BALSAM CENTER
Admissions Office (1st Floor)
Auditorium (1st Floor)
Bookstore (3rd Floor)
Business Office (1st Floor)
Career Planning & Placement (1st Floor)
Financial Aid (1st Floor)
Health Sciences Division (2nd Floor)
ITV Classroom (3rd Floor)
President’s Office (1st Floor)
Red Bird Cafe (1st Floor)
Registrar (1st Floor)
Resource & Community Development (1st Floor)
Telecommunications and
Information Management (3rd Floor)
Student Services (1st Floor)

FOUNDERS HALL
Career Technologies Division Office
(2nd Floor)
Computer Labs (1st Floor)
Continuing Education (1st Floor)
Cosmetology (1st Floor)

BRADFORD HALL
Conference Center (1st Floor)
Instructional Administration
(3rd Floor)
Multi-purpose Room (2nd Floor)

OAKS HALL
Arts & Sciences Division Office (1st Floor)
Student Support Services (1st Floor)
Learning Assistance Center (2nd Floor)

THE PINES
Library
Public Information

THE SUMMIT
Upward Bound Program

A-J Student Parking Areas
SOUTHWESTERN COMMUNITY COLLEGE MISSION STATEMENT

Southwestern Community College is a comprehensive learning and teaching institution offering high-quality, innovative instruction and support to all who need and value these services. Seamless links with the community, advanced technology and a culturally rich environment promote student achievement and academic excellence.

Southwestern Community College accomplishes its mission through customer focus, continuous improvement and teamwork:

• to awaken the potential of each student, offering multiple pathways for learning what is important to know and to do -- giving coherence and meaning to the total educational experience,
• to aggressively pursue the most current technologies while maintaining a nurturing atmosphere which appreciates the value of every individual,
• to be a catalyst for community service -- removing barriers, creating linkages, building relationships and integrating resources to enhance the quality of life,
• to be a leader in economic development and a mindful steward of the natural and cultural resources of the area,
• to prepare citizens to live, learn and work in a diverse global village.
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ACADEMIC CALENDAR

2005 FALL SEMESTER

Professional Development Day .............................................................. Monday, August 15
Faculty Work Day ............................................................................. Tuesday, August 16
Orientation/Registration .................................................................. Wednesday, August 17
Final Registration ................................................................................ Thursday, August 18
Classes Begin, Full & First Sessions .................................................. Friday, August 19
Drop/Add First Session ................................................................. Friday, August 19, Monday, August 22
Drop/Add Full Session ..................................................................... Friday, August 19 - Thursday, August 25
Labor Day Holiday - College Closed ................................................. Monday, September 5
Last Day to Withdraw, First Session ..................................................... Monday, October 3
Fall Break - No Classes .................................................................... Thursday, October 13 - Friday, October 14
End of First Session Classes ............................................................... Tuesday, October 18
Classes Begin, Second Session .......................................................... Wednesday, October 19
Drop/Add Second Session ............................................................... Wednesday, October 19 - Thursday, October 20
Last Day to Withdraw, Full Session ...................................................... Wednesday, November 2
Registration for Spring 2006 ............................................................... Monday, November 14 - Friday, November 18
Thanksgiving Break - No Classes ......................................................... Wednesday, November 23
Thanksgiving Holiday - College Closed ............................................. Thursday, November 24 - Saturday, November 26
Last day to Withdraw, Second Session ................................................ Wednesday, November 30
Fall Semester Ends, Full & Second Sessions (Last day of classes) ... Friday, December 16
Grades Due ....................................................................................... Monday, December 19
Holiday Break - College Closed ......................................................... Wednesday, December 21 - Tuesday, January 3

2006 SPRING SEMESTER

College Reopens ................................................................................ Wednesday, January 4
Faculty Development Day ................................................................. Thursday, January 5
Final Registration Day ....................................................................... Friday, January 6
Classes Begin, Full & First Sessions .................................................. Monday, January 9
Drop/Add First Session ................................................................. Monday, January 9 - Tuesday, January 10
Drop/Add Full Session ...................................................................... Monday, January 9 - Friday, January 13
Martin Luther King, Jr. Day - College Closed ..................................... Monday, January 16
Last Day to Withdraw, First Session ..................................................... Thursday, February 16
Spring Break - No Classes ................................................................. Monday, March 6 - Saturday, March 11
End of First Session ........................................................................... Monday, March 13
Classes Begin, Second Session .......................................................... Tuesday, March 14
Drop/Add Second Session ............................................................... Tuesday, March 14 - Wednesday, March 15
Last Day to Withdraw, Full Session ...................................................... Thursday, March 30
Easter Break - College Closed ............................................................. Friday, April 14 - Saturday, April 15
Registration for Summer/Fall 2006 ..................................................... Monday, April 17 - Friday, April 21
Last Day to Withdraw, Second Session ................................................. Thursday, April 20
Spring Semester Ends, Full & Second Sessions (Last day of classes) ... Tuesday, May 9
Grades Due ....................................................................................... Wednesday, May 10
Commencement #1 ........................................................................... 5 p.m., Wednesday, May 10
Commencement #2 ............................................................................ 7:30 p.m., Wednesday, May 10
Summer Semester Registration .......................................................... Monday, May 15
006 SUMMER SEMESTER

Registration Day ................................................................. Monday, May 15
First/Full Session Classes Begin ........................................... Tuesday, May 16
Drop/Add Period, First/Full Sessions ..................... Tuesday, May 16 - Wednesday, May 17
Memorial Day - College Closed ........................................ Monday, May 29
Last Day to Withdraw from First Summer Session ................ Tuesday, June 13
First Session Classes End .................................................... Thursday, June 22
Break/First Session Grades Due/Registration ......................... Friday, June 23
Second Session Classes Begin/Full Session Continues ........... Monday, June 26
Drop/Add Period, Second Session ........................ Monday, June 26 - Tuesday, June 27
Independence Day Holiday - College Closed .................... Saturday, July 1 - Tuesday, July 4
Last Day to Withdraw from Full Summer Session ................ Monday, July 10
Last Day to Withdraw from Second Summer Session .............. Tuesday, July 25
Second/Full Session Classes End ........................................... Thursday, August 3
Commencement .............................................................. Thursday, August 3
Grades Due ........................................................................ Friday, August 4
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<th>REQUIREMENTS</th>
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## FUTURE PLANNING

### SEMESTER I

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<tr>
<th>CLASSES NEEDED</th>
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<th>TENTATIVE SCHEDULE</th>
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### SEMESTER II

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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! Find out about SCC Student Leadership Association. Your program of study has a club for you to join.
### PERSONAL DIRECTORY

<table>
<thead>
<tr>
<th>Name/Address</th>
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DIRECTORY

Student Services - Balsam Center, 1st Floor
    Philip Weast, Dean of Student Services ........................................ Ext. 431
    Karen Reed, Admissions Assistant .............................................. Ext. 352, 253
    Matthew Chadwick, Admissions Recruiter .................................. Ext. 217
    Christy Deaver, Registrar ....................................................... Ext. 406
    Allison Hinson, Asst. Registrar .............................................. Ext. 219
    Barrie Rogers, Career Counselor ............................................. Ext. 212
    Jan Smith, Testing Coordinator/Enrollment Counselor .................. Ext. 332
    Melody Lawrence, Financial Aid Director .................................. Ext. 224
    Suzy Gregory, Financial Aid Officer ....................................... Ext. 315
    Cathy Setser, Financial Aid Assistant ....................................... Ext. 438
    Pat Zolman, Student Development Counselor .............................. Ext. 259

BusinessServices - Balsam Center, 1st Floor
    Renee Lewis, Cashier .................................................................. Ext. 290

Arts & Sciences - Oaks Hall, 1st Floor .............................................. Ext. 300
    Barbarba Putman, Dean of Arts & Sciences
    Sharon Owen, Administrative Assistant

Career Technologies - Founders Hall, 2nd Floor, Room 211 ............... Ext. 204
    Thom Brooks, Dean of Career Technologies
    Claudia Buchanan, Administrative Assistant

Health Sciences - Balsam Center, 2nd Floor ........................................ Ext. 305
    Deb, Kalvohn, Dean of Health Sciences
    Lisa Crawford, Administrative Assistant

Instructional Services - Bradford Hall, 3rd Floor, Room 301 .................. Ext 377
    Gene C. Couch, Jr., Vice President for Instruction & Student Services
    Elizabeth Guertin, Administrative Assistant

Learning Assistance Center - Oaks Hall, 2nd Floor ............................. Ext. 325
    Toni Knott, LAC Director

Student Support Services - Oaks Hall, 1st Floor
    Cheryl Contino-Conner, Director .............................................. Ext. 245
    Peter Buck, Counselor .................................................................. Ext. 243
    Marti Hunter, Counselor ............................................................. Ext. 420
    Laurie Butler, Administrative Assistant ..................................... Ext. 231
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Duane L. Wescoll, History  
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Alva Winchester, Medical Sonography  
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Paul J. Wolf, Outdoor Leadership  
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Peter Wolosin, Automotive Systems Tech.  
(ext. 237) pwolosin@southwest.cc.nc.us

Lorelei Yerse, Nursing  
(ext. 336) lyerse@southwest.cc.nc.us
INCLEMENT WEATHER POLICY

The College will close when weather conditions make driving hazardous. The following procedures will be followed during inclement weather. If the College is open, no announcement will be made. If a delay, closing or cancellation is necessary, the following will take place.

1. Announcements concerning college operation will be made by 6:30 a.m. on the College’s Internet home page www.southwesterncc.edu as well as local TV and radio stations listed below. The message will also be placed on SCC’s automated switchboard - 586-4091 or (800) 447-4091.
   a. **Delayed schedule** - class schedule begins at 10 a.m. Everyone report to work and class at that time.
   b. **College closed** - extremely hazardous conditions. No one reports to work or class.

   **Radio:**
   - (99.9-FM) – WKSF, Asheville
   - (1590-AM) – WBHN, Bryson City
   - (1370-AM) – WGHC, Clayton, Ga.
   - (96.7-FM) – WNCC, Franklin
   - (1480-AM) – WPFJ, Franklin
   - (104.5-FM) – WHLC, Highlands
   - (1320 AM) – WKRK, Murphy
   - (95.9-FM) – WCVP, Robbinsville
   - (680-AM) – WRGC, Sylva
   - (104.9-FM) – WQNS, Waynesville
   - (1050-AM) – WFSC, Franklin

   **Television:**
   - (ABC) – WLOS, Asheville, NC
   - (CBS) – WSPA, Spartanburg, SC
   - (NBC) – WYFF, Greenville, SC

2. If it appears that ice or snow will be cleared by mid-morning, the schedule listed below will be followed.

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<th>DELAYED CLASS START</th>
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<td>9:00 - 9:50 a.m.</td>
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<td>2:00 - 2:50 p.m.</td>
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<td>3:00 - 3:15 p.m.</td>
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After 3:30, resume normal schedule. For the times listed above, this schedule will be used: If the class normally meets for 50 minutes, it will meet for 40 minutes. If the class normally meets for more than 50 minutes, it will meet for 80% of the total class minutes or no longer than 45 minutes.

**IMPORTANT:** If weather conditions become worse after the 6:30 a.m. announcement, an additional announcement closing the college for the day will be made no later than 8:30 a.m.
3. Closing or delaying the day classes does not automatically close evening classes. A decision for evening classes will be made by 3 p.m.

4. When weather conditions dictate early dismissal of the day or evening classes, the announcement will be made by telephone to a designated faculty or staff member in each building on campus and via e-mail to all faculty and staff. These officials will communicate information to occupants of their respective buildings.

5. Commuters particularly those commuting from other counties or remote areas, should exercise personal judgment concerning highway conditions regardless of college announcements.

6. SCC may have classes even when public schools are canceled.

NATURE TRAIL

The Student Leadership Association, in cooperation with Southwestern’s outdoor recreation and ecology club, T.R.E.C., created a walking/nature trail on top of the ridge above the The Summit. A road leads to the huge water tower on top of the ridge and the trail head begins there. Parking is available next to the water tank. The main trail can be walked in street shoes in only 20 minutes. It runs along a ridge which provides a view of the Tuckaseigee River before leading down to the maintenance shed road near student parking. There are several other rougher trails that branch off of the main one. Some of the side trails run near notable biological specimens so that botany classes can learn from their trips along the two miles of trails. Physical education classes also hike the trail. Hikers will find a map near the trail head, benches along the way and color/shape-coded blaze markers. The interpretive signs identify important or unusual species. From one bench on the ridge, the hiker can look down on the rapids of the Tuckaseigee above the Hwy. 107 bridge.
A.W.A.K.E. - “Adults Working and Advocating for Kids’ Empowerment,” is a child advocacy center, coordinating Jackson County services for children who have been sexually or physically abused.  
828.586.3574 • 828.586.5546 - To report a suspected case of child abuse

Big Brother/Big Sister - Provides friendship and support for children and youth, ages 6-14, in single-parent homes.  
Robin Minick • 828.452.9644

Bureau of Indian Affairs (BIA) - Supplies financial support for books and tuition to students who can claim to be at least 1/16 Indian descent from a federally recognized tribe.  
Sam Lambert • 828.497.7480

Center for Independent Living - Offers a variety of services to help empower persons with severe disabilities to become or remain as independent as possible.  
828.586.3455

Community Health Access Network - Links low-income, Jackson County residents with no insurance to prescriptions at a reduced rate or at no cost; must have primary care physician at Harris Regional Hospital; similar program in Macon County.  
Debbie Baxter • 828.586.7718

Community Table - With similar agencies in Macon and Haywood Counties, it provides healthy meals in a restaurant style setting four nights a week.  
Linda Nowers • 828.586.6782

Consumer Credit Counseling - Offers comprehensive financial services, including debt-repayment programs, one-on-one counseling in the office, by phone or computer, budgeting assistance, housing counseling, etc., at little or no cost (United Way funded).  
Maxine Reese • 800.737.5485

Department on Aging - Gives wide-ranging programs and services to persons 50 and over, including home-delivered meals, home repair and winterization, Alzheimer’s education and support, instruction on computer and internet use, recreational, educational, social, athletic and cultural events; many services are provided free of charge or from client donations.  
828.586.7506

Family Resource Center - A clearinghouse for many area resources, it coordinates comprehensive services geared towards keeping children healthy and families strong, including respite care, job coaching, parent education, alcohol and drug information and treatment and literacy.  
Linda Gillman • 828.586.2845

Family Restoration Program - Makes available an extensive range of counseling and education options to children and their families in the seven, western-most counties in North Carolina, including an in-patient stay component; fees are based on the ability to pay.  
828.349.0345
COMMUNITY RESOURCES

**Good Samaritan Clinic** - Grant-funded comprehensive health clinic providing free services every Tuesday night at the Health Department; will also try and connect patients with sources that provide greatly reduced or no cost prescriptions.

828.586.8994

**Head Start** - Comprehensive child care centers (birth through pre-school) for low-income families geared towards the health and welfare of both the children and their parents; programs and services include education on nutrition, parenting, physical and cognitive development, as well as in home visits by teachers and access to medical and dental services.

828.586.4245

**Health Department** - Contains a wide variety of services promoting quality healthcare and preventative care, including the Women's Clinic, the General Clinic, wellness screenings, laboratory services, child health, family outreach services, nutrition programs and environmental health; students can usually obtain many of the services and screenings for free.

828.586.8994

**Housing Department** - Gives Section 8 rental assistance aimed at assisting low-income individuals (18 and older) and families in finding suitable existing housing; amount given is based on income.

John Ashe • 828.586.7594

**Jackson County Department of Recreation and Parks** - Manages sport and recreational activities for children and youth throughout the year - call for additional information and sign up; similar programs in Macon and Swain Counties.

828.293.3053

**Jackson County Transit** - Provides affordable transportation throughout the area, including lift vans that are handicapped accessible; Department of Social Services can pay for transportation costs through Medicaid; similar programs in Macon and Swain County.

828.586.0233

**Job Corps** - Makes available excellent job training, basic education and life skills to persons 16-24 (no age limit to those with a documented disability), providing residential facilities to those who need them.

Phyllis Utley, Admissions Counselor • 877.397.0452

**New Beginnings** - Offers low cost evaluation, counseling and treatment for persons who have received a D.W.I., including services that address follow-up care and offer improved quality of life for the client and their family.

Toni Wills/Dudley Wills • 828.627.2026
COMMUNITY RESOURCES

**North Carolina Cooperative Extension Service** - Oversees services such as 4-H that are geared towards children and youth development, as well as a variety of educational programs and resources on family and consumer education (money management and budgeting, health and wellness, nutrition, and human development issues).

**Pathways for the Future** - Coordinates services for persons with all types of disabilities, helping to increase independence, to promote equal access and to build a peer support network.
    John Eukers • 828.631.1167

**R.E.A.C.H.** - Addresses the causes and the effects of domestic and sexual violence by offering a 24-hour crisis hotline, emergency shelter, legal advocacy, substance abuse counseling, life skills, support groups, job skills and community education.
    828.586.1911 (crisis hotline) • 828.631.4488

**R.E.A.C.H. Thrift Store** - Located near downtown Sylva, the thrift store offers quality used clothing and home furnishings at greatly reduced prices.
    828.586.8778

**Services for the Blind and Visually Impaired** - Makes available comprehensive services for those with visual impairments.
    Karen Torrence • 828.456.6061

**Services for the Deaf and Hearing Impaired** - Western Carolina University Speech and Hearing Center - Offers extensive services for those with hearing impairments, including diagnosis, treatment, training, referral and consultation.
    828.227.7251

**Smart Start** - Serving as a clearing house for numerous community agencies, Smart Start provides a wide variety of programs and services in early care and education, health and family support, designed to ensure that all children are healthy and prepared to succeed when they enter school.
    Emma J. Miller • 828.586.0661

**Smokey Mountain Mental Health** - Supplies mental health, developmental disability, substance abuse and psychological and neuropsychological testing services to children, adolescents and adults; sliding scale, Medicaid, Medicare and private insurance payments are accepted.
    Kim Franklin, counseling intake coordinator • 828.631.9281, ext. 1456
    Shirley Koehler, testing coordinator • 828.631.9281, ext. 1436

**Social Security** - Gives financial assistance to those persons dealing with the long-term consequences of a disability; also assists foreign students with the paperwork that enables them to find employment.
    Andy Koley • 828.369.2684, ext. 200
COMMUNITY RESOURCES

**Social Services** - Offers a broad range of assistance with physical, familial and health related needs, including subsidies for childcare, food stamps, child support collection, Medicaid and emergency shelter and fuel.

828.586.5546

**Southwestern Child Development Center** - Focuses mainly on helping parents locate quality, affordable child care; also offers parent education and related resources.

828.586.5561

**Sylva Clinical Associates** - Makes available psychological and neuropsychological testing services to SCC students via the Student Support Services Office at a greatly reduced rate; they will also work out a manageable payment plan.

Jerry Coffey • 828.586.5555

**United Christian Ministries** - An interdenominational crisis ministry that provides assistance and advocacy to those in need by offering help with gasoline, clothing, past due utility bills, temporary lodging, medical bills, diapers, food, household and personal items; they will also make referrals to other agencies.

828.586.8228

**Vocational Rehabilitation Services** - Affords vocational rehabilitation services to eligible persons with physical, mental, emotional or learning disabilities that wish to keep, return to, or locate employment.

828.586.4032

**Webster Enterprises** - Trains persons with disabilities and other special needs from Jackson and Swain Counties in overcoming barriers to employment in an effort to promote self-sufficiency.

828.586.8981

**Western North Carolina Legal Services** - Provides legal assistance to low-income persons who cannot afford a private attorney by helping them with matters such as domestic violence, consumer issues, education, housing problems, evictions, harassment by bill collectors, unemployment claims, public benefits and SSI.

800.458.6817 • 828.586.8931

**Workforce Investment Act** - Supplies comprehensive services to those who are seeking gainful employment or to those who have lost their jobs through layoffs and plant or business closings, by offering help with books and tuition, transportation costs, career counseling and job search consultation.

