



Student Resource Guide
March 19, 2020

Student Resource Guide

Academic Advising and Counseling

Your academic advisor is available through email and phone to answer your questions and to help plan for your summer and fall classes. We will continue with registration appointments via phone appointments. You may call or email your advisor to schedule a phone or Zoom appointment for the next couple of weeks. At this point, we will continue with opening summer and registration on Monday, March 30.

- The advising and counseling phone number 618-634-3200 will continue to be monitored.
- You can email your academic advisor for questions or concerns.

Anna Center advisors

- Lindsay Johnson lindsayj@shawneecc.edu
- Blake Goforth blakeg@shawneecc.edu

Cairo Center advisors

- Shelby Adkinson shelbya@shawneecc.edu
- Amanda Brown amandab@shawneecc.edu

Metropolis Center

- Jipaum Askew-Robinson jipauma@shawneecc.edu
- Greg Sheppard gregs@shawneecc.edu
- Hayley Story hayleys@shawneecc.edu

Vienna Center

- Teale Betts tealeb@shawneecc.edu

Main Campus

- Monica Brahler monicab@shawneecc.edu
- Erin King erink@shawneecc.edu
- Leslie Cornelius-Weldon lesliec@shawneecc.edu

Student Support Services (TRIO-SSS)

- Tanya Hill tanyahill@shawneecc.edu
- Mindy Reach mindyr@shawneecc.edu

Personal counseling – this is a stressful time for everyone. If you need to talk with someone about your concerns, our counselor is available. Please call 618.634.3200 to schedule a phone appointment.

Admissions & Records/ Registrar

- Outgoing transcripts requests will be accepted and processed by email. Please email the transcript requests to admissions@shawneecc.edu.
- The Transcript Request form can be found at <https://shawneecc.edu/admissions/transcripts> If you have questions on transcript processing status, please contact Danielle Boyd, danielleb@shawneecc.edu.
- If you have questions about Shawnee receiving your transcript, please contact Danielle Boyd, admissions@shawneecc.edu.
- For questions in regards to midterm or final grades, please contact Danielle Boyd, danielleb@shawneecc.edu.
- For questions regarding transcript evaluations (transferring of credit to Shawnee), please contact Danielle Boyd, danielleb@shawneecc.edu
- For enrollment and degree verification questions, as they relate to employment, insurance discounts or related issues, please contact Admissions, admissions@shawneecc.edu.
- For questions related to graduation petitions, please contact Danielle Boyd, danielleb@shawneecc.edu.
- Questions related to International Admissions should be directed to Danielle Boyd, danielleb@shawneecc.edu.
- If you are a student graduating in May and have questions about transferring, please contact Danielle Boyd, danielleb@shawneecc.edu.
- For questions related to the Registrar's office but not listed above, please contact please contact Danielle Boyd, danielleb@shawneecc.edu.

Business Office

- If you need to make a payment log in to your [MySCC](#) account. Then under the Self-Service Menu select Student Menu. Click My Account and then select View Account and Pay Tuition.
- For student account or payment questions e-mail Becky Steinmetz at rebeccas@shawneecc.edu or Brandy Woods at brandyw@shawneecc.edu, or call 618.634.3243.
- To enroll in the payment plan for summer 2020 classes through Nelnet: Log in to your [MySCC](#) account. Then under the Self-Service Menu select Student Menu. Click on My Account and then select Sign up for the payment plan/manage my plan.
- For Nelnet payment plan questions email Becky Steinmetz at rebeccas@shawneecc.edu or call 618.634.3243.
- 1098-T tax forms-Current students can view and print their 1098-Ts by logging in to their [MySCC](#) account. Then under the Self-Service Menu select Student Menu. Click on My Account and then select View My 1098-T Forms. For questions about 1098-Ts please contact Brandy Woods at 618.634.3417 or brandyw@shawneecc.edu.

Career Services

- Students who have resumes that need reviewed can send their rough drafts to Leslie Cornelius-Weldon, lesliec@shawneecc.edu. All resumes will continue to be reviewed during campus closure and all correspondence sent through email.
- If you have an interview coming up and need assistance with how to answer tricky questions and how to make a strong, first impression, please send all questions to Leslie Cornelius-Weldon, lesliec@shawneecc.edu.
- Jobs will be updated on the Career Placement website. Should you be curious about other opportunities, please use www.indeed.com or www.simplyhired.com for easy resources.
- All other questions for the Career Placement office can be directed through email to Leslie Cornelius-Weldon, lesliec@shawneecc.edu.

