

## STUDENT RESOURCES

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### ACCIDENT AND MEDICAL EMERGENCIES

Southwestern Community College has no facilities for medical treatment other than for minor first aid. First-aid kits are available in the College van, at each off-campus center and in the following campus locations:

- Founders Hall: Career Technologies Division, Continuing Education
- Bradford Hall: Instruction & Student Services, Fitness/Exercise Room, Culinary Technology Kitchen/Lab
- Oaks Hall: General Education Division Office, Student Support Services
- Balsam Center: Student Services, Receptionist Desk/2nd Floor Lobby
- The Summit: Welding Lab, Automotive Lab, HVAC Lab, Electrical Lab
- The Pines: Technical Processing Room
- Maintenance Shop: Maintenance Department.
- Macon Campus Information Center

CPR kits are also located in most college facilities.

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 Vice President for Administrative Services. 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 available through the Human Resources Office located on the first floor of Balsam Center. These forms must be completed within five days and submitted to the Vice President for Administrative Services.

If a medical emergency exists - call emergency dispatch (9-1-1). If using an on-campus telephone system it may be necessary to dial 9 first. Call the college switchboard operator (dial 0) and notify this person of the medical emergency and whether 9-1-1 has been called. Off-campus centers should notify the center director. The college switchboard operator shall contact Security/Public Safety Officer on duty. Administrative Services staff will contact the person(s) given as the emergency contact or family member for the injured/ill party. This information may be contained in the student record or personnel file.

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

### BOOKSTORE - JACKSON CAMPUS

Operated by Nebraska Book Company, the bookstore is located on the third floor of the Balsam Center and carries both new and used textbooks and a variety of school supplies. Textbooks are shelved alphabetically by course number with tags indicating the course for which each text is required. The staff will help you select books and materials for your classes, or you may browse at your leisure. Packages or books must not be brought into the store.

### Buyback Policy

You may sell your books back to the store at any time during the year. However, the best time to sell your books is at the end of the semester during the designated "buyback days." When the faculty informs us which books they will use during the upcoming semester, we will pay approximately 1/2 of the purchase price for those books until the predetermined need

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is met. After the need for the following semester is met, we will begin paying the current price a wholesale company will pay us for the book.

Buyback days are held the end of each semester except summer.

### Refund Policy

You may return textbooks within the drop/add period or within 24 hours of purchase so long as the following conditions are met:

- Books must be accompanied by the receipt
- Books must be unsoiled, unmarked and in resalable condition
- Books that are accompanied with software or CDs must be in original condition
- Books with manufacturer's shrink-wrap must be unopened

In addition to textbooks, the bookstore carries art and drafting materials, reference books, school supplies, greeting cards, graduation caps and gowns, class rings, college insignia sportswear, gift items, sundries, software and cosmetology and medical uniforms. Regular bookstore hours are posted each semester at the bookstore entrance. On each registration day and during the drop-add period, bookstore hours coincide with the Business Office hours and will be posted in the bookstore.

**Contact:** 3<sup>rd</sup> floor, Balsam Center, Jackson Campus, 828.586.4091, ext. 222 or 800.447.4091, ext. 222.

### CAREER COUNSELING & PLANNING **Your Key to the Real World...**

The mission of the Career Center is to educate students and alumni to prepare them for successful job searches and to develop and maintain rewarding relationships with a diversity of employers and SCC faculty and staff.

The array of services available to students includes:

- Career Assessment and Counseling
- Online Career Library
- Career Seminars
- Job Board
- Annual Job Fair
- Career Resources.

Students are encouraged to start planning for their careers early in their college tenure and to take advantage of all the resources available to them. The more prepared students are when they begin the job search, the more likely their resumes will be noticed, they will handle interviews well, make good networking contacts, and land perfect jobs.

**Contact:** 1st floor, Balsam Center, Jackson Campus, 828.586.4091, ext. 212 or 800.447.4091, ext. 212. [www.southwest.cc.nc.us/careercenter/index.htm](http://www.southwest.cc.nc.us/careercenter/index.htm)

### COMMUNITY RESOURCES

A variety of community resources are available to SCC students. For the most current listing please go to the SCC homepage or contact Student Support Services.

### DEVELOPMENTAL EDUCATION STUDIES

Southwestern Community College offers Developmental Education courses in standard written English, reading, and math. The objective of these courses is to help students increase their foundation skills so they have a better opportunity to succeed in curriculum courses.

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Students who do not make the minimum scores on one or more sections of the College Placement Test are required to take the appropriate Developmental Education course(s). Students who place high enough on the placement test to be exempt also may take any of these courses if they wish to refresh or sharpen their skills before taking a curriculum course.