828.586.4091, ext 200

For more information on any of the service agencies, please contact Cheryl Contino-Conner in the office of Student Support Services at 586-4091, ext. 245 or by e-mail at cheryl@southwest.cc.nc.us
Your campus store...

we’re more than just textbooks.

Fall and Spring Semester Hours
9 a.m. - 2 p.m., M-F
4:30-6:30 p.m., M & T

Balsam Center
3rd Floor
586-4091 ext. 222
Students...
Are you looking for a great job? Do you need a fast, free and convenient way to look for jobs?

If you answered yes to these questions, the Career Assessment Testing Services at SCC has the answer for you at www.collegecentral.com/scc

Student Services, First Floor, Balsam Center
Jackson Campus

Barrie Rogers,
Career Counselor
brogers@southwest.cc.nc.us
800.447.4091, ext. 212
WE CAN MAKE YOUR MONEY GROW FASTER FOR YOUR COLLEGE EDUCATION

Financial Aid
Student Services, First Floor, Balsam Center
(800) 447-4091, ext. 438
www.southwesterncc.edu/finaid
LEARNING ASSISTANCE CENTER
OAKS HALL 101

Academic assistance available
8 a.m. to 8 p.m
Monday through Thursday
8 a.m. to 4 p.m. on Friday

- Help Center instruction in math, English, science, reading, social sciences, accounting and business.
- Peer tutoring sponsored by Student Support Services
- Study carrels for individual and small group study sessions
- 16 computers with MS Office and specialized skills review software.
- Workshops on test-taking strategies, time management, Internet basics, stress reduction, and study skills

VISIT US ANY TIME OR CALL 586-4091 EXT. 325 FOR MORE INFORMATION

Reaching Your Goals
One Step at a Time
• iLive (On-line Catalog)
• NC LIVE Databases
• Student ID = Library Card
• 30,000 Volumes

• 200 Magazines & Newspapers
• Interlibrary Loan
• Professional Staff on Duty
• One-on-One Help Available

**Monday-Thursday, 8A-9P**
**Friday, 8A-5P**
**Saturday, 9A-2P**

800) 447-4091, ext. 268/269

www.southwesterncc.edu/lrc
OPEN COMPUTER LABS

BALSAM CENTER, ROOM 338
Hours: MWF 8 a.m. - 5 p.m.

FOUNDERS HALL
Open lab days and hours are posted on the computer lab doors each semester.

LIBRARY
• 24 Computers
• Microsoft Office Pkg. Software
• Black/White Printer

Hours: M-Th 8 a.m. - 9 p.m.
M-F 8 a.m. - 5 p.m.
Sa 9 a.m. - 2 p.m.

OAKS HALL, ROOM 101 (LAC)
Hours: M-Th 8 a.m. - 8 p.m.
F 8 a.m. - 4 pm.
Hungry? Hungry? Hungry? Hungry? Hungry?

Come to the

Redbird Cafe

First Floor, Balsam Center (front of the building)

7:30 a.m. - 2 p.m.  Breakfast • Lunch • Snacks

586-4091 or (800) 447-4091 ext. 349

**Breakfast:** Served 7:30-10:30 a.m.

- Pancakes…$1.25
- French Toast…$1.25
- Eggs, Scrambled or Fried…$1.00
- Egg Biscuit w/Sausage or Bacon…$1.25
- Egg Sandwich w/Sausage or Bacon…$1.45
- Biscuit w/Sausage or Bacon…$1.00
- Add Cheese (extra)…$.15
- English muffin…$.50 Biscuit…$.40 Toast…$.20 Danish…$.90
- Muffin…$1.05 Doughnut…$.60 Bagel…$.65 Croissant…$.70
- Applesauce…$.65 Cream Cheese…$.25 Peanut Butter…$.25

**Lunch:** Served 11a.m. - 2 p.m.

From the Grill/Sandwiches
- Hamburger/Chesseburger…$2.25
- Double Hamburger/Chesseburger…$3.25
- Bacon, Lettuce, & Tomato Sandwich…$2.00
- Breaded Chicken Filet Sandwich…$2.55
- Grilled Chicken Filet Sandwich…$2.55
- Fish sandwich…$2.50
- Grilled Cheese Sandwich…$1.00
- Grilled Ham & Cheese Sandwich…$1.95
- Ham & Cheese Sandwich…$1.95
- Turkey Sandwich…$2.50
- Tuna/Chicken/Egg Salad Sandwich…$2.00
- Reuben Sandwich…$3.50

- Ham & Cheese Croissant…$3.25
- Turkey & Cheese Croissant…$3.25

- Ham Dog…$1.50
- Hot Dog w/the works…$2.25
- Corndog…$1.50
- Chicken Tenders…$2.25

(PRICES ARE SUBJECT TO CHANGE)

**Side Orders**
- Cheese Sticks…$2.50
- Cole Slaw…$.65
- French Fries…$.95
- Onion Rings…$1.25
- Potato Chips…$.60
- Potato Salad…$.65

**Soups/Salads**
- Small House Salad…$1.25
- Large House Salad…$1.75
- Chef Salad…$3.00
- Chicken Caesar Salad…$3.00
- Trio Salad Plate…$3.00
- Soup of the day…$1.25

**Hot Plate Specials…Varies Daily**

**Desserts:** Cakes, Cookies, & Pies

**Beverages**
- Coffee, Soda (Coke products), & Tea $0.70 $0.90 $1.20
- Grape, V-8, Orange Juice: $.75
- Cappuccino: $1.10 $1.40 $1.70
- Milk: $.75

The Redbird Cafe is operated by WestCare Health Systems, Food-Service Division
STUDENT SUPPORT SERVICES
“Our support factors can lighten your risk factors”

Your academic and personal insurance program offering:

Academic Coverage: Co-advising
Tutoring
Educational Support Plans
University Transfer Initiative
Computer Area Loan Program: lap-tops/calculators/dictionaries/recorders

Resume Building Coverage: Cultural Enrichment
Volunteer Enrichment
Career Exploration
Interviews in the round
Leadership Seminar

Financial Support Coverage: Supplemental Grant Aid
SSS Foundation Scholarship
Professional Development Funds
Scholarship workshops

Community Building Coverage: International Luncheon
Motheread/Fatheread

Personal Coverage: Counseling

Other Coverage: Job ready, class ready and resource ready library
Mailboxes
Advocacy
Referrals

Student Support Services is a Title IV Grant Sponsored through the Department of Education. The current grant funds SCC over 1 million dollars to assist students who have need for academic assistance who are also first generation college, income eligible or have a documented disability. All objectives within the grant are geared towards increasing student graduation, retention and transfer efforts.

To learn more, stop by the SSS office located on the lower level of Oaks Hall; log on to the SSS web site at www.southwest.cc.nc.us/sss/index.htm; or call Cheryl Contino-Conner at 800-447-4091 ext. 245.
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.

When to see your advisor:
• To discuss any problems which affect academic performance.
• To select courses for the upcoming semester (during registration).
• To add or drop courses (during Registration and Drop/Add).
• To discuss requirements for a degree, diploma or certificate.
• To complete your Application for Commencement.

How to Contact your Advisor:
• Familiarize yourself with your advisor's office hours/schedule.
• Office hours are posted on your advisor's office door or in close proximity.
• Advisor e-mail addresses and phone numbers are posted on the SCC website.

Make an appointment with your advisor well in advance of registration deadlines.

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: Instructional 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.

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. For minor first aid, medical first aid kits are located in most college facilities. CPR kits are also located in most college facilities.
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
Operated by College Bookstores of America, 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 \( \frac{1}{2} \) of the purchase price for those books until the predetermined need 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.

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.

CAREER COUNSELING
Career Assessment Testing Services assist current and prospective students in evaluating their skills, interests, aptitudes and abilities. Appointments may be scheduled for individual assistance in resume preparation, developing interviewing skills, career assessment and reviewing job-seeking strategies.

The services provided center around three primary questions:
- Where are you now?
- Where do you want to be?
- What will it take to get there?
STUDENT RESOURCES

For some individuals decisions regarding career choice are straightforward and resolved with minimal distress. For others, career planning can be an overwhelming and almost frightening prospect. The Career Assessment Testing Services help students clarify where they are in the career planning process and help them progress towards identifying and achieving their educational/career objectives.

Services available through the Career Planning and Placement Center:

Individualized Career Counseling
Counselors are available to talk with students about individual educational/career plans. Please call for an appointment to talk with a trained professional about your career concerns.

Assessment Inventories
The Self-Directed Search, Myers-Briggs Type Indicator, and Strong Interest Inventory help you identify interests, values, and personal qualities. Inventory results are discussed confidentially with a counselor.

Career Center
Resources are available in the Career Center for resume development, interview preparation, and job/college major research. Students are encouraged to use these valuable resources.

CONTACT: Barrie Rogers, 1st floor Balsam Center, Jackson Campus, 828.586.4091, ext.212, email: brogers@southwest.cc.nc.us

CHILD CARE
Southwestern Child Development Commission operates a child care center on the SCC campus in Oaks Hall. Fees are based on a sliding scale and financial assistance may be available for qualified students. Students should contact the Day Care Director at the center to apply for services for their children.

COMPUTER LAB
An Open Computer Lab, located in the library area of the Pines, is available to all currently enrolled SCC students during regular college operating hours and on most Saturdays. The PCs in the Open Computer Lab are connected to the college’s instructional network. Students have access to software for word processing, spreadsheet, database, presentation graphics, desktop publishing, applications development and programming.

CRIME AWARENESS AND CAMPUS SECURITY
Southwestern Community College is in compliance with the Crime Awareness and Campus Security Act of 1990 and will provide the safest educational environment possible for all students, faculty, staff and visitors at all SCC campus locations. Crime awareness information is available on-line at www.southwesterncc.edu/security/handbook.htm.

Known and suspected violations of federal and North Carolina laws and any emergencies should be reported to the College Security Department for action. Acts such as murder, sex offense, robbery, aggravated assault, burglary, motor vehicle theft, liquor law violation, drug abuse violation and weapons possession must be reported immediately. Upon notification of a criminal offense the Security Department will disseminate a Serious Incident Report to all faculty and staff for public announcement.
STUDENT RESOURCES

Students, faculty and staff must recognize that they should take individual steps to protect themselves from becoming a victim of a crime and work together as a campus community in the prevention of crime and the promotion of security. The complete college plan regarding Crime Awareness and Campus Security may be reviewed at any administrative office.

As required by the Crime Awareness and Campus Security Act of 1990, the following statistics are provided for your information:

Offenses Reported ......................................................... July 2004 - April 2005

Totals - All Campus Locations

- Murder ................................................................. 0
- Motor Vehicle Theft .................................................. 0
- Sex Offense ........................................................... 0
- Liquor Law Violation .................................................. 0
- Robbery ................................................................. 0
- Drug Abuse Violation .................................................. 0
- Aggravated Assault .................................................... 0
- Weapons Possession ................................................... 0
- Burglary ................................................................. 0

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. 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:

- English 090 (Composition Strategies)
- English 095 (Reading and Composition Strategies) is designed to strengthen both writing and critical reading skills.
- Reading 090 (Improved College Reading) helps students improve their reading and critical thinking skills.
- English 090 satisfies the developmental writing prerequisite for English 111.
- English 095 satisfies both the reading and writing prerequisites for English 111.
- Math 060 (Essential Mathematics),
- Math 070 (Introductory Algebra),
- Math 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 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.

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

The Redbird Café, managed by Westcare Health Systems, is located on the first floor of the Balsam Center and is open 7:30 a.m. - 2 p.m. Monday through Friday when the college is in session.

GRADES/TRANSCRIPT ON-LINE

Along with free Internet access from home, students also have on-line 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.
STUDENT RESOURCES

For information on activating your computer access account, contact SCC Computer Support at 586-4091 or (800) 447-4091, ext. 424

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 Enrollment Services.

LEARNING ASSISTANCE CENTER
The Learning Assistance Center is a professionally staffed facility comprising 80 learning spaces including two 24-station computer classrooms, a 16-station computer lab, six enclosed carrels (four with computers) for individual study and tutoring (including Spanish lab and tutoring), a resource area and a commons area. Computer facilities in the classrooms and lab include 64 student workstations and three HP laserjet printers.

Students are encouraged to take advantage of LAC programs and services, including the following: over 50 hours per week of individualized instruction from professional learning consultants; over 20 hours per week of individualized instruction from specialized instructors; academic workshops offering effective learning strategies; modern facility for the nationally certified peer tutoring program provided by Student Support Services; academic skills review/extension software for English, reading, math, information literacy, and sciences; and more than 300 text and video resources for academic skills review and extension.

All Learning Assistance Center programs and services are available to all SCC students 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.

The Learning Assistance Center is open from 8 a.m. until 8 p.m. Monday through Thursday and 8 a.m. until 4 p.m. on Friday. For additional information, please stop by Oaks Hall 101, see the LAC website (www.southwest.cc.nc.us/learnasstctr), or contact the LAC Coordinator at ext. 325.

LIBRARY
The Library in the Pines building is an 11,000-square foot facility that includes capacity shelving for 40,000 volumes and seating space for 120 people. The building houses not only the book collection, periodicals, audiovisuals and 24 computer workstations, but also a conference room and other College offices. The Library’s home page at www.southwesterncc.edu/lrc is an excellent starting point for learning about services and resources available at the Library.

The Library provides various types of print and non-print media for students, faculty and staff, and currently has a collection of approximately 30,000 volumes that relates directly to academic offerings. The reference collection contains a variety of specialized resources including many legal references. A varied collection of fiction and books of general interest is also provided. Easy access to materials is provided with an open-shelf concept and through the use of an on-line catalog and circulation system. The on-line catalog can be accessed from the Library’s home page. The Library participates in an on-line system with other community college libraries across North Carolina. Faculty, staff and students may borrow materials from those libraries and receive them in approximately one week. Other
STUDENT RESOURCES

interlibrary loan services are also available.

The Library subscribes to more than 200 magazines and newspapers. Internet access as well as access to Microsoft Office are available on the computers in the Library. NC LIVE, a collection of on-line electronic information resources including magazine articles, national and local newspapers, professional and business journals, research articles, publications and reference sources, is accessible through the Library’s World Wide Web and Internet links. NC LIVE offers indexing for more than 15,000 journals and reference materials and full-text journal articles for approximately 7,500 periodical titles.

Included in the collection are bound volumes of magazines and microfilm of approximately 200 periodical titles.

Many types of audiovisual materials are available through the Library. The audiovisual media includes audio tapes, slides, transparencies, video tapes and CD-ROMS. These materials may be used in the Library conference room or in a classroom.

Staff members participate in teaching and working closely with faculty in planning student orientation to the Library. Research assistance for the individual student or faculty member 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 2 p.m. on Saturday. The facility provides services to community residents as well as the staff, faculty and students at SCC.

LOST AND FOUND

All inquiries concerning lost personal items should be directed to the Information Center located in the lobby of the Balsam Center. Likewise, all found items should be taken to the Information Center.

ORIENTATION

All students enrolling for the first time at Southwestern Community College are required to participate in an Orientation Program. The program is designed to acquaint new students with the important polices, resources and services available at Southwestern and provide valuable information needed to facilitate academic success.

Prior to the start of fall and spring semesters, a live orientation session is conducted at the Jackson Campus. It is strongly recommended that students attend this campus orientation. An on-line version of the program is also offered for new students who enter during fall, spring and summer terms. Students are not permitted to register for the next semester of study until they have completed the Orientation Program.

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. 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.

Parking offenses carry a fine of $5 and should be paid at the Business Office. Appeals
may be made to the Campus Security Officer within ten calendar days of the ticket’s date of
issuance.

STUDENT AMBASSADORS

This prestigious student organization was established to serve the SCC Foundation,
President’s Office and the College 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. Membership drive begins early in spring semester.

STUDENT IDENTIFICATION/LIBRARY CARDS

ID/library 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 representative of the college.
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 card. ID Cards are issued in the Business Office, located on
the first floor of the Balsam Center. Replacement cards may be obtained for a $1.00 charge.

STUDENT LEADERSHIP ASSOCIATION

The Student Leadership Association (SLA) was formed in 2003 to provide students a
more effective means to provide activities that would enhance both the educational and
social life on campus and to carry forward concerns and issues to the administration. The
SLA is focused on providing education related programs and activities while serving as pri-
mary advocates for students. The organization plans and implements campus-wide activities
and educational or cultural events. They involve campus clubs in these events by offering
financial incentives when club members participate in planning, publicizing, organizing, and
setting up and cleaning up after special events.

How do students participate? The SLA is composed of a team of 12-14 students who
provide the leadership and direction of the organization. Within these members, there are
seven officers, including the President, Vice President, Treasurer, Secretary, Meeting Facili-
tator, Public Information Officer and the Student Activities Coordinator. This group of
student leaders receives extensive leadership training, holds monthly meetings and leads the
planning of campus events and activities. They are a voice for student concerns and work
closely with the SLA advisor in planning the year’s activities. Students are encouraged to
enrich their college experience at SCC by attending and participating in SLA activities.

Students who want to be considered for SLA leadership must have strong leadership
skills, have a 2.75 GPA and be enrolled with a minimum of 6 credit hours. Interested stu-
dents will have an opportunity to complete an application; and for those meeting qualifica-
tions, there will be scheduled interviews for selection.

The SLA office is located in the Student Lounge area in Bradford Hall. Please see an
SLA member for the office hours. The phone number is 828.586.4091, ext.266.
STUDENT RESOURCES

STUDENT LOUNGES

Refreshment vending machines are located on the third floor and in Red Bird Cafe of 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 game tables, a television, video games, a microwave and vending machines. 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 ORGANIZATIONS AND CLUBS

Students are encouraged to form clubs and organizations focusing on special interests or curriculum programs. Although clubs have membership requirements, no organization at SCC discriminates on the basis of race, color, sex, age, disability, religion, nationality or political preference. Requirements for establishing student clubs and organizations are detailed in the SLA handbook. Student organizations must have official SLA recognition to use SCC’s facilities or to conduct any activity on campus.

Active clubs at the time of this catalog’s printing include:

• Advertising and Graphic Design Club
  Cultural enrichment through field trips to museums and exhibitions and an end-of-the-year trip for graduates are objectives of this club. The group also raises funds for art supplies and professional models for life study and basic drawing classes.

• Culinary Arts Club
  This organization seeks to help culinary arts students increase their knowledge of this field; makes recommendations to ensure quality and excellence within the culinary arts program; seeks to raise funds which enable the organization to attend and participate in food service related field trips and seminars; and raises funds in order to assist in the purchase of needed equipment for the culinary arts classroom.

• Cyber Crime Club
  This association’s fundamental purposes are to promote and encourage collaborative relationships with criminal justice organizations, to aid in the development of the whole person including his/her professional role in assuring the proper enforcement of the laws and the constitutional rights of all people, to engage with the various communities to help when possible and to serve as a role model to other students.

• Electronics Club
  The Electronics Club increases members’ knowledge of their career field through field trips, contacts with business and industry and sessions with former students and graduates. Team building activities strengthen the program by building camaraderie among the students in electronics engineering technology and computer engineering technology.

• Emergency Medical Technician Club
  This organization seeks to advance the professionalism and training of students pursuing emergency medical services training. The EMT club has conducted successful fundraising activities which have allowed members to attend professional conferences.
• **Health Information Technology Club**
  This club seeks to advance the professionalism of HIT majors and enable the membership to earn the necessary funds to attend related conferences. Paramount to the mission of the club is the drive to bring first and second year students together to share ideas, support each other, provide mentoring, and promote unity.

• **Human Services Technology Club**
  The Human Services Technology and HST/Substance Abuse curriculum established a club to encourage fellowship between HST students, to offer opportunities for additional learning, to promote leadership and to inform others about drug and alcohol issues.

• **Information Systems Club**
  This club seeks to promote the rapidly advancing field of computer information systems. Members are interested in how modern organizations process, manage and communicate information.

