

Southwestern Community College

HANDBOOK

2018 - 2019



 **Southwestern**
COMMUNITY COLLEGE

A Nationally Ranked Top 10 College

447 College Drive • Sylva, North Carolina 28779

www.southwesterncc.edu

828.339.4000 • 800.447.4091

Southwestern Community College is accredited by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) (1866 Southern Lane, Decatur, Georgia 30033-4097, www.sacscoc.org), to award associate degrees. Questions concerning accreditation of Southwestern Community College may be made directly to the College or to SACSCOC at 404.679.4501.

An Equal Opportunity Institution

Printed May 2018.

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NOTICE

The information in this handbook applies to the 2018-2019 academic year and is accurate and current, to the best of our knowledge, as of May 1, 2018. SCC reserves the right to change matters described in the handbook without prior notice.

Visit www.southerwesterncc.edu for updated information.



This Handbook Belongs To:

Name: _____

Program of Study: _____

If lost, please return to the division dean.

SOUTHWESTERN COMMUNITY COLLEGE MISSION STATEMENT

Southwestern Community College is a learning and teaching institution offering high-quality, innovative instruction and support, which promotes student achievement, academic excellence and economic development.

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ACADEMIC CALENDAR

2018 FALL SEMESTER

Fall Kick-Off	Thursday, August 9
Faculty and Staff Semester Prep Day	Friday, August 10
Orientation/ Registration	Monday, August 13
Final Registration	Tuesday, August 14
Classes Begin, Full and First Sessions	Wednesday, August 15
Schedule Adjustment – First Session	Wednesday & Thursday, August 15 - 16
Schedule Adjustment – Full Session	Wednesday– Tuesday, August 15 - 21
Labor Day Holiday – College Closed	Monday, September 3
Professional Development Day	Friday, September 14
Citizenship/Constitution Day	Monday, September 17
Last Day to Withdraw, First Session	Thursday, September 20
Fall Break – No Classes	Monday – Sunday, October 8 – 14
End of First Session Classes	Wednesday, October 17
Second Session Classes Begin	Thursday, October 18
Schedule Adjustment – Second Session	Thursday & Friday, October 18-19
Commencement Applications Due	Friday, October 26
Advising Day/Registration Begins for Spring 2019/No classes	Tuesday, October 30
Last Day to Withdraw, Full Session	Wednesday, November 7
Thanksgiving Break – No Classes	Wednesday, November 21
Thanksgiving Holiday – College Closed	Thursday – Sunday, November 22 – November 25
Last day to Withdraw, Second Session & Last Day for Faculty-Initiated Withdrawal	Thursday, November 29
Fall Semester Ends, Full and Second Sessions (last day of classes)	Tuesday, December 18
Grades Due/Commencement	Wednesday, December 19
Holiday Break - College Closed	Monday, December 24, 2018 – Friday, January 4, 2019

2019 SPRING SEMESTER

College Reopens	Monday, January 7
Faculty and Staff Semester Prep Day	Wednesday, January 9
Orientation/ Registration Day	Thursday, January 10
Final Registration	Friday, January 11
Classes Begin, Full and First Sessions	Monday, January 14
Schedule Adjustment – First Session	Monday & Tuesday, January 14 - 15
Schedule Adjustment – Full Session	Monday-Friday, January 14 - 18
Martin Luther King, Jr. Day – College Closed	Monday, January 21
Professional Development Day	Friday, February 8
Last Day to Withdraw, First Session	Thursday, February 21
End of First Session Classes	Friday, March 8
Spring Break – No Classes	Monday – Sunday, March 11 – 17
Second Session Classes Begin	Monday, March 18
Schedule Adjustment – Second Session	Monday & Tuesday, March 18 – 19
Commencement Applications Due	Tuesday, March 26
Last Day to Withdraw, Full Session	Thursday, April 4
Advising Day/Registration Begins for Summer & Fall 2019 - No classes	Tuesday, April 9

ACADEMIC CALENDAR

2019 SPRING SEMESTER (CONT.)

Easter Break – No Classes.....	Wednesday & Thursday, April 17 -18
Easter Break – College Closed.....	Friday – Sunday, April 19 - 21
Last Day to Withdraw, Second Session & Last Day for Faculty-Initiated Withdrawal.....	Wednesday, May 1
Spring Semester Ends, Full and Second Sessions (last day of classes)	Friday, May 17
Grades Due/Commencements.....	Saturday, May 18

2019 SUMMER SEMESTER

Final Registration Full and First Sessions.....	Thursday, May 23
Memorial Day – College Closed	Friday - Monday, May 24 - 27
Classes Begin - Full and First Sessions	Tuesday, May 28
Schedule Adjustment Full and First Sessions	Tuesday - Wednesday, May 28-29
Last Day to Withdraw from First Session	Tuesday, June 18
Commencement Applications Due.....	Friday, June 21
First Session Ends	Monday, June 24
Second Session Begins	Tuesday, June 25
Schedule Adjustment – Second Session	Tuesday & Wednesday, June 25-26
Last Day to Withdraw from Full Session	Wednesday, July 3
Independence Day Holiday - College Closed	Thursday - Sunday, July 4 - 7
Last Day to Withdraw from Second Session & Last Day for Faculty-Initiated Withdrawal.....	Wednesday, July 17
Summer Semester Ends, All Sessions (last day of classes)	Tuesday, July 23
Grades Due	Wednesday, July 24

WHAT TO DO IN AN EMERGENCY

FOR EMERGENCIES, CALL 911.

EMERGENCY MEDICAL ASSISTANCE/FIRST AID/ BLOOD SPILL

Call College Information at **828.339.4000** and provide the following information:

- Location of the incident (be as specific as possible)
- The nature of the illness or injury (if known)
- The number of victims
- Your name

GAS LEAK

If a gas odor is detected, cease all operations immediately and follow the procedures listed below:

- DO NOT switch lights on/off or use electrical equipment
- DO NOT use cell phones or radios until outside of the affected area.
- DO NOT activate fire alarms.
- Immediately evacuate the affected area.
- Call **911**. Once you are in a safe location call College Information desk at **828.339.4000**

TORNADO/SEVERE WEATHER

- Seek shelter immediately.
- Move to the lowest level of the building (basements are safest).
- Move to the interior area of the building (interior hallways and rooms).
- Stay away from windows, skylights and other areas containing glass.
- Approved Shelter in Place locations are marked on Fire Exit Plans posted on each floor.

HAZARDOUS MATERIALS

- DO NOT attempt to clean up the spill.
- Evacuate the area.
- Call College Information at **828.339.4000**.

FIRE AND SMOKE

If you discover a fire/smoke:

- DO NOT use elevators. Use stairs only.
- Leave the area, pull the fire alarm and close the door.
- Evacuate the building and proceed to the Rally Point.

BOMB THREAT OR SUSPICIOUS PACKAGE

- DO NOT use cell phones, two-way radios, or other electronic devices.
- DO NOT handle the suspicious package or other items.
- From a landline, call College Resource Officer at **828.339.4294**.
- Proceed as instructed by emergency personnel.

CRIMINAL/SUSPICIOUS BEHAVIOR

- Immediately report emergencies and suspicious activity by calling College Resource Officer at **828.339.4294**.
- For non-emergency service requests, please call **828.339.4294**.

In an emergency, information will be communicated by email, text and on the SCC website.

Emergency Information Line: 828.339.4000
(Campus closings, inclement weather information)



VIOLENT BEHAVIOR - ACTIVE SHOOTER

If you see or know that a person has a firearm on campus, begin the process below and when safe call **911**.

RUN

If there is an accessible escape path, try to evacuate the area. Be sure to:

- Have an escape route and plan in mind.
- Evacuate regardless of whether others agree to follow.
- Leave your belongings behind.
- Help others escape, if possible.
- Prevent individuals from entering an area where the active shooter may be.
- Keep your hands visible.
- Follow the instructions of any police officers.
- Do not attempt to move wounded people.
- When you are safe call **911**.

HIDE

If evacuation is not possible, find a place to hide where the active shooter is less likely to find you.

Your hiding place should:

- Be out of the active shooter's view.
- Provide protection if shots are fired in your direction (i.e., an office with a closed and locked door).
- Not trap you or restrict your options for movement.

To prevent an active shooter from entering your hiding place:

- Lock the door.
- Blockade the door with heavy furniture.

If the active shooter is nearby:

- Lock the door.
- Silence your cell phone.
- Turn off any source of noise (i.e., radios, televisions).
- Hide behind large items (i.e., cabinets, desks).
- Remain quiet.

FIGHT

- As a last resort, and only when your life is in danger, attempt to disrupt and/or incapacitate the active shooter.
- Act as aggressively as possible against him/her.
- Commit to your actions.
- When the shooter is at close range and you cannot flee, your chance of survival is much greater if you try to incapacitate the shooter.

How to react when law enforcement arrives:

- Remain calm and follow officer's instructions.
- Put down any items in your hands (i.e., bags, jackets).
- Immediately raise hands and spread fingers.
- Keep hands visible at all times.
- Avoid making quick movements toward officers such as holding on to them for safety.

Emergency Information Line: 828.339.4000 (Campus closings, inclement weather information)

WEATHER POLICY - ALL CAMPUSES

Sign up for SCC Twitter notification and text alerts through the SCC webpage at www.southwesterncc.edu.

WEATHER POLICY

The following procedure will be observed for adverse/inclement weather; however, regardless of college announcements, commuters should exercise personal judgment concerning highway road conditions, particularly those in remote areas outside SCC's service area. If the college is open, no announcement will be made.

Announcements concerning college operation will be made by 6:30 a.m. on the local TV and radio stations, as well as social media outlets listed below. Announcements will also be posted to SCC's webpage and relayed to all faculty, staff and students. However, if weather conditions worsen 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. Announcements concerning evening classes will be communicated to occupants of each building on campus:

1. **Delayed Start:** If the college is on delayed start, the campus will open at 10 a.m. Students should report to the class/lab/clinic they would be in at 10 a.m. on a regular day. All instructional time missed in a delayed start will be made up.
2. **College Closed:** This means there are extremely hazardous conditions and no one should report to work or class.
3. **Early Dismissal:** Early Dismissal will be announced when weather conditions dictate the early dismissal of day or evening classes. This type of announcement will be made by telephone to a designee in each building on campus, who will communicate the early dismissal information to the occupants of the building.

Radio Stations:

99.9 FM - WKSF, Asheville
95.3 FM - WCQS, Asheville
1590 AM - WBHN, Bryson City
1370 AM - WGHC, Clayton, GA
104.1 FM - WRBN, Clayton, GA
1050 AM - WFSC, Franklin
96.7 FM - WNCC, Franklin
104.5 FM - WHLC, Highlands
1320 AM - WKRK, Murphy
95.9 FM - WCVP, Robbinsville
540 AM - WRGC, Sylva
104.9 FM - WQNS, Waynesville

Online and Social Media:

www.southwesterncc.edu
Facebook - www.facebook.com/scncn1
Twitter—twitter.com/southwesterncc



Television Stations:

ABC - WLOS, Asheville
NBC - WYFF, Greenville, SC
CBS - WSPA, Spartanburg, SC
Fox - WHNS, Greenville, SC



WELLNESS AT SCC

NATURE TRAIL

Encompassing our existing nature trail with newly added wooded sections linked up with more urban sidewalks, we have created a scenic 1.89 mile loop around campus for you to get out and enjoy. There are four trailheads at which to start, each with an informational kiosk and trail maps for you to use. These are located at the north corner of the Balsam Center, above Holt Library, at the water tower and on the road to the maintenance yard. Feel free to bring friends and family to enjoy all or part of our scenic mountain campus.

Rules of the Trail

- No alcohol, tobacco or drug use on college property
- Keep all pets on a leash
- No bikes or other off-road vehicles
- Please do not litter
- Beware of animals and hazardous plants
- Report any trail issues or problems to Campus Resource Officers
- Wear appropriate footwear and clothing

Please note that some parts of the Nature Trail may be closed due to road construction.



FITNESS CENTER

Located on the 2nd floor of Bradford Hall. Open (see schedule) to enrolled SCC students. State of the art cardiovascular equipment, free weights, yoga mats and balls.



WELLNESS PROGRAM

Wellness is the integration of five primary components of health: physical, social, emotional, mental and spiritual. SCC encourages all students, faculty and staff to maintain a healthy balance among work, education and family responsibilities. SCC maintains a fitness center and gym located on the second floor of Bradford Hall. Those who wish to use the facility must sign in on each visit and submit a "release of activity waiver." Students can also see their advisor to register for an appropriate physical education course.

DIRECTORY - JACKSON CAMPUS

828.339.4000 • 800.447.4091

Arts & Sciences - Oaks Hall, 1 st Floor	Ext. 4300
Barbara Putman, Dean of Arts & Sciences	
Jill Wolfe, Administrative Assistant	
Bookstore	Ext. 4222
Career Technologies - Founders Hall, 2 nd Floor	Ext. 4204
Danell Moses, Dean of Career Technologies	
Administrative Assistant	
College Access - Balsam Center, 1 st Floor	Ext. 4291
College Access Coordinator	Ext. 4243
Peter Buck, College Counselor	Ext. 4326
Tonya Bassé, Disability Coordinator	Ext. 4272
Educational Opportunities - Oaks Hall, G5, 1 st Floor	
Kay Wolf, Educational Opportunities Director	
Donna Wilson, Administrative Assistant	
Health Sciences - Balsam Center, 2 nd Floor	Ext. 4305
Mitch Fischer, Dean of Health Sciences	
Holt Library	
Dianne Lindgren, Director	Ext. 4269
Tracy Musick, Librarian	Ext. 4268
Instruction & Student Services - Bradford Hall, 3 rd Floor	Ext. 4377
Thom Brooks, Executive Vice President for Instruction and Student Services	
Betsy Clayton, Administrative Assistant	
Learning Assistance Center - Oaks Hall, 2 nd Floor	Ext. 4325
Toni Knott, Coordinator	
Learning Support - Bradford Hall, 3 rd Floor	
Bethany Emory, Dean of Learning Support	Ext. 4261
Erin McCully, E-Learning Specialist	Ext. 4398
New Century Scholars	
Pamela Judson, Part-Time New Century Scholars Coordinator	Ext. 4477
Student Services - Balsam Center, 1 st Floor	
Cheryl Contino-Conner, Dean of Students	Ext. 4245
Benjamin Haines, Administrative Assistant - Admissions	Ext. 4253
Mark Ellison, Director of Enrollment Management	Ext. 4229
April Copeland, Administrative Assistant - Enrollment Services	Ext. 4352
Michael Despeaux, Career Planning & Placement Coordinator	Ext. 4212
Clyanne Hyde, Director of Student Records/Registrar	Ext. 4406
Beth Kabinoff, Records Technician	Ext. 4219
Jody Woodring, Testing Coordinator/Enrollment Counselor	Ext. 4332
Melody Lawrence, Financial Aid Director	Ext. 4224
Sayward Cabe, Financial Aid Assistant Director	Ext. 4315
Tyler Cook, Financial Aid Counselor	Ext. 4207
Susan Huss, Administrative Assistant - Financial Aid	Ext. 4438
Suzanne Vincent, College Access Advisor (Swain Center)	366.2001
Jennie Ashlock, Administrative Assistant - Enrollment Services (Swain Center)	366.2000
College Success Coach/Advisor	Ext. 4408
Tori Addington-Ellison, College Success Coach/Advisor	Ext. 4407
Student Support Services - Oaks Hall, 1 st Floor	
Dominique Benson, Director	Ext. 4408
Laurie Butler, Advisor/Tutor Program Coordinator	Ext. 4231
Susan Waite, Administrative Assistant	Ext. 4420
Mary Lockey, Advisor/Intake Coordinator	Ext. 4198
Workforce Innovations - Founders Hall, 1 st Floor	Ext. 4426
Dean of Workforce Innovations and Economic Development	
Latresa Shuler, Administrative Assistant	
Business Services	
Toni Holland, Cashier/Accountant	Ext. 4290

DIRECTORY - OTHER

IMPORTANT NUMBERS— MACON CAMPUS **800.447.4091 • 828.306.7001**

Macon Campus Administration	
Cheryl Davids, Dean of Macon Campus	Ext. 7018
Polly Russell, Administrative Assistant	Ext. 7001
Deb Smith, Evening Administrative Assistant	Ext. 7001
Bookstore	Ext. 7032
Early College	
College Liaison	Ext. 7016
Educational Opportunities	
Melanie Price, Coordinator	Ext. 7020
Faculty	
Suzanne Berryhill	Ext. 7023
David Jons	Ext. 7024
Elaine Merritt	Ext. 7022
Elizabeth Steere	Ext. 7050
Stephen Hesselbirg	Ext. 7031
Learning Assistance Center	
Norrie Meus, Coordinator	Ext. 7028
Student Services	
Kristan Blanton, Director	Ext. 7017

IMPORTANT NUMBERS— PUBLIC SAFETY TRAINING CENTER **800.447.4091 • 828.306.7041**

Public Safety Center Administration	
Curtis Dowdle, Dean of Public Safety Training	Ext. 7040
Kelsie Bowman, Administrative Assistant	Ext. 7041
Emergency Medical Science Program	
EMS Program Coordinator/Instructor	Ext. 7044
Travis Hedden, Clinical Coordinator	Ext. 7051
Fire and Rescue Program	
Benji Johnson, Fire/Rescue Program Director	Ext. 7045
Danielle Roberts, Part-Time Administrative Assistant	Ext. 7047
Law Enforcement Program	
Mitch Boudrot, LETP Director/Coordinator/Instructor	Ext. 7043
Donald Coleman, National Park Service Law Enforcement Training Instructor	Ext. 7055
Mark Welch, In-Service Coordinator	Ext. 7052
Online Training	
Online Training Specialist	Ext. 7033

EARLY COLLEGE HIGH SCHOOLS

EARLY COLLEGE HIGH SCHOOLS

Early College High Schools are small, autonomous high schools, usually located on a college campus. Early College High Schools are a part of the NC New Schools project and provide high school students, who enroll as early as the 9th grade, the opportunity to earn both a high school diploma and an associate's degree concurrently. Early College High Schools provide a safe, caring environment where each student is well-known and intellectually challenged. Each Early College is an innovative educational environment, accepting students of diverse ability levels through an application process each spring.

Early College High Schools make higher education more accessible, affordable and attractive by bridging the divide between high school and college. Enrolling in Early College facilitates the transition of motivated students to higher education while providing guidance and support through the first two years of college. When ready, Early College students take regularly-scheduled college classes alongside adult learners. Adult students will interact with Early College students while enrolled in common classes but should recognize that these unique students are of high school age.

In 2006, Southwestern Community College partnered with Macon County Schools to open Macon Early College High School on the SCC Macon Campus. In 2008, SCC partnered with Jackson County Schools to open two Early College High Schools to serve Jackson County students. These Early College High Schools operate on the campuses of Blue Ridge School in Cashiers and SCC in Sylva.

For more information, please contact your nearest Early College directly:

Blue Ridge Early College • Blue Ridge School, Cashiers
828.743.2646 ext. 268

Jackson County Early College • Jackson Campus, Sylva
828.339.4499

Macon Early College High School • Macon Campus, Franklin
828.306.7006

MACON CAMPUS

GENERAL INFORMATION

The Macon Campus is on a 20-acre site at 44 Siler Farm Road in Franklin. The Groves Center is the beginning of a resource-rich campus, which houses administration, computer laboratories, interactive classrooms, a Learning Assistance Center (LAC), a college bookstore, a Student Services department, and a University Transfer Advising Center (UTAC). In addition, students have borrower privileges at the Holt Library on the Jackson Campus and the adjacent Macon County Public Library. The Macon Early College program is also located on the Macon Campus, housed in the Ledford Building. The campus is home to evening classes for adult basic skills, high school equivalency, English Language Acquisition (ELA), and continuing education/workforce development.

PROGRAM OFFERINGS

Current curriculum-based programs offered at the Macon Campus include:

- College Transfer - Associate of Arts Degree and Associate of Science Degree
- Business Administration Certificate

Additional course offerings include:

- Nurse Aide I - Continuing Education and Curriculum
- Pre-Health Science and Medical Terminology

STUDENT RESOURCES

Academic Advising

The Macon Campus offers access to advising for College Transfer (AA and AS) students through the University Transfer Advising Center (UTAC) located in room 201. Advising hours will be posted and walk-ins as well as appointments are welcome. For more information about the UTAC at the Macon Campus, contact the Director of Student Services at 306.7017. All students enrolled in the AA or AS programs will be assigned to the UTAC for advising. Students enrolled in Career Technologies or Health Science programs are assigned to corresponding program advisors on the Jackson Campus.

Accident and Medical Emergencies

In the event of a medical emergency, contact emergency dispatch (9-1-1). If using an on-campus telephone system, it may be necessary to dial 8 first. The Macon Campus has no facilities for medical treatment except minor first aid and an Automated External Defibrillator (AED). First-aid kits are available at the Administrative Assistant's desk at the main entrance, in Student Services, room 206, in the LAC, room 230, and in the science lab, room 118, on the ground floor.

If an accident occurs while you are attending SCC, please report the accident to the instructor in the class where the accident occurred and to the Dean of the Macon Campus. In addition, Report of Injury/Illness forms must be completed within five days of the injury or illness. Injury or illness forms are available at the front desk and should be submitted to the Dean of the Macon Campus.

Bookstore

The Macon Campus bookstore is located in room 227 on the main entrance floor. Students will be able to order and pay for books and supplies in this location. For further information on bookstore policies, please refer to the Student Resources section of the handbook or call 828.306.7032.

MACON CAMPUS

Cashier's Office

The Cashier's Office is located in room 216. Students will be able to pay for tuition and fees and acquire a parking decal and a student ID.

Career Counseling

Career Counseling is available by appointment online and by appointment at the Jackson Campus.

The website for the Career Center is: www.southwesterncc.edu/career-center.

Computer Labs

A computer lab is available on the first floor of the Macon Campus in room 108. Room 108 may be used if there is not a class in session; class times will be posted and open lab times will also be posted. Computers are also available in the Learning Assistance Center (LAC).

Learning Assistance Center

The Cecil L. Groves Center houses the Macon Campus Learning Assistance Center (LAC). Located in room 230 on the upper level of the Groves Center Building, the Macon Learning Assistance Center (LAC) is a 12-station computer lab with additional laptops for use in the LAC. Adjacent classrooms also are utilized by the LAC when classes are not in session. The LAC is staffed with qualified, knowledgeable learning consultants who help students with their coursework. Using skills-based tutoring, LAC Consultants provide walk-in assistance and encourage critical thinking, effective study habits, and a positive attitude toward learning. The LAC also offers exam-proctoring; testing computers are equipped with Zoom Text and Jaws to accommodate students with disabilities. Additionally, the Macon LAC supports SCC's Tutor Program by providing space for tutors and students to meet. During fall and spring semesters, the LAC is staffed 8 a.m. - 6 p.m., Monday - Thursday, and 8 a.m. - noon, Friday; summer hours vary.

For additional information, please contact the Macon LAC Coordinator at 828.306.7028.

Holt Library

The Holt Library provides a full range of services and support for all students who have the option of using learning resources regardless of classroom location or mode of course delivery. Academic resources are provided to Macon Campus students through the college library via the college courier service with overnight delivery of resource materials.

Specialized resources for classes will be provided by instructors, or will be available in the Learning Assistance Center (LAC). Macon students may use the Holt Library at the Jackson Campus and will need a student ID card to check out library materials. The Holt Library is open Monday-Thursday 8 a.m. to 8 p.m. and on Friday from 8 a.m. to 3 p.m. For more information about the Holt Library services, please call 828.339.4288 or visit the library website: www.southwesterncc.edu/library.

Students attending classes at the Macon Campus are encouraged to get a library card and use the Macon County Public Library, located across the parking lot from the campus. The Macon County Public Library is open Monday-Thursday 10 a.m. to 7 p.m., and Friday and Saturday 10 a.m. to 5 p.m. For more information on the Macon County Public Library, please visit: www.fontanalib.org/franklin or call 828.524.3600.

MACON CAMPUS

Lost and Found

All inquiries concerning lost or found personal items should be directed to the front desk located at the main entrance to the Macon Campus.

Orientation

All new SCC students are required to complete orientation programming prior to enrolling at Southwestern Community College. Orientation sessions are available in person on the Jackson Campus, as well as online. There is a Welcome to the Macon Campus hosted each semester at the Groves Center Building for students attending the Macon Campus.

Parking

All vehicles operated on campus should be registered and display a parking decal. A parking decal may be secured at the Cashier's Office on the Macon Campus, in room 216. The decal should be displayed on the right rear bumper of your vehicle. For more information on parking related policies at SCC, please refer to the Student Resources section of the handbook.

Student Identification Card

ID cards are required for all students and cost \$1. 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 the College-issued card. ID cards are issued in the Cashier's Office located on the main entrance floor in room 216. Replacement cards may be obtained for a \$5 charge.

Student Center

Refreshment vending machines are located on the first floor in the student lounge area. Lunch selections are also available from a local vendor.

Student Services

All student services including admissions, enrollment services, financial aid, testing, and registration services are available through Student Service in room 206 at the Macon Campus. Students also have access to information such as schedules and transcripts online through MySCC. In addition, a variety of student activities are offered at the Macon Campus throughout the year. This includes student formed clubs and organizations. For more information, contact the Director of Student Services at 828.306.7017.

Tobacco Use

The Macon Campus is a tobacco-free environment. Tobacco use in any form is prohibited on campus grounds.

Tutoring

Tutoring is available on the Macon Campus. To request a tutor, please visit the Learning Assistance Center at the Macon Campus for application materials.

SWAIN CENTER

GENERAL INFORMATION

The Swain Center is located 7 miles outside Bryson City on Hwy 74. In addition to housing several programs, the Swain Center offers enrollment services, a computer lab, meeting space, and a 3,000 sq ft auditorium. The center also houses the NC Cooperative extension office for Swain County.

Contact Information

60 Almond School Road
Bryson City, NC 28713
828.366.2000
Fax: 828.366.2008

PROGRAM OFFERINGS

Nantahala School for the Arts

The Nantahala School for the Arts empowers students to experience the legacy of Appalachian art and craft; including Native arts, folk art, and contemporary arts and crafts. Programs offered: Associate in Fine Arts and Heritage Arts.

Outdoor Leadership

The Outdoor Leadership program prepares individuals to work as an educator, instructor or facilitator in parks, recreational facilities, camps and other outdoor settings. Programs offered: Associate Degree or Certificate in Outdoor Leadership and Certificates in Wilderness Therapy and Wilderness Emergency Medicine.

Educational Opportunities

Educational Opportunities offers students and community members opportunities to prepare for college and the work place. Programs offered: Basic Skills Plus, High School Equivalency (GED ® /HiSET test preparation classes) and Job & Career Preparation (HRD). Classes are free for the unemployed and underemployed.

STUDENT RESOURCES

Computer Lab

The lab is open during regular college hours (M-Th from 8am to 5pm, Fridays from 8am to noon).

Enrollment Services

Staff is available to assist potential and existing students with enrollment questions and procedures.

Tobacco Use

The Swain Center campus is a tobacco-free environment.

For more information visit:

www.southwesterncc.edu/scc-locations/swain-center

YOUR ORIENTATION



For a comprehensive snapshot of important institutional policies that impact student success; alcohol and drug abuse information/prevention programs; student rights; record privacy and protections; as well as voter registration information, please visit SCC's Consumer Information page at www.southwesterncc.edu/admissions/consumer-information.

The experiences you will encounter while enrolled in college can be vastly different from those you experienced in high school. It is important for you to understand the differences so that you are college-ready for your first semester on campus.

Differences in Classes	
<i>In High School</i>	<i>In College</i>
Students can spend an average of 6 hours a day, 30 hours a week in class.	Students can spend as little as 12 to 16 hours a week in class for a full-time load if no lab classes.
Each day students proceed from one class to another and have only a few minutes between classes.	Students can have an hour or more between classes. Schedules vary each day and each semester.
Studying time outside of class may be limited each week.	Studying time should be at least two to three hours outside of class for every hour spent in class.
The high school provides students with the textbooks and needed materials for each class.	Students are responsible for purchasing their own textbooks, supplies, uniforms and other materials to accompany their classes. Textbooks can be \$200-500 per semester.
Classes are scheduled for the student based upon track and grade level.	Students will consult with their academic advisor each semester to select classes appropriate for their major.
Teachers carefully monitor class attendance.	There is a college attendance policy outlined in the catalog and student handbook. Always remember that class attendance is critical to success.
Differences in Grades and Testing	
<i>In High School</i>	<i>In College</i>
Extra credit projects are often available to help students raise their grade.	Extra credit projects are seldom available.
Grades are given for most assignments.	Assigned work may not be graded or reviewed.
Consistently good homework may help raise the student's overall grades even when test results have low grades.	Students should check the course syllabus for how assignments are weighted. Results on tests, major projects or papers usually carry more weight than overall course grades.
Testing is frequent and covers small amounts of material.	Testing is usually infrequent and may be cumulative, covering large amounts of material.
Make-up tests are often available.	Make-up tests are seldom an option.
Initial test grades may not have an adverse effect on the student's final grade.	The first test may count for a substantial part of the final grade. If students are not doing well, it is their responsibility to get assistance.
Differences in Responsibility	
<i>In High School</i>	<i>In College</i>
Parents can talk to their child's teachers about their grades and can have access to their records.	The Family Educational Rights and Privacy Act (FERPA) governs college policies regarding student's records and, without the student's written permission, parents are not allowed access to them.
The high school counselor can register students in classes.	An academic advisor can help students select courses and develop an educational plan, but students are responsible for enrolling and managing schedules.
Students can count on parents and teachers to remind them of responsibilities and provide guidance as they set their priorities.	Students will be faced with a large number of decisions. Students must balance their responsibilities and set priorities on their own.
Students will usually be told what to do and corrected if their behavior is out of line.	Students are expected to take responsibility for what they do and don't do as well as for the consequences of their actions.

