



Salt Lake Community College Student Success Manual

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WELCOME!

Congratulations, student! You are now part of the National Information Security and Geospatial Technologies Consortium (NISGTC), and on a path to success. We at Salt Lake Community College and the NISGTC want you to have every option and tool available to you to help you succeed. To assist you in making the most out of your college experience, we have assembled information that will be useful to you in your educational pursuits. Within this manual, we have provided information on the various resources available to you that will aid you as pursue your educational and career goals. These resources are here to help you make the most of your time here, and to help you succeed.



ACADEMIC RESOURCES



Academic & Career Advising

The mission of Academic & Career Advising is to develop an interactive, informative, and supportive environment where all students can plan, explore and access resources, make decisions, and evaluate their academic and career goals. The Academic and Career Advising department is here to assist with a student’s academic career at Salt Lake Community College. Whether you are a new, continuing, transfer, or undecided student, Academic and Career Advising has a wealth of information about SLCC programs, policies, and resources that are crucial for student success.

If you need assistance figuring out which classes to take and when to take them, these people can help. They can also help answer questions about what jobs a particular degree can lead to, which schools degrees transfer to, and what you need to prepare for graduation or transfer.

Devon Church is the academic advisor for all NISGTC programs at SLCC. He can be found on the second floor of the SI building. He can help you with academic questions. Jeremy Borrowman is available to all NISGTC students for assistance and questions related to career placement. He is located in the basement of the SI Building. There are also general advisors available to you at each campus.

NISGTC Advisors

Devan Church
SI 209
801-957-4858

Jeremy Borrowman
SI 023
801-957-4852

General Advising

Locations: TRC, Student Center 240
South City, W-138
Jordan Campus, JHS 047
Miller Campus, MFEC 126

Phone: 801-957-4978
801-957-3361
801-957-6246
801-957-5417

The Learning Center

The Learning Center offers a variety of tools to help a student succeed in areas in which they may struggle. Walk in tutoring, online tutoring, Math final reviews, and other assistance can be found in the Learning Center. It is currently located in the Library basement in room 040.

The Learning Center can provide help with the following subjects; English, Math (up to Calculus), and a variety of sciences. However, tutor availability will vary per day. You should call ahead to find out when certain subjects have a tutor available. If you need a specific date and time, you can request an appointment with a tutor.

Location: TRC, Library 040
Phone: 801-957-4172
Website: <http://www.slcc.edu/learningcenter/>

The Math Lab

The Math Lab is right next door to the Learning Center at the Taylorsville Redwood Campus location. It provides walk-in tutoring, and offers help with Math 1050 and above. Like the Learning Center, the Math Center specializes in drop-in tutoring. It is a first-come, first serve basis. During low-activity periods, more lengthy meetings with tutors can be possible though it's not guaranteed.

Location: TRC, Library 044
Phone: 801-957-4839
Website: <http://www.slcc.edu/math/mathlab.aspx>

Focused Tutoring

If you find you need a more specific approach to a class or subject, there is Focused Tutoring. This is a sign up service that is dependent on available tutors and needs. Located in the Library, Room 028 on the Taylorsville Redwood campus, Focused Tutoring offers free one on one tutoring, small group tutoring, on-going weekly appointments with the same tutor throughout the semester, and referrals to other tutoring and learning services on camps.

Location: TRC, Library 028A
Phone: 801-957-4127
Email: focusedtutoring@slcc.edu
Website: <http://www.slcc.edu/focusedtutoring/index.aspx>

The Writing Center

The SLCC Student Writing Center (SWC) is available for those who want to improve or need assistance with their writing. They offer everything from online tutoring/advising, workshops, and in person help to assist you with your mastery of the written word and effective communication across various mediums.

Locations:	TRC, IAB 127	Phone:	801-957-4893
	South City, 3-180		801-957-3206
	Online		801-957-4842
	Jordan Campus, HTC 102		
	Highland Campus, 207		
Email:	swc@slccswc.org		
Website:	http://www.slcc.edu/swc/index.aspx		

The Science Resource Center

The Science Resource Center is the go-to location to get assistance with your science courses. Tutoring is available in biology, chemistry, physics, engineering and the geoscience. The staff offers study groups, individual tutoring, and answer guides. There are multiple levels of tutors available ranging from peer tutors to tutors with PH.D.s in their subjects.

