

2023-24 HANDBOOK



The logo for SCC (Santa Clara County Community College) features a stylized white house icon above the letters 'SCC' in a bold, white, sans-serif font.

447 College Drive • Sylva, North Carolina 28779

www.SouthwesternCC.edu

828.339.4000 • 800.447.4091

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

An Equal Opportunity Institution

Printed May 2023.

1,500 copies of this public document were printed at a cost of \$4.25 each.

NOTICE

The information in this handbook applies to the 2023-2024 academic year and is accurate and current, to the best of our knowledge, as of May 19, 2023. SCC reserves the right to change matters described in the handbook without prior notice.

Visit www.SouthwesternCC.edu for updated information.



This Handbook Belongs To:

Name: _____

Program of Study: _____

If lost, please return to the division dean.

SOUTHWESTERN COMMUNITY COLLEGE MISSION STATEMENT

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

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Jackson Campus Map	Inside Back Cover

ACADEMIC CALENDAR

2023 FALL SEMESTER

Fall Kick-Off.....	Tuesday, August 8
Faculty and Staff Semester Prep Day.....	Wednesday, August 9
Orientation/Registration	Thursday, August 10
Final Registration.....	Friday, August 11
Classes Begin, Full and First Sessions.....	Monday, August 14
Schedule Adjustment – First Session.....	Monday & Tuesday, August 14 - 15
Schedule Adjustment – Full Session.....	Monday - Friday, August 14 - 18
Labor Day Holiday – College Closed	Monday, September 4
Citizenship/Constitution Day (observed).....	Thursday, September 14
Last Day to Withdraw, First Session	Tuesday, September 21
Professional Development Day	Friday, September 22
End of First Session Classes.....	Monday, October 9
Second Session Classes Begin.....	Tuesday, October 10
Schedule Adjustment – Second Session	Tuesday & Wednesday, October 10 - 11
Fall Break – No Classes.....	Monday & Tuesday, October 16 - 17
Advising Day/Registration Begins for Spring/No Classes.....	Tuesday, October 24
Commencement Applications Due.....	Friday, October 27
Last Day to Withdraw, Full Session	Tuesday, October 31
Last day to Withdraw, Second Session & Last Day for Faculty-Initiated Withdrawal.....	Tuesday, November 21
Thanksgiving Break – No Classes	Wednesday, November 22
Thanksgiving Holiday – College Closed	Thursday – Sunday, November 23 – 26
Fall Semester Ends, Full and Second Sessions (last day of classes)	Tuesday, December 12
Grades Due/Commencement.....	Wednesday, December 13
Winter Break - College Closed	December 21, 2023 – January 1, 2024

2024 SPRING SEMESTER

College Reopens.....	Tuesday, January 2
Faculty and Staff Semester Prep Day.....	Wednesday, January 10
Orientation/Registration Day	Thursday, January 11
Final Registration.....	Friday, January 12
Martin Luther King, Jr. Day – No Classes	Monday, January 15
Classes Begin, Full and First Sessions.....	Tuesday, January 16
Schedule Adjustment – First Session.....	Tuesday & Wednesday, January 16 - 17
Schedule Adjustment – Full Session.....	Tuesday-Monday, January 16 - 22
Last Day to Withdraw, First Session	Thursday, February 22
Professional Development Day	Friday, February 23
Spring Break – No Classes	Monday – Sunday, March 4 - 10
End of First Session Classes.....	Tuesday, March 12
Second Session Classes Begin	Wednesday, March 13
Schedule Adjustment – Second Session	Wednesday & Thursday, March 13 - 14
Easter Break – No Classes.....	Wednesday - Sunday, March 27 - 31
Last Day to Withdraw, Full Session	Tuesday, April 9
Advising Day/Registration Begins for Summer & Fall/No Classes.....	Tuesday, April 9
Commencement Applications Due.....	Friday, April 12
Last Day to Withdraw, Second Session & Last Day for Faculty-Initiated Withdrawal.....	Tuesday, April 30
Spring Semester Ends, Full and Second Sessions (last day of classes)	Friday, May 17
Grades Due/Commencements.....	Saturday, May 18

ACADEMIC CALENDAR

2024 SUMMER SEMESTER

Final Registration Full and First Sessions.....	Thursday, May 23
Memorial Day – College Closed	Monday, May 27
Classes Begin - Full (8 week) and First (4 week) Sessions	Tuesday, May 28
Schedule Adjustments - Full and First Sessions.....	Tuesday & Wednesday, May 28 - 29
Last Day to Withdraw from First Session	Tuesday, June 18
Commencement Applications Due.....	Friday, June 21
First Session Ends	Monday, June 24
Second (4 week) Session Begins	Tuesday, June 25
Schedule Adjustments - Second Session.....	Tuesday & Wednesday, June 25 - 26
Independence Day Holiday - College Closed	Thursday, July 4
Last Day to Withdraw from Full Session	Tuesday, July 9
Last Day to withdraw from Second Session & Last Day for Faculty-Initiated Withdrawal.....	Tuesday, July 16
Summer Semester Ends, Full and Second Sessions (last day of classes)	Tuesday, July 23
Grades Due	Wednesday, July 24

STAFF HOLIDAY CALENDAR

Labor Day	Monday, September 4, 2023
Thanksgiving Holiday	Thursday & Friday, November 23- 24, 2023
Winter Break.....	Thursday, December 21, 2023 - Monday, January 1, 2024
Memorial Day.....	Monday, May 27, 2024
Independence Day Holiday	Thursday, July 4, 2024
Staff Leave Day (College Closed)	Thursday, December 21, 2023

WHAT TO DO IN AN EMERGENCY

FOR EMERGENCIES, CALL 911

For safety and security questions, contact Megan Nicholson at 828.339.4621

Emergency Medical Assistance/First Aid/Blood Spill

Call College Information at 828.339.4000 and provide the following information:

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

Gas Leak

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

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

Tornado/Severe Weather

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

Hazardous Materials

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

Fire and Smoke

If you discover fire/smoke:

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

Bomb Threat or Suspicious Package

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

Criminal/Suspicious Behavior

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

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

VIOLENT BEHAVIOR - ACTIVE SHOOTER

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

RUN

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

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

HIDE

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

Your hiding place should:

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

To prevent an active shooter from entering your hiding place:

- Lock the door
- Blockade the door with heavy furniture

If the active shooter is nearby:

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

FIGHT

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

How to react when law enforcement arrives:

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

WEATHER POLICY - ALL CAMPUSES

Ensure your current contact information is on file with SCC's official notification system. Visit www.SouthwesternCC.edu and login to check.

WEATHER POLICY

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



Announcements concerning college operation will be made by 6:30 a.m. via text alerts, emails & phone calls as well as on the local TV and radio stations, as well as social media outlets listed below. Announcements will also be posted to SCC's webpage and relayed to all faculty, staff and students. However, if weather conditions worsen after the 6:30 a.m. announcement, an additional announcement closing the College for the day will be made no later than 8:30 a.m. Announcements concerning evening classes will be communicated to occupants of each building on campus:

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

Radio Stations:

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

Social Media:

 www.facebook.com/sccnc1
 twitter.com/southwesterncc

SCC Website:

 www.SouthwesternCC.edu



Use the QR code for quick access to the SCC homepage

Television Stations:

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

WELLNESS AT SCC

NATURE TRAIL

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

Rules of the Trail

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



FITNESS CENTER

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



WELLNESS PROGRAM

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

DIRECTORY

IMPORTANT NUMBERS - JACKSON CAMPUS 828.339.4000 • 800.447.4091

Arts & Sciences - Oaks Hall, 1 st Floor	Ext. 4300
Barbara Putman, Executive Dean of Instructional Services	
Donna Wilson, Administrative Assistant	
Bookstore	Ext. 4222
Business Services	
Toni Holland, Cashier/Accountant	Ext. 4290
Career Technologies - Founders Hall, 2 nd Floor	Ext. 4341
Danell Moses, Dean of Career Technologies	
College Access - Balsam Center, 1 st Floor	
High School Partnership Coordinator	Ext. 4465
Laura Allen, NC Career Coach	Ext. 4217
Logan Gentry, Career Coach	Ext. 4424
College & Career Readiness - Oaks Hall, G5, 1 st Floor	Ext. 4361
Devonne Jimison, Director	
Counseling Services - Sheila Davis, Student Counselor	Ext. 4243
Financial Aid - Balsam Center, 1 st Floor	
Sayward Cabe, Financial Aid Director	Ext. 4315
Josiah Buchanan, Financial Aid Counselor	Ext. 4224
Jacob Frizzell, Financial Aid Counselor	Ext. 4207
Health Sciences - Don Tomas Health Sciences Center, 3 rd Floor	Ext. 4331
Melissa Hyatt, Dean of Health Sciences	
Holt Library	Ext. 4288
Tina Adams, Director	Ext. 4269
Shawn Ohtani, Library Assistant	Ext. 4271
Torrie Tatum, Librarian	Ext. 4268
Instruction & Student Services - Bradford Hall, 3 rd Floor	Ext. 4377
Thom Brooks, Executive Vice President for Instruction and Student Services	
Betsy Clayton, Administrative Assistant	
Learner Accessibility and Equity - Balsam Center, 1 st and 2 nd Floor	
Erin McCully, Director of Learner Accessibility and Equity	Ext. 4398
Freyja Kinner, Learner Accessibility and Equity Advocate	Ext. 4326
Learning Assistance Center - Oaks Hall, 2 nd Floor	Ext. 4325
Toni Knott, Coordinator	
New Century Scholars	
Jody Woodring, Testing & New Century Scholars Coordinator	Ext. 4332
Student Services - Balsam Center, 1 st Floor	
Mark Ellison, Dean of Students	Ext. 4229
Benjamin Haines, Administrative Assistant - Admissions	Ext. 4253
Kristan Blanton, Director of Enrollment Management	Ext. 4255
Michael Despeaux, Director of Career Services	Ext. 4212
Clyanne Hyde, Director of Student Records/Registrar	Ext. 4406
Jade Benavides, Records Technician	Ext. 4279
Renea Winchester, Administrative Assistant - Enrollment Services (Swain Center)	366.2000

DIRECTORY

Student Support Services - Oaks Hall, 1 st Floor	
Dominique Benson Barwatt, Director	Ext. 4408
Jennifer Ashlock, Health Sciences Advisor/Tutor Liaison	Ext. 4431
Tori Addington-Ellison, Advisor/Intake Coordinator.....	Ext. 4198
Emma Stiles, Administrative Assistant	Ext. 4420
Teaching and Learning Support - Balsam Center, 2 nd Floor	
Bethany Emory, Dean of Teaching and Learning Support	Ext. 4261
Christopher Akers, E-Learning Specialist.....	Ext. 4398
Matthew Litchford, Instructional Technologist	Ext. 4399
Workforce Continuing Education - Founders Hall, 1 st Floor	
Scott Sutton, Dean of Workforce Continuing Education	
Sheila Yates, Administrative Assistant	
University Transfer Advising Center (UTAC)	Ext. 4301

IMPORTANT NUMBERS - MACON CAMPUS

828.306.7001 • 800.447.4091

Macon Campus Operations	
Barbara Putman, Executive Dean of Instructional Services.....	Ext. 7016
Jande Clayton, Administrative Assistant	Ext. 7001
Faculty	
Rebecca Branden, English Instructor.....	Ext. 7023
Stephen Hesselbirg, Psychology Instructor	Ext. 7031
Michael McIntosh, Biology Instructor.....	Ext. 7050
Elaine Merritt, Mathematics Instructor	Ext. 7022
Learning Assistance Center.....	Ext. 7028
Joan Willis, Coordinator	Ext. 7025
Student Services	
Ed Nagy, Director	Ext. 7018
University Transfer Advising Center (UTAC)	Ext. 7005

IMPORTANT NUMBERS - PUBLIC SAFETY TRAINING CENTER

828.306.7041 • 800.447.4091

Public Safety Training Center Administration	
Curtis Dowdle, Dean of Public Safety Training.....	Ext. 7040
Savannah Conley, Administrative Assistant.....	Ext. 7041
Emergency Medical Science Program	
Amanda Blanton, EMS Program Director/Coordinator.....	Ext. 7053
Melissa Taylor, EMS Assistant	Ext. 7051
Jeremy Cabe, EMS Clinical Coordinator.....	Ext. 7044
Fire and Rescue Program	
Alan McWilliams, Fire/Rescue Program Director	Ext. 7045
Benji Johnson, Fire/Rescue Support.....	Ext. 7045
Law Enforcement Program	
Mitch Boudrot, LETP Director/Coordinator/Instructor	Ext. 7043
Zach Dezarn, National Park Service Law Enforcement Training Instructor.....	Ext. 7046
Blake Buchanan, Law Enforcement In-Service Training Coordinator.....	Ext. 7052
Daniel Reid, NC Basic Law Enforcement Program Coordinator/Instructor	Ext. 7055
Pam Bell, Qualified Assistant NPS-PRLEA.....	Ext. 7036
Matt Reynolds, LETP Scenario Training Coordinator.....	Ext. 7059

EARLY COLLEGE HIGH SCHOOLS

EARLY COLLEGE HIGH SCHOOLS

Early College High Schools are small, autonomous, public high schools, usually located on a college campus. Early College High Schools 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. Students also have the option to work toward a certificate, diploma or AAS degree. 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 year.

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

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

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

Blue Ridge Early College • Blue Ridge School, Cashiers
Visit www.jcpsnc.org/brec or call 828.743.2646 ext. 268

Jackson County Early College • Jackson Campus, Sylva
Visit www.jcpsnc.org/jcec or call 828.339.4499

Macon Early College High School • Macon Campus, Franklin
Visit <http://mec.macon.k12.nc.us> or call 828.524.2002

MACON CAMPUS

GENERAL INFORMATION

The Macon Campus is on a 20-acre site in Franklin. The Groves Center Building is the beginning of a resource-rich campus housing administration, computer laboratories, interactive classrooms, a Learning Assistance Center (LAC), a Student Services Department and a University Transfer Advising Center (UTAC). Additionally, students have patron privileges at Holt Library on the Jackson Campus and the Macon County Public Library has a process for SCC students to utilize their facility. The campus is home to classes for adult literacy, high school equivalency (GED/HiSet Test Preparations), English language acquisition (ELA), digital literacy and workforce continuing education (job related and personal interest).

PROGRAM OFFERINGS

Current curriculum-based programs:

- Business Administration Certificate
- College Transfer:
 - Associate of Arts
 - Associate in Arts - Teacher Preparation
 - Associate of Science
 - Associate in Science - Teacher Preparation

Additional course offerings include:

- Accounting
- Criminal Justice
- Nurse Aide I - Continuing Education and Curriculum
- Phlebotomy
- Pre-Health Science

Contact Information

44 Siler Farm Rd.
Franklin, NC 29734
828.306.7001
Fax: 828.349.9692

STUDENT RESOURCES

Academic Advising

The Macon Campus offers access to advising for College Transfer (listed above) students through the University Transfer Advising Center (UTAC) located in Student Services. The telephone number is 828.306.7005. Advising hours will be posted and walk-ins as well as appointments are welcome. For more information about the UTAC, contact the Macon Campus Director of Student Services at 828.306.7017. Students enrolled in the College Transfer programs listed above will be assigned to the UTAC for advising. Students enrolled in Career Technologies or Health Science programs will be assigned to corresponding program advisors.

MACON CAMPUS

Accident and Medical Emergencies

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

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

Business Office

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

Career Services and Career Coach

Career Services and Career Coach are available for current and prospective students. Meetings may be conducted at the Macon Campus, Jackson Campus or virtually using online technology. Services provided include SCC Job Board, job and career events, Career Coach, Big Interview, resume and cover letter tutorials and online career development sources. Please visit www.SouthwesternCC.edu/career-services.

Computer Labs

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

Learning Assistance Center (LAC)

Located in Room 230 on the upper level of Groves Center Building, the Macon LAC is a 12-station computer lab with a printer. Additional laptops are available for use in the area as well. A private testing room is located within the LAC with three additional computers. Exam proctoring is available for SCC courses. Adjacent classrooms are utilized when classes are not in session. Some computers feature Read&Write and Fusion (Zoom-Text and JAWS) to accommodate students. In addition, Grammarly is available on many computers. Scanning and copying options are available with assistance. Hours of operation will be posted.

For additional information, please call 828.306.7028 or Joan Willis, Macon LAC Coordinator at 828.306.7025. Please visit www.SouthwesternCC.edu/learning-assistance.

MACON CAMPUS

Holt Library

The Holt Library provides a full range of services and support for all students regardless of classroom location or mode of course delivery. Academic resources are available online for all students 24/7. Print materials, such as books, are available at Holt Library on the Jackson campus and also provided to Macon Campus and Swain Center students via courier for pickup at the reception desks at both campuses.

Specialized resources for classes will be provided by instructors or will be available in the Learning Assistance Center (LAC). All students may use the Holt Library on the Jackson Campus and will need a student ID card to check out materials. The Holt Library is open Monday-Thursday 8 a.m. to 5 p.m. and on Friday 8 a.m. to 12 p.m. For more information about Holt Library services, please call 828.339.4288 or visit the library website at southwesterncc.libguides.com/Library or from the MySCC Portal, click the Library link.

Students attending classes at the Macon Campus are encouraged to get a library card and use the Macon County Public Library, located across the parking lot from the campus. The Macon County Public Library is open Monday-Thursday 9 a.m. to 6 p.m., and Friday and Saturday 10 a.m. to 5 p.m. For more information about the Macon County Public Library, please visit: www.fontanalib.org/franklin or call 828.524.3600.

Lost and Found

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

Orientation

All students enrolling for the first time at Southwestern Community College are required to participate in an orientation program. The program is designed to acquaint new students with important policies, resources, and services available at SCC and provide valuable information needed to facilitate academic success. Prior to the start of fall and spring semesters, live orientation sessions are conducted on the Jackson Campus. Orientation is also available online at www.SouthwesternCC.edu/NSO. Each semester there will be a Welcome to Macon Campus event at the Groves Center.

Parking

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

Student Identification Card

ID cards are required for all students and cost \$1. These cards are the property of the college and must be shown at the 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. ID cards are issued in the Business Office located on the main entrance floor in room 216. Replacement cards may be obtained for a \$5 charge.

MACON CAMPUS

Student Center

Refreshment vending machines and a microwave are located on the first floor in the student lounge area.

Student Services

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

Tobacco Use

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

Tutoring

Tutorial assistance is available to students enrolled in a curriculum class at SCC. Tutoring is FREE for students and is provided on a drop-in and by appointment basis. Information for requesting a tutor is available at www.SouthwesternCC.edu/learning-assistance/appointment-learning-assistance.

To request a tutor, scroll to the bottom of any Moodle course, click 'Tutoring' in the center, and then follow the prompts.

SWAIN CENTER

GENERAL INFORMATION

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

Contact Information

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

PROGRAM OFFERINGS

Nantahala School for the Arts

The Nantahala School for the Arts empowers students to experience the legacy of Appalachian art and craft; including Native arts, folk art, and contemporary arts and crafts.

Outdoor Leadership

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

College and Career Readiness

College and Career Readiness offers students and community members opportunities to prepare for college and the work place. Programs offered: Basic Skills Plus, High School Equivalency (GED ® /HiSET test preparation classes) and Job & Career Preparation (HRD). High School Equivalency classes are always free, and there is no cost for Job & Career Preparation with a fee waiver.

Heritage Arts

The Heritage Arts program provides students opportunities to experience firsthand the rich legacy of creativity in Appalachia; native, folk and contemporary arts and crafts to name a few. Through a combination of studio education, visiting artists, and generational instructors, students can explore a variety of art forms and techniques including pottery, printmaking, painting, drawing, photography, and weaving.

Heritage Arts classes are offered at all College campuses, with more intense studio courses being offered at the Swain Center. For potters, the Heritage Arts programs offers a Master Potter Certificate upon completion of 100 CEU's of pottery courses. Note: Heritage Arts classes do not award transferable credit.

The Heritage Arts program also provides technical support services for craft businesses in the area. Services include kiln rental, glaze mixing, and craft business consulting in collaboration with the SCC Small Business Center.