Sources:

How is College Different From High School? (n.d.) Adapted from Southern Methodist University. <http://smu.edu/alec/transition.asp>
 How is College Different From High School? (n.d.) Retrieved from GTCC Student Orientation Handbook. www.gtcc.edu.

YOUR ORIENTATION

KEYS FOR CLASSROOM SUCCESS

Students demonstrate engagement in the learning process.

To demonstrate engagement in the learning process, students should:

- Take personal responsibility for and be actively involved in the learning process
- Be present and prepared for class
- Bring appropriate materials to class
- Complete assignments on time
- Be attentive and participate in all class activities
- Engage and collaborate with peers through study groups and the sharing of personal contact information
- Ask questions when appropriate
- Ask for help when needed

Students demonstrate appropriate attendance and punctuality.

To demonstrate appropriate attendance and punctuality, students should:

- Attend all meetings of each class
- Be on time and ready to work
- Remain in class for the duration of the period, except in cases of emergency or approved class breaks
- Know and adhere to instructors' attendance policies

Students demonstrate respect for self and others in the learning environment.

To demonstrate respect for self and others, students should:

- Demonstrate respect for instructors and classmates by talking when appropriate
- Keep discussions relevant to class material
- Demonstrate appropriate classroom etiquette
- Observe college and classroom policies regarding cell phone use, smoking, parking, eating, etc.
- Turn off all personal communication devices, unless appropriate to the class activities or approved by the instructor
- Respect classroom equipment

Students demonstrate responsibility, accountability, and professionalism.

To demonstrate responsibility, accountability, and professionalism, students should:

- Focus on learning
- Demonstrate self-motivation
- Not obsess about grades
- Do their own work
- Keep an open mind
- Meet class deadlines
- Demonstrate ethical behavior
- Treat the classroom like a job
- Know and follow the SCC student code of conduct
- Use good personal hygiene
- Dress appropriately

Students demonstrate effective use of learning resources.

To demonstrate effective use of learning resources, students should access the following as needed:

- Class Instructor
- Learning Assistance Center (LAC)
- Smarthinking.com
- Tutoring
- Library
- Workshops
- Advisor
- Peers
- Web resources



YOUR ORIENTATION

ACADEMIC ADVISING

Career Technologies and Health Sciences majors will be assigned an academic advisor as part of the application process. College Transfer majors will work with the University Transfer Advising Center (UTAC) for advising needs. Advisors are staff and faculty members who guide students in making wise selections of course offerings with careful attention to institution policies, procedures and degree requirements.

In addition, academic advisors offer students opportunities to enhance their education by making them aware of the various internal and external resources available to them throughout the College and 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.

Academic advising at SCC follows the developmental education success model. Advisors are committed to student success academic advising for some students may begin at the developmental level. In cases where students score below the tenth percentile on the College placement test in reading, writing or arithmetic, an intensive ABE academic foundation program will be advised before developmental or curriculum classes will be assigned.

Regardless of class placement, students are encouraged to have frequent contacts with their advisor while they attend SCC.

When to see your advisor:

- To discuss any problems that affect academic performance.
- To select courses for the upcoming semester (during registration).
- To add or drop courses (during registration and drop/add).
- To discuss requirements for a degree, diploma or certificate.
- To complete your application for commencement.

How to contact your advisor:

- Familiarize yourself with your advisor's office hours/schedule.
- Office hours are posted on your advisor's office door or in close proximity.
- Advisor e-mail addresses and phone numbers are posted on the SCC website.
- Make an appointment with your advisor well in advance of registration deadlines.
- UTAC hours and contact information can be found at www.southwesterncc.edu/utac.

BEFORE YOU START - 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 important policies, resources and services available at Southwestern and provide valuable information needed to facilitate academic success.

Prior to the start of fall and spring semesters, live orientation sessions are conducted on the Jackson Campus. Orientation is also available online at www.southwesterncc.edu/online-student-orientation. Students must complete orientation before registering for a second semester.

YOUR ORIENTATION

HOW TO REGISTER FOR CLASSES

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. The class schedule may be accessed through mySCC located at 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** – Make sure all of your paperwork is complete and up-to-date. Check with the Financial Aid Office.

Steps to Registration

1. **Verify your address and phone number are correct.** See your advisor or an admissions staff to update information as necessary.
2. **Schedule an appointment with your assigned advisor** – Make an appointment by emailing or calling your advisor whose number and email address is on the SCC website. If you need to cancel or change the appointment, notify her/him.
3. **Meet with your assigned advisor**
4. **Complete the registration process** – Your advisor will register you for selected classes.
5. **If you miss your appointment or are unable to meet with your advisor, call and make another appointment.**
6. To print a copy of your schedule, go to www.southwesterncc.edu and click on mySCC. After logging in, go to my class schedule and print through your browser.

After Registration

1. Your tuition invoice is located in Self Service. Please pay by the deadlines posted.
2. **If you do not pay, you must drop your classes, or you will be invoiced for tuition and fees.**
3. Purchase your books and class materials.
4. Attend class on the first day.

HOW TO CHANGE YOUR MAJOR

Students who wish to change to a different academic program should discuss the proposed change with their academic advisors and submit a Change of Major/Program form. The form is available in the Registrar's Office and divisional offices.

Academic advisors will be responsible for evaluating previous course work to determine which credits apply to the new major.

HOW TO CHANGE/UPDATE YOUR NAME, ADDRESS, PHONE NUMBER

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. Students may also update address and phone numbers through Self Service on their MySCC accounts.

YOUR ORIENTATION

SCC IDENTIFICATION CARD

New students are required to obtain an SCC ID card. If you are studying at one of our campuses, you can secure your SCC ID card by visiting the Cashier's Office on the Jackson campus or at Cecil Groves Center. Bring a photo ID with you.

Online students can secure an SCC ID card by emailing the following information to tholland@southwesterncc.edu via their SCC student email accounts:

- Full name
- Student ID number
- Image of themselves (preferably with a white or off-white background). Images can be of any size or shape but must clearly show the student's face, free of hats, visors or scarves.

Student ID cards can only be mailed to the address currently on file. To update your address, visit www.southwesterncc.edu/change-name-address-notification.

Each fall semester you are required to update your SCC ID card. There is no charge associated with this update.

If you lose your SCC ID card, a replacement card can be created for you. The cost of the replacement card is \$5.

YOUR FIRST DAY - ATTEND CLASS

Students must attend the first class meeting. If a personal emergency prevents attendance, students must contact their instructors by the end of the second day of class. For online classes, students must log in and complete the first assignment within 48 hours of the start of the semester. Students should not wait until they have purchased textbooks to attend on-campus classes or participate in online classes.

YOUR FIRST 72 HOURS ENROLLED

Coming to SCC can be overwhelming. The experiences you have the first few days of school are important to you and us. We want to be sure from the moment you step foot on our campus you feel connected to and supported by SCC. For optimal success at SCC, we suggest the following activities and experiences for your first 72 hours on campus:

- Take a campus tour ~ becoming familiar with SCC is a MUST!
- Speak to your instructor outside of class. Introduce yourself, find out office location and hours.
- Read the class syllabus.
- Purchase your books. Keep your receipt for any necessary exchanges or returns.
- Login to your SCC web mail account ~ important information is waiting for you.
- Get an SCC student ID card and/or library card.
- Get acquainted with the following services: Financial Aid, Student Support, Learning Assistance Center, Career Services, Honors Program, library
- Get involved! Join a club!

YOUR ORIENTATION

IMPORTANT COLLEGE RULES

Student Privacy Rights/Family Educational Rights and Privacy Act (FERPA)

Southwestern Community College protects the student's right to privacy and the confidentiality of the student's educational records and defines the conditions for release of a student's educational information. This Confidentiality of Student Records policy covers all enrolled students including those students enrolled in online classes and high school students enrolled in college courses. The policy can be found in the blue pages of the Handbook.

Directory Information

Information identified as public or directory information may be released without the student's consent for purposes deemed beneficial to the student by the president or designees. SCC has defined directory information as the student's name, major field of study, participation in officially recognized activities, degrees and honors received, dates of enrollment and current enrollment status.

Right to Restrict Release

Students who do not wish any or all of the above directory information released to outside agencies must notify the Director of Student Records in writing within thirty (30) days after their initial registration.

Right of Access

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

- A. College faculty and other college officials with legitimate educational interests.
- B. College officials of other institutions in which the student seeks or intends to enroll.
- C. Authorized representatives of federal, state, or local government.
- D. Authorized organizations conducting studies or determining eligibility related to testing, financial aid or instruction.
- E. Accrediting organizations in order to carry out their accrediting functions.
- F. In emergencies, appropriate persons if necessary to protect the health or safety of the student or others.
- G. Information about deceased students may be released to a spouse, parents or executors of a student's estate for a period of six (6) months after the death. Beyond six months, deceased student information is rated the same as other student directory information. The request for deceased student information must be in writing accompanied by an official death certificate.

The Confidentiality of Student Records Policy is located in the blue pages of this handbook and provides a full statement on student privacy rights.

YOUR ORIENTATION

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 SCC is available from the Registrar.

The Career Center can provide current job market information and job-placement data for each academic program. Campus security can provide campus crime statistics. The most recent statistics are located in the next section of this handbook. All information is available at www.southwesterncc.edu.

Please refer to all student-related policies and regulations printed in the blue pages of this handbook.

HOW TO WITHDRAW FROM A CLASS

To withdraw from a course(s) or the College, a student should contact his advisor and initiate the ADD/DROP/WITHDRAWAL Form or initiate the form online. These forms are processed by the Registrar's Office. If a student withdraws by the official withdrawal date for the semester (published in the College's calendar), the grade received will be a "W."

If a student seeks to withdraw from a course(s) after the official withdrawal date, this may be granted under extenuating circumstances such as serious illness or job transfer and will be considered on an individual basis by the instructor. It is the student's responsibility to provide compelling documentation for this request and to attach the documentation to the withdrawal form. The withdrawal form requires the signature of the advisor, appropriate instructor(s), and the dean and then is processed in the Registrar's Office.

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 Office before withdrawing from a course.

It is the student's responsibility 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 would be a "W" or "AW" if the conditions for an administrative withdrawal are met.

The "W" or "AW" will not influence the grade point average 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. Withdrawn courses are subject to the refund policies of the Business Office. Withdrawing from a course, regardless of the circumstances, does not result in a tuition refund of any amount.

YOUR ORIENTATION

CRIME AWARENESS AND CAMPUS SECURITY

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

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

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

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

Offenses Reported	Totals - All Campus Locations			
	2013	2014	2015	2016
Murder/Non-Negligent Manslaughter	0	0	0	0
Negligent Manslaughter	0	0	0	0
Forcible Sex Offense	0	1	0	0
Non-Forcible Sex Offense	0	0	0	0
Robbery	0	0	0	0
Aggravated Assault	0	0	0	0
Burglary	0	0	0	0
Motor Vehicle Theft	0	0	0	0
Arson	0	0	0	0
Hate Crimes	0	0	0	0
Weapons Possession	1	0	0	0
Drug Abuse Violation	1	1	2	0
Liquor Law Violation	0	0	0	0
Domestic Violence	0	0	0	0
Sexual Assault	0	0	0	0
Stalking	0	0	0	0

For more information and the most recent data, please visit www.southwesterncc.edu/content/campus-security-handbook.

YOUR ORIENTATION

In Compliance with Title IX and the recent V.A.W.A amendment to Clery under Title IX, Southwestern Community College has taken a stand against sexual harassment and violence. The college has implemented a primary prevention and awareness program, partnered with ongoing campus campaigns, which promote awareness of rape, acquaintance rape, domestic violence, sexual assault and stalking to educate all students and college employees on sexual violence. All students witnessing such acts (or having strong suspicion of such acts) are encouraged to report all incidents through the **student concerns portal** located on your MySCC website.

See All Student Rules in the Blue Section of this Handbook

WEB ACCESS TO YOUR SCC ACCOUNTS

Student Accounts

Your SCC account will be used to access mySCC portal, Student email, Blackboard and Self Service.

User Name and Password

Your user name will consist of the first letter of your first name, the first four letters of your last name, and the last four digits of your student ID number. All students are required to activate their accounts in order to login to SCC online services. Use the following link to do so: mysccid.southwesterncc.edu/mySCC/.

Example: a fictional student named Sam Masters with a student ID number 0006789 is going to activate his account so he can login to one of our SCC online services. The student's user name would be smast6789 and his password would be whatever he chose while activating his account.

This user name is also used to derive your student email address; for example, smast6789@student.southwesterncc.edu. This email account should be used for all college-related electronic communications.

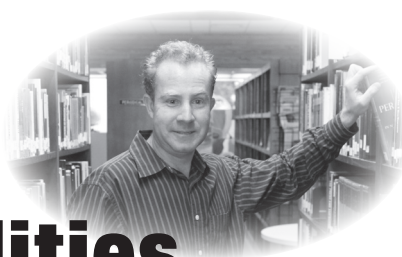
mySCC

The mySCC portal provides access to college information, calendars, class schedules, grades, financial information and unofficial transcripts. This portal also serves as a launching point to other college-related online services such as student email, Blackboard and Self Service. To login, go to <http://password.southwesterncc.edu> or look for the mySCC tab located on our home page at www.southwesterncc.edu and login with your user name and password.

Problems

Contact the Computer Center Help Desk at 828.339.4409 or submit a Work Order ticket by emailing us at ticket@southwesterncc.edu or fill out and submit a web form using the following link: www.southwesterncc.edu/it-workorder-form.

Students with **disAbilities**



Have Access at SCC!

At Southwestern Community College, we are committed to providing full and equal access for all students with disabilities. The Disability Services Coordinator offers appropriate support to reduce physical and attitudinal barriers while promoting independence and self-advocacy.

Who is eligible?

Services are available for students with disabilities of a temporary or permanent nature, including (but not limited to):

- Learning Disabilities
- Attention Deficit Disorder (ADD/ADHD)
- Anxiety, Depression, Bipolar Disorder, or other Psychological Disabilities
- Post-traumatic Stress Disorder
- Autism Spectrum Disorders
- Brain Injury
- Health Impairments/Chronic Illness
- Physical/Mobility Impairments
- Visual Impairments—Blind/Partial Sight
- Deaf/Hearing Impairments

What assistance is available?

Services are designed to level the playing field, promote retention, and support academic success. The Disability Services Coordinator will work collaboratively with you to design an Educational Support Plan that may include:

- Alternative testing arrangements
- Note-taker or recorder
- Screen-reading software
- Magnifiers
- Audio books, digital books
- Braille or large print
- Sign-language interpreter
- Other assistive technology

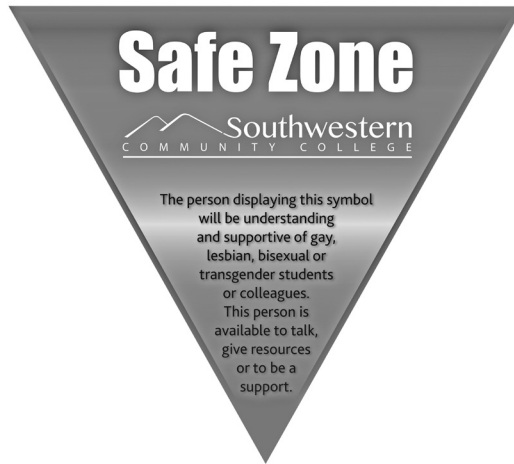
You may request services at any time. However, please apply as soon as possible so that supports can be in place before you need them.

To contact SCC's Disability Services Coordinator, call 828.339.4326. The Disability Services office is located on the lower level of Balsam Center, Jackson Campus.

YOUR ORIENTATION

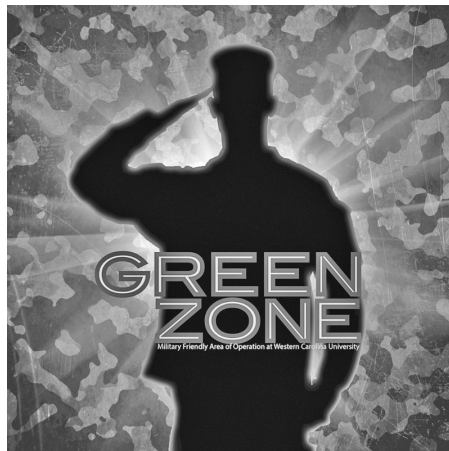
SAFE ZONE

Southwestern Community College is a participant in the SAFE Zone program and strives to create an accepting environment for all members of our college community. When you see this symbol on an office door, it means the person is Safe Zone trained and is empathetic and informed about gay, lesbian, bisexual, transgender and questioning (GLTBQ) issues and is willing to provide support, information and confidentiality.



GREEN ZONE

Southwestern Community College is a participant in the GREEN Zone program and strives to create a supportive environment for all military members of our college community. When you see this symbol on an office door, it means the person is Green Zone trained and is prepared to listen and support you and your military experience and transition to our learning environment.



YOUR ORIENTATION

TRiO

STUDENT SUPPORT
SERVICES

HELPING STUDENTS ACHIEVE THEIR ACADEMIC GOALS

Student Support Services (SSS) is a Title IV grant funded program for students in need of academic support. To receive services, a student must satisfy one of the following eligibility requirements: be a first-generation college student (parents or guardians do not have a bachelor's degree); meet income eligibility guidelines; or have a documented ADA disability. A primary goal of the program is to help students persist to graduation and/or transfer.



SSS helps students succeed by offering:

Academic support including advising, tutoring, four-year college transfer planning, and a calculator loan program;

Career building assistance such as exploring career options as well as volunteer service opportunities;



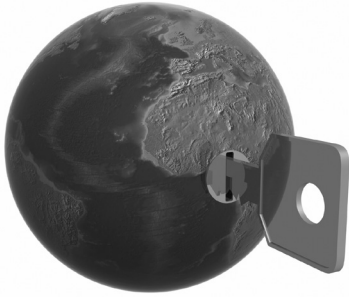
Enrichment activities including hiking, canoeing and whitewater rafting adventures, visits to the Biltmore Estate and the SSS Gardening Club.

Financial support assistance including identifying scholarship resources, financial literacy workshops, and Supplemental Grant Aid Awards;

Personal assistance through counseling services. We also make referrals to campus and community services.

SSS has a lending library with job ready, course ready, and resource ready materials.

SSS is located on the lower level of Oaks Hall on the Jackson Campus. To learn more or to make an appointment call 828.339.4420 or 800.447.4091 ext. 4420. Visit online at www.southwestern.edu/ssc.



Southwestern Community College

Career Center

Jackson Campus, Office 128

www.southwesterncc.edu/career-center

828.339.4212

Your Key to the Real World...

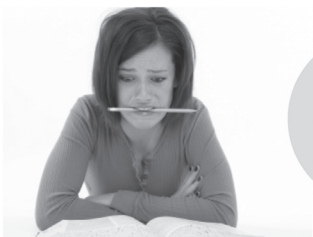
The Career Center provides a broad range of resources and educational opportunities for students and alumni. With so many career options, students are encouraged to invest time in exploring choices early in their academic careers.

Services include:

- Career Coach – use it to research careers and learn salaries and jobs in our geographic area
- Career Counseling
- Career Assessments
- Guidance to Research and Explore Careers
- Online Career Information & Resources
- Workshops and Seminars
- Perfect Interview
- Job Board
- Annual Job Fairs

We can help you ... find a career that is right for you, refine and perfect your resume, hone your interviewing skills, conduct a job search and more.

YOUR ORIENTATION



ARE YOU
FEELING
FRUSTRATED
WITH A
WRITING
ASSIGNMENT?

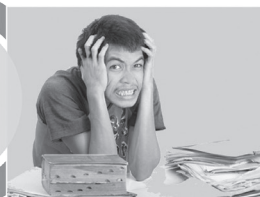
Stop by the **Learning Assistance Center!**

- Free Drop-in Help
- Open Computer Lab
- Zoom Text, JAWS, and Read&Write
- And MUCH more

We provide skills-based assistance with Math, Writing, Research, Sciences, Computer Skills, Studying and Test-Taking Skills, and any other subjects.

We ensure that you'll learn during your experience in the LAC!

PERHAPS
YOU'RE
HAVING A
HARD TIME
WITH MATH.



LET US
GUIDE YOU
TO
SUCCESS!

Jackson LAC
Oaks Hall Rm 101
8 a.m. – 6 p.m.
Monday-Thursday
8 a.m. – Noon

Friday

www.southwesterncc.edu/lac

LEARNING ASSISTANCE CENTER

 **Southwestern**
COMMUNITY COLLEGE

TUTORING AT SCC: SUPPORT FOR STUDENTS... SUCCESS IN LEARNING!

Visit the Tutor Program website: www.southwesterncc.edu/tutor-program.

Looking for a Tutor? SCC's Tutor Program offers tutorial assistance to students enrolled in curriculum classes. Tutoring is **FREE** for students and is provided in one-on-one or small-group sessions. Applications to request a tutor are available in the Student Support Services Office on the ground floor of Oaks Hall, at the Macon Campus LAC, or online at www.southwesterncc.edu/tutoring-application. For additional information, contact SCC's Tutor Program Coordinator at 828.339.4231.

Smart Students... Smart Choices!



Interested in becoming a tutor? SCC tutors exhibit a positive and enthusiastic attitude toward learning and assisting fellow students.

Students eligible to tutor must have a 3.0 or higher GPA and have earned a grade of A or B in the course(s) they wish to tutor. To find out more about becoming a tutor at SCC visit the tutor program website at www.southwesterncc.edu/tutor-program.

SCC's Tutor Program is certified at Levels I and II through the College Reading and Learning Association's International Tutor Training Program Certification (CRLA/ITTPC).



Southwestern Community College's

CAMPUS CUPBOARD

Located in the Balsam Center lobby

What is the Campus Cupboard?

- A food pantry to help combat hunger and support SCC students by providing access to **FREE** food options.
- Open to all SCC students
- Regular operating hours:
 - Mon. - Thurs. 8 a.m. to 5 p.m.
 - Fri. 8 a.m. to Noon



Supported by Student Life funds and donations.

Donations are always welcome! A permanent donation box is available outside of the Information Center in the Balsam Lobby.



HOLT LIBRARY

HOURS:
Monday-Thursday
8 a.m. - 8 p.m.

Friday
8 a.m. - 3 p.m.

339.4288 •
800.447.4091
Ext. 4288

- Search from "Library" tab on MySCC
 - CCLINC (Online Catalog)
 - NC LIVE Databases
 - WestLaw Campus Researcher
 - LibGuides Research Help
- Student ID=Library Card
- 30,000 Volumes
- 100 Magazines & Newspapers
- Free Interlibrary Loan
- 26 Computers (Open Lab)
- Professional Staff on Duty
- Group and Individual Study Rooms
- Small Business Resource Center



www.southwesterncc.edu/library



OPEN COMPUTER LABS

JACKSON CAMPUS LABS

- Founders Hall
Open lab days and hours are posted on the computer lab doors each semester.
- Holt Library
26 Computers
Microsoft Office 2016 Software
1 Black/White Laser Printer
Hours:
M-Th 8 a.m. - 8 p.m.
F 8 a.m. - 3 p.m.
- Oaks Hall, Room 101 (LAC)
Hours:
M-Th 8 a.m. - 6 p.m.
F 8 a.m. - Noon

All students should bring your own document storage device (flash/USB drive) and earbuds or headphones to open computer labs.

Wireless Access



SCC provides wireless access in limited areas to all students.

Available on the Jackson and Macon Campuses.

YOUR ORIENTATION

University Transfer Advising Center (UTAC)

www.southwesterncc.edu/UTAC

The UTAC provides advising services for Arts and Sciences students planning to transfer to a university or 4-year college. Students work with UTAC advisors to:

- Complete and update academic plans
- Examine options when courses are difficult
- Find information about universities
- Get assistance with a personal or family emergency
- Learn more about college policies and procedures
- Register and adjust schedules
- Submit commencement applications
- Track progress toward goal completion
- Visit with university representatives on announced visits

Contact Information:

Jackson Campus
Oaks Hall Room 100-A
utac@southwesterncc.edu
828.339.4301

Macon Campus
Groves Center Room 201
utacmacon@southwesterncc.edu
828.306.7005

Coordinator: Hilary Seagle
hseagle@southwesterncc.edu
828.339.4363

We're Here to Help Your Small Business Succeed!

The Small Business Center Network of the NC Community College System provides support and assistance to small businesses and start-ups across North Carolina. Small Business Centers (SBC's) are located at each of the state's 58 community colleges, providing confidential business counseling and seminars to small business owners and entrepreneurs.

Created in 1984 when the North Carolina General Assembly funded 14 SBC's, the Small Business Center Network (SBCN) had expanded to include at least one SBC at each community college by 1995. Each year, the centers assist in starting an average of 650 businesses and help create and retain more than 3,000 jobs.

Today, with more than 60 sites, the Small Business Center Network is known as the most expansive state-funded technical small business assistance program in the United States with locations within a 30-minute drive of almost every North Carolinian.

The mission of the Small Business Centers is to increase the success rate and number of viable small businesses in North Carolina by providing high quality, readily accessible assistance to prospective and existing small business owners, with the goal of job creation and retention.

The Small Business Center regularly schedules FREE business seminars and maintains a host of reference materials for use by business owners. Seminars are offered on a scheduled and customized basis throughout SCC's service area. Online registration is required, and you can view a full list of our offerings at www.ncsbc.net

Southwestern Community College's SBC serves Jackson, Macon, Swain Counties and the Qualla Boundary and is led by director Tiffany Henry.

For more information, contact Tiffany Henry at t_henry@southwesterncc.edu or 828.339.4211 or 828.339.4426.

YOUR ORIENTATION



Employability Lab

Free for the Unemployed and Underemployed

The Employability Lab is a self-paced environment where students develop their professional and personal skills.

- Resume Building
- Job Search Assistance
- Interviewing Practice
- Career and Skill Assessments
- Weekly Work and Life Skills Classes
- Basic Computer Skills Development
- North Carolina Career Readiness Certification
- And much more...

Employability Lab, Oaks Hall 104 & Macon Annex
Southwestern Community College

For more information contact: Melanie Price at 828.306.7020



COLLEGE TERMS

GLOSSARY OF COLLEGE TERMS

Academic Advisor: A faculty or professional staff member assigned to advise students individually on selection of courses and related academic and college success topics.

Academic Honesty: Is expected at all times. Academically honest students do their own work, don't facilitate the cheating of others, and talk with their instructors when in doubt about whether collaboration, assistance, or outside sources are acceptable. Academic **dishonesty** includes a range of offenses including plagiarism, cheating, and copying assignments. All are serious offenses that may result in failing the course, being placed on academic probation, or being dismissed from the college.

Accuplacer Test: The placement test which determines placement in reading, grammar and mathematics.

Associate Degree: A two-year degree in the arts & sciences or applied sciences.

Associate in Applied Science (AAS): Tends to be career focused and may lead to immediate employment in a technical or health-related field.

Associate in Arts (AA): Offers general college curriculum to prepare students to transfer to a university to earn a bachelor's degree.

Associate in Fine Arts (AFA): Fine arts degree designed for transfer to a university for a bachelor's degree in an art related major.

Associate in Science (AS): Offers general college curriculum to prepare students to transfer to a university for a bachelor's degree in a science, technology, engineering, or math related major.

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

Canceled Course: A course that was originally listed in the class schedule for a particular semester but will not be offered as previously stated. If a student is enrolled and the class is cancelled, a full refund will be given.

Catalog: A campus publication providing information on academic and non-academic programs institutional policies, student rights, and graduation requirements. Also included are the institution's academic and non-academic calendars. Our catalog is also available on the web.

Closed Course: A course that has achieved the maximum enrollment allowed and is no longer open to registration.

Course Number & Hours: Combination of a departmental abbreviation and number that identifies a course. Course numbers are an indication of the level of the course, with higher numbers representing more advanced courses.

