

Student Services

Students at Coastal Alabama Community College receive a variety of services designed specifically for eligible students, including individualized tutoring, individual and group advising sessions, academic advising, financial aid assistance, educational and cultural field trip services, and specialized services needed by the individual student, through the Student Support Services Program, as found in the *College Catalog and Student Handbook*.

Services through the Americans with Disabilities Act of 1990 are provided through the Department of Student Development. These services are also in compliance with Section 504 of the Rehabilitation Act of 1973. The College's ADA Program is designed to ensure that students with disabilities have the programmatic and architectural access needed for successful integration into college life. Students with disabilities are provided with the "Criteria for Disability Documentation", which was adopted by the Alabama Community College System and implemented by all institutions within the System. Also, students are provided with the steps for filing an ADA grievance, which is contained in the *College Catalog and Student Handbook*. Records of accommodations, documentations, and requests for accommodations made by students with disabilities are maintained confidentially in the Division of Student Development.

Coastal Alabama Community College recognizes that in order to efficiently and effectively carry out its mission, and to maintain a climate that is conducive to its effective and efficient operation, its students must feel confident that any valid complaint or grievance a student may make concerning the College will be promptly addressed by the appropriate personnel. Therefore, the Complaint, Grievance, and Appeal Policy outlined in the *College Catalog and Student Handbook* defines the procedures for resolving such complaints and grievances which have been adopted by Coastal Alabama Community College.

The College's pathway list can be found on the College's website in the *College Catalog and Student Handbook*. The degree plans and pathways detailed in the College Catalog reflect the degree requirements and specific admission requirements, such as those required in the Allied Health programs, for each program of study the College offers. Students are able to quickly see what courses are needed to complete a specific program or pathway. Student services, including student organizations, student assistance programs, and opportunities to enhance students' college experiences, are featured on the College's website and in the *College Catalog and Student Handbook*.

In accordance with Board Policy 801.01: Admissions: General, as adopted by the Alabama Community College System Board of Trustees - It is the intent of the [Board] that any individual who has satisfied the admission requirements be admitted to an ACCS institution. The Board acknowledges that individual programs or courses may have additional, specific prerequisites or admission requirements as specified by program of study in the *College Catalog and Student Handbook*. All applicants must provide one (1) primary form of identification.

The security of personal information is protected in the conduct of assessments and evaluations and in the dissemination of results through the password protected learning management system that is licensed by Coastal Alabama Community College. Procedures regarding User Access/Password Assignment and Confidentiality are documented in section 2b of the Statement of Policy in the Technology Services Network Access Policy.

The College's *Navigator* is produced three times annually and specifies the technology requirements for distance education courses as well as the minimal computer specifications and minimal computer skills for completing distance education courses. Technical Support assistance is provided through a 24/7 learning management system support service and the Technology Services Help Desk.