• **Internet Technologies Club**
  Scott Cline, Advisor

• **Latent Image Club**
  The Latent Image Club was organized to raise funds for attendance and participation in annual student and graduate technology seminars, to provide a means of unity and support between first and second year students, and to consider and make recommendations to ensure quality and excellence within the Radiography program.

• **Medical Laboratory Technology Association**
  The MLT Association was founded for the following reasons: to provide a means of unity and support among first and second year students; to consider and make recommendations to ensure quality and excellence within the MLT program; to raise funds for field trips and seminars and the purchase of new equipment; to inform the community about medical technology and the health care profession; to increase student knowledge of the MLT career field; to promote mutual understanding between administration and the student body; to promote and coordinate student activities.

• **Native American Society**
  This club promotes interests and participation in:
  1) awareness and understanding in native cultural activities; 2) gatherings and education regarding all things Native American; 3) community services; 4) fostering respect for the beliefs of all people.

• **Office Systems Technology Association**
  The Office Systems Technology Association (OSTA) was formed to encourage professional development and networking opportunities among students who are seeking degrees or certificates in OST. The organization was established and recognized by the SGA in Spring Semester 2001. Charter members created, published and sold cookbooks as their first fund-raiser.
STUDENT RESOURCES

- **Outdoor Leadership Club**  
  Paul Wolf, Advisor

- **Phi Beta Lambda**  
The Mission of Phi Beta Lambda is to bring business and education together in a positive working relationship through innovative leadership and career development programs. As the college equivalent of Future Business Leaders of America (FBLA), Phi Beta Lambda assists students preparing for careers in business related fields by developing leadership skills, stimulating interest in American business enterprises, building confidence and character, and supporting projects to enhance home, business, and community.

- **Phi Theta Kappa**  
The purpose of Phi Theta Kappa is the recognition and encouragement of scholarship and leadership among Community and Junior College students. To achieve this purpose, Phi Theta Kappa provides opportunities for the development of leadership and service, an intellectual climate for exchange of ideas and ideals, lively fellowship of scholars and stimulation of interest in continuing academic excellence. To be considered for membership, a student must:
  - be enrolled full-time at Southwestern Community College (12 credit hours), and have completed 24 hours on a full-time basis toward an associate’s degree at Southwestern Community College
  - have a cumulative GPA at Southwestern Community College of 3.5 or better for the last two semesters enrolled
  - possess both ethical standards and qualities of citizenship and leadership
  - complete membership formalities as prescribed by the national organization
  - pay national, regional and chapter dues

- **PTA Reconstructors Club**  
The Physical Therapist Assistant (PTA) curriculum established an organization for the following reasons: to foster unity and support among the first and second year students; to increase student knowledge about the PTA career field; to raise funds for the purchase of new equipment and for fees associated with field trips and conventions; to inform the community about physical therapy and the health care profession; to consider and make recommendations to ensure quality and excellence within the PTA program.

- **Respiratory Therapy Technology Club**  
Objectives of the Respiratory Therapy Technology (RTT) Club are to raise funds to enable club members to attend workshops and lectures, such as the North Carolina State society meeting, and to purchase educational materials and equipment; to further the education of the RTT students by attending meetings and lectures of individuals employed in the field of respiratory care; to encourage RTT students to exchange ideas and to socialize.

- **Spanish Club**  
The Spanish Club has officially been granted a charter by the SLA. This club will be accepted as part of SCC’s clubs starting this Fall.
• **Teachers of Youth**
  The purpose of the Teachers of Youth (TOY) Club is to work with area childcare centers, provide community services that benefit children and their families, and to become better teachers by participating in field trips that are relevant to the Early Childhood curriculum.

**STUDENT PUBLICATION**

*Milestone* is the annual art and literature review published by Southwestern Community College. The purpose of this periodical is to showcase the creative expressions of artists and writers from the college and its service area. Publication of *Milestone* is contingent upon funding.

**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, please visit us on the lower level of Oaks Hall or call 800-447-4091 ext 243 and set up an appointment with Peter Buck. 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**

Southwestern Community College prohibits the use of tobacco products in any college building. Tobacco use is allowed on College grounds in designated locations (gazebos) with proper receptacles.
TUTORING AT SCC

As a currently enrolled student at Southwestern Community College, you have the opportunity to receive up to five 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 structured one-on-one tutoring sessions with highly trained tutors and adjunct faculty.

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. For additional information, please contact Marti Hunter at 800-447-4091 ext 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.
**How to Access Your Web Mail**

**Official SCC Notifications:** Your SCC Web Mail account is used by the College to send OFFICIAL information regarding registration, financial aid, student events and other time sensitive notifications to all students. Every effort is made to make certain that the Web Mail notices we send are limited in number and important to you.

**Forwarding:** If you do not plan to use this Web Mail address on a regular basis, it is essential that you take a few moments to forward the Web Mail to the address that you do use. Please see the instructions listed on the next page for more details.

**Steps for Accessing, Creating and Forwarding Your Web Mail**

**Step 1:** Type http://www.southwesterncc.edu in the address bar and hit enter or click Go to bring you to Southwestern Community College's home page.

**Step 2:** From this page, click the “Student E-mail” (WebMail) link on the right or the Student E-mail link on the bottom left hand side. The SCC Webmail page should appear. The SCC Web Mail screen instructs you on the login name convention, namely the first letter of your first name, the first four letters of your last name and the last four digits of your social security number. As an example, a fictional student named Sam Masters is checking his webmail in the following picture. His login name is smast6789 and his password is his entire social security number with no dashes or spaces, like this, 123456789. This is the convention used in order to check your webmail & your online grades and transcripts as well as dial up accounts & online classes through Southwestern Community College.

**Step 3:** This is the page where you will log in to your email account. Simply click the LOG IN button to reach the next page and the connect box will pop up. Enter your username and password and click OK. After you have successfully logged in, you will be taken to your inbox, from where you will receive and send your messages.

**Step 4:** When you are finished with your session, simply click the Exit button at the top of the page to be logged out of the system.

If you have any problems with your account, feel free to email the Computer Center at support@southwest.cc.nc.us or give the help desk a call at 586-4091 x424.

**Options to Customize/Organize 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.

**Forward messages:**

If you already have a current email provider and would prefer to use it, you may set up your Web Mail from SCC to forward any messages received to your other account. However, be warned that not all email providers allow rule generated messages and may automatically reject any forwarded email from another account. This is why it is very important that you continue to check your webmail account through SCC, even if you have the forwarding option on. In order to turn this option on, simply click the Options button at your mailbox page, click the Mailbox Management Tab, and fill in the appropriate boxes to have any and all messages forwarded to your other account. Make sure you click Save when you alter these options.
HOW TO BE SUCCESSFUL AT SCC

In the fall of 2004, SCC faculty was asked, to respond to this question. Here is what they said:

- Attending class and being on time are critical to your academic success. There is huge difference between your coming to school and attending class: be sure you are doing the later. To achieve your maximum academic potential at SCC, the following are also highly recommended.

- Prepare for class and tests

- Communicate with your instructor and advisor

- Ask questions

- Complete assignments on time

- Participate in your learning experience

- Know your instructor’s and advisor’s names

- Use all support resources available: tutoring, learning assistance centers, workshops, speakers, cultural events, etc.

- If you have a legitimate emergency and need to miss a class, contact your instructor (in advance, if possible). Faculty and staff phone numbers and e-mail addresses can be accessed through the college website.

- Ask questions when in doubt…you are not expected to have all of the answers.

- Check your SCC webmail account on a regular basis...we recommend at least once per week.

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 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).

<table>
<thead>
<tr>
<th>No. of Credit Hrs</th>
<th>Numerical Grade Value</th>
<th>Quality Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>3 x</td>
<td>2</td>
<td>6</td>
</tr>
<tr>
<td>3 x</td>
<td>3</td>
<td>9</td>
</tr>
<tr>
<td>5 x</td>
<td>3</td>
<td>15</td>
</tr>
<tr>
<td>3 x</td>
<td>4</td>
<td>12</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td></td>
<td><strong>42</strong></td>
</tr>
</tbody>
</table>

42 ÷ 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. 245.
HOW TO FIND OUT MORE ABOUT FINANCIAL AID

Question – When should I apply for financial aid?
Answer – You can apply starting January 1 each year for the school year beginning the following fall. You can apply up until June 30 of the current school year, so if you are starting school or attending school now, and haven’t applied, you can still do so.

Question – How many hours do I have to take to be considered full time for financial aid?
Answer - 12 credit hours each semester are required for you to be paid the full time amount. These 12 hours must be hours that are required for your program as listed in the catalog. If you are less than full time, your aid will be prorated as follows:
- 9-11 credit hours Three quarter time
- 6-8 credit hours Half time
- 5 or less credit hours Less than half time
Note that student loans and certain grants other than Pell grants require at least 6 credit hours. Pell grants do not have a minimum number of hours.

Question - When will I get my refund check?
Answer – The Financial Aid Office publishes a schedule of dates that you can charge books to your financial aid and dates that refund checks are paid out. This schedule is mailed with your award letter and is posted on our website. You will get a refund check if your tuition and book charges are less than your financial aid amount for the semester. Checks are paid out approximately two weeks after classes start each semester. We will verify that you are attending all classes, including on-line classes, before your funds are released.

Question – Will I get financial aid for the summer term?
Answer – If you are full time during the fall and spring semesters, your full annual aid will be paid out, half in the fall and half in the spring. Therefore, you will not have any remaining aid for summer. If you only receive financial aid during one of the fall or spring semesters, or if you are not paid at the full time rate for fall or spring, you will probably have some funds available for summer. If you believe you may have aid remaining for summer, please stop by the Financial Aid Office after you have registered for summer classes.

Question - Can I participate in the work-study program?
Answer - Work-study is a federal financial aid program where you are paid for working on campus part-time. You must have financial need as defined by the federal methodology, so not all students qualify. Most of the jobs are clerical in nature, and a limited number of positions are available. Students are paid monthly. If you wish to apply, please contact the Financial Aid Office.

Question – How do I apply for scholarships?
Answer – Scholarships are available from many sources in the community and beyond. You are encouraged to apply for any scholarships for which you are eligible. In addition, there are several scholarships each year that are awarded by the SCC Foundation.
**HOW TO SECTION**

Check the list on the financial aid website or in the scholarship notebook in the Financial Aid Office, and request an application for any scholarship that applies to you. Most of the deadlines are in the spring and early summer so that scholarships can be awarded starting with the fall semester.

**Question** - Can I get a student loan?  
**Answer** – We encourage you to do everything you can to avoid taking out a student loan while at SCC. Our costs are low enough that most grant awards will cover tuition and books. If you do need to pursue a student loan, you will need to request instructions and application materials from the Financial Aid Office. Our lender is College Foundation, Inc. (CFI) and our guarantor is the North Carolina State Education Assistance Authority. CFI conducts credit checks and you will not be approved if you have a history of late payments, non-payment or default.

**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:

<table>
<thead>
<tr>
<th>If you are employed/work in the home:</th>
<th>Limit your academic workload to:</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Over 40 hours</strong></td>
<td><strong>8 credit hours</strong></td>
</tr>
<tr>
<td><strong>30-40</strong></td>
<td><strong>8-10 credit hours</strong></td>
</tr>
<tr>
<td><strong>20-30</strong></td>
<td><strong>10-12 credit hours</strong></td>
</tr>
<tr>
<td><strong>Under 20 hours</strong></td>
<td><strong>12-15 credit hours</strong></td>
</tr>
</tbody>
</table>

**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.
HOW TO SECTION

GLOSSARY OF COLLEGE TERMS

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

Cancelled 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).

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.
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:

Roles I now have are:

Roles I expect to have in the future are:

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:

My cultural heritage:

My childhood family/relationships:

My current family/relationships:

Other:
# ACADEMIC INFORMATION

## ACADEMIC PROGRAMS

### ARTS & SCIENCES/COLLEGE TRANSFER

<table>
<thead>
<tr>
<th>Curriculum Program</th>
<th>Credential</th>
<th>Eligible for Financial Aid</th>
</tr>
</thead>
<tbody>
<tr>
<td>Associate-in-Arts - College Transfer</td>
<td>Associate in Arts</td>
<td>Yes</td>
</tr>
<tr>
<td>Art Education</td>
<td>Associate in Arts</td>
<td>Yes</td>
</tr>
<tr>
<td>Biotechnology*</td>
<td>Associate in Applied Science</td>
<td>*</td>
</tr>
<tr>
<td>Business Administration</td>
<td>Associate in Arts</td>
<td>Yes</td>
</tr>
<tr>
<td>Business &amp; Marketing Education</td>
<td>Associate in Arts</td>
<td>Yes</td>
</tr>
<tr>
<td>Criminal Justice</td>
<td>Associate in Arts</td>
<td>Yes</td>
</tr>
<tr>
<td>Elementary, Middle Grades &amp; Special Education</td>
<td>Associate in Arts</td>
<td>Yes</td>
</tr>
<tr>
<td>English</td>
<td>Associate in Arts</td>
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<tr>
<td>Environmental Science**</td>
<td>Associate in Applied Science</td>
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</tr>
<tr>
<td>History</td>
<td>Associate in Arts</td>
<td>Yes</td>
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<tr>
<td>Nursing</td>
<td>Associate in Arts</td>
<td>Yes</td>
</tr>
<tr>
<td>Physical Education</td>
<td>Associate in Arts</td>
<td>Yes</td>
</tr>
<tr>
<td>Political Science</td>
<td>Associate in Arts</td>
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</tr>
<tr>
<td>Psychology</td>
<td>Associate in Arts</td>
<td>Yes</td>
</tr>
<tr>
<td>Social Science</td>
<td>Associate in Arts</td>
<td>Yes</td>
</tr>
<tr>
<td>Sociology</td>
<td>Associate in Arts</td>
<td>Yes</td>
</tr>
</tbody>
</table>

* Offered in conjunction with A-B Technical CC. Financial Aid to be handled at A-B Technical CC.

** Offered in conjunction with Blue Ridge CC. Financial Aid to be handled at Blue Ridge CC.
## CAREER TECHNOLOGIES

<table>
<thead>
<tr>
<th>Curriculum Program</th>
<th>Credential</th>
<th>Eligible for Financial Aid</th>
</tr>
</thead>
<tbody>
<tr>
<td>Accounting</td>
<td>Associate in Applied Science or</td>
<td>Yes</td>
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<tr>
<td></td>
<td>Certificate</td>
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</tr>
<tr>
<td>Advertising &amp; Graphic Design</td>
<td>Associate in Applied Science</td>
<td>Yes</td>
</tr>
<tr>
<td>Air Conditioning, Heating &amp; Refrigeration</td>
<td>Diploma or Certificate</td>
<td>Yes (1)</td>
</tr>
<tr>
<td>Automotive Syst. Technology *</td>
<td>Associate in Applied Science or</td>
<td>Yes</td>
</tr>
<tr>
<td></td>
<td>Certificate</td>
<td>Yes</td>
</tr>
<tr>
<td>Business Administration (BA) *</td>
<td>Associate in Applied Science or</td>
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</tr>
<tr>
<td></td>
<td>Certificate</td>
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</tr>
<tr>
<td>BA Electronic Commerce</td>
<td>Associate in Applied Science or</td>
<td>Yes</td>
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<tr>
<td>Concentration</td>
<td>Certificate</td>
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<tr>
<td>Computer Eng. Technology *</td>
<td>Associate in Applied Science</td>
<td>Yes</td>
</tr>
<tr>
<td>Cosmetology *</td>
<td>Associate in Applied Science or</td>
<td>Yes</td>
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<tr>
<td></td>
<td>Certificate or</td>
<td>Yes</td>
</tr>
<tr>
<td></td>
<td>Diploma</td>
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</tr>
<tr>
<td>Manicuring/Nail Technology *</td>
<td>Certificate</td>
<td>No</td>
</tr>
<tr>
<td>Criminal Justice Technology</td>
<td>Associate in Applied Science</td>
<td>Yes</td>
</tr>
<tr>
<td>Culinary Technology *</td>
<td>Associate in Applied Science or</td>
<td>Yes</td>
</tr>
<tr>
<td></td>
<td>Certificate</td>
<td>Yes</td>
</tr>
<tr>
<td>Cyber Crime Technology *</td>
<td>Associate in Applied Science</td>
<td>Yes</td>
</tr>
<tr>
<td>Early Childhood Education (ECE)</td>
<td>Associate in Applied Science or</td>
<td>Yes</td>
</tr>
<tr>
<td></td>
<td>Certificate</td>
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<tr>
<td>ECE Teacher Associate</td>
<td>Associate in Applied Science or</td>
<td>Yes</td>
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<td></td>
<td>Certificate</td>
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</tr>
<tr>
<td>Electrical/Electronics Techn.*</td>
<td>Diploma or Certificate</td>
<td>Yes (1)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Yes (1)</td>
</tr>
<tr>
<td>Electronics Engineering Techn.*</td>
<td>Associate in Applied Science</td>
<td>Yes</td>
</tr>
<tr>
<td>Gaming Management</td>
<td>Associate in Applied Science</td>
<td>Yes</td>
</tr>
<tr>
<td>Hotel &amp; Restaurant Management</td>
<td>Certificate or</td>
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</tr>
<tr>
<td></td>
<td>Diploma</td>
<td>Yes (1)</td>
</tr>
</tbody>
</table>

(1) May only qualify for partial financial aid.
(2) Will not be eligible for financial aid if majority of certificate is taken on-line.
### CAREER TECHNOLOGIES continued

<table>
<thead>
<tr>
<th>Curriculum Program</th>
<th>Credential</th>
<th>Eligible for Financial Aid</th>
</tr>
</thead>
<tbody>
<tr>
<td>Information Systems *</td>
<td>Associate in Applied Science</td>
<td>Yes</td>
</tr>
<tr>
<td>Computer Applications</td>
<td>Certificate</td>
<td>No</td>
</tr>
<tr>
<td>Computer Programming</td>
<td>Certificate</td>
<td>No</td>
</tr>
<tr>
<td>Desktop Publishing</td>
<td>Certificate</td>
<td>No</td>
</tr>
<tr>
<td>Network Admin. &amp; Support</td>
<td>Associate in Applied Science</td>
<td>Yes</td>
</tr>
<tr>
<td>Internet Technologies *</td>
<td>Associate in Applied Science</td>
<td>Yes</td>
</tr>
<tr>
<td>Internet Design</td>
<td>Certificate</td>
<td>Yes (2)</td>
</tr>
<tr>
<td>Internet Programming</td>
<td>Certificate</td>
<td>Yes (2)</td>
</tr>
<tr>
<td>Occupational Education Associate</td>
<td>Associate in Applied Science or Diploma</td>
<td>No</td>
</tr>
<tr>
<td>Office Systems Technology *</td>
<td>Associate in Applied Science or Certificate</td>
<td>Yes</td>
</tr>
<tr>
<td>Virtual Office Assistance *</td>
<td>Associate in Applied Science or Certificate</td>
<td>Yes</td>
</tr>
<tr>
<td>Paralegal Technology</td>
<td>Associate in Applied Science</td>
<td>Yes</td>
</tr>
<tr>
<td>Real Estate *</td>
<td>Certificate</td>
<td>No</td>
</tr>
<tr>
<td>Surveying Technology *</td>
<td>Associate in Applied Science</td>
<td>Yes</td>
</tr>
<tr>
<td>Welding Technology *</td>
<td>Certificate</td>
<td>No</td>
</tr>
</tbody>
</table>

* Graduates may be eligible to receive certification and/or licensure within these areas of study upon successful completion of external exams.

