

Student Success  
*Reimagined*



**SOUTHWEST**  
TENNESSEE COMMUNITY COLLEGE

# Student Success Reimagined!



The Office of Retention & Student Success is committed to the mission of “student success” at Southwest Tennessee Community College. We are committed to ensuring that each student has what s/he needs to be successful. As we contemplate your holistic development as a student here, we are intentionally concerned about the development of your intellect as well as your character from day one of your enrollment. Our co-curricular programming is uniquely designed with you in mind, to help each Southwest student succeed academically, socially, emotionally, culturally, and professionally. We are committed to cultivating a culture of academic excellence and a culture of caring in order to help you achieve your dreams, and so we have come together as an ATD Leader College to reimagine student success.

Over the next five years, Southwest will engage in our new IDEAS program to close equity and academic achievement gaps and to increase retention and completion rates. IDEAS stands for “Inclusive Design for Equity in Academic Success” and embraces a commitment to culturally-responsive teaching and learning inside and outside the classroom. IDEAS will increase our professional academic advising capacity and our academic support to students. Additionally, we will infuse high-impact practices into our core curriculum and offer more peer mentoring opportunities so that students can help students succeed. Finally, we are committed to data-informed decisions that will help us transform our College for the better. There is a unique history in Memphis as well as Shelby and Fayette counties that will transform our educational approach to teaching and learning. Thus, we ask you to join us in this unique journey to reimagine our College whereby all students have an equal and equitable opportunity to be successful at Southwest and beyond.

As a Southwest Saluqi, you are encouraged to please learn more about and take advantage of these great opportunities in Retention & Student Success and beyond. The opportunities below are designed to help you effectively and successfully enter, progress, and graduate from Southwest Tennessee Community College...your BEST choice!

## Retention & Student Success Programs:

- Testing (Entrance, Exit, & Major Field Exams)
- Professional Academic Advising (including DREAM Peer Coaching)
- Veterans Support Center
- Academic Support Center (in-person and online tutoring and supplemental instruction)
- Career Services (including Internships Program)
- Student Development
- Counseling and Social Services
- Student Disability Services
- Saluqi Success Pathway (SSP) Program - **Tennessee Promise**
- Saluqi Success Pathway for Adult Learners (SSPAL) Program - **Tennessee Reconnect**

## Other Key Campus Resources and Opportunities for Student Leadership, Engagement, & Advocacy:

- Southwest Mentors Advancing Retention, Teamwork, & Success: SMARTS Mentoring Program
- HIPI (Office of High-Impact Practices & Innovation, includes Growth Mindset, Service Learning, & Honors, etc.)
- M.O.V.E. (Men on the Verge of Excellence)
- W.O.W. (Women of Worth)
- L.E.A.D (Leadership, Excellence, & Advocacy for Disabilities)
- MOMS Achievement Center (Meaningful Opportunities for Mothers at Southwest)
- Childcare Centers and CCAMPIS (Child Care Access Means Parents in School)
- Chromebook Checkout

Your engagement in these exceptional programs and services will help you connect with your peers, teaching faculty, support staff, and administrators. Ultimately, we can help you establish a strong foundation to promote your overall success at Southwest Tennessee Community College as you prepare to achieve your dreams in college and beyond.

We are so grateful that you chose Southwest, and we look forward to serving you.  
Sincerely,

**Dr. Jacqueline S. Taylor, Associate Vice President**  
Retention & Student Success



***“Intelligence plus character — that is the goal of true education.” Dr. Martin Luther King, Jr.***

[www.southwest.tn.edu/student-success](http://www.southwest.tn.edu/student-success)    [www.southwest.tn.edu/saluqi-success](http://www.southwest.tn.edu/saluqi-success)

## Retention & Student Success

The mission of Retention and Student Success is to offer innovative, student-centered support systems in Advising, Academic Support, Career Services, Counseling and Social Services, Student Disability Services, Student Development, and Testing Services, which will aid in increased retention and student success for the College and community.

In addition to providing leadership for all of the above student support units on campus, the Office of Retention and Student Success provides intentional focus for the entire College in developing, implementing, monitoring, and assessing student retention and success initiatives aligned with the College mission "to provide the citizens of Shelby and Fayette counties and the surrounding Mid-South region with a high quality and affordable post-secondary education that prepares them for associate degrees, future educational opportunities, and successful employment."

### Saluqi Success Pathway and Saluqi Success Pathway for Adult Learners

The Saluqi Success Pathway (SSP) and the Saluqi Success Pathway for Adult Learners (SSPAL) are innovative programs comprised of supportive professionals who help Tennessee Promise and Tennessee Reconnect students transition into college life and access all of the resources available to them at Southwest Tennessee Community College. Students who participate in SSP or SSPAL engage more fully throughout their college experience through technology, enriching activities, mentoring and the SSP Hub. Visit the MAB lobby on the Macon Cove Campus or the "A" Building - Saluqi Den on the Union Avenue Campus to find out more.

Southwest Tennessee Community College offers additional resources and scholarships to currently enrolled students. Some of these scholarships include the Access and Diversity Scholarship and the Student Emergency Fund Scholarship.

To review these and other scholarships, please visit Southwest Tennessee Community College's Foundation page at [www.southwest.tn.edu/scholarships/foundation/scholarships](http://www.southwest.tn.edu/scholarships/foundation/scholarships) or [www.southwest.tn.edu/student-success/scholarships](http://www.southwest.tn.edu/student-success/scholarships).

### Tennessee Promise

The Tennessee Promise Scholarship provides Tennessee high school graduates the opportunity to attend Southwest Tennessee Community College at little to no cost. Students must meet all Southwest and tnAchieves deadlines in order to receive the Tennessee Promise Scholarship. Tennessee Promise is both a scholarship and mentoring program focused on increasing the number of students that attend college in our state. In order to maintain the scholarship, Tennessee Promise participants must complete eight (8) hours of community service each semester they are enrolled, as well as maintain a 2.0 cumulative GPA. Tennessee Promise students have the opportunity to checkout Chromebooks and also participate in Student Success Workshops. Please review the Saluqi Success Pathway webpage for more information or visit <http://www.southwest.tn.edu/saluqi-success/>.

