

# ACADEMIC SUPPORT SERVICES

## LIBRARY SERVICES

The Blanche Skiff Ross Memorial Library is a student-centered hub for information and collaboration, open daily for over 85 hours per week. The Information Commons area provides a dynamic learning environment for student interaction, research or technology help, information literacy classes, and both group and individual study areas. Traditional quiet study carrels, comfortable seating areas, abundant natural light and group meeting rooms accommodate diverse student learning styles. Wireless access for personal laptops, 14 desktop computer stations with printers/scanners, and professional research/technology assistance are provided at the Library. Along with over 50,000 books, periodicals, films, CDs and music scores, Cottey students enjoy free access to materials within the MOBIUS (Missouri Bibliographic Information User System), which includes 60 Missouri academic libraries and some large public libraries. Materials outside the MOBIUS system are also available to students through the Library's interlibrary loan services. The Library Web site includes the SWAN library catalog at <http://www.cottey.edu/library/new/home.htm> as well as scholarly database links to the full-text articles of over 5,000 periodicals as well as online news and government online documents. The Cottey Library frequently works with student organizations, faculty and the Cottey community to host social events, meetings and educational programming.

## ACADEMIC COMPUTING AND INFORMATION TECHNOLOGY

At Cottey, we are committed to preparing students for a world with rapidly emerging technological challenges and opportunities. The College provides a giga-bit ethernet fiber-optic network environment. All members of the College community have access to computing and multi-media technology. Networked computers are located in academic computer labs, laboratories, computer suites in the residence halls, Ross Library, smart classrooms, and other general areas. There is one computer to every four students. More than half of the students connect their personal computers via the wireless network to the campus intranet and the Internet on the main campus. An electronic mail system facilitates the flow of information and ANGEL, the Web-based course management system, enhances learning on campus.

## ACADEMIC ADVISING

At Cottey College, academic advising assists each student in the developmental process of clarifying and achieving her educational goals. Each student is assigned a full-time faculty member as an academic advisor.

It is the responsibility of the student to work closely with her academic advisor throughout the advising process. The more clearly a student can articulate her vision and goals, the more productive the relationship will be. Together the advisor and student devise a balanced academic program. The advisor reviews all registration decisions, including changes made after the beginning of a semester. After consultation with her advisor, it is the student's responsibility to choose and implement her academic program. In addition to aiding in the selection of courses, the advisor reviews the advisee's academic progress and may suggest transfer and career options. At the student's request, the advisor may refer her to other resources on and off campus.

## ASSESSMENT

Cottey's academic assessment program is designed to evaluate progress toward achieving those goals related to the academic program. The measures to assess these goals and their related objectives are found in course syllabi where appropriate and otherwise in documents describing the assessment program. Students attending Cottey support this effort by participating in activities designed to assess specific courses and programs as well as the overall academic program. These activities are aimed at evaluating the effectiveness of and improving the academic program.

## CAREER COUNSELING

Career planning information and counseling are available at the Kolderie Academic Assistance Center. The transfer and career planning coordinator helps students explore their interests, skills, values and personality preferences related to career goals through individual and group counseling. Students use the many resources available to identify majors and careers which include current publications on careers, majors, internships, study abroad and scholarships. The career lab hosts an interactive computer program that allows students to relate their interests and values to career planning. Workshops on résumé preparation, interviewing skills and major selection are offered throughout the academic year. Opportunities for community volunteering, part-time and summer employment, study abroad and internships are also available.

## STUDENT DISABILITY SERVICES

Cottey College is dedicated to providing equal access to educational opportunities for persons with disabilities in accordance with Section 504 of the Rehabilitation Act of 1973 and Title III of the Americans with Disabilities Act of 1990. The College community, through reasonable accommodations, ensures that no otherwise qualified person with a disability be excluded from participating in, be denied the benefits of, or otherwise be subjected to discrimination with regard to any program or activity offered by the college. Students seeking physical or academic accommodations for a disability can contact the coordinator for student disability services at (417) 667-8181, ext. 2157.

## TRANSFER COUNSELING

Over 95 percent of Cottey graduates transfer to four-year institutions after graduation. The Kolderie Academic Assistance Center offers transfer information and assistance. Its resources include college catalogs and promotional materials, admission and scholarship applications, college reference books, network access to colleges and universities, and computer software programs that allow students to identify choices. The transfer and career planning coordinator provides individual counseling, conducts workshops to prepare for transfer, and arranges for college and university admission representatives to meet with students regarding transfer.

## ACADEMIC RECORDS

The registrar and the Office of Academic Records provide service and support to students and alumnae. The registrar is responsible for all aspects of student registration and records. These responsibilities include: course scheduling, registration and course enrollment changes; grade reporting and transcript service; enrollment and eligibility certification; interpretation and application of academic rules and regulations; transfer credit evaluation; and certification of degrees.

## INTERNATIONAL STUDENT COORDINATION

Cottey College is authorized under federal law to enroll nonimmigrant students. Please contact the international student coordinator for assistance with matters relating to U.S. Citizenship and Immigration Service policies and procedures.