The following basic classes are offered:

- CIS 070 (Fundamentals of Computing)
- ENG 090 (Composition Strategies)
- ENG 095 (Reading and Composition Strategies) is designed to strengthen both writing and critical reading skills.
- RED 090 (Improved College Reading) helps students improve their reading and critical thinking skills.
- ENG 090 satisfies the developmental writing prerequisite for English 111.
- ENG 095 satisfies both the reading and writing prerequisites for English 111.
- MAT 060 (Essential Mathematics),
- MAT 070 (Introductory Algebra),
- MAT 080 (Intermediate Algebra).
- ACA 118 (College and Study Skills) A course that offers practical tips on note-taking, test-taking, reading and strategies for college success.

Math 060 and Math 070 satisfies prerequisite requirements for Math 110, Math 115, Math 122, and Math 140. Math 080 satisfies the prerequisites for Math 141.

Advisors will determine if a student must take a Developmental Education course.

### DISABILITY SERVICES FOR STUDENTS

Southwestern Community College (SCC) provides equal access to education for students with documented disabilities and the College is committed to working with students to accommodate their educational development.

#### Definition of a Disability

The federal definition of a disability includes a person who (1) has a physical or mental impairment which substantially limits one or more major life activities (2) has a record of such impairment or (3) is regarded as having such impairment. The determination of whether an individual has a disability under ADA is not based upon the name or diagnosis of the impairment, but rather upon the impact of that impairment on the life/learning of the individual.

#### Disclosure

The decision of whether or not to disclose a disability in post-secondary education is at the discretion, and the responsibility, of the student. Disclosure is only required if accommodations are needed.

#### Services

If you are a student with a disability, and will be needing accommodations, you are encouraged to call 828.586.4091 ext. 231 or 800.447.4091 ext.231 and make an appointment with a staff member in the Student Support Services Office. For optimal service, please call this number in a timely manner. You may contact the SSS office anytime during the semester; however, reasonable accommodations are designed AFTER disclosure is made.

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### **Your Privacy**

All conversations, documentation and records provided will be maintained in a confidential manner as outlined in the Family Rights and Privacy Act (FERPA) of 1974.

SCC wishes to provide reasonable accommodations/modifications to minimize the extent to which a disability may negatively affect your SCC academic and social opportunities. Please give us a call. We look forward to working with you.

### **FIRE**

In case of fire, immediately evacuate the area through the nearest exit.

### **FOOD SERVICES**

A food service, managed by an independent contractor, is located on the first floor of the Balsam Center. Please check the location for times.

### **GRADES/TRANSCRIPT ON-LINE**

Along with free Internet access from home, students also have online access to their grades and academic transcripts. Southwestern Community College does not send report cards through the US mail at the end of each semester. Through the Internet, students can use their computer access username and password to check their grade and transcript information. SCC continues to mail official copies of transcripts on an as-needed basis, per request of the student. The student must communicate the request thru the registrar's office. For information on activating your computer access account, contact SCC Computer Support at 828.586.4091, ext. 424 or 800. 447.4091, ext. 424

### **HOLT LIBRARY**

The Holt Library on the Jackson Campus is an 11,000-square foot facility that includes capacity shelving for 40,000 volumes and seating space for 120 people. The building houses the book collection, periodicals, microfilm, audiovisuals, computer lab workstations and printer, a snack bar, and also an instruction/conference room, small group study space, as well as other College offices. Internet access and the Microsoft Office suite are available to users of the Library's computers. The Library's home page at [www.southwesterncc.edu/library](http://www.southwesterncc.edu/library) provides detailed information about services and resources available at the Library.

The Library provides a variety of print and non-print media for students, faculty and staff. The collection consists of over 30,000 volumes that directly support academic offerings. The Reference collection contains various specialized research materials, including many legal resources. Fiction and books of general interest are also provided in the general collection. Easy access to materials is accomplished with an open-shelving concept along with our online catalog and circulation system. The online catalog can be searched "24/7" from the Library's home page. The library is a member of CCLINC, a consortium of 46 online community college libraries across North Carolina whose collections are listed in the online catalog. Faculty, staff and students may borrow materials from those libraries and receive them in approximately one week. Nationwide interlibrary loan service is also available through Library staff.

The Holt Library subscribes to about 170 magazines, journals and newspapers in print format. In addition, NC LIVE access provides an online collection of 100 digital research sources from published sources including magazine articles, national and local newspapers, professional and business journals, research articles, and reference sources. NC LIVE is searchable from the Library's homepage, and it offers indexing for more than 25,000 journals

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and reference materials, plus full-text journal articles from over 16,000 titles.

The Library's audiovisual media collection includes audio tapes, video tapes, CD-ROMs and DVDs focusing on classroom instructional content. They may be used in the Library conference room or in classrooms. Faculty members may check out materials from the audiovisual collection.