SWAIN CENTER

Personal Enrichment

Through this program, SCC offers short courses that focus on personal interests, hobbies or leisure needs rather than occupational or professional employment. Topics for these non-credit courses include foreign languages, food and beverages, fitness, journalism and writing, and self-help, plus many more. Many courses are developed based on requests from the community.

STUDENT RESOURCES

Computer Lab

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

Enrollment Services

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

Tobacco Use

The Swain Center campus is a tobacco-free environment.

For more information visit:

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



For a comprehensive snapshot of:

- Alcohol and drug abuse information/prevention programs
- Important institutional policies that impact student success
- Record privacy and protections
- Student rights
- Voter registration information

Please visit SCC's Consumer Information page at

www.SouthwesternCC.edu/admissions/consumer-information

YOUR ORIENTATION

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

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

Sources:

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

YOUR ORIENTATION

KEYS FOR CLASSROOM SUCCESS

Students demonstrate engagement in the learning process.

To demonstrate engagement in the learning process, students should:

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

Students demonstrate appropriate attendance and punctuality.

To demonstrate appropriate attendance and punctuality, students should:

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

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

To demonstrate respect for self and others, students should:

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

Students demonstrate responsibility, accountability, and professionalism.

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

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

Students demonstrate effective use of learning resources.

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

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



YOUR ORIENTATION

ACADEMIC ADVISING

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

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

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

Academic advising at SCC follows the college-ready success model.

Academic advising for some students may begin with transition courses, for others with advanced college placement.

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

When to see your advisor:

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

How to contact your advisor:

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

BEFORE YOU START - ORIENTATION

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

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

YOUR ORIENTATION

HOW TO REGISTER FOR CLASSES

Before Registration

1. **Schedule of Classes** – Review the schedule posted on the SCC website, consult with your five-year academic plan, and then develop a list of the classes you want to take before meeting with your advisor. The class schedule may be accessed through the dropdown of "How to Apply" located at www.SouthwesternCC.edu
2. **Change in Program or Major** – Complete the Change of Major/Program form. You can initiate this change with your advisor, stop by the Admissions Office (Balsam Center, 1st floor), or by emailing your typed request to admissions@SouthwesternCC.edu using your mySCC student email account (not a non-SCC email account).
3. **Financial Aid** – Make sure all of your paperwork is complete and up-to-date. Check with the Financial Aid Office.

Steps to Registration

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

After Registration

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

HOW TO CHANGE YOUR PROGRAM OF STUDY

Students who wish to switch to a different program of study or add a second program should discuss the proposed change with their academic advisors. If you decide to drop and/or add a program, the quickest way to do so is by emailing your typed request to admissions@SouthwesternCC.edu using your mySCC student email account (not a non-SCC email account). There are also paper "Change of Program" forms located in Enrollment Services and online which you can fill out and sign to submit your request in person. Academic advisors will be responsible for evaluating previous course work to determine which credits apply to the new program.

YOUR ORIENTATION

CHANGING YOUR NAME

If your name changes, please submit a copy of your Social Security card verifying your changed name in order to update your name in your student record. You can bring it to SCC's Jackson or Macon campuses, you can fax it to SCC Student Services at 828.339.4444, or you can mail it to Southwestern Community College: ATTN: Admissions Office, 447 College Drive, Sylva, NC 28779. For the sake of security, it is recommended that you do not send your Social Security information through email. Only your Social Security card can be used to verify your changed name, not any other form of documentation (driver license, marriage license, etc.).

CHANGING YOUR ADDRESS

If your address changes, you can update it online by using the Self-Service tool on your mySCC account. Please note that your submitted Self-Service address update will be processed on the following business day, so it won't appear to update immediately but it will be updated. There are also paper "Change of Name/Address" forms located in Enrollment Services which you can fill out and sign to submit your update in person.

CHANGING YOUR PHONE NUMBER

If your phone number changes, you can update it online by using the Self-Service tool on your mySCC account. Please note that your submitted Self-Service phone number update will be processed on the following business day, so it won't appear to update immediately but it will be updated. There are also paper "Change of Name/Address" forms located in Enrollment Services which you can fill out and sign to submit your update in person.

STUDENT IDENTIFICATION/LIBRARY CARDS

New students are required to obtain an SCC ID Card.

The ID card displays the student's major and assigned ID number and is used for campus identification and as a library card and may be used for various student life events. The ID card photo is taken and the card issued during orientation programs and during all campus registration periods. The card should be carried at all times while on campus.

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

Online students (typically use the SCC ID card when securing off site testing facilities) can secure an SCC ID card by sending the following information to tholland@SouthwesternCC.edu via their SCC student email:

- Full Name
- Student ID #
- Major/Program
- Image of themselves (preferably with a white or off-white background). Images can be of any size or shape but must clearly show the students' face, free of hats, visors or scarves. Student IDs can only be mailed to the address currently on file.

To update your address, visit:

www.SouthwesternCC.edu/change-name-address-notification

Each fall semester you are encouraged to update your SCC ID card. There is no charge associated with this update. If you lose your SCC ID card, a replacement card can be created for you. The cost of the replacement card is \$5.

YOUR ORIENTATION

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

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

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

IMPORTANT COLLEGE RULES

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

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

Directory Information

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

Right to Restrict Release

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

YOUR ORIENTATION

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 considered the same as other student directory information. The request for deceased student information must be in writing accompanied by an official death certificate.

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

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 and job-placement data for each academic program is available from SCC's Institutional Research and Planning Office.

Career Services can provide current job market information. 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.

STUDENT WITHDRAWAL PROCEDURES

To withdraw from one or more courses, students should contact their advisor to discuss and initiate the withdrawal process by completing the ADD/DROP/WITHDRAWAL form online within MySCC. It is the student's responsibility to initiate the withdrawal process. Withdrawal forms are processed by the Registrar's Office. If a student withdraws by the official withdrawal date for the semester (published in the College's calendar), the grade received will be a "W." If a student requests withdrawal from a course(s) after the official withdrawal date, special circumstance may be evaluated by the respective academic dean. Late withdrawal may be granted with evidence of extenuating circumstances such as serious illness or job transfer. It is the student's responsibility to contact the academic dean

YOUR ORIENTATION

and provide compelling documentation for the late withdrawal request. If the request is approved, the academic dean will inform the Registrar's Office to proceed with the form processing.

Withdrawals will not influence the student's grade point average for the semester. However, withdrawing from courses could affect a student's eligibility for financial aid. Students who receive financial aid should always consult the Financial Aid Office before withdrawing from a course. Withdrawn courses are subject to the refund policies of the Business Office. Withdrawing from a course, regardless of the circumstances, does not result in a tuition refund of any amount.

If a student stops attending class and does not complete an official withdrawal, the student's final grade will be an "F". Exceptions to this would be an administrative withdrawal ("AW") if the specified conditions are met or if a withdrawal ("W") is granted by a Dean or the Director of Student Records in the student's absence (only under special circumstances).

ATTENDANCE REQUIREMENTS AND ADMINISTRATIVE WITHDRAWAL

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. In the case of absence, it is vital that students remain in contact with their instructors. Missed work may be able to be made up, but is accepted at the discretion of the instructor(s).

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 a "no show." Students marked as "no show" will be removed from the course, will not earn credit and may not receive a tuition refund for the course.

Under extenuating circumstances, a student who has never attended may petition for reinstatement in the course with approval of the instructor and respective academic dean. 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.

Any student who has been absent from an in-person course for two consecutive weeks in a 16-week term or one week in shorter academic terms will be administratively withdrawn from the course.

Any student in an online, hybrid or web-supported course will be administratively withdrawn following two consecutive weeks in a 16-week term (or one week in shorter academic terms) of missed assignments, missed attendance (for hybrid), and lack of communication with the instructor regarding course participation. Logging into course material or specified programming, but failing to perform the aforementioned actions will not constitute a mark of attendance as stated in policies establishing course attendance in online sections.

YOUR ORIENTATION

Classes in which a student has been administratively withdrawn will reflect a grade of "AW" on the student's transcript to indicate the student was removed from the course due to non-attendance. A grade of "AW" will not influence the quality point ratio for the semester. Administrative withdrawals will be allowed up to the published administrative withdrawal deadline each semester (approximately the 85% point of the semester). Thereafter, the earned grade will be posted. Tuition refunds or credits will not result from an administrative withdrawal.

A student may have two excused absences each academic year for religious observances. To qualify for this observance, the student must make a written request to the instructor five (5) days prior to the absence. Any test or other work missed due to an excused absence for religious observance may be made up without penalty.

TUITION REFUND POLICY (7.01.03)

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

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

YOUR ORIENTATION

CRIME AWARENESS AND CAMPUS SECURITY

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

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

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

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

Offenses Reported	Totals - All Campus Locations			
	2018.....	2019.....	2020	2021
Murder/Non-Negligent Manslaughter	0	0	0	0
Negligent Manslaughter	0	0	0	0
Forcible Sex Offense	0	0	0	0
Non-Forcible Sex Offense	0	0	0	0
Robbery	0	0	0	0
Aggravated Assault	0	0	0	0
Burglary	0	3	1	0
Motor Vehicle Theft	0	0	0	0
Arson.....	0	0	0	0
Hate Crimes	0	0	0	0
Weapons Violations	0	0	0	1
Drug Abuse Violation	0	0	0	0
Liquor Law Violation	0	0	0	0
Dating Violence	0	0	0	0
Domestic Violence	0	0	0	0
Sexual Assault	0	0	0	0
Stalking	0	0	0	1

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

YOUR ORIENTATION

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

See All Student Rules in the Blue Section of this Handbook

WEB ACCESS TO YOUR SCC ACCOUNTS

Student Accounts

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

User Name and Password

Your user name will consist of the first letter of your first name, the first four letters of your last name, and the last four digits of your student ID number. All students are required to activate their accounts by clicking on First-time user on the mySCC login page.

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

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

mySCC

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

Problems

Contact the Computer Center Help Desk at 828.339.4409 or submit a ticket by emailing us at ticket@SouthwesternCC.edu or by filling out and submitting a form using the following link: www.SouthwesternCC.edu/it-workorder-form.

THE OFFICE OF LEARNER ACCESSIBILITY & EQUITY (LAE)

»»» The Office of Learner Accessibility & Equity (LAE) at Southwestern Community College works in partnership with students, faculty and staff to eliminate or minimize barriers and facilitate full access and inclusion in the college experience and learning process for students with disabilities.

Who is eligible?

Services are available for students with disabilities of a temporary or permanent nature that substantially limit their ability to fully participate in the learning process.

Disabilities include (*but are not limited to*):

- » Learning Disabilities
- » Attention Deficit Hyperactivity Disorder (ADHD)
- » Psychological Disorders (Anxiety, Depression, Bipolar, PTSD, etc.)
- » Autism Spectrum Disorders
- » Physical/Mobility Impairments
- » Neurological Impairments (Traumatic Brain Injury, Epilepsy, Multiple Sclerosis, etc.)
- » Chronic Illnesses (Diabetes, Cystic Fibrosis, Crohn's Disease, etc.)
- » Visual Impairments / Blindness
- » Hearing Impairments / Deafness

What assistance is available?

Reasonable accommodations are designed to "level the playing field" by reducing the impact of one's disability on a task or activity. The Learner Accessibility & Equity Advocate works collaboratively with students to determine appropriate and reasonable accommodations. All accommodations are designed to enable a student to enjoy the benefits and privileges of the college's programs, services, and activities.

Accommodations include (*but are not limited to*):

- » Classroom environment adjustments
- » Alternative testing arrangements (extended time, private setting, assistive technology)
- » Note-taker or recording device
- » Sign language interpreters
- » Assistive technology equipment (ReaderPens, calculators)
- » Textbooks and written materials in alternative formats (digital, audio, large print, Braille)



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

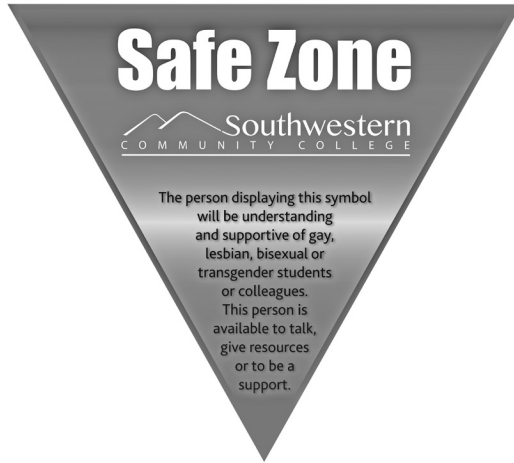
CONTACT

Call 828.339.4326 or visit our office on the lower level of Balsam Center, Jackson Campus, in room 129A.

YOUR ORIENTATION

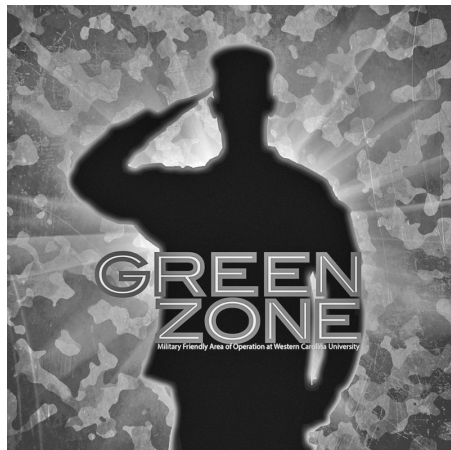
SAFE ZONE

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



GREEN ZONE

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



TRiO

STUDENT SUPPORT SERVICES

Helping students achieve their goals

at Southwestern Community College

Student Support Services (SSS) is a TRiO grant funded program that provides students opportunities for academic development, assist students in meeting college requirements, and motivates students toward successful completion of their college degree. The primary goal of the program is to support students helping them reach graduation from SCC and/or transferring to a university. SSS offers a comprehensive approach to student success ensuring that students develop academic and life skills necessary to be successful in college and beyond.

What are the benefits?

- Academic support including advising, tutoring, four-year college transfer planning
- Career Exploration
- Cultural enrichment activities, college visits and volunteer activities
- Financial support assistance including identifying scholarship resources, financial literacy workshops, and Supplemental Grant Aid Awards
- Workshops and Seminars
- Personal development through counseling services
- Referrals to campus and community services
- SSS computer lab with free printing and Resource Center including a laptop borrowing program

To be eligible for SSS, students must be highly motivated to graduate from SCC or transfer to a four-year college, committed to their academic success, first-generation (parents did not attend college), or income-eligible have a documented disability.



📍 Jackson Campus, lower level of Oaks Hall

🌐 www.SouthwesternCC.edu/ssc

For more info or to make an appt.

☎ 828.339.4420



SCC career SERVICES

📍 Jackson Campus, 1st Floor, Balsam Center
🌐 www.SouthwesternCC.edu/career-services
☎ 828.339.4352

Participate in **PEAK**, or "Professional Exploration And Knowledge," a campus-wide initiative to help you choose and launch your chosen professional career!

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

Services provided:

- **Career Assessment & Counseling**
- **Career Coach** - use it to conduct a self-assessment of career interests, research careers, see related academic programs at SCC and to learn about salaries & jobs in our geographic area
- **Online resources** - use it to research and explore careers
- Expert **resume writing** and **cover letter** assistance
- **Workshops, seminars, class presentations** and **career education events** on special topics
- **Big Interview** - an online mock interview program to learn the basics of interviewing and prepare for any interview
- **SCC Job Board** - use it to find jobs in Western North Carolina and beyond
- Customized networking portals in **LinkedIn**
- Annual **job fairs** and **recruitment events**

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.

Follow us!



SCC Career Services



scc_careerservices

FEELING CHALLENGED?

The Learning Assistance Center can help you achieve academic success!

Support is available online and in person Monday - Friday. After hours and weekend appointments are available virtually.

1. To access and use LAC tutoring services, click on the "Tutoring" link at the bottom of any Moodle course.
2. After logging in with MySCC credentials, click "Start Now" at the bottom of the left side of the split screen that appears.
3. Determine whether you want by-appointment tutoring or drop-in help and click on the appropriate option; then follow the prompts.

We offer skills-based assistance in:

- Math
- Sciences
- Test-taking
- Writing
- Computer
- Health Sciences
- Research
- Studying
- Business and Accounting

☎ 828.339.4325

✉ tutoring@SouthwesternCC.edu

🌐 www.SouthwesternCC.edu/learning-assistance

📍 Jackson Campus • Oaks Hall, Room 101



University Transfer ADVISING CENTER (UTAC)



UTAC uses an “advising on demand” model for our Arts & Sciences Transfer Advisees. Students work with the advisor on duty when they need assistance.

One of your many advisors will be available in person during our open hours which are posted on our webpage. Just drop by - ***no appointment needed!*** You can also reach a UTAC advisor by phone or email, and advisors can begin virtual meetings as needed.

We help students:

- Complete and update academic plans
- Register for classes & adjust schedules
- Discuss strategies for academic success
- Find support for academic or personal issues
- Complete commencement applications
- Review progress toward goal completion
- Research universities and connect with representatives
- Understand college policies and procedures

Contact Information:

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

Macon Campus
Groves Center
utacmacon@SouthwesternCC.edu
828.306.7017

Coordinator: Hilary Seagle
hseagle@SouthwesternCC.edu
828.339.4363

www.SouthwesternCC.edu/UTAC

Southwestern Community College's

CAMPUS CUPBOARD

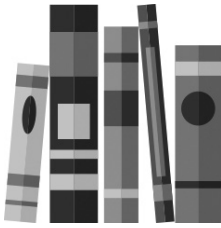
Located in the Balsam Center lobby

What is the Campus Cupboard?

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



Supported by Student Life funds and donations.



Holt Library



www.SouthwesternCC.edu/library

- **To access online resources:**
Login to the **MySCC** portal and click on the Library tab
- **To search the Library Catalog:**
Click on the **Print Books** tab
- **To search hundreds of article databases and ebooks:**
Click on **OneSearch**

Holt Library Quick Information:

- Your student ID is also your Library Card
- FREE inter-library book loan from CCLINC libraries and libraries throughout the nation
- 20,000 print books available
- Computer workstations
- Professional Library Staff available for assistance
- Group and Individual Study Rooms
- Small Business Center section
- North Carolina Collection



CONTACT:

828.339.4288 or
800.447.4091, Ext. 4288
library@SouthwesternCC.edu

Computer Workstations

SCC provides **wireless access** in limited areas to all students.

Available on the Jackson, Macon and Swain Campuses.

Jackson Campus

Oaks Hall, Room 101 (LAC)

Hours:

M-Th 8 a.m. - 5 p.m.

F 8 a.m. - Noon

Holt Library

Services provided:

Microsoft Office Suite

Black/White Laser Printer

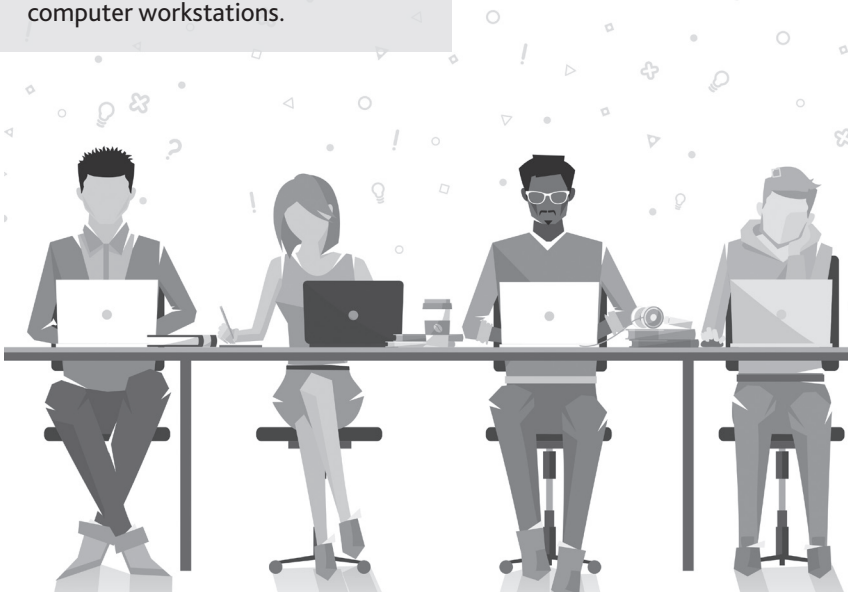
Black/White Scanner/Copier

Hours:

M-Th 8 a.m. - 5 p.m.

