

Student Success Center

The Student Success Center offers a variety of services at all locations to help you achieve academic success. All services are provided at no cost and are confidential. Arrangements for services at the sites and for online students may be made by calling the Student Success Center to schedule an appointment via video chat, email, telephone, or inperson.

ACADEMIC ADVISING/TRANSFER INFORMATION

Student Success Center counselors/advisors assist new students in developing a schedule of classes for your first semester at Penn Highlands. At the start of the first semester at Penn Highlands, you will be assigned to a faculty advisor who will then guide you through the advising and registration process during subsequent semesters. All Academic Advisors at Penn Highlands assist students in understanding course and degree requirements; discuss and clarify educational, career, and life goals; monitor student academic progress; reinforce student self-sufficiency; and direct students with educational or personal concerns to the appropriate college resources.

You are encouraged to get to know your advisor and closely monitor your progress toward your degree requirements by accessing your degree audit on myPEAK or tracking your progress on the advising worksheet for your program. It is your responsibility to make sure you are taking the courses needed to complete your program at Penn Highlands.

If you plan to transfer to a 4-year college/university after completing your degree at Penn Highlands, it is important to begin planning immediately with your faculty advisor or a Student Success Center advisor. Both can assist you in selecting appropriate transferable coursework.

CAREER PLANNING

The first step in the career exploration process is to understand yourself by identifying your interests, personality, skills, and values through career assessments. By completing an assessment in [Career Coach](#), you can start to link your interests to possible careers that may be a good fit for you. The assessment is also helpful if you are a current Penn Highlands student and want to explore changing majors or other career fields. Our career counselors can help you gather information about career choices and devise a plan to prepare for your career.

The Career Closet is located on the College's Richland Campus and offers a year round supply of new and gently used interview attire. All Penn Highlands students are eligible to receive and keep any clothing chosen to attend job fairs or interviews, free of charge.

COUNSELING SERVICES

Short-term personal counseling is available to assist you with personal issues and concerns that may negatively affect your academic achievement. Some of the issues with which you may want the counselor's assistance are: stress, anxiety, study habits, family conflicts, coping with grief, and time management. Students may be referred to resources in the community if intensive or on-going support is needed. Appointments are encouraged; drop-ins are also welcome. Counseling services are confidential and can be conducted by phone or Skype for students attending classes at a Penn Highlands location.

MAKE-UP TESTING

Make-up tests are administered to students at the discretion of the instructor. Students must present a valid Pennsylvania Highlands' student ID at the time of testing. All College test proctors in the Student Success Center and at the other Penn Highlands locations strictly follows the test administration guidelines determined by the instructor. Make-up testing can be coordinated at all locations at the discretion of the instructor.

30-MINUTE MATTERS/STUDENT SUCCESS WORKSHOPS

The Student Success Center participates in the 30-Minute Matters series to help students excel inside and outside the classroom. Workshops are tailored to meet the specific needs of students. Watch for the schedule of topics offered each semester. Additional information may be provided in one-on-one sessions by a Student Success Center counselor.

STUDENTS WITH DISABILITIES

Pennsylvania Highlands Community College is committed to upholding the standards set forth by Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990 (ADA), and the ADA Amendments Act of 2008, which are designed to eliminate discrimination against individuals with disabilities. Pennsylvania Highlands is committed to making reasonable accommodations for students with disabilities.

Students with a disability wishing to request accommodations must meet either in person, via Skype or by telephone with the Counselor/ADA Specialist. Appropriate documentation from a licensed professional is required to certify that he or she has a disability and to determine reasonable accommodations. The student is encouraged to request accommodations immediately upon admission to the College, as some accommodations, require at least three weeks planning in advance of each semester. Once a student is determined eligible for accommodations and receives an official accommodations plan, the student must meet with each of his or her instructors to inform the instructor of the requested accommodations.

TUTORING

The College provides tutoring at all sites in English, reading, and math based upon tutor availability. Requests for tutoring in other subjects will be accepted; however, they are filled only when an appropriate tutor is available. Online tutoring is available through Smarthinking, which is accessed at the Library's webpage on the Student Resources tab.

If you need a tutor, please complete a Tutor Request Form, which is available on the Student Success Center tab of myPEAK. After your instructor has signed the request form, you must return the form to the Student Success Center along with a copy of your schedule.

If you would like to become a Penn Highlands tutor, you must have a cumulative GPA of at least 2.8, have earned an A or B in the course in which you wish to tutor, and have a recommendation from an instructor. The application to become a tutor is also found on the Success Center tab of myPEAK.