

# STUDENT SUPPORT SERVICES & ACTIVITIES

Campus Security  
Library  
Academic Achievement Center (AAC)  
Wellness Center  
Student Housing  
Student Immunizations  
Student Activities Program  
Student Disability Services



## Campus Security

### Campus Crime Disclosure Act

The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act is a federal law that requires colleges and universities to disclose certain timely and annual information about crime and security policies. All public and private institutions of post-secondary education participating in federal student aid programs are subject to this act.

Seward County Community College/Area Technical School's annual security report includes statistics for the previous three years; reported crimes that occurred on campus; in certain off-campus buildings owned or controlled by Seward County Community College/Area Technical School; and on public property within, or immediately adjacent to and accessible from the campus, are contained in this security report.

The report also includes information concerning campus security, college policies concerning alcohol, drug, and weapons, crime prevention, the reporting of crimes, sexual assault, and other safety and security matters.

In complying with the statistical reporting requirements of the Clery Act, the college obtains the required statistics for campus crimes, through actual reported crimes both in person, through confidential reporting, and through contact with local law enforcement agencies. The college has initiated a silent witness program for anonymously or confidentially reporting crimes via the Internet. The program may be accessed at: [www.sccc.edu/report-crime](http://www.sccc.edu/report-crime)

Every reasonable effort is made to identify all reported crimes and to present the statistics in the annual report. You can obtain a copy of the report by contacting the SCCC/ATS Safety and Security Department on campus, the Dean of Administrative Services, or the Dean of Student Services.

### Safe and Secure Campus

A safe and secure campus environment is a high priority of the Seward County Community College/Area Technical School Staff and Administration. Student policies have been written to ensure that safety is reinforced by responsible student behavior. A full-time campus security staff is maintained and a surveillance camera system is utilized in various areas of campus. Please note that Security Officers and Surveillance Cameras do not replace responsible behavior by students, nor do they totally prevent crime from occurring. Reasonable precautions that students should practice include, but are not limited to:

- Report anything suspicious to a Security Officer at 620-417-1181 or 620-629-0670.
- Lock vehicles/dorm rooms and keep personal articles out of sight.
- At night stay in well-lit areas.
- When walking to the parking lot, to a building on campus, or anywhere on campus, student should be accompanied by other students.

- Observe published student guidelines and safety practices.

### **Drug-Free Schools and Communities Act**

Seward County Community College/Area Technical School supports and endorses the Federal Drug-Free Workplace Act of 1988 and the Drug-Free Schools and Communities Act amendments of 1989. Pursuant to these Acts, unlawful manufacture, distribution, dispensation, possession or use of a controlled substance or abuse of alcohol (as defined in these Acts) by any employee or student on college property or as part of any college activities is prohibited.

Any student or employee of the college found to be abusing alcohol or using, possessing, manufacturing or distributing controlled substances in violation of the law on college property or at college events shall be subject to disciplinary action in accordance with applicable policies of the college.

### **Weapons**

The possession, carrying and use of weapons, ammunition or explosives are prohibited on property owned or controlled by the college. The only exception is for authorized law enforcement officers or other persons specifically authorized by the college. Failure to comply with the college weapons policy will result in disciplinary action and/or prosecution.

### **Physical or Sexual Assault**

Physical or sexual assault on faculty, staff, or another student or visitor is in violation of the Student Code of Conduct. No student, faculty, staff member or visitor shall force or threaten to force another student, faculty, staff member or visitor to have sexual contact against any person's will. Any student charged with sexual assault on or off campus may be prosecuted under criminal statutes and disciplined under the campus Student Code of Conduct. Even if the criminal justice authorities choose not to prosecute, the college reserves the right to pursue disciplinary action.

Students or employees who feel they have been the victim of sexual assault should contact the Security Department. Victims may also contact the Dean of Student Services.