F 8 a.m. - Noon

All students should bring their own document storage devices (flash/USB drive) and earbuds or headphones to computer workstations.



We're Here to Help Your Small Business Succeed!

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

Created in 1984 when the North Carolina General Assembly funded 14 SBC's, the Small Business Center Network (SBCN) had expanded to include at least one SBC at each community college by 1995. The SBCN helps to start an average of over 700 businesses every year and help create and retain more than 3,800 jobs in North Carolina. The SBCN is also ranked #1 in the US for total business seminars and participants.

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

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

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

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

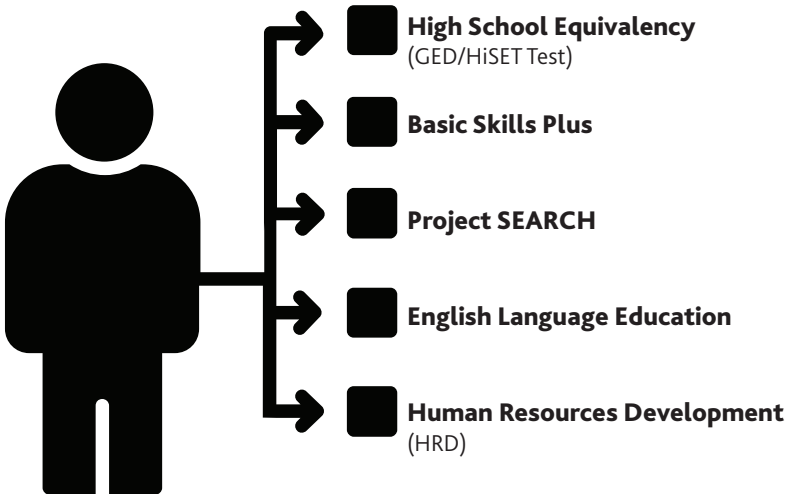
For more information, contact Marne Harris at m_harris@SouthwesternCC.edu or 828.339.4211 or 828.339.4426.



COLLEGE & CAREER READINESS

• Classes are held at convenient times and locations each week to meet the needs of adults with busy lives. •

What we offer:



Contact:

Heather Stephan,

Student Enrollment Data and Retention Coordinator

828.339.4272

h_stephan@SouthwesternCC.edu

Mothers' Room

A room designed for mothers attending SCC classes who:



- Are still breastfeeding OR
- Needing to pump

Location:

Enrollment Services, Balsam Center

Available:

Monday - Thursday • 8 a.m. - 5 p.m.

Friday • 8 a.m. - noon

operating hours



Monday - Thursday

BREAKFAST

8 - 10 a.m.

LUNCH

11 a.m. - 2 p.m.

Varying weekly specials

YOUR ORIENTATION

FITNESS CENTER

Take care of your fitness goals while attending SCC classes!
Work out at SCC's **fitness center**!

Location: Bradford Hall, 2nd Floor

Schedule: M-Th 8 a.m.-5 p.m. and Fridays 8 a.m. to Noon

Equipment:

- Balls
- Cardiovascular equipment
- Free weights
- Yoga mats



Open to enrolled SCC students

EARN WHILE YOU LEARN!

Apprenticeship Program

Apprenticeships provide employment security, hands-on experiences, and extra support to learn trades.

Eligible Programs:

- Automotive
- Business Administration
- Culinary Arts
- Early Childhood Education
- Medical Office Administration

For more information contact,
Jennifer Abbey at 828.339.4482 or
j_abbey@SouthwesternCC.edu



COLLEGE TERMS

GLOSSARY OF COLLEGE TERMS

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

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

Administrative Withdrawal: Official indication that a student stopped attending class.

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

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

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

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

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

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

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

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

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

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

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

Dean: Administrator who oversees a division of the college.

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

COLLEGE TERMS

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

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

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

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

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

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

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

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

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

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

Semester: A period of time (usually 8 or 16 weeks) in which a course or courses are completed.

Syllabus: An instructor's plan of action for the class. It is a description 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 from 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: A student/professional/faculty/staff member who is available to assist students who need additional help in a particular academic subject/subjects.

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

COLLEGE TERMS

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

Hyflex Class: Instruction will be delivered both in a traditional classroom setting as well as synchronously online via a video conferencing platform. Students may choose their mode of participation.

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

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

STUDENT LIFE

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

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

CLUB COUNCIL

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

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

CLUBS AND ORGANIZATIONS

Students are encouraged to form clubs and organizations focusing on special interests or curriculum programs. Although clubs have membership requirements, no organization at SCC discriminates on the basis of race, color, sex, age, disability, religion, nationality or political preference.

Official Recognition-Benefits

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

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

Official Recognition-Requirements

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

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

STUDENT LIFE

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 Students, clubs will receive official recognition.

Use of Facilities

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

- To reserve the use of non-instructional rooms/facilities contact the College Information Center Coordinator, at 339.4201 for the Jackson Campus or 306.7001 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 – 306.7001

Solicitation and Fund Raising

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

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

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

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

STUDENT LIFE

ACTIVE CLUBS AND ORGANIZATIONS

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

Advisor: David Myers

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

Advisor: Jeff Marley

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: John Robinson

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

Advisor: Eric Hester

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

Advisor: Human Services Program Coordinator

LGBTQ - To promote a safe and supportive environment for SCC's LGBTQ+ community by providing opportunities for student connection as well as advocacy for college awareness and sensitivity training.

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

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

STUDENT LIFE

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

Advisor: Erin Bock

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: Gretchen Guelcher

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

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

STEM Club - The STEM Club provides a safe and relaxed environment for the discussion and exploration of science and mathematics while promoting lifelong interest and excellence in science, technology, engineering and mathematics.

Advisor: Matt Cass

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

Advisor: Anna Walls

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

Advisors: Toni Knott & Sayward Cabe

STUDENT LIFE

HONOR SOCIETIES

Alpha Beta Gamma International Business Honor Society – Alpha Omega Chapter

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

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

Advisors: Danell Moses and Thom Brooks

Students with a current Code of Conduct sanction on record will not be considered for participation and/or will not receive designation.

National Technical Honor Society

The National Technical Honor Society (NTHS) is an acknowledged leader in the recognition of outstanding student achievement in workforce education. Over 1,500 schools and colleges throughout the United States and foreign countries are affiliated with NTHS. The SCC chapter of the NTHS was chartered to recognize the achievement of full and part-time students. Members are nominated by program faculty from the student population with a 3.5 or greater grade point average and who have completed 12 hours of academic course work above the 100 level. To be eligible for membership, a nominee must be enrolled as an active student in a degree, diploma or certificate program. Nominees must:

- Maintain the highest standard of personal and professional conduct.
- Strive for excellence in all aspects of education and employment.
- Refuse to engage in or condone activities for personal gain at the expense of their fellow students, school or employer.
- Support the mission and purpose of NTHS while working to achieve the objectives and goals of the society.
- Fulfill their obligations as a citizen of their community and country.

Advisor: Thom Brooks

Students with a current Code of Conduct sanction on record will not be considered for participation and/or will not receive designation.

STUDENT RESOURCES

ACCIDENT AND MEDICAL EMERGENCIES

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

- Founders Hall: Career Technologies Division, Continuing Education
- Bradford Hall: Instruction & Student Services, Fitness/Exercise Room, Culinary Arts Kitchen/Lab
- Oaks Hall: General Education Division Office, Learning Assistance Center, 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: Administrative Assistant's Desk; Student Services, LAC, Science lab

CPR kits are also located in most College facilities.

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

If a medical emergency exists, call emergency dispatch (9-1-1). If using an on-campus telephone system it may be necessary to dial 8 first. Call the College switchboard operator (dial 0) and notify this person of the medical emergency and whether 9-1-1 has been called. Off-campus centers should notify the center directors. The College switchboard operator will contact Security/Public Safety Officer on duty. Administrative Services staff will contact the person(s) given as the emergency contact or family member for the injured/ill party. This information may be contained in the student record or personnel file.

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

BOOKSTORE

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

STUDENT RESOURCES

Refund Policy

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

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

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

Contact: Burrell Building, Jackson Campus, 828.339.4222

CAREER & COLLEGE PROMISE

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

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

CAREER SERVICES

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

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

- Career Assessment & Counseling
- Career Coach - use it to conduct a self-assessment of career interests, to research careers, to see related academic programs at SCC, and to learn about salaries and jobs in our geographic area
- Online resources to research and explore careers
- Expert resume writing and cover letter assistance

STUDENT RESOURCES

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

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

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

Contact: Balsam Center, 1st Floor, Jackson Campus
828.339.4212 or 800.447.4091 ext. 4212
www.SouthwesternCC.edu/career-services
Facebook: SCC Career Services
Instagram: SCC_CareerServices



COUNSELING AT SCC

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

Counseling services are free. Students are usually seen in individual sessions or in small group sessions. Phone calls and video calls are available as appropriate.

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

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

Contact: Sheila Davis

Balsam Center, 1st Floor, Room 113, Jackson Campus
828.339.4243 or email sm_davis@SouthwesternCC.edu
Local hotlines: www.SouthwesternCC.edu/counseling_services/local-hotlines

STUDENT RESOURCES

LEARNER ACCESSIBILITY AND EQUITY

Disability / Accessibility Services for Students

The Office of Learner Accessibility & Equity (LAE) at Southwestern Community College works in partnership with students, faculty and staff to eliminate or minimize barriers and facilitate full access and inclusion in the college experience and learning process for students with disabilities. In support of this mission, the Learner Accessibility & Equity Advocate:

- Coordinates accommodations and related support services to students with disabilities
- Assists students by providing support in self-advocacy and independence
- Helps ensure access to instruction, student life activities, and other campus events

It is a student's responsibility to disclose their disability and to request academic or physical accommodations. Disability information is not obtained through SCC's admission process. Some accommodations can take several weeks to arrange (i.e. sign language interpreters), so early contact with the office of Learner Accessibility & Equity is important.

Students requesting accommodations will participate in an interactive meeting with the Learner Accessibility & Equity Advocate to discuss their needs. Each student requesting accommodations must provide current, comprehensive documentation of a disability by a qualified professional. If a student does not have documentation, it is still worthwhile to speak to the LAE Advocate. Overlooked sources of documentation and/or legitimate ways of helping students with disabilities who have no documentation may also be available. Reasonable accommodations are determined on a case-by-case basis through collaboration between the student, LAE Advocate, and faculty. Approved accommodations may include alternative testing arrangements; note-taking support (i.e. use of a computer, recording device, etc.); alternate format textbooks; preferential seating, room relocation or ergonomic tools; video captioning, sign-language interpreters, or audio equipment and other assistive technology (screen readers, reader pens, etc.).

Contact the Office of Learner Accessibility and Equity at 828.339.4326 or email accessibility@SouthwesternCC.edu to initiate the process to request services. Visit www.SouthwesternCC.edu/accessibility for details about requesting services, documentation guidelines, and academic accommodations.

E-LEARNING

The E-Learning Department is committed to student success by supporting efforts to ensure that quality online education and support services are available to all SCC students, regardless of their location.

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

- Online Moodle Orientation – This course will appear on the homepage of the Moodle e-Campus and will be available throughout your coursework at SCC. This course is not graded but provides you the opportunity to get comfortable using Moodle and to ask questions.
- Face to Face Orientation – Please visit the e-learning website (www.SouthwesternCC.edu/e-learning/students) for more details, dates and times.

STUDENT RESOURCES

GRADES/TRANSCRIPT ONLINE

Students will have online access to their grades and academic transcripts. Southwestern Community College does not send report cards through the U.S. mail at the end of each semester. Through MySCC, students can use their computer access username and password to check their grade and transcript information. SCC continues to mail official copies of transcripts on an as-needed basis, per request of the student. Current students may request via Self Service and all students can request via the online form on the SCC website or the National Student Clearinghouse. For information on activating your computer access account, contact SCC Computer Support at 828.339.4424 or 800.447.4091, ext. 4424.

HOLT LIBRARY

The Holt Library on the Jackson Campus is an 11,000 sq. ft. facility that houses a research collection, computer workstations, vending and snack room, an instruction/conference room, 3 study rooms, and other College offices. The Microsoft Office suite, black/white printing & copying and scanning are available for individual use. FREE WiFi is also provided for connecting mobile devices and laptops to the internet.

- **Access to Research Resources and Library Assistance:** Students, faculty and staff can login to the "MySCC" page, then select "Library", on or off campus. This portal offers complete access to the online catalog, digital research sources, article databases, topical research guides and library user information and services. Email, chat and phone assistance are accessible from this page, or you may schedule an appointment with a librarian.
- **Library Cards:** Students and employees may borrow materials using their SCC photo ID, which can be obtained from the cashier's office. Students and employees on the Macon and Swain campuses may register their SCC ID card online for Library borrowing. Materials, including library books and technology can be sent to the Macon or Swain Campus receptionist's desk for pickup.
- **Technology Lending:** Laptops, hotspots, calculators, and are available for checkout from the library for the entire semester and are due on the last day of class. Students on the Jackson campus, please come to the Holt Library front desk to checkout technology. Students at Macon or Swain campuses, please email us at: library@SouthwesternCC.edu to arrange delivery of library technology to your campus for pickup.
- **Library Collection:** The Library's OneSearch discovery tool allows for searching across library resources. Access is simple: Login to MySCC and click the "Library" link on the left menu. To ensure access to career technologies and scholarly research resources for student needs, the Library subscribes to thousands of online electronic journals, magazines, newspapers and ebooks, as well as about 180 online library databases. The OneSearch search box also provides access to all of our library print collections and ebooks. SCC holds over 20,000 hard-copy books and audiovisual resources that directly support academic programs. Online access to streaming films is also available from the library website.
- **Special Collections:** Special collections include Reference books, Fiction books, DVD movies, Young Adult books, Children's books, the Small Business Center collection, and the North Carolina Collection.
- **Reserve Collection:** Faculty may place course-specific materials on reserve to ensure students have access to class materials and study aids. Library staff will assist students to access and utilize Reserve materials.
- **Interlibrary Loan Services:** The SCC Library is a member of the CCLINC consortium with access to two million books selected to support academic programs of study. Books from libraries around the country can be borrowed for faculty, staff and students through the Library's OCLC Interlibrary Loan program. Users may contact our library staff to initiate a request to borrow books from other libraries by mail. Borrowers need a library account in good standing.

STUDENT RESOURCES

- **Research Instruction:** The Librarian teaches in-class and online library instruction on the use of the online catalog, OneSearch and research databases and helps students develop information literacy skills. All students have access to a basic online library course in Moodle and course-specific online library instruction can also be requested by faculty.
- **Returning Materials:** All library materials must be returned and accounts cleared of fines before students are allowed to register, graduate, or receive a transcript.
- **Library Hours:** Library hours are determined by the college academic calendar and may vary during student breaks, holidays and emergency weather closings.

HOUSING

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

LEARNING ASSISTANCE CENTER/TUTORING

The Learning Assistance Center Tutors provide in-house and online assistance on a drop-in and by-appointment basis. Physical Learning Assistance Centers are housed on the Jackson and Macon campuses, and the virtual LACs can be accessed through Moodle. (Simply click the "Tutoring" link at the bottom of any Moodle course page and click 'Start Now' on the left side of the split screen that appears for Jackson LAC tutoring). The centers are staffed with qualified tutors who provide skills-based help with all courses and exam proctoring in a safe, engaging environment. All tutors model and encourage critical thinking, effective study habits, and a positive attitude toward learning. Additionally, these experts assist each student with determining which type(s) of help will be most beneficial and then demonstrate how to access and use them.

Students also have access to an online writing-submission service, and to Math and English tutors 24 hours a day / 7 days a week. To learn more about accessing and using these services, please click the Tutoring link at the bottom of your Moodle course page and click 'Start Now' on the right side of the split screen that appears for ThinkingStorm tutoring.

Test proctoring is provided by both the Jackson and Macon LACs as arranged by students' instructors. Students MUST present a photo ID and should ensure that they have their MySCC login information. Cell phones and other electronic devices will be secured outside of the testing area. To ensure a smooth testing experience, please read "Important Information for Students" at the LAC's Exam Proctoring (www.SouthwesternCC.edu/learning-assistance/exam-proctoring) website before arriving.

If you are interested in becoming a Tutor, we welcome you to contact us, using the information below. SCC tutors exhibit a positive, enthusiastic, and professional attitude toward learning and assisting fellow students. Students eligible to tutor must have a 3.0 or higher GPA and have earned a grade of A or B in the course(s) they wish to tutor. They should apply to the "Tutor – Applicant Pool" at the "SCC Job Listings" Web page: SouthwesternCC.hirecentric.com/jobs/

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

If you have any questions about accessing and using the resources at the LACs, please contact Full-Time Jackson LAC Coordinator Toni Knott (828.339.4325; tknott@SouthwesternCC.edu) or Part-Time Macon LAC Coordinator Joan Willis (828.306.7028; j_willis@SouthwesternCC.edu).

STUDENT RESOURCES

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 Orientation or at the Information Desk on the first floor of the Balsam Center, Jackson Campus. The decal should be displayed in the rear window 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 EMERGENCY SUPPORT

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

STUDENT RESOURCES

STUDENT LOUNGES AND VENDING MACHINES

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

STUDENT SUPPORT SERVICES

Student Support Services (SSS) is a Title IV grant-funded program for students needing academic support. To receive services, a student must meet one of the following eligibility requirements: be a first-generation college student, have met income eligibility guidelines, or have a documented ADA disability. The goal of the Student Support Services program is to increase the college retention and graduations rates of its participants. SSS helps students succeed by offering:

- Academic advising and coaching, including program-specific advising and university transfer planning.
- Tutoring that is program-specific, group, one-on-one, and online.
- Financial support assistance, including identifying scholarship resources, SSS scholarships, and supplemental grant aid.
- College success workshops cover topics on financial literacy, completing the FAFSA, applying for scholarships, time management, and test anxiety.
- Individualized counseling for personal, academic, and career development.
- Enrichment activities include plays, musicals, team building activities, trips to four-year colleges, and service-learning opportunities.
- A lending program with laptops, calculators, job-ready, course-ready, and resource-ready materials.

All services are free to participants.

SSS is located on the lower level of Oaks Hall on the Jackson Campus. To learn more or make an appointment, call 828.339.4420 or 800.447.4091 ext. 4420 or visit online at www.SouthwesternCC.edu/student-support-services.

TOBACCO USE

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

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

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

STUDENT RESOURCES

TRANSITIONAL STUDIES

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

These courses may be required of students who do not achieve minimum high school GPA or minimum scores on one or more sections of the RISE placement test. Also, curriculum students who made a sufficient score on GPA or placement assessments but who desire to sharpen their skills for regular curriculum composition, math, or chemistry courses may choose to take transitional course work.

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

ENG 002 Transition English

MAT 003 Transition Math

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

1. Academic skills in the content areas of reading, standard written English, math, and/or chemistry
2. Expanded vocabulary and higher-level thinking skills
3. Improved time management, study strategies, self-confidence, and commitment to college level learning

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

ACADEMIC INFORMATION

ACADEMIC FORGIVENESS PROCEDURE

The College recognizes that some students may not be able to overcome previously poor records to meet new career and educational goals and/or to meet graduation requirements. Academic forgiveness is applicable once and may be submitted in writing to the Executive Vice President for Instruction and Student Services. See the catalog regarding the procedure for academic forgiveness.

ACADEMIC WARNING

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

Academic Probation: Degree, diploma and certificate seeking students who have not attained a 2.0 grade point average for the past two terms will be required to review and modify their academic plans with their advisor. Additionally, they may be required to limit their semester course load. (A "Probation" notation appears on the student's transcript.)

ACADEMIC SUSPENSION

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

DISCIPLINARY SUSPENSION

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

ATTENDANCE REQUIREMENTS

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

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

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

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

ACADEMIC INFORMATION

CLASSROOM CONDUCT

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

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

CLINICAL EDUCATION

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

COLLEGE TRANSFER STUDENTS

Associate in Arts, Associate in Science, Associate in Arts in Teacher Preparation and Associate in Science in Teacher Preparation students are assigned to the University Transfer Advising Center. An individual advisor is not assigned, except to Student Support Services Students. Instead, UTAC uses an "advising on demand" model, and students work with the advisor on duty when they need assistance.