(2) Will not be eligible for financial aid if majority of certificate is taken on-line.
**ACADEMIC INFORMATION**

### HEALTH SCIENCES

<table>
<thead>
<tr>
<th>Curriculum Program</th>
<th>Credential</th>
<th>Eligible for Financial Aid</th>
</tr>
</thead>
<tbody>
<tr>
<td>Emergency Medical Science</td>
<td>Associate in Applied Science</td>
<td>Yes</td>
</tr>
<tr>
<td>General Occupational Techn.</td>
<td>Associate in Applied Science</td>
<td>Yes</td>
</tr>
<tr>
<td>Health Information Techn.</td>
<td>Associate in Applied Science</td>
<td>Yes</td>
</tr>
<tr>
<td>Medical Coding</td>
<td>Diploma</td>
<td>Yes</td>
</tr>
<tr>
<td>Medical Transcription</td>
<td>Certificate</td>
<td>Yes</td>
</tr>
<tr>
<td>Human Services Technology</td>
<td>Associate in Applied Science</td>
<td>Yes</td>
</tr>
<tr>
<td>Substance Abuse Concentr.</td>
<td>Associate in Applied Science or Certificate</td>
<td>Yes</td>
</tr>
<tr>
<td>Medical Laboratory Techn.</td>
<td>Associate in Applied Science</td>
<td>Yes</td>
</tr>
<tr>
<td>Medical Sonography</td>
<td>Diploma</td>
<td>Yes</td>
</tr>
<tr>
<td>Nursing</td>
<td>Associate in Applied Science</td>
<td>Yes</td>
</tr>
<tr>
<td>Outdoor Leadership</td>
<td>Associate in Applied Science</td>
<td>Yes</td>
</tr>
<tr>
<td>Phlebotomy</td>
<td>Certificate</td>
<td>No</td>
</tr>
<tr>
<td>Physical Therapist Assistant</td>
<td>Associate in Applied Science</td>
<td>Yes</td>
</tr>
<tr>
<td>Practical Nursing</td>
<td>Diploma</td>
<td>Yes</td>
</tr>
<tr>
<td>Radiography</td>
<td>Associate in Applied Science</td>
<td>Yes</td>
</tr>
<tr>
<td>Respiratory Therapy</td>
<td>Associate in Applied Science</td>
<td>Yes</td>
</tr>
<tr>
<td>Surgical Technology *</td>
<td>Diploma</td>
<td>*</td>
</tr>
<tr>
<td>Therapeutic Massage</td>
<td>Diploma</td>
<td>Yes</td>
</tr>
</tbody>
</table>

Graduates may be eligible to receive certification and/or licensure within these areas of study upon successful completion of external exams.

* Offered in conjunction with Blue Ridge Community College. Financial Aid to be handled at Blue Ridge CC.
ACADEMIC INFORMATION

ACADEMIC FORGIVENESS PROCEDURE
The college recognizes that some students may not be able to overcome previously poor records in order 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 Instructional Services. See page 26 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
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.
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.

Students completing requirements during the summer and fall semesters can apply for commencement and pay fees at the end of the particular semester. No formal exercises are held. 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.
<table>
<thead>
<tr>
<th>Grade Definition</th>
<th>Grade Points per Semester Hour</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>4</td>
</tr>
<tr>
<td>B</td>
<td>3</td>
</tr>
<tr>
<td>C</td>
<td>2</td>
</tr>
<tr>
<td>D</td>
<td>1</td>
</tr>
<tr>
<td>F</td>
<td>0</td>
</tr>
<tr>
<td>I</td>
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</tr>
<tr>
<td>CS</td>
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<tr>
<td>NA</td>
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<td>W</td>
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<td>0</td>
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<td>P</td>
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</tr>
<tr>
<td>AP</td>
<td>0</td>
</tr>
<tr>
<td>SP</td>
<td>0</td>
</tr>
</tbody>
</table>

**Grade Definition**
- **A:** The student has, in a superior way, met the objectives established for the course.
- **B:** The student has more than adequately met the objectives established for the course.
- **C:** The student has adequately met the objectives established for the course.
- **D:** The student has minimally met the objectives established for the course.
- **F:** The student failed to meet the objectives established for the course.
- **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.
- **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.
- **NA (Never Attended):** Indicates the student registered but never attended.
- **AU (Audit):** This grade does not count as hours attempted or as hours earned.
- **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.
- **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 Instructional Services.
- **P (Passing):** Awarded upon successful completion of certain continuing education courses. Eighty percent attendance is required.
- **AP (Advanced Placement):** This symbol counts as credit hours earned but does not count in GPA calculations.
- **SP (Secondary Placement):** This symbol counts as credit hours earned for certain eligible high school but does not count for purposes of calculating GPA.
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 unable to meet with your advisor this week, call and make an appointment.** Your advisor can register you during the following weeks.

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.
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 Director of Enrollment 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 Director of Enrollment 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 Student and Institutional Development. 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.
2. If not resolved; 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 Instructional 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.
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.
FINANCIAL AID

This section of the SCC Handbook will provide you with information to help you successfully utilize student financial aid resources. See the SCC catalog for other information such as student eligibility requirements, a list of the financial aid programs available at SCC, and the steps to apply for aid.

FREQUENTLY ASKED QUESTIONS ABOUT FINANCIAL AID

**Question** – When should I apply for financial aid?

**Answer** – You can apply starting January 1 each year for the school year beginning the following fall. You can apply up until June 30 of the current school year, so if you are starting school or attending school now, and haven’t applied, you can still do so.

**Question** – How many hours do I have to take to be considered full time for financial aid?

**Answer** – 12 credit hours each semester are required for you to be paid the full time amount. These 12 hours must be hours that are required for your program as listed in the catalog. If you are less than full time, your aid will be prorated as follows:

- 9-11 credit hours: Three quarter time
- 6-8 credit hours: Half time
- 5 or less credit hours: Less than half time

Note that student loans and certain grants other than Pell grants require at least 6 credit hours. Pell grants do not have a minimum number of hours.

**Question** – When will I get my refund check?

**Answer** – The Financial Aid Office publishes a schedule of dates that you can charge books to your financial aid and dates that refund checks are paid out. This schedule is mailed with your award letter and is posted on our web site. You will get a refund check if your tuition and book charges are less than your financial aid amount for the semester. Checks are paid out approximately two weeks after classes start each semester. We will verify that you are attending all classes, including on-line classes, before your funds are released.

**Question** – Will I get financial aid for the summer term?

**Answer** – If you are full time during the fall and spring semesters, your full annual aid will be paid out, half in the fall and half in the spring. Therefore, you will not have any remaining aid for summer. If you only receive financial aid during one of the fall or spring semesters, or if you are not paid at the full time rate for fall or spring, you will probably have some funds available for summer. If you believe you may have aid remaining for summer, please stop by the Financial Aid Office after you have registered for summer classes.

**Question** – Can I participate in the work-study program?

**Answer** – Work-study is a federal financial aid program where you are paid for working on campus part-time. You must have financial need as defined by the federal methodology, so not all students qualify. Most of the jobs are clerical in nature, and a limited number of positions are available. Students are paid monthly. If you wish to apply, please contact the Financial Aid Office.
**Question** – How do I apply for scholarships?

**Answer** – Scholarships are available from many sources in the community and beyond. You are encouraged to apply for any scholarships for which you are eligible. In addition, there are several scholarships each year that are awarded by the SCC Foundation. Check the list on the financial aid website or in the scholarship notebook in the Financial Aid Office, and request an application for any scholarship that applies to you. Most of the deadlines are in the spring and early summer so that scholarships can be awarded starting with the fall semester.

**Question** - Can I get a student loan?

**Answer** – We encourage you to do everything you can to avoid taking out a student loan while at SCC. Our costs are low enough that most grant awards will cover tuition and books. If you do need to pursue a student loan, you will need to request instructions and application materials from the Financial Aid Office. Our lender is College Foundation, Inc. (CFI) and our guarantor is the North Carolina State Education Assistance Authority. CFI conducts credit checks and you will not be approved if you have a history of late payments, non-payment or default.

**ELIGIBLE PROGRAMS OF STUDY**

Not all programs of study are eligible for financial aid. All our Associate Degree programs at SCC are eligible for federal aid, but if you are working on a certificate or diploma program, check to see if your program is eligible for any federal or state aid. The most current list is available on our web site and pages 47-50 of this handbook.

**SATISFACTORY ACADEMIC PROGRESS**

**What you need to know to keep your financial aid . . .**

Every year that you reapply for financial aid, and at the end of each semester, the SCC Financial Aid Office checks your transcript (record of your grades) to see if you are making Satisfactory Academic Progress (SAP). This is something the federal government requires to make sure you are making progress towards completing your degree, diploma or certificate.

**To make SAP:**

- You have to earn a cumulative grade point average (GPA) of at least 2.0, which is what is required for you to graduate.
- You also have to complete, on a cumulative basis, at least 70% of the credit hours you attempt (your course completion rate) so that you won't exceed 150% of the credit hours in your academic program (the maximum time frame to complete your program).
  - These grades count as hours attempted and earned—A, B, C, D, or S
  - These grades count as hours attempted, but not earned—CS, F, I or W
  - These grades don’t count as hours attempted or earned—AU or NA
- Since these measures are cumulative, that means we look at your results for all terms ever enrolled at SCC, and include all hours transferred to SCC, even if you didn't receive financial aid during those terms.
FINANCIAL AID

If you’re not making SAP you may get a chance to turn things around:

- You will be notified in a letter from the Financial Aid Office that you are being placed on probation for one semester. This is your opportunity to improve your academic results so that you will be making SAP by the conclusion of your probation. You will continue to receive grant aid, but you may not be eligible to receive student loan disbursements while on probation.
- You may receive grant aid for one additional semester of probation, if and only if, you earned at least a 2.0 GPA and completed all your attempted hours during your first probationary semester.
- After your probationary semester(s) you will be notified if you have regained SAP. If you have not, your financial aid must be suspended and you must pay for future classes on your own.
- During your suspension period, if you believe you have regained SAP, you should notify the Financial Aid Office. We will recheck your SAP to see if you can again be eligible for financial aid.
- If you have attempted more hours than the maximum time frame for your academic program (150% of the credit hours in the program), you will not receive a probationary period. Financial aid will automatically be suspended.

You may appeal a determination that you are not making SAP:

- You may complete an Appeal Form and return it to the Financial Aid Office within 30 days of the date of your probation or suspension letter.
- You must have mitigating circumstances such as a serious illness or injury, or a death in your immediate family during the semester you failed to make SAP.
- If you are not making SAP and have changed your academic program, you may be able to appeal if you have valid cause for withdrawing from your former academic program.
- You may be asked to provide documentation with the appeal form.
- Your request will be reviewed by the Financial Aid Committee and you will be notified of their decision.

If you wish to review the complete SCC Financial Aid Satisfactory Academic Progress policy, please contact us.

TIPS TO MAKE SATISFACTORY ACADEMIC PROGRESS (SAP)

These Tips will help you avoid excessive W (Withdrawals) or F grades:

- Only sign up for the number of classes that you can successfully pass during one semester—it’s better to start off slower and add more during a later semester. Also, be sure the classes are scheduled at times you will be able to meet. Make back-up arrangements for transportation and childcare.
- Be sure to make any adjustments to your class schedule each semester before the end of the Drop/Add period. When you do this, the course is removed completely from your schedule and will not affect your SAP. For 2005-2006, the last day of Drop/Add is:
  - Fall – August 25, 2005
  - Spring – January 13, 2006
  - Summer – May 17, 2006
If you start having trouble in a class, or if you have to miss more than one day of class in a row, take steps right away. Contact the instructor first, and if you need further help, see the Learning Assistance Center or Student Support Services about getting a tutor.

If you must withdraw from a class, be sure to do so before the last date for a withdrawal. If you miss this date, you will receive an F grade instead of a W grade. Both grades count as hours attempted but not earned for SAP purposes, but an F grade also seriously hurts your GPA. For 2005-2006, the last day to withdraw for full session classes is:
- Fall – November 2, 2005
- Spring – March 30, 2006
- Summer – July 10, 2006

See the Financial Aid Office if you are contemplating a change in academic program. We can discuss with you the implications for your SAP.

WITHDRAWALS AND FINANCIAL AID

General Guidelines – See previous SAP Tips for dates
- If you know right away that you need to get out of a class, try to do so during Drop/Add so that you can add another class or get part of the tuition refunded.
- If you decide to withdraw from a class after the Drop/Add period is over, be sure to do so before the last date to withdraw to avoid being given an F grade.
- You will not have to repay financial aid dollars unless you withdraw from all your classes. Even partial withdrawals can hurt your future eligibility, however, because of the Satisfactory Academic Progress requirement to complete 70% of all attempted hours.

Full Withdrawals
- If you receive the Pell Grant, Federal Supplemental Educational Opportunity Grant (FSEOG), Stafford Loan or PLUS Loan, you must earn your financial aid by attending class beyond the 60% point of each semester.
- If you withdraw from all of your classes OR stop attending all your classes, before the 60% point of the semester (which is right before the last date to withdraw), you will owe back a portion of the financial aid you received.

To owe no funds you must attend a class meeting on or beyond this date (the actual date for you will depend on the day of the week your class meets):

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<th>Term</th>
<th>Attend Class On or Beyond</th>
<th>Last Date to Withdraw</th>
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<td>Fall 2005 – full session</td>
<td>October 27, 2005</td>
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<td>Fall 2005 – first session</td>
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<td>Fall 2005 – second session</td>
<td>November 21, 2005</td>
<td>November 30, 2005</td>
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<td>Spring 2006 – first session</td>
<td>February 11, 2006</td>
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<td>Spring 2006 – second session</td>
<td>April 17, 2006</td>
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The SCC Financial Aid Office will send you a letter detailing any amounts due to SCC and/or to the United States Department of Education. You will be given 45 days from the date of that letter to repay both amounts to SCC.

If you owe funds, there will usually be an amount you owe SCC. This must be repaid before you can enroll in classes again, or before you can request a transcript. There may also be an amount you owe the Department of Education. You must repay this amount or make satisfactory payment arrangements with the Department of Education to remain eligible for federal financial aid beyond the 45 day period. If you do not pay within the 45 days, SCC will begin to collect the amount you owe us, and the Department of Education will begin to collect the amount you owe them.
Financial Aid Calendar
2005-2006

Charge Books to Financial Aid
Students with completed financial aid may charge in the bookstore on these dates.

August 15–25, 2005 – Fall Semester
January 5-13, 2006 – Spring Semester
May 10-17, 2006 – Summer Semester

Financial Aid Refund Checks
Students may pick up financial aid refund checks after 1 p.m. on these dates at the Cashier’s window.
All checks not picked up will be mailed at 1 p.m. on the following business day.

September 2, 2005 – Fall Semester
January 23, 2006 – Spring Semester
May 30, 2006 – Summer Semester
(Summer eligibility only)

Stafford Loan Checks
First-Time Borrowers
Students who are first-year, first-time borrowers may pick up their Stafford Loan check at the Cashier’s window.
Sept. 19, 2005 – Fall Semester
Feb. 8, 2006 – Spring Semester
June 15, 2006 – Summer Semester

Other Student Borrowers
Second-year students and previous borrowers may pick up Stafford Loan checks after 1 p.m. at the Cashier’s window.

Sept. 2, 2005
Jan. 23, 2006
May 30, 2006

Work-Study Dates
Timesheets due in Financial Aid by 2 p.m.
September 15, 2005
October 11, 2005
November 15, 2005
December 9, 2005 (subject to change)
January 13, 2006
February 15, 2006
March 15, 2006
April 13, 2006
May 10, 2006

Pick up paychecks at the Cashier’s window
September 30, 2005
October 31, 2005
November 30, 2005
December 20, 2005 (subject to change)
January 31, 2006
February 28, 2006
March 31, 2006
April 28, 2006
May 31, 2006

FAFSA Filing Dates
(Free Application for Federal Student Aid)
January 1, 2006 - Students may begin filing the 2006-2007 FAFSA
March 15, 2006 - NC Priority Filing Date for 2006-2007 FAFSA
STUDENTS THOUGHTS & GOALS FOR THE YEAR

How can I get more involved at SCC?
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How can I give back to the community?
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Am I doing the best I can?
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What is my dream job?
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Where will I be in five years?
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To help keep your thoughts and goals together, start a journal, use a sketch pad and seek out people who can help you!
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AUGUST 2005
4  THURSDAY  Summer Commencement

5  FRIDAY

6  SATURDAY

7  SUNDAY
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</tbody>
</table>
THURSDAY

FRIDAY

SATURDAY

SUNDAY
AUGUST 2005

15 MONDAY
Professional Development Day
Registered students with completed financial aid may charge in Bookstore from today until Aug. 25

16 TUESDAY
Faculty Work Day

17 WEDNESDAY
Orientation/Registration
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 unable to meet with your advisor this week, call and make an 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 is 7 p.m. August 18.
   - Failure to meet the deadline will result in your class schedule being dropped.

2. Purchase your books and class materials.

3. Attend class beginning August 19.

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.
<table>
<thead>
<tr>
<th>SEMESTER</th>
<th>TIME</th>
<th>CLASS/LOCATION</th>
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</thead>
<tbody>
<tr>
<td>Monday</td>
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<tr>
<td>18</td>
<td>THURSDAY</td>
<td>Final Registration</td>
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<tr>
<td></td>
<td></td>
<td><em>Attend on-campus orientation and tour. You will have the opportunity to check out the location of your classes and your advisor’s office.</em></td>
</tr>
<tr>
<td>19</td>
<td>FRIDAY</td>
<td>Classes Begin, First &amp; Full Session</td>
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<tr>
<td></td>
<td></td>
<td><em>Drop/Add First &amp; Full Session</em></td>
</tr>
<tr>
<td>20</td>
<td>SATURDAY</td>
<td><em>During the first week of class, exchange numbers with two of your classmates in every class. Emergencies WILL happen during the semester.</em></td>
</tr>
<tr>
<td>21</td>
<td>SUNDAY</td>
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## AUGUST 2005

<table>
<thead>
<tr>
<th>Date</th>
<th>MONDAY</th>
<th>TUESDAY</th>
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<tbody>
<tr>
<td>22</td>
<td>MONDAY</td>
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<td>WEDNESDAY</td>
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<tr>
<td></td>
<td>Drop/Add First &amp; Full Session</td>
<td>Drop/Add Full Session</td>
<td>Drop/Add Full Session</td>
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### August 2005 Calendar

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</table>
25  
THURSDAY  
Drop/Add Full Session

26  
FRIDAY  
Give yourself plenty of time to get to class. Arriving on time is a MUST. Arriving early gives you an opportunity to meet your classmates.

27  
SATURDAY

28  
SUNDAY
For every hour you spend in class, you will probably need to study two hours outside of class. Adjust your work schedule accordingly.
Pick up financial aid refund checks after 1 p.m. at Cashiers Window, Balsam Center. All checks not picked up will be mailed at 1 p.m. on Tuesday, September 6.
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</tbody>
</table>

- **Monday, September 5**: Labor Day (College Closed)
- **Tuesday, September 6**: Study the hardest subject first. Work on your hardest subjects at a time when you are fresh.
- **Wednesday, September 7**: Take advantage of free tutoring in the LAC.
Stop by the Student Support Services Office and see if you can benefit from program services.
<table>
<thead>
<tr>
<th>MONDAY</th>
<th>TUESDAY</th>
<th>WEDNESDAY</th>
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<tbody>
<tr>
<td>12</td>
<td>13</td>
<td>14</td>
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</tbody>
</table>

Make a weekly schedule and use your student handbook for important dates like early registration, appointments and upcoming exams.
<table>
<thead>
<tr>
<th>Date</th>
<th>Day</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>15</td>
<td>Thursday</td>
<td>Work-study timesheets due to Financial Aid Office by 2 PM</td>
</tr>
<tr>
<td>16</td>
<td>Friday</td>
<td></td>
</tr>
<tr>
<td>17</td>
<td>Saturday</td>
<td></td>
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<tr>
<td>18</td>
<td>Sunday</td>
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</table>
# SEPTEMBER 2005

<table>
<thead>
<tr>
<th>Date</th>
<th>Day</th>
<th>Note</th>
</tr>
</thead>
<tbody>
<tr>
<td>19</td>
<td>MONDAY</td>
<td>Pick up Stafford loan checks at Cashier’s Window for first-year, first-time borrowers</td>
</tr>
<tr>
<td>20</td>
<td>TUESDAY</td>
<td>Become part of something! SCC offers many opportunities for you to get involved ~ pick a club!</td>
</tr>
<tr>
<td>21</td>
<td>WEDNESDAY</td>
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</tbody>
</table>
22  THURSDAY
  AUTUMN BEGINS

23  FRIDAY

24  SATURDAY  Be good to yourself. Exercise, get 7-8 hours of sleep a night and eat healthy.

25  SUNDAY
Keep in touch with your instructor. Let him/her know when you’ve missed a class and how you can catch up on missed work.
29  THURSDAY

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Use the Learning Assistance Center on a regular basis.