The Kansas Sexual Offender Registration Act of 1996 allows public access to a list of convicted registered Kansas sexual offenders. This information may be viewed on the Internet at [www.accesskansas.org/kbi](http://www.accesskansas.org/kbi)

Safety and security at Seward County Community College/Area Technical School is a shared responsibility between the administration, Campus Security, the students, the campus community, and local law enforcement agencies. While the College takes actions to help increase security, students and visitors also can contribute to their own safety by following rules, using common sense, avoiding dangerous situations, and reporting suspicious or threatening activities. Campus Security can be contacted at 620-417-1181 or 620-629-0670. A campus security office is located in the Student Union Building, room number SW109. Local law enforcement may be contacted at 620-626-0150 or during an emergency by dialing 911.

### **Library**

The Library provides faculty, students and community with materials, equipment, and facilities to support the curriculum. Newspapers, periodicals, and non book materials are available. Users are encouraged to use the supplementary materials, to learn to find materials, and to do recreational reading in the comfortable, relaxed atmosphere.

### **Academic Achievement Center (AAC)**

The Academic Achievement Center provides students with materials, equipment, and facilities which supplement each SCCC/ATS student's curriculum. Lab assistance is available during all Academic Achievement Center hours with literature and video tapes on study and test-taking skills; computer tutorials, course subject CD's, and word processing programs just a few of the services offered in Academic Achievement Center.

Peer tutoring is provided through the Academic Achievement Center at no charge to students. Peer tutors are trained and nationally certified to administer tutorial services. Tutors are available for most academic courses, for computer assistance and for study skills improvement. Students are encouraged to visit the Academic Achievement Center and to utilize the tutorial services available.

### **Wellness Center**

The Seward County Community College/Area Technical School Wellness Center will help individuals or groups select and maintain lifestyle changes for a healthier and happier life. The center creates cost effective health promotion and education programs for all individuals.

The Wellness Center offers the latest in aerobic exercise machines such as computerized bicycles, StairMasters®, rowers and treadmills to assist each individual in his or her cardiovascular fitness, a large component of wellness. Nautilus is available for strength training.

In addition, individuals can take advantage of aerobic classes, locker facilities, and a classroom that is used for seminars.

The Wellness Center is available to all Seward County Community College/Area Technical School students, faculty, and staff with a valid student/staff ID, or through enrollment in a class for credit. Community patrons may use the facility by paying a monthly fee, or by enrolling in a wellness class.

### **Student Housing**

Living in campus housing is a great way to meet friends, participate in campus activities and grow personally from the experiences which accompany campus living.

The college operates 3 coed housing facilities to accommodate up to 248 full time students. Each facility varies in its floor plan, location and amenities offered. Students are given preference to which facility they are assigned based upon the timeliness of receiving a completed form contract and deposit. (Specific information and pricing is listed on the housing contract located on the [www.sccc.edu](http://www.sccc.edu) website or SCCC/ATS Admissions Office.)

Depending on the facility requested amenities may include internet access, a student lounge, a central computer lab, cable TV and/or laundry facilities. A cafeteria meal plan is included as a part of every housing contract.

### **Student Immunizations**

The Immunization Program of the Kansas Department of Health and Environment recommends that all college students be immunized against tetanus, diphtheria, hepatitis B, varicella (chicken pox), influenza, and measles, mumps, and rubella. It is also recommended that students in the

