

**Southeastern Community College
Student Handbook
2008-2009**

An Equal Opportunity/Affirmative Action Institution A Unit of the North Carolina Community College System

All students are responsible for the proper completion of their academic program, for familiarity with all requirements of the Student Handbook, for maintaining the grade average required, and knowing their academic standing and for meeting all other requirements. Advisors and counselors are available to all students, but final responsibility remains with the student.

All statements in this publication and announcements of present policies are subject to change at any time without prior notice.

Southeastern Community College is accredited by the Commission on Colleges and Schools to award associate degrees. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 407-679-4500 for questions about the accreditation of Southeastern Community College.

For additional information, contact Southeastern Community College.

Southeastern Community College
4564 Chadbourn Hwy
PO Box 151
Whiteville, N. C. 28472
Phone: (910) 642-7141
FAX: (910) 642-5658
www.sccnc.edu

August 2008
Southeastern Community College

Check out the college's Website at www.sccnc.edu for the most current information.

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Welcome to Southeastern Community College! Our goal is to provide you with high quality education and training opportunities. With the opening of the brand new Cartrette Technology Center, you have chosen an exciting time to be a part of the College.

The College serves more than 10,000 individuals annually in over 50 programs of study leading to certificates, diplomas and degrees, as well as workforce training and development, business seminars, basic skills and literacy services. New programs and services continue to be added to meet the needs of our state's changing economy and workforce.

Whether you are a recent high school graduate, a dislocated worker, a college transfer student, or an adult learner attending school while working full-time, you will find the individualized attention you need at Southeastern Community college. You can count on the guidance of caring faculty and staff who will help you succeed in achieving your educational goals.

I encourage you to make the most of your time at Southeastern Community College by participating in student organizations and clubs and special College activities. Take advantage of the student support services available to every student, and most of all, "explore...discover...learn...grow..." at SCC!

Sincerely,

A handwritten signature in black ink that reads "Kathy Matlock". The signature is written in a cursive, flowing style.

Dr. Kathy Matlock
President

Southeastern Community College Board of Trustees

Mr. Spruell R. Britt, Chair
Mrs. Doris S. Dees, Vice Chair
Mr. Robert B. Leder, Secretary
Mrs. Theresa Jacobs Blanks
Mr. Richard L. Crutchfield
Mr. Richard G. Dameron
Dr. Maudie Davis
Mr. Henry J. Edmund
Mr. W. Charles Gore
Mr. Joseph L. Ray
Mr. E. Rhone Sasser
Mr. Stephen M. Smith
SGA President (ex officio)

Southeastern Community College Administrative Team

Dr. Kathy Matlock
President

Mrs. Beverlee Nance
Vice President of Continuing Education & Economic Development

Dr. Morgan Phillips
Vice President of Curriculum Instruction

Ms. Betty Jo Sanderson
Vice President of Operations & Finance

Mrs. Matlynn Yeoman
Vice President of Student Development & Technology Services

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
					1	2
3	4	5	6	7	8	9
10	11 Faculty Development Day Convocation	12	13 Advising and Registration 8 a.m. - 7 p.m.	14 Advising and Registration 8 a.m. - 7 p.m.	15 Advising and Registration 8 a.m. - noon New Student Orientation	16
17	18 Advising and Registration 8 a.m. - 7 p.m. Student I.D.s	19 Classes Begin Student I.D.s	20 Student I.D.s	21 Student I.D.s	22 Student I.D.s	23
24	25 Student I.D.s	26 Student I.D.s	27 SGA Back to School Social 11 a.m. - 1:30 p.m. Student I.D.s	28 Student I.D.s	29 Student I.D.s	30
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The Mission of Southeastern Community College

Founded in 1964 as part of the North Carolina Community College System, Southeastern Community College is a public, comprehensive community college providing individuals in Columbus County with accessible educational, cultural and social opportunities designed to improve the quality of their lives.

Utilizing multiple and alternate methods of instructional delivery, the college provides learning experiences for those preparing for an occupation upon graduation, for those in the work force seeking to enhance their knowledge and skills, and for those transferring to a baccalaureate institution. The college offers programs leading to the awarding of continuing education units, certificates, diplomas, and associate degrees.

The college seeks to further serve the community at large by offering basic skills and literacy education for adults, by supporting economic development through services to business and industry, and by providing programs and services that improve the quality of life.

Committed to excellence and dedicated to belief in the dignity, worth, and uniqueness of each individual and the fundamental right of each person to realize his/her fullest potential, Southeastern Community College encourages student success by providing a learning environment that fosters effective communication, freedom of expression, cultural awareness and enrichment, professional and intellectual growth, personal assessment, and decision-making skills.

The college provides a physical and intellectual environment for the faculty, staff and student body that promotes cultural, ethnic, racial, and gender diversity. Further, the college offers services and supports practices and programs that embody the ideals of an open, democratic and global society and that ensure the effective and efficient operation of the college.

Goals of the College

1. To provide individuals with fundamental skills necessary to function in a changing society, begin college-level studies, and/or meet other goals through basic skills and developmental programs.
2. To prepare individuals for employment or additional technical training through business and technology and allied health programs.
3. To prepare individuals to pursue further study through college transfer programs.
4. To actively promote economic growth and development.
5. To provide individuals with opportunities for lifelong learning and cultural enrichment.
6. To assist individuals in accomplishing their educational, career, social, and other goals.
7. To provide the support needed for the appropriate and orderly operation of the college.
8. To provide an accessible, clean, and safe campus.
9. To provide a campus climate that recognizes the needs of individuals of different cultures and

backgrounds, ensures that the participation in SCC's programs and services is reflective of the composition of the college's service area, and



10. To promote Southeastern Community College through development and public relations activities.
11. To provide for the appropriate use of technology in support of the delivery of instruction and college services.

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
	1 Labor Day College Closed	2	3 SGA Organization 101	4	5	6
7	8 SGA Forum	9 SGA Red Cross Blood Drive	10 SGA Elections 9 a.m. - 5 p.m.	11 SGA Elections 911 Ceremony	12 SGA Elections	13
14	15	16 Student Exploration Day No Classes	17	18 SGA Men's Health Forum	19	20
21	22	23	24 SGA Hispanic Heritage Expo	25	26	27 SCC Rams Baseball vs. Campbell Univ. Touring Team (DH) 10 a.m., Away
28	29	30 Chapter 6, 11:30 a.m. SCC Auditorium (FREE); 7:30 p.m., East Columbus HS (FREE with SCC Student ID)				
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Federal Policies and Regulations

Southeastern Community College (SCC) does not discriminate on the basis of race, color, national origin, sex, religion, age, disability, or political affiliation or belief in employment, admissions, or the provision of services. The college also promotes the full realization of equal opportunity in the total community.

Americans with Disabilities Act (ADA)

Information concerning provisions of the ADA and the rights provided there under are available from the ADA counselor. Student Development Services provides an ADA counselor to assist students in requesting disability-related accommodations. For additional information regarding ADA accommodations contact Angie Uhl-Kalev at (910) 642-7141, extension 263.

Equal Opportunity/Affirmative Action (EO/AA)

SCC is an EO/AA institution. The college's Equal Opportunity policy can be found in the SCC Catalog.

Student Right-To-Know

The Student Right-To-Know Act requires institutions to disclose graduation rates for all first-time diploma or degree-seeking full-time students. The graduation rate for SCC is 14 percent compared to the North Carolina Community College system rate of 14 percent. (Source: 2008 North Carolina Community College Critical Success Factors Report)

Title IX

Title IX of the Education Amendments of 1972 prohibits discrimination on the basis of sex against students and employees of educational agencies receiving federal funds, including SCC. Section 504 of the Rehabilitation Act of 1973 guarantees equal opportunities for handicapped persons. The vice president of Operations and Finance is SCC's Title

IX Coordinator and the Section 504 Compliance Officer. Students should contact the vice president of operations and finance in A-199 or at (910) 642-7141, extension 245, if they have any questions or concerns about these issues.

Southeastern Community College does not discriminate on the basis of disability in the admission or access to, or treatment or employment in, its programs or activities. The vice president of operations and finance has been designated to coordinate compliance with the nondiscrimination requirements contained in Section 35.107 of the Department of Justice regulations.



SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
			1	2	3	4 SCC Rams Baseball vs. Catawba College (DH) Time: TBA, Away
5	6	7 First 7-week Session Ends	8 SGA Fall Fling	9 SGA Domestic Violence Seminar 11 a.m. & 1 p.m. SCC Auditorium	10	11 SCC Rams Baseball vs. Florence Darlington Tech (DH), noon, Home
12 Student Fall Break	13 Student Fall Break Faculty Workday Columbus Day	14 Student Fall Break Faculty Workday	15 Student Fall Break Faculty Workday	16 Student Fall Break Faculty Fall Break	17 Student Fall Break Faculty Fall Break	18 Student Fall Break SCC Rams Baseball vs. Florence Darlington Tech (DH), noon, Away
19	20	21	22 SGA Alcohol Awareness Program "Wasted Youth"	23 Second 7-week Session Begins	24	25
26	27	28	29	30 SGA Breast Cancer Awareness Program Tallis Chamber Orchestra, 7:30 p.m. SCC Auditorium	31 Halloween SGA Halloween Activities	

Home games are in bold type. All home games are played at the SCC Athletic Complex.

This calendar is subject to periodic review and revision.

General Information

Academic Advising

When students enroll in SCC curriculum programs, they are assigned faculty advisors who help them decide which courses to take and help them obtain their educational and technical objectives. Students are urged to meet with their faculty advisors regularly. If problems develop in their programs or with their performance in those programs, students should see their faculty advisors for assistance. The Student Development Services counselors offer students additional help regarding class changes, transfer, and other needs related to the course requirements for various programs. Students planning to transfer to another college or university can get assistance from their faculty advisors in planning specific academic programs that will easily transfer. It is the students' responsibility to obtain and study the catalogs of the colleges to which they plan to transfer so they can be certain of meeting the colleges' transfer requirements before they register for courses at SCC. College transfer students are strongly encouraged to visit the colleges or universities to which they wish to transfer and to read the Ram-O-Gram to learn of dates when university representatives plan to visit the SCC campus.

General Procedures

1. Students are assigned advisors prior to their initial registration. They are expected to work with their advisors to develop class schedules for that semester and all subsequent semesters. It is highly recommended that students take advantage of early registration periods for optimal availability of classes.
2. Students should schedule appointments with their advisors during the advertised early and regular registration periods. They may do so through e-mail, telephone, or dropping by their advisors' offices.

3. Students are expected to discuss their mid-semester grades with their advisors. This discussion should be held the week following the completion of mid-semester examinations. Students should not wait until they are having academic difficulty but rather see their advisors frequently.
4. If students wish to change their schedules, drop courses, add courses, or change their programs, they should first see their advisors.
5. If students wish to change their advisors, they should see an SCC counselor.

Students' Responsibilities as Advisees

1. Obtain and read copies of the college Catalog and Student Handbook
2. Share with advisors the responsibility of making sure that all registration forms are filled out properly and completely. Advisors must sign registration forms before student registration.
3. Make and keep all appointments with advisors.
4. Report for registration at the assigned time with tentative class schedules to be approved by advisors.
5. Share with advisors the responsibility of making sure that the courses registered for will satisfy the program degree requirements.
6. At fall, spring, and summer advising conferences, honestly evaluate academic progress for the preceding semester and discuss with advisors.
7. Contact advisors and complete the appropriate forms upon dropping or adding courses or withdrawing from the college.
8. Obtain copies of the senior college catalogs and bring them to all scheduled planning meetings with advisors.
9. Assume responsibility for all credits lost during transfer if majors or programs are changed.
10. Fill out necessary forms in the Counseling and Admissions area in order to change advisors, majors, or programs.

