

## **Delaware Area Career Center**

### **STUDENT SERVICES – OPERATIONAL FORMAT**

#### **OBJECTIVE**

To promote student and school success by providing assistance and guidance to students to help ensure they have a rewarding, meaningful and successful educational experience.

#### **SCOPE OF SERVICES**

Student Services is comprised of:

- Pre-enrollment testing
- Program enrollment and registration
- Financial assistance information and advisement
- Referrals for counseling regarding issues posing barriers to educational or career success
- Adult Basic and Literacy Education (ABLE) including (among other services) content reading and math assistance
- Targeted professional preparedness training integrated into program curriculum
- Job search assistance

Student Services are available to all students regardless of which location they are attending for programming.

Assisting prospective and current students in identifying and selecting an appropriate training program is most often provided by the county Departments of Job and Family Services. Most students have already decided on a chosen career path prior to enrollment, but for those that have not, our occupationally specific instructors and program coordinators are available to provide career information on their specific fields. ABLE staff assist students in determining the types of occupations that match their interests, skills, and values. Students are also oriented in the use of career inventories available to students through OhioMeansJobs.com and other online sources. ABLE regularly uses speakers from various occupations and industries to provide industry-specific occupational information and the steps

Job search assistance is provided in varying degrees in group and individual sessions by program instructors and coordinators. They also provide job leads and make referrals to potential employers as opportunities arise.

Financial and enrollment services are provided by the Financial Aid Coordinator. The Financial Aid Coordinator encourages students enrolling in any of the career development programs to discuss various funding sources and opportunities. The Financial Aid Coordinator meets with incoming students, as needed, to explain the Enrollment Agreement that students will sign prior to enrolling. The Enrollment Agreement explains the direct school charges, creates an optional deferred payment plan, explains the refund/fee accrual policy, and establishes a contractual agreement.