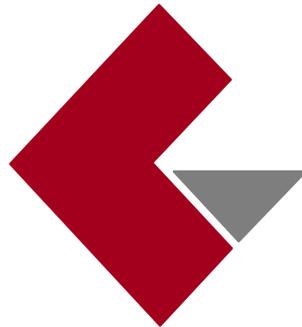


Student Resource Guide

Student Support Services Adult Education



CUYAHOGA VALLEY
CAREER CENTER

Updated February 2026

www.cvccworks.edu
440-746-8230

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CVCC Mission Statement

Mission Statement: Cuyahoga Valley Career Center prepares youth and adults to enter, compete, advance, and lead in an ever changing world of work, college, and careers.

ADA Accomodations

The Americans with Disabilities Act (ADA) is a federal civil rights law that prohibits discrimination against people with disabilities in everyday activities. The ADA prohibits discrimination on the basis of disability just as other civil rights laws prohibit discrimination on the basis of race, color, sex, national origin, age, and religion. The ADA guarantees that people with disabilities have the same opportunities as everyone else to enjoy employment opportunities, purchase goods and services, and participate in state and local government programs.

The Office of Student Support Services assists students with classroom accommodations as well as providing academic and other support for students with disabilities. Services are based on individual needs according to the supporting documentation provided by the student. Our goal is to help provide equitable access and reasonable accommodations to students with disabilities and to act as a resource to students, faculty, and staff.

Examples of Services Available to Students:

- Extended Testing Times
- Private Testing Locations
- Tutoring
- Extended Certification Exam Times
- Academic Counseling
- Referrals to Additional Resources

Additional information and forms can be found at www.cvccworks.edu/adult-education/adult-education-resources/. Please schedule an appointment with Claudette Knestrick in the Student Support Services Office at cknestrick@cvccworks.edu or 440-746-8337.

Hospitals with Emergency Rooms

MetroHealth Brecksville Health and Surgery Center	9200 Treeworth Boulevard Brecksville, Ohio 44141	216-957-9000
Cleveland Clinic-Marymount Emergency Department	12300 McCracken Road Garfield Heights, Ohio 44125	216-581-0500
Cleveland Clinic Main Campus	9105 Cedar Avenue, E. Bldg. Cleveland, Ohio 44195	216-440-2200
Cleveland Clinic-Lutheran Hospital	1730 W. 25 th Street Cleveland, Ohio 44113	216-696-4300
Main Campus Medical Center	2500 MetroHealth Drive Cleveland, Ohio 44109	216-778-7800
UH Cleveland Medical Center	11100 Euclid Avenue Cleveland, Ohio 44106	216-541-1741
Cleveland Clinic Fairview Hospital	18101 Lorain Avenue Cleveland, Ohio 44111	216-476-7000
UH Parma Medical Center	7007 Powers Boulevard Parma, Ohio 44129	440-845-7041
Rainbow Babies-Children's Hospital Emergency Room	11100 Euclid Avenue Cleveland, Ohio 44106	216-844-3722

Daycare Centers

Beekeepers (BBHCSD only)	3500 Oakes Road Brecksville, Ohio 44141	440-740-4100
Loving Care Day Nursery	8131 Brecksville Road Cleveland, Ohio 44141	440-526-0865
Bright Beginners	6632 Harris Road Cleveland, Ohio 44147	440-526-1016
Little Feet Preschool & Childcare	8161 Broadview Road Broadview Hts., Ohio 44147	440-838-1880
Primrose School	1200 W. Royalton Road Broadview Hts., Ohio 44141	440-568-0660
Kiddie Academy	99 Ken Mar Industrial Pkwy. Broadview Hts., Ohio 44147	440-740-8999
TLC's 24 Hr. Daycare	1469 Seneca Boulevard Broadview Hts., Ohio 44147	216-526-7362
The Goddard School	7655 Town Centre Drive Broadview Hts., Ohio 44147	440-740-1234
Independence Montessori	6200 Oak Tree Boulevard Independence, Ohio 44131	216-524-8008
The Nest Schools	7000 Rockside Road Independence, Ohio 44131	440-271-8430
Lil Buddies Learning Center	5511 Broadview Road Cleveland, Ohio 44134	216-785-9913
Horizons Preschool	65 Public Square Brecksville, Ohio 44141	440-838-5920
School of the Little Ones	14502 Granger Road Cleveland, Ohio 44137	216-518-7735
iCare Connect Child Center	5832 Lee Road, S. Maple Heights, Ohio 44137	216-769-543