Assemblies

1. Only allowable assemblies may be held on the college campus. Disallowable assemblies are defined as those that have a reasonable probability of any of the following:
 - a. Interfering with a legitimate college activity.
 - b. Showing a present intention to incite or disrupt college activities, coupled with a clear and present danger that the activities of the college will in fact be materially disrupted.
 - c. Including matters that would subject administrators to civil liability for libel or defamation.
 - d. Including matters that are obscene in accordance with prevailing legislative and judicial interpretation or that offend the conscience of the community.
2. Guidelines and application forms for use of college buildings, facilities, grounds, and equipment are available from the president or his/her designee. Each application is acted upon within ten working days of its receipt in the designated office.
3. Any party or parties using the college buildings, facilities, campus, or equipment without following the procedures identified above are subject to removal from the campus and to prosecution.
4. Assemblies in buildings or on the campus must not interfere with or disrupt in any way the regular functions and needs of the college. No such assemblies may use any sound amplification equipment, unless specifically approved in advance.
5. Littering of the campus or buildings is prohibited and is enforced under General Statutes 14-399.
6. Acceptance of donations or charges for admission to such assemblies is generally prohibited unless special approval is obtained through the process identified above in advance of the event.

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
						1
2	3 Spring Semester Early Registration Begins	4 Election Day	5	6	7	8
9 Doug Leightenheimer, Organist 4 p.m., First Presbyterian Church (FREE with SCC Student ID)	10 Veteran's Program	11 Veteran's Day College Closed	12	13	14	15
16	17	18	19 SGA Native American Expo	20 Last Day to Withdraw with "W" Grade	21	22
23	24 SGA Holiday Luncheon	25	26 No Curriculum Classes Meet After 3 p.m.	27 Thanksgiving Holiday College Closed	28 Thanksgiving Holiday College Closed	29
30						

Athletics

Southeastern Community College feels that athletics is another way to allow students to become well rounded individuals. The College is a member of the National Junior College Athletic Association (NJCAA) and offers the following sports:

- Men's Baseball
- Women's Softball

Teams compete against other community, technical and junior colleges in North and South Carolina. Faculty, staff, and students are encouraged to support our athletes by attending games.

Funding for the athletic program comes from student activity fees, the SCC Foundation, and funds raised by The Ram's Club, the booster organization of the athletic program. Scholarships are available for student athletes. Contact Clarence Ganus, Athletic Director at (910) 642-7141, extension 254 for more information on our athletic programs.

Bookstore

The College owns and operates a bookstore, which sells textbooks and supplies associated with the courses, clothing and gifts. Students will need to bring their class schedule when purchasing text books. The Bookstore is located in N-Building.

Bulletin Boards and Posters

Student Development Services (A-100) maintains listings of jobs, as well as financial aid and transfer information for students. Honors lists are posted on the glassed-in board in the lobby of A-Building. Students should consult the triangular bulletin board in the Student Center (G-Building) for information about student activities, rides, book sales, apartments for rent, and jobs. Students may post notices and posters on this board with permission from the Student Activities Office (Student Center).

Items that have not been approved are removed. Students posting notices or posters are responsible for removing them immediately after the conclusion of the event. To display posters or notices elsewhere on

campus, students must obtain permission from the vice president of Operations and Finance, whose office is located in A-Building, first floor, Business Office.

Campaigning of Political Candidates on Campus

Political candidates or their representatives may set up a table in the Student Center (G-Building), at its entrance, or outside the front entrance of the auditorium to talk with interested persons. Candidates or their representatives must obtain prior approval from the vice president of Student Development and Technology Services. No posters should be used to announce their coming or presence except those that can be attached to the table they are using. Campaign literature may be distributed at the specified locations to persons visiting the candidates or their representatives.

Campus Visitors

Students are personally responsible for their visitors while on campus. Visitors also are subject to the regulations of the college.

Children should not be on campus unless they are under the direct supervision of a parent or responsible adult. Children are not permitted in classes, laboratories, the library, and the Student Center.

Child Care Services

The college operates a childcare center in conjunction with its Child Development curriculum. Students with children between the ages of three to five may apply to enroll their child/children at the center.

Cellular Phones and Pagers

Students carrying cellular phones and/or pagers must set them to vibrate before entering classrooms, labs, or other areas of the college, such as the library or auditorium.

Course Syllabi

Students are responsible for all information stated in course syllabi. They should be sure that they receive

a syllabus for each class and read it carefully, paying special attention to the instructor's attendance, grading, and examination/testing policies.

Crime Awareness and Campus Security

It is a goal of this office and the campus security services to provide the safest educational environment possible for all faculty, staff, students, and visitors at Southeastern Community College.

Known and suspected violations of federal, state, or local laws and on-campus emergencies should be reported to campus security officers and the Office of the Vice President of Operations and Finance as soon as possible. Campus security officers may be reached at extension 215, through the college switchboard, at extension 0 on campus, or at (910) 642-7141 from outside lines during normal operating hours. The vice president of Operations and Finance is located in Room 117 in the Business Office area of A-Building and may be contacted at extensions 442 or 246.

Southeastern Community College facilities are accessible to faculty, staff, students, and visitors during normal hours of operation. Hours of operation for the 2008 fall semester will be 8:00 am to 10:30 p.m. Monday through Thursday, 8:00 a.m. to 3:00 p.m. on Friday, and 7:45 a.m. to 12:45 p.m. on Saturday. Access to college facilities at times other than during normal operating hours may be restricted and may require prior approval.

Southeastern Community College security officers are employees of the college. These officers are responsible for enforcing parking regulations and for observing and reporting any on-campus violations of local, state, or federal laws or campus regulations. Campus security is supplemented by support from federal, state, and local agencies having jurisdiction in the college's service area.

Crime awareness is an ongoing concern at Southeastern Community College and is addressed annually at Faculty Orientation and in Student Orientation classes. Procedures for criminal activity reporting are described in the Campus Security Plan.

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
	1 Last Day of Early Registration for Spring Semester 2009	2	3	4	5	6
7	8 Carolina Brass Christmas Concert 7:30 p.m. West Columbus HS (FREE with SCC Student ID)	9 SGA Stress Break	10 Student Exploration Day, 8 a.m. - 3 p.m. Classes Meet Beginning at 3 p.m.	11	12	13
14	15	16 End of Semester	17 Faculty Development Day	18 Faculty Workday	19	20
21	22	23	24	25 Christmas Day	26	27
28	29	30	31 New Year's Day			

Faculty, staff, and students must recognize that they should take individual precautions to protect themselves from becoming victims of a crime. Working together as a campus community in crime prevention programs is essential in the successful development of a safe campus environment.

As required by the provisions of the Act, the following statistics are provided for your information:

Offenses Reported	2004-2005	2005-2006	2006-2007
Murder	0	0	0
Rape	0	0	0
Robbery	0	0	0
Burglary	0	0	0
Motor Vehicle Theft	0	0	0

Students participating in off-campus (college sponsored) activities need to report criminal incidents to the law enforcement agency having jurisdiction, and must inform the Southeastern Community College Vice President of Operations and Finance as soon as possible after the incident.

Southeastern Community College promotes a drug and alcohol free campus environment. The college supports this nationwide movement and is committed to maintaining such an environment for all employees and students.

Distribution of Written/Printed Materials

1. Only allowable written/printed materials may be distributed at the college. Disallowable materials are defined as those that have a reasonable probability of any of the following:
 - a. Material and substantial interference with a legitimate college activity.

- b. A strong showing of a present intention to incite or disrupt college activities, coupled with a clear and present danger that the activities of the college will be in fact materially disrupted.
 - c. Inclusion of matters in an official college publication that would subject the administrators to civil liability for libel or defamation.
 - d. Inclusion of matters that are obscene in accordance with prevailing legislative and judicial interpretations or that offend the conscience of the community.
2. Students must apply to the president or his/her designee for a permit to distribute written/printed materials, and each application will be acted on promptly.
3. Any party or parties who distribute written/printed materials on the campus without an official permit are subject to removal from the campus and charges of trespassing.
4. In approving the distribution of written/printed materials, the college, employees, or Board assumes no obligation or responsibility for the content of the materials distributed. Furthermore, the college reminds any party or parties distributing materials to be aware of applicable laws regarding such areas as libel, defamation, and obscenity.
5. If unauthorized distribution of written/printed materials results in littering on campus, the party or parties distributing the materials are responsible for removing the materials from campus. Littering on the college campus is prohibited and is enforced under General Statutes 14-399.
6. The posting of any written/printed material is allowed only on bulletin boards intended for that purpose and only when based on the rules and regulations as outlined below:
 - a. Only allowable materials may be posted. Allowable materials are those that serve institutional goals as set forth in this policy.
 - b. Materials must be approved by the vice president of Operations and Finance or

- his/her designee, or distributors risk being charged with littering as noted previously. The party or parties who distribute the materials are responsible for their removal within three days of completion of the event or activity. Failure to do so results in disapproval of future posting.
7. Solicitation or acceptance of donations or charges for any written/printed materials is prohibited.

Emergency Notification

In the event of an emergency on campus, notification will be sent to the cell phones and emails of registered students and employees. It is essential that you maintain current contact information by contacting the Registrar’s Office, located in A-Building, Student Development.

Financial Aid

The Financial Aid Office is located on the first floor of A-Building. We can be contacted at (910) 642-7141, extension 214.

Ninety percent of the financial aid issued by our office is from the U.S. Department of Education and the State of North Carolina. You can be considered for this aid by completing the Free Application for Federal Student Aid (FAFSA) www.fafsa.ed.gov. Generally students should be applying in February for the next academic year.

Policies students should be aware of:

1. If you decide not to attend SCC, you must officially withdraw prior to the first day of class or you will be charged tuition; even if you never attend a single class.
2. You must maintain passing grades (2.000 GPA) and limit your withdrawals or your financial aid will be stopped.
3. If you withdraw from school and receive financial aid, you may have to pay back a portion to the government. Every day you attend classes you earn a percentage of your financial aid. The earlier you withdraw from classes, the more financial aid you may have to refund.

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
				1 New Year's Day College Closed	2 College Closed	3
4	5 Faculty Workday Student I.D.s	6 Faculty Workday Registration 8 a.m. - 7 p.m. Student I.D.s	7 Faculty Workday Registration 8 a.m. - 7 p.m.. Student I.D.s	8 Classes Begin Student I.D.s	9 Student I.D.s	10
11	12 Student I.D.s	13 Student I.D.s	14 SGA "Welcome Back" Party Student I.D.s	15 Student I.D.s	16 Student I.D.s	17
18	19 Martin Luther King, Jr. Holiday College Closed Student I.D.s	20 Student I.D.s	21 Student I.D.s	22 Student I.D.s	23 Student I.D.s	24 SCC Alumni All- Stars "Where Are They Now?" 7:30 p.m., SCC Auditorium (FREE with SCC Student ID)
25	26 Student I.D.s	27 Student I.D.s	28 Student I.D.s	29 Student I.D.s	30 Student I.D.s	31

4. Financial aid refund checks are mailed to students approximately 30 days after the first day of class.

All policies, terms, and conditions regarding financial aid can be accessed at www.sccnc.edu.

