

NEW STUDENT ORIENTATION – 2021/2

ORIENTATION TO TECHNOLOGY



ROBERT MORGAN EDUCATIONAL
CENTER & TECHNICAL COLLEGE

“Charting the Course to New Horizons”



RMEC & TC ADMINISTRATION



KENNETH WILLIAMS

Principal



ERICKA CALDWELL-CLINCH

Vice Principal



JOSEPH EVANS

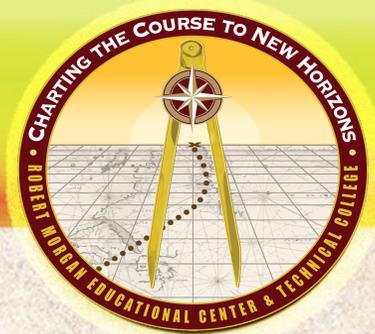
Assistant Principal



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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Sanitation, Health and Safety Rules

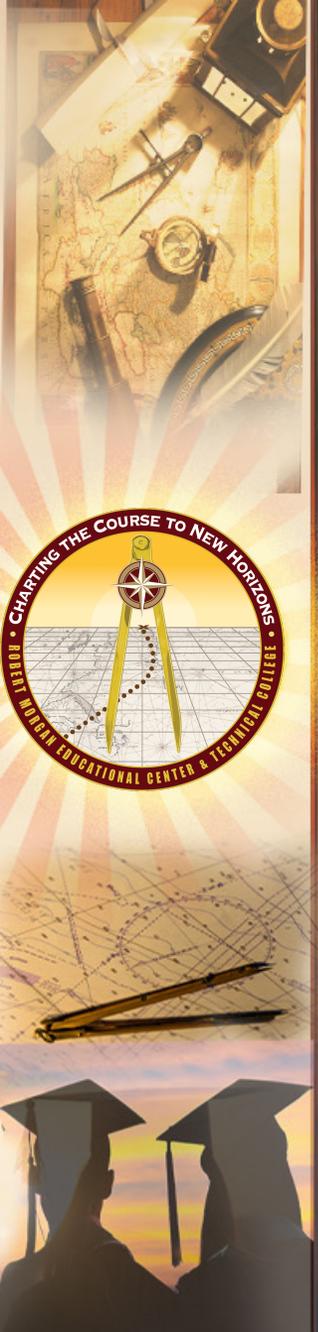


PRACTICE SOCIAL DISTANCING



CDC REMINDER

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Sanitation, Health and Safety Rules

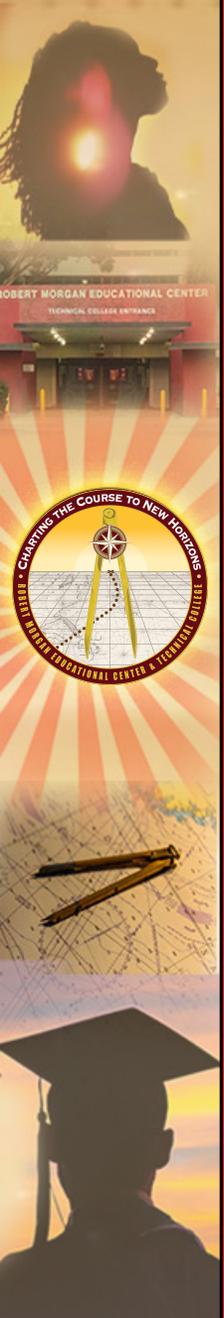


PROTECT YOURSELF
WASH YOUR HANDS



CDC REMINDER

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STUDENT SERVICES

INTRODUCTION:

Ms. Silverang

Ms. Jean-Louis

Ms. Pearson

Ms. Saunders

PROGRAM COUNSELORS (website has the list)

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

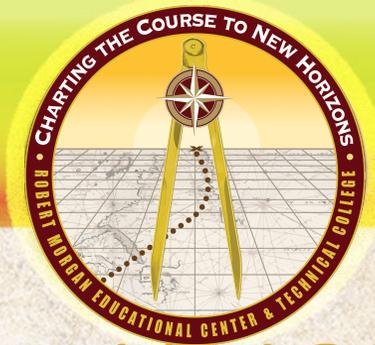
CLASS PROGRESS

COUNSELOR'S REFERRALS

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

GRADUATION – GOAL!!!





