



2013-2014 Handbook

447 College Drive • Sylva, North Carolina 28779

www.southwesterncc.edu

828.339.4000 • 800.447.4091

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

An Equal Opportunity Institution

Printed May 2013.

Four thousand copies of this public document were printed at a cost
of \$2.25 each.

NOTICE

The information in this handbook applies to the 2013-2014 academic year and is accurate and current,
to the best of our knowledge, as of May 14, 2013.

SCC reserves the right to change matters described in the handbook without prior notice.



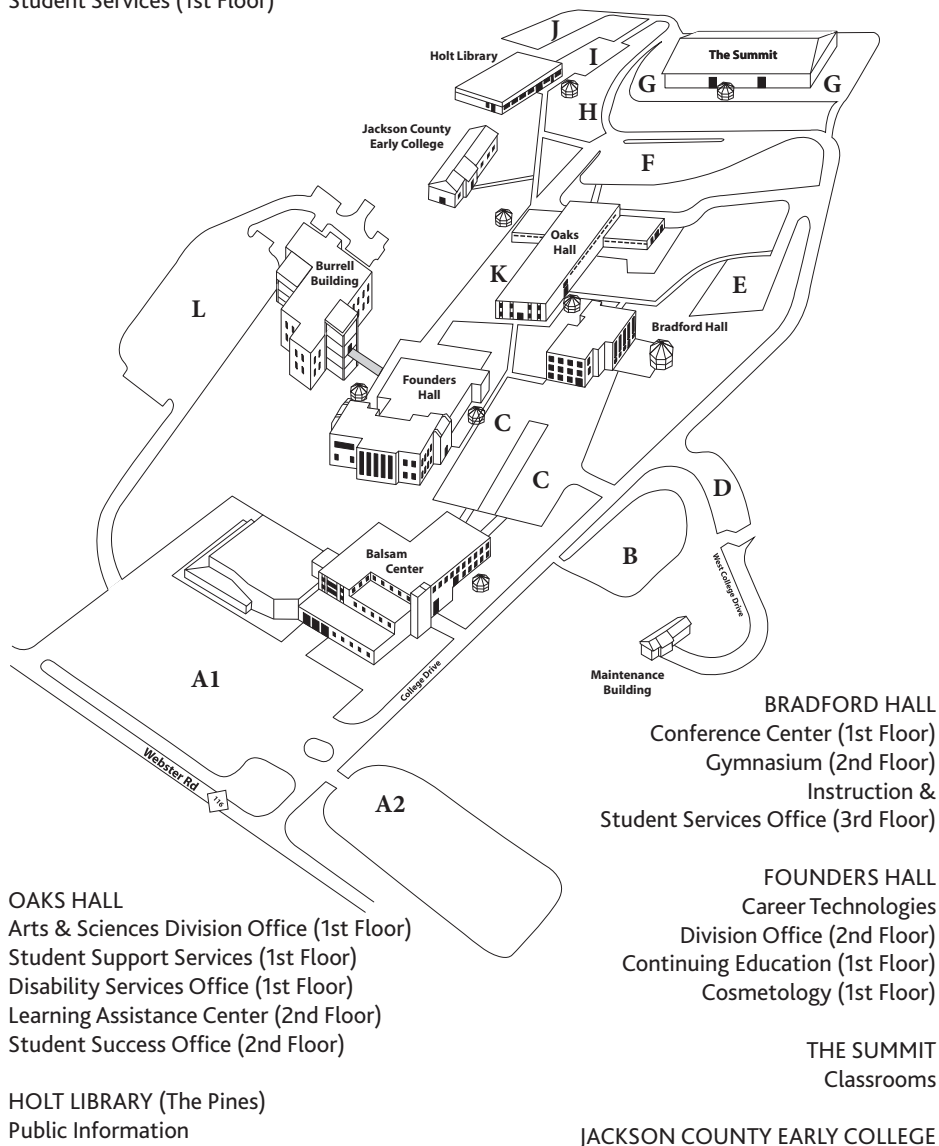
JACKSON CAMPUS MAP

BALSAM CENTER

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

BURRELL BUILDING

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



OAKS HALL

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

HOLT LIBRARY (The Pines)

Public Information

This Handbook Belongs To:

Name: _____

Address: _____

e-mail: _____

Home Phone #: _____

Cell Phone #: _____

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.

Printed May 2013.

This publication was produced by the offices of Public Information and Student Services at Southwestern Community College.

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ACADEMIC CALENDAR

2013 FALL SEMESTER

| | |
|--|--|
| Welcome Back Day..... | Monday, August 12 |
| Faculty Development Day | Tuesday, August 13 |
| Orientation/Final Registration..... | Wednesday, August 14 |
| Classes Begin, Full and First Sessions | Thursday, August 15 |
| Schedule Adjustment - First Session..... | Thursday - Friday, August 15 - 16 |
| Schedule Adjustment - Full Session | Thursday - Wednesday, August 15 - 21 |
| Labor Day Holiday - College Closed | Monday, September 2 |
| Citizenship/Constitution Day Observed..... | Tuesday, September 17 |
| Last Day to Withdraw, First Session..... | Wednesday, September 25 |
| End of First Session Classes | Thursday, October 10 |
| Second Session Classes Begin..... | Friday, October 11 |
| Schedule Adjustment - Second Session..... | Friday - Monday, October 11 - 14 |
| Fall Break - No Classes..... | Wednesday - Sunday, October 16 - 20 |
| Commencement Applications Due | Thursday, October 31 |
| Last Day to Withdraw, Full Session..... | Thursday, October 31 |
| Registration Begins for Spring 2014..... | Monday, November 11 |
| Last Day to Withdraw, Second Session | Thursday, November 21 |
| Thanksgiving Break - No Classes..... | Wednesday, November 27 |
| Thanksgiving Holiday - College Closed | Thursday - Sunday, November 28 - December 1 |
| Fall Semester Ends, Full and Second Sessions (last day of classes) | Friday, December 13 |
| Grades Due/Commencement..... | Friday, December 13 |
| Holiday Break - College Closed .. | Thursday, December 19, 2013 - Wednesday, January 1, 2014 |

2014 SPRING SEMESTER

| | |
|--|-------------------------------------|
| College Reopens | Thursday, January 2 |
| Faculty Return..... | Friday, January 3 |
| Final Registration Day | Monday, January 6 |
| Classes Begin, Full and First Sessions | Tuesday, January 7 |
| Schedule Adjustment - First Session..... | Tuesday & Wednesday, January 7 & 8 |
| Schedule Adjustment - Full Session | Tuesday - Monday, January 7 - 13 |
| Martin Luther King, Jr. Day - College Closed..... | Monday, January 20 |
| Last Day to Withdraw, First Session..... | Thursday, February 13 |
| End of First Session Classes | Tuesday, March 4 |
| Second Session Classes Begin..... | Wednesday, March 5 |
| Schedule Adjustment - Second Session..... | Wednesday - Thursday, March 5 and 6 |
| Spring Break - No Classes | Monday - Sunday, March 10 - 16 |
| Commencement Applications Due | Thursday, March 27 |
| Last Day to Withdraw, Full Session..... | Tuesday, April 1 |
| Registration Begins for Summer/Fall 2014..... | Monday, April 7 |
| Easter Break - College Closed | Friday - Sunday, April 18 - 20 |
| Last Day to Withdraw, Second Session | Tuesday, April 22 |
| Spring Semester Ends, Full and Second Sessions (last day of classes) | Wednesday, May 7 |
| Grades Due/Commencements..... | Thursday, May 8 |

ACADEMIC CALENDAR

2014 SUMMER SEMESTER

| | |
|--|--------------------------------|
| Registration Day | Thursday, May 15 |
| First/Full Session Classes Begin..... | Monday, May 19 |
| Schedule Adjustment - Period, First and Full Sessions | Monday - Tuesday, May 19 - 20 |
| Memorial Day - College Closed | Friday - Monday, May 23 - 26 |
| Last Day to Withdraw from First Summer Session..... | Thursday, June 12 |
| Commencement Applications Due | Thursday, June 19 |
| First Session Classes End..... | Friday, June 20 |
| First Session Grades Due/Registration/Second Session Classes Begin/Full Session Continues | Monday, June 23 |
| Schedule Adjustment - Period, Second Session..... | Monday - Tuesday, June 23 - 24 |
| Independence Day Holiday - College Closed..... | Thursday - Sunday, July 3 - 6 |
| Last Day to Withdraw from Full Summer Session | Tuesday, July 8 |
| Last Day to Withdraw from Second Summer Session..... | Monday, July 21 |
| Summer Semester Ends, Full and Second Sessions..... | Tuesday, July 29 |
| Grades Due..... | Wednesday, July 30 |

STAFF HOLIDAY CALENDAR

| | |
|----------------------------------|---|
| Labor Day | Monday, September 2, 2013 |
| Thanksgiving Holiday..... | Thursday - Friday, November 28 - 29, 2013 |
| Holiday Break..... | Wednesday, December 19, 2013 - Wednesday, January 1, 2014 |
| Martin Luther King Holiday | Monday, January 20, 2014 |
| Easter Break..... | Friday, April 18, 2014 |
| Memorial Day..... | Friday & Monday, May 23 & 26, 2014 |
| Independence Day Holiday | Thursday - Friday, July 3 - 4, 2014 |

WEATHER POLICY - ALL CAMPUSES

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 from other counties or remote areas. 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 listed below. 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 made no later than 3:00 p.m. The following types of announcements may be made:

1. **Delayed Start:** If the college is on delayed start, the campus will open at 10:00 a.m. Students should report to the class/lab/clinic they would be in at 10:00 a.m. on a regular day. All instructional time missed in a delayed start will be made up.
2. **Classes Canceled:** This indicates that the college remains open and staff should report to work at 10:00 a.m. and use extreme caution.
3. **College Closed:** This means there are extremely hazardous conditions and no one should report to work or class.
4. **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
104.5 FM - WHLC, Highlands
1590 AM - WBHN, Bryson City
1320 AM - WKRK, Murphy
1370 AM - WGHC, Clayton, GA
95.9 FM - WCVP, Robbinsville
104.1 FM - WRBN, Clayton, GA
680 AM - WRGC, Sylva
1050 AM - WFSC, Franklin
104.9 FM - WQNS, Waynesville
96.7 FM - WRFR, Franklin

Television Stations:

ABC - WLOS, Asheville
NBC - WYFF, Greenville, SC
CBS - WSPA, Spartanburg, SC
FOX - WHNS TV FOX Carolina

SCC Web Page:

www.southwesterncc.edu



Sign up for SCC Twitter notification
through the SCC Web Page



NATURE TRAIL

NATURE TRAIL

Encompassing our existing nature trail with newly added wooded sections linked up with more urban sidewalks, we have created a scenic 1.87 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 the 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



DIRECTORY - JACKSON CAMPUS

828.339.4000 • 800.447.4091

Student Services - Balsam Center, 1st Floor

| | |
|--|-----------|
| Philip Weast, Dean of Student Services | Ext. 4431 |
| Dominique Benson, Admissions Officer | Ext. 4217 |
| Jody Woodring, Administrative Assistant: Admissions | Ext. 4253 |
| Kathy Owens, Administrative Assistant: Enrollment Services | Ext. 4352 |
| Patty Kirkley, Career Planning & Placement Coordinator | Ext. 4212 |
| Christy Deaver, Registrar | Ext. 4406 |
| Clyanne Hyde, Records Technician | Ext. 4219 |
| Jason Sain, Testing Coordinator/Enrollment Counselor | Ext. 4332 |
| Melody Lawrence, Financial Aid Director | Ext. 4438 |
| Krystal Hernandez, Financial Aid Assistant Director | Ext. 4438 |
| Andrea McCoy Garrett, Financial Aid Counselor | Ext. 4438 |
| Cathy Setser, Financial Aid Technician | Ext. 4438 |
| Brittany McConnell, Administrative Assistant - Financial Aid | Ext. 4438 |
| Cindy Thompson, College Access Coordinator | Ext. 4610 |
| Matthew C. Kirby, Jackson County Early College Liaison | Ext. 4433 |

Business Services - Balsam Center, 1st Floor

| | |
|-----------------------------|-----------|
| Toni Holland, Cashier | Ext. 4290 |
|-----------------------------|-----------|

Arts & Sciences - Oaks Hall, 1st Floor

| | |
|---|--|
| Barbara Putman, Dean of Arts & Sciences | |
| Angie Winchester, Administrative Assistant: Arts & Sciences | |

Career Technologies - Founders Hall, 2nd Floor, Room 211

| | |
|---|-----------|
| Scott Baker, Dean of Career Technologies | Ext. 4204 |
| Claudia Buchanan, Administrative Assistant: Career Technologies | |

Health Sciences - Balsam Center, 2nd Floor

| | |
|--|-----------|
| Mitch Fischer, Dean of Health Sciences | Ext. 4305 |
| Amanda Pressley, Administrative Assistant: Health Sciences | |

Instructional Services - Bradford Hall, 3rd Floor, Room 301,

| | |
|---|-----------|
| Thom Brooks, Vice President for Instruction & Student Services | Ext. 4377 |
| Betsy Clayton, Administrative Assistant: Instruction & Student Services | |

