

## THE ADVISING & RETENTION CENTER

The Advising and Retention Center (ARC) facilitates student success by providing a safety net for students, faculty, and staff. The ARC offers academic advising services, services to help improve student success, and job search/placement assistance.

The ARC is located on the top floor of the Student Center. While ARC staff provides quality academic advising for all students, each also concentrates in an area of specialty.

- ***Kathy Johnston, ARC Director (ext. 280 or [kjohnsto@jeffco.edu](mailto:kjohnsto@jeffco.edu)):***
  - ✓ Communicates program services to students, faculty and staff
  
- ***Kim Smith, Transfer Advisor (ext. 285 or [ksmith21@jeffco.edu](mailto:ksmith21@jeffco.edu)):***
  - ✓ Coordinates transfer services for students
  - ✓ Creates and updates advising and transfer guides
  
- ***Kurt Olsen, Career & Technical Education Advisor (ext. 211 or [kolsen@jeffco.edu](mailto:kolsen@jeffco.edu)):***
  - ✓ Collaborates with Career & Technical Education faculty to promote technical careers
  - ✓ Coordinates career counseling services for students
  
- ***Stacey Wilson, Employment Specialist (ext. 223 or [swilso11@jeffco.edu](mailto:swilso11@jeffco.edu)):***
  - ✓ Coordinates employment opportunities for CTE students
  - ✓ Prepares CTE students for employment opportunities, i.e. resumes, job search assistance
  
- ***Deb Shores, Resource Advisor (ext. 286 or [dshores@jeffco.edu](mailto:dshores@jeffco.edu)):***
  - ✓ Collaborates with college and community resources for student assistance
  - ✓ Monitors ARC hotline
  
- ***Christopher Lile, Off-campus Academic Advisor (ext. 587 or [clile@jeffco.edu](mailto:clile@jeffco.edu)):***
  - ✓ Provides academic advising services to students at the Arnold and Northwest facilities
  - ✓ Collaborates with EMT/Paramedic and Fire Science faculty to facilitate updated information to advisors
  
- ***Jason Gardner, Student Athlete Success Coordinator (ext. 258 or [jgardner@jeffco.edu](mailto:jgardner@jeffco.edu)):***
  - ✓ Provides comprehensive academic support to our student-athlete population
  - ✓ Monitors academic progress of student athletes utilizing PSSA grades
  
- ***Eilene Acheson, Nursing Retention Coach (ext. 483 or [eacheson@jeffco.edu](mailto:eacheson@jeffco.edu)): (Grant-funded)***
  - ✓ Provides academic advising to pre-nursing students
  - ✓ Provides support to students in the nursing program
  
- ***Betty Dye, Academic Advisor (ext. 210 or [bdye@jeffco.edu](mailto:bdye@jeffco.edu)):***
  - ✓ Provides services to student veterans
  - ✓ Provides/updates ARC information on the Jefferson College website
  
- ***Stephen Peck, Academic Advisor (ext. 257 or [speck@jeffco.edu](mailto:speck@jeffco.edu)):***
  - ✓ Provides academic advising to international students
  - ✓ Provides academic advising to walk-in students

- **Stephanie Kitchell, Student Activities Coordinator (ext. 231 or [skitchel@jeffco.edu](mailto:skitchel@jeffco.edu)):**
  - ✓ Monitors student clubs/organizations
  - ✓ Maintains and provides the Student Handbook
  
- **Barbara Olson, Secretary (ext. 209 or [bolson@jeffco.edu](mailto:bolson@jeffco.edu)):**
  - ✓ Answers the main ARC phone line
  - ✓ Provides support for all ARC staff, including scheduling appointments for all ARC advisors, and communicating advisee assignments to all advisors.
  
- **Jill West, Career Development Secretary(ext. 211 or [jwest@jeffco.edu](mailto:jwest@jeffco.edu)):**
  - ✓ Provides support to ARC Director and staff
  - ✓ Maintains job employment information in the Career Development Center

### **What we do for students:**

- Provide academic advising for all students including those at off-site locations
- Assign students to academic advisors
- Establish academic and career goals
- Provide academic and personal support, career counseling, and transfer assistance
- Coordinate job placement opportunities
- Provide referrals to campus and community resources
- Assist students to change their majors or advisors
- Monitor academic progress
- Provide workshops in areas such as: note-taking, test anxiety, and study skills
- Provide immediate help-line assistance through telephone and on-line services

### **What we do for faculty and staff:**

- Provide a hot-line for faculty and staff to refer students who are:
  - ✓ Failing to perform well on classroom assignments or tests
  - ✓ Confused about classes
  - ✓ Anxious about tests
  - ✓ Experiencing academic, personal, family, or financial issues
  - ✓ Need employment assistance
  - ✓ Missing classes
  
- Provide resources and information about academic advising:
  - ✓ Questions answered
  - ✓ Regular training opportunities
  - ✓ Updated manuals