Timeline for a Successful University Transfer

1st Semester

- Contact an advisor in the University Transfer Advising Center (UTAC) in Oaks Hall on the Jackson campus or in the Groves Center on the Macon Campus before the semester begins to discuss your goals and plan your first semester's courses. Online students can be advised by video conference, phone or SCC email.
- Enroll in ACA 122: College Transfer Success. This course will introduce SCC's resources; help you make adjustment to college; and assist with career, university, major and course choices. You will also complete your Academic Plan, which is a semester to semester guide of how you will complete the requirements of your AA or AS degree.
- Carefully follow the requirements for your Associate degree as outlined in the SCC catalog. Taking 14-16 hours each semester will allow you to complete the two-year degree in four semesters.
- Decide which university you wish to transfer to. It is wise to select a second choice as well.
- Review the university's website to access the academic catalog, application deadlines, the application itself, the academic calendar, etc. 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? What math course(s) are required/recommended for your future major? Which prerequisite courses can you complete while at SCC?

ACADEMIC INFORMATION

- If you will be transferring to a North Carolina public university (WCU, UNC-Asheville, ASU, etc.) and know what your major is going to be when you transfer, become familiar with the Baccalaureate Degree Plans (BDPs) for transfer students that are posted on every university's website. These specify exactly which community college courses you should take. Links to the UNC System's BDPs can be found here: www.SouthwesternCC.edu/utac/unc-system-transfers.
- If you are transferring out of state or to a private university, look at the requirements of your planned major. UTAC advisors can provide some guidance about courses that may transfer, but consulting with an advisor at the senior institution is recommended.

2nd Semester

- Continue taking your general education core classes and meeting with an advisor regularly to discuss your plans and progress.
- Visit the Admissions Office of the university you are interested in. (You should call ahead to schedule a tour; the contact information will be on their website.)
- Use BDPs and university websites to confirm that courses you select to take at SCC will not only be transferable to a future university, but will also be applicable to your planned future major.

Summer Term

- Try to fit in 1-2 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 tutor to review your application essays. This is a free service for all SCC students!)
- If you will be at SCC for more than four semesters, apply to your chosen university 9-12 months before you plan to begin enrolling at the university. This gives you time to get all transcripts, health records, letters of recommendations, etc. submitted.
- See an advisor to review your Academic Plan; be sure you're on track to graduate.
- Once accepted to a university, complete checklists and pay deposits as directed. Watch those deadlines!

4th Semester

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

After Graduation/Transfer

- Be in touch with the UTAC Coordinator or the Dean of Arts & Sciences if you run into issues with transfer of coursework or other problems. They may be able to help!

ACADEMIC INFORMATION

GRADUATION APPLICATION AND COMMENCEMENT CEREMONY

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

Application steps are as follows:

1. For each major, contact your academic advisor to confirm program status and completion. Request that your advisor submit a graduation application on your behalf or submit yourself in Self Service.
2. Ensure that your information is correct (name, address, degree, etc.). If your advisor submits an online application, you will receive an email verification. Email any changes needed to registrar@SouthwesternCC.edu.
3. Place order for your cap and gown with the Bookstore and pay all debts owed to the college at the Business office. Contact the Bookstore with any questions regarding your cap and gown.
4. All applicants must have completed all requirements by the end of the spring or fall semester if they plan to participate in commencement ceremonies. Refer to college calendar for due dates.

If the student is qualified, the Registrar orders credentials and mails them to the student 6-8 weeks after graduation. Digital credentials will be issued 4-6 weeks after graduation. An email will be sent to student email accounts with directions for claiming the digital credentials. Those who apply and do not qualify must reapply after deficiencies are completed. Credentials will not be ordered and held for students to complete requirements in a subsequent semester.

A student must maintain a program GPA of 2.00 in order to graduate. Some health science programs have additional graduation requirements as defined by those programs.

NOTE: Students enrolled in a course(s) required for graduation at another college, must submit an official transcript within 30 days of the end of the graduation term.

Students who maintain a perfect 4.0 cumulative shall receive "high honors" recognition.

Graduating with Honors

1. During the final week of the semester, the Registrar will rank the candidates for associate's degrees or diplomas according to their program GPA from the previous semesters of work. Each program GPA will be rounded to two decimal places.
2. Each candidate with a program GPA from 3.90 to 4.00 will graduate summa cum laude.
3. Each candidate with a program GPA from 3.70 to 3.89 will graduate magna cum laude.
4. Each candidate with a program GPA from 3.50 to 3.69 will graduate cum laude.
5. Once all final grades have been entered, the Registrar will check the program GPA for graduates and update honors levels as necessary. Updated honors will appear on credentials and official transcripts.

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 projects. Honors projects are 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 projects 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

Each course where an Honors project is successfully completed will be indicated on student transcripts.

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

Students with a current Code of Conduct sanction on record will not be considered for participation and/or will not receive designation.

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

ACADEMIC INFORMATION

GRADES

Grading System

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

The GPA is determined by dividing the total number of grade points by the number of credit hours attempted (excluding courses below the 100 level). A program GPA of 2.00 is required for graduation. Transfer credits are not included in the GPA computation.

Grade Definition	Grade Points per Semester Hour
A The student has, in a superior way, met the objectives established for the course.	4
B The student has more than adequately met the objectives established for the course.	3
C The student has adequately met the objectives established for the course.	2
D The student has minimally met the objectives established for the course.	1
F The student failed to meet the objectives established for the course.	0
I Incomplete: Indicates that a student has been doing acceptable work in the course but has not completed all required work. A minimum of 80 percent of course requirements must have been completed for the student to be eligible for an "I" contract. It is the student's responsibility to have this deficiency removed during the first two weeks of the following semester or the grade will be automatically changed to an "F." An "I" does not count as hours attempted or as hours earned.	0
NA Never Attended: Indicates the student registered but never attended.	0
P Passing: Awarded upon successful completion of certain continuing education courses. Eighty percent attendance is required.	0
P1 Passing Tier 1: Awarded upon mastery of Tier 1 in transition courses.	0
P2 Passing Tier 2: Awarded upon mastery of Tier 2 in transition courses.	0
P3 Passing Tier 3: Awarded upon mastery of Tier 3 in transition courses.	0
R Repeat: Indicates that a student must repeat his current level of Developmental Education coursework. This symbol does not count as hours attempted or as hours earned for purposes of calculating GPA. For financial aid purposes, these hours count as attempted but not completed.	0
AU Audit: This grade does not count as hours attempted or as hours earned.	0
AP Advanced Placement: This symbol counts as credit hours earned but does not count in GPA calculations.	0
CP CLEP Exam: This symbol counts as credit hours earned but does not count in GPA calculations.	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
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
SR SR Senior Audit: This grade does not count as hours attempted or as hours earned.	0
TR Transfer Credit: This symbol counts as credit hours earned but does not count in GPA calculations.	0
TP Transfer Passing: This grade is used for transferring developmental/transition coursework.	0
TP1 Transfer Passing Tier 1: Awarded for transfer credit of Tier 1 in transition courses.	0
TP2 Transfer Passing Tier 2: Awarded for transfer credit of Tier 2 in transition courses.	0
TP3 Transfer Passing Tier 3: Awarded for transfer credit of Tier 3 in transition courses.	0
AW AW Administrative Withdrawal: Any student who has been absent for two consecutive weeks in a 16-week term or one week in shorter academic terms will be administratively withdrawn from the course. This grade does not count as hours attempted for purposes of calculating GPA. For financial aid purposes, these hours count as attempted but not completed.	0
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

ACADEMIC INFORMATION

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.

HOW TO FIGURE YOUR GPA

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

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

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

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

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

$42 \div 14 = 3.0$ (GPA)

HONORS

President's List

1. Only students who have completed a minimum of 12 college-level credit hours (level 100 and above) 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.
4. Transition and support courses do not count toward the 12 hours or the GPA.

Dean's List

1. Only students who have completed a minimum of 12 college-level credit hours (level 100 and above) 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.
4. Transition and support courses do not count toward the 12 hours or the GPA.

ACADEMIC INFORMATION

Annual Academic Awards Ceremony

Students will be eligible to participate in the Academic Awards Ceremony to be held during the spring semester if they meet the following criteria:

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

RESIDENCY CLASSIFICATION FOR TUITION PURPOSES

NC Residency Determination Service (RDS)

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

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

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

STUDENT GRADE APPEAL

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

1. Student must first meet with the instructor of record within ten (10) business days of the grade being posted to the transcript to discuss the grade and try to informally resolve the matter.

ACADEMIC INFORMATION

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

STUDENT OPINION SURVEY

Every semester each instructor, part-time and full-time, has 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

Official transcripts from valid high schools will be processed by the Registrar's Office and evaluated for placement/pre-requisite waivers. Transcripts from postsecondary institutions will be processed and evaluated by the Registrar's Office for eligible transfer credits and/or placement waivers. Delivery confirmation and evaluation results of all transcripts will be recorded on the student's SCC record. See "Transfer of Earned Credit" section for more details.

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

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

TRANSFER OF EARNED CREDIT

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

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

All official transcripts submitted to the Registrar's Office prior to a student's enrollment will be evaluated for transfer credit before registration, if possible, and in no

ACADEMIC INFORMATION

case later than the end of the first semester of enrollment following acceptance into the program of study.

Applicants to degree, diploma or certificate programs seeking transfer credit for coursework completed at other regionally accredited post-secondary institutions are responsible for having an official transcript from each institution submitted directly to the SCC Registrar's Office. College-level courses (Level 100 or higher) with a grade of "C" or higher and are applicable to any active program(s) on the student's SCC record, may be awarded credit. Re-evaluation of transfer credit may be requested following a program change by contacting the Registrar's Office.

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 their cumulative or program grade point average (GPA) at SCC. All official transcripts submitted to the Registrar's Office prior to a student's enrollment will be evaluated for transfer credit before registration, if possible, and no later than the end of the first semester of enrollment. All transcripts from other institutions become the property of Southwestern Community College and cannot be returned or reissued.

Transfer credit, including non-course and credit by exam, cannot exceed more than twenty-five percent of degree hour requirements and must be approved by the dean or coordinator of the appropriate program.

VETERANS

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

FINANCIAL AID

BASIC FINANCIAL AID INFORMATION TO GET YOU STARTED

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

SCC Financial Aid Office

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

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

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

WHAT IT COSTS TO ATTEND SCC

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

2023-2024 Cost of Attendance

Student Living Off Campus - NC Resident

Fall & Spring Full Time - 9 mos.

Tuition & Fees	\$2,064
Books & Supplies	1,460
Food & Housing	13,410
Personal Expenses	2,700
Transportation	3,000
Computer	600
Total Budget	\$23,234

Student Living Off Campus - Non NC Resident

Fall & Spring Full Time - 9 mos.

Tuition & Fees	\$6,672
Books & Supplies	1,460
Food & Housing	13,410
Personal Expenses	2,700
Transportation	3,000
Computer	600
Total Budget	\$27,842

Student Living with Parents - NC Resident

Fall & Spring Full Time - 9 mos.

Tuition & Fees	\$2,064
Books & Supplies	1,460
Food & Housing	8,910
Personal Expenses	2,160
Transportation	3,000
Computer	600
Total Budget	\$18,194

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

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

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

FINANCIAL AID

TYPES OF FINANCIAL AID PROGRAMS

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

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

- The federal Pell Grant is generally awarded to undergraduate students with financial need who have not earned a bachelor's degree. Pell Grants for the 2023-2024 school year range from \$767 to \$7,395 per year. A student's Expected Family Contribution (EFC) from the FAFSA will determine whether or not they are eligible and how much they will receive. If a student is eligible, they will be notified of the full-time award amount, but the amount actually paid will depend on whether they are enrolled full-time or part-time, and whether they attend for a full academic year or less.
- The Federal Supplemental Educational Opportunity Grant (FSEOG) is a smaller grant that is awarded to students with the greatest financial need (lowest EFC). Limited funds are provided by the Federal Government and are awarded by the SCC Financial Aid Office to both full-time and part-time students.
- The North Carolina Scholarship is a program established by the North Carolina General Assembly to help meet the educational costs of attending a community college. To be considered for this grant, a student must be a North Carolina resident for tuition purposes and enrolled at least half-time (6 credit hours per semester). A student's EFC will determine whether or not he is eligible and how much he will receive.

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

Scholarships are funds that do not have to be repaid and may be awarded based on financial need or some type of merit (such as academic) or a combination of the two. Students are encouraged to pursue scholarship opportunities throughout their communities such as civic organizations, employers and churches, and to research other national scholarships through reputable organizations and websites.

A number of scholarships are offered through the SCC Foundation and other private donors each year. The most current list of scholarships administered through SCC and the filing instructions and deadlines can be found in the Financial Aid Office or by going to the Scholarship page of the SCC website. The online SCC scholarship application system is usually open in the Spring, and students are notified via email when the application opens.

SCC Foundation Student Emergency Fund

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

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

FINANCIAL AID

Student Loans are borrowed money that must be repaid with interest. Both need-based and non need-based loans are available. SCC currently offers Federal Direct Loans to students and Federal Direct PLUS loans to parents. Students must be enrolled at least half-time (6 credit hours) to receive a student loan. The amount a student may borrow will be determined by a number of factors, including whether he is a first-year or second-year student, whether he is a dependent or independent student, and the amount of other educational assistance.

DO YOU REALLY WANT A STUDENT LOAN?

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

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

HOW AND WHEN TO APPLY FOR FINANCIAL AID

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

The SCC Financial Aid Office offers help to file the FAFSA as needed.

AFTER YOUR FAFSA IS SUBMITTED

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

FINANCIAL AID

EXPECTED FAMILY CONTRIBUTION (EFC)

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

COMPLETING YOUR SCC FINANCIAL AID FILE

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

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

FINANCIAL AID AWARD NOTICES

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

HOW TO USE YOUR FINANCIAL AID TO PAY FOR SCHOOL

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

FINANCIAL AID

2023-2024 FINANCIAL AID IMPORTANT DATES

FAFSA Filing Dates

(Free Application for Federal Student Aid)

SCC Priority Deadline for **2023-2024** FAFSA – **May 1, 2023**

Last day to file the **2023-2024** FAFSA – **June 30, 2024**

First day to file the **2024-2025** FAFSA – **December 1, 2023**

Dates to Charge Books to Financial Aid

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

- **August 1 - 31, 2023 – Fall Semester (online orders end August 25)**
- **January 4 - February 6, 2024 – Spring Semester (online orders end February 2)**
- **May 23 - June 7 – Summer Semester (online orders end June 3)**

Dates Financial Aid Refund Checks Mailed

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

September 12, 2023 – Fall Semester

February 15, 2024 – Spring Semester

June 17, 2024 – Summer Semester (Only students with summer awards)

Students with loans - subsequent loan checks mailed:

Fall

October 10, 2023

November 14, 2023

Spring

March 14, 2024

April 12, 2024

FACTORS THAT AFFECT YOUR FINANCIAL AID CHECK

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

9-11 credit hours

6-8 credit hours

5 or less credit hours

Three quarter time

Half time

Less than half time

Note, that in order to receive student loans, or the NC Scholarship you must attend at least 6 credit hours each semester. Other scholarships have their own minimum requirements. See section on Summer Financial Aid below. If you have questions regarding your award amount, please review all notes on My Awards in Self-Service or contact the SCC Financial Aid Office.

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

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

FINANCIAL AID

SATISFACTORY ACADEMIC PROGRESS

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

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

SUMMER FINANCIAL AID

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

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

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

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

THINKING ABOUT WITHDRAWING FROM A CLASS?

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

TITLE IV AID AND WITHDRAWALS

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

FINANCIAL AID

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

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

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

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

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

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

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

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

FINANCIAL AID

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

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

REGULATIONS

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

PREAMBLE

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

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

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

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

STUDENT RIGHTS

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

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

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

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

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

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

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

REGULATIONS

Policies and Procedures:

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

For complete SCC Policy and Procedure information, please visit:

www.SouthwesternCC.edu/policiesandprocedures/policies-and-procedures-manual.

NCCCS Grievance Process - Filing a Complaint Against the College after Completing the College's Grievance Procedure. After a student has exhausted the college's complaint or grievance procedures, if a matter remains unresolved, a formal complaint may be filed with the online Student Complaint Portal. The Portal is hosted by the Licensure Division of the University of North Carolina System Office.

The NCCCS Grievance Procedure website can be found at:

www.ncccommunitycolleges.edu/student-services/filing-complaint-against-college-after-completing-college's-grievance-procedure

FREE SPEECH

Policy 3.03.08

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

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

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

FREE SPEECH

Procedure 3.03.08.01

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

I. Locations

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

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

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

II. Terms and Conditions

A. Access, Traffic and College Operations

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

B. Scheduling

1. The Free Speech Areas shall be open on all days that students have classes and the hours shall be from 9:30 a.m. to 4:30 p.m. unless otherwise extended by the College President.
2. Anyone wishing to use a Free Speech Area must complete an application available on the college website and submit it to the following:
 - a. Jackson Campus – Business Office, Balsam Center, 1st Floor
 - b. Macon Campus – Business Office
 - c. Swain Center – Administrative Assistant for Enrollment Services.
 - d. Jerry Sutton Public Safety Training Center – Dean of Public Safety Training.
3. A College official shall notify the User if the application has been approved and if the desired time is available. Users shall not be allowed to use the Free Speech Areas unless they have an approved application on file. If the User's desired time is not available due to the space already being scheduled, another time will be suggested.
4. The College reserves the right to utilize the Free Speech Areas for College operations at any time. If a User has the Free Speech Area scheduled for a time period that conflicts with the College's use, the User shall be informed of the conflict and be reassigned to the next available time. The College shall not be liable in any way to the User for the change in the schedule.
5. A User may only schedule time once per month.

C. Facilities and Materials

1. Users shall not hang, tape, stand or place signs or other objects that may obstruct vision, signage or walkways or that may damage College property without the College's permission.
2. The College shall not provide additional tables and/or chairs for the Free Speech Areas.

D. Other Considerations

1. Users shall not solicit contributions or donations nor shall they engage in the sale of any items or services.
2. The College shall not be responsible for any loss or theft of the User's personal property.
3. If a User is being disruptive or rude or otherwise not conforming with these regulations and rules, the User will be instructed to alter their behavior and conform with these regulations. If the User continues to violate these rules and regulations, the User will be instructed to leave. Campus Resource Officer(s) shall be notified if a User fails to leave when so instructed by College officials.
 - a. If a User is instructed to leave, he/she shall not be all allowed to use the Free Speech Area for the remainder of the academic or calendar year whichever is longer.
 - b. If a User is instructed to leave a second time, he/she shall not be allowed to use the Free Speech Area.

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E. Appeal

1. If a User wants to appeal any decision made by the College based on these regulations, he/she may file a written grievance with the Vice President for Financial and Administrative Services ("Vice President") within five (5) working days after the event causing the grievance. The written grievance must contain with specificity the facts supporting the grievance. Depending on the nature of the appeal, the Vice President will determine to what extent additional facts will be required. The grievant shall provide all pertinent information that the Vice President requests and the Vice President will review the facts and hold whatever discussions he/she deems necessary. The Vice President shall provide his/her written decision to the grievant within ten (10) working dates of receipt of the grievance.
2. If the grievant is not satisfied, he/she may, within five (5) days receipt of the Vice President's decision, appeal the Vice President's decision to the President. The appeal must be in writing and provided to the President. The grievant shall provide a written summary of the specific facts of the complaint, copies of which shall be provided at the same time to all other parties concerned. Upon receipt of the grievance, the President shall review all the information and make whatever investigation he/she deems appropriate. The President shall provide his/her written decision to the grievant within thirty (30) working days. The President's decision shall be final.

WEAPONS ON CAMPUS **Policy 4.03.09**

Students, staff, faculty and visitors are legally prohibited from carrying a weapon onto campus unless a legal exception applies. For purposes of this policy, a "weapon" includes firearms, explosives, BB guns, stun guns, air rifles or pistols and certain types of knives or other sharp instruments (see N.C.G.S. § 14-269.2).