Financial Obligations and Business Relationships

The accountability of the college for its various fiscal and business relationships with students is dictated in part by the regulations governing the college and in part by its desire to encourage students to maturely and responsibly meet their commitments in these areas. The college assumes no responsibility for, nor acts in the collection of, privately incurred debts or obligations involving students in relationships with parties outside the college.

1. Diplomas, transcripts of records, letters of honorable dismissal, or permission to register for the succeeding semester are withheld from students who have unpaid bills or loans due the college or who have not made arrangements acceptable to the Business Office for the discharge of such responsibilities. Examples include unpaid loans, library fines, bookstore charges, and parking fines. Grades also are withheld from students who have not returned equipment, supplies, or any college property on loan to them from official college offices.
2. Charges for damage to college property are billed to the individual or group responsible for such damage at the standard rate established by the college for repair or replacement.
3. Charges and fines owed for violations of the college's motor vehicle regulations are viewed as charges owed to the college. In addition to the sanctions listed above, these charges, if unpaid, may result in denial of permission to register a motor vehicle.
4. All sales or solicitations not properly approved in advance by the Student Government Association (SGA), the vice president of Student Development and Technology Services, and ultimately the president, are prohibited. Failure to secure such authorization may subject students to whatever corrective or compensatory costs are judged

appropriate and may make them liable for probation or such lesser penalty as may be appropriate to the nature of the act.

Fundraising and Soliciting

College buildings or campus spaces may not be used to raise funds for individuals or organizations except for officially recognized college projects or organizations that have obtained prior approval from the president or his/her designee. Classes, clubs, or other college groups planning to solicit contributions or to sell goods or services must obtain a Solicitation Request Form from the Development Office (A-224) and return the completed form to that office for approval before the fund-raising activity takes place.

Identification (ID) Cards

All curriculum students must obtain an SCC photo identification (ID) card. Cards are issued in the Student Activities Office at registration and as needed. SCC ID cards must be carried at all times while on campus, and under no circumstances should they be altered or lent to another person. Presentation of the card may be required for identification or participation in various student activities or events. Persons who do not have proper identification may be asked to leave campus. Students who withdraw before the semester ends must turn their ID cards in to the Registrar's Office. Lost ID cards must be replaced, and a fee of \$5.00 is charged for each duplicate card. Students will need to pay in the fee at the Business Office and bring the receipt to the Student Activities Office in order to have their ID Card replaced.

Insurance

Low-cost student accident insurance is required of all curriculum students for a fee of \$1.30 per semester (fee subject to change by the insurance company). Malpractice insurance is required of students enrolled in all allied health programs that have a clinical lab.

JobLink Career Center

The Columbus County JobLink Career Center provides job seekers and employers easy access to a wide array of employment and training services. FREE services available include career and personal assessments, employment readiness preparation, short-term skills training, job placement assistance, résumé preparation, and career counseling. The Center administers grants for Workforce Investment Act (WIA) adult, dislocated worker, and out-of-school youth as well as a state-funded Displaced Homemakers grant.



Students and job seekers have access to the Career Resource Room for extensive career exploration and job search efforts. Customers also have access to representatives from the Employment Security Commission, Vocational Rehabilitation, Telamon Corporation, Commission of Indian Affairs, and Job Corp. Located in A Building, the Center is open Monday – Thursday, 8 a.m. to 5 p.m.; Friday 8 a.m. to 3:30 p.m., and Tuesday until 8 p.m.

Library

The library is a 12,000 square foot single-story building with spacious reading and study areas, as well as two meeting rooms, one of which is designed especially for student study groups. The library collection includes books, magazines, newspapers, audiovisual materials, computers, and various other resources. Materials reserved for certain classes are kept at the circulation desk. Students needing resources not owned by the library should ask the staff about interlibrary loan services.

New students need to visit the library to receive a library card. Returning students should use the card previously issued to them. This card is used to check out materials, to place holds on items that are checked out to someone else, and to sign up to use the Internet in the library. A fee is charged for replacement cards.

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
1	2	3	4	5	6	7 Harlem Rockets
8	9	10	11	12 Lincoln's Birthday Dr. Sharyn Edwards Piano Concert 7:30 p.m., SCC Auditorium (FREE with SCC Student ID)	13 SGA Sweetheart Party	14 Valentine's Day
15	16 President's Day	17	18	19 Student Exploration Day	20	21 SCC Rams Baseball vs. Florence Darlington Tech CC (DH) 1 p.m., Away SGA Black History Gospel Party
22 SCC Rams Baseball vs. Florence Darlington Tech CC (DH), noon Home	23	24 Mardi Gras	25	26 SGA Eating Disorder Seminar	27 SCC Rams Baseball vs. Prince George CC (DH) noon Home	28 SCC Rams Baseball vs. Danville CC (DH) 1 p.m. Home

Home games are in bold type. All home games are played at the SCC Athletic Complex.

This calendar is subject to periodic review and revision.

Locating of Students on Campus

For emergency situations, persons who either come to campus or telephone the college needing to locate a student on campus should contact the switchboard operator in A Building. The switchboard operator notifies a campus security officer. The campus security officer delivers the message to the student.

Lost and Found

Lost Items

Students should check for lost items with the Student Activities Office (G-Building) or college receptionist (A-Building Lobby).

Found Items

Students should turn found items in to the Student Activities Office (G-Building). Articles not claimed within 30 days are given to an appropriate charity.

Participation in Promotional Activities

For its promotional activities through media such as broadcasts, multimedia productions, cable casts, the Internet, or closed circuit exhibitions, the college frequently uses student likenesses, words, or biographical materials. Unless students expressly prohibit the college from using their images or voice/statements, the college assumes implied authorization. For students to revoke this authorization, they must complete a form located in the Office of the vice president of Student Development and Technology Services.

Photocopying

Photocopying services are available through a coin-operated copier in the college library.

Retired & Senior Volunteer Program (RSVP)

RSVP volunteers work in a variety of areas, including childcare, crime prevention, literacy,

RSVP

Lead With Experience

nutrition, disaster preparedness and response, and health care. The volunteer determines how much time to give and to which assignments. Volunteerism is an excellent way to learn new skills, practice what is learned in the classroom, and open doors for your career path. The RSVP office is located in M-Building, Room 116.

Fast Facts about RSVP

- Volunteers receive free supplemental liability insurance while participating in an assigned volunteer activity.
- Volunteers have traveled to Hawaii, Alaska, Virginia, South Carolina, the Grand Canyon, and Virginia through affordable group trips.
- Volunteers develop a community of friends and support.
- Research shows that an active individual is happier and healthier.
- There are NO FEES to participate in RSVP.
- Volunteer as LITTLE or as MUCH as YOU have time.
- Very little paperwork to report your monthly activities.
- A lifetime of fun and friendship!

Residency

North Carolina residents are eligible for a lower tuition rate than non-residents. The controlling North Carolina statute (G.S. 116-143.1) states that "To qualify as a resident for tuition purposes, a person must have established legal residence (domicile) in North Carolina and maintained that legal residence for at least 12 months immediately prior to his/her classification as a resident for tuition purposes." Ownership of property in or payment of taxes to the State of North Carolina does not automatically qualify students for the in-state tuition rate. Out-of-state students' tuition paid by an in-state employer will be charged at the in-state rate.

Residency status is determined by the Registrar. Students are notified of their classification by letter. If students do not agree with the classification, they have 14 days to appeal the decision to the Campus

Residency Committee (the Registrar, the Vice President of Student Development and Technology Services, and the Vice President of Operations and Finance). The Committee hears the appeal and notifies the students of the decision by letter. Students then have an additional 14 days to appeal to the State Residency Committee. This procedure is explained in the Residency Manual, which is available in the Office of the Vice President of Student Development and Technology Services. Appeals must be made within the semester in which the residency classification occurs.

Service Learning

Service-learning offers a unique opportunity for America's students to get involved with their communities in a tangible way by integrating service projects with classroom learning. Service-learning engages students in the educational process, using what they learn in the classroom to solve real-life problems. Students not only learn about democracy and citizenship, they become actively contributing citizens and community members through the service they perform.



Service-learning can be applied across all subjects and grade levels; it can involve a single student or group of students, a classroom or an entire school. Students build character and become active participants as they work with others in their school and community to create service projects in areas like education, public safety, and the environment.

Service Learning promotes learning through active participation in service experiences by:

- Providing structured time for students to reflect by thinking, discussing and/or writing about their service experience,
- Providing an opportunity for students to use skills and knowledge in real-life situations,
- Extending learning beyond the classroom and into the community, and,

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
1 SCC Rams Baseball vs. Danville CC, (DH), noon, Home	2 End of the First 7-week Session	3	4	5	6	7
8 Spring Break	9 Spring Break	10 Spring Break	11 Spring Break	12 Spring Break	13 Spring Break	14 Spring Break
15	16 Second 7-week Session	17 St. Patrick's Day	18	19 31st Piano Festival & Competition, Artist Recital, 7:30 p.m., SCC Auditorium (FREE with SCC Student ID)	20 31st Piano Festival & Competition, Collegiate Finals, 8 p.m., SCC Auditorium (FREE with SCC Student ID)	21* SCC Rams Baseball vs. Patrick Henry CC (DH), 1 p.m., Home SCC Rams Softball vs. Stanley CC (DH), 1 p.m., Away
22 SCC Rams Baseball vs. Patrick Henry CC, 1 p.m., Home SCC Rams Softball vs. Pitt CC (DH), 3 p.m., Away	23 Early Registration for Fall Semester 2009 Begins	24	25	26	27 SCC Rams Softball vs. Florence Darlington Tech CC (DH), 4 p.m. Home	28 SCC Rams Baseball vs. Brunswick CC (DH), 1 p.m., Home SCC Rams Softball vs. Aiken Tech, (DH), 2 p.m., Home
29 SCC Rams Baseball vs. Brunswick CC, 1 p.m., Home SCC Softball vs. Spartanburg Methodist, (DH), 2 p.m., Home	30	31				

Home games are in bold type. All home games are played at the SCC Athletic Complex.

* **March 21, 7 p.m.:** 31st Piano Festival & Competition, Awards Ceremony & Student Recital, SCC Auditorium

This calendar is subject to periodic review and revision.

- Fostering a sense of caring for others

Because of its connection to content acquisition and student development, service-learning is often linked to school and college courses, and inspires these educational organizations to build strong partnerships with community-based organizations. Service-learning can also be organized and offered by community organizations with learning objectives or structured reflection activities for their participants. Whatever the setting, the core element of service-learning is always the intent that both providers and recipients find the experience beneficial, even transforming.

There is no cost to participate in Service Learning. To learn more, visit the Volunteer Center located in M-Building, Room 116.

Student Government Association

Social development is an important part of campus life. The Student Government Association (SGA) and student clubs sponsor luncheons, community activities, cookouts, dances, student competitions, pageants, talent shows, and other events. SCC also provides an annual Fine and Performing Arts Series, free lectures and programs by well-known personalities, multicultural festivals, Earth Day celebrations, academic awards day, intercollegiate athletic programs, video presentations, and other activities. All students are encouraged to participate in these activities.