Credit: A unit of measure used to reflect the amount of instructional time required of a course. A credit hour is based upon the contact hour requirement of a course and will vary according to the individual course. Credit hour is used to determine your progress toward your degree, diploma, or certificate, and the payment of fees is also based on credit hour(s).

Dean: Administrator who oversees a division of the college.

Elective: A course in which the student has some choice versus a required course. Electives are important as they fulfill credit hour requirements needed to receive a degree, diploma or certificate.

COLLEGE TERMS

Financial Aid: Includes federal, state and local funds that are categorized as grants and scholarships which do not have to be repaid, student loans which do and work-study which is aid earned through working.

Forgiveness Policy: Procedure that will enable a student to have certain previous coursework forgiven and not computed in the student's GPA.

GPA/Grade Point Average: Measure of students' academic achievement based on awarded grades and the quality points assigned to those grades. Grade point average is determined by dividing the sum of the quality points by the total credits attempted.

Incomplete: Indicates that a student has been doing acceptable work with approximately 80 percent of course work presented in the course but has not completed all required work. He or she is responsible for having the "I" grade removed during the first two weeks of the following semester.

Major: A primary field of study. Students must complete a specified number of courses in a specialized area of study.

Prerequisites: Requirements that must have been completed before a student is permitted to take a chosen course.

Probation: Academic: A student is placed on academic probation when his or her cumulative grade point average falls below the established minimum of 2.0.

Program of Study: Courses a student is required to take before he or she can graduate in a specific major.

Quality Points: The number of points determined by the grade assigned. For example: An A equals 4 quality points, a B grade equals 3.

Registration and Priority Registration: The designated date of selecting and scheduling for classes. Priority registration is usually 6 weeks before the regular registration day.

Schedule Adjustment: Period at the beginning of the academic term when students may make changes to their course schedules without having the changes entered on their permanent record.

Semester: A period of time (usually 16 weeks) in which a course or courses are completed.

Syllabus: An instructor's plan of action for the class. It is a schedule of requirements, usually explaining course purpose and goals, providing instructor contact information and outlining the student's responsibilities (such as assigned readings, papers and exams).

Transcript: An itemized listing of all coursework completed, grades earned, cumulative grade point average, and degree completed, if any. May be requested in the Registrar's Office.

Transfer Agreements: Parallel coursework completed at SCC that will transfer to other institutions in the NC Community College System and to most senior institutions in the region.

Tutor/Learning Consultants: A student/professional/faculty/staff member who is available to assist students who need additional help in a particular academic subject/subjects.

COLLEGE TERMS

Online/Web-centered Class: Instruction will be delivered exclusively online. Access to a computer with Internet connectivity is required for successful completion. Online / Web-centered courses do not require on-campus attendance.

Hybrid Instruction will be delivered combining traditional classroom instruction and online or other electronic media. Hybrid courses allow students at the discretion of the instructor to complete a substantial amount of the course requirements electronically.

Web-supported Class: Instruction will be delivered primarily using traditional classroom instruction but will be enhanced through the use of online or other electronic media. Web-supported courses allow students at the discretion of the instructor to complete a smaller amount of the course requirements electronically.

Withdrawal: Official indication that a student no longer intends to participate in a class. Students must complete a withdrawal form, which requires instructor and advisor signatures, before the deadline. A grade of "W" is recorded on the transcript. "W" grades do not affect GPA, but they may impact financial aid over time.

STUDENT LIFE

Student Life is coordinated by the College's Student Life Committee. The committee, whose members include 6 students, 6 faculty, and 8 staff, is responsible for (1) planning, coordinating and sponsoring campus-wide student activities, educational and cultural events; (2) assisting student clubs and organizations with resources and training; (3) providing oversight to events and programs planned by student clubs through the club council; and (4) allocating the student activity fee funds for programs and services that benefit students and student club activities.

Student Life events include Welcome Back/Fall Fest, Constitution Day, Veteran's Day, Spring Fling, guest speakers, contests and special events throughout the year. Student Life-sponsored programs and services include (1) support for the campus literary magazine – *Milestone*, (2) diploma covers for graduates, (3) refreshments/lunches for student orientation events and career fairs and (4) student club support.

CLUB COUNCIL

The council coordinates club activities and events and sponsors educational and leadership development workshops for club leaders. Every fall semester, the club council elects 5 representatives to serve on the Student Life Committee and a chairperson who serves as the student representative to the Student Life Committee and the SCC Board of Trustees.

The Club Council, under the direction of the Student Life Committee, has established requirements for forming and operating student clubs and organizations at SCC.

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.

Official Recognition-Benefits

Student clubs and organizations must apply for and receive official college recognition. The benefits derived from official recognition are:

- Access to the College's facilities at no cost for club activities and events.
- Permission to conduct events to solicit funds on campus.
- Defined financial support from the Student Life Committee.

Official Recognition-Requirements

In return for official recognition, the clubs are required to meet the following obligations:

- Abide by all rules and regulations published by the College including the Student Code of Conduct.
- Will not discriminate, in selecting members and in promoting activities, on basis of race, color, gender, age, disability, religion, nationality or political preference.
- Must have an active faculty or staff member as advisor.
- Must meet the requirements for receiving official recognition from the College.

Forming a Club for Official Recognition

Students seeking to form clubs that are officially recognized by the college **MUST** complete the following items and **MUST** complete an annual update of officers. All students must be actively enrolled.

- List of 5 or more students (with contact information) who are members.
- List of the primary officers (e.g., President, VP, Secretary, Treasurer) and their contact information (officers must be enrolled students).

STUDENT LIFE

- Identify the faculty/staff member who has agreed to serve as advisor with their contact information.
- The purpose and objectives of the club.
- The annual activities of the club.
- A description of how members are admitted to the club and how officers are selected.
- A statement signed by the officers on behalf of the club agreeing to abide by all College rules and regulations and agreeing to participate in club council meetings and programs.

Once all items are submitted to the Dean of Students, clubs will receive official recognition.

Use of Facilities

Clubs with official College recognition may reserve campus facilities for activities and events.

- To reserve the use of non-instructional rooms/facilities, contact Renea Winchester, College Information Center Coordinator, at 339.4201 or via email at r_winchester@southwesterncc.edu for the Jackson Campus or Polly Russell at 306.7001 or via email at p_russell@southwesterncc.edu for the Macon Campus.
- To reserve the use of classrooms, contact the following office as appropriate:
Balsam (Jackson) – 339.4305
Founders & Summit (Jackson) – 339.4204
Oaks & Bradford (Jackson) – 339.4300
Macon Campus – 306.7017

Solicitation and Fund Raising

Clubs with official recognition may conduct fundraisers on campuses. Club officers and advisors must review the following limitations before proceeding any fundraising activity.

All events must be approved by the Dean of Students or her designee.

- Raffles - The NC General Statutes consider raffles as a form of gambling and are generally unlawful in the state of North Carolina. No raffles permitted!
- Food - Based upon NC Health Dept. of Sanitation requirements, clubs and organizations may sell ONLY pre-packaged food items, professionally prepared, pre-wrapped items and beverages in sealed containers. Examples of these items include bottled/canned soft drinks, pre-wrapped sub sandwiches, wrapped/package desserts, etc. Muffins or cookies must be pre-packaged. The sale of food prepared or assembled at point of sale, such items as tacos, hot dogs, chili, sandwiches, etc. is prohibited.
- All fundraising activities must be placed on the club's and organization's calendar one week prior to the event.

Clubs and organizations are encouraged to use alternate methods of fund raising for their activities. For advice on sales, contact the Dean of Students.

ACTIVE CLUBS AND ORGANIZATIONS

Car Club - The SCC Car Club was established in order to strengthen the ties within the local automotive industry and create a common purpose and bond among the students. Members' involvement ranges from special projects, to organizing and hosting car shows and other special events within the local community, generating funds to support and sustain multiple scholarships and tool awards for our student members, send our students on field trips, and gain the ability to tour facilities within the automotive community such as the BMW plant. This community involvement allows our students the opportunity to witness the countless possibilities within the automotive field and also allows the industry leaders the opportunity to directly interact with the students, which could potentially lead to future employment.

Advisor: David Myers

STUDENT LIFE

Clay Club - The SCC Clay Club works to promote the appreciation of clay and the ceramic arts through workshops and field trips that enhance artistic growth and interest in the ceramics field. The club is for anyone interested in pottery, ceramics or wishing to become professional potter or clay artist.

Advisor: Jeff Marley

Collegiate Recovery - SCC offers a safe and supportive environment for students who are beginning, or living, a life of recovery. Through the *Campus Connections Club*, weekly activities and monthly programs are offered to raise awareness towards recovery by reducing stigma related to addiction, to support students on their road to a healthy lifestyle and to provide a forum to discuss local and regional resources aligned with recovery.

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

Advisor: Ceretta Davis

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

Advisor: Michael Deaver

EMS Club - Epsilon Sigma Pi (EMS Professional Society) encourages awareness, concern and interest in the emergency medical care profession while promoting service and fellowship through community improvement and awareness.

Advisor: Eric Hester

Health Information Technology Club - This club seeks to advance the professionalism of HIT majors and enable the membership to earn the necessary funds to attend related conferences. Paramount to the mission of the club is the drive to bring first and second year students together to share ideas, support each other, provide mentoring, and promote unity.

Advisor: Penny Wells

Human Services Club - The Human Services Club attempts to increase awareness of human needs within the local community and provides opportunities for students to come together as a group to meet those needs, thus supporting the knowledge, values and skills of the Human Services Professional.

Advisor: Lori Clancy

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

Advisor: Meg Rollins

Nursing Club - The Nursing Club supports the profession of Nursing.

Advisor: Kristyn Stevens

STUDENT LIFE

Nurse Aide Club - The Nurse Aide program's goal is to provide a quality education for those wanting to pursue a nurse aide education. The Nurse Aide Club is intended to provide quality information for current students of the program and allow for social interaction while providing positive inspiration and further education to Nurse Aides.
Advisor: Donna Pruitt-Conner

Outdoor Leadership Club - The Outdoor Leadership Club increases students knowledge of their career field through programs and trips. Team building among students creates strong leaders.
Advisor: Paul Wolf

Paralegal Club - The objective of this club is to invest in the professional educational needs of SCC Paralegal students and to provide opportunities to enhance their educational experience in the legal profession, while employing fundamental principles and techniques of sound legal practice.
Advisor: Pam Smith

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

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

SCC Cares - SCC Cares is an organization in which every student, staff and faculty are members. Led by a committee of faculty and staff, SCC Cares supports and recognizes volunteerism within the SCC service areas of Jackson, Macon and Swain Counties and the Qualla Boundary.

Sole Destroyers - A running club committed to providing opportunities for physical activity and fun.

Sonography Club - The club supports the profession of medical sonography.
Advisor: Debbie Eavenson

Spanish Club Jackson Campus - The purpose of the club is to meet and speak in the Spanish language, to discuss and learn about the heritage, history, culture and current events of Hispanic countries and people and to provide community service to local Hispanic people as requested and needed.
Advisor: Kay Wolf

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Spanish Club Macon Campus - The purpose of the club is to meet and speak in the Spanish language and learn about the heritage, history, culture and current events of Hispanic countries and people and to provide community service to local Hispanic people as requested and needed on the Macon Campus.

Advisor: David Jons

Student Occupational Therapy Association (SOTA) - The Student Occupational Therapy Association (SOTA) club is made up of SCC OTA students. Its purpose is to raise awareness in the community of what occupational therapy is and about the OTA program. Additionally it raises money to attend professionally related activities and engages in charitable activities to give back to the community.

Advisor: Anna Walls

Student Support Services Garden Club - The purpose of the SSS Garden Club is to help participants learn through volunteer service the knowledge and skills needed to grow vegetables and herbs by maintaining a garden plot at Cullowhee Community Garden. 50% of the harvest will be donated to the Community Table.

Advisor: Mark Ellison

Veterans Club - The club's mission is "Veterans helping veterans with new life goals." Among our objectives are to empower SCC and community veterans with tools for success, unite them with a common goal, and volunteer time and energy for other veteran organizations, such as a local PTSD group. SCC students are invited to serve as club officers: president, vice president, treasurer or secretary - positions that add value to university applications and resumes.

Advisors: Toni Knott & Sayward Cabe

STUDENT LIFE

HONOR SOCIETIES

Alpha Beta Gamma International Business Honor Society – Alpha Omega Chapter

Alpha Beta Gamma International Business Honor Society is the sole business honor society for accredited junior, community and technical two-year colleges. The society exists to recognize and reward academic excellence among business honor students and to recognize the contribution to learning and business of professionals in the local communities. Members of Alpha Beta Gamma are challenged to subscribe to the society's high ideals of scholarship, leadership and cooperation. To be considered for membership, students must:

- Be currently enrolled as a full or part-time student in a qualifying business-related associate in applied science program
- Have completed at least 15 hours of college-level academic credit during the previous three semesters
- Have a cumulative GPA of 3.0 or higher
- Demonstrate the ideals of scholarship, leadership, and cooperation
- Be nominated by program faculty.

Advisors: Danell Moses and Thom Brooks

National Technical Honor Society

The National Technical Honor Society (NTHS) 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 NTHS. The SCC chapter of the NTHS 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 NTHS while working to achieve the objectives and goals of the society.
- Fulfill their obligations as a citizen of their community and country.

Advisor: Thom Brooks

STUDENT RESOURCES

ACCIDENT AND MEDICAL EMERGENCIES

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

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

CPR kits are also located in most College facilities.

If an accident occurs while you are attending SCC, report the accident to the instructor in the class where the accident occurred and to the Vice President for Financial and Administrative Services. Business Office personnel will notify the next of kin based on information provided by the injured student or listed in the student's record. Accident report forms are available through the Human Resources Office located on the first floor of Balsam Center or online on the Human Resources homepage. These forms must be completed within five days and submitted to the Vice President for Financial and Administrative Services.

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

Students are encouraged to maintain medical insurance coverage. Applications for accident insurance covering accidents at the College or in transportation to and from the College are available in the Business Office. Insurance forms for reporting injury are available in the Business Office to those who have purchased student insurance. Students are also encouraged to report any acute medical conditions to their instructors. Such information will be kept confidential.

BOOKSTORE

Operated by Follett Higher Education Group, the Bookstore is located on the first floor of the Burrell Building and carries new and used textbooks, as well as a number of e-books and a variety of school supplies. Please bring a copy of your course schedule so that the bookstore can ensure that the textbooks you purchase are correct. If you are using Financial Aid or have a Voucher, please bring a photo ID, preferably your student ID. You may also purchase your textbooks and other items from the bookstore's website. www.theswccshop.com.

STUDENT RESOURCES

Refund Policy

Outside the start of the semester, you may return textbooks within 48 hours of purchase. Please see the bookstore for the return policy for the start of the semester's extended refund policy. For a full refund, the following criteria must be met:

- All items being returned or exchanged must be accompanied by the receipt.
- New books must be returned in new condition.
- Used books must be undamaged and in resalable condition.
- Pass codes must be unopened and unused.
- All electronics are nonreturnable once opened including laptops, tablets, phones and flashdrives.
- All items packaged in shrink-wrap must be unopened.
- If items are paid for by check, you must wait two weeks from date of receipt before a refund can be issued.

(Textbooks purchased the last week of classes or during exam periods are ineligible for refunds.) In addition to textbooks, the Jackson bookstore carries art and drafting materials, reference books, school and office supplies, graduation caps and gowns, Southwestern Community College apparel, gift items, food, drinks, software, and cosmetology, culinary and medical uniforms and corresponding supplies. Regular bookstore hours are posted each semester at the bookstore entrances, as well as on the bookstore website www.theswccshop.com.

Contact: Burrell Building, Jackson Campus, 828.339.4222
Cecil L. Groves Center, Macon Campus, 828.306.7032

CAREER & COLLEGE PROMISE

Career & Career Promise allows qualifies high school juniors and seniors to begin college-level work toward their postsecondary education goals. Career & College Promise students do not pay tuition, but are responsible for program-related fees (if applicable) and course materials such as textbooks. Information on the website can be found at www.southwesterncc.edu/career-and-college-promise.

Please email the College Access Coordinator at ccp@southwesterncc.edu for more information.

CAREER SERVICES

Career Services provides a broad range of services and high-quality support to help students explore their interests and related careers, make well-informed and timely academic choices, identify pathways to achieve their goals, and become successfully employed contributors to the regional community and economy.

Career Services provides comprehensive career development support for every student, partnering with employers to offer experiential learning and employment opportunities while meeting the needs of the regional workforce, and supporting the academic mission to provide excellence in teaching and learning leading to student success.

- Career Assessment & Counseling
- Career Coach - use it to conduct a self-assessment of career interests, to research careers, to see related academic programs at SCC, and to learn about salaries and jobs in our geographic area

STUDENT RESOURCES

- Online resources to research and explore careers
- Expert resume writing and cover letter assistance
- Workshops, seminars, class presentations and career education events on special topics.
- Big Interview, an online mock interview program to learn the basics of interviewing and prepare for any interview.
- SCC Job Board - use it to find jobs in Western North Carolina and beyond.
- Customized networking portals in LinkedIn.
- Annual job fairs and recruitment events.

Career Services partners with faculty and staff to lead PEAK, or “Professional Exploration And Knowledge,” a campus-wide initiative to enhance student success in academics, but also in their chosen professional careers.

PEAK is an approach to giving specific, intentional focus to developing graduates who understand and are prepared for their chosen careers. Through PEAK, we ultimately plan to develop a culture of professionalism, exploration and career preparation at SCC, recognizing that our graduates positively impact our region throughout their successful professional lives.

Contact: Balsam Center, 1st Floor, Jackson Campus
828.339.4352 or 800.447.4091 ext. 4352
www.southwesterncc.edu/career-services
Facebook: SCC Career Services
Instagram: SCC_CareerServices



COUNSELING AT SCC

SCC's College Counselor is available to help students with a number of issues including stress, test-taking issues, anxiety, motivation, gender identity, family issues, relationships, anger, depression, trauma, aspects of ADD and other issues.

Counseling services are free. Students are usually seen in individual sessions or in small group sessions.

The Counseling Office also helps students get services from counselors and agencies in the area such as REACH, DSS, Meridian or Appalachian. If a student is already working with counselors or doctors outside of SCC, we can help set up appropriate supplemental support at SCC such as providing safe places and people to meet with if things get overwhelming, or providing coaching focused on specific issues.

Stress is universal among humans and especially among students. School can be challenging but there are ways to do it with more clarity, calmness and enjoyment. . . and a lot less stress.

Contact: Balsam Center, 1st Floor, Room 129A, Jackson Campus
828.339.4243 or 800.447.4091 ext. 4243
pbuck@southwesterncc.edu

STUDENT RESOURCES

DISABILITY SERVICES FOR STUDENTS

The mission of Student Disability Services is to remove barriers and ensure equal access for all students with disabilities. In support of this mission, the Student Disability Services Coordinator:

- Provides information, education and resources to the campus community regarding the needs of students with disabilities;
- Coordinates accommodations and related support services to students with disabilities;
- Serves as advocate for students with disabilities while promoting independence, self-determination and personal responsibility.

It is the responsibility of the student to make his or her disability known and to request academic or physical accommodations. Requests should be made to the Student Disability Services Coordinator, who will make every effort to provide services in a timely manner. Some accommodations may take several weeks to arrange (i.e. sign language interpreter), so early contact is important.

A student requesting accommodations is expected to provide current, comprehensive documentation of their disability from a qualified professional (varies dependent upon the nature of the disability). Information regarding a student's disability is not obtained through SCC's admissions process. All documentation should be sent directly to the Student Disability Services Coordinator. Disability records are maintained separately from academic records and are regarded in a confidential manner as outlined in the Family Rights and Privacy Act of 1974. If a student does not have documentation of her or his disability, it is still worthwhile to speak to the Student Disability Services Coordinator. Often there are overlooked sources of documentation and/or legitimate ways of helping students with disabilities who have no documentation.

Services are provided when deemed necessary and reasonable for a particular student and are determined on a case-by-case basis through an Educational Support Plan (ESP). The ESP is created collaboratively by the student and Student Disability Services Coordinator and specifies appropriate classroom accommodations, which may include: alternative testing arrangements; note-takers or recorders; use of a word processor, spell checker, or calculator; alternative format textbooks; preferential seating, room relocation, or ergonomic tools; magnifier, computer screen reader, or video captioning; sign-language interpreters; or other assistive technology.

Please note that class attendance policy is not determined by the Student Disability Services Coordinator, but is at the discretion of each faculty member and should be clearly indicated on the course syllabus. Students are expected to heed the importance of regular class attendance and accept it as a personal responsibility. Students must understand that there are consequences of poor class attendance, whatever the reason for the absences. The Disability Services office can provide written verification addressing the legitimacy of disability-related absences, but this verification may not necessarily excuse the absences.

For more information, please contact the Student Disability Services Coordinator at 828-339-4326 or 828-339-4420. Visit www.southwesterncc.edu/disability_services for more details about requesting services, documentation guidelines, and academic accommodations.

STUDENT RESOURCES

E-LEARNING

The E-Learning Department is committed to student success by supporting efforts to ensure that quality online education and support services are available to all SCC students, whether they are on campus or e-learning students.

Blackboard is the Learning Management System used by SCC, and all SCC students have access. For web-assisted, hybrid, or online / web-centered courses, you will be using Blackboard. Instructors of traditional courses may also supplement their courses with Blackboard resources. To help you get started in Blackboard, consider one of the following:

- Online Blackboard Orientation – This course will appear in your course list in Blackboard, will be available throughout your coursework at SCC. This course is not graded but provides you the opportunity to get comfortable using Blackboard and ask questions.
- Face to Face Orientation – This session I held each semester, please visit the e-learning website (www.southwesterncc.edu/e-learning/students) for more details.

GRADES/TRANSCRIPT ONLINE

Students will have online access to their grades and academic transcripts. Southwestern Community College does not send report cards through the U.S. mail at the end of each semester. Through MySCC, students can use their computer access username and password to check their grade and transcript information. SCC continues to mail official copies of transcripts on an as-needed basis, per request of the student. The student must communicate the request through the Registrar's Office. For information on activating your computer access account, contact SCC Computer Support at 828.339.4424 or 800.447.4091, ext. 4424.

HOLT LIBRARY

The Holt Library on the Jackson Campus is an 11,000 sq. ft. facility that houses a research collection, 26 computer lab workstations, snack bar, instruction/conference room, 2 study rooms, and other College offices. Internet access and the Microsoft Office suite are available on the Library's computers along with a black/white printer.

- Access to Online Resources: Users log in to the MySCC page, then select "Library" tab for online research sources and detailed information about services and resources available for students, staff, and faculty. Community patrons may locate the Online Catalog and basic information on the Library's open-access website www.southwesterncc.edu/library
- Online Catalog and Circulating Collection: The CCLINC Online Catalog indexes Library collections by title, author, subject, or keyword. SCC holds 30,000 hard-copy books and audiovisual resources that directly support academic programs as well as 100 hard-copy academic journal and magazine titles. Two million books are available by mail through 48 community colleges of NC in the CCLINC Catalog system.
- Reference Collection: Specialized research materials, literary criticism, and legal books are for in-house use.
- Reserve Collection: The faculty may place a variety of course-specific materials in this collection, located behind the Information Desk. Library staff assist students in accessing and utilizing Reserve materials.
- Recreational Materials: Novels are available in the Fiction collection. Special collections include DVD movies, Children's books, Young Adult Fiction and Nonfiction, STEM resources, and Biographies.
- NC LIVE: To guarantee access to scholarly resources for students' assignments, NC LIVE provides a searchable online index to full-text articles from over 25,000 print publications, including academic journals, e-books, magazine articles, national and local newspapers, and reference sources. NC LIVE is accessible for students (from home

STUDENT RESOURCES

- computers) on the Library's home page and via MySCC login/Library tab.
- Interlibrary Loan Services: Since Holt Library is a member of the CCLINC consortium, patrons may borrow books from these library collections. Nationwide interlibrary loan services are available by searching WorldCat.org and contacting the Library staff.
- Research Instruction: Our staff Librarian creates Bibliographic Instruction workshops to demonstrate the CCLINC Catalog and NC LIVE online resources and to teach information literacy and online research skills. Faculty may request a basic or customized workshop for their classes by using the link on the MySCC/Library page. Research assistance for individual students or faculty members is available in person, by phone, or via email.
- Returning Materials: All library materials must be returned and accounts cleared before students will be allowed to register, graduate, or receive a transcript.
- Library Hours: Monday - Thursday (8 am – 8 pm); Friday (8 am – 3 pm). Hours during student breaks: Library hours are determined by the College academic calendar and may vary during student breaks and holidays. The library will post notices to the website and on the doors of the library in the event of any change in hours.

HOUSING

Since SCC is designed primarily to serve students within commuting distance, there are no dormitory or housing facilities on campus. Students do have the ability to search off-campus housing listings, create and view roommate profiles, post and search for sublets, furniture, and carpools online at housing.southwesterncc.edu.

LEARNING ASSISTANCE CENTER/TUTORING

The Jackson Learning Assistance Center (LAC) is open 8 a.m. - 6 p.m., Monday through Thursday, and 8 a.m. - noon on Friday during fall and spring semesters. Summer hours vary. We are closed on holidays and breaks; any unusual closings are posted to our main webpage: www.southwesterncc.edu/lac

All Learning Consultants answer general questions, provide help with basic to intermediate computer problems, and help to build skills necessary for success in college, such as studying, taking notes, and testing effectively. Assistance in writing and math are most popular, so a Writing Consultant is always on duty and a Math Consultant is available during most of our operating hours. All of our services are free! To view a current schedule-by-subject, visit www.southwesterncc.edu/learning-assistance-center/jackson-lac-operating-hours and/or view our posters on campus bulletin boards. Most services are provided on a drop-in basis to ensure that everyone is helped at the times that are most convenient—for you! At the same time, appointments may be made by calling the LAC Coordinator at 828.339.4325. Students also have the option of using the Self-Referral Form link at the bottom of our main webpage.

We invite you to study and work on homework in the LAC so that if you have a question, a Learning Consultant can help to answer it. We use your resources, such as assignment directions and the course textbook, and the Internet; we also offer helpful handouts. The Center features a 16-station computer lab with a printer and four enclosed study carrels that also feature Zoom Text, Jaws, and Read & Write Gold software. We are able to access and use Adobe Creative Suite, as well.

Free online tutoring, currently provided by Smarthinking, is available free of charge through Blackboard. For more information, contact the coordinator at 828.339.4325.

Another free service we offer is proctoring exams for online classes and the occasional missed exam for traditional classes. Ask your SCC instructor if you can use our Testing Room, which houses twenty computers; one computer is reserved for students who need Jaws and Zoom Text. Be sure to bring a photo I.D. and any materials that your instructor has allowed while taking the exam. Also, give yourself plenty of time to finish testing before we close! For more information or to schedule a tour of the LAC, call the coordinator at 828.339.4325.

STUDENT RESOURCES

Looking for a Tutor? SCC's Tutor Program offers tutorial assistance to students enrolled in curriculum classes. Tutoring is FREE for SCC students and is provided in one-on-one or small group sessions. This program offers valuable academic assistance through competent, qualified peer and non-peer tutors who strive to encourage student achievement and promote academic excellence. Applications to request a tutor are available in the Student Support Services Office on the ground floor of Oaks Hall, at the Macon Campus LAC, or online at www.southwesterncc.edu/tutoring-application. For additional information, contact us at 828.339.4325.

Interested in becoming a tutor? SCC tutors exhibit a positive and enthusiastic attitude toward learning. In addition, they exemplify academic excellence and are role models, thus, are expected to be professional and dedicated to the Tutor Program and to the students they tutor. Students eligible to tutor must have a 3.0 or higher GPA and have earned a grade of A or B in the course(s) they wish to tutor. Visit the Tutor Program website: www.southwesterncc.edu/tutor-program.

SCC's Tutor Program is certified at Level I and Level II through the College Reading and Learning Association's International Tutor Training Program Certification (CRLA/ITTPC).

LOST AND FOUND

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

PARKING

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

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

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

Students are required to abide by the Traffic Code located in the back of the blue section of this handbook or section 7.15 of the Policies and Procedures Manual.