The Goddard School	5701 Lombardo Center Independence, Ohio 44131	216-525-2000
Marymount Child Care Center	10204 Granger Road Garfield Heights, Ohio 44125	216-365-3341
Bright Futures Childcare	4949 Turney Road Cleveland, Ohio 44125	216-883-2529
Creative Playrooms	6200 Oak Tree Boulevard Independence, Ohio 44131	216-524-8008
Childtime of Bedford	270 Best Street Bedford, Ohio 44146	877-220-0584

Support Services

Catholic Worker Storefront (bathrooms, showers, snacks) 4241 Lorain Ave, Cleveland

The LGBT Center 216-651-5428

Cosgrove Center 216-781-8262

Seasons of Hope (Women only) 216-421-0536

St. Malachi (showers) 216-771-3036

West Side Catholic Center (showers, meals, clinic, food pantry) 216-631-4741

Metanoia Project (overnight sleeping accommodations) 216-338-0181

JFSA Cleveland (domestic violence services) 216-292-399

www.findhelp.org

www.projectliftservices.org

Food Pantries

www.foodpantries.org

Our Community Hunger Center	9733 Ravenna Road, Suite G Twinsburg, Ohio 44087	330-963-3663
The Emergency Assistance Center	9199 Olde 8 Road, Suite C Northfield, Ohio 44067	330-467-7945
UFCW Local 880	9199 Market Place, Suite 2 Broadview Heights, Ohio 44147	216-241-5903
Messiah Intern Ministries	98 Center Road Bedford, Ohio 44146	440-735-3473
South East Clergy Hunger Center	415 Northfield Center Bedford, Ohio 44146	440-232-5115
Parma Heights Food Pantry	6369 Pearl Road Cleveland, Ohio 44130	440-842-6491
Shaker Heights Community Church	20120 Lomond Boulevard Shaker Heights, Ohio 44122	216-531-8358
Word Church	18909 S. Miles Road, Suite 1 Cleveland, Ohio 44128	216-332-9673
Brunswick Food Pantry	1255 N. Carpenter Road Brunswick, Ohio 44212	330-220-8299
Thea Bowman Center	11901 Oakfield Avenue Cleveland, Ohio 44105	216-491-0699
Cleveland Chesad Center	1898 S. Taylor Road Cleveland Heights, Ohio 44118	216-932-3115
Salvation Army	4139 E. 93rd Street Cleveland, Ohio 44105	216-341-1640
Salvation Army	4402 Clark Avenue Cleveland, Ohio 44109	216-631-1515
Salvation Army	12645 Lorain Avenue Cleveland, Ohio 44111	216-252-3593

Streetsboro Community Pantry	8940 State Route 43 Streetsboro, Ohio 44241	330-626-2239
Akron Canton Regional Foodbank	350 Opportunity Parkway Akron, Ohio 44307	330-535-6900
Good Neighbors, Inc.	1453 Goodyear Boulevard Akron, Ohio 44305	330-733-1453
Portage Area Transitional Housing	1211 Anita Drive Kent, Ohio 44240	330-296-0024
Greater Cleveland Food Bank	15500 S. Waterloo Road Cleveland, Ohio 44110	216-738-2265
Middleburg Heights Food Pantry	7000 Paula Drive Middleburg Heights, Ohio 44130	216-362-0044
Cleveland Kosher Food Pantry	2004 S. Green Road Cleveland, Ohio 44121	216-382-7202
Parma Lutheran Church	5280 Broadview Road Parma, Ohio 44134	216-351-6376

