G. **Student Financial Services.** The Office of Student Financial Services provides students with advice and assistance in obtaining financial aid/assistance through Federal, State, and institutional grants, loans, and work-study, as well as various institutional and non-institutional scholarships.

Office hours are:
- 7:45 a.m. - 6:00 p.m. (Monday-Thursday)
- 7:45 a.m. - 11:45 a.m. (Friday).

III. **Instruction**

The goals of the instructional unit are to:
1. provide quality, innovative instruction designed to support student success;
2. provide quality adult education, literacy, and developmental/transitional education services;
3. provide courses which lead to an associate of science degree and are acceptable as transfer to four-year institutions;
4. offer career technical and allied health courses, certificates, and degrees that lead to students' successful employment;
5. provide non-credit education and workforce development designed to meet the needs of the community;
6. ensure that students will be able to:
   - (a) interpret information, respond, and adapt to changing situations, make complex decisions, solve problems, and evaluate actions,
   - (b) speak and write clearly,
   - (c) identify, analyze, generalize and communicate quantitative relationships,
   - (d) reason inductively and deductively and be able to hypothesize and evaluate hypotheses empirically,
   - (e) demonstrate knowledge of the arts/humanities, and the basic historical chronology,
   - (f) demonstrate basic computer skills and the ability to access, select, evaluate and use information resources
   - (g) demonstrate the knowledge, awareness, understanding, and skill needed to live and work in a diverse world
7. offer a broad range of programs and classes scheduled at times, places, and alternative delivery formats that are accessible to students and consistent with community needs;
8. support instructional innovation through professional development; and
9. evaluate continually the effectiveness of curriculum, instruction and instructional services through the integration of assessment, accountability, and improvement.

More specific indicators of student success can be found in the College’s *Plan for Student Success.*