

STUDENT AFFAIRS

Section Six

PHILOSOPHY AND OBJECTIVES

The College subscribes to a holistic approach to education. The Student Affairs Division includes Student Activities, Student Success Program, Career Development Center, Minority Advising Program, Disabled Student Services, Testing Center, Alumni Affairs, Housing, Student Conduct, and Student Health Services.

A. STUDENT ACTIVITIES

The purpose of the Student Activities Program is to complement the instructional program of the College by providing out-of-class recreational, social, cultural, and educational opportunities.

Student Services Committee -The Student Services Committee is made up of faculty, staff, and students. In an attempt to meet the varied needs and interests of the student body, the committee concentrates its efforts in planning recreational, social, educational, and cultural activities.

In addition to what is planned by the committee, individual students, chartered clubs, and organizations are encouraged to develop programs that meet the special needs of the campus community. All programs and activities must be approved by the Dean of Students/Vice President for Student Affairs. The Peer Tutoring Program, intramural sports, family activities, beach parties, variety programs, clubs, plays, and concerts are just a few examples of programs offered through Student Activities.

Peer Tutoring Program – Peer tutoring in most areas of study is available free of charge to Darton students. Interested students should check with their instructors or in C-227 for more information.

Intramurals and Recreation - Students are encouraged to participate in a variety of intramural and league tournament activities such as flag football, volleyball, tennis, basketball, badminton, billiards, bowling, Putt-Putt, scramble golf, and table tennis.

To broaden the scope of recreational activities available, the College has integrated certain community based recreational programs such as golf, bowling, and Putt-Putt into its total program. These are available on a free or fee-shared basis in conjunction with the student activity fee.

Intercollegiate Athletics - Intercollegiate athletic programs are offered in men's and women's soccer, golf, and swimming, women's fast-pitch softball, men's baseball, and women's basketball. As a member of Region XVII of the Georgia Junior College Athletic Association and the National Junior College Athletic Association, Darton College competes against other area colleges. Athletic scholarships are available. All students are invited and strongly encouraged to participate on an intercollegiate athletic team.

Music Organizations - The music organizations on campus are open to currently enrolled students without regard to major. Anyone interested in becoming a member of the College Choir or instrumental ensembles should contact the Humanities Division Chair or any member of the music faculty.

Darton Players - A drama organization is open to all students interested in participating in any aspect of dramatic productions. Three productions are presented each year.

Student Clubs - Clubs are organized as interest and need are shown. A listing of these clubs may be found in the Student Handbook, along with the procedures for organizing and

chartering.

Student Government Association (SGA) – The SGA is a student oriented service organization. The purposes of the SGA are to serve as a liaison for communication between the students of Darton College and the faculty and administration; to serve in an advisory capacity to the Dean of Students/Vice President for Student Affairs; and to be the official voice of the students of Darton College.

Student ID Cards – All students are entitled to a student ID card. ID cards are made in the Cavalier Arena during registration hours and during other designated times throughout the semester. In order to maintain and support the ID card system, a \$10 fee is charged each semester to all currently enrolled students. A \$20 replacement fee is charged for lost or stolen ID's.

B. STUDENT SUCCESS PROGRAM

The Student Success Program is located on the second floor of the Student Center, C-222. Office hours are from 8:00 a.m. until 5:00 p.m. or after hours by appointment. The Student Success Program is designed to help students develop ways to be successful and can assist students in setting goals, managing time, exploring campus resources, communicating more effectively, improving study skills, enhancing test taking strategies, and developing career/educational plans. Other ways the Student Success Program can assist students include:

- **Personal Counseling-** Darton College students may seek personal counseling from qualified counselors for any academic/nonacademic problem that is interfering with their ability to achieve success. These individual sessions are confidential and free of charge to any Darton student.
- **Academic Advising-** Students who are undecided majors and not taking Learning Support classes receive academic advising from a success advisor. Advising sessions consist of exploring various majors, introducing the student to the Career Center, developing an educational plan, and suggesting strategies to improve the student's overall academic success.
- **Advising Center-** All first-time freshmen and readmitted students, excluding Allied Health students, are advised by the Advising Center. Advising sessions consist of completing a student evaluation, designing a schedule, registering, introducing the student to the Student Success Program, and making appropriate referrals to improve the student's overall academic success. Students who do not place into Learning Support classes and have not declared a major receive ongoing advising through the Advising Center.
- **Student Success Workshops-** Student Success Workshops are developed to help students improve their academic skills. Topics include enhancing study and test taking strategies, visualizing goals, building self-esteem, resolving conflicts, exploring careers, resume writing, and managing test and math anxiety.
- **Orientation Program-** Prior to each semester, new students are invited to attend an Orientation Program. Information is provided to help students prepare for college. Student survival skills, student services, and college activities are highlighted. Students may register for classes after the completion of the Orientation Program.

C. CAREER DEVELOPMENT CENTER

The Career Development Center (CDC) is located upstairs in the Student Center, C-217. It is open Monday-Friday from 8:00 a.m. until 5:00 p.m. and after 5:00 p.m. by appointment for evening students. The Center is designed to aid students in making fundamental decisions about the uses of education in their careers and life goals. The advisors provide students with interest and personality inventories, individual advising sessions, computer

systems, and “mini courses” on topics ranging from resume writing to job interview skills. The CDC further provides assistance in selection and planning of career paths, choice of majors, development and improvement of communication and job search skills, and discovery of up-to-date career/occupational information. As an educational support system, the Center furnishes the community and prospective and currently enrolled students with a variety of resources for achieving career goals.

