ABOUT SCC

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COLLEGE VISION
Southwestern Community College will be:
• A Gateway for enriching lives and broadening horizons
• A Guiding Force in growing and caring for our mountain community
• A Creative Partner in collaborative solutions

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.


GOVERNANCE
Southwestern Community College is one of 59 institutions operating in the North Carolina Community College System, a statewide organization of public, two-year, postsecondary educational institutions. The College is governed by a local Board of Trustees within the framework of the Community Colleges Act, Chapter 115D of the General Statutes of North Carolina. The Board consists of 14 Trustees - five appointed by the county commissioners, four appointed by the Board of Education, four appointed by the Governor of North Carolina and the Student Leadership Association President.

The objective of the Board of Trustees is to assure that Southwestern Community College achieves its mission within the guidelines established by the State Board of Community Colleges and the State of North Carolina.

INSTITUTIONAL GOALS
The College will...
1. Seek excellence in learning and teaching for transfer, vocational and technical education, literacy development, business and industry training and life long learning in an accessible format to serve a diverse population.
2. Maintain a nurturing learning environment by providing comprehensive support and intervention services for every individual.
3. Proactively identify, acquire and maintain college resources to support the vision, mission and goals of the college.
4. Attract and retain quality employees and provide for their personal and intellectual growth.
5. Develop cooperative community-based relationships which contribute to the cultural, economic, educational and social betterment of the region.
6. Assess institutional effectiveness as part of the planning and renewal process based on continuous improvement principles.
7. Effectively promote the College to the community.

INSTITUTIONAL PROFILE
Southwestern Community College was established in Sylva on Dec. 1, 1964 as the Jackson County Industrial Education Center, a satellite unit of Asheville-Buncombe Technical Institute. Since achieving independent status in the fall of 1967, the College (then known as Southwestern Technical Institute) has greatly expanded its educational and training services to the residents of Jackson, Macon and Swain counties.

Initially, the Jackson County Industrial Education Center was approved to offer four programs of study: automotive mechanics; carpentry and cabinetmaking; block and brick
masonry; and radio, television and small-appliance repair. When the center opened its doors in 1964, a total of 133 students were enrolled in short-term courses. An additional 60 were enrolled in full-day classes.

Currently – including all diploma, certificate and associate’s degree curricula as well as concentrations – instruction is provided in more than 60 programs. In addition to the main campus in Sylva, the College operates four centers located in Bryson City, Cherokee, Franklin and Cashiers. More than 2,600 students enroll annually in credit courses, and more than 5,500 (unduplicated) participate in a wide variety of courses, workshops and seminars offered through Continuing Education.

Located on a 57-acre tract of land on North Carolina Highway 116 between Webster and Sylva, the Southwestern Community College Jackson Campus consists of seven buildings, totaling 194,728 square feet, including a Library. Centrally located to serve southwestern North Carolina, the college is 50 miles southwest of Asheville, NC, and 90 miles southeast of Knoxville, TN.

Southwestern Community College’s three-county service area totals 1,534 square miles (30 percent larger than the state of Rhode Island) and has a population of approximately 78,000. The area is noted for the beautiful Smoky Mountains and the variety of recreational opportunities available.

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.

SERVICE EXCELLENCE

Service is how we relate to people we interact with every day. At Southwestern Community College, the needs of our students will remain our highest priority. We serve an internal and external clientele including current and prospective students, employees, and community members. Our student-centered service philosophy forms the very basis for how we do our jobs.

- Greet people with courtesy.
- Demonstrate professionalism.
- Communicate with accurate information.
- Demonstrate a welcoming and helpful manner.
- Respect the needs of others.
- Take positive action on behalf of others.
SOUTHWESTERN COMMUNITY COLLEGE FOUNDATION, INC.

Southwestern Community College Foundation, Inc. was established in 1973 to provide additional financial support for the College through private donations. The Foundation supports student scholarships and other specific projects to improve the educational programs and development of Southwestern Community College.

Gifts to the Foundation are deductible on federal and state income tax reports, both individual and corporate, up to the limitations of applicable laws. All gifts, large or small, are appreciated and may be designated for specific projects supported by the Foundation.

ACCREDITATION AND APPROVAL

Southwestern Community College is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to award Associate Degrees. SCC is one of 59 colleges operating in the North Carolina Community College System, a statewide organization of public two-year postsecondary educational institutions.

SPECIALIZED PROGRAMMATIC ACCREDITING AND APPROVAL AGENCIES

- Commission on Accreditation for Respiratory Care (COARC)
- Commission on Accreditation in Physical Therapy Education (CAPTE)
- Commission on Accreditation of Allied Health Education Programs (CAAHEP)
- Joint Review Committee on Education in Radiologic Technology (JRCERT)
- National Accrediting Agency for Clinical Laboratory Sciences (NAACLS)
- National Automotive Technicians Education Foundation (NATEF)
- North Carolina Board of Cosmetic Arts
- North Carolina Board of Massage and Bodywork Therapy
- North Carolina Board of Nursing
- North Carolina Criminal Justice Standards and Training Commission
- North Carolina Department of Health and Human Services, Division of Facility Services, Office of Emergency Medical Science
- North Carolina Real Estate Commission
- North Carolina Sheriff’s Standards and Training Commission
- North Carolina State Approving Agency for Veterans & Military Education Programs
- United States Department of the Interior National Park Service
Jackson Campus Map

BALSAM CENTER
Admissions Office (1st Floor)
Auditorium (1st Floor)
Bookstore (3rd Floor)
Business Office (1st Floor)
Career Counseling (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
SCC AT A GLANCE

Founded: 1964

Number of Educational Facilities on the Jackson Campus: 6

Areas of Study: 68

Programs:
- Associate Degrees
- Diplomas
- Certificates

Affiliation:
- North Carolina Community College System

Accreditation:
- Southern Association of Colleges and Universities, as well as
  13 state and national associations

Average Class Size: 12 (students per class)

Enrollment: 2000+
- Full-Time Students ................. 47%
- Part-Time Students ............... 53%

Gender:
- Male Percentage .................. 36%
- Female Percentage ............... 64%

Students by Age:
- 18-24 yrs old ...................... 52%
- 25 + yrs old ....................... 48%

Students by Residence:
- Jackson .......................... 36.6%
- Macon ............................. 28.4%
- Swain ............................... 17.5%
- Other NC Counties .............. 16.7%
- Outside NC ......................... 0.8%
ADMISSIONS/ENROLLMENT

Policy
Southwestern Community College operates under the Open-Door Policy of the North Carolina Community College System. Students are accepted without regard to race, religion, sex, color, creed, national origin, age or disability. Any person who is at least 18 years of age or a high school graduate or its equivalent may be accepted by the College. High school students and home-schooled applicants 16 years of age or older may be admitted into credit and continuing education courses in accordance with the concurrent enrollment policies adopted by the State of North Carolina. Admission to degree, diploma and certificate programs requires a high school diploma or the equivalent. Admission to the College does not imply immediate admission to the curriculum desired by the applicant, and admission to certain programs may have additional specific entrance requirements.

Requirements
Admission to a degree, diploma and certificate program requires a high school diploma or the equivalent from an accredited school. Admission to the college does not imply immediate admission to the curriculum desired by the applicant, and admission to certain Health Science programs may have additional specific entrance requirements. Students who interrupt their course of study must reapply. The Dean of Student Services coordinates and administers all admission requirements, policies and procedures.

<table>
<thead>
<tr>
<th>If you have a …</th>
<th>You may enroll in…</th>
</tr>
</thead>
<tbody>
<tr>
<td>• High School Diploma</td>
<td>• All programs **</td>
</tr>
<tr>
<td>• GED</td>
<td>• All programs **</td>
</tr>
<tr>
<td>• No high school diploma or GED</td>
<td>• Specific courses</td>
</tr>
</tbody>
</table>

** The following Health programs have additional admissions requirements that must be met: Medical Sonography, Nursing Associate Degree, Practical Nursing, Physical Therapist Assistant, Radiography and Respiratory Therapy. See specific program descriptions in this catalog for details.

False Information
Applicants are expected to demonstrate honesty in the completion of all necessary forms. False information will be grounds for rejection or dismissal.

APPLICATIONS
Application for Admission – ALL Students
Applicants to SCC are required to:
1. Submit a completed Application for Admission, written or on-line, to the Admissions Office. The on-line Application for Admission is located at www.southwesterncc.edu
2. Have an official high school transcript or a copy of GED scores sent to the Registrar’s Office. (High school MUST be accredited by at least 1 of the “Regional Accrediting Agencies” and MUST include the type of diploma awarded and the date awarded.) Official transcripts MUST have the official seal of the school and arrive at SCC, unopened, from the issuing schools or agencies.
3. Have official transcripts of ALL postsecondary institutions attended sent to the Registrar’s Office. (Institutions MUST be accredited by at least 1 of the “Regional Accrediting Agencies”.) Official transcripts MUST have the official seal of the institution and arrive at SCC, unopened, from the issuing institutions.
4. Complete the SCC placement test requirement. This requirement may be completed in one of the following ways:
   a. Take the College Board’s **ACCUPLACER** (CPT) administered by SCC.
   **OR**
   b. Submit scores of 500 or higher on each section (verbal and math) of the SAT. (A minimum score of 400 on each section will be accepted if the test was taken prior to April 1, 1995.) An official copy of the scores must be sent to the Registrar’s Office if the scores are not on the official transcripts.
   **OR**
   c. Submit a composite score of 21 or higher on the ACT. (A minimum score of 18 will be accepted if the test was taken prior to April 1, 1995.) An official copy of the scores must be sent to the Registrar’s Office if the scores are not on the transcripts.
   **OR**
   d. Submit official transcripts demonstrating successful completion of college-level algebra and English courses.

**Application for Admission – To Selective Health Science Programs**

**Applicants to selective SCC Health Science are required to:**

1. Submit all documents described above in the section “Application for Admission – ALL Students”.
2. Applicants MUST meet all of the additional requirements outlined by the deadline indicated in the particular Health Science program description – see the appropriate program listing in this catalog.
3. Additional transcripts are not necessary UNLESS the applicant has taken coursework since the last submission of transcripts. GED students must submit official transcript of high school work.
4. Applicants for more than one (1) selective admission program must notify the Admission Office using the “Change of Curriculum” form.

