

Student Affairs Departmental Purpose Statements

Departmental & Purpose Statement	Departmental Core Functions	Programs / Activities / Events
<p><b>Academic Advising</b>  <i>The purpose of Academic Advising is to help students identify their educational and career goals, advise students about their pathway of study, and work with students to create academic plans that lead to successful completion.</i></p>	<ol style="list-style-type: none"> <li>1.) Assist and support students in identifying and achieving their academic and career goals.</li> <li>2.) Help students map out course plans for graduation or certificate completion</li> <li>3.) Provide intervention for students in academic difficulty.</li> <li>4.) Provide general transfer and/or employment information related to pathways.</li> <li>5.) Serve as advocates for students with the institution and community.</li> <li>6.) Introduce students to tools necessary for academic planning.</li> <li>7.) Advise students through policies and procedures of the college</li> <li>8.) Facilitate a seamless transition from the college to 4-year institutions</li> <li>9.) Refer students to other institutional resources</li> <li>10.) Training and professional development of staff and faculty in best practices for academic advising at the college.</li> <li>11.)</li> </ol>	<ul style="list-style-type: none"> <li>- Prepare academic plans in DegreeWorks for SLCC Promise</li> <li>- Organizing visits of advisors to four-year institutions</li> <li>- Train students, staff, and faculty on MySuccess and DegreeWorks</li> <li>- Participate in the curriculum review process as part of AIC, Senate Curriculum Committee, and Gen Ed Committee</li> <li>- Assist students through the admissions process into specific programs in the health sciences and School of Applied Technology</li> <li>- Disseminate program-specific changes and events to students within their program areas</li> </ul>
<p><b>Admissions</b>  <i>The purpose of the Admissions Office is to introduce, recruit, admit and enroll prospective students to the college and provide a positive pathway to higher education and technical training.</i></p>	<ol style="list-style-type: none"> <li>1.) Develop and implement a college-wide strategic recruitment plan</li> <li>2.) Process applications for admissions including SAT, concurrent enrollment, UG, continuing education, professional development and special admissions cohorts. Send admission letters.</li> <li>3.) Residency and oversee Western Undergraduate Exchange</li> <li>4.) We recruit and assist with the application process including financial aid, scholarships and enrollment</li> <li>5.) We connect prospective students with college resources</li> <li>6.) Provide campus tours</li> <li>7.) Promote and represent SLCC at local high schools and community events</li> </ol>	<ul style="list-style-type: none"> <li>- Post High School Tour</li> <li>- Utah College Application Week</li> <li>- Utah College Advising Corp</li> <li>- Spring Follow Up Visits (High School and Community Partners)</li> <li>- Campus Tours</li> <li>- Explore SLCC</li> <li>- Counselor and Community Partner Conference</li> <li>- Counselor and Community Partner Site Visits</li> </ul>
<p><b>Athletics</b>  <i>The purpose of SLCC athletics is to recruit, retain, and graduate a diverse and inclusive population of student-athletes who have the athletic and academic potential to compete on a</i></p>	<ol style="list-style-type: none"> <li>1.) To provide an intercollegiate athletic competitive experience in a variety of sports for outstanding student-athletes.</li> <li>2.) To run an honest and ethically sound athletic program.</li> <li>3.) To provide a program of the college/community relations designed to emphasize the educational values of competitive sports as an integral part of the educational curriculum.</li> <li>4.) To assist in engaging college stakeholders though athletic events.</li> </ol>	<ul style="list-style-type: none"> <li>- Athletic games scheduled annually for Men’s and Women’s Basketball, Women’s Volleyball, Men’s and Women’s Soccer, Men’s Baseball, and Women’s Softball</li> </ul>

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<p><i>national level and transfer to a four-year institution.</i></p>		<ul style="list-style-type: none"> <li>- Sport camps are scheduled annually for most of the sports above</li> <li>- Community events – Know Greater Heroes</li> </ul>