The prohibition does not apply if the weapon is on campus pursuant to one of the reasons listed in N.C.G.S. § 14-269.2(g) (exceptions mainly applying for law enforcement officers and for educational reasons). It is the individual's responsibility to know and understand the law prior to bringing any weapon onto campus. Failure to follow the law, regardless of the person's intent, will result in appropriate disciplinary action and a referral to local law enforcement.

It is permissible for an individual to bring a handgun onto campus under the following limited circumstances:

1. The firearm is a handgun; AND
2. The individual has a valid concealed handgun permit (or is exempt from the law requiring a permit); AND
3. The handgun remains in either: a closed compartment or container within the locked vehicle of the permit holder; or a locked container securely affixed to the locked vehicle of the permit holder; AND
4. The vehicle is only unlocked when the permit holder is entering or exiting the vehicle; AND
5. The handgun remains in the closed compartment at all times.
6. Firearms (and other weapons prohibited on campus) may not be stored or transported in College-owned or rented vehicles.

COMMUNICABLE DISEASE AND OCCUPATIONAL EXPOSURE TO BLOODBORNE PATHOGENS **Policy 4.04.06**

I. COMMUNICABLE DISEASE

Communicable disease, those that have serious effects on human health, can pose a threat to the College community. Southwestern Community College will take all reasonable measures to ensure the safety of members of the College community during global and local infectious disease events. Communicable disease is defined as an illness due to a specific infectious agent or its toxic products that arises through transmission of that agent or its products from an infected person, animal, or reservoir to a susceptible host, either directly, or indirectly through an intermediate plant or animal host, vec-

REGULATIONS

tor, or the inanimate environment. Examples of communicable disease include, but are not limited to: acquired immunodeficiency syndrome (AIDS), chicken pox, hepatitis, measles, tuberculosis, meningitis, mononucleosis, whooping cough, and other viral diseases that reach a pandemic level, and for purposes of this Policy only, those communicable diseases which constitute a disability pursuant to the Americans with Disabilities Act.

The College shall not exclude individuals diagnosed with communicable diseases from participation in College programs or activities unless a determination is made that the individual presents a health risk to himself/herself or others. The College shall consider the educational or employment status of those individuals diagnosed with a communicable disease on a case by case individual basis.

A. Procedure

1. All information and records that identify a person as having a communicable disease shall be strictly confidential.
2. Disclosure of medical information shall be made by the President only to those on a need-to-know basis to protect the welfare of persons infected with a communicable disease or the welfare of other members of the College community.
3. Unauthorized disclosure of medical information by an employee of the College is prohibited. Violation of this prohibition may result in the suspension from or termination of an individual's employment with the College.
4. A person who knows or has a reasonable basis for believing that s/he is infected with a communicable disease is expected to seek expert advice about his/her health circumstances and is obligated ethically and legally to conduct himself/herself responsibly toward other members of the College community.
5. Faculty and staff of the College and employees of contractors or contracted services who are infected with a communicable disease are urged to notify the appropriate Dean/Director so that the College can respond appropriately to his/her health needs. Students are urged to share information with the appropriate Dean/Director for the same reason.
6. A person infected with a communicable disease (including the AIDS virus whether active AIDS, AIDS-Related Complex, or undetectable viral load) will not be excluded from enrollment or employment or restricted in his/her access to the College's services or facilities unless, in individual cases, the College administration determines that exclusion or other restrictions are necessary for the health and welfare of the College community.
7. Included in making decisions in individual cases which restrict access to employment or a student's education, programs or activities shall be the College President, Legal Counsel for the College, the Deans/Directors, the individual's personal physician, the local Health Director (or designee) and if necessary, another physician with expertise in managing communicable disease cases.
8. The College shall provide information regarding communicable diseases, including AIDS.

B. Immunizations

Prior to admission or employment, the College may require students and employees to be immunized from certain communicable diseases, including but not limited to measles, mumps, rubella, tetanus, varicella, and meningitis. Students and employees are excused from providing proof of one or more of the required vaccinations if the student or employee has one of the following:

- physician's written statement of immunity due to having had the infection;
- a statement of contraindication to vaccine (accompanied by a physician's statement);
- a lab blood test/titer documenting immunity; or
- a statement of religious exemption.

Religious and medical exemption letters will be accepted in lieu of immunization information. Medical exemption letters must be accompanied by a physician's statement. The immunizations listed here are not meant to supersede more restrictive requirements or participation in a specific College program or class, such as childcare, classes that lead to a medical degree or certificate, or clinical programs.

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C. Public Health Incidents

Should influenza, or any other communicable disease, reach a pandemic level, the President shall regularly monitor the situation by communicating with federal, state and/or local health officials and by reviewing media sources.

Should any communicable disease reach a pandemic level within or near the College's service area, the President, after consulting with local, state or federal health officials, may take the following actions if it is determined to be in the best interest of the College community to prevent the spread of the communicable disease:

1. Close the College or certain College buildings and/or programs temporarily;
2. Limit or prohibit employee travel and/or student field trips;
3. Prohibit those infected with a communicable disease from coming onto the College campus;
4. To the extent allowed by law, require or encourage employees and students to receive immunizations (not already required by the College) that prevent the spread of a communicable disease before coming back onto the College campus; and
5. Other specific actions deemed necessary for the safety of the College community.

The President shall not quarantine any student or employee while on campus unless the quarantine is ordered by local, state, or federal health officials. Persons who are infected with a communicable disease that has reached a pandemic level, or know of someone in the College community who is infected, should contact College officials immediately. Students should contact the Dean of Students and employees should contact the Human Resources Office for reporting under this policy.

Any actions undertaken pursuant to this policy will be in accordance with applicable federal and state laws, College policies, and in the best interest of all parties.

II. OCCUPATIONAL EXPOSURE TO BLOODBORNE PATHOGENS

The College shall comply with federal regulations and state statutes regarding bloodborne pathogens as set forth in the Federal Register, 29 CFR §1910.1030, and the North Carolina Administrative Code, 10A NCAC 41A, by attempting to limit/prevent occupational exposure of employees to blood or other potentially infectious bodily fluids and materials that may transmit bloodborne pathogens and lead to disease or death.

A. Reasonably Anticipated Occupational Exposure

An employee who could "reasonably anticipate" as a result of performing required job duties, to face contact with blood, bodily fluids or other potentially infectious materials are covered by the OSHA Bloodborne Pathogens Standard, the North Carolina Administrative Code, and this Policy. "Occupational Exposure" includes any reasonably anticipated skin, eye, mucous membrane or parenteral (brought into the body through some way other than the digestive tract) contact with blood or other potentially infectious materials that may result from the performance of an employee's duties. "Good Samaritan" acts, such as assisting a co-worker or student with a nosebleed would not be considered "reasonably anticipated occupational exposure."

B. Universal Precautions

Universal precautions will be in force at all times. All blood, body fluid and other potentially infectious material will be handled as if infected. The program standards for the control of potential exposure to HIV and HBV as outlined in the OSHA Rule "Occupational Exposure to Bloodborne Pathogens" Standard 1910.1030, the NC Administrative Codes, or the most current standards available will be followed.

C. Testing

An employee who suspects that s/he has a blood or body fluid exposure may request to be tested, at the College's expense, provided that the suspected exposure poses a significant risk of transmission as defined in the rules of the Commission for Health Services. The HIV and HBV testing of a person who is the source of an exposure that poses a significant risk of transmission will be conducted in accordance with 10A NC Administrative Code 41A .0202 (4) (HIV) and 41A .0203(b)(3) (HBV). The College will strictly adhere to existing confidentiality rules and laws regarding employees with communicable diseases, including HIV or HIV-associated conditions.

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D. Exposure Control Compliance

It is the policy of Southwestern Community College to comply with OSHA Regulation 29 CFR 1910.1030 and to promote a healthy and safe environment for both employees and students. The College proposes to do this through minimizing the risk of transmission of infectious diseases that are blood or body fluid borne. To achieve compliance with OSHA Regulation 29 CFR 1910.1030, the College will maintain an Exposure Control Plan covering the following areas:

- a. Procedures,
- b. Protective equipment,
- c. Hepatitis vaccinations,
- d. Post-exposure and follow-up care, and
- e. Training.

A copy of the Exposure Control Plan is available in the office of Facilities and Operations.

INTELLECTUAL PROPERTY Policy 04.04.10

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

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

1. Works Made for Hire

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

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

2. Academic Exception for Copyrightable Works

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

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

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

This exception does not apply to inventions or patent ownership.

3. Student Works

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

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

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

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

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4. Other Agreements

- a. In support of its mission, the College, an employee or a student may voluntarily enter into other agreements for ownership of intellectual property or the sharing of royalties. In these instances, the written agreement is controlling, not this policy.
- b. In the case of a work created under the provisions of a grant, the terms of the grant will determine the ownership and all rights incidental to the ownership of the property created, not this policy.
- c. All revenue derived by the College from the creation and production of intellectual property, shall be used for educational and research purposes that directly support the College's mission.

5. Dispute Resolution

- a. Prior to creating works using College resources, employees and students should direct intellectual property ownership questions to the Executive Vice President of Instruction and Student Services.
- b. Employees - If issues related to ownership of intellectual property arise and cannot be resolved informally, College employees may seek resolution through Policy 4.03.06 - Employee Grievance. Prior to initiating litigation, both parties will participate in voluntary mediation before a neutral third party mediator and will equally share the cost of such mediation.
- c. Students - If issues related to ownership of intellectual property arise and cannot be resolved informally, College students may seek resolution through the Student Grievance Procedure for Academic Matters as outlined in the Student Handbook.

GRADE APPEAL

Policy 6.02.03

Students may appeal the final course grade based on evidence of discrimination, arbitrary application of standards and/or procedures of grading, or calculation errors. The grade appeal process applies only to final course grades. The grade on a particular exam or assignment may be reviewed as part of the appeal if it affects the final assigned grade.

Criteria for Grade Appeals

Disagreement with a grade, instructional methods, evaluation standards, course assignments or other course procedures and activities does not provide a basis for a grade appeal. Grade appeals will only be considered if the student provides evidence of discrimination, arbitrary application of grading standards, or calculation errors that would have resulted in a different final course grade.

1. **Discrimination based upon student membership in a protected class.** The student must demonstrate that the final course grade reflects discrimination based on their membership in a protected class including race, religion, ethnicity, national origin, sex, age, and disability.
2. **Arbitrary application of standards and procedures of grading.** The student must demonstrate that the final grade was calculated in a manner inconsistent with published (in course syllabus, the online course, course handouts, etc.) evaluation procedures for that course or that the student was evaluated with a different standard than that of the others in the course.
3. **Calculation error.** The student must demonstrate that a clear and significant error in the calculation of an individual assignment grade or the final course grade resulted in a final grade differing from one calculated without error.

Steps for Grade Appeals

1. **Appeal to instructor.** The student must first meet with the instructor of record within ten (10) business days of the grade being posted to the transcript to appeal the final grade.
2. **Appeal to dean/director.** If the student does not agree with the instructor's determination, the student may appeal the grade to the appropriate Dean/Director. The appeal must be made within ten (10) business days after the instructor's decision at the informal level. The appeal must be in writing, must demonstrate that the student met with the instructor and must contain sufficient documentation to assist the Dean/Director to make a determination. The Dean/Director will conduct any further investigation into the matter as necessary. The Dean/Director shall make a written determination and provide a copy of the decision to the student and instructor.

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3. **Appeal to the Executive Vice President.** If the student does not agree with the Dean/Director's determination, the student may then appeal the grade to the Executive Vice President for Instruction and Student Services. The appeal must be made within ten (10) business days after receipt of the Dean/Director's written determination. The appeal must be in writing. The Executive Vice President shall review the written appeal and any and all documentation presented at the lower level appeals and will do such other further investigation into the matter as necessary. The Executive Vice President shall make a written determination and provide a copy of the decision to the student and instructor. The Executive Vice President's decision is final.
4. **Basis for considering appeals.** The instructor, dean, director, and Executive Vice President shall only consider evidence of discrimination; arbitrary application of grading, professional, or behavioral standards; or grade calculation errors as a basis for granting an appeal.
5. **Timing of appeal requests.** 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.
6. **Enrollment during appeal.** 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. Health Sciences students will be allowed to take the academic coursework in the next sequential class pending the grade appeal, but will not be allowed to participate in the clinical component until the appeal is resolved. If the grade is upheld, the student will be administratively dropped from the course(s) and refunded the tuition.

ACADEMIC PROGRESS

Policy 6.02.04

I. SATISFACTORY ACADEMIC PROGRESS

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

Progress is measured in two ways.

1. Students must earn a 2.0 cumulative Grade Point Average, which is consistent with the requirements for graduation or completion of a program.
2. Students are limited to the number of credit hours they may attempt before finishing a program of study. That limit is measured as 150% of the credit hours required for the student's current program. Therefore, in order to be on track to complete a program before financial aid ends, the College requires students to complete 67% of the courses they have attempted on a cumulative basis.

Students not making progress, will be notified and placed on financial aid warning for the next semester in attendance to provide an opportunity to regain Progress. Students will receive any financial aid for which they are eligible during this one warning term.

Students have the right to file an appeal if it is determined that they are not making Progress. The appeal must be made in writing to the College's Financial Aid Committee within thirty (30) calendar days of being notified they are not making progress. Appeals should be based on mitigating circumstances such as severe illness of the student, death of an immediate family member or a change of academic program. Additional details of this Policy, incorporated herein, are available in a publication from the College's Financial Aid Office.

II. ACADEMIC WARNING, PROBATION AND SUSPENSION

This Policy applies only to students enrolled in curriculum programs.

A. Academic WARNING and Probation

1. Level 1 (Warning) - Degree, diploma and certificate seeking students performing below a 2.0 grade point average in the previous semester will be placed on academic warning. Students on academic warning will work with their advisors to develop academic plans and/or will be directed into specialized coursework. (A "warning" does not appear on the student's transcript.

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2. Level 2 Probation - Degree, diploma and certificate seeking students who have not attained a 2.0 grade point average for the two most recently enrolled terms within the past three years will be required to review and modify their academic plans with their advisor. Additionally, they may be required to limit their semester course load per advisor recommendation. (A "Probation" notation appears on the student's transcript.)
- B. **Academic Suspension**
Probationary students who have not attained a 2.0 grade point average for the three most recently enrolled semesters within the past three years and have a cumulative G.P.A. of below 2.0 will be suspended for one semester. (A "suspension" notation appears on the student's transcript.)

CAMPUS SECURITY REPORTING – CLERY ACT **Policy 6.03.01**

I. POLICY OVERVIEW

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

II. DEFINITIONS

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

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- b. Off-Campus and Affiliated Property – Any building or property owned or controlled by a student organization that is officially recognized by the College; or any building or property owned or controlled by the College that is used in direct support or, or in relation to, the College's educational purposes, is frequently used by students, and is not within the same reasonably contiguous geographic area of the College.
- c. Public Property – All thoroughfares, streets, sidewalks, and parking facilities that are within the campus, or immediately adjacent to and accessible from the campus.

III. SAFETY AND REPORTING PROCEDURES

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

In addition, CSAs have a legal obligation to file a report of suspected criminal activity with law enforcement and with the Office of Student Services to ensure statistical inclusion of all Clery Act Crimes in the College's Annual Security Report when those crimes occur on or near College Property. Any individual identified by the College as a CSA shall receive notification of that designation and the requirement that the individual report information about Clery Act Crimes. Training will also be provided to all so designated persons. While CSAs must report any Clery Act Crime that comes to their attention, at the request of the victim, the victim's identity may remain anonymous.

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

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

STANDARDS OF STUDENT CONDUCT

Policy 6.03.02

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

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

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

A. Academic-Related Violations

1. **Aiding Acts of Academic Dishonesty** – Providing information to another student and knows or reasonably should have known that the student intends to use the information for cheating or other deceptive purposes.
2. **Cheating** – Using notes or other material on an exam without permission from the class instructor; receiving information from another student during an exam; obtaining a copy of an exam or questions from an exam prior to taking the exam; submitting some else's work as one's own; or having someone take one's exam and submitting it as his/her own.

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3. **Plagiarism** – The intentional theft or unacknowledged use of another's work or ideas. Plagiarism includes, but is not limited to: a) paraphrasing or summarizing another's words or works without proper acknowledgement; b) using direct quotes of material without proper acknowledgment; or c) purchasing or using a paper or presentation written or produced by another person. If a student is uncertain about what constitutes plagiarism, he/she should discuss with the class instructor.
4. **Violations of Normal Classroom Behavior** – Not complying with reasonable rules issued by an instructor, showing disrespect to others, causing disruption in the classroom or not abiding by professional conduct.
- B. Non-Academic Related Violations**
 1. **Animals on Campus** – Student may not have an animal of any kind on campus. This includes animals left within a vehicle. Service animals are permitted and any student with a service animal should report the use of a service animal to the College's Disability Services Coordinator.
 2. **Assault** – Students shall not assault or threaten to assault another person for any reason whatsoever. Assault includes a demonstration of force, unlawful physical touching or striking.
 3. **Bullying** – Students shall not intimidate or threaten with harm any other individual. Bullying is defined as any pattern of gestures or written, electronic or verbal communications or any physical act or any threatening communication that takes place on the College premises or at any College sponsored function that: (a) places a person in actual and reasonable fear of harm to his or her property; or (b) creates or is certain to create a hostile environment by substantially interfering with or impairing a student's educational performance, opportunities or benefits or a College's employees ability to perform the essential functions of his/her job.
 4. **Communicating Threats** – Student shall not verbally, in writing, through a third party or by any other means threaten to physically injure another person or that person's child, sibling, spouse or dependent of willfully threaten to damage the property of another.
 5. **Discrimination** - students shall not engage in any act that unreasonably and unfavorably differentiates treatment of others based solely on their race, religion, ethnicity, national origin, gender, sex, age, disability, genetic information and veteran status. Discrimination may be intentional or unintentional.
 6. **Disobedience / Insubordination** – Students failing to comply with instructions of College officials acting in performance of their duties and failing to adhere to the terms of any discipline action.
 7. **Disorderly Conduct and Disruption** – Students shall not obstruct or disrupt any teaching, research, administration or disciplinary proceedings, or other College activities, including public service functions, and other duly authorized activities on or off College premises. Students shall not occupy or seize, in any manner, College property, a College facility or any portion thereof for a use inconsistent with prescribed, customary, or authorized use. Students shall not participate in or conduct an assembly, demonstration or gathering in a manner which threatens or causes injury to person or property; which interferes with free access to, ingress or egress of College facilities; which is harmful, obstructive or disruptive to the educational process or institutional functions of the College; hold rallies, demonstrations, or any other forms of public gathering without prior approval of the College (See Policy 3.03.08 – Free Speech); remain at the scene of such an assembly after being asked to leave by a representative of the College staff.
 8. **Drugs and Alcohol** – Students shall not possess or consume alcoholic beverages or be in a state of intoxication on the College campus or at College-sponsored or supervised functions off campus or in College- owned vehicles. Students shall not manufacture, possess, use or distribute any illegal drugs, except as expressly permitted by law. Impairment is not an excuse for violation of other Standards of Student Conduct. (See Policy 3.03.04 – Student Drug-Free College)
 9. **Failure to Report Criminal Activity** – Students who fail 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.
 10. **False Information** – Students shall not present to the College or its employee's false information; neither may they knowingly withhold information which may have an effect on their enrollment or their status with the College.
 11. **Financial Impropriety** – Financial irresponsibility such as failure to pay College-levied fines, failure to repay College-funded loans, misuse or failure to properly account for club or student organization funds, or the passing of worthless checks, drafts or orders to College officials. A student's failure to

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- 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
12. **Fire Alarms** – Students shall not set off, use, or tamper with any fire safety equipment, except with good faith and reasonable belief in the need for such alarm or equipment.
 13. **Gambling** – Students may not gamble on campus or at any College- affiliated activities or events.
 14. **Harassment** – Students shall not engage in aggressive pressure or intimidation to any person on the college premises or at a college supervised function that places others in reasonable fear of harm to his or her person or creates a hostile environment by impeding others' educational or job performance.
 15. **Lewd and Indecent Behavior** – Students shall not engage in lewd or indecent behavior, including public physical or verbal action or distribution of obscene or libelous written material.
 16. **Mental/Physical Abuse** – Students shall not mentally or physically abuse any person on the College premises or at a College-supervised function, including verbal or physical actions which threaten or endanger the health or safety of any such persons or which promote hatred or racial prejudice.
 17. **Public Laws** – Students who violate any federal, state or local laws while on campus may experience legal actions as well as campus discipline. Violations of federal, state or local laws occurring off campus may result in disciplinary action if the student's continued presence on campus constitutes a threat to the safety and order of the campus.
 18. **Sexual Harassment** means conduct on the basis of sex that satisfies one or more of the following: (1) an employee of SCC conditioning the provision of an aid, benefit, or service on an individual's participation in unwelcome sexual conduct. (commonly referred to quid pro quo harassment); (2) unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to SCC's Education Program or Activity; See policy 6.03.03 for comprehensive definitions.
 19. **Stalking** – Student shall not engage in a course of conduct directed to a specific person that would cause a reasonable person to fear for his/her safety or the safety of others or suffer substantial emotional distress by placing that person in fear of death, bodily injury or continued harassment.
 20. **Theft and Property Damage** – Students shall not steal or damage the property of another individual or of the College. Students who are caught stealing or damaging said property will be required to make restitution and may be eligible for civil or criminal prosecution as well as College discipline.
 21. **Threats** – Student shall not engage in any behavior that constitutes a clear and present danger to the physical and/or emotional well-being of the student and/or other students, faculty and staff.
 22. **Tobacco** – Student may not use tobacco of any form or e-cigarettes on campus or at any College-affiliated activities or events.
 23. **Trespass** – Students are trespassing if in an unauthorized area of the College campus; presence on the College campus after closing hours (without permission); or remain on the College campus after having been directed to leave by a College official.
 24. **Traffic Violations** - Violation of College regulations regarding the operation and parking of motor vehicles. (See Policy 7.03.03 – Traffic Regulations)
 25. **Unauthorized Access to College Records** – Students may not access, view, copy or change official College records without expressed authority to do so.
 26. **Use of Internet** – Students are prohibited from engaging in any activities prohibited under the Internet Use Agreement. (See Policy 4.05.01 – Computer Resources, Internet and Network Acceptable Use)
 27. **Use of Social Media** - Students should obey their social media platforms terms of use. Students may not make, or cause to be made, communications (including electronically or through social media) to another person in any manner likely to seriously annoy or cause alarm. Social media may not be used to breach privacy, discriminate or harass. Students may not make, transmit, or attempt to transmit audio or video of any person(s) on College property where there is an explicit expectation of privacy. Any posts or tweets deemed inappropriate on a College social web site or blog will be deleted immediately and may result in having access to the site blocked permanently.