**Deadlines for Selective Admission Applications:**

<table>
<thead>
<tr>
<th>Health Program</th>
<th>Application Deadline</th>
</tr>
</thead>
<tbody>
<tr>
<td>Medical Sonography</td>
<td>May 15</td>
</tr>
<tr>
<td>Nursing Associate Degree</td>
<td>January 31</td>
</tr>
<tr>
<td>Practical Nursing</td>
<td>April 15</td>
</tr>
<tr>
<td>Physical Therapist Assistant</td>
<td>May 15</td>
</tr>
<tr>
<td>Radiography</td>
<td>February 15</td>
</tr>
<tr>
<td>Respiratory Therapy</td>
<td>March 1</td>
</tr>
</tbody>
</table>

(see program descriptions for details)

**How to Contact the Admissions Office**

**Location:** Jackson Campus, Balsam Center

**Hours:** Monday – Friday, 8:00 a.m. – 5:00 p.m.

**Telephone:** (828) 586.4091, ext. 352 or 217

**Toll-free:** (800) 447.4091

**Address:** 447 College Drive, Sylva, North Carolina 28779

**Web page:** www.southwesterncc.edu
Home Schooled Students
Students home schooled will be considered for admission on the same basis as NC public school students provided that:
1. Evidence that the Home School is registered with the appropriate state agency is provided.
2. A transcript is provided that includes:
   • Name of the Home School and address
   • Name of the principal
   • Name of the student
   • Student’s social security number and birth date
   • Curriculum and courses taken each year with grades and a grade point average
   • Cumulative grade point average for total progress
   • Standardized performance test scores
   • Diploma awarded with graduation date.

Under-Prepared Students
Any student who takes the College Board’s ACCUPLACER (CPT) and scores below the tenth (10) percentile level on one (1) or more of the basic reading, writing or elementary math sections will be limited to enrolling in specific programs recommended by their assigned advisor. Any program recommended by the advisor is designed to assist in the student’s progress toward a career objective.

International Students
Southwestern Community College is authorized under federal law to enroll nonimmigrant alien students. Proficiency in the English language and satisfactory academic records are important factors in the admission decision for all applicants from outside the United States. International students must have graduated from a secondary school that is equivalent to secondary schools in the United States.

Nonimmigrant students are subject to the same considerations as United States citizens in the determination of residency status for tuition purposes except that holders of B, C, D, F, H, J and M visas may not be considered residents for tuition purposes, and their dependent relatives may not be eligible for a tuition rate less than the out-of-state rate. Alien Registration Card holders are admitted in the same manner as citizens of the U.S.

The College cannot provide federal financial aid to most international students; therefore, students must have sufficient funds to cover all living expenses, tuition and fees for the duration of the student’s course of study. A notarized financial resource statement is required of all international applicants. Student housing is not available on campus, and international students are expected to make their own housing arrangements. International students must be enrolled full time for each semester.

An official Test of English as a Foreign Language (TOEFL) score report is required of all international applicants, at the student’s expense, except those from countries where English is the native language or unless the applicant is a transfer student from another accredited United States institution with English transfer credit. The minimum acceptable TOEFL score is 500 for the paper-based test and 173 for the computer-based test.

A certified copy of the international student’s original educational record, to include all previous academic experiences, is required of all degree, diploma or certificate-seeking students. If the original record is written in a language other than English, then a certified copy of an English translation and evaluation is required at the student’s expense. A record of certain immunizations may also be required.

Application packets for international student enrollment are available from the Registrar or the Dean of Student Services.
Undocumented Alien Students
Undocumented alien students who possess diplomas from North Carolina public high schools may be admitted in the same manner as U.S. Citizens, except that they will be required to pay tuition at the “out-of-state tuition rate”. These individuals will not be eligible for Federal or state based financial aid.

Transfer Students
Students transferring to SCC from other institutions must follow the application process outlined above in the section “Application for Admission – ALL Students” and the section “Application for Admission – Students Applying to Selective Health Science Programs” – if applicable.

Residency
Application for residency must be submitted prior to registration and payment of fees of the semester in which the student wishes to have residency status changed to in-state. If the application is received after the registration day for the semester, the application, if approved, will be effective for the next semester.

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 North Carolina resident or out-of-state military assignment should be brought to the attention of the Registrar.

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 Student Services, Office of the Registrar.

If a student’s residency classification changes, it is her or his obligation to apply for reclassification with the Registrar. 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 or she may appeal to the Dean of Student Services. After review by the dean, if the student remains dissatisfied, the student may file notice of appeal to the State Residence Committee.

Transcript Evaluations
High School transcripts will be evaluated by the Registrar’s Office and information noted in the student’s SCC record.

Transcripts from postsecondary institutions will be evaluated by the Registrar’s Office. See the section below on the “Transfer of Earned Credit.”

Readmission
A student who has NOT been enrolled at the College during the previous semester must complete a new application for admission and update residency classification prior to registration.

Students applying for readmission will be required to meet the curriculum requirements in effect at the time of readmission, unless waived by the Vice President for Instruction and Student Services. The College reserves the right to refuse readmission to a former student who has unpaid financial obligations at the College or who has not complied with previous disciplinary requirements.
TESTING
Placement Testing
Applicants to a program of study are required to demonstrate competence in reading, grammar and mathematics. Competence can be demonstrated in three ways:
1. Students can have successfully completed algebra and English courses at the college level

OR
2. Students can have SAT scores of at least 500 Verbal and 500 Math or an ACT composite score of at least 21. (A minimum score of 400 on each section of the SAT or 18 composite on the ACT will be accepted if the test was taken prior to April 1, 1995.)

OR
3. Students can take the College Board’s ACCUPLACER (CPT) offered free by SCC to all applicants. Sentence skills, reading, algebra and arithmetic are the subject areas included on the test. The average test completion time is 1 1/2 hours. For students whose test scores fall below established minimums, the College requires developmental education courses to improve basic skills. Applicants will receive information from the Admissions Office on how to schedule a test session.
   • For more information on preparing for the ACCUPLACER (CPT), you may obtain a testing study guide and a sample test through the Admissions Office or on-line at www.southwesterncc.edu, click on “Becoming A Student”, under “Information”, select “Testing”.

Placement Testing: Retest Policy
If a student places into a Developmental Education course, and he/she feels that the placement test did not adequately reflect her/his skill level, the student may request a retest. If after the retest, he/she continues to feel that the test did not adequately reflect her/his skill level and he/she places in the borderline range of 47-50 percentile in Sentence Skills, the student may be permitted to demonstrate proficiency by writing a one-page essay under the direction of the Dean of Arts & Sciences.

College Student Inventory
The College Student Inventory (CSI) is a questionnaire given to all new students during placement testing or orientation. It is designed to assess students’ needs and to give SCC students the best possible instruction and support. The CSI results are sent to the faculty advisors and a confidential follow-up interview is conducted.

Health Occupations Aptitude Examination (HOAE)
Applicants seeking admission into the following Health Science programs must take the Health Occupations Aptitude Examination: Medical Sonography, Nursing Associate Degree, Practical Nursing, Physical Therapist Assistant, Radiography and Respiratory Therapy.

The Health Occupations Aptitude Examination measures abilities, skills, knowledge, and attitudes important for successful performance in Health Science programs. The resulting scores are one component in the highly competitive health science selection process. A specialized internal scoring system is utilized to accumulate points applied to the selection process. The examination consists of five parts: academic aptitude, spelling, reading comprehension, natural science and vocational adjustment.

A $10 fee is charged for test administration and scoring. Applicants must have signed permission from their advisor prior to scheduling and paying for the test. Information about the test and a test specimen are available from the Student Services Testing Office or on-line at www.southwesterncc.edu, click on “Becoming A Student”, under “Information”, select “Testing”.
REGISTRATION

Early Registration

Early registration dates and procedures are prepared and distributed each semester by the Registrar. All currently enrolled students are strongly encouraged to register during early registration in order to get the courses they need to progress in their programs. Suspended students cannot participate in early registration.

Final Registration Day

Registration is held each semester on the day published in the academic calendar. Registration terminals are located at various locations on the Jackson Campus. Students must complete an Application for Admission or update their application before meeting with their assigned academic advisors to initiate the registration process.

Late Registration

A $5 late registration fee will be charged to returning students enrolled in full-time curriculum programs who register after registration day, except those students who are enrolled in open laboratory programs. Registrations after the drop/add period must be approved by the appropriate dean.

Transfer of Earned Credit

Applicants to degree, diploma or certificate programs who want credit for coursework completed at other post-secondary institutions are responsible for having an official transcript from each institution submitted directly to the Registrar's 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 Registrar's Office prior to a student’s enrollment will be evaluated for transfer credit before registration, if possible, and no later than the end of the first semester of enrollment.

Transfer of “Credit by Exam” will not exceed more than one-half of degree requirements and must be approved by the dean or coordinator of the appropriate program.

Previously Earned Credit

Course work completed in technical areas more than six (6) years prior to beginning of a degree, diploma, or certificate may be credited only with the approval of the respective dean. General education credit ten (10) years old or older may be subject to dean and/or departmental review. In some cases, credit may be awarded if the student passes a competency test. The age of course work is reviewed for both previously earned credit at SCC and course work being transferred into the College.

How to Contact the Registrar's Office

Location: Jackson Campus, Balsam Center
Hours: Monday – Friday, 8:00 a.m. – 5:00 p.m.
Telephone: (828) 586-4091, ext. 219
Toll-free: (800) 447-4091
Address: 447 College Drive, Sylva, North Carolina 28779
Web page: www.southwesterncc.edu/services/index.htm and click on the "Registrar's Office"
**OTHER**

**Change of Curriculum**

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.

**Change of 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.

**Transfer Agreements**

Parallel coursework completed at Southwestern Community College will transfer into other institutions in the NC Community College System and to most senior institutions in the region. The college has formal transfer agreements and specific curriculum articulation agreements with many senior institutions in and beyond western North Carolina. Coursework in the College Transfer Associate of Arts curriculum will satisfy general education and liberal arts requirements at most four-year colleges and universities.

**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. For more details, contact the Director of Financial Aid located in Student Services, Balsam Center.
ACADEMIC INFORMATION

- Academic Advising
- Attendance Requirements
- Change of Schedule
- Collegiate Connections
- Commencement Application
- Degrees
- Distance Learning
- Grades
- Honors/Academic Organizations
- Licensing of Graduates
- Policies/Procedures
- Weather
- Weekend College
ACADEMIC INFORMATION

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 their academic goals without unnecessary delay and expense. Advisors will assist with course selection and make sure the courses taken are in the proper sequence to meet the completion requirements for the program of study chosen.

In addition, academic advisors can offer students opportunities to enhance their education by making them aware of the various resources available to them throughout the college community.

Academic advisors also play an important role in the educational progress of their advisees by continually monitoring and evaluating their progression, as well as helping them to clarify their educational goals and values.

ATTENDANCE REQUIREMENTS
All students are expected to be present and regular in attendance for scheduled classes and labs. 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/she remain in contact with his/her instructors.

CHANGE OF SCHEDULE
Add/Drop
The drop/add period is defined in the academic calendar. Schedule changes are permitted during this time without grade penalty. Schedule changes are made on the “Add/Drop/Withdrawal Form”. Courses dropped after this period will result in a grade of “W”.

Withdrawal Procedures
To withdraw from a course(s) or the College, a student should contact his/her 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 withdraws from all courses, they must follow the steps outlined above, in addition to meeting with the Student Development Counselor located in the Student Services division for an exit interview.

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.

COLLEGIATE CONNECTIONS
Collegiate Connections is a partnership between Southwestern and area public schools that supports a collection of programs, services and resources designed to enhance education and
improve access to college for area young people. Collegiate Connections is comprised of four integrated initiatives that together present a continuum of services responsive to the community's needs.