Location: TRC, SI 359B
Phone: 801-957-4150
Website: <http://www.slcc.edu/tutoring/science-resource-center.aspx>
Hours: M-F 9:00 am – 6:00 pm

The Center for Languages

The Center for Languages is available to students learning new languages or interested in learning new languages. They offer tutoring by native or near native speakers of languages and they offer several audio/visual and computer based teaching aids to assist you in learning a new language. They offer assistance in the following languages:

- American Sign Language
- German
- Navajo
- Spanish
- Chinese
- Italian
- Portuguese
- Tongan
- French
- Japanese
- Samoan

Location: TRC, TB 418
Phone: 801-957-3855
Website: <http://www.slcc.edu/language/center/about.aspx>

TRiO Student Support Services

Are you a first generation college student? Meet federal low income guidelines? Do you have plans to graduate with an Associate's Degree and transfer to a four year institution? If you said yes, then you may be eligible for TRiO Student Support Services.

TRiO offers several important services, which we have listed below:

- **Financial Planning** is offered to help find the most advantageous financial aid options for you. There's also a variety of TRiO activities to help build community connections within the college. TRiO can help you find other students who share the same challenges and goals. Also, TRiO helps with graduation and transfer requirements to four year institutions.
- **Academic Advising** includes many components to help students be successful. TRiO offers help with planning a balanced schedule, outlining both educational and career goals, and provides a structure for achieving them and transferring to a four year institution. They also help with transfer planning and campus visits to assist a smooth transition to a four year institute
- **Tutoring**, primarily in math and science, is available for active TRiO participants.

Location: TRC, Portable Office 3
Phone: 801-957-4089
Email: SSS.Trio@slcc.edu
Website: <http://www.slcc.edu/trio/>

TRiO
STUDENT SUPPORT SERVICES

TRiO \tree-oh\, noun: a community of students and staff committed to the challenges and rewards of learning, graduation, and transfer

TRiO is funded by the US Department of Education

E-portfolio assistance

ePortfolio helps students step ahead by providing a place to archive, reflect upon, and share their best work with faculty, scholarship committees or anyone else. ePortfolios can be used to showcase the entirety of an academic career. All students are required to create an ePortfolio for their general education courses. In addition to building a General Education ePortfolio, students may choose to create a second, career-specific ePortfolio to help impress potential employers. SLCC offers a number of resources to help you in creating your ePortfolio. Some of the resources available to you include:

- Workshops
- In person assistance
- Video Tutorials
- ePortfolio Handbook

Location: TRC, Library 047
Jordan Campus, HTC 102A

Phone: 801-957-5143

Email: eportfolio@slcc.edu

Website: <http://www.slcc.edu/gened/eportfolio/students.aspx>

CAREER RESOURCES

NISGTC Career Coach

The NISGTC staff is committed to helping you succeed. As such, we are providing additional career help. Our career coach has years of experience in helping people find jobs. Unlike the SLCC Career and Employment Services office, our career coach only works with students in the NISGTC program, specializing in careers in GIS, surveying, geography, and geology. He also has a much smaller number of students he is working with, which means he can spend more time addressing your specific needs. You can stop by during office hours or schedule an appointment.

There are a number of services that he can provide, which include:

- assist you in putting together a resume if you don't have one
- proof read and make suggestions to an existing resume
- interview preparation, including providing you with a list of questions to ask
- finding you an internship
- matching you with a mentor working in the field
- providing job leads

SLCC Career and Student Employment Services

Few people go to college just to get a degree; they want that degree to translate into opportunities for employment and advancement. Student Employment and Cooperative Education provides students at Salt Lake Community College with additional tools to make their degree work for them, including job boards, workshops, mock interviews, resume reviews, and internships. Job referrals and other important tools for finding work in this challenging economic climate are a phone call or visit away.

Locations:	TRC, Student Center 002 South City, 1-061E Jordan Campus, HTC 164 B	Phone:	801-957-4014 801-957-3047 801-957-6242
Email:	studentemployment@slcc.edu		
Website:	http://www.slcc.edu/seces/index.aspx		

Utah Department of Workforce Services (DWS)

The Department of Workforce Services (DWS) is a partner with our program and a great resource as you begin to explore career options and employment opportunities. . They offer many workshops on Resume Writing, Interviewing, Networking and Budgeting. Their website offers information on job growth in particular areas, average earnings, company profiles, and current job openings. These are invaluable resources for the up and coming jobseeker just getting out of college, as the market remains highly competitive as it recovers. DWS also offers individualized counseling at their offices and computer labs for resume writing and job searching. They have several offices you can visit.