Meal Sites

Antioch Baptist Church 216-421-1516

St. Augustine Center 216-781-8262

Cosgrove Center/Catholic Charities 216-781-8262

St. Herman 216-961-3806

St. Malachi 216-861-5343

St. Patrick 216-281-5854

Utilities

Energy Conservation Programs 216-350-8008

Mental Health

Mobile Crisis Team/Suicide Hotline 216-623-6888

Cleveland Clinic Stephanie Tubbs Jones Health Center 216-767-4242

Alliance Care Behavioral Health Centers 216-781-6724

Murtis Taylor Multi- Service Center 216-363-2538

St. Vincent Charity Psychiatric ER 216-241-3400 ext. 825

Counseling

Applewood Centers, Inc. 216-741-2241

Domestic Violence Hotline 216-391-4357

Catholic Charities Chemical Dependency Counseling 216-391-2030

Cleveland Rape Crisis Hotline 216-619-6192

MomsFirst for pregnant women 216-664-4194

Cleveland Mediation Center 216-621-1919

Medicare/Medicaid

Social Security Medicare Enrollment 800-772-1213

Cuyahoga Job and Family Services 844-640-6446

St. Vincent 216-694-4652

Care Alliance 216-781-6724

Shelters/Housing

Coordinated Intake Shelters 216-674-6700

Men's Public Shelter 216-566-0047

Women's Public Shelter 216-479-0020

City Mission (Men) 216-431-3515

Laura's Home (Women) 216-472-5500

Journey Center for Safety & Healing (Domestic Violence) 216-391-4357

Next Step Shelter (Youth) 216-641-0062

Broken Connections (Youth) 216-721-9527

Zelle's Home (Pregnancy) 216-282-8053

Seasons of Hope (Women) 216-421-0536

Cuyahoga Metropolitan Housing Authority 216-348-5000

CHN Housing Partners 216-574-7100

Outreach Programs

Care Alliance Outreach 216-781-6724

PATH/OPP Mental Health Outreach (Frontline Services) 216-623-6555

St. Paul's Church 216-651-6250

Bellefaire Youth 216-570-8010

VA Homeless Outreach Program 216-391-0264

Legal Services

Legal Aid Society of Cleveland 1223 W. 6th St 888-817-3777

Legal Aid Society of Cleveland Right to Counsel Program 216-687-1900

Assistance with Evictions

Legal Aid – Tenant Information Line 216-861-5955 or 440-210-4533

Cleveland Housing Court, Housing Specialist 216-664-4295

Income/Job Training

Cuyahoga Jobs and Family Services 877-644-6562 (unemployment only)