**Concurrent Enrollment**

The Concurrent Enrollment program can help young people make the most of their high school years by earning college credit while still in school—without the cost of tuition. These courses can be taken in a traditional classroom, over interactive television, through the Internet or via telecourses.

Students can:
- take college-level courses on their high school campus through the Huskins Program
- take college-level courses at a Southwestern campus site through the Dual Enrollment Program
- take selected high school courses that, upon graduation, earn college credit through the Tech Prep Program.

**College Tech Prep**

The College Tech Prep program is a sequenced course of study that allows students, upon graduation from high school, to receive advanced placement or college credit for successfully completing selected high school courses. To earn Tech Prep credit, students must score a minimum of 70% on the VoCATS posttest or equivalent (If a score below 70% is achieved, a letter of recommendation from the teacher will be required); have a minimum grade of "B" in the course; and enroll in SCC coursework within two years of high school graduation or obtain approval of SCC instructor.

**Huskins**

Huskins courses are generally taught at the area high school campuses or on-line by Southwestern instructors. ACE (Accelerated College Education) offers students four (4) pathways of sequenced courses to give the maximum number of credits possible within the high school day. Though SCC encourages students to follow the sequences of courses, they may take courses in any combination. The four pathways are: College Prep, Internet Programming, Networking Technology and Criminal Justice. Credit is earned at both the high school and SCC (or other post-secondary schools based on transferability). The courses are tuition-free. Students must be in 9th grade or higher to participate and must have the academic and social maturity necessary to succeed in college-level work. Students must have placed into college-level classes on the College Placement Test or SAT and be recommended by their high school principal. Other programs offered at specific high schools include: Swain County High School - Carpentry and Masonry Certificate programs; Franklin and Smoky Mountain - EMT Basic Certificate program. Other programs may also be available at individual high schools.

**ACE College Prep Pathway**

Upon successful completion of the College Prep suggested course sequence, a student will have earned 30 hours of college credit. To be eligible for transfer to another college or university, a grade of “C” or better is typically required.

**Fall Semester**
- ENG 111: Expository Writing
- COM 110: Intro to Communications
- HIS 111: World Civilization I
- Humanities/fine arts or social/behavioral science course
- MAT 175: Precalculus

**Spring Semester**
- ENG 113: Lit-Based Research
• ENG 241: British Literature I
• HIS 112: World Civilization II
• Humanities/fine arts or social/behavioral science course
• MAT 271: Calculus I

ACE Networking/Technology Pathway

Upon successful completion of the Networking/Technology pathway suggested course sequence, a student is eligible to take an external certification. In addition, a student will have earned 12 hours of college credit that can apply toward a degree in Networking Administration and Support at SCC. Courses for this pathway are only offered at the Jackson Campus, the Macon Center and the Swain Center as they require specialized equipment.

Spring Semester
• NET 110: Intro to Networking

Fall Semester
• NET 125: Routing & Switching I
• NET 126: Routing & Switching II

Spring Semester
• NET 225: Adv. Routing & Switching I
• NET 226: Adv. Routing & Switching II

ACE Criminal Justice Pathway

Upon successful completion of the Criminal Justice pathway suggested course sequence, a student will have earned 18 hours of college credit toward the Criminal Justice degree (SCC offers an AAS degree in Criminal Justice and WCU offers a BS in Criminal Justice).

Fall Semester
• CJC 111: Intro to Criminal Justice
• PSY 150: General Psychology

Second Semester
• CJC 141: Corrections
• POL 120: American Government or
• SOC 210: Intro to Sociology

Notes:
• There are humanities and social/behavioral courses listed generically. Our typical humanities courses include: Literature, Art Appreciation, Music Appreciation, Technology and Society and World Religions. Our typical social/behavioral science courses include: General Psychology, Introduction to Sociology, General Anthropology or Cultural Anthropology. Other courses from our catalog may be offered.
• NET 125, 126, 235 and 226 are based on the Cisco System coursework. Cisco Systems is a world leader in Internet networking.

ACE Internet Programming Pathway

Upon successful completion of the Internet Programming pathway, a student will have earned the Certificate in Internet Programming, be able to test for the industry certification CIW Associate (one of the leading industry certifications for webmasters), and can apply those classes (18 credit hours) toward the Internet Technologies Degree at Southwestern Community College.

Fall Semester
• CIS 110*: Introduction to Computers
• CSC 160*: Introduction to Internet Programming

(Credit for these courses may be earned by taking equivalency high school courses through College Tech Prep Program)
Fall Semester
- ITN 150: Internet Protocols
- ITN 180: Active Server Programming

Spring Semester
- ITN 130: Website Management
- CSC 175: PHP Programming

Notes:
- Upon completion of Internet Programming pathway, a student will have earned the SCC Internet Programming Certificate.
- All classes are available on-line.

Dual Enrollment
Dual Enrollment courses are regularly scheduled courses generally taught at a Southwestern campus site or on-line, and credit is earned at SCC (or other post-secondary schools based on transferability). The courses are tuition-free. Students can attend any semester, including summer, as long as they will be enrolled in high school. Students must be 16, enrolled in high school for at least two classes (unless attending summer semester), recommended by the chief administrative public school officer and approved by the community college president or his designee.

New Century Scholars
The New Century Scholars program provides guaranteed, last-dollar scholarship support to attend Southwestern Community College with the option of continuing to WCU. Rising seventh graders in Jackson, Macon and Swain counties are recommended by public school personnel and take part in intervention strategies, enrichment activities and college awareness activities through middle and high school.

GEAR UP
The Gaining Early Awareness and Readiness for Undergraduate Programs (GEAR UP) program is intended to significantly increase the number of low-income students who are prepared to enter and succeed in postsecondary education. The program is designed to impact all students from 7th – 12th grade in participating schools in Jackson, Macon and Swain counties and the Qualla Boundary. These students will receive supplemental instruction and remediation, enrichment experiences, cultural activities, career and college awareness, tutoring and mentoring.

Upward Bound
The Upward Bound program helps first-generation and income eligible high-school aged students in Swain, Macon and Jackson counties and the Qualla boundary develop the skills and motivation needed to succeed in high school and college. Students take part in weekly tutoring, academic advising and support, college touring, service learning opportunities, monthly campus experiences, outdoor adventures, cultural enrichment activities and a summer institute experience.

COMMENCEMENT APPLICATION
Commencement exercises are held at the end of the spring semester for all students who are candidates for degrees, diplomas or certificates. Beginning August 2005 a summer commencement will be held for those students who are candidates for degrees, diplomas or certificates at the end of summer term. 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. Students wishing to submit commencement applications after the deadline must submit an appeal to the Dean of Student Services. 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. Submit application to the Registrar’s Office for final approval by the announced deadline.
5. If applicant plans to participate in Commencement, purchase graduation materials (cap, gown, tassel, diploma cover) at the college bookstore and pay all debts owed to the College at the Business office.
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 fall semester can apply for commencement and purchase graduation materials (cap, gown, tassel, diploma cover) at the end of the particular semester. If the student is qualified, the Registrar orders credentials and mails them to the student. Those completing degrees, diplomas and certificates at the end of the fall semester may participate in the next spring commencement exercises by denoting this on their commencement application. 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.

DEGREES
Associate Degrees
   Academic programs for which an Associate of Applied Science degree is awarded require the successful completion of 64 - 76 semester credit hours and are designed to provide entry-level employment training. An Associate of Arts degree requires the successful completion of 64 semester credit hours and is designed to facilitate transfer to one of the 16 public universities in North Carolina.

Diploma
   A diploma is awarded after successful completion of 36 - 48 semester hours credit in an approved diploma-granting program. For a full-time student, it generally takes three semesters to finish a typical diploma program.

Certificate
   A certificate is awarded after successful completion of 12 -18 semester hours credit in a particular certificate-granting program. Certificate programs are designed for specific skill development.

Completion of General Core Requirements
   College transfer students who choose to transfer after completion of the 44 hour general education core must contact their advisor and the Registrar's office. Upon certification of completion, a notation appears on the student's transcript.

Minimum Course Work Requirements (Credit in Residence)
   In order for an Associate's Degree to be awarded, (a) A minimum of 25 percent of total coursework, and (b) A minimum of 25 percent of required major courses in the degree program must be completed in residence at Southwestern Community College. Certain diploma and certificate programs require less credit to meet residency requirements. These programs will be determined on an individual basis by the Vice President for Instruction and Student Services.
Multiple Degrees/Diplomas/Certificates

A student may pursue multiple degrees, diplomas, and certificates concurrently or consecutively. Courses which apply appropriately to more than one degree, diploma or certificate may be counted toward the completion of each credential, but the specific requirements of each must be met.

DISTANCE LEARNING

Opportunities to Earn College Credit via Distance Learning

A course that is taken outside the traditional classroom is considered a distance learning course. Southwestern Community College offers distance learning opportunities in several ways: Telecourse, Instructional Websites, TeleWeb, North Carolina Information Highway (NCHI) and Community Link - Interactive Television (ITV). These distance learning options allow flexibility in course scheduling and often require less time on campus. Successful distance learners are highly motivated individuals, who are determined and confident of their academic abilities. Moreover, they are comfortable working in an independent learning environment while actively participating in the learning process by performing tasks and projects assigned by the instructor. Students interested in pursuing distance education courses should read the “Readiness Checklist” which is available on the Internet at: http://classroom.southwesterncc.edu/

Students enrolling in distance learning courses pay regular tuition and fees, have access to all student services, study under the College’s rules and regulations, and receive academic credit.

Students who have Internet access, e-mail, and are comfortable using a computer, may take advantage of SCC’s courses that use Instructional Websites.

1. “Web-enhanced” courses use websites to enhance traditional face-to-face classes.
   While most of the instruction is accomplished in the classroom, the web enhancement allows instructors and students to extend their discussions and exchange information throughout the week. When appropriate for course content and goals, a reduction of face-to-face class time may be permitted at the discretion of the instructor. It is most convenient for students if they have a working computer with internet access at home, but this is not required. Many students choose to work on their web-enhanced coursework on campus in open computer labs or the library.

2. The other type of instructional website is “web-centered.” Instruction will be delivered using your computer over the World Wide Web. A “web-centered” course is actively led and monitored by your instructor on the Internet. These websites are interactive and may permit considerable reduction in physical attendance in a classroom. Because of the interactive nature of a “web-centered” course, access to a computer with Internet capability and active student participation are requirements for satisfactory course completion. Though lecture materials and course assignments are accessed and completed on the Internet, students may be required to report to the campus for occasional class meetings, exams, labs or review sessions as determined by the instructor. Some “web-centered” courses permit all class requirements, except for labs and examinations, to be completed on-line. These “web-centered” courses require no in-class lecture time and usually require a preliminary course orientation session with the instructor.
   Students do not need to be computer experts to enroll in a “web-centered” course; however, they should be comfortable using e-mail, word processing and Internet browser. If students are not comfortable using these tools, they may want to consider enrolling in an introductory computer class to help upgrade their computer skills.

