

# STUDENT SERVICES

**An MECC photo ID is required to access many student services.**

Offices/Service Locations	Operating Hours Regular hours are extended the first two weeks of fall and spring semesters	Services Available for Students
Admission 1st Floor, Godwin Hall	M-F, 8:00 am to 4:30 pm Phone: 523-7474	Apply for admission to the college.
Bookstore Holton Hall	M-Th, 8:00 am to 6:00 pm Fridays, 8:00 am to 4:00 pm Phone: 523-7461	Purchase textbooks, supplies, clothing, and gift items.
Business Office 1st Floor, Godwin Hall	M-F, 8:00 am to 4:30 pm Phone: 523-7475	Pay tuition and fees, get refunds, and get parking decal.
Career Center Holton Hall	M-F, 8:00 am to 4:30 pm Phone: 523-2400, ext. 343	Obtain career planning, job preparation and referrals.
Community Relations 2nd Floor, Robb Hall	M-F, 8:00 am to 4:30 pm Phone: 523-7480	Submit writings for the student newspaper (Red Fox Flier).
Counseling Center Holton Hall	M-F, 8:00 am to 4:30 pm Phone: 523-7472	Obtain personal, academic, and transfer counseling.
Financial Aid 1st Floor, Godwin Hall	M-F, 8:00 am to 4:30 pm 523-7470	Obtain help with determining financial need and completing financial aid application.
Red Fox Grill - Holton Hall	M-F, 7:30 am to 3:30 pm Vending Machines - all buildings	Purchase breakfast, lunch, snacks and beverages.
GAIN Student Support Services 2nd Floor, Godwin Hall	M-F, 8:00 am to 4:30 pm Phone: 523-2400, ext. 223, 278	Obtain tutoring/mentoring, counseling, scholarships, seminars, and transfer information.
Library 2nd Floor, Robb Hall	M-Th, 8:00 am to 8:30 pm Fridays 8:00 am to 4:30 pm Saturdays 10:00 am to 2:00 pm Phone: 523-7468	Obtain print and electronic resources; use computers, software and printer to support research and coursework.
Math Lab 2nd Floor, Godwin Hall	Hours vary and are posted each semester at the Math Lab. Phone: 523-2400, ext. 330	Obtain math tutoring; computer and math software also available for math class assignments.
MECC Online Help Desk Lobby, Godwin Hall	M-F, 8:00 am to 4:30 pm	Obtain assistance with using MECC Online.
Registrar 1st Floor, Godwin Hall	M-F, 8:00 am to 4:30 pm Phone: 523-7474	Enroll in classes and obtain official academic transcript.
Student Services Holton Hall	M-F, 8:00 am to 4:30 pm Phone: 523-7472	Obtain assistance with a wide range of services - your main resource for information.
Testing Center Holton Hall	M-Th, 8:00 am to 6:00 pm Fridays, 8:00 am to 4:30 pm Phone: 523-7472	Assess you basic skills in reading, writing and math; testing for distance education courses and makeup tests for all courses.

## Activities

You are encouraged to get involved and participate in extracurricular activities while a student at MECC. Check out student clubs, recreation, and activities available at MECC, beginning on page 13.

## Admission

This office is located on the 1st floor of Godwin Hall and is your first step to becoming enrolled at MECC. Mountain Empire Community College encourages all individuals to further their educational interests. There is no application fee. For more information, access the Admission website at [www.mecc.edu](http://www.mecc.edu).

Contact: Director of Enrollment Services

## Advisors

A faculty advisor is assigned to each student enrolled in an academic program to assist you with planning your course of study and meeting all requirements for graduation. Advisors are assigned by program of study, so it is important to inform the Office of Student Services if you decide to change your major. If you do not know who your advisor is, you may obtain that information through your account at MECC Online or by contacting the Office of Student Services. Plan to meet with your advisor at least once a semester to be certain that you sign up for the correct classes to graduate in your program.

