COMMON HOUR
The period from 11 a.m. to 12 p.m. on Tuesday and Thursday is reserved as common hour. This is a free period that is generally used for club meetings, activities, guest speaker events and intramural games. Students are encouraged to use this time productively by meeting with instructors or advisors, attending in–house workshops or taking care of College-related administrative items (e.g., financial aid, student accounts or the registrar’s office).

INFORMATION TECHNOLOGY SERVICES
Vaughn College has invested significant resources in its computing infrastructure. Network access to computing labs, classrooms, faculty offices and student is provided via a high-speed, fiber optic network backbone, with secure wireless access available in many academic and all residential locations.

All campus computer labs are equipped with state-of-the-art HP computers running Microsoft Office 2010 Professional edition, and many other industry standard software programs. These computing labs are used for teaching and learning during the day and are available for general student use during non-class hours. All labs are also equipped with high-speed laser printers.

In addition to providing well-connected academic and residential facilities, Vaughn College has also invested heavily in modern instructional technology. Classrooms have been equipped with large screen computer and video projection equipment. While this audio-visual equipment is used to present course content in a digital format in the classroom, the College also provides digital access to course content outside of the classroom using an online learning management system. Both of these technologies serve to augment the traditional classroom based learning approach.

Registered students also have access to student information through the “Vaughn Portal,” at www.vaughn.edu. The portal provides customizable information, a daily campus calendar, as well as news and information.

COUNSELING SERVICES
The office of counseling and wellness provides counseling services for enrolled Vaughn College students. Walk-in consultations and individual and group counseling services are available.

The mission of the office is to assist students in transitioning from high school to college and to provide services that address their mental, social, emotional and personal needs in order to ensure successful college matriculation. The mental health counselor helps the individual identify his/her issues, aids in setting goals, and lends support as the goals are reached and changes are made.

COUNSELING CODE OF ETHICS
The mental health counselor maintains and protects the confidentiality of their counselees. Exceptions to the rule exist in the event a counselee represents danger to himself/herself or others. Counselee information can be provided upon completion of a release of information form by the counselee.

REFERRALS FOR SERVICES
Referrals by faculty or staff may be made by calling the counseling office to schedule an appointment or completing a referral form. The use of the referral form is preferred, but not required. Walk-ins are accepted, although making an appointment gives the greatest assurance that the counselor will be available.

DISABLED STUDENTS
Students with disabilities are encouraged to consult with the associate vice president of student affairs, or the director of student academic advisement, for assistance. The goal of the College is to work with students with disabilities so that each student may benefit from the educational opportunities. As provided by law, where applicable, the College will work with disabled students to fashion reasonable accommodations.

Any academic program accommodation sought by a student must be approved and administered by the administrator responsible for these determinations, and cannot be arranged directly or informally with faculty. Students should seek assistance as early as possible. Details on the College’s requirements for a student to be eligible for accommodations are available from the director of student academic advisement.

Students with disabling conditions should consult with Section 504 and the Americans with Disabilities campus coordinators identified throughout this handbook regarding services and accommodations. It is the College’s goal that students should be able to participate fully in the College’s programs and activities. Accordingly, the associate vice president of student affairs, together with the director of the student advisement center and the assistant vice president of human resources and college services are the designated College administrators responsible for these matters and available to assist students.