



# MIAMI LAKES EDUCATIONAL CENTER & TECHNICAL COLLEGE



## Student Services Plan 2025 - 2026



*Excellence  
In Motion*



## Introduction

Miami Lakes Educational Center and Technical College (MLEC&TC) Student Services Department plays a key role in supporting the educational program. Our comprehensive student services program is designed to assist students in pursuing their educational choice based on their needs, desires, and abilities. Student support services are available to help students develop their potential in academic, career, social, and extracurricular areas. The student services staff strive to help students accept the responsibility of becoming viable and productive members of our society.

## Responsibilities for Coordinating Student Services

The Student Services Department has well defined roles for each team member to ensure the efficient delivery of services to students. The Student Services Chairperson supervises the department and coordinates all the activities with the job placement specialist, financial aid officer, guidance counselors, test chairperson, and activities director. Each staff member plays a specific part in assisting students, helping them navigate their educational journey. Some of the services provided by Student Services personnel include:

- Academic advisement and support
- Academic placement
- Academic scheduling
- Articulation with high school and colleges for recruiting purposes
- Basic skills testing
- Career counseling and planning
- Community agency referrals
- Financial aid
- Homeless liaison
- Liaison with potential employers
- Job search and placement
- Retention Activities
- Industry certification examinations
- Special needs programs
- Student attendance
- Student conduct
- Veteran's assistance

## Plan for Effective Student Services

The Student Services Department of MLEC&TC maintains a written plan to determine the effectiveness of services provided to students and prospective students.

## Academic Advisement Services

Counseling and advising are provided on a continuous basis to assist students who experience personal or academic difficulties. The counseling and admission services directly support the educational programs at MLEC&TC.

Students and prospective students are given a comprehensive overview of the program, including details about basic skills requirements, program cost, uniform, behavior and attendance expectations. Additionally, they are encouraged to explore their interests, aptitudes, and abilities to help them make realistic and meaningful career choices. It is the role of student services staff to guide students in the decision-making process.

The counseling staff conducts orientation sessions at the beginning of the school year and at the beginning of each trimester for both day and evening prior to registration to ensure that students have a clear understanding of their academic pathways and the resources available to them. The students sign the Acknowledgement of Responsibility, and are provided with a link to access the MLEC&TC Student Handbook and the Post-Secondary Code of Student Conduct Handbook which includes the school's policies, services, campus locations, class schedule, and other information that will assist them during their enrollment. If a student requires more extensive counseling, students are referred to the appropriate outside agencies. These referrals ensure that students receive the assistance needed in helping them to overcome challenges and pursue their education with necessary support systems in place.

## Counseling and Program Placement

The counseling and admission services directly support the educational programs at MLEC&TC. Prospective students, upon initial interview with personnel, are encouraged to examine their interests, aptitudes, and abilities so they can make realistic and meaningful career choices. It is the role of the student services staff to provide information that will assist students in educational and career decision-making by analyzing their test scores, transcripts and other academic records for appropriate program placement.

## Student Orientation

These handbooks can also be found on the school's website. The administrative staff, student services staff, and department heads provide students with information on the program of study, attendance requirements, and grading criteria. The job placement specialist, financial aid officer, test chairperson, and counselor visit the classes each trimester to inform students of services available and to reinforce all academic services, resources, safety rules, policies and procedures, and work ethics.

## Plan Evaluation

A student services survey is conducted as part of the exit process for all students to determine the effectiveness of the services provided to students. In addition, the Student Services plan is reviewed annually at the opening of schools meeting for evaluation and adjustment if necessary. The plan is available in the Student Services office, the administrators' office and the programs chairpersons' office or classroom.