



Student Services

TCR provides a wide variety of student services. TCR is not a resident campus and does not provide meals or housing.

Services and Availability

All services are available at the TCR campus and some are also available online.

- Admissions – course and program enrollment
 - On campus - Monday-Friday, year-round except for school closures
 - Online – information available any time
- Books – TCR will offer the student an opportunity to purchase all required books and some supplies
- Testing Center – TCR administers any required tests
- Financial Aid – assists with financial aid applications and processes federal, state, and some special scholarships and grants
 - On campus - Monday-Friday, year-round except for school closures
 - Online – resources available any time
- Career Services – career preparation and placement services
 - On campus – Monday-Friday, year-round with posted exceptions
 - Online – job postings and resources available any time
- Tours– Tours for prospects, applicants, and students
 - On campus upon request
 - Online – resources available any time
- Academic Advising – assistance in choosing a career and developing an education plan
 - On campus - Monday-Friday, year-round except for school closures
 - Online – resources available any time
- Business Office – assists with billing and payments, distributes financial aid checks
 - On campus - Monday-Friday, year-round except for school closures
- Disability Services – special needs accommodations
 - On campus – on demand
- Records – maintenance of enrollment and academic records, transcripts
 - On campus - Monday-Friday, year-round except for school closures
 - Online – resources available any time
- Parking – student parking
 - On campus – free parking
- Student Center – study area, eating area, microwaves, vending machines, phone
 - On campus - Monday-Friday, year-round except for school closures

Evaluation

Student services are evaluated twice a year through the student surveys at the end of each semester. All students enrolled in certificate programs are asked to evaluate the availability and quality of the services listed above. Each semester the results of those surveys are compiled and shared with administrators and personnel from the department. Personnel are asked to review the results, identify an area of improvement, and set a goal to make the improvement. Progress toward the goal is evaluated based on the results of the survey at the end of the next semester.