3. A “hybrid course” (HY) is one in which a substantial amount of the course requirements can be completed on-line via the class website and e-mail. Students may be required to come to campus on designated dates and times as required by instructor.
4. A teleweb course is a telecourse with a web-enhancement. Students enrolled in a teleweb course work independently, view televised programs and read printed materials at home with guidance from course instructors who use a variety of communication tools and instructional techniques. Lecture materials and course assignments may be accessed over the Internet. Additional materials (which may include professionally produced telecourses, or video materials produced “in-house” by the instructor and college media department) may be provided to the student by UNC-TV, local educational cable access, or videocassette. If students are unable to view the regularly scheduled telecourse broadcasts, SCC may provide a complete set of videotapes that can be used throughout the semester and returned to the College at the end of the term. Students may be required to report to the campus for tests and/or review sessions as determined by the instructor.

Web-Centered, Hybrid and Teleweb students must meet an enrollment requirement to be considered enrolled in the class.

In a distance learning offering, such as a Web-Centered (WC), Hybrid (HY) or a TeleWeb (TW) course, student enrollment/census is verified by virtue of the student having responded to an instructor’s request for submission of classwork and the length of time (10%) in which that student was an officially registered student in the class. Instructors will verify this enrollment requirement.

Orientation details may also be available on the Internet at: http://classroom.southwesterncc.edu/

North Carolina Information Highway classes (NCIH)

NCIH classes are both sent and received from an interactive classroom over a statewide broadband network. An NCIH course meets at a regularly scheduled time and place in an “electronic classroom” where students at SCC, the instructor and students at other community colleges interact in a two-way audio/video mode using television monitors, tabletop microphones and video cameras. NCIH classes enable an instructor at SCC to teach students at distant sites or students in the NCIH classroom to receive instruction from a remote site. This two-way interactive system allows the College to import courses, giving students access to courses that are not available locally.

Community Link – Interactive Television (ITV)

Community Link - Interactive Televison (ITV) is an interactive television network that links 12 educational sites in western North Carolina through fiber-optic cable. Community Link provides fully interactive audio and video communication in real time using video cameras, monitors and microphones. The benefits of Community link include increased course offerings while reducing drive-time for students and instructors. Though Community Link is primarily used for course offerings, community groups and organizations may also use the network. Community Link sites include: SCC Jackson Campus, Cherokee, Swain and Macon County Centers, Smoky Mountain High School, Cherokee High School, Swain County High School, Franklin High School, Blue Ridge School, Highlands School, Nantahala School and Western Carolina University.

GRADES

Grading System

Official grades are available online at the end of each semester. The college does not mail grades to students. 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</th>
<th>Definition</th>
<th>Grade Points per Semester Hour</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>The student has, in a superior way, met the objectives established for the course.</td>
<td>4</td>
</tr>
<tr>
<td>B</td>
<td>The student has more than adequately met the objectives established for the course.</td>
<td>3</td>
</tr>
<tr>
<td>C</td>
<td>The student has adequately met the objectives established for the course.</td>
<td>2</td>
</tr>
<tr>
<td>D</td>
<td>The student has minimally met the objectives established for the course.</td>
<td>1</td>
</tr>
<tr>
<td>F</td>
<td>The student failed to meet the objectives established for the course.</td>
<td>0</td>
</tr>
<tr>
<td>I</td>
<td>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.</td>
<td>0</td>
</tr>
<tr>
<td>CS</td>
<td>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.</td>
<td>0</td>
</tr>
<tr>
<td>NA</td>
<td>Never Attended: Indicates the student registered but never attended.</td>
<td>0</td>
</tr>
<tr>
<td>AU</td>
<td>Audit: This grade does not count as hours attempted or as hours earned.</td>
<td>0</td>
</tr>
<tr>
<td>W</td>
<td>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.</td>
<td>0</td>
</tr>
<tr>
<td>S</td>
<td>Credit by Exam: The student received credit for the course through a proficiency examination. This symbol counts as hours earned but not as hours attempted. No more than one-half of the required credit for a degree, a diploma, or a certificate may be earned through “Credit by Exam” unless otherwise approved by the Vice President for Instruction and Student Services.</td>
<td>0</td>
</tr>
<tr>
<td>P</td>
<td>Passing: Awarded upon successful completion of certain continuing education courses. Eighty percent attendance is required.</td>
<td>0</td>
</tr>
<tr>
<td>AP</td>
<td>Advanced Placement: This symbol counts as credit hours earned but does not count in GPA calculations.</td>
<td>0</td>
</tr>
<tr>
<td>SP</td>
<td>Secondary Placement: This symbol counts as credit hours earned for certain eligible high school but does not count for purposes of calculating GPA.</td>
<td>0</td>
</tr>
</tbody>
</table>
Auditing Courses

Students who wish to audit a course must register through the regular registration procedures. Tuition and fees for auditing are the same as the cost of courses taken for credit. Audits are reported on grade reports and transcripts as “AU” and do not affect earned credits or influence the grade point average for the semester. However, audited courses do not count as successful completions for financial aid purposes. Therefore, students who receive financial aid should consult the financial aid officer before electing to audit a course.

To audit a course, a student should state his/her intent to audit no later than the first week of the course. An “AU” will be entered as the student’s grade for that course. A student may not switch from a credit to an audit status, or from an audit to a credit status after the drop/add period. However, in consultation with the student, an instructor may switch student status from a credit to an audit through the withdrawal period. This is done utilizing drop/add procedures.

Cooperative Education

In keeping with its policy of offering new and enriching opportunities for students, the college awards academic credit for cooperative work experience in many of its curricula. Cooperative Education (Co-op) is an educational program of practical, supervised, paid work experience that is directly related to the student’s curriculum. The on-the-job training is a meaningful way for students to learn, to gain valuable work experience, to make educated career choices and to earn money while going to college. Interested students should contact their program advisor. Students are expected to have accident/medical insurance.

Course Credit by Examination

Credit by examination is offered to those students who, because of their demonstrated abilities, are qualified to accelerate their studies. To obtain credit, a student may take a proficiency examination in certain subjects when the student believes he already has mastery of the course material. Permission for such an examination must be obtained from the appropriate dean. The student must register for the course and pay tuition and fees. The examination may be written, oral, performance or all of these. Students failing such an examination may not request a second examination until evidence of further study in the subject is presented. The decision of the examining instructor is final.

Grades in Developmental Courses

Grades in all courses below the 100 level should be one of the following: A, B, C, CS or W and will not count as hours attempted or hours earned for the purpose of calculating a Grade Point Average (GPA).

Exception: Courses below the 100 level are counted as hours attempted for financial aid purposes.

Student Grade Appeal

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

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

President's List
1. Only full-time students are considered. (A full-time student is defined as a student in a curriculum program and enrolled in a minimum of 12 semester hours at the end of the semester.)
2. The student is to have a minimum 3.85 Grade Point Average (GPA) to qualify for the semester under consideration.
3. Unresolved "I" and "F" grades will automatically eliminate a student from this list for that particular semester. Credit for a course by examination or transfer does not affect eligibility.
4. Developmental courses do not count toward the 12 hours or the GPA.

Dean's List
1. Only full-time students are considered. (A full-time student is defined as a student enrolled in a curriculum program and enrolled in a minimum of 12 semester hours at the end of the semester.)
2. The student is to have a 3.500 - 3.849 GPA to qualify for the semester under consideration.
3. Unresolved "I" and "F" grades will automatically eliminate a student from this list for that particular semester. Credit for a course by examination or transfer does not affect eligibility.
4. Developmental courses do not count toward the 12 hours or the GPA.

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

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

The National Vocational-Technical Honor Society (NV-THS) is an acknowledged leader in the recognition of outstanding student achievement in workforce education. Over 1,500 schools and colleges throughout the United States and foreign countries are affiliated with NV-THS.

The Southwestern Community College Chapter of the NV-THS was chartered to recognize the achievement of full and part-time students. Members are nominated by program faculty from the student population with a 3.5 or greater grade point average and who have completed 12 hours of academic course work above the 100 level. To be eligible for membership, a nominee must be enrolled as an active student in a degree, diploma or certificate program.

Nominees must:
- maintain the highest standard of personal and professional conduct;
- strive for excellence in all aspects of education and employment;
- refuse to engage in or condone activities for personal gain at the expense of their fellow students, school or employer;
- support the mission and purpose of NV-THS while working to achieve the objectives and goals of the society; and
- fulfill their obligations as a citizen of their community and country.

Phi Theta Kappa International Honor Society - Alpha Eta Nu Chapter

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 3.50 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

Licensing of Graduates

Southwestern Community College is an educational institution, which assumes no responsibility for the licensing of its graduates. Students convicted of a felony or any other crime involving moral turpitude may not be recognized by the desired licensing agency.

Policies/PROCEDURES

Academic Forgiveness Procedure

Any student who meets the following criteria may submit, in writing to the Office of the Vice President for Instruction and Student Services, a request for academic forgiveness. If the request is approved, all grades within the requested review period/consecutive terms will be forgiven and cannot be used for GPA computation for credits earned toward graduation requirements. Any forgiven work, if needed for completion of a certificate,
degree, or diploma must be retaken. ALL grades will remain on the student's transcript; however, they will not be factored in the computation of the total GPA.

Students may submit only one academic grade forgiveness request.

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.)

Course Substitution

When it is determined to be in the best interest of the student's declared educational objective, appropriate courses may be substituted for other courses for graduation purposes. Necessary course substitutions within the major field (courses reflecting the prefix of the student’s major curriculum) require the approval of the student’s program coordinator or advisor.

Course substitutions from curricula outside the student's major area, which have been made for the purpose of addressing the general education or related course requirements, must also be approved by the Dean of Arts and Sciences. The advisor must notify the Registrar in writing of all applicable course substitutions on an individual student basis.

Curriculum Course Prerequisites

Students may not take a course until a course prerequisite has been met. There are occasions when exceptions may be deemed desirable and appropriate. The instructor and/or program coordinator and the dean/director must approve such exceptions. The documentation will be maintained on file in the dean/director’s office.

Repeating Courses

Curriculum courses with earned grades of “D” or “F” may be repeated. Courses with earned grades of “C” or higher may be repeated only by special permission from the appropriate dean. When courses are repeated, the grade and hours of the last course will be computed in the cumulative grade point average. The first course (grade and hours) will be shown on the transcript but will not be included in the cumulative grade point calculations. If a student receives three “F” grades for the same course, the student must wait at least two academic terms before repeating the course. Exceptions may be made by the instructor or dean.

Student Records

Student records are maintained in accordance with the Family Educational Rights of Privacy Act of 1974, available for inspection in the Library and in Student Services. Questions concerning student records and requests for record inspection should be directed to the Registrar. Current or former students may secure a transcript of their 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 deemed public or directory information may be released without student consent. Directory information is defined in the College Student Records Policy. The policy is published in the Student Handbook for review by students. Also, SCC complies with the USA Patriot’s Act of 2001.