Contact: Peggy Gibson

email: [pgibson@me.vccs.edu](mailto:pgibson@me.vccs.edu)

## Bookstore

MECC's bookstore is located in Holton Hall. In the bookstore, you can purchase your textbooks, as well as educational supplies, clothing, and gift items. Each semester, the bookstore sponsors a textbook buyback where students can sell used textbooks for cash. Students must have their semester class schedule to purchase textbooks. In addition, they must have an MECC photo ID to make charges to their financial aid. Textbooks can be purchased online through the bookstore website at <http://bookstore.mecc.edu/>

Contact: Dora Hill

email: [dhill@me.vccs.edu](mailto:dhill@me.vccs.edu)

## Business Office

This office is located on the 1<sup>st</sup> floor of Godwin Hall. Tuition and fees can be paid in person with cash, check or credit card. Students must have a photo ID to pay tuition & fees.

Contact: Donna Shelton

email: [dshelton@me.vccs.edu](mailto:dshelton@me.vccs.edu)

## Career Center

This service is located in Holton Hall. Students are encouraged to visit the Center to become acquainted with onsite resources, career counseling, and/or access the Center's online resources at [me.vccs.edu/career](http://me.vccs.edu/career). The Career Center helps students identify career interests and the corresponding academic program of study. Students can access resources to create resumes, prepare for job interviews, and locate job openings.

Contact: Jessica Genco

email: [jgenco@me.vccs.edu](mailto:jgenco@me.vccs.edu)

## Clubs and Organizations

See a complete listing of student clubs and organizations, beginning on page 14.

## Community Relations

This office publishes the *Red Fox Flier*. Students are encouraged to become writers and reporters for this student newspaper. Information for the TV monitors, located in each building, the electronic entrance sign, and the website is also provided by this office.

Contact: Sharon Fisher

email: [sfisher@me.vccs.edu](mailto:sfisher@me.vccs.edu)

## **Computers**

### **For Class Assignments and Research**

Computers are available to students in the Wampler Library on the 2<sup>nd</sup> floor of Robb Hall to support class assignments and research. All computers have a Windows operating system, the Microsoft Office software suite, Internet access, and a networked Laserjet printer. All users of MECC's electronic services are expected to use these resources in compliance with the Virginia Community College System's and MECC's policies. Personal assistance is available to assist new students with using basic computer operations.

Contact: Jamie Clark

email: [jclark@me.vccs.edu](mailto:jclark@me.vccs.edu)

### **Troubleshooting**

Technical problems related to MECC student email and passwords should be referred to MECC's Center for Computing and Information Technology Office.

Contact: Jane Parton

email: [jparton@me.vccs.edu](mailto:jparton@me.vccs.edu)

## **Counseling Center**

MECC maintains professional counselors to provide academic and personal counseling. The Counseling Center is located in the Sutherland Student Services Center of Holton Hall. All counseling services are confidential, operating under the guidelines of professional counselors prescribed by The Virginia Board of Counseling. Information shared with the professional counselors will not be shared with anyone, including professors, staff, students, parents or other persons inside or outside of the office of Student Services unless the student gives the counselor written permission to release information. Exceptions to this are made in cases of emergency including: safety; i.e. a student discloses intent to do serious harm to self or others; reported child/dependent abuse; or court order.

Professional Counselors: Carolyn Helms email: [chelms@me.vccs.edu](mailto:chelms@me.vccs.edu)

Mary Phillips email: [mphillips@me.vccs.edu](mailto:mphillips@me.vccs.edu)

## **Disabilities Accommodations**

Mountain Empire Community College will provide reasonable accommodations for students with appropriately documented disabilities. The type of accommodations provided by the College will be determined on a case-by-case basis.

Contact: Lisa Butcher

email: [lbutcher@me.vccs.edu](mailto:lbutcher@me.vccs.edu)

## **Financial Aid**

This office is located on the 1<sup>st</sup> floor of Godwin Hall. Financial assistance is available to help students meet costs related to course work at MECC. Several grants, scholarships, and work programs help students meet a variety of expenses including tuition and fees, books, supplies, transportation, food, and other monthly expenses.

