



CONNECTIONS

SLCC RESOURCES

August 2015



Colleagues:

Salt Lake Community College is committed to each student's personal, professional, and academic success. Through collaborative partnerships with faculty, Division of Student Affairs staff members play a critical role in helping students succeed. Together, we assist students in achieving their goals by helping them complete a course, earn academic or industry-recognized credentials, or transfer to a four-year institution.

This brochure provides an overview of services and helpful information about the Division of Student Affairs to assist you in helping students succeed at SLCC. If you have any questions about this information or any other student-related questions, please do not hesitate to contact a Division of Student Affairs staff member.

Please review this brochure and refer students to our office so that we may assist them. We look forward to our continued work together. Best wishes for a successful academic year!

Sincerely,

A handwritten signature in black ink that reads "Charles W. Lepper". The signature is written in a cursive, flowing style.

Charles W. Lepper, Ph.D.

Vice President for Student Affairs

Information from the Office of the Registrar and Academic Records

MyPage (soon to be MySLCC) Faculty Services

1. Go to: www.slcc.edu.
2. Click on the MyPage Login and enter your username and password.
3. If you have not used MyPage before, follow the instructions to set up your password.
4. Click on the Faculty tab.
5. Select the desired menu option.

Tutorials

Online Tutorials are available on the Center for Innovation and the Faculty Training and Learning Center website. Tutorials include how to view class lists, view class information, drop students, report grades, issue override permits, and waitlist functions.

www.slcc.edu/innovation

www.slcc.edu/ftlc

FERPA

To remain compliant within the Family Educational Rights and Privacy Act (FERPA), confidential student information should not be released to anyone but the student. If the word "Confidential" is presented after the student's name, the student has requested a student information restriction. Do not release any information on this student **to anyone** without written authorization from the student. FERPA regulations found in [MyPage > Faculty tab > Faculty Resources channel](#).

Class Rosters/Lists/Schedule

Class rosters are generated electronically the first day of the semester, the last day to drop, and the day after the withdrawal deadline. Rosters are emailed to your BruinMail email account.

To view Class Lists or Faculty Schedule on MyPage:

1. Log in to MyPage and select the Faculty tab.
2. Select Class List (detail or summary) or Faculty Schedule (detail or day and time) from the Services for Faculty menu.
3. Select the term and Submit.
4. Select the desired class from the drop-down menu and Submit.
5. The Class List or Faculty Schedule will be displayed.
6. To perform another transaction, click the menu item at the bottom of the screen or close this window to exit.

Add Period Enforced

All registration Adds must be completed within the seven business day Add Period using the registration portal. It is the student's responsibility to add classes and request waitlist seating through the SLCC student portal. Please see the registration dates calendar for deadline dates.

www.slcc.edu/academiccalendar



Administrative Drop for Non-Attendance

Students who have not shown up or made contact with the faculty member by the second class meeting (or first class meeting for classes that meet once per week) may be administratively dropped. For online classes, students are required to log in to online classes within the first five days of the term. The administrative drop process opens seats for students waiting to register for the class. Faculty may administratively drop students through the Faculty Portal during the seven business day Add Period:

1. Select Registration Add/Drop from the Services for Faculty menu.
2. Select the term and Submit.
3. Enter the Student ID (use capital "S") or name of the student you are dropping.
4. Check the name to make sure you have the correct student. If correct, click Submit. If not, click the "Back" button and re-enter the Student ID.
5. Under the student's "Current Schedule," select Drop/Web on the drop-down menu next to the class you intend to drop, and click Submit Changes.
6. The dropped class should no longer appear on the student's schedule.
7. To perform another transaction, click the menu item at the bottom of the screen or close this window to exit.

Enrollment Exceptions

Late Add requests submitted by a faculty member must be approved by the faculty member's academic department. Faculty members should email any late Add requests to their academic department for approval. The department will forward approved Add requests to the enrollment exception email for processing. Late Add requests submitted directly by faculty members will not be processed and will be returned to the faculty member.

