

SYLLABUS ADDENDUM – SPRING 2021

NCTC STUDENT SERVICES AND RESOURCES

- [Frequently Asked Questions](#)-all you need to know as a new or continuing student
- [Student Services page](#)-all the offices and contact information you need!
- [Advising FAQ's-all majors and programs!](#)
 - [Meet Your Advisor/Coach](#)
 - [Degree Plans and Online Registration](#)
 - [Career Services](#) and [Completion Center](#)
 - [Course Combination/Credit Hour Maximization Matrix](#)
 - [Lion365 Year-Round Registration!](#)
 - [Post-Registration Checklist](#)
 - [Navigating Your First Year at NCTC](#)
- [Affinity Groups](#) and [Student Life & Organizations](#)
- [Awareness, Community Resources,](#) and [Wellness](#)
- [CARES Team](#) and [Counseling Services](#)
- [Financial Aid](#) and [Scholarships](#)
- [Equity, Diversity, and Inclusion](#)
- [Student Success/Tutoring, TRIO,](#) and [OSD \(Disability Services\)](#)
- [Testing Services](#)
- [QLess and Signing into Virtual Lines](#)
- Keep track of NCTC [campus and COVID-related updates](#)

AFFINITY GROUPS

Staff and faculty representing the Employee Resource Groups (ERG's), along with academic advisors, counselors and success coaches, serve as mentors for NCTC's student-centered Affinity Groups. An Affinity Group is a population of students who have specific needs, barriers or systems they are needing to navigate not only within college, but within life. Providing mentorship, support and resources for identified Affinity Groups such as Black/African American students, veterans and active military, single parents, students with disabilities, adult learners, Latinx, LGBTQ+ and students who have experienced foster care and/or homelessness, enables us to make more impactful, meaningful connections with students who are in dire need of equity and understanding.

CAREER SERVICES CENTER

In need of employment? NCTC Career Coaches meet one-on-one to provide training in writing resumes, job searches, interviewing, and more. The Skills to Succeed Academy is also a free interactive, online employability training program focused on building the skills and confidence you need to find the best career.

COMPLETION CENTER

The Completion Center provides a variety of services for first-time in college students. These include academic success coaching, goal setting, course planning, student resources, career development, and job placement services for all new college students. Free online Success Seminars are also available through [Student Lingo](#) and new students will also enroll in a First Year Experience (NCTC 1001) course to get started on the right track!

COUNSELING AND ADVISING

Academic Advisors and Counselors help students explore majors and programs offered, how to take the best combination of classes to meet your goals, assist with questions related to university transfer, and guide students towards academic and personal success, and more. At NCTC, you are assigned to a specific advisor or success coach based on your major or career interests. You can locate our advisors and their majors, along with contact information on the Meet Your Advisor page-and even schedule an appointment with them through their online calendar!

EARLY ALERT AND CARES

The NCTC Early Alert program assists students who are at risk of failing or withdrawing from a course. Faculty and staff may refer students through the Early Alert process at any point in the semester in an effort to provide appropriate intervention and access to support services. Examples of behaviors that could prompt an Early Alert referral could be missing assignments, failing tests, excessive absences, or personal circumstances impacting academic performance. A student submitted as an Early Alert will be contacted by an [academic advisor or success coach](#) through text, phone, and/or via their NCTC e-mail address to discuss any current challenges as well as helpful resources and success strategies-we want our students to finish strong and know that education is a partnership!

The [NCTC CARES Team](#) is concerned not only about our students' academic success, but also their emotional and physical well-being. As a student, you have the ability to report concerning behavior which could impact your own safety or the safety of another NCTC student, such as stalking, harassment, physical or emotional abuse, violent or threatening behavior, or self-harm. Visit the NCTC CARES site to also locate [campus and community resources](#), or email counseling@nctc.edu. As always, if you feel there is an immediate threat to your own safety or welfare (or to another student), please call 911 immediately.

EQUITY, DIVERSITY AND INCLUSION (EDI)

EDI partners with the entire campus community to create, maintain and demonstrate NCTC's commitment to an equitable, diverse and inclusive learning environment where NCTC students succeed. NCTC defines equity as encompassing the practice of acknowledging individual differences and systemic disparities when developing new programs and resources for our campus community, which may sometimes challenge our own beliefs and assumptions, in order to ensure balanced educational opportunities toward completion. Everyone Included. Everyone Belongs. Everyone Valued. Everyone Inspired.

FINANCIAL AID

The Office of Financial Aid provides students with information and guidance with applying for eligible types of financial assistance, such as the FAFSA (Free Application for Federal Student Aid). Students who have any types of exemptions or tuition waivers will also work with the Financial Aid Office to have these funds applied to their accounts. Additionally, the [Scholarship Office](#) provides local scholarship opportunities through an online application process, and tips on how to secure other types of scholarship awards which can help finance educational goals.

STUDENT SUCCESS CENTER

The Student Success Center is designed to help all students at NCTC develop tools to achieve their academic goals. The center links students to FREE tutoring, including a Writing Center, a Math Lab, and free online tutoring. Student Success offers academic coaching, tutoring, including a Writing Center, and a Math Lab to assist new students acclimate to college by providing computer lab services for prospective students. First generation students can also participate in [TRIO](#) which offers specialized services.

TESTING SERVICES

The mission of NCTC Testing Services is to provide high-quality testing services that adhere to the professional standards and guidelines to meet the needs of students, faculty, and community members.