Learning Assistance Center - Oaks Hall, 2nd Floor

| | |
|--------------------------|-----------|
| Toni Knott, LAC Director | Ext. 4325 |
|--------------------------|-----------|

Student Support Services - Oaks Hall, 1st Floor

| | |
|--|-----------|
| Cheryl Contino-Conner, Director | Ext. 4245 |
| Peter Buck, Counselor | Ext. 4243 |
| Laurie Butler, Advisor/Tutor Coordinator | Ext. 4231 |
| Susan Bradshaw, Administrative Assistant: Student Support Services | Ext. 4420 |

Disability Services - Oaks Hall, 1st Floor

| | |
|---|-----------|
| Wesley Satterwhite, Disability Services Coordinator & Academic Engagement Coordinator | Ext. 4229 |
|---|-----------|

New Century Scholars - Oaks Hall, 1st Floor

| | |
|----------------------------------|-----------|
| Pamela Judson, Coordinator | Ext. 4477 |
|----------------------------------|-----------|

DIRECTORY - OTHER CAMPUSES

IMPORTANT NUMBERS— MACON CAMPUS

800.447.4091 • 828.369.7331

Macon Campus Administration

Cheryl Davids, Dean of Macon Campus Ext. 7018

Margaret Sutton, Administrative Assistant Ext. 7001

Business and Industry Training

Tiffany Henry, Director of Business and Industry Training Ext. 4211

Luke Fogarty, Business and Industry Coordinator

Business Services

Coordinator Ext. 7013

Educational Opportunities

Rita Gregory, Coordinator Ext. 7020

Learning Assistance Center

Art Buesch, Coordinator Ext. 7028

Student Services

Fairley Pollock, Coordinator Ext. 7017

IMPORTANT NUMBERS— SWAIN CENTER

800.447.4091 • 828.366.2000

Student Services

Jennifer Ashlock, Administrative Assistant - Enrollment Services Ext. 2000

Suzanne Vincent, College Readiness Coordinator Ext. 2001

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 Virtual 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 located at 44 Siler Farm Road in Franklin, North Carolina in a high-tech, state-of-the-art facility. This is the beginning of a resource-rich campus, offering technology-enhanced learning with computer laboratories, virtual and interactive classrooms, and access to major research institutions. The Macon Campus houses administration, computer labs, a learning assistance center, and general classrooms. The Macon Early College High School is housed in the Ledford Center on the Macon Campus. SCC at Macon also maintains classrooms at the Macon Campus Annex located in downtown Franklin at 23 Macon Avenue (behind the Macon County Courthouse). The Macon Campus Annex houses administrative staff, GED and other literacy programming, as well as continuing education classes.

STAFF

Dr. Cheryl Davids, Dean of the Macon Campus
828.306.7018

Rita Gregory, Educational Opportunities Coordinator
828.306.7020

Angelia Noland, College Access Liaison
828.306.7016

Dr. C. Fairley Pollock, Coordinator of Student Services, Macon Campus
828.306.7017

Nancy Dills, Administrative Assistant
828.306.7001 or 306.7002

Coordinator of Business Services, Macon Campus
828.306.7013 or 306.7014

PROGRAM OFFERINGS

Current curriculum based programs offered at the Macon Campus include:

College Transfer- AA Degree

Pre-major in Arts (may include some online coursework)

- Business Administration, Accounting, Economics, Finance & Marketing
- Criminal Justice
- Elementary Education
- English Education
- History
- Middle Grades Education
- Nursing (please note this is not the RN AAS degree)
- Physical Education
- Political Science
- Psychology
- Social Science Secondary Education
- Sociology
- Special Education

Criminal Justice- AAS Degree

General Education Diploma

Real Estate- Certificate

Courses are also offered periodically in the following areas. (Note: not all courses for a degree in the following areas will be available at the Macon Campus. These degrees can be completed through a combination of course locations.)

MACON CAMPUS

Health Information Technology

Certified Nurse Assistant (CNA)

Human Services Technology & Substance Abuse

Pre-Health Science Track

Developmental Education Course work in Math, Reading, and English

In addition to the curriculum offerings there will be a variety of continuing education classes available:

Business and Industry Training

Basic Skills and Literacy classes

Occupational/Certification/Licensure courses

Small Business Center courses

STUDENT RESOURCES

Academic Advising

Each student will be assigned an academic advisor as part of the application process. Advisors are faculty members who help students plan and complete academic goals, assist them with course selection and ensure that students take courses in the proper sequence to meet the completion requirements for the program they have chosen. Most advisors will be selected from faculty housed on the Jackson Campus.

During early and peak registration times the Macon Campus staff will make every effort to provide access to advisors in the College Transfer (AA), School-Aged Curriculum, and Criminal Justice programs. These hours will be posted and/or students may arrange meetings in Macon County by contacting the Coordinator of Student Services. Students may also contact their advisor by phone to determine the course plan for the semester and then meet with the Coordinator for Student Services on the Macon Campus to register for courses. See the Student Resources Section of this Handbook for further information.

Accident and Medical Emergencies

The Macon Campus has no facilities for medical treatment other than for minor first aid. First-aid kits are available at the receptionist's desk at the main entrance and in the science lab, room 118, on the ground floor.

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 Business Office, room 205. 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 also available through the Business Office. These forms must be completed within five days and submitted to the Vice President for the Macon Campus and Institutional Advancement.

Bookstore and Cashier's Office

The Macon Campus bookstore is located in the Business Office in room 205 on the main entrance floor. Students will be able to order and pay for books and supplies in this location. Students will additionally be able to pay for tuition and fees, and acquire a parking decal and student ID in the Business Office. For further information on bookstore policies, please refer to the Student Resources section of the handbook.

MACON CAMPUS

Career Counseling

Some initial career counseling is available in the Student Services office, room 206, including preliminary career testing and assistance with interviewing skills, resume building, and cover letter composition. For more information about career counseling services, please refer to the Student Resources section of the handbook.

Computer Labs

Computer labs are available on the first floor of the Macon Campus in rooms 106, 107, and 108, on the second floor in room 228, and in the Learning Assistance Center (LAC). These rooms may be used if there is not a class in session; class times will be posted and open lab times will also be posted.

Learning Assistance Center

The Cecil L. Groves Center houses the Macon Campus LAC. Located upstairs in room 230, the Macon LAC is based around a 12-station computer lab. Adjacent classrooms are also utilized by the LAC when classes are not in session, further expanding the space available for students to work and get assistance. The LAC is normally staffed from 8 a.m. to 6 p.m., Monday through Thursday, and 8 a.m. to noon on Friday for fall and spring semesters, with varying summer hours. Typically, the LAC is staffed with at least two learning consultants, one specializing in reading & writing and the other in math & science. These consultants are available for walk-in assistance, utilizing a minimalist tutoring approach with the focus on learning the material, not just getting an answer. Additionally, the Macon LAC supports SCC's tutoring program by providing a space for tutors and students to meet. The Macon LAC strives to offer comparable services to students and faculty on our growing campus. In addition to walk-in tutoring, one of our popular services is test proctoring, and to this end, one of the offices has been dedicated for testing to provide a quiet testing environment. We are continually updating our resource library as well. For additional information, please contact the Macon LAC Coordinator at 828.389.7331, ext. 7028 or stop by room 230.

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 M-Th 8 a.m. to 9 p.m. and on Friday from 8 a.m. to 4 p.m. For more information about the Holt Library services, please call 828.339.4268/4269 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 M-Th 9 a.m. to 8 p.m., and Fri 9 a.m. to 5 p.m. For more information on the Macon County Public Library please visit their website: www.fontanalib.org/franklin, or call 828.524.3600.

MACON CAMPUS

Lost and Found

All inquiries concerning lost personal items should be directed to the reception desk located at the main entrance to the Macon Campus. Likewise, all found items should be taken to the reception desk.

Orientation

All new SCC students are required to complete orientation programming either on the Jackson Campus or online. Please refer to the Student Resources section of this handbook for more information regarding orientation at SCC.

Parking

All vehicles operated on campus should be registered and display a parking decal. A parking decal may be secured at the Business Office on the Macon Campus, in room 205. 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 \$1.00 per year. These cards are the property of the College and must be shown on request of a representative of the college. Students are required to be in possession of their ID cards at all times and are prohibited from loaning their ID cards to any other person for any reason. It is prohibited to use any other card except the College-issued card. ID cards are issued in the Business Office located on the main entrance floor. Replacement cards may be obtained for a \$5.00 charge.

Student Center

Refreshment vending machines are located on the first floor in the student center. Food and beverages are only permitted in classrooms and laboratories with the instructor's approval. Food and beverages are permitted in the lounge area.

Student Services

All student services including admissions, career testing, enrollment services, financial aid, placement testing, and registration services are available through the office of the Coordinator of Student Services in room 206 at the Macon Campus. Students also have access to information such as schedules and transcripts online through MySCC.

Tobacco Use

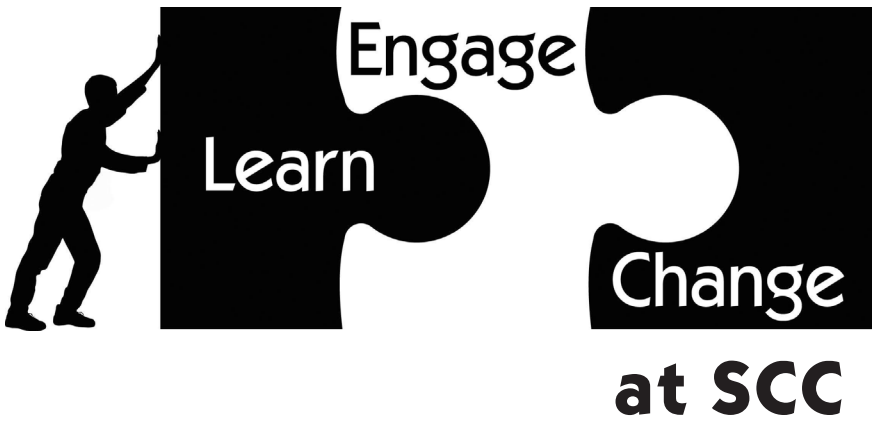
The Macon Campus is a tobacco-free environment.

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.

For more information on Student Resources, Academic Information, and Policies, please refer to the following pages in this handbook.

STUDENT SUCCESS



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

BEFORE YOU START - ATTEND ORIENTATION

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

Prior to the start of fall and spring semesters, live orientation sessions are conducted at the Jackson Campus. Students are not permitted to register for the next semester of study until they have completed the Orientation Program.

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 you have the “time of your life” from the moment you step foot on our campus. For optimal success at SCC, we suggest the following activities and experiences for you **your first 72 hours on campus**:

- Take a campus tour ~ becoming familiar with SCC is a MUST!
- Speak to your instructor outside of class. Introduce yourself, find out where his/her office is and when he/she has office hours.
- Read the syllabus for each of your classes.
- Purchase your books. Keep your receipt for exchanges or returns.
- Login to your SCC web mail account ~ important information is waiting for you.
- Get a SCC student ID card and/or library card.
- Get acquainted with the following services:
 - Financial aid, student support, learning assistance center, career services, student success, library
- Get involved! Join your program of study's student club.

MANAGING WORK AND COLLEGE

Like most college students, you probably have some type of paid employment. Keep in mind that you will need to juggle college and work. Follow these guidelines:

If you are employed/work in the home:
Over 40 hours
30-40
20-30
Under 20 hours

Limit your academic workload to:
8 credit hours
8-10 credit hours
10-12 credit hours
12-15 credit hours

IMPORTANT COLLEGE RULES

STUDENT PRIVACY RIGHTS

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, the back section 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. 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.

Right to Restrict Release

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

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 page-section of this handbook and provides a full statement on student privacy rights.

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.

YOUR ORIENTATION

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.

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 <http://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 | | | | |
|----------------------------|-------------------------------|-----------|-----------|-----------|------|
| | 2008..... | 2009..... | 2010..... | 2011..... | 2012 |
| Murder | 0..... | 0..... | 0..... | 0..... | 0 |
| Sex Offense | 0..... | 0..... | 0..... | 0..... | 0 |
| Robbery | 0..... | 0..... | 0..... | 0..... | 0 |
| Aggravated Assault | 0..... | 0..... | 0..... | 0..... | 0 |
| Burglary | 0..... | 0..... | 0..... | 0..... | 0 |
| Burglary-off campus | 0..... | 0..... | 0..... | 0..... | 0 |
| Motor Vehicle Theft | 0..... | 0..... | 0..... | 0..... | 0 |
| Liquor Law Violation | 0..... | 0..... | 0..... | 2..... | 0 |
| Drug Abuse Violation | 0..... | 0..... | 3..... | 2..... | 4 |
| Weapons Possession | 0..... | 0..... | 0..... | 0..... | 1 |
| Hate Crimes | 0..... | 0..... | 0..... | 0..... | 0 |

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

SEE ALL STUDENT RULES IN THE BLUE SECTION

WEB ACCESS TO YOUR SCC ACCOUNTS

Student Accounts

Your SCC account will be used to access mySCC, Student email, Blackboard and Wireless.

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 numbers of your student ID number. Your birth date is your password (mmddyy).