<p><b>Career Services</b>  <i>The purpose of Career Services is to provide career exploration, career development and employment services.</i></p>	<ol style="list-style-type: none"> <li>1.) Facilitate meaningful career-related learning experiences.</li> <li>2.) Teach job search and career development skills.</li> <li>3.) Assist students with training related and immediate employment needs.</li> <li>4.) Serve employers in the recruitment of employees to meet industry needs.</li> </ol>	<ul style="list-style-type: none"> <li>- Facilitate Cooperative Education / Work-based learning / Internship opportunities for students to facilitate career related learning experiences.</li> <li>- Conduct bi-annual Job Fairs</li> <li>- Conduct classroom and department workshops for students and staff to teach career development skills.</li> <li>- Conduct employment development activities aimed at meeting the student training related and immediate employment skills.</li> <li>- Facilitate recruiting activities aimed at helping employers meet industry needs.</li> </ul>
<p><b>Center for Health and Counseling</b>  <i>The Center for Health and Counseling's purpose is to promote healthy bodies, minds and lives for personal and academic achievement.</i></p>	<ol style="list-style-type: none"> <li>1.) Appointment and walk-in medical care for preventative health screenings and physicals, immunizations, treatment of chronic illness, family planning, minor procedures and urgent care.</li> <li>2.) Counseling services to help students manage personal problems and situational crises from coping with academic stress to developing greater self-awareness for personal growth and skills for lifelong learning.</li> <li>3.) Low cost massage therapy services.</li> <li>4.) Health promotion and education services including wellness and risk reduction, stress management, overcoming alcohol and other drugs, tobacco cessation, nutrition, fitness and safe-sex education.</li> </ol>	<ul style="list-style-type: none"> <li>- Behavioral Intervention Team (BIT) Member</li> <li>- Depression/Anxiety/PTSD Screenings</li> <li>- Exercise Is Medicine Program</li> <li>- Faculty/Staff Consultation/Training with Distressed Students</li> <li>- Flu Campaign (400 Free to Students, Free to FT Employees)</li> <li>- HIV Testing (Free with Grant)</li> <li>- Practicum Site for Masters of Social Work Students</li> <li>- Student Health Advisory Club (SHAC)</li> </ul>

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		<ul style="list-style-type: none"> <li>- QPR Gatekeeper Training for Suicidal Students</li> <li>- Lifestyle Education Outreach Workshops             <ul style="list-style-type: none"> <li>o Alcohol Awareness (Mocktober Fest)</li> <li>o Injury Prevention</li> <li>o Love Your Body (physical, emotional, mental, sexual health)</li> <li>o Massage</li> <li>o Mental Health Concerns &amp; Anti-Stigma Campaigns</li> <li>o Nutrition</li> <li>o Safer Sex Practices</li> <li>o Sleep Hygiene</li> <li>o Stress Management (DeStress Fest)</li> <li>o Substance Abuse Prevention</li> <li>o Tobacco Prevention &amp; Cessation (Great American Smoke Out)</li> </ul> </li> </ul>
<p><b>Child Care</b>  <i>The purpose of Child Care &amp; Family Services is to provide excellent child care to children and families in a developmentally appropriate setting</i></p>	<ol style="list-style-type: none"> <li>1.) Provide child care services with concern for each child’s social and developmental needs.</li> <li>2.) Provide parent students with services, resources and engagement activities that will help develop and improve parenting skills, while in pursuit of their educational goals while improving their persistence and retention at the College</li> <li>3.) Promote learning through play while preparing children to become life-long learners.</li> <li>4.) Assist SLCC students with access to affordable child care</li> </ol>	<ul style="list-style-type: none"> <li>- January – Parent Orientation</li> <li>- February – Friendship Day Party</li> <li>- March – St Patrick’s Party</li> <li>- April – Spring egg hunt</li> <li>- April – Earth Day</li> <li>- May – Cinco de Mayo</li> <li>- June – Wheeler Farm Activity</li> <li>- July – Independence Day picnic</li> <li>- August – National Women’s Day</li> <li>- September – Eid al-Adha Engagement</li> <li>- September – Teddy Bear Day</li> <li>- October – Diwali Festival of lights</li> <li>- October – Truck or Treat</li> <li>- November – Day of the Dead</li> </ul>

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		<p>Celebration</p> <ul style="list-style-type: none"> <li>- November – Family Traditions and Culture week</li> <li>- December – World Appreciation day</li> <li>- December – Holiday party</li> </ul>