## On Campus Statistics

<b>Criminal Offenses – On-Campus</b>	<b>2005</b>	<b>2006</b>	<b>2007</b>
Murder/Non-negligent Manslaughter	0	0	0
Negligent manslaughter	0	0	0
Forcible sex offenses (including forcible rape)	0	0	0
Non-forcible sex offenses	0	0	0
Robbery	0	0	0
Aggravated Assault	0	0	0
Burglary	3	3	0
Motor vehicle theft	0	0	0
Arson	0	0	0
<b>Criminal Offenses – On-Campus Residence Halls</b>	<b>2005</b>	<b>2006</b>	<b>2007</b>
Murder/Non-negligent Manslaughter	0	0	0
Negligent manslaughter	0	0	0
Forcible sex offenses (including forcible rape)	0	0	0
Non-forcible sex offenses	0	0	0
Robbery	0	0	0
Aggravated Assault	0	0	0
Burglary	3	2	0
Motor vehicle theft	0	0	0
Arson	0	0	0
<b>Hate Offenses – On-Campus</b>	<b>2005</b>	<b>2006</b>	<b>2007</b>
Murder/Non-negligent manslaughter	0	0	0
Aggravated assault	0	0	0
All forcible sex offences, including forcible rape	0	0	0
Forcible rape	0	0	0
Arson	0	0	0
Negligent Manslaughter	0	0	0
Simple assault	0	0	0
<b>Hate Offenses – On-Campus Residence Halls</b>	<b>2005</b>	<b>2006</b>	<b>2007</b>
Murder/Non-negligent manslaughter	0	0	0
Aggravated assault	0	0	0
All forcible sex offences, including forcible rape	0	0	0
Forcible rape	0	0	0
Arson	0	0	0
Negligent Manslaughter	0	0	0
Simple assault	0	0	0
<b>Hate Offenses – On-Campus (by prejudices)</b>	<b>2005</b>	<b>2006</b>	<b>2007</b>
Race	0	0	0
Gender	0	0	0
Religion	0	0	0
Sexual Orientation	0	0	0
Ethnicity	0	0	0
Disability	0	0	0
<b>Arrests – On-Campus</b>	<b>2005</b>	<b>2006</b>	<b>2007</b>
Liquor Law Violations	0	0	0
Drug Law Violations	0	0	0
Illegal Weapons Possession	0	0	0
<b>Disciplinary Actions/Judicial Referrals – On Campus</b>	<b>2005</b>	<b>2006</b>	<b>2007</b>
Liquor Law Violations	1	5	16
Drug Law Violations	0	0	4

health professions have additional protection against polio and tuberculosis. The American Health Association states “college students (living in residence halls) consider vaccination against Meningococcal Disease.”

Residents of SCCC/ATS Student Housing should complete a student health form and send to the Student Housing Manager; this form includes information about a student’s immunization history as well as existing medical conditions.

Proper immunization documentation requires obtaining written record of immunization dates (month, date, and year) from immunization certificates/records or medical records. To increase compliance with the college immunization policies, an exclusion policy is recommended for deficient students, with only medical or religious exemptions.

## **Student Activities Program**

A well-rounded program of student activities at SCCC/ATS is provided through special events and activities, athletic events, participation in clubs and organizations, and the intramural program. Active student involvement is the key to a successful student activities program.

### **Student Union Facility**

The Student Union houses the Saints Bookstore, the cafeteria, the Wellness Center, the Director of Student Activities Office, the gymnasium, the swimming pool, general meeting rooms, the Internet Café, student recreational areas, and T.V. Lounges. This area provides great facilities for the recreational and leisure interests of students; good manners, courtesy, and respect for public property are expected from students at all times. Any formal meeting in the Student Union by students must be scheduled in advance through the Director of Student Activities.

### **Clubs & Organizations**

Twenty-six diverse clubs and organizations are available at SCCC/ATS for students to participate in. Wide varieties of interests include organizations for both traditional and non-traditional students; see the Director of Student Activities for a complete list of approved campus clubs. Registration with the Student Activities Director is required for all student organizations on campus. The following must be provided for official registration of a student organization:

- Name of organization
- Approved sponsor
- List of current officers
- Statement of purpose
- Copy of Constitution/Bylaws
- Club Roster

### **Student Government Association**

Representation in government is the heart and soul of a democratic society. Student government represents an opportunity for students to participate in the democratic process. The Student Government Association (SGA) consists of three governing bodies; executive, legislative, and judicial. Offices in SGA are open to any qualified student at SCCC/ATS. The executive branch consists of a president, vice president, secretary-treasurer. The senate is made up of representatives from the different clubs and organizations on campus. A copy of the SGA Constitution is available from the Director of Student Activities; any student wishing to participate in SGA or file for an SGA office should visit with the director.

