

ACADEMIC INFORMATION

ACADEMIC PROGRAMS & FINANCIAL AID ELIGIBILITY

CURRICULUM PROGRAM	CREDENTIAL	FAELIGIBILITY
Associate of Arts	AA.	Yes
Associate in Fine Arts	AA.	Yes
AA Business Administration,		
Accounting, Economics, Finance & Marketing	AA.	Yes
AA Criminal Justice	AA.	Yes
AA Elementary Education	AA.	Yes
AA English Education	AA.	Yes
AA History	AA.	Yes
AA Middle Grades Ed. & Special Ed.	AA.	Yes
AA Nursing	AA.	Yes
AA Physical Education	AA.	Yes
AA Political Science	AA.	Yes
AA Psychology	AA.	Yes
AA Social Science Secondary Ed	AA.	Yes
AA Sociology	AA.	Yes
Accounting	A.A.S.	Yes
Accounting	Certificate	No
Advertising and Graphic Design	A.A.S.	Yes
Air Conditioning, Heating & Refrig. Tech.	Certificate	No
Air Conditioning, Heating & Refrig. Tech.	Diploma	Yes(1)
Automotive Systems Technology	A.A.S.	Yes
Automotive Systems Technology	Certificate	Yes
Automotive Systems Technology	Diploma	Yes
Biotechnology	A.A.S.	*
Bus Admin-E Commerce Concentration	A.A.S.	Yes
Bus Admin-E Commerce Concentration	Certificate	Yes
Business Administration	A.A.S.	Yes

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CURRICULUM PROGRAM	CREDENTIAL	FAELIGIBILITY
Business Administration	Certificate	No
CISCO Certificate	Certificate	No
Civil Engineering Technology	A.A.S.	Yes
Computer Engineering Technology	A.A.S.	Yes
Computer Information Technology	A.A.S.	Yes
Computer Information Technology	Certificate	Yes
Cosmetology	A.A.S.	Yes
Cosmetology	Certificate	Yes
Cosmetology	Diploma	Yes
Criminal Justice Technology	A.A.S.	Yes
Criminal Justice-Latent Evidence	A.A.S.	Yes
Criminal Justice-Latent Evidence	Certificate	No
Culinary Technology	A.A.S.	Yes
Culinary Technology	Certificate	Yes
Cyber Crime Technology	A.A.S.	Yes
Early Childhood - Teacher Associate	A.A.S.	Yes
Early Childhood - Teacher Associate	Certificate	Yes
Early Childhood Associate	A.A.S.	Yes
Early Childhood Associate	Certificate	Yes
Electrical/Electronics Technology	Certificate	Yes(1)
Electrical/Electronics Technology	Diploma	Yes(1)
Electronics Engineering Technology	A.A.S.	Yes
Emergency Medical Science	A.A.S.	Yes
Emergency Medical Science	Diploma	Yes
Environmental Science Technology	A.A.S.	**
Gaming Management Certificate	Certificate	No
General Occupational Technology	A.A.S.	Yes

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CURRICULUM PROGRAM	CREDENTIAL	FAELIGIBILITY
Health Information Technology	A.A.S.	Yes
Hotel & Restaurant Management	Certificate	No
Hotel & Restaurant Management	Diploma	Yes(1)
HST/Substance Abuse Con.	A.A.S.	Yes
HST/Substance Abuse Con.	Certificate	No
Human Services Technology	A.A.S.	Yes
Infant/Toddler Care	Certificate	Yes
Lateral Entry	Certificate	No
Manicuring/Nail Technology	Certificate	No
Medical Assisting	A.A.S.	Yes
Medical Coding	Diploma	Yes
Medical Laboratory Technology	A.A.S.	Yes
Medical Sonography	Diploma	Yes
Medical Transcription	Certificate	Yes
Medical Transcription (HIT)	Certificate	Yes
Networking Technology	A.A.S.	Yes
Nursing- Associate Degree	A.A.S.	Yes
Occupational Education Associate	A.A.S.	Yes
Occupational Education Associate	Certificate	Yes
Occupational Education Associate	Diploma	Yes
Office Systems Technology	A.A.S.	Yes
Office Systems Technology	Certificate	No
OST - Virtual Office Assistance	Certificate	Yes
OST - Virtual Office Assistance	A.A.S.	Yes
Outdoor Leadership	A.A.S.	Yes
Outdoor Leadership	Certificate	Yes
Paralegal Technology	A.A.S.	Yes