Contact: Della Bays

email: [dbays@me.vccs.edu](mailto:dbays@me.vccs.edu)

## **Food and Beverages**

The Red Fox Grill is located in the Slemp Student Center in Holton Hall. A variety of breakfast and lunch selections are available, as well as beverage and snack selections throughout the day. Vending machines are also available in each building. Report vending machine malfunctions to the Business Office Cashier, 1<sup>st</sup> floor of Godwin Hall.

Contact: Donna Shelton

email: [dshelton@me.vccs.edu](mailto:dshelton@me.vccs.edu)

## **Information Services**

**Telephones** – Public pay phones are available in Godwin Hall-Holton Hall breezeway and Phillips-Taylor Hall (2<sup>nd</sup> floor). Phones for on-campus calls and to notify campus security about an emergency are available on every floor in every building. The Student Services Office will receive emergency messages for students and make every effort to see they are delivered.

## **Information Services - continued**

**Bulletin Boards** - In each campus building, bulletin boards provide information on many topics of interest to students. Some are designated for specific student or club use. Items to be posted on bulletin boards designated for student use must be stamped in the Student Services Office.

**Television Monitors** – TV monitors are located in each building to provide information to students about college events. To post information on the monitors, contact the Community Relations Office on the second floor of Robb Hall.

### **Publications –**

**Catalog** – This document contains all of MECC's academic programs/plans and courses. It also provides information on admission to the college and applying for financial aid, as well as other information. Printed copies can be obtained from the Admission Office; the Catalog is also online at [www.mecc.edu](http://www.mecc.edu).

**Student Handbook** - This document contains the college's policies and procedures related to students' rights and responsibilities. It is online at [www.mecc.edu](http://www.mecc.edu). Students desiring a print copy can obtain one from Student Services.

**Red Fox Flier** – This publication serves as the student newspaper. It is published eight times each year, August through April. Copies are distributed throughout the campus; it is also published online at [www.mecc.edu](http://www.mecc.edu).

**Transfer Guide** – This publication provides information on transferring to four-year colleges and universities. It is published online at [www.mecc.edu](http://www.mecc.edu). Copies can also be obtained from Student Services.

## **Library**

The Wampler Library is located on the 2<sup>nd</sup> floor of Robb Hall. Check out the Library's website ([www.mecc.edu](http://www.mecc.edu)) to review the wide selection of books, newspapers, magazines, and electronic resources, whether you need information for your classes or personal enrichment. Professionally trained staff are available to assist you. If you have Internet access at home, the electronic databases are available 24/7.

Contact: Michael Gilley

email: [mgilley@me.vccs.edu](mailto:mgilley@me.vccs.edu)

## **Lockers**

Contact Student Services in Holton Hall to apply for a locker. Students must provide their own lock. First priority is given to students with severe disabling conditions and second priority is to students riding buses. A lottery determines the allocation of the rest of the lockers. The college reserves the right to open and inspect the lockers at any time.

## **Lost and Found**

Report lost items or take found items to Student Services in Holton Hall.

## **Student Success Course**

It is important for students to become familiar with MECC's policies and procedures. In the SDV 100 course, you are also oriented to the college's programs, services, and personnel to help you adjust to the college environment. This course is required for students enrolling in a degree or certificate program and should be taken the first semester.

Contact: Mary Phillips

email: [mphillips@me.vccs.edu](mailto:mphillips@me.vccs.edu)

## **Parking**

MECC does not assess a parking fee; however, a parking decal is required for all vehicles parked on campus, unless parked in a visitor space. Parking decals are available in the Business Office, located on the 1<sup>st</sup> floor of Godwin Hall. Information needed to complete the parking permit application for each vehicle to be registered: Student ID number and name, vehicle description-model, year, and license plate number. It may be more difficult to find a parking space during peak class times (9:00 am to noon).

## **Photo ID**

Student IDs are made in the Wampler Library on the second floor of Robb Hall. An MECC photo ID is required to access many services on campus. Students must present valid identification (e.g., driver's license) to obtain a Student ID. Students only have their ID card made once: this same ID card will be validated each semester at the Business Office.

