as may be necessary to the proof of criminal sexual assault in legal proceedings, including, but not limited to, assisting with arranging a medical examination of the victim.

i. In providing medical assistance, the college will indicate the need to preserve evidence of sexual assault and attempt to maintain the integrity of that evidence.

j. Information will be provided regarding state and federal mandatory testing of sexual assault suspects for communicable diseases and notification to the victim of the results of the testing.

k. After the assault has been reported to appropriate campus personnel, the institution’s personnel will take any reasonably feasible actions as are needed to prevent any unnecessary or unwanted contact or proximity with an alleged assailant, including, but not limited to, immediate transfer of classes, if requested by the victim.

Student Services

Philosophy and Goals
Of the Student Services Office
The Student Services Office, located in the Schoenherr Campus Center, exists to make the college experience enjoyable and successful. A wide range of support services include counseling, academic advising, financial aid, registration assistance, transcript service, student activities, career information, aptitude and interest testing, veterans assistance, tutoring, and employment assistance are available.

Academic Advising
Advisors and faculty can assist students in planning academic programs. Advisors and staff meet regularly with senior colleges and universities to establish and maintain transfer agreements to assist students in making the transition to a senior institution. Representatives from senior institutions visit the campus to advise students who wish to transfer. It is recommended that students meet with an advisor regularly; however, it remains the student’s responsibility to fulfill all graduation and transfer requirements.

Clubs
The number of active college clubs varies according to student interest and changes along with the composition of the student body. The Student Senate must approve the club constitution before a group can become recognized, use college facilities, and receive student activity funds. The student activities coordinator will help with plans to initiate a club.

Commencement
Each year a formal commencement exercise along with various activities are planned to create a special day for the graduates. Commencement is usually held after classes have ended for the Winter semester.

Internet/E-Mail Access
As part of the technology fee, West Shore students are entitled to e-mail accounts.

Your e-mail address is listed on your student identification card, which you can pick up in the Library on the first day of classes. Your e-mail address will remain active one semester beyond your last enrollment in WSCC classes.

Phi Theta Kappa
Students entering WSCC with a 3.5 grade point average from high school or those accumulating 12 or more credit hours with a 3.5 GPA will be invited to join Phi Theta Kappa, the international honors society for two-year colleges, either as a provisional or full member. Phi Theta Kappa recognizes achievement, offers enrichment activities, provides the opportunity for community service, and gives students the chance to interact within a community of scholars. Students wanting more information on Phi Theta Kappa should contact the faculty advisor or a WSCC counselor.

**Records**

Permanent student records are maintained by the Student Services Office. Records kept will include the West Shore transcript, an admission application, test results, correspondence, high school transcript, and transfer credit transcripts. Any changes in name, address, and telephone number should be brought to the attention of the Student Records Office.

One of the most common record-keeping problems arises when students stop attending classes and neglect to file the proper forms with the Student Services Office. Students who do not officially drop classes will not be eligible to receive any refund that might be due and most likely will receive the grade of “F” for courses they fail to drop or withdraw from officially.

**Student Accident Insurance**

WSCC provides an accident insurance program for all students, effective while they are enrolled. Coverage is valid only while on campus or while participating in college sponsored activities. This is a secondary policy to augment personal accident/health insurance. Contact the Business Office for more information.

**Student Senate**

The Student Senate is an appointed governing body comprised of current West Shore students. The Senate acts as a liaison and advisory body to the Student Activities Coordinator, who is responsible for student activities and programs. Students interested in pursuing a position on the Student Senate should contact the Student Activities Coordinator at 231-843-5792.

**Student Success Services**

The College’s comprehensive free student success services share a common purpose. They are designed to help students successfully reach academic, personal, and career goals. This network of services includes Career Planning; Counseling Services; Developmental Education; the Learning and Testing Center; Disability Access Services, the Tutoring Center and the Student Resource Center.

**Career Resources**

Career planning resources, including reference materials, interest inventories, computer exploration programs, as well as counseling services, are available to all interested people in the Women’s Resource Center located on the second floor of the Schoenherr Campus Center building. Career Resources help students relate their academic pursuits and personal interests to career goals and objectives. The Career Counselor is available by appointment.
during regular office hours or evening hours to help the exploration process begin.

