

# ADVISING

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## Academic Advising

Academic advisors help students establish academic and career goals, transition to college, interpret placement test scores, select and schedule classes, explore majors, develop a graduation plan and evaluate progress towards completion. Students are encouraged to meet with their advisor each semester.

## Student Accessibility Services

Students Accessibility Services (SAS) coordinates university efforts to provide access and opportunity to students with disabilities, including students who have disabilities that are apparent and non-apparent.

Students wanting to learn more about the services or accommodations should contact the SAS Coordinator in the Learning Assistance Center, Room 253. Advanced notice in planning services is strongly encouraged. SENMC is committed to providing an accessible institution to all individuals. Accommodations can be requested by completing these steps:

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1. Make an appointment with the SAS Coordinator to self-identify as a student with a disability.
2. Submit a Petition for Accommodation and proper documentation to the SAS Coordinator.
3. Finalize accommodations for the semester with the SAS Coordinator.
4. Take faculty notification letters listing approved accommodations to each instructor and return to the SAS Coordinator within five working days. For online courses, the SAS Coordinator will email notification letters directly to the faculty.

## Grievance Procedure for Students with Disabilities

SENMC has adopted an internal grievance procedure providing for the prompt and equitable resolution of complaints alleging any action prohibited by Section 504 of the Rehabilitation Act of 1973 of the Americans with Disabilities Act of 1990 (ADA), which prohibit discrimination on the basis of disability.

Students are encouraged to seek an information resolution of their concern directly with the faculty or individual(s) involved when possible. For matters where a resolution is not feasible, an SENMC Student Complaint Form (<https://forms.office.com/r/7ukdg5ePQM/>) available on the SENMC website must be completed and will be reviewed by the Vice President for Student Services and forwarded to the appropriate administrative official based on the subject matter.

For further information, contact the Student Accessibility Services Coordinator or the Vice President for Student Services.