Locations:

Metro Center 720 S. 200 E Salt Lake City 801-526-0950	South County Center 5735 S. Redwood Rd. Taylorsville 801-526-0950	Midvale Center 7292 S. State St. Midvale 801-526-0950	Tooele Center 305 N. Main St., Suite 100 Tooele 801-526-0950
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Website: <http://jobs.utah.gov/>



Mentoring

Having a mentor in the field is a very valuable resource. A mentor can advise you on what exactly you need to focus on to get where you want to go, they can provide you with internship and job shadowing opportunities, and they can connect you with others in the field. Mentoring opportunities can be investigated with the NISGTC Career Coach. He will interview you about your goals, and try to match you with a mentor that would suit your needs.

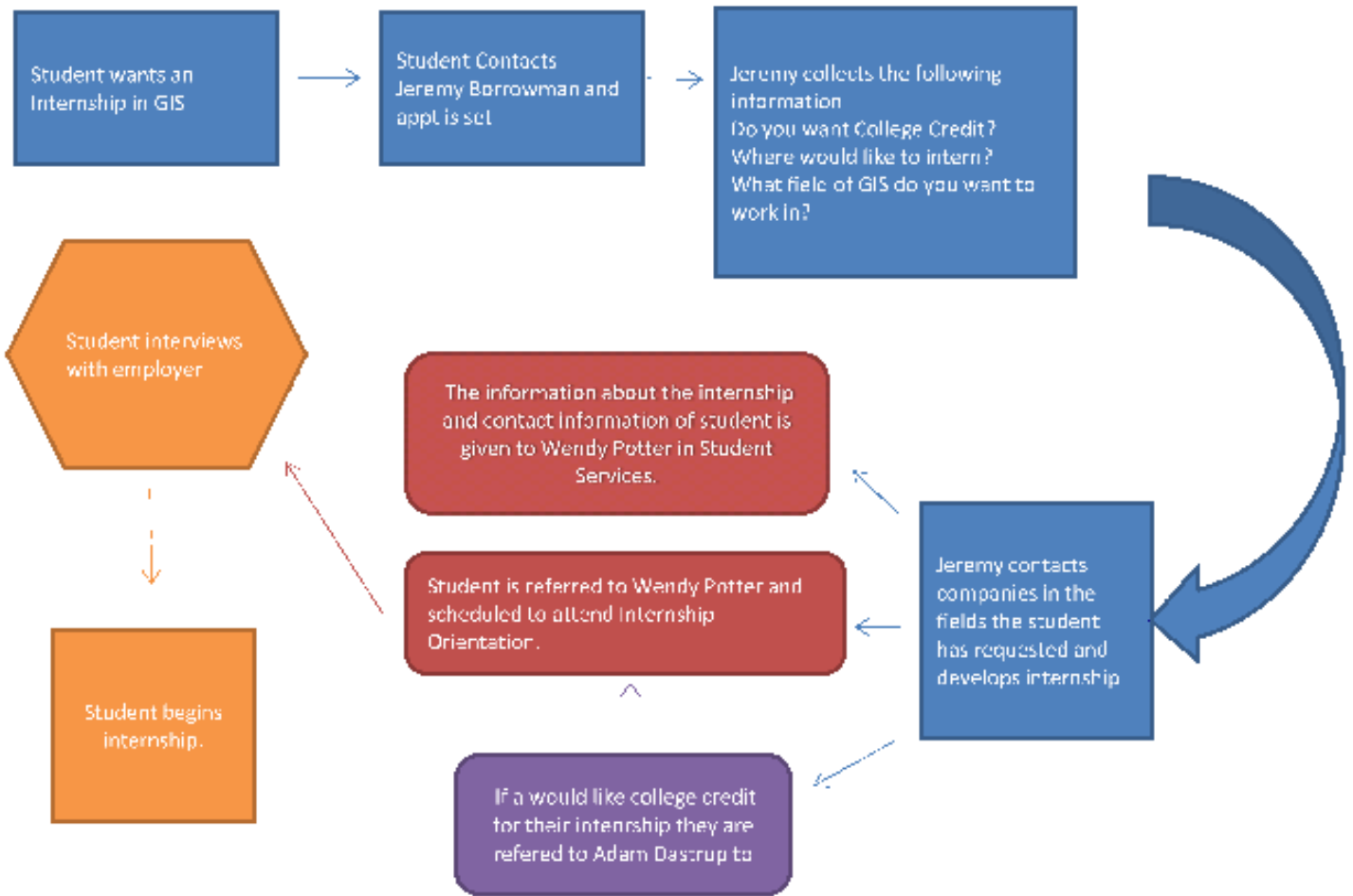
If you have questions or would like to be matched with a mentor, contact Jeremy Borrowman.