Counseling/Advising
Licensed professional counselors and advisors are available to assist students in developing meaningful educational, career and personal plans compatible with their life goals. Professionally trained counselors can provide assistance with deciding on a major, discussing curriculum, transfer planning, clarifying career goals, course scheduling and helping with personal issues and referral information. Through personal development courses, confidential interviews, and alliances with mental health and social service agencies in the community, a wide variety of individual problems can be addressed.

Career Exploration Assessment
Several assessment tools are available from the college to complement personal and career counseling and academic advising. Interest, aptitude, achievement, personality, and competency measurements are among the services provided through the student services fee. These assessment tools are available to students interested in finding careers which build on their interests, aptitudes, experiences and values. To learn more about this opportunity, contact or visit Student Services.

Disabilities Access Services/
Tutoring Center
The tutoring center staff are committed to providing the best available services while encouraging students to succeed in their academic, career, and personal goals. Some of the services provided include:

- Tutoring assistance
- Accommodations and assistance for students with physical, emotional, or learning disabilities
- Information about study skills and learning styles
- Academic planning and counseling
- Goal setting using Educational Development Plans (EDP)
- Referral to community resources and campus programs
- Funding for supplemental Perkins Grants for students who are enrolled in non-traditional programs for their gender, single parents, displaced homemakers, or otherwise eligible students (contact the Financial Aid Office for details).
- Workshops aimed at encouraging student success
- Opportunities to brainstorm ideas for papers and projects with qualified staff
- Support and encouragement

Students who believe they may need audio or electronic textbooks as an accommodation are encouraged to meet with the Disability Access Services Office as soon as possible so these texts may be available when classes begin. Accessing these materials may take two weeks or more, depending on the publisher.

The Tutoring Center and Disability Access Services Center is located in Suite 761 in the upper level of the Schoenherr Campus Center. Contact us at extension 5546.

Student Resource Center
The Student Resource Center is located in the Campus Center. The primary role of the Resource Center is to provide information concerning college and community resources that are available to students. Students can be helped to access services from child care, housing, transportation, financial assistance, substance abuse treatment, to personal and career counseling. Students will be referred to appropriate on-campus departments and community agencies within the Lake, Manistee, Mason, and Oceana County areas. In addition, students seeking information on topics such as parenting, nutrition, personal finances, and health care will also be referred to both on-campus and community resources.
In addition, the Resource Center is responsible for career resources for West Shore students. These resources include career counseling/advising, career assessments, resume/cover letter writing, interview skills and apparel and job replacement. To utilize any of these services, please contact Student Services at 843-5510 or the Student Resource Center at 843-5942.

WSCC Alumni Association
The WSCC Alumni Association was established in 1987 with the assistance of the West Shore Community College Foundation. The purpose of the Association is to promote the interests of West Shore Community College, its alumni, and the communities the college serves. Members of the Association include individuals who have earned a degree or certificate from West Shore, as well as current and former students who have earned 30 or more semester hours of WSCC credit. Activities of the WSCC Alumni Association include: Alumni Achievement Award, Alumni Association Scholarship Fund, Distinguished Alumni Speaker Award, and Adopt-A-Highway Program.

For further information, contact:

Thom Hawley
Executive Director of Communications and Community Engagement
231-843-5803
E-mail: tahawley@westshore.edu

Transferring from WSCC

Transfer Information
One of the most important functions of the Student Services Office is advising students who plan to transfer to senior institutions.

To ensure that classes taken at WSCC will transfer to a senior institution, it is recommended that students take advantage of this service early in their academic career. It remains the student’s responsibility to fulfill all graduation and transfer requirements.

Course transfer guides are available in the Student Services Office to advise students how the courses they have selected will transfer to various senior institutions. In addition, university transfer guides listing recommended WSCC courses for a variety of majors are available. The WSCC website www.westshore.edu provides links to both the “Courses Transfer Guide” and the “University Transfer Guides”.

The Student Services Office has information on many senior institutions, including catalogs, application forms, and pamphlets. Also, representatives from many of Michigan’s senior colleges and universities visit the campus regularly to talk with students who may be interested in their institutions.

Students who transfer to another institution, prior to degree completion, are eligible to have up to 50 credits transferred back to West Shore Community College to apply toward a degree at West Shore. Please set up an appointment to speak with an advisor to learn more about this excellent opportunity at 231-843-5510.

Transfer Checklist
Students who will be pursuing bachelor’s degrees after completing their studies at West Shore are advised to follow this simple checklist of steps in the transfer process: