



# NEW STUDENT ORIENTATION 2020-2



ROBERT MORGAN EDUCATIONAL  
CENTER & TECHNICAL COLLEGE

*"Navigating Through Uncharted Waters"*



# ADMINISTRATION



**KENNETH WILLIAMS**

*Principal*



**ERICKA CALDWELL-CLINCH**

*Vice Principal*



**JOSEPH EVANS**

*Assistant Principal*



**CAMILO GUTIERREZ**

*Assistant Principal*

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## ZOOM ETIQUETTE

- Please **mute** your line
- If you have **questions**, you can **type them in the chat** or wait until the end of the orientation
- If you are booted off, **please rejoin** and you will be allowed back in
- **Attendance will be taken TWICE during this orientation via a survey link.** You must **complete both surveys** to receive credit for attending today's orientation.
- **THANK YOU FOR ATTENDING TODAY'S ORIENTATION!**

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# CDC REMINDER

## PRACTICE SOCIAL DISTANCING



WEAR A MASK



# CDC REMINDER



PROTECT YOURSELF  
**WASH YOUR HANDS**



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# STUDENT SERVICES

## INTRODUCTION:

- ✦ Ms. Silverang
- ✦ Ms. Jean-Louis
- ✦ Ms. Pearson
- ✦ Ms. Ruiz (On Leave)
- ✦ Ms. Saunders

**PROGRAM COUNSELORS** (website has the list)

**CLASS ATTENDANCE** – important for progress as well as Financial Aid.

**CLASS PROGRESS**

**COUNSELOR'S REFERRALS**

**ACCOMMODATIONS/504 PLANS** – must self-disclose and ask for accommodations.

**GRADUATION – GOAL!!!**



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# ATTENTION:

## ADULTS WITH DISABILITIES



### YOU MAY BE ELIGIBLE FOR:



Course Waivers



Course Accommodations



Reasonable Course Substitutions



### FOR INFORMATION AND ASSISTANCE:



**Contact:** The Counselor for your program



**Room:** Student Services (Main Office)



**Office Hours:** 8:00 AM to 8:00 PM

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# FINANCIAL AID



## ● REQUIREMENTS

## ● FEDERAL FINANCIAL AID PROGRAMS AVAILABLE AT RMEC & TC:

- Eligibility for Federal Student Aid
- Federal Disbursements
- Registration information you are required to know

## ● OTHER FINANCIAL AID PROGRAMS AVAILABLE AT RMEC & TC :

- Eligibility

## ● FINANCIAL AID OFFICERS:

- Alnerys Ferro: [aferro@dadeschools.net](mailto:aferro@dadeschools.net)
- Beverly Chung-Grant: [311063@dadeschools.net](mailto:311063@dadeschools.net)

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## FINANCIAL AID OFFICE HOURS

### MONDAY AND WEDNESDAY

From 8:00 AM to 6:30 PM

### TUESDAY & THURSDAY

From 8:00 AM to 3:45 PM

### FRIDAY

By appointment only

**CLOSED FOR LUNCH**

11:30 AM to 12:30 PM

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# STUDENT CANVAS SUPPORT TEAM

Canvas is the required Learning Management System (LMS) for all Robert Morgan Educational Center & Technical College programs. It will be used remotely and on campus.

Students receive a **Course Invitation from their Instructor** (Canvas Free for Teachers) directly to their MDCPS Student Email Account.

Log directly into Canvas at:

- <https://canvas.instructure.com/login/canvas>

Canvas has a **mobile app** for iPhones and Android Users (Go to your profile, select QR for Mobile Login and give your camera access to scan).

If you have any difficulties, **need assistance** or want to ask Canvas questions, please contact:

- [RMCanvas1@gmail.com](mailto:RMCanvas1@gmail.com)

A **student video** has been developed to help everyone learn more about navigating Canvas and the available features.

Click here  
to play  
video.



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# STUDENT CENTER

We are here to assist students in obtaining resources and services that support educational success and personal achievement. Students are directed to high quality, **cost free professional services** and trusted websites that cater to individual needs and learning style.

## OUR FOCUS AREAS OF SUPPORT

- |                       |                                   |
|-----------------------|-----------------------------------|
| ● Academics           | ● Other Areas of Interest         |
| ● Job Preparation     | ● Working from home with children |
| ● Health and Wellness | ● Building Self-Resilience        |
| ● Financial Literacy  | ● Community Resources             |
| ● Toolkit for Success | ● Social Services                 |
| ● Time Management     | ● Resume Building                 |

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# STUDENT CENTER

## DEVELOPING EFFECTIVE STUDY HABITS

- Discover your learning preference
- Organize your time
- Organize your study area
- Know how to study
- Use your notes