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:

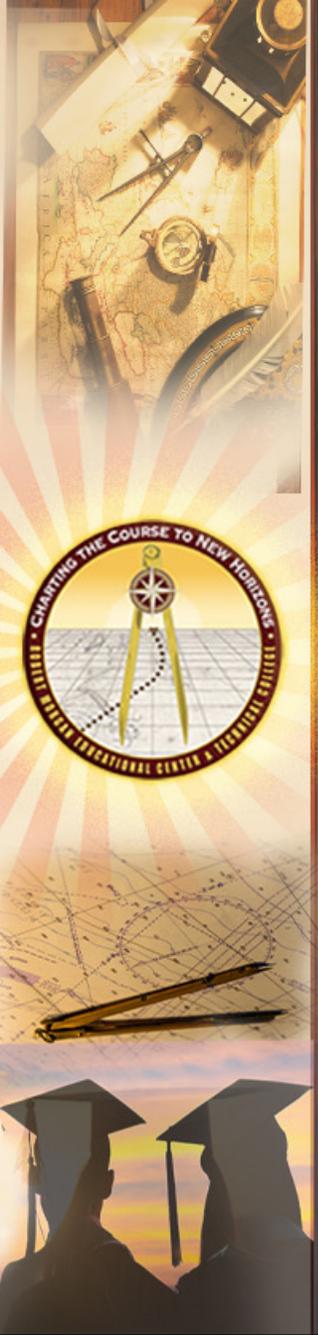
- ☉ Eligibility for Federal Student Aid
- ☉ Federal Disbursements
- ☉ Registration information you are required to know

OTHER FINANCIAL AID PROGRAMS AVAILABLE AT RMEC & TC :

- ☉ Eligibility

FINANCIAL AID OFFICERS:

- ☉ Alnerys Ferro: afferro@dadeschools.net
- ☉ Beverly Chung-Grant: 311063@dadeschools.net



**FINANCIAL AID
OFFICE HOURS**



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

"Navigating Uncharted Waters"



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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:

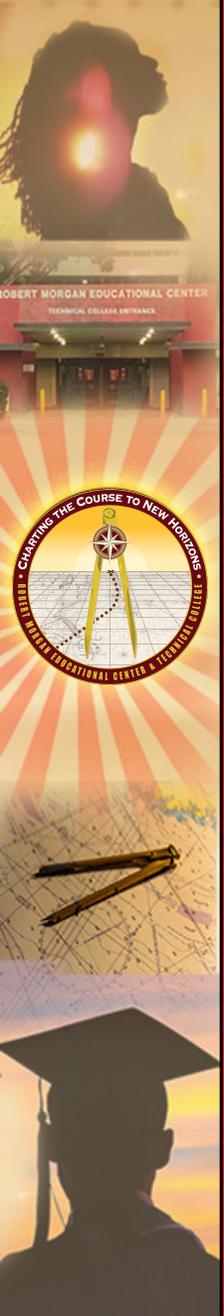
 RMCanvas1@gmail.com

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

 Create good review tools

 Predict test questions

 Get ready for the test

 Use test strategies

 Check over the test

 Post-test review

 Follow test etiquette

 Use critical thinking skills

 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

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MEDIA SERVICES

Students have access to online educational materials and internet services through the Student Center during the hours of:

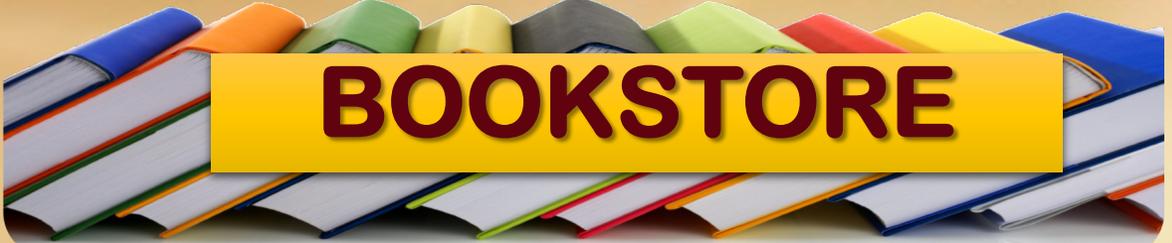
Monday – Friday

1:30 PM – 5:30 PM

Monday – Friday (After 3 PM)

Instructors can request access to the media center through an administrator.