Students receive practical experience in responsible citizenship by participating in a program of self-government through the SGA. The SGA is composed of curriculum students taking eight credit hours or more at SCC.

Officers

Officers and senators are elected each year. The SGA consists of a president, vice president, and secretary and includes five sophomore senators (two business and technology students and three arts and sciences students) and eight freshman senators (two allied health students, two business and technology students, and four arts and sciences students). Persons desiring

to run for any office should check the SGA Constitution in the Student Activities Office for qualifications and procedures for filing. Election dates and filing deadlines are announced in the Ram-O-Gram in the spring and fall. It is important that students vote in SGA elections, participate in student activities, express interest in and take the initiative to run for student government offices, and convey their opinions about student government to their SGA representatives.

Voting Procedures

1. All students who have an active SCC ID card are eligible to vote.
2. Students must sign in order to receive a ballot.
3. Students fill out only one ballot.
4. All votes are sealed and locked until they are ready to be counted.
5. Only Student Activities staff members count votes.
6. At least two people must be present during the counting of the votes.
7. Votes must be counted no later than the morning after completion of the voting process.
8. In the event of a tie, a run off is held within three days.
9. If unforeseen circumstances occur and complicate or hamper the voting process, another vote must be held within three days.

Student Lockers

Although students use assigned lockers temporarily, the lockers are the property of the college and subject to the following regulations:

1. The college reserves the right to have a periodic college-wide inspection of all lockers for the purpose of keeping lockers clean and ensuring that they are being used properly and do not contain any materials that are undesirable or illegal.
2. The college also reserves the right to inspect any given locker when the administration or a faculty member has reasonable grounds for suspicion that the locker is not being used for its intended purpose.
3. Two members of the faculty or staff jointly conduct any inspection of lockers. Further, inspection of

any single locker on the grounds of reasonable suspicion always occurs in the presence of the student, if possible. The intended purpose of the lockers is to provide a place of safekeeping for student clothing, books, and other personal items. However, the college does not accept responsibility for loss or theft of student property left in the lockers. Lockers are not a place of safekeeping for food, drink, pornographic material, or contraband of any kind.

Student Organizations

The college encourages the formation of student organizations in order to provide as many students as possible with opportunities to organize according to their interests, to interact with one another, and to derive the benefits of other members' experiences and resources. However, no organization that limits membership based on fees that may be beyond students' means or based on race, color, sex, creed, or social class shall be a part of the college.

In order for student organizations to become chartered as official college organizations and to be eligible to receive funding from the SGA, they must comply with the Guidelines for Chartering Student Organizations available from the vice president of Student Development and Technology Services or the coordinator of Student Activities and in the library.

Guidelines for Chartering

Student organizations submit the following to the vice president of Student Development and Technology Services when they are chartered:

- The name of the organization
- A list of non-college affiliations
- A purpose statement of the organization
- A statement from at least one college employee agreeing to serve as advisor to the organization
- The specific criteria for membership
- An itemized list of all dues and/or fees that the organization requires of members and prospective members
- A copy of the constitution and by-laws of the organization

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
			1 SGA Sexual Assault Awareness Program "Breaking the Silence"	2	3	4 SCC Rams Baseball vs. Wilkes CC (DH), 1 p.m., Away SCC Rams Softball vs. USC Sumter (DH), 1 p.m., Away
5 SCC Rams Baseball vs. Wilkes CC, 1 p.m., Away	6	7	8	9	10 Easter Holiday College Closed SCC Rams Baseball vs. Stanley CC, (DH), 1 p.m., Away	11 SCC Rams Baseball vs. Stanley CC, 1 p.m., Away SCC Rams Softball vs. USC Salkehatchie (DH), 1 p.m., Home
12 Easter	13 Easter Holiday College Closed	14 Faculty Development Day	15 Last Day to Withdraw with "W" Grade Spring Fling	16	17 SCC Rams Softball vs. Patrick Henry CC, (DH), 3 p.m., Away	18 SCC Rams Baseball vs. Rockingham CC (DH), 1 p.m., Home SCC Rams Softball vs. Louisburg (DH), 1 p.m., Away
19 SCC Rams Baseball vs. Rockingham CC, 1 p.m., Home SCC Rams Softball vs. Surry CC (DH), 1 p.m., Home	20	21	22 Earth Day	23 SCC's 4th Annual High School Honors Jazz Band Festival, Competition: 7 p.m., SCC Auditorium (FREE with SCC Student ID)	24	25 SCC's 4th Annual High School Honors Jazz Band Festival, Concert: 7:30 p.m., SCC Auditorium (FREE with SCC Student ID)
26	27	28	29	30		

Home games are in bold type. All home games are played at the SCC Athletic Complex.

Procedures for Handling Funds

All chartered student organizations funded in part by the SGA utilize the procedures established by the Business Office for college departments and organizations. Student organizations soliciting funds in the name of the college must deposit these funds through the Business Office. Participating members that pay organizational membership fees directly to a state or national organization do not need to deposit these fees with the Business Office. The executive dean of Institutional Advancement and the president must approve any solicitation of funds, goods, or services.

Chartered Organizations

The following organizations have been chartered:

- Ambassadors
- Art Club
- Chess Club
- College Choir
- Computer Club
- Cosmetology Club
- Criminal Justice Club
- Early Childhood Club
- Environmental Action Club
- Forestry Club
- Let's Get Down Dawg Yoga Club
- Medical Laboratory Technology Club
- Phi Beta Lambda
- Phi Theta Kappa
- Science Club
- Spanish Club
- Student Government Association
- Student Nurses' Association

For more information about these organizations, students should refer to the SCC Catalog.

Student Activities Sponsored by Campus Organizations

Groups sponsoring special activities make arrangements for these activities through the organization's advisor. Contact the Student Activities Office for more information. All events on or off campus using the name of Southeastern Community College or implying such sponsorship must have the advance official approval of the SGA and the vice president of Student Development and Technology Services. Notices of club meetings, special campus events, and other activities are published in the Ram-O-Gram.

Student Records

The registrar is responsible for maintaining the cumulative records of current and former students. The Family Education Rights and Privacy Act, "FERPA," (amended by S.J. Res. 40) gives students the opportunity to inspect their educational records and, if they wish, to challenge the content of their records. Parents of dependent students also have the right to inspect their children's records.

The college presumes that parents of students who have not yet reached the age of 21 and who are currently attending the college claim the students as dependents for tax purposes. Students at the college who are at least 18 years of age and who do not want their parents to have access to their cumulative records must so inform the registrar of the college and prove that they are not tax dependents of their parents. If parents of current students or former students who are at least 18 years of age wish to inspect and review their children's cumulative records, they must prove to the registrar that they claim the students as dependents for federal income tax purposes.

Parents or eligible students who wish to inspect and review cumulative records must submit requests in writing to the registrar of the college. When he/she receives written requests for review of the records from parents or students who have a right to inspect the records, the registrar schedules the review. The review date should be as early as possible but never later than 20 days after the request was made. The inspection and review are made in the Registrar's Office or at another designated location. A college official competent in interpreting student records is present to explain the implications of the records that are examined. Procedures on hearings to correct inaccuracies, disclosure to persons other than parents or students, and waiver of rights are on file in the Office of the Vice President of Student Development and Technology Services and the Registrar's Office.

The college may release student directory information upon request, unless students indicate to the Registrar's Office in writing that their information should not be released. Such information includes the student's name, address, telephone number, date and place of birth, major field of study, dates of attendance at SCC, degrees and awards (including honor roll status), and most recent previous school attended. Academic and disciplinary records are not released without the written consent of students.

Student Right-To-Know

The Student Right-To-Know Act requires institutions to disclose graduation rates for all first-time diploma or degree-seeking full-time students. The graduation rate for SCC is 14 percent compared to the North Carolina Community College system rate of 14 percent. (Source: 2008 North Carolina Community College Critical Success Factors Report)

Transcripts

Students who wish to have an official transcript mailed to another institution or potential employer must complete a Transcript Form, which is available in the Registrar's Office or on the college website at www.sccnc.edu. There is no charge for transcripts, and the processing time is three days.

Tuition Refunds

The Administrative Code specifies the circumstances in which tuition refunds can be made. A refund will be made under the following circumstances:

1. A 100 percent refund will be made if the college cancels a class.
2. A 100 percent refund will be made if the student officially withdraws prior to the first day of class(es) of the academic semester or term as noted in the college calendar.
3. A 75 percent refund will be made if the student officially withdraws from the class(es) prior to or on the official 10 percent point of the semester.
4. For classes beginning at times other than the first week (seven calendar days) of the semester, a

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
					1 SCC Rams Baseball vs. Lenoir CC (DH), 1 p.m., Away	2 SCC Rams Baseball vs. Lenoir CC 1 p.m., Away
3	4	5	6 End of Spring Semester 2009	7 Faculty Workday	8 Faculty Workday Graduation	9
10 Mother's Day	11 Faculty Development Day Convocation	12	13	14	15	16
17	18 Summer Registration 8 a.m. - 7 p.m.	19 Summer Registration 8 a.m. - 7 p.m.	20 Classes Begin	21	22	23
24	25 Memorial Day College Closed	26	27	28	29	30
31						

Home games are in bold type. All home games are played at the SCC Athletic Complex.

This calendar is subject to periodic review and revision.

100 percent refund will be made if the student officially withdraws from the class prior to the first class meeting. A 75 percent refund will be made if the student officially withdraws from the class prior to or on the 10 percent point of the class.

5. A 100 percent refund will be made if the student officially withdraws from a contact hour class prior to the first day of class of the academic semester or term or if the college cancels the class. A 75 percent refund will be made if the student officially withdraws from a contact hour class on or before the tenth calendar day of the class.
6. When a student, having paid the required tuition for a semester, dies during that semester (prior to or on the last day of examinations of the college the student was attending), all tuition and fees for that semester may be refunded to the estate of the deceased.
7. Military Tuition Refund – Upon request of the student, each college will do the following:
 - Grant a full refund or tuition and fees to military reserve and National Guard personnel called to active duty or to active duty personnel who have received temporary or permanent reassignments as a result of military operations taking place outside the state of North Carolina, thus making it impossible for them to complete their course work.
 - Buy back textbooks through the college’s bookstore operations to the extent possible.
 - Use distance learning technologies and other methodologies to help these students, under the guidance of faculty and administrative staff, complete their course requirements.
 - Applicable federal regulations regarding refunds will supersede state refund regulations stated in this rule.

students through the peer-tutoring program. Students should call 642-7141, extension 367 or come by the Academic Skills Lab in M-107.

Use of College Facilities

The auditorium and related premises are used only for purposes consistent with the Statement of Institutional Purpose. With the exception of the Business and Industrial Skills Center (T-Building), requests for the use of college facilities should be made through the Office of the Vice President of Curriculum Instruction. Requests for use of T-Building should be made through the Office of the Vice President of Continuing Education and Economic Development. Generally, the use of these buildings is considered on a first-come, first-serve basis.

Use of Tobacco Products

Smoking or using tobacco products in any building on the Southeastern Community College campus is not permitted. Students should limit smoking or the use of tobacco products only to designated areas outside buildings, and they should use ashtrays and trash receptacles to dispose of used tobacco products.