Example: a fictional student named Sam Masters with a student id 0006789 is going to login to one of our SCC systems. The student's user name would be smast6789 and his password would be his birth date. If his birth date was January 1, 1970 he would enter 010170 for his password.

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 WebAdvisor. To login go to <http://my.southwesterncc.edu> or look for the Login mySCC link located on our home page at <http://www.southwesterncc.edu> and login with your user name and password.

Problems

Contact the Computer Center at workorder@southwesterncc.edu or call 828.339.4000 or 800.447.4091, ext. 4409.

YOUR ORIENTATION

ACADEMIC ADVISING

Each student will be assigned an academic advisor as part of the application process. 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 and so academic advising for many 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.

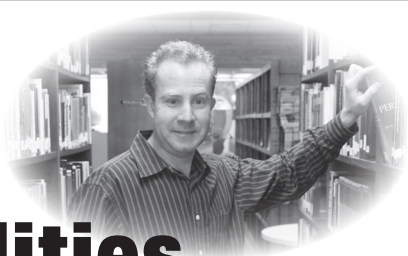
When to see your advisor:

- 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.

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.

For more information, contact Wesley Satterwhite, Disability Services Coordinator, 828.339.4229 or visit the Disability Services website at http://www.southwesterncc.edu/current_students/disability-services
Office Location: Lower level, Oaks Hall, Jackson Campus



FREE

Employability Services

for Unemployed & Underemployed SCC Students

The Employability Lab is a self-paced environment where students can work on a variety of personal and professional skills.

- Resume Building
- Interviewing Practice
- NC Career Readiness Certificate*
- Job Search Assistance
- Basic Computer Training for the Workplace
- Improve Communication & Customer Service Skills
- And much more

**North Carolina's Career Readiness Certificate Proves to
Employers that You Have the Skills to Do the Job.
And You Will Need the Skills.**

Approximately 85% of Jobs in the U.S.

Require Competency in:

- Applied Mathematics
- Reading for Information
- Locating Information

Getting these skills is very simple.

**Once you have the skills, you can get your Career
Readiness Certificate, which employers nationwide
recognize as proof of your skills.**



STUDENT SUPPORT SERVICES

Your academic and personal insurance program offering:

Academic Coverage:

**Advising
Tutoring
2 to 4 Year Transfer Planning
Calculators Loan Program**

Career Building Coverage:

**Cultural Enrichment
Adopt-A-Highway
Career Exploration**

Financial Support Coverage:

**Supplemental Grant Aid
Scholarship Workshops
Financial Literacy Workshops
SSS Scholarship**

Personal Coverage:

Counseling

Other Coverage:

**Mailboxes; Advocacy; Referrals
and a lending library with Job
Ready, Course Ready and
Resource Ready materials**

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

The Student Support Services Office is located on the lower level of Oaks Hall, Jackson Campus.

For more information or to make an appointment,
call 800.447.4091 ext. 4245 or visit SSS's website at
<http://www.southwesterncc.edu/student-support-services>



Southwestern Community College
CAREER CENTER

Jackson Campus, Balsam Center
Office 142

[http://www.southwesterncc.edu/
career-center](http://www.southwesterncc.edu/career-center)
828.339.4212

Your Key to the Real World...

Career Services provides a broad range of resources. With so many career possibilities available and a life-time of work ahead, the Career Center encourages you to invest time in planning to achieve academic and career success. Take advantage of the Career Center early in your college career so you are prepared for your job search or transferring to another college.

Services include:

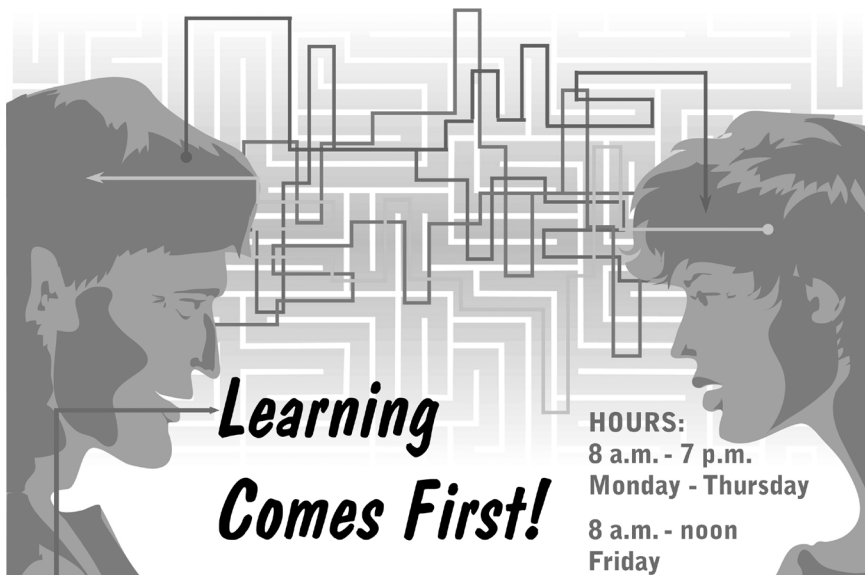
- Career Counseling
- Career Assessments
- Online Career Resources
- Guidance to Research and Explore Careers
- Workshops and Seminars
- Perfect Interview
- Job Board
- Job Search Info
- Annual Job Fair
- Vault Career Insider

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.

Learning Assistance Center

At the LAC we offer assistance in the following areas:

- Writing, Editing, and Documenting Papers
- Using MySCC
- Basic and Advanced Computer Problems
- Studying, Taking Tests, and Completing Homework Assignments
- Basic and Advanced Math
- Sciences



For more information, visit the Learning Assistance Center (LAC) in Oaks Hall—go through the double glass doors at the end of the upper floor. Or you may call Toni Knott, the LAC

coordinator, at 339-4325
or email

tknott@southwesterncc.edu

LAC

www.southwesterncc.edu/LAC/index

TUTORING is Available for YOU

Certified at Level I and Level II through the College Reading and Learning Association/International Tutor Program Certification, SCC's Tutor Program offers tutorial assistance to students enrolled in curriculum classes. Tutoring is available at no cost to 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 motivation and achievement, and promote academic excellence. Applications to obtain a tutor or to serve as a tutor are available in the Student Support Services Office on the first floor of the Oaks Hall or online at: <http://www.southwesterncc.edu/tutor-program>. For additional information, contact SCC's Tutor Program Coordinator at 828.339.4231.

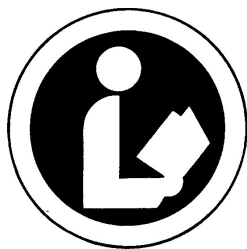


SCC also offers access to Smarthinking—Online Tutoring: Anywhere, Anytime. Help when you need it: 24 hours a day! For more information go to www.southwesterncc.edu/LAC/smarthinking.htm



SCC's Peer
Tutor Program

Laurie Butler, Tutor Program Coordinator
828.339.4231
laurie@southwesterncc.edu



HOLT LIBRARY

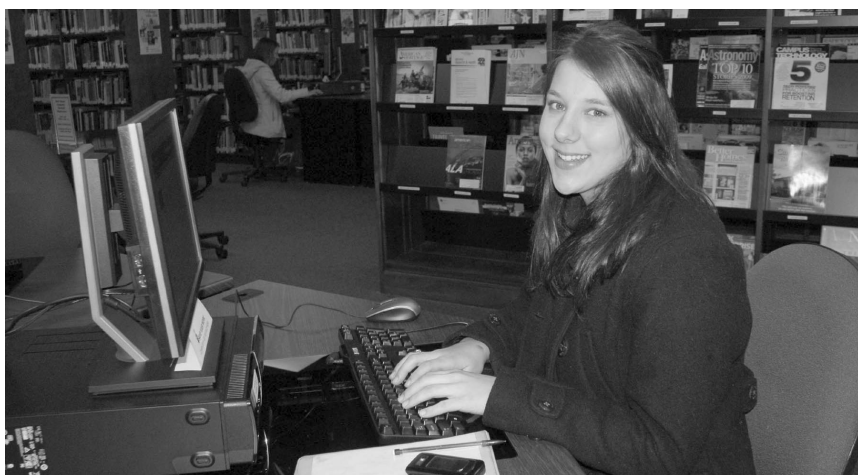
HOURS:

Monday-Thursday
8 AM - 8 PM

Friday
8 AM - 4 PM

339.4268 • 800.447.4091
Ext. 4268 or 4269

- CCLINC (Online Catalog)
- NC LIVE Databases
- Student ID=Library Card
- 30,000 Volumes
- Wireless Access Point
- “Cafe Diem” Snack Bar
- 140 Magazines & Newspapers
- Free Interlibrary Loan
- 24 Computers
- Professional Staff on Duty
- Search from ‘Library’ tab on mySCC
- Group Study Rooms
- Small Business Resource Center



www.southwesterncc.edu/library



OPEN COMPUTER LABS

JACKSON CAMPUS LABS

- **BALSAM CENTER, ROOM 338**
- **FOUNDERS HALL**
Open lab days and hours are posted on the computer lab doors each semester.
- **OAKS HALL, ROOM 101 (LAC)**
Hours: M-Th
8 a.m. - 7 p.m.
- **HOLT LIBRARY**
24 Computers
Microsoft Office 2010 Software
1 Black/White Laser Printer
Hours:
M-Th 8 a.m. - 8 p.m.
F 8 a.m. - 4 p.m.

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

Wireless Access



SCC provides wireless access in limited areas to all students. To log on to the wireless network open your browser and login with you student user name and password.

Available on the Jackson and Macon Campuses.



Let us be your partner for business success.

Small Business Center

Thinking about starting a business in Jackson, Macon, or Swain County or growing an existing business? Take advantage of our programs, services, and resources.

The SBCN

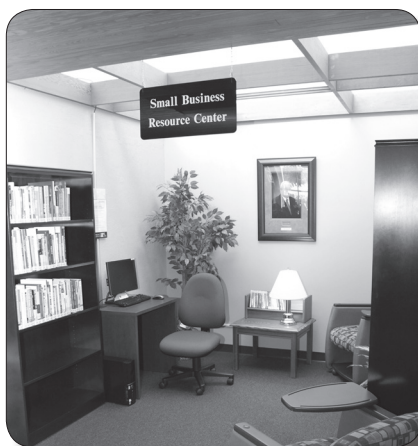
The Small Business Center Network (SBCN), comprised of 58 Small Business Centers throughout North Carolina, supports the development of new businesses and the growth of existing businesses by being a community-based provider of training, counseling, and resource information. Our focus is on entrepreneurship and economic development with an emphasis on assisting startups, early stage, and troubled businesses. Confidential counseling services, seminars and access to resource libraries are FREE of charge.

The Small Business Center offers FREE seminars in the spring and fall and can be accessed here:

<http://www.southwesterncc.edu/economic-development/small-business-center>



The Small Business Center has a Facebook page "SCC Small Business Center!" Please visit it for the latest news, events and updates.



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. **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.
2. **Meet with your assigned advisor** – Keep the scheduled appointment with your advisor.
3. **Complete the registration form** – both you and the advisor will sign it. Your advisor may register you for the selected classes or send you to the Registrar's Office for registration.
4. **If you miss your appointment or are unable to meet with your advisor, call and make another appointment.**
5. 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 WebAdvisor. 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.

Remember

- In February, apply for financial aid for the next academic year. The academic year begins with the fall semester and includes the following spring and summer terms.
- Changes to this procedure will be posted on SCC's website.

HOW TO CHANGE YOUR MAJOR

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

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

HOW TO CHANGE YOUR NAME/ADDRESS

If a student's name or address changes while he/she is enrolled, the student should complete a "Change of Name/Address Form," available in Student Services, and return it to the Registrar's Office.

HOW TO SECTION

HOW TO WITHDRAW FROM A CLASS

To withdraw from a course(s) or the College, a student should contact his advisor and initiate the Add/Drop/Withdrawal form. This form must be signed by the advisor and the appropriate instructor(s) and returned to the Registrar's Office. If a student withdraws by the official withdrawal date for the semester (published in the College calendar), the grade received will be a "W."

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

It is the responsibility of the student to initiate the withdrawal process. If a student stops attending class and does not complete an official withdrawal, the student's final grade will be an "F." An exception will be made for Developmental Education coursework.

The "W" will not influence the quality point ratio for the semester. However, withdrawing from courses could affect a student's eligibility for financial aid. Students who receive financial aid should always consult a Financial Aid Officer before withdrawing from a course.

HOW TO FIGURE YOUR GPA

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

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

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

To figure your GPA for this term, first multiply the number of credit hours for each course times the numerical value of the grade (A=4,B=3,C=2,D=1,F=0). This will give you the quality points for each course. (For example, to determine the quality points for English, multiply 3x2.) Then divide the total number of credit hours (14) into the total number of quality points (42). This will give you your GPA(3.0).

| No. of Credit Hrs | Numerical Grade Value | Quality Points |
|---------------------|-----------------------|----------------|
| 3 x | 2 | 6 |
| 3 x | 3 | 9 |
| 5 x | 3 | 15 |
| <u>3 x</u> | <u>4</u> | <u>12</u> |
| Total 14 | | 42 |
| 42 ÷ 14 = 3.0 (GPA) | | |

HOW TO FIND A TUTOR

Certified at Level I and Level II through the College Reading and Learning Association/ International Tutor Program Certification, SCC's Tutor Program offers tutorial assistance to students enrolled in curriculum classes. Tutoring is available at no cost to 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 motivation and achievement, and promote academic excellence. Applications to obtain a tutor or to serve as a tutor are available in the Student Support Services Office on the first floor of the Oaks Hall or online at: <http://www.southwesterncc.edu/tutor-program/scs-tutor-program-information>. For additional information, contact SCC's Tutor Coordinator at 828.339.4231.