WEATHER

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) .............. WKSJ, Asheville (104.5-FM) .............. WHLC, Highlands
   (1590-AM) ............ WBHN, Bryson City (1320 AM) .............. WKRK, Murphy
   (1370-AM) ............ WGHC, Clayton, Ga. (95.9-FM) .............. WCVP, Robbinsville
   (104.1-FM) ............ WQXI, Clayton, Ga. (680-AM) .............. WRGC, Sylva
   (96.7-FM) .............. WNCC, Franklin (104.9-FM) .............. WQNS, Waynesville
   (1480-AM) .............. WPJJ, Franklin (1050-AM) .............. WFSC, Franklin

   **TV:**
   (ABC) WLOS, Asheville... (CBS) WSPA, Spartanburg... (NBC) WYFF, Greenville

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

   Regular Class Starts Between Delayed Class Start
   8:00 - 8:50 a.m. 10:00 a.m.
   9:00 - 9:50 a.m. 10:45 a.m.
   10:00 - 10:50 a.m. 11:30 a.m. After 3:30, resume normal schedule. For the times
   11:00 - 11:50 a.m. 12:15 p.m. listed above, this schedule will be used: If the class
   12:00 - 12:50 p.m. 1:00 p.m. normally meets for 50 minutes, it will meet for 40
   1:00 - 1:50 p.m. 1:45 p.m. minutes. If the class normally meets for more than
   2:00 - 2:50 p.m. 2:30 p.m. 50 minutes, it will meet for 80% of the total class
   3:00 - 3:15 p.m. 3:15 p.m. 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 ‘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 classes, this information will be given by phone to a designated faculty/staff member in each building and via e-mail to faculty and staff who will inform occupants of their respective buildings.
5. Commuters should exercise personal judgment concerning highway conditions regardless of college announcements.
6. SCC may have classes even when public schools are canceled.

WEEKEND COLLEGE

SCC has responded to today’s busy lifestyles with its Weekend College. The Weekend College presents students with flexible scheduling options by providing them accessible instruction/courses on Friday nights or Saturday. Please visit the SCC web site at www.southwesterncc.edu/evening/index for weekend course scheduling.
FINANCIAL INFORMATION

- Expenses
- Tuition and Fees
- Other Fees
- Payment of Tuition and Fees
- Refund Policy
- Financial Aid
EXPENSES

Student tuition and fees are set by the North Carolina Legislature and the SCC Board of Trustees and are subject to change.

Some programs require additional expenses for uniforms, equipment, medical and other miscellaneous expenses. Contact the program advisor for more information.

TUITION AND FEES*

*Tuition for 2004-05. Tuition for 2005-06 will be available after July 1, 2005

Per Semester
Full-Time, 16 hours or more ................................................................. $608.00
Non-Resident Full-Time, 16 hours or more ....................................... $3,376.00
Part-Time Student (per credit hour) .................................................... $38.00
Non-Resident Part-Time Student (per credit hour) ............................ $211.00

OTHER FEES*

*Fees for 2004-05. Fees for 2005-06 will be available after July 1, 2005

Activity Fee (per semester) ................................................................. $1 per credit hour.
    Maximum $16 per semester. Collected fall and spring only.
Computer Use and Technology Fee (per semester) .......................... $1 per credit hour.
    Maximum $16 per semester.
**Exception:** Curriculum students at Job Corps sites will not be assessed Student Activity or Computer Use and Technology Fees.

Student ID/Library Card ........................................................................ $1
Replacement Student ID Card (Lost or Stolen) ...................................... $5
Automobile Registration ................................................................. N/C
Accident Insurance (per year - optional, subject to change) ............. $13
Malpractice Insurance (subject to change) .......................................... $17
(Rquired for the following programs - per semester) ......................... $35.50
    Cosmetology
    Emergency Medical Services
    Health Information Technology
    Human Services Technology
    Human Services Technology Substance Abuse
    Medical Laboratory Technology
    Nursing Assistant
    Nursing (Associate Degree)
    Physical Therapist Assistant
    Phlebotomy
    Practical Nursing
    Radiography
    Respiratory Therapy
    Therapeutic Massage
Late Registration Fee ......................................................................... $5
    (returning students registering after registration day)
Graduation Fee (subject to change) .................................................. $30
Textbooks/Supplies ............... Cost varies depending on the student's curriculum.
    Check with the college bookstore for prices.
PAYMENT OF TUITION AND FEES

Tuition and fees are due and payable at the time of registration. To complete the registration process, tuition and fees must be paid during the registration period. The College does not provide for installment payments of fees, tuition books, etc.

Methods of Payment:

Cash or Personal Check

OR

Pay on-line with Mastercard, Visa or American Express at www.southwesterncc.edu, then click on “Admissions”, then click on “Credit Card Payment”.

Students receiving financial aid or third-party funding (Pell Grants, BIA, Vocational Rehabilitation, scholarships, etc.) must provide written consent to the Business Services Office for payment of tuition and fees during the registration period to complete the registration process. See OTHER section of this catalog.

Students unable to pay tuition and fees in full at registration can make a request to the Business Services Office for a 10 calendar day deferment. This request must be made on registration day and is a one-time only privilege. Even if a deferment is granted, students will be required to pay 25% of the tuition at the time of the request.

Students must clear any unpaid balance due on account from any previous semester in order to register for a new semester or receive an official transcript.

How to Contact Business Services and Cashiers Office

Location: Jackson Campus, Balsam Center

Hours: Monday – Friday, 8:00 a.m. – 5:00 p.m.

Telephone: (828) 586.4091, ext. 290

Toll-free: (800) 447.4091

Address: 447 College Drive, Sylva, North Carolina 28779

Web page: www.southwesterncc.edu

REFUND POLICY

If a student withdraws from class(es) prior to the 10% point of the class(es), SCC will calculate the student’s refund amount using the state refund policy as stated below.

1. A refund shall not be made except under the following circumstances:

   A) A 100% refund shall be made if the student officially withdraws prior to the first day of class(es) of the academic semester or term as noted in the college calendar. Also, a student is eligible for a 100% refund if the class in which the student is officially registered is cancelled due to insufficient enrollment.

   B) A 75% refund shall be made if the student officially withdraws from the class(es) prior to or on the official 10% point of the semester.

   C) For classes beginning at times other than the first week (seven calendar days) of the semester a 100% refund shall be made if the student officially withdraws from the class prior to the first class meeting. A 75% refund shall be made if the student officially withdraws from the class prior to or on the 10 percent point of the class.

   D) A 100% refund shall be made if the student officially withdraws from a contact hour class prior to the first day of class of the academic semester or term or if the college cancels the class. A 75% refund shall be made if the student officially withdraws from a contact-hour class on or before the tenth calendar day of the class.
2. To comply with applicable federal regulations regarding refunds, federal regulations supersede the state refund regulations stated in this Rule.

3. Where a student, having paid the required tuition for a semester or term, dies during the semester (prior to or on the last day of examinations of the college the student was attending), all tuition and fees for that semester or term may be refunded to the estate of the deceased.

State Refund Policy
Southwestern Community College does not have an approved Accrediting Agency Refund Policy.

Non-Title IV Recipients
The refund policy for students not receiving Title IV financial aid is the same as the State Refund Policy statement above.
FINANCIAL AID

Purpose
The purpose of the financial aid programs at SCC is to provide financial assistance, based on need, to students who normally could not attend college without aid. Aid is awarded without regard to age, race, creed, sex or disability. The programs are based on the guiding principle that the student or family of the student has the primary responsibility for educational costs, and the purpose of the financial aid programs is to supplement the student or family contributions. For further information about Expected Family Contribution, see “Financial Need” section below.

Prospective students are encouraged to gather information about the current costs to attend their program of interest. In addition to tuition, fees and books, some programs require special equipment, supplies, or clothing. Students should also discuss all options for paying for school with their family.

Students applying for financial aid should apply as soon as possible but well in advance of the semester they plan to attend. Steps to Successfully Completing Financial Aid are found on page 36.

Eligibility Requirements
To receive aid from any of the federal and state student aid programs at SCC, students must meet all of the following criteria:

- Have financial need, except for some loans (Financial need is documented through the submission of a Free Application for Federal Student Aid (FAFSA) and the receipt of a valid Student Aid Report (SAR)).
- have a high school/adult high school diploma or a GED Certificate
- be accepted for enrollment in an eligible program at SCC
- be a U.S. citizen or an eligible non-citizen
- have a valid Social Security Number
- meet Satisfactory Academic Progress standards set by SCC
- certify that he/she will use student aid only for educational purposes
- certify that he/she is not in default on a federal student loan and does not owe money on a federal student grant
- register with the Selective Service, if required
- meet federal eligibility requirements regarding drug-related convictions

Financial Need
Aid from most of the financial aid programs is awarded on the basis of financial need. When applying for federal student aid, the information reported on the application is used to calculate each student’s Expected Family Contribution (EFC). The formula used to calculate the EFC is established by law and is used to measure the financial strength of a student’s family on the basis of the family’s income and assets. The EFC is used to determine a student’s eligibility for student aid. The EFC is used in the following equation to determine a student’s financial need:

\[
\text{Cost of Attendance} - \text{Expected Family Contribution} = \text{Financial Need}
\]

The Financial Aid Office at SCC will calculate all students’ cost of attendance and subtract each student’s EFC. If there is any amount remaining, that student is considered to have financial need. The Financial Aid Office will work with students toward meeting their need. Because funds are limited, the amount awarded to an individual student will likely fall short of meeting his total need.
Financial Aid Programs at SCC

In general, there are four types of financial aid. **Grants** and **scholarships** are gift money that does not need to be repaid. **Work-study** is money that is earned by working, and **student loans** are borrowed funds that must be repaid.

The following need-based grants are available to eligible students at SCC:

- The **Federal Pell Grant** is generally awarded to undergraduate students with financial need who have not earned a bachelor’s or professional degree. Pell Grants for the 2004-2005 school year ranged from $400 to $4,050 per year. A student’s EFC will determine whether or not he is eligible and how much he will receive. If a student is eligible, the amount he will be paid will depend on whether he is a full-time or part-time student and whether he attends school for a full academic year or less.

- The **Federal Supplemental Educational Opportunity Grant (FSEOG)** is a smaller grant that is awarded to students with the greatest financial need (lowest EFC). Limited funds are provided by the Federal Government and are awarded by the SCC Financial Aid Office to both full-time and part-time students. Priority is given to students who receive the Federal Pell Grant, do not receive assistance from other sponsors, and who apply earliest in the year.

- The **North Carolina Community College Grant** is a program established by the North Carolina General Assembly to help meet the educational costs of attending a community college. To be considered for this grant, a student must be a North Carolina resident and enrolled at least half-time (6 credit hours per semester). A student’s EFC will determine whether or not he is eligible and how much he will receive.

- The **North Carolina Student Incentive Grant** is available to North Carolina residents with the greatest financial need (lowest EFC). Students must be enrolled full-time (12 credit hours per semester) and have filed their FAFSA by March 15 to be considered for this limited grant. Awards are made until funds are exhausted and are granted on a first-eligible/first-served basis.

