

NTU Student Support Programs

Section 7: Student Support Programs

Navajo Technical University has a number of different programs established to supplement the needs of students. These programs are overseen by various directors and deans. Any concerns, suggestions or questions in reference to services provided for students may be addressed to the Dean of Student Services or Dean of Instruction.

Academic and Advisement

The academic counselor coordinates with the First-Year Advisor and Academic Counselor to assist in evaluating student abilities and interests to develop realistic academic and career goals. Advisement includes educational planning, choosing a major, planning for certificate, an associate or a baccalaureate degree, and planning strategies for academic success. The counselor provides Accuplacer placement test interpretation for appropriate placement in math and English courses. The counselor works with students placed on academic probation and students readmitted on academic suspension and place them on contracts to work toward raising their cumulative grade point averages to include support services such as tutoring. The counselor monitors and meets with faculty to assess the progress of the student. For more information, call Crownpoint campus at (505) 786-4328 or Chinle campus at (928) 674-5764.

First Year Experience

The Title III Program has been developed to strengthen the retention rate, to improve operational efficiencies and enrollment, and the long-term University success by assisting under-prepared high school students succeed at a higher rate at Navajo Technical University through the successful implementation of an intense First-Year Experience program. The Advisor and Counselor coordinate to meet with first-year students to prepare them for University life. They evaluate the student's abilities and interests to develop realistic academic and career goals. Advisement includes educational planning, choosing a major, planning for certificate and associate or bachelor degree, and planning strategies for academic success. The advisor and academic counselor provide Accuplacer placement test interpretation for appropriate placement in math and English courses. Contact numbers: Crownpoint: 505/786- 4106 and 4337, Chinle: (928)674-5764.

Substance Abuse Prevention Specialist

The SAP Specialist provides substance abuse assessment/evaluation and screening; individual, family, and group therapy; and stress management. The program approaches counseling using the Navajo cultural values of ké (kinship), makes referral to off-campus resources when appropriate, provides health information to students and families through presentations on issues and provides prevention strategies that address current issues such as chemical dependency, suicide, school dropout, and various forms of abuse. NTU offers Substance Abuse Prevention and Counseling to all enrolled students. The Services are designed to help students meet the daily challenges of student life. The Specialist provides classroom-based prevention education program in health education, which is designed to increase the student's knowledge about alcohol and drug abuse. Contact number is 505/786-5953. The Prevention Specialist is located in Modular Building 4.

Job Placement, Career and Internship

Career advisement is offered to provide guidance to students in selecting a career path and a corresponding academic program at NTU. The Career and Internship Advisor uses computer based pre-assessment testing to evaluate an individual's personality, interests, skills, and aptitude in order to identify his/her career competencies.

Some programs require an internship where students have the opportunity to apply practical, job-specific skills in an actual work situation in cooperation with businesses in the private and public sector. Students enrolled in these programs must complete their internship to qualify for graduation. The student must meet with the Internship Advisor and Instructor to begin the process of submitting documents and officially registering for the course with the Registrar's Office.

The Job Placement Coordinator engages students in an interactive process that builds selfknowledge. The Coordinator also assist students in assembling an employment portfolio that include a resume, documented accomplishments, pertinent awards and certificates, and a reference list. The job placement program aspires to provide students with an advantage in the job market by giving them an opportunity to enrich their skills in an on-the-job learning environment. The job placement program can:

- Provide students with the opportunity to develop knowledge and skills necessary for success in career or continued education opportunities.
- Offer students the opportunity to prepare for a career through on-the-job experience or a research- based learning environment.
- Provide students with guidance in selecting a specific career path and/or in choosing a University to complete educational goals.
- Strengthen students' employability in today's job market.

The Career and Internship Advisor may be contacted by phone at in Crownpoint at (505) 786- 4181. The Job Placement Coordinator may be contacted at (505) 786-4114. The Advisor and Coordinator also travel to the Chinle and Tec Nos Pos sites.

Students with Disabilities

The Disability Accommodation Specialist provides careful evaluation of the special needs program and accommodation needs of students with disabilities. The Specialist conducts related advisement, counseling, and support for the student, and offers professional guidance for staff and faculty on the accommodations and adjustments to program design and facilities required to serve the student appropriately. The Specialist coordinates with other NTU counselors to address and case staff clientele to monitor progress and/or make necessary adjustments in accommodations. The Specialist also conducts referrals to appropriate agencies as deemed necessary.