Waitlist Function

The waitlist option is available for most courses filled to capacity. Waitlist caps are set at 20% of class capacity. Faculty may view their course section waitlists through the MyPage Faculty tab and may communicate with the waitlisted students through email. As long as the waitlist is operating, students not on the waitlist cannot enroll in a course. Allow the waitlist function to operate as intended. The waitlist provides an instrument that allows students to register in an equitable registration process. The waitlist is available through the seven business day Add Period.

Grades

Reporting Final Grades

(Do not submit mid-term grades.)

1. Log in to MyPage and select the Faculty Tab.
2. Click "Input Grades" under the Faculty heading on the left side of the screen.
3. Select current term and Submit.
4. Select a class from the drop-down box and Submit.
5. Scroll down and begin grading—continue to page 2 if you have more than 25 students.
6. Make sure to log out of MyPage when you are finished posting grades.

Last Dates of Attendance Format: mm/dd/yyyy

Last Dates of Attendance (LDA) must be submitted for students receiving a grade of "E" (failing). If a student never attended the class, please submit the LDA as the first day of the semester.

Clock hours are reported for Apprentice-related classes only. For all other classes, please leave this column blank.

Change of Grade

Grade change requests may be completed through an email request. Email requests must be sent from the SLCC email account to: facultygradechange@slcc.edu and include class course and section, class CRN, term, student name, student number, previous earned grade, and requested earned grade. Once completed, the email will be sent to the department dean.

Note: Grade changes are updated on the student academic history (transcript); grade changes are not changed on the class list (roster).

Incomplete Grades

Incomplete grades may be given to students who cannot continue in class because of extenuating circumstances (such as serious illness, death in the family, or change of employment) with proper documentation. Students must be passing the course at the time of an Incomplete grade request. A substantial portion of a course must be completed (generally defined as 70%) before an Incomplete is given; however, the final decision is based on the instructor's discretion.

Upon receiving an Incomplete grade, the student must work directly with the instructor to create a contract indicating required work and time limits for completing the course. The contract should specify required work to be completed and/or tests to be taken and time allowed for requirements to be completed. Suggested time period is six months; however, the time period may not exceed one year from the time the Incomplete grade was received. **The student does not need to re-register for the class**, but should work directly with the instructor to complete the contract. When the student has completed the contract requirements, Faculty should submit a grade change by following the directions under *Change of Grade*.

If the student fails to fulfill the contract by the determined completion date or within one year of when the Incomplete was received, the Incomplete grade will be changed to the grade of 'E' (failing). The student who wishes to retake the class in order to receive credit must officially re-register and will be charged tuition.

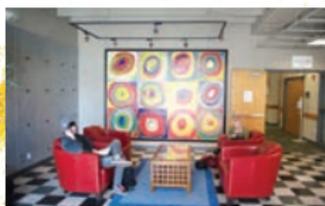
DegreeWorks

DegreeWorks is an online degree auditing system that measures a student's progress toward graduation in a specific program of study. It includes the requirements for each academic program as well as a list of courses to be completed by the student. This program shows the student their progress towards program completion as well as how courses have been applied to the program. Also included is a "What-if" function that allows the student to better understand the impact created by changing their major. DegreeWorks is located on the Student tab in MyPage.

www.slcc.edu/degreeworks

Employee Admission Fee Waiver

The SLCC admission application fee will be waived for any current SLCC employee. Employees may apply for admission by completing the Admission Application accessed through the Employee tab in MyPage under Student Forms for Employees.



SLCC Campus Services

Find this information in the A-Z Index at www.slcc.edu/azindex.

Students are more successful when they connect with Student Affairs and other campus departments. Here are some highlights:

Academic and Career Advising

Academic advisors are available to assist students in identifying personal academic goals, exploring course offerings, and interpreting assessment results. Advisors can recommend appropriate courses, serve as a resource for students experiencing difficulty, assist with educational plans, and monitor progress toward degree or course completion.

Multicultural advisors understand issues facing their student population. They provide bilingual advising sessions, refer students to resources in the community, and organize peer mentoring support groups.

Advising provides interest and personality assessments for self-exploration as well as resources and strategies for major and career choices. At the request of the instructor, one of our career advisors is available for a short or long career exploration classroom presentation.

Many students attend SLCC with the intention of transferring to another college or university. Various transfer resources are available, such as college catalogs, brochures, major information, and transfer articulation agreements for Utah schools. Transfer activities are scheduled every semester featuring college fairs, campus visits, and transfer workshops.