While the Library has 24 desktop workstations, 8 laptops are also available for student and community use. The laptop computers have wireless connection to the SCC network via Internet and are equipped with Microsoft Office. Students and the public can use the laptop computers anywhere within the library building. Users must bring their own USB key/jump drive to save documents. In order to use the laptops, users are required to present their driver's license and/or student I.D.

Librarians participate in teaching by working closely with faculty in presenting student instructional workshops on library research skills. Faculty may request a basic or specialized workshop. Research assistance for individual students or faculty members is always available.

All library materials must be returned by the end of each semester and accounts cleared before students will be allowed to register, graduate or receive a transcript.

The Library is open from 8 a.m. until 9 p.m. Monday through Thursday, from 8 a.m. until 5 p.m. on Friday, and from 9 a.m. until 5 p.m. on Saturday. The facility provides services to community residents as well as the staff, faculty and students at SCC.

### HOUSING

Since SCC is designed primarily to serve students within commuting distance, there are no dormitory or housing facilities on campus. Students are referred to the Classified sections of local newspapers and the telephone directory yellow pages for rental and apartment listings in the area. Information the College receives on rental vacancies is available upon request in Student Services.

### LEARNING ASSISTANCE CENTER

The Learning Assistance Center (LAC) is a professionally staffed facility offering tutoring, exam proctoring, and workshops on effective learning strategies and other topics, such as documenting research papers using MLA or APA style. Students are encouraged to take advantage of over 50 hours per week of individualized instruction from professional learning consultants and specialized instructors. The LAC also provides a modern facility for the nationally certified peer tutoring program provided by Student Support Services.

The LAC area features a 16-station computer lab, six enclosed study carrels (four with computers) for individual study and tutoring, two 24 computer-station classrooms, a lounge, and a resource library. The library includes text and video resources, available for checkout, in the areas of reading, writing, literature, business and law, history, math, sciences, and "life skills," focusing on vocabulary and spelling, study skills, test preparation, and career choices. Novels and classics also are available for checkout. Instructors are invited to use resources as well and to recommend future resources. They are also welcome to use the LAC's exam proctoring service for the occasional makeup exam. Our proctoring service fully supports online classes.

LAC services and workshops are available to all SCC students and instructors free of charge. Most services are provided on a walk-in basis to ensure that students are able to obtain the help they need at the times that are most convenient for them. However, appointments may be made by calling the LAC coordinator at ext. 325. Schedules are posted on campus and provided online each semester for specialized services, such as advanced math

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assistance. Tours of the LAC are available on a drop-in basis for individuals as well as by appointment for classes.

The LAC is open from 8 a.m. until 8 p.m. Monday through Thursday and 8 a.m. until 4 p.m. on Friday during fall and spring semester. It is closed during fall and spring breaks, as well as for holidays. These and any unusual closings—due to illness, for example—known beforehand are posted to the LAC web page. Summer hours vary according to staffing. For additional information, contact the LAC Coordinator at ext. 325, stop by Oaks Hall 101, or see the LAC website ([www.southwesterncc.edu/learnasctr/schedule.htm](http://www.southwesterncc.edu/learnasctr/schedule.htm)).

### LOST AND FOUND

All inquiries concerning lost and found personal items should be directed to the Information Center located in the lobby of the Balsam Center, Jackson Campus and the Information Desk of the Groves Building, Macon Campus.

### PARKING

All vehicles operated on campus should be registered and display a parking decal. A parking decal may be secured during Registration or at the Business Office on the first floor of the Balsam Center, Jackson Campus. The decal should be displayed on the right rear bumper of your vehicle.

You are expected to park only in designated parking areas. Parking is not permitted in grassed areas, loading zones or fire lanes. Students and staff should not use designated visitor parking spaces. All cars blocking a drive, obstructing the flow of traffic, creating a safety hazard or parked in a fire lane, loading zone, designated tow-away zone or handicapped zone (without proper handicapped identification) are subject to tow-away at the full expense of the owner or immobilization by a restraining device.

Students or staff using designated handicapped parking spaces on campus are required to display one of the following on their vehicles: (1) North Carolina Handicapped license plate, (2) Disabled Veteran's license plate or (3) Vocational Rehabilitation Handicapped window place card. Physically disabled students and staff may be granted special parking privileges by applying at the Security Office.

Students are required to abide by the Traffic Code located in the back of the blue section of this handbook.

### STUDENT AMBASSADORS

This prestigious student organization was established to serve the SCC Foundation, President's Office and the Admissions Office in an exciting way as student hosts and representatives of SCC at social, alumni and recruitment events. Members help in student recruitment through activities on and off campus, meet and greet campus and community leaders at college events, make contact with alumni leaders and hone leadership skills. Members go through an application and interview process.