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BOOKSTORE

BOOKSTORE OFFICE LOCATION:

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

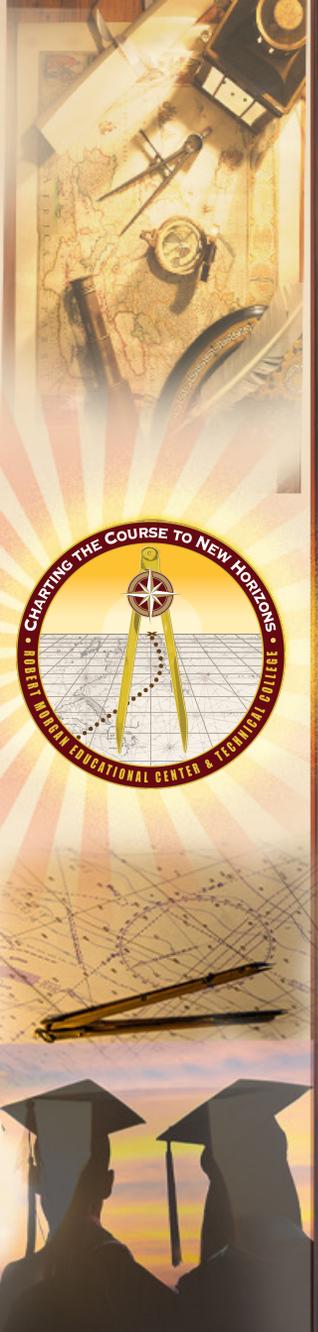
PAYMENTS ACCEPTED:

- 📍 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.

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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

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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

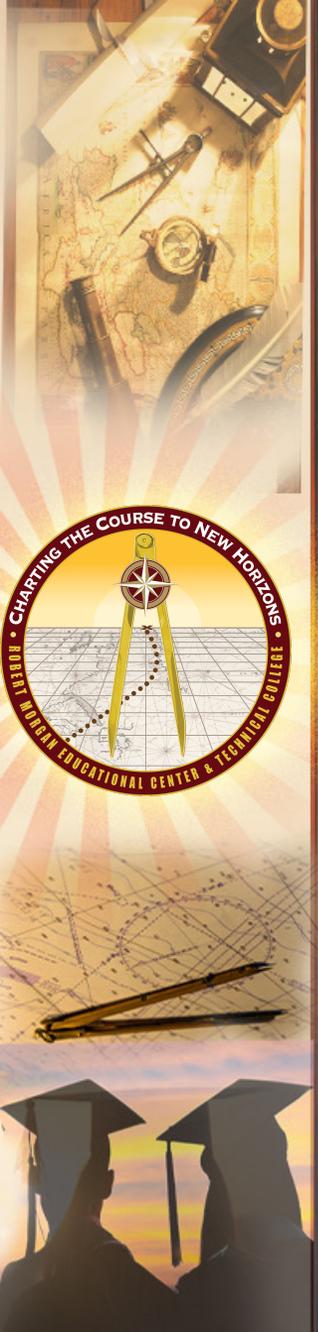


TEAS: current/valid government issued picture ID



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



TESTING

TESTING ROOMS

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

WHAT TO EXPECT UPON ARRIVAL

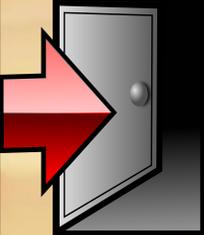
-  Wait outside of testing room
-  Stand 6 feet apart
-  Stand away from lockers
-  Wait for proctor to call you into testing room
-  Process will take a little longer

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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

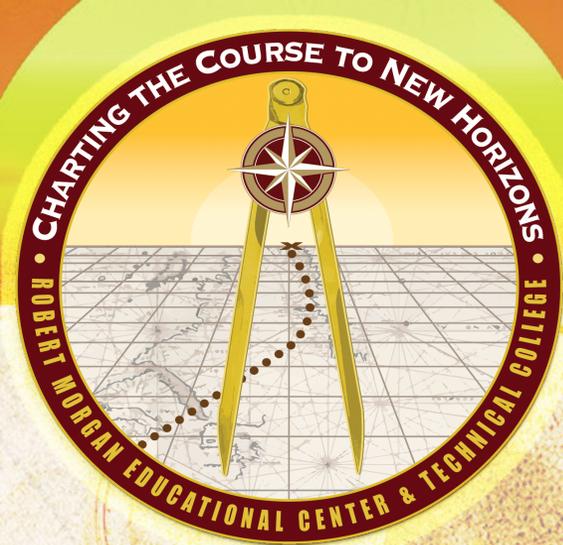
- 🕒 Sanitize hands
- 🕒 Wait for proctors to give directions.



