Student Handbook 2005-06
Academic Information

ACADEMIC PROGRAMS

- Arts & Sciences / College Transfer
- Career Technologies
- Health Sciences

ACADEMIC FORGIVENESS PROCEDURE
The college recognizes that some students may not be able to overcome previously poor records in order to meet new career and educational goals and/or to meet graduation requirements. Academic forgiveness is applicable once and may be submitted in writing to the Vice President for Instructional Services. See page 26 in the catalog regarding the procedure for academic forgiveness.

ACADEMIC PROBATION
The Academic Probation and Suspension Policy applies only to students in curriculum programs.

Level 1 Probation (Warning): Degree, diploma and certificate seeking students performing below a 2.0 grade point average in the previous semester will be placed on academic probation. A student on academic probation will work with his/her advisor to develop an academic plan and/or will be directed into specialized coursework. (Warning does NOT appear on the student’s transcript.)

Level 2 Probation: Degree, diploma and certificate seeking students who have not attained a 2.0 grade point average for two
consecutive terms will be required to review and modify their academic plans with their advisor. Additionally, they may be required to limit their semester course load and will be advised to register for ACA 118 if they have not already done so. (A “Probation” notation appears on the student’s transcript.)

**ACADEMIC SUSPENSION**
Probationary students who have not attained a 2.0 grade point average for three consecutive terms and have a cumulative GPA below 2.0 will be suspended for one semester. (A “Suspension” notation appears on the student’s transcript.)

**ATTENDANCE REQUIREMENTS**
All students are expected to be present and regular in attendance for scheduled class/lab sessions. Absences will be considered justified and excusable only in cases of emergencies, serious illness or death in the immediate family. At the discretion of instructors, students may make up work missed. When a student must be absent, it is vital that he remain in contact with his instructors.

**CLASSROOM CONDUCT**
Southwestern Community College values mutual respect between faculty and students. The College understands that students may disagree with an instructor on occasion. On these occasions, the instructor may defer the issue to an after-class discussion so as not to interfere with classroom objectives.

If on any occasion the instructor feels that a student’s conduct is not conducive to the learning atmosphere of the class, then the instructor may direct the student to cease the conduct. If the student fails to comply, the instructor may direct the student to leave the classroom. The instructor may also suspend the student from class for the remainder of the semester as outlined in the SCC Discipline Procedure. Whenever an incident of misconduct does occur, the incident will be evaluated after class by the necessary faculty and administrative personnel. The student at all times has the right of due process as stated in the SCC Disciplinary and Appeals Procedure.

**CLINICAL EDUCATION**
Clinical or Cooperative education is a required component of most of
the Health Science Curricular Programs at Southwestern Community College. Clinical/Co-op education centers are off-campus and vary in location. Students are responsible for housing and transportation while attending the clinical/co-op education centers. The College has the final decision regarding clinical/co-op education site assignments.

COLLEGE TRANSFER STUDENTS

Advice for Associate in Arts, College Transfer Students

Timeline for a Successful University Transfer

1st semester

• Focus on taking your General Education core classes (44 semester hours) first.

• Carefully follow the requirements for your Associate in Arts degree as outlined in the SCC catalog. If you know what your major is going to be when you transfer, become familiar with the premajors that show you the elective courses to take while at SCC.

• Decide which university you wish to transfer to. You may also want to have a back-up college chosen and plan to apply to that one, too.

• Review the university’s web site. On the site, you can usually access the academic catalog, a schedule for application deadlines, the application itself, the academic calendar, etc. Read that academic catalog! It is important for you to know as soon as possible what requirements you will need to meet at the college you want to transfer to. For example, will you need to satisfy a foreign language requirement? How many semesters will you need? What math courses are recommended? Which prerequisite courses can you complete while at SCC? (Note: If you do not have access to the Internet at home, or aren’t sure how to use it, visit the Learning Assistance Center in Oaks Hall and they’ll help you get started.) Most university web sites now have transfer sections. Some even specify exactly which community college courses you should take.

2nd semester
• Continue taking your general education core classes and meeting with your advisor regularly to discuss your plans and progress.

• Visit the Admissions Office of the college you are interested in. (You should call ahead to schedule a tour; the contact information will be on their web site).

• Sketch out your schedule for the rest of your time at SCC to make sure you have all the credits and classes you need to graduate on time.

**Summer term**

• Try to fit in some courses during summer session. This can shorten your time to graduation and will make your fall/spring class load more manageable.

• Visit the college you want to attend if you have not done so yet.

**3rd semester**

• Apply to the university of your choice. (Note: The Learning Assistance Center encourages you to meet with a learning consultant to review your application essays. This is a free service for all SCC students!)

**4th semester**

• If you are graduating in May, apply for graduation with your advisor and Student Services during February and pay fees in the Bookstore.

**COMMENCEMENT APPLICATION**
Commencement exercises are held at the end of the spring and summer semesters for all students who are candidates for degrees, diplomas or certificates. Students should apply between the first and 50th class day of the semester in which they expect to complete their program. Applications will not be accepted after the announced deadline. Application steps are as follows:
1. For each major, obtain an Application for Commencement from the Registrar's Office or academic advisor.
2. Complete the candidates section of the application.
3. Take the application to your advisor.
4. Pay a commencement fee at the college bookstore and all debts owed to the College at the Business office.
5. Submit application to the Registrar's office for final approval prior to the announced deadline.
6. All applicants must have completed all requirements by the end of the spring semester if they plan to participate in spring commencement.

Students completing requirements during the summer and fall semesters can apply for commencement and pay fees at the end of the particular semester. No formal exercises are held. If the student is qualified, the Registrar orders credentials and mails them to the student. Those completing degrees, diplomas and certificates at the end of the summer or fall semesters may participate in the next spring commencement exercises by simply stating their intention in a letter to the Registrar. Those who apply and do not qualify must reapply after deficiencies are completed. Credentials will not be ordered and held for students to complete requirements in a subsequent semester.