Faculty members are encouraged to use the Early Academic Alert Notification, available through MyPage, to inform the Academic Advising Office of students who are having difficulty with attendance, low test scores, missing homework, or other issues. One of our advisors will contact the students via email or telephone, asking them to contact the instructor or to visit with an advisor. This program has proven to be effective in identifying academic resources and support services necessary for student success.

Academic advisors are available at Taylorsville Redwood, South City, Jordan, and Miller campuses and the West Valley Center. Students have several options for communicating with an advisor: in-person, by phone, online by email, chat, or social media.

Undecided Major?

Academic and Career Advising and Career and Student Employment Services offer a variety of services to assist students with major and career exploration. Students can find information on career assessments, Career Coach, and other websites to learn about employment trends, wages, etc. Students are encouraged to review the catalog, take introductory classes, connect with faculty who teach in fields of interest, or gain exposure to fields through informational interviews, job shadowing, and/or internships.



Career advisors are available to make classroom presentations. Faculty can schedule a presentation by calling 801-957-5066.



MBTI and **Strong** are paid assessments designed to assist students to understand how their personality and interests may impact career satisfaction.

The Major & Career Discovery Series

The Major & Career Discovery Series is a free online course for major exploration, information resources, and interactive activities.



TypeFocus, **UtahFutures.org** and **EMSI Career Coach** are free, web-based resources our students can access.

LE 1200

LE 1200 is a one credit hour class available to students to assist them with more in-depth career exploration.

Academic Planning

SLCC offers the following degrees and certificates:

- Associate of Arts (AA)
- Associate of Science (AS)
- Associate of Pre-Engineering (APE)
- Associate of Applied Science (AAS)
- Certificate of Achievement
- Certificate of Completion
- Certificate of Proficiency

Students can choose from a variety of classes that include personal interest, vocational, general education, and/or pre-major requirements. Consult the General Catalog for more details.

Athletics & Recreation



SLCC's Athletic Department encompasses five highly competitive collegiate sports teams. SLCC Volleyball, Men's and Women's Basketball, Baseball, and Softball

compete in the Scenic West Athletic Conference (SWAC) against institutions across the intermountain west. SLCC athletic teams have been national champions once, runners-up five times, and have 23 appearances at NJCC Nationals. The Bruins have 50 Region 18 and/or SWAC Championships to their credit.

SLCC students, staff, and faculty are admitted to all home athletic events free of charge with a current and valid OneCard ID. Come cheer on our Bruin sports teams!

Many recreational/physical fitness opportunities are available to SLCC students. Fitness opportunities are offered along with sport clubs for soccer and volleyball. Extramural teams, such as tennis, compete each year against other in-state institutions. The Lifetime Activities Center (LAC) on Taylorsville Redwood Campus offers a gymnasium, indoor track, racquetball courts, a strength room, and a fitness center. Students participate in recreational/fitness activities and may use these facilities free of charge with a current SLCC OneCard ID. Staff and faculty may also access the LAC with their OneCard ID when classes are not in session.

Behavioral Intervention Team (BIT)

The BIT serves as the coordinating hub of a network of campus resources, focused on education, prevention, and intervention in situations involving students experiencing distress, engaging in disruptive behaviors, or posing a threat of harm to themselves or others.

Books & Supplies

Students may purchase or rent their books and supplies at any College Store or online.

Career and Student Employment Services (CSES)

CSES offers employment services for students including assistance with “On Campus Student Employment”, training-related employment services, part-time and temporary employment, internships, and cooperative education. In collaboration with Academic and Career Advising, they also help facilitate career exploration.

Center for Health & Counseling

Health & Counseling is a college community partner promoting and supporting student success and personal development by providing quality, accessible, affordable, culturally-sensitive, and confidential services through an integrative and collaborative approach to medical care, mental health counseling, health education, and massage therapy.

Currently enrolled students are eligible for all health and counseling services. This includes a \$10 office visit with either a nurse practitioner or counselor. Each student is also eligible for a \$10 massage each semester they are enrolled in classes. Services include education of healthy lifestyle choices such as healthy eating, alcohol awareness, safe sex and abstinence practices, and substance abuse prevention.