Contact: Jamie Clark

email: [jclark@me.vccs.edu](mailto:jclark@me.vccs.edu)

## **Registrar**

The Office of Enrollment Services, located on the 1<sup>st</sup> floor of Godwin Hall, maintains student academic records. This office provides official transcripts of students' courses and grades in addition to operating the student enrollment system.

Contact: Director of Enrollment Services

## **Security**

MECC provides 24 hour security, seven days a week on the college campus. Safety is a priority of the college. Emergency call boxes are located in each parking lot. Evening students may contact a security officer to escort him/her to their car. Security can be reached at anytime at 523-7473.

Contact: Brackle Sloce

email: [bsloce@me.vccs.edu](mailto:bsloce@me.vccs.edu)

## **Testing**

MECC's Testing Center is located in Holton Hall. All students enrolling in programs of study or taking nine or more credits in courses with an English or math prerequisite must be assessed of their basic skills in reading, writing and math. Testing during the evenings and weekends is conducted in the Wampler Library.

Contact: Bill Buckles

email: [bbuckles@me.vccs.edu](mailto:bbuckles@me.vccs.edu)

## **Tutoring/Mentoring**

The GAIN program provides tutoring/mentoring; academic, career, and personal counseling; scholarships; seminars; and transfer assistance for eligible students. The student support GAIN program is a Federal TRIO program funded by the US Department of Education. From the first year it existed on MECC's campus in 1983 until present time, GAIN has served thousands of students. The GAIN Program serves 175 eligible students per year. Visit the website at <http://www.me.vccs.edu/dept/gain/index.html>.

Contact: Regenia Massey

email: [rmassey@me.vccs.edu](mailto:rmassey@me.vccs.edu)

# **STUDENT ACTIVITIES**

The Student Activities Program provides a variety of meaningful extracurricular educational, cultural, and social experiences. If a sufficient number of students desire a particular activity, they should petition the Student Government Association for official recognition. Appropriate forms must be completed in the Student Services Office for all on- and off-campus activities.

## **Art Gallery**

The Slempp Gallery is located in the Wampler Library on the 2<sup>nd</sup> floor of Robb Hall. Throughout the year, the work of regional artists is on display, including the art work of

MECC students and local high school students. Come by often to view art, which ranges from reflections of the local culture to the avant-garde.

Contact: Alice Harrington

email: aharrington@me.vccs.edu

## Arts and Entertainment

Musicals, comedies and dramatic shows are available throughout the year on the MECC campus, provided by Pro-Art and MECC's Student Services Office. All events are free to MECC students. Pro-Art events held off-campus are free to MECC students showing a valid MECC Student ID card.

Contact: Lisa Butcher

email: lbutcher@me.vccs.edu

## Clubs and Organizations

**AmeriCorps** - AmeriCorps members address critical problems in our local communities. In AmeriCorps, you can make a difference, help our communities, gain valuable experience, and earn money for your education. For more information, contact Dr. Sue Graham in G221.

**Baptist Collegiate Ministries** - Provides a ministry to individuals in the campus community. For more information, contact Gary Jessee in G111 or Yvonne Jessee in G112.

**Club 10** - Club 10 initiates and maintains fellowship between MECC students and former students who are interested in the computer field, establishes close ties between MECC and computer profession, assists in job search and career direction, and assists club members with computer hardware/software related problems. For more information, contact Terri Lane, tlane@me.vccs.edu.

**Environmental Science** - Promotes a greater awareness of the environment through organized activities. For more information, contact Dr. Chuks Ogonnaya in DC116.

**Healing Hands (LPN)** - Promotes fellowship among club members and the health care community, responsibility, integrity, and education for LPN students. For more information, contact Brigitte Casteel in Dalton-Cantrell Hall.

**Hearts of Faith** - Promotes emotional healing through laughter. The primary focus is to visit the elderly in nursing homes and the sick in hospitals. However, the Hearts of Faith accept invitations wherever they are needed. For more information, contact Gena Massey in G216E.

**HotShots Photography Club** - Aids in the enrichment of our regional culture by accentuating the artistic endeavors of local photographers. For more information, contact Bill Harris in G233 or Neka Willson in R207.

