



**Effectiveness of Student Services, Annual Evaluation
procedures and dissemination.**

1. Student Services- Purpose

Student Support Services help students adjust to and succeed in training by providing comprehensive academic assistance and advice through the following services:

Counseling on concerns affecting academic performance

- Personal, academic, financial aid and career counseling are provided for program participants. Student Support Services maintains an open door policy where students are free to come in for support services whenever the need arises. Referrals are made when appropriate, and all counseling sessions are confidential. Counseling is also available for personal and social matters.

Tutorial assistance

- Tutoring services are offered as part of the Student Support Services Program. Tutoring is available to assist with the development of skills that will enable participants to strengthen academic performance and is offered in practically all academic areas.

2. Evaluation and dissemination of Student Services

Student Services developed and administers end-of-program surveys:

- Student Services: Adult and high school students are provided end-of-program surveys and data is collected.
- Survey results are shared with faculty during annual evaluations with directors and supervisor.

3. Recommendations

Any program recommendations will be discussed at the Occupational Advisory Committee (OAC) meetings.