

STUDENT RIGHTS & RESOURCES 2016-17

The college and the VC program have many resources to help you and your family. Please take the time to find out more about what is available to you. We are here to help and are happy to connect you with people in other areas of the college and community. The college web site and catalog have additional information.

STUDENTS RIGHTS AND RESPONSIBILITIES

You have the right to a respectful work and study environment. You are part of a close community that will be working together and sharing facilities. Let us know if there is ever anything we can do to make this program more comfortable for you. Chemeketa students have certain rights that accompany his/her responsibilities as detailed in the Code of Behavior in the Chemeketa Creed. A copy of this and other important information is contained in your official college catalog and on the College web site. Read it. <http://www.chemeketa.edu/aboutchemeketa/collegelife/rights/rights.html>

INTEGRITY AND ETHICS.

Learning is built on the fundamental qualities of honesty, fairness, respect and trust. At Chemeketa, academic integrity is a shared endeavor characterized by academic honesty, personal responsibility and high academic standards. Any violation of academic integrity devalues the individual and the community as a whole.

Students at Chemeketa are expected to practice academic and professional honesty by not cheating, plagiarizing, or misrepresenting their work in any way. Students are ultimately responsible for understanding and avoiding dishonesty, even if such incidences are unintentional. Violations may result in failure of an assignment or failure of a course.

Copying of student or staff files, software, or fonts is illegal and will be strictly monitored. No Bit Torrent downloads of any kind. Peer-to-Peer software is prohibited on any Chemeketa network. Do not steal images or fonts. If at any time you are not sure about the legitimacy of your writing or image sources, ask your instructor for clarification. The complete policy on academic honesty is available in the College catalog and on the Chemeketa web site: <http://www.chemeketa.edu/aboutchemeketa/collegelife/honesty/policy.html>

AFFIRMATIVE ACTION

It is the policy of Chemeketa Community College and its Board that there will be no discrimination or harassment on the basis of race, religion, color, sex, age, national origin, ethnic origin, sexual orientation, gender identity, marital status, citizenship status, pregnancy and related conditions, family relationship, veteran's status, disabilities and tobacco usage in any educational programs, activities or employment. Persons having questions about equal opportunity/affirmative action should contact the Affirmative Action Officer at 4000 Lancaster Dr. NE, Salem, Oregon 97309-7070, or call 503.399.4784. To request this publication in an alternative format, please call 503.399.5192.

HARASSMENT/DISCRIMINATION

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Chemeketa is committed to providing everyone with an environment focused on learning and growth, free of discrimination or harassment. Such behaviors are against college policies and will not be tolerated. Every member of the college community is expected to keep Chemeketa's work and educational environment free of any conduct that causes intimidation, hostility, or discrimination.

Given these goals, the college makes every effort to notify students and employees of their rights and responsibilities under its Harassment/Discrimination, Sexual Harassment, Respectful Workplace, and Consensual Relationships policies and procedures.

DIVERSITY

We are a college community enriched by the diversity of our students, staff, and community members. Each individual and group has the potential to contribute in our learning environment. Each has dignity. To diminish the dignity of one is to diminish the dignity of us all.

DISABILITY SERVICES

If you are a student with a disability, Chemeketa can help you achieve educational success and personal growth from our college services.

Disability Services helps students with disabilities reach their academic potential and coordinates college efforts to comply with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990. Call 503.399.5116, or go to the office in Building 2. <http://www.chemeketa.edu/earncertdegree/advising/disability/>

STUDENT RETENTION AND COLLEGE LIFE

College is about more than just earning a degree—it's about being involved and taking advantage of other learning experiences such as leadership, student representation, and cultural offerings. Chemeketa has nearly 40 clubs you can join as well as a Multicultural Center that offers many programs. Chemeketa has athletic teams in basketball, volleyball, softball and baseball. Call 503.399.5116, or visit Student Life in the Building 2 Student Center, or <http://www.chemeketa.edu/collegelife/life/index.html>

CAMP AND TRIO PROGRAMS

These federally-funded programs help low-income, first-generation students and students with disabilities (TRIO) and students from migrant backgrounds (CAMP) succeed in college. Services include advising, textbook lending, tutoring, tuition-free classes, scholarships, and computer availability. Contact the College Access Programs department at 503.315.4293 for information, or drop by Building 2, Room 230. camp.chemeketa.edu and trio.chemeketa.edu

ADVISING, COUNSELING

Academic advising is available for any Chemeketa student and is required for all first year, degree or certificate seeking students. Meeting with an advisor can help clarify your academic and life goals, choose classes that prepared you for a career, and/or identify transfer options. Instructors are also available to discuss class, degree, and career options. Appointments may be made online through ChemekNET in MyChemeketa.