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- 28. Weapons** – Student may not have a weapon of any kind, including a knife, stun gun or any firearm in their possession on campus or at any College-affiliated activities or events except handguns as allowed by N.C.G.S. § 14-269.4. Handguns are permitted under these circumstances: a) the person has a concealed handgun permit that is lawfully issued; b) the handgun is in a closed compartment or container within the person's locked vehicle; c) a person may unlock the vehicle to enter or exit the vehicle provided the handgun remains in the closed compartment at all times; and d) the vehicle is locked at all times. (See Policy 6.03.01 – Weapons on Campus).
- 29. Safety Violations** – Violation or refusal to comply with College regulations regarding to health and safety guidelines.

DISCIPLINE AND APPEAL PROCEDURES FOR ACADEMIC RELATED VIOLATIONS

Procedure 6.03.02.01

I. OVERVIEW

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

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

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

II. DEFINITION OF ACADEMIC-RELATED VIOLATIONS

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

- A. Plagiarism;
- B. Cheating;
- C. Aiding Acts of Academic Dishonesty; and
- D. Violations of Normal Classroom Behavior

III. INSTRUCTOR'S INVESTIGATION AND DETERMINATION

A. INSTRUCTOR'S INVESTIGATION

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

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

B. INSTRUCTOR'S DETERMINATION

- 1. The instructor will communicate findings via the student's official College email within three (3) business days of the initial meeting with the student. The instructor shall inform the student of the imposed academic sanctions. The instructor will also inform the student of his/her appeal rights including the name and contact information of the respective dean in the appeal process. The instructor will document academic related violations in SCC's Student Concerns portal.

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2. The instructor will immediately report findings of academic-related violations and the imposed academic sanction to the appropriate academic dean.

IV. APPEAL PROCEDURES

A. APPEAL TO THE DEAN

1. A student who disagrees with an instructor's decision may appeal to the appropriate division dean. This appeal must be submitted in writing within three (3) business days of receipt of the instructor's decision and describe with specificity why the student believes the instructor's findings were in error.
2. The dean will review the appeal and the instructor's findings and will communicate with the parties as needed before ruling on an appeal.
3. After considering the evidence, which will include a review of any previous Student Concern reports, the dean will confirm, modify, or overturn the instructor's decision. If the student has multiple academic related violations documented, the academic dean will consult with the Dean of Students to discuss Standards of Student Conduct sanctions which may include: general probation, restrictive probation or suspension, depending on the severity of the pattern..
4. The dean will inform the student, via the student's official College email, of the decision within five (5) business days of the receipt of the student's appeal. The dean will document appeal results in SCC's Student Concerns portal.

B. APPEAL TO THE EXECUTIVE VICE PRESIDENT

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

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

I. OVERVIEW

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

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

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

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II. DEFINITION OF NON-ACADEMIC VIOLATIONS

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

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

III. IMMEDIATE REMOVAL FROM CAMPUS

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

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

IV. DISCIPLINARY PROCEDURES

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

A. Charges

Any SCC employee or any SCC student may file written charges with the Conduct Officer against any student or student organization for violations of the Standards for Student Conduct. The individual(s) making the charge must complete an SCC Complaint Information Form (available from the office of the Conduct Officer or online) 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).

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B. Investigation and Determination

The Conduct Officer shall conduct an investigation into the charges and allegations. Within five (5) business days after receipt of the written charges, or longer depending on the nature of the charges but no later than ten (10) business days, the Conduct Officer will meet with the student(s) in question providing an opportunity for them to present their side. The Conduct Officer may also call a meeting with the person(s) filing the charges. The Conduct Officer will complete his/her investigation of the charges and will act as follows:

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

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

C. Notification

The Conduct Officer's decision shall be presented to the student(s) in writing. The Conduct Officer shall send a letter to the student's last known address and to the student's College-issued email account providing the student with a list of charges, the Conduct Officer's decision, and instructions governing the appeal process.

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

V. SANCTIONS

- a. **Reprimand:** A reprimand is written communication which gives official notice to the student that any subsequent offense against the Standards of Student Conduct will carry heavier penalties because of this prior infraction. Reprimand has two (2) important implications: 1) the individual(s) is given a chance to show capability and willingness to observe the Standards of Student Conduct without further penalty; and 2) if the individual errs again, a heavier sanction will be taken.
- b. **General Probation:** An individual may be placed on General Probation when involved in more than one minor disciplinary offense. General Probation has two (2) important implications: 1) the individual(s) is given a chance to show capability and willingness to observe the Standards of Student Conduct without further penalty; and 2) if the individual errs again, further action will be taken. This probation will be in effect for no more than two (2) semesters including the current semester. Students receiving this sanction for academic-related violations will not be eligible for initiation into any local or national organization sponsored by the College 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 SCC Honors Program or any extracurricular activities. General Probation appears on the academic transcript.
- c. **Restrictive Probation:** Restrictive Probation results in loss of good standing and becomes a matter of record. Restrictive conditions limit activity in the College community. Students receiving this sanction 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. 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. Restrictive Probation appears on the academic transcript.

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

VI. DISCIPLINARY APPEAL PROCEDURE

A. Appeal to the Executive Vice President

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

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

B. Appeal to the Disciplinary Review Committee

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

1. Committee Composition

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

- a. Three faculty/staff members appointed by the President. Faculty and Staff Committee members will serve two years from the beginning of fall semester through summer semester with replacements appointed by the President as necessary.

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- b. Three student members selected from a pool of club council representatives approved by the President. Student members will be selected from the approved pool as needed by the Executive Vice President. If the nature of the allegation is sensitive, the Executive Vice President may choose not to appoint students to the Disciplinary Review Committee.
 - c. One administrator appointed by the President to serve as Committee Chairperson who will vote only in case of a tie.
 - d. At least two faculty/staff members and two students plus the Chairperson must be present in order for the Committee to conduct business.
2. Committee Hearing Procedures
- a. Pre-Hearing Procedural Responsibilities of the Executive Vice President - The Committee must meet within seven (7) business days of receipt of the student's request for a hearing. At least five (5) business day prior to the date set for the hearing, the Executive Vice President shall send notification to the student(s) with the following information:
 - ii. A restatement of the charge or charges.
 - iii. The time and place of the hearing.
 - iv. A statement of the students' basic procedural rights.
 - v. A list of witnesses that the Executive Vice President or designee plans to present.
 - vi. The names of the Committee members.

At least two (2) business days prior to the hearing, the student(s) will provide the Executive Vice President with a witness list and whether or not the student will be represented by legal counsel. Failure to notify the Executive Vice President regarding legal counsel could result in the hearing being continued until such time that the College can have its legal counsel present. Should the College's legal counsel attend, he/she shall serve as the procedural officer for the hearing.
 - b. The following due process rights shall apply to the Committee hearing:
 - i. The right to counsel. The role of the person acting as counsel is solely to advise the student(s). The counsel shall not address the Committee.
 - ii. The right to produce witnesses on one's behalf.
 - iii. The right to request, in writing, the President to disqualify any member of the Committee for prejudice or bias. (The request must contain reasons). A request for disqualification, if made, must be submitted at least two (2) business days prior to the hearing. If such disqualification occurs, the appropriate nominating body shall appoint a replacement to be approved the President.
 - iv. The right to present evidence.
 - v. The right to know the identity of the person(s) bringing the charge(s).
 - vi. The right to hear witnesses on behalf of the person(s) bringing the charge(s).
 - vii. The right to testify or to refuse to testify without such refusal being detrimental to the student.
 - c. The following hearing procedures shall apply:
 - i. Hearings before the Committee shall be confidential and shall be closed to all persons except the following:
 - The student(s)
 - Counsel(s)
 - Committee Members
 - Executive Vice President, or designee

Witnesses shall only be present in the hearing room when giving their testimony.
 - ii. The Executive Vice President, or designee, shall present evidence and witnesses to support his/her decision. Committee members may ask questions to the witnesses.
 - iii. The student(s) will then have an opportunity to present evidence and witnesses. Committee members may ask questions to the witnesses.
 - iv. Each side will have an opportunity to make a short, closing argument. The hearing will be recorded. Recordings will become the College's property and access to the recordings will be determined by the college attorney. All recordings will be filed in the office of the Executive Vice President.

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- v. Upon completion of a hearing, the Committee shall meet in executive sessions to determine concurrence or non- concurrence with the original finding and to recommend sanctions, if applicable.
- vi. Committee decisions shall be made by majority vote.
- vii. Within five (5) business days after the hearing, the Chair shall notify the student(s) and Executive Vice President of the Committee's decision. The Committee's decisions is final.

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.

SEX DISCRIMINATION AND HARASSMENT POLICY - TITLE IX

Policy 6.03.03

1.01 Notice of Nondiscrimination

Southwestern Community College ("SCC"), in compliance with and as required by Title IX of the Education Amendments Act of 1972 and its implementing regulations ("Title IX") and other civil rights laws, as well as in furtherance of its own values as a higher education institution, does not discriminate on the basis of race, color, national origin, sex, sexual orientation, gender, gender identity, gender expression, pregnancy, disability, age, religion, veteran status, or any other characteristic or status protected by applicable local, state, or federal law in admission, treatment, or access to, or employment in, its programs and activities.

Discrimination and harassment are antithetical to the values and standards of the SCC community; are incompatible with the safe, healthy environment that the SCC community expects and deserves and will not be tolerated. SCC is committed to providing programs, activities, and an education and work environment free from discrimination and harassment. SCC is also committed to fostering a community that promotes prompt reporting and fair and timely resolution of those behaviors.

Inquiries concerning discrimination or harassment on the basis of sex may be referred to SCCs Title IX Coordinators, Mark Ellison (for students) or Lisa Sizemore (for employees). Exhibit A to this document provides their contact information.

Inquiries concerning discrimination or harassment based on a protected characteristic or status other than sex should also be referred to Mark Ellison (for students) or Lisa Sizemore (for employees).

Individuals may also make inquiries regarding discrimination or harassment to the U.S. Department of Education's Office for Civil Rights by contacting the District of Columbia Office, 400 Maryland Avenue, SW, Washington, D.C. 20202-1475; Phone 800-421-3481; email: OCR@ed.gov.

1.02 PROHIBITION ON SEX DISCRIMINATION AND HARASSMENT, RETALIATION, AND PROVIDING FALSE INFORMATION OR INTERFERING WITH A GRIEVANCE PROCESS

This Policy prohibits discrimination and harassment on the basis of sex. SCC strongly encourages the prompt reporting of, and is committed to timely and fair resolution of, complaints of sex discrimination and harassment.

Sexual Harassment, as defined by Title IX and herein, is a specific type of sex discrimination/harassment that includes Sexual Assault, Dating Violence, Domestic Violence, and Stalking and that SCC addresses using its Title IX Sexual Harassment Grievance Procedures, as required by Title IX.

This Policy also prohibits Retaliation, as defined by Title IX and herein. Complaints alleging Retaliation may be filed with the appropriate Title IX Coordinator and, at the discretion of the Title IX Coordinator, may be addressed under SCC 's Title IX Sexual Harassment Grievance Procedures or other grievance procedures adopted by SCC.

Additionally, any individual who knowingly files a false Formal Complaint or who interferes with an SCC grievance process will be subject to disciplinary action. Interference with a grievance process may include, but is not limited to, attempting to coerce, compel, or prevent an individual from providing testimony or relevant information; removing, destroying, or altering documentation relevant to an investigation; or providing false or misleading information to SCC officials who are involved in the investigation and/or resolution of a Formal Complaint, or encouraging others to do so.

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1.03 REPORTING AND PERIOD OF LIMITATIONS

Any person (whether or not alleged to be the victim) may report sex discrimination or harassment, including Sexual Harassment, in person, by mail, by telephone, or by electronic mail, using the contact information for the Title IX Coordinator listed in Exhibit A, or by any other means that results in the Title IX Coordinator receiving the person's verbal or written report. Such a report may be made at any time (including during non-business hours). SCC strongly encourages all employees and other members of the SCC community to promptly report concerns regarding suspected or known discrimination/harassment on the basis of sex to the Title IX Coordinator.

In addition to Title IX Coordinators, SCC believes all college employees hold a responsibility and duty to report Title IX related information when such knowledge is obtained (with the exception of designated Confidential Employees listed below). Accordingly, all SCC employees are expected to report discrimination and harassment on the basis of sex to the appropriate Title IX Coordinator.

Additionally, SCC has designated the following employees as confidential resources for students.
Sheila Davis – 339.4243 - College Counselor

Kristan Blanton - 306.7017 – Macon Campus Student Services Director

Information about sex discrimination or harassment shared with these confidential resources typically will not be reported to other SCC personnel (including the Title IX Coordinator), to the Respondent, or to others, unless the disclosing individual gives their consent to the disclosure or the law requires it (as may be the case with abuse involving a minor or under conditions involving imminent physical harm, for example). (Confidential resources may report non-identifying statistical information to the Title IX Coordinator for recordkeeping and compliance purposes.)

SCC will address allegations of sex discrimination and harassment appropriately no matter the length of time that has passed since the alleged conduct. However, SCC strongly encourages prompt reporting to preserve evidence for a potential legal or disciplinary proceeding. Delay may compromise the ability to investigate, particularly if the individuals involved in the alleged conduct are no longer SCC students or employees.

1.04 APPLICABILITY OF POLICY AND GRIEVANCE PROCEDURES

This Policy applies to any allegation of sex discrimination or harassment made by or against a student or an employee of SCC or a third party, regardless of sex, sexual orientation, sexual identity, gender expression, or gender identity.

The Title IX Sexual Harassment Grievance Procedures apply only to allegations of Sexual Harassment in SCC's Education Program or Activity (as defined herein).

SCC will address allegations of other types of sexual harassment that do not meet the definition of Title IX Sexual Harassment by using SCC's Standards of Student Conduct Policy and/or SCC's Employee Code of Conduct Policy; with Supportive Measures, which are defined and discussed in more detail herein.

1.05 RIGHTS OF PARENTS

When a student Complainant or Respondent is a minor or has a guardian appointed and their parent or guardian has the legal right to act on the student's behalf, then the parent or guardian may file a Formal Complaint on behalf of the student, although the student would be the "Complainant." In such a situation, the parent or guardian may exercise the rights granted to the student under this Policy, including requesting Supportive Measures and participating in a grievance process. Similarly, the parent or guardian may accompany the student to meetings, interviews, and hearings during a grievance process to exercise rights on behalf of the student, while the student's Advisor of choice may be a different person from the parent or guardian. Whether or not a parent or guardian has the legal right to act on behalf of an individual would be determined by state law, court orders, child custody arrangements, or other sources granting legal rights to parents or guardians.

Additionally, FERPA and its implementing regulations address the circumstances under which a parent or guardian is permitted to inspect and review a student's education records. However, in circumstances in which FERPA would not grant a party the opportunity to inspect and review evidence in connection with a grievance process, pursuant to Title IX and its implementing regulations, the student has an opportunity to do so, and a parent or guardian who has a legal right to act on behalf of the student has the same opportunity.

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1.06 DEFINITIONS APPLICABLE TO POLICY AND GRIEVANCE PROCEDURES

Capitalized terms used herein are defined as follows.

"Actual Knowledge" means notice of Sexual Harassment or allegations of Sexual Harassment to SCC's Title IX Coordinators Mark Ellison or Lisa Sizemore.

"Notice" as used in this paragraph includes, but is not limited to, a report of Sexual Harassment to the Title IX Coordinator.

"Clery Act" refers to the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, which is a federal statute codified at 20 U.S.C. § 1092(f), with implementing regulations in the U.S. Code of Federal Regulations at 34 C.F.R. § 668.46. The Clery Act requires all colleges and universities that participate in federal financial aid programs to keep and disclose information about crime on and near their respective campuses.

"Complainant" means an individual who is alleged to be the victim of conduct that could constitute Sexual Harassment, irrespective of whether a Formal Complaint has been filed.

"Consent" is informed, freely and actively given, mutually understandable words or actions that indicate a willingness and readiness to participate in mutually agreed upon sexual activity. Consent is mutually understandable when a reasonable person would consider the words or actions of the parties to have manifested a clear and unambiguous agreement between them to engage in certain conduct with each other. Consent cannot be gained by ignoring or acting in spite of the objections of another or by the silence of another.

Consent cannot be inferred from: silence, passivity, or lack of resistance alone; a current or previous dating or sexual relationship alone (or the existence of such a relationship with anyone else); attire; the buying of dinner or the spending of money on a date; or Consent previously given (i.e., Consenting to one sexual act does not imply Consent to another sexual act).

Consent is not effective if it is obtained through the use of physical force, violence, duress, deception, intimidation, coercion, or the threat, expressed or implied, of bodily injury. Whether a party used any of these means to obtain Consent will be determined by reference to the perception of a reasonable person found in the same or similar circumstances.

Consent may never be given by the following individuals: minors, even if the other participant did not know the minor's age; mentally disabled persons, if their disability was reasonably knowable to a person who is not mentally disabled; or persons who are Incapacitated. The use of alcohol or drugs does not diminish one's responsibility to obtain Consent and does not excuse conduct that constitutes Sexual Harassment.

If at any time during a sexual act any confusion or ambiguity is or should reasonably be apparent on the issue of Consent, it is incumbent upon each individual involved in the activity to stop and clarify the other's willingness and readiness to continue and capacity to Consent. Neither party should make assumptions about the other's willingness and readiness to continue.

"Day" means a business day, unless otherwise specified.

"Education Program or Activity" means all of SCC's operations and includes: locations, buildings, events, or circumstances over which SCC exercised substantial control over both the Respondent and the context in which the alleged Sexual Harassment occurred.

"Education Record" has the meaning assigned to it under FERPA.