30  FRIDAY

Pick up Work-study paychecks at the Cashier’s Window, Balsam Center

1  SATURDAY

2  SUNDAY
OCTOBER 2005

3  MONDAY

Last day to withdraw, First Session

4  TUESDAY  Get a tutor.
Undecided about your major?  
See Barrie Rogers for career testing and counseling
### OCTOBER 2005

<table>
<thead>
<tr>
<th>Date</th>
<th>Day</th>
<th>Notes</th>
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<tbody>
<tr>
<td>10</td>
<td>MONDAY</td>
<td>COLUMBUS DAY OBSERVED</td>
</tr>
<tr>
<td>11</td>
<td>TUESDAY</td>
<td>Work-study Timesheets due to Financial Aid Office by 2 PM</td>
</tr>
<tr>
<td>12</td>
<td>WEDNESDAY</td>
<td>Fall Break, No Classes</td>
</tr>
<tr>
<td>Date</td>
<td>Day</td>
<td>Notes</td>
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</tr>
<tr>
<td>13</td>
<td>THURSDAY</td>
<td>Fall Break, No Classes</td>
</tr>
<tr>
<td>14</td>
<td>FRIDAY</td>
<td>Fall Break, No Classes</td>
</tr>
<tr>
<td>15</td>
<td>SATURDAY</td>
<td>Fall Break, No Classes</td>
</tr>
<tr>
<td>16</td>
<td>SUNDAY</td>
<td></td>
</tr>
</tbody>
</table>
End of First Session Classes

Classes Begin, Second Session
Drop/Add Second Session
Octubre

20 THURSDAY Drop/Add Second Session

21 FRIDAY Coming to school and going to class are two different things. Make sure you are doing the latter.

22 SATURDAY

23 SUNDAY
# OCTOBER 2005

<table>
<thead>
<tr>
<th>Date</th>
<th>Day</th>
<th>Notes</th>
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<tbody>
<tr>
<td>24</td>
<td>MONDAY</td>
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<tr>
<td>25</td>
<td>TUESDAY</td>
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<tr>
<td>26</td>
<td>WEDNESDAY</td>
<td>Form a relationship with your advisor.</td>
</tr>
</tbody>
</table>
**Oct./Nov. 2005**

<table>
<thead>
<tr>
<th>Date</th>
<th>Event Description</th>
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<tbody>
<tr>
<td><strong>31</strong></td>
<td><strong>MONDAY</strong></td>
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<tr>
<td>31</td>
<td>HALLOWEEN</td>
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<tr>
<td>31</td>
<td>Pick up Work-study paychecks at the Cashier's Window, Balsam Center</td>
</tr>
<tr>
<td><strong>1</strong></td>
<td><strong>TUESDAY</strong></td>
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<tr>
<td>1</td>
<td>Phlebotomy Deadline for Selective Admission Applications</td>
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<tr>
<td><strong>2</strong></td>
<td><strong>WEDNESDAY</strong></td>
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<tr>
<td>2</td>
<td>Last day to withdraw, Full Session</td>
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<table>
<thead>
<tr>
<th>November</th>
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<tr>
<td>THURSDAY</td>
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</tbody>
</table>
| FRIDAY    | Get familiar with the SCC website.  
  www.southwesterncc.edu            |
| SATURDAY  |                                                                       |
| SUNDAY    |                                                                       |
Plan for the unplanned. Cars break down, children get sick. Have a back up plan.
<table>
<thead>
<tr>
<th>Date</th>
<th>Monday</th>
<th>Tuesday</th>
<th>Wednesday</th>
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<tbody>
<tr>
<td>Nov 14</td>
<td>Spring 06 Registration</td>
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<td>Nov 15</td>
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<td>Work-study timesheets due to Financial Aid Office by 2 PM</td>
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<td>Nov 16</td>
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<td>Spring 06 Registration</td>
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</table>
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 you 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 unable to meet with your advisor this week, call and make an appointment.** Your advisor can register you during the following weeks.

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 listed in the schedule of classes and on-line.
   - 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.
### CLASS SCHEDULE

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<th>SEMESTER</th>
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<tr>
<td>17</td>
<td>THURSDAY</td>
<td>Spring 06 Registration</td>
</tr>
<tr>
<td>18</td>
<td>FRIDAY</td>
<td>Spring 06 Registration</td>
</tr>
<tr>
<td>19</td>
<td>SATURDAY</td>
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<td>20</td>
<td>SUNDAY</td>
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NOVEMBER 2005

21  MONDAY
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22  TUESDAY
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23  WEDNESDAY  Thanksgiving Break, No Classes
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____ _______________________________________________

November
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13 14 15 16 17 18 19
20 21 22 23 24 25 26
27 28 29 30
<table>
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<tr>
<th>Date</th>
<th>Day</th>
<th>Notes</th>
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</thead>
<tbody>
<tr>
<td>24</td>
<td>Thursday</td>
<td>Thanksgiving&lt;br&gt;College Closed</td>
</tr>
<tr>
<td>25</td>
<td>Friday</td>
<td>College Closed&lt;br&gt;Get some rest, eat alot of leftovers and be ready to come back energized.</td>
</tr>
<tr>
<td>26</td>
<td>Saturday</td>
<td>College Closed</td>
</tr>
<tr>
<td>27</td>
<td>Sunday</td>
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</tbody>
</table>
Pick up Work-study paychecks at the Cashier’s Window, Balsam Center
Last Day to Withdraw, Second Session
<table>
<thead>
<tr>
<th>Day</th>
<th>Notes</th>
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</thead>
<tbody>
<tr>
<td>THURSDAY</td>
<td>Grade yourself every week. YOU decide what grade you earned. Take into consideration these things: attendance, participation, homework, your contributions to the classroom environment</td>
</tr>
<tr>
<td>FRIDAY</td>
<td></td>
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<tr>
<td>SATURDAY</td>
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<td>SUNDAY</td>
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</table>
Check the SCC website for inclement weather conditions and school closings.
<table>
<thead>
<tr>
<th>Date</th>
<th>Day</th>
<th>Event</th>
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</thead>
<tbody>
<tr>
<td>8</td>
<td>THURSDAY</td>
<td>Work-study timesheets due to Financial Aid Office by 2 PM (subject to change)</td>
</tr>
</tbody>
</table>
| 9    | FRIDAY    | Health Occupations Aptitude Exam, 9 AM  
See your Advisor to register for exam. |
| 10   | SATURDAY  |                                                                      |
| 11   | SUNDAY    |                                                                      |
Did you know that SCC library has a computer lab and extensive reference materials some of them not available on the internet.
15  THURSDAY

16  FRIDAY  Fall Semester Ends, Full & Second Sessions
        Last Day of Classes

17  SATURDAY

18  SUNDAY
### DECEMBER 2005

#### Tuesday, December 19, 2005

**MONDAY**

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<td>18192021222324</td>
<td>25262728293031</td>
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</table>

**Grades Due**

#### Tuesday, December 20, 2005

**TUESDAY**

Pick up Work-study paychecks at the Cashier’s Window, Balsam Center (subject to change)

#### Wednesday, December 21, 2005

**WEDNESDAY**

**WINTER BEGINS**

**College Closed**
THURSDAY

College Closed

FRIDAY

College Closed

SATURDAY

College Closed

25 SUNDAY
CHRISTMAS • HANUKKAH BEGINS AT SUNDOWN
26 MONDAY  College Closed
KWANZAA BEGINS

27 TUESDAY  College Closed

28 WEDNESDAY  College Closed
29  THURSDAY  College Closed

30  FRIDAY  College Closed

31  SATURDAY  College Closed

1  SUNDAY  Students may begin filing the 2006-2007 FAFSA

NEW YEAR’S
### JANUARY 2006

<table>
<thead>
<tr>
<th>Day</th>
<th>Notes</th>
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<tbody>
<tr>
<td><strong>2</strong></td>
<td><strong>MONDAY</strong></td>
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<tr>
<td></td>
<td>College Closed</td>
</tr>
<tr>
<td><strong>3</strong></td>
<td><strong>TUESDAY</strong></td>
</tr>
<tr>
<td></td>
<td>College Closed</td>
</tr>
<tr>
<td><strong>4</strong></td>
<td><strong>WEDNESDAY</strong></td>
</tr>
<tr>
<td></td>
<td>College Reopens</td>
</tr>
<tr>
<td></td>
<td><em>Attend on-campus orientation and tour. You will have the opportunity to check out the location of your classes and your advisor’s office.</em></td>
</tr>
</tbody>
</table>
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 unable to meet with your advisor this week, call and make an 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 is 7 p.m. January 6.
   - 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.
## CLASS SCHEDULE

<table>
<thead>
<tr>
<th>SEMESTER</th>
<th>TIME</th>
<th>CLASS/LOCATION</th>
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</thead>
<tbody>
<tr>
<td>Monday</td>
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<td>Thursday</td>
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<tr>
<td>Friday</td>
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</tbody>
</table>
5 THURSDAY

Faculty Development Day
Registered students with completed financial aid may charge in Bookstore from today until January 13

6 FRIDAY

Final Registration Day
Try not to schedule back to back classes. Leave yourself a break somewhere in the day to go to the library, study with friends or grab a bite to eat

7 SATURDAY

Health Occupations Aptitude Exam, 9 AM
See your Advisor to register for exam.

8 SUNDAY
<table>
<thead>
<tr>
<th></th>
<th>JANUARY 2006</th>
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</thead>
<tbody>
<tr>
<td><strong>9</strong></td>
<td>MONDAY</td>
</tr>
<tr>
<td></td>
<td>Classes Begin</td>
</tr>
<tr>
<td></td>
<td>Drop/Add Full &amp; First Sessions Begins</td>
</tr>
<tr>
<td><strong>10</strong></td>
<td>TUESDAY</td>
</tr>
<tr>
<td></td>
<td>Drop/Add Full &amp; First Sessions</td>
</tr>
<tr>
<td><strong>11</strong></td>
<td>WEDNESDAY</td>
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<tr>
<td></td>
<td>Drop/Add Full Session</td>
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</table>

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</tbody>
</table>

Classes Begin:  January 9
Drop/Add Full & First Sessions Begins:  January 15
Drop/Add Full Session:  January 11
12th
THURSDAY

13th
FRIDAY

14th
SATURDAY

15th
SUNDAY

Drop/Add Full Session

Work-study Timesheets due to Financial Aid Office by 2 PM
Drop/Add Full Session Ends

Enero
JANUARY 2006

16 MONDAY
MARTIN LUTHER KING, JR. DAY

17 TUESDAY

18 WEDNESDAY

Pay attention to college communications—don’t miss deadlines!
<table>
<thead>
<tr>
<th>Date</th>
<th>Day</th>
<th>Notes</th>
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<tbody>
<tr>
<td>19</td>
<td>THURSDAY</td>
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<td>20</td>
<td>FRIDAY</td>
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<tr>
<td>21</td>
<td>SATURDAY</td>
<td>Health Occupations Aptitude Exam, 9 AM</td>
</tr>
<tr>
<td></td>
<td></td>
<td>See your Advisor to register for exam.</td>
</tr>
<tr>
<td>22</td>
<td>SUNDAY</td>
<td></td>
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</tbody>
</table>
Pick up financial aid refund checks after 1 PM at Cashier's Window, Balsam Center. All checks not picked up will be mailed at 1 PM on Tuesday, Jan. 24.
<table>
<thead>
<tr>
<th>Day</th>
<th>Notes</th>
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<tbody>
<tr>
<td><strong>THURSDAY</strong> 26</td>
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<td><strong>FRIDAY</strong> 27</td>
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<td><strong>SATURDAY</strong> 28</td>
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<td><strong>SUNDAY</strong> 29</td>
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</tbody>
</table>
February

1 2 3 4
5 6 7 8 9 10 11
12 13 14 15 16 17 18
19 20 21 22 23 24 25
26 27 28

Pick up Work-study paychecks at the Cashier’s Window, Balsam Center
Nursing Associate Degree Deadline for Selective Admission Applications
Enero/Febrero

2 THURSDAY

3 FRIDAY

4 SATURDAY

5 SUNDAY
Pick up Stafford loan checks at Cashier’s Window for first-year, first-time borrowers
<table>
<thead>
<tr>
<th>Date</th>
<th>Day</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>9</td>
<td>THURSDAY</td>
<td>Keep stress levels in check. The LAC offers workshops on stress reduction.</td>
</tr>
<tr>
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<td>SATURDAY</td>
<td>Health Occupations Aptitude Exam, 9 AM</td>
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<tr>
<td>12</td>
<td>SUNDAY</td>
<td>LINCOLN'S BIRTHDAY</td>
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<tr>
<td>MONDAY</td>
<td>TUESDAY</td>
<td>WEDNESDAY</td>
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<td>VALENTINE'S DAY</td>
<td>Work-study timesheets due to Financial Aid Office by 2 PM&lt;br&gt;Radiography Deadline for Selective Admission Applications</td>
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**February 2006**

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01 FEBRUARY 2006

February

S M T W T F S
1 2 3 4
5 6 7 8 9 10 11
12 13 14 15 16 17 18
19 20 21 22 23 24 25
26 27 28
16 THURSDAY

Last Day to Withdraw, First Session

17 FRIDAY

18 SATURDAY

19 SUNDAY

Febrero
# FEBRUARY 2006

<table>
<thead>
<tr>
<th>Date</th>
<th>Day</th>
<th>Notes</th>
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<tr>
<td>20</td>
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<td>21</td>
<td>TUESDAY</td>
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<tr>
<td>22</td>
<td>WEDNESDAY</td>
<td>WASHINGTON’S BIRTHDAY</td>
</tr>
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</table>
Febrero

23  THURSDAY

24  FRIDAY

25  SATURDAY

26  SUNDAY
### MONDAY

<table>
<thead>
<tr>
<th>Date</th>
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### TUESDAY

Pick up Work-study paychecks at the Cashier's Window, Balsam Center

<table>
<thead>
<tr>
<th>Date</th>
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### WEDNESDAY

Medical Laboratory Technology & Respiratory Therapy Deadline for Selective Admission Applications

<table>
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</table>
Febrero/Marzo

2  THURSDAY

3  FRIDAY

4  SATURDAY  Health Occupations Aptitude Exam, 9 AM
See your Advisor to register for exam.

5  SUNDAY
## MARCH 2006

<table>
<thead>
<tr>
<th>6</th>
<th>MONDAY</th>
<th><strong>Spring Break - No Classes</strong></th>
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<td>7</td>
<td>TUESDAY</td>
<td><strong>Spring Break - No Classes</strong></td>
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### March

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</table>

- Get Your Resume Ready for a Summer Job
Marzo

9  THURSDAY  Spring Break - No Classes
     Don't forget your sunscreen

10  FRIDAY  Spring Break - No Classes

11  SATURDAY  Spring Break - No Classes

12  SUNDAY
# MARCH 2006

<table>
<thead>
<tr>
<th>MONDAY</th>
<th>End of First Session</th>
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<tbody>
<tr>
<td>13</td>
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<td>14</td>
<td>TUESDAY</td>
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<td>15</td>
<td>WEDNESDAY</td>
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### March

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</table>

- **13** MONDAY
  - WS Timesheets due to Financial Aid Office by 2 PM
  - NC Priority Filing Date for 2006-2007 FAFSA
  - Surgical Technology Deadline for Selective Admission Applications
  - Drop/Add Second Session

- **14** TUESDAY
  - Classes Begin, Second Session
  - Drop/Add Second Session

- **15** WEDNESDAY
  - End of First Session
16  THURSDAY

17  FRIDAY
ST. PATRICK’S DAY

18  SATURDAY

19  SUNDAY

Marzo
<table>
<thead>
<tr>
<th>23</th>
<th>THURSDAY</th>
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<tbody>
<tr>
<td></td>
<td><strong>Write down the barriers that may prevent you from reaching your goals and then brainstorm two solutions for each barrier.</strong></td>
</tr>
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<thead>
<tr>
<th>24</th>
<th>FRIDAY</th>
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<tbody>
<tr>
<td></td>
<td><strong>Commencement Applications due</strong></td>
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<table>
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<tr>
<th>25</th>
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<td>2</td>
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</tbody>
</table>
Few students graduate in two years. Take into consideration, classes, work and family when planning your schedule and then be easy on yourself. It is perfectly acceptable to graduate in three, four or five years.
<table>
<thead>
<tr>
<th>Date</th>
<th>Day</th>
<th>Events</th>
</tr>
</thead>
<tbody>
<tr>
<td>6</td>
<td>THURSDAY</td>
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<td>7</td>
<td>FRIDAY</td>
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<td>SATURDAY</td>
<td>Health Occupations Aptitude Exam, 9 AM</td>
</tr>
<tr>
<td></td>
<td></td>
<td>See your Advisor to register for exam.</td>
</tr>
<tr>
<td>9</td>
<td>SUNDAY</td>
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<tr>
<td>MONDAY</td>
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<td>WEDNESDAY</td>
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<tr>
<td>See the Career Counseling Services Department for some great interviewing tips.</td>
<td></td>
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</table>
13 THURSDAY
PASOVER

Work-study timesheets due to Financial Aid Office by 2 PM

14 FRIDAY
GOOD FRIDAY

College Closed

15 SATURDAY

College Closed
Practical Nursing Deadline for Selective Admission Applications

16 SUNDAY
EASTER
**APRIL 2006**

<table>
<thead>
<tr>
<th>17</th>
<th>MONDAY</th>
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<tbody>
<tr>
<td>17</td>
<td>Registration for Summer/Fall 2006</td>
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<table>
<thead>
<tr>
<th>18</th>
<th>TUESDAY</th>
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<tbody>
<tr>
<td>18</td>
<td>Registration for Summer/Fall 2006</td>
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</table>

**Registration for Summer/Fall 2006**

Register as early as possible. You can usually get the schedule you want.

<table>
<thead>
<tr>
<th>19</th>
<th>WEDNESDAY</th>
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<tbody>
<tr>
<td>19</td>
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</table>
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 you 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 unable to meet with your advisor this week, call and make an appointment.** Your advisor can register you during the following weeks.

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 in the schedule of classes and on-line.
   - 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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<th>SUMMER SEMESTER</th>
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20 THURSDAY
Registration for Summer/Fall 2006
Last Day to Withdraw, Second Session

21 FRIDAY
Registration for Summer/Fall 2006

22 SATURDAY
Health Occupations Aptitude Exam, 9 AM
(if needed) See your Advisor to register for exam.

23 SUNDAY
Ask if you have a question, or don’t know.

Avoid “cramming” for a test and be prepared by studying and anticipating what questions may be asked.
Pick up Work-study paychecks at the Cashier’s Window, Balsam Center
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<thead>
<tr>
<th>Date</th>
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<tbody>
<tr>
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<td>EMS &amp; Therapeutic Massage Deadline for Selective Admission Applications</td>
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May 2006

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EMS & Therapeutic Massage Deadline for Selective Admission Applications
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MAY 2006

8 MONDAY

9 TUESDAY

Spring Semester Ends, Full & Second Sessions
(Last day of classes)

10 WEDNESDAY

Commencement #1, 5 p.m.,
Commencement #2, 7:30 p.m.
Congratulations Graduates

Grades Due
Registered students with completed financial aid may
charge in Bookstore from today until May 17
Work-study timesheets due to Financial Aid Office by
2 PM
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<td>14</td>
<td>SUNDAY</td>
<td>MOTHER'S DAY</td>
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# May 2006

<table>
<thead>
<tr>
<th>MONDAY</th>
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<tr>
<td>15</td>
<td>Medical Sonography &amp; Physical Therapist Assistant Deadline for Selective Admission Applications</td>
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<tr>
<td>15</td>
<td>First &amp; Full Sessions Begin First Day of Classes Drop/Add Period Begins for First/Full Sessions</td>
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<tr>
<td>17</td>
<td>Drop/Add Period Ends for First/Full Sessions</td>
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3. **If you miss your appointment or unable to meet with your advisor this week, call and make an 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 5 p.m. on May 15.
   - 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.
## CLASS SCHEDULE

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<tr>
<th>SEMESTER</th>
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</table>
Pick up financial aid refund checks after 1 PM at Cashier’s Window, Balsam Center. All checks not picked up will be mailed at 1 PM on Wednesday, May 31.