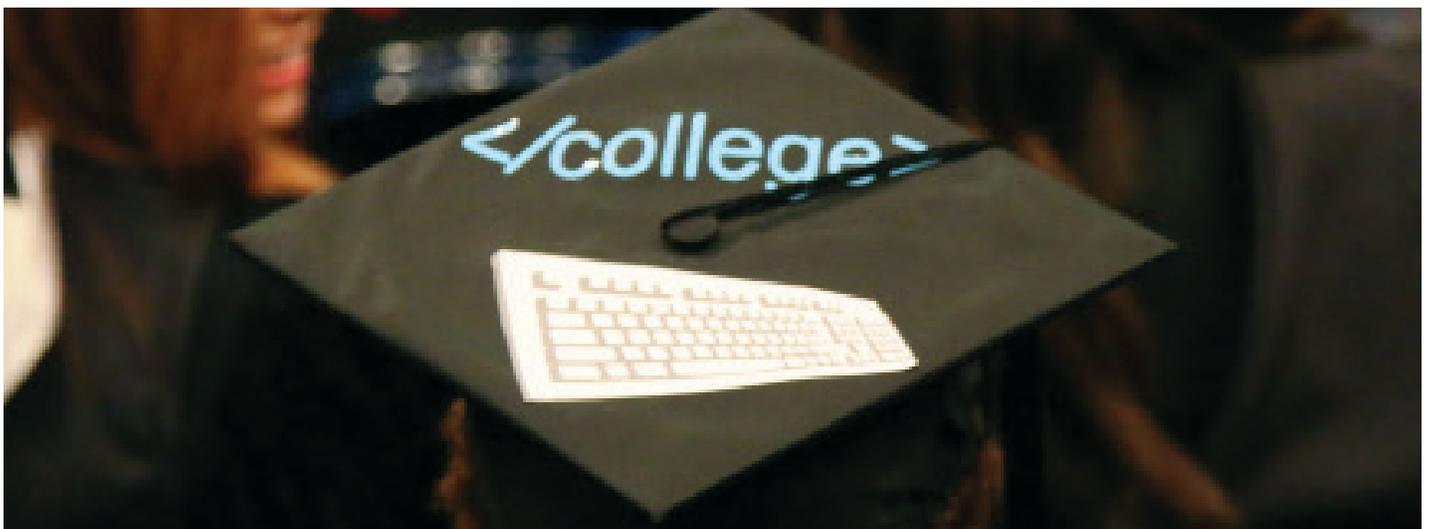
For Tennessee Promise retention questions, please contact Jivanta Farmer at 901-333-5013.

### Tennessee Reconnect

Tennessee Reconnect is a last-dollar scholarship provided by the State of Tennessee to help more Tennessee adults attend college to gain new skills, advance in the workplace and fulfill lifelong dreams of completing their associate's degree or credential/certification.

For eligibility requirements, please visit [www.southwest.tn.edu/tnreconnect](http://www.southwest.tn.edu/tnreconnect).

For Tennessee Reconnect questions, please contact Macklin Gipson at 901-333-4790.



## SALUQI SUCCESS TECHNOLOGY TOOL KIT

<http://www.southwest.tn.edu/saluqi-connect/docs/saluqi-success-technology-toolkit.pdf>

Your online resource from admissions to graduation day.

## Student Success Workshops

Student success workshops give you an extra boost to help you with your academic success. We have a variety of workshops available to students such as the Communication at Southwest workshop, The L.I.T. (Transforming Learning Into Thinking) Session study skills workshop, and the Discovering My Learning Style workshop. If you are interested in any of our workshops, please complete a Workshop Appointment Application at [www.southwest.tn.edu/saluqi-success/workshop-registration.htm](http://www.southwest.tn.edu/saluqi-success/workshop-registration.htm). Once you fill out your application, one of our program specialists will contact you to set up an appointment.



## Chromebook Checkout

Chromebooks are available to students who need a tablet to complete class assignments. The Chromebook tablet is a new, faster computer that starts in seconds, and offers thousands of applications. It has built-in virus protection, and backs up your data in the cloud. Some of these features include Google Slides, Google Sheets, and Google Docs.

Chromebooks are available based on financial need and issued on a first-come, first-served basis.

Reserve a Chromebook online at [www.southwest.tn.edu/student-success](http://www.southwest.tn.edu/student-success) by clicking on Chromebook Checkout. Fill out a form to see if you qualify today!

## Reconnector Roundtable

The Reconnector Roundtable is a platform that gives students an opportunity to meet and ask questions of various faculty and staff members, including deans and higher level administration. Students can discuss their concerns about the Reconnect process, college experiences, and the types of support services available. The Reconnect Roundtable meets on the Saturday before the start of classes each Fall and Spring Semester.

## IDEAS—Inclusive Design for Equity in Academic Success

The Strengthening Institutions Program (SIP) awarded Southwest Tennessee Community College a federal Title III grant to foster equity and inclusion and student success through IDEAS—Inclusive Design for Equity in Academic Success. IDEAS addresses disparities through implementation of one comprehensive activity with four related strategies:

- Improving Academic Advising, Support, and Mentoring;
- Infusing High-Impact Practices (HIPs) in High-Enrollment, High-Fail Rate Courses;
- Implementing Professional Development Program for Equity and Inclusion, esp. around course redesign;
- Increasing Capacity for Data-Informed Decision-Making.

The SIP Grant provides funds to support Southwest's ongoing efforts to close equity and academic achievement gaps between white students and students of color in course success, retention and graduation. IDEAS focuses on enhancing teaching and learning by providing culturally responsive and supplemental instruction to students in core courses that are critical to completion with an emphasis on those courses that have a 30 percent or higher failure rate. The goal is to foster student success and close achievement gaps through focused instruction, professional academic advising, peer mentoring/coaching, tutoring or supplemental instruction, and high impact practices infused throughout the curriculum.