HOW TO SECTION

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.

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

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

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

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.

CPT Test: The placement test given to all new students that determines placement in reading, grammar and mathematics.

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

Dean: Administrator who oversees a division of the college.

Drop/Add: 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.

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.

HOW TO SECTION

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

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

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.

Web-centered Class: A course that is actively led and monitored by an instructor on the Internet.

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

BENEFITS OF BEING A STUDENT

- Access to a gym with weights and workout equipment available (Jackson Campus)
- Opportunity to participate in Culinary program's international luncheons during the spring semester (Jackson Campus)
- Access to the Cosmetology program's services for hair cuts, hair color, manicures, pedicures, facials, etc. (Jackson Campus)
- Access to the Therapeutic Massage program for one-hour massages during the spring semester (Jackson Campus)
- Participate in the various Student Life activities and programs offered on the Jackson and Macon Campuses including, Welcome Back, Halloween Shockfest, and Spring Fling.

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, Constitution Day, Veteran's Day, Earth Day, Spring Fling, guest speakers, contests, 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 or low 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.

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- 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)
- 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 Student Services, 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 Dianna Gilbert, College Information Center Coordinator, at 339.4201 or via email at d_gilbert@southwesterncc.edu for the Jackson campus or Student Services Coordinator Fairley Pollock at 306.7017 or via email at fpollock@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 College recognition may conduct fundraisers on campuses. Club officers and advisors must review the following limitations before proceeding any fund raising activity. **All events must be approved in advance by the Dean of Student Services or his designee.**

- Raffles - The NC General Statutes consider raffles as a form of gambling and are generally unlawful in the state of North Carolina. See the Dean of Student Services for details.
- Textbooks or Instructional Materials – Prohibited by SCC Policy 3.2 unless approved in advance. See the Dean of Student Services for details.
- 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/packaged desserts, etc. Muffins or cookies must be pre-packaged. The sale of food

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prepared or assembled at point of sale, such items as tacos, hot dogs, chili, sandwiches, etc. is prohibited.

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

Current Active Clubs and Organizations

Campus Crusade for Christ - Campus Crusade for Christ (CRU) seeks to be a resource to the student body by offering opportunities to discuss spiritual matters, study the Bible in a group setting, provide fellowship, encouragement, and spiritual development. Anyone is welcome to attend regular meetings and campus-wide activities.

Advisor: Jennifer Hippensteel

Clay Club - The SCC Clay Club will work to promote the appreciation of clay through workshops and field trips that enhance the individual's artistic growth and interest in the ceramics field. The club will work to engage those wishing to become professional potter or clay artist by participating in art shows and fundraising events. Likewise, the club will also provide community service to help various charitable organizations.

Advisor: Jeff Marley

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

Dumbledore's Army - The club is affiliated with the Harry Potter Alliance, a 501c3 nonprofit community service organization. The Harry Potter Alliance harnesses the energy and enthusiasm of the Harry Potter fan community and directs it to real world issues. Our goal is to make civic engagement exciting by channeling the energy and enthusiasm of Harry Potter fans for deep and lasting social change.

Advisor: Barbara Hart

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: Ron Poor

Environmental Club - To create more awareness of and to find solutions to environmental issues pertaining to SCC and the greater community.

Advisor: Barbara Hart

Gay-Straight Alliance - To provide a safe and supportive environment for lesbian, gay, and transgender students and their straight allies as well as generally making SCC and the campus a safe and welcoming environment to all students regardless of sexual identity or gender expression.

Advisor: Phil Weast

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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

Journalism Club - SCC's Journalism Club mission is to practice the art of journalism, raise awareness of its importance as the service of a free society and encourage excellence in its practice. SCC Journalism Club monitors and supports the press and tracks the ongoing evolution of the media. SCC Journalism Club seeks to inform the SCC community of the issues, events and changes it faces, as well as give it a voice to be heard.

Advisor: Chris Cox

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

Medical Assisting Club - The purpose of the club is to assist students majoring in Medical Assisting in developing professionalism, developing employment skills, participating in community service and fundraising, and to provide for the discussion and practice of Medical Assisting.

Advisor: Melissa Allison

Native American Society - This club promotes interests and participation in:

1. Awareness and understanding in native cultural activities; 2. Gatherings and education regarding all things Native American; 3. Community services; 4. Fostering respect for the beliefs of all people.

Advisors: Toni Knott

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

Advisor: Ellen Heim

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: Kelly Burch

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

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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, as well as the Qualla Boundary.

Sonography Club - The club supports the profession of medical sonography.

Advisor: Debbie Green

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: Maria Ploch

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

Sports & Gaming Club - The club's activities include a variety of indoor and outdoor competitions of both mind and body. Indoor games will range from chess to Wii bowling to Black Ops Tournaments. Outdoor sports could include ultimate frisbee, horseshoes, and whatever else club members dream up.

Advisor: Kurt Berger & Matt Cass

The STEM Club - The purpose of this club is to provide a forum of discussion and collaboration for enthusiasts of science, technology, engineering and mathematics. The club discusses ways of furthering the understanding of these fields and designs projects to implement such.

Advisors: Matt Cass

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

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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.

Advisor: Thom Brooks and Diania McRae

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: Ron Poor

Phi Theta Kappa - The purpose of Phi Theta Kappa is the recognition and encouragement of scholarship and leadership among Community and Junior College students. To achieve this purpose, Phi Theta Kappa provides opportunities for the development of leadership and service, an intellectual climate for exchange of ideas and ideals, lively fellowship of scholars and stimulation of interest in continuing academic excellence. To be considered for membership, a student must:

- be enrolled full-time at Southwestern Community College (12 credit hours), and have completed 24 hours on a full-time basis toward an associate's degree at Southwestern Community College
- have a cumulative GPA at Southwestern Community College of 3.5 or better for the last two semesters enrolled
- possess both ethical standards and qualities of citizenship and leadership
- complete membership formalities as prescribed by the national organization
- pay national, regional and chapter dues.

Advisor: Kirk Stephens

Student Publication

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

Coordinator: Owen Gibby

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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 Technology Kitchen/Lab
- Oaks Hall: General Education Division Office, Student Support Services
- Balsam Center: Student Services, Receptionist Desk/2nd Floor Lobby
- The Summit: Welding Lab, Automotive Lab, HVAC Lab, Electrical Lab
- 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 Administrative Services. Business Office personnel will notify the next of kin based on information provided by the injured student or listed in the student's record. Accident report forms are available through the Human Resources Office located on the first floor of Balsam Center. These forms must be completed within five days and submitted to the Vice President for Administrative Services.

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

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 - JACKSON CAMPUS

Operated by Follett Higher Education Group, the bookstore is located on the first floor of the Burrell Building and carries both new and used textbooks and a variety of school supplies. Textbooks are arranged according to the class that they are associated with. When you come into the store needing a textbook you can proceed to the textbook counter where a staff member of the bookstore will gladly assist you by pulling the textbooks you need for your class. Please bring a copy of your course schedule so that the bookstore can ensure that the textbooks you are receiving are correct. Packages or books must not be brought into the store. You are also able to purchase your textbooks off of the bookstore's website.

Refund Policy

You may return textbooks within 24 hours of purchase or by the first day of classes each semester. Partial refund will be given during the drop/add period of each semester. All items listed above will be honored so long as the following conditions are met:

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- All items that are being returned or exchanged must be accompanied by the receipt.
- All items must be unsoiled, undamaged, unmarked, and in a resalable condition.
- All items that are accompanied with software, CDs, or DVDs must be in original condition.
- All items packaged in shrink-wrap must be unopened.

In addition to textbooks, the 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 and medical uniforms. Regular bookstore hours are posted each semester at the bookstore entrance. On each registration day and during the schedule adjustment period, bookstore hours coincide with the Business Office hours and will be posted in the bookstore.

Contact: Burrell Building, Jackson Campus, 828.339.4222.

CAREER COUNSELING & PLANNING Your Key to the Real World...

The mission of the Career Center is to provide students and alumni with the resources and tools they will need to prepare for successful job searches and to teach and engender the skills that are required to be successful in professional life. It takes more than technical skills and academic knowledge to succeed.

The array of services available to students includes:

- Career Counseling
- Career Assessments
- Online Career Resources
- Guidance to Research and Explore Careers
- Workshops and Seminars
- Perfect Interview
- Job Board
- Job Search Info
- Annual Job Fair
- Vault Career Insider

Students are encouraged to start planning for their careers early in their college tenure and to take advantage of all the resources available to them. The more prepared students are when they begin their job searches, the more likely their resumes will be noticed, they will handle interviews well, make good networking contacts, and land perfect jobs.

Contact: 1st floor, Balsam Center, Jackson Campus, 828.339.4212 or 800.447.4091, ext. 4212. <http://www.southwesterncc.edu/career-center>

COMMUNITY RESOURCES

A variety of community resources are available to SCC students. For the most current listing, please go to <http://www.southwesterncc.edu/content/community-resources> or contact Student Support Services or the Student Success Office.

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DEVELOPMENTAL EDUCATION STUDIES

The purpose of the Developmental 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 the college placement test but who desire to sharpen their skills for regular curriculum composition or math courses may choose to take developmental course work.

The college placement test 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.

| | | | | | |
|-----|-----|---------------------------|-----|------|-------------------------------------|
| BIO | 090 | Foundations of Biology | ENG | 075 | Reading & Language Essentials |
| CHM | 090 | Chemistry Concepts | ENG | 085 | Reading & Writing Foundations |
| CIS | 070 | Fundamentals of Computing | ENG | 090 | Composition Strategies |
| DMA | 010 | Operations with Integers | ENG | 090A | Composition Strategies Lab |
| DMA | 020 | Fractions and Decimals | ENG | 091 | Fast Track Composition Strategies |
| DMA | 030 | Propor/Ratio/Rate/Percent | ENG | 095 | Reading & Comprehension Strategies |
| DMA | 040 | Express/Lin Equat/Inequal | MAT | 060 | Essential Mathematics |
| DMA | 050 | Graphs/Equations of Lines | MAT | 070 | Introductory Algebra |
| DMA | 060 | Polynomial/Quadratic Appl | MAT | 080 | Intermediate Algebra |
| DMA | 070 | Rational Express/Equation | RED | 080 | Introduction to College Reading |
| DMA | 080 | Radical Express/Equation | RED | 090 | Improved College Reading |
| ENG | 060 | Speaking English Well | RED | 091 | Fast Track Improved College Reading |

The Developmental 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. Responsibility for 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.

DISABILITY SERVICES FOR STUDENTS

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

- Provides information, education, and resources to the campus community on 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 in a timely manner to the Disability Services Coordinator and every reasonable effort will be made to provide services. *Some accommodations may take as much as six weeks to arrange, so early contact is important.*

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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 (or ESP). An ESP is a comprehensive plan which specifies appropriate classroom accommodations, and may include: alternative testing arrangements; note-takers or recorders; use of a word processor, spell checker, or calculator; alternative text; special seating, room relocation, or ergonomic tools; magnifier, screen reader, or video captioning; sign-language interpreters; or other assistive technology. The ESP is created collaboratively with the student and Disability Services Coordinator.

Please Note: Class Attendance policy is not determined by the Disability Services Coordinator but is at the discretion of each faculty member and should be 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.

Each student requesting accommodations must provide current, comprehensive documentation of their disability by qualified professional (which may include, depending upon the nature of the disability: a physician, psychologist, audiologist, speech-language pathologist, Vocational Rehabilitation Counselor, optometrist, or learning disabilities specialist). Information regarding a student's disability is not obtained through the admissions process; therefore all documentation 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 Rights and Privacy Act of 1974.

For more information, please contact the Disabilities Service Coordinator at 828.339.4229 or visit http://www.southwesterncc.edu/current_students/disability-services.

FIRE

In case of fire, immediately evacuate the area through the nearest exit.

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 the Internet, students can use their computer access username and password to check their grade and transcript information. SCC continues to mail official copies of transcripts on an as-needed basis, per request of the student. The student must communicate the request thru the Registrar's Office. For information on activating your computer access account, contact SCC Computer Support at 828.339.4424 or 800.447.4091, ext. 4424.

HOLT LIBRARY

Holt Library on the Jackson Campus, an 11,000 sq. ft. facility, houses a 30,000 book collection, periodicals, magazines & newspapers, audiovisuals, 24 computer lab workstations, snack bar, instruction/conference room, 2 study rooms, and other College offices. Seating space is designated into collaborative, quiet, and silent study areas. Internet access and the Microsoft Office suite are available on the Library's computers.

- Online Access: The "MySCC" page (Library tab) gives detailed information about services and resources available for students, staff and faculty. Community patrons may access this information from the library's website.
- Circulation Collection: 30,000+ books directly support academic programs, in addition to 140 hard-copy journals, magazines, and newspapers.
- Reference Collection: Specialized, research materials, and legal books are for in-house use.

