicial process for students; and
- a resource for crisis intervention when necessary.

## **MISSION OF THE OFFICE OF STUDENT SUPPORT SERVICES AND CAREER DEVELOPMENT (continued)**

### **Disability Services Mission**

- The Disabilities Services office believes that students with learning and or physical disabilities can be successful in their academic endeavors. Through support services within the College community and with this office, students benefit from dedicated instructors, counselors, and tutors. The primary focus of our staff is to support students as they strive to attain academic success.

The Director of Disability Services is committed to advocating, providing, and encouraging:

- the identification of students who are eligible for services;
- individual and group tutorials in subject areas;
- individual academic advising and course planning;
- early registration for students who have identified with the disabilities office;
- coordination of accommodations for students with disabilities;
- awareness support groups for students when appropriate;
- coordination with admission counselors to offer comprehensive programs for each entering student;
- increased awareness and sensitivity of the campus community to the needs of the student with a learning and or physical disability;
- the coordination of actions, policies, and procedures with faculty and staff which affect students with disabilities;
- direct assistance to students who are identified as eligible for services;
- teaching and promoting self-advocacy; and
- Equity-related information, procedures, and follow-ups.

### **Mission of the Student Leadership Council:**

The Student Leadership Council is composed of selected students, faculty members, and club sponsors as a mechanism for students to provide input to the administration regarding student concerns and interests. The council plans activities and expends funds, which involve students in promoting the school through public relations and community service activities. The overall goal of the Student Leadership Council is to enhance the educational experiences available at the College.