CLICK HERE  
TO OPEN THE FULL DOCUMENT



DEVELOPING EFFECTIVE STUDY HABITS

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# STUDENT CENTER

## TIME MANAGEMENT STRATEGIES

- Start your day with a clear focus
- Have a task list
- Focus on return on investment
- Minimize interruptions
- Stop procrastinating
- Multi-tasking – effectively
- Review your day – very important



[CLICK HERE](#)  
TO OPEN THE FULL DOCUMENT



TIME MANAGEMENT STRATEGIES

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# STUDENT CENTER



## MASTERING SKILLS IN TEST TAKING

- |                            |                                    |
|----------------------------|------------------------------------|
| ● Prepare for the test     | ● Check over the test              |
| ● Create good review tools | ● Post-test review                 |
| ● Predict test questions   | ● Follow test etiquette            |
| ● Get ready for the test   | ● Use critical thinking skills     |
| ● Use test strategies      | ● Use educated guessing strategies |

[CLICK HERE](#)  
TO OPEN THE FULL DOCUMENT



MASTERING SKILLS IN TEST TAKING

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# STUDENT CENTER

## CONCLUSION

The **Student Center** is here to help you navigate the journey to successfully completing your program. We know the waters can be choppy sometimes, so please take advantage of the resources available to you and feel free to email me if I can be of further assistance.

*Contact information:*

**Ms. Barbara Sanders, Student Center Coordinator**

**E mail Address is: [bsanders@dadeschools.net](mailto:bsanders@dadeschools.net)**

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# BOOKSTORE

## BOOKSTORE OFFICE LOCATION:

- Building “H”, ROOM H312 on the first floor.

## PAYMENTS ACCEPTED:

- VISA, Mastercard, Cash, and Scholarship Vouchers from different agencies such as:
  - Financial Aid (Pell Grant)
  - SAVES program
  - Vocational Rehabilitation
  - Catholic Charities

## INVENTORY:

- Only **NEW BOOKS** are sold, and we do not accept returns or exchanges.





## BOOKSTORE HOURS

MONDAY | WEDNESDAY | FRIDAY

8:00 AM - 12:00 PM

and

1:30 PM - 3:00 PM

TUESDAY & THURSDAY

1:00 PM - 3:00 PM

and

4:30 PM - 8:00 PM

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# BOOKSTORE

**YLEANA MARTOS, BOOKSTORE MANAGER**

**Room H-312 Bookstore**

**305.253.9920 extension 2260**

**Email: [ymartos@dadeschools.net](mailto:ymartos@dadeschools.net)**

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# TESTING

## TYPES OF TESTING:

 TABE, CASAS, TEAS & GED

## WHAT ID IS NEEDED FOR DAY OF TESTING:



**TABE:** current Robert Morgan ID or current/valid government issued picture ID



**CASAS:** current Robert Morgan ID or current/valid government issued picture ID



**TEAS:** current/valid government issued picture ID



**GED:** current/valid government issued picture ID with signature, address and date of birth

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# TESTING

## WHAT TO BRING THE DAY OF TESTING

- ⦿ Highly encouraged to bring ID only
- ⦿ All other belongings will be stored in designated areas
- ⦿ CASAS testing you must bring your own headsets
- ⦿ No Air Pods or Bluetooth device

## LOCKERS/BINS

- ⦿ All personal belongings in designated area
- ⦿ One person at a time

## SCHEDULED TESTING

- ⦿ Current students in ABE, ESOL & CTE students

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# TESTING

## TESTING ROOMS

- ⦿ TABE/TEAS room L615
- ⦿ CASAS room N780
- ⦿ GED room N777

## WHAT TO EXPECT UPON ARRIVAL

- ⦿ Wait outside of testing room
- ⦿ Stand 6 feet apart
- ⦿ Stand away from lockers
- ⦿ Wait for proctor to call you into testing room
- ⦿ Process will take a little longer

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# TESTING

TABE and CASAS Testing is by appointment only. Call the school to schedule an appointment at:  
**305-253-9920**



## ENTERING THE TESTING ROOM

- ✦ Sanitize hands
- ✦ Wait for proctors to give directions



## EXITING THE TESTING ROOM

- ✦ Remain in your seat until the proctor gives directions
- ✦ If another student is up, wait until the student has cleared the area
- ✦ No crowding around the lockers/storage area

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# TEAS TESTING:

**THERESA RAMEY**

Health Science Secretary

[Tquigley@dadeschools.net](mailto:Tquigley@dadeschools.net)

For more information.