STUDENT AMBASSADORS

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

STUDENT RESOURCES

STUDENT EMERGENCY SUPPORT

1. **SCC Foundation Emergency Fund** - The Student Emergency Fund was created by the SCC Foundation to assist SCC students who encounter an unforeseen financial emergency which would otherwise prevent them from continuing their education at SCC. These funds are not intended to be used for routine expenses or as a consistent supplement to a student's education funding sources. This funding is only available during the semester the student is enrolled and the emergency occurs. **Requests must be urgent in nature.** The Student Emergency Fund will award up to a maximum of \$250 per student. These funds will not be awarded to the same student in consecutive semesters. For eligibility and procedure information, email Kathy Posey at k_posey@southwesterncc.edu.
2. **SCC Foundation Gas Card** - The Gas Card Fund was created by the SCC Foundation to assist SCC students who have an immediate transportation emergency which would otherwise prevent them from continuing their education at SCC. The Gas Card Fund provides a one-time \$25 award for students experiencing urgent transportation need. For eligibility and procedure information, email Kathy Posey at k_posey@southwesterncc.edu.
3. **SCC Campus Cupboard** - SCC houses a food pantry to combat hunger and support SCC students in their pursuit of higher education by providing access to free food options so they may focus on being happy, healthy and successful.

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 College representative. Students are required to be in possession of their ID cards at all times and are prohibited from loaning their ID cards to any other person for any reason. It is prohibited to use any other card except College-issued cards. ID Cards are issued in the Business Office, located on the first floor of the Balsam Center, Jackson Campus or the top floor of the Groves Building, Macon Campus. Replacement cards may be obtained for a \$5.00 charge.

STUDENT LOUNGES AND VENDING MACHINES

Refreshment vending machines are located in all main buildings on the Jackson Campus: Balsam Center, Oaks Hall, Burrell Building, Summit, Founders Hall, Jackson Early College Lobby, the Bookstore and Café Diem located in Holt Library. You will find ample space to gather for social or homework time. Dedicated student lounge areas are found on the second floor of Oaks Hall, the main lobby in Balsam and Burrell as well as the second floor in Balsam and Burrell, the main floor in Summit, and a number of social spots throughout the Burrell Building. Food and beverages are only permitted in classrooms, shops and laboratories with the instructor's approval. Food and beverages are permitted in lounge areas.

STUDENT SUPPORT SERVICES

Student Support Services (SSS) is a Title IV grant funded program for students in need of academic support. To receive services, a student must satisfy one of the following eligibility requirements: be a first-generation college student (parents or guardians do not have a bachelor's degree); meet income eligibility guidelines; or have a documented ADA disability. A primary goal of the program is to help students persist to graduation and/or transfer. SSS helps students succeed by offering:

- Academic support including advising, tutoring, four-year college transfer planning, and a calculator loan program.

STUDENT RESOURCES

- Career building assistance such as exploring career options as well as volunteer service opportunities.
- Enrichment activities including hiking, canoeing and whitewater rafting adventures, visits to the Biltmore Estate and the SSS Gardening Club.
- Financial support assistance including identifying scholarship resources, financial literacy workshops, and supplemental grant aid awards.
- Personal assistance through counseling services. We also make referrals to campus and community services.
- SSS has a lending library with job ready, course ready and resource ready materials. SSS is located on the lower level of Oaks Hall on the Jackson Campus. To learn more or to make an appointment call 828.339.4420 or 800.447.4091 ext. 4420. Visit online at www.southwestern.edu/ssc.

TELEPHONES

You will not be called out of class to receive a personal telephone call. In a medical emergency, a message will be taken for you and every effort will be made to reach you. You will not be allowed to use an office telephone except in an emergency. Students are expected to leave cell phones off during class.

TOBACCO USE

SCC is a tobacco-free environment. The use of tobacco-related products is strictly prohibited in all college buildings, facilities, vehicles or property owned, leased or operated by Southwestern Community College, including all outside areas. This includes personal vehicles parked on the campuses.

Tobacco-related products include, but are not limited to, cigarettes, cigars, pipe tobacco, smokeless tobacco, and simulated tobacco products such as e-cigarettes. The sale or free distribution of tobacco products, including merchandise, is also prohibited.

This policy applies to all college and early college employees, students, vendors, contractors, and visitors. See policy in this handbook.

TRANSITIONAL STUDIES

The purpose of the Transitional Studies program is to provide an educational opportunity for students to increase their foundation skills in preparation for regular curriculum courses. Pre-curriculum courses are designed to provide individualized and group instruction in the areas of reading, standard written English and mathematics.

These courses are required of students who do not achieve minimum scores on one or more sections of the college placement test and recommended to students on probation or suspension. Also, curriculum students who made a sufficient score on placement assessments but who desire to sharpen their skills for regular curriculum composition or math courses may choose to take transitional course work.

STUDENT RESOURCES

The college placement assessment results determine the pre-curriculum course areas and levels appropriate for students. Preferably, course work should be taken prior to, or concurrently with, first-year curriculum studies to avoid extending the total time for graduation.

CHM	090	Chemistry Concepts	DMA	020	Fractions and Decimals
CIS	070	Fundamentals of Computing	DMA	030	Propor/Ratio/Rate/Percent
DRE	096	Integrated Readings & Writings	DMA	040	Express/Lin Equat/Inequal
DRE	097	Integrated Readings & Writings II	DMA	050	Graphs/Equations of Lines
DRE	098	Integrated Readings & Writings III	DMA	060	Polynomial/Quadratic Appl
DRE	099	Integrated Readings & Writings III	DMA	070	Rational Express/Equation
DMA	010	Operations with Integers	DMA	080	Radical Express/Equation

The Transitional Studies program is open to students on a year-round basis. Upon course completion, students will have developed:

1. Academic skills in the content areas of reading, standard written English and/or mathematics
2. Expanded vocabulary and higher-level thinking skills
3. Understand effective time management, learning styles and study strategies
4. Enhanced self-confidence, positive attitude, motivation and commitment to learning
5. Basic computer and keyboarding skills.

VISITORS

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

ACADEMIC INFORMATION

ACADEMIC FORGIVENESS PROCEDURE

The College recognizes that some students may not be able to overcome previously poor records 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 Executive Vice President for Instruction and Student Services. See the catalog regarding the procedure for academic forgiveness.

ACADEMIC PROBATION

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 warning. A student on academic warning will work with his/her advisor to develop an academic plan and/or will be directed into specialized coursework. (A "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 the past two 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. (A "Probation" notation appears on the student's transcript.)

ACADEMIC SUSPENSION

Probationary students who have not attained a 2.0 grade point average for the three most recently enrolled terms within the past three years and have a cumulative GPA below 2.0 will be suspended for one semester. (A "Suspension" notation appears on the student's transcript.)

DISCIPLINARY SUSPENSION

Students who are suspended from the College for violating the Student Code of Conduct (see blue pages of this handbook) will have this suspension noted on their transcript.

ATTENDANCE REQUIREMENTS

Students are expected to attend and be on time for all scheduled classes and labs. Students should refer to the course syllabus for individual course attendance requirements. At the discretion of instructors, students may make up work missed. When students must be absent, it is vital that they remain in contact with their instructors.

Any student who has not attended at least one face-to-face class meeting or completed one assignment/activity for an online class by the 10-percent date of the class will be reported by the instructor as "never attended." A student who has never attended a class by the 10 percent date is no longer enrolled in the class and will not earn credit or receive a tuition refund for the course.

A student in an online or hybrid course will be administratively withdrawn following two consecutive weeks in a 16-week term (or one week in shorter academic terms) of missed assignments, missed attendance (for hybrid), and lack of communication with the instructor regarding course participation. Consistent with policies establishing attendance in online courses, logging into a course site but failing to perform the aforementioned actions does not constitute attendance.

Classes in which a student has been administratively withdrawn will reflect a grade of "AW" on the student's transcript. "AW" indicates that a student was administratively withdrawn from a course due to non-attendance which would have resulted in a failing grade. A grade of "AW" will not influence the quality point ratio for the semester.

ACADEMIC INFORMATION

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 occurs, 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

Associate in Arts and Associate in Science Students are assigned to the University Transfer Advising Center (UTAC). An individual advisor is not assigned, except to Student Support Services Students. Instead, the advisor on duty in UTAC can assist you at your convenience.

Timeline for a Successful University Transfer

1st Semester

- Contact an advisor in the University Transfer Advising Center (UTAC) in Oaks Hall on the Jackson campus or in Groves 201 on the Macon Campus before the semester begins to discuss your goals and plan your first semester's courses. Online students will be assisted through phone and email.
- Enroll in ACA 122: College Transfer Success. This course will introduce SCC's resources; help you make adjustment to college; and assist with career, university, major and course choices. You will also complete your Academic Plan. This is a semester to semester guide of how you will complete the requirements of your AA or AS degree.
- Carefully follow the requirements for your Associate degree as outlined in the SCC catalog. Taking 14-16 hours each semester will allow you to complete the two-year degree in four semesters.
- 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 website. 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? (Remember to visit the Learning Assistance Center or SCC's library if you don't have Internet access at home or need help with searches.)

ACADEMIC INFORMATION

- If you will be transferring to a North Carolina public university (WCU, UNC-Asheville, ASU, etc.) and know what your major is going to be when you transfer, become familiar with the pathways for transfer students that are posted on each to the university websites. These specify exactly which community college courses you should take.
- If you are transferring out of state or to a private university, look at the requirements of your planned major. UTAC advisors can provide some guidance about courses that may transfer, but consulting with an advisor at the senior institution is recommended.

2nd Semester

- Continue taking your general education core classes and meeting with an 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 website.)

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!)
- If you will be at SCC for more than four semesters, apply to your chosen university a full year before you plan to begin enrolling at the university.
- See an advisor to review your Academic Plan; be sure you're on track to graduate.
- Once accepted to a university, complete checklists and pay deposits as directed. Watch those deadlines!

4th Semester

- Complete your graduation application with an advisor. Do this in September for a December commencement or in February for a May commencement.
- If you plan to participate in graduation, pay for your cap and gown in the Bookstore.
- Complete steps to enroll in university courses. For example, most universities have an orientation session just for transfer students.
- Request your final transcript be sent your receiving senior institution.

ACADEMIC INFORMATION

GRADUATION APPLICATION AND COMMENCEMENT CEREMONY

Commencement exercises are held at the end of the spring and fall 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 Graduation from the Registrar's Office or academic advisor.
2. Complete the candidates section of the application.
3. Take the application to your advisor for degree evaluation.
4. Place order for your cap and gown online and pay 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 or fall semester if they plan to participate in commencement ceremonies. Refer to college calendar for due dates.

If the student is qualified, the Registrar orders credentials and mails them to the student 6-8 weeks after graduation. 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 a program GPA of 2.00 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.

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 program GPA from the previous semesters of work. Each program GPA will be rounded to two decimal places.
2. Each candidate with a program GPA from 3.90 to 4.00 will graduate summa cum laude.
3. Each candidate with a program GPA from 3.70 to 3.89 will graduate magna cum laude.
4. Each candidate with a program GPA from 3.50 to 3.69 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.

ACADEMIC INFORMATION

SCC Honors Program

The Honors Program at Southwestern Community College is designed to:

- Challenge high-achieving and highly motivated students to purposefully engage in Honors coursework. Honors coursework is designed to enrich and expand the expectations of the traditional college course.
- Intentionally focus on academic excellence including critical thinking, communication skills, and academic inquiry. Honors coursework generally will be more writing, research and/or project intensive.
- Engage students and faculty across all disciplines.
- Encourage and support Honors students in leadership and service to the college and the community.

Honors Program Eligibility – Must meet one of the following criteria:

- A 3.5 or higher cumulative GPA with at least 12 semester hours of college coursework
- A high school weighted GPA of 4.00 or higher
- A high school class rank in the top 10 percent
- An SAT of 1875 or an ACT of 30 or higher

Benefits to Honors Students

- Students qualify for honors designation on their Degree/Diploma with the successful completion of 12 hours of Honors course credit with an "A" or "B" in each course and a cumulative GPA of 3.5 or higher.
- Honors credits are accepted at a number of NC universities and colleges. Refer to our website (www.southwesterncc.edu/honors-program) for a complete listing.

To participate, contact Bethany Emory at 828.339.4261 or via email at b_emory@southwesterncc.edu.

ACADEMIC INFORMATION

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

Grade Definition	Grade Points per Semester Hour
A The student has, in a superior way, met the objectives established for the course.	4
B The student has more than adequately met the objectives established for the course.	3
C The student has adequately met the objectives established for the course.	2
D The student has minimally met the objectives established for the course.	1
F The student failed to meet the objectives established for the course.	0
I Incomplete: Indicates that a student has been doing acceptable work in the course but has not completed all required work. A minimum of 80 percent of course requirements must have been completed for the student to be eligible for an "I" contract. It is the student's responsibility to have this deficiency removed during the first two weeks of the following semester or the grade will be automatically changed to an "F." An "I" does not count as hours attempted or as hours earned.	0
NA Never Attended: Indicates the student registered but never attended.	0
AU Audit: This grade does not count as hours attempted or as hours earned.	0
W Withdraw: Indicates the student withdrew before the published withdrawal date that can be found in the college calendar. This symbol does not count as hours attempted or as hours earned for purposes of calculating GPA. For financial aid purposes, these hours count as attempted but not completed.	0
AW AW Administrative Withdrawal: Any student who has been absent for two consecutive weeks in a 16-week term or one week in shorter academic terms will be administratively withdrawn from the course. This grade does not count as hours attempted for purposes of calculating GPA. For financial aid purposes, these hours count as attempted but not completed.	0
S Credit by Exam: The student received credit for the course through a proficiency examination. This symbol counts as hours earned but not as hours attempted. No more than one-half of the required credit for a degree, a diploma, or a certificate may be earned through "Credit by Exam" unless otherwise approved by the Vice President for Instruction and Student Services.	0
SR SR Senior Audit: This grade does not count as hours attempted or as hours earned.	0
R Repeat: Indicates that a student must repeat 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.	0
P Passing: Awarded upon successful completion of certain continuing education courses. Eighty percent attendance is required.	0
AP Advanced Placement: This symbol counts as credit hours earned but does not count in GPA calculations.	0
SP Secondary Placement: This symbol counts as credit hours earned for certain eligible high school courses but does not count for purposes of calculating GPA.	0

The asterisk (*) symbol immediately following the letter grade prior to fall 2007 indicates the course is not included in the GPA.

The pound (#) symbol immediately following the letter grade after summer 2007 indicates the course was academically forgiven and is not included in the GPA.

ACADEMIC INFORMATION

HOW TO FIGURE YOUR GPA

Your GPA, or grade point average, is the average of your end of term grades. Using the method explained below, you can figure your GPA for one term, or you can figure out your cumulative, or overall, GPA.

Assume, for example, that you received the following grades for the fall term:

- 3 hour English course- C
- 5 hour math course- B
- 3 hour computer course- B
- 3 hour business course- A

To figure your GPA for this term, first multiply the number of credit hours for each course times the numerical value of the grade (A=4,B=3,C=2,D=1,F=0). This will give you the quality points for each course. (For example, to determine the quality points for English, multiply 3x2.) Then divide the total number of credit hours (14) into the total number of quality points (42). This will give you your GPA(3.0). Developmental coursework will not count as hours attempted or hours earned for the purpose of calculating a Grade Point Average (GPA).

No. of Credit Hrs	Numerical Grade Value	Quality Points
3 x	2	6
3 x	3	9
5 x	3	15
3 x	4	12
Total	14	42

$$42 \div 14 = 3.0 \text{ (GPA)}$$

HONORS

President's List

1. Only students who have completed a minimum of 12 credit hours at the end of the semester are considered.
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 students who have completed a minimum of 12 credit hours at the end of the semester are considered.
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 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.

ACADEMIC INFORMATION

RESIDENCY CLASSIFICATION FOR TUITION PURPOSES

NC Residency Determination Service (RDS)

The state of North Carolina partially subsidizes the cost of North Carolina public college and university tuition for all students whose domicile, or permanent legal residence, is in North Carolina. Residency determination establishes if students should have in-state or out-of-state tuition. Because North Carolina residency status is governed solely by North Carolina statute, lack of eligibility for in-state status in another state does not guarantee in-state status in North Carolina. The residency statute mandates only those who can demonstrate a minimum of twelve months of uninterrupted domicile (legal residence) in North Carolina are eligible for in-state tuition. The statute also places the burden of proof on the student to establish, by a preponderance of evidence, that they are a bona fide domiciliary rather than mere residents of North Carolina.

The Residency Determination Service (RDS) was established in coordination with the University of North Carolina (UNC), the North Carolina Community College System (NCCCS), the North Carolina State Education Assistance Authority (NCSEAA), and the North Carolina Independent Colleges and Universities (NCICU) as the centralized service for determining residency for students. This service enables a student to use one residency determination for admissions applications to multiple North Carolina public colleges and universities and to demonstrate residency for state aid programs consideration at all (public and private) North Carolina colleges and universities.

Students applying to SCC will be required to complete a residency determination online interview with the North Carolina Residency Determination Service (RDS) as part of the online application process. For more information on residency determination guidelines and appeals visit ncresidency.org.

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 administratively dropped from the course and refunded the tuition.

1. Student must first meet with the instructor of record within ten (10) business days of the grade being posted to the transcript to discuss the grade and try to informally resolve the matter.
2. If the student does not agree with the instructor's determination at the informal level, the student may appeal the grade to the appropriate dean/director. The appeal must be made within ten (10) business days after the instructor's decision at the informal level. The appeal must be in writing, must demonstrate that the student met with the instructor and must contain sufficient documentation to assist the dean/director to make a determination. The dean/director will conduct any further investigation into the matter as necessary. The dean/director shall make a written determination and provide a copy of the decision to the student and instructor.
3. If the student does not agree with the dean/director's determination, the student may then appeal the grade to the Executive Vice President for Instruction and Student Services. The appeal must be made within ten (10) business days after receipt of the dean/director's written determination. The appeal must be in writing. The executive vice president shall review the written appeal and any and all documentation presented at the lower level appeals and will do such other further investigation into the matter as necessary. The executive vice president shall make a written determination and provide a copy of the decision to the student and instructor. The executive vice president's decision is final.

ACADEMIC INFORMATION

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 email, 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.

An unofficial copy of a student's transcript is available through mySCC.

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 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 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 VA benefits. They are also urged to submit official transcripts of any educational work completed through the armed services. Veterans are not eligible to receive VA benefits until all postsecondary transcripts are submitted. A VA application must be submitted by the student before a student can be certified for benefits by the Financial Aid Office. For more details, contact the Financial Aid Office located in Enrollment Services, Balsam Center.

FINANCIAL AID

BASIC FINANCIAL AID INFORMATION TO GET YOU STARTED

If you need to know more, here's how to get in touch with us:

SCC Financial Aid Office

Main Office at Jackson Campus
First Floor – Balsam Center
447 College Dr. • Sylva, NC 28779
Phone: 828.339.4438 • Fax: 828.339.4651
financialaid@southwesterncc.edu

For general assistance and document drop off at our Macon Campus:

44 Siler Farm Rd. • Franklin, NC 28734
Phone: 828.306.7017

WHAT IT COSTS TO ATTEND SCC

We think you should review what our students tell us it cost them on average to attend school and pay their living expenses. You will be able to successfully complete your program of study, if you have made plans for how to pay all these expenses, and if you know in advance how many years you will be attending here. The majority of our students attend SCC at least 3 years, so be sure you can pay your bills before you start. Here are last year's numbers for 2 full-time semesters.

2017-2018 Cost of Attendance

Student Living Off Campus - NC Resident

Fall & Spring Full Time - 9 mos.

Tuition & Fees	\$2,212
Books & Supplies	1,200
Room & Board	9,000
Personal Expenses	1,575
Transportation	2,550
Loan Fees	65
Total Budget	\$16,602

Student Living Off Campus - Non NC Resident

Fall & Spring Full Time - 9 mos.

Tuition & Fees	\$7,588
Books & Supplies	1,200
Room & Board	9,000
Personal Expenses	1,575
Transportation	2,550
Loan Fees	65
Total Budget	\$21,978

Student Living with Parents - NC Resident

Fall & Spring Full Time - 9 mos.

Tuition & Fees	\$2,212
Books & Supplies	1,200
Room & Board	1,575
Personal Expenses	1,125
Transportation	2,550
Loan Fees	65
Total Budget	\$8,727

How long will it take you to graduate? A little planning as you start can keep you on track. Consider:

- Do you need extra developmental courses to prepare for college level English and math?
- Are you applying for a selective health program that will start in a later year?
- Can you successfully handle 15-18 credit hours each semester to finish in just 2 years?
- Do you have other demands on your time such as work, family, or do you need extra study time?

Financial aid programs have limits on how long they can be received, so we want to be sure you know how to stay on track.

FINANCIAL AID

TYPES OF FINANCIAL AID PROGRAMS

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:

- We think you should review what our students tell us it cost them on average to attend school and pay their living expenses. You will be able to successfully complete your program of study, if you have made plans for how to pay all these expenses, and if you know in advance how many years you will be attending here. The majority of our students attend SCC at least 3 years, so be sure you can pay your bills before you start. Here are last year's numbers for 2 full-time semesters.
- 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.
- 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 for tuition purposes 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 Education Lottery Scholarship (ELS) is a need-based scholarship, and the student's EFC will determine whether or not he is eligible and how much he will receive. The student must be a North Carolina resident for tuition purposes, and be enrolled at least half-time (6 credit hours per semester). There is no additional application process for this award; filing the FAFSA will submit the student's name for consideration for this funding.

Each grant above has several specific eligibility criteria which must be met. Please contact the SCC Financial Aid Office for additional details.

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, employers and churches, and to research other national scholarships through reputable organizations and websites.

A 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 or by going to the Scholarship page of the SCC website. The online SCC scholarship application system is usually open in the Spring, and students are notified via email when the application opens.

SCC Foundation Student Emergency Fund

SCC recognizes the positive impact financial stability has on academic success. The SCC Foundation Student Emergency Fund was created in Fall 2014 with the purpose of assisting deserving students (who encounter financial hardships during the semester) by presenting eligible students with the opportunity to apply for up to \$250 in emergency funding. The goal of this fund is to provide immediate financial support which allows the student to remain at SCC and continue working toward their degrees, diplomas and/or certificates. All applications are approved/denied by a Review Committee. The fund is fully supported through SCC's Foundation Office. Awards are contingent upon the availability of funding.

FINANCIAL AID

Federal Work-Study provides part-time jobs for students with financial need, allowing them to earn money to help pay education expenses. Most of the jobs are on campus and clerical in nature, but the program also encourages jobs in community service and literacy support.

Student Loans are borrowed money that must be repaid with interest. Both need-based and non need-based loans are available. SCC currently offers Federal Direct Loans to students and Federal Direct PLUS loans to parents. Students must be enrolled at least half-time (6 credit hours) to receive a student loan. 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.

DO YOU REALLY WANT A STUDENT LOAN?

SCC is a lower-priced school, and most of our students are able to complete their programs of study here without taking a student loan. For some students, a student loan is the only option, and may be an investment in their future that makes sense. However, we know that many students, locally and nationwide, are struggling to make their student loan payments, so we will be asking you to consider a number of choices you can make to avoid taking on this debt burden. Please carefully and seriously consider:

- Have you separated your needs from your wants, and developed a bare-bones budget?
- Are you really looking at only the amount you need for school and not trying to play catch up for lack of budgeting in the past?
- How many hours a week can you work to provide income to pay your expenses so that you can avoid borrowing?
- Is it in your best interest to attend classes part time to reduce your costs each semester and also provide income from working?
- If you need to borrow in year one, what is the total you will owe when you graduate from SCC? Remember that most of our students attend here for three years.
- If you plan to attend another college after SCC, what is the total you will add to this debt at your next school?
- What is a realistic starting salary in this area for the careers for which your studies will prepare you, and will you be able to afford to make your loan payments?

HOW AND WHEN TO APPLY FOR FINANCIAL AID

You can apply starting October 1 for the school year beginning the following fall. The SCC priority deadline for applying for fall aid is May 1. The first step in applying for financial aid is to complete the Free Application for Federal Student Aid (FAFSA). This is an online federal application found at www.fafsa.ed.gov. By completing the FAFSA, you will be applying for federal & state grants (for NC residents), eligibility for parent and student loans, and the federal work-study program. The FAFSA is also required for many scholarship applications. SCC's Federal School Code is 008466.

The SCC Financial Aid Office offers FAFSA help sessions during the Spring Semester, and information is posted at that time.

AFTER YOUR FAFSA IS SUBMITTED

Once the U.S. Department of Education has reviewed your FAFSA they will send an email to the address you listed on the FAFSA stating that you have successfully submitted your application. Follow the prompts and review your Student Aid Report on their site, and read all comments at the end of the report. Your Student Aid Report will also give you your Expected Family Contribution or EFC.

FINANCIAL AID

EXPECTED FAMILY CONTRIBUTION (EFC)

The EFC is a number derived by using the federal formula, taking into account all of the information you have supplied on your FAFSA. It reflects the contribution your family is expected to make towards your college education. Your family may be your parent(s) or spouse and you, or just you, depending on whose information was required on your FAFSA. Both the federal Pell grant and NC State grants are awarded based on the student's EFC and payment schedules provided to SCC.

COMPLETING YOUR SCC FINANCIAL AID FILE

After SCC has received and processed your FAFSA data, you will receive an email to your SCC student email and your FAFSA email from the SCC Financial Aid Office, letting you know what steps you need to take in order to complete your financial aid file with us. Confidential FAFSA information is only shared with students through their SCC email and the Self-Service Financial Aid screens available on the mySCC portal. Your Self-Service screens will show you if any documents are due to the SCC Financial Aid Office, or if you have an issues on your FAFSA that need to be resolved. If you have questions for us and wish to email, always use your SCC student email.

The federal government selects certain financial aid applicants to go through a process called verification. This means that we may be asking you to submit specific documentation to confirm that the information on your FAFSA is correct. If you are selected for verification, it can take a few weeks for this process to be completed. If you are selected, you must complete the verification process before you can be awarded financial aid. We may ask you to log back into your FAFSA account and use the IRS Data Retrieval Tool to import official tax return data into your FAFSA.

FINANCIAL AID AWARD NOTICES

Your award notice will be sent to your student email and will direct you to the Self-Service screens on your mySCC account. From there you must read your Award Letter and view your award amounts under My Awards. Awarding for the fall semester usually begins in early spring. After awarding season begins, students continue to be awarded throughout the year as soon as their file is completed.

HOW TO USE YOUR FINANCIAL AID TO PAY FOR SCHOOL

You **will receive a bill** or billing notice, even if you have been awarded financial aid. This is so that you know the amount of your tuition charges before aid is applied. Your financial aid will then automatically be applied to your account balance, unless you make payment from another source or notify the Financial Aid Office not to disburse your funds. If you have an award showing on your account in Self-Service, you may charge books and school supplies in the SCC Bookstore at the beginning of each semester, and those costs will be deducted from your financial aid before any financial aid refunds are issued. This service is provided as a convenience to students, and students are not required to purchase books this way. Financial aid students wishing to purchase books from another vendor will need to pay for those purchases on their own, and then those costs will not be deducted from their financial aid. You will receive a refund check if the amount of financial aid paid to you for the semester exceeds your tuition and book charges. If your financial aid does not fully cover your charges, you will be responsible for paying the remaining balance by the payment deadline. Your attendance in all of your classes must be verified before your financial aid refund check will be issued. Checks will be mailed by the SCC Business Office approximately six weeks after the start of full session classes, and three weeks after the start of second session classes. You will want to make sure that your correct mailing information is verified in Self-Service User Profile at the beginning of the semester.

FINANCIAL AID

2018-2019 FINANCIAL AID IMPORTANT DATES

FAFSA Filing Dates

(Free Application for Federal Student Aid)

SCC Priority Deadline for **2018-2019** FAFSA – **May 1, 2018**

Last day to file the **2018-2019** FAFSA – **June 30, 2019**

First day to file the **2019-2020** FAFSA – **October 1, 2018**

Dates to Charge Books to Financial Aid

Students with completed financial aid may charge in the bookstore on these dates:

- **August 6 - 31, 2018 – Fall Semester (online orders end August 24)**
- **January 2-31, 2019 – Spring Semester (online orders end January 24)**
- **May 23 – June 14, 2019 – Summer Semester (online orders end June 11)**

Dates Financial Aid Refund Checks Mailed

Student's first refund checks of grants, scholarships and loans, will be mailed by the following dates:

September 21, 2018 – Fall Semester

February 19, 2019 – Spring Semester

June 24, 2019 – Summer Semester (Only students with summer awards)

Students with loans - subsequent loan checks mailed:

Fall	Spring
October 22, 2018	March 18, 2019
November 19, 2018	April 15, 2019

FACTORS THAT AFFECT YOUR FINANCIAL AID CHECK

All students are initially awarded with a full time award. Twelve (12) credit hours each semester are generally required for you to be paid the full time amount. These 12 hours must be hours that are required for your program as listed in the catalog. If you are less than full time, your aid will be prorated as follows and you will be paid a reduced amount for that semester:

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

Note, that in order to receive student loans, NC Community College Grant, or the NC Education Lottery Scholarship you must attend at least 6 credit hours each semester. You must be attending 15 hours to receive the Full Time "Plus" amount of the NC Community College Grant. Other scholarships have their own minimum requirements. See section on Summer Financial Aid below. If you have questions regarding your award amount, please review all notes on My Awards in Self-Service or contact the SCC Financial Aid office.