**Federal Work-Study** provides part-time jobs for students with financial need, allowing them to earn money to help pay education expenses. The program encourages community service work and most of the on-campus work is clerical in nature. Students will be paid monthly for the number of hours worked.

**Student Loans** are borrowed money that must be repaid with interest. Both need-based and non need-based loans are available. SCC offers Federal Stafford Loans to students and PLUS loans to parents through the Federal Family Education Loan (FFEL) program. SCC’s preferred lender is College Foundation, Inc. (CFI), and their loans are guaranteed by the North Carolina State Education Assistance Authority. Students must be enrolled at least half-time to apply for a Stafford Loan, and they must pass a credit check by the lender. The amount a student may borrow will be determined by a number of factors, including whether he is a first-year or second-year student, whether he is a dependent or independent student, and the amount of other educational assistance.

**Scholarships** are funds that do not have to be repaid and may be awarded based on financial need or some type of merit (such as academic) or a combination of the two.
Students are encouraged to pursue scholarship opportunities throughout their communities such as civic organizations and churches and to research other national scholarships through reputable organizations and web sites. A limited number of scholarships are offered through the SCC Foundation and other private donors each year. The most current list of scholarships administered through SCC and the filing instructions and deadlines can be found in the Financial Aid Office and by going to the Scholarship page of the SCC web site.

Other Programs

SCC works with governmental agencies that provide educational benefits to students who are eligible for their programs. Information and applications are available upon request from the individual agency. Students receiving funding from these and any other third party sources must provide written authorization to the Business Office at the time tuition and fees are due.

- *The Workforce Investment Act (WIA) of 1998* provides financial assistance to income-eligible persons enrolled in an approved curriculum. The program is administered through the North Carolina Job Link Career Centers.

- The North Carolina Division of Vocational Rehabilitation provides services to persons with disabilities in order to help them obtain employment. SCC is approved to provide training and education for individuals who qualify under the provisions of the North Carolina Division of Vocational Rehabilitation, Department of Health and Human Services.

- The Cherokee Education and Training Adult Education Program administers educational assistance programs for the Eastern Band of Cherokee Indians and the Bureau of Indian Affairs.

- The Department of Veterans Affairs provides educational benefits to eligible veterans and to eligible dependents and survivors of certain veterans. Students who believe they are eligible for veterans' benefits should contact the VA Certifying Official in the SCC Financial Aid Office to receive an application for benefits and a list of requirements that they must meet.
Steps to Successfully Completing Financial Aid

1. **File the FAFSA (Free Application for Federal Student Aid)**
   - Students may apply online or mail in the paper application. For quickest processing, apply online at [www.fafsa.ed.gov](http://www.fafsa.ed.gov) using a PIN obtained at [www.pin.ed.gov](http://www.pin.ed.gov). Computers are available for student use in the SCC Financial Aid Office. Paper forms can be obtained from the SCC Financial Aid Office and are also available at many high schools.
   - The application will require information from the prior year’s federal tax return. Be accurate. Complete and obtain all required signatures either by PIN or actual signature. Keep materials used to complete the FAFSA, such as worksheets or tax forms.
   - The FAFSA for the 2005-2006 school year can be filed starting January 1, 2005 and up until June 30, 2006. The 2005-2006 FAFSA will ask for information from the 2004 tax return. Students must file one time for each school year, and should take advantage of the shorter Renewal FAFSA when they reapply.

2. **Be Accepted to SCC**
   - Complete an admissions application and meet all requirements to be accepted into a program that is eligible for financial aid. Students will know that their admissions file is complete when they receive an acceptance letter from the SCC Admissions Office.

3. **Review the Student Aid Report (SAR)**
   - Students will receive the SAR about 2-3 weeks after the Department of Education processes their FAFSA. If a student applies on-line, they may receive e-mail notification sooner. Students are expected to review their SAR carefully because it summarizes the information on the FAFSA and reports the Expected Family Contribution (EFC). If information on the SAR is not correct, students should contact the SCC Financial Aid Office about making corrections.

4. **Meet All Deadlines**
   - Respond quickly to all requests for information from the SCC Financial Aid Office. All information needs to be submitted to the SCC Financial Aid Office by the following dates in order to ensure timely delivery of awards.
     - Fall 2005 Semester – July 1, 2005
     - Spring 2006 Semester – November 15, 2005
     - Summer 2006 Semester – April 1, 2006
   - Files completed after these dates will be awarded based on the best efforts of the SCC Financial Aid Office staff.

5. **Review Award or Notification Letter**
   - Read carefully all information included in award package. The package will explain how funds are credited and the rules and guidelines students must follow. Information on work-study and student loans will be mailed to students who indicate their interest in those programs on their FAFSA.

**Satisfactory Academic Progress**

To receive financial aid, the Federal Government requires students to make Satisfactory Academic Progress towards completing a degree or approved program. Progress will be monitored at the end of each semester at SCC. Results are measured cumulatively, so if a
student has attended SCC in the past, his/her transcript will be evaluated for Satisfactory Academic Progress if he/she returns to SCC and applies for financial aid.

Satisfactory Academic Progress is measured in two ways.

1. Students must earn a 2.0 cumulative Grade Point Average, which is consistent with the requirements for graduation or completion of a program.
2. Students are limited to the number of credit hours they may attempt before finishing a program of study. That limit is measured as 150% of the credit hours required for the program. Therefore, in order to be on track to complete a program before financial aid ends, SCC requires students to complete 70% of the courses they have attempted on a cumulative basis.

If a student is not making Satisfactory Academic Progress, he/she will be notified and placed on financial aid probation for the next semester he/she is in attendance so that he/she will have an opportunity to regain Satisfactory Academic Progress. He/she will receive any grants for which he/she is eligible during this probationary term, but he may not be eligible to receive any student loan disbursements while on financial aid probation.

Students have the right to file an appeal if it is determined that they are not making Satisfactory Academic Progress. The appeal must be made in writing to the SCC Financial Aid Committee. Appeals should be based on mitigating circumstances such as severe illness of the student, death of an immediate family member or a change of academic program. Additional details of the Satisfactory Academic Progress policy are available in a publication from the Financial Aid Office.

Withdrawals

If a student completely withdraws from all classes or stops attending all classes and has received a Pell Grant, a Federal Supplemental Educational Opportunity Grant, or a Stafford Loan for that semester, the Financial Aid Office must determine if those funds were earned. A student earns their aid once they have attended beyond the 60% date of the semester. If more funds were disbursed than earned, the student must repay a portion of the difference. The Financial Aid Office will determine the amount the student must repay the US Department of Education (DOE) and the amount SCC must repay the DOE. If SCC is required to repay funds because of a student’s full withdrawal, the student will be expected to repay SCC. The student will receive written notification from the SCC Financial Aid Office of any funds owed due to a full withdrawal.

Students are encouraged to visit the Financial Aid Office prior to withdrawing to obtain an estimate of the amount that may be owed. If a student owes funds to the DOE, they will be given 45 days to repay the funds or make satisfactory repayment arrangements with the DOE. After that time, the student will lose federal financial aid eligibility. In addition, if the student owes funds to SCC, he will not be permitted to reenroll at SCC or request a transcript until those funds have been repaid.

For further details of this process and sample calculations, see the SCC Student Handbook. According to the SCC Withdrawal Procedure described elsewhere in this catalog, in order to withdraw a student should contact his advisor to initiate the Drop/Add form. The form must be signed by the advisor and appropriate instructor(s) and returned to the Registrar’s Office for processing.

Special Circumstances

The formulas used to determine eligibility for federal student aid are applied consistently to all applicants. Students should contact the SCC Financial Aid Office if they feel they have special circumstances that might affect their dependency status or the amount
they and their family are expected to contribute. These circumstances could include a family’s unusual medical expenses, or recent unemployment of either themselves, a spouse or either parent (if applicable). There must be very good reasons to make any adjustments, and students will have to provide adequate proof to support this request. The Financial Aid Director’s decision is final and it cannot be appealed to the U.S. Department of Education.

How to Contact the Financial Aid Office

Location: Jackson Campus, Balsam Center

Hours: Monday – Friday, 8:00 a.m. – 5:00 p.m.
Evening appointments are available upon request.

Telephone: (828) 586.4091, ext. 438
Toll-free: (800) 447.4091
Address: 447 College Drive, Sylva, North Carolina 28779
Web page: www.southwesterncc.edu
E-mail: financialaid@southwest.cc.nc.us
STUDENT LIFE

- Ambassadors
- Bookstore
- Cafeteria
- Career Assessment & Testing Services
- Clubs and Organizations
- Conduct Standards
- Counseling
- Internet Access
- Learning Assistance Center
- Library
- Orientation
- Student Identifications/Library Cards
- Student Leadership Association
- Student Policies
- Student Right-to-Know Information
- Student Support Services
- Tobacco Use
- Tutoring
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.

BOOKSTORE
New and used textbooks and school supplies are available in the College Bookstore located on the third floor of the Balsam Center.
Southwestern maintains a contract with College Bookstores of America to operate the Bookstore. Hours of operation typically are 9 a.m. until 2 p.m., Monday through Friday and 5 until 7 p.m., Monday and Tuesday.

CAFETERIA
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.

CAREER ASSESSMENT & TESTING SERVICES
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.

How to Contact the Career Counselor Office
Location: Jackson Campus, Balsam Center
Hours: Monday – Friday, 8:00 a.m. – 5:00 p.m.
Telephone: (828) 586.4091, ext. 212
Toll-free: (800) 447.4091
Address: 447 College Drive, Sylva, North Carolina 28779
Web page: www.southwesterncc.edu
E-mail: brogers@southwest.cc.nc.us

CLUBS AND ORGANIZATIONS
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
- Criminal Justice and Cyber Crime Student Association
- Culinary Arts Club
- Electronics Club
- Emergency Medical Technician (EMT) Club
- Health Information Technology (HIT) Club
- Human Services Technology Club
- Information Systems Club
- Internet Technologies Club
- Latent Image Club
- Medical Laboratory Technology Association
- Native American Society
- Office Systems Technology Club
- Phi Beta Lambda
- Phi Theta Kappa
- PTA Reconstructors Club
- Respiratory Therapy Club
- Spanish Club
- Outdoor Leadership Club
- Teacher Education Club

CONDUCT STANDARDS
Southwestern Community College is committed to maintaining 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 behavior, 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.

Students are responsible for knowledge of college rules and regulations. The Standards of Student Conduct are published in the Southwestern Community College Student Handbook and are available in Student Services.

COUNSELING
Counseling services are available in Student Services by appointment.

INTERNET ACCESS
Cyber-LINK
Southwestern Community College is among the first colleges in the nation to offer free Internet access from home for its students. Cyber-LINK is available to all full-time students, students enrolled in Distance Learning courses, staff and faculty.

Every enrolled student (no credit hour requirement) is given an e-mail account through our college web-mail access which allows 24-hour access to instructors and advisors. Students need to check this account regularly as they will be receiving important information from the administration and their instructors at this address.

Additionally, users have access to NCLive, an on-line catalog service sponsored by the State of North Carolina. NCLive provides electronic access to a core group of reference and research materials in addition to access to full-text indexes and digital documents and state government information.