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- Reserve Collection: The faculty places materials in this collection behind the Information Desk.
- Recreational Materials: DVDs, Fiction, North Carolina Collection, and children's books.
- Online Catalog: Use the "24/7" online catalog to search by title, author, subject or keyword. Locates books and A-V items at SCC.
- NCLIVE: To guarantee access to scholarly resources for students' assignments, NCLIVE provides a searchable, online index to full-text articles from 16,000 print publications, including magazine articles, national and local newspapers, academic journals, and reference sources. NC LIVE is accessible for students (from home computers) from the Library's homepage, or via MySCC:Library tab.
- NCKnows Live Chat 24/7: Connects you with a N.C. librarian who can help you find resources, and answer your questions.
- Interlibrary Loan Services: Since Holt Library is a member of CCLINC, (a consortium of 46 N.C. community college libraries), patrons may borrow from these library collections, too. Nationwide interlibrary loan service is available through by contacting the Library staff.
- Research Instruction: Librarians create instructional workshops to demonstrate NCLive resources, teach information literacy and online research skills. Faculty may request a basic or customized workshop for their classes. Research assistance for individual students or faculty members is available upon request.
- Returning Materials: All library materials must be returned by the end of each semester and accounts cleared before students will be allowed to register, graduate or receive a transcript.
- Library Hours: Monday – Thursday (8 a.m. to 8 p.m.); Friday (8 a.m. to 4 p.m.).

HOUSING

Since SCC is designed primarily to serve students within commuting distance, there are no dormitory or housing facilities on campus. Students are referred to the Classified sections of local newspapers and the telephone directory yellow pages for rental and apartment listings in the area. Information the College receives on rental vacancies is available upon request in Student Services.

LEARNING ASSISTANCE CENTER

The Learning Assistance Center (LAC) is a professionally staffed facility offering tutoring and exam proctoring. Students are encouraged to take advantage of over 50 hours per week of individualized instruction from professional learning consultants and specialized instructors. The LAC also provides a modern facility for the nationally certified peer tutoring program provided by Student Support Services (SSS).

The LAC area features a 16-station computer lab, six enclosed study carrels (four with computers) for individual study and tutoring, a Testing Room with 12 computers, an SSS Tutoring Room, a lounge, and a small library. The library includes resources available for checkout in the areas of reading, writing, literature, business and law, history, math, sciences, and "life skills," focusing on vocabulary and spelling, study skills, test preparation, and career choices. Novels also are available for checkout. Instructors are invited to use and recommend resources. They also are welcome to use the LAC's exam proctoring service for the occasional makeup exam; our proctoring service fully supports online classes.

LAC services are available to all SCC students, instructors, and community members free of charge. Most services are provided on a walk-in basis to ensure that customers are able to ob-

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tain the help they need at the times that are most convenient for them. However, appointments may be made by calling the LAC coordinator at 339.4325. A Writing Consultant always is on duty; oftentimes an Advanced Math Consultant is on duty as well. Schedules for all types of assistance, including sciences and computer, are posted on campus and to the LAC web page each semester. Tours of the LAC are available on a drop-in basis for individuals, and the coordinator is happy to present in-class workshops on the LAC and the online tutoring service; instructors should call 339.4325 a week ahead to set an appointment.

The LAC is open from 8 a.m. until 7 p.m., Monday through Thursday, and 8 a.m. until noon on Friday during regular semesters. It is closed during fall and spring breaks, as well as for holidays. Any unusual closings are posted at the LAC entrance and to the LAC web page. Summer hours vary according to enrollment and staffing. For additional information, contact the LAC Coordinator at 339.4325, stop by Oaks Hall 101, or see the LAC website (<http://www.southwesterncc.edu/lac-learning-assistance-center>).

Free online tutoring is available through Blackboard. For more information, contact the online tutoring coordinator at 339.4325.

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 an exciting way as student hosts and representatives of SCC at social, alumni and recruitment events. Members help in student recruitment through activities on and off campus, meet and greet campus and community leaders at college events, make contact with alumni leaders and hone leadership skills. Members go through an application and interview process.

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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

Refreshment vending machines are located in the Balsam Center as well as Oaks Hall, The Summit and Founders Hall. The first floor of the Bradford Hall contains a student lounge with a television. The second floor of the Oaks Hall also contains a student lounge area. Food and beverages are only permitted in classrooms, shops and laboratories with the instructor's approval. Food and beverages are permitted in lounge areas.

STUDENT PUBLICATIONS

All student publications are reviewed and supervised by the Student Publications Review Committee. The policy can be found online.

STUDENT SUPPORT SERVICES

The College is funded for a Title IV educational grant for students in need of academic support services. The Student Support Services (SSS) Program assists first-generation, income eligible students or students with documented ADA disabilities to meet their educational and personal goals through: academic advising, career advising, scholarship exploration and financial literacy workshops, supplemental grant aid, tutoring, personal counseling, civic and community enrichment, referral to community services and cultural enrichment programs. The program also includes an initiative to assist students who want to transfer to a four-year institution. Also available to students is a large resource area equipped with four open, Internet-connected computers and a wide variety of course ready, job ready and resource ready materials in video, text and software mediums. Students wishing to participate in the Student Support Services program must complete an SSS application and participate in an intake interview.

TELEPHONES

You will not be called out of class to receive a personal telephone call. In a medical emergency, a message will be taken for you and every effort will be made to reach you. 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 any 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 back of handbook.

STUDENT RESOURCES

TUTORING AT SCC

Certified at Level I and Level II through the College Reading and Learning Association/ International Tutor Program Certification, SCC's Tutor Program offers tutorial assistance to students enrolled in curriculum classes. Tutoring is available at no cost to 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 motivation and achievement, and promote academic excellence. Applications to obtain a tutor or to serve as a tutor are available in the Student Support Services Office on the first floor of the Oaks Hall or online at: <http://www.southwesterncc.edu/tutor-program>. For additional information, contact SCC's Tutor Program Coordinator at 828.339.4231.

VENDING MACHINES

On the Jackson Campus, vending machines are located in the following areas:

- Balsam Center - 2nd Floor
- Founders Hall -
- Holt Library - Cafe Diem
- Oaks Hall - 1st Floor, Lounge
- Jackson Early College - Lobby
- Summit - Lounge Area

VISITORS

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

WELLNESS PROGRAM

Wellness is the integration of five primary components of health: physical, social, emotional, mental and spiritual. The SCC Wellness Program concentrates on the area of physical health. Membership is open to all full-time faculty, staff and to students enrolled in an appropriate physical education course who provide a physician's statement confirming fitness to participate in the program. After an equipment orientation, participants may utilize the Fitness Center located on the second floor of Bradford Hall. Students who wish to participate should see their advisor to register for an appropriate physical education course.

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 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 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.)

Level 2 Probation: Degree, diploma and certificate seeking students who have not attained a 2.0 grade point average for the 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.)

ACADEMIC SUSPENSION

Probationary students who have not attained a 2.0 grade point average for the 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 Student 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.

Under extenuating circumstances, a student who has never attended may follow the late registration procedure to petition for reinstatement in the class and earn course credit. The student should notify the instructor of the extenuating circumstances prior to the 10 percent date of the class and provide compelling documentation to support the request for reinstatement. Reinstatement will only be considered when the absence was due to unforeseeable and uncontrollable circumstances.

Students reported as never attended may request to have their status changed to “audit.”

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

Advice for Associate in Arts, College Transfer Students

Timeline for a Successful University Transfer

1st Semester

- Focus on taking your General Education core classes (44 semester hours) first.
- Carefully follow the requirements for your Associate in Arts degree as outlined in the SCC catalog. If you know what your major is going to be when you transfer, become familiar with the premajors that show you the elective courses to take while at SCC.
- Decide which university you wish to transfer to. You may also want to have a back-up college chosen and plan to apply to that one, too.
- Review the university's 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? (Note: If you do not have access to the Internet at home, or aren't sure how to use it, visit the Learning Assistance Center in Oaks Hall and they'll help you get started.) Most university websites now have transfer sections. Some even specify exactly which community college courses you should take.

2nd Semester

- Continue taking your general education core classes and meeting with your advisor regularly to discuss your plans and progress.
- Visit the Admissions Office of the college you are interested in. (You should call ahead to schedule a tour; the contact information will be on their website.)
- Sketch out your schedule for the rest of your time at SCC to make sure you have all the credits and classes you need to graduate on time.

ACADEMIC INFORMATION

Summer Term

- Try to fit in some courses during summer session. This can shorten your time to graduation and will make your fall/spring class load more manageable.
- Visit the college you want to attend if you have not done so yet.

3rd Semester

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

4th Semester

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

COMMENCEMENT APPLICATION

Commencement exercises are held at the end of the spring and summer semesters for all students who are candidates for degrees, diplomas or certificates. Students should apply between the first and 50th class day of the semester in which they expect to complete their program. Applications will not be accepted after the announced deadline.

Application steps are as follows:

1. For each major, obtain an Application for Commencement from the Registrar's Office or academic advisor.
2. Complete the candidates section of the application.
3. Take the application to your advisor.
4. Pay for your cap and gown at the college bookstore and all debts owed to the College at the Business office.
5. Submit application to the Registrar's office for final approval prior to the announced deadline.
6. All applicants must have completed all requirements by the end of the spring semester if they plan to participate in spring commencement.

Due Dates: 2013 Fall Semester - October 31, 2013
 2014 Spring Semester - March 27, 2014
 2014 Summer Semester - June 19, 2014

Students completing requirements during the summer and fall semesters can apply for commencement and pay fees at the end of the particular semester. If the student is qualified, the Registrar orders credentials and mails them to the student. Those completing degrees, diplomas and certificates at the end of the summer or fall semesters may participate in the next spring commencement exercises by simply stating their intention in a letter to the Registrar. Those who apply and do not qualify must reapply after deficiencies are completed. Credentials will not be ordered and held for students to complete requirements in a subsequent semester.

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

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

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 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 |
| CS Continued Study: Indicates that a student must continue study at his current level of Developmental Education coursework. This symbol does not count as hours attempted or as hours earned for purposes of calculating GPA. For financial aid purposes, these hours count as attempted but not completed. | 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 |
| 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 |
| 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

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 or 40 contact hours within the last four (4) years by the end of fall semester before the ceremony. The minimum hours must have been earned at SCC.
2. The student must be enrolled during the term in which the ceremony is held.
3. The student must have a cumulative average of 3.5 or above.
4. All eligible students will be honored at the Awards Ceremony during the spring semester. Students who maintain a perfect 4.0 cumulative shall receive "high honors" recognition.

Graduating with Honors

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

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

- Honors designation on the 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.
- WCU will accept 12 credit hours of SCC Honors courses.
- ASU will accept 12 credit hours of SCC Honors courses.

To participate, contact Cheryl Contino-Conner at 828.339.4245 or via email at Cheryl@southwesterncc.edu.

RESIDENCY CLASSIFICATION FOR TUITION PURPOSES

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

Regulations concerning classification for tuition purposes are set forth in “The State Residence Classification Manual.” A copy of the manual is available for review in Student Services, Office of the Registrar.

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

If a student’s residency classification changes, it is his obligation to apply for reclassification with the Registrar. A student who provides false residency information or knowingly withholds residency information shall be deemed to have submitted a fraudulent application. A student making a fraudulent application is subject to reclassification and, if appropriate, payment of the

ACADEMIC INFORMATION

difference between non-resident and resident tuition for the enrolled semester(s) intervening between the fraudulent application and its discovery.

If a student is not satisfied with his initial residency classification or reclassification, he may appeal to the Dean of Student Services. After review by the Dean, the student may appeal to the Vice President for Instruction and Student Services. After review by the VP, the student may file notice of appeal to the State Residency Committee through the Dean of Student Services.

STUDENT GRADE APPEAL

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

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

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 Admissions Office. Courses with a grade of "C" or higher may be accepted if the courses are applicable to the program selected at this college and were earned at an accredited college, university, community college or technical institute.

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

ACADEMIC INFORMATION

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

VETERANS

Recipients of veterans' benefits must submit official transcripts of all postsecondary course-work 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 Registrar. For more details, contact the Office of the Registrar located in Student Services, Balsam Center.

FINANCIAL AID

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

FREQUENTLY ASKED QUESTIONS ABOUT FINANCIAL AID

Question - When should I apply for financial aid?

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

Our priority deadline is May 1 of each year for applying for financial aid for the following fall semester. However, FAFSAs received after this date will still be processed. It can take up to 2-3 weeks for SCC to receive your FAFSA results, so apply as soon as you can after January 1 (non-tax filers) or February 1 (tax filers) of each year. In order to be able to automatically retrieve your tax return data from the IRS, which is highly recommended, you should wait two weeks after e-filing your taxes to file your FAFSA. The priority deadline for FAFSA filing for students starting SCC in a later semester are: September 30 for spring semester starts and February 15 for summer semester starts.

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

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

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

Note that student loans, the NC Community College Grant and the NC Education Lottery Scholarship require at least 6 credit hours, and other scholarships have their own minimum requirements. However, Pell grants may be paid on a less than half time schedule to most students.

Question - When can I charge books and when will I get my refund check?