Volunteer Center

The Columbus County Volunteer Center assists students by providing meaningful volunteer opportunities. Students are matched to volunteer service opportunities in Columbus County based on their interest and abilities.



Volunteer experiences can enhance your student career by:

- applying practical experience to what is learned in the classroom
- helping to accomplish a classroom or homework assignment requiring community service or volunteerism
- providing experience in the field for which you are studying

Other benefits of volunteerism:

- strengthen college applications
- enhance employment resumes
- open doors for your career path
- meet leaders in the area for which you would like to work
- enjoy the feeling that you have helped someone
- learn new skills

There is no cost to use the placement services of the Volunteer Center. The Volunteer Center is located in M-Building, Room 116.



Tutoring

Free tutoring in any course is available to all SCC

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
	1 Fall Pre-registration Begins	2	3	4	5	6
7	8	9	10	11	12	13
14 Flag Day	15	16	17	18	19	20
21 Father's Day	22	23	24 End of First Summer Session	25 Classes Begin for Second Summer Session	26	27
28	29	30				

Home games are in bold type. All home games are played at the SCC Athletic Complex.

This calendar is subject to periodic review and revision.

Policies

Drug and Alcohol Policy

The college's Drug and Alcohol Policy is required by the Drug-Free Workplace Act. This act requires that agencies receiving federal grants certify that they are providing a drug-free workplace. The users of drugs or alcohol may impair the well being of all employees, students, and the public at large; drug and alcohol uses may also result in damage to college property. Therefore, the unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance or alcohol is prohibited while in the workplace, on college premises, or as part of any college-sponsored activities. Employees or students violating this policy are subject to disciplinary action up to and including referral for prosecution, expulsion, or termination. This policy applies to both students and college employees. The specifics of this policy are as follows:

1. The college does not differentiate between drug users and drug distributors. Employees or students who possess, use, sell, give, or in any way transfer a controlled substance to other persons or manufacture a controlled substance while in the workplace, on college premises, or as part of any college-sponsored activity are subject to disciplinary action up to and including referral for prosecution, expulsion, or termination.
2. The term "controlled substance" means any drug listed in 21 CFR Part 1308 and other federal regulations, as well as those listed in Article V, Chapter 90 of the General Statutes. Generally, these are drugs that have a high potential for abuse. Such drugs include, but are not limited to, "crack," PCP, cocaine, marijuana, and heroin. They also include legal drugs that are not prescribed for individuals by licensed physicians.
3. If employees or students are convicted of violating a criminal drug statute while in the workplace, on college premises, or as part of a college-sponsored activity, they are subject to disciplinary action up to and including termination or expulsion. Alternatively, the college may require employees or students to successfully finish a drug abuse program sponsored by an approved private or governmental institution as a precondition for continued employment or enrollment at the college.
4. Employees or students are required to inform the college in writing within five days after they are convicted for violation of any federal, state, or local criminal drug statute when such violation occurred while in the workplace, on college premises, or as part of any college-sponsored activity. A conviction means a finding of guilt (including a plea of nolo contendere) or the imposition of a sentence by a judge or jury in a federal or state court.
5. Convictions of employees (including student employees as defined below) for violating drug laws in the workplace, on college premises, or as part of a college-sponsored activity are reported to the appropriate federal agency. Students employed under the college work-study program are considered to be employees of the college if the work is performed for the college. For work performed for a federal, state, or local public agency or for a private nonprofit or a private profit agency, students are considered to be employees of the college unless the agreement between the college and the organization specifies that the organization is considered to be the employer. The vice president of operations and finance must notify the U.S. government agency with which the grant was made within ten days after receiving notice from employees or otherwise receiving actual notice of violations of a criminal drug statute occurring in the workplace. The college takes appropriate disciplinary action within 30 calendar days from receipt of notice. As a condition of further employment on any federal government grant, the law requires all employees to abide by this policy.
6. Employees or students who unlawfully possess, use, sell, or transfer alcoholic beverages to any person while in the workplace, on college premises, or as part of any college sponsored activity are subject to disciplinary action up to and including termination or expulsion and referral for prosecution.
7. If employees or students are convicted of violating any alcoholic beverage control statute while in the workplace, on college premises, or as part of any college-sponsored activity, they are subject to disciplinary action up to and including termination or expulsion. Alternatively, the college may require employees or students to successfully finish an alcoholic rehabilitation program sponsored by an approved private or governmental institution as a precondition for continued employment or enrollment at the college.
8. The term alcoholic beverage includes beer, wine, whiskey, and any other beverage listed in Chapter 18B of the General Statutes.
9. Employees or students are required to inform the college in writing within five days after they are convicted of violating any alcoholic beverage control statute when such violations occurred while in the workplace, on college premises, or as part of any college-sponsored activity.
10. Visits to the campus by the Columbus County Canine Unit may occur on a random, unannounced basis. Persons found possessing illegal drugs or alcohol may be arrested by local authorities. The Columbus County Sheriff's Department is called immediately, and violators are removed from the campus.

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
			1	2 Independence Day Holiday College Closed	3	6 Independence Day
5	6 Fall Semester Early Registration Begins	7	8	9	10	13
12	13	14	15	16	17	20
19	20	21	22	23 End of Fall Semester Early Registration	24	27
26	27	28	29	30 Summer Session Classes End		

Health Risks Associated with Alcohol and Drug Abuse

Alcohol

Alcohol is a drug. It is a depressant that is absorbed into the bloodstream and transmitted to virtually all parts of the body. The impact of alcohol varies among individuals. However, even moderate doses of alcohol reduce physical coordination and mental alertness, making certain activities, such as sports or driving, dangerous. Larger doses of alcohol cause staggering, slurred speech, double vision, sudden mood swings and unconsciousness. Drinking to excess in any situation is poisoning the body. In addition, heavy drinking and binge drinking (multiple drinks at one sitting) may result in respiratory arrest and death. Long-term heavy drinkers increase their risk of developing liver and heart disease, circulatory problems, peptic ulcers, various forms of cancer, and irreversible brain damage. Heavy drinkers also may become hooked on the drug and die if it is withdrawn too quickly.

Cocaine

Cocaine is a stimulant that is short lasting. In its crystalline form, cocaine is most often inhaled through a tube directly into the nasal passages, passing quickly into the brain. It can be smoked or injected. Free basing involves removing the hydrochloride and other additives by introducing a strong alkali and ether to the crystalline cocaine and heating it to its evaporation point. The cocaine base that remains is then smoked, sending the drug

almost instantaneously to the brain. However it is introduced into the body, the drug's immediate effect is to create a high that is often described as orgasmic or euphoric. It creates increased alertness, suppresses appetite, and temporarily relieves depression.

Studies indicate that cocaine's effect on both body and psyche are dangerous and some damage may be irreversible. The least harmful effects are the painful nosebleeds and nasal erosion that result from sniffing the drug and irritating the lining of the nose. More dangerous are what are known as the "coke blues" - which are the intense downs that occur after the high and often result in the user trying a variety of other drugs or higher doses of cocaine in an attempt to relieve the physical or emotional discomfort. Personal dangers of cocaine can include damage to the respiratory and immune systems, malnutrition, seizures, and loss of brain function. Also, lower-cost forms of the drug, such as "crack," are especially addictive, making all other effects worse. This activity can lead to dependency on several drugs. There is a strong psychological dependence to "coke" which slowly accumulates as the individual builds up tolerance.

Depressants

Downers or depressants act much like alcohol and depress the central nervous system. In fact, alcohol is a depressant. Other downers include quaaludes, barbiturates, and tranquilizers. These drugs reduce anxiety, induce sleep, and promote relaxation. They are extremely dangerous when used together, such as a combination of alcohol and "ludes." The combination is synergistic and the central nervous system is often depressed so much that it causes death. Downers cause slowed

response time, loss of rational judgment, and decreased coordination and motor skills. Driving skills are seriously affected causing driving to be dangerous. Adverse physical effects include permanent liver and kidney damage. Tolerance develops, as does physical dependence, producing serious withdrawal symptoms including death.

Hallucinogens

Drugs that produce hallucinations or dream-like perceptions are called hallucinogens. The most common hallucinogens are LSD (acid), mescaline (peyote), psilocybin (mushrooms), and PCP (angel-dust). These drugs have an effect that lasts 8 to 12 hours to days, depending on the potency and drug type. Sometimes panic reactions occur, producing horrifying perceptions. PCP is a particularly dangerous drug since it produces effects from euphoria to violent behavior. Although there is no physical or psychological dependence associated with these drugs, they are still considered dangerous because of their paradoxical effects. Tolerance can develop to the hallucinations and, due to the perceptual distortions, no one should drive while using any of these drugs. Since these drugs cause misperceptions, people using them can put themselves or others into dangerous, even life threatening situations.

Marijuana

This is a drug that is taken to produce a "high" or euphoric feeling and state of relaxation. The high will last for 2 to 4 hours. The primary active ingredient is THC (tetrahydrocannabinol). The more THC that is present, the more potent the marijuana is. Potency can vary but most common is 3 to -4 percent THC. Marijuana is usually smoked or eaten. The short-term effects include distortion of time perception, increased

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

heart rate, dilation of blood vessels, and loss of short term memory. Also decreased are visual perception and psychomotor skills that make driving extremely dangerous. Long-term effects include loss of motivation, chronic bronchitis, decreased vital capacity, and increased risk of lung cancer. In men, marijuana can cause lower levels of the sex hormone testosterone, and an increase in abnormal sperm. Pregnant women should not smoke marijuana as the effects on the fetus are as yet unclear. Marijuana has been proven to be psychologically addictive. However, even though users develop a tolerance to marijuana, the degree of physical addiction remains uncertain.

Narcotics

The opium poppy produces the natural substances opium, morphine, heroin, codeine. Percodan and Demerol are synthetic opium-like compounds. These drugs relieve pain without loss of consciousness, control diarrhea, and suppress coughs. These drugs can be taken in pill form, injected or smoked. Narcotic analgesics, commonly known as painkillers, cause physical dependence to develop in a short time. Hospitalized patients may even experience minor withdrawal symptoms after spending several days on painkilling medication. Tolerance also develops quickly.

Stimulants

Caffeine is the most widely used stimulant, and it is found in coffee, tea, cola, and cold medications. Other stimulants are in the family of amphetamines, known as speed and uppers. Stimulants increase awareness, keep people awake, and depress the appetite. The short-term effects of these drugs include elevated blood pressure, nervousness, and hyperactivity. Long-term effects include insomnia, malnutrition, even

acute psychosis. Many people find themselves feeling fatigued after using amphetamines. Tolerance does develop and this drug does cause psychological and some physical dependence.

Heroin

Symptoms and side effects of heroin use include loss of appetite, addiction with severe withdrawal symptoms, drowsiness, clouding of mental processes, apathy, slowing of reflexes and physical activity, infection (e.g. hepatitis, AIDS), and death from overdose.

Steroids

Effects of steroid use include liver disease, cancer, growth problems, testicular atrophy, bone fusions, acne, psychological problems, rage and uncontrolled anger, breast reduction, failure of secondary sex characteristics, sexual dysfunction (e.g. sterility, impotence), and fetal damage.