## Contact Us

**Dr. Jacqueline Taylor**, Assoc. Vice President, Retention & Student Success  
Title III Project Director: IDEAS – Title III SIP Grant  
Telephone: 901-333-5006 (Union Avenue Campus)  
Telephone: 901-333-4265 (Macon Cove Campus)  
E-mail: [jstaylor@southwest.tn.edu](mailto:jstaylor@southwest.tn.edu)

**Alma Rutledge**, Project Activities Director  
IDEAS – Title III SIP Grant  
Telephone: 901-333-4324  
[www.southwest.tn.edu](http://www.southwest.tn.edu)

**Jivanta Farmer**, Program Specialist  
Union Avenue Campus, Parrish Building, P207  
Telephone: 901-333-5013  
E-mail: [jfarmer11@southwest.tn.edu](mailto:jfarmer11@southwest.tn.edu)

**Macklin Gipson**, TN Reconnect Liaison  
Macon Cove Campus, Farris Building, 2172  
Telephone: 901-333-4790  
E-mail: [mgipson@southwest.tn.edu](mailto:mgipson@southwest.tn.edu)

## Saluqi Success Coaches

Macon Cove Campus, MAB Lobby, 901-333-4261  
Union Avenue Campus, A-Building Lobby, 901-333-5570  
[www.southwest.tn.edu/saluqi-success](http://www.southwest.tn.edu/saluqi-success)

## Advising

Advising is essential to your success at Southwest Tennessee Community College. Professional Academic Advisors help you plan your academic experience at Southwest to enable you to achieve your educational goals. Your Advisor is available by appointment or during scheduled walk-in times.

### Hours of Operation for Campus Locations:

#### Macon Cove Campus

8:00 a.m.-5:30 p.m. • 901-333-4594

#### Maxine A. Smith Center

8:00 a.m.-4:30 p.m. • 901-333-6005

#### Union Avenue Campus

8:00 a.m.-4:30 p.m. • 901-333-5122

#### Whitehaven Campus

8:00 a.m.-4:30 p.m. • 901-333-6450

## Your Advisor

All degree-seeking students will have an Advisor at entry, progression, and completion of their courses of study. Advisors are ready and available to help students plan class schedules and address academic questions. When appropriate, Advisors are also available to assist with referrals to other departments on campus.

Be sure to login to your **My.Southwest** portal to find your advisor. Once you find your Advisor, it is a good idea to write down the name, phone number, and email of your advisor so that you can connect quickly.

## Advising Appointments

Scheduling an appointment to see your Advisor is easy and convenient! Advising appointments can be scheduled in one of three ways:

1. Emailing [advising@southwest.tn.edu](mailto:advising@southwest.tn.edu) and provide your full name, Student ID number, and date of birth;
2. Login to the My.Southwest College Portal (opens new window), locate the Quick Launch area [left side of the screen] and select the Student Advising icon; or
3. Call one of the campus locations listed above.

## Online Advising

Online Advising is designed for students who are participating in online programs or students who do not live close to campus.

When requesting Online Advising, please identify yourself with your Student ID number or Southwest email address.

To request Online Advising, fill out the form at [www.southwest.tn.edu/advising/advise-form.htm](http://www.southwest.tn.edu/advising/advise-form.htm).

## Walk-ins Wednesdays

Walk-ins are seen on a first-come, first-served basis. There is no guarantee you will see your assigned advisor at that time. To ensure you are seen in a timely manner by your advisor, make sure to schedule an appointment ahead of time.

For more information about Advising, please visit the website [www.southwest.tn.edu/advising](http://www.southwest.tn.edu/advising) or email [advising@southwest.tn.edu](mailto:advising@southwest.tn.edu).

You may also call the Macon Cove Campus Advising Office at 901-333-4594 or the Union Avenue Campus Advising Office at 901-333-5122.

## Contact Us

**Dr. Nikita Ashford-Ashworth**, Director Advising and Academic Support

Telephone: 901-333-4287

E-mail: [nlashford@southwest.tn.edu](mailto:nlashford@southwest.tn.edu)

**LaMecia Goode-Freeman**, Professional Academic Advisor

Telephone: 901-333-6047

E-mail: [lgoode@southwest.tn.edu](mailto:lgoode@southwest.tn.edu)

**Connie Herron**, Professional Academic Advisor

Telephone: 901-333-4746

E-mail: [cherron@southwest.tn.edu](mailto:cherron@southwest.tn.edu)

## Navigate

Navigate is a mobile resource that helps you take charge of your student experience here at Southwest. It includes links to resources on campus that will help you be successful, a To-Do list that helps you keep track of upcoming deadlines for Financial Aid and registration, and a calendar of events for you to participate in.

Navigate also allows you to:

- Schedule appointments with your advisor, tutor, and other departments within Retention Student Success
- View your course schedule
- Sign up for Study Buddies and connect with other students in your class
- Map out your courses for the next year
- and much more!

### Logging In

Using Navigate is easy and free. Simply download the Navigate Student app, select "Southwest TN Community College" as your school and log in with your Southwest username and password. Web address: <https://swtn.campus.eab.com>

### Download the App

Download on the App Store at: <https://apps.apple.com/us/app/navigate-student/id950433229>

Download on Google Play at: <https://play.google.com/store/apps/details?id=com.eab.se>





## Veterans Affairs

Veterans Affairs (VA) provides counseling and outreach services to assist veterans in becoming acclimated to college life while obtaining veterans education benefits and/or other available resources. This office, the link between the college and the Department of Veterans Affairs, assists eligible veterans, dependents, reservists/guardsmen and disabled veterans (military service-connected disabilities) with applying for educational funding and offers guidance on VA regulations.

