

SOUTHEASTERN INSTITUTE

E-News

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January 5th



Greetings Southeastern Charlotte campus!

First off, I'd like to THANK YOU for the very warm welcome that I've received since coming to the campus in mid-December. I'm so excited to be here and working with all of you to ensure the success of our students in their chosen career field. As I stated when I introduced myself to each of you before the break, my #1 GOAL is YOUR success! Just as yours should be... If at any time I can be of any service to you in regards to your experiences here at our school, please do not hesitate to speak with me. My plans over the next few months are to continuously interact with each class, program, student and faculty member in order to better engage with the learning experience here and develop plans to progressively move us forward in our offerings to the community. In my position, there are two very exciting events I get to participate in. The first one is new student orientation week, when I can welcome new students and see the excited, yet cautious looks on each of their faces. And second, GRADUATION, where I get to hand students their diplomas and see the look of confidence, happiness...and relief. I very much look forward to celebrating these momentous occasions here in Charlotte. May every day here be a journey towards new and better things. And thank you for letting me be a small part of that journey with you.

Warm Regards,
Kristopher J. Loretz
Campus Vice President
Southeastern Institute – Charlotte

Lost & Found

Please be sure to turn in lost items found on campus to the Media Center (Ms Patterson). If you are searching for a lost item please check with the Media Center to see if someone has turned in your lost item.

Emergency Response

If you are ever involved in an emergency on your way to class or immediately after; please attempt to notify an administrator at the school. Your safety and well-being is important to us.

Before Your Last Day

Please check in with Student Services VIA EMAIL before you leave so we may ensure that you have completed your graduation application. We must have this document before you leave campus so we may clear you for graduation.

Student Services

E-mail us with questions or suggestions for future newsletters.

Dawni White, Director

(704)527-4979

Kydra Manuel, Coordinator

(704)527-4979

College Central

Get started today at:

www.collegecentral.com/southeastern

- Use the resume builder and/or upload your resume.
- Research employers
- Apply directly to be seen by our region's top employers

Top Ten Qualities of a Valuable Employee:

By Bruce A. Ritter

- 1. Listening to instructions:** It is human nature to speak and react first, then listen later (if at all). It is a rare person who waits and listens before acting. Yet, carefully listening to instructions will reduce mistakes and prevent accidents.
- 2. Taking Responsibility:** Unfortunately, many (if not most) employees do just enough work to get by-just enough to justify receiving a wage. If you want to improve your value as an employee, then know your duties inside and out and pay attention to detail.
- 3. Taking Initiative:** Generally, there are two types of workers-those who wait to be told what to do, and those who think things through and keep busy by constantly finding tasks that need performing. There is a saying that goes like this: "Give a busy man more work, as it is likely to be done efficiently."
- 4. Giving credit to others:** Just as people tend to point their fingers at others when things go wrong, these same people will take credit for the good work of others. Practice giving credit to others. Whenever you are complimented for a job well done, always share the spotlight with those who helped you succeed.
- 5. Being responsive:** There was a time when, if someone said, "Thank you," the other person would reply, "Your welcome." But not anymore. Today, people usually reply with "Uh-huh" or "Sure" or some other statement. When someone addresses you, kindly respond. Let that person know that you heard him. This is common courtesy.

Good to Know

Several offices have extended hours to meet the needs of all our students. You are encouraged to take advantage of these opportunities!

Student Services

Monday	9am-8pm
Tuesday	9am-8pm
Wednesday	9am-6pm
Thursday	9am-8pm
Friday	9am-6pm

Media Center

Monday	10am-8:00pm
Tuesday	10am-8:00pm
Wednesday	8:00am-6pm
Thursday	8:00am-6pm
Friday	8am-9am & 2pm-4pm

6. Performing your duties cheerfully: Some people are naturally upbeat, positive and easy to be around. On the job, such individuals are usually well liked by their peers and acquaintances. Do you know why? It is because no one wants to work around someone who maintains a surly or negative attitude. Pessimism breeds more pessimism. Likewise, positive, cheerful attitudes can also be “contagious”.

7. Being dependable: Supervisors can tell you horror stories about employees who habitually call in sick or arrive late. By your actions, show people that they can depend on you, and that you keep your commitments.