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# TEST CHAIR/GED ADMINISTRATOR

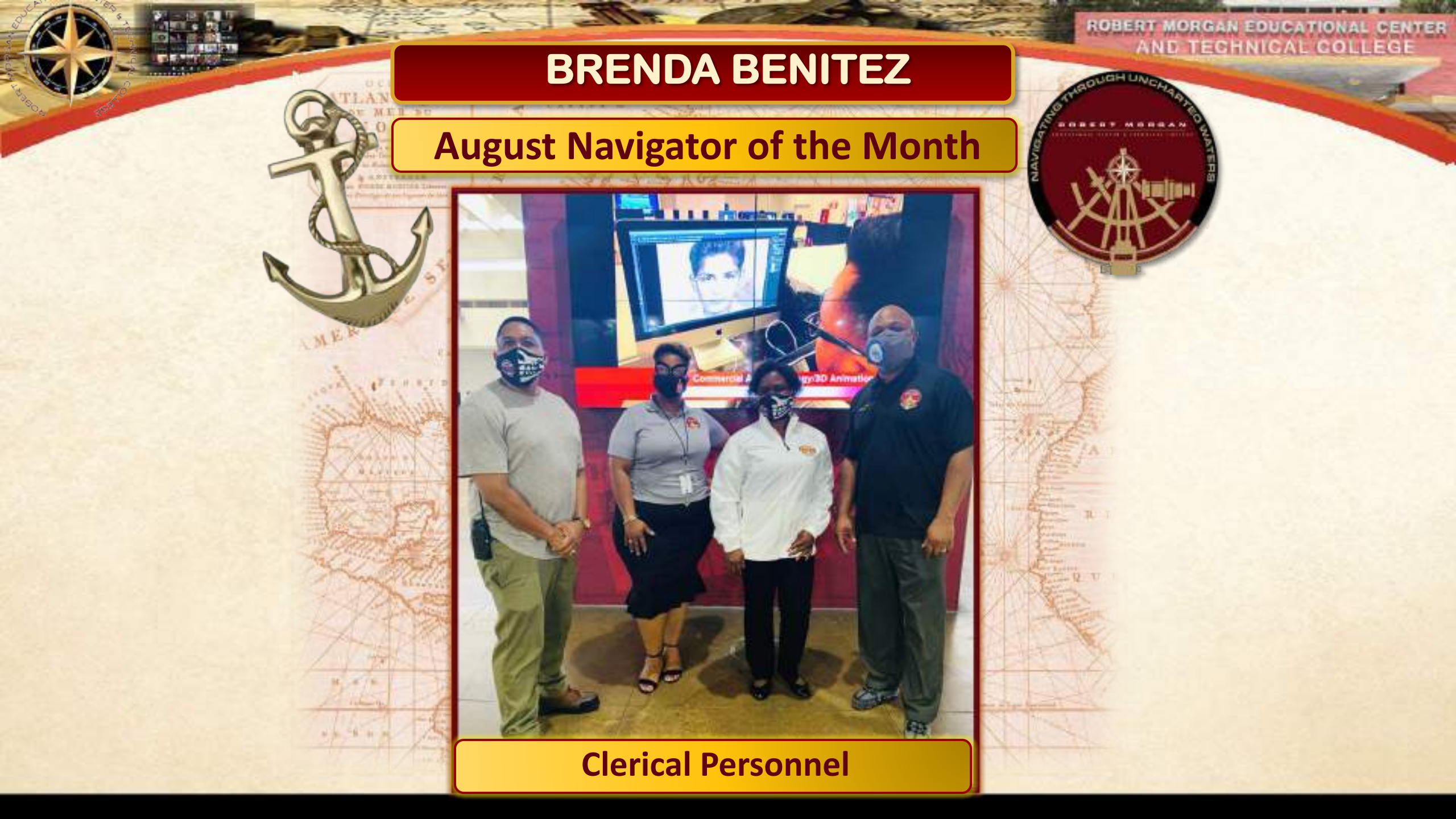
LAWRENCINA FREDERICK

[Lfrederick@dadeschools.net](mailto:Lfrederick@dadeschools.net)

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**BRENDA BENITEZ**

**August Navigator of the Month**



**Clerical Personnel**



**VIVIAN C. VIETA**

**September Navigator of the Month**



**Project TOPS Director**



**A. FRANK PORTUONDO**

**October Navigator of the Month**



**Diesel Instructor**



# MIRTHA SILVERANG

November Navigator of the Month



Student Services Chairperson







**SERGIO CUEVAS**

**IT, December Navigator of the Month**





**MARY ANDRADE**

**January Navigator of the Month**



**Clerical**



# MIRTHA SILVERANG

2022 Francisco R. Walker Teacher of the Year Region Finalist



Student Services Chairperson





# A. FRANK PORTUONDO

2022 Rookie Teacher of the Year



Diesel Systems Technician Instructor







# BARBARA SANDERS

2020-2021 School Support Personnel of the Year



Student Center Facilitator





**LEROY BROWN**

**AFSCME Employee of the Year**



**Head Custodian**



**IRENE MONTOTO**

**Employee of the Year**



**Registrar**







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MIAMI-DADE  
TECHNICAL  
COLLEGES

**ROBERT MORGAN EDUCATIONAL  
CENTER & TECHNICAL COLLEGE**

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