

## HOW TO SECTION

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### ACCESSING STUDENT ACCCOUNTS ON THE WEB

#### User Name and Password

Your SCC account will be used to access all of you accounts on all campuses such as my SCC, WebMail, Blackboard, Wireless and Dialup. Your user name will consist of the first letter of your first name, the first four letters of your last name and the last four digits of your student ID number.

Example - a fictional student named Sam Masters is going to login to one of the SCC systems. He will use smast6789 as his user name and he will use his birth date (mmddy) for his password, like this 010190.

#### mySCC

mySCC provides access to class schedules, grades and unofficial transcripts. To login to myScc go to [www.southwesterncc.edu](http://www.southwesterncc.edu) and look for the LOGIN MyScc link located on the left hand side of the page. Click on this link and login with your student user name and password.

#### WebMail - Official SCC Notifications

Your SCC Web Mail account is used by the College to send OFFICIAL information regarding registration, fnancial aid, student events and other time sensitive notifications to all students. Every effort is made to limit these notices.

#### Steps for Accessing and Creating Email with Your WebMail Account

- Step 1** Go to [www.southwesterncc.edu](http://www.southwesterncc.edu) in the address bar and click “Go”.
- Step 2** From this page, click the “Student E-mail” (WebMail) link from the menu located on left hand side. The SCC Webmail page opens with instructions for on logging in. Click on the LOGIN button.
- Step 3** Enter your username and password and click OK. After you have successfully logged in, an in box will display from which messages are sent and received.
- Step 4** When you are finished with your session, simply click the Exit button at the top of the page to log out of the system.

#### Options for Customizing/Organizing your WebMail

##### Compose an email:

On the left side of the page you will find the button to compose e-mail.

##### Create a Folder:

Click Add Folder, name the folder and choose where you want to keep it, and click OK.

##### Creating a Sent Box:

Create a folder named Sent. After creating the Sent Folder, click on the Options icon at the top of the page. This will open a window where changes to your email account settings are made. To complete the setup of the Sent Folder, click on the tab call Mailbox Management. In the Mailbox Management tab, locate the option Sent Folder. To enable this option click on the dropdown menu under the Sent Folder and select the Sent Folder that you created. Then click save to save your changes and click to close the Options window.

#### Problems

Contact the Computer Center at [workorder@southwesterncc.edu](mailto:workorder@southwesterncc.edu) or call at 828.586.4091, ext. 424 or 800.447.4091, ext. 424

## HOW TO SECTION

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### HOW TO MAKE YOUR FIRST 72 HOURS ON CAMPUS SUCCESSFUL

Coming to SCC can be overwhelming. The experiences you have the first few days of school are important to you and us. We want to be sure you have the “time of your life” from the moment you step foot on our campus. For optimal success at SCC, we suggest the following activities and experiences for you **your first 72 hours on campus**:

- Take a campus tour ~ becoming familiar with SCC is a MUST!
- Speak to your instructor outside of class. Introduce yourself, find out where his/her office is and when he/she has office hours.
- Read the syllabus for each of your classes.
- Purchase your books. Keep your receipt for exchanges or returns.
- Login to your SCC web mail account ~ important information is waiting for you.
- Get a SCC student ID card and/or library card.
- Call the Computer Services Department (586-4091, ext. 409) about receiving free internet service provided by the college.
- Get acquainted with the following services:
  - financial aid, student support, learning assistance center, career services, library
- Get involved! Join your program of study’s student club.

### HOW TO CHANGE YOUR MAJOR

Students who wish to change to a different academic program should discuss the proposed change with their academic advisors and submit a Change of Curriculum form. The form is available in the Registrar’s Office and divisional offices.

Academic Advisors will be responsible for evaluating previous course work to determine which credits apply to the new major.

### HOW TO CHANGE YOUR NAME/ADDRESS

If a student’s name or address changes while he/she is enrolled, the student should complete a “Change of Name/Address Form,” available in Student Services, and return it to the Registrar’s Office.

## HOW TO SECTION

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### HOW TO FIGURE YOUR GPA

Your GPA, or grade point average, is the average of your end of term grades. Using the method explained below, you can figure your GPA for one term, or you can figure out your cumulative, or overall, GPA.

Assume, for example, that you received the following grades for the fall term:

- 3 hour English course- C
- 3 hour computer course- B
- 5 hour math course- B
- 3 hour business course- A

To figure your GPA for this term, first multiply the number of credit hours for each course times the numerical value of the grade(A=4,B=3,C=2,D=1,F=0). This will give you the quality points for each course. (For example, to determine the quality points for English, multiply 3x2.) Then divide the total number of credit hours (14) into the total number of quality points (42). This will give you your GPA(3.0).

No. of Credit Hrs	Numerical Grade Value	Quality Points
3 x	2	6
3 x	3	9
5 x	3	15
<u>3 x</u>	4	<u>12</u>
Total 14		42

$42 \div 14 = 3.0$  (GPA)

### HOW TO FIND A TUTOR

A peer tutoring program is available for students who would like additional help in their academic subjects. Advanced students who have excelled in a subject area are assigned to students desiring assistance. Applications to obtain a tutor or to serve as a tutor are available in the Student Support Services Office on the first floor of the Oaks Hall. Tutoring assistance is available at no cost to all SCC students. Students requesting free tutoring at Southwestern Community College will be allotted a maximum of five tutoring contact hours per week. Students may request tutors for more than one course; however, the total hours per week for each student will not exceed five hours. On-line tutoring is available via e-mail. Interested students should call the Director of Student Support Services at 828.586.4091, ext. 231/245 or 800.447.4091, ext. 231/245.

