Effectiveness of Student Personnel Services Plan

The purpose of the Effectiveness of Student Personnel Services Plan is to ensure that student services are offered and maintained at the highest possible level to support Technical College of the Rockies' students, mission, and programs. This plan is reviewed on an annual basis by staff and faculty.

Identification of Responsibility for Coordinating Student Services

The Technical College of the Rockies (TCR) Administration and Student Services Department are responsible for coordinating and managing key student support functions, including registration, career advising, financial aid services, and the resolution of student concerns.

The ongoing evaluation of Student Services is designed to assess the effectiveness of these functions and support continuous improvement. Through this process, TCR seeks to refine service delivery, respond proactively to evolving student needs, and facilitate a seamless transition into college life. Additionally, Student Services ensures that students receive timely and accurate information regarding important dates and deadlines, including registration, add/drop periods, campus events, and available support resources, while promoting awareness of and access to the services necessary for student success.

Counseling of Students

All members of the Student Services Department provide information about the various programs at TCR and the steps to enroll. Program pages on the school website include information about the requirements to complete the program. The Student Services Department will counsel each student and will assess the student's educational goals, need for support services, and/or accommodations. The Student Services Department maintains appropriate documentation on each student. If special accommodations are needed, Student Services will communicate with administration and the instructor(s) to aid in student success.

The Director of Financial Aid meets with each student to guide them through the FAFSA application process, and will counsel on any other scholarships and/or funding available.

Notification of Opportunities

Student Services works collaboratively with faculty and industry partners to identify and promote employment opportunities for both current students and alumni. Career opportunities are posted on the TCR website's job board, where students and graduates can access information about available positions and connect with potential employers. The job board serves as a centralized resource for career exploration and employment opportunities during enrollment and beyond graduation.

Evaluation

At the end of each semester, students and faculty are surveyed on their overall experience at TCR, including student services. The survey results are reviewed by administration and then disseminated to the faculty and staff annually and revised as necessary. These results are used for continuous improvement of student services available at TCR.

Reviewed: June 11, 2026, by TCR Administration