### Contact Us

**Kristina King-Shields**, Veteran Affairs Coordinator  
 kking1@southwest.tn.edu  
 901-333-4029

**Mia Atkins-Beason**, Professional Academic Advisor & Certifying Official  
 mlatkins@southwest.tn.edu  
 901-333-4012

**James Sykes**, Professional Academic Advisor & Certifying Official  
 jbsykes@southwest.tn.edu  
 901-333-4222

**Dr. Nikita Ashford-Ashworth**, Director of Advising & Certifying Official  
 nlashford@southwest.tn.edu  
 901-333-4287

**Macon Cove Campus**  
 Farris Building, Room 2146  
 8:30 a.m.-5 p.m. [Monday-Wednesday and Friday]  
 Telephone: 901-333-4174  
 Fax: 901-333-4458

**Union Avenue Campus**  
 M Building, Room 110  
 8 a.m.-4:30 p.m. [Thursday]  
 Telephone: 901-333-5122  
 Fax: 901-333-5711

## Academic Support Center

The Academic Support Center (ASC) is certified by the College Reading and Learning Association (CRLA) International Tutor Training Program and is here to help you achieve your goals. In-person tutoring is available to all currently enrolled degree-seeking students at Southwest. There is no charge for this service.

Content-area tutoring is available in most of the core curriculum courses:

- English
- Accounting
- Chemistry
- Physics
- Information Technology
- Mathematics
- Biology
- Engineering Technology
- Spanish



Online tutoring services from Smarthinking, allows students to receive real-time tutoring, individual instruction, and support from expert online tutors 24 hours a day, 7 days a week.

- Mathematics/Statistics
- Business
- Writing
- Spanish
- Computers/Technology
- Nursing/Allied Health
- Reading
- Science

In order to receive online tutoring, you must sign into PAWS and select your course.

More specific information can be obtained by calling the Academic Support Center or consulting the online schedule through TutorTrac.

The ASC also offers additional tutoring and resources as listed below:

- Early Alerts from your instructors
- Academic Progress Reporting during the (5th – 6th week of the semester)
- Supplemental Instruction (Beginning Fall 2017)
- Academic Intervention and Success Workshops
- Computer Labs

### Supplemental Instruction (SI)

Supplemental Instruction (SI) is a nontraditional method of tutoring that provides group study support outside the classroom through discrete study sessions to supplement the in-class lessons. National and international studies have shown that students who attend at least one SI session are likely to increase their final grades by one-half-letter grade. At Southwest, students who have attended SI sessions have seen similar results. Tutoring also increases likelihood of better final grades.

SI Leaders regularly attend whenever classes meet and then provide SI sessions outside of class at times determined by the ASC leadership. The work commitment is five hours per week: SI leaders are required to attend the three-hour course section and provide two hours of supplemental instruction time beyond the traditional hours the class meets.

Our SI program specifically targets gateway courses with high enrollment and high failure; therefore, we employ SI leaders for ENGL1010, COMM2025, and MATH1530. More courses will be included in the future.

For more information, contact:

**Jacqueline Larry**, SI Coordinator  
 Email: jlarry2@Southwest.tn.edu  
 Bornbloom Library, Room 222



## SMARTS

The SMARTS (Southwest Mentors Advancing Retention, Teamwork, and Success) program helps foster supportive relationships between faculty/staff and students to provide campus advocates, resource information, guidance, and problem-solving methods in order to encourage students to advance toward completion of a certificate or degree and ultimately enter a career of choice.

Partner with a Faculty/Staff Mentor to:

- Increase access to college-level education and academic program completion
- Increase student involvement with faculty, staff and peers
- Receive recognition at student award programs and other media events
- Provide adult learners with access to the Access Code and Textbook Scholarship in partnership with SSPAL

To qualify as a student/mentee, both new and returning Southwest students must: 1) Commitment to partner one semester with a faculty or staff mentor. 2) Commitment to attend SMARTS meetings and events.

Apply here: [www.southwest.tn.edu/smarts/mentee-info.htm](http://www.southwest.tn.edu/smarts/mentee-info.htm)

## Locations of the ASC:

### Gill Campus

3833 Mountain Terrace • Room 210 • Memphis, TN 38127  
Telephone: 901-333-5989

### Macon Cove Campus Bornblum Library

5983 Macon Cove Campus • Memphis, TN 38134  
Telephone: 901-333-4107

### Maxine A. Smith Center

8800 East Shelby Drive • Room 214 • Memphis, TN 38125  
Telephone: 901-333-6046

### Union Avenue Campus Parrish Library

737 Union Avenue • Memphis, TN 38103  
Telephone: 901-333-5054

### Whitehaven Center

1234 Finley Road • Room 121 • Memphis, TN 38116  
Telephone: 901-333-6480

*\*Hours of availability vary by location. Please visit [www.southwest.tn.edu/asc/hoursLocations.htm](http://www.southwest.tn.edu/asc/hoursLocations.htm) to view the hours for each location. To learn more about the Academic Support Center (ASC), please visit [www.southwest.tn.edu/asc](http://www.southwest.tn.edu/asc) or email [asc@southwest.tn.edu](mailto:asc@southwest.tn.edu)*

## Contact Us

**Ron Claxton** Associate Director, Advising and Academic Support  
Telephone: 901-333-4945  
E-mail: [rclaxton@southwest.tn.edu](mailto:rclaxton@southwest.tn.edu)

**Thomas Cole** Assistant Director  
Telephone: 901-333-4107  
E-mail: [tcole18@southwest.tn.edu](mailto:tcole18@southwest.tn.edu)

**Tabitha Stevenson Appleberry**, Coordinator  
Telephone: 901-333-5054  
E-mail: [tlstevenson@southwest.tn.edu](mailto:tlstevenson@southwest.tn.edu)

## Testing

Our mission is to provide high quality academic testing services that observe nationally recognized, professional testing standards, in order to meet the growing needs of our students, faculty, administration, and community.

Testing offers the following assessments on predetermined test days:

- ACT Residual
- ACT National
- ACCUPLACER
- ADA Testing
- College-Level Examination Program (CLEP)
- DANTES Subject Standardized TEST (DDST)
- Educational Testing Service (ETS) Proficiency Profile
- FIDSAP
- Health Occupation Aptitude Examination (HOAE)



- High School Equivalency Test (HiSET)
- Major Field Examination
- Microsoft Office Specialist (MOS)
- National Leagues for Nursing (NLN) Examination
- Pre-Paramedic/MMPI Examination
- Proctored Exams (Distance Learning)
- TN-e-Campus Exams
- Test of Adult Basic Education (TABE) Test

## Payment and Scheduling

Students register and pay for tests online, [www.southwest.tn.edu/testing/tests](http://www.southwest.tn.edu/testing/tests)

Students will need to schedule each test by appointment. Examinations/tests are administered on pre-determined, published dates. To secure a date, examinees should check the testing webpage for scheduling and payment if required.