### STUDENT IDENTIFICATION/LIBRARY CARDS

ID/library cards are required for all students and cost \$1 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 College-issued cards. ID Cards are issued in the Business Office, located on the first floor of the Balsam Center, Jackson Campus or the top floor of the Groves Building, Macon Campus. Replacement cards may be obtained for a \$5 charge.

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### STUDENT LOUNGES

Refreshment vending machines are located in the Balsam Center as well as Oaks Hall, The Summit and Founders Hall. The first floor of the Bradford Hall contains a student lounge with a television and video games. The second floor of the Oaks Hall also contains a student lounge area. Food and beverages are only permitted in classrooms, shops and laboratories with the instructor's approval. Food and beverages are permitted in lounge areas.

### STUDENT SUPPORT SERVICES

The College is funded for a Title IV, Student Support Services, education grant through the Department of Education. Student Support Services (SSS) provides students with a wonderful opportunity for an extra boost through college. **Free services** are offered in the following areas: counseling and advising, transfer initiatives, cultural enrichment, volunteer enrichment, classroom accommodations for students with documented disabilities, financial support through our scholarship workshops/supplemental grant aid program, career exploration, college and community-wide resource referrals and tutoring instruction provided through our CRLA internationally certified tutoring program. SSS also has an extensive loan program of equipment and reading/assessment materials to help you achieve your academic, as well as personal goals. Also available to students is a large resource area equipped with three open, Internet-connected computers and a wide variety of course ready, job ready, resource ready materials in text, video and software mediums.

To qualify for services students must have a need for academic support and then meet one of three criteria: be first generation college, meet income guidelines or have a documented disability. Services are provided on a volunteer basis which means students decide if the program is right for them.

If you would like to find out more about SCC's Student Support Services Office, visit us on the lower level of Oaks Hall or call 828.586.4091, ext. 420/243 or 800.447.4091 ext. 420/243 and set up an appointment. Students wishing to participate in the Student Support Services program must complete an SSS application and have an intake interview.

### TELEPHONES

You will not be called out of class to receive a personal telephone call. In a medical emergency, a message will be taken for you and every effort will be made to reach you. Pay telephones for personal calls are available in the Balsam Center, Oaks Hall, Bradford Hall and Founders Hall. You will not be allowed to use an office telephone except in an emergency. Students are expected to leave cell phones off during class.

### TOBACCO USE

SCC Jackson Campus prohibits the use of tobacco products in any college building. Tobacco use is allowed on College grounds in designated locations (gazebos) with proper receptacles. SCC Macon Campus is a tobacco-free campus.

### TUTORING AT SCC

As a currently enrolled student at Southwestern Community College, you have the opportunity to receive up to three hours of free, formalized tutoring per week. Home to an internationally certified CRLA tutoring program, SCC is committed to your success by providing you the means to have small group and structured one-on-one tutoring sessions with highly trained tutors.

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Academic support groups (tutoring groups) are also available for classes the college has identified as high tutoring demand, high class withdrawal and/or high failure rates.

Applications to obtain a tutor or to serve as a tutor are available in the Student Support Services Office located on the first floor of Oaks Hall. Tutoring sign-up begins the second week of classes each semester and you may apply for a tutor through the twelfth week of that semester. Established tutoring relationships last the duration of the semester.

**Contact:** 828.586.447-4091, ext, 231/420 or 800.447.4091, ext, 231/420.

### VISITORS

Visitors must have the instructor's approval prior to visiting a classroom. Faculty, staff and students should make off-campus arrangements for the care and supervision of their minor children in order to reduce interruption of the educational process and avoid possible injury to a child. Minors (non-students of less than 18 years of age) may not be brought to the campus except for single-day or evening emergencies or for brief convenience visits. Scheduled school closings and consecutive daycare problems are not considered emergencies. Minors must be under the direct supervision of a responsible adult at all times. Under no circumstances can a minor be on campus unattended. Minors may not enter shops, labs or other hazardous areas unless escorted by a member of the College staff. Minors may not attend class with a parent. To ensure a safe and secure campus environment, the President and his designees, senior administrators (Vice Presidents) and the Public Safety Supervisor, have authority to dismiss persons from campus. Legal action for trespass may be taken if the person does not comply.

### WELLNESS PROGRAM

Wellness is the integration of five primary components of health: physical, social, emotional, mental and spiritual. The SCC Wellness Program concentrates on the area of physical health. Membership is open to all full-time faculty, staff and to students enrolled in an appropriate physical education course who provide a physician's statement confirming fitness to participate in the program. After an equipment orientation, participants may utilize the Fitness Center located on the second floor of Bradford Hall. Students who wish to participate should see their advisor to register for an appropriate physical education course.