COUNSELING AND STUDENT DEVELOPMENT CENTER

The Counseling and Student Development Center (CSDC) located in Room 107 coordinates services for students in the following areas:

**Academic Advising**
The Counseling and Student Development Center advisors help students interpret placement test scores, select and schedule classes, explore majors, develop a degree plan and evaluate progress towards degree completion. Students are assigned to an advisor based on the last two digits of their Aggie ID#: please contact the CSDC for more information.

**Career and Job Placement Services**
The CSDC offers various resources to help students evaluate and choose potential career options including Choices, a web-based career guidance software program and various workshops. We provide assistance with general job search strategies and guidance regarding how to write effective cover letters and resumes. The Counseling and Student Development Center coordinates work-study positions for eligible students as well as cooperative and internship opportunities.

**Student Accessibility Services**
Students Accessibility Services (SAS) coordinates university efforts, to provide access and opportunity to students with disabilities, including students who have disabilities that are apparent and non-apparent. Students wanting to learn more about the services or accommodations available to those with a documented disability should contact the SAS office. Advanced notice in planning services is strongly encouraged.

NMSU is committed to providing an accessible institution to all individuals. For more information, please visit the SAS office in the Counseling and Student Development Center, room 107.

Students may request services by completing these steps in order:

1. Make an appointment with the SAS Coordinator to self-identify as a student with a disability.
2. Submit a "Petition for Accommodation: and proper documentation to the SAS Office.
3. Finalize accommodations for the semester with the SAS Coordinator.
4. Take faculty notification letters listing approved accommodations to each instructor and return to the SAS office within five working days.
5. Submit a "Petition for Continuation of Services" each semester.

**Informal Complaint Procedure**
The student may wish or choose to resolve the complaint on an informal basis (such may include mediation, a letter to the professor, a telephone call or some other resolution amenable to the student). A written confidential record of the final outcome or resolution will be retained with the Student Accessibility Services Coordinator.

**Formal Grievance Procedures**
If the student wishes to formalize a grievance, completion of the New Mexico State University, EEO Grievance Form is required by the EEO/ADA and Employee Relations Office (575) 646-3333 within ten (10) working days of the occurrence. (Note: The 10-day filing period may be extended by written request to the EEO/ADA and Employee Relations Office with consent of the student). In order to expedite the filing process, formal New Mexico State University, EEO Grievance Forms are available in the Student Accessibility Services, Room 107.

The foregoing procedures are implemented to:

- Protect the substantive due process rights of students with disabilities;
- Assure that NMSU Community College at Carlsbad complies with the Americans with Disabilities Act of 1990 and Section 504 of the Rehabilitation Act of 1973, as amended.

For further information, contact the Student Accessibility Services Coordinator, the Director of Counseling and Student Development, the Vice President for Student Services or NMSU’s EEO/ADA and Employee Relations Director.

at the college level, any student may contact the EEO/ADA and Employee Relations Director at (575) 646-3333 or (575) 646-7802 (TDD) at New Mexico State University’s main campus at any time.