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

For more information

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TEST CHAIR/GED ADMINISTRATOR

LAWRENCINA FREDERICK

Lfrederick@dadeschools.net

Robert Morgan Educational Center & Technical College

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GRADUATION ANNOUNCEMENT

Robert Morgan
Educational Center
& Technical College's
2022 Graduation

- 🕒 **DATE:** TBA
- 🕒 **TIME:** TBA

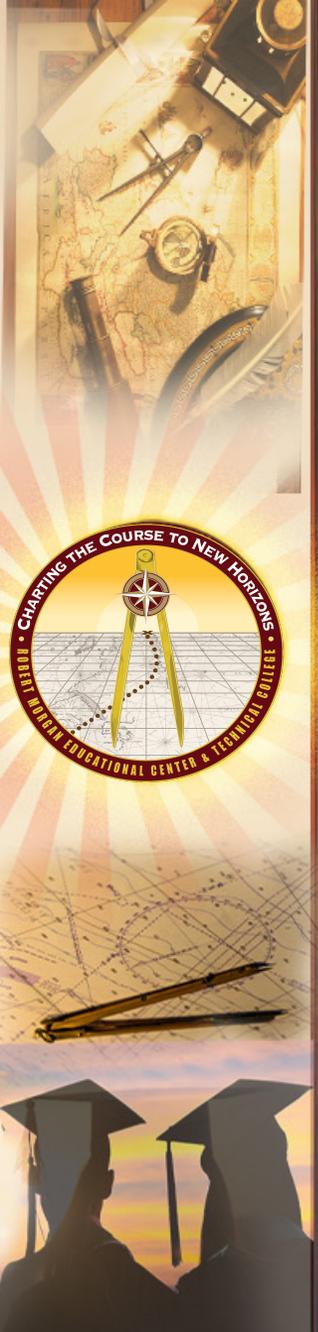


GRADUATION
GOAL!

To be eligible to
participate, you
must be:

- 🕒 *A full-program completer in between 8/20/21 – 7/28/22
- 🕒 Cleared by your instructor and counselor (*See your counselor for more details)

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2021 *class of*

CONGRATULATIONS!



COUNSELOR ASSIGNMENTS

COUNSELORS	PROGRAM	EXT	EMAIL
JEAN-LOUIS, HEATHER EVENING: MON., WED., FRI. 4:00 PM - 8:00 PM	<ul style="list-style-type: none"> ◆ Diesel Systems Technician ◆ Network Support Services ◆ Computer Systems & Information Technology ◆ Welding Technology ◆ Welding Technology-Advanced ◆ Adult Basic Education (ABE) 	2149	Hjean-louis@dadeschools.net
PEARSON, KATHY DAYS: MON. – FRI. 8:50 AM – 4:10 PM	<ul style="list-style-type: none"> ◆ Automotive Service Technology ◆ Advanced Automotive Service Technology ◆ (Honda PACT & Toyota T-TEN at MLEC&TC) ◆ Automotive Collision Technology Technician ◆ Patient Care Technician ◆ Practical Nursing ◆ Medical Assisting ◆ Dental Assisting ◆ Early Childhood Education ◆ Adult Basic Education (ABE) 	2159	kpearson@dadeschools.net
SAUNDERS, ELEANOR DAYS: MON. - FRI. 9:00 AM – 2:00 PM	<ul style="list-style-type: none"> ◆ Adult Basic Education (ABE) 		esaunders@dadeschools.net
SILVERANG, MIRTHA DAYS: MON. – FRI. 8:00 AM – 3:20 PM EVENING: MON. – THURS. 4:00 PM – 8:00 PM	<ul style="list-style-type: none"> ◆ Heating, Ventilation, Air-Conditioning/Refrigeration ◆ Major Appliance and Refrigeration Technician ◆ Baking & Pastry Arts ◆ Professional Culinary Arts & Hospitality ◆ 3D Animation Technology ◆ Commercial Art Technology ◆ Facials Specialty ◆ Nails Specialty ◆ Cosmetology ◆ English to Speakers of Other Languages (ESOL) ◆ Adult Basic Education (ABE) 	2147	msilverang@dadeschools.net
*If assigned counselor is not available, students will be seen by available counselor.			
REGISTRATION HOURS: Monday – Thursday 8:00 AM – 8:00 PM Friday 8:00 AM – 7:00 PM		Closed for Lunch: Monday – Friday 12:00 PM - 12:30 PM Closed for Dinner: Monday – Thursday 6:30 PM – 7:30 PM Closed for Dinner: Friday 4:00 PM – 5:00 PM	