Pick up Work-study paychecks at the Cashier’s Window, Balsam Center.
JUNE 2006

5  MONDAY

6  TUESDAY

7  WEDNESDAY
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<th>JUNIO</th>
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<tr>
<td>15</td>
<td>THURSDAY</td>
<td>Pick up Stafford loan checks at Cashier’s Window for first-year, first-time borrowers</td>
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<td>16</td>
<td>FRIDAY</td>
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<td>18</td>
<td>SUNDAY</td>
<td>FATHER’S DAY</td>
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JUNE 2006

19  MONDAY
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20  TUESDAY
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21  WEDNESDAY
SUMMER BEGINS
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June
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18 19 20 21 22 23 24
25 26 27 28 29 30
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<tr>
<th>Date</th>
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<tr>
<td>22</td>
<td>THURSDAY</td>
<td>First Session Classes End</td>
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<tr>
<td>23</td>
<td>FRIDAY</td>
<td>Break/First Session Grades Due/Registration</td>
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<tr>
<td>24</td>
<td>SATURDAY</td>
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<tr>
<td>25</td>
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## JUNE/JULY 2006

### Classes Begin
Drop Add Begins for Second Session

<table>
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- **June**
  - 1, 2, 3
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  - 11, 12, 13, 14, 15, 16, 17
  - 18, 19, 20, 21, 22, 23, 24
  - 25, 26, 27, 28, 29, 30

- **Drop Add Period Ends for Second Session**

- **Classes Begin**

- **Drop Add Begins for Second Session**
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<td>29</td>
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<td>Last day to complete 2004-2005 Free Application for Federal Student Aid (FAFSA)</td>
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<tr>
<td>1</td>
<td>Saturday</td>
<td>College Closed</td>
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### JULY 2006

#### MONDAY

<table>
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<tr>
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<th>College Closed</th>
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#### TUESDAY

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<th>INDEPENDENCE DAY</th>
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#### WEDNESDAY

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Julio
### JULY 2006

<table>
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<th>MONDAY</th>
<th>Last Day to Withdraw, Full Summer Session</th>
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### July 2006 Calendar

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### 25 TUESDAY

- Last Day to Withdraw, Second Summer Session

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Julio/Agosto

3  THURSDAY
   Second & Full Sessions Classes End
   Last Day of Classes
   Commencement

4  FRIDAY
   Grades Due

5  SATURDAY

6  SUNDAY
AUGUST - DECEMBER 2005

Important Dates

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Notes
REGULATIONS

COMMUNICABLE DISEASE POLICY

The Communicable Disease Policy of Southwestern Community College was developed to ensure the good health and safety of all students and employees.

Communicable disease shall be defined as an illness due to an infectious agent or its toxic products which is transmitted directly or indirectly to a person from an infected person or animal through an intermediate animal, host or vector, or through the inanimate environment (NC G.S. 130-A-133). Communicable disease shall include, but not be limited to: Influenza, Tuberculosis, Conjunctivitis, Infectious Mononucleosis, Acquired Immune Deficiency Syndrome (AIDS) and AIDS related complex (ARC), Positive HIV antibody status, Hepatitis A, B and D, Meningitis, Sexually Transmitted Diseases, Measles, Chickenpox and Whooping Cough.

People who know or who have reason to believe that they are infected with a communicable disease have an ethical and legal obligation to conduct themselves in accordance with such knowledge in order to protect themselves and others. Students and employees who have communicable diseases, symptomatic or not, will be allowed regular classroom and work attendance in an unrestrictive manner as long as they are physically able to attend classes, college activities and/or work and do not pose a medically proven threat for transmission of the disease or condition.

People who are infected with a communicable disease are expected to seek expert medical advice and are encouraged to advise local health authorities. Local health authorities should offer counseling to these persons about measures which can be taken to prevent the spread of infection and about ways to protect their own health.

Students and employees who know they are infected with a communicable disease are urged to share that information with the appropriate college administrator. Students should contact the Dean of Student Services, and employees should contact the president so the College may respond appropriately to their needs. Medical information relating to the communicable diseases of students or employees will be disclosed to responsible College officials only on a need-to-know basis.

No person, group, agency, insurer, employer or institution should be provided any medical information without the prior specific written consent of a student or employee unless required by state or federal law. Furthermore, all medical information relating to the communicable diseases of students and employees will be kept confidential according to an amendment to the Family Education Rights and Privacy Act of 1974.

COMPLIANCE

It is the policy of Southwestern Community College that no qualified person shall be excluded from participation in, declined the benefits of, or subjected to discrimination under any college program or activity on the basis of race, color, national origin, sex, age or disability.


COMPUTER SOFTWARE PROTECTION

Southwestern Community College licenses the use of its computer software from a variety of outside companies. The College does not own this software or its related documentation and, unless authorized by the software developer, does not have the right to
reproduce it. Southwestern Community College employees or students using college equipment caught making, acquiring or using unauthorized copies of computer software will be disciplined. The Copyright Act of 1976 imposes fines of up to $250,000 and prison sentences of up to five years on people convicted of software piracy.

STUDENT COMPLAINTS/GRIEVANCES

Student rights and conduct standards are outlined in this handbook. Student discipline appeal procedures and student grievance procedures for both academic and nonacademic matters are included. All students have the right to inquire about, criticize or propose improvement to College policies, procedures and regulations. Channels of expression include bringing the concern to the attention of the Student Leadership, an appropriate College committee or a College administrator. Written student complaints are directed to the Dean of Student Services, who will investigate the complaint or forward it to the appropriate College office for action.

STUDENT RIGHT-TO-KNOW INFORMATION

Southwestern Community College is committed to informing enrolled and prospective students about the probabilities of success in our programs as well as current job market information. The United States Department of Education requires that each institution of higher education publish completion rates for individuals who entered as full-time students and who completed their curriculum programs within one-and-one-half times the time allowed for the program in the academic catalog. The average rate of persistence toward degree completion of students in each curriculum at Southwestern is available from the Registrar. The Admissions Office can provide current job market information and job-placement data for each academic program.
STUDENT RECORD POLICY

Student records are maintained in accordance with the Family Educational Rights of Privacy Act of 1974, which is available for inspection in the Learning Resources Center and in Student Services.

All questions concerning student records and all requests for record inspection should be directed to the Registrar. A current or former student may secure a transcript of his grades by completing a Transcript Release Form and submitting it to the Registrar’s office. In compliance with the Privacy Act, student transcripts will not be released to a third party without the signature of the student.

Information identified as public or directory information may be released without the student’s consent. Directory information includes, but is not limited to, the student’s name, address, telephone listing, electronic mail address, photography, date and place of birth, major field of study, dates of attendance, grade level, enrollment status participation in officially recognized activities and sports, weight and height of members of athletic teams, degrees, honors and awards received, and most recent education agency or institution. The policy should be reviewed by all students attended.

Also, SCC complies with the USA Patriot’s Act of 2001.

I. Southwestern Community College, in accordance with existing state and federal laws, reaffirms the rights of students to access their official educational records and to challenge the accuracy of such information. The college limits the release of personally identifiable data, other than directory information, without explicit student consent.

II. Student records include, but are not limited to, a copy of the original application for admission, transcript(s) of previous educational records, statement of residency (on application form), and test results for students in programs requiring preadmission/placement tests. The official transcript of a student’s courses, credits, grades earned, total grade points earned, and cumulative grade point average to date is maintained in the registrars office.

III. Information identified as public or directory information may be released without the student’s consent for purpose deemed beneficial to the student by the president or designees. Directory information is defined as the student’s name, local address, e-mail address, major field of study, participation in officially recognized activities and sports, degrees and honors received, dates of enrollment and current enrollment status. Students who do not wish any or all of the above directory information released to outside agencies must notify the registrar in writing within thirty (30) days after their initial registration. No records, other than directory information, shall be available to unauthorized persons within the school or to any unauthorized persons or groups outside the school without the written consent of the student involved except under legal compulsion.

IV. The following persons or groups are authorized access to official records without student consent:

A. College faculty and other college officials with legitimate educational interests.
B. College officials of other institutions in which the student seeks or intends to enroll.
C. Authorized representatives of federal, state, or local government.
D. Authorized organizations conducting studies or determining eligibility related to testing, financial aid or instruction.
E. Accrediting organizations in order to carry out their accrediting functions.
F. In emergencies, appropriate persons if necessary to protect the health or safety of the student or others.
REGULATIONS

G. Information about deceased students may be released to a spouse, parents or executors of a student's estate for a period of six (6) months after the death. Beyond six months, deceased student information is rated the same as other student directory information. The request for deceased student information must be in writing accompanied by an official death certificate.

V. Students may request permission to review their records through the registrar’s office. The college reserves the right to require appointments for examination of records. Students questioning the content of their records shall first review the records with the Registrar, Dean of Student Services or Vice President for Instruction and Student Services. Upon written request by the student, all unresolved questions shall be reviewed by a committee appointed by the president. The final review shall rest with the president.

VI. A hold may be applied to the release of grade reports, an official transcript, diploma, or other information requested from an official record, a student who has an overdue indebtedness to the college. Such a student continues to have the right to see and photocopy his official record upon request.

VII. Requests for additional information and questions regarding student records procedures or student rights under the Family Education Rights and Privacy Act of 1974 should be addressed to the Registrar.

STUDENT DRUG-FREE POLICY

I. Southwestern Community College is committed to providing each of its students a drug-free environment in which to attend classes and study. From a safety perspective, the users of drugs or alcohol may impair the well-being of students, interfere with the college educational environment, and result in damage to college property. Therefore, it is the policy of SCC that the unlawful manufacture, distribution, dispensation, possession, or use of narcotics, drugs, other controlled substances or alcohol is prohibited on college premises or as part of any college sponsored activity. Any student violating this policy will be subject to disciplinary action up to and including termination or expulsion and referral for prosecution. The policy is as follows:

A. No student shall distribute, dispense, possess, use or be under the influence of any alcoholic beverage, malt beverage or fortified wine or other intoxicating liquor or unlawfully manufacture, distribute, dispense, possess, use or be under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, anabolic steroid or any other “controlled substance” before, during, or after school hours on college premises or at any other college location.

B. “Controlled substance” means any drug listed in Title 21 of the United States Code and other federal regulations, as well as those listed in Chapter 90 of the North Carolina General Statutes. Generally, these are drugs which have a high potential for abuse and include “legal drugs” which are not prescribed by a licensed physician. Student use of drugs as prescribed by a licensed physician is not a violation of policy; however, individuals shall be held strictly accountable for their behavior while under the influence of prescribed drugs.

C. “College location” means in any college building or on any college premises; in any college owned vehicle or in any college-approved vehicle used to transport students to and from college or college activities; and off college property at any college-sponsored or college-approved activity, event or function, such as a field trip or athletic event, where students are under the jurisdiction of the college.
D. SCC does not differentiate between drug users, drug pushers, or sellers. Any student who possesses, uses, sells, gives, or in any way transfers a controlled substance or manufactures a controlled substance while on college premises or as part of any college-sponsored activity will be subject to disciplinary action up to and including termination or expulsion and referral for prosecution.

E. A student who violates the terms of this policy will be subject to disciplinary action in accordance with the Standards of Student Conduct and the Discipline and Appeals Procedure. At his discretion, the Dean of Student Services may require any student who violates the terms of this policy to satisfactorily participate in a drug abuse rehabilitation program or an alcoholic rehabilitation program sponsored by an approved private or governmental institution as a precondition of continued enrollment at the college.

F. Each student is required to inform the college, in writing, within five days after he or she is convicted for violation of any federal, state, or local criminal drug statute or alcoholic beverage control statute where such violation occurred while on college premises or as part of any college sponsored activity.

STUDENT RIGHTS, STANDARDS OF STUDENT CONDUCT, DISCIPLINE, APPEAL AND GRIEVANCE PROCEDURES

I. PREAMBLE

Academic institutions exist for the transmission of knowledge, the pursuit of truth, the development of students, and the well-being of society. Free inquiry and free expression are indispensable to the attainment of these goals. As members of this academic community, students are encouraged to develop the capacity for critical judgment and to engage in a sustained and independent search for truth. Freedom to teach and freedom to learn are inseparable facets of academic conditions in the classroom, on the campus, and in the community. Students should exercise their freedom with responsibility. As members of the larger community of which the college is part, students are entitled to all rights and protection accorded them by the laws of that community.

Students are also subject to all laws, the enforcement of which is the responsibility of duly constituted authorities. When students violate laws, they may incur penalties prescribed by legal authorities. In such instance, college discipline will be initiated only when the presence of the student on campus will disrupt the educational process of the College. However, when a student’s violation of the law also adversely affects the college’s pursuit of its recognized educational objectives, the college may enforce its own regulations. When students violate college regulations, they are subject to disciplinary action by the college whether or not their conduct violates the law. If a student’s behavior simultaneously violates both college regulations and the law, the college may take disciplinary action independent of that taken by legal authorities.

II. STUDENT RIGHTS

A. All rights and privileges guaranteed to every citizen by the Constitution of the United States and by the State of North Carolina shall not be denied any student.

B. Students are free to pursue their educational goals. Appropriate opportunities for learning in the classroom and on the campus shall be provided for by the college. Student performance will be evaluated solely on an academic basis, not on
opinions or conduct in matters unrelated to academic standards.

C. Students have the right to freedom of expression, inquiry, and assembly without restraint or censorship subject to reasonable and nondiscriminatory rules and regulations regarding time, place and manner.

D. Students have the right to inquire about and to propose improvements in policies, regulations, and procedures affecting the welfare of students through established student government procedures, campus committees, and college offices.

E. The Family Educational Rights and Privacy Act of 1974 provides safeguards regarding the confidentiality of and access to student records, and this Act will be adhered to by the college. Students and former students have the right to review their official records and to request a hearing if they challenge the contents of these records. No records shall be made available to unauthorized personnel or groups outside the college without the written consent of the student involved, except under legal compulsion. (See Student Records Policy.)

F. No disciplinary sanctions other than temporary removal from class or activity (only for duration of said activity) may be imposed upon any student without due process. Due process procedures are established to guarantee a student accused of a Standards of Student Conduct violation the right of a hearing, presentation of charge(s), evidence for charges, the right to present evidence, the right to have witnesses on one's behalf and to hear witnesses on behalf of the accuser(s), the right to counsel, and the right to appeal.

III. STANDARDS OF STUDENT CONDUCT

The college reserves the right to maintain a safe and orderly educational environment for students and staff. Therefore, when in the judgment of college officials, a student’s conduct disrupts or threatens to disrupt the college community, appropriate disciplinary action will be taken to restore and protect the sanctity of the community.

Students are expected to conduct themselves in accordance with generally accepted standards of scholarship and morality. The purpose of these standards is not to restrict student rights but to protect the rights of individuals in their academic pursuits.

The following regulations set forth offenses for which disciplinary proceedings may be initiated. Violation of one or more of the following regulations may result in one of the sanctions described in Section V.

A. Academic Dishonesty defined as taking or acquiring possession of any academic material (test information, research papers, notes, etc.) from a member of the college staff or student body without permission; receiving or giving help during tests; copying from another student’s test paper; using, during a test, materials not authorized by the person giving the test; collaborating with another student during a test without authority; knowingly using, buying, selling, stealing, transporting or soliciting in whole or part the contents of an unadministered or administered test; substituting for another student or permitting another student to substitute relative to a test or examination; bribing another person to obtain an unadministered or administered test or information about an unadministered or administered test; appropriation of another’s work and the unacknowledged incorporation of that work in one’s own written work offered for credit
(plagiarism); unauthorized collaboration with another person in preparing written work offered for credit (collusion).

B. Theft, misuse, damage or defacing of college property, or theft of or damage to property of a member of the college community or a campus visitor on college premises or at college functions; unauthorized entry upon the property of the college or into a college facility or a portion thereof which has been restricted in use and thereby placed off limits; unauthorized presence in a college facility after closing hours.

C. Possession or consumption of alcoholic beverages or being in a state of intoxication on the college campus or at College-sponsored or supervised functions off campus or in college-owned vehicles. Manufacture, possession, use or distribution of any illegal drugs, except as expressly permitted by law. Any influence which may be attributed to the use of drugs or of alcoholic beverages shall not in any way limit the responsibility of the individual for the consequences of his/her actions. (See Student Drug-Free College Policy.)

D. Lewd or indecent conduct, including public physical or verbal action or distribution of obscene or libelous written material.

E. Mental or physical abuse of any person on college premises or at college-sponsored or college supervised functions, including verbal or physical actions which threaten or endanger the health or safety of any such persons or which promote hatred or racial prejudice.

F. Any act, comment, or behavior which is of a sexually suggestive or harassing nature and which materially interferes with a student’s or an employee’s performance or creates an intimidating, hostile, or offensive environment.

G. Intentional obstruction or disruption of teaching, research, administration or disciplinary proceedings, or other college activities, including public service functions, and other duly authorized activities on college premises.

H. Occupation or seizure in any manner of college property, a college facility or any portion thereof for a use inconsistent with prescribed, customary, or authorized use.

I. Participating in or conducting an assembly, demonstration or gathering in a manner which threatens or causes injury to person or property; which interferes with free access to, ingress or egress of college facilities; which is harmful, obstructive or disruptive to the educational process or institutional functions of the college; holding rallies, demonstrations, or any other form of public gathering without prior approval of the college; remaining at the scene of such an assembly after being asked to leave by a representative of the college staff.

J. Possession or use of a firearm, incendiary device or explosive, except in connection with a college approved activity. This also includes unauthorized use of any instrument designed to inflict serious bodily injury to any person.

K. Setting off a fire alarm or using or tampering with any fire safety equipment, except with reasonable belief in the need for such alarm or equipment.

L. Illegal gambling.

M. Smoking and/or using other forms of tobacco products in classrooms, shops, labs, offices or other unauthorized areas.

N. Violation of college regulations regarding the operation and parking of motor
vehicles, the registration of student organizations, or use of college facilities.

O. Forgery, alteration, or misuse of college documents, records, or instruments of identification with intent to deceive.

P. Failure to comply with instructions of college officials acting in performance of their duties.

Q. Violation of the terms of disciplinary probation or any college regulation during the period of probation.

R. Fiscal irresponsibility such as failure to pay college-levied fines, failure to repay college-funded loans, or the passing of worthless checks, drafts or orders to college officials. A student’s failure to pay the college the amount due on a check, draft or order, on or before the fifth class day after the day the Business Office sends written notice that the student has rightfully refused payment on the check, draft or order, is prima facie evidence that the student intended to defraud the college.

S. Violation of a local, state, or federal criminal law on college premises adversely affecting the college community’s pursuit of its proper educational purposes. Knowingly giving false information in response to requests from the college.

IV. DISCIPLINE PROCEDURE

A. Immediate Suspension

If an act of misconduct threatens the health or well-being of any member of the academic community or seriously disrupts the function and good order of the college, an instructor or administrative officer may direct student(s) involved to cease and desist such conduct and advise them that failing to cease and desist will result in immediate suspension. If the student(s) fail to cease and desist, the instructor may then suspend the student(s) from the class. An administrative officer may suspend the student(s) from either the class or the college until a resolution of the matter can be made.