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CURRICULUM PROGRAM	CREDENTIAL	FAELIGIBILITY
Phlebotomy	Certificate	No
Physical Therapist Assistant	A.A.S.	Yes
Practical Nursing	Diploma	Yes
Radiography	A.A.S.	Yes
Real Estate	Certificate	No
Respiratory Therapy	A.A.S.	Yes
Surgical Technology	Diploma	**
Surveying Technology	A.A.S.	Yes
Therapeutic Massage	Diploma	Yes
Trade: Carpentry (Huskins-HS Students Only)	Certificate	No
Trade: Carpentry (Huskins-HS Students Only)	Diploma	No
Trade: Welding Technology	Certificate	No
Web Technologies	A.A.S.	Yes
Web Technologies/Web Design	Certificate	Yes
Web Technologies/Web Programming	Certificate	Yes
Dual Enrolled	None	No
Huskins	None	No
Early College High School	None	No
Special Credit	None	No
Undecided	None	No

* Offered in conjunction with AB Technical CC. Financial Aid to be handled at AB Tech.

** Offered in conjunction with Blue Ridge Community College.
Financial Aid handled by Blue Ridge CC.

Yes(1) May only qualify for partial financial aid.

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ACADEMIC FORGIVENESS PROCEDURE

The college recognizes that some students may not be able to overcome previously poor records to meet new career and educational goals and/or to meet graduation requirements. Academic forgiveness is applicable once and may be submitted in writing to the Vice President for Instruction and Student Services. See page 28 in the catalog regarding the procedure for academic forgiveness.

ACADEMIC PROBATION The Academic Probation and Suspension Policy applies only to students in curriculum programs.

Level 1 Probation (Warning): Degree, diploma and certificate seeking students performing below a 2.0 grade point average in the previous semester will be placed on academic probation. A student on academic probation will work with his/her advisor to develop an academic plan and/or will be directed into specialized coursework. (Warning does NOT appear on the student's transcript.)

Level 2 Probation: Degree, diploma and certificate seeking students who have not attained a 2.0 grade point average for two consecutive terms will be required to review and modify their academic plans with their advisor. Additionally, they may be required to limit their semester course load and will be advised to register for ACA 118 if they have not already done so. (A "Probation" notation appears on the student's transcript.)

ACADEMIC SUSPENSION

Probationary students who have not attained a 2.0 grade point average for three consecutive terms and have a cumulative GPA below 2.0 will be suspended for one semester. (A "Suspension" notation appears on the student's transcript.)

ATTENDANCE REQUIREMENTS

All students are expected to be present and regular in attendance for scheduled class/lab sessions. Absences will be considered justified and excusable only in cases of emergencies, serious illness or death in the immediate family. At the discretion of instructors, students may make up work missed. When a student must be absent, it is vital that he remain in contact with his instructors.

CLASSROOM CONDUCT

Southwestern Community College values mutual respect between faculty and students. The College understands that students may disagree with an instructor on occasion. On these occasions, the instructor may defer the issue to an after-class discussion so as not to interfere with classroom objectives.

If on any occasion the instructor feels that a student's conduct is not conducive to the learning atmosphere of the class, then the instructor may direct the student to cease the conduct. If the student fails to comply, the instructor may direct the student to leave the classroom. The instructor may also suspend the student from class for the remainder of the semester as outlined in the SCC Discipline Procedure. Whenever an incident of misconduct does occur, the incident will be evaluated after class by the necessary faculty and administrative personnel. The student at all times has the right of due process as stated in the SCC Disciplinary and Appeals Procedure.

CLINICAL EDUCATION

Clinical or Cooperative education is a required component of most of the Health Science Curricular Programs at Southwestern Community College. Clinical/Co-op

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education centers are off-campus and vary in location. Students are responsible for housing and transportation while attending the clinical/co-op education centers. The College has the final decision regarding clinical/co-op education site assignments.