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STUDENT GRIEVANCE/COMPLAINT PROCEDURE

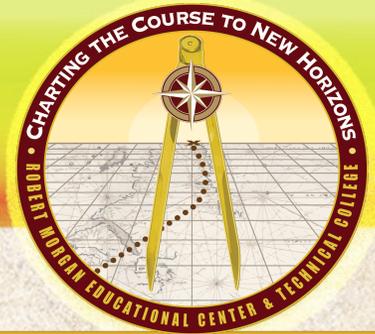
When questions about school policy, procedures, decisions, or judgments arise, students are urged to discuss the situation with their immediate instructor or staff member.

Counselors are available for further discussions and resolution of differences.

Students also have a recourse to a more formal appeal process with a school site administrator.

Students are urged to review the Student Handbook and Post-Secondary Code of Student Conduct on the school's website at <http://www.robertmorgantech.net/>

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STUDENT GRIEVANCE/COMPLAINT PROCEDURE

If the student is not satisfied with the school level results, they have the right to appeal to the next administrator at the district level:

District Director School Operations, Adult and Community Education
Miami-Dade County Public Schools
5780 NW 158th Street Miami Lakes, Florida 33014
Telephone: 305-557-1100

If the student still is not satisfied with the district level results, they have the right to appeal to the next level:

Florida Department of Education
325 West Gaines Street Suite 201
Tallahassee, Florida 32399-0400

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STUDENT GRIEVANCE/COMPLAINT PROCEDURE CONTINUED

Robert Morgan Educational Center and Technical College is accredited by the Accrediting Commission of the Council on Occupational Education. Concerns which cannot be resolved with the School and/or District may be referred to:



Dr. Gary Puckett, Executive Director/ President
*Accrediting Commission of the Council on
Occupational Education*

7840 Roswell Road

Building 300, Suite 325

Atlanta, GA 30350

Telephone (Local): 770-396-3898 Telephone

(Toll-Free): 1-800-917-2081

Fax: 770-396-3790

www.council.org

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STUDENT SURVEY FOR THE END OF THE TRIMESTER

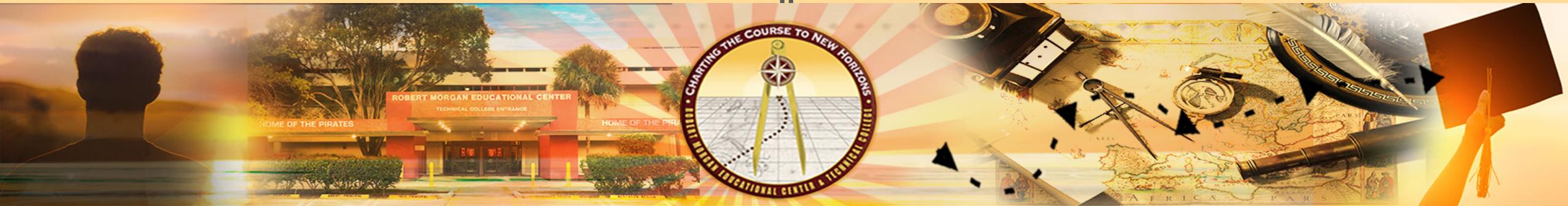
At the end of each trimester, the students will receive a survey link to rate their experience at RMEC & TC. Please make sure to check your school and personal email addresses to submit your response.

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Values Matter for January 2022



**Pursuit of
Excellence**





FIND US IN SOCIAL MEDIA



Twitter

@RMECTC



Instagram

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 **MIAMI-DADE TECHNICAL COLLEGES** **ROBERT MORGAN EDUCATIONAL CENTER & TECHNICAL COLLEGE** 

• 18180 SW 122 Avenue, Miami, FL 33177 305 • 253 • 9920

<https://www.robertmorgantech.net/>

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