## ACCUPLACER Placement Exam

Students seeking to enroll in courses at Southwest have the opportunity to take their first ACCUPLACER test at no cost if they have not received a grade (A, B, C, D, F, FA, I, N, P, S, U, or W) in a reading, writing, or math course. If a grade has been earned, the student must pick up where they left off.

Using ACCUPLACER to Improve Placement Scores	
Initial Placement Exam Taken	Ways to Challenge With ACCUPLACER
Initial Test Scores = Southwest ACT Residual	ACCUPLACER once for free
Initial Test Scores = ACT National/ SAT	ACCUPLACER once for \$20 fee
Initial Test Scores = ACCUPLACER (free)	ACCUPLACER once for \$20 fee

Non-Southwest students can take ACCUPLACER for \$20, each time.

For more information about Testing, check their website at [www.southwest.tn.edu/testing](http://www.southwest.tn.edu/testing); email [testing@southwest.tn.edu](mailto:testing@southwest.tn.edu) or stop by their office at the Farris Building, Room 2182, on the Macon Cove Campus. You may also contact Director of Testing Chateeka Farris, 901-333-4589.

## Center for Access (Formerly Student Disability Services)

The Center for Access is committed to assisting students with disabilities in reaching their personal and academic goals by:

- ensuring equal access in the classroom and throughout the college campus
- providing consultation to faculty regarding academic accommodations; legal compliance responsibilities; and instructional, programmatic, physical, and curriculum modifications
- determining accommodations that are appropriate and consistent with medical documentation
- teaching self-advocacy
- increasing college-wide disability awareness and sensitivity

## Programs

The Center for Access provides the following programming:

- Peer Advocacy & Student Success Accountability
- Self-Advocacy Training Modules
- Simulations, Games, Panel Speakers and Presentations for Disability Awareness Month

## Do You Need Accommodations?

Did you have an Individual Education Plan (IEP) or 504 Plan in high school? If yes, you may be entitled to some of the same support services in college.

Southwest Tennessee Community College, in compliance with

the Americans with Disabilities Act, offers, for the student with a disability, various classroom and testing accommodations. They include, but are not limited to:

### In-Class Accommodations

- Note-sharing services
- Preferential Seating
- Tape Record Lectures
- Assistive Technology
- Alternative Textbooks
- Large print exams or handouts
- Sign Language Interpreter
- Testing Accommodations
- Extended exam time (time and one half or double)
- Testing in a reduced-distraction environment
- Use of calculator for exams
- Assistance of a reader or scribe
- Lengthy exams in multiple settings

## L.E.A.D.

The purpose of L.E.A.D. (Leadership, Excellence, Advocacy for Disability) is to promote student engagement, retention, and success among the disabilities population, by creating a support network complemented by faculty/staff mentoring program.

Students interested in becoming a L.E.A.D. member should contact Director, Courtney Gipson, at [cgipson2@southwest.tn.edu](mailto:cgipson2@southwest.tn.edu).

## Contact Us

**Courtney Gipson**, Director  
E-mail: [cgipson2@southwest.tn.edu](mailto:cgipson2@southwest.tn.edu)

**Amanda Prewitt**, Coordinator  
E-mail: [aprewitt5@southwest.tn.edu](mailto:aprewitt5@southwest.tn.edu)

### Macon Cove Campus

Whitehead Building, Room 43  
8:00 a.m.-4:30 p.m. [Monday, Wednesday and Thursday]  
Telephone: 901-333-4223  
Fax: 901-333-4015

### Union Avenue Campus

B Building, Room 221  
8 a.m.-4:30 p.m. [Tuesday and Friday]  
Telephone: 901-333-5523  
Fax: 901-333-4015



To make an appointment with Center for Access, request accommodations, or to learn more about their services please visit [www.southwest.tn.edu/sds](http://www.southwest.tn.edu/sds) or email [sds@southwest.tn.edu](mailto:sds@southwest.tn.edu).

## Student Development

The Office of Student Development is here to help you become fully connected to the campus culture here at Southwest. The Office of Student Development offers participation opportunities in Leadership Development, Student Engagement (The Arts, Intramural and Mind Sports, Clubs and Organizations, and Alumni Networking for Internships), Student Engagement (Service Learning, Community Service, and Learning Communities), and Student Advocacy.

Visit [www.southwest.tn.edu/student-development/](http://www.southwest.tn.edu/student-development/)

### Leadership Development

If you are interested in developing your leadership skills, becoming a leader, or helping to enhance Southwest's atmosphere through the student political arena, then participating in Leadership Development opportunities just might be for you!

### Student Leadership Institute

The Student Leadership Institute (SLI) is designed to build and improve leadership skills by exploring the challenges of committing to a leadership position in an ever changing college environment for emerging and existing leaders. The SLI usually takes place during the Summer before the Fall semester. In addition, Student Development has expanded the SLI for Adult Learners, which usually takes place in the Spring. Adult Learners can expect adult learner specific leadership sessions, information sessions, and team building exercises.

For more info, please call 901-333-4178 or 901-333-5380.

### Student Government Association (SGA)

The Student Government Association is a bridge between students, faculty and administration. The SGA is responsible for aiding the student body with any of their concerns and making sure the appropriate individuals are contacted and notified of the problems the students may or may not have. SGA members attend meetings on a regular basis and serve on at least one committee at the school.

Interested in finding out more information regarding SGA? Visit [www.southwest.tn.edu/clubs/sga/](http://www.southwest.tn.edu/clubs/sga/) for qualifications and election information.

### Tennessee Intercollegiate State Legislature (TISL)

TISL is a forum for the top echelon of the state's campus leaders to exchange ideas, express their opinion and learn how the government operates. Each November, TISL's Senate and House of Representatives meet in the legislative chambers of the State Capital.

Through TISL, students learn how government works, understand more about public policy, and network with other student leaders.