Benefit Application: Cash Assistance, SNAP, Childcare 844-640-6446

Ohio Means Job 216-777-8200

Opportunity for Ohioans with Disabilities 216-227-3250

Social Security Administration 800-772-1213

St. Philip Neri Job Training 216-426-9870

West Side Catholic Center 216-631-4741

Towards Employment 216-696-5750

Transportation

RTA Bus Routes 216-621-9500

Drug/Alcohol Services

Harbor Light 216-781-3773 ext. 140

St. Vincent Rosary Hall 216-350-0735 ext. 4

Stella Maris 216-781-0550

Lutheran Hospital 216-762-0591

Relink 216-762-0591

Alcoholics Anonymous 216-241-7387

Al-ANON/Alateen 216-621-1381

B.Riley Sober House 216-417-4381

CHOICES Behavior Health/Opioid Treatment 216-881-4060

Cocaine Anonymous Help Line 216-20-9899

First Call for Help: Drug Info Program (United Way) 211 or 216-436-2000

Salvation Army ARC 216-881-2625

Hispanic UMADAOP 216-459-1222

Narcotics Anonymous 888-438-4573

Northern Ohio Recovery Association 216-391-6672 ext. 234

Signature Health MAT 216-831-6466

MetroHealth Recovery Resources 216-431-4131

Rising Hope Program- Opioid Disorder Housing/Treatment 216-431-2018

Open Door Program- Prison Re-entry Housing/Treatment 216-431-2018

NORA- Northern Ohio Recovery Association 216-391-6672

Health Services

Collinwood Health Center 216-851-1500

Care Alliance Health Centers 216-781-6724

Circle Health Centers 216-721-4010

J. Glen Smith Health Center 216-957-5600

Medicare Resource Agency 216-438-7028

MetroHealth Express Care 216-957-1680

MetroHealth Medical Center 216-778-7800

NEON Hough Health Center 216-231-7700

Ohio City Health Center 216-957-4848

CC Stephanie Tubbs Jones 216-767-4242

St. Vincent Charity Medical Center 216-861-6200

Superior Health Center NEON 216-851-2600

Faith Baptist Community Center 216-881-8816

Youth and Young Adult Services

Cuyahoga County Children and Family Services 216-881-5554

Youth Navigator Network 833-644-6966

Comprehensive Case Management and Employment Program (CCMEP) 614-466-6282

Bridges NE Ohio Office 614-490-4357

Ohio Education and Training Voucher (EVT) 844-234-5437

Local School Districts

Brecksville- Broadview Heights City Schools 440-740-4000

Garfield Heights City Schools 216-4758100

Cuyahoga Heights Schools 216-429-5700

Independence Local Schools 216-642-5850

Nordonia Hills City Schools 330-467-0580

Revere Local Schools 330-658-6111

Twinsburg City School 330-486-2000

North Royalton City Schools 440-237-8800

Career Advising

Counseling services in relation to program success needs

Studying and test taking skills support

Individual planning for successful career development

Placement help upon program completion

Resume workshops in all certificate programs

www.cvvccworks.edu/adult-education/adult-education-resources/job-search-assistance/

Academic Support

Tutoring

In support of our student's success, CVCC instructors are available to answer questions and/or clarify information as needed. If a student's question cannot be addressed during class time, it is the student's responsibility to plan with their instructor to further discuss the issue at a break time, before or after class, or make special arrangements to meet with the instructor at a designated time. It is at the instructor's discretion to spend additional time above and beyond scheduled class time with a student.

If a student needs excessive assistance and/or tutoring, it will be at the discretion of the instructor to schedule tutoring time with the student based on the instructor's availability. This additional time will be charged to the students at a rate per hour to cover the cost of the instructor's time, schedule adjustment and any supplies and materials used as a result of the additional training.

Tips for Academic Success

REALISTICALLY PLAN YOUR TIME

- Time management skills can help you feel more in control of your life so that you can find more free time and more effective study time.
- Structure your academic schedule as if it were a 40-hour work week.
- Use a planner or calendar to write down all your regularly scheduled activities as well as any due dates for papers, assignments or exams. Plan time for sleep, exercise, and social activity.
- Determine your best study environment and time of the day. Plan study time each week that is consistent with your style.
- Take ten minutes before each class to review your notes from the previous class. Take ten minutes after each class to "fix up" and review the notes just taken.
- Break large or overwhelming tasks into smaller manageable steps.

- Reward yourself for completing tasks. This means noting what you have accomplished even if an entire project is not complete.

READ ACTIVELY

- Before you read, preview the material in the chapter. Read any introductions or chapter summaries.
- Have a purpose when you read. You may want to think of a question that you are trying to answer in each section of material. Do not move ahead in the chapter until you can answer your question. Ask yourself “Am I getting it?” If not, go back and find the place where you last understood the material and reread.
- Focus on the main idea and any supporting information.
- Take notes as you read. Try making an outline of the material by organizing the main ideas and each supporting detail.
- In your own words, write a brief summary of the main ideas. Or, draw a diagram illustrating the relationships between the main ideas.