You will be assigned a VC faculty advisor during your first year. This advisor will be your contact for all annual student reviews and program-related advising.

FINANCIAL AID AND SCHOLARSHIPS

There is a scholarship available for VC students who have completed their first year courses. Check for this and other financial assistance available to you as a student including scholarships & federal financial aid. Information is available at the Enrollment Center, building 2, room 200. Visit chemeketa.edu/services/financialaid, call 503.399.5018 or e-mail financialaid@chemeketa.edu.

BOOKSTORE

The Bookstore offers textbooks, student IDs, mail/UPS services, theater tickets, fax, computer and electronics, general and reference books, art/school supplies, gifts, snacks, imprinted clothing, and more. It is located on the first floor of Building 1 and is open 7:30 a.m.–5:00 p.m. with extended hours the first two weeks of the term. Art supplies are discounted the first two weeks of every term. Check your class supply lists.

FOOD PANTRY

The food pantry is a free resource for any member of the Chemeketa community that needs help making ends meet. Bring your ID card to receive basic items—not just staple foods, but also toiletries, cleaning products, baby and pet care items, school supplies, and seasonal produce from the gardens on campus. The Food Pantry is in Building 2, Room 176 as part of Student Retention and College Life.

CAREER CENTER

They offer support for students and alumni through all stages of their career development. Assistance with job search skills and strategies such as access to job listings, resume and cover letter building and editing, job application assistance and interview preparation, and access to workshops and events. Located in building 2, room 115. Call 503.399.5026

LIBRARY

Chemeketa has a great library on the Salem campus. It offers space for quiet study and group work. The Reference Desk assists with library resources, as well as being available online 24/7. You may borrow books and reserve readings and media from the Circulation Desk. Your student ID is your library card and lets you log on to library computers. Our online catalog at <http://librarysearch.chemeketa.edu> lets you search the collections of and request materials from other college and university libraries in the region. As a registered student at Chemeketa, you are entitled to a Polk, Marion or Yamhill county public library card. You must go to a public library to get the card. You can search the public library collections at <http://catalog.ccrils.org>. If you have questions, call Chemeketa's library at 503.399.5043 (Salem) or email reference@chemeketa.edu.

STUDY SKILLS

The Study Skills Center is available to help you get the most from your classes. Visit with the study skills consultant; explore our website or enroll in classes to improve your reading or spelling skills, make better use of study time, and improve your grades. Stop by the Study Skills Center in Building 2, Room 212, for one of the free study skills workshops. Call 503.399.5162 or <http://www.chemeketa.edu/earncertdegree/advising/studyskills/studying/index.html>.

WRITING CENTER

The Writing Center is staffed by writing instructors who offer one-on-one and group assistance with writing assignments. Customized mini-courses are available to help you with writing basics. Computer-assisted software will help you compose and edit. Stop by the Writing Center in the Library in Building 9, or call 503.399.7179. Online writing assistance is also available. Instructions on how to access the Online College Writing can be found at <http://write.chemeketa.edu>

TUTORING

We offer free tutoring to full-time and part-time students currently enrolled in credit classes. The Tutoring Center at Salem campus is in building 2, room 210 or register online for tutoring in whatever general education subjects you need help. We have face-to-face and online tutors waiting to help you. See our website for hours and more information at tutoring.chemeketa.edu.

Assistance for VC classes may not be available through the Tutoring Center. Contact your instructor if you need help and we will determine what resources are available.

Software tutorials are available through individual subscriptions to Lynda.com. Other free and subscription resources are available online.

VETERANS' SERVICES

Chemeketa's Veterans' Services provides information about eligibility, admission, financial aid, GI Bill® and many other important college resources. We hope this information assists you in understanding how Chemeketa can help you meet your educational goals and encourage you to contact us if you have any questions.

INSURANCE

The college does not provide student health or accident insurance. A Student Accident and Sickness Insurance Plan is available for student purchase.

LOST & FOUND

We will hold onto items of value that are turned in to us for a limited amount of time. Other items will be placed in a lost and found bin on the counter. This will be purged at the end of every term. Clothing and other bulky items will be taken to the lost and found in building two.