Telephone Directory

**800.447.4091**

**Arts & Sciences - Oaks Hall, 1st Floor** .......................................................... Ext. 300
Barbara Putnam, Dean of Arts & Sciences
Sharon Owen, Administrative Assistant

**Business Office - Balsam Center, 1st Floor**
Renee Lewis, Dean of Business Office .............................................................. Ext. 290

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

**Student/Enrollment Services - Balsam Center, 1st Floor**
Philip Weast, Dean of Student Services .......................................................... Ext. 431
Matthew Chadwick, Admissions Officer .......................................................... Ext. 217
Karen Reed, Admissions Assistant .................................................................. Ext. 352
Christy Deaver, Registrar ................................................................................ Ext. 406
Allison Hinson, Asst. Registrar ......................................................................... Ext. 219
Barrie Rogers, Career Counselor ...................................................................... Ext. 212
Jan Smith, Testing and Enrollment Counselor .................................................. Ext. 352
Melody Lawrence, Financial Aid Director ......................................................... Ext. 224
Sue Gregory, Financial Aid Officer ..................................................................... Ext. 315
Cathy Seiter, Financial Aid Assistant ................................................................ Ext. 438

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

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

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

**Library - The Pines**
Nelda Reid, Director ....................................................................................... Ext. 268
Dianne Lindgren, Librarian ............................................................................. Ext. 269

**Student Support Services - Oaks Hall, 1st Floor**
Cheryl Continent-Connor, Director .................................................................. Ext. 245
Peter Buck, Counselor ..................................................................................... Ext. 243
Marri Hunter, Counselor .................................................................................. Ext. 420
Laurie Butler, Administrative Assistant ......................................................... Ext. 231

Important Dates

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

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** 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** 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.

YOU’VE GOT MAIL

Each student is assigned an SCC Web Mail account. It is used by the College to send OFFICIAL information regarding registration, financial aid, student events and other time sensitive information. A student may use this as their primary web mail account or forward it to their personal web mail address. To activate your account, go to the SCC Homepage and click on “Student Email” link.

See page 2 for Admission and Registration Information