Answer - The Financial Aid Office publishes a schedule of dates that you can charge books to your financial aid and dates that refund checks are paid out. This schedule is posted on our website and the dates are noted in the day planner section of this handbook. You will be sent a refund check if your tuition and book charges are less than your financial aid amount for the semester. We will verify that you are attending all classes, including on-line classes, before your funds are released. Checks will be mailed by the SCC Business Office approximately six weeks after classes start each semester.

Question - How does the new Pell grant Maximum Lifetime Eligibility affect me?

Answer - All students who qualify for the Pell grant can only receive it for the equivalent of 12 full time semesters. After you have reached the maximum limit, you can no longer receive a Pell grant. If you are a new or relatively new Pell grant student, this means you have the equivalent of 6 years of full time enrollment to receive a Pell grant and complete your studies. However, you must still continue to make Satisfactory Academic Progress. If you are a student who has received the Pell grant for some time previously, you should be reassessing what it will take to complete your education goals.

FINANCIAL AID

Question - What is Satisfactory Academic Progress (SAP) and what happens if I fall below the requirements?

Answer - SAP is the Department of Education's way of making sure you are on track to completing your program of study in a timely manner since you are asking them to help fund you. To continue receiving aid at SCC you must make a 2.0 cumulative Grade Point Average (qualitative standard), and successfully complete 70% of the cumulative credit hours you have attempted (quantitative standard). If you withdraw from a class or get an F grade, then you have attempted that class, but not completed it. If you fall below either of these standards, you will be given one semester of financial aid on Financial Aid Warning to try to improve your results and meet these standards. SAP rules can get rather complicated, so please refer to the Financial Aid Office SAP handout for complete information.

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

Answer - Work-study is a federal financial aid program where you are paid for working on campus part-time. You must have financial need as defined by the federal guidelines, so not all students qualify. Most of the jobs are clerical in nature, and a limited number of positions are available. Students are paid monthly. If you wish to apply, please download the work-study application from the SCC Financial Aid website and turn it in to the Financial Aid Office.

Question - How do I apply for scholarships?

Answer - Scholarships are available from many sources in the community and beyond. You are encouraged to apply for any scholarships for which you are eligible. In addition, there are several scholarships each year that are awarded by the SCC Foundation. Watch for notification that the SCC online scholarship application is available, and apply for any scholarship for which you are eligible. Most scholarship deadlines are in the spring and early summer so that scholarships can be awarded starting with the fall semester.

Question - Can I get a student loan?

Answer - We encourage you to do everything you can to avoid taking out a student loan while at SCC. Our costs are low enough that most grant awards will cover tuition and books. If you do need to pursue a student loan, you will need to request instructions and application materials from the Financial Aid Office or consult the SCC Financial Aid website. There are several steps involved, so please be sure to follow the instructions completely.

WITHDRAWALS AND FINANCIAL AID

General Guidelines

- If you know right away that you need to drop a class, try to do so during Drop/Add so that you can add another class or get part of the tuition refunded.
- We will adjust your financial aid if necessary, to your enrollment status at the financial aid census date which occurs after the end of Drop/Add.
- If you decide to withdraw from a class after the Drop/Add period is over, be sure to do so before the last date to withdraw to avoid being given an F grade.
- You will not have to repay financial aid dollars unless you withdraw from or stop attending all your classes. Even partial withdrawals can hurt your future eligibility, however, because of the Satisfactory Academic Progress requirement to complete 70% of all attempted hours.

FINANCIAL AID

Full Withdrawals

- If you receive the Pell Grant, Federal Supplemental Educational Opportunity Grant (FSEOG), Direct Student Loan or PLUS Loan, you must earn your financial aid by attending class beyond the 60% point of each semester.
- If you withdraw from all of your classes OR stop attending all your classes, before the 60% point of the semester (which is right before the last date to withdraw), you may owe back a portion of the financial aid you received.
See the SCC Financial Aid website at <http://www.southwesterncc.edu/financial-aid> for the 60% dates for 2013-2014.
- The SCC Financial Aid Office will send you a letter detailing any amounts due to SCC and/or to the United States Department of Education. You will be given 45 days from the date of that letter to repay both amounts to SCC.
- If you owe funds, there will usually be an amount you owe SCC. This must be repaid before you can enroll in classes again, or before you can request a transcript. There may also be an amount you owe the Department of Education. You must repay this amount or make satisfactory payment arrangements with the Department of Education to remain eligible for federal financial aid beyond the 45-day period. If you do not pay within the 45 days, SCC will begin to collect the amount you owe us, and the Department of Education will begin to collect the amount you owe them.

The following information is available on the Financial Aid website:

- 2013-2014 Financial Aid Calendar
- 2013-2014 List of Programs Eligible for Financial Aid
- SCC Satisfactory Academic Progress (SAP) Policy

For more information, please visit <http://www.southwesterncc.edu/financial-aid>.

STUDENT CONDUCT REVIEW (SCC Policy 6.36.1)

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 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

Step 1: 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. When feasible, the employee should provide the Conduct Officer written notification which includes a description of the concern.

Step 2: The Conduct Officer will review the concern and if appropriate, convene the "Student Assessment Team" (SAT) to review the concern. The team will consist of the following individuals:

- Vice President of Instruction and Student Services (ex-officio)
- Dean of Student Services (Chair)
- Counselor, Student Support Services
- Psychology Instructor
- Instructional Dean or Extension Education Director for the division/center in which the student is or plans to enroll
- Student Services Coordinator – Macon Campus
- Campus Resource Officer
- One at-large appointee by Vice President of Instruction and Student Services
- Other appointees as needed

Step 3: 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: speaking with the student; gathering additional evidence or information by interviewing members of the SCC community; compiling additional documentation; reviewing evidence sources; referring for disciplinary action; and/or making a referral to SAT. The Student Assessment Team will review the concern to determine if the speech or behavior in question is creating or may lead to an unsafe environment.

As a part of this evaluation, the Assessment Team may meet with the individual 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 SCC.

Step 4: The Student Assessment Team 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

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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 needs of the student.

As a part of this evaluation, the Assessment Team may meet with the individual 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 SCC.

Step 5: Upon completion of the review, the Student Assessment Team will submit their written findings and recommendations to the Dean of Student Services for implementation. The Student Assessment Team 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 the SCC 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 Student Services will constitute a basis to charge the student with an offense(s) under the Student Code of Conduct 6.25.

Disciplinary actions or appeals that result from a student's refusal or failure to comply with recommendations of the SAT will be administered according to provisions of the Student Code of Conduct 6.25 and the Discipline and Appeals Procedures 6.27.1.

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

III. 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 Vice President of Instruction and Student Services within five (5) days of notification of action from the SAT.
- c. The Vice President may uphold the decision of the SAT or refer the case back to the SAT to consider alternative actions.
- d. Disciplinary actions that result from a student's failure to comply with directives from the SAT are appealed through the Discipline and Appeals Procedures 6.27.1.
- e. The decision of the Vice President is final.

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STUDENT RIGHTS, STANDARDS OF STUDENT CONDUCT, DISCIPLINE, APPEAL AND GRIEVANCE PROCEDURES (SCC Policy 6.25)

I. PREAMBLE

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

II. STUDENT RIGHTS

- A. All rights and privileges guaranteed to every citizen by the Constitution of the United States and by the State of North Carolina shall not be denied any student.
- B. Students are free to pursue their educational goals. Appropriate opportunities for learning in the classroom and on the campus shall be provided for by the College. Student performance will be evaluated solely on an academic basis, not on opinions or conduct in matters unrelated to academic standards.
- C. Students have the right to freedom of expression, inquiry, and assembly without restraint or censorship subject to reasonable and non-discriminatory rules and regulations regarding time, place, and manner.
- D. Regulations and procedures affecting the welfare of students through established student government procedures, campus committees, and college offices.
- E. The Family Educational Rights and Privacy Act of 1974 provide safeguards regarding the confidentiality of and access to student records, and this Act will be adhered to by the College. Students and former students have the right to review their official records and to request a hearing if they challenge the contents of these records. No records shall be made available to unauthorized personnel or groups outside the College without the written consent of the student involved, except under legal compulsion. (See Student Records Policy.)

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

III. STANDARDS OF STUDENT CONDUCT

- A. The College reserves the right to maintain a safe and orderly educational environment for students and staff. Therefore, when, in the judgment of college officials, a student's conduct disrupts or threatens to disrupt the college community, appropriate disciplinary action will be taken to restore and protect the sanctity of the community.
- B. 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.
- C. 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 the Discipline and Appeals Procedure.
 - 1. Academic Dishonesty is defined as taking or acquiring possession of any academic material (test information, research papers, notes, etc.) from a member of the college staff or student body without permission; receiving or giving help during test; copying from another student's test paper; using, during a test, materials not authorized by the person giving the test; collaborating with another student during a test without authority; knowingly using, buying, selling, stealing, transporting or soliciting in whole or part the contents of an unadministered or administered test; substituting for another student or permitting another student to substitute relative to a test or examination; bribing another person to obtain an unadministered or administered test or information about an unadministered or administered test; appropriation of another's work and the unacknowledged incorporation of that work in one's own written work offered for credit (plagiarism); unauthorized collaboration with another person in preparing written work offered for credit (collusion).
 - 2. Theft, misuse, damage or defacing of college or student organization property, or theft of or damage property of a member of the college community or a campus visitor on college premises or at college functions; failure to return college property; unauthorized entry upon the property of the college or into a college facility or a portion thereof which has been restricted in use and thereby placed off limits; unauthorized presence in a college facility after closing hours
 - 3. Possession or consumption of alcoholic beverages or being in a state of intoxication on the college campus or at college-sponsored or supervised functions off campus or in college-owned vehicles. Manufacture, possession, use or distribution of any illegal drugs, except as expressly permitted by law. Impairment is not an excuse for violation of other Standards of Student Conduct. (See Student Drug-Free College Policy.)

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4. Lewd or indecent conduct, including public physical or verbal action or distribution of obscene or libelous written material.
5. Mental or physical abuse of any person on college premises or at 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. Any act, comment, or behavior which is of a sexually suggestive or harassing nature and which materially interferes with a student's or an employee's performance or creates an intimidating, hostile, or offensive environment.
7. Obstruction or disruption of teaching, research, administration or disciplinary proceedings, or other college activities, including public service functions, and other duly authorized activities on or off college premises.
8. Occupation or seizure in any manner of college property, a college facility or any portion thereof for a use inconsistent with prescribed, customary, or authorized use.
9. Participating in or conducting an assembly, demonstration or gathering in a manner which threatens or causes injury to person or property; which interferes with free access to, ingress or egress of college facilities; which is harmful, obstructive or disruptive to the educational process or institutional functions of the College; holding rallies, demonstrations, or any other form of public gathering without prior approval of the College; remaining at the scene of such an assembly after being asked to leave by a representative of the college staff.
10. Possession or use of a firearm, incendiary device or explosive, or instrument designed to inflict serious bodily injury to any person unless authorized in conjunction with a college-approved activity.
11. 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.
12. Illegal gambling.
13. Smoking and/or using other forms of tobacco products in classrooms, shops, labs, offices or other unauthorized areas.
14. Violation of college regulations regarding the operation and parking of motor vehicles, the registration of student organizations, or use of college facilities.
15. Forgery, alteration, or misuse of college documents, records, or instruments of identification with intent to deceive.
16. Failure to comply with instructions of college officials acting in performance of their duties.
17. Violation of the terms of disciplinary action.
18. Fiscal 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.
19. Violation of a local, state, or federal criminal law on college premises adversely affecting the college community's pursuit of its proper educational purposes.

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20. Knowingly giving false information in response to requests from the College.
21. Violent acts, threats of violence (direct or implied), stalking, or physical intimidation directed at employees, visitors or students.
22. 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.

IV. COMPLIANCE

It is the policy of Southwestern Community College that no qualified person shall be excluded from participation in, declined the benefits of, or subjected to discrimination under any college program or activity on the basis of race, color, national origin, sex, age or disability. SCC complies with Titles VI and VII of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990.

V. COMPUTING RESOURCES - APPROPRIATE USE (SCC Policy 3.11)

Southwestern Community College provides a variety of computing resources to faculty, staff, students, and (in limited cases) community residents. The appropriate use of these resources, including personal computers, servers, networks, data sets, printers, Internet and Intranet access, course management systems, and software are the subject of SCC policy #3.45 (<http://www.southwesterncc.edu/policies/3.45.htm>). Restrictions or limits placed on use of college computing resources are intended to protect the resources as well as the integrity of the networks, and to comply with appropriate policies, laws, and regulations. Individual users of college computing resources must acknowledge consent to abide by this policy in order to use the college's computing resources.