8. Staying healthy: Whenever an employee is sick and takes time off from work, his co-workers will have to cover for him. That said, if you do come down with an illness that can spread to others, don't go to work until you are feeling better.

9. Becoming self-disciplined: Society offers plenty of things to attract our attention-the Internet, television, cell phones, etc. But a good employee is one who stays on track.

10. Exceeding expectations: Too many workers do only what they are required to, and nothing more. You can instantly increase your value to the company by going above and beyond what is expected of you, such as being willing to take on duties that others refuse to do.



***Leadership Distinction ***



The leadership distinction program is an opportunity for all students to participate in a series of classes and **1 community service project (community service MUST be at least 4 hours for Leadership Development)** in order to graduate with the "Leadership Distinction" honor and to be recognized as such.

The next scheduled leadership distinction class will be held on Thursday- Jan. 12th, from 2:30pm to 4:30pm. You do NOT need to sign up before the class...just show up and sign in on the day of the class. On the day of the workshop be sure to check in with the receptionist for classroom location (generally 106 or 107).

Topics of discussion include but are not limited to:

- Cover letters & resumes
- Interviews: The process & interviewing skills
- Job search strategies & techniques
- Professionalism in appearance, attitude, & character



Worried About Your Student Loans?

By Maria Vivier

Not sure how you are going to pay back your student loans? What will happen if I don't find a job right away or lose my current job? What if I get sick or decide to go back to school? These are all good questions. Well just relax. There is help for you.

We would like to introduce the i-3 Group. This is a free service offered to Southeastern Institute students to assist you with managing your student loan debt.

The i-3 Group counselors are there to help you. If you have any questions regarding your Federal Student Loans, please do not hesitate to contact them. They can help you establish the right repayment program based on your situation. They can also help explain different deferment options available to you in the event you are having difficulties making your loan payments due to life changing events. Their counselors are trained to listen to your specific issues and help you navigate the many forms, rules and regulations regarding the loan programs.

If you receive a call from the i-3 Group, please remember that due to privacy laws they will ask for some information to validate that they are actually speaking to you. This may come in the form of the last four digits of your social security number (SSN) or your date of birth (DOB). This is being done to protect the consumer- you.

If you have any questions regarding your loans please call the i-3 Group at 1-866-296-7955, or visit them on the web at www.i-3group.com.

Campus Pride & Integrity

To ensure a safe, secure educational experience within Southeastern Institute school campus we commit ourselves to a higher standard and take great pride in professional values & principles. Our stellar student body has led by example and as we grow we ask our *NEW* Southeastern Institute students to follow the principles & guidelines we have established (below) at our campus:

- ***Sitting in 1st Floor Lobby:*** Students are **not permitted** to sit or gather on the first floor lobby furniture as this area is common to all building tenants. We ask that all students comply with faculty and staff when reminded of this policy. Please use the student lounge or patio to gather and socialize.
- ***Parking:*** Do not take up more than 1 space. If you are concerned about door dings and scratches, park away from congested areas.
- ***Visitors' Parking Spaces:*** These spaces are designated for visitors and business partners. Students frequently park here in an attempt to "Beat the clock" and avoid a tardy. Students should not park in these spaces for any period of time. Once you "Beat the Clock" please move your car to an appropriate space on your first break.
- ***Unauthorized Parking in Handicap Spaces:*** This is illegal and inconsiderate of individuals with special needs.
- ***Language and Noise:*** Profanity and vulgar language are unacceptable at all times when representing Southeastern Institute. Avoid loud conversations in person or on the phone.
- ***Inappropriate Conversation:*** Do not openly discuss personal matters around classmates, instructors, or staff. Go to a private area. You never know when your future supervisor is within listening distance!
- ***Dress Code-Always observe campus dress code:*** Dress in the appropriate scrubs for your particular program at all times while on campus, correct color of shoes and don't forget your ID Badge !

Dress Code: Look Your Best

By Student Services

To ensure that we are preparing all of our students for the professional world, Southeastern Institute has established a dress code that all students are expected to follow at all times while on school grounds, which includes the exterior the building. Dress code should be followed before, during, and after classes.

Please review these images of appropriate dress code:

Medical Assisting



Medical Billing and Coding



Massage Therapy



SOUTHEASTERN

I N S T I T U T E



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