This plan uses guidelines established by the Oklahoma Department of Career and Technology Education, Tech Centers That Work, Tech Prep, and Carl D. Perkins Career and Technical Education Improvement Act of 2006.

Student Services consists of the following personnel. This team is responsible for implementing the various aspects of the Student Services Plan and making changes to the plan based on advisory committee input and changes in guidelines or data.

Jayne Huffman, Assistant Superintendent
Dianna Fisher, Student Services Director
Darla Buck, Marketing Coordinator
Terri Downs, Financial Aid/ Adult Advisor
Arlene Dupree, Carl Perkins Counselor
Whitney Elmore, Perkins/Dropout Recovery/Alliance Specialist
Sandra Chambers, Academic Enhancement Instructor
Kenny Shade, Academic Enhancement Instructor
Jay Hayes, Dropout Recovery Instructor
Rita Mitchell, Registrar and Attendance Clerk
Lyndsey Wallace, Assessment Center Specialist
Shannon McElroy, Work Prep Coordinator/Instructor
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I. SOTC MISSION, VISION, BELIEFS, AND GOALS

Mission Statement:
SOTC provides quality education and training services to secure the future of Southern Oklahoma.

Vision Statement:
SOTC is recognized as a model of excellence in career and technology education.

Core Values:
- Competence
- Accountability
- Innovation
- Service
- Listening and Collaboration
- Employee Involvement
- Leadership

Goals:
1. **Growth** - Growth and development of all aspects of SOTC including Capital Improvement, Funding, Modernization.
2. **Communication** - Effective and timely external and internal exchange of information
3. **Process Improvement** - to document our common processes and track their improvement.
4. **Quality** - Deliver quality instruction and services.
II. Student Services Supports these areas:

Quality Placement
- Portfolio Development
- Job Readiness Training
- Sexual Harassment Training
- Community Involvement
- Public Relations
- Individual Networks
- Professional Organizations

Quality Training
- IEP/504 Modifications
- Academic Integration
- GED/Workforce Preparation
- ACT Preparation
- EOI Remediation
- Team Teaching
- Tutorials

Quality Recruitment
- Assessment
- Equal Access
- Gender Equity
- Non-traditional Enrollment
- Counseling
- IEP/504 Involvement
- Cooperative Alliance Agreements
- Plans of Study
- Alternative Delivery
- Financial Aid Eligibility
III. SUMMARY OF SERVICES

The Student Services team will strive to present our services professionally and will adhere to the Ethical Standards for School Counselors established by the American School Counselor Association and the National Career Development Association.

- Members will uphold the ethical standards of their respective professional organizations
- Members will attend workshops, conferences, and professional development events to keep them up-to-date on current trends and legal issues
- Members will use opportunities to inform the community of the programs at Southern Oklahoma Technology Center through advisory boards, service organizations, civic clubs, and the news media.

Objectives Include:

a. Provide all students with information about career options.
b. Advise all students on appropriate educational paths.
c. Develop strategies to overcome gender bias and stereotyping.
d. Support nontraditional program enrollment.
e. Provide necessary support for success in career programs.
f. Provide accessible, appropriate guidance and advisement for all students who are members of special populations.
g. Provide and/or acquire assessment documentation for purposes of program choice and placement for all students.
h. Assist students in identifying their purposes, interests and/or goals in attending Southern Oklahoma Technology Center.
i. Explain to students or potential students prior to assessments or enrollment the purposes of the assessment or enrollment, and the ways in which the results are used.
j. Explain assessment results to students and other appropriate persons.
k. Utilize multicultural gender, bias-free instruments for assessment purposes.
l. Develop Individual Career Plans or plans of study for every student to identify and document supplemental services needed (if necessary) for maximized program success, potential employability of individual students, and progress throughout the student's enrollment.
m. Ensure the students have access to all student services.
n. Coordinate all services with guidance and counseling staff from other education institutions or referral agencies through planned informational meetings, correspondence and other communications.
o. Have an active advisory committee comprised of representatives of business and industry, other educational institutions in the district, vocational personnel, students, related community agencies and representatives of/or members of special populations.
p. Compile and maintain a comprehensive directory of appropriate agencies for counseling referrals and other student support outside the scope of Southern Oklahoma Technology Center personnel.
q. Perform duties consistent with specific professional preparation.
r. Provide non-high school graduating students information/resources for obtaining a GED or GED assistance.
s. Provide students with information on developing a portfolio and/or criteria on advanced credentials required for obtaining a passport related to their career goals.
t. Assessing, advising, enrolling, and placing students in appropriate programs/classes affects retention. Providing guidance, counseling, mediation and referrals to students regarding attendance, personal issues, jobs, etc., also affects retention.
u. Improving services offered through surveys, focus groups and individual feedback affects retention. Providing students with special needs appropriate materials, equipment and modifications affects retention. Retention is an on-going process that involves every Southern Oklahoma Technology Center employee in some way.

