

## MACON CAMPUS

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### GENERAL INFORMATION

The Macon Campus is located at 815 Siler Road in Franklin, North Carolina in a high-tech, state of the art, new facility. This new building will be the beginning of a resource-rich campus, offering technology-enhanced learning with computer laboratories, virtual and interactive classrooms, and access to major research institutions. The Macon Campus houses administration, computer labs, a learning assistance center and general classrooms. SCC at Macon also maintains residence at the Macon Campus Annex located in downtown Franklin at 23 Macon Avenue behind the Macon County Courthouse. The Macon Campus Annex houses evening administrative staff, GED and other literacy programming, as well as continuing education and curriculum classes.

### DRIVING DIRECTIONS

Travel south from Sylva on Hwy. 441. Turn south at the Atlanta exit. After merging onto 441, turn left at the second traffic light onto Siler Road. Macon Campus is approximately a mile on the right.

### TELEPHONE

828.369.7331

### STAFF

Dr. Connie Haire, Vice President, Macon Campus and Institutional Advancement  
Fairley Pollock, Student Services Coordinator  
Margaret Sutton, Administrative Assistant  
Julie Voorhees, Coordinator of Procurement & Inventory

### PROGRAM OFFERINGS

Current curriculum based programs offered at the Macon Campus include:

- Business Administration - AAS Degree
- College Transfer - AA Degree
- Computer Information Technology - AAS Degree
- Criminal Justice - AAS Degree
- Developmental Education Course work in Math, Reading, and English
- Early Childhood - AAS Degree
- Networking Technology, First Year - AAS Degree
- Pre-Health Science Track
- Real Estate - Certificate
- Web Technology, First Year - AAS Degree

In Addition to the curriculum offerings there will be a variety of continuing education classes available:

- Arts and Crafts
- Basic Skills and Literacy classes
- Business and Industry Training
- Nursing Assistant
- Occupational/Certification/Licensure courses
- Small Business Center courses

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### MACON EARLY COLLEGE

The Macon Campus is home to the Macon Early College high school program. This high school is designed to be housed on the community college campus for students who seek a different public school experience that allows them to earn college and high school credit simultaneously. Students have the potential to graduate in four or five years with both a high school diploma and Associate's Degree.

#### Staff:

Lee Berger, English Instructor

Gary Brown, Principal

Diane Henson, Administrative Assistant

Jennifer Payne, Mathematics Instructor

Donna Patton, Learning Resource Instructor

Mary Price-Egger, Guidance Counselor

### STUDENT RESOURCES:

#### Academic Advising:

Each student will be assigned an academic advisor as part of the application process. Advisors are faculty members who help students plan and complete academic goals, assist them with course selection and ensure that students take courses in the proper sequence to meet the completion requirements for the program they have chosen. Most advisors will be selected from faculty housed on the Jackson Campus.

During early and peak registration times advisors for Business Administration, College Transfer (AA), Computer Information Technology, Early Childhood Technology, and Networking and Web Technology will have office hours on the Macon Campus. These hours will be posted or students may arrange meetings in Macon County by emailing or contacting their advisor by phone to arrange an appointment. Students may also contact their advisor by phone to determine the course plan for the semester and meet with the Student Services Coordinator on the Macon Campus to register for courses. For advising procedures go to the Student Resources Section, page 31.

#### Accident and Medical Emergencies:

The Macon Campus has no facilities for medical treatment other than for minor first aid. First-aid kits are available at the receptionist's desk at the main entrance and in the science lab, room 118, on the ground floor.

If an accident occurs while you are attending SCC, report the accident to the instructor in the class where the accident occurred and to the Business Office, room 205. Business Office personnel will notify the next of kin based on information provided by the injured student or listed in the student's record. Accident report forms are also available through the Business Office. These forms must be completed within five days and submitted to the Vice President for the Macon Campus and Institutional Advancement.

Students are encouraged to maintain medical insurance coverage. Applications for accident insurance covering accidents at the College or in transportation to and from the College are available in the Business Office. Insurance forms for reporting injury are available in the Business Office to those who have purchased student insurance. Students are also

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encouraged to report any acute medical conditions to their instructors. Such information will be kept confidential.

