

Student Services

Educational Support

The College offers services and activities that complement academic programs to support the development of each student. The College maintains a staff of trained counselors and advisors who provide services to facilitate the academic, career and personal development of students. These services help students acquire skills and access resources necessary for academic success.

New Student Registration

The new student registration process acquaints new students with the purposes and programs of the College, registration and curricular requirements and College services and personnel. New students must visit the College and meet with an academic advisor, discuss future educational goals and register for classes.

Placement Testing

Full- and part-time students registering for classes requiring specific skill levels in writing, mathematics or reading must take appropriate placement tests or the identified prerequisite college course. If placement test scores indicate a need for developmental education, this course work must be satisfactorily completed before enrollment in the college-level course. A student who has SAT scores or ACT scores from testing within the last five years may be exempt from particular placement tests and may qualify to register for college-level courses. Students may request scores to be forwarded to the College for prerequisite evaluation (ACT School Code: 4377 and SAT School Code: 5381), or may bring score reports to one of the College's testing centers for prerequisite evaluation.

Academic Advising

LFCC believes that an appropriate and interactive academic advising process is essential to student success. The College is committed to provide students with the guidance necessary to make appropriate academic and career decisions. At LFCC, academic advising is a comprehensive and interactive process that utilizes both educational counseling and program planning.

Educational counseling is provided by a staff of trained counselors and academic advisors to assist students in clarifying their life, educational and career goals. Program planning is then provided by faculty advisors to assist students in the development and implementation of an educational plan and course of action.

Upon application to the College and selection to a curriculum, students are assigned an appropriate faculty advisor. Students who change their academic goals should meet with a student services counselor to ensure appropriate curricular placement and faculty advising assignment.

College Success Skills

All curricula placed students shall enroll in a College Success Skills class (SDV 100, 101, 108) within the first fifteen (15) credits of their program of study at the College. The course is designed to help students transition to college and introduce them to College resources and services. Effective study skills, career and academic planning and college transfer are among the topics offered to help students succeed in their course work.

Libraries and Learning Resources

The libraries of LFCC are open to the public without charge. The collection of approximately 62,000 cataloged items supports the College's academic programs and student interests. The collection consists of books, journals, video recordings, DVDs, compact discs, computer programs, newspapers, electronic books and a host of other print-based materials. The library catalog is accessible through the College's Web site at <http://www.lfcc.edu>. In addition, materials move between the College's two campuses daily by courier.

Materials not available in the libraries can be obtained through Interlibrary Loan from other libraries worldwide. The libraries participate in a statewide academic consortium called VIVA, providing access to electronic databases of all kinds, including over 8,000 full-text journals. Off-campus access to all of these resources is available to students, faculty and staff. The libraries also provide high-speed Internet access.

The highly skilled library staff is dedicated to providing the highest quality service possible. They assist students in the use of the Internet and library research databases.

On the Fauquier Campus, the **Bob G. Sowder Library** is home to a growing collection of resources that support the College's programs and personal interests. Special facilities include 11 study rooms, nine for one or two persons and three large group study/library instruction rooms.

On the Middletown Campus, the **Paul Wolk Library** contains most of LFCC's collection of materials. The library houses the William B. Remington Archives Room.

Student Learning Services

The College offers individual and small group academic support to students. Tutoring services and learning laboratories are available to students at no cost.

Disability Services

The College supports the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990. The College's policy is a commitment to provide reasonable accommodations to students who have a documented physical or mental disability as they seek educational or employment goals. Students with a physical or mental disability diagnosed and documented by a licensed professional are urged to identify themselves to the College so they may be served under the Section 504 program. Students should see the campus disabilities counselor to discuss the process of requesting reasonable accommodations. The earlier students initiate the process by notifying the College of their disability, the sooner accommodations can be identified to provide equal opportunities for achieving success in educational goals. For more information on the College's process for disability accommodation, visit www.lfcc.edu.

TRIO Student Support Services Program

TRIO provides academic and personal support services to eligible students to assist them in successfully completing their programs of study and achieving their personal and career goals. The program offers a wide variety of services and

activities—including academic advising, career counseling, tutoring, mentoring, transfer assistance and social/cultural activities—designed to meet the individual needs of each student. Students may qualify by demonstrating an academic need and by meeting one or more of the following criteria:

- First generation students: Neither of the student's parents graduated from college with a bachelor's degree.
- Low-income students: Students who are eligible to receive financial aid or meet federal low-income guidelines.
- Students with disabilities: Any student with a physical, emotional or learning disability who requires academic assistance.

Contact the TRIO Program office at the Middletown Campus for further information.

Career Services

The College offers services and resources to assist students and graduates to carry out their career plans. Trained advisors offer career assessment, individual advising and classroom presentations in the area of transfer planning, resume development and job search skills.