<p><b>College Store</b>  <i>The purpose of the College Store is to provide the highest quality products and services needed for the students, faculty, staff, alumni, and surrounding community.</i></p>	<ol style="list-style-type: none"> <li>1.) Provide Student textbooks and other class materials, supplies and information as needed for successful educational completion.</li> <li>2.) Provide departments with materials and supplies.</li> <li>3.) Service accounts for sponsored students (about 1500 per semester). Supplier for collegiate apparel, technology needs and supplies to students, employees and the community.</li> </ol>	<ul style="list-style-type: none"> <li>- January – Back to School Event</li> <li>- February – Valentines Promotion</li> <li>- March – Graduation Fair</li> <li>- April – Book Buyback</li> <li>- May – Graduation onsite Sales event</li> <li>- June – Inventory Clearance Event</li> <li>- August – Book buyback</li> <li>- August - Back to School event</li> <li>- October – National Student Day</li> <li>- November – Staff and Faculty Appreciation night.</li> <li>- November – Inventory Clearance Sale</li> <li>- December – Book Buyback</li> </ul>
<p><b>Dean of Students</b>  <i>The Dean of Students Office will support student learning, development, accountability, and success by upholding the College’s Code of Student Rights and Responsibilities through a fair, responsive, student-centered conduct process.</i></p>	<ol style="list-style-type: none"> <li>1.) Provide effective investigation and adjudication of Student Code of Conduct issues.</li> <li>2.) Review the Code of Student Rights and Responsibilities bi-annually to ensure compliance with State and Federal guidelines.</li> <li>3.) Provide ongoing trainings to faculty and staff on:             <ol style="list-style-type: none"> <li>a. Dealing with disruptive students</li> <li>b. Behavioral Intervention Team</li> <li>c. Code of Student Rights and Responsibilities</li> <li>d. Title IX</li> </ol> </li> <li>4.) Develop, coordinate, and facilitate high-impact professional development opportunities for DOSA staff throughout the academic year.             <ol style="list-style-type: none"> <li>a. Partner w/ the Professional Development Center</li> </ol> </li> <li>5.) Develop and administer Maxient case management system.</li> <li>6.) Coordinate student recognition efforts for those eligible for the President’s and Dean’s Lists.</li> </ol>	<ul style="list-style-type: none"> <li>- Academic Excellence Celebration: March 23, 2017, 6-8:00 PM Lifetime Activities Center</li> </ul>

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<p><b>Disability Resource Center</b>  <i>The purpose of the Disability Resource Center is to facilitate access and inclusion and to provide reasonable accommodations for students with disabilities.</i></p>	<ol style="list-style-type: none"> <li>1.) Collaborate with faculty and staff to promote equal access for students with disabilities</li> <li>2.) Facilitate individual accommodations for students with disabilities</li> <li>3.) Provide leadership to the Universal Access Committee</li> <li>4.) Provide resources to faculty and staff on best practices for inclusivity and Universal Design</li> <li>5.) Promote accessibility as a shared responsibility college-wide.</li> </ol>	<ul style="list-style-type: none"> <li>- Disability Awareness Week</li> <li>- High School Transition tours</li> <li>- Deaf student orientation</li> </ul>
<p><b>Financial Aid</b>  <i>The purpose of the Office of Financial Aid is to award students with financial resources that assist with access, continued enrollment, and completion.</i></p>	<ol style="list-style-type: none"> <li>1.) Assist students in completing forms for financial aid and scholarships.</li> <li>2.) Award aid which includes: grants, loans, work study, and scholarships.</li> <li>3.) Monitor students' academic progress to ensure compliance with satisfactory progress requirements.</li> <li>4.) Monitor all regulatory requirements that impact the institution's eligibility to offer financial aid (including institutional, state, and federal requirements).</li> <li>5.) Educate students on the various types of financial resources available.</li> <li>6.) Educate students regarding their responsibilities as a recipient of financial assistance.</li> </ol>	<ul style="list-style-type: none"> <li>- Weekly FAFSA Completion Workshops held at Taylorsville Redwood (2) and South City (2).</li> <li>- UHEAA Sponsored FAFSA Completion Evenings at local high schools.</li> <li>- SLCC Promise – ongoing awarding</li> <li>- Disburse Title IV State and Institutional Funds two times per week.</li> <li>- On-going training through NASFAA credential programs. All employees are encouraged to complete one per year.</li> </ul>
<p><b>First Year Experience (FYE)</b>  <i>The First Year Experience (FYE) provides services and events to ensure successful transition of new students into Salt Lake Community College's academic and social environments.</i></p>	<ol style="list-style-type: none"> <li>1.) Support the transition of new students to SLCC:             <ul style="list-style-type: none"> <li>• Lead year-round new student orientation programs</li> <li>• Offer group and one-on-one general advising meetings</li> <li>• Assist students with course registration</li> <li>• Offer transition-focused workshops</li> <li>• Lead summer and winter bridge programs</li> <li>• Collaborate with others to support the transition of underrepresented high school students (i.e., GEAR UP students, PACE, Horizonte, UCAC sponsored students)</li> <li>• Assist in parent and family outreach services</li> </ul> </li> <li>2.) We strive to advance systematic, data-driven, and high-impact practices that prime new students to be active learners in their education. These engaging, meaningful, and purposeful experiences will increase the rates of new students persisting through and beyond their first-year of college.</li> </ol>	<ul style="list-style-type: none"> <li>- Lead year-round new student orientation programs</li> <li>- Offer group and one-on-one general advising meetings</li> <li>- Assist students with course registration</li> <li>- Offer transition-focused workshops</li> <li>- Lead summer and winter bridge programs</li> <li>- Collaborate with others to support the transition of underrepresented high school students (i.e., GEAR UP students, PACE, Horizonte, UCAC sponsored students)</li> <li>- Assist in parent and family outreach services</li> </ul>

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	<p><b>3.)</b> Support SLCC’s first-year student retention efforts:</p> <ul style="list-style-type: none"> <li>• Coordinate welcome week activities</li> <li>• Relate announcements and market resources to first-year students</li> <li>• Support first-year students in academic alert</li> <li>• Offer retention-focused workshops</li> <li>• Collaborate with academic affairs to refine and institute a mandatory first-year seminar course</li> <li>• Oversee first-year cohort programs (i.e., ACCES U, GEAR UP, Bruin Scholars, PACE, TEACH, etc.)</li> <li>• Provide meaningful student leadership services</li> </ul>	<ul style="list-style-type: none"> <li>- Coordinate welcome week activities</li> <li>- Relate announcements and market resources to first-year students</li> <li>- Support first-year students in academic alert</li> <li>- Offer retention-focused workshops</li> <li>- Collaborate with academic affairs to refine and institute a mandatory first-year seminar course</li> <li>- Oversee first-year cohort programs (i.e., ACCES U, GEAR UP, Bruin Scholars, PACE, etc.)</li> <li>- Provide meaningful student leadership experiences for students serving as FYE orientation leaders or peer mentors.</li> </ul>
<p><b>International Student Affairs</b>  <i>The purpose of International Student Services is to promote international student access and success.</i></p>	<p><b>1.)</b> Protect the College’s authorization for attendance of non-immigrant students by ensuring that SLCC maintains institutional compliance and meets the Code of Federal Regulations [8 CRF 214] regulations pertaining to the admission and continued enrollment of non-immigrant students.</p> <p><b>2.)</b> Provide a comprehensive student-centered department offering the core services of international recruitment, pre-arrival outreach, marketing, admissions, orientation, SEVIS foreign student and cross cultural advising, and intercultural non-curricular programs beginning with a non-immigrant student’s first contact with the College, and continuing throughout their educational experience at SLCC.</p> <p><b>3.)</b> Provide orientation programs and weekly workshops for social and cultural adjustment, and an understanding of the U.S. education system through programs such as: The International Diplomacy Program; the Student Advisory Council; and ESL Conversation Partners.          Ensure that all F-1 students comply with the College’s requirement for international student health insurance.</p>	<ul style="list-style-type: none"> <li>- Meet the Department of Homeland Security’s regulatory requirement by applying for certification on the I-17.</li> <li>- Ensure that the College meets regulatory compliance by hiring professional staff to deliver the core services.</li> <li>- Plan and deliver orientation programs for new international students three times per year, scheduled prior to each academic term.</li> <li>- Coordinate with the SLCC Business Office and an independent health insurance provider to ensure that F-1 students have coverage.</li> </ul>

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<p><b>Office of Diversity &amp; Multicultural Affairs (ODMA)</b>  <i>The purpose of the Office for Diversity and Multicultural is to engage, support and advance an inclusive learning environment that advocates for equity, values and celebrates diversity, fosters respect, and elevates student retention and academic excellence.</i></p>	<ol style="list-style-type: none"> <li>1.) Advocate for respectful and culturally responsive interactions, programs and services.</li> <li>2.) Advocate for equitable and inclusive policies, procedures and practices.</li> <li>3.) Celebrate authentically, cultures, traditions and identities.</li> <li>4.) Celebrate under-represented student’s achievement, academic excellence, service of volunteers and mentors.</li> <li>5.) Motivate students to see, believe and achieve their potential.</li> <li>6.) Motive students to actively participate in campus and community activities, programs and services.</li> <li>7.) Motivate students, staff and faculty to want to learn about the complexities of our multiple identities, histories and traditions so as to build their multicultural awareness and responsiveness</li> <li>8.) Educate campus and community members about equity, diversity, inclusivity and social justice movements.</li> <li>9.) Educate students, staff and faculty on campus and community resources.</li> <li>10.) Educate students on how to successfully navigate SLCC.</li> </ol>	<p><u>Programs</u></p> <ul style="list-style-type: none"> <li>- Multicultural student success coaching</li> <li>- Faculty/Staff to student and peer mentoring programs (TALS, B2B</li> <li>- SLCC Manos Amigas, Bruin Becas &amp; IME Becas)</li> <li>- Support various student access, preparation retention programs such as Summer Bridge, Campus Connects, and New Student Orientations</li> </ul> <p><u>Activities</u></p> <ul style="list-style-type: none"> <li>- Student success series</li> <li>- Ethic and cultural high school college days</li> <li>- Diversity, inclusivity, equity and multicultural awareness responsiveness trainings, presentations and workshops</li> <li>- Multicultural Meet &amp; Greets</li> <li>- Peaceful Perspectives Series</li> <li>- Mentoring programs information, orientation and matching sessions</li> </ul> <p><u>Events</u></p> <ul style="list-style-type: none"> <li>- Culture Cocoa and Cookies</li> <li>- Annual Diversity Conference</li> <li>- Multicultural Graduate Celebration</li> <li>- Annual Volunteer Recognition Celebration</li> <li>- National Thank a Mentor Day Recognition/Celebration</li> </ul>
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		<ul style="list-style-type: none"> <li>- Utah Pride Festival and Parade</li> <li>- Annual thematic multicultural history and awareness events</li> <li>- Collaborate on various programs (i.e. Diversity Exploration Series, Academic Excellence Celebration, Multicultural Art Show, Academic Excellence Celebration, etc.)</li> </ul>
<p><b>Office of the Registrar &amp; Academic Records (ORAR)</b>  <i>The purpose of the Office of the Registrar and Academic Records is to provide a variety of registration activities that support student success and ensure the accuracy and integrity of student academic records.</i></p>	<ol style="list-style-type: none"> <li>1.) Responsible for the management, integrity, and compliance of academic records; and to implement effective college policies and procedures resulting in student academic achievement.</li> <li>2.) Provide effective and equitable policy and innovative procedure for transfer articulation; for registration; for extenuating circumstances; for transcript transmission and delivery; and for certificate awarding and graduation.</li> <li>3.) Manage student service functions for the competency-based model for the School of Applied Technology and for the continuing education programs for the School of Workforce and Economic Development.