MAXIMIZE YOUR MEMORY POTENTIAL

- Before trying to memorize, assess your level of concentration. If you are not able to focus, you are not likely to retain much information. Determine what you need to be able to focus (e.g., food, a short nap, a walk, several deep breaths, etc.), take care of this need then refocus.
- Use flash cards. Write a word or formula on the front of a card and its definition on the back. Go through the cards until you can define each word correctly.
- Create acronyms. Make up a phrase using the first letter of each term you want to remember (e.g., the spectrum of colors in a rainbow can be remembered with Roy G. Biv = red, orange, yellow, green, blue, indigo, violet).
- Draw diagrams of concepts that you are trying to remember. Be able to verbally explain the concept and reproduce the diagram.

- Study to the point of recall, not simply recognition. This means that you can define and explain material in your own words.

TAKE TESTS WISELY

- Pay close attention to directions, both oral and written.
- Skim the entire exam before answering anything, then plan your time according to difficulty and value of each item.
- Answer the easy questions first, then go back and do the more difficult questions. Pay attention to information in questions that may help in other parts of the exam.
- Watch out for qualifier words in questions (e.g., none, some, frequently, never, most, etc.)
- BREATHE – 10 deep, abdominal breaths will help release tension and enhance your focus. Remind yourself that your entire future does not rest on one test and that you will learn from this experience regardless of how well you do on the exam.

UNDERSTAND YOUR STRESS

- Recognize how you typically respond to stress (physically, emotionally and cognitively).
- Assess your stress level before you begin studying. If you are experiencing a high degree of stress you won't be able to study as effectively.
- Respond to your stress by engaging in physical activity, finding someone to talk to, and finding outlets (e.g., listening to music, reading, playing sports, etc.).
- Remember, some anxiety or stress is normal and can actually enhance your performance.

Student Funding

- Akron Community Foundation www.akroncf.org/students/
- Cleveland Foundation www.clevelandfoundation.org/student-resources/scholarships/
- College Now Greater Cleveland www.collegenowgc.org
- Cuyahoga County Educational Assistance Program
www.cuyahogacounty.gov/educational-assistance-program-information
- CVCC Endowment Scholarship- See AE Office for application
- Junior League of Cleveland www.cleveland.jl.org
- Great Clips Scholarship Program www.jobs.greatclips.com/scholarship-application
- The Lozick Family Foundation- See AE Office for application
- Ohio Health Care Association www.ohca.org/Scholarships
- Melvin Kruger Endowed Scholarship Program www.roofingalliance.net/education-research/scholarship/
- Twistie Scholarship- See AE Office for application
- Nuts, Bolts and Thingamajigs Scholarship www.fmamfg.org/foundation/scholarships
- NAEMT Scholarship Program www.naemt.org/about-naemt/naemt-foundation/foundation-scholarships
- Senior Care Innovation Scholarship www.aplaceformom.com
- Abbott and Fenner Scholarship www.abbottandfenner.com/scholarships.php
- National Italian American Foundation www.niaf.org/programs/available-scholarships/

- Arab American Leadership Institute Scholarship
www.centeraap.org/grants/scholarships/the-arab-american-leadership-program-application/
- Chairish Scholarship www.chairish.com/pages/scholarship
- Course Hero Scholarship www.coursehero.com/scholarships/
- College JumpStart Scholarship www.jumpstart-scholarship.net
- ESA Foundation Scholarship www.esafoundation.org/scholarships/
- Responsify Empowering Others Scholarship www.responsify.com/scholarship
- Shawn Carter Scholarship www.shawncartersf.com/scholarship/
- Success for Survivors Scholarship www.gfwc.org/scholarship/
- UNICO National Scholarship www.unico.org/scholarship/
- Women's Independence Scholarship Program www.wispinc.org
- VA Benefits www.va.gov/education/about-gi-bill-benefits/
- Horatio Alger Association www.horatioalger.org/scholarships/
- Ohio Means Jobs www.ohiomeansjobs.ohio.gov
- ETV Funding www.fosteredservices.org/ohio-etv/
- Ohio Reach Scholarship <https://www.ohiochildrensalliance.org/ohioreach>
- Soroptimist's Live Your Dream Award
www.scholarships.com/scholarships/soroptimists-live-your-dream-award

Adult Education Staff

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