Code of Conduct

The Student Code of Conduct governs the behavior of students and outlines students' rights and responsibilities. It also specifically outlines the procedures for handling cases of student misconduct, grievances, and academic dishonesty.

Disability Resource Center (DRC)

The DRC provides accommodations for students under the Americans with Disabilities Act (ADA) for all SLCC programs. For information including eligibility requirements, contact the DRC.

Diversity & Multicultural Affairs

The Office of Diversity and Multicultural Affairs (ODMA) strives to create a welcoming and inclusive environment that enables all people to learn through the exploration of human differences. ODMA promotes interactive learning by delving into the complexities of the multifaceted (age, gender, race, religion, ethnicity, sexual orientation, nationality, and disability) identities. In appreciation of one's "authentic self", ODMA celebrates diverse cultures authentically and enhances multicultural awareness and responsiveness through trainings, programs, and services, in an effort to transform communities.

ODMA is located on the Taylorsville Redwood Campus, inside the Student Involvement Center (SIC). The SIC is a student-centered multi-use space where diversity, inclusivity, and leadership come together. There is a meeting room for student-led programs and activities and lounge areas where students can relax and engage in meaningful conversation or select books from the Inclusivity Resource Library. Students may also study in the open lounge space, at one of the many computer stations, or in one of the quiet study rooms and receive assistance from one of our tutors.



Email Address (BruinMail)

All SLCC students are provided a BruinMail email account through MyPage for official communication with faculty and staff. Students are expected to check their BruinMail accounts frequently to stay current with college-related communications. Students who forward their BruinMail account to a private (unofficial) email address are responsible to ensure SLCC messages are received.

Faculty members receive official email correspondence from the Registrar's office periodically throughout the semesters. For security reasons, all email communication must be sent through the SLCC email account. Correspondence includes grade rosters and registration updates. Please continue to check your SLCC email account for important information.

Emergency Notification System

SLCC has an emergency notification system. In the event of an emergency that requires a time-sensitive response, this system will allow the College to quickly notify SLCC students and employees.

In an attempt to provide the highest quality of public safety for Salt Lake Community College, all students are included in the College's Emergency Alert System (EAS).

Students and employees are encouraged to visit the EAS link on their MyPage account and put in additional contact information in order to receive emergency alert messages on all of their communication devices. If a student chooses not to receive emergency alert messages, they have the option to remove their information from the system by clicking on the Opt Out link under the SLCC Emergency Alert System icon.

Any student not registered for classes for two consecutive semesters will be automatically removed from the emergency alert system; they will be restored to the system upon registering again. Employees are automatically removed when they are no longer at the College.

ePortfolio

SLCC students build an electronic portfolio that they will use in all their general education courses and possibly in their programmatic courses. The ePortfolio provides students with a great educational space to archive and reflect on their best work to help them become active participants in their learning. Additionally, the ePortfolio allows students to document their goals and showcase extra-curricular activities. Faculty-oriented information can be found on the ePortfolio website.

Financial Aid

Many types of financial aid are available to assist with college expenses including grants, loans, work study, and scholarships. Students apply for financial aid by completing the Free Application for Federal Student Aid (FAFSA) online at www.fafsa.ed.gov.

Students should apply for financial aid as early as possible because the process can take up to three months to complete. Priority consideration will be given to students who have completed applications by April 1 for the Summer Term, April 15 for the Fall Semester, and November 1 for the Spring Semester.

First Year Experience (FYE)

The First Year Experience Office collaborates with Academic Affairs and Student Affairs departments to support the educational and social development of all new Salt Lake Community College students. Our various programs and services are designed to increase student engagement and connections in the first year of college. Our services include new student orientations, summer bridge program, welcome week events, parent and family programming, first year success workshops, peer mentoring programs, and classroom presentations in courses with a high number of first year students.

Grand Theatre

The Grand Theatre supports SLCC students by offering free tickets to performances in our regular season with their OneCard. Students and employees also receive additional discounted tickets to programs throughout the year. The events and activities sponsored by the Grand Theatre are intended to provide maximum performance opportunities for students, staff, faculty, and community members, as well as to offer high-caliber stage presentations in a college environment at a reasonable cost.