</li> <li>4.) Serve as the official administrator for the Family Educational Rights and Privacy Act; for the enrollment and degree compliance reporting to the National Student Clearinghouse; for the National Student Loan Data System compliance reporting; and for the certification of eligibility for athletic competition.</li> <li>5.) Accountable for the management of SIS Banner student tables and semester processes and reports; for the management of the DegreeWorks system, including planning tools and reporting functions; for Cognos reports; and for the management of Nolij imaging system.</li> </ol>	<ul style="list-style-type: none"> <li>- Convocation Training Sessions for Faculty</li> <li>- Faculty correspondence beginning of semester and end of semester</li> <li>- Administrative Assistant annual training</li> </ul>
<p><b>OneCard</b>  <i>The purpose of Campus Card Services is to provide school identification and specialty cards allowing staff, faculty, students and the community access to a wide variety of amenities.</i></p>	<ol style="list-style-type: none"> <li>1.) Provide SLCC Identification to students, staff, and faculty.</li> <li>2.) Manage the access to public transportation programs for SLCC students.</li> <li>3.) Oversee transaction systems and services for various departments/retail stores on campus as well as other solutions to departments for activity and event tracking.</li> </ol>	<ul style="list-style-type: none"> <li>- No annual events scheduled</li> </ul>



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	<p>4.) Inform and answer questions to visitors and students at information centers.</p>	
<p><b>Outreach and Access</b>  <i>The purpose of the Outreach &amp; Access Office is to increase college readiness for students and their families, and to act as an educational pipeline for targeted populations to access college.</i></p>	<p>1.) Supportive services include intensive college readiness coaching, FAFSA completion, parent programs, youth conferences, and efforts to improve math and English college readiness skills.</p> <p>2.) In order to serve targeted student populations, we collaborate with SLCC internal partners and the community at large.</p>	<ul style="list-style-type: none"> <li>- FAFSA completion efforts for low-income, 1<sup>st</sup> generation students;</li> <li>- College readiness workshops for community groups such as Boys and Girls Clubs, church groups and schools;</li> <li>- Facilitating Parent engagement workshops on college readiness and FAFSA completion with special focus on first generation and low-income families;</li> <li>- Offering intensive college readiness coaching for alternative high school populations and refugee groups;</li> <li>- Facilitating Youth conferences for African American, Refugee, Native American, Latino, Pacific Island populations that focus on college and career readiness;</li> <li>- Presenting Middle school college readiness workshops;</li> <li>- Facilitating Career Exploration workshops for middle schools and alternative schools and families;</li> <li>- Participation with grant-funded long-term projects to affect college readiness such as Gear Up, TRIO and USHE grants;</li> <li>- PACE;</li> </ul>

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		<ul style="list-style-type: none"> <li>- Summer workshops to prepare middle and defined special high school populations such as refugee students for career and college readiness to increase math and English placement scores and high school concurrent enrollment participation.</li> </ul>
<p><b>Student Life &amp; Leadership</b>  <i>The Purpose of Student Life and Leadership is to help students retain and succeed by providing students opportunities to have a voice, get involved, challenge assumptions and cultivate leadership abilities.</i></p>	<ol style="list-style-type: none"> <li>1.) Create leadership environments for students to enhance specific knowledge, skills and abilities they can use to succeed both in and out of the classroom.</li> <li>2.) Fostering development of Clubs and Organizations.</li> <li>3.) Support the Student Association in expressing the opinions, representing the interests of and advocating for all SLCC students through principles of self and shared governance.</li> <li>4.) Guide student leaders in providing meaningful and engaging programs which contribute to student retention and success.