

# Student Affairs

## Career Services

Building 10, Room 10312 • (937) 512-2772  
[www.sinclair.edu/services/career](http://www.sinclair.edu/services/career)

Career Services assists students and community members across the spectrum of career development including: resources and strategies for choosing an academic program, developing career plans, finding part-time and full-time jobs, building a professional network and making successful career transitions. Career Services also provides opportunities for displaced workers to make a successful transition in their career through individual coaching, review of transferable skills and assistance with completing contracts to secure funding for their college education.

### Referral for Services

- Focus 2 Career Assessment  
 TAA Contract Processing/ Questions/Assistance  
 Career Counseling (other than Focus 2 Career Assessment)
- Resume/Interviewing Assistance  
 Other (*list name/service, if applicable*) \_\_\_\_\_

Referred by \_\_\_\_\_  
Print name

Extension \_\_\_\_\_ Dept. \_\_\_\_\_

## Student Support Services

Building 11, Room 11342 • (937) 512-3550  
[www.sinclair.edu/support/ss](http://www.sinclair.edu/support/ss)

Student Support Services administers the grant funded TRIO program for eligible at-risk students. Services include, personal/career counseling, professional/and or peer tutoring, Academic Success Assist Program, textbook loan bank, cultural/social events, student progress monitoring.

### Referral for Services

- Program Information/Application Request; Students must meet strict guidelines for acceptance into the program, i.e. first generation, income guidelines, academic need, challenging career goals.
- Other (*list name/service, if applicable*) \_\_\_\_\_

Referred by \_\_\_\_\_  
Print name

Extension \_\_\_\_\_ Dept. \_\_\_\_\_

## Tutorial Services

Building 7, Room 7L07 (Library) • (937) 512-2792  
[www.sinclair.edu/support/tutor](http://www.sinclair.edu/support/tutor)

Tutorial Services provides "free" individual as well as open lab/group tutoring assistance to any Sinclair student who is enrolled in class for academic credit.

### Referral for Services

- Individual Tutoring  
 Open Lab/Group Tutoring
- Other (*list name/service, if applicable*) \_\_\_\_\_

Referred by \_\_\_\_\_  
Print name

Extension \_\_\_\_\_ Dept. \_\_\_\_\_

## Disability Services

Building 10, Room 10421 • (937) 512-5113  
[www.sinclair.edu/support/disability](http://www.sinclair.edu/support/disability)

Disability Services provides reasonable academic accommodations, auxiliary aids, assistive technology, support services and access to qualified individuals with disabilities in accordance with the ADA and Section 504 of the Rehabilitation Act of 1973.

### Referral for Services

- Classroom/Test Accommodations:  
 Extended Time on Exam Request  
 Special Classroom Equipment Needs Request  
 Interpreter/Note Taker & Other Request
- Counselor Appointment Request  
 Placement Testing Accommodation Request  
 Other (*list name/service, if applicable*) \_\_\_\_\_

Referred by \_\_\_\_\_  
Print name

Extension \_\_\_\_\_ Dept. \_\_\_\_\_

## Student Leadership Development

Building 8, Room 8025 • (937) 512-2509  
[www.sinclair.edu/student/leader](http://www.sinclair.edu/student/leader)

Student Leadership Development provides opportunities for leadership development and personal growth, while creating a culture of civility and shared community standards. With a wide range of leadership, social and educational activities including annual cultural events, academic and interest clubs, SLD is also the home of the Student Government Association (SGA). Fostered by student leaders, the SGA provides a comprehensive voice and program support for student leadership development and scholarship.

## Student Judicial Affairs

Building 10, Room 10332 • (937) 512-2291  
[www.sinclair.edu/student/judicial/](http://www.sinclair.edu/student/judicial/)

Student Judicial Affairs at Sinclair Community College is charged with upholding the Student Code of Conduct, which identifies behavioral expectations for all students on Sinclair campuses and all neighborhood learning sites.

## Veteran Services

Building 10, Room 10323 • (937) 512-2586  
[www.sinclair.edu/veterans](http://www.sinclair.edu/veterans) • [veterans@sinclair.edu](mailto:veterans@sinclair.edu)

- Assists veterans and military family members with accessing and using VA Education Benefits
- Support for student veteran needs (access VA, campus resources)
- Serve as a resource for Sinclair community on veterans and military family issues

### Referral for Services

- VA Education benefit questions  
 Questions regarding military deployments

Referred by \_\_\_\_\_  
Print name

Extension \_\_\_\_\_ Dept. \_\_\_\_\_

# Center for Student Success

Building 10, Room 10424 • (937) 512-3032 • [www.sinclair.edu/support/success](http://www.sinclair.edu/support/success)

## Counseling Services

Building 10, Room 10424 • (937) 512-2752

[www.sinclair.edu/support/counseling](http://www.sinclair.edu/support/counseling)

The counselors:

- Provide academic and/or personal counseling through individual appointments.
- Develop a Student Action Plan with students to assist them with defining goals and action steps for academic and personal success.

