

# STUDENT SERVICES

## SERVICES

### Advisement

Students planning to transfer to another college or university, regardless of the program in which they are enrolled, should be aware that the receiving institution makes the final decision regarding transfer of credit. Before enrolling in a degree or certificate program, students must schedule an advisement appointment through the Student Services Office.

The advisor will assist the student concerning transferability of classes, but the student will need to maintain contact with the transfer institution to facilitate the transfer process. Students can also run a degree evaluation which will help with understanding what degree requirements remain for graduation.

### Career Planning and Placement

Career Services is available to assist students with obtaining part-time employment while in school or employment after graduation. Assistance can be obtained through the advising process, through their coursework, and through the Learning Skills Centers.

Students can receive assistance with writing résumés, conducting mock interviews, and improving skills in all employment-related areas. Internships in selected programs also offer opportunities for on-the-job experience. For more information visit [www.iecc.edu/careerservices](http://www.iecc.edu/careerservices).

### Child Care

Child care facilities are available at Olney Central College and Wabash Valley College for children of parents who wish to return to school to continue their education. These programs are licensed by the Department of Children and Family Services with approved pre-school programs. For information, call OCC or WVC.

### Entrata

Entrata is the portal at Illinois Eastern Community Colleges and is accessible by students, faculty, and staff. Entrata provides access to a wide variety of information and services such as: course schedules, email, grades, official and unofficial transcripts, registration, degree evaluation and more. To access Entrata, you will need to obtain a PIN from Student Services. Once you have done this, you can log in by going to the Entrata link on the IECC website at [www.iecc.edu](http://www.iecc.edu).

### Distance Education

Distance Education at IECC involves any formal approach to student learning in which the majority of instruction occurs while the instructors and learners interact synchronously or asynchronously online. This is done by employing technology to facilitate the educational experience. IECC provides academic and learning resources, student support services, technical and administrative support for all forms of distance-delivered programs and courses.

### Hybrid Courses

Illinois Eastern Community Colleges offers hybrid courses that combine online and traditional face-to-face classroom instruction to facilitate student learning. In a hybrid course, a significant part of the course learning is online, and as a result, the amount of classroom time is reduced. The face-to-face hours are replaced by online activities, assignments and exams.

Hybrid courses are designed for students who can be successful in online courses, but wish to maintain personal contact with the instructor and other students. Students should refer to the course syllabus or contact the instructor to learn more about the hybrid aspect of a specific course.

### Online Courses

IECC offers over 150 courses with online options. Online classes provide students the flexibility to attend virtual classes at times that are convenient for their schedules. In most cases, coursework is accessible 24/7 - 365 days a year. The help desk is staffed Monday - Friday 8 a.m. to 4:30 p.m. (7:30 a.m. - 4:00 p.m. in the summer).

Online classes are ideal when there are obligations such as work or family commitments that do not allow for a traditional classroom setting. They are also a great choice when additional education is needed for professional development and advancement.

Online classes are fully online and do not require on campus attendance. If proctored testing is required, it can be arranged at a location local to the student. To check for online classes and programs, or to learn more about online learning, go to [www.iecc.edu/online](http://www.iecc.edu/online).

### Retention

IECC is committed to helping students succeed. A retention coordinator is available at each campus to