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SCHEDULE	CONTROLLED SUBSTANCE	FIRST OFFENSE	SECOND OFFENSE
Schedule I Has a high potential for abuse. Has no medical use. Has a lack of accepted safety.	Heroin Ecstasy GHB Methaqualone Peyote Opiates (and others)	Class I Felony 4-5 months in Jail	
Schedule II Has a high potential for abuse. Has accepted medical use with severe restrictions. Abuse may lead to physical or psychological dependence.	Cocaine Raw Opium Opium Extracts Fluid and Powder Codeine Hydrocodone Morphine Methadone Methamphetamine Ritalin (and others)	Class I Felony Misdemeanor 45 days in Jail	Class I Felony 4-5 months in Jail
Schedule III Has potential for abuse, but less than Schedule I or II substances. Has an accepted medical use. Abuse may lead to limited dependence.	Ketamine Anabolic Steroids Some Barbiturates (and others)	Class 1 Misdemeanor 45 days in Jail	Class I Felony 4-5 months in Jail
Schedule IV Has a low potential for abuse. Has an accepted medical use. Abuse may lead to limited dependence.	Valium Xanax Rohypnol Darvon Clonazepam Barbitol (and others)	Class 1 Misdemeanor 45 days in Jail	Class I Felony 4-5 months in Jail
Schedule V Has a low potential for abuse. Has an accepted medical use. Abuse may lead to limited dependence.	Over the counter cough medicines with codeine (and others)	Class 2 Misdemeanor 30 days in Jail	Class 1 Misdemeanor 45 days in Jail
Schedule VI	Marijuana Hashish Hashish Oil	Class 3 Misdemeanor 10 days in Jail or Suspended Sentence	Class 2 Misdemeanor 30 Days in Jail

Illegal Trafficking Penalties

Controlled Substance	Amount	Penalty	Fine
Marijuana	10 – 49 lbs	Class H Felony 25 – 30 Months	\$5,000 Fine
Marijuana	50 – 1,999 lbs		



Grievances and Appeals

The procedures described in this section are open to any student seeking justice for what he/she perceives to be unfair treatment in student-to-student or student-to-employee interaction during his/her association with SCC. Disciplinary cases involving student violations of the Student Code of Conduct may be heard through this procedure. Grievances aired through this process also include those arising from Title IX of the Educational Amendments Act of 1972 and those relating to the Family Educational Rights and Privacy Act of 1974 or other similar legal requirements. For grievances relating to sexual harassment, procedures are outlined in other sections of the Student Handbook.

Procedures**Informal**

Any individual may orally present and discuss his/her grievance with his/her immediate supervisor or other college employee or dean on an informal basis. Prior to or after this discussion, the individual may request assistance from the vice president of student development services in resolving the complaint. Should an informal discussion not produce a satisfactory settlement, the grievant may move the grievance to the formal grievance procedure.

Formal

In the event that the grievance is not resolved informally, the grievant may submit the grievance in writing to the vice president of student development services. The formal procedure begins when the appropriate party puts the grievance in writing.

A person must initiate any grievance within ten school days after the alleged unfair treatment occurs. Any student carrying out this procedure must make a written record of the events and conversations he/she participates in as part of the process.

A person who has a grievance first discusses it with the person he/she perceives to be the source of the problem. If such a meeting does not resolve the grievance, or if such a meeting is not possible, the

person discusses the grievance with the vice president of Student Development and Technology Services, who may assist the person in preparing a written statement of the grievance. The next step in the process depends upon the category of grievance, as described below.

Categories of Grievances and Appeals**Grievances****Student-to-Student**

In the case of a grievance against a student or for any violation development services takes appropriate action or refers the case to the Grievance Committee.

Student-to-Employee

An unresolved grievance against an employee by a student is presented to the employee's supervisor(s). The supervisor has five school days from the date of receipt of the written grievance to respond with a decision to the student and to the accused employee. If either party is not satisfied with the supervisor's decision, he/she has five school days to appeal the decision to the next highest administrative level.

If the appeal reaches the vice president's level, the vice president conducts a thorough fact-finding investigation, which could include, but not be limited to, interviews with knowledgeable parties and a review of appropriate documentation. The vice president responds with a decision within five school days to the individual appealing.

If either party is dissatisfied with the vice president's decision, he/she may appeal the decision to the Grievance Committee through the vice president of student development services. The person has five school days to make this appeal.

Resolution by Grievance Committee**Appeals****Appeal of Grievance Committee Decision to the President**

A person who believes that he/she has not received a fair hearing or feels that the action taken was unjust may

appeal the decision to the president. The person who appeals a decision must state in writing the reasons why he/she feels the action is unjust or the procedures used were unfair. The appeal must be given to the president of the college within five school days of the Committee decision. The recommendations of the Grievance Committee are in effect immediately following the Committee's decision. Any questions concerning proper appeal are directed to the vice president of student development services. Whenever possible, the president renders a decision on the appeal within five school days of the date the appeal was received.

Appeal of Grievance Committee Decision to the Board or Executive Committee of the Board of Trustees

Either party of the grievance may request in writing a hearing before the Board as an appeal of the president's decision. This request must be presented within five school days of the president's decision. The Executive Committee of the Board has full power to act on behalf of the Board. The Board or the Executive Committee reviews information to date and renders a decision within five school days of the receipt of the appeal with or without the parties of the grievance appearing before them.

If the Board chooses to conduct a hearing, it follows similar due process procedures as described above for the Grievance Committee except that legal counsel may be allowed at the individual's own expense. The college does not have legal counsel present at the hearing unless the grieving party chooses to have legal counsel present. Therefore, the grievant must notify the president's office no later than 24 hours prior to the hearing that he/she will have legal counsel present. The decision of the Board or the Executive Board is final.

Appeal of Course Grade

A student may make a formal appeal related to a grade assigned for a course taken at the college. The assigned grade may result in not only failure of a course but also dismissal from a program. The following procedure enables a student to exercise the right to such an appeal:

1. Within 10 school days, the student discusses the concern with the instructor to determine that there has been no mistake and to present his/her case.
2. If the situation is not resolved, within five school days the student makes an appointment with the division dean who hears his/her appeal.
3. If the situation is still unresolved, within 10 school days the student makes an appointment with the vice president of curriculum instruction and the vice president of student development services who will conduct a hearing with the student.
4. After the student, the instructor, and others, if appropriate, present their cases, the vice president of curriculum instruction and the vice president of student development services render a decision.
5. Decisions reached by this process are final.
6. All of the above procedures must be completed within 45 days after student grades are assigned and mailed.

Appeal of Disciplinary Action

A student who disagrees with the decision of the dean of students may request a hearing before the Grievance Committee. This request must be submitted in writing to the vice president of student development services within five working days after receipt of the dean's decision. The vice president of student development services refers the matter to the Grievance Committee together with a report on the nature of the alleged misconduct, the name of the complainant, the name of the student against whom the charge has been filed, and the relevant facts revealed by the dean's investigation.

Grievance Committee Membership

The Grievance Committee, established to aid in the resolution of such disputes, consists of five students, three faculty members, and three administrators/staff members. The SGA and the SCC Ambassadors jointly appoint the students – at least two from the arts and sciences division and at least two from the business and technology and allied health divisions. The appointments are representative of the student body (i.e., age, sex, race). The president appoints the faculty

members, administrators/staff members, and the chair on an annual basis. The chair has voting power.

Time Constraints

The chair of the Grievance Committee sets the time and date of the hearing before the Grievance Committee within 10 school days of the date the appeal to the committee is received. Upon extenuating or mitigating circumstances, either party may petition the chair for an extension of the hearing date. Upon presentation of sufficient evidence for a delay, the chair may grant such an extension. The grievance process must be handled in an orderly and timely manner so that the entire process from the filing of a grievance to a final decision is completed within 55 school days.

Hearing Procedures

Whenever a grievance is to be heard by the Grievance Committee, the following procedures, as well as rules imposed by the chairperson in special circumstances, apply:

1. The jurisdiction and authority of the committee is to hear evidence relevant to the grievance, to make findings of fact, and to make recommendations to the president based upon those facts.
2. No member of the Grievance Committee who has a potentially biasing interest in the case is allowed to continue as a member. Whenever possible, members who are enrolled in or who teach in the same curriculum program as the grieving party are excused from serving.
3. The initiator of the grievance submits to the chair a written statement of his/her grievance and a written review of actions taken in the grievance procedure to date at the time he/she requests a hearing. A copy of this written review is made available to all parties involved.
4. The chair of the Grievance Committee acknowledges in writing to the initiator and the accused the charges of alleged violations, the facts to be presented, and a statement that a hearing will be held before the Grievance Committee on the charges, together with notice of

the date, time, and place of the hearing.

5. The hearing instructions from the chair are given in person to the parties involved in the grievance or mailed via certified mail to the initiator and to the accused at their residences or last known addresses.
6. A proposed witness for either party must submit a written statement of his/her testimony to the chair at least three school days prior to the date of the hearing so that the chair can (in writing) certify the person as a witness. If it is impossible for a witness to appear at the hearing, he/she may give evidence in a written deposition.
7. The hearing is held at the date, time, and place specified, unless postponed.

Parking and Traffic

All students taking at least one course on campus must display parking permits on their vehicles according to the directions printed on the permits. The SCC Business Office issues parking permits to students, staff, and faculty through the receptionist in the lobby of A-Building. These permits are not transferable to another person or car. If for some reason, individuals have to drive a substitute car without a permit, they should advise the security officer or the receptionist in the A-Building lobby as soon as they arrive on campus. Student vehicles are not allowed in parking spaces reserved for visitors, faculty, or staff. Vehicles that are double-parked, parked on the grass, blocking a driveway, parked over the designated parking lines, or disrupting an orderly flow of traffic are subject to a fine and may be towed away at owner expense.

General Information

These regulations constitute SCC's traffic code and are applicable to students, all members of the faculty and staff, and any other persons operating a motor vehicle on college owned property. These regulations are in effect and enforced at all times.

1. The college reserves the right to regulate the use of any and all of its vehicle-parking facilities, including:
 - a. Denying vehicle-parking privileges to any individual and/or groups of individuals.

- b. Reserving vehicle-parking facilities for the exclusive use of selected and designated individuals and/or groups.
- 2. The responsibility for locating legal parking spaces rests with operators of motor vehicles. Lack of parking space is not considered a valid excuse for violating any parking regulation.
- 3. The fact that persons park and observe others parked in violation of the regulations without receiving a citation does not mean that the regulation is no longer in effect.
- 4. The college reserves the right to change these regulations and to add, remove, or reallocate parking spaces as the need arises. These changes, if any, are effective with the posting of signs and/or markings as appropriate and are communicated in the Ram-O-Gram.

Vehicle Registration

- 1. Operators must keep their vehicles properly registered with the college at all times.
- 2. Only current vehicle permits are to be displayed according to the location specified on the permits. Vehicle permits must be removed from vehicles when they are sold or traded. Persons who have registered vehicles with the college are held responsible for all traffic violations involving those vehicles on campus.
- 3. The switchboard operator in the lobby of A-Building must be notified of any changes in ownership or changes in license tag numbers of any vehicles registered for operation on campus.
- 4. Motorcycles and motor scooters must be registered, and parking permits must be displayed according to the directions printed on the permits.