Disability Services

- Disability Services remains ready to assist in any way possible. Please contact Monica Brahler, monicab@shawneecc.edu with any questions or concerns regarding your accommodations.
- For students requiring extended test time, your exam time should be increased even when your exams move online. Please be sure to check with your instructor prior to any exam to ensure that your extended time remains in-place.
- For students requiring an exam reader, please contact us at least two business days prior to the exams and we will work to provide a reader via video chat or phone. Mindy Ashby, Coordinator of Student Success Center, mindya@shawneecc.edu.

Financial Aid

Financial Aid is available via phone 618.634.3280 and email finaid@shawneecc.edu. We can answer questions about the student's account, help individuals complete the FAFSA, and answer general questions.

- Forms can be mailed to Shawnee Community College, Financial Aid Office, 8364 Shawnee College Road, Ullin, IL 62992. We will pick up forms weekly for processing.
- Financial aid awarding, document processing and disbursements will continue with off-campus processing.
- Students also are encouraged to monitor their student account via MySCC for updates.
- We are finishing the setup to announce financial aid offers for 2020-2021. We will email the student's Shawnee email in April to let you know when your offer letter is available. Students will be able to view their awards via MySCC.
- We are working with the Business Office to ensure timely disbursements.

GI Bill recipients - legislation is pending regarding GI Bill benefits to address colleges changing to an online format for many courses. We will communicate the final decision to impacted students through Shawnee email once the changes are final.

Talk before your drop - Federal rules require that students repay federal student aid when they do not complete 60% of the semester. Please contact our office if you are considering dropping so we can discuss your options.

Library Services

- To help prevent the spread of COVID-19, interlibrary loan services for physical items are suspended until further notice. For now, please keep any library items that you currently have checked out, whether they are from SCC or another library. Due dates will be extended (ignore any automatic notices) and all fines will be waived.
- To help with your research, the SCC library databases offer thousands of magazine, journal, and newspaper articles, plus ebooks and streaming video. Access to all library databases is available from home through MySCC.
- Logging into MySCC and clicking the databases icon should get you into most databases from home. Contact Tracey Johnson at traceyj@shawneecc.edu or library@shawneecc.edu if you have any issues logging in.
- Database and citation assistance will still be available virtually. Contact library staff at library@shawneecc.edu for general questions. Contact Tracey Johnson at Traceyj@shawneecc.edu to set up a virtual appointment for research assistance.
- Many helpful how-to directions can be found in the Knowledge Base. The link is on MySCC (on the right, across from icons).

Moodle Assistance

- Contact the Teaching and Learning Center for technical help with Moodle. The Center can be reached via email (robertl@shawneecc.edu), phone (618-634-3367) or by filling out a Moodle Support Request form on your course dashboard in SCC's Moodle.
- For help with getting started using Moodle, complete the short Moodle 101 course. The link to this course appears on your SCC Moodle course dashboard.
- Additionally, there are helpful articles on using Moodle and other SCC online services in the student knowledge base (location listed in the Library Services section of this guide).

Testing

Placement Testing is not available online however, please contact Mindy Ashby to discuss ways to that we may assist you in the future, mindya@shawneecc.edu.

TRIO Student Support Services (TRIO SSS)

- We are offering virtual appointments, **including summer and fall registration**, general advising, transfer assistance, and more. Please reach out to us via text (Remind) or Shawnee email and we will find a time that works for you to talk with us.
- We are developing formats to offer additional services, such as workshops, academic coaching, financial literacy, and counseling in a virtual format. Stay tuned for details coming soon!
- Check your Shawnee email, Remind texts, and our TRIO page <https://shawneecc.edu/student-resources/trio> for regular TRIO updates.
- We are accepting applications to join TRIO SSS for the 2019-2020 academic year. Please fill email Amber Suggs at ambers@shawneecc.edu for additional information.
- We will answer emails and text messages as promptly as possible! Please reach out when you have questions or concerns.

Tutoring

- Face-to-face tutoring will remain available on a by-appointment basis via video chat. Please allow extra time to get connected with a tutor. To schedule an appointment, email Mindy Ashby, Coordinator of Student Support Center, at mindya@shawneecc.edu.
- Please also feel free to reach out via email with specific class-related questions or requests for resources; mindya@shawneecc.edu
- Online tutoring remains available to all students. E-tutoring is available in various subjects. There are chat options for some subjects otherwise, you will receive feedback from a tutor within 24-48 hours. Feel free to use eTutoring as often and as much as you need to! <https://www.etutoringonline.org/>

One Stop Shop

Prospective students may still complete an application online.

- One Stop Shop staff are available via both phone and email to provide answers and counseling regarding enrollment at Shawnee College. This includes, but is not limited to: program selection (including limited enrollment programs), dual credit, questions related to the application process, steps to enroll (next steps after applying), and Accuplacer (placement testing).

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