VI. DISCIPLINE PROCEDURE

- A. Responsibility for Implementation
 1. The Vice President for Instruction and Student Services is responsible for implementing student discipline procedures. (For purpose of brevity, the title of "Vice President" will refer to the Vice President for Instruction and Student Services throughout this procedure.) In the event any discipline procedure conflicts with the state or federal law, the state or federal law shall be followed and the Vice President shall refer the discipline matter to the appropriate official as outlined by state or federal law.
 2. The Vice President shall appoint a Conduct Officer to administer the disciplinary procedures.
- B. Immediate Dismissal
 1. If an act of misconduct threatens the health or well-being of any member of the academic community or seriously disrupts the function and good order of the College, an instructor or administrative officer may direct student(s) involved to cease and desist such conduct and advise them that failing to cease and desist will result in immediate dismissal from the class or campus. If the student(s) fail to cease and desist, the instructor or administrator may then dismiss the student(s). An administrative officer may temporarily suspend the student(s) from either the class or the College until a resolution of the matter can be made.
 2. The administrative officer invoking such suspension shall notify the Conduct

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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. The Conduct Officer shall resolve the matter in a timely fashion utilizing the steps outlined below in Section c.

C. Disciplinary Procedure

1. 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 charges with the Conduct Officer against any student or student organization for violations of college regulations. The individual(s) making the charge must complete a charge form (available from the office of the 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 Decisions: Within two (2) working days after the charge is filed, the Conduct Officer shall complete a preliminary investigation of the charge and shall meet with the student(s). After discussing the alleged infraction with the student(s), the Conduct Officer may act as follows:
 1. Drop the charges.
 2. Impose a sanction consistent with those shown in Section 2.
 3. Refer the student(s) to a College office or community agency for services.
 - c. Notification: The decision of the Conduct Officer 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 (Section 3).

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

VII. 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: first, the individual(s) is given a chance to show capability and willingness to observe the Standards of Student Conduct without further penalty; and second, if the individual errs again, further action will be taken. This probation will be in effect for no more than two (2) semesters including the current semester.

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- 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.
- 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. Loss of Academic Credit or Grade: Loss of credit or grade is an academic penalty that is imposed as a result of academic dishonesty.
- G. Withholding Academic Records and or the Right to Register: Withholding transcript, diploma, or the right to register or participate in graduation ceremonies is imposed when financial obligations are not met or the student(s) has a disciplinary case pending final disposition.
- H. Suspension: Suspension is the exclusion from class(s) and/or all other privileges or activities of the College for a specified period of time. This sanction is reserved for those offenses warranting discipline more severe than probation or for repeated misconduct. Students who receive this sanction must get specific written permission from the Vice President before returning to campus. (Disciplinary suspension appears on the academic transcript.)
- I. 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.)
- J. 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.
- K. 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.
- L. 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. Recharter after that time must be approved by the President.

VIII. DISCIPLINARY APPEALS PROCEDURE

- A. A student who disagrees with the decision of the Conduct Officer may request a review by the Vice President. This request must be submitted in writing to the Vice President within one (1) working day after receipt of the Conduct Officer's decision. The Vice President shall have the authority to:

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1. Review the findings of the Conduct Officer.
 2. Hear from the student(s) and the Conduct Officer before ruling on an appeal.
 3. Confirm, modify, or overturn the decision of the Conduct Officer.
 4. Inform the student(s) in writing of the final decision within two (2) working days of the receipt of the appeal.
- B. A student who disagrees with the decision of the Vice President may request a hearing before the Disciplinary Review Committee. This request must be submitted in writing to the Vice President within one (1) working day after receipt of the Vice President's decision. The Vice President shall refer the matter to the Disciplinary Review Committee together with a report of the nature of the alleged misconduct, the name of the complainant, the name of the student(s) against whom the charge has been filed, and the relevant facts revealed by the 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 Vice President as necessary.
 - c. One administrator appointed by the President to serve as Committee Chairperson who will vote only in case of a tie.
 - d. The Vice President as an ex-officio, non-voting member.
 - e. At least two faculty/staff members and two students plus the Chairperson must be present in order for the Committee to conduct business.
 2. Procedures for Hearings Before the Disciplinary Review Committee
 - a. Procedural Responsibilities of the Vice President - The Disciplinary Review Committee must meet within three (3) working days of receipt of a request for a hearing. At least one (1) working day prior to the date set for the hearing, the Vice President shall send notification to the student(s) with the following information:
 1. A restatement of the charge or charges.
 2. The time and place of the hearing.
 3. A statement of the students' basic procedural rights.
 4. A list of witnesses.
 5. The names of the Committee members.
 - b. Basic procedural rights of students include the following:
 1. 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.
 2. The right to produce witnesses on one's behalf.
 3. 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 one (1) working days prior to the hearing. If such disqualification occurs, the appropriate nominating body shall appoint a replacement to be approved the President.

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4. The right to present evidence.
5. The right to know the identity of the person(s) bringing the charge(s).
6. The right to hear witnesses on behalf of the person(s) bringing the charge(s).
7. The right to testify or to refuse to testify without such refusal being detrimental to the student.
- c. The Conduct of the Committee Hearings
 1. Hearings before the Committee shall be confidential and shall be closed to all persons except the following:
 - a. The student(s).
 - b. Counsel(s).
 - c. Witnesses who shall:
 1. Give testimony singularly and in the absence of other witnesses.
 2. Leave the committee meeting room immediately upon completion of the testimony.
 2. The hearing will be recorded. Recordings will become the property of the College, and access to them will be determined by the Chairperson of the Committee and the Vice President. All recordings will be filed in the office of the Vice President.
 3. The Committee shall have the authority to adopt supplementary rules of procedure consistent with this code.
 4. The Committee shall have the authority to render written advisory opinions concerning the meaning and application of this code.
 5. 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.
 6. Decisions of the Committee shall be made by majority vote.
 7. Within one (1) working day after the decision of the Committee, the Vice President shall notify the student(s) with the Committee's decision.
 8. The decision of the Committee is final.
- C. 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.

IX. DISCIPLINE PROCEDURES FOR ACADEMIC DISHONESTY

- A. Responsibility for Implementation

The Vice President for Instruction and Student Services is responsible for implementing student discipline procedures for academic dishonesty. (For purpose of brevity, the title of "Vice President" will refer to the Vice President for Instruction and Student Services throughout this procedure.)
- B. Importance of Academic Integrity

Southwestern Community College is committed to providing an excellent educational experience for all students who attend the college. Academic integrity is an essential component to this level of education.

An alleged act of academic dishonesty will first be addressed according to this Discipline and Appeals Procedures for Academic Dishonesty. Patterns of academic dishonesty (acts beyond a first offense), academic dishonesty in conjunction with other

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conduct offenses, and actions involving collusion among students will also be reviewed by the Conduct Officer as a violation of the Standards of Student Conduct and will be subject to disciplinary sanctions.

C. Definition of Academic Dishonesty

Standards of Student Conduct (Policy 6.25) define academic dishonesty as taking or acquiring possession of any academic material (e.g., test information, research papers, notes, etc.) from a member of the college staff or student body without permission; receiving or giving help during a test; copying from another student's test paper; using, during a test, materials not authorized by the person giving the test; collaborating with another student during a test without authority; knowingly using, buying, selling, stealing, transporting, or soliciting in whole or part the contents of an unadministered or administered test; substituting for another student or permitting another student to substitute relative to a test or examination; bribing another person to obtain an unadministered or administered test or information about an unadministered or administered test; appropriation of another's work and the unacknowledged incorporation of that work in one's own written work offered for credit (plagiarism); and/or unauthorized collaboration with another person in preparing written work offered for credit (collusion).

D. Investigation of Suspected Incidents of Academic Dishonesty

An instructor suspecting an incident of academic dishonesty will follow these steps to address the concern:

1. The instructor suspecting academic dishonesty will 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. The instructor will determine, based on a preponderance of evidence and the student's comments, whether or not academic dishonesty has occurred. This determination will result in one of the following findings:
 - a. An act of academic dishonesty did not take place and the issue is resolved.
 - b. An act of academic dishonesty did occur.
4. The instructor will communicate his/her findings via email to the student's official college email address within one (1) working day of the initial meeting with the student. The student will be informed of the proposed sanctions if the instructor found that academic dishonesty occurred. 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.
5. The instructor will immediately report findings of academic dishonesty and the imposed academic sanction to the Conduct Officer and the appropriate academic dean.

E. Academic Sanctions for Academic Dishonesty

1. The academic penalty for acts of dishonesty should be clearly stated by the instructor in each course syllabus. Academic penalties may range from a verbal warning to a failing grade in the course and must be consistently applied to incidents of academic dishonesty.
2. If, after considering the student explanation, the instructor finds that academic dishonesty has occurred, then the instructor will administer an academic sanction as provided in the course syllabus.

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X. APPEALS PROCEDURES FOR ACADEMIC DISHONESTY

A. Appeal to the Dean

1. A student who disagrees with the decision of the instructor may appeal to the appropriate division dean. This appeal must be submitted in writing within one (1) working day of receipt of the instructor's decision and describe why the student believes the finding of academic dishonesty to be in error.
2. The dean will review the request for appeal and the findings of the instructor 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 decision of the instructor.
4. The dean will inform the student via the student's official college email address of the decision within two (2) working days of the receipt of the appeal.
5. The dean will communicate the findings to the Conduct Officer if the decision of the instructor is modified or overturned.

B. Appeal to the Vice President

1. A student who disagrees with the decision of the dean may appeal to the Vice President of Instruction or Student Services. This appeal must be submitted in writing within one (1) working day of receipt of the dean's decision and describe why the student believes the finding of academic dishonesty to be in error.
2. The Vice President will review the request for appeal and previous findings and will communicate parties as needed before ruling on an appeal.
3. After considering the evidence, the Vice President will confirm, modify, or overturn the decision of the instructor.
4. The Vice President will inform the student via the student's official college email address of the decision within two (2) working days of the receipt of the appeal.
5. The Vice President will communicate the findings to the Conduct Officer if the decision of the dean is modified or overturned.
6. The decision of the Vice President is final. Only disciplinary sanctions by the Conduct Officer will be subject to the Discipline and Appeals Procedure 6.27.1.

STUDENT GRIEVANCE PROCEDURES FOR NON-ACADEMIC MATTERS (SCC Policy 6.26.1)

A. Scope of Coverage

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

1. Alleged discrimination on the basis of age, sex, race, disability or other conditions, preferences or behavior, excluding sexual harassment complaints.
2. Any complaint of sexual harassment against an employee of the college will be addressed through the college sexual harassment policy (4.17.1). This procedure may be accessed through any administrative office of the College or the LRC. Complaints are directed to any one of the following:
 - a. Supervisor of the alleged offender
 - b. Vice President or Director for the appropriate division or department
 - c. Director of Human Resources and Facility Development

B. Grievance Steps

1. First Step

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

2. Second Step

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

3. Third Step

If the written statement of the supervisor does not satisfy the grievant, a request to appear before the Student Grievance Committee for Non-academic Matters may be made. The student must submit a written request within five working days after receiving the written response of the supervisor. The request shall include a copy of the original grievance form and the reason why the supervisor's response is unsatisfactory. A copy of the supervisors response must be attached to the request by the student. The vice president shall notify immediately the president who shall insure that the Student Grievance Committee for Non-academic Matters is organized in a manner consistent with Section C of this procedure. The vice president will send copies of the appeal to the members of the committee, the employee, and the employee's supervisor. The employee against whom the grievance was filed shall be given an opportunity to respond in writing to the chairperson of the committee. Meeting(s) shall be conducted between five and 15 working days following the date of the request. A postponement may be granted by the chairperson upon written request of either party, if the reason stated justifies such action.

The committee shall hold interviews with the grievant, the employee, and the supervisor, singularly, and in the absence of other witnesses. The committee may interview any additional witnesses that it considers necessary to render a fair decision.

The committee shall decide by a majority vote the solution of the grievance. The Committee shall make written findings of fact, conclusions of law and recommendation for action. The chairperson shall forward a copy of the committee's decision to all parties involved and to the office of the Vice President within two working days. The decision of the committee is final.

C. The Student Grievance Committee for Non-academic Matters

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

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D. Rights of Parties Involved in a Grievance

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

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

STUDENT GRIEVANCE PROCEDURE FOR ACADEMIC MATTERS (SCC Policy 6.26.1)

A. Purpose

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

B. Grievance Steps

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

PROCEDURE FOR THE APPEAL OF HEALTH SCIENCES SELECTIVE ADMISSIONS DECISION (SCC Policy 6.07.2)

Many of the health science programs at Southwestern Community College are based on competitive admissions criteria. Criteria and procedures for admission to these programs are outlined in SCC Procedure 6.7.2. Each program is free to create criteria that are fair and equitable for all students. Students who meet the entrance criteria may be selected to interview at the department's discretion.

A. Process for Reviewing Program Admissions

Within 10 business days of receipt of the denial of admission on the student's SCC e-mail, a student who was not offered admission may make an appointment with the program coordinator in the program in which they applied to appeal the admission decision.

The student will be entitled to the following information:

1. Their total point score
2. Their place on the admissions list

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3. What the admission team/program coordinator felt kept that student from obtaining admission into the program of choice.
4. What the applicant can do to improve their chances of admissions for the following year.

The student is not allowed to view the following:

1. Application or admission materials of any other students
2. Comments made by the interview committee.
3. Any information deemed confidential.

Within 10 business days of meeting with the program coordinator, a student who is not satisfied with the outcome of the meeting with the program coordinator may make an appointment with the Dean of Health Sciences to review the admission status. The Dean of Health Sciences will provide a written decision within 10 days of meeting with the student.