Name: Jeremy Borrowman
Location TRC, SI 023
Phone: 801-957-4852
Email: jeremiah.borrowman@slcc.edu
Office Hours: MWF 1-3 pm

Internships

Are you interested in an internship? We have included a flow chart to help you with the process of how to find and attain internships related to the Geosciences. To pursue these opportunities, you will need to contact the NISGTC Career Coach to begin the process outlined below. He will help you determine what sort of internship you'll be looking for; if it will provide college credit, what fields you'll be working in, and where you'd like to work. He can help you explore these options and further your studies and experience in the Geosciences.

Name: Jeremy Borrowman
Location: TRC, SI 023
Phone: 801-957-4852
Email: jeremiah.borrowman@slcc.edu
Office Hours: MWF 1-3 pm



OTHER RESOURCES



Financial Aid

Making sure you have enough money to pay for your education is of utmost importance for many students. Financial Aid is available in a variety of forms: grants, loans, work study, scholarships. SLCC's financial aid department is here to help you determine what options are available to you.

SLCC Financial Aid

Office Location

Redwood Campus
4600 S Redwood Road
Salt Lake City, Utah 84123
Student Center Room 268

Hours

Monday - Thursday: 8:00 am - 7:00 pm
Friday: 8:00 am - 4:30 pm

South City Campus
1575 South State Street
Salt Lake City, Utah 84115
Room W137B

Monday - Thursday: 8:00 am - 6:00 pm
Friday: 8:00 am - 4:30 pm

Miller Campus
9750 South 300 West
Sandy, Utah 84070
Room MFEC 128

Monday and Thursday: 8:00 am - 4:30 pm

Jordan Campus
3491 West Wights Fort Road
West Jordan, Utah 84088
Room HTC 101

Monday - Thursday: 8:00 am - 6:00 pm
Friday: 8:00 am - 4:30 pm

Phone: (801) 957-4410
Email: FinancialAid@slcc.edu
Website: <http://www.slcc.edu/financialaid/index.aspx>

Online Resources

<http://www.fastweb.com/>
<http://www.scholarships.com/>
<http://studentaid.ed.gov/types/grants-scholarships/finding-scholarships>
<http://www.zinch.com/scholarships>
<http://www.collegexpress.com/>
<https://bigfuture.collegeboard.org/scholarship-search>

Child Care

SLCC

SLCC is aware that a lot of its students are also parents. Child care is essential for these students to succeed. To address this need, SLCC has the Child Care and Family Services office which assists with issues related to child care. There are several options available:

- Access to on-site child care at the Taylorsville Redwood Campus - Eccles Early Childhood Development Lab School.
- Comprehensive Child Care at the South City Campus. South City Child Care.
- Voucher assistance for child care at approved locations.
- Training and workshops for all parent students

The SLCC administration is concerned with each child's social and developmental needs, and is committed to providing parent students with services, resources and practical tools that will help develop and improve parenting skills, while in pursuit of their educational goals. Providing a high level of child care services and a well-planned educational program will not only help in meeting their educational and personal needs but assist in improving their persistence and retention at the College.

Phone: 801-957-3070
Email: childcare@slcc.edu
Website: <http://www.slcc.edu/childcare/>

DWS

The Utah Department of Workforce Services also offers a variety of programs and services. Additional Resources Available via Department of Workforce Services. For more information on their programs and services, please contact them.

Phone: 855-531-2468
Email: ccpdi@usu.edu
Website: <http://careaboutchildcare.utah.gov/>

Disability Resource Center

The Disability Resource Center, or DRC, provides accommodations for students with disabilities for classroom-related assignments, college functions and activities so they can obtain access to and benefit from the "full college experience."

A person with a disability is defined as follows:

"Any person who has a physical or mental impairment that substantially limits a major life activity, as compared to the average person in the general population."

There is no "all-inclusive" list. Consider, however, conditions such as orthopedic, visual, speech and hearing impairments, cerebral palsy, epilepsy, muscular dystrophy, multiple sclerosis, cancer, heart disease, diabetes, mental retardation, emotional illness, specific learning disabilities, HIV, tuberculosis, drug addiction and alcoholism. This means most conditions which are permanent in nature. Temporary conditions which may last longer than six months may also qualify.

The DRC offers a number of services. Some of these services include:

- Adaptive Equipment
- Alternative Texts
- Assistive Technology
- Exam Accommodations
- Adaptive Furniture
- Interpreters
- Readers/Scribes
- Note takers

If you would like or need assistance, please contact the DRC directly.