For more information, visit [www.southwest.tn.edu/student-development/TISL](http://www.southwest.tn.edu/student-development/TISL).



### Campus Activity Board (CAB)

CAB provides diverse quality programs that will enhance the student's educational experience via on-campus entertainment, cultural and arts events, student organizations and clubs, and discounted tickets to sports, arts and cultural events in the Memphis Community.

Students that participate in CAB will engage in a comprehensive training program that includes team building, fiscal management, and campus operations.

For more information, please visit [www.southwest.tn.edu/clubs/cab](http://www.southwest.tn.edu/clubs/cab).

### Student Engagement

There are several ways for students to become involved on campus. For The Arts, there are opportunities in Culinary Arts, Performance Arts, Cultural Arts, and even Graphic Arts. If you are interested in Intramural or Mind Sports, we have activities such as Intramural Basketball and Chess.

The Center for Service Learning and Civic Engagement gives students the opportunity to learn about and give back to the community as they complete community service requirements. Learning Communities are also a major part of the Center's efforts to build community through academic and student engagement partnerships.

In addition to these student engagement activities, students also have the chance to network with alumni.

For a complete list of Clubs and Organizations offered at Southwest Tennessee Community College, please visit [www.southwest.tn.edu/clubs/clubs](http://www.southwest.tn.edu/clubs/clubs). For a complete list of upcoming events, please visit the Student Activities Calendar at [www.southwest.tn.edu/events/StuCalendar](http://www.southwest.tn.edu/events/StuCalendar).

### Student Advocacy

Let your voice be heard by serving as an advocate for other students. You can even advocate for yourself. Southwest also has several opportunities for peer advocacy, peer mentoring, and peer coaching.

If you are interested in participating in any of the activities listed above, please call 901-333-4178, e-mail [studentdevelopment@southwest.tn.edu](mailto:studentdevelopment@southwest.tn.edu) or stop by the Student Development Office on the Macon Campus in Farris Building Room 1105 or the Saluqi Den on the Union Avenue Campus in B Building, Room 106.

## Student IDs

Student IDs can be secured at all campuses and centers beginning August 1 prior to the start of fall semester.

### Contact Us

Phoenix Worthy, Director Student Development  
Telephone: 901-333-4179  
E-mail: [pworthy@southwest.tn.edu](mailto:pworthy@southwest.tn.edu)

Tamera Boyland, Coordinator  
Telephone: 901-333-5380  
E-mail: [thines1@southwest.tn.edu](mailto:thines1@southwest.tn.edu)

Ciara Shipp, Coordinator  
Telephone: 901-333-4178  
E-mail: [cshipp@southwest.tn.edu](mailto:cshipp@southwest.tn.edu)



## Career Services

Our mission is to deliver comprehensive, professional career-related services to students, graduates, and alumni in addition to area employers.

## Career Exploration, Assessment and Planning

Students are invited to access career exploration tools, take an assessment, and meet with the Staff in Career Services during their first semester to discuss their career plans.

- Career Coach – Access local labor market data
- Kuder Career Assessment – Identify best-suited careers
- Memphis Works - Gain insight into local jobs/industries

## Job Readiness

Career Services offers many resources to help students conduct a successful job search.

- Resume Assistance with Optimal Resume
- On-Demand Interview Training with Big Interview Software
- Professional Image/Interview Attire Consultation
- Mock Interviews
- Fall and Spring Career Fairs
- Part-time and Full-Time Job Listings

## Experiential Learning

Students can gain real-world experience related to their intended career field through the following options:

- Internships (on and off campus)
- Cooperative Education
- Work Study
- Job Shadowing
- Service-Learning



## E-portfolio

Students are encouraged to create an electronic portfolio to document their college and career experiences, skills, abilities, and achievements.

Career Services currently recommends using the free Google e-Portfolio platform. Contact Career Services for step-by-step instructions to create your e-portfolio and for examples.

To make an appointment with Career Services or to learn more, please visit their website [www.southwest.tn.edu/career-services](http://www.southwest.tn.edu/career-services), call 901-333-4180, or stop by their office at the Macon Cove Campus in Room 2160 of the Farris Building.

## Contact Us

Brenda Williams, Director  
Career Services  
Telephone: 901-333-4264  
E-mail: [bwilliams@southwest.tn.edu](mailto:bwilliams@southwest.tn.edu)

Angela Banks, Assistant Director  
Phone: 901-333-4388  
E-mail: [abanks@southwest.tn.edu](mailto:abanks@southwest.tn.edu)

Cortney Ward, Career Specialist, Internships  
Telephone: 901-333-4110  
E-mail: [ccward2@southwest.tn.edu](mailto:ccward2@southwest.tn.edu)

## Counseling and Social Services

Southwest Tennessee Community College is committed to the development of the whole person, with specific focus on the intellectual, social, emotional, psychological, and spiritual dimensions. Southwest seeks to provide a caring atmosphere of support while offering a myriad of opportunities and resources for students to experience wholeness within the context of a community of learners. Southwest Tennessee Counseling Services is currently staffed by a full-time, on-campus counselor with access to contract counseling services provided by a licensed clinical social worker and a fully-staffed higher education Psychological Services Center.

In addition to on-campus services, limited off-campus services are available through community service providers by referral from the Counselor, Director of Student Development, the Associate Vice President of Retention & Student Success, and/or the Vice President for Student Affairs.

For more information, visit the Counseling Services website [www.southwest.tn.edu/student-success/counseling](http://www.southwest.tn.edu/student-success/counseling)

## Contact Us

Julia Rhea, MS, NCC  
Mental Health Counselor  
Telephone: 901-333-5121  
E-mail: [jrhea@southwest.tn.edu](mailto:jrhea@southwest.tn.edu)

Phoenix Worthy, Director  
Student Development  
Telephone: 901-333-4179  
E-mail: [pworthy@southwest.tn.edu](mailto:pworthy@southwest.tn.edu)

Chauntay Harris  
Social Services Coordinator  
Telephone: 901-333-5121

## MOMS Achievement Center

The MOMS (Meaningful Opportunities for Mothers at Southwest) Achievement Center provides services for single mothers enrolled at Southwest. The program focuses on academic success as well as emotional and social well-being by providing workshops on developing excellent study skills, time management, resume building, developing positive parenting skills, understanding financial management, maintaining a college-work-life balance, developing healthy coping skills, and other support services to remove barriers. Students will also be provided with wrap-around support services such as counseling, social services, group advising opportunities, and other resources to help them succeed during their time at Southwest. Anyone interested in being involved in this program can contact Julia Rhea at [jrhea@southwest.tn.edu](mailto:jrhea@southwest.tn.edu).

