MTC Syllabus Addendum

The following information is provided to help make you more aware of resources which may aid in your academic success. For additional information, please refer to www.mtc.edu, the MTC Student Handbook, or ask a MTC staff or faculty member.

**Academic Advising:** All students at MTC are assigned to an academic advisor. Your advisor is available to guide you in course selection and registration, assist you with career and academic planning, discuss your academic difficulties and personal goals, and refer you to campus and community resources to support your success. If you are not sure of your advisor’s name or contact information, log-in to My Plan through My MTC. You can also check with your academic department secretary or the Student Resource Center.

**Tutoring:** MTC offers free one-on-one, small group, and online tutoring services for many of the classes you take at MTC. If you are having difficulties in a course, it is very important to seek out assistance as soon as possible so you do not fall behind. For more information about tutoring, please contact Kathy Rice in the Academic Success Center in Bryson Hall, Room 197 or email ricek@mtc.edu.

Your instructors want to see you succeed and are also available to answer questions before, during, and after class as well as during weekly office hours (office hours are designated times set aside to meet with students each week).

**Drug/Alcohol & Mental Health Concerns:** MTC has a licensed mental health counselor on staff to help you with personal matters that may impact your studies and academic performance. Contact Mike Stuckey at stuckeym@mtc.edu or 740-386-4171 if you believe a counselor can be of assistance regarding topics such as depression, anxiety, feeling overwhelmed, managing stress, difficulties making decisions, or substance abuse.

**Student Assistance Program (SAP):** This new resource provides you and members of your household with confidential mental health support, resources, and information for personal and school-life balance issues. This includes short-term clinical counseling (up to 5 sessions free), legal support, financial information, and online resources through GuidanceResources 24/7/365. To access your benefits, call 833-955-3384 or visit www.guidanceresources.com and enter School ID: MTC Student.

**Basic Needs:** MTC recognizes that students often face challenges outside of the classroom which impact their academic success. Any student who is experiencing food insecurity (limited/lack of food), housing insecurity or homelessness, transportation issues, limited access to childcare, or any other concern is encouraged to reach out to Natalie Longmeier, MTC Student Resource Navigator. You can reach her at ern.marionmatters@gmail.com or 740-262-8356 (call or text). Natalie also has office hours 9am-12pm MW, 1-4pm T, and 1:30-4:30pm Th.

The Marion Campus Food Pantry and Fresh Express Market (free fresh produce), located in the Alber Student Center, are available to all students to address food insecurity and hunger. We will also be adding a satellite location in Bryson Hall soon. You must present your student ID. Hours vary by term. Please check your MTC email, campus signage, or visit the Student Resource Center for more information.

**Financial Aid:** Regularly attending class is critical in achieving academic success. If you receive some form of financial aid, such as the Pell Grant and/or the Federal Direct Student Loan, federal regulations require you to attend classes. In part, this is why your instructor records attendance. Maintaining satisfactory academic progress (SAP) is important in preserving your future eligibility for financial resources. If you ever have questions or concerns, please contact the Office of Financial Aid.
Emergency Procedures

MTC is committed to providing a safe and secure environment for students. We want you to have the resources and knowledge that aid your response to emergency situations in an appropriate and confident manner. MTC shares Public Safety Services with the Ohio State University at Marion (OSUM) and employs police officers. Additionally, MTC and OSUM contracts with the Marion County Sheriff’s Office to cover campus security when needed.

“Buckeye Alert” Emergency Notification System: MTC students are automatically signed up to receive campus wide emergency notifications when they provide their cell phone number during the admission process. Buckeye Alert will be used to notify the campus community of campus wide emergencies, closings, and crime alerts. Emergency notifications for the campus may be generated by the OSU Public Safety Services. Phone numbers are not related to other parties and are strictly used for emergency notifications only.

911 Emergencies: In the event of a medical, fire, or safety/security incident requiring an emergency response, please call 911. Phones are located in most MTC classrooms.

Important Numbers:
- Marion Campus Public Safety (Non-Emergency) 740-725-6300
- Marion County Sheriff’s Office (Non-Emergency) 740-382-8244
- Marion Township Fire Dept (Non-Emergency) 740-387-5404

Public Safety Escort: A safety escort is available during campus hours. The service is free and requires your MTC identification card. To arrange a safety escort, contact the Marion Campus Public Safety Office at 740-725-6300.

Active Shooter: Be familiar with your options in the event of an active shooter. If you can escape, do so immediately! Run away from the campus. If you cannot escape, lock and barricade the door. Remain quiet and silence all electronic devices and phones. Do NOT huddle together or stay close. Spread out in the room and develop a way to attack the shooter if they enter the room. An informative six minute video “Surviving an Active Shooter” is available for viewing at https://www.youtube.com/watch?v=9Z9zkU--FLQ. We encourage you to watch this video to better prepare should an active shooter incident take place on campus.

Building Evacuation Maps: There are building evacuation maps located in each campus building. Maps in the single floor buildings are located near the doors. Maps are located in multiple floor buildings at the top of each staircase. The maps include the following information: exit and exit routes (for evacuation), assembly points (to meet in the event of an evacuation), severe weather shelter areas (in the event of a tornado or inclement weather), and AEDs (Automated External Defibrillator – for use in the case of a heart attack).

Be prepared in the event of an emergency. Familiarize yourself with the maps in each building you utilize. Note where the fire extinguishers are located in each building along with fire alarm pull stations.

Emergency Procedures Flip Charts: Familiarize yourself with the quick reference flip charts, conveniently hung on hooks in all classrooms and department areas close to the doors. They provide information on various emergency procedures and contain safety information that is beneficial for you to know.

MTC Website: Additional safety and security information can be found online at https://www.mtc.edu/current-students/health-safety-services/, or go to the MyMTC website and scroll down to Campus Resources. Note: some links will route you to the OSU Safety and Security website.