**Lambda Alpha Epsilon (Criminal Justice)** - Promotes the fraternal relationship, higher standards of education, research projects, modern law enforcement methods, and unity in law enforcement. For more information, contact Cindy Mongle in DC123.

**Merits (Respiratory Therapy)** - Provides promotional interests in respiratory therapy through professional activities sponsored on local, state and national levels by the American Association of Respiratory Therapy and its state and local chapters. On the basis of need, the club will provide financial assistance to students interested in participating in professional meetings sponsored by AART and its chapters. For more information, contact Roger Thompson in R106.

**Mountain Empire Group Artists (MEGA)** - Promotes the arts in relation to life in Southwest Virginia, and participation and understanding in both the fine and commercial arts. For more information, contact Alice Harrington in R209.

**Phi Beta Lambda (PBL)** - A national organization for all students enrolled in business, office or teacher education programs to developing vocational competencies. For more information, contact Beth Snodgrass in PT137 or Jane Jones in PT138.

**Phi Theta Kappa (PTK)** - The international honor society for community colleges. For more information, contact Carolyn Helms in Student Services or Mike Strouth in G116 or Kyle Scanlon in G205 or Michael Gilley in the Library.

**SNAV-Rho Nu (Nursing)** - Promotes responsibility for contributing to nursing educa-

tion, programs of fundamental and current professional interests and concerns, and development of the whole person, his/her professional role, and his/her responsibility for the health care of people in all walks of life. For more information, contact Debbie Wright in R109.

**Technology** - Fosters the improvement of the industrial technology curricula. For more information, contact Shuler Ringley in DC113 or Paul Gilley in DC119.

**Troupe** - Gives students the opportunity to show their acting ability and creative ingenuity. For more information, contact Joel Bailey in G235.

**Tutors/Mentors** - Promotes good tutoring skills, professional behavior, and camaraderie among GAIN program tutors. For more information, contact GAIN.

## Diplomats

Diplomats promote development of leadership skills, give students a chance to “make a difference” while obtaining their educational goals, and promote good citizenship. Diplomats conduct campus tours, assist with registration and conferences, and serve as campus representatives at meetings, programs, and events. Diplomats are selected on the basis of willingness to work, enthusiasm, grades, and a pleasant attitude. To become a Diplomat, a student is nominated by MECC Faculty or current Diplomats.

Contact: Carolyn Helms

email: [chelms@me.vccs.edu](mailto:chelms@me.vccs.edu)

Regenia Massey

email: [rmassey@me.vccs.edu](mailto:rmassey@me.vccs.edu)

## John Fox, Jr. Festival

Held each April, this event brings regional authors to the campus to discuss their writings. This festival is held in conjunction with the Lonesome Pine Short Story Contest.

Contact: Donna Stanley

email: [dstanley@me.vccs.edu](mailto:dstanley@me.vccs.edu)

## Intramural Sports

Basketball and walleyball are among the sports teams available at MECC.

Contact: Carolyn Sumpter

email: [csumpter@me.vccs.edu](mailto:csumpter@me.vccs.edu)

## Spring Fling

This annual event provides an opportunity for all students to gather on the campus to share food and enjoy entertainment.

Contact: Lisa Butcher

email: [lbutcher@me.vccs.edu](mailto:lbutcher@me.vccs.edu)

## Student Center

The Slemp Student Center is located in Holton Hall. Students will find a relaxing area to meet with friends. A game room is available, along with the Red Fox Grill for food and beverages.

Contact: Lisa Butcher

email: [lbutcher@me.vccs.edu](mailto:lbutcher@me.vccs.edu)

## Student Government Association (SGA)

Through the SGA and membership in various committees, students have an opportunity to contribute to College policy. The SGA president serves as the student representative to the College Local Board and the College Council. The SGA provides an opportunity for student participation in the life of MECC. All students are encouraged to become acquainted with the SGA Constitution and take part in all student elections and activities.

Contact: Kyle Scanlan

email: [kscanlan@me.vccs.edu](mailto:kscanlan@me.vccs.edu)

## Tennis Courts

Two tennis courts are located on the campus. These courts are available for students and community use, when not scheduled for MECC tennis classes or other scheduled use.