COLLEGE TRANSFER STUDENTS

Advice for Associate in Arts, College Transfer Students

Timeline for a Successful University Transfer

1st semester

- Focus on taking your General Education core classes (44 semester hours) first.
- Carefully follow the requirements for your Associate in Arts degree as outlined in the SCC catalog. If you know what your major is going to be when you transfer, become familiar with the premajors that show you the elective courses to take while at SCC.
- Decide which university you wish to transfer to. You may also want to have a back-up college chosen and plan to apply to that one, too.
- Review the university's web site. On the site, you can usually access the academic catalog, a schedule for application deadlines, the application itself, the academic calendar, etc. Read that academic catalog! It is important for you to know as soon as possible what requirements you will need to meet at the college you want to transfer to. For example, will you need to satisfy a foreign language requirement? How many semesters will you need? What math courses are recommended? Which prerequisite courses can you complete while at SCC? (Note: If you do not have access to the Internet at home, or aren't sure how to use it, visit the Learning Assistance Center in Oaks Hall and they'll help you get started.) Most university web sites now have transfer sections. Some even specify exactly which community college courses you should take.

2nd semester

- Continue taking your general education core classes and meeting with your advisor regularly to discuss your plans and progress.
- Visit the Admissions Office of the college you are interested in. (You should call ahead to schedule a tour; the contact information will be on their web site).
- Sketch out your schedule for the rest of your time at SCC to make sure you have all the credits and classes you need to graduate on time.

Summer term

- Try to fit in some courses during summer session. This can shorten your time to graduation and will make your fall/spring class load more manageable.
- Visit the college you want to attend if you have not done so yet.

3rd semester

- Apply to the university of your choice. (Note: The Learning Assistance Center encourages you to meet with a learning consultant to review your application essays. This is a free service for all SCC students!)

4th semester

- If you are graduating in May, apply for graduation with your advisor and Student Services during February and pay fees in the Bookstore.

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COMMENCEMENT APPLICATION

Commencement exercises are held at the end of the spring and summer semesters for all students who are candidates for degrees, diplomas or certificates. Students should apply between the first and 50th class day of the semester in which they expect to complete their program. Applications will not be accepted after the announced deadline. Application steps are as follows:

1. For each major, obtain an Application for Commencement from the Registrar's Office or academic advisor.
2. Complete the candidates section of the application.
3. Take the application to your advisor.
4. Pay a commencement fee at the college bookstore and all debts owed to the College at the Business office.
5. Submit application to the Registrar's office for final approval prior to the announced deadline.
6. All applicants must have completed all requirements by the end of the spring semester if they plan to participate in spring commencement.

Due Dates:

2007 Fall Semester - October 31, 2006

2008 Spring Semester - March 26, 2007

2008 Summer Semester - June 29, 2007

Students completing requirements during the summer and fall semesters can apply for commencement and pay fees at the end of the particular semester. If the student is qualified, the Registrar orders credentials and mails them to the student. Those completing degrees, diplomas and certificates at the end of the summer or fall semesters may participate in the next spring commencement exercises by simply stating their intention in a letter to the Registrar. Those who apply and do not qualify must reapply after deficiencies are completed. Credentials will not be ordered and held for students to complete requirements in a subsequent semester.

A student must maintain an overall average of C (2.00 GPA) in order to graduate. Some health science programs have additional graduation requirements as defined by those programs.

NOTE: Students enrolled in a course(s) required for graduation at another college, must submit a copy of the registration form to the Registrar.

GRADING SYSTEM

Official grades are issued for every student at the end of each semester. Students enrolled in curriculum courses will be graded by the letter grade system and assigned a grade point average (GPA) for each semester. Instructors inform students about their specific grading scales. The College does not have a uniform grading scale.

The GPA is determined by dividing the total number of quality points by the number of credit hours attempted.

A GPA of 2.00 is required for graduation. Transfer credits are not included in the GPA computation.

