

STUDENT SERVICES GUIDE

South West
College

www.swc.ac.uk

INTRODUCTION



Welcome to our Student Services Guide. This booklet brings together, a comprehensive guide, about the support and services available to students in South West College.

We have a wide range of services for students and our highly experienced staff are here to help and advise you. Feel free to contact any of the staff detailed in this guide with any queries you may have. Our main aim is to support you as best we can throughout your time at the College.

Comments on the range and quality of our student support and services are welcome and should be addressed to me.



Sharon Pritchard
Student Services Manager

**South West
College**



ADMISSIONS OFFICER



The Admissions Officer provides a wide range of services to aid a student in daily College life.

Their main activities include:

- Bus Pass / Meal Tickets
- Dealing with enquiries
- Helping and advising on visits by potential students
- Provide comprehensive information on all courses
- Processing applications for prospective students
- Enrol students onto their chosen course of study

Admissions Officer

Contact

Dungannon	Jennifer Harrison
Enniskillen	Oonagh O'Neill/Roberta Kirkpatrick
Omagh	Ann Brogan



QUICK A-Z WHO TO CONTACT



Accommodation	Student Learning & Support Officer
Absence	Student Support Administrator
Bullying	Student Learning & Support Officer
Bus Pass	Admissions Officer
Course Reps	Student Learning & Support Officer
Careers Advice	Careers Guidance Officer
Counselling	Carecall/ Student Learning & Support Officer
Disciplinary Procedure	Student Learning & Support Officer
Disability	Student Learning & Support Officer
Educational Maintenance Allowance (EMA)	Student Support Administrator
Enrolments	Admissions Officer

Equality	Equality Officer
Financial Assistance	Student Learning & Support Officer
Gap Year	Careers Guidance Officer
Health Promotion	Health Promotion Officer
Induction	Student Learning & Support Officer
International Students	Admissions Officer
Job Search	Careers Guidance Officer
Learning Support	Student Learning & Support Officer
Meal Tickets	Admissions Officer
NUS-USI	Student Learning & Support Officer
Programme Related Issues	Course / Programme Administrator
Registration	Admissions Officer
Replacement of Student Card	Learning Resource Centre
Student Loans	Student Learning & Support Officer
Student Support Funds	Student Learning & Support Officer
Student Social Area	Student Learning & Support Officer
Term Dates	Student Handbook
UCAS - Careers	Careers Guidance Officer
Withdrawals	Student Support Administrator

CAREERS GUIDANCE OFFICER



The Careers Guidance Officer is available to offer advice and assistance to students wishing to apply for any course/s and is also the main point of contact for students as they prepare for Higher Education providing them with support and guidance when completing the relevant UCAS or CAO forms.

Other services provided include the following;

- Career planning, advice and information
- Progression to Higher Education (UCAS applications)
- Job search skills
- Constructing your Curriculum Vitae
- Interview techniques
- Aptitude testing
- Sources of financial support
- Information on career paths

Careers Guidance Officer

Contact

Dungannon	Eleanor McAlister
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Enniskillen	TBC
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Omagh	Teresa Taggart
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The Careers Guidance Officer is also the main contact for employment opportunities. If you are looking for employment – why not visit the College Job vacancy Notice Board by logging onto the VLE.

STUDENT LEARNING & SUPPORT OFFICER



The Student Learning & Support Officer is committed to providing a supportive and friendly learning environment for all students. We provide tailored support to students in a range of areas:-

- Student Induction
- Financial Support
 - Advising students in financial difficulty on the range of support available to them e.g. Support Funds / Grants / FE Awards / Childcare Assistance
- NUS-USI / Class Reps
- Learning Support
 - Advising and guiding students (current and prospective) on support available
 - Organising dyslexia assessments and support with needs assessments appointments
 - Supporting with Disabled Students Applications
 - Assisting with specific examination adjustments
 - (based on an educational psychologist's report / medical evidence)
 - Providing advice and guidance to staff regarding learning support such as examination and assessment arrangements.

Student Support Administrator

The Student Support Administrator assists the Student Learning & Support Officer and also deals with:-

- Care to Learn
- Educational Maintenance Allowance (EMA)
- Student Attendance

Student Learning & Support Officer

Contact

Dungannon	Sharon Watters
Enniskillen	Lorraine Loughlin
Omagh	Judith McCusker

Student Support Administrator

Contact

Dungannon	Caroline McCaffrey
Enniskillen	Margie Tracey
Omagh	Kerry-Jo Chesters



STUDENT UNION



Student Union

South West College Students' Union exists to represent and provide services for all students. The guiding principle of the Union is that it is run by students for students. The Union is run democratically, with all students having an opportunity to have their say in how the Union operates; elections are held yearly to fill a number of positions in the Union. Membership of the Student Union is automatic to all full-time students.

Student Union

Contact

Dungannon Sharon Watters

Enniskillen Lorraine Loughlin

Omagh Judith McCusker

