

# HCT SERVICES AND RESOURCES FOR STUDENTS

## Student Services

Student Services at the HCT campuses involve the campuses' Academic Registry Services and Student Services departments, which work closely with Central Student Support Services. These departments ensure the academic integrity of HCT credentials, as well as students' access to a supportive campus environment. The departments' roles help to promote all students' personal well-being and academic success, as well as to prepare them to contribute to the on-going development of the UAE.

The Campus Academic Registry Services departments provide all record-related services from admission, registration, official transcripts, course and examination schedules, student timetables and verification of graduation eligibility up to final credential award.

The Campus Student Services departments are responsible for supporting the different aspects of student life, starting with new student recruitment and orientation. The staff assist with financial aid services, student behavior, discipline and attendance issues, safety and security, counselling services, wellness and any special needs accommodations. They give guidance to students organizing student councils, peer tutoring, extra and co-curricular athletic and recreational activities as well as clubs and other special events. They also provide career services and organize alumni activities.

## Alumni Association

There is an HCT Alumni Association which graduates are welcome to join. This association:

- helps graduates stay connected to each other;
- keeps graduates informed about the HCT international and national conferences and events;
- provides opportunities for lifelong learning;
- allows graduates to sign up for voluntary support; and
- provides career advice and opportunities with a directory of employers

## Career Services

The HCT Career Services are staffed by specialists in career management and counselling, which place strong emphasis on career development in a constantly changing global workforce.

The activities of the HCT Career Centers include:

- assisting students to make informed career decisions, and provide career assessment opportunities;
- providing one-to-one counselling to help students match their interests with suitable careers;
- building relationships between the HCT, employers and business communities;
- organizing career-centered events, including summer orientation sessions for high-school students;
- posting employment listings received from employers in both the private and public sectors;
- assisting students in the search for employment and liaising between employers, graduates and students; and

- providing student-focused workshops on topics such as career planning, developing a positive professional attitude, CV and resume writing as well as job interview techniques.

## Counselling Service

The HCT provides personal and academic counselling to help students with their classroom performance or social adjustment at the campus.

Campus Counselors are available to meet students who are having academic or personal problems that interfere with their classroom performance or social adjustment. Counsellors can help students find solutions to their problems and facilitate academic and personal growth.

Students are assigned an Academic Adviser at the start of each academic year. The adviser is usually a class teacher who will give academic advice and monitor progress.

## Extra-curricular Activities

During the year, a wide variety of physical, social and cultural activities are available to interested students. Students are encouraged to make every effort to participate in these activities, which are designed to supplement and complement their classroom work, enhance their experience at the HCT, and provide a healthy balance in life.

In many cases, students organize or coordinate campus events such as film festivals, athletic and recreational competitions, health and wellness days, heritage and cultural displays, art shows and career fairs. These events develop individual and group initiatives, teamwork and leadership skills. They provide the students with the opportunity to apply the skills they have learned, to support charitable causes and to demonstrate academic achievements.

## Safety and Security

The HCT is concerned that all individuals the students meet are properly authorized to enter the campuses. All HCT campuses have security gates, with security personnel stationed at each entrance. These security officers allow only those who are properly authorized to enter the campus.

Security officers have the right to prevent female students from leaving the campus without permission, and to carry out random checks on student and staff vehicles.

All HCT security officers are appointed for the safety of the staff and students of the campuses, and should be treated with proper respect.

## Fire Drills

In case of fire, each campus has procedures to follow. Students should learn the locations of emergency exits, fire alarms and fire extinguishers. In the event of a fire drill or emergency, students must follow the directions of teachers or security personnel.

## Medical Cases

If a student is seriously ill and needs help, the teacher will call Student Services who will provide assistance and contact their family. An ambulance will be called if necessary.

## Student Councils

Each campus has a Student Council to give the student body an effective means for providing input to the colleges so as to improve overall student life. The Student Councils are composed of students from the campuses,

thus providing many opportunities for student growth and leadership development such as:

- planning and organising student activities;
- developing closer relationships between students and faculty;
- establishing a better atmosphere for learning;
- informing the campus of student needs and recommendations;
- developing leadership qualities; and
- improving student morale.

The name and organisational structure of councils and their membership may vary from campus to campus.

Student representatives from all the campuses also meet to elect a system-wide HCT Student Council. This committee represents the wider HCT student body, inside the country as well as abroad.

## **Students with Special Needs**

Under the conditions outlined in HCT policy, reasonable academic accommodation is provided for students with special needs.

Students with special needs (e.g. physical, medical or learning difficulties) are eligible for appropriate support which could take the form of special equipment or materials, or additional time to complete course requirements. Students are required to provide appropriate medical documentation detailing their special need.

It is important that students contact the Student Services office at their campus as early as possible in order to obtain the necessary support.

## **Financial Aid**

The HCT recognises that some students may need assistance with meals and transportation costs. Students who require such assistance are encouraged to contact their campus Student Services Supervisor or Campus Counsellor for details regarding financial aid.

Student Services can also assist in various ways, such as helping to organise temporary employment or providing equipment.

In addition, the HCT forms partnerships with employers who can provide opportunities to sponsor students to complete regular programmes. Sponsored students progress towards graduation with the support of employers in return for commitments specified in the sponsorship agreement.