A student must maintain an overall average of C (2.00 GPA) in order to graduate. Some health science programs have additional graduation requirements as defined by those programs.

NOTE: Students enrolled in a course(s) required for graduation at another college, must submit a copy of the registration form to the Registrar.

**GRADING SYSTEM**

Official grades are issued for every student at the end of each semester. Students enrolled in curriculum courses will be graded by the letter grade system and assigned a grade point average (GPA) for each semester. Instructors inform students about their specific
grading scales. The College does not have a uniform grading scale.

The GPA is determined by dividing the total number of quality points by the number of credit hours attempted.

A GPA of 2.00 is required for graduation. Transfer credits are not included in the GPA computation.

Click here for Grade Definitions

REGISTRATION PROCESS

Before Registration
1. **Schedule of Classes** – Review the schedule posted on the SCC website and develop a list of the classes you want to take and the times before meeting with your advisor. www.southwesterncc.edu

2. **Change in Program or Major** – Complete the change of major/program form. You initiate this change with your advisor or stop by the Registrar’s office to complete that process.

3. **Financial Aid** – All of you paperwork is complete and up-to-date. Check with the financial aid office.

Steps to Registration
1. **Schedule an Appointment with your assigned Advisor** - Make an appointment by e-mailing or calling your advisor whose number and e-mail address is on the SCC website. If you need to cancel or change the appointment, notify her/him.

2. **Meet with your assigned Advisor** - Keep the scheduled appointment with your advisor. Complete the registration form – both you and the advisor will sign it. Your advisor may register you for the selected classes or send you to the Registrar’s Office for registration.

3. **If you miss your appointment or unable to meet with your advisor this week, call and make an appointment.** Your advisor can register you during the following weeks.
**After Registration**

1. Stop by the business office to pay your bill or make arrangements to pay your bill. A printed copy of your schedule of classes will be made available to you.
   - Deadline for paying or notifying the Business Office is printed above.
   - Failure to meet the deadline will result in your class schedule being dropped.

2. Purchase your books and class materials.

3. Attend class.

**Remember**

- In February, apply for financial aid for the next academic year. The academic year begins with the Fall semester and includes the following Spring and Summer terms.

**RESIDENCY CLASSIFICATION FOR TUITION PURPOSES**

To qualify for in-state tuition, students must have maintained domicile in North Carolina for at least 12 months immediately prior to enrollment. Individuals must establish that their presence in the state during the designated 12-month period was for the purpose of maintaining a bona-fide domicile and not to simply establish temporary residence. Special situations involving marriage to a NC resident or out-of-state military assignments should be brought to the attention of the Director of Enrollment Services.

Regulations concerning classification for tuition purposes are set forth in A Manual to Assist the Public Higher Education Institutions of North Carolina in the Matter of Student Residence Classification for Tuition Purposes. A copy of the manual is available for review in Enrollment Services.

If a student's residency classification changes, it is his obligation to apply for reclassification with the Director of Enrollment Services. A student who provides false residency information or knowingly withholds residency information shall be deemed to have submitted a fraudulent application. A student making a fraudulent application is
subject to reclassification and, if appropriate, payment of the
difference between non-resident and resident tuition for the enrolled
semester(s) intervening between the fraudulent application and its
discovery.

If a student is not satisfied with his initial residency classification or
reclassification, he may appeal to the Vice President for Student
and Institutional Development. After review by the vice president, if
the student remains dissatisfied, the student may file notice of
appeal to the State Residence Committee.

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

1. Student must appeal the grade to the instructor of record
   within the following semester. 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 Instructional Services. The decision of the vice
   president is final.

**STUDENT OPINION SURVEY**
Every semester each instructor, part-time and full-time, has at least
two of the courses they teach evaluated by their students. The
survey is designed to improve the course materials and the
instructional methods used in the class. If a course has not been
surveyed, the student may request to have it surveyed. This
request must be made to the Dean/ Director by e-mail, telephone or
in person. In order to facilitate the process this request should be
made at least two weeks before the last meeting of the class for
that semester.

**TRANSCRIPTS**
Transcripts for course work completed at SCC are issued by the Registrar’s Office. Written permission must be granted by the student before a transcript may be released. Permission may be granted by letter or by completing a “Transcript Release Form” in the Registrar’s Office. No fee is charged for transcripts.

As stated in the Student Record Policy section of this handbook, a transcript will not be released to a student who is indebted to the college. Indebted students who request transcripts will be referred to the Business Office for resolution of the outstanding balance.

TRANSFER OF EARNED CREDIT
Applicants to degree, diploma or certificate programs who want credit for coursework completed at other post-secondary institution are responsible for having an official transcript from each institution submitted directly to the Admissions Office. Courses with a grade of “C” or higher may be accepted if the courses are applicable to the program selected at this college and were earned at an accredited college, university, community college or technical institute.

Credits transferred to Southwestern Community College from another institution will be recognized as hours toward the appropriate degree, diploma or certificate, but will not be calculated toward the cumulative grade point average (GPA) for that program.

All official transcripts submitted to the Admissions Office prior to a student’s enrollment will be evaluated for transfer credit before registration, if possible, and in no case later than the end of the first semester of enrollment following acceptance into the program of study.

VETERANS
Recipients of veterans benefits must submit official transcripts of all postsecondary coursework attempted before they can receive V.A. benefits. They are also urged to submit official transcripts of any educational work completed through the armed services.

Veterans will not be eligible to receive V.A. benefits until all postsecondary transcripts are submitted.