</li> </ol>	<p><b>Student Life Umbrella</b></p> <ul style="list-style-type: none"> <li>- Arts &amp; Cultural Events</li> <li>- Peer Leaders</li> </ul> <p><b>Student Life &amp; Leadership</b></p> <ul style="list-style-type: none"> <li>- Summer development series</li> <li>- Leadership conferences</li> <li>- Clubs conference</li> <li>- Board retreats</li> <li>- Reflection room</li> <li>- State-wide connections (UPSIL, etc.)</li> <li>- Profiles in leadership</li> <li>- Diversity &amp; inclusion series</li> <li>- DC Internships</li> <li>- Programs &amp; event planning</li> <li>- Engagement and retention programming</li> <li>- Outreach and recruitment programming</li> <li>- Publicity, marketing, &amp; promotional skills</li> <li>- Resource fair</li> <li>- Special Event funding</li> <li>- Meeting facilitation abilities</li> <li>- StrengthsQuest</li> <li>- Student travel process</li> <li>- Student organization contract process</li> </ul>

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		<ul style="list-style-type: none"> <li>- Presidential Scholars &amp; Single Parent Scholarship</li> <li><b>SLCCSA Leadership</b></li> <li>- Book Scholarship</li> <li>- National speaker/entertainment (Rainn Wilson, John Quinones, Neon Trees)</li> <li>- Welcome week activities- bruin bash, club rush, etc.</li> <li>- Regional programming and outreach</li> <li>- Student governance</li> <li>- Club facilitation &amp; leadership</li> <li>- Club funding, publicity, marketing, &amp; promotions</li> <li>- Committee participation, statewide engagement (USA, etc.)</li> <li>- Community connections</li> <li>- Traditional programs-holiday programming, movie screenings, awareness months, student voice projects</li> </ul>
<p><b>Testing Services</b>  <i>The purpose of Testing Services is to provide a secure, welcoming environment in which to take placement tests, classroom tests for students with disabilities, exams from other schools, organizations and corporations, credit granting exams, and GED testing.</i></p>	<ol style="list-style-type: none"> <li>1.) Administer college placement test for credit, non-credit, and concurrent enrollment students</li> <li>2.) Administer GED testing for the State of Utah and provide the State confidential test scores</li> <li>3.) Administer certification tests, CLEP and challenge tests, and provide proctored testing services</li> <li>5.) Maintain all scores within confidential records</li> </ol>	<ul style="list-style-type: none"> <li>- No scheduled annual events</li> </ul>
<p><b>Thayne Center for Service Learning</b>  <i>The purpose of the Thayne Center is to empower our college and community members to cultivate knowledge and skills necessary to affect positive change.</i></p>	<ol style="list-style-type: none"> <li>1.) Support college learning outcome for civic engagement.</li> <li>2.) Establish and sustain mutually beneficial partnerships.</li> <li>3.) Foster lifelong civic engagement.</li> <li>4.) Access and manage federal community work-study and AmeriCorps Segal Awards.</li> </ol>	<ul style="list-style-type: none"> <li>- Civically Engaged Scholars- one of the nation's only transcript designating civic engagement program in a community college</li> <li>- Alternative Breaks- immersive service experiences addressing</li> </ul>

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	<p><b>5.)</b> Support a spectrum of community engagement opportunities for the college including:</p> <ul style="list-style-type: none"> <li>• Community Engagement Leave- addressing community identified needs with staff time and talent</li> <li>• SLICE: Student Leaders in Civic Engagement- high level cohort connecting civic responsibility and leadership development</li> </ul>	<p>community identified needs in and outside of Utah</p> <ul style="list-style-type: none"> <li>- Service-Learning- link classroom curriculum with real-world experience</li> <li>- Financial support- available to support student engagement and persistence</li> <li>- Community Partnership Onboarding and Renewal</li> <li>- SLICE Leadership Training</li> <li>- Community Engagement Fairs</li> <li>- Alternative Fall Breaks</li> <li>- Engaged Citizen Retreat</li> <li>- Community Engagement Fairs</li> <li>- Alternative Spring Breaks</li> <li>- Intermountain Sustainability Summit</li> <li>- Utah Higher Ed Food Summit</li> <li>- ASB Celebration</li> <li>- (Reading Day) Thayne Center Annual Celebration</li> <li>- Graduate Civically Engaged Scholars</li> </ul>