### **Student Life Organization**

This organization works closely with the SGA in planning activities and events for students; both Student Life and SGA are sponsored by the Director of Student Activities. These organizations provide leadership on the SCCC/ATS campus while placing emphasis on student involvement and community service projects by campus clubs and organizations.

### **Intramural Activities**

A program of intramural activities is organized through the Student Activities Office with input from Student Housing, the Student Life Organization, and the Student Government Association.

### **Student Fundraising**

All fundraising activities by students must be approved through a process that involves numerous SCCC/ATS staff members being notified and signatures obtained. A request for fundraising approval form is available through the Director of Student Activities, the Dean of Student Services. The organization must describe the fundraising activity, explain how the funds will be used, and schedule the date, time, and location of the activity through the campus Facilities Scheduling Office.

The request for fundraising is not approved until all signatures on the form are obtained. All funds collected by students and sponsor should be deposited in a college account the same day or next business day. Funds that are solicited as tax-deductible donations for scholarships, equipment purchases, organizational operating expenses, etc. must be deposited with the SCCC Development Foundation; in this case, checks must be made payable to SCCC Development Foundation. Additionally, the total of all funds collected must be deposited into the appropriate account and any expenses paid through that account. Any fundraising activity that involves a “Drawing” must follow guidelines recommended by college legal counsel. Copies of the guidelines should be distributed to all students involved in soliciting donations.

### **Intercollegiate Athletic Program**

SCCC/ATS is a member of the National Junior College Athletic Association (NJCAA) and competes in the Kansas Jayhawk Community College Athletic Conference. SCCC/ATS currently participates in the following sports for men and women:

- baseball (M)
- basketball (M & W)
- softball (W)
- tennis (M & W)
- volleyball (W)

### **Phi Theta Kappa**

Phi Theta Kappa is an honors organization for community college students. The Chi Alpha Chapter of Phi Theta Kappa affords students at Seward County Community College/Area Technical School the opportunity to be involved in various community service projects and attend leadership conferences as well as regional and international conventions. To be considered for membership, a student must have completed 15 credit hours of resident college coursework at Seward County Community College/Area Technical School, have a minimum 3.5 grade point average, and be currently enrolled in 6 credit hours. After membership in Phi Theta Kappa is established, members must maintain a 3.0 grade point average. Initial

membership is approved by Seward County Community College/Area Technical School faculty and administration.

## **Student Disability Services**

Seward County Community College/Area Technical School is making a good faith effort to comply with the provisions of the Americans with Disabilities Act (ADA); accessibility to programs, services and facilities by all students and patrons is a high priority. Students in need of accommodations should contact the Dean of Student Services in the Administrative Office in the Hobbie Academic Building, A114, or call 620-417-1016, to initiate their request for services.

After a written request, by the student, for services, an intake process will be conducted; the existence of a qualified disability must be verified and appropriate strategies and resources identified. Students must provide documentation of their disability before receiving services. In the case of a medical disability, students should submit documentation from a qualified expert stating the nature and severity of the disability, the diagnostic procedures used, and recommendations for academic assistance. In the case of a learning disability, documentation must be submitted from one of two sources:

- Students diagnosed prior to high school graduation can submit IEP documents;
- Students diagnosed after completion of high school must submit a recent psycho- educational evaluation performed by a licensed psychologist.

Information obtained is confidential and is used solely for the purpose of identifying appropriate support services.

Seward County Community College/Area Technical School offers academic support services to students with physical or learning disabilities. SCCC/ATS is committed to providing assistance to students that will facilitate their independence and academic progress. Assistance is tailored to the needs of the individual student. Academic support services offered based on individual need include:

- campus orientation;
- instructor notification;
- note-taking assistance;
- alternative testing accommodations;
- assistance in obtaining texts in alternative formats;
- assistance in obtaining an interpreter;
- accessibility accommodations; and
- additional specific services when necessary.