The student must provide a working home computer. However, the college will provide the Internet browser software and the necessary technical support to assist the student with the dial-up connection to the College’s data network. Additionally, an on-line support site is available to assist the student with any issues related to Cyber-LINK. Technical support is available on the web at http://support.southwesterncc.edu, via email at support@southwest.cc.nc.us, or phone support is available at (828)586-4091 x424.

Southwestern Community College is proud to offer Cyber-LINK as a key support tool for enhancing the teaching and learning process.

For more information about the free Internet access at Southwestern, contact the Network Services Specialist at 586-4091 or (800) 447-4091, extension 409.
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 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.

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.

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 primary 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 Facilitator, 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 students will have an opportunity to complete an application; and for those meeting qualifications, 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 POLICIES

The following policies affect all students and are published in the *SCC Student Handbook and Planner*. Students are responsible for obtaining a copy of the Handbook and becoming familiar with these policies.

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STUDENT RIGHT-TO-KNOW INFORMATION

Southwestern Community College is committed to informing enrolled and prospective students about the probabilities of success in each program 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 Career Assessment and Testing Services can provide current job market information and job-placement data for each academic program.
STUDENT SUPPORT SERVICES
The College is funded for a Title IV educational grant for students in need of academic and personal support services. The Student Support Services (SSS) Program assists first-generation, income eligible students or students with documented ADA disabilities to meet their educational and personal goals through academic co-advising, financial aid and career advising, scholarship exploration, workshops, tutoring, personal counseling, volunteer enrichment, educational support plans, referral to community services and cultural enrichment programs. The program also includes an initiative to assist students who want to transfer to a four-year institution.

A variety of assistive devices for individuals with documented disabilities are available through Student Support Services, including screen enlargers, zoom text, Dragon Naturally Speaking, wrist supports, ergonomically designed chairs, the Kurzweil personal reader, FM amplification systems, tape recorders, electronic spell checkers and dictionaries. The nationally CRLA certified tutoring program has a wide variety of software to supplement the one-on-one and group tutoring sessions, including anatomy and physiology, medical terminology, chemistry, biology, religion, anthropology, history, accounting, algebra, and geometry. Science and math modules designed to enhance the different learning styles are also available. Students and part-time staff are available to serve as tutors, readers or note takers, depending upon student needs. Also available to students is a large resource area equipped with two open, Internet-connected computers and a wide variety of course ready, job ready and resource ready materials in video, text and software mediums.

Students wishing to participate in the Student Support Services program must complete an SSS application and have an intake interview.

How to Contact the Student Support Services Office
Location: Jackson Campus, Oaks Hall, Lower Level
Hours: Monday – Friday, 8:00 a.m. – 5:00 p.m.
Telephone: (828) 586.4091, ext. 245
Toll-free: (800) 447.4091
Address: 447 College Drive, Sylva, North Carolina 28779
Web page: www.southwesterncc.edu

SUPPORT SERVICES FOR STUDENTS WITH DISABILITIES
Southwestern Community College provides equal access to education for persons with disabilities. However, it is the responsibility of the student to make his or her disability known and to request academic adjustments. Requests should be made in a timely manner and submitted to the Director of Student Support Services. Every reasonable effort will be made to provide services.

In order to establish the student’s eligibility for services, documentation of disability is required of all students who request academic accommodations or modifications. Documentation should be submitted to the Director of Student Support Services and may include results of medical or psychological tests or other professional evaluations that verify the existence of an ADA-recognized disability. Students with learning disabilities should provide a current psychological evaluation that states the specific learning disability. All documentation and records provided will be maintained in a confidential manner as outlined in the Family Rights and Privacy Act of 1974.

On-campus facility modifications designed to accommodate individuals with disabilities include a sound enhancement system for the hearing impaired and a designated seating section for wheelchair-users in Myers Auditorium.

Facility modifications, when deemed reasonable and necessary, will be made to a structure or ingress/egress route in order to accommodate the needs of a person(s) with disabilities. Requests for facility modifications or other accommodations involving ingress/egress to a building should be directed to Administrative Services.
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
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.
CONTINUING EDUCATION

- General Information
- Cost
- Other Fees
- Course Repetition
- Certification Guarantee
- Cashiers Center
- Cherokee/Swain Center
- Jackson Campus
- Macon Center
- Public Safety Training Complex
GENERAL INFORMATION

Continuing Education is committed to the concept of life-long learning. It is the purpose of Southwestern Community College to provide an opportunity for citizens to develop their fullest potential in whatever vocational, intellectual or cultural areas they desire. It is also the purpose of Southwestern Community College to offer low-cost educational opportunities to any adult regardless of educational background.

Continuing education courses are offered at various locations throughout Jackson, Macon and Swain counties and the Qualla Boundary. Continuing Education welcomes requests for courses and suggestions for providing improved services to the three-county area.

Extension courses offered through Continuing Education are designed to prepare students for entry into an occupation, to upgrade the occupational competency of already employed individuals or to work toward self-improvement.

These extension courses do not earn academic credits that are recognized in a degree or diploma program; however, a certificate is sometimes awarded upon successful completion of a course or series of courses. For some courses, Continuing Education Units (C.E.U.’s) are awarded. One C.E.U. may be given for each ten contact hours of participation in an organized Continuing Education class.

Preregistration/Enrollment

Preregistration is essential on or before the date designated on course announcements or quarterly schedules. Students may preregister by mail or by calling the closest continuing education office:

**Business Assistance & Developmental Center**
828.349.1278

**Cashiers Center**
828.743.6688 FAX: 828.743.0458

**Cherokee Center**
828.497.7233 FAX: 828.497.7135

**Jackson Campus**
828.586.4091, ext. 206 FAX: 828.586.3129
800.447.4091, ext. 206

**Macon Center**
828.369.7331 FAX: 828.349.9692

**Public Safety Training Center**
828.369.0591 FAX: 828.369.2428

**Swain Center**
828.488.6413 FAX: 828.488.2982

COST

There is no registration fee for Basic Skills, GED, Compensatory Education, Adult High School or New and Expanding Industry Training classes. Senior citizen residents of North Carolina are fee exempt for some classes, as are firefighters, rescue personnel, EMS personnel and law enforcement officers.

The registration fee for continuing education classes is based on the length of the course. Fees are as follows:

0-10 hours ..................................... $50
11-30 hours ................................. $55
31-100 hours ................................. $60
more than 100 hours ..................... $65

Some classes are contracted on a self-supporting basis and are not fee exempt for any group of individuals.
OTHER FEES
Computer Use and Technology Fee (per Occupational computer class) $5 per class.
Public Safety classes are fee exempt.

COURSE REPETITION
Effective Sept. 1, 1993, the North Carolina Community College System established a
Course Repetition Policy requiring students, including senior citizens, who take
occupational extension courses more than twice within a five-year period, to pay the full
cost of the course. This provision is waived if course repetition is required by standards
governing the certification or licensing program in which the student is enrolled; therefore,
EMS, fire, law enforcement and rescue personnel are exempt from the repetition policy as
long as classes taken are job-related and subject to the certification or licensing provisions.

Students may enroll in Community Service courses as many times as necessary to
accomplish their individual educational/training goals, provided they continue to show
progress, do not prohibit others from participating, are willing to pay fees and do not
violate policies of the North Carolina Community College System.

Refund Policy
Registration fee refunds are granted only under the following circumstances:
• For classes that are scheduled to meet four times or less, a 75 percent refund shall
  be made upon the request of the student if the student officially withdraws from
  the class(es) prior to or on the first day of class(es).
• For classes that are scheduled to meet five or more times, a 75 percent refund
  shall be made upon the request of the student if the student officially withdraws
  from the class(es) prior to or on the official 20 percent point of the class(es).
  Requests for refunds will not be considered after the 20 percent point.

For contact hour classes, refunds must be requested within 10 calendar days from the
first day of class. Self-supporting classes are not eligible for refunds.

CERTIFICATION GUARANTEE
The Continuing Education instructors at Southwestern Community College (SCC)
back their commitment to quality with a Licensure and Certification Guarantee.

In this case, guarantee means if students take a class in SCC’s Continuing Education
curriculum in a field that requires state certification or licensure (by an agency outside of
the college) and pass that class, then they will pass the certification or licensure. If they do
not pass the certification exam, then their registration fees will be reimbursed or take the
class again at no cost. According to members of the continuing education staff at SCC, this
is the first program of its kind in the state of North Carolina.

The list of programs covered by the guarantee includes the following classes: Electrical
Contractor’s license, Waste Water Treatment, Detention Officer, General Instruction
for Law Enforcement, General Contractor, Auto Safety Inspection, Telecommunicator,
Emergency Medical Services, Emergency Medical Technicians (including Basic,
Intermediate and Paramedic), N.C. Building Code Officials (including building,
plumbing, fire, mechanical and electrical inspection).
CASHIERS CENTER
The Cashiers Center is located on Highway 64 West and contains a computer lab, personal development facilities, general classrooms and a crafts lab. In addition to coordinating general extension and curriculum needs of the Cashiers-Highlands area, this office provides Community Service classes and workshops for all three counties. For additional information call 828.743.6688 or write bethg@southwest.cc.nc.us by e-mail.

Community Service
The Community Service Program offers individuals 18 years of age and older a variety of courses designed to enhance vocational, intellectual and cultural areas of interest. Topics for these non-credit courses and workshops include arts and crafts, personal enrichment, dance, language, wellness and patient education. Specific class offerings reflect the requests and needs of the local communities.

Healthcare Professions Training
The College provides training for the Nurse Aide I and the Nurse Aide II. The Nurse Aide I program is offered through continuing education. Please call your nearest SCC office for admission and program requirements.

CHEROKEE/SWAIN CENTER
The Cherokee Center is located on Aquoni Road in the Cherokee Boys Club Office Park in Cherokee. It contains a computer lab, personal development classroom, interactive television classroom and two general classrooms. The Center coordinates general extension and curriculum needs of the Qualla Boundary and manages two trade programs at the Oconaluftee Civilian Job Corps Center. For additional information, call 828.497.7233 or write scotts@southwest.cc.nc.us by e-mail.

The Swain Center is located 5 1/2 miles west of Bryson City on Highway 74 and houses a computer lab, personal development classroom, interactive television classroom, pottery lab, crafts lab, a gymnasium, a conference room, general classrooms and the Swain County Agriculture Extension Offices. In addition to coordinating general extension and curriculum needs of Swain County, the Swain Center coordinates Professional Licensure and Certification training in the three-county area. For additional information call 828.488.6413 or write scotts@southwest.cc.nc.us by e-mail.

Professional Licensure and Certification
Training offered in this area serves individuals preparing to take state licensing exams and professionals seeking to renew their current North Carolina license or certification. Groups served by this training include Real Estate Brokers, licensed Building Inspectors, Land Surveyors, Registered Engineers, Licensed General Contractors, Environmental Health Specialists, Licensed Structural Pest Control Operators, Electrical Contractors, Plumber Contractors, Wastewater Pollution Control Systems Operators and Notary Publics.

