



# Student Services Information

## Transfer of Credit

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The institution acknowledges that learning takes place in both formal academic settings and in non-academic settings. At this time no course taken as part of learning at Institute for Addiction Education are transferable.

## Student Disability Services/Accommodations

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The school has an institutional commitment to provide equal educational opportunities for qualified students with disabilities in accordance with state and federal laws and regulations, including the Americans with Disabilities Act of 1990 and Section 504 of the Rehabilitation Act of 1973. To provide equality of access for students with disabilities, the institution will provide accommodations and auxiliary aids and services to the extent necessary to comply with state and federal laws. For each student, these accommodations and services will specifically address the functional limitations of the disability that adversely affect equal educational opportunity. Applicants or students who would like to request disability service/accommodations must make a request to the College Director. Students will receive written notification of the determination within seven calendar days.

## Placement Assistance

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The institution encourages students to maintain satisfactory attendance, conduct and academic progress so they may be viewed favorably by prospective employers. While the institution cannot guarantee employment, it has been successful in placing the majority of its graduates in their field of training. The college catalog lists the objectives of the program and a list of typical job titles or positions. These positions can be cross-referenced with the Department of Labor Online for a further description of the various job titles that utilize the core skills acquired in the student's program of study. Students will participate in a self-paced professional skills course prior to externship, clinical experiences, or graduation depending on the program they are enrolled in. This online required course is designed to promote professionalism and provide foundational skills for career development. The professional skills outcomes include:

- > Employing Self-Management Skills
- > Applying Interpersonal Skills and Demonstrating Emotional Intelligence
- > Practicing Communication Skills
- > Career Building Skills - Resume Writing and Interview Techniques

The Career Services Department compiles job openings from employers in the area and assists students with resume review, job referrals and the job search process. Participation in the job search process includes students preparing a resume, practicing their interview skills, actively developing their own job leads and sending out applications. All students are expected to participate in all career services activities, and failure to do so may jeopardize these privileges. Graduates may continue to utilize the institution's placement assistance process at no additional cost.

## Student Activities

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Throughout the school year, activities that encourage institution spirit and develop student leadership may be offered. The institution believes that participation in these activities is an important part of the educational process, and student involvement is encouraged.

## Field Trips

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This campus believes that training is enriched by observing real-life applications. When appropriate, visits are arranged to industrial or professional locations.

## Special Lectures

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Guest lecturers are invited to speak to students about career opportunities and current industry applications of educational programs.