IV. ADVISORY COMMITTEE
A Student Services Advisory Committee will annual review activities and suggest additional activities to meet the needs of our customers.

Assessment data will be used to identify needs and establish priorities. If required resources are unavailable, a plan to obtain the resources or find alternatives will be established. Special activities will be provided for at-risk students and student outcomes will be identified.

A planned Student Services Calendar of Events (program of services) will be annual reviewed and updated.

Measures to evaluate the success of activities will include student and staff surveys and data specific to the activity. Evaluation will include the program activity, student impact, and personnel so that improvements can be made as needed.

V. ADMISSIONS PROCEDURES
An Enrollment Management Plan to meet the needs of potential and current students is in place.

Current SOTC students will apply for admission for the following year first, then new junior and senior applicants, and finally new adult applicants (target month for current student application for re-admission is March).

Sophomore students in the SOTC district will receive special activities for recruitment (the Tec-X - PLAN For Your Future event is offered to all feeder school sophomores). Any high school sophomore, junior, or senior who has not had an opportunity to visit and tour the technology center will be encouraged to do so prior to completing an application for admission (target month for new high school applications is March).

Individual interviews with applicants are conducted at each sending high school campus. Parents/guardians are invited to be involved in the interview process so that everyone will
be aware of the programs offered, what program the student has applied to take, how the student can earn college credit or certification, including industry certification, and the team can identify the next steps for additional training after high school graduation, if needed.

Adult applicants must complete assessment and financial aid requirements before the application is considered complete (target month for new adult applications for full time programs is April).

High School Counselors will receive notification in May of students accepted to start the first day of class in August and those on the waiting list.

Congratulatory acceptance letters are sent in late March or Early April to students, and waiting list letters are sent to those whose placement is pending. Reenrollment acceptance is sent to students in late May after final instructor recommendations are received.

After students have been accepted into career majors, a “Parent Orientation Night” will be held in March or April. A “Meet the Instructor” activity will be offered in late July, or early August. These may include “Dinner and a Movie” or other themed events.

Rosters of accepted students are provided to instructors in late May so that they may make personal phone calls of introduction and/or mail program-specific information to students in June and July.

Letters outlining information concerning enrollment dates and times will be mailed to students two weeks prior to the on-campus enrollment event. Students will download the enrollment packet for the current school year from the SOTC website, fill it out and bring it with them to the enrollment.

On-campus enrollment event will feature all required steps for enrollment in one central location, traditionally the Ken Chaffin Student Center at SOTC. Student Services Staff and Registrar will verify that all students have the appropriate consent forms and permission forms signed and on file. Enrollment fees will be paid to the Business Office. Information regarding college credit, auction bucks, National Technical Honor Society, Career Tech Student Organizations, and other student activities is provided.

Student Orientation will be provided on the first day of classes at SOTC, and additional times during the year as needed. Students will be introduced to staff and be made aware of student service programs that are available.

Note: If a program is full, the Student Services Director will keep a waiting list and will be responsible for contacting those people as openings occur.