Information Hotline

When heavy snow storms, power outages, or other emergency conditions arise, official information regarding College closures can be obtained by calling the Information Hotline at 801-957-INFO (4636) or checking www.slcc.edu.

International Student Services (ISS)

Salt Lake Community College welcomes international students seeking a rewarding educational experience in the United States. ISS is the support center for international students from more than 60 countries and 25 language backgrounds, offering resources to assist with successful academic careers and social experiences while studying at SLCC.

ISS is proud to offer a one-stop, comprehensive service that provides information on issues important to international students: international admissions, pre-arrival information, orientation, visa and foreign student advising, placement test advising, employment authorizations, social and cultural adjustment, and intercultural and non-curricular programs. ISS ensures that the College maintains institutional compliance and meets federal regulations pertaining to the enrollment of international students.

Learning Centers

The Learning Center provides an array of **free** tutoring and learning support services to help students improve their ability to learn and achieve academic success. Services are available at Taylorsville Redwood, South City, Jordan, and Miller campuses, as well as the Library Square Center. Online tutoring is also available.

Library

The SLCC library system contains over 88,000 books and 650 periodicals supporting all areas of the curriculum. Approximately 50% of the SLCC collection is online and students can access the resources whenever they need them. The Library staff provides assistance with research, reference questions, using the Library's resources, and accessing the web. Librarians are available to give presentations to classes and other groups. The Library also provides groups with study rooms, individual viewing areas, copy machines, and an open access student computer lab. You can visit the Library at the Taylorsville Redwood, South City, Jordan, and Miller campuses and online.



Parking

A parking permit is required to park at all SLCC campuses. The Library Square Center requires the Library Square permit.* A permit can be obtained from the Parking Services Office, Cashiers, and Information Desks at Taylorsville Redwood, South City, Jordan, and Miller campuses and the Airport Center for \$17.50 per semester or \$35 per academic year. Fees are subject to change.

Students can avoid parking altogether by purchasing a reduced-cost UTA bus and TRAX train pass. Read the **UTA/TRAX Permits** section of this booklet to learn more.

**Library Square requires the Library Square permit only. Library Square permits can only be purchased at Library Square or Parking Services and will only be available on a semester basis to students taking classes at that campus. The Library Square permit may be used at other campuses, but the general SLCC parking permit will not be permitted at the Library Square Center.*

Scholarships

SLCC students have access to scholarships offered by Financial Aid, various departments, and private off-campus organizations. SLCC also offers college scholarships for transfer students and continuing students. These are awarded as tuition waivers rather than cash awards. Students generally need to be enrolled for at least 9 credit hours per semester to be eligible for these tuition waivers. For more information on these and other merit-based private scholarships and deadline dates contact the Financial Aid Office.



SLCC Online

SLCC Online is SLCC's eCampus. With over 200 unique online and other eLearning course offerings, multiple degree offerings, and a network of support resources, SLCC Online is a great way to Step Ahead with educational and career pursuits. Several course delivery options are available to fit students' learning styles and needs. Scheduled offerings are listed in the online schedule.

Canvas support for students and faculty is now available 24/7/365 by calling 801-957-5125 (option 1) or toll free 844-334-0397. Contact the Support Center for assistance with any eLearning course or program offering.

In-person and remote proctoring services are available for online courses through the eLearning Instructional Testing Centers.



Student Express

Student Express, located on the second floor of the Student Center at the Taylorsville Redwood Campus, assists new and returning students with general information regarding admissions, placement test interpretation, new student orientation, registration procedures, and identification of campus resources. Students who are undecided about a major or who need help with career exploration or general education and major requirements will be referred to Academic and Career Advising.

Student Identification: SLCC OneCard ID

The OneCard is the official ID card of Salt Lake Community College. This card is not only the student's college ID, it is also a Discover® pre-paid debit card as well. So what does this mean for them? It allows students to receive their refunds from the college faster than ever before!

This account makes it easy and safe for students to gain immediate and convenient access to their funds and use it where ever Discover is accepted. But that's not all! The OneCard continues to be the student's main on-campus funds option to use at all campus retail locations such as: food services, bookstore, printing services, cashiering (make tuition payments), and printing in the computer labs. Students must be registered (enrolled in classes) to obtain a OneCard. It is a nontransferable ID card; only the cardholder may present the OneCard for purchases, access, and other privileges.