The center maintains a library with career information on the nature of the work, entry-level requirements, future job trends, salary ranges, and prospects for advancement in more than 5,000 career areas. Information on all aspects of student life, transfer procedures, admissions requirements, financial aid, costs, and programs of study for all four-year colleges in the state of Georgia and many colleges nationwide is available to assist students who want to transfer to senior colleges.

Individual and group advisement is provided to assist students in job readiness, getting a job, holding a job, promotions, and job changes.

- **Job Opportunities:** Full-time and part-time employment opportunities can be viewed in the Career Center or online at www.collegecentral.com/darton this online job board gives students the opportunity to view jobs, post resumes, and apply online for on or off campus positions.
- **Georgia Hire:** Through Georgia Hire, students and alumni who are job seeking can search the campus' unique and password-protected database 24 hours a day. Resumes may be posted online, and a host of other career resources may be accessed.

D. MINORITY ADVISING PROGRAM

The Minority Advising Program (MAP) is a support program for minority students. MAP offers students a variety of personal and academic support services. The primary goals of the program are to ensure that the college experience is a positive one for minority students and to promote academic achievement and encourage persistence to graduation or program completion. The MAP advisor serves as a liaison between minority students, administrators, and other external agencies. Some of the programs offered under MAP include seminars, career counseling, personal advising, academic advising, and cultural enrichment activities. The office, located in C-220 on the second floor of the Student Center, is open weekdays from 8:00 a.m. until 5:00 p.m. and after hours by appointment.

E. INTERNATIONAL STUDENT PROGRAM

The International Student Program is a support program for international students. The program offers career advising, personal advising, academic advising, opportunities for campus and community involvement, and cultural enrichment activities. The International Student Advisor serves as a liaison between international students, faculty, administrators, the Department of Homeland Security, and other external agencies. The International Student Office, located in C-219, is open weekdays from 8 a.m. until 5 p.m. and after hours by appointment.

F. DISABILITY SERVICES

The Disability Services Office is located on the second floor of the Student Center, C-224. It is open Monday-Friday from 8:00 a.m. until 5:00 p.m. and after 5:00 p.m. by appointment for evening students.

Individuals with Physical, Medical, or Learning Disabilities: Darton College complies with all aspects of the Public Law 504 and Americans With Disabilities Act requirements for accommodating students with documented disabilities. In addition, the University System of Georgia has established special guidelines for students with learning disabilities. Therefore, students with disabilities who are requesting accommodations are required to:

- a. Provide the Office of Disability Services with a current transcript and current (within the last 3 years) documentation verifying the disability. Documentation is defined as the following: test results; psycho-educational evaluation results; and/or a physician's diagnosis and recommendations. Information provided to the Disability Services Office is strictly confidential and will remain separate from application materials.
- b. Complete the voluntary self-disclosure form that will be sent with the letter of acceptance and the release of information form.
- c. Contact the Disability Services Office before taking the COMPASS placement exam, if seeking accommodations.
- d. Work through the Coordinator of Disability Services to arrange any special academic or scheduling accommodations that may be required.

Students need to be aware that rules of conduct and attendance policies apply to all Students regardless of disabilities.

G. TESTING CENTER

The Testing Center is located on the second floor of the Student Center, C-208.

Testing Services: The Testing Center schedules and administers the COMPASS Admissions and Placement Tests, the Residual ACT, CLEP tests, VUE certification tests, the MAPP graduation requirement tests for Distance Learning and other ability and achievement tests that require a testing supervisor. Information is available under Testing on Darton's web site. Students should check with the Testing Center for applicable fees.

H. ALUMNI AFFAIRS

The College believes that its relationship with its students should not cease when the student terminates enrollment. An Alumni Association is the vehicle by which the student and the College maintain this continuing relationship. A complete list of services and benefits available through the Alumni Association may be obtained by contacting the Office of Development.

I. HOUSING

In Fall, 2009, Darton College will have on-campus residential living. [Please see the Darton website for further details.](#) The Vice President for Student Affairs maintains a listing of private housing that is also available to students.

J. STUDENT CONDUCT

Students of Darton College are expected to be mature and responsible citizens at all times and in all places. Conduct regulations are discussed in detail in the Student Handbook.

K. STUDENT HEALTH SERVICES

There is no College Health Clinic. For any serious accident or illness, Emergency Medical Services (EMS) may be reached at 911.

Limited mental health services are available from the Student Affairs Division. Students who require more extensive treatment will receive referrals to external resources.

L. PEER TUTORING

The Peer Tutoring Center is located on the first floor of the Student Center, C-144. It is open from 9:00 a.m. until 6:00 p.m. Monday through Thursday and from 9:00 a.m. until 5:00 p.m. on Fridays. The Peer Tutoring Center provides free tutoring to Darton students in most areas of study. Students are encouraged to contact the Tutoring Center Coordinator in C-227 as soon as they recognize a problem with their course work. The Tutoring Center offers appropriate support and referrals, academic help, and mentoring. The goal of the Peer Tutoring Center is to help students become independent learners.