The MOMS Achievement Center, located on the Union Avenue Campus in Room B 212, is open 11a.m. - 4:30 p.m. weekdays.

For more information, call 901-333-5885.





*You Can Go Anywhere From Here!*

## High Impact Practices (HIPs)

A high impact practice (HIPs) is a method of evidence-based teaching that has been widely tested and shown to be beneficial for college students.

We encourage all students to engage in High Impact Practices such as:

- E-Portfolio (see Career Services)
- Mindset
- Learning Communities
- First-Year Seminar/Experience
- Work-based Learning

- Undergraduate Research
- Technology Enhanced Learning
- Study Abroad, and
- Certifications

For more information, please visit the HIP website at [www.southwest.tn.edu/hipi/](http://www.southwest.tn.edu/hipi/) or one of the locations below:

### **Macon Cove Campus**

Macon Academic Building B, Room 139  
Phone: 901-333-4087

### **Union Avenue Campus**

Building B, Room 210  
Phone: 901-333-5203

## Resources

### Professional Academic Advisors

#### **Macon Campus Cove**

**Dr. Nikita Ashford-Ashworth**, Director  
Telephone: 901-333-4594  
[nlashford@southwest.tn.edu](mailto:nlashford@southwest.tn.edu)

**Ronald Claxton**, Associate Director for Academic Support  
Telephone: 901-333-4945  
[rclaxton@southwest.tn.edu](mailto:rclaxton@southwest.tn.edu)

**Edna Claxton**, Administrative Assistant-  
Macon Cove Campus  
Telephone: 901-333-4594  
[eturner1@southwest.tn.edu](mailto:eturner1@southwest.tn.edu)

**Jhona Gipson**, PEP/Transfer Coordinator  
Telephone: 901-333-4748  
[jcgipson@southwest.tn.edu](mailto:jcgipson@southwest.tn.edu)

#### **Connie Herron**

Telephone: 901-333-4746  
[cherron@southwest.tn.edu](mailto:cherron@southwest.tn.edu)

#### **Kristina King**, Veteran Affairs Coordinator

Telephone: 901-333-4029  
[kking1@southwest.tn.edu](mailto:kking1@southwest.tn.edu)

#### **James Sykes**

Telephone: 901-333-4222  
[jbsykes@southwest.tn.edu](mailto:jbsykes@southwest.tn.edu)

#### **Brenda Lee Teague**

Telephone: 901-333-4011  
[bteague@southwest.tn.edu](mailto:bteague@southwest.tn.edu)

#### **Mia Atkins-Beason**

Telephone: 901-333-4012  
[mlatkins@southwest.tn.edu](mailto:mlatkins@southwest.tn.edu)

#### **Maxine A. Smith Center**

**Lamecia Goode-Freeman**  
Telephone: 901-333-6047  
[lgoode@southwest.tn.edu](mailto:lgoode@southwest.tn.edu)

#### **Union Avenue Campus**

**Angela King**, Administrative Assistant-  
Union Avenue Campus  
Telephone: 901-333-5122  
[aking4@southwest.tn.edu](mailto:aking4@southwest.tn.edu)

#### **Evelyn Moore**, SAP Counselor

Telephone: 901-333-5904  
[emoore4@southwest.tn.edu](mailto:emoore4@southwest.tn.edu)

#### **Kanika Thompson**

Telephone: 901-333-5712  
[klipfor2@southwest.tn.edu](mailto:klipfor2@southwest.tn.edu)

## Program Specialists

### Shunteria Joiner

Telephone: 901-333-5949  
sjoiner1@southwest.tn.edu

### Colleen Schwartz

Telephone: 901-333-4594  
ccschwartz@southwest.tn.edu

### Jasmine Cowan

Telephone: 901-333-5089  
jcowan2@southwest.tn.edu

## Whitehaven Center

### Tajuanna Smith

Telephone: 901-333-6484  
tsmith125@southwest.tn.edu

**Jivanta Farmer**, TN Promise Liaison  
Union Avenue Campus, Parrish Building, P207  
Telephone: 901-333-5013  
E-mail: jfarmer11@southwest.tn.edu

**Macklin Gipson**, TN Reconnect Liaison  
Macon Cove Campus, Farris Bldg, Career Services Suite  
Email: mgipson@southwest.tn.edu

## Saluqi Success Pathway Coaches

[www.southwest.tn.edu/saluqi-success](http://www.southwest.tn.edu/saluqi-success)

### Brenda Rayner

Macon Cove Campus, MAB Lobby  
Telephone: 901-333-4261  
brayner1@southwest.tn.edu

### Devin Foster

Union Avenue Campus, A Building Lobby  
Telephone: 901-333-5570  
dfoster20@southwest.tn.edu

# Saluqi Success Technology Toolkit

Your Tech Toolkit for Success...from Admissions to Graduation Day!



Navigate Student:

**Navigate** is a mobile app that helps you take charge of your student experience here at Southwest. Navigate includes links to resources on campus that will help you be successful, a To-Do list that helps you keep track of upcoming deadlines for admissions, Financial Aid and advising/registration, and an engaging calendar of events for your campus involvement. Navigate is also the primary tool for you and your Professional Academic Advisor to connect, schedule appointments, and plan your academic career at Southwest. You can also access Navigate on your desktop PC, tablet, or laptop at <https://swtn.campus.eab.com>.

Navigate also allows you to:

- Schedule appointments with your Professional Academic Advisor, tutor, and other Student Success departments
- Make your Academic Plan for your degree or certificate program
- Register (one-click registration available, July 1)
- View your course schedule
- Sign up for Study Buddies or Groups and connect with other students in your class
- Map out your courses for the next year
- and much more!