Teacher Certificate Renewal
In addition to effective teacher training, mentor training and performance evaluation, a number of courses are offered for public education teachers to meet their needs for continuing education.

Cisco Certification
The SCC Swain Center is equipped with a Cisco lab where students can work toward their Cisco certifications.
**JACKSON CAMPUS**

Housed in the Founders Hall on the Jackson Campus, extension facilities include a computer lab and many classrooms shared with curriculum programs. The office coordinates general extension services and training for Jackson County and provides personal development. For additional information, call 828.586.4091 or 800.447.4091, extension 361, or write jmoulton@southwest.cc.nc.us by e-mail.

**Professional Development**

**Adult High School**

Southwestern Community College operates an Adult High School (AHS) program for adults who wish to earn a high school diploma. Courses are free, and the curriculum adheres to standards set by the North Carolina Department of Public Instruction. Students who complete the AHS program are awarded high school diplomas.

**Compensatory Education**

A specially designed program of study is available for mentally challenged and developmentally disabled adults.

**General Education Development (GED)**

Southwestern Community College is an official General Education Development Testing Center. These tests cover five broad areas: English expression, literature, mathematics, social studies and natural science.

Individuals receiving a total passing score of 225 points with no single test score below 40 are awarded a High School Equivalency Certificate by the North Carolina Department of Public Instruction. This certificate is generally accepted on the same basis as a high school diploma when making application for employment, seeking a job promotion or applying for admission into a college or university.

**Preparation:** An individual wishing to take the GED examination should come to Southwestern Community College for an initial interview. If it appears that the individual is not academically prepared to take the exam, he may select one of three ways to complete his preparation. Depending on the level of preparation necessary, he may choose to enroll in the Adult Basic Education program, High School Equivalency classes or Developmental Studies.

**Application requirements:** In order to take the GED examination, an individual must:

1. Be at least 18 years of age.
2. Be a resident of North Carolina.
3. Submit a completed application. (Applications are available at all College locations).

**Retesting:** In the event that any single test score or the total score is unsatisfactory, a retest may be taken after six months of further study.

**Test Sites:** At the time of application, a testing schedule will be given to the applicant. GED testing sites are located in Bryson City, Cherokee, Franklin and on the Jackson Campus.

**Human Resource Development (HRD)**

SCC is committed to increasing employment of the citizens of our community. Human Resource Development offers a comprehensive educational program to increase the
employability of those served. The classes involve such components as problem solving, interview techniques, application techniques, resume techniques and work relationship development. Life skills such as time management, feedback techniques, stress management and motivation may also be taught.

Courses are available in standard class structure and in modules. Courses may be customized to assist in employment in a particular industry such as customer service, manufacturing or long-term care.

**Literacy Education**

The purpose of the Basic Skills program is to provide an educational opportunity for those students in the three-county service area who did not complete their high school education or have not received their GED or who need to improve their reading, languages or math skills. Classes are flexible; they are designed to allow for individual differences in persons who have been out of the public school system from six months to thirty years or more. Due to the varying levels of motivation, ability, available time, work habits and class commitment among the students, ABE instructors work individually with students to achieve realistic goals.

Basic Skills stresses literacy development from beginning reading to pre-GED study. Conventional basic literacy instruction emphasizes a general competency in basic word identification, reading comprehension, and vocabulary skills and basic knowledge in the social studies and science area. Functional literacy, math and English skills are also developed. Instructional methods and materials appropriate for adults are used to help promote more meaningful learning experiences. Pre-GED instruction provides further study in the math, English, social studies, science and general-reading areas. The program provides the student with a basic foundation to enter high school equivalency classes or to take the General Education Development (GED) examination.

Open enrollment is maintained throughout the year in at least one literacy class in each county to ensure the opportunity to permit students to enter at any time. Specialized classes are established at various locations in the service area. There is no fee for registration or for instructional materials.

**MACON CENTER**

The Macon Center is presently located in downtown Franklin. The main facility is at 23 Macon Avenue (behind the Macon County Courthouse Annex) and a smaller facility is located within the courthouse. The Macon Avenue facility houses administration, computer labs and general classrooms with GED prep courses and college prep courses. For additional information, call 828.369.7331, 828.349.1278 or write hanks@southwest.cc.nc.us by e-mail.

**Customized Business Training**

SCC’s Center for Business and Industry is housed in Room 308 of the Macon County Courthouse. The Center for Business and Industry provides training and services throughout the three-county area.

The Center for Business and Industry works with business, industry, not-for-profit and government organizations to provide a variety of training in business skills. Training includes computer skills, management, supervision, coaching, process improvement, customer service, fork lift training, safety, team building, ISO 9000, Spanish and other topics. This training can be provided on-site at any SCC facility or in a retreat format.
E-Commerce
Whether you’re looking to establish a Web presence for your business or starting your own on-line business, the Electronic-Commerce (e-commerce) certificate will give you the hands-on skills and the background knowledge you need to get started in this field.

Focused Industry Training
Where very specialized industrial training is required for a small number of workers, SCC may be able to provide affordable training through this program.

New and Expanding Industry Training
Working with an industrial training specialist, SCC can provide free work force training for new or expanding companies and assist in providing the skills training necessary for them to succeed. Many companies in the College’s service area have benefited from these grants.

REAL Entrepreneurship
On an annual basis, the Center for Business and Industry schedules a REAL Entrepreneurship class that is offered in a two-part format. The first portion of the class is a three-day retreat followed by evening classroom work. The course is intended for prospective business owners who want to jump start their businesses with a solid foundation of planning.

Small Business Counseling
Counseling for prospective or existing businesses is available on a no-fee basis through special grant funding. The Small Business Director can provide consulting services on a variety of topics. The services are available by appointment at any location convenient to the business owner or prospective owner.

Small Business Seminars
The Center offers many seminars throughout the service area on a variety of topic areas of interest to business owners, managers and employees. These are offered either free or for a small hospitality fee.

Small Business Resource Center
SCC’s Business Assistance Center in the Macon County Courthouse provides a resource center for small business owners. Resources include access to computer technology, business books and publications, video and audio tapes and Internet access.
PUBLIC SAFETY TRAINING COMPLEX

The Public Safety Training Complex is located in the Macon County Industrial Park, Highway 64 West. The facility is primarily dedicated to coordinating the College’s Public Safety Training Programs and has general classrooms, a computer lab, a weight training room, multipurpose room and ITV classroom.

The Fire and Rescue Training Facility and the driver training range is also located in the Industrial Park. For information about any Public Safety Training program, call 828.369.0591 or write cdowdle@southwest.cc.nc.us by e-mail.

Emergency Medical Services Training

SCC provides a variety of training for emergency medical personnel. The college provides the following training courses: Emergency Medical Technician – Basic and Intermediate, Medical Responder, First Responder, Basic and Advanced Trauma Life Support, Pediatric Advance Life Support, Cardiopulmonary Resuscitation, First Aid, plus American Heart Association and American Red Cross courses. Continuing Education is also offered for area fire, rescue and emergency services personnel.

Fire and Rescue Services Training

Various courses are offered in cooperation with individual fire and rescue departments in the service area. Specific courses are designed to increase the firefighter’s technical knowledge and improve his or her skills in fire ground operation. Classes may be offered according to the needs of each fire department.

In addition, SCC offers the nationally recognized firefighter certification program and the rescue certification program. The training curriculum is based on the 1992 edition of NFPA 1001 which was adopted by the North Carolina Fire and Rescue Commission in July 1993 and implemented in January 1994.

The Fire and Rescue Training Facility is located adjacent to the Public Safety Training Complex. This 4,100 square foot, three-story live burn building is designated for a variety of training exercises. Both fire and smoke exercises can be conducted in and on the structure and rescue operations can be simulated throughout the building. SCC will coordinate training for firefighters and rescue personnel in the region and will be responsible for the scheduling of this facility.

Law Enforcement Training

Southwestern Community College provides the North Carolina Basic Law Enforcement Training program mandated by the NC Criminal Justice Education and Training Standards Commission and by the NC Sheriff’s Education and Training Standards Commission. This program will provide the student with the knowledge and minimum requirements needed for certification by the Criminal Justice Commission and/or the Sheriff’s Commission. The College also offers in-service and advanced specialty training to law enforcement agencies.

Southwestern is the coordinating college to the Western North Carolina Criminal Justice Regional Planning and Training Program. Through this program, the 16 westernmost community colleges, serving 31 counties, work together to serve the comprehensive education and training needs of criminal justice personnel in North Carolina, with special emphasis on addressing unmet training needs.

In addition, a basic training program designed to prepare Seasonal Park Rangers to perform law enforcement in areas administered by the National Park Service is offered. Classes meet for a ten-week period from 8 a.m. until 6 p.m. Monday through Friday with some evening and Saturday sessions. Graduates of the program are eligible to receive a type II law enforcement commission as a Seasonal Ranger with the National Park Service at one
The College offers the N.C. Detention Officer certification program mandated by the North Carolina Sheriff’s Education and Training Standards Commission. Other state certification programs offered include: General Instructor Training, Telecommunicator Training, Radar Training, Standardized Field Sobriety and others. Also offered are training programs which lead to the following professional certification programs:

- Law Enforcement Officers’ Professional Certification Program:
  - Basic, Intermediate and Advanced Certification

- Criminal Justice Officers’ Professional Certification Program:
  - Basic, Intermediate and Advanced Certification

- Professional Certificate Program for Sheriffs and Deputy Sheriffs:
  - Basic, Intermediate and Advanced Certification

- Professional Certificate Program for Detention Officers:
  - Basic, Intermediate and Advanced Certification

In order to be eligible for one or more of the above programs, entry level qualifications must first be met. Awards are based on a formula, combining formal education, training and actual experience as an officer/professional in the field.

Certification is awarded by the N.C. Criminal Justice Education and Training Standards Commission or the N.C. Sheriff’s Education and Training Standards Commission.

Various specialized law enforcement courses are conducted in the area served by Southwestern Community College including: communications, courtroom procedures, Criminal Investigation, Criminal Law and Procedure, Defensive Tactics, Firearms Training, first aid, detention and narcotics and dangerous drugs.

See the SCC, Education Programs, PSTC, website for additional information and schedules of training at [www.southwesterncc.edu](http://www.southwesterncc.edu)
Values for Teaching Excellence

"A teacher affects eternity; he can never tell where his influence stops."
Henry Brooks Adams

- Inspires students to become independent learners
- Promotes the development of critical-thinking skills
- Respects each student as an individual
- Fosters a sense of cooperation and community in and out of the classroom
- Recognizes the use of technology to enhance the teaching-learning process
- Engages students in learning for practical use and personal growth
- Provides an innovative and accessible educational experience
- Demonstrates an excitement about teaching and learning
- Maintains high standards in a caring, supportive environment

“We feel that something unique happens between the student and the instructor at Southwestern Community College. As we honor our past and look to the future, this seemed like a good point in our college’s history to describe that distinctive relationship between faculty members and students.”

Gene Couch
SCC Vice President for Instruction and Student Services