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Grade Definition	Grade Points per Semester Hour
A The student has, in a superior way, met the objectives established for the course.	4
B The student has more than adequately met the objectives established for the course.	3
C The student has adequately met the objectives established for the course.	2
D The student has minimally met the objectives established for the course.	1
F The student failed to meet the objectives established for the course.	0
I Incomplete: Indicates that a student has been doing acceptable work in the course but has not completed all required work. A minimum of 80 percent of course requirements must have been completed for the student to be eligible for an "I" contract. It is the student's responsibility to have this deficiency removed during the first two weeks of the following semester or the grade will be automatically changed to an "F." An "I" does not count as hours attempted or as hours earned.	0
CS Continued Study: Indicates that a student must continue study at his current level of Developmental Education coursework. This symbol does not count as hours attempted or as hours earned for purposes of calculating GPA. For financial aid purposes, these hours count as attempted but not completed.	0
NA Never Attended: Indicates the student registered but never attended.	0
AU Audit: This grade does not count as hours attempted or as hours earned.	0
W Withdraw: Indicates the student withdrew before the published withdrawal date that can be found in the college calendar. This symbol does not count as hours attempted or as hours earned for purposes of calculating GPA. For financial aid purposes, these hours count as attempted but not completed.	0
S Credit by Exam: The student received credit for the course through a proficiency examination. This symbol counts as hours earned but not as hours attempted. No more than one-half of the required credit for a degree, a diploma, or a certificate may be earned through "Credit by Exam" unless otherwise approved by the Vice President for Instruction & Student Services.	0
P Passing: Awarded upon successful completion of certain continuing education courses. Eighty percent attendance is required.	0
AP Advanced Placement: This symbol counts as credit hours earned but does not count in GPA calculations.	0
SP Secondary Placement: This symbol counts as credit hours earned for certain eligible high school but does not count for purposes of calculating GPA.	0

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HONORS/ACADEMIC ORGANIZATIONS

President's List

1. Only students who have completed a minimum of 12 credit hours at the end of the semester are considered.
2. The student is to have a minimum 3.85 Grade Point Average (GPA) to qualify for the semester under consideration.
3. Unresolved "I" and "F" grades will automatically eliminate a student from this list for that particular semester. Credit for a course by examination or transfer does not affect eligibility.
4. Developmental courses do not count toward the 12 hours or the GPA.

Dean's List

1. Only students who have completed a minimum of 12 credit hours at the end of the semester are considered.
2. The student is to have a 3.500 - 3.849 GPA to qualify for the semester under consideration.
3. Unresolved "I" and "F" grades will automatically eliminate a student from this list for that particular semester. Credit for a course by examination or transfer does not affect eligibility.
4. Developmental courses do not count toward the 12 hours or the GPA.

Annual Academic Awards Ceremony

Students will be eligible to participate in the Academic Awards Ceremony to be held during the spring semester if they meet the following criteria:

1. The student must have earned a minimum of 30 semester hours credit or 40 contact hours within the last four (4) years by the end of fall semester before the ceremony. The minimum hours must have been earned at SCC.
2. The student must be enrolled during the term in which the ceremony is held.
3. The student must have a cumulative average of 3.5 or above.
4. All eligible students will be honored at the Awards Ceremony during the spring semester. Students who maintain a perfect 4.0 cumulative shall receive "high honors" recognition.

Graduating with Honors

1. During the final week of the semester, the Registrar will rank the candidates for associate's degrees or diplomas according to their cumulative GPA from the previous semesters of work. Each cumulative GPA will be rounded to two decimal places.
2. Each candidate with a cumulative GPA from 3.95 to 4.00 will graduate summa cum laude.
3. Each candidate with a cumulative GPA from 3.90 to 3.94 will graduate magna cum laude.
4. Each candidate with a cumulative GPA from 3.85 to 3.89 will graduate cum laude.
5. When the selections have been determined by the Registrar, the instructors of those selected will be contacted to determine whether the candidate is maintaining the same quality of work during the final semester as during the previous semesters.
6. Candidates who are failing or doing poor work in the final semester will be excluded from the list when the Registrar receives written notice from the instructors.

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REGISTRATION PROCESS

Before Registration

1. Schedule of Classes – Review the schedule posted on the SCC website and develop a list of the classes you want to take and the times before meeting with your advisor. www.southwesterncc.edu
2. Change in Program or Major – Complete the change of major/program form. You initiate this change with your advisor or stop by the Registrar's office to complete that process.
3. Financial Aid – All of your paperwork is complete and up-to-date. Check with the financial aid office.

Steps to Registration

1. Schedule an Appointment with your Assigned Advisor - Make an appointment by e-mailing or calling your advisor whose number and e-mail address is on the SCC website. If you need to cancel or change the appointment, notify her/him.
2. Meet with your Assigned Advisor - Keep the scheduled appointment with your advisor. Complete the registration form – both you and the advisor will sign it. Your advisor may register you for the selected classes or send you to the Registrar's Office for registration.
3. If you miss your appointment or are unable to meet with your advisor, call and make another appointment.