All students in programs with articulation agreements will have an Individual Career Plan (ICP) on file that indicates goals after completion of training, facilitated by the Murray
State College Facilitator and the College Alliance Coordinator. OKCIS will serve as the catalyst for ICPs.

Sample Adult Enrollment Process:
1. Interested adults contact SOTC via phone, e-mail, web page or in person.
2. Reception staff determines if the person is interested in short term (ACD) or full time programs. Applicants interested in LPN and ACD have a separate admissions process.
3. Inform potential applicant about the admissions process. Explain the purpose of the admissions assessments and the ways in which the results will be used. Potential adult applicants enroll for Admissions Assessment and take the COMPASS and OKCIS – IDEAS career interest inventory.
4. The Assessment Specialist will interpret test results to potential applicant and provide additional admissions information.
5. Financial Aid/Adult advisor will review the financial aid application and the application for admission to verify all required documentation is included, interview the adult applicant to help the applicant select the appropriate career major, and give completed application packets to the Student Services Director.
6. If possible, a tour of the campus and/or career major in which he/she is interested will be offered.
7. The Student Services Director or Adult Advisor will review application information and develop a plan of study for special circumstances such as language barrier, special equipment, extra time, and other modifications as required. In addition, information regarding remediation will be provided to the applicant, as needed.
8. The Student Services Director will notify the Registrar of the applicant’s status – accepted with a specific start date, or accepted to the waiting list pending availability.
9. The Registrar will contact the applicant by phone or letter.
10. If at any time during the application process an applicant has a question regarding his/her status, he/she is encouraged to contact the Student Services Director.

VI. GUIDANCE
A. Student Services Staff will conduct in-service training for the purpose of orienting the faculty and staff about the guidance services that are available. Topics include, but are not limited to:
   1. Introduction to the Student Services Staff and explanation of each person’s duties and areas of responsibility
   2. A description of the services offered
   3. Updates on enrollment
   4. Updates on methods of referrals
   5. Updates on special education information
   6. Updates on federal or state regulations affecting Student Services
B. Student Services Staff will be introduced to the student body and will provide the students an overview of the services that are available. Procedures for referrals and appointments will be discussed and identified.
C. Counselors provide individual guidance and career assessment to assist students in making informed decisions about occupational and educational features.
D. Consultation and referral services are available to students, instructors, and community agencies.
E. A crisis management team is available to assist students who may be experiencing a personal or family crisis.
F. A counselor/SPED teacher is available to attend IEP meetings at the high schools for students with special needs. The SPED coordinator is responsible for keeping the documentation and will keep the program instructors informed as allowed by law.
G. Student Services Staff utilize SchoolReach to inform parents about attendance and school related events and opportunities. In addition, SOTC has a digital sign to communicate important event information. Letters are mailed to parents and students as needed. Facebook and Twitter are also utilized in order to expedite messages for students, parents and sending school personnel.

VII. ASSESSMENT

Lyndsey Wallace, Assessment Specialist, administers a variety of assessments throughout the year. Career counselors at SOTC interpret career interest inventory results to help applicants determine possible career choices and assist applicants in devising a plan to help applicants achieve their educational and career goals.