The instructor or administrative officer invoking such suspension shall notify the Vice President for Instruction and Student Services in writing of the individual(s) involved and the nature of the infraction as soon as possible but no more than two (2) days following the incident. (For purpose of brevity, the title of “Vice President” will refer to the vice president for Instruction and Student Services throughout this document.) The vice president shall resolve the matter in a timely fashion utilizing the steps outlined below in Section IV, C.

B. Responsibility for Implementation

The vice president is responsible for implementing student discipline procedures. In the event any discipline procedure conflicts with state or federal law, the state or federal law shall be followed. The vice president shall refer the discipline matter to the appropriate official as outlined by state or federal law.

C. Disciplinary Procedures

In order to provide an orderly system for handling student disciplinary cases in accordance with due process and justice, the following procedures will be followed:

1. Charges: Any administrative official, faculty member, or student may file charges with the vice president against any student or student organization for violations of college regulations. The individual(s) making the charge must complete a charge form (available from the office of the vice president)
stating:

a. Name of the student(s) involved.
b. Alleged Violation of the Standards of Student Conduct.
c. Time, place, and date of the incident.
d. Name of person(s) directly involved or witnesses to the infractions.
e. Any action taken that relates to the matter.
f. Desired solution(s).

2. Investigation and Decision: Within five (5) working days after the charge is filed, the vice president shall complete a preliminary investigation of the charge and shall schedule a meeting with the student. After discussing the alleged infraction with the student, the vice president may act as follows:

a. Drop the charges.
b. Impose a sanction consistent with those shown in Section V.
c. Refer the student to a college office or community agency for services.

3. Notification: The decision of the vice president shall be presented to the student in writing immediately following the meeting with the student. In instances where the student cannot be reached to schedule an appointment with the vice president or where the student refuses to cooperate, the vice president shall send a certified letter to the student’s last known address providing the student with a list of charges, the vice president’s decision, and instructions governing the appeal process (Section VI).

V. SANCTIONS

A. **Reprimand:** A written communication which gives official notice to the student that any subsequent offense against the Standards of Student Conduct will carry heavier penalties because of this prior infraction.

B. **General Probation:** An individual may be placed on General Probation when involved in a minor disciplinary offense. General Probation has two (2) important implications: first, the individual is given a chance to show capability and willingness to observe the Standards of Student Conduct without further penalty; and second, if the individual errs again, further action will be taken. This probation will be in effect for no more than two (2) semesters.

C. **Restrictive Probation:** Restrictive Probation results in loss of good standing and becomes a matter of record. Restrictive conditions may limit activity in the college community. Generally the individual will not be eligible for initiation into any local or national organization, and may not receive any college award or other honorary recognition. The individual may not occupy a position of leadership or responsibility with any college or student organization, publication, or activity. This sanction prohibits the student from officially representing the college or participating in any extracurricular activities including intramural competitions. This probation will be in effect for not less than two semesters. Any violation of Restrictive Probation may result in immediate suspension.

D. **Restitution:** Paying for damaging, misusing, destroying or losing property belonging to the college, college personnel, or students. Restitution may take the form of appropriate service to repair or otherwise compensate for damages.

E. **Interim Suspension:** Exclusion from class and/or other privileges or activities as

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set forth in the notice, until a final decision has been made concerning the alleged violation.

F. **Loss of Academic Credit or Grade:** Imposed as a result of academic dishonesty.

G. **Withholding Academic Records and/or the Right to Register:** Withholding transcript, diploma, or the right to register or participate in graduation ceremonies imposed when financial obligations are not met or the student has a disciplinary case pending final disposition.

H. **Suspension:** Exclusion from class(es), and/or all other privileges or activities of the college for a specified period of time. This sanction is reserved for those offenses warranting discipline more severe than probation, or for repeated misconduct.

I. **Expulsion:** Dismissing a student from campus for an indefinite period losing student status. The student may be readmitted to the college only with the approval of the president.

J. **Group Probation:** This is given to a college club or other organized group for a specified period of time. If group violations are repeated during the term of probation, the charter may be revoked or activities restricted.

K. **Group Restriction:** Removing college recognition during the semester in which the offense occurred or for a longer period (usually not more than one other semester). While under restriction, the group may not seek or add members, hold or sponsor events in the college community, or engage in other activities as specified.

L. **Group Charter Revocation:** Removal of college recognition for a group, club, society, or other organization for a minimum of two years. Recharter after that time must be approved by the president.

VI. **DISCIPLINARY APPEALS PROCEDURE**

A student who disagrees with the decision of the vice president may request a hearing before the Disciplinary Review Committee. This request must be submitted in writing to the vice president within three working days after receipt of the vice president’s decision. The vice president shall refer the matter to the Disciplinary Review Committee together with a report of the nature of the alleged misconduct, the name of the complainant, the name of the student against whom the charge has been filed, and the relevant facts revealed by the vice president’s investigation.

A. Committee Composition Membership of the Disciplinary Review Committee is composed of the following:

1. Three faculty/staff members appointed by the president.
2. Three student members appointed by the Student Government Association and approved by the president.
3. One administrator appointed by the president to serve as committee chairperson who will vote only in case of a tie.
4. The vice president as an ex-officio, nonvoting member.
5. Committee members will serve one year from the beginning of fall semester through summer term with replacements appointed by the president or SGA as necessary.
6. At least two faculty/staff members and two students plus the chairperson
must be present in order for the committee to conduct business.

B. Procedures for Hearings Before the Disciplinary Review Committee

1. Procedural Responsibilities of the Vice President

   The Disciplinary Review Committee must meet within ten working days of receipt of a request for a hearing. At least five working days prior to the date set for the hearing, the vice president shall send a certified letter to the student’s last known address providing the student with the following information:
   a. A restatement of the charge or charges.
   b. The time and place of the hearing.
   c. A statement of the student’s basic procedural rights.
   d. A list of witnesses.
   e. The names of the committee members.

   On written request of the student, the hearing may be held prior to the expiration of the five-day notification period, if the vice president concurs with this change.

2. Basic procedural rights of students include the following:
   a. The right to counsel. The role of the person acting as counsel is solely to advise the student. The counsel shall not address the committee.
   b. The right to produce witnesses on one’s behalf.
   c. The right to request, in writing, the president to disqualify any member of the committee for prejudice or bias. (The request must contain reasons). A request for disqualification, if made, must be submitted at least three working days prior to the hearing. If such disqualification occurs, the appropriate nominating body shall appoint a replacement to be approved by the president.
   d. The right to present evidence.
   e. The right to know the identity of the person(s) bringing the charge(s).
   f. The right to hear witnesses on behalf of the person bringing the charges.
   g. The right to testify or to refuse to testify without such refusal being detrimental to the student.
   h. The right to appeal the decision of the committee to the president who will review the official record of the hearing. The appeal must be in writing and it must be made within five (5) working days of the completion of the hearing.

3. The Conduct of the Committee Hearings
   a. Hearings before the committee shall be confidential and shall be closed to all persons except the following:
      (1) The student.
      (2) Counsels.
      (3) Witnesses who shall:
         (a) Give testimony singularly and in the absence of other witnesses.
         (b) Leave the committee meeting room immediately upon completion of the testimony.
   b. The hearing will be tape recorded. Tapes will become the property of the college, and access to them will be determined by the chairperson of
the committee and the vice president. All tapes will be filed in the office of the vice president.

c. The committee shall have the authority to adopt supplementary rules of procedure consistent with this code.

d. The committee shall have the authority to render written advisory opinions concerning the meaning and application of this code.

e. Upon completion of a hearing, the committee shall meet in executive session to determine concurrence or nonconcurrence with the original finding and to recommend sanctions, if applicable.

f. Decisions of the committee shall be made by majority vote.

g. Within two working days after the decision of the committee, the vice president shall send a certified letter to the student's last known address providing the student with the committee's decision.

C. Appeal to the President

A student who refuses to accept the findings of the committee may appeal in writing to the president within five working days after receipt of the committee's decision. The president shall have the authority to:

1. Review the findings of the proceedings of the committee.
2. Hear from the student, the vice president and the members of the committee before ruling on an appeal.
3. Approve, modify, or overturn the decision of the committee.
4. Inform the student in writing of the final decision within ten working days of the receipt of the appeal.

D. Appeal to the Board of Trustees

Any party of the Disciplinary Review Committee hearing may request, in writing, a hearing before the Board of Trustees or a committee of the Board as an appeal of the president's decision within five working days of that decision. The Board of Trustees or a committee of the Board may review information to date and render a decision without the personal appearance before them of the parties of the Disciplinary Review Committee hearing or they may choose to have the parties involved in the hearing appear before them before rendering a decision. The decision of the board will be made within 20 working days and will be final.

VII. STUDENT GRIEVANCE PROCEDURE FOR NON-ACADEMIC MATTERS

A. Scope of Coverage

The purpose of the Student Grievance Procedure for Non-academic Matters is to provide a system to channel student complaints against faculty and staff concerning the following:

1. Alleged discrimination on the basis of age, sex, race, disability or other conditions, preferences or behavior, excluding sexual harassment complaints.

2. Any complaint of sexual harassment against an employee of the college will be addressed through the college sexual harassment policy (4.17.1). This procedure may be accessed through any administrative office of the College or the LRC. Complaints are directed to any one of the following:

   a. Supervisor of the alleged offender
   b. Vice President or Director for the appropriate division or department
   c. Director of Human Resources and Facility Development
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B. Grievance Steps

1. First Step
   The student must go to the instructor or staff member where the
   alleged problem originated. An attempt will be made to resolve the matter
equitably and informally at this level. The conference must take place within
five working days of the incident which generated the complaint.

2. Second Step
   If the grievance is not resolved at the informal conference, the student
   may file a written grievance. A grievance form shall be made available to
   the student by the vice president. The vice president will explain the grievance
   process to the student. The completed grievance form must be presented to
   the vice president within five working days after satisfying the first step in
   the grievance process. The vice president will then refer the grievance to the
   immediate supervisor involved. The supervisor shall respond in writing to the
   student within ten working days of receipt of the grievance form.

3. Third Step
   If the written statement of the supervisor does not satisfy the grievant, a
   request to appear before the Student Grievance Committee for
   Non-academic Matters may be made. The student must submit a written
   request within five working days after receiving the written response of the
   supervisor. The request shall include a copy of the original grievance form
   and the reason why the supervisor’s response is unsatisfactory. A copy of the
   supervisors response must be attached to the request by the student. The vice
   president shall notify immediately the president who shall insure that the
   Student Grievance Committee for Non-academic Matters is organized in a
   manner consistent with Section C of this procedure. The vice president will
   send copies of the appeal to the members of the committee, the employee,
   and the employee’s supervisor. The employee against whom the grievance
   was filed shall be given an opportunity to respond in writing to the
   chairperson of the committee. Meeting(s) shall be conducted between
   five and 15 working days following the date of the request. A postponement
   may be granted by the chairperson upon written request of either party, if the
   reason stated justifies such action.
   
   The committee shall hold interviews with the grievant, the employee,
   and the supervisor, singularly, and in the absence of other witnesses. The
   committee may interview any additional witnesses that it considers necessary
to render a fair decision.
   
   The committee shall decide by a majority vote the solution of the
   grievance. The Committee shall make written findings of fact, conclusions of
   law and recommendation for action. The chairperson shall forward a copy of
   the committee’s decision to all parties involved and to the office of the
   president within two working days.

4. Fourth Step
   The committee’s decision may be appealed by either party involved to
   the president within ten working days of the committee’s decision. The
   president shall review the committee’s findings, conduct whatever additional
   inquiries that are deemed necessary, and will render a decision within ten
working days of receipt of the appeal.

5. Fifth Step

The president’s decision may be appealed by either party involved to the Board of Trustees within ten working days of the president’s decision. The Board of Trustees or a committee of the Board shall review any information to date, conduct whatever additional inquiries deemed necessary and render a decision within 20 working days of receipt of the appeal.

C. The Student Grievance Committee for Non-academic Matters

The Disciplinary Review Committee may serve as the Student Grievance Committee for Non-academic Matters or, at the direction of the president, a new committee may be formed for each grievance. The committee makeup and method of appointment will be the same as for the Disciplinary Review Committee. This committee will not address academic complaints about grades, methods of instruction, or routine classroom policies and/or procedures.

D. Rights of Parties Involved in a Grievance

When a meeting of the Student Grievance Committee for Non-academic Matters is scheduled, the parties involved are entitled to:

1. A written notice of the complaint.
2. A written notice of the time and place of the meeting. This notice shall be forwarded to all parties at least five working days prior to the meeting unless they waive this requirement.
3. Review all available evidence, documents, or exhibits that each party may present at the meeting.
4. Have access to the names of the witnesses who may testify.
5. Appear in person and present information on his or her behalf, call witnesses, and ask questions of any person present at the meeting.
6. The right to counsel. The role of the person acting as counsel is solely to advise the client. The counsel shall not address the committee.

VIII. STUDENT GRIEVANCE PROCEDURE FOR ACADEMIC MATTERS

A. Purpose

The purpose of the Student Grievance Procedure for Academic Matters is to channel student complaints about grades, methods of instruction, and/or classroom policies or procedures.

B. Grievance Steps

1. The student must first discuss his or her complaint with the instructor at a mutually agreed upon time. If the complaint concerns a final grade in a course, the student must appeal this grade within the following academic term.
2. If the situation is not resolved, the student may appeal to the appropriate faculty supervisor.
3. If the situation is still not resolved, the student may then appeal to the vice president for Instructional Services or the vice president for Extension Education and Services as appropriate. The decision of the vice president is final.

NOTE: The regulations listed in this handbook do not apply to the Basic Law Enforcement Training (BLET) program. Students enrolled in BLET are subject to the rules and regulations mandated by the North Carolina Criminal Justice Education and Training Standards Commission.
SEXUAL HARASSMENT

1. Introduction
Employees of the college have the right to expect a workplace free from sexual harassment. Students have the right to expect a learning environment free from sexual harassment. Employees are expected to conduct themselves in a manner that does not constitute sexual harassment of a fellow employee or student.

2. Coverage
a. This sexual harassment policy covers all persons employed by Southwestern Community College, regardless of classification or employment status. A complaint against an employee or agent of the college is covered by this policy.
b. A complaint against a student is subject to the Student Code of Conduct found in this handbook.

3. Definition
Requests for sexual favors and/or other unwelcome verbal or physical conduct of a sexual nature by an employee constitutes sexual harassment when:
   a. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or academic standing, or
   b. Submission to or rejection of such conduct by an individual is used as the basis for employment or academic decisions affecting that individual, or
   c. Such conduct has the purpose or effect of creating an intimidating, offensive, or hostile environment, or
   d. Such conduct has the purpose or effect of unreasonably interfering with an individual's performance.

4. Consequences
In determining whether alleged conduct constitutes sexual harassment, the record as a whole will be considered, as well as the totality of the circumstances, such as the nature of the alleged conduct and the context in which it occurred. Any employee found to be in violation of this policy will be disciplined in accordance with Policy 4.20 Disciplinary Action, Suspension, and Dismissal.

5. Retaliation
Retaliation by any employee of the college against a student or an employee for responsibly using the policy and its procedures is grounds for appropriate disciplinary action.

6. False Allegations
Failure to substantiate a complaint is not equivalent to a false allegation. However, a false allegation brought forth with malicious intent or without regard for truth, will subject the complainant to disciplinary action.

7. Complaint
An employee or student who feels sexually harassed is encouraged, but not required, to informally resolve the complaint directly. The employee or student may choose to circumvent this step and may request mediation or formally report a complaint through one of the following channels:
   a. Supervisor of the alleged offender
   b. Vice President or Director for the appropriate division or department
   c. Director of Human Resources and Facility Development
      If upon investigation by the appropriate supervisor, a complaint warrants disciplinary action for prima facie sexual harassment, the supervisor may proceed to take the appropriate disciplinary action as outlined in policy 4.20 and
procedure 4.21.1 - Disciplinary Action, Suspension and Dismissal.

If the responsible supervisor cannot determine the facts and merit of the complaint based upon prima facie evidence, then the complaint proceeds to a modified version of the Employee Grievance Procedure 4.23.1, outlined below.

8. Filing Requirements
Formal grievances must be filed in written form within 120 days of the action or decision being grieved. The grievance must be submitted to the Office of the President. The employee must include a specific written summary of all allegations and relevant documentation and a list of witnesses who can substantiate the allegations or documentation. All formal charges of sexual harassment must be reported to the Vice President for Administrative Services immediately for insurance reporting purposes.

9. Appointment of Hearing Panel
Within ten working days of receipt of the grievance, the President shall appoint a panel consisting of three employees chosen from the roster of full-time employees of the college. None may be from the same division of the college as the complainant or respondent. Any employee named as a party or witness is disqualified. The grievant and the respondent may each disqualify one person from serving if they feel that person cannot remain unbiased. The President will appoint employees to replace those disqualified from service or who decline to serve. The panel must elect one member to act as chairperson. The chairperson's responsibility is to facilitate the process.

10. Pre-Hearing Activities
The panel will decide by a majority vote any evidentiary dispute arising in the course of the deliberation.
   a. The respondent is the party named by the grievant as the person making the decision or action which is the basis of the grievance. The respondent shall be notified of the grievance by the Hearing Panel. The Hearing Panel shall request from the respondent a written summary providing any relevant documentation to substantiate the action(s) which are being appealed by the grievant. The hearing panel must share copies of the grievance statements with both parties. The respondent shall have ten working days in which to respond.
   b. Pre-hearing conferences may be held at the discretion of the hearing panel. The hearing panel may request additional information about the nature of the grievance, the redress sought, and the identity of all involved parties; give information about the nature of the hearing procedures and the rights of third party observers.
   c. Amending the Grievance - the grievance can be amended by the grievant only until the hearing panel convenes the formal hearing. At the pre-hearing conference, the hearing panel may advise the grievant that the matter is a non-grievable issue and allow an amendment to the grievance statement.
   d. If an issue is not properly grievable, the hearing panel must prepare a report that the grievance be dismissed and state such reasons.
   e. A grievance may be withdrawn by the grievant at any stage of the grievance process.
11. Hearings

All hearings shall be conducted in accordance with the following guidelines:

A. The hearing panel will decide and communicate:
   1. Order of testimony presentation
   2. Admissibility of evidence
   3. Procedure for questioning the parties and witnesses
   4. Allowance and relevance of questions
      a. Heresy evidence may only be admitted if the source of that information is revealed so that the person(s) can be requested to appear
      b. The hearing panel should not allow any questioning that is irrelevant, unduly repetitious, or abusive
   5. Attendance of persons at the hearing
      a. Grievance hearings are confidential as provided by state law
      b. Grievance hearings are not open to spectators
      c. The grievant is allowed one third party observer and the respondent is allowed one third party observer
      d. Third party observer may be an attorney, but may not address the panel, present witnesses, question witnesses or parties, or present evidence.

B. Official Record - the hearing panel will maintain the official record. The official record will consist of tape recordings of the hearing, numbered copies of records, documents, and statements.

12. Findings of the Hearing Panel - The hearing panel shall prepare a report of their findings within ten working days from the conclusion of the hearing.
   a. The report shall state a separate finding for each particular item of grievance.
   b. The findings should resolve the material issues of fact that have been disputed.
   c. Recommend action(s) for the President to take
   d. The report shall include any minority views of a panel member

13. Response of the President - The President shall receive the report of findings from the hearing panel along with the official record of the hearing. The President may accept, modify, or set aside the recommendations of the hearing panel. The President will inform all parties involved and the hearing panel of his or her decision within 15 working days.
STUDENT LEADERSHIP ASSOCIATION CONSTITUTION 2005

Under authority granted by the Board of Trustees, the administration, and the faculty, we the students of Southwestern Community College, in order to establish a more perfect relationship between the administration, students, and organization, to represent the student body’s view and objectives, to advance leadership and scholarship, and to provide a democratic student voice, do ordain and establish this Constitution for the student body of Southwestern Community College.

