

**Key Student and Administrative Support Services in Support of Category 1, Helping Students Learn and Category 2, Accomplishing Other Distinctive Objectives**

<b>Support Service</b>	<b>Category 1 Support</b>	<b>Category 2 Support</b>
Mandatory Assessment and Placement	Successfully places first-time students in entry-level Math, English and Reading courses	
Tutoring	Provides free access to qualified peer tutors for most courses or programs	
Advising and Career Resources	Helps students select programs of study that match their interests and abilities	Provide job posting services for local employers and career support for graduates
Counseling	Provides individualized academic, career, or triage personal counseling and referral services	
Conflict Management Services	Provides assistance to the campus community to learn and use conflict management skills & mediate student-related conflicts	
Disability Resource Services	Creates conditions that empower & support students with disabilities to reach their chosen learning goals	
Library Services	Organizes, manages, and gives free access to the recorded knowledge of human civilization in a variety of formats to students and staff in support of the teaching and learning processes of the College	
Campus Life and Enrichment	Advocates for students' interests and rights as well as provide co-curricular experiences	
College Relations	Communicate and promote MATC services, information and goals	Build and positively influence the public perception of MATC
Marketing	Provide effective communications support to meet the goals of the college	Provide effective communications support to meet the goals of the college
Financial Aid	Offers grants, loans, scholarships & employment opportunities for students unable to afford college	
Admissions	Coordinates the admissions process for students' application to learning programs	
Registration	Assist students to enroll in the courses appropriate to their learning goals; Improve access to new learning opportunities	
Student Records	Responsible for maintenance, issuance, and access to records in support of student transfer and employment goals	Provide degree verification for local employers and career support for graduates
Food Services	Provides cafeteria, snack food, catering, and vending services for individuals on campus	
Bookstore/ Auto Parts Store	Textbook and instructional resource sales and automotive-instruction sales to students	
Diversity and Community Relations	Oversees Learner Success Systems Integration Councils	Provides connection between the College and diverse community members or organizations; services include support for diverse employment and Communities of Color Councils
Technology Services	Provides technology services support for desktop productivity software, mobile computing and academic technology.	Provides technology services and support for enterprise applications (email, learning management, student administration, etc), Help Desk services and Academic technology support.
Financial Services		Oversees planning and implementation of MATC budget, provides accounting for Accounts Payable and Receivable, oversee purchasing, and payroll
Facilities Operations	Provides for all custodial, grounds and equipment relocation services to create an environment conducive to learning	Maintain compliance with standards, industry standards and regulatory agency guidelines such as ASHRAE, NIOSH, DNR, and WTCSEB.
Regional Economic Development		Regional campuses form two regions, North and East, with each area tasked to support local economic and workforce development
Business Industry and Community Services		Provides customized training and technical assistance to public and private business, industry and community ventures
Business Procurement Assistance Center		Provides free technical support to business and industry firms in attaining federal and state procurement contracts