## Logging In

Using Navigate is easy and free. Simply download the Navigate Student app, select "Southwest TN Community College" as your school and log in with your Southwest username and password. Web address: <https://swtn.campus.eab.com>

## Download the App

Download on the App Store at: <https://apps.apple.com/us/app/navigate-student/id950433229>

Download on Google Play at: <https://play.google.com/store/apps/details?id=com.eab.se>



## Saluqi Degree

**Saluqi Degree** is a degree audit tool available to students, faculty, and advisors. The application can be accessed via My.Southwest login. Saluqi Degree provides access to a student's academic history and applies that academic history towards the degree program the student is enrolled in. Students can also view "What-If" audits to see their academic history applied to a different degree. Learn more about Saluqi Degree at <https://southwest.tn.edu/degree-works/>

Through Saluqi Degree, students and advisors will be able to:

- Identify courses needed
- View their requirements for their degree program(s)
- See how completed courses apply toward degree completion
- Apply "What-If" audits for student's considering a change of program
- View grades and academic standing
- View cumulative grade point average (GPA)
- Calculate a GPA based on their performance by term
- Calculate the grade scenarios needed to achieve a particular goal-GPA
- View transfer credit earned
- Plan future registrations
- Estimate how long it will take to graduate

## 2-Way Texting With Your Advisor

Your Professional Academic Advisor (PAA) will use a **2-way text messaging system** to check-in on you throughout the semester to provide support and resources.

## PAWS

This is Southwest's online teaching and learning platform. You will spend a lot of time here. If you are unfamiliar with **PAWS** or want to brush up, be sure to enroll in the **PAWS**

**VIRTUAL BACKPACK.** It is an awesome tool that teaches you about online learning with PAWS. This is a self-registration course, so choose PAWS Virtual Backpack 2018-2021 from the course list to register. Remember: PAWS is accessible from your PC, tablet, laptop or even mobile phone. Simply click here for PAWS access or copy and paste this link into your web browser: <https://elearn.southwest.tn.edu/d2l/login>

PAWS is accessible from your PC, laptop, tablet and mobile phone! Click the quick tip icon to access this important platform.

## MS Teams

**Microsoft Teams** is a software program that allows students to meet via video conferencing for class meetings, or when collaborating with classmates on special projects. All students have access to MS Teams as part of the Microsoft Office 365 package that is made available upon enrolling into Southwest. The software can be used on any device with access to a camera and/or microphone. For instructions on downloading Microsoft Teams to your device, visit: <http://www.southwest.tn.edu/its/teams.htm>

## Academic Support Center - Tutoring Online

**SmarThinking** is an outstanding software application that you can access via PAWS. Links to SmarThinking are on the main page of each course page. Just log in to PAWS, select your course and you can access tutoring 24 hours a day, 7 days a week. You can also get online tutoring support by emailing: [ASC@southwest.tn.edu](mailto:ASC@southwest.tn.edu) and [WritingTutor@southwest.tn.edu](mailto:WritingTutor@southwest.tn.edu)

## Career Coach



Use **Career Coach** to quickly identify and explore careers best-matched to your interests and strengths. Learn about education requirements, wages, job outlook, potential employers, and more for your top careers! Get started by taking the free Career Coach assessment at: <http://southwest.tn.emsicareercoach.com> and contact Career Services [careerservices@southwest.tn.edu](mailto:careerservices@southwest.tn.edu) to review your results.

## eRefunds

Starting Summer 2020, all refunds will be **eRefunds** and deposited electronically. If you have not done so already, log in to your My.Southwest account and signing up for your eRefund. With this option your refund will be deposited directly into your personal bank account. Click here for instructions. Please contact the Cashier's Office at [bursar@southwest.tn.edu](mailto:bursar@southwest.tn.edu) or at 901-333-5292 for assistance.

## Additional College Resources

**Admissions and Records** 901.333.5924 [admissions@southwest.tn.edu](mailto:admissions@southwest.tn.edu)

**Advising** 901.333.4594/5122 [advising@southwest.tn.edu](mailto:advising@southwest.tn.edu)

**Academic Support Center** 901.333.4107/5054 [asc@southwest.tn.edu](mailto:asc@southwest.tn.edu)

**Bookstore** 901.333.4227/5452 or mgr./0167 [gr@follett.com](mailto:gr@follett.com)

**Cashier's Office** 901.333.5292 [bursar@southwest.tn.edu](mailto:bursar@southwest.tn.edu)

**Distance Education** 901.333.4612 [deit.southwest.tn.edu](mailto:deit.southwest.tn.edu)

**Equity and Compliance** 901.333.5005 [equityandcompliance@southwest.tn.edu](mailto:equityandcompliance@southwest.tn.edu)

**Financial Aid** 901.333.5960 [financialaid@southwest.tn.edu](mailto:financialaid@southwest.tn.edu)

**Human Resources** 901.333.5340 [humanresources@southwest.tn.edu](mailto:humanresources@southwest.tn.edu)

**Public Safety/Police Services** 901.333.5555/4242 [police@southwest.tn.edu](mailto:police@southwest.tn.edu)

**Tennessee E-Campus** 1.888.223.0023 [inquiry@tncampus.org](mailto:inquiry@tncampus.org)

**Veterans Affairs** 901.333.4029 [kking1@southwest.tn.edu](mailto:kking1@southwest.tn.edu)

**Campus Child Care** 901.333.5233

**Career Services** 901.333.4180

**Center for Service Learning** 901.333.4407/5182 Civic Engagement

**Communications and Marketing** 901.333.4024/4116

**Corporate Training and Continuing Education** 901.333.4207

**Southwest Foundation** 901.333.4997

**International Student Affairs** 901.333.4399

**Saluqi Success Pathway** 901.333.4261/5570

# SOUTHWEST

TENNESSEE COMMUNITY COLLEGE

# IDEAS

INCLUSIVE DESIGN FOR EQUITY IN ACADEMIC SUCCESS  
Student Success Reimagined