After Registration

1. Stop by the business office to pay your bill or make arrangements to pay your bill. A printed copy of your schedule of classes will be made available to you.
 - Deadline for paying or notifying the Business Office is printed above.
 - Failure to meet the deadline will result in your class schedule being dropped.
2. Purchase your books and class materials.
3. Attend class.

Remember

- In February, apply for financial aid for the next academic year. The academic year begins with the fall semester and includes the following spring and summer terms.

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RESIDENCY CLASSIFICATION FOR TUITION PURPOSES

To qualify for in-state tuition, students must have maintained domicile in North Carolina for at least 12 months immediately prior to enrollment. Individuals must establish that their presence in the state during the designated 12-month period was for the purpose of maintaining a bona-fide domicile and not to simply establish temporary residence. Special situations involving marriage to a NC resident or out-of-state military assignments should be brought to the attention of the Dean of Student Services.

Regulations concerning classification for tuition purposes are set forth in "A Manual to Assist the Public Higher Education Institutions of North Carolina in the Matter of Student Residence Classification for Tuition Purposes." A copy of the manual is available for review in Enrollment Services.

If a student's residency classification changes, it is his obligation to apply for reclassification with the Dean of Student Services. A student who provides false residency information or knowingly withholds residency information shall be deemed to have submitted a fraudulent application. A student making a fraudulent application is subject to reclassification and, if appropriate, payment of the difference between non-resident and resident tuition for the enrolled semester(s) intervening between the fraudulent application and its discovery.

If a student is not satisfied with his initial residency classification or reclassification, he may appeal to the Vice President for Instruction and Student Services. After review by the vice president, if the student remains dissatisfied, the student may file notice of appeal to the State Residence Committee.

STUDENT GRADE APPEAL

The grade appeal process applies only to final course grades. In the event a student appeals a grade that prevents progression in a program, the student will be allowed to enroll and attend the following semester pending the outcome of the appeal. If the grade is upheld, the student will be withdrawn and refunded the tuition.

1. Student must appeal the grade to the instructor of record within the following semester. If not resolved;
2. Student may then appeal the grade to the appropriate dean. If not resolved;
3. (Final Step) Student may then appeal the grade to the Vice President for Instruction and Student Services. The decision of the vice president is final.

STUDENT OPINION SURVEY

Every semester each instructor, part-time and full-time, has at least two of the courses they teach evaluated by their students. The survey is designed to improve the course materials and the instructional methods used in the class. If a course has not been surveyed, the student may request to have it surveyed. This request must be made to the Dean/Director by e-mail, telephone or in person. In order to facilitate the process this request should be made at least two weeks before the last meeting of the class for that semester.

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TRANSCRIPTS

Transcripts for course work completed at SCC are issued by the Registrar's Office. Written permission must be granted by the student before a transcript may be released. Permission may be granted by letter or by completing a "Transcript Release Form" in the Registrar's Office. No fee is charged for transcripts.

As stated in the Student Record Policy section of this handbook, a transcript will not be released to a student who is indebted to the college. Indebted students who request transcripts will be referred to the Business Office for resolution of the outstanding balance.

TRANSFER OF EARNED CREDIT

Applicants to degree, diploma or certificate programs who want credit for coursework completed at other post-secondary institution are responsible for having an official transcript from each institution submitted directly to the Admissions Office. Courses with a grade of "C" or higher may be accepted if the courses are applicable to the program selected at this college and were earned at an accredited college, university, community college or technical institute.

Credits transferred to Southwestern Community College from another institution will be recognized as hours toward the appropriate degree, diploma or certificate, but will not be calculated toward the cumulative grade point average (GPA) for that program.

All official transcripts submitted to the Admissions Office prior to a student's enrollment will be evaluated for transfer credit before registration, if possible, and in no case later than the end of the first semester of enrollment following acceptance into the program of study.

VETERANS

Recipients of veterans benefits must submit official transcripts of all postsecondary coursework attempted before they can receive V.A. benefits. They are also urged to submit official transcripts of any educational work completed through the armed services. Veterans will not be eligible to receive V.A. benefits until all postsecondary transcripts are submitted.