"FERPA" is the Family Educational Rights and Privacy Act, a federal statute codified at 20 U.S.C. § 1232g, with implementing regulations at 34 C.F.R. § 99. FERPA protects the privacy of student Education Records. FERPA grants to eligible students the right to access, inspect, and review Education Records, the right to challenge the content of Education Records, and the right to consent to the disclosure of Education Records.

"Formal Complaint" means a document filed by a Complainant or signed by the Title IX Coordinator alleging Sexual Harassment against a Respondent and requesting that SCC investigate the allegation of Sexual Harassment. At the time of filing a Formal Complaint, a Complainant must be participating in or attempting to participate in SCC's Education Program or Activity. A Formal Complaint may be filed with the Title IX Coordinator in person, by mail, or by electronic mail by using the contact information listed for the Title IX Coordinator in Exhibit A. As used in this paragraph, the phrase "document filed by a Complainant" means a document or electronic submission that contains the Complainant's physical or digital signature, or otherwise indicates that the Complainant is the person filing the Formal Complaint.

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"Incapacitated" means lacking the physical and/or mental ability to make informed, rational judgments. A person may be Incapacitated for a variety of reasons, including but not limited to being asleep or unconscious, having consumed alcohol or taken drugs, or experiencing blackouts or flashbacks.

"Respondent" means an individual who has been reported to be the perpetrator of conduct alleged to constitute Sexual Harassment.

"Retaliation" means (1) any adverse action (including direct and indirect intimidation, threats, coercion, discrimination, or harassment (including charges for conduct violations that do not involve sex discrimination or harassment or Sexual Harassment but that arise out of the same facts or circumstances as a report or complaint of sex discrimination or harassment or a report or Formal Complaint of Sexual Harassment) that is (2) threatened or taken against a person (a) for the purpose of interfering with any right or privilege secured by Title IX; or (b) because the person has made a report or Formal Complaint, testified, assisted, or participated or refused to participate in any manner in an investigation, proceeding, or hearing related to Title IX.

"Sexual Harassment" means conduct on the basis of sex that satisfies one or more of the following:

- (1) an employee of SCC conditioning the provision of an aid, benefit, or service on an individual's participation in unwelcome sexual conduct. (commonly referred to quid pro quo harassment);
- (2) unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to SCC's Education Program or Activity; or
- (3) "Sexual Assault," is any sexual act directed against another person, without the consent of the person, including instances where the person is incapable of giving consent. Sexual Assault can occur between individuals of the same or different sexes and/or genders. Sexual Assault includes the following:

- Rape: The carnal knowledge of a person, without the consent of the person, including instances where the person is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental or physical incapacity;
- Sodomy: Oral or anal sexual intercourse with another person, without the consent of the person including instances where the person is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental or physical incapacity;
- Sexual Assault with an Object: To use an object or instrument to unlawfully penetrate, however slightly, the genital or anal opening of the body of a person, without the consent of the person, including instances where the person is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental or physical incapacity;
- Fondling: The touching of the private body parts of a person for the purpose of sexual gratification, without the consent of the person, including instances where the person is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental or physical incapacity;
- Incest: Sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law; and
- Statutory Rape: Sexual intercourse with a person who is under the statutory age of consent.

"Dating Violence," as defined in 34 U.S.C. § 12291(a)(10): violence committed by a person—(A) who is or has been in a social relationship of a romantic or intimate nature with the victim; and (B) where the existence of such a relationship shall be determined based on a consideration of the following factors: (i) the length of the relationship; (ii) the type of relationship; and (iii) the frequency of interaction between the persons involved in the relationship;

"Domestic Violence," as defined in 34 U.S.C. § 12291(a)(8): felony or misdemeanor crimes of violence committed by a current or former spouse or intimate partner of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction receiving grant monies, or by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction; or

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"Stalking," as defined in 34 U.S.C. § 12291(a)(30): engaging in a course of conduct directed at a specific person that would cause a reasonable person to (A) fear for their safety or the safety of others; or (B) suffer substantial emotional distress.

"Supportive Measures" are non-disciplinary, non-punitive, individualized services offered as appropriate, as reasonably available, and without fee or charge to a Complainant and/or a Respondent before or after the filing of a Formal Complaint or where no Formal Complaint has been filed. Such measures are designed to restore or preserve equal access to SCC's Education Program or Activity without unreasonably burdening the other party, including measures designed to protect the safety of all parties or SCC's educational environment or deter Sexual Harassment.

Supportive Measures may include, but are not limited to, counseling, extensions of deadlines or other course-related adjustments, modifications of work or class schedules, mutual restrictions on contact between the parties, changes in work locations, leaves of absence, increased security, and monitoring of certain areas of the campus. SCC will maintain, as confidential, any Supportive Measures provided to a Complainant or a Respondent, to the extent that maintaining such confidentiality would not impair SCC's ability to provide the Supportive Measures. The Title IX Coordinator is responsible for coordinating the effective implementation of Supportive Measures.

STUDENT DRUG FREE POLICY **Policy 6.03.04**

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

1. No student shall distribute, dispense, possess, use or be under the influence of any alcoholic beverage, malt beverage or fortified wine or other intoxicating liquor or unlawfully manufacture, distribute, dispense, possess, use or be under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, anabolic steroid or any other "controlled substance" before, during, or after school hours on College premises, or at any other College locations, or at any College sponsored activity.
2. "Controlled substance" means any drug listed in Title 21 of the United States Code and other federal regulations, as well as those listed in Chapter 90 of the North Carolina General Statutes. Generally, these are drugs which have a high potential for abuse and include "legal drugs" which are not prescribed by a licensed physician. Student use of drugs as prescribed by a licensed physician is not a violation of policy; however, individuals shall be held strictly accountable for their behavior while under the influence of prescribed drugs.
3. "College location" means in any College building or on any College premises; in any College-owned vehicle or in any other College-approved vehicle used to transport students to and from College or College activities; and off College property at any College-sponsored or College-approved activity, event or function, such as a field trip or athletic event, where students are under the College's jurisdiction.
4. The College does not differentiate between drug users, drug pushers, or sellers. Any student who possesses, uses, sells, gives, or in any way transfers a controlled substance or manufactures a controlled substance while on College premises or as part of any College-sponsored activity will be subject to disciplinary action up to and including suspension or expulsion and referral for prosecution.
5. A student who violates the terms of this policy will be subject to disciplinary action in accordance with Policy 6.03.02 - Standards of Student Conduct. At his or her discretion, the Executive Vice President of Instruction and Student Services may require any student who violates the terms of this policy to satisfactorily participate in a drug abuse rehabilitation program or an alcoholic rehabilitation program sponsored by an approved private or governmental institution at the students' expense as a precondition of continued enrollment at the College.
6. Each student is required to inform the College, in writing, within five (5) days after he or she is convicted for violation of any federal, state, or local criminal drug statute or alcoholic beverage control statute where such violation occurred while on College premises or as part of any College-sponsored activity. Failure to do so could result in disciplinary action.

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STUDENT GRIEVANCE

Policy 6.03.05

I. GRIEVANCE PROCESS OVERVIEW

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

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

II. GRIEVANCE PROCESS

1. Informal Grievance – Step One

In the event the alleged grievance lies with an instructor/staff member, the student must first go to that instructor/staff member and attempt to informally resolve the matter. This must occur within ten (10) business days of the incident upon which the complaint is based. Both the student and instructor/staff member must have an informal conference to discuss the situation and document the attempts taken to resolve the grievance at this level. In the event that the student is unsatisfied with the resolution reached at the informal conference, he/she may proceed to Step Two within five (5) business days after the informal conference. Not initiating the informal conference with the instructor/staff member or proceeding to Step Two within the time periods will result in the grievance not being heard and the matter being closed.

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

2. Formal Grievance – Step Two

If the grievance is not resolved at Step One the student may file a written grievance with the supervising dean or director of the instructor/staff member. The written grievance must contain with specificity the facts supporting the grievance and the attempt to resolve the grievance at the informal level.

In order to be considered, a formal complaint must be submitted in writing using the SCC Complaint Information Sheet and Form, signed and two copies sent to: Southwestern Community College, 447 Drive, Sylva, NC 28779 in c/o the Dean of the area in which the complaint is against or submission can be made from the SCC student email to the appropriate Dean. The complaint must be postmarked or timestamped within five (5) business days of the conclusion of informal grievance conference with the faculty/staff member described in Step One.

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

SCC will entertain neither complaints that are not in writing or which are anonymous. In addition, the College will not act on complaints submitted on behalf of another individual or complaints forwarded to the College.

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

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

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3. Formal Grievance – Step Three

If the grievance is not resolved at Step Two (or, given the nature of the grievance, Step Three begins the process) the student may file a written grievance with the Executive Vice President for Instruction and Student Services.

In order to be considered, a formal complaint must be submitted in writing using the SCC Complaint Information Sheet and Form, signed and two copies sent to: Southwestern Community College, 447 Drive, Sylva, NC 28779 in c/o Dr. Thom Brooks or submission can be made from the SCC student email to Dr. Thom Brooks. The complaint must be postmarked or timestamped within five (5) business days of the Dean's decision as described in Step Two.

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

SCC will entertain neither complaints that are not in writing or which are anonymous. In addition, the College will not act on complaints submitted on behalf of another individual or complaints forwarded to the College.

The written grievance must contain with specificity the facts supporting the grievance and the attempt, if applicable, to resolve the grievance at the informal level.

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

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

4. Appeal – Step Four

If the student is not satisfied with the Executive Vice President's determination, the student may appeal to the President. The appeal must be in writing and must provide a written summary of the specific facts and must contain any other documentation pertinent to the matter. The complaint must be postmarked or timestamped within five (5) business days of the Vice President's decision as described in Step Three.

The President will conduct an "on the record" review and, if necessary, conduct any further investigation that is necessary to ascertain the facts needed to make a determination. The President may, at his/her discretion, establish a committee to further investigate the matter and make a recommendation to the President.

The President shall provide his/her written decision to the student's college email address within fifteen (15) business days after receipt of the grievance.

The President's decision is final.

STUDENT CONDUCT REVIEW **Policy 6.03.06**

I. Purpose of Student Conduct Review

Southwestern Community College has an obligation to provide a safe place for its students to learn and a safe place for its employees to work. When any College employee has a concern about a student's potential to have a negative consequence to the safety of employees, other students or college facilities, 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.

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II. Procedures for Conduct Review

1. Step One

- a. Faculty and staff who are concerned about a student displaying elevated levels of distress, disturbance, or dysregulation (e.g. suicidal thoughts, behaviors or impulses, violent and aggressive behaviors or impulses, depression, disruptive behavior, physical or sexual abuse, inappropriate or disconnected language) should immediately contact the appropriate campus Conduct Officer. The employee should follow-up with written notification which includes a description of the concern using the electronic Student Concerns Portal.
- b. Student behavior concerns that do not present immediate threat to safety or learning disruption should be reported using the electronic Student Concerns Portal.

2. Step Two

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

- a. Dean of Student Services (Chair)
- b. Student Disability Services Coordinator
- c. Psychology Instructor
- d. Academic Deans: Arts and Sciences, Career Tech, Health Sciences
- e. Dean of the Macon Campus
- f. Campus Resource Officer
- g. Student Counselor
- h. One at-large appointee by Executive Vice President of Instruction and Student Services
- i. Other appointees by the Executive Vice President as needed

3. Step Three

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

4. The SAT Review

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

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

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

- a. No action required.
- b. Propose an action plan to address concerning behaviors and support student success.
- c. Refer student for an external psychological assessment and/or threat assessment at the expense of the student.
- d. Refer student to Policy 6.03.02 - Standards of Student Conduct to initiate appropriate disciplinary action.
- e. Refer student to law enforcement to initiate appropriate criminal proceedings.

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- f. Recommend suspension.
- g. Recommend involuntary withdrawal from the College.
- h. Recommend conditions for re-admission following an involuntary withdrawal.

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

All documentation associated with each concern addressed will be maintained in the Student Concerns Portal and sanctions will become part of the student's permanent record.

5. Appeal Process

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

6. Incident Follow-up

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

III. SAT Member Responsibilities

SAT members shall:

- a. Be proficient with SAT procedures.
- b. Attend meetings and be active participants in the review of student reports.
- c. Handle all reports and investigations in a confidential manner with information released only on a need to know basis.
- d. Address issues in a timely manner
- e. Maintain knowledge and competence in using the selected threat assessment tool(s).

IV. Faculty/Staff Responsibilities

- a. Be familiar with the SAT Policies and Procedures for reporting incidents.
- b. Report any conduct violations or concerning behaviors (including threats or perceived threats) to the Conduct Officer and Public Safety.
- c. Cooperate with the Conduct Officer and SAT to implement recommended action for mitigation of threat.

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

REGULATIONS

DISMISSAL FROM HEALTH SCIENCE PROGRAMS **Policy 6.03.07**

I. Responsibility for Implementation

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

II. Dismissal from Selective Admissions Health Science Programs

Courses within the Program with selective admissions shall establish reasonable academic and non-academic (professional and behavioral) criteria that students must meet for continued progression in the Program. Students may also be dismissed based on an inability to participate in clinical requirements due to behavioral, background, professional competency, or substance abuse issues.

Academic and non-academic criteria for continued progression in the program must be approved by the Dean of Health Sciences and Executive Vice President for Instruction and Student Services. Students in the Program will be provided written guidelines for continuation in the Program and informed that failure to meet those guidelines may result in dismissal from the Program.

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

III. Criteria for Appeal of Dismissal

Disagreement with a grade, instructional methods, evaluation standards, course assignments, behavior expectations, or other course procedures and activities does not provide a basis for appealing program dismissal. Appeals will only be considered if the student provides evidence of discrimination; arbitrary application of grading, professional, or behavioral standards; or calculation errors that would have resulted in a different final course grade.

1. Discrimination based upon student membership in a protected class. The student must demonstrate that the final course grade or application of professional- behavioral standards reflects discrimination based on their membership in a protected class including race, religion, ethnicity, national origin, sex, age, and disability.
2. Arbitrary application of standards and procedures. The student must demonstrate that the final grade was calculated in a manner inconsistent with published (in course syllabus, the online course, course handouts, etc.) evaluation procedures for that course or that the student was evaluated based on a different standard or held to different behavioral or professional standards than that of the others in the course.
3. Calculation error. The student must demonstrate that a clear and significant error in the calculation of an individual assignment grade or the final course grade resulted in a final grade differing from one calculated without error.

IV. Appeal of Dismissal from the Program

1. Appeal to the Executive Vice President/Dean. Students must submit a request to appeal in writing to the Executive Vice President (for Nursing Students) or the Dean of Health Sciences (for all other Health Sciences programs) or within one (1) business day of the notice of dismissal. The request should include reasons why the student should be reinstated and other information or documentation to support that appeal. The Executive Vice President or Dean of Health Sciences will notify the student within two (2) business days of a decision to affirm, overturn, or modify the dismissal from the Program Coordinator/Director. Notification will be made to the student's official College email address.

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2. Appeal to the Review Committee. If the student does not agree with the Executive Vice President's or Dean's determination, the student may appeal to the Review Committee. The student must provide written notice of appeal to the Executive Vice President within one (1) business day of receipt of the appeal decision. The Executive Vice President will convene a subgroup of the Disciplinary Review Committee (as appointed by the President) to serve as a Review Committee. The Review committee will include at least two instructors and one dean. The Review Committee will consider the merits of the appeal and conduct whatever further investigation is necessary (including but not limited to interviewing the student and or relevant individuals, if any) and communicate a written decision to the Executive Vice President within seven (7) business days. The Executive Vice President will notify the student of the Review Committee's decision upon receipt of said decision. Notification will be made to the student's official college email address. The Review Committee's decision is final.
3. Basis for considering appeals. The Dean of Health Sciences, Executive Vice President, and Review Committee shall only consider evidence of discrimination; arbitrary application of grading, professional, or behavioral standards; or grade calculation errors as a basis for granting an appeal.
4. Timing of appeal requests. 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.
5. Enrollment during appeal. In the event a student appeals a grade that prevents progression in a program, the student will be allowed to take the academic coursework in the next sequential class pending the grade appeal, but the student will not be allowed to participate in the clinical component until the appeal is resolved. If the grade is upheld, the student will be administratively dropped from the course(s) and refunded the tuition.

SERVICES FOR PERSONS WITH DISABILITIES

Policy 6.04.04

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

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

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

REGULATIONS

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

Services offered to students with disabilities are designed to provide equal access to College courses, programs and activities for those students, as well as to promote retention and maintenance of good academic standing. Services including appropriate classroom accommodations are provided when deemed necessary and reasonable for a particular student and are determined on a case-by-case basis through collaboration with the student and the disability services coordinator. A formal Accommodation Letter is written, signed by both student and coordinator, and provided by the student to their instructors. Reasonable accommodations include but are not limited to academic modifications and auxiliary aids.

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

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

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

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

Grievance Procedure

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

STUDENT CLUBS AND ORGANIZATIONS OFFICIAL RECOGNITION

Policy 6.04.05.01

I. BENEFITS

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

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

II. REQUIREMENTS

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

1. Abide by all rules and regulations published by the College including the Standards of Student Conduct (See Policy 6.03.02 – Standards of Student Conduct);
2. Must have an active full-time faculty or staff member as advisor; and
3. Must meet the requirements for receiving official recognition from the College. (Refer to item III).

REGULATIONS

Also, to be eligible for official recognition, a student club or organization must abide by the following:

1. Membership and participation in the organization must be open to all students without regard to age, race, color, national origin, disability, religious status or historic religious affiliation, veteran status, sexual orientation, gender identity, or gender expression. Membership and participation in the organization must also be open without regard to gender, unless exempt under Title IX.
2. Student organizations that select their members on the basis of commitment to a set of beliefs (e.g., religious or political beliefs) may limit membership and participation in the organization to students who, upon individual inquiry, affirm that they support the organization's goals and agree with its beliefs, so long as no student is excluded from membership or participation on the basis of his or her age, race, color, national origin, disability, religious status or historic religious affiliation, veteran status, sexual orientation, gender identity, gender expression, or, unless exempt under Title IX, gender.

III. FORMING A CLUB FOR OFFICIAL RECOGNITION

Students seeking to form clubs that are officially recognized by the College MUST complete, on an annual basis, the SCC Club Information form which addresses the following items:

1. The club's purpose and objectives.
2. List of five or more students (with contact information) who are members.
3. List of the primary officers (e.g., President, VP, Secretary, Treasurer) and their contact information.
4. Identify the faculty/staff member who has agreed to serve as advisor with his/her contact information.
5. The club's annual activities.
6. A description of how club members are admitted and how officers are selected.
7. 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.

The SCC Club Information form is available on line or through the Dean of Students. All students must be actively enrolled. Once all items are submitted to the Dean of Students, clubs will receive official recognition.

IV. USE OF FACILITIES BY CLUBS AND ORGANIZATIONS

Clubs with official College recognition may reserve campus facilities for activities and events. To reserve the use of non-instructional rooms/facilities and classrooms, contact the Dean of Students. (See Policy 3.02.06 – Facility Use Fees)

V. SOLICITATION AND FUND RAISING

Clubs with official College recognition may conduct fundraisers on campuses with the Dean of Students' prior approval. Club officers and advisors must review the following limitations before engaging in any fundraising activity.

1. Raffles - The NC General Statutes consider raffles as a form of gambling and are generally unlawful in the state of North Carolina. However, there is an exception that allows two (2) raffles per year for each tax-exempt non-profit organization. The total cash prizes offered or paid by any exempt non-profit organization may not exceed ten thousand dollars (\$10,000) in any calendar year.
2. Textbooks or Instructional Materials – Prohibited by Policy 3.03.02 – Solicitation on Campus unless approved in advance. See the Dean of Students for details.
3. Food – Based upon NC Health Department Sanitation requirements, clubs and organizations may sell ONLY pre-packaged food items, professionally prepared, pre-wrapped items and beverages in sealed containers and must comply with all local Health Department regulations. Examples of these items include bottled/canned soft drinks, pre-wrapped sub sandwiches, wrapped/package desserts, etc. Muffins or cookies must be pre-packaged. The sale of food prepared or assembled at point of sale, such items as tacos, hot dogs, chili, sandwiches, etc. is prohibited. The sale of potentially hazardous foods as described in 15A NCAC 18A .2635(9) shall not be allowed.