Your enrollment status—whether you are full time or part time—is checked on the Financial Aid census date, which is approximately three weeks after the start of classes each semester. If you have classes that start mid-way or later in the semester, and those hours make a difference in your part time or full time status, please note that **you will not be paid the part of your award that depends on those hours, until after the class starts and your attendance is verified.**

If you have a student loan, please be aware that your loan disbursements are spread across the semester to provide support throughout the months you are in school. See the calendar above for the dates loan checks are mailed.

FINANCIAL AID

SATISFACTORY ACADEMIC PROGRESS

Students are required to maintain Satisfactory Academic Progress (SAP) in order to remain eligible for aid. This requires maintaining a CUMULATIVE grade point average (GPA) of 2.0, and completing 67% of ALL the hours ever attempted at SCC, without attempting more than 150% of the number of hours in your current program of study.

If you have not met Satisfactory Academic Progress, you may be eligible to receive aid for one semester only, on a Financial Aid Warning status. If you do not regain satisfactory SAP status after that Warning semester, then you will be suspended from receiving aid until you have met the above standards for SAP. In order to meet these requirements, you will need to pay out of pocket until you can raise your completion rate to 67% and/or raise your GPA to a 2.0 or higher. Students who are not making SAP are ineligible to receive any federal or state funds, including student loans. For complete information on Satisfactory Academic Progress, please refer to the SCC website at www.southwesterncc.edu/financial-aid/satisfactory-academic-progress.

SUMMER FINANCIAL AID

Whether or not you will have any financial aid in the summer also varies from student to student. The federal government will now allow students to receive up to three full-time semesters of the Pell grant per academic year, unless they have reached their maximum Lifetime Eligibility limit of 12 full time semesters. The first two semesters of full-time Pell grant awards in an academic year are called your Scheduled Award, and the possible third semester of Pell grant funding in the same academic year is called your Additional Award.

Some students who did not already receive two semesters of full-time Pell grant payments in Fall and Spring, would likely have Pell grant funds available for the Summer term from their original Scheduled Award. Other students who did receive two semesters of full-time Pell grant payments in Fall and Spring, would have their Additional Pell grant award for Summer, as long as they are enrolled at least 6 hours. The exception is for students with smaller Pell grant amounts, so please check with the SCC Financial Aid Office. Pell grant awards available for Summer should show up on Self-Service late in the Spring semester, and can only be disbursed for enrolled hours that are required for the student's program.

Please note that any Additional Pell used will count towards your Lifetime Eligibility limit of 12 full time semesters, and therefore reduce your opportunity to use Pell in the future.

State grants are only available during the Fall and Spring semesters. No state grant funding will be disbursed during the Summer term.

THINKING ABOUT WITHDRAWING FROM A CLASS?

The impact of withdrawing from a class or several classes is different for every student. Some students will lose financial aid the following semester, some students will owe back funds, while others may never notice a financial aid impact. There is information about withdrawing from classes on our website at www.southwesterncc.edu/financial-aid/withdrawals-and-financial-aid and in the full Satisfactory Academic Progress (SAP) Policy. You should make sure you understand all of the repercussions that come with course withdrawal before you make your final decision to withdraw. We strongly recommend that you visit the SCC Financial Aid Office to discuss your options before making your decision.

TITLE IV AID AND WITHDRAWALS

The law specifies how SCC must determine the amount of Title IV program assistance that you earn if you withdraw from school. The Title IV programs that are covered by this law are Federal Pell Grants, Iraq and Afghanistan Service Grants, Direct Loans, Direct PLUS Loans, and Federal Supplemental Educational Opportunity Grants (FSEOGs).

FINANCIAL AID

Though your aid is posted to your account at the start of each period, you earn the funds as you complete the period. If you withdraw during your payment period or period of enrollment (SCC can define these for you and tell you which one applies to you), the amount of Title IV program assistance that you have earned up to that point is determined by a specific formula. If you received (or SCC or parent received on your behalf) less assistance than the amount that you earned, you may be able to receive those additional funds. If you received more assistance than you earned, the excess funds must be returned by SCC and/or you.

The amount of assistance that you have earned is determined on a pro rata basis. For example, if you completed 30% of your payment period or period of enrollment, you earn 30% of the assistance you were originally scheduled to receive. Once you have completed more than 60% of the payment period or period of enrollment, you earn all the assistance that you were scheduled to receive for that period.

If you did not receive all of the funds that you earned, you may be due a post-withdrawal disbursement. If your post-withdrawal disbursement includes loan funds, SCC must get your permission before it can disburse them. You may choose to decline some or all of the loan funds so that you don't incur additional debt. SCC may automatically use all or a portion of your post-withdrawal disbursement of grant funds for tuition, fees, and bookstore charges (as contracted with SCC). SCC needs your permission to use the post-withdrawal grant disbursement for all other institutional charges. If you do not give your permission (some schools ask for this when you enroll), you will be offered the funds. However, it may be in your best interest to allow SCC to keep the funds to reduce your debt at the school.

There are some Title IV funds that you were scheduled to receive that cannot be disbursed to you once you withdraw because of other eligibility requirements. For example, if you are a first-time, first-year undergraduate student and you have not completed the first 30 days of your program before you withdraw, you will not receive any Direct Loan funds that you would have received had you remained enrolled past the 30th day. If you receive (or SCC or parent receive on your behalf) excess Title IV program funds that must be returned, SCC must return a portion of the excess equal to the lesser of your institutional charges multiplied by the unearned percentage of your funds, or the entire amount of excess funds.

The school must return this amount even if it didn't keep this amount of your Title IV program funds.

If SCC is not required to return all of the excess funds, you must return the remaining amount.

For any loan funds that you must return, you (or your parent for a Direct PLUS Loan) repay in accordance with the terms of the promissory note. That is, you make scheduled payments to the holder of the loan over a period of time.

Any amount of unearned grant funds that you must return is called an overpayment. The maximum amount of a grant overpayment that you must repay is half of the grant funds you received or were scheduled to receive. You do not have to repay a grant overpayment if the original amount of the overpayment is \$50 or less. You must make arrangements with your school or the Department of Education to return the unearned grant funds.

FINANCIAL AID

The requirements for Title IV program funds when you withdraw are separate from any refund policy that SCC may have. Therefore, you may still owe funds to the school to cover unpaid institutional charges. SCC may also charge you for any Title IV program funds that the school was required to return. If you don't already know SCC's refund policy, you should ask SCC for a copy. SCC can also provide you with the requirements and procedures for officially withdrawing from school.

If you have questions about your Title IV program funds, you can call the Federal Student Aid Information Center at 1-800-4-FEDAID (1.800.433.3243). TTY users may call 1.800.730.8913. Information is also available on Student Aid on the Web at www.studentaid.ed.gov.

TUITION REFUND POLICY (7.01.03)

The College shall issue tuition and fee reimbursements only in the following circumstances:

1. A 100% refund shall be given for tuition and fees if a class in which the student is officially registered is cancelled by the College.
2. A 100% tuition refund shall be given if the student officially withdraws prior to the first day of class(es) of the academic semester as noted in the College calendar.
3. A 75% refund shall be given if the student officially withdraws from the class(es) prior to or on the official 10% point of the semester.
4. For classes beginning at times other than the first week (seven calendar days) of the semester a 100% refund shall be given if the student officially withdraws from the class prior to the first class meeting. A 75% refund shall be given if the student officially withdraws from the class prior to or on the 10% point of the class.
5. A 100% refund shall be given if the student officially withdraws from a contact hour class prior to the first day 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.
6. For a class(es) which the College collects receipts which are not required to be deposited into the State Treasury account, the College's local refund policy is the same as if the collected receipts were deposited into the State Treasury account.
7. Where a student, having paid the required tuition and fees 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 will be refunded to the estate of the deceased.
8. Military Tuition Refund: The College shall grant a full refund of tuition and fees to military reserve and National Guard personnel called to active duty or active duty personnel who have received temporary or permanent reassignments as a result of military operations then taking place outside the state of North Carolina that make it impossible for them to complete their course requirements; and shall buy back textbooks through the College's bookstore operations to the extent possible (i.e., to the extent that the textbook has not been lost or stolen and is in reasonably good condition).



REGULATIONS

All policies are subject to change. Revisions are posted to the SCC website.

PREAMBLE

Academic institutions exist for the transmission of knowledge, the pursuit of truth, the development of students, and the well-being of society. Free inquiry and free expression are indispensable to the attainment of these goals. As members of this academic community, students are encouraged to develop the capacity for critical judgment and to engage in a sustained and independent search for truth.

Freedom to teach and freedom to learn are inseparable facets of academic conditions in the classroom, on the campus, and in the community. Students should exercise their freedom with responsibility. As members of the larger community of which the College is part, students are entitled to all rights and protection accorded them by the laws of that community. The SCC Policy and Procedures manual defines rights and protections students are entitled to as members within our learning community.

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

It is the expectation of college administration, faculty and staff that all students within our learning community conduct themselves in a manner which is conducive to achieving maximum learning outcomes. The following pages outline important processes, policies and procedures which will guide your behavior and protect your rights as an SCC student. The College seeks to actively maintain compliance with all Title IV, Title IX, Clery Act, Americans with Disabilities Act of 1990, and Section 504 of the Rehabilitation Act of 1973 regulations.

STUDENT RIGHTS

Students are free to pursue their educational goals. Appropriate opportunities for learning in the classroom and on the campus shall be provided by the College.

Students have the right to have their performance evaluated solely on an academic basis as defined by the course syllabus, not on opinions or conduct matters unrelated to academic standards.

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

Students have the right to form clubs, as defined through Student Life, to show solidarity to an academic program, societal issue or personal cause.

Students have the right to safeguard and protect their official college record, as defined by the Family Educational Rights and Privacy Act (FERPA) of 1974. Students and former students have the right to review their official records and to request a hearing if they want to challenge the content of their record.

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

Should a student violate a College policy, College discipline will be initiated when the presence of the student on campus will (or has) disrupt the educational process. Students have the right to due process during these situations. Due process procedures are established to guarantee a student accused of a Standards of Student Conduct Violation (academic or non-academic) the right to a hearing, a presentation of charges, evidence of charges, the right to present evidence, the right to have a witness on one's behalf, the right to hear witness on behalf of the accuser, and the right to an appeal. If a student violates State or Federal law and the violation adversely impacts the College's pursuit of its recognized educational objectives, the College will enforce its own disciplinary sanctions, in addition to penalties incurred by legal authorities, to maintain a safe and orderly academic environment.

REGULATIONS

Policies and Procedures:

4.04.10	Intellectual Property	6.03.05	Student Grievance
6.02.03	Grade Appeal	6.03.06	Student Conduct Review
6.02.04	Academic Progress	6.03.07	Dismissal from Health Science Programs
6.03.01	Campus Security Reporting - Clery Act	6.04.04	Services for Persons with Disabilities
6.03.02	Standards of Student Conduct	6.04.05.01	Student Clubs and Organizations
6.03.02.01	Discipline and Appeal Procedures for Academic Related Violations		Official Recognition
6.03.02.02	Discipline and Appeal Procedures for Non-Academic Related Violations	6.04.07	Student Records
6.03.03	Discrimination and Unlawful Harassment	3.03.08	Free Speech
6.03.04	Student Drug Free Policy	3.03.08.01	Free Speech
		4.04.06	Communicable Disease
		7.03.03	Traffic Regulations

For complete Policy and Procedure information, please visit www.southwesterncc.edu/policiesandprocedures/policies-and-procedures-manual.

INTELLECTUAL PROPERTY

Policy 04.04.10

Southwestern Community College acknowledges the ownership rights associated with intellectual property and requires students and employees to adhere to all applicable state and federal laws.

Intellectual property may be defined as any intellectual or creative works that can be copyrighted or patented. Such works may include but are not limited to literary, musical, dramatic or artistic works, computer software, multimedia presentations or inventions.

1. Works Made for Hire

The College recognizes that the "works made for hire doctrine" applies to College employees. Under this doctrine, a work made for hire is defined as a work prepared by any employee within the scope of his or her employment. Other works created under the terms of an agreement between the College and a creator may also be deemed works made for hire under that agreement. Works made for hire include any materials that may receive protection under federal patent, copyright, or trademark law. The College retains its ownership of works made for hire and all rights incidental to that ownership except as stated below.

This policy does not include independent works by employees that were not created within the scope of employment and without College support.

2. Academic Exception for Copyrightable Works

The College recognizes an academic exception to the works made for hire doctrine. Unless otherwise determined by the College prior to the creation of the work, it is the College's policy that employees own and retain the copyright and all rights incidental to that ownership, to works created for traditional academic purposes regardless of any use of College resources used in making the work.

This exception applies only to works that may be legally registered in the United States Copyright Office, including but not limited to, textbooks, scholarly monographs, trade publications, maps, charts, articles, novels, nonfiction works, supporting materials, artistic works, syllabi, lecture notes, educational software and multimedia. Employees, however, may not use College resources to commercialize or publish work without written approval from the College administration.

For any creative work that falls under this exception, the employee grants and the College retains a perpetual, royalty-free, non-exclusive right to use the work for educational, research and marketing purposes.

This exception does not apply to inventions or patent ownership.

3. Student Works

Except as stated herein, the College recognizes that students retain ownership of intellectual property submitted in fulfillment of academic requirements. By enrolling in the College, the student gives the College a perpetual, non-exclusive, royalty-free license to mark, modify, and use any work as may be required by the process of instruction or for other educational, research or marketing purposes.

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This section does not apply to class or lab notes created by a student.

The College shall retain the ownership of all patentable inventions created by a student in fulfillment of academic requirements under the following conditions:

The development of the invention involved substantial use of College resources, including use of facilities, time, and/or other resources.

4. Other Agreements
 - a. In support of its mission, the College, an employee or a student may voluntarily enter into other agreements for ownership of intellectual property or the sharing of royalties. In these instances, the written agreement is controlling, not this policy.
 - b. In the case of a work created under the provisions of a grant, the terms of the grant will determine the ownership and all rights incidental to the ownership of the property created, not this policy.
 - c. All revenue derived by the College from the creation and production of intellectual property, shall be used for educational and research purposes that directly support the College's mission.
5. Dispute Resolution
 - a. Prior to creating works using College resources, employees and students should direct intellectual property ownership questions to the Executive Vice President of Instruction and Student Services.
 - b. Employees - If issues related to ownership of intellectual property arise and cannot be resolved informally, College employees may seek resolution through Policy 4.03.06 - Employee Grievance. Prior to initiating litigation, both parties will participate in voluntary mediation before a neutral third party mediator and will equally share the cost of such mediation.
 - c. Students - If issues related to ownership of intellectual property arise and cannot be resolved informally, College students may seek resolution through the Student Grievance Procedure for Academic Matters as outlined in the Student Handbook.

GRADE APPEAL Policy 6.02.03

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 administratively dropped from the course and refunded the tuition.

1. Student must first meet with the instructor of record within ten (10) business days of the grade being posted to the transcript to discuss the grade and try to informally resolve the matter.
2. If the student does not agree with the instructor's determination at the informal level, the student may appeal the grade to the appropriate Dean/Director. The appeal must be made within ten (10) business days after the instructor's decision at the informal level. The appeal must be in writing, must demonstrate that the student met with the instructor and must contain sufficient documentation to assist the Dean/Director to make a determination. The Dean/Director will conduct any further investigation into the matter as necessary. The Dean/Director shall make a written determination and provide a copy of the decision to the student and instructor.
3. If the student does not agree with the Dean/Director's determination, the student may then appeal the grade to the Executive Vice President for Instruction and Student Services. The appeal must be made within ten (10) business days after receipt of the Dean/Director's written determination. The appeal must be in writing. The Executive Vice President shall review the written appeal and any and all documentation presented at the lower level appeals and will do such other further investigation into the matter as necessary. The Executive Vice President shall make a written determination and provide a copy of the decision to the student and instructor. The Executive Vice President's decision is final.

* In sequential classes that have a clinical component (i.e., health science and allied health classes) while the student will be allowed to take the academic coursework in the next sequential class pending the grade appeal, the student will not be allowed to participate in the clinical component until the appeal is over.

REGULATIONS

ACADEMIC PROGRESS

Policy 6.02.04

I. SATISFACTORY ACADEMIC PROGRESS

To receive financial aid, the Federal Government requires students to make Satisfactory Academic Progress ("Progress") towards completing a degree or approved program. Progress will be monitored, at a minimum, at the end of each of the College's academic year. Results are measured cumulatively, so if a student has attended the College in the past, his/her transcript will be evaluated for Progress if s/he returns to the College and applies for financial aid, even if s/he has not received aid in the past.

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 student's current program. Therefore, in order to be on track to complete a program before financial aid ends, the College requires students to complete 67% of the courses they have attempted on a cumulative basis.

If a student is not making Progress, s/he will be notified and placed on financial aid warning for the next semester s/he is in attendance so that s/he will have an opportunity to regain Progress. The student will receive any financial aid for which s/he is eligible during this one warning term.

Students have the right to file an appeal if it is determined that they are not making Progress. The appeal must be made in writing to the College's Financial Aid Committee within thirty (30) calendar days of being notified they are not making progress. 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 this Policy, incorporated herein, are available in a publication from the College's Financial Aid Office.

II. ACADEMIC PROBATION AND SUSPENSION

This Policy applies only to students enrolled in curriculum programs.

A. Academic Probation

1. 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. (A "warning" does not appear on the student's transcript.)
2. Level 2 Probation - Degree, diploma and certificate seeking students who have not attained a 2.0 grade point average for the two most recently enrolled terms within the past three years will be required to review and modify their academic plans with their advisor and to meet with the Student Success Coordinator. 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.)

B. Academic Suspension

Probationary students who have not attained a 2.0 grade point average for the three most recently enrolled semesters within the past three years and have a cumulative G.P.A. of below 2.0 will be suspended for one semester. (A "suspension" notation appears on the student's transcript.)

Students have the right to file an Academic Suspension appeal. The appeal must be made in writing to the Dean of Students prior to the start of the semester in which the suspension is scheduled to begin. Appeals must be based on mitigating circumstances such as severe illness of the student, death of an immediate family member, or a change in academic program. Students may appeal the decision of the Dean of Students within two business days to the Executive Vice President for Instruction and Student Services. The decision of the Executive Vice President is final.

REGULATIONS

CAMPUS SECURITY REPORTING – CLERY ACT Policy 6.03.01

I. POLICY OVERVIEW

Southwestern Community College is committed to providing a safe and secure environment for all members of the College's community and visitors. The College shall comply with the Crime Awareness and Security Act of 1990, as amended by the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act.

II. DEFINITIONS

1. **Campus Security Authority ("CSA")** is a Clery-specific term that encompasses four groups of individuals and organizations associated with an educational institution:
 - a. A member of the educational institution's police department or campus security department;
 - b. Any individual(s) who has responsibility for campus security but who do not constitute a campus police department or a campus security department (e.g., an individual who is responsible for monitoring the entrance into the College's property);
 - c. Any individual or organization specified in an institution's statement of campus security policy as an individual or organization to which students and employees should report criminal offenses. For purposes of this College, these people include the Dean of Students.
 - d. An official who has significant responsibility for student and campus activities, including but not limited to: student discipline and campus judicial proceedings. An official is defined as any person who has the authority and the duty to take action or respond to particular issues on the College's behalf.
2. **Clery Act Crimes** are the following crimes that must be reported by Campus Security Authorities to law enforcement and crimes that are listed in the College's Annual Security Report:
 - a. Murder/non-negligent manslaughter; negligent manslaughter; sex offenses (forcible and non-forcible); domestic and dating violence; stalking; robbery; aggravated assault; burglary; motor vehicle theft; and arson;
 - b. Hate Crimes: any of the above-mentioned offenses, and any incidents of larceny-theft; simple assault; intimidation; or destruction / damage / vandalism of property that were motivated by bias on race, religion ethnicity, national origin, gender, sexual orientation, gender identity or disability; and
 - c. Arrests and referrals for disciplinary action for weapons (carrying, possessing, etc); drug abuse violations and liquor law violations.
3. **College Property** is all the following property:
 - a. Campus Grounds, Buildings and Structures – Any building or property owned by or controlled by the College within the same reasonably contiguous geographic area and used by the College in direct support or, or in a manner related to, the College's educational purposes; and any building or property that is within or reasonably contiguous to such buildings or property that is owned by the College but controlled by another person and is frequently used by students and supports College purposes.
 - b. Off-Campus and Affiliated Property – Any building or property owned or controlled by a student organization that is officially recognized by the College; or any building or property owned or controlled by the College that is used in direct support or, or in relation to, the College's educational purposes, is frequently used by students, and is not within the same reasonably contiguous geographic area of the College.
 - c. Public Property – All thoroughfares, streets, sidewalks, and parking facilities that are within the campus, or immediately adjacent to and accessible from the campus.

III. SAFETY AND REPORTING PROCEDURES

The College encourages all members of the College community to report suspicious or criminal activity to law enforcement as soon as possible. Crimes may be reported anonymously. In the event of a crime in progress or at any time there is a risk of harm to persons or property, call 911.

In addition, CSAs have a legal obligation to file a report of suspected criminal activity with law enforcement and with the Office of Student Services to ensure statistical inclusion of all Clery Act Crimes in the College's Annual Security Report when those crimes occur on or near College Property.

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Any individual identified by the College as a CSA shall receive notification of that designation and the requirement that the individual report information about Clery Act Crimes. Training will also be provided to all so designated persons. While CSAs must report any Clery Act Crime that comes to their attention, at the request of the victim, the victim's identity may remain anonymous.

To promote safety and security at the College, and in compliance with the Clery Act, the College shall:

1. Submit crime statistics to the United States Department of Education;
2. Maintain a daily crime log (open to public inspection);
3. Issue campus alerts to timely warn the College community when there is information that a Clery Act Crime has occurred that represents a serious or ongoing threat to campus safety;
4. Issue emergency notifications upon the confirmation of a significant emergency or dangerous situation involving an immediate threat to the health or safety of students or employees occurring on the campus. The College tests the emergency notification procedure bi-annually.
5. Publishes and maintains an Annual Security Report containing safety and security related policy statements and statistics of Clery Act Crimes occurring on College Property. To prepare the Annual Security Report, the College collects, classifies and counts crime reports and crime statistics. The Annual Security Report is available on the College's website and hard copies are available through the Office of Student Services for inspection.

STANDARDS OF STUDENT CONDUCT

Policy 6.03.02

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

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

The following regulation set forth offenses for which disciplinary proceedings may be initiated. Violation of one or more of the following regulations may result in one of the sanctions described in 6.03.02.01 - Discipline and Appeal Procedures for Academic-Related Violations and/or 6.03.02.02 – Discipline and Appeal Procedures for Non-Academic Related Violations.

A. Academic-Related Violations

1. Plagiarism – The intentional theft or unacknowledged use of another's work or ideas. Plagiarism includes, but is not limited to: a) paraphrasing or summarizing another's words or works without proper acknowledgement; b) using direct quotes of material without proper acknowledgment; or c) purchasing or using a paper or presentation written or produced by another person. If a student is uncertain about what constitutes plagiarism, he/she should discuss with the class instructor.
2. Cheating – Using notes or other material on an exam without permission from the class instructor; receiving information from another student during an exam; obtaining a copy of an exam or questions from an exam prior to taking the exam; submitting some else's work as one's own; or having someone take one's exam and submitting it as his/her own.
3. Aiding Acts of Academic Dishonesty – Providing information to another student and knows or reasonably should have known that the student intends to use the information for cheating or other deceptive purposes.
4. Violations of Normal Classroom Behavior – Not complying with reasonable rules issued by an instructor, showing disrespect to others, causing disruption in the classroom or not abiding by professional conduct.

B. Non-Academic Related Violations

1. Theft and Property Damage – Students shall not steal or damage the property of another individual or of the College. Students who are caught stealing or damaging said property will be required to make restitution and may be eligible for civil or criminal prosecution as well as College discipline.

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2. Trespass – Students are trespassing if in an unauthorized area of the College campus; presence on the College campus after closing hours (without permission); or remain on the College campus after having been directed to leave by a College official.
3. Drugs and Alcohol – Students shall not possess or consume alcoholic beverages or be in a state of intoxication on the College campus or at College-sponsored or supervised functions off campus or in College- owned vehicles. Students shall not manufacture, possess, use or distribute any illegal drugs, except as expressly permitted by law. Impairment is not an excuse for violation of other Standards of Student Conduct. (See Policy 3.03.04 – Student Drug-Free College)
4. Lewd and Indecent Behavior – Students shall not engage in lewd or indecent behavior, including public physical or verbal action or distribution of obscene or libelous written material.
5. Mental/Physical Abuse – Students shall not mentally or physically abuse any person on the College premises or at a College-supervised function, including verbal or physical actions which threaten or endanger the health or safety of any such persons or which promote hatred or racial prejudice.
6. Assault – Students shall not assault or threaten to assault another person for any reason whatsoever. Assault includes a demonstration of force, unlawful physical touching or striking.
7. Discrimination, harassment, and sexual violence – Students are expected to conduct themselves in accordance with generally accepted standards of scholarship and morality. The purpose of these standards is not to restrict student rights but to protect the rights of individuals in their academic pursuits.
8. Stalking – Student shall not engage in a course of conduct directed to a specific person that would cause a reasonable person to fear for his/her safety or the safety of others or suffer substantial emotional distress by placing that person in fear of death, bodily injury or continued harassment.
9. Communicating Threats – Student shall not verbally, in writing, through a third party or by any other means threaten to physically injure another person or that person's child, sibling, spouse or dependent of willfully threaten to damage the property of another.
10. Bullying – Students shall not intimidate or threaten with harm any other individual. Bullying is defined as any pattern of gestures or written, electronic or verbal communications or any physical act or any threatening communication that takes place on the College premises or at any College sponsored function that: (a) places a person in actual and reasonable fear of harm to his or her property; or (b) creates or is certain to create a hostile environment by substantially interfering with or impairing a student's educational performance, opportunities or benefits or a College's employees ability to perform the essential functions of his/her job.
11. Threats – Student shall not engage in any behavior that constitutes a clear and present danger to the physical and/or emotional well-being of the student and/or other students, faculty and staff.
12. Disorderly Conduct and Disruption – Students shall not obstruct or disrupt any teaching, research, administration or disciplinary proceedings, or other College activities, including public service functions, and other duly authorized activities on or off College premises. Students shall not occupy or seize, in any manner, College property, a College facility or any portion thereof for a use inconsistent with prescribed, customary, or authorized use. Students shall not participate in or conduct an assembly, demonstration or gathering in a manner which threatens or causes injury to person or property; which interferes with free access to, ingress or egress of College facilities; which is harmful, obstructive or disruptive to the educational process or institutional functions of the College; hold rallies, demonstrations, or any other forms of public gathering without prior approval of the College (See Policy 3.03.08 – Free Speech); remain at the scene of such an assembly after being asked to leave by a representative of the College staff.
13. Possession of Weapons – Student may not have a weapon of any kind, including a knife, stun gun or any firearm in their possession on campus or at any College-affiliated activities or events except handguns as allowed by N.C.G.S. § 14-269.4. Handguns are permitted under these circumstances: a) the person has a concealed handgun permit that is lawfully issued; b) the handgun is in a closed compartment or container within the person's locked vehicle; c) a person may unlock the vehicle to enter or exit the vehicle provided the handgun remains in the closed compartment at all times; and d) the vehicle is locked at all times. (See Policy 6.03.01 – Weapons on Campus).
14. Tampering with Fire Alarms - Setting off a fire alarm or using or tampering with any fire safety equipment, except with reasonable belief in the need for such alarm or equipment.
15. Gambling – Students may not gamble on campus or at any College-affiliated activities or events.
16. Use of Tobacco – Student may not use tobacco of any form or e-cigarettes on campus or at any College-affiliated activities or events.