### Referral for Services

- |   |  |
|---|--|
| <input type="checkbox"/> Academic Interventions                     | <input type="checkbox"/> Second Chance Scholarship                         |
| <input type="checkbox"/> Sinclair Talks Workshops & Handouts        | <input type="checkbox"/> Student Insurance Information                     |
| <input type="checkbox"/> Crisis Intervention                        | <input type="checkbox"/> Student Success and Wellness Information          |
| <input type="checkbox"/> Prevention Education & Community Resources | <input type="checkbox"/> Other ( <i>list name/service, if applicable</i> ) |
| <input type="checkbox"/> Readmit Students                           | _____  |

Referred by \_\_\_\_\_  
Print name

Extension \_\_\_\_\_ Dept. \_\_\_\_\_

## Ombudsman

(937) 512-2205 • Building 10, Room 10424

[www.sinclair.edu/support/advocate](http://www.sinclair.edu/support/advocate)

The Ombudsman:

- Assists students seeking resolution of problems or issues confronting them at Sinclair. The office serves as a quick link for those needing immediate help.
- Works with faculty/staff by providing mediation services and intervention to address classroom behavioral concerns, or to offer life coaching/counseling to students they refer.

### Referral for Services

- |  |  |
|--|--|
| <input type="checkbox"/> Ombudsman Appointment Request | <input type="checkbox"/> Other ( <i>list name/service, if applicable</i> ) |
| <input type="checkbox"/> SCC 101 Interview Request     | _____  |

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## Pathways to Completion

Building 10, Room 10424 • (937) 512-3032

[www.sinclair.edu/support/success](http://www.sinclair.edu/support/success)

The academic coaches:

- Provide one-on-one coaching to select students, guiding them through their Completion Plan and MAP, from entry into Sinclair to completion.
- Assist students with choosing a major or career goal, developing a plan to pay for college, and identifying resources and services to support success.

### Referral for Services

- |   |  |
|---|--|
| <input type="checkbox"/> Follow-up appointment with PTC Coach Request | <input type="checkbox"/> Other ( <i>list name/service, if applicable</i> ) |
| <input type="checkbox"/> Program Information Request                  | _____  |

Referred by \_\_\_\_\_  
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Extension \_\_\_\_\_ Dept. \_\_\_\_\_

## Minority Student Success

(937) 512-2749 • Building 10, Room 10424

[www.sinclair.edu/support/counseling](http://www.sinclair.edu/support/counseling)

- Minority Student Success offers minority students individual and/or group coaching and other assistance to help identify and address challenges, both academic and personal, that affect students' ability to be successful and complete Sinclair's programs.
- The coaching and advocacy approach addresses the whole student and key student success areas with seminars and workshops being offered to enhance student success and completion of programs.

### Referral for Services

- |  |  |
|--|--|
| <input type="checkbox"/> Mentoring             | <input type="checkbox"/> Minority Success Strategies                       |
| <input type="checkbox"/> Academic Support      | <input type="checkbox"/> Classroom Learning Information                    |
| <input type="checkbox"/> Emotional Support     | <input type="checkbox"/> Cultural Activity Involvement                     |
| <input type="checkbox"/> Informational Support | <input type="checkbox"/> Other ( <i>list name/service, if applicable</i> ) |
| <input type="checkbox"/> Social Support        | _____  |

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## Sinclair Talks

[www.sinclair.edu/talks](http://www.sinclair.edu/talks)

These free sessions are presented on a variety of topics including: academic skills enhancement, educational planning, campus resources, career development, and cultural, social and personal development.

## Campus Ministry

(937) 512-2768 • Building 10, Room 10310

[www.sinclair.edu/support/ministry](http://www.sinclair.edu/support/ministry)

The office of Campus Ministry is a multi-faith center for spiritual life that encourages interfaith dialogue and spiritual deepening. The Interfaith Campus Ministers work together to provide pastoral care and educational opportunities and programs related to religious and spiritual life. Students, staff, faculty and administrators all religious traditions and spiritual practices, as well as those who have no affiliation, are welcome.

### Referral for Services

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Print name

Extension \_\_\_\_\_ Dept. \_\_\_\_\_



**SINCLAIR**  
COMMUNITY COLLEGE

**For More Information**  
(937) 512-2291 • Building 10, Room 10332  
[www.sinclair.edu/support/services](http://www.sinclair.edu/support/services)