Driving and Parking

All regulations embodied in the General Statutes of North Carolina governing and regulating vehicular traffic are applicable to and are enforced on the college campus. In addition, the following regulations, which are unique to this institution, are enforced:

- 1. Vehicles may not be parked in "No Parking" zones at any time.
- 2. The maximum speed limit on all campus streets is

- 20 miles per hour unless otherwise posted.
- 3. Movement of traffic along the campus streets must not be obstructed by vehicles stopping in the streets or in parking lots for any purpose other than parking.
- 4. Driving or parking on lawns or other areas of the campus where streets and/or parking lots are not provided is prohibited.
- 5. Pedestrians are given the right-of-way at all crosswalks.
- 6. All accidents involving motor vehicles that occur on college property must be reported immediately to Campus Security and to the vice president of Operations and Finance.
- 7. Vehicles illegally parked or abandoned on campus may be towed away and placed in commercial storage. Towing and storage charges are the responsibility of the vehicle owner.
- 8. Parking on or over lines used to separate parking spaces is a violation.
- 9. Individuals with repeated violations may be banned from driving or parking on campus.

Sexual Harassment Policy

1. Policy

The college prohibits any form of sexual harassment involving its employees in the employment relationships or involving any college employee and a student of the college in the college relationship, whether it is in the form of a college employee sexually harassing a college employee or student or a student sexually harassing a student or an employee. The college has a firm belief and has established a policy that all employees are entitled to work and all students are entitled to learn in an environment free of discrimination or intimidation based on an intimate, amorous relationship. Any act, comment, or behavior that is of a sexually suggestive or harassing nature and that in any way interferes with an employee's or a student's performance or creates an intimidating, hostile, or offensive environment is strictly prohibited.

2. Definition of Sexual Harassment

The Equal Employment Opportunity Commission defines sexual harassment as "unwelcome sexual advances, requests for sexual favors, and other verbal

or physical conduct of a sexual nature." Examples of such behavior include the following:

- a. Verbal harassment - Making sexual comments about a person's body, telling sexual jokes or stories, spreading rumors about a co-worker's sex life, or asking or telling about sexual fantasies, preferences, or history.
- b. Non-verbal harassment - Giving unwanted personal gifts, following a person, staring at a person's body, or displaying sexually suggestive materials such as pornographic photos.
- c. Physical harassment - Brushing up against or touching another person suggestively or touching oneself in a sexual manner in front of another person.

Such behavior constitutes sexual harassment when:

- a. Submission to such conduct is a term or condition of employment.
- b. Submission to such conduct becomes a basis for employment-related decisions.
- c. Such conduct unreasonably interferes with a student's academic performance or an employee's job performance or creates a hostile or intimidating environment.

3. Consensual Relationships

The college's educational mission is promoted by professionalism in the following relationships: student-faculty, faculty-supervisor, student-supervisor, and employee-supervisor. Professionalism is fostered by an atmosphere of mutual trust and respect. Actions of college employees that harm this atmosphere undermine professionalism and hinder fulfillment of the college's educational mission. Trust and respect are diminished when those in positions of authority abuse, or appear to abuse, their power. Those who abuse, or appear to abuse, their power in such a context violate their duty to the college community.

4. Investigation Procedures

- a. Informal Complaint
 - 1) Any complaint relating to sexual harassment should be referred to the vice president of Student Development and Technology Services. (Note: If said party is directly involved, the complainant should be referred to the vice president of Operations and Finance.)

- 2) The vice president of Student Development and Technology Services counsels the complainant as to the options available under this policy and at the complainant's request, may help the complainant resolve the complaint informally and/or help the complainant draft a formal complaint if the complainant decides to pursue that option.
 - 3) The vice president of Student Development and Technology Services does not inform the accused of the complainant's action without the consent of the complainant.
- b. Formal Complaint
- 1) If the complaint cannot be resolved informally, the complainant may ask the vice president of Student Development and Technology Services to assist him/her in drafting a statement of grievance relating to violation of the sexual harassment policy.
 - 2) An investigation is conducted by appropriate personnel to establish whether there is a reasonable basis for believing that the alleged violation of this policy has occurred. In conducting the investigation, the appropriate administrator(s) may interview the complainant, the accused, and the other persons believed to have pertinent factual knowledge. The investigation involves as small a group as possible to ensure confidentiality of all information. The investigation affords the accused a full opportunity to respond to the allegations.
 - 3) Possible outcomes of the investigation are a determination by the aforementioned administrator(s) and the vice president of Student Development and Technology Services that the allegations are not warranted or that there is a reasonable basis for believing the alleged violation of this policy has occurred, resulting in sanctions of either warning for a first offense or termination of employment for a repeated violation of the policy.
- c. Sanctions
- Disciplinary measures up to and including dismissal are taken if necessary.
- d. Appeal Procedures
- An employee or student who disagrees with the results and/or sanctions of the investigation may request a hearing with the president. The request must be submitted in writing within five calendar days after receipt of the investigation results. After the hearing with the president is requested, the president has ten calendar days from the date of the written appeal to conduct a hearing and to render a decision. The decision of the president is final.
- e. Protection of Complainant and Others
- 1) Investigations of complaints are initiated only with the complainant's consent. The complainant is informed fully of steps taken during the investigation.
 - 2) All reasonable actions are taken to assure that the complainant and those testifying on behalf of the complainant or supporting the complainant in other ways do not suffer any retaliation as the result of their involvement in the process.
- f. Protection of the Accused
- 1) At the time the investigation commences, the accused is informed of the allegations, the identity of the complainant, and the facts surrounding the allegations.
 - 2) In the event the allegations are not substantiated, all reasonable steps are taken to restore the reputation of the accused if it were damaged by the proceedings.
- g. Protecting Both Parties
- 1) To the extent possible, the proceedings are conducted in a manner that protects the confidentiality interests of both parties.
 - 2) After the investigation, the parties are informed of the facts developed in the course of the investigation.
 - 3) The parties are informed promptly about the outcomes of the proceedings.
- 5. Employee - Specific**
- a. Responsibility
- Supervisors are responsible for ensuring that the institution's sexual harassment policy is followed and for maintaining an environment free of harassment.
- b. Consensual Relationships
- No college employee will have an intimate, amorous relationship (consensual or otherwise) with an employee that he/she supervises directly or who is under the supervisor's chain of command. Intimate, amorous relationships between employees outside the supervisory relationship may lead to difficulties but are not prohibited.
- 6. Student - Specific**
- a. Rationale
- Faculty/staff supervisors exercise power over students, whether in giving them praise or criticism, evaluating them, making recommendations for their further studies or their future employment, or conferring any other benefits on them. Intimate, amorous relationships between faculty members or staff supervisors and students are wrong when the faculty member has professional responsibility for the student. Such situations greatly increase the chances that the faculty member will abuse his/her power and sexually exploit the student. Voluntary consent by the student in such a relationship is suspect, given the fundamentally asymmetric nature of the relationship. Moreover, other students and faculty/staff supervisors may be affected by such unprofessional behavior because it places the faculty member/staff supervisor in a position to favor or advance one student's interest at the expense of others and implicitly makes obtaining benefits contingent on amorous or sexual favors. Therefore, the college views it as unethical if faculty members/staff supervisors engage in intimate, amorous relations with students enrolled in their classes or subject to their supervision, even when both parties appear to have consented to the relationship. The college does not tolerate the involvement of faculty members/staff supervisors in such intimate, amorous relationships.
- b. Consensual Relationships in the Instructional/Supervisory Context
- No faculty member/staff supervisor will have

an intimate, amorous relationship (consensual or otherwise) with a student who is enrolled in a course being taught by the faculty member or whose work is being supervised by the faculty member or other staff supervisor.

c. **Consensual Relationships Outside the Instructional/Supervisory Context**

Intimate, amorous relationships between faculty members/staff supervisors and students occurring outside the instructional context may lead to difficulties. Particularly when the faculty member and the student are in the same academic unit or in units that are academically allied, relationships that the parties view as consensual may appear to others to be exploitative. Furthermore, in such situations (and others that cannot be anticipated), the faculty member/staff supervisor may face serious conflicts of interest and should be careful to distance himself/herself from any decisions that may reward or penalize the student with whom the faculty member/staff supervisor currently has or has had in the past an amorous relationship. The college strongly discourages these relationships.

Sexual Assault Policy

The college reaffirms the principle that students and employees have a right to be free from any form of sexual offense, both forcible and non-forcible. Sexual offenses are unacceptable, and they will not be tolerated. They also are unlawful. Sexual assaults include rape, sexual battery, corruption of a minor, gross sexual imposition, voyeurism, and public indecency. The college provides programs to enhance sexual assault awareness and prevention throughout the year. Selected employees and community experts give presentations and provide resources on request. Persons who believe sexual offenses may have occurred are strongly encouraged to report the incidents immediately and to preserve any evidence intact. To report sexual assaults that occur on campus, victims should contact campus security through the college switchboard and/or the Student Development Services counselor or the vice president of Student Development and Technology Services. Any student

services staff member can also assist in this process. Assaults may be reported directly to the local law enforcement agency with the assistance of college security or counseling personnel. Persons who wish to file an informal or formal complaint of sexual assault against students should notify the vice president of student development and technology services, who will assist those persons in following the Sexual Harassment Grievance Policy described in the Student Handbook. Persons who wish to file an informal or formal complaint against an employee should notify the vice president of Student Development and Technology Services who will assist the persons in following the Sexual Harassment Policy in the Personnel Handbook. Also, counseling for victims of sexual assault is available on campus.

These procedures are designed to ensure equal opportunity for both the accused and the accuser. During any hearing, both the accused and the accuser may also present witnesses and be assisted by advisors of their choice from the college community. Complaints of sexual offenses are responded to promptly and equitably. The right to confidentiality of all members of the college community is respected, insofar as possible. Retaliation against individuals bringing complaints of sexual assault is specifically prohibited. Possible sanctions for students found guilty of sexual offenses include restricted access to specified buildings, events, or areas of the campus and suspension or dismissal from the college. Possible sanctions for employees found guilty of sexual offenses include probation or termination. It should also be understood that, as with any crime, if charges of a sexual offense are prosecuted, criminal penalties can result, in addition to sanctions imposed by the college. As with any campus disciplinary proceeding, all parties are informed of the outcome of their case, including any sanction(s).

Student Code of Conduct

Students are expected to conduct themselves in accordance with generally accepted standards of scholarship and morality. The purpose of this code is not to restrict student rights but to protect the rights of

individuals in their academic pursuits.

The following types of student behavior may result in one of the sanctions described in the next section.