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17. Traffic Violations - Violation of College regulations regarding the operation and parking of motor vehicles. (See Policy 7.03.03 – Traffic Regulations)
18. False Information – Students shall not present to the College or its employees false information; neither may they knowingly withhold information which may have an effect on their enrollment or their status with the College.
19. Disobedience / Insubordination - Failure to comply with instructions of College officials acting in performance of their duties and failing to adhere to the terms of any discipline action.
20. Financial Impropriety – Financial irresponsibility such as failure to pay College-levied fines, failure to repay College-funded loans, misuse or failure to properly account for club or student organization funds, or the passing of worthless checks, drafts or orders to College officials. A student's failure to pay the College the amount due on a check, draft or order, on or before the fifth class day after the day the Business Office sends written notice that the student has rightfully refused payment on the check, draft or order, is prima facie evidence that the student intended to defraud the College.
21. Public Laws – Violations of any federal, state or local laws occurring while on campus may lead to legal actions as well as compass discipline. Violations of federal, state or local laws occurring off campus may result in disciplinary action if the student's continued presence on campus constitutes a threat to the safety and order of the campus.
22. Failure to Report Criminal Activity - Failure to inform the college, in writing, within five (5) days after he or she is convicted for violation of any federal, state, or local criminal drug statute or alcoholic beverage control statute where such violation occurred while on college premises or as part of any college-sponsored activity.
23. Unauthorized Access to College Records – Students may not access, view, copy or change official College records without expressed authority to do so.
24. Animals on Campus – Student may not have an animal of any kind on campus. This includes animals left within a vehicle. Service animals are permitted and any student with a service animal should report the use of a service animal to the College's Disability Services Coordinator.
25. Use of the Internet – Students are prohibited from engaging in any activities prohibited under the Internet Use Agreement. (See Policy 4.05.01 – Computer Resources, Internet and Network Acceptable Use)
26. Use of Social Media - Students should obey their social media platforms terms' of use. Students may not make, or cause to be made, communications (including electronically or through social media) to another person in any manner likely to seriously annoy or cause alarm. Social media may not be used to breach privacy, discriminate or harass. Students may not make, transmit, or attempt to transmit audio or video of any person(s) on College property where there is an explicit expectation of privacy. Any posts or tweets deemed inappropriate on a College social web site or blog will be deleted immediately and may result in having access to the site blocked permanently.

DISCIPLINE AND APPEAL PROCEDURES FOR ACADEMIC RELATED VIOLATIONS

Procedure 6.03.02.01

I. OVERVIEW

The Executive Vice President for Instruction and Student Services ("Executive Vice President") is responsible for implementing student discipline procedures for academic dishonesty. The College is committed to providing an excellent educational experience for all students. Academic integrity is an essential component to this level of education.

The academic penalty for academic-related violations should be clearly stated by the instructor in each course syllabus and review at the beginning of the first class meeting. Academic penalties may range from a verbal warning to a failing grade in the course and must be consistently applied.

These procedures only apply to academic-related violations, outlined herein and defined in Policy 6.03.02 – Standards of Student Conduct. For non-academic violations, see 6.03.02.02 – Discipline and Appeal Procedures for Non-Academic Related Violations.

II. DEFINITION OF ACADEMIC-RELATED VIOLATIONS

These procedures cover the following academic-related violations (defined in Policy 6.03.02 – Standards of Student Conduct):

- A. Plagiarism;
- B. Cheating;

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- C. Aiding Acts of Academic Dishonesty; and
- D. Violations of Normal Classroom Behavior

III. INSTRUCTOR'S INVESTIGATION AND DETERMINATION

A. INSTRUCTOR'S INVESTIGATION

An instructor suspecting an incident of an academic-related violation shall follow these steps to address the concern:

1. The instructor suspecting the alleged violation shall first present concerns to the student and provide an opportunity for the student to explain or refute the concerns.
2. The student will be allowed to comment on the evidence or to present evidence to clarify the issue in question.
3. Based on the evidence presented and the student's comments, the instructor shall determine whether or not an academic-violation has occurred. This determination will result in one of the following findings:
 - a. An academic-related violation did not take place and the issue is resolved.
 - b. An act of academic dishonesty did occur.

B. INSTRUCTOR'S DETERMINATION

1. The instructor will communicate his/her findings via email to the student's official College email address within three (3) working days of the initial meeting with the student. The instructor shall inform the student of the imposed academic sanctions. The instructor will also inform the student of his/her appeal rights including the name and contact information of the respective dean in the appeal process.
2. The instructor will immediately report findings of academic-related violations and the imposed academic sanction to the appropriate academic dean.

IV. APPEAL PROCEDURES

A. APPEAL TO THE DEAN

1. A student who disagrees with an instructor's decision may appeal to the appropriate division dean. This appeal must be submitted in writing within three (3) working day of receipt of the instructor's decision and describe with specificity why the student believes the instructor's findings were in error.
2. The dean will review the appeal and the instructor's findings and will communicate with the parties as needed before ruling on an appeal.
3. After considering the evidence, the dean will confirm, modify, or overturn the instructor's decision.
4. The dean will inform the student, via the student's official College email address, of the decision within five (5) working days of the receipt of the student's appeal.

B. APPEAL TO THE EXECUTIVE VICE PRESIDENT

1. A student who disagrees with the dean's decision may appeal to the Executive Vice President. This appeal must be submitted in writing within three (3) working day of receipt of the dean's decision and describe, with specificity, why the student believes the dean's findings to be in error.
2. The Executive Vice President will review the appeal and previous findings and will communicate with parties as needed before ruling on an appeal.
3. After considering the evidence, the Executive Vice President will confirm, modify, or overturn the dean's decision.
4. The Executive Vice President will inform the student via the student's official College email address of the decision within five (5) working days of the receipt of the student's appeal.
5. The Executive Vice President's decision is final.

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DISCIPLINE AND APPEAL PROCEDURES FOR NON-ACADEMIC RELATED VIOLATIONS Procedure 6.03.02.02

I. OVERVIEW

The Executive Vice President for Instruction and Student Services ("Executive Vice President") is responsible for implementing student discipline procedures. In the event any discipline procedure conflicts with the state or federal law, the Executive Vice President shall follow state or federal law and refer the discipline matter to the appropriate official as outlined by state or federal law.

The Executive Vice President shall appoint a Conduct Officer to administer the disciplinary procedures.

These procedures only apply to non-academic violations, outlined herein and defined in Policy 6.03.02 – Standards of Student Conduct. For academic-related violations, see 6.03.02.01 – Discipline and Appeal Procedures for Academic Related Violations. For violations involving domestic violence, sexual assault, sexual or other unlawful harassment, dating violence or stalking, the initial investigation will be conducted pursuant to Policy 6.03.03 – Discrimination and Unlawful Harassment.

II. DEFINITION OF NON-ACADEMIC VIOLATIONS

Except as otherwise stated above, these procedures cover the followed non-academic violations (defined in Policy 6.03.02 – Standards of Student Conduct):

- | | |
|---|---|
| A. Theft and Property Damage | P. Possession of Weapons |
| B. Trespass | Q. Tampering with Fire Alarms |
| C. Drugs and Alcohol | R. Gambling |
| D. Lewd and Indecent Behavior | S. Use of Tobacco |
| E. Mental/Physical Abuse | T. Traffic Violations |
| F. Assault | U. False Information |
| G. Domestic Violence | V. Disobedience / Insubordination |
| H. Sexual Assault | W. Financial Impropriety |
| I. Sexual and Other Unlawful Harassment | X. Public Laws |
| J. Dating Violence | Y. Failure to Report Criminal Activities |
| K. Stalking | Z. Unauthorized Access to College Records |
| L. Communicating Threats | AA. Animals on Campus |
| M. Bullying | BB. Use of the Internet |
| N. Threats | CC. Use of Social Media |
| O. Disorderly Conduct and Disruption | |

III. IMMEDIATE REMOVAL FROM CAMPUS

If an act of misconduct threatens the health, safety or well-being of any member of the academic community and/or seriously disrupts the function and good order of the College, an instructor will immediately notify an administrative officer who will direct student(s) involved to cease and desist such conduct and advise them that failing to cease and desist will result in immediate dismissal from the class or campus. If the student(s) fail to cease and desist, or if the behavior is such that the student(s) need to immediately be removed from campus, the administrative officer may then immediately have the student(s) removed from campus.

The administrative officer invoking such suspension shall notify the Conduct Officer in writing of the individual(s) involved and the nature of the infraction as soon as possible but no more than one (1) working day following the incident. Upon receipt of the administrative officer's written notice, the Conduct Officer shall meet with the students as soon as possible to allow them to present their side. Depending and the nature of the allegations and the demonstrated behavior, the Conduct Officer may temporarily suspend the student(s) pending the Conduct Officer's investigation.

IV. DISCIPLINARY PROCEDURES

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

A. Charges

Any administrative official, faculty member or student may file written charges with the Conduct Officer against any student or student organization for violations of the Standards for

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Student Conduct. The individual(s) making the charge must complete a charge form (available from the office of the Conduct Officer) stating:

1. Name of the student(s) involved.
2. Alleged violation of the Standards of Student Conduct.
3. Time, place, and date of the incident.
4. Name of person(s) directly involved or witnesses to the infraction(s).
5. Any action taken that relates to the matter.
6. Desired solution(s).

B. Investigation and Determination

The Conduct Officer shall conduct an investigation into the charges and allegations. Within five (5) working days after receipt of the written charges, or longer depending on the nature of the charges but no later than ten (10) working days, the Conduct Officer shall complete his/her investigation of the charges and shall meet with the student(s), present the results of the investigation and provided the student(s) with an opportunity to present their side. After discussing the alleged infraction with the student(s), the Conduct Officer may act as follows:

1. Drop the charges;
2. Impose a sanction; or
3. Refer the student(s) to a College office or community agency for services.

All disciplinary actions should be progressive in nature and should take into account the totality of the situation; however, depending on the severity of the infraction, even first time offenses could result in suspension or expulsion.

C. Notification

The Conduct Officer's decision shall be presented to the student(s) in writing immediately following the meeting with the student(s). In instances where the student (s) cannot be reached to schedule an appointment, the Conduct Officer shall send a letter to the student's last known address and to the student's College- issued email account providing the student with a list of charges, the Conduct Officer's decision, and instructions governing the appeal process.

All other notifications in the discipline and appeals process will be communicated to the student's College-issued email address unless otherwise noted.

V. SANCTIONS

- a. Reprimand: A reprimand is written communication which gives official notice to the student that any subsequent offense against the Standards of Student Conduct will carry heavier penalties because of this prior infraction.
- b. General Probation: An individual may be placed on General Probation when involved in a minor disciplinary offense. General Probation has two (2) important implications: 1) the individual(s) is given a chance to show capability and willingness to observe the Standards of Student Conduct without further penalty; and 2) if the individual errs again, further action will be taken. This probation will be in effect for no more than two (2) semesters including the current semester.
- c. Restrictive Probation: Restrictive Probation results in loss of good standing and becomes a matter of record. Restrictive conditions may limit activity in the College community. Generally, the individual will not be eligible for initiation into any local or national organization, and may not receive any College award or other honorary recognition. The individual may not occupy a position of leadership or responsibility with any College or student organization, publication, or activity. This sanction prohibits the student from officially representing the College or participating in any extracurricular activities including intramural competitions. This probation will be in effect for not less than two (2) semesters including the current semester. Any violation of Restrictive Probation may result in immediate suspension.
- d. Restitution: Restitution is paying for damaging, misusing, destroying, or losing property belonging to the College, College personnel, or students. Restitution may take the form of appropriate service to repair or otherwise compensate for damages.

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- e. Temporary Suspension: Temporary suspension is the exclusion from class and/or other privileges of activities as set forth in the notice, until a final decision has been made concerning the alleged violation.
- f. Withholding Academic Records and or the Right to Register: Withholding transcript, diploma, or the right to register or participate in graduation ceremonies is imposed when financial obligations are not met or the student(s) has a disciplinary case pending final disposition.
- g. Suspension: Suspension is the exclusion from class(es) and/or all other College privileges or activities for a specified period of time. This sanction is reserved for those offenses warranting discipline more severe than probation or for repeated misconduct. Students who receive this sanction must get specific written permission from the Executive Vice President before returning to campus. (Disciplinary suspension appears on the academic transcript.)
- h. Expulsion: Expulsion is dismissing a student from campus for an indefinite period losing student status. The student may be readmitted to the College only with the approval of the President. (Disciplinary expulsion appears on the academic transcript.)
- i. Group Probation: Group probation is given to a College club or other organized group for a specified period of time. If group violations are repeated during the term of probation, the charter may be revoked or activities restricted.
- j. Group Restriction: Group restriction is removing College recognition during the semester which the offense occurred or for a longer period (usually not more than one other semester). While under restriction, the group may not seek or add members, hold or sponsor events in the College community or engage in other activities as specified.
- k. Group Charter Revocation: Revocation is the removal of College recognition for a group, club, society or other organization for a minimum of two (2) years. Re- charter after that time must be approved by the President.

VI. DISCIPLINARY APPEAL PROCEDURE

A. Appeal to the Executive Vice President

A student who disagrees with the Conduct Officer's decision may appeal to the Executive Vice President. This appeal must be submitted in writing to the Executive Vice President within three (3) working day after receipt of the Conduct Officer's decision. The Executive Vice President shall have the authority to:

- 1. Review the Conduct Officer's findings.
- 2. Conduct any further investigation as necessary, including speaking with the student(s), complainant(s) and other witnesses.
- 3. Confirm, modify, or overturn the Conduct Officer's decision.
- 4. Inform the student(s) in writing of the final decision within five (5) working days of the receipt of the student's appeal.

B. Appeal to the Disciplinary Review Committee

A student who disagrees with the Executive Vice President's decision may request an appeal before the Disciplinary Review Committee ("Committee"). This request must be submitted in writing to the Executive Vice President within three (3) working day after receipt of the Executive Vice President's decision. The Executive Vice President shall refer the matter to the Committee together with a report of the nature of the alleged misconduct, the name of the complainant, the name of the student(s) against whom the charge has been filed, and the relevant facts revealed by the Executive Vice President's investigation.

1. Committee Composition

Membership of the Disciplinary Review Committee shall be composed of the following:

- a. Three faculty/staff members appointed by the President. Faculty and Staff Committee members will serve two years from the beginning of fall semester through summer semester with replacements appointed by the President as necessary.
- b. Three student members selected from a pool of club council representatives and honor students approved by the President. Student members will be selected from the approved pool as needed by the Executive Vice President as necessary. If the nature of the allegation is sensitive, the Executive Vice President may choose not to appoint students to the Disciplinary Review Committee.

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- c. One administrator appointed by the President to serve as Committee Chairperson who will vote only in case of a tie.
- d. At least two faculty/staff members and two students plus the Chairperson must be present in order for the Committee to conduct business.
- 2. Committee Hearing Procedures
 - a. Pre-Hearing Procedural Responsibilities of the Executive Vice President - The Committee must meet within seven (7) working days of receipt of the student's request for a hearing. At least five (5) working day prior to the date set for the hearing, the Executive Vice President shall send notification to the student(s) with the following information:
 - i. A restatement of the charge or charges.
 - ii. The time and place of the hearing.
 - iii. A statement of the students' basic procedural rights.
 - iv. A list of witnesses that the Executive Vice President or designee plans to present.
 - v. The names of the Committee members.At least two (2) days prior to the hearing, the student(s) will provide the Executive Vice President with a witness list and whether or not the student will be represented by legal counsel. Failure to notify the Executive Vice President regarding legal counsel could result in the hearing being continued until such time that the College can have its legal counsel present. Should the College's legal counsel attend, he/she shall serve as the procedural officer for the hearing.
 - b. The following due process rights shall apply to the Committee hearing:
 - i. The right to counsel. The role of the person acting as counsel is solely to advise the student(s). The counsel shall not address the Committee.
 - ii. The right to produce witnesses on one's behalf.
 - iii. The right to request, in writing, the President to disqualify any member of the Committee for prejudice or bias. (The request must contain reasons). A request for disqualification, if made, must be submitted at least two (2) working day prior to the hearing. If such disqualification occurs, the appropriate nominating body shall appoint a replacement to be approved the President.
 - iv. The right to present evidence.
 - v. The right to know the identity of the person(s) bringing the charge(s).
 - vi. The right to hear witnesses on behalf of the person(s) bringing the charge(s).
 - vii. The right to testify or to refuse to testify without such refusal being detrimental to the student.
 - c. The following hearing procedures shall apply:
 - i. Hearings before the Committee shall be confidential and shall be closed to all persons except the following:
 - The student(s)
 - Counsel(s)
 - Committee Members
 - Executive Vice President, or designeeWitnesses shall only be present in the hearing room when giving their testimony.
 - ii. The Executive Vice President, or designee, shall present evidence and witnesses to support his/her decision. Committee members may ask questions to the witnesses.
 - iii. The student(s) will then have an opportunity to present evidence and witnesses. Committee members may ask questions to the witnesses.
 - iv. Each side will have an opportunity to make a short, closing argument. v. The hearing will be recorded. Recordings will become the College's property and access to the recordings will be determined by the Committee Chairperson. All recordings will be filed in the office of the Executive Vice President.
 - v. Upon completion of a hearing, the Committee shall meet in executive sessions to determine concurrence or non- concurrence with the original finding and to recommend sanctions, if applicable.
 - vi. Committee decisions shall be made by majority vote.
 - vii. Within five (5) working days after the hearing, the Chair shall notify the student(s) and Executive Vice President of the Committee's decision. The Committee's decisions is final.

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Failure of the student(s) to deliver appeal requests within the dates prescribed in these procedures will be construed as acceptance of the last issued sanction or decision and shall terminate the appeals process.

DISCRIMINATION AND UNLAWFUL HARASSMENT Policy 6.03.03

Southwestern Community College ("College") strives to make its campuses safe and welcoming learning and working environments. Pursuant to the Clery Act, Title IX of the Education Amendments of 1972, the Violence Against Women Act, the Campus SaVE Act and other applicable federal and state laws and regulations, the College hereby adopts these procedures when investigating, disciplining and educating the College community about sexual harassment and sexual-based violence.

Also, pursuant to the Civil Rights Act of 1964, the Americans with Disabilities Act of 1990, Section 504 of the Rehabilitation Act of 1973 and other applicable federal and state laws and regulations, the College prohibits discrimination in its services, employment and programs based on race, religion, ethnicity, national origin, gender, gender identity, sex, age, disability, genetic information and veteran status.

I. DEFINITIONS

The following definitions shall apply to these Procedures and shall be collectively referred to herein as "discrimination, harassment and sexual-based violence".

- A. Confidential Employee – is not a Responsible Employee and is not required to report incidents of sexual misconduct to the College's Title IX Coordinator if confidentiality is requested by the student. Campus counselors are considered Confidential Employees. If a student is unsure of someone's duties and ability to maintain one's privacy, the student should ask the person before he/she speaks to him/her.
- B. Consent – explicit approval to engage in sexual activity demonstrated by clear actions or words. This decision must be made freely and actively by all participants. Non-verbal communication, silence, passivity or lack of active resistance does not imply consent. In addition, previous participation in sexual activity does not indicate current consent to participate and consent to one form of sexual activity does not imply consent to other forms of sexual activity. Consent has not been obtained in situations where the individual: i) is forced, pressured, manipulated or has reasonable fear that they will be injured if they do not submit to the act; ii) is incapable of giving consent or is prevented from resisting due to physical or mental incapacity (including being under the influence of drugs or alcohol); or iii) has a mental or physical disability which inhibits his/her ability to give consent to sexual activity.
- C. Dating Violence – crimes of violence against a person with whom the person has or had a social relationship or a romantic or intimate relationship.
- D. Discrimination – any act or failure to act that unreasonably and unfavorably differentiates treatment of others based solely on their race, religion, ethnicity, national origin, gender, sex, age, disability, genetic information and veteran status. Discrimination may be intentional or unintentional.
- E. Domestic Violence – crimes of violence against a current or former spouse or intimate partner, a person with whom the individual shares a child in common, a person with whom the individual cohabitates or has cohabitated as a spouse, a person similarly situated to the individual as a spouse, a person who is related to the individual as a parent, child or person who is related to the student as a grandparent or grandchild.
- F. Gender Identity Harassment – behavior that targets someone for offensive, hostile, degrading or insulting treatment because of their gender. The following are examples of conduct that may constitute gender harassment:
 - Using derogatory, gender-based terms;
 - Making derogatory jokes about gender-specific traits or based on negative gender stereotypes;
 - Suggesting that students of one gender should not engage in certain activities because of their gender;

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- Impeding the educational progress of a person of one gender wither explicitly or implicitly, such as by questioning an individual's ability because of his/her gender or suggesting that it is abnormal for a person of that gender to hold a particular interest;
 - Limiting or denying an individual of one gender access to educational opportunities;
 - Using sexist humor as a classroom teaching technique;
 - Using personal or College electronic communications to convey inappropriate gender-based remarks, pictures, or images; or
 - Using verbal, graphic, or physical conduct which threatens, ridicules, or demeans an individual because of gender.
- G. Harassment (for Sexual and Gender Identity Harassment, see specific definition) – verbal or physical conduct that denigrates or shows hostility or aversion toward an individual because of his or her race, religion, ethnicity, national origin, age, disability, genetic information and veteran status, or any other legally protected status not listed herein, or that of his or her relative, friends, or associates, and has the purpose or effect of creating an intimidating, hostile, or offensive work or learning environment; has the purpose or effect of interfering unreasonably with an individual's work or academic performance; or otherwise adversely affects an individual's employment or educational opportunities. Harassment may include but is not limited to:
- Threatening or intimidating conduct directed at another because of the individual's protected status.
 - Jokes, name calling, or rumors based upon an individual's protected status.
 - Ethnic slurs, negative stereotypes and hostile acts based on an individual's protected status.
- H. Hostile Environment – conduct evaluated from the perspective of a reasonable person in the alleged victim's position considering all the circumstances. The more severe the conduct, the less need there is to show repetitive series of incidents (particularly if the conduct is physical). A single or isolated incident of sexual violence may create a hostile environment.
- I. Responsible Employee – a College employee who has the authority to take action to redress sexual harassment/misconduct; who has been given the duty of reporting incidents of sexual harassment/misconduct or any other misconduct by students to the Title IX coordinator or other appropriate designee; or who a student reasonably believes has this authority or duty. The College's Responsible Employees include all College administrators (Deans, Directors, Coordinators and Vice Presidents). If a student is unsure of someone's duties and ability to maintain one's privacy, the student should ask the person before he/she speaks to him/her.
- J. Sexual Assault – subjecting any person to contact or behavior of a sexual nature or for the purposes of sexual gratification without the person's expressed and explicit consent.
- K. Sexual Harassment – physical contact and/or conduct that creates an unwelcome or hostile environment. It includes unwelcome sexual advances, requests for sexual favors, and other verbal or physical contact of a sexual nature when submission to the conduct is made a term or condition of an individual's employment or academic performance (either implicitly or explicitly), when submission to or rejection of the conduct is used as the basis for employment or educational decisions affecting the individual, or when the conduct is sufficiently severe, persistent, or pervasive to interfere with an individual's work or academic performance or to create an intimidating, hostile, or offensive working or learning environment. Occasional compliments of a socially acceptable nature do not constitute sexual harassment. Sexual harassment may include but is not limited to:
- Physical assault, including rape, or any coerced sexual relations.
 - Subtle pressure for sexual activity or for a relationship that takes on a sexual or romantic coloring, thereby exceeding the limits of healthy relation.
 - Any demeaning sexual propositions.
 - Unnecessary touching in any form.
 - Sexually explicit or suggestive remarks about a person's physical attributes, clothing, or behavior.

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- Sexually stereotyped or sexually charged insults, humor, verbal abuse, or graffiti.
 - Any sexually inappropriate behavior that prevents an individual from participating in their employment, academic performance, or in any functions of the college.
- L. Sexual Violence – physical acts perpetrated against a person's will or where a person is incapable of giving consent (e.g., due to the person's age or use of drugs or alcohol or because an intellectual or other disability prevents the person from having the capacity to give consent).
- M. Stalking – engaging in a course of conduct directed to a specific person that would cause a reasonable person to fear for his/her safety or the safety of others or suffer substantial emotional distress by placing that person in fear of death, bodily injury or continued harassment.

II. REPORTING

All members of the College community are expected to take appropriate action to prevent discrimination, harassment and sexual-based violence. All Responsible Employees are required to report such alleged acts to the appropriate College officials. All Responsible Employees receiving a complaint of discrimination, harassment or sexual based violence shall immediately refer the complaint to the appropriate person. For acts of sexual based violence, Responsible Employees shall inform the Complainant of the right to contact law enforcement.

If a student or employee wishes to keep the details of an alleged incident confidential, he/she should speak with a Confidential Employee, health service provider or off-campus counselors in order to maintain confidentiality. Employees may choose to access confidential counseling services through the College's Employee Assistance Program free of charge.

Reports of sexual harassment and sexual-based violence should be made to the College's appropriate Title IX Coordinator:

Student Contact	Employee Contact
Cheryl Contino Conner	Lisa Sizemore
Dean of Students	Director of Human Resources
828.339.4245	828.339.4280

447 College Drive, Sylva NC 28779

The Title IX Coordinators shall receive annual training on issues related discrimination, harassment and sexual-based violence and how to conduct a fair and impartial investigation that protects alleged victims and promotes accountability. Reports of disability discrimination should be made to the College's Director of Disability (for student matters) or the College's Director of Human Resources (employee matters):

Disability Services Coordinator	Director of Human Resources
Peter Buck	Lisa Sizemore
828.339.4243	828.339.4280

447 College Drive, Sylva NC 28779

All other issues raised hereunder should be reported to the Executive Vice President for Instruction and Student Services (student matters) or the College Director of Human Resources (employee matters). For the remainder of these Procedures, the person who receives an initial report shall be referred to the "Coordinator."

III. INITIAL INVESTIGATION

Members of the College community are encouraged, but not required, to resolve issues informally and may attempt to do so directly with the other party or with the assistance of a supervisor or other College official. In circumstances in which informal process fails or is inappropriate, in the cases of sexual harassment and sexual-based violence, or in which the Complainant requests formal procedures, the complaints will be investigated promptly, impartially and thoroughly according to the following procedures:

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- A. Individuals filing complaints ("Complainants") are urged to do so in writing as soon as possible but no later than thirty (30) days after disclosure or discovery of the facts giving rise to the complaint. Complaints submitted after the thirty (30) day period will still be investigated; however, Complainants should recognize that delays in reporting may significantly impair the ability of College officials to investigate and respond to such complaints. The Coordinator shall fully investigate any complaints and will, as needed and if the complaint also involves an employee, collaborate with the College's Director of Human Resources. During the course of the investigation, the Coordinator may consult with other relevant College administrators and the College Attorney.
 - B. During the investigation, the Coordinator shall meet with the Complainant and the alleged Perpetrator and give each party an equal opportunity to provide evidence, including informing the Coordinator of any potential witnesses. Both parties will be provided access to any information provided by the other in accordance with any federal or state confidentiality laws.
 - C. During the investigation process, the Coordinator may implement temporary measures in order to facilitate an efficient and thorough investigation process as well as to protect the rights of all parties involved. The temporary actions include, but are not limited to: resignment of class schedules; temporary suspension from campus (but be allowed to complete coursework); for employee situations, temporary administrative leave with pay; or the directives that include no contact between the involved parties.
 - D. A confidential file regarding the complaint shall be maintained by the Coordinator. To the extent possible, the College will keep all information relating to the complaint and investigations confidential; however, to maintain compliance with the Clery Act, both parties will be informed of the outcome of any institutional proceeding alleging sexual harassment or sexual-based violence.
 - E. The Coordinator shall make every effort to conclude the investigation as soon as possible but no later than thirty (30) calendar days. If nature of the investigation requires additional time, the Coordinator may have an additional ten (10) calendar days to complete the investigation. The Coordinator shall notify the parties of this extension.
 - F. Upon making the complaint, Complainants alleging sexual harassment and sexual-based violence will be immediately notified that they have the right to seek additional assistance from law enforcement and have the right to seek, among other things, judicial no-contact, restraining and protective orders. Complainants will also be notified of available counseling services and their options of changing academic situations.
- IV. DETERMINATION AND APPEAL
- A. Coordinator's Report- The Coordinator shall prepare a report of his/her investigation and review the report with both the Complainant and the alleged Perpetrator and, if appropriate, implement any corrective and/or disciplinary action based on the preponderance of the evidence. Appropriate disciplinary action shall depend upon the seriousness of the misconduct and may include: a warning, written reprimand, suspension, expulsion from College property, termination and/or denial of access to College services or programs. Any disciplinary action will be implemented immediately and shall not be tolled pending an appeal.
 - B. Appeal to the President¹- If the Complainant or alleged Perpetrator is dissatisfied with the Coordinator's determination, s/he may appeal to the President within ten (10) calendar days upon receipt of the Coordinator's report. Upon receipt of the appeal, the President shall convene a Review Committee ("Committee") to hear the matter and provide a non-binding recommendation.
 - 1. Committee Membership- The Committee shall be composed of the following members: i) one faculty and one staff member; and ii) one senior administrator who will serve as the Chair. All Committee members shall be appointed by the President and shall receive training on conducting hearings for this process.

¹ In the event the College's President is the alleged victim or perpetrator, the determination based on the Review Committee's recommendation shall be made by a committee of the Board chaired by the Board Chairperson. All roles assigned to the President in this situation shall be completed by the Executive Vice President.