Students are required to have a OneCard to participate in the following activities and services:

- ID for test taking at the Testing Center
- Access to the Lifetime Activities Center
- Student activities and events
- Use as a library card
- Voting for student elections
- UTA Ed-Pass (with purchase of UTA service)
- Access on the B-Line (on-campus shuttle service)
- Printing in computer labs

Student Life & Leadership (SLL)



SLL is the home of the SLCC Student Association (SLCCSA), comprising the student government and student leadership of SLCC, student activities, and over 70 student clubs and organizations. SLL

also houses the Washington, D.C. internship program, StrengthsQuest, Leadership Development, and competitive sports. SLL provides diverse opportunities for students to engage in interactive educational experiences. SLL is continually looking for faculty members to serve as advisors for student clubs and organizations. Please contact us if you would like to learn more. There are SLL offices at the Jordan, South City, and Taylorsville Redwood campuses and West Valley Center.

Technology Services

Computer Labs

SLCC has over 150 labs with thousands of computers for student use in either a classroom setting or in open use labs. Open labs are student-funded and are available to all registered SLCC students. Labs are at the following locations:

Taylorsville Redwood

Markosian Library
Student Center, second floor

South City Campus

Room 2-149, 1061-R

Jordan Campus

JHS Atrium, HTC 100

Miller Campus

Room MFEC 207

Free Apps

SLCC has a system called AllAccess that allows students, staff, and faculty to run computer lab applications (like Word, PowerPoint, Excel, AutoCAD, MatLab, Maple, etc.) on personal devices for free, from anywhere there is an internet connection. AllAccess also allows files to be saved in “MyDocuments” folder for later use.

Mobile App



The Ellucian Go mobile app (for both Apple and Android) helps students stay connected to SLCC like never before. Students can check grades, class schedule, campus maps and directions, important phone numbers, academic calendar, and events all in one place.

BruinMail/Google Apps

SLCC has partnered with Google to provide all SLCC students with an SLCC Google account:

account@bruinmail.slcc.edu.

Students can connect to this account from their smartphone or through MyPage. This account also allows access to all the Google Apps suite so students can share and collaborate with faculty and other students.

Testing Services

All students who want to register for a math or English class (or any class with a reading or math prerequisite) must complete placement testing before they will be allowed to register for the class. Students may also submit ACT or SAT scores. These scores are used to place students in appropriate classes.

The Accuplacer placement test is currently administered daily on a walk-in basis at Taylorsville Redwood, South City, and Jordan campuses. A photo ID and SLCC Student Number must be shown to take the test. Visit the Testing Services website for tips on how to prepare for the test, locations, and testing hours.

Testing requirements may be waived if students have certain types of evaluated transfer credit from another institution.

Students should arrange for previous college(s) to send official college transcripts to the Transfer Evaluation Office and submit a Request for Evaluation of Transfer Credits form. Once transcripts have been evaluated, students may be notified by email if they need to take the Accuplacer.

Thayne Center for Service & Learning



THAYNE CENTER
FOR SERVICE & LEARNING

The Thayne Center envisions a world in which people's basic needs are met and in which the values of equality and social justice are realized. The mission of the

Thayne Center is to establish capacity-building relationships with community organizations, facilitate service-learning development for faculty and administrators, and coordinate service leadership programs for students who are out to change the world!

Students can enroll in service-learning courses, graduate as Civically Engaged Scholars, earn their work-study award with America Reads, or engage in one of our student leadership programs such as Alternative Break or Student Leaders in Civic Engagement (SLICE).

The Thayne Center also collaborates with the Service-Learning Coordinator who manages a number of faculty programs including a service-learning development course, grants for service-learning course design, networking opportunities, and individual consulting services to help faculty implement service-learning pedagogy in their courses.

Transferring Credit to SLCC

Students who have prior college credit should visit the transcript evaluation website for details, required forms and contact information on how to transfer prior credits for current SLCC programs. This process can take 2-4 weeks or longer during peak registration periods. Students should submit their transcripts and complete the Request for Evaluation of Transfer Credit form once they have applied to SLCC. Prerequisites completed at another institution must be transferred as part of a student's academic history at SLCC to be utilized for SLCC registration purposes.