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

REGULATIONS

STUDENT RECORDS

Policy 6.04.07

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

I. COMPLIANCE WITH FERPA RIGHTS

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

II. ANNUAL NOTIFICATION OF RIGHTS

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

III. RIGHT TO INSPECT RECORDS

- A. Students who want to inspect their education records should direct that request to the Director of Student Records/Registrar's Office.
- B. Records which are available for inspection shall be provided to the student during regular business hours within 35 days of request.
- C. Students may obtain copies of their educational records if circumstances make on-site inspection impractical and the student is in good standing. Students will receive educational record copies within 35 days of request. When copies are provided, the student may be charged a reasonable fee for the actual copying expense.

IV. DIRECTORY INFORMATION

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

V. RELEASE OF EDUCATIONAL RECORDS

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

- A. Disclosures to School Officials with Legitimate Educational Interests. For purposes of this Policy, school officials with legitimate educational interests include:
 - 1. College faculty and other college officials with legitimate educational interests (including the College attorney).
 - 2. College officials of other institutions in which the student seeks or intends to enroll.
 - 3. Authorized representatives of federal, state or local government.
 - 4. Authorized organizations conducting studies or determining eligibility related to testing, financial aid or instruction.

REGULATIONS

5. In emergencies, appropriate persons if necessary to protect the health or safety of the student or others.
 6. Information about deceased students may be released to a spouse, parents, or executors of a student's estate for a period of six (6) months after the death. Beyond six months, deceased student information is treated the same as other student directory information. The request for deceased student information must be in writing accompanied by an official death certificate.
 - B. Disclosures to Parents/Legal Guardians. The College shall release a student's educational records to the student's parents when: i) the student is listed as a dependent on the parents' tax returns; ii) the student violated a law or the College's policies regarding drugs and alcohol and the student is under the age of 21; or iii) the disclosure is needed to protect the health or safety of the eligible student or other individuals in an emergency situation.
 - C. Disclosures for Health or Safety Emergencies.
 - D. Disclosures as Required by Law or Mandated by Subpoena or Court Order.
- For a complete list of legal exceptions allowing disclosures without student consent, see 34 C.F.R. pt. 99 et al.

VI. CORRECTING RECORDS

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

VII. MISCELLANEOUS

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

TRAFFIC REGULATIONS

Policy 7.03.03

I. General Provisions

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

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

REGULATIONS

- C. The College shall ensure that information about operating a motor vehicle on the College's campus is given out at every student orientation and registration. Each student shall have an opportunity to obtain a copy of the Traffic Regulations. A copy of the Traffic Regulations shall be included in all Student Handbooks. Failure to obtain a copy of the Traffic Regulations is not, however, an excuse for violating the Traffic Regulations.
- D. All vehicles operated on campus must be properly registered and display a parking decal on the rear of the vehicle. (The right rear bumper is the preferred location.) Students, faculty, and staff must register their vehicles. Parking decals are obtained normally during registration but may be secured from the College Information Center at other times.
- E. Temporary Parking Permits
 1. Handicapped - A temporary handicapped parking permit may be issued to a College student or employee. The issuance of a temporary permit will be at the discretion and judgment of the Student Disability and Academic Engagement Coordinator based upon documentation provided by a health care provider. This temporary permit allows a student or an employee to park in a handicapped or employee only space on the College's campuses and centers and may only be valid for up to one academic term or for a specific time frame within the academic term. Permits may be renewed for a subsequent term if documentation supports the need for a permit. These permits are only valid on at the College's facilities. The permit must be displayed and visible.
 2. Visitors - A visitor may obtain a parking permit for a limited duration of no longer than one week. The College Information Center Coordinator is authorized to issue these permits. This permit is not valid for an employee or student of the college. Visitors may park in any legal parking space on campus (except handicapped parking.)
 3. Cosmetology Clients - Clients utilizing the services of the Cosmetology Department may be issued a temporary permit to park on campus. These permits may be issued each academic year at the discretion of the Cosmetology Program Coordinator. Clients may park in Lot K – Faculty, Staff and Handicapped or any legal parking space. This permit is not valid for an employee or student of the college.

II. Specific Provisions

- A. Citations will be issued for violations of the College's Traffic Regulations.
- B. The person to whom a vehicle parking decal is issued shall be responsible for all parking and traffic violations of the vehicle for which the permit is issued. Bicycles, motorcycles and mopeds shall be considered vehicles subject to this same traffic regulations.
- C. Campus Resource Officers shall have the authority to issue citations for all moving vehicle violations and handicapped parking violations as outlined herein. Such moving violations include, but are not limited to:
 1. Reckless driving.
 2. Driving in excess of posted speed limits.
 3. Failure to obey traffic signs.
 4. Failure to obey directions of Campus Resource Officers.
 5. Failure to yield right of way at pedestrian crossings.
 6. Following too closely.
 7. Driving under the influence of alcohol or narcotics.
 8. Failure to yield right of way to emergency vehicles.
 9. Operating a vehicle in any manner that creates a safety hazard.
- D. Campus Resource Officers and other College personnel as authorized by the President shall have the authority to enforce all parking violations except that only Campus Resource Officers shall have the authority to issue citations for handicapped parking violations. Such parking violations include, but are not limited to:
 1. Parking in a restricted parking lot or zone.
 2. Parking on grass (unless signs indicate this is permissible).
 3. Blocking any legally parked vehicle.
 4. Parking in a no parking zone.
 5. Parking in a "visitor" zone.
 6. Affixing a parking decal/permit to a vehicle other than that for which it was issued.
 7. Parking against traffic flow.

REGULATIONS

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.

III. Citations and Violations

The following system of citations shall be used:

- A. Campus Resource Officers have the authority to issue citations for all moving vehicle violations and handicapped parking violations. A fine shall be imposed for each moving or handicap parking violation to the extent allowed by law.
- B. The Campus Resource Officer issuing the citation will advise the violator of the scheduled court date and procedure for payment of the fine.
- C. For all parking violations, except for handicapped parking violations, the following rules shall apply:
 1. A first violation shall result in a written warning placed on the vehicle with a follow-up letter from the Vice President for Financial and Administrative Services mailed to the vehicle's owner. This written warning and letter shall state the reason cited for the parking violation and consequences of future violations.
 2. A second violation can result in vehicle immobilization and restricted parking to Lot A for the remainder of the semester. A written notice will be placed on the vehicle instructing the vehicle's operator not to move the vehicle and the College shall not be responsible for any damage should the vehicle be moved. The vehicle's operator should follow instructions left on the vehicle to have the immobilization device removed, or go to the Information Desk in Balsam for more information. A third violation can result in the vehicle's towing and loss of parking privileges on campus for the remainder of the academic year.
 3. 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.
 4. Faculty and staff shall be subject to disciplinary policies and procedures found in 4.03.03 - Disciplinary Action, Suspension and Dismissal.
 5. All abandoned vehicles and vehicles blocking a drive, obstructing the flow of traffic, creating a safety hazard, parked in a fire lane, loading zone, or designated tow-away zone are subject to tow-away or immobilization by a restraining device at the full expense of the owner per authority given to the Board of Trustees in Chapter 115D of the North Carolina General Statutes.

IV. Appeal Process

Individuals receiving a notice of parking violations or penalties, excluding handicapped parking, resulting from alleged violations of this policy may do any of the following:

- A. Adhere to the parking violation penalty, or
- B. Appeal in person or in writing to the Vice President for Financial and Administrative Services within ten calendar days of the notice of violation or penalty. The decision of the Vice President for Financial and Administrative Services will be final.

August 2023

Agosto
(Spanish)

SGH SC&J

Sunday	Monday	Tuesday	Wednesday
		1	2
6	7	8	9
13	14 Classes Begin Full and First Sessions	15	16
20	21	22	23
27	28	29	30

NOTES:

Thursday	Friday	Saturday
3	4	5
10	11	12
17	18	19
24	25	26
31		

Important Dates:

Students with completed financial aid may charge books in the bookstore (Aug. 1 - 31)

Fall Kick-Off (Aug. 8)

Faculty Work Day (Aug. 9)

Orientation/Registration (Aug. 10)

Final Registration (Aug. 11)

Classes Begin, Full and First Sessions (Aug. 14)

Schedule Adjustment - First Session (Aug. 14 - 15)

Schedule Adjustment - Full Session (Aug. 14 - 18)

NOTES:

September 2023

Septiembre
(Spanish)

SEAJ

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

NOTES:

Thursday	Friday	Saturday
	1	2
7	8	9
14	15	16
21	22	23
28	29	30

Important Dates:

Labor Day Holiday - College Closed
(Sept. 4)

Financial Aid refund checks mailed
(Sept. 12)

Citizenship/Constitution Day
(Sept. 14)

Last Day to Withdraw, First Session
(Sept. 21)

Professional Development Day
(Sept. 22)

NOTES:

October 2023

Octubre
(Spanish)

Shh.I

Sunday	Monday	Tuesday	Wednesday
1	2	3	4
8	9	10 Second Session Classes Begin	11
15	16	17	18
22	23	24 Advising Day - No Classes	25
29	30	31	

NOTES:

Thursday	Friday	Saturday	Important Dates:
5	6	7	End of First Session Classes (Oct. 9) Second Session Classes Begin (Oct. 10) Schedule Adjustment - Second Session (Oct. 10 - 11) Fall Break (Oct. 16 - 17)
12	13	14	Advising Day/Registration Begins for Spring/No classes (Oct. 24) Commencement Applications Due (Oct. 27) Last Day to Withdraw - Full Session (Oct. 31)
19	20	21	
26	27	28	

NOTES:

Sunday	Monday	Tuesday	Wednesday
			1
5	6	7	8
12	13	14	15
19	20	21	22
			Thanksgiving Break - No Classes
26	27	28	29
Thanksgiving Holiday - College Closed			

NOTES:

Thursday	Friday	Saturday	Important Dates: Last Day for Faculty-Initiated Withdrawal (Nov. 21) Last Day to Withdraw, Second Session (Nov. 21) Thanksgiving Break - No Classes (Nov. 22) Thanksgiving Holiday - College Closed (Nov. 23- 26)
2	3	4	
9	10	11	
16	17	18	
23	24	25	
Thanksgiving Holiday - College Closed	Thanksgiving Holiday - College Closed	Thanksgiving Holiday - College Closed	
30			

NOTES:

December 2023

Diciembre
(Spanish)



Sunday	Monday	Tuesday	Wednesday
3	4	5	6
10	11	12	13
17	18	19	20
24 Winter Break - College Closed	25 Winter Break - College Closed	26 Winter Break - College Closed	27 Winter Break - College Closed
31 Winter Break - College Closed			

Thursday	Friday	Saturday
	1	2
7	8	9
14	15	16
21 Winter Break - College Closed	22 Winter Break - College Closed	23 Winter Break - College Closed
28 Winter Break - College Closed	29 Winter Break - College Closed	30 Winter Break - College Closed

Important Dates:

Fall Semester Ends, Full and Second Sessions (last day of classes)
(Dec. 12)

Grades Due/Commencement
(Dec. 13)

Winter Break - College Closed
(Dec. 21 - Jan. 1)

NOTES:

Sunday	Monday	Tuesday	Wednesday
	1	2	3
Winter Break - College Closed	Winter Break - College Closed		
7	8	9	10
14	15	16	17
	Martin Luther King, Jr. Day - No Classes	Classes Begin Full and First Sessions	
21	22	23	24
28	29	30	31

NOTES:

Thursday	Friday	Saturday
4	5	6
11	12	13
18	19	20
25	26	27

Important Dates:

Students with completed financial aid may charge books in the bookstore (Jan. 4 - Feb. 6)

College Reopens (Jan. 2)

Faculty Work Day (Jan. 10)

Orientation/Registration Day (Jan. 11)

Final Registration (Jan. 12)

Martin Luther King, Jr. Day - No Classes (Jan. 15)

Classes Begin, Full and First Sessions (Jan. 16)

Schedule Adjustment - First Session (Jan. 16 - 17)

Schedule Adjustment - Full Session (Jan. 16 - 22)

NOTES:

February 2024

Febrero
(Spanish)



Sunday	Monday	Tuesday	Wednesday
4	5	6	7
11	12	13	14
18	19	20	21
25	26	27	28

NOTES:

Thursday	Friday	Saturday
1	2	3
8	9	10
15	16	17
22	23	24
29		

Important Dates:

Financial Aid refund checks mailed
(Feb. 15)

Last Day to Withdraw, First Session
(Feb. 22)

Professional Development Day
(Feb. 23)

NOTES:

March 2024

Marzo
(Spanish)

DC 3

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

Thursday	Friday	Saturday	Important Dates:
	1	2	Spring Break - No Classes (Mar. 4 - 10)
			End of First Session Classes (Mar. 12)
			Second Session Classes Begin (Mar. 13)
			Schedule Adjustment - Second Session (Mar. 13 - 14)
7	8	9	Easter Break - No Classes (Mar. 27 - 31)
Spring Break - No Classes	Spring Break - No Classes	Spring Break - No Classes	
14	15	16	
21	22	23	
28	29	30	
Easter Break - No Classes	Easter Break - No Classes	Easter Break - No Classes	

NOTES:

April 2024

Abril
(Spanish)



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

Thursday	Friday	Saturday
4	5	6
11	12	13
18	19	20
25	26	27

Important Dates:

Last Day to Withdraw - Full Session (April 9)

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

Commencement Applications Due (April 12)

Last Day to Withdraw, Second Session (April 30)

Last Day for Faculty-Initiated Withdrawal (April 30)

NOTES:

Sunday	Monday	Tuesday	Wednesday
			1
5	6	7	8
12	13	14	15
19	20	21	22
26	27 <div>Memorial Day - College Closed</div>	28	29

NOTES:

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

Important Dates:

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

Grades Due/Commencement (May 18)

Students with completed financial aid may charge books in the bookstore (May 23 - June 7)

Final Registration (May 23)

Memorial Day - College Closed (May 27)

Classes Begin - Full & First Sessions (May 28)

Schedule Adjustments - Full and First Sessions (May 28 - 29)

NOTES:

June 2024

Junio
(Spanish)

S + M +

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

Thursday	Friday	Saturday	Important Dates:
		1	Students with completed financial aid may charge books in the bookstore (May 23 - June 7) Financial Aid refund checks mailed (June 17) Last Day to Withdraw from First Session (June 18) Commencement Applications Due (June 21)
6	7	8	First Session Ends (June 24) Second Session Begins (June 25) Schedule Adjustment - Second Session (June 25 - 26) Last day to file the 2023-2024 FAFSA (June 30)
13	14	15	
20	21	22	
27	28	29	

NOTES:

July 2024

Julio
(Spanish)

0B٧h

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

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

Important Dates:

Independence Day Holiday -
College Closed (July 4)

Last Day to Withdraw - Full Session
(July 9)

Last Day to Withdraw from Second
Session & Last Day for Faculty-
Initiated Withdrawal (July 16)

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

Grades Due (July 24)

NOTES:

THOUGHTS & GOALS FOR THE YEAR

How can I get more involved at SCC?

How can I give back to the community?

Am I doing the best I can?

What is my dream job?

Where will I be in five years?

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

DIRECTORY

Jackson Campus Map

Balsam Center (1)

- Admissions/Enrollment Office (1st Floor)
- Auditorium (1st Floor)
- Business Office (1st Floor)
- Career Services (1st Floor)
- Counseling Office (1st Floor)
- E-Learning (2nd Floor)
- Financial Aid (1st Floor)
- Health Information Tech. (3rd Floor)
- High School (CCP) Advisors (1st Floor)
- Human Resources (1st Floor)
- Human Services (3rd Floor)
- Learner Accessibility & Equity (2nd Floor)
- Nurse Aide (2nd Floor)
- Opticianry (3rd Floor)
- Registrar (1st Floor)
- Technology Services (3rd Floor)

Founders Hall (2)

- Café '64 (1st Floor)
- Career Tech. Division Office (2nd Floor)
- Cosmetology (1st Floor)
- Criminal Justice (1st Floor)
- IT & Computer Labs (1st Floor)
- School Resource Officers (1st Floor)
- Therapeutic Massage (1st Floor)
- Upward Bound (1st Floor)
- Workforce Continuing Education (1st Floor)

Burrell Building (3)

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

Bradford Hall (4)

- Conference Center (1st Floor)
- Culinary (1st Floor)
- Emergency Services (3rd Floor)
- Fitness Center (2nd Floor)
- Gymnasium (2nd Floor)
- Instruction & Student Services Office (3rd Floor)

Oaks Hall (5)

- Advertising/Graphic Design (2nd Floor)
- Arts & Sciences Division (1st Floor)
- Student Support Services (1st Floor)
- Learning Assistance Center (2nd Floor)
- UTAC (2nd Floor)

Jackson County Early College (6)

Holt Library (7)

- Public Relations

Summit (8)

- Automotive Technology
- HVAC
- Welding Technology

Shipping & Receiving (9)

- Facility Services

Don Tomas Health Sciences Center (10)

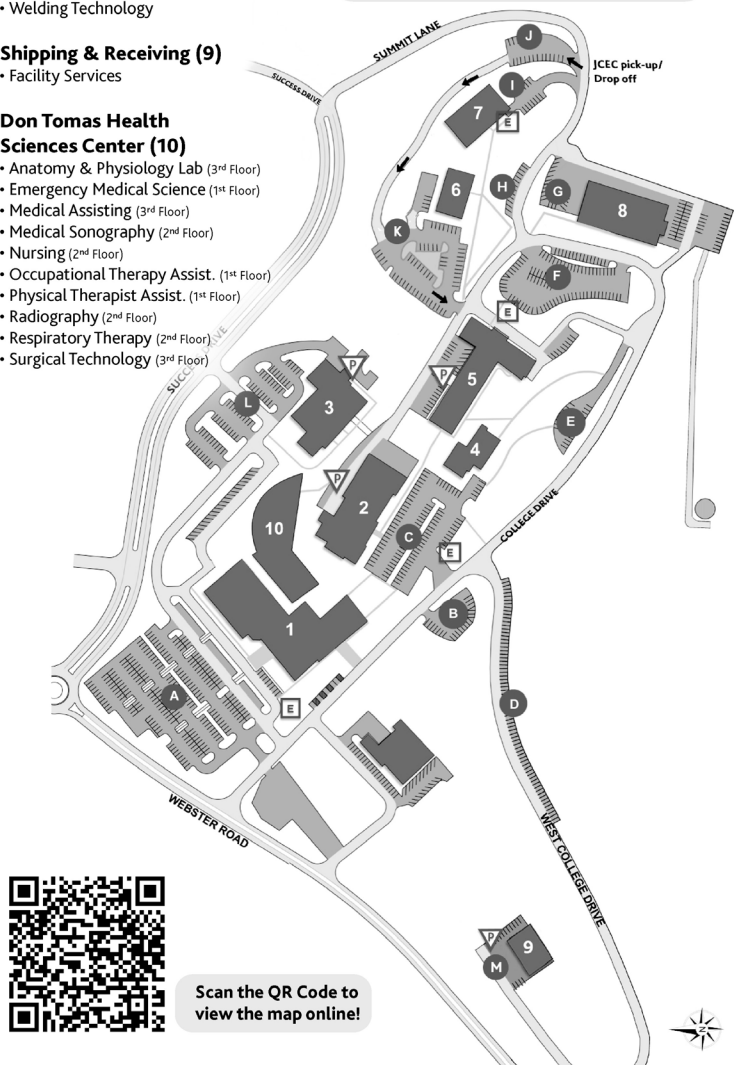
- Anatomy & Physiology Lab (3rd Floor)
- Emergency Medical Science (1st Floor)
- Medical Assisting (3rd Floor)
- Medical Sonography (2nd Floor)
- Nursing (2nd Floor)
- Occupational Therapy Assist. (1st Floor)
- Physical Therapist Assist. (1st Floor)
- Radiography (2nd Floor)
- Respiratory Therapy (2nd Floor)
- Surgical Technology (3rd Floor)

Map Key

Parking **P**

SCC Employee Parking Only **P**

Emergency Call Box **E**



 447 College Drive • Sylva, North Carolina 28779

 828.339.4000 • 800.447.4091

 www.southwesterncc.edu



 **Southwestern**
C O M M U N I T Y C O L L E G E