### Bookstore and Cashier's Office:

The Macon Campus bookstore will reside in the cashier's office in room 205 on the main entrance floor. Students will be able to order and pay for books and supplies in this location. Students will additionally be able to pay for tuition and fees, and acquire a parking decal and student ID in the cashier's office. For bookstore procedures go to the Student Resources Section, page 32.

### Career Counseling:

Some initial career counseling is available in the Student Services office, room 206, including preliminary career testing and assistance with interviewing skills, resume building, and cover letter composition. For career counseling services go to the Student Resources Section, page 33.

### Computer Labs:

Computer labs are available on the first floor of the Macon Campus in rooms 106, 107, and 108. These rooms may be used if there is not a class in session; class times will be posted and open lab times will also be posted. There will additionally be two computers located in the student center on the 1<sup>st</sup> floor adjacent from the vending area. These computers are for student and community usage during regular operating hours, Monday-Thursday from 8 a.m. - 9 p.m. and Friday from 8 a.m. - 5 p.m.

### Learning Assistance Center:

The Learning Assistance Center (LAC), room 230, is a professionally staffed facility offering tutoring and exam proctoring. Students are encouraged to take advantage of the resources available through individualized instruction from specialized instructors. The LAC also provides a modern facility for the nationally certified peer tutoring program provided by Student Support Services.

The LAC is open from 8 a.m. - 5 p.m., Monday - Friday for student usage of resource materials and computers. Specialized instructor hours will be posted each semester. Summer hours will vary according to staffing. For LAC information go to the Student Resources Section, page 36.

### Library:

Students attending classes at the Macon Campus are encouraged to get a library card and use the Macon County Public Library, located across the parking lot from the new campus. The Macon County Public Library is open Monday-Thursday 9 a.m. - 8 p.m., Friday-Saturday 9 a.m. - 5 p.m. For more information on the Macon County Public Library visit their website: [www.fontanalib.org/franklin](http://www.fontanalib.org/franklin), or call (828) 524-3600.

Specialized resources for classes will be provided by instructors, or will be available in the Learning Assistance Center (LAC). Macon students may also use the Library at the Jackson Campus and will need a student ID card to check out library materials. For library information go to the Student Resources Section, page 37.

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### LOST AND FOUND

All inquires concerning lost personal items should be directed to the receptionist's desk located at the main entrance to the Macon Campus. Likewise, all found items should be taken to the receptionist's desk.

### ORIENTATION

All SCC students are required to complete orientation programming either on the Jackson Campus or online. Please refer to page 32 of the student handbook for more information regarding orientation at SCC.

### PARKING

All vehicles operated on campus should be registered and display a parking decal. A parking decal may be secured at the business office on the Macon Campus, in room 205. The decal should be displayed on the right rear bumper of your vehicle. For parking information go to the Student Resources Section, page 38.

### STUDENT IDENTIFICATION CARD

ID cards are required for all students and cost \$1.00 per year. These cards are the property of the College and must be shown on request of a college representative. Students are required to be in possession of their ID cards at all times and are prohibited from loaning their ID cards to any other person for any reason. It is prohibited to use any other card except the College-issued card. ID Cards are issued in the business office located on the main entrance floor. Replacement cards may be obtained for a \$1.00 charge.

### STUDENT CENTER

Refreshment vending machines are located on the first floor in the student center. Food and beverages are only permitted in classrooms and laboratories with the instructor's approval. Food and beverages are permitted in the lounge area.

### STUDENT SERVICES

All student services including admissions, change of major, financial aid, and registration services are available through the Student Services Coordinator's office in room 206 at the Macon Campus. Students may also request access to transcripts online and through the coordinator's office.

### TOBACCO USE

The Macon Campus is a tobacco free environment.

### TUTORING

Tutoring is available on the Macon Campus. Contact Marti Hunter at 828.586.4091, ext. 420 or 800.447.4091, ext. 420 to schedule an appointment.

For more information on Student Resources, Academic Information, and Policies, refer to the following pages in this handbook.