



Student Resource Guide

EXPLORE YOUR RESOURCES

As a Corporate and Continuing Education (CCE) student, you have access to a variety of resources at MTC to help you be successful. This guide will help you explore what's available and make the most of your time at MTC.

LOCATIONS

<p>1 Airport Campus 1260 Lexington Drive West Columbia, SC 29170</p> <p>2 Beltline Campus 316 South Beltline Blvd. Columbia, SC 29205</p> <p>3 Harbison Campus 7300 College Street Irmo, SC 29063</p> <p>4 Northeast Campus 151 Powell Road Columbia, SC 29203</p>	<p>5 Batesburg-Leesville Campus 423 College Street Batesburg-Leesville, SC 29070</p> <p>6 Fairfield Campus 1674 Hwy. 321 North Business Winnsboro, SC 29180</p> <p>7 Fort Jackson Center Army Continuing Education Center Imboden Street Fort Jackson, SC 29207</p> <p>Main Phone 803.738.8324</p>
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AS A CORPORATE AND CONTINUING EDUCATION STUDENT, YOU HAVE ACCESS TO:

ACADEMIC SUCCESS CENTERS

Looking for a tutor or other student support services?

Free services include:

- > Individual tutoring
- > Computer access
- > Computers with Microsoft Office Suite, Internet, and Research applications

1 2 3 4 5

MIDLANDSTECH.EDU/SuccessCenter

LIBRARY

The library staff offers reference assistance for your research needs.

Free services include:

- > Access to print and digital book collections
- > Access to specialized databases
- > PrinterOn services

For a list of hours at each library, please use the website below.

1 2 3 4 5

LIB.MIDLANDSTECH.EDU

LIFE SKILLS CENTER

Ensure your career success by obtaining the skills needed to achieve and maintain employment.

Free services include training on:

- > Communication techniques
- > Work ethic
- > Financial literacy

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MIDLANDSTECH.EDU/SuccessCenter

NEED TO REQUEST ACCOMMODATIONS?

It is your responsibility to self-disclose as a student with a disability and to request accommodations through Disability Services. Your initial request for accommodations should preferably occur prior to the beginning of a program or course.



1 803.822.3505

2 803.738.7636

MIDLANDSTECH.EDU/DisabilityServices

GET HELP WITH YOUR ACADEMIC, CAREER AND PERSONAL NEEDS

Counseling and Career Services staff is available to assist you in establishing personal and career goals.

Types of counseling offered include:

- > Academic Counseling - Study Skills, Time Management and more
- > Career Counseling - Individual Career Plan, Assessments and more
- > Personal Counseling - Coping Skills, Crisis Management/Interventions, Community Agency Referrals and more

1 803.822.3505

2 803.738.7636

MIDLANDSTECH.EDU/counseling

TAKE THE NEXT STEP

NEED HELP WITH FINDING A JOB?

Student Employment Services has the expertise, experience, and resources to make your job search easier. Visit our website MIDLANDSTECH.EDU/student-resources/student-employment-services to find out about:

Job Boards | Job Hunting | Career Planning/Trends | Resumes/Cover Letters/Etc. | The Interview

Barriers: Overcoming Less Desirable Backgrounds | Wage/Salary Information | Employment Resources for Veterans
Employment Resources for Students with Disabilities | Disability Issues for Employers | Soft Skills for the Workplace

MIDLANDSTECH.EDU/ses | 803.822.3538

COMMUNITY RESOURCES

GOODWILL

Services available include computers for employment searches and on-line job applications, job leads and referrals, resume and cover letter advice and guides, basic computer literacy classes, and access and referrals to community resources.

For more information, check out goodwillsc.org

SC WORKS CENTER

SC Works Center helps job seekers build the skills they need for jobs that are in demand. Visit a SC Works Center to find out more about the Workforce Innovation and Opportunity Act and tuition assistance for QuickJobs training.

> Columbia | 803.978.0139 > Lexington | 803.359.6131 > Winnsboro | 803.815.0627

SOUTH CAROLINA DEPARTMENT OF SOCIAL SERVICES

For information on SNAP benefits, contact DSS CONNECT at 1.800.616.1309 or any local DSS office during normal business hours. For more information, visit dss.sc.gov/content/about/divisions.aspx

WORKFORCE DEVELOPMENT SPECIALIST, BUSINESS AND JOB CENTER | RICHLAND LIBRARY

Access Freely at RichlandLibrary.com | richlandlibrary.com/jobs | LinkedIn classes: richlandlibrary.com/events

1431 Assembly Street | Columbia, SC 29201 | P: 803.988.0880 | F: 803.929.3476

Need help and don't know where to turn?

Please call 803.732.0432 for more information.