A. COMPASS – Currently in the works to replace the TABE as our entrance exam for all adult applicants and Ability-to-Benefit students. It is also for current students interested in going to OSU-Okmulgee.
B. COMPETENCY TESTING – To test the achievement of current SOTC students to meet minimum competencies in full-time programs, except Cosmetology (competency measured by the State Board of Cosmetology Exam) and Health Science Technology II.
C. MERIT TESTING – Administered as a service to our patrons in southern Oklahoma, testing is administered for the Oklahoma Office of Personnel Management so that test-takers are not required to drive to Oklahoma City for the test.
D. WORKKEYS – This test is given to all full time students to provide reliable relevant information about workplace skill levels.
E. EPA EXAM – Federal regulations require that persons who work with regulated refrigerants be certified. The certification exam verifies that the person has read and understands the requirements of the Federal Clean Air Act.
F. OKCIS IDEAS – This assessment is used to help students or potential students identify their interests and match them with a wide variety of careers.
G. GED-General Education Diploma. GED Testing will begin in August, 2013.
H. C.N.A EXAM – These exams are given to those that are ready for their nurse aide certification, certified medication aide license, advanced certified medication aide license, tattoo/body piercing license, case management certification, or emergency medical responder certification.
I. CertiPort- Certiport certification testing is provided through Pearson Vue. Students who have completed appropriate coursework can schedule certification testing offered through CertiPort.
VII. FINANCIAL AID
Terri Downs, Financial Aid, assists adult applicants applying for financial assistance. SOTC participates in three (3) Grant Programs and various Scholarship and Sponsorship Programs.

A. Grant Programs – Amounts range from $200 to $5,350. Financial aid applications can be filed on the Internet at www.fafsa.ed.gov. For students without internet access applications can be filed electronically through the financial aid office.

1. Federal Pell Grant
2. Federal Supplemental Educational Opportunity Grant (FSEOG)
3. Oklahoma Tuition Aid Grant (OTAG) (State Aid Deadline is April 15)

B. Scholarship Programs – SOTC offers a wide variety of scholarships to assist our students with amounts ranging from $100 to $1000. Applications are available in the SOTC Financial Aid Office.

1. Greater Ardmore Scholarship
2. Noble Foundation Scholarship
3. Otha Grimes/Francis Tuttle Scholarship
4. Anna Collins Franklin Scholarship
5. Physicians Manpower Scholarship
6. SOTC Tuition Waiver

C. Sponsorship Programs – SOTC works with various sponsoring agencies, including:

1. Big Five WIA
2. Bureau of Indian Affairs (Chickasaw, Choctaw)
3. Vocational Rehabilitation
4. Veterans Administration (G.I. Bill)
5. Workers Compensation
6. Private Business

VIII. CAREER DEVELOPMENT SERVICES
A. Job placement is a cooperative effort of the student, the faculty, and the administration at SOTC. Students will be made aware of the process during student orientation. Although this cooperative effort usually proves successful, SOTC does not guarantee job placement.
B. Each instructor receives information concerning employment openings from the network of advisory council members for the program and from employers
contacting SOTC. Instructors announce openings and encourage students to apply for positions for which they are trained.

C. Each instructor will keep a record of job announcements and students who applied.

D. PORTFOLIO CLINIC

Sandra Chambers, Academic Enhancement Instructor, assists students as they compile a collection of documentation to use as they search for employment. Activities include interest, aptitude, and worker trait assessment, resume writing, interviewing skills, dressing for success, portfolio development, job shadowing, leadership training, and career development seminars. Portfolio Clinic Training includes:

1. Job Search Skills Training
2. Job Referrals
3. Resume Preparation
4. Online Resume Posting & Job Search
5. Cover Letters & Follow-up Letters
6. Interview Skills & Practice
7. Self-Advocacy Training
8. Job Retention Skills
9. Computer Familiarity
10. Team Project Planning & Community Service
12. Researching Advance Training & Scholarship Opportunities
13. Career Planning
14. Portfolio Development

E. JOB BANK

Sandra Chambers, Job Bank Administrator, instructs students on the use of online Internet tools.

1. The Oklahoma Job Link is designed to help CareerTech students find career opportunities and for employers to find skilled workers in technical fields.
2. Employers post available positions on-line and review on-line resumes of CareerTech students.
3. CareerTech students enjoy a searchable jobs database, links to employers nationwide, and post resumes online.
4. A student under the age of 18 cannot post his or her resume online without a parent or guardian’s written permission.

IX. LEADERSHIP DEVELOPMENT

A. NATIONAL TECHNICAL HONOR SOCIETY (NTHS)

SOTC is a chartered member of the NTHS. A NTHS member must be enrolled in an occupational technical class at Southern Oklahoma Technology Center with no probationary actions and meet academic and attendance requirements.