NTU is committed to meeting the specific needs of students with disabilities and complies with the provisions of the Americans with Disabilities Act (ADA) of 1990 (42 U.S.C.12102) and Section 504 of the Rehabilitation Act of 1973. In general the term "individual with a disability" means an individual with any disability (as defined in Sec. 3 of the Americans with Disabilities Act of 1990 (42 U.S.C. 12102). Students are responsible to self- identify and discuss their disability and special needs in order to receive reasonable accommodations. To receive reasonable accommodations, the student must register with the Disability Accommodation Specialist at the beginning of the semester. Documentation verifying the type of disability will be required by a medical professional or a state licensed diagnostician and must be

E-Learning Department Location: Mod 8 ext.: 4152
made available to the special needs counselor. To request accommodations, contact the Disability Accommodation Specialist at (505) 786-4138 or stop by at Mod 4.

Any documentation provided by a medical professional or a state license diagnostician should be made available to the Disability Accommodation Specialist. The University does not provide special education versions, IEP (Individualized Education Programs) plans, specialized progress reports, etc. Records regarding accommodations do not automatically transfer from high school to University. Such records can only be released or transferred with the written permission of the adult student (in cases where the student is under the age of 18, parent or guardian permission is required). Under federal law, family members are not provided with access to student information regarding special needs, accommodations or academic progress. Disability and accommodations related information and documentation are treated the same as medical information and handled under strict rules of confidentiality. Information is shared only on a limited basis within the University and then only when there is a compelling reason for the individual seeking the information to have knowledge of a special aspect of this confidential information.

Tutorial Services and Stem Lab

Tutoring is available to all students in the STEM/Tutoring lab. The lab offers tutoring services and general use of computers. In lieu of structured tutoring, the facilities may be used simply as a quiet place to work on homework assignments. Hours of operation vary from semester to semester, but include some afternoons and evenings. Specific hours are posted on the entrance door and on posting boards throughout the campus. Tutorial Services is also a source of employment for students qualified for the work- study program. The STEM/Tutoring lab is located in Modular Building 11. Contact number is (505) 786-4125.

Computer Services

Students using computers at NTU are expected to follow the Information Technology policy and procedures. Students using NTU e-mail, Internet Services, or any University software or hardware, should have an understanding that this technology is provided by NTU and is the property of NTU. The University reserves the right to review and monitor the use of hardware and software belonging to the school or personal equipment utilized on school premises. Such rights include the auditing of documents sent, received, or viewed through the Internet and email. Students have no right to privacy regarding materials stored, kept, sent, or received on NTU hardware or software or personal equipment maintained on school premises. Students are not to print, display, download, or send any sexually explicit images, messages, or jokes or to visit chat rooms, message boards, or other forums where sexually explicit, offensive, or illegal issues are discussed. Violators will be subject to disciplinary action up to and including dismissal from NTU. For the protection/privacy of individual students and that of NTU, students are advised not to share passwords or provide computer access to unauthorized individuals. Students are subject to the NTU Computer and Network Usage Policy.

NOTE: Students who vandalize, misuse, or steal any NTU property and/or equipment will be subject to disciplinary action up to or including dismissal from NTU and possibly be subject to prosecution through the Navajo Nation Courts, to include restitution to NTU.

Library Services

E-Learning Department

Location: Mod 8

ext.: 4152

The Pete V. Domenici Library is located on the main campus. There are tables for study and laptop use. Library users have access to 28 research computers in the library with printing capabilities. Wireless connectivity is available for most devices throughout the building.

Library Resources

The library collections contain over 7,000+ print & non-print volumes, arranged according to the Library of Congress Classification System. The library subscribes to over forty research databases including: Academic Search Premier, ArticlesFirst, CINALH, Credo Reference, ERIC, Literature Resource Center, Newsbank, Computers & Applied Sciences, FirstSearch, Environmental Complete, Wilson Science Full-text, Wilson General Science and WorldCat. The library research databases can be accessed off-campus via NTU Library website with user id and password. Contact the Librarian for access. Students may borrow books or obtain copies of articles via the library's InterLibrary Loan (ILL) service when the requested items are not owned by the library (NOTE: the process may take up to two weeks or less to receive materials from other libraries in our network). For more information on the services and resources available at the library, please call the circulation desk at 505-786-4130.

Distance Learning (E-Learning)

NTU's goal is to expand access to higher education opportunities for individual and community members of the Navajo Nation and others through electronically offered classes. Distance learning and online teaching technology will be used to provide relevant and timely coursework, information, and training to enhance the learning experience by removing the barriers of both time and place. Once the distance education program is fully implemented, students can enroll at NTU from off-campus computer labs or at home. The E-Learning office is located in Modular Building 8. Contact number is (505) 786-4152.

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Source: <http://www.navajotech.edu/images/about/publicDocs/ntuPolicies/ntuStudentHandbook.pdf>