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2. Hearing Procedures

- a. The Committee must meet within ten business days of receipt of the appeal. At least five business day prior to the date set for the hearing, the Chair shall send notification to the Complainant and alleged Perpetrator the time and place of the hearing and the members of the Committee. At least two days prior to the hearing, the parties will notify the Chair whether or not they will be represented by legal counsel. Failure to notify the Chair regarding legal counsel could result in the hearing being continued until such time that the College can have its legal counsel present. Should the College's legal counsel attend, he/she shall serve as the procedural officer for the hearing. Also, at least two days prior to the hearing, the Complainant and alleged Perpetrator have the right to request, in writing, that the President disqualify any member of the Committee for prejudice or bias. The request must contain specific reasons. The President shall consider the matter and if such disqualification occurs, the President shall replace the disqualified member with an individual from the same employment category.
- b. The following due process rights shall apply to the hearing:
 - i. Each party has a right to have legal counsel and/or an advocate present. The role of the legal counsel or advocate is solely to advise the individual. Except for a closing argument, the legal counsel or advocate shall not have the right to address the Committee.
 - ii. Each party has the right to produce witnesses on their behalf.
 - iv. Each party has the right to present testimonial and documentary evidence.
 - vi. Each party has the right to be present and hear the witnesses presented for both sides.
 - vii. Each party has the right to testify or to refuse to testify without such refusal being detrimental.
- c. The following hearing procedures shall apply:
 - i. Hearings before the Committee shall be confidential and shall be closed to all persons except the parties; legal counsel and/or advocate; and Committee members and the College attorney. Witnesses shall only be present in the hearing room when giving their testimony.
 - ii. The Complainant shall have an opportunity to make an opening statement and present evidence and witnesses to the Committee. Committee members may ask questions to the witnesses.
 - iii. The alleged Perpetrator will then have an opportunity to make a short opening statement and present evidence and witnesses to the Committee. Committee members may ask questions to the witnesses.
 - iv. Each side will have an opportunity to make a short, closing argument with the Complainant going first.
 - v. The hearing will be recorded.
 - vi. Upon completion of a hearing, the Committee shall meet in closed session. The College Attorney may be present to provide the Committee with legal advice. Based on a preponderance of the evidence standard, the Committee shall review the evidence and make a written, non-binding recommendation to the President within five business days. The parties shall also receive a copy of the non-binding recommendation.
- d. Within five business days after receipt of the Committee's non-binding recommendation, the President will render a final written decision. Both parties shall receive a copy of the decision.

V. PROTECTION AGAINST RETALIATION

The College will not in any way retaliate against an individual who makes a report of discrimination, harassment or sexual-based violence in good faith or who assists in an

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investigation. Retaliation includes, but is not limited to: any form of intimidation, disciplinary action, reprisal or harassment. Retaliation is a serious violation and should be reported immediately. The College will take appropriate action against any employee or student found to have retaliated against another in violation of these procedures.

VI. EMPLOYEE AND STUDENT RELATIONSHIPS

Romantic or sexual relationships between College employees and students are prohibited if the employee and the student have an academic relationship. Academic relationships include any activities in which the employee is a direct or indirect supervisor or instructor for the student, as in a classroom or lab, or is a sponsor for any College activity involving the student, including work study or organizational/club/sport activities. This prohibition shall continue until the student or the employee is no longer affiliated with the College. Employees engaging in inappropriate relationships will be subject to disciplinary action up to and including termination of employment. Students engaging in inappropriate relationships may be subject to disciplinary action up to and including expulsion. Romantic or sexual relationships between College employees and students not in an academic relationship that impairs the College employee's effectiveness, disrupts the workplace/learning environment, and/or impairs the public confidence in the College will be subject to disciplinary action up to and including termination of employment or expulsion from the College.

VII. SUSPENDING PROCEDURES

In cases of emergency or serious misconduct, the College reserves the right to suspend this process and may enact appropriate action for the welfare and safety of the College community.

VIII. STUDENT AND EMPLOYEE EDUCATION AND ANNUAL TRAINING

All new students and all employees shall be required to participate in a primary prevention and awareness program that promotes awareness of discrimination, harassment and sexual-based violence. This program will be held annually at the beginning of each fall semester. At this annual training, students and employees must receive training in the following areas:

1. Information about safe and positive options for bystander intervention skills;
2. What "consent" means with reference to sexual activities.
3. Risk reduction programs so students recognize and can avoid abusive behaviors or potential attacks;
4. How and to whom to report an incident regarding discrimination, harassment and sexual-based violence;
5. The importance of preserving physical evidence in a sexual-based violent crime; and
6. Options about the involvement of law enforcement and campus authorities, including the alleged victim's option to: i) notify law enforcement; ii) being assisted by campus authorities in notifying law enforcement; iii) declining to notify law enforcement; and iv) obtaining "no-contact" or restraining orders.

STUDENT DRUG FREE POLICY

Policy 6.03.04

Southwestern Community College is committed to providing each of its students a drug-free environment in which to attend classes and study. From a safety perspective, the users of drugs or alcohol may impair the well-being of students, interfere with the College's educational environment, and result in damage to College property. Therefore, it is the College's policy that the unlawful manufacture, distribution, dispensation, possession, or use of narcotics, drugs, other controlled substances or alcohol is prohibited on College premises or as part of any College-sponsored activity. The specifics of this policy are as follows:

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

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2. "Controlled substance" means any drug listed in Title 21 of the United States Code and other federal regulations, as well as those listed in Chapter 90 of the North Carolina General Statutes. Generally, these are drugs which have a high potential for abuse and include "legal drugs" which are not prescribed by a licensed physician. Student use of drugs as prescribed by a licensed physician is not a violation of policy; however, individuals shall be held strictly accountable for their behavior while under the influence of prescribed drugs.
3. "College location" means in any College building or on any College premises; in any College-owned vehicle or in any other College-approved vehicle used to transport students to and from College or College activities; and off College property at any College-sponsored or College-approved activity, event or function, such as a field trip or athletic event, where students are under the College's jurisdiction.
4. The College does not differentiate between drug users, drug pushers, or sellers. Any student who possesses, uses, sells, gives, or in any way transfers a controlled substance or manufactures a controlled substance while on College premises or as part of any College-sponsored activity will be subject to disciplinary action up to and including termination or expulsion and referral for prosecution.
5. A student who violates the terms of this policy will be subject to disciplinary action in accordance with Policy 6.03.02 - Standards of Student Conduct. At his or her discretion, the Executive Vice President of Instruction and Student Services may require any student who violates the terms of this policy to satisfactorily participate in a drug abuse rehabilitation program or an alcoholic rehabilitation program sponsored by an approved private or governmental institution as a precondition of continued enrollment at the College.
6. Each student is required to inform the College, in writing, within five (5) days after he or she is convicted for violation of any federal, state, or local criminal drug statute or alcoholic beverage control statute where such violation occurred while on College premises or as part of any College-sponsored activity. Failure to do so could result in disciplinary action.

STUDENT GRIEVANCE Policy 6.03.05

I. GRIEVANCE PROCESS OVERVIEW

In order to maintain a harmonious and cooperative environment between and among the College and its students, the College provides for the settlement of problems and differences through an orderly grievance procedure. Every student shall have the right to present his/her problems or grievances free from coercion, restraint, discrimination or reprisal. This Policy provides for prompt and orderly consideration and determination of student problems and grievances by College administrators and ultimately the President.

A grievance is any matter of student concern or dissatisfaction with the College's control except: (a) student discipline matters regarding academic and non-academic violations (Policy 6.03.02 – Standards of Student Conduct); (b) discrimination and unlawful harassment, including sexual harassment (Policy 6.03.03 – Discrimination and Unlawful Harassment); or (c) any other matter that has a specific grievance process outlined in College policy.

II. GRIEVANCE PROCESS

1. Informal Grievance – Step One

In the event the alleged grievance lies with an instructor/staff member, the student must first go to that instructor/staff member and attempt to informally resolve the matter. Both the student and instructor/staff member must have an informal conference to discuss the situation and document the attempts taken to resolve the grievance at this level. In the event that the student is unsatisfied with the resolution reached at the informal conference, he/she may proceed to Step Two within ten (10) business days after the informal conference. Not proceeding to Step Two within the time period will result in the grievance not being heard and the matter being closed.

If the grievance concerns issues unrelated to a particular instructor/staff member (for example, an issue with College policy), the student can skip the informal process and proceed to Step Three.

2. Formal Grievance – Step Two

If the grievance is not resolved at Step One the student may file a written grievance with the

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supervising dean or director of the instructor/staff member. The written grievance must contain with specificity the facts supporting the grievance and the attempt, if applicable, to resolve the grievance at the informal level.

In order to be considered, a formal complaint must be submitted in writing using the SCC Complaint Information Sheet and Form, signed and two copies sent to: Southwestern Community College, 447 Drive, Sylva, NC 28779 in c/o the Dean of the area in which the complaint is against.

The SCC Complaint Information Sheet and Form is located in all Dean office's as well as online.

SCC will entertain neither complaints that are not in writing or which are anonymous, nor will the college consider complaints sent electronically or through facsimile transmission. In addition, the College will not act on complaints submitted on behalf of another individual or complaints forwarded to the College.

The Dean/ shall review the written grievance and conduct whatever further investigation, if any, is necessary to determine any additional facts that are needed to resolve the grievance. The Dean/ shall provide his/her written decision within ten (10) business days after receipt of the grievance.

In the event that the student is unsatisfied with the resolution reached by the Dean/Director, he/she may proceed to Step Three within five (5) business days after receipt of the Dean/Director's written determination. Not proceeding to Step Three within the time period will result in the grievance not being heard and the matter being closed.

3. Formal Grievance – Step Three

If the grievance is not resolved at Step Two (or, given the nature of the grievance, Step Three begins the process) the student may file a written grievance with the Executive Vice President for Instruction and Student Services ("Executive Vice President"). In order to be considered, a formal complaint must be submitted in writing using the SCC Complaint Information Sheet and Form, signed and two copies sent to: Southwestern Community College, 447 Drive, Sylva, NC 28779 in c/o Dr. Thom Brooks.

The SCC Complaint Information Sheet and Form is located in all Dean office's as well as online.

SCC will entertain neither complaints that are not in writing or which are anonymous, nor will the college consider complaints sent electronically or through facsimile transmission. In addition, the College will not act on complaints submitted on behalf of another individual or complaints forwarded to the College. The written grievance must contain with specificity the facts supporting the grievance and the attempt, if applicable, to resolve the grievance at the informal level.

The Executive Vice President (or, depending on the nature of the grievance, another appropriate Vice President) shall review the written grievance and conduct whatever further investigation, if any, is necessary to determine any additional facts that are needed to resolve the grievance. The Executive Vice President shall provide his/her written decision within ten (10) business days after receipt of the grievance.

In the event that the student is unsatisfied with the resolution reached by the Executive Vice President, he/she may proceed to Step Four within five (5) business days after receipt of the Executive Vice President's written determination. Not proceeding to Step Four within the time period will result in the grievance not being heard and the matter being closed.

4. Appeal – Step Four

If the student is not satisfied with the Executive Vice President's determination, the student may appeal to the President. The appeal must be in writing and must provide a written summary of the specific facts and must contain any other documentation pertinent to the matter. The President will conduct an "on the record" review and, if necessary, conduct any further investigation that is necessary to ascertain the facts needed to make a determination. The President may, at his/her discretion, establish a committee to further investigate the matter and make a recommendation to the President.

The President's decision is final.

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Information About Student Complaints

The Licensure Division of the University of North Carolina General Administration serves as the official state entity to receive complaints concerning postsecondary institutions that are authorized to operate in North Carolina. If students are unable to resolve a complaint through the institution's grievance procedures, they can review the Student Complaint Policy (PDF), print out and complete the Student Complaint Form (PDF) and submit the complaint to:

North Carolina Post-Secondary Education Complaints
c/o Student Complaints
University of North Carolina General Administration
910 Raleigh Road, Chapel Hill, NC 27515-2688

For more information, call 919.962.4550 or email studentcomplaint@northcarolina.edu.

STUDENT CONDUCT REVIEW Policy 6.03.06

I. Purpose of Student Conduct Review

Southwestern Community College has an obligation to provide a safe place for its students to learn and a safe place for its employees to work. When any College employee has a concern about a student's potential to have a negative consequence to the safety of employees or other students, this concern should be reported. The Student Assessment Team (SAT) is a cross-functional multidisciplinary group focused on prevention and early- intervention for students exhibiting concerning behaviors. The following procedures are outlined to guide this process.

II. Procedures for Conduct Review

1. Step One

Faculty and staff who are concerned about a student displaying elevated levels of distress, disturbance, or dysregulation (e.g., suicidal thoughts or impulses, violent and aggressive impulses, depression, disruptive behavior, physical or sexual abuse) should immediately contact the appropriate campus Conduct Officer, the employee should follow-up with written notification which includes a description of the concern using the electronic Student Concerns Portal.

Student behavior concerns that do not present immediate threat to safety or learning disruption should be reported using the electronic Student Concerns Portal.

2. Step Two

The Conduct Officer will review the concern and if appropriate, convene the SAT to review the concern. The SAT will consist of the following individuals:

- a. Dean of Student Services (Chair)
- b. Director of Student Support Services
- c. Psychology Instructor
- d. Instructional Dean or Extension Education Director for the division/center in which the student is or plans to enroll
- e. Student Services Coordinator – Macon Campus
- f. Campus Resource Officer
- g. Disability Services Coordinator & Counselor
- h. One at-large appointee by Executive Vice President of Instruction and Student Services
- i. Other appointees as needed

3. Step Three

Once the report is submitted, the Conduct Officer will determine next steps based on an initial review of the nature and circumstances of the report. Steps may include: (a) speaking with the student; (b) gathering additional evidence or information by interviewing members of the College community; (c) compiling additional documentation; (d) reviewing evidence sources; (e) referring for disciplinary action; and/or (f) making a referral to SAT. The SAT will review the concern to determine if the speech or behavior in question is creating or may lead to an unsafe environment.

4. The SAT Review

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The SAT will review the concern to determine if the speech or behavior in question is creating or may lead to an unsafe environment and impede the success of the student in question. The SAT's response will be based on the nature of the behavior, the severity of the safety risk, and the student's needs.

As a part of this evaluation, the SAT may meet with the individual(s) bringing forth the concern, witnesses, and the person in question. Further, this team may request or require that the person be evaluated by outside professional(s) to determine their suitability to be a student at the College.

Upon completion of the review, the SAT will submit their written findings and recommendations to the Dean of Students for implementation. The SAT may include the following recommendations in their findings:

- a. No action required.
- b. Propose a resolution to address miscommunication.
- c. Gather additional information needed to conduct a threat evaluation.
- d. Propose an action plan to address concerning behaviors and support student success.
- e. Refer student for an external psychological assessment and/or threat assessment.
- f. Refer student to Policy 6.03.02 - Standards of Student Conduct to initiate appropriate disciplinary action.
- g. Refer student to law enforcement to initiate appropriate criminal proceedings.
- h. Recommend suspension.
- i. Recommend involuntary withdrawal from the College.
- j. Recommend conditions for re-admission following an involuntary withdrawal.

A student's failure or refusal to comply with recommendations of the SAT as administered by the Dean of Students will constitute a basis to charge the student with an offense(s) under Policy 6.03.02 - Standards of Student Conduct. Disciplinary actions or appeals that result from a student's refusal or failure to comply with SAT's recommendations will be administered according to provisions of the Policy 6.03.02 and 6.03.02.02 - Discipline and Appeal Procedure for Non-Academic Violations.

All documentation associated with each concern addressed will be maintained in the student's permanent record.

5. Appeal Process

- a. Recommendations of suspension and involuntary withdrawal (not arising from violations of the Student Code of Conduct) are the only SAT actions that may be appealed.
- b. Appeals must be made to the Executive Vice President of Instruction and Student Services within five (5) days of notification of action from the SAT.
- c. The Executive Vice President will review the record, review the SAT's recommendation and will meet and hear from the student. The Executive Vice President may uphold the decision of the SAT or refer the case back to the SAT to consider alternative actions. The Executive Vice President's decision is final.
- d. Disciplinary actions that result from a student's failure to comply with directives from the SAT are appealed through Administrative Procedures 6.03.02.02 - Discipline and Appeal Procedure for Non-Academic Violations.

6. Incident Follow-up

- a. The faculty or staff member who submits the initial information to the Conduct Officer beginning the inquiry will receive an acknowledgement from the Conduct Officer confirming that appropriate responses have been or are being made.
- b. Faculty or staff submitting a report should not expect detailed information about the disposition of their submission because the issue may involve due process or confidentiality rights of the student.
- c. Faculty and staff should submit additional reports as new concerns arise or as behavior is repeated, even if they have done so before. A single incident may be insufficient to take action, but a pattern of incidents may require an institutional response.

III. SAT Member Responsibilities

SAT members shall:

- a. Be proficient with SAT procedures.
- b. Attend meetings and be active participants in the review of student reports.

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- c. Handle all reports and investigations in a confidential manner with information released only on a need to know basis.
 - d. Address issues in a timely manner
 - e. Maintain knowledge and competence in using the selected threat assessment tool(s).
- IV. Faculty/Staff Responsibilities
- a. Be familiar with the SAT Policies and Procedures for reporting incidents.
 - b. Report any conduct violations or concerning behaviors (including threats or perceived threats) to the Conduct Officer and Public Safety.
 - c. Cooperate with the Conduct Officer and SAT to implement recommended action for mitigation of threat.

Note: The SAT will use their best professional judgment to review this matter. However, the SAT cannot be expected to predict future behaviors of individuals and, therefore, are held harmless in the event a student did repeat a harmful behavior.

DISMISSAL FROM HEALTH SCIENCE PROGRAMS Policy 6.03.07

I. Responsibility for Implementation

The Executive Vice President for Instruction and Student Services is responsible for implementing student appeals procedures for dismissal from selective admissions Health Science Programs ("Program").

II. Dismissal from Selective Admissions Health Science Programs

Courses within the Program with selective admissions shall establish reasonable academic and non-academic (professional-behavioral) criteria that students must meet for continued progression in the Program. Students in the Program will be provided written guidelines for continuation in the Program and informed that failure to meet those guidelines may result in dismissal from the Program.

The Program Coordinator may dismiss a student from the Program who demonstrates a failure to meet one or more of the criteria for continuation in the Program. The Program Coordinator will explain the reasons for the dismissal, in writing, and consider the student's response in rendering a final decision.

III. Appeal of Dismissal from the Program

Students may appeal a dismissal from the Program as follows:

1. Submit a request to appeal in writing to the Dean of Health Sciences within one (1) business day of notice of dismissal. The request should include reasons why the student should be reinstated and other information or documentation to support that appeal.
2. The Dean of Health Sciences will notify the student within two (2) business days of a decision to affirm, overturn, or modify the dismissal from the Program Coordinator. Notification will be made to the student's official College email address.
3. The student may provide written notice of appeal of the Dean's decision within one (1) business day from receipt of the Dean's decision to the Executive Vice President of Instruction and Student Services. The Executive Vice President will appoint a Review Committee of College representatives, including at least two instructors and one dean, to consider the appeal.
4. The Review Committee will consider the merits of the appeal and conduct whatever further investigation is necessary (including but not limited to interviewing the student and or relevant individuals, if any) and communicate a written decision to the Executive Vice President within five (5) business days. The Executive Vice President will notify the student of the Review Committee's decision upon receipt of said decision. Notification will be made to the student's official college email address. The Review Committee's decision is final.
5. Failure of the student(s) to deliver appeal requests within the dates prescribed in these procedures will be construed as acceptance of the last decision and shall terminate the appeal process.

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SERVICES FOR PERSONS WITH DISABILITIES Policy 6.04.04

Southwestern Community College is committed to providing full and equal access for all persons with a disability. The College meets the goal of equal access through appropriate institutional planning, barrier removal and by providing reasonable and appropriate accommodations to students with disabilities.

For purposes of this Policy, the following definitions shall be used:

1. **Auxiliary Aids** – includes, but is not limited to: brailled and taped material, interpreter and other aids for persons with impaired cognitive, sensory, motor or speaking skills.
2. **Accommodations** – includes, but is not limited to: the use of auxiliary aids in classroom settings; allowances for time and energy level considerations such as reduced course loads; additional time for taking exams; substitutions of other acceptable assignments, courses, tests or test formats when necessary to ensure equal access for individuals; physical modifications such as ramps, elevators, lifts, curbs cuts, etc.
3. **Persons with a Disability** – means any person who had a physical or mental condition which substantially limits a major life activity or has a record or such a condition or is regarded as having such a condition.
4. **Physical Condition** – means any physical condition, anatomic loss or cosmetic disfigurement which is caused by bodily injury, birth defect or illness.
5. **Mental Condition** – includes: (1) developmental disabilities such as mental retardation, autism, or any other neurological conditions; (2) an organic or mental condition that has substantial adverse effects on an individual's cognitive or volitional functions, such as central nervous system disorders; significant discrepancies among mental functions of an individual, including any mental or psychological disorder, such as head injury; emotional or mental illness; and specific learning disabilities. The term mental disability does not include active alcoholism or current drug addiction and does not include any mental condition, disease, or defect that has been successfully asserted by an individual as a defense to any criminal charge.
6. **Major Life Activities** – means functions such as caring for oneself, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning, working and experiencing leisure. Has a record of such condition means that one has a history of or is regarded as having a mental or physical condition that substantially limits one or more major life activities.

The College's Disability Services Coordinator accommodates and facilitates the provision of services to students with documented disabilities. A student may voluntarily register with the Disability Services Coordinator by completing the necessary forms and providing the necessary documentation. It is the responsibility of the student to make his or her physical or mental disability known and to timely request reasonable academic or physical accommodations. Persons with disabilities are still expected to meet the academic requirements of any course in which the student is enrolled.

Services offered to students with disabilities are designed to provide equal access to College courses, programs and activities for those students, promote retention and maintenance of good academic standing by providing accommodations when appropriate. Services are provided when deemed necessary and reasonable for a particular student and are determined on a case-by-case basis through an Educational Support Plan ("ESP"). An ESP is a comprehensive plan which specifies appropriate classroom accommodations and is created collaboratively by the student and the Disability Services Coordinator. Reasonable accommodations may include, but are not limited to: modifications and auxiliary aids.

Each student requesting reasonable accommodations must provide current, comprehensive documentation of their disability by qualified professional. Information regarding a student's disability is not obtained through the admissions process. Therefore, all documentation of disability should be sent directly to the Disability Services Coordinator. Disability-related information and records are maintained separately from academic records and are regarded in a confidential manner as outlined in the Family Educational Rights and Privacy Act of 1974.

In determining appropriate accommodations for a student, the College is not required to provide accommodations that would create an undue burden on the College. To this extent, the College does not offer accommodations or support services that:

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- a. Fundamentally altering academic requirements for a degree program, course requirements or basic pedagogy;
- b. Guarantee the student success or that require the College to be responsible in making the student successful; or
- c. Require the College to pay or provide for items or services of a personal nature, including but not limited to personal care assistance, private transportation, or educational supplies used by all students;

New construction and renovations to campus facilities are designed to comply with the laws governing ADA.

Grievance Procedure

Students may appeal a decision of the College related to disability accommodations and service, as well as other disability related complaints, through Policy 6.03.05 – Student Grievance.

STUDENT RECORDS

Policy 6.04.07

All student records must be current and maintained with appropriate measures of security and confidentiality. The College is responsible for complying with all legal requirements pertaining to the maintenance, review and release of records retained by the College.

I. COMPLIANCE WITH FERPA RIGHTS

- A. The Family Educational Rights and Privacy Act ("FERPA") provides students with certain rights to privacy of their educational records and rights of access by others to their educational records. College employees are expected to fully comply with this Policy.
- B. For purposes of this Policy, "student" means an individual who is or has been in attendance at the College. It does not include persons who have not been admitted, who have been admitted but did not attend the College or individuals enrolled solely in non-credit courses. "Attendance" starts when the individual matriculates or declares their intention to enroll at the College, whichever comes first.

II. ANNUAL NOTIFICATION OF RIGHTS

The College shall provide every student with annual notification of their rights under FERPA. The Executive Vice President for Instruction and Student Services, or his/her designee, is responsible for preparing and delivering this annual notice.

III. RIGHT TO INSPECT RECORDS

- A. Students who want to inspect their education records should direct that request to the Registrar's Office. Records which are available for inspection shall be provided to the student during regular business hours.
- B. Students may obtain copies of their educational records if circumstances make on-site inspection impractical and the student is in good standing. When copies are provided, the student may be charged a reasonable fee for the actual copying expense.

IV. DIRECTORY INFORMATION

- A. The College may release directory information. Directory information is defined as the student's name, local address, e-mail address, major field of study, participation in officially recognized activities and sports, degrees and honors received, dates of enrollment and current enrollment status.
- B. Students who do not wish the above directory information released to outside persons or agencies must notify the Director of Student Records/Registrar's Office and complete an "opt out" form. Once a student completes an "opt out" form, a restriction will be placed on the release of the student's directory information until the student resends the "opt out" form.

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V. RELEASE OF EDUCATIONAL RECORDS

The College will not release a student's educational records, aside from directory information, to a third-party unless the student consents to the release or a valid, legal exception applies. Exceptions include, but are not limited to:

- A. Disclosures to School Officials with Legitimate Educational Interests. For purposes of this Policy, school officials with legitimate educational interests include:
 - 1. College faculty and other college officials with legitimate educational interests (including the College attorney).
 - 2. College officials of other institutions in which the student seeks or intends to enroll.
 - 3. Authorized representatives of federal, state or local government.
 - 4. Authorized organizations conducting studies or determining eligibility related to testing, financial aid or instruction.
 - 5. In emergencies, appropriate persons if necessary to protect the health or safety of the student or others.
 - 6. Information about deceased students may be released to a spouse, parents, or executors of a student's estate for a period of six (6) months after the death. Beyond six months, deceased student information is treated the same as other student directory information. The request for deceased student information must be in writing accompanied by an official death certificate.
 - B. Disclosures to Parents/Legal Guardians. The College shall release a student's educational records to the student's parents when: i) the student is listed as a dependent on the parents' tax returns; ii) the student violated a law or the College's policies regarding drugs and alcohol and the student is under the age of 21; or iii) the disclosure is needed to protect the health or safety of the eligible student or other individuals in an emergency situation.
 - C. Disclosures for Health or Safety Emergencies.
 - D. Disclosures as Required by Law or Mandated by Subpoena or Court Order.
- For a complete list of legal exceptions allowing disclosures without student consent, see 34 C.F.R. pt. 99 et al.

VI. CORRECTING RECORDS

A student has the right to challenge an item in his/her records believed to be inaccurate, misleading or otherwise in violation of the student's privacy rights. The Dean of Students shall examine a request to amend a student record item and respond in writing to the person who challenges the item. Subsequent steps, if necessary, will follow Policy 6.03.05 – Student Grievance beginning at Step Two. If the final decision is that the information in the record is not inaccurate, misleading or otherwise in violation of the privacy rights of the student, the Dean of Students shall inform the student of the right to place a statement in the record commenting on the contested information in the record or stating why he/she disagrees with the College's decision.

VII. MISCELLANEOUS

- A. Students who believe their rights have been violated may file a complaint with the Family Compliance Office, U.S. Department of Education, 400 Maryland Ave., SW, Washington D.C. 20202. Complaint must be filed within 180 days of the date of the alleged violation or the date the student knew or should have known of the alleged violation.
- B. A hold may be applied to the release of an official transcript, diploma, or other information requested from an official record, for a student who has an overdue indebtedness to the College or has not completed the required Financial Aid Loan Exit Counseling (if applicable). A hold may be applied for failure to comply with a disciplinary directive issued by the Conduct Officer. Such a student continues to have the right to see and photocopy his official record upon request.
- C. The College shall destroy student records in accordance with federal and state law. The College shall not destroy student records if there is an outstanding request or grievance related to those records.

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FREE SPEECH Policy 3.03.08

Southwestern Community College recognizes and supports the rights of its employees, students and visitors to engage in free expression and speech. This Policy's purpose is to inform members of the College community and the general public of the manner in which they may engage in constitutionally protected speech and expression while at the College. The following speech shall not be tolerated and shall not be allowed in any area on campus: 1) speech advocating clear and present danger of imminent lawlessness; 2) speech that constitutes "fighting words"; 3) defamatory speech; and 4) speech that is obscene.

In order to achieve this purpose and maintain order and decorum on campus, the College shall establish and designate a "Free Speech Area" where free expression and speech may occur pursuant to reasonable regulations and rules. The President shall develop regulations and rules consistent with this Policy.

Neither this Policy nor its corresponding Procedure is intended to expand, limit or otherwise alter the rights of any student, employee, or visitor of the College.

FREE SPEECH Procedure 3.03.08.01

The following regulations and rules shall apply with respect to free speech and expression on Southwestern Community College's campuses.