If the applicant disagrees with the decision of the Dean of Health Sciences, they may submit a written letter of appeal to the Vice President of Instruction and Student Services. This appeal must occur within five business days following the decision by the Dean of Health Sciences.

The Vice President of Instruction and Student Services will decide the appeal based upon the consistent application of program admission criteria/scoring in considering the appellants initial application for program admission.

The Vice President of Instruction and Student Services will communicate via a written decision to the applicant within 10 business days of receipt of the letter of appeal from the student. The decision of the Vice President is final.

APPEALS PROCEDURE FOR DISMISSAL FROM HEALTH SCIENCE PROGRAMS

A. Responsibility for Implementation

The Vice President for Instruction and Student Services is responsible for implementing student appeals procedures for dismissal from selective admissions health science programs.

B. Dismissal from Selective Admissions Health Science Programs

Health Science programs with selective admissions shall establish reasonable academic and non-academic (professional-behavioral) criteria that students must meet for continued progression in the programs. Students in the programs 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 and consider the student's response in rendering a final decision.

C. Appeal of Dismissal from Health Science Programs

Students may appeal a dismissal from Health Science 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

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the program. Notification will be made to the student's official college email address.

3. The student may provide written notice of appeal of the decision of the dean within one (1) business day to the Vice President of Instruction and Student Services. The Vice President will appoint a Review Committee of college representatives to include at least two instructors and one dean to consider appeal.
4. The Review Committee will consider the merits of the appeal and communicate a decision to the Vice President within two (2) business days. The Vice President will notify the student of the committee's decision upon receipt. Notification will be made to the student's official college email address. The decision of the Review Committee 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.

CONFIDENTIALITY OF STUDENT RECORDS (SCC Policy 6.23)

1. 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 policy covers all enrolled students including those students enrolled in online classes and high school students enrolled in college courses.
2. The College, in accordance with existing state and federal laws, reaffirms the rights of students to access their official educational records and to challenge the accuracy of such information. The College limits the release of personally identifiable data, other than directory information, without written student consent. Custodial parents of students under 18 who are enrolled in high school have a right of access and can be confirmed by the Registrar.
3. Student educational records include, but are not limited to, a copy of the original application for admission, transcript(s) of previous educational records, statement of residency (on application form), test results for students in programs requiring preadmission/placement tests, and official transcript. The transcript of a student's courses, credits, grades earned, total grade points earned, and cumulative grade point average plus all of the documents listed in this paragraph are maintained in the Registrar's Office.
4. Information identified as public or directory information may be released to an outside agency without the student's consent for purposes deemed beneficial to the student by the President or his designees.
 - a. 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 Registrar in writing within thirty (30) days after their initial registration. A restriction will be placed on the release of information that will be valid for one academic year. A restriction request must be renewed each year.
 - c. No records, other than directory information, shall be available to unauthorized persons within the college or to any unauthorized persons or groups outside the school without the written consent of the student involved except under legal compulsion.

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5. 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 treated the same as other student directory information. The request for deceased student information must be in writing accompanied by an official death certificate.
6. Students may request permission to review their records through the Registrar's Office. The College reserves the right to require appointments for examination of records. Students questioning the content of their records shall first review the records with the Registrar. Upon written request by the student, all unresolved questions shall be reviewed by the Registrar and the Dean of Student Services. The final review shall rest with the Vice President for Instruction and Student Services, whose decision is final.
7. 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.
8. Requests for additional information and questions regarding student records procedures or student rights under the Family Education Rights and Privacy Act of 1974, as amended, should be addressed to the Registrar.

STUDENT INFORMATION (SCC Policy 6.23)

Southwestern Community College respects the privacy and confidentiality of student information consistent with the Family Educational Rights and Privacy Act of 1974 (FERPA), which regulates the release of student information. Therefore, the primary communication regarding student information occurs with students. However, the college recognizes and appreciates that family and others have a role in supporting students and may have an interest in a student issue. With the student's permission, academic information may be released to a third party, or a support advocate may be present with the student and participate in a productive conversation related to an issue in question.

STUDENT RIGHT-TO-KNOW INFORMATION (SCC Policy 6.23)

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

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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 on the next page of this handbook. All information is available at www.southwesterncc.edu.

STUDENT DRUG-FREE POLICY (SCC Policy 6.28)

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

- A. No student shall distribute, dispense, possess, use or be under the influence of any alcoholic beverage, malt beverage or fortified wine or other intoxicating liquor or unlawfully manufacture, distribute, dispense, possess, use or be under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, anabolic steroid or any other "controlled substance" before, during, or after school hours on college premises or at any other college location.
- B. "Controlled substance" means any drug listed in Title 21 of the United States Code and other federal regulations, as well as those listed in Chapter 90 of the North Carolina General Statutes. Generally, these are drugs which have a high potential for abuse and include "legal drugs" which are not prescribed by a licensed physician. Student use of drugs as prescribed by a licensed physician is not a violation of policy; however, individuals shall be held strictly accountable for their behavior while under the influence of prescribed drugs.
- C. "College location" means in any college building or on any college premises; in any college owned vehicle or in any college-approved vehicle used to transport students to and from college or college activities; and off college property at any college-sponsored or college-approved activity, event or function, such as a field trip or athletic event, where students are under the jurisdiction of the college.
- D. SCC does not differentiate between drug users, drug pushers, or sellers. Any student who possesses, uses, sells, gives, or in any way transfers a controlled substance or manufactures a controlled substance while on college premises or as part of any college-sponsored activity will be subject to disciplinary action up to and including termination or expulsion and referral for prosecution.
- E. A student who violates the terms of this policy will be subject to disciplinary action in accordance with the Standards of Student Conduct and the Discipline and Appeals Procedure. At his discretion, the Dean of Student Services may require any student who violates the terms of this policy to satisfactorily participate in a drug abuse rehabilitation program or an alcoholic rehabilitation program sponsored by an approved private or governmental institution as a precondition of continued enrollment at the college.

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

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

TOBACCO-FREE COLLEGE PROCEDURES (SCC Policy 3.18)

SCC is a tobacco free college. The use of tobacco related products is prohibited in any college buildings, facilities, vehicles or property owned, leased or operated by SCC, including all outside areas. This also 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. Enforcing the tobacco free policy will be a responsibility of the entire campus community. A primary objective is to educate individuals about the tobacco free policy with the expectation of compliance. College administrators, faculty and staff will be asked to remind everyone of the tobacco free policy. Employees should use tact and good judgment in dealing with possible violations. Faculty and staff who observe non-compliance of the tobacco policy have the following options:

1. Remind the person involved of the tobacco free policy and thank them for future compliance.
2. Provide student's name to the college Conduct Officer.
3. Contact the instructor or staff member of the student involved in the non-compliance so they can make an announcement in their class or department reminding students of the tobacco free policy.
4. Report employee use to your supervisor.

Students

A progressive compliance procedure is implemented for students. Early awareness of the policy should be a component of orientation and campus visits.

1. The first time a student is observed using tobacco they will be given a verbal warning of violation of the tobacco free policy.
2. The second time an employee observes the same individual using tobacco they should ask for the student's name. The student will be referred to the Conduct Officer, and a written warning will be issued.
3. Further violations will result in a referral to the Conduct Officer for a disciplinary conference that may result in suspension from campus.

Employees

Failure to comply with the tobacco free policy is considered a serious willful offense. Employee violations will be handled through the regular supervisory discipline process. Continued violation of the policy after a supervisor conference will be considered insubordination that may lead to suspension or dismissal.

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Visitors

Visitors to campus who fail to comply would be given polite reminders of the college policy along with a request that they comply in the future. Visitors to planned college events should be notified of the policy through event publications.

SEXUAL HARASSMENT (SCC Policy 4.17)

1. Introduction

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

2. Coverage

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

3. Definition

Requests for sexual favors and/or other unwelcome verbal or physical conduct of a sexual nature by an employee constitutes sexual harassment when:

- a. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or academic standing, or
- b. Submission to or rejection of such conduct by an individual is used as the basis for employment or academic decisions affecting that individual, or
- c. Such conduct has the purpose or effect of creating an intimidating, offensive, or hostile environment, or
- d. Such conduct has the purpose or effect of unreasonably interfering with an individual's performance.

4. Consequences

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

5. Retaliation

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

6. False Allegations

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

7. Complaint

An employee or student who feels sexually harassed is encouraged, but not required, to informally resolve the complaint directly. The employee or student may choose to circumvent this step and may request mediation or formally report a complaint through one of the following channels:

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

If upon investigation by the appropriate supervisor, a complaint warrants disciplinary action for prima facie sexual harassment, the supervisor may proceed to take the appropriate disciplinary action as outlined in policy 4.20 and procedure 4.21.1 - Disciplinary Action, Suspension and Dismissal.

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

8. Filing Requirements

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

9. Appointment of Hearing Panel

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

10. Pre-Hearing Activities

The panel will decide by a majority vote any evidentiary dispute arising in the course of the deliberation.

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

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- e. A grievance may be withdrawn by the grievant at any stage of the grievance process.
- 11. Hearings
 - All hearing shall be conducted in accordance with the following guidelines:
 - A. The hearing panel will decide and communicate:
 - 1. Order of testimony presentation
 - 2. Admissibility of evidence
 - 3. Procedure for questioning the parties and witnesses
 - 4. Allowance and relevance of questions
 - a. Heresy evidence may only be admitted if the source of that information is revealed so that the person(s) can be requested to appear
 - b. The hearing panel should not allow any questioning that is irrelevant, unduly repetitious, or abusive
 - 5. Attendance of persons at the hearing
 - a. Grievance hearings are confidential as provided by state law
 - b. Grievance hearings are not open to spectators
 - c. The grievant is allowed one third party observer and the respondent is allowed one third party observer
 - d. Third party observer may be an attorney, but may not address the panel, present witnesses, question witnesses or parties, or present evidence.
 - B. Official Record - the hearing panel will maintain the official record. The official record will consist of tape recordings of the hearing, numbered copies of records, documents, and statements.
- 12. Findings of the Hearing Panel - The hearing panel shall prepare a report of their findings within ten working days from the conclusion of the hearing.
 - a. The report shall state a separate finding for each particular item of grievance.
 - b. The findings should resolve the material issues of fact that have been disputed.
 - c. Recommend action(s) for the President to take
 - d. The report shall include any minority views of a panel member
- 13. Response of the President - The President shall receive the report of findings from the hearing panel along with the official record of the hearing. The President may accept, modify, or set aside the recommendations of the hearing panel. The President will inform all parties involved and the hearing panel of his or her decision within 15 working days.

COMMUNICABLE DISEASE POLICY (SCC Policy 3.15)

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

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

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

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

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

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.

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

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TRAFFIC CODE (SCC Policy 7.15)

GENERAL PROVISIONS

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

ARTICLE I

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

ARTICLE II

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

ARTICLE III

The operator of any vehicle on the campus of Southwestern Community College shall comply with the legal instructions of any Campus Resource Officer and all traffic signs in accordance with the provision of these regulations. **THE RESPONSIBILITY OF FINDING A LEGAL PARKING SPACE RESTS WITH THE MOTOR VEHICLE OPERATOR. LACK OF SPACE IS NOT CONSIDERED EXCUSE FOR VIOLATION OF PARKING REGULATIONS.** The college shall be responsible for ensuring that the necessary signs are erected and maintained to carry out the intent of these regulations.

ARTICLE IV

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

ARTICLE V

All vehicles to be operated on campus should be properly registered and display a parking decal on the rear of the vehicle. (The right rear bumper is the preferred location.) Students, faculty, and staff are expected to register their vehicles. Parking decals are obtained normally during registration, but may be secured from the College Information Center at other times.

SPECIFIC PROVISIONS

ARTICLE VI

- A. Citations will be issued for violations of the Southwestern Community College Traffic Code.
- B. The person to whom a vehicle parking decal is issued, 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 code.

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- C. Campus Resource Officers shall have the authority to issue citations for all moving vehicle violations and handicapped parking violations as outlined in Article VII.
N.C.G.S. §115D-21.1. 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 full-time SCC employees 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.
 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.

ARTICLE VII

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.
- B. A fine shall be imposed for each moving or handicap parking violation to the extent allowed by law - N.C.G.S. §115D-21; §20-37.6(f)(1).
- C. The Campus Resource Officer issuing the citation will advise the violator of the scheduled court date and procedure for payment of the fine.

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ARTICLE VIII

For all parking violations, except for handicapped parking violations, the following rules shall apply:

- A. A first violation shall result in a written warning placed on the vehicle with a follow-up letter from the Executive Vice President and CFO 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.
- B. 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.
- C. A third violation can result in the vehicle's towing and loss of parking privileges on campus for the remainder of the academic year.
- D. 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.
- E. All of those provisions detailed in North Carolina General Statutes §115D-20, 21 are in full force..
- F. Faculty and staff shall be subject to disciplinary policies and procedures found in 4.20 and 4.21.1 - Disciplinary Action, Suspension and Dismissal.
- G. All 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.

APPEAL PROCESS

ARTICLE IX

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 Executive Vice President and CFO within ten calendar days of the notice of violation or penalty. The decision of the Executive Vice President and CFO will be final.

For more information, please also see section 7.15 of the Policies and Procedures Manual or visit <http://www.southwesterncc.edu/policiesandprocedures/Policy-7.5-Traffic.Code>.