<p><b>TRIO Programs</b>  <i>The purpose of TRIO Programs is to provide support for low-income and first-generation college students to access college, graduate, and attain their educational, career, and personal goals in preparation for their contribution to a global workforce.</i></p>	<p><b>ETS</b>          Provide program participants with activities and services to encourage completion of secondary school and enroll in a program of postsecondary education.</p> <p><b>SSS</b>          Provide program participants with activities to increase retention, graduation and transfer rates.</p> <p><b>STEM</b>          Provide individualized and personalized career and academic development to program participants interested in pursuing STEM pathways.</p>	<p><b>TRIO Programs</b></p> <ul style="list-style-type: none"> <li>- Facilitate annual TRIO Day activities</li> <li>- Submit annual performance reports to the U. S. Department of Education</li> <li>- Provide recognition, graduation, and community engagement events for program participants</li> </ul> <p><b>ETS</b></p> <ul style="list-style-type: none"> <li>- Facilitate college awareness activities through campus visits and</li> </ul>

		<p>researching various postsecondary educational institutions.</p> <ul style="list-style-type: none"> <li>- Assist with college admission applications.</li> <li>- Facilitate financial literacy and FAFSA completion workshops, along with identifying scholarship opportunities.</li> <li>- Assist with re-entry into secondary and accessing postsecondary educational programs.</li> </ul> <p><b>SSS</b></p> <ul style="list-style-type: none"> <li>- Develops individualized educational and career plans to increase retention, graduation, and transfer rates.</li> <li>- Provides intentional and intrusive networking opportunities for program participants to increase academic confidence, social support, and attainment of personal and educational goals.</li> <li>- Provides education and counseling services designed to improve financial and economic literacy, including planning for continuing postsecondary education.</li> </ul> <p><b>STEM</b></p> <ul style="list-style-type: none"> <li>- Provides individualized and personalized academic and career development.</li> <li>- Assist program participants in understanding STEM pathways.</li> <li>- Assist in building a competitive admission application for transfer to baccalaureate degree institutions.</li> </ul>
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Student Affairs Departmental Purpose Statements

		<ul style="list-style-type: none"> <li>- Assist to develop faculty connections and identify tutoring resources.</li> <li>- Provides and connects program participants to scholarship, internship, and research opportunities.</li> </ul>
<p><b>Veterans Affairs</b>  <i>The purpose of Veterans Services is to provide comprehensive assistance and support to all SLCC veterans and their dependents</i></p>	<ol style="list-style-type: none"> <li>1.) Assist veterans and dependents with enrollment at the College and use of VA Educational Benefits at SLCC, and simplify the navigation of the VA system, including the completion of educational forms, the reporting of changes, and the certification of veterans in a timely manner</li> <li>2.) Review students' college degree audit each time the veteran requests benefits for the term to ensure only approved classes are certified. Provide intervention for veterans with GPAs below 2.0 and direct them to services to support student completion.</li> <li>3.) Support all veterans and active service members by providing support services on campus and directing veterans to the appropriate department or organization on campus or in the community as needed.</li> <li>4.) Provide information, training, events and activities on campus to the general student, staff and faculty population promoting awareness to better serve and understand the unique culture of our veterans and their families on campus.</li> <li>5.) Collaborate with the state VA community members and SLCC Veterans Services and participate in events and activities in the VA community to promote SLCC veterans.</li> </ol>	<p>Events:</p> <ul style="list-style-type: none"> <li>- Birthday Cake served for each branch of service</li> <li>- Activities and events for Veterans Week</li> </ul> <p>Programs:</p> <ul style="list-style-type: none"> <li>- Fall Open house</li> <li>- Student Veterans 101 training</li> <li>- Dinner for graduating Veterans</li> </ul> <p>Activities:</p> <ul style="list-style-type: none"> <li>- Valentines for Veterans</li> </ul>