I. Locations

The following locations shall be designated as "Free Speech Areas" that members of the College community and the general public ("Users") may access and use for free speech events and activities:

1. Jackson Campus – Bradford Hall Gazebo
2. Macon Campus – Cecil L. Groves Center Gazebo
3. Swain Center – Gazebo
4. Jerry Sutton Public Safety Training Center – Gazebo

The College shall clearly mark each of the above locations as a "Free Speech Area." Also, at each location, the following disclaimer shall be displayed: "All information and content in the 'Free Speech Area' is for informational and educational purposes only. All information expressed by the individual or organization using the Free Speech Area is particular to the individual or organization and is not in any way expressing an official belief or viewpoint of Southwestern Community College."

II. Terms and Conditions

A. Access, Traffic and College Operations

1. Users shall contain their presentations and displays to the designated Free Speech Area.
2. Users shall not approach students, staff or other campus visitors.
3. Users shall not impede pedestrian or vehicular traffic or disrupt College operations.
4. No activities conducted in Free Speech Areas shall be at a volume which disrupts College operations. No sound amplifiers (i.e., megaphones, microphones) or excessive shouting shall be permitted.
5. No fliers or handouts allowed.

B. Scheduling

1. The Free Speech Areas shall be open on all days that students have classes and the hours shall be from 9:30 a.m. to 4:30 p.m. unless otherwise extended by the College President.
2. Anyone wishing to use a Free Speech Area must complete an application and submit it to the following:
 - a. Jackson Campus – Business Office, Balsam Center, 1st Floor
 - b. Macon Campus – Business Office
 - c. Swain Center – Administrative Assistant for Enrollment Services.
 - d. Jerry Sutton Public Safety Training Center – Dean of Public Safety Training.
3. A College official shall notify the User if the application has been approved and if the desired time is available. Users shall not be allowed to use the Free Speech Areas unless they have an approved application on file. If the User's desired time is not available due to the space already being scheduled, another time will be suggested.

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4. The College reserves the right to utilize the Free Speech Areas for College operations at any time. If a User has the Free Speech Area scheduled for a time period that conflicts with the College's use, the User shall be informed of the conflict and be reassigned to the next available time. The College shall not be liable in any way to the User for the change in the schedule.
5. A User may only schedule time once per month.
- C. Facilities and Materials
 1. Users shall not hang, tape, stand or place signs or other objects that may obstruct vision, signage or walkways or that may damage College property without the College's permission.
 2. The College shall not provide additional tables and/or chairs for the Free Speech Areas.
- D. Other Considerations
 1. Users shall not solicit contributions or donations nor shall they engage in the sale of any items or services.
 2. The College shall not be responsible for any loss or theft of the User's personal property.
 3. If a User is being disruptive or rude or otherwise not conforming with these regulations and rules, the User will be instructed to alter their behavior and conform with these regulations. If the User continues to violate these rules and regulations, the User will be instructed to leave. Campus Resource Officer(s) shall be notified if a User fails to leave when so instructed by College officials.
 - a. If a User is instructed to leave, he/she shall not be all allowed to use the Free Speech Area for the remainder of the academic or calendar year whichever is longer.
 - b. If a User is instructed to leave a second time, he/shall not be allowed to use the Free Speech Area.
- E. Appeal
 1. If a User wants to appeal any decision made by the College based on these regulations, he/she may file a written grievance with the Vice President for Financial and Administrative Services ("Vice President") within five (5) working days after the event causing the grievance. The written grievance must contain with specificity the facts supporting the grievance. Depending on the nature of the appeal, the Vice President will determine to what extent additional facts will be required. The grievant shall provide all pertinent information that the Vice President requests and the Vice President will review the facts and hold whatever discussions he/she deems necessary. The Vice President shall provide his/her written decision to the grievant within ten (10) working dates of receipt of the grievance.
 2. If the grievant is not satisfied, he/she may, within five (5) days receipt of the Vice President's decision, appeal the Vice President's decision to the President. The appeal must be in writing and provided to the President. The grievant shall provide a written summary of the specific facts of the complaint, copies of which shall be provided at the same time to all other parties concerned. Upon receipt of the grievance, the President shall review all the information and make whatever investigation he/she deems appropriate. The President shall provide his/her written decision to the grievant within thirty (30) working days. The President's decision shall be final.

COMMUNICABLE DISEASE AND OCCUPATIONAL EXPOSURE TO BLOODBORNE PATHOGENS Policy 4.04.06

I. COMMUNICABLE DISEASE

Southwestern Community College shall not exclude individuals with communicable diseases unless a determination is made that the individual presents a health risk to himself/herself or others. The College shall consider the educational or employment status of those with a communicable disease on an individual basis.

Communicable diseases as defined in this Policy include, but are not limited to: acquired immunodeficiency syndrome (AIDS), chicken pox, hepatitis, measles, tuberculosis, meningitis, mononucleosis and whooping cough, and for purposes of this Policy only, those communicable diseases which constitute a disability pursuant to the Americans with Disabilities Act.

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- A. Procedure
 - 1. All information and records that identify a person as having a communicable disease shall be strictly confidential.
 - 2. Disclosure of medical information shall be made by the President only to those on a need-to-know basis to protect the welfare of persons infected with a communicable disease or the welfare of other members of the College community.
 - 3. Unauthorized disclosure of medical information by an employee of the College is prohibited. Violation of this prohibition may result in the suspension from or termination of employment.
 - 4. A person who knows or has a reasonable basis for believing that he/she is infected with a communicable disease is expected to seek expert advice about his/her health circumstances and is obligated ethically and legally to conduct himself/herself responsibly toward other members of the College community.
 - 5. Faculty and staff of the College and employees of contractors or contracted services who are infected with a communicable disease are urged to notify the appropriate Dean/Director so that the College can respond appropriately to his/her health needs. Students are urged to share information with the appropriate Dean/Director for the same reason.
 - 6. A person infected with a communicable disease (including the AIDS virus whether active AIDS, AIDS-Related Complex, or undetectable viral load) will not be excluded from enrollment or employment or restricted in his/her access to the College's services or facilities unless, in individual cases, the College administration determines that exclusion or other restrictions are necessary for the health and welfare of others at the College.
 - 7. Included in making decisions in individual cases which restrict access to employment shall be the College President, Legal Counsel for the College, the Deans/Directors, the individual's personal physician, the local Health Director (or designee) and if necessary, another physician with expertise in managing communicable disease cases.
 - 8. The College shall provide information regarding communicable diseases, especially AIDS.
 - 9. Should influenza reach a pandemic stage, the President shall regularly monitor the situation by communicating with local and state health officials and by reviewing media sources. Should influenza reach a pandemic level in a county contiguous to Jackson, Macon, or Swain counties the President will provide information to students and employees on preventing the spread of the pandemic flu. Should influenza reach a pandemic level within the service area the President, after consulting with local health officials, may close the College temporarily if he feels it is in the best interest of the College and community. Persons who are infected with the pandemic flu, or know of someone in the College community who is, should contact college officials immediately. Students should contact the Dean of Student Services and employees should contact the Human Resources Office.

TRAFFIC REGULATIONS **Policy 7.0**

- I. General Provisions

Pursuant to N.C.G.S. § 115D-21, the College shall enforce the following Traffic Regulations.

 - A. All of the provisions of Chapter 20 of the North Carolina General Statutes relating to the use of highways of the State of North Carolina in the operation of motor vehicles thereon shall apply to the College's streets, roads, alleys and driveways along with all other rules and regulations approved by the Board. These rules and regulations shall apply on a twenty four (24) hour basis.
 - B. While on the College campus, all drivers shall comply with the Campus Resource Officer's legal instructions and shall obey all traffic signs in accordance with the provision of these regulations. THE RESPONSIBILITY OF FINDING A LEGAL PARKING SPACE RESTS WITH THE DRIVER. LACK OF SPACE IS NOT CONSIDERED EXCUSE FOR VIOLATION OF PARKING REGULATIONS. The College shall be responsible for ensuring that the necessary signs are erected and maintained to carry out the intent of these regulations.
 - C. The College shall ensure that information about operating a motor vehicle on the College's campus is given out at every student orientation and registration. Each student shall have an opportunity to obtain a copy of the Traffic Regulations. A copy of the Traffic Regulations

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shall be included in all Student Handbooks. Failure to obtain a copy of the Traffic Regulations is not, however, an excuse for violating the Traffic Regulations.

- D. All vehicles operated on campus must be properly registered and display a parking decal on the rear of the vehicle. (The right rear bumper is the preferred location.) Students, faculty, and staff must register their vehicles. Parking decals are obtained normally during registration but may be secured from the College Information Center at other times.
 - E. Temporary Parking Permits
 1. Handicapped - A temporary handicapped parking permit may be issued to a College student or employee. The issuance of a temporary permit will be at the discretion and judgment of the Student Disability and Academic Engagement Coordinator based upon documentation provided by a health care provider. This temporary permit allows a student or an employee to park in a handicapped or employee only space on the College's campuses and centers and may only be valid for up to one academic term or for a specific time frame within the academic term. Permits may be renewed for a subsequent term if documentation supports the need for a permit. These permits are only valid on at the College's facilities. The permit must be displayed and visible.
 2. Visitors - A visitor may obtain a parking permit for a limited duration of no longer than one week. The College Information Center Coordinator is authorized to issue these permits. This permit is not valid for an employee or student of the college. Visitors may park in any legal parking space on campus (except handicapped parking.)
 3. Cosmetology Clients - Clients utilizing the services of the Cosmetology Department may be issued a temporary permit to park on campus. These permits may be issued each academic year at the discretion of the Cosmetology Program Coordinator. Clients may park in Lot K – Faculty, Staff and Handicapped or any legal parking space. This permit is not valid for an employee or student of the college.
- II. Specific Provisions
- A. Citations will be issued for violations of the College's Traffic Regulations.
 - B. The person to whom a vehicle parking decal is issued shall be responsible for all parking and traffic violations of the vehicle for which the permit is issued. Bicycles, motorcycles and mopeds shall be considered vehicles subject to this same traffic regulations.
 - C. Campus Resource Officers shall have the authority to issue citations for all moving vehicle violations and handicapped parking violations as outlined herein. Such moving violations include, but are not limited to:
 1. Reckless driving.
 2. Driving in excess of posted speed limits.
 3. Failure to obey traffic signs.
 4. Failure to obey directions of Campus Resource Officers.
 5. Failure to yield right of way at pedestrian crossings.
 6. Following too closely.
 7. Driving under the influence of alcohol or narcotics.
 8. Failure to yield right of way to emergency vehicles.
 9. Operating a vehicle in any manner that creates a safety hazard.
 - D. Campus Resource Officers and other College personnel as authorized by the President shall have the authority to enforce all parking violations except that only Campus Resource Officers shall have the authority to issue citations for handicapped parking violations. Such parking violations include, but are not limited to:
 1. Parking in a restricted parking lot or zone.
 2. Parking on grass (unless signs indicate this is permissible).
 3. Blocking any legally parked vehicle.
 4. Parking in a no parking zone.
 5. Parking in a "visitor" zone.
 6. Affixing a parking decal/permit to a vehicle other than that for which it was issued.
 7. Parking against traffic flow.
 8. Blocking or obstructing traffic, street, crosswalk, sidewalk, fire hydrant, building entrance or exit, or another vehicle properly parked.
 9. Protruding into a lane of traffic.

REGULATIONS

10. Double parking.
 11. Parking on shoulder of road (except where parking is indicated by official signs).
 12. Failure of two-wheeled vehicles to park in areas designated for them.
 13. Parking a vehicle in any manner that creates a safety hazard.
 14. Leaving a vehicle on campus overnight without notifying a Campus Resource Officer.
- III. Citations and Violations
- The following system of citations shall be used:
- A. Campus Resource Officers have the authority to issue citations for all moving vehicle violations and handicapped parking violations. A fine shall be imposed for each moving or handicap parking violation to the extent allowed by law.
 - B. The Campus Resource Officer issuing the citation will advise the violator of the scheduled court date and procedure for payment of the fine.
 - C. For all parking violations, except for handicapped parking violations, the following rules shall apply:
 1. A first violation shall result in a written warning placed on the vehicle with a follow-up letter from the Vice President for Financial and Administrative Services mailed to the vehicle's owner. This written warning and letter shall state the reason cited for the parking violation and consequences of future violations.
 2. A second violation can result in vehicle immobilization and restricted parking to Lot A for the remainder of the semester. A written notice will be placed on the vehicle instructing the vehicle's operator not to move the vehicle and the College shall not be responsible for any damage should the vehicle be moved. The vehicle's operator should go to the Business Office to have the immobilization device removed.
 3. A third violation can result in the vehicle's towing and loss of parking privileges on campus for the remainder of the academic year.
 4. During the first two (2) class days of each semester, warning tickets shall be issued for improper parking. Beginning with the third class day, the rules outlined herein shall be enforced. Students in classes that start mid-semester shall have the same two day grace period, but will have to file an appeal of any ticket received.
 5. Faculty and staff shall be subject to disciplinary policies and procedures found in 4.03.03 - Disciplinary Action, Suspension and Dismissal.
 6. All abandoned vehicles and vehicles blocking a drive, obstructing the flow of traffic, creating a safety hazard, parked in a fire lane, loading zone, or designated tow-away zone are subject to tow-away or immobilization by a restraining device at the full expense of the owner per authority given to the Board of Trustees in Chapter 115D of the North Carolina General Statutes.
- IV. Appeal Process
- Individuals receiving a notice of parking violations or penalties, excluding handicapped parking, resulting from alleged violations of this policy may do any of the following:
- A. Adhere to the parking violation penalty, or
 - B. Appeal in person or in writing to the Vice President for Financial and Administrative Services within ten calendar days of the notice of violation or penalty. The decision of the Vice President for Financial and Administrative Services will be final.

FALL SEMESTER 2018 SCHEDULE

Monday	TIME	CLASS/LOCATION
Tuesday		
Wednesday		
Thursday		
Friday		

Monday	TIME	CLASS/LOCATION
--------	------	----------------

Monday	TIME	CLASS/LOCATION
Tuesday		
Wednesday		
Thursday		
Friday		

August 2018

Agosto
(Spanish)

SGH SEAJ

Sunday	Monday	Tuesday	Wednesday
			1
5	6	7	8
12	13	14	15 Classes Begin Full and First Sessions
19	20	21	22
26	27	28	29

NOTES:

Thursday	Friday	Saturday
2	3	4
9	10	11
16	17	18
23	24	25
30	31	

July 2018						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

September 2018						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

- Important Dates:**
- Students with completed financial aid may charge books in the bookstore (Aug. 6 - 31)
 - Fall Kick-Off (Aug. 9)
 - Faculty Work Day (Aug. 10)
 - Orientation/Registration (Aug. 13)
 - Final Registration (Aug. 14)
 - Classes Begin, Full and First Sessions (Aug. 15)
 - Schedule Adjustment - First Session (Aug. 15 & 16)
 - Schedule Adjustment - Full Session (Aug. 15 - 21)

NOTES:

September 2018

Septiembre
(Spanish)

SE@J

Sunday	Monday	Tuesday	Wednesday
2	3	4	5
	Labor Day - College Closed		
9	10	11	12
16	17	18	19
23	24	25	26
30			

Thursday	Friday	Saturday
		1
6	7	8
13	14	15
20	21	22
27	28	29

August 2018						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

October 2018						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

- Important Dates:**
- Labor Day Holiday - College Closed (Sept. 3)
 - Professional Development Day (Sept. 14)
 - Citizenship/Constitution Day (Sept. 17)
 - Last Day for Student-Initiated Withdraw, First Session (Sept. 20)
 - Financial Aid refund checks mailed (Sept. 21)

NOTES:

October 2018

Octubre
(Spanish) Shh.J

Sunday	Monday	Tuesday	Wednesday
	1	2	3
7	8 Fall Break - No Classes	9 Fall Break - No Classes	10 Fall Break - No Classes
14 Fall Break - No Classes	15	16	17
21	22	23	24
28	29	30 Advising Day - No Classes	31

NOTES:

Thursday	Friday	Saturday
4	5	6
11	12	13
Fall Break - No Classes	Fall Break - No Classes	Fall Break - No Classes
18	19	20
Second Session Classes Begin		
25	26	27

September 2018						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

November 2018						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

Important Dates:

First day to file the 2019-2020 FAFSA (Oct. 1)

Fall Break - No Classes (Oct. 8-14)

End of First Session Classes (Oct. 17)

Second Session Classes Begin (Oct. 18)

Schedule Adjustment - Second Session (Oct. 18-19)

Commencement Applications Due (Oct. 26)

Advising Day/Registration Begins for Spring 2019/No classes (Oct. 30)

NOTES:

November 2018

Noviembre
(Spanish)

NOV 10 2018

Sunday	Monday	Tuesday	Wednesday
4	5	6	7
11	12	13	14
18	19	20	21
25	26	27	28
Thanksgiving Holiday - College Closed			Thanksgiving Break - No Classes

NOTES:

Thursday	Friday	Saturday
1	2	3
8	9	10
15	16	17
22	23	24
Thanksgiving Holiday - College Closed	Thanksgiving Holiday - College Closed	Thanksgiving Holiday - College Closed
29	30	

October 2018						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

December 2018						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

Important Dates:

Last Day for Student-Initiated
Withdrawal, Full Session (Nov. 7)

Thanksgiving Break - No Classes
(Nov. 21)

Thanksgiving Holiday - College
Closed (Nov. 22-25)

Last Day to Withdraw, Second
Session & Last Day for Faculty-
Initiated Withdrawal
(Nov. 29)

NOTES:

December 2018

Diciembre
(Spanish)

1095

Sunday	Monday	Tuesday	Wednesday
2	3	4	5
9	10	11	12
16	17	18	19
23	24	25	26
	Holiday Break - College Closed	Holiday Break - College Closed	Holiday Break - College Closed
30	31		
Holiday Break - College Closed	Holiday Break - College Closed		

Thursday	Friday	Saturday
		1
6	7	8
13	14	15
20	21	22
27 Holiday Break - College Closed	28 Holiday Break - College Closed	29 Holiday Break - College Closed

November 2018						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

January 2019						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

Important Dates:

Fall Semester Ends, Full and Second Sessions (last day of classes) (Dec. 18)

Grades Due/Commencement (Dec. 19)

Holiday Break - College Closed (Dec. 24 - Jan. 4)

NOTES:

January 2019

Enero
(Spanish)

SZ4Wh

Sunday	Monday	Tuesday	Wednesday
		1 Holiday Break - College Closed	2 Holiday Break - College Closed
6	7	8	9
13	14 Classes Begin Full and First Sessions	15	16
20	21 Martin Luther King, Jr. Day - College Closed	22	23
27	28	29	30

NOTES:

Thursday	Friday	Saturday	<div>December 2018</div> <div> <div>S M T W T F S</div> <div>1</div> <div>2 3 4 5 6 7 8</div> <div>9 10 11 12 13 14 15</div> <div>16 17 18 19 20 21 22</div> <div>23 24 25 26 27 28 29</div> <div>30 31</div> </div> <div>February 2019</div> <div> <div>S M T W T F S</div> <div>1 2</div> <div>3 4 5 6 7 8 9</div> <div>10 11 12 13 14 15 16</div> <div>17 18 19 20 21 22 23</div> <div>24 25 26 27 28</div> </div> <div>Important Dates:</div> <div> <p>Students with completed financial aid may charge books in the bookstore (Jan. 2-31)</p> <p>College Reopens (Jan. 7)</p> <p>Faculty Work Day (Jan. 9)</p> <p>Orientation/Registration Day (Jan. 10)</p> <p>Final Registration (Jan. 11)</p> <p>Classes Begin, Full and First Sessions (Jan. 14)</p> <p>Schedule Adjustment - First Session (Jan. 14-15)</p> <p>Schedule Adjustment - Full Session (Jan. 14-18)</p> <p>Martin Luther King, Jr. Day - College Closed (Jan. 21)</p> </div>
3 Holiday Break - College Closed	4 Holiday Break - College Closed	5	
10	11	12	
17	18	19	
24	25	26	
31			

NOTES:

February 2019

Febrero
(Spanish)

0&£

Sunday	Monday	Tuesday	Wednesday
3	4	5	6
10	11	12	13
17	18	19	20
24	25	26	27

NOTES:

Thursday	Friday	Saturday
	1	2
7	8	9
14	15	16
21	22	23
28		

January 2019

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

March 2019

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

Important Dates:

Professional Development Day
(Feb. 8)

Financial Aid refund checks mailed
(Feb. 19)

Last Day for Student-Initiated
Withdrawal, First Session (Feb. 21)

NOTES:

March 2019

Marzo
(Spanish)

DC 5

Sunday	Monday	Tuesday	Wednesday
3	4	5	6
10	11 Spring Break - No Classes	12 Spring Break - No Classes	13 Spring Break - No Classes
17 Spring Break - No Classes	18 Second Session Classes Begin	19	20
24	25	26	27
31			

Thursday	Friday	Saturday
	1	2
7	8	9
14	15	16
Spring Break - No Classes	Spring Break - No Classes	Spring Break - No Classes
21	22	23
28	29	30

February 2019

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

April 2019

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

Important Dates:

End of First Session Classes
(March 8)

Spring Break - No Classes
(March 11-17)

Second Session Classes Begin
(March 18)

Schedule Adjustment - Second
Session (March 18-19)

Commencement Applications Due
(March 26)

NOTES:

April 2019

Abril
(Spanish)

ᏍᏍᏍ
(Cherokee)

Sunday	Monday	Tuesday	Wednesday
	1	2	3
7	8	9 Advising Day - No Classes	10
14	15	16	17 Easter Break - No Classes
21 Easter Break - College Closed	22	23	24
28	29	30	

NOTES:

Thursday	Friday	Saturday
4	5	6
11	12	13
18	19	20
Easter Break - No Classes	Easter Break - College Closed	Easter Break - College Closed
25	26	27

March 2019

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

May 2019

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

Important Dates:

Last Day to Withdraw, Full Session
(April 4)

Advising Day/Registration Begins
for Summer/Fall 2019, No Classes
(April 9)

Easter Break - No Classes
(April 17-18)

Easter Break - College Closed
(April 19-21)

NOTES:

May 2019

Mayo
(Spanish)

DhQEI \$+M5

Sunday	Monday	Tuesday	Wednesday
			1
5	6	7	8
12	13	14	15
19	20	21	22
26	27	28	29
Memorial Day - College Closed	Memorial Day - College Closed	Classes Begin Full & First Sessions	

NOTES:

Thursday	Friday	Saturday
2	3	4
9	10	11
16	17	18
23	24	25
30	31	

April 2019

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

June 2019

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

Important Dates:

Last Day to Withdraw, Second Session & Last Day for Faculty-Initiated Withdrawal (May 1)

Financial Aid Priority Date to file FAFSA for 2019-2020 (May 1)

Spring Semester Ends, Full and Second Sessions (last day of classes) (May 17)

Grades Due/Commencements (May 18)

Final Registration (May 23)

Students with completed financial aid may charge books in the bookstore (May 23 - June 14)

Memorial Day - College Closed (May 24-27)

Classes Begin - Full & First Sessions (May 28)

Schedule Adjustment Full & First Sessions (May 28-29)

NOTES:

June 2019

Junio
(Spanish)

S T W T F S

Sunday	Monday	Tuesday	Wednesday
2	3	4	5
9	10	11	12
16	17	18	19
23	24	25 Second Session Classes Begin	26
30			

Thursday	Friday	Saturday
		1
6	7	8
13	14	15
20	21	22
27	28	29

May 2019						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

July 2019						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

- Important Dates:**
- Students with completed financial aid may charge books in the bookstore (May 23 - June 14)
 - Last Day to Withdraw from First Session (June 18)
 - Commencement Applications Due (June 21)
 - First Session Ends (June 24)
 - Financial Aid refund checks mailed (June 24)
 - Second Session Begins (June 25)
 - Schedule Adjustment - Second Session (June 25-26)
 - Last day to file the 2018-2019 FAFSA (June 30)

NOTES:

July 2019

Julio
(Spanish)

0B7h

Sunday	Monday	Tuesday	Wednesday
	1	2	3
7 Independence Holiday - College Closed	8	9	10
14	15	16	17
21	22	23	24
28	29	30	31

NOTES:

Thursday	Friday	Saturday
4	5	6
Independence Day - College Closed	Independence Holiday - College Closed	Independence Holiday - College Closed
11	12	13
18	19	20
25	26	27

June 2019						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						
August 2019						
S	M	T	W	T	F	S
					1	2
3						
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

Important Dates:

Last Day to Withdraw from Full Session (July 3)

Independence Day Holiday - College Closed (July 4 - 7)

Last Day to Withdraw from Second Session & Last Day for Faculty-Initiated Withdrawal (July 17)

Summer Semester Ends, All Sessions (last day of classes) (July 23)

Grades Due (July 24)

NOTES:

STUDENTS THOUGHTS & GOALS FOR THE YEAR

How can I get more involved at SCC?

How can I give back to the community?

Am I doing the best I can?

What is my dream job?

Where will I be in five years?

To help keep your thoughts and goals together, start a journal, use a sketch pad and seek out people who can help you!

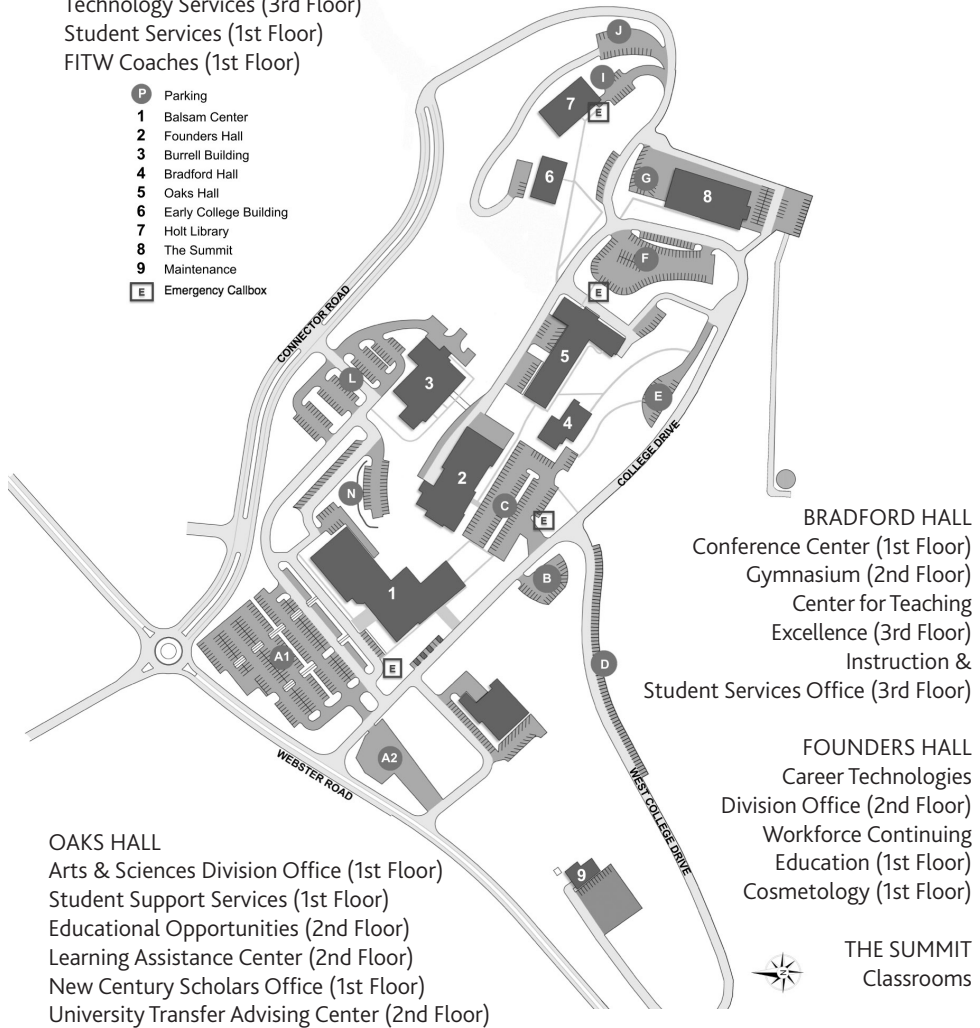
JACKSON CAMPUS MAP

BALSAM CENTER

Admissions Office (1st Floor)
Auditorium (1st Floor)
Business Office (1st Floor)
Career Services (1st Floor)
College Access (1st Floor)
College Counseling (1st Floor)
Disability Services Office (1st Floor)
Financial Aid (1st Floor)
Health Sciences Division (2nd Floor)
Human Resources (1st Floor)
Registrar (1st Floor)
Technology Services (3rd Floor)
Student Services (1st Floor)
FITW Coaches (1st Floor)

BURRELL BUILDING

Bookstore (1st Floor)
Conference Center (1st Floor)
Classrooms (2nd & 3rd Floor)
Faculty Offices (2nd Floor)
Institutional Research & Planning (1st Floor)
President's Office (1st Floor)
Slagle Board Room (1st Floor)
Institutional Development (1st Floor)
SCC Foundation (1st Floor)





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