## HOW TO SECTION

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### HOW TO MANAGE WORK AND COLLEGE

Like most college students, you probably have some type of paid employment. Keep in mind that you will need to juggle college and work. Follow these guidelines:

If you are employed/work in the home:	Limit your academic workload to:
Over 40 hours	8 credit hours
30-40	8-10 credit hours
20-30	10-12 credit hours
Under 20 hours	12-15 credit hours

### HOW TO WITHDRAW FROM A CLASS

To withdraw from a course(s) or the College, a student should contact his advisor and initiate the Add/Drop/Withdrawal form. This form must be signed by the advisor and the appropriate instructor(s) and returned to the Registrar's Office. If a student withdraws by the official withdrawal date for the semester (published in the College calendar), the grade received will be a "W."

If a student seeks to withdraw from a course(s) after the official withdrawal date, this may be granted under extenuating circumstances, such as serious illness or job transfer, and will be considered on an individual basis by the instructor. It is the student's responsibility to provide compelling documentation for this request and to attach the documentation to the withdrawal form. The withdrawal form requires the signature of the advisor, appropriate instructor(s), and the dean and then is processed in the Registrar's Office.

It is the responsibility of the student to initiate the withdrawal process. If a student stops attending class and does not complete an official withdrawal, the student's final grade will be an "F." An exception will be made for Developmental Education coursework.

The "W" will not influence the quality point ratio for the semester. However, withdrawing from courses could affect a student's eligibility for financial aid. Students who receive financial aid should always consult the financial aid officer before withdrawing from a course.

### GLOSSARY OF COLLEGE TERMS

**Audit:** To register for a class for which the student does not wish to receive credit.

**Canceled Course:** A course that was originally listed in the class schedule for a particular semester but will not be offered as previously stated. If a student is enrolled and the class is cancelled, a full refund will be given.

**Closed Course:** A course that has achieved the maximum enrollment allowed and is no longer open to registration.

**CPT Test:** The placement test given to all new students that determines placement in reading, grammar and mathematics.

**Credit:** A unit of measure used to reflect the amount of instructional time required of a course. A credit hour is based upon the contact hour requirement of a course and will vary according to the individual course. Credit hour is used to determine your progress toward your degree, diploma, or certificate, and the payment of fees is also based on credit hour(s).

## HOW TO SECTION

---

**Elective:** A course in which the student has some choice versus a required course. Electives are important as they fulfill credit hour requirements needed to receive a degree, diploma or certificate.

**Financial Aid:** Includes federal, state and local funds which are categorized as grants and scholarships which do not have to be repaid, student loans which do and work-study which is aid earned through working.

**Forgiveness Policy:** Procedure that will enable a student to have certain previous coursework forgiven and not computed in the student's GPA.

**GPA/Grade Point Average:** Measure of students' academic achievement based on awarded grades and the quality points assigned to those grades. Grade point average is determined by dividing the sum of the quality points by the total credits attempted.

**Incomplete:** Indicates that a student has been doing acceptable work in the course but has not completed all required work. He or she is responsible for having the "I" grade removed during the first two weeks of the following semester.

**Prerequisites:** Requirements which must have been completed before a student is permitted to take a chosen course.

**Probation: Academic:** A student is placed on academic probation when his or her cumulative grade point average falls below the established minimum of 2.0.

**Quality Points:** The number of points determined by the grade assigned. For example: An A equals 4 quality points, a B grade equals 3.

**Registration and Early Registration:** The designated date of selecting and scheduling for classes. Early registration is usually 6 weeks before the regular registration day.

**Semester:** A period of time (usually 16 weeks) in which a course or courses are completed.

**Transcript:** An itemized listing of all coursework completed, grades earned, cumulative grade point average, and degree completed if any. May be requested in the Registrar's office.

**Transfer Agreements:** Parallel coursework completed at SCC that will transfer into other institutions in the NC Community College System and to most senior institutions in the region.

**Tutor/Learning Consultants:** A student/professional/faculty/staff member who is available to assist students who need additional help in a particular academic subject/subjects.

**Web-centered Class:** A course that is actively led and monitored by an instructor on the Internet.

## HOW TO SECTION

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### LIFE ROLES

You play many roles in your life, such as child, worker, parent, partner, community worker, to name a few. As you grow, your roles change. Sometimes you may be focused on one role. At other times, you may be switching back and forth among many roles.

Think about your roles:

Roles I've had in the past are:

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Roles I now have are:

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Roles I expect to have in the future are:

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Many factors influence your life roles, such as the family in which you grew up, the family or relationships you have now, where you grew up, the things you do for fun and leisure, your values, interests, work and gender.

Take a look at these factors and see how these have shaped your life roles:

My gender:

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My cultural heritage:

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My childhood family/relationships:

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My current family/relationships:

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Other: \_\_\_\_\_