TRiO Programs

TRiO/Student Support Services helps students accomplish their educational and personal goals and make the most of their college experience. A wide range of academic and personal support services are provided to program participants. To be eligible, applicants must be a first generation college student (neither parent received a four-year degree by the time the student turned 18), meet federal low-income guidelines, be a US citizen or permanent resident, and plan to graduate from SLCC within three years of enrollment and transfer to a four-year institution.

Tuition Payments

Students may pay tuition by phone at 801-957-3914, online or in person. In addition, SLCC offers a Semester Tuition Installment Loan (STIL). Students apply online through their MyPage Student tab under the Student Portal/Tuition Payments Options. There are four installments for fall and spring semesters and three for the summer. Students can avoid late fees by paying at the time of registration or making timely payment arrangements.

Tutoring

SLCC offers a variety of free tutoring and study skills programs to facilitate students' learning in many different subjects. These programs include: Academic Literacy Center (ESL and Reading), Center for Languages, Learning Center, Math Lab, Science Resource Center, Study Skills Workshops, Student Support Services, Student Writing Center, Online Tutoring, Finals Reviews, Accounting Lab, CSIS Tutoring, and Supplemental Workshops.

UTA/TRAX Permits

SLCC students who pay student fees, which are in addition to tuition, and have a OneCard may obtain a UTA pass for a reduced fee for use on UTA bus and TRAX lines for the school year. Students may obtain passes online at www.rideuta.com/studentpass.

They may then take their OneCard to any ID center location to have their pass activated.

Veterans Services

Students who are currently serving or have ever served in the Armed Forces are invited to visit Veterans Services whether they are using benefits or self-pay. Veterans Services assists Veterans to complete their educational goals. Most degree and many non-degree programs are approved for VA funding. Support services in the Veteran's Center include: VetSuccess on Campus, Veterans Upward Bound, VA VITAL Program, Veterans Accessibility Advisor, and Veterans Academic Advisor. The Taylorsville Redwood Campus office (STC 059) includes a lounge and computer lab for Veterans' use.

When Veterans or dependents drop, withdraw, or fail classes, SLCC Veterans Services must report their last date of attendance to the VA. Veterans Services is here to assist you as you serve our Veterans. Veterans Services has offices at the Taylorsville Redwood and South City campuses.

Tips for the First Day of Class

Your first meeting with students is an important opportunity for you to set the tone for the rest of the term. The following tips can help you get your class off to a great start:

- Introduce yourself to the class. Convey to students your teaching philosophy.
- Take attendance. Ask for correct pronunciation of names if needed.
- Review safety and emergency procedures.
- Discuss the course syllabus. A well-organized syllabus will help you step through the important information for students.
- Introduce the course subject and why it is important for students to learn it – other than to fulfill general education or major requirements.
- Bring copies of texts and other readings.
- Conduct a short, content-related exercise that helps students learn how to participate effectively in your class.
- Solicit student questions about the course.





SLCC LOCATIONS:

Taylorsville Redwood Campus

4600 South Redwood Road
Salt Lake City, Utah 84123
801-957-4111

Community Writing Center in Library Square

210 East 400 South
Salt Lake City, Utah 84111
801-957-2192

International Aerospace/Aviation Education Center

551 North 2200 West
Salt Lake City, Utah 84116
801-957-2050

Jordan Campus

3491 West Wights Fort Road
West Jordan, Utah 84088
801-957-2600

Library Square Center

231 East 400 South
Salt Lake City, Utah 84111
801-957-2000

Meadowbrook Campus

250 West 3900 South
Salt Lake City, Utah 84107
801-957-5821

Miller Campus

9750 South 300 West
Sandy, Utah 84070
801-957-5200

SLCC Online

www.slcc.edu/online
801-957-4406

South City Campus

1575 South State Street
Salt Lake City, Utah 84115
801-957-4111

Westpointe Center

2150 W Dauntless Ave (1000 N)
Salt Lake City, UT 84116
801-957-2150

West Valley Center

3460 South 5600 West
West Valley City, UT 84128
801-957-4614