Activities state a NTHS member shall:
1. Be a member in good standing of a local, state and national vocational student organization
2. Make a significant contribution to a community service/school project and provide documentation.

Benefits a NTHS member shall receive:
1. Official NTHS membership certificate, pin, card, window decal and newsletter
2. Official seal to be attached to certificate of competency
3. Up to three letters of recommendation, in the member’s behalf, for a job application or college admission (letters upon request to NTHS national office)

B. STUDENT SENATE
The purpose of Southern Oklahoma Technology Center’s Student Senate is to identify high school students who have the desire, experience and characteristics to become student leaders at SOTC.

C. CAREER TECH STUDENT ORGANIZATIONS
1. Skills USA
2. Business Professionals of America (BPA)
3. Health Occupations Students of America (HOSA)

X. ACADEMICS
A. PROFESSIONAL DEVELOPMENT TRAINING
Sandy Chambers, Academic Enhancement Instructor, works with the technical instructors who choose modules for their students each year. Each lesson is presented in a multisensory fashion and activities range in difficulty level and address each modality of the learner: visual, auditory, and/or tactile/kinesthetic. Learners are placed in small cooperative learning teams. Learners complete assignments at their own pace. Learners view instructor demonstrations, participate in guided discussions and practice exercises, and receive immediate feedback. Clock hours completed are reported to each technical instructor for each student. Professional Development Training includes:
1. Goal Setting & Time Management
2. Learning Styles Assessment
3. Stress Management & Conflict Resolution Skills
4. Cultural Diversity & Gender Equity Issues
5. Customer Service
6. Personal Financial Skills
7. Active Listening & Persuasive Speaking Skills
8. Business Meeting Skills
9. Social Etiquette (introductions, table manners, tipping)
10. Team Project Planning & Community Service
12. Technical Writing
B. MATH

Kenneth Shade, Academic Enhancement Instructor, works with each technical instructor to schedule program-related sessions for his or her students. Lessons are available in a traditional, lecture-style format to meet the needs of an entire class or in a tutorial-style fashion for fewer students. The instructors strive to incorporate team teaching and project-based activities with the math lessons.

C. ADVANCED ACADEMICS

Kenny Shade, Academic Enhancement Instructor and Lyndsey Wallace, Assessment Specialist, supervises high school students enrolled in an on-line academic course. This is an option for students attending classes at SOTC who need an academic credit that they could otherwise not get on their campus. All teachers are state licensed and all core areas are offered. This is at no cost to the student and allows each student to take a course through online services without missing valuable credits at the home school. They are monitored weekly on their progress and grades are sent to their home school at the end of the semester. Only one class per student per semester is allowed. For more information on Advanced Academics go to www.advancedacademics.com.

D. TUTORIALS

A variety of tutorials are available from the academic instructors. Topics include, but are not limited to:

1. EOI Remediation
2. ACT Preparation
3. GED Remediation
4. CTSO COACHING
5. High School English and Math course assistance

E. PROMOTING ACHIEVEMENT AND STUDENT SUCCESS (PASS)

Jan Hayes, Instructor, and Whitney Elmore Carl Perkins Specialist, assist those who need to get back on track in pursuit of their dream jobs. PASS is an on-campus dropout recovery program designed to meet the needs of students who exited high school before graduating and are returning to school to request assistance in regaining credits for a diploma or study and test for a GED certificate. Students also pursue a technical field of study while enrolled in the program. The program’s curriculum is individually designed to meet specific requirements and is self-paced. Career information and career counseling is included in the curriculum. It also maintains a high level of student/teacher interaction that helps students who may have experienced difficulty adapting to the traditional school environment.
XI. COLLABORATIVE PARTNERSHIPS
   A. Oklahoma School of Science and Math Regional Site
   B. Cooperative Alliance Agreement
      1. Murray State College, primary partner
      2. Oklahoma State University – Institute of Technology, secondary partner