1. Academic Dishonesty, that is, taking or acquiring possession of any academic material (test information, research papers, notes) from a member of the college staff or student body without permission; receiving or giving help during tests; submitting papers or reports that are supposed to be original work but are not entirely the student's own; and not giving credit for others' work (plagiarism).
2. Theft of, misuse of, or damage to college property or theft of or damage to property of a member of the college community or a campus visitor on college premises or at college functions; unauthorized entry upon the property of the college or into a college facility or a portion thereof which has been restricted in use and thereby placed off limits; unauthorized presence in a college facility after closing hours.
3. Possession of or use of alcoholic beverages or being in a state of intoxication on the college campus or at college sponsored or supervised functions off campus or in college owned vehicles; possession, use or distribution of any illegal drugs, except as expressly permitted by law. Any influence that may be attributed to the use of drugs or of alcoholic beverages shall not in any way limit the responsibility of the individual for the consequences of his/her actions.
4. Lewd or indecent conduct, including public physical or verbal action or distribution of obscene or libelous written material.
5. Vulgar and offensive clothing is prohibited. Underwear must not be visible. Shirts and shoes must be worn at all times.
6. Mental or physical abuse of any person on college premises or at college-sponsored or college-supervised functions, including verbal or physical actions which threaten or endanger the health or safety of any such persons or which promote hatred or racial prejudice.
7. Any act, comment, or behavior which is of a

- sexually suggestive or harassing nature and which in any way interferes with a student's or an employee's performance or creates an intimidating, hostile, or offensive environment.
8. Intentional obstruction or disruption of teaching, research, administration or disciplinary proceedings, or other college activities, including public service functions and other duly authorized activities on college premises.
 9. Occupation or seizure in any manner of college property, a college facility, or any portion thereof for a use inconsistent with prescribed, customary, or authorized use.
 10. Participating in or conducting an assembly, demonstration, or gathering in a manner which threatens or causes injury to persons or property, which interferes with free access to, ingress or egress of college facilities, and which is harmful, obstructive or disruptive to the educational process or institutional functions of the college; remaining at the scene of such an assembly after being asked to leave by a representative of the college staff.
 11. Possession or use of a firearm, incendiary device, or explosive, except in connection with a college-approved activity. This also includes unauthorized use of any instrument designed to inflict serious bodily injury to any person.
 12. Setting off a fire alarm or using or tampering with any fire safety equipment, except with reasonable belief in the need for such alarm or equipment.
 13. Gambling.
 14. Smoking and/or using of other tobacco forms in non-designated areas.
 15. Littering on the campus or in buildings.
 16. Violation of college regulations regarding the operation and parking of motor vehicles.
 17. Forgery, alteration, or misuse of college documents, records, or instruments of identification with intent to deceive.
 18. Violation of the terms of disciplinary probation or any college regulation during the period of probation.
 19. Fiscal irresponsibility such as failure to pay college-levied fines, failure to repay college-

- funded loans, or the passing of worthless checks to college officials.
20. Violation of a local, state, or federal criminal law on college premises that adversely affects the college community's pursuit of its proper educational purposes.
 21. Disobedience of the reasonable directions of college employees, including administrators, faculty, security, and other staff employees.

Discipline

The college reserves the right to maintain a safe and orderly educational environment for students and staff. Therefore, when, in the judgment of college officials, a student's conduct disrupts or threatens to disrupt the college community, appropriate disciplinary action is taken to restore and protect the sanctity of the community.

Immediate Suspension

If an act of misconduct threatens the health or well being of any member of the academic community or seriously disrupts the function and good order of the college, an instructor or administrative officer may direct students involved to cease and desist such conduct and advise them that failing to cease and desist results in immediate suspension. If students fail to cease and desist, the instructor or administrative officer may then suspend them from the class or the college until a resolution of the matter can be made. The instructor or administrative officer invoking such suspension notifies the dean of students in writing of the individuals involved and the nature of the infraction as soon as possible but no later than 24 hours after the incident. The dean of students is responsible for implementing student discipline procedures.

Procedures

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

1. Charges: Any administrative official, faculty

member, or student may file charges with the dean of students against any student or student organization for violations of college regulations. The individual(s) initiating the action must specify, in writing, the following:

- a. Name of the student(s) involved
- b. The alleged violation of the specific code of conduct
- c. The time, place, and date of the incident
- d. Names of person(s) directly involved or witnesses to the infractions
- e. Any action taken that related to the matter
- f. Desired solution(s)

The completed charge form is forwarded directly to the dean of students.

2. Investigation and Decision: Within five working days after the charge is filed, the dean of students completes a preliminary investigation of the charge and schedules a meeting with the student. After discussing the alleged infraction with the student(s), the dean of students may impose a sanction consistent with those described below.

Sanctions

1. **Reprimand:** The student receives a written communication, which gives official notice that any subsequent offense against the Student Code of Conduct carries heavier penalties because of this prior infraction.
2. **General Probation:** An individual may be placed on General Probation when involved in a minor disciplinary offense. General Probation has two important implications: the individual is given a chance to show his/her capability and willingness to observe the Student Code of Conduct without further penalty; secondly, if he/she errs again, further action is taken. This probation is in effect for no more than two semesters.
3. **Restrictive Probation:** Restrictive Probation results in loss of good standing and becomes a matter of record. Restrictive conditions may limit activity in the college community. Generally the individual is not 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 probation is in effect for not less than two semesters. Any violation of Restrictive Probation may result in immediate suspension.

4. **Restitution:** The individual must pay for damaging, misusing, destroying, or losing property belonging to the college, college personnel, or students.
5. **Interim Suspension:** The student is excluded from class and/or other privileges or activities as set forth in the notice, until a final decision has been made concerning the alleged violation.
6. **Loss of Academic Credit or Grade:** This sanction is imposed as a result of academic dishonesty or suspension for violation of the Student Code of Conduct.
7. **Withholding of Transcript, Diploma, or Right to Register:** This sanction is imposed when financial obligations are not met.
8. **Suspension:** The student is excluded from class(es) and/or all other privileges or activities of the college for a specific period of time. This sanction is reserved for those offenses warranting discipline more severe than probation or for repeated misconduct. Students who receive this sanction must get specific written permission from the vice president of Student Development and Technology Services before returning to campus.
9. **Expulsion:** The student is dismissed from campus for an indefinite period. The student loses his/her student status. The student may be readmitted to the college only with the approval of the president.
10. **Group Probation:** This sanction 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 the sentence, the charter may be revoked or activities restricted.
11. **Group Restriction:** This sanction removes college recognition during the semester in which the offense occurred or for a longer period, usually not more than one 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.

12. **Group Charter Revocation:** College recognition is removed for a group, club, society, or other organization for a minimum of two years. Rechartering after that time must be approved by the president.

Student Pandemic Event Preparedness and Response Plan

The core of this Student Pandemic Event Preparedness and Response Plan for Southeastern Community College, which is an extension of the Columbus County Public Health Department Pandemic Plan, is communication and education.

Communication with the students before a pandemic event occurs will help them know, in the case of a pandemic event, how and with whom they should communicate and respond.

Advance planning and established and practiced procedures will help individuals respond in a manner that should reduce panic and fear. The Southeastern Community College Pandemic Preparedness and Response Plan will follow the US Federal Government's three primary strategies and involve the following components:

I. Preparedness and Communication Purpose of the Plan

The purpose of the Southeastern Community College Pandemic Preparedness and Response Policy is to have a plan in place to guide the college's response to a pandemic communicable event. This plan will ensure that factual and clear informational materials are provided to students and their families and to the community. The overall goal is to stop, slow, or limit the spread of disease; mitigate disease, suffering and death; sustain infrastructure; and mitigate impact to the students' learning, to the economy, and to the functioning of the community. The response to a pandemic event will be local since neighboring counties and usual support services may be unable to respond because of the high rate of illness in their own group or service area.

Emergency Notification

The College currently has email accounts (Ram Mail) for all students who have a distance learning component in at least one class. Instructors who teach any course with a distance learning component also have a Ram Mail account. Beginning with fall semester 2008, all students and faculty will have a g-mail (Google Mail) account.

In addition, the AlertNow web-based emergency notification system allows the college to send out emergency messages to students, staff and faculty via voice, text messaging, and email. This system will be in place for use in fall 2008.

The Southeastern Community College website also will highlight information related to a specific emergency. The college's Webmaster will post any emergency notification on the front page of the college website.

Minor, Major and Catastrophic Emergencies

The communicable disease policy has, in the past, primarily focused on minor and potentially major communicable illnesses. Many of the communicable diseases already have vaccines or have been communicable in more direct, traceable and controllable means. This Pandemic Preparedness and Response Policy covers all communicable diseases including catastrophic communicable disease emergencies that will most likely affect a high percentage of the population at the same time and that will recur in waves. This catastrophic communicable disease emergency is a Pandemic event.

Members of the Communicable Disease Response Team

The Communicable Disease Response Team will be comprised of the college president, senior administrators, division deans, student government officers and other appointed key personnel. The Communicable Disease Response Team will identify the college spokespersons for all communicable diseases including pandemic events.

Roles of Communicable Disease Response Team Members

Roles will be clearly identified for each Communicable Disease Response Team member. The college president will be at the head of the committee. In the absence of the college president, his or her designee will be in charge.

Guidelines for Education of the Students

Education about communicable diseases will be expanded to include a stronger emphasis on the web of causation and methods to stop the transmission through activities such as social distancing, coughing etiquette, basic health care procedures, self care, and care of family members. Students will be provided information about a pandemic disease and its potential to move with great velocity about the globe thereby overwhelming all previously successful coping measures. Education will alert individuals that resources external to their home may not be available.

Educational Offerings in the English and the Spanish Languages

All educational resources will be made available in English and Spanish.

II. Surveillance and Communication Columbus County Public Health Department

The Columbus County Public Health Department provides accurate, timely and consistent information to the public regarding preparation for a pandemic, including the impact of the outbreak, local response actions, and disease control recommendations. The College's Communicable Disease Response Team will use this information to inform its students and to provide timely information on the college website, by telephone and through email services.

Southeastern Community College Spokespersons

The College's Communicable Disease Response Team will identify college spokespersons. These individuals will receive additional training through contact with the Columbus County Health Department personnel.

School Systems in Columbus County

The college president, or his or her designee, will stay in communication with the Columbus County's two school systems' administrators regarding pandemic event responses, school closures, and health-related responses and information.

Columbus County Law Enforcement

The Communicable Disease Response Team will work in cooperation with local law enforcement, as needed, to protect the health and safety of college employees and students.

Columbus County Emergency Response Teams

The Communicable Disease Response Team will work in cooperation with the county's emergency response teams, as needed, to protect the health and safety of the college's employees and students.

III. Response and Containment**Cross-train College Employees to Accommodate 40% Absenteeism**

The Communicable Disease Response Team will develop a method of distance learning for the greatest number of students possible.

Health and Pertinent Health Care Tips Available on Home Page of SCC's Website

The College's Website and the Internet will provide information to individuals who have been required to maintain a social distance from the general public.

Coordinate All Announcements with Columbus County Health Department

The College spokesperson will stay in frequent contact with county public health department personnel.

Communicable Disease and Pandemic Event Education Program

The Institutional Operations Committee of Southeastern Community College is charged with the coordination of the on-going educational campaign and with the notification to the president and appropriate vice president on individual cases

involving communicable disease. The educational campaign is the responsibility of the entire institution and is designed to reach all constituencies. It conveys basic information in various ways, including, but not limited to, the distribution of printed material, posters, meetings, speakers, and electronic media. The campaign is ongoing and will accommodate the annual turnover in the employee and student populations.

July 2008

Use of Information Systems Policy

Access to information systems, including the Internet, computer systems, and computer networks at Southeastern Community College, is provided to authorized users for those resources that they have been granted rights to use. This use is granted subject to state laws, including, but not limited to, North Carolina General Statutes, Article 60, "Computer-Related Crime," Chapter 14:453, 457; and federal laws, including, but not limited to, Computer Fraud and Abuse Act of 1986, Computer Fraud and Abuse Act of 1994, Computer Matching and Privacy Protection Act of 1988, Computer Security Act of 1990, and subsequent amendments to these laws.

Use of information systems must be ethical, reflect academic honesty, and demonstrate restraint in the use of shared resources. Use must also be free from intimidation, harassment, and unwarranted annoyance. User must be respectful of