ARTICLE I: ORGANIZATION

Section 1
There shall be a Student Leadership Association. The SLA Selection Committee of Southwestern Community College shall select the Executive Officers and Members.

Section 2
The representative body shall be called the S.L.A. and shall be made up of the executive branches and its supporting members.

Section 3
This organization shall have the following objectives and authority:
A. To promote mutual understanding between the administration and the student body.
B. To provide opportunity for student participation in making policies concerning student activities.
C. To promote and coordinate student activities.
D. To present to the administration any just proposal concerning policies that affect students for consideration of merit.

ARTICLE II: MEMBERSHIP OF THE STUDENT LEADERSHIP ASSOCIATION

The membership of the Student Leadership Association shall consist of elected members, who shall be students with a minimum of (6 hours) from the student body of Southwestern Community College.

ARTICLE III: THE LEGISLATIVE BRANCH

Section 1
The membership of the legislative branch shall consist of officers elected as stated under Article V Section 8, concerning elections.

Section 2
The legislative branch shall have the following powers, subject to review and approval by the administration and the Board of Trustees.
A. Make any recommendations to the President of Southwestern Community College concerning matters affecting student affairs or college policy.
B. Clubs and organizations may choose their faculty advisors.
C. Plan Campus wide events for the Student Body utilizing Student Activity Fees.
D. Recommend the amount of the student activity fee.

Section 3
The advisor is a Southwestern Community College faculty/staff member. As such, the advisor represents the interests of the students, college and administration. The role of the advisor is:
A. To advise the Executive Board on social and professional matters concerning any business within the SLA.
B. The SLA advisor must be present any time SLA funds are being committed.
C. Attendance of the advisor is necessary when any matter directly affecting the college is discussed and strongly encouraged for all meetings.

D. The advisor is not a voting member of the SLA.

Section 4
A quorum for SLA action shall consist of a majority of executive officers and members with all members present. After three unexcused absences, the SLA President will be instructed to elect a new officer or member.

Section 5
All meetings of the SLA shall be open to all students and faculty who wish to attend, but they can speak only in accordance with the rules of parliamentary procedure.

ARTICLE IV: QUALIFICATIONS AND DUTIES OF OFFICERS AND SENATORS

Section 1
The qualifications for student senators shall be:
A. Each member shall have and maintain an overall average of 2.75 or higher.
B. Should a member’s average falls below a 2.75, he or she will be placed on probation for a period of one semester. If the next semester he or she does not have a 2.75 average, he or she will be removed from office for the remainder of his or her term. In this event, another member will be elected to serve the remainder of the term.
C. Each member will be selected by a simple majority of the total votes cast by the Selection Committee and SLA Officers.
D. The duties of each member shall be to:
1. Represent his his/her opinions fairly at all meetings.
2. Conduct periodic polls of his or her curriculum to see if there is anything they wish to have brought before the SLA.
3. Serve to the best of his or her ability on any committee to which he is appointed.
4. Maintain impartial consideration on any impeachment procedure that comes before him.
5. Attend meetings on a regular basis.

Section 2
The executive branch shall consist of (1) President, (2) Vice-President, (3) Secretary, (4) Treasurer, (5) Activities Coordinator, and (6) Public Relations Officer, (7) Parliamentarian.

Section 3
All Executive Officers must have a minimum of 6 hours. All executives shall have, and maintain, a 2.75 average prior to taking office. Should any one of the executives fall below a GPA of 2.75, he or she will be placed on probation for one semester. Following that semester, should a 2.75 average not be maintained, he or she will be barred from serving for the remainder of the term. SLA Executive Officers missing three consecutive meetings without being excused will automatically forfeit their position and be replaced.

Section 4
A. If the Office of the President becomes vacant, the Vice-President shall automatically become President.
B. All other vacancies in office will be appointed by the President, subject to approval of two-thirds majority of SLA members present. Vacant offices shall be filled from within the membership of the SLA.
C. If both the offices of President and Vice-President become vacant at the same time, a special election will be held.

Section 5
The duties of the President shall be:
A. To preside at all general assemblies and Student Leadership meetings.
B. To call special meetings of the SLA and the student body, subject to approval of the administration.
C. To vote in case of a tie, or to create a tie, at Student Leadership meetings.
D. To appoint all necessary committee chairs with a 2/3 consenting vote of the SLA Association.
E. To represent the student body at all official ceremonies.
F. To solicit items for the agenda and get the agenda organized before each meeting.
G. Serve as a student-nonvoting member of the College Board of Trustees.
H. Act as an ex-officio member of all SLA committees.

Section 6
The duties of the Vice-President shall be:
A. To be present at all SLA meetings.
B. To aid the President in performing his or her administrative duties.
C. To assume the duties of the President in the event of the President's absence.
D. To contact each SLA officer to remind him/her of upcoming meetings.
E. To act as ex-officio member of all committees.
F. To succeed the President in the event of vacancy of office should they so choose.
G. Should the Vice-President decline the Presidency, a special election must be held within 30 days under the procedure specified in Article V.

Section 7
The duties of the Secretary shall be:
A. To record the minutes of all meetings.
B. To regularly file these minutes in the Southwestern Community College Library and in the SLA files.
C. To carry on the correspondence of the Student Leadership Association and keep a record of attendance and excused absences.

Section 8
The duties of the Treasurer shall be:
A. To keep an accurate financial record.
B. To give an accurate and up-to-date financial statement at each Student Leadership meeting.
C. To head a standing committee known as the Budget Committee.
D. To investigate and report immediately any unusual financial transactions.

Section 9
The duties of the Activities Coordinator shall be:
A. To plan and coordinate student activities and oversee any special event committees.
B. To assist the Public Relations Officer in the announcement and advertisement of student activities.
C. To chair the activities committee.

Section 10.
The duties of the Public Relations Officer shall be:
A. To work closely with S.C.C.'s Public Information Officer to inform the local news
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outlets of the three-county area served by SCC of the events and activities of the student body (radio, local newspaper, school paper, etc.).

B. To provide an SLA bulletin published when necessary to be posted in classrooms and/or on the student bulletin boards.

C. To provide all students (i.e., evening and off-campus) with any necessary information regarding SLA and upcoming events.

D. To maintain the Student Leadership Association scrapbook and bulletin boards.

E. To work closely with the Activities Coordinator and serve on the activities committee.

F. To chair a public relations committee.

Section 11.

The duties of the Parliamentarian shall be:

A. To provide advice and consultation to the President and other SLA officers regarding correct parliamentary procedure. (The President is the final authority.)

B. To call the attention of the President (as inconspicuously as possible) to any error in the proceedings that may seriously affect the rights of another member or otherwise do harm.

C. To anticipate any probable difficulties with procedure and speak to the President in advance about them.

D. To know the SLA Constitution, parliamentary procedure and Robert’s Rules of Order (Revised) thoroughly.

E. To work to ensure that SLA meetings are conducted with dignity and ensure that everyone has a fair chance to speak.

ARTICLE V: ELECTION PROCEDURE

Section 1

There shall be an annual election each spring semester; the deadline for applications will be exactly two weeks before the election.

The officers elected shall be:

1. President
2. Vice-President
3. Secretary
4. Treasurer
5. Activities Coordinator
6. Public Relations Officer
7. Parliamentarian

Section 2

To win the election a candidate must receive a simple majority of the votes cast by current SLA members. In the case of a tie for any executive office a run-off election must be held with two weeks.

Section 3

A student must meet all qualifications in order to run for an office:

A. Have a 2.75 GPA or higher.
B. Be currently enrolled for a minimum of (6 hours)

Section 4

Each candidate must submit a document stating their platform and qualifications for office along with their application for candidacy.
A standing committee will be appointed from the SLA members and SLA Advisors to administer all elections. No candidate may serve on the elections committee.

The new officers shall be installed and assume duties the day after commencement.

ARTICLE VI: COMMITTEES

Section 1
There shall be four standing and various ad hoc committees appointed within the Student Leadership Association. In order to become a committee chair a student must first be a SLA member and meet all guidelines as stated above under Article IV, Section 1.

A. Grievances/Procedures Committee
   1. The duties of the G/P Committee shall be as follows:
      a. Serve as Liaison to the President and Parliamentarian.
      b. Assist in coordination and structure of all meetings.
      c. Maintaining records/constitutional changes of SLA and the student body.
      d. Settling all election disputes and issues that arise in meetings.
      e. Works together to solve problems and issues among SLA members.
      f. When needed, will act as official record keeper and ballot counter in elections.
      g. Calls to order any disputes and issues relevant to the SCC student body.
      h. To adjust and listen to complaints between students and the Student Leadership Association.
      i. To adjust and listen to complaints between students and administration.
      j. To adjust and present complaints between students and faculty.

B. Budget Committee
   1. The duties of the budget committee shall be as follows:
      a. The out-going SLA will work closely with the newly elected officers to formulate a projected budget for the upcoming year. This will be completed by the end of spring semester and presented to the SCC Board of Trustees during the summer semester.
   2. No outgoing SLA will obligate the incoming SLA for more than 20% of the funds on hand. The outgoing SLA may make recommendations, however, on the basis of their experience in administering funds.
   3. Funds shall be allocated for active clubs at the discretion of the Student Leadership Association.

C. Activities Committee
   1. The duties of the Activities Committee shall be as follows:
      a. To decide the main activities on campus with the majority support of the SLA.
      b. To plan activities for the year.
      c. To oversee any major activities on campus.
      d. To assist the Public Information Officer and the Student Activities Coordinator with administration of event planning.
REGULATIONS

D. Ad Hoc Committees
   1. The President appoints all ad hoc committee chairs.
   2. All committee chairs must maintain a 2.75 GPA.
   3. All committee chairs must attend SLA meetings.
   4. The chair must deliver a report at SLA Meetings on activities and budget.

ARTICLE VII: IMPEACHMENT

Section 1
The Student Leadership Association shall have the sole power of impeachment. SLA members seeking to impeach an Officer must:
A. Present a “petition of impeachment” that clearly states the reason(s) for impeachment. This petition will be accepted by the SLA Officers, SLA Advisor(s) and the SLA selection committee (which will include the Dean of students) and will be voted on in a well publicized meeting to be held 21 calendar days after the petition is first given to the SLA Advisor(s). Three fourths (3/4) of the SLA members present and five Officers must vote in favor of impeachment for the petition to succeed.
B. SLA members initiating impeachment proceedings against another member of the SLA must first obtain the signatures of ¾ of the registered SLA members and Club Presidents and five officers.
C. Any SLA officer or member may be impeached by a ¾ vote of all students currently registered on the main campus or any satellite campus.
D. The SLA will hear the charges in a fair manner and act accordingly.
E. If the charges are found to warrant impeachment, then the officer will be relieved of his or her duties and another will take his or her place according to the provisions of this constitution.

ARTICLE VIII: VOTING PROCEDURES

Section 1
All members of the SLA, including the President, may vote on any motion presented at SLA meetings. The President may override results only in the case of a tie or when his/her vote would result in a tie.

Section 2
SLA members may vote on any motion presented. An SLA officer or member with an excused absence can send a vote by written proxy on some specific issue.

Section 3
Students and faculty attending SLA meetings may not vote on any motion presented; however, participation in discussion is permitted in accordance with proper parliamentary procedure (Roberts Rules of Order, Newly Revised).

ARTICLE IX: REQUIREMENTS FOR ESTABLISHING STUDENT CLUBS AND ORGANIZATIONS

Section 1
All students are encouraged to form clubs and organizations.

Section 2
Procedures for establishing student clubs and organizations:
A. Petition the SLA with signatures of at least ten interested students. Follow the directions for establishing a club contained in the SLA operational guidelines. Prospective clubs and organizations must furnish a copy of their proposed constitution to the SLA.
REGULATIONS

B. After due consideration, the SLA will report as to the advisability of granting the club or organization a charter.

C. Initial funding for clubs shall be distributed at the start of each semester. Club funding forms are required to be submitted by the 10th day of the semester. After receiving the completed club funding form, the SLA budget committee will decide whether or not to allocate funds for the semester and whether any further funds will be distributed throughout the year.

D. Only clubs and organizations that are previously recognized at the beginning of the fiscal year will be funded for that semester. SLA does not fund clubs in the summer term. Clubs formed after the semester has begun will have to wait until the next semester for funding. Major considerations for refunding will be the amount of activity of the organization, minimum size requirements (10 students) and a record of abiding by the constitution and college policies and procedures.

E. The funds provided will equal the amount of other existing clubs or will be based upon the funds allocated for club activities at the beginning of the fiscal year.

ARTICLE X: AMENDMENTS TO THE CONSTITUTION

Section 1
The SLA can propose an amendment to the Constitution, but it must be passed by a two-thirds majority of the student body’s votes cast in a well-publicized general election held in the fall or spring semester and is subject to the approval of the college administration and Board of Trustees of Southwestern Community College.

Section 2
The student body can propose amendments by a referendum bearing signatures of one fourth of the currently registered curriculum students paying activity fees. The college administration and Board of Trustees of Southwestern Community College must subsequently approve all such amendments.

ARTICLE XI: RIGHTS OF STUDENTS

Section 1
Presumption of innocence until proven guilty.

Section 2
Protection against self-incrimination.

Section 3
The right to due notice and a fair hearing.

Section 4
The right to face his/her accuser(s) and hear the charges.

Section 5
The right to present his/her own witnesses.

Section 6
The right to appeal his/her case to the appropriate College Vice-President.

Section 7
The right to appeal his/her case to the President of the College.

ARTICLE XII: NONDISCRIMINATORY STATEMENT

Section 1
The Student Leadership Association of Southwestern Community College is open to each student who has paid his/her student activity fee. Membership in the Student Government Association and all organizations sponsored, supported, or controlled by the SLA is open to any SCC student without regard to race, religion, sex, disability, national origin or age.
REGULATIONS

TRAFFIC CODE

GENERAL PROVISIONS

Under the provisions of North Carolina Statute 115D-21, the following Traffic Code shall be enforced at Southwestern Community College:

ARTICLE I
All of the provisions of Chapter 20 of the General Statutes relating to the use of highways of the State of North Carolina in the operation of motor vehicles thereon shall apply to the streets, roads, alleys and driveways of the campus of Southwestern Community College along with all other rules and regulations approved by the Board of Trustees as follows:

ARTICLE II
These rules and regulations shall apply on a 24-hour basis to operators of all vehicles, public or private, while operating a vehicle on the campus of Southwestern Community College.

ARTICLE III
The operator of any vehicle on the campus of Southwestern Community College shall comply with the legal instructions of any campus security officer and all traffic signs in accordance with the provision of these regulations. The responsibility of finding a legal parking space rests with the motor vehicle operator. Lack of space is not considered an excuse for violation of parking regulations. The college shall be responsible for ensuring that the necessary signs are erected and maintained to carry out the intent of these regulations.

ARTICLE IV
The college shall ensure that information about operating a motor vehicle on Southwestern Community College's campus is given out at every student orientation and registration. Each student shall have an opportunity to obtain a copy of the Traffic Code. A copy of the Traffic Code shall be included in all Student Handbooks. Failure to obtain such a copy is not, however, an excuse for violation of the Traffic Code.

ARTICLE V
All vehicles to be operated on campus should be properly registered and a parking decal should be displayed on the rear of the vehicle. (The right rear bumper is the preferred location.) Parking decals are obtained normally during registration, but may be secured from the Business Office at other times.

SPECIFIC PROVISIONS

ARTICLE VI
A. Citations will be issued for violations of the Southwestern Community College Traffic Code.
B. The person to whom a vehicle parking decal is issued, as herein provided, shall be responsible for all parking and traffic violations of the vehicle for which the permit is issued. (Temporary visitor parking permits can be obtained at any administrative office of the college). Bicycles, motorcycles and mopeds shall be considered vehicles subject to this same Traffic Code.
C. Specific violations of the Traffic Code include
   1. Parking in a restricted parking lot or zone.
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2. Parking in “handicapped parking” without a proper handicapped decal or license plate displayed.
3. Parking on grass (unless signs indicate this is permissible).
4. Blocking any legally parked vehicle.
5. Parking in a “no parking” zone.
6. Parking in a “visitor” zone.
7. Affixing a parking decal/permit to a vehicle other than that for which it was issued.
8. Parking against traffic flow.
9. Reckless driving.
10. Blocking or obstructing traffic, street, crosswalk, sidewalk, fire hydrant, building entrance or exit, or another vehicle properly parked.
11. Protruding into lane of traffic.
13. Parking on shoulder of road (except where parking is indicated by official signs).
15. Failure to obey traffic signs.
16. Failure to obey directions of Campus Security Officers.
17. Failure to yield right-of-way at pedestrian crossings.
18. Following too closely.
19. Driving under the influence of alcohol or narcotics.
20. Operating vehicle causing loud and unnecessary noise, such as loud mufflers, horns, public address systems, etc.
21. Failure to yield right-of-way to emergency vehicles.
22. Failure of two-wheeled vehicles to park in areas designated for them.
23. Operating or parking a vehicle in any manner that creates a safety hazard.
24. Leaving a vehicle on campus overnight without notifying the Campus Security Officer.

ARTICLE VII

The following system of citations and fines shall be used:
A. Campus Security shall be responsible for issuing citations for improper parking and other Traffic Code violations.
B. During the first two (2) class days of each semester, warning tickets shall be issued for improper parking. Beginning with the third class day citations shall be issued. Students in classes that start mid-semester can expect this same two-day grace period, but will have to appeal any ticket received.
C. Fines

1. A fine of $5.00 shall be imposed for each violation.
2. Fines shall be made payable to the SCC Business Office and receipted by the cashier.
3. Fines must be paid immediately after all appeals have been exhausted; or the person has not filed notification of the intent to appeal immediately following his last hearing; or ten (10) calendar days after the ticket was issued and the time for appeal has expired; whichever is greater.
D. When a vehicle which is improperly parked so as to obstruct the flow of traffic or
movement of other vehicles is identified, the driver of the vehicle will be notified through Student Services to move the vehicle immediately. This may require calling the student out of class. If a student is notified more than once to move his improperly parked vehicle, his driving privileges on the Southwestern Community College campus may be revoked.

ARTICLE VIII
In addition to the standard fines imposed for violations of the Traffic Code, the following penalties may also be imposed:

A. All of those provisions detailed in North Carolina General Statute 115D-21 and Section 20; and
B. The college may prohibit a student from registering for classes for the next semester if the student owes fines from the previous semester.
C. The college may withhold grades, transcripts and deny graduation from students for failure to pay fines.
D. Faculty and staff will be subject to disciplinary procedures in accordance with college policy.
E. Delinquent fines will be added to the student's financial account with the college. The student will not be permitted to reenroll until fines are paid.
F. Students who accumulate 5 or more traffic citations for parking or traffic violations are subject to having their vehicle immobilized by a restraining device and are responsible for any expenses associated with the college's use of the device or damage to the vehicle.
G. All cars blocking a drive, obstructing the flow of traffic, creating a safety hazard, parked in a fire lane, loading zone, designated tow-away zone, or handicapped zone without proper handicapped identification are subject to tow-away or immobilization by a restraining device at the full expense of the owner per authority given to the Board of Trustees in Chapter 795, Senate Bill 648.

APPEAL PROCESS
ARTICLE IX
Students receiving citations or penalties resulting from alleged violations of the Traffic Code may do any of the following:

A. Pay the fine.
B. Appeal in person or in writing to the campus security officer within ten (10) calendar days of the citation or penalty. Individuals dissatisfied with the decision of the campus security officer may appeal to the vice president of Administrative Services immediately upon receiving the verdict of the campus security officer. The decision of the vice president of Administrative Services will be final.
Notes
Southwestern Community College is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools (SACS) (1866 Southern Lane, Decatur, Georgia 30033-4097), to award associate’s degrees. Questions concerning accreditation of Southwestern Community College may be made directly to the College or to SACS at 404.679.4501.