Phone: 801-957-4659
TTY: 801-957-4646
Fax: 801-957-4947
Email: ilinda.bennett@slcc.edu
Website: <http://www.slcc.edu/drc/index.aspx>
TRC Location: Student Center 244
SCC Location: W138

Reduced UTA

Access to campus and work is important to our students Salt Lake Community College in partnership with UTA's Ed-Pass Program is providing its students, staff and faculty an ed-pass for use with TRAX and UTA buses. The ed-pass can also be used for a discounted fare on UTA express buses and Frontrunner. These passes are available on a semester or on a month to month basis. You will need to visit the website below to buy these passes. Step by step instructions are given on the site.

Website: <http://www.slcc.edu/onecard/utaedpass.aspx>

B-Line Intercampus Shuttle

SLCC provides all students, staff, and faculty a FREE campus shuttle service. The B-line busses connect South City, Meadowbrook, Taylorsville Redwood, Jordan, and Miller campuses.

Shuttle Stops and Departures

Northbound Bus

- **South City Campus at east entrance:**
The shuttle leaves every hour on the hour starting at 7:00 a.m.
- **Meadowbrook TRAX Station:**
The shuttle leaves fifteen minutes after the hour heading to Taylorsville Redwood. (i.e. 7:15 a.m.)
The shuttle returns and leaves every forty-five minutes after the hour to South City Campus. (i.e. 7:45 a.m.)
- **Taylorsville Redwood at north side UTA bus stop:**
The shuttle leaves on each half hour (i.e. 7:30 a.m.)

Southbound Bus

- **Taylorsville Redwood at north side UTA bus stop:**
The shuttle leaves every thirty minutes after the hour to the Jordan Campus starting at 7:30 a.m.
- **Jordan Campus:**
The shuttle leaves fifty minutes after the hour to Miller Campus. (i.e. 7:50 a.m.)
- **Miller Campus:**
The shuttle leaves every ten minutes after each hour to Taylorsville Redwood (i.e. 8:10 a.m.)
- **Taylorsville Redwood:**
The shuttle returns thirty minutes after the hour. (i.e. 8:30 a.m.)

Website: <http://www.slcc.edu/b-line/index.aspx>

Health and Wellness

Health & Wellness Services are available to all enrolled SLCC students. Your first visit to the clinic is free and any subsequent visit will only cost \$10. Many of the services offered are free, but some will have an additional cost. There are three clinics at SLCC, where are a number of services offered, including:

- Counseling
- Massage
- Immunizations
- Simple medical procedures
- A variety of testing
- Family planning

A full list of services and any related cost is available on the Health & Wellness website.

Campus:	Taylorsville Redwood	Jordan Campus	South City Campus
Location:	Student Center, 035	JHS 011	1-143
Phone:	801-957-4628	801-957-6211	801-957-3323
Hours:	MTF 8:00am-4:30pm	M 9:30am-6:00pm	T 8:00 am-4:00 pm
	W 10:00am-4:30pm	W 10:00am-4:00pm	Th 8:00am-12:00pm
	Th 8:00am-6:00pm		

Website: <http://www.slcc.edu/hw/index.aspx>



Veterans Services

SLCC Veterans Services assists hundreds of students in using their VA education benefits each semester. They are dedicated to assisting you with your integration to college life, obtaining your educational goals, and exploring services offered for Veterans.

Location: TRC, Student Center 059
Phone: 801-957-4289
Fax: 801-957-4987
Email: veterans@slcc.edu
Website: <http://www.slcc.edu/veterans/index.aspx>

Additional Resources from the Department of Workforce Services:

<http://jobs.utah.gov/jobseeker/veterans/vetreps.pdf>

<http://jobs.utah.gov/jobseeker/veteran.html>

Emergency Preparedness

Salt Lake Community College provides many resources, including the Emergency Notification System. It not only helps ensure you stay safe and secure on campus, but also notifies you when campus is closed for emergencies such as flooding or inclement weather conditions.

In order to sign up for the emergency notification service, please go to your Student Tab in MyPage and fill out the emergency information form.

Each SLCC Staff and student who signs up for the emergency notification service can list numbers (example Work, Cell, Home) or message preferences: Phone or text message numbers and email. So each person can be contacted during an emergency. It is a policy and requirement for Faculty, Staff, and Employees to sign up for this system to support the information flow during an emergency.

For any questions about SLCC's Emergency Alert System, please contact the Emergency Manager in the Department of Public Safety via email at Charlie.dressen@slcc.edu with the subject line "Emergency Alert System."

Location: TRC, Gunderson Facilities Services, 142
Email: scott.jones@slcc.edu
Website: <http://www.slcc.edu/emergency-prepare/index.aspx>

