



Aviation Institute of Maintenance and Tidewater Tech are certified to operate by SCHEV. Centura College and Aviation Institute of Maintenance are accredited by the Accrediting Commission of Career Schools and Colleges (ACCSC). Tidewater Tech is accredited by the Commission of the Council on Occupational Education (COE).

For Consumer Information and Notice of Non-Discrimination, visit us online:
www.AviationMaintenance.edu
www.CenturaCollege.edu
www.TidewaterTechTrades.edu



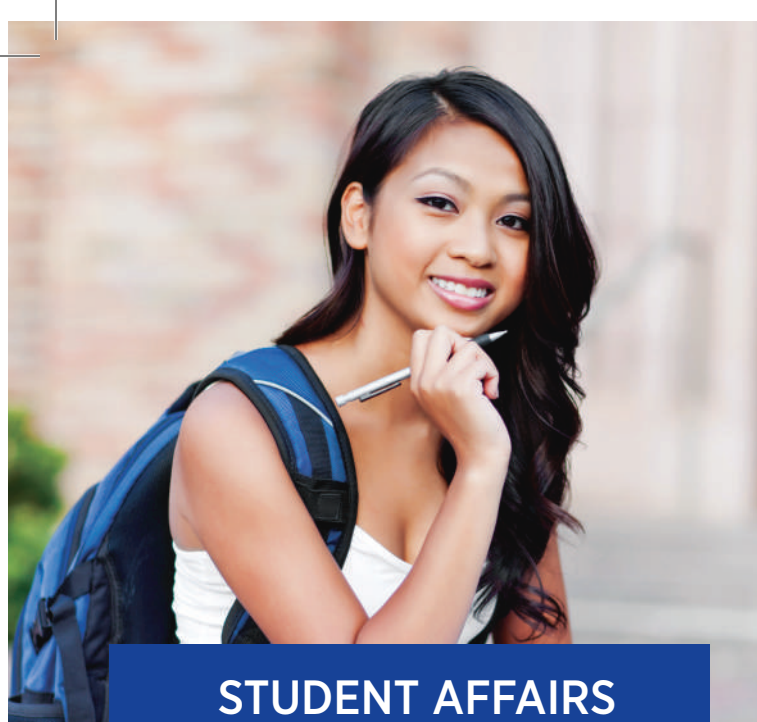
STUDENT AFFAIRS & CAREER SERVICES



Centura
COLLEGE
ALLIED HEALTH & TRADES



Tidewater Tech



STUDENT AFFAIRS

The Institution's Office of Student Services helps students positively address many circumstances that may impact their ability to remain active and productive in their program of study. Services may include dialogue to help balance life issues with educational goals or to link students to needed services in the community that may remedy an immediate need.

New Student Advising

New student advising helps orient, acclimate, and support you through your first term as a student at the Institution. New student advising offer resources and assistance in the following areas:

- Initial orientation to all things "campus"
- Support during transition into your first term
- Acclimation to the campus and to your schedule
- Support and guidance to establish a study routine that will lead to academic success
- Tutorials to familiarize you with the campus
- Links and referral to resources in your community

Continuing Student Advising

Continuing student advising begins after your first term. Contact with the Office of Student Services staff ensures your continued success inside and outside of the classroom by providing information and resources in the following areas:

- Free seminars in topics such as note taking, study skills, test taking, stress management and time management
- Connection to upcoming campus life events
- Student support programs and referral to community resources

Diversity & Disability Advising

The Institution offers two sub-offices within the Office of Student Services: The Office of Diversity and Civil Rights and the Office of Disability Services. You may expect exciting on-campus events and programming from these offices and may wish to register with the Office of Disability Services should you have a qualifying disability.

Admissions Representatives

Admissions Representatives are your first point of contact with the Institution, and will introduce you to programs that are offered.

- Preliminary entrance interview and career choice dialogue
- Application processing
- Scheduling a financial aid interview

Financial Aid Office

Financial Aid Officers assist you in completing your paperwork to fund your education.

- FAFSA (Free Application for Student Aid)
- Award Letters
- Institutional Scholarships
- Alternative Funding Sources
- Helping you to get a Department of Education PIN
- Ensuring you have the resources to complete your FAFSA

Bursars

Bursars are responsible for maintaining and auditing student financial records.

- Monthly Payments
- Balance Information/Account Status
- Account Charges
- Refunds

Registrars

Registrars are responsible for student academic records.

- Transfer Credits
- Textbook/Computer Orders
- Contact Information Changes (address, phone, email)
- Course Scheduling
- Grade Reports and Transcripts

Library Services

Each campus provides you with access to library materials in either hard copy and/or through the virtual library, which contains research databases, subject guides and tutorials. LIRN (Library and Information Resource Network) continues to be a major resource for students and provides access to approximately 4,300 journals, newspapers and other reference resources.

CAREER SERVICES

Career Services are available at the campus to assist students and graduates as they begin to explore their career paths and fields of study. While the Institution does not guarantee volunteer opportunities or job placement, essential career support services are provided.

Professional Development

It's a competitive job market, and employers notice graduates who have gone the extra mile. Here are just some of the ways that the staff in the Office of Career Services can help you bulk up your resume:

- Membership in professional associations and organizations
- Identifying and linking you to volunteer experience
- Assisting to arrange Informational Interviews with prospective employers
- Organizing campus events that educate you about industry trends and needs

Positive Employment Program

The Positive Employment Program (PEP) is designed as a comprehensive way for you to receive personalized career-related coaching. PEP Coaching Includes:

- Resume and Cover Letter Writing
- Job-Search Strategies
- Employer Identification and Connection
- Best Practices for Interviewing
- Mock Interviewing
- After Placement Follow Up

Self-Directed Search

If you're an independent self-starter, the Office of Career Services offers many campus resources, many available during business hours. You will find additional resources such as career-related news articles, emergent job leads, and resume examples posted on bulletin boards throughout the campus and online.

Program Coordinators & Instructors

The Program Coordinators serve as your educational point of contact and act as your academic advisor. They can provide you with information you may need, including answers to questions about:

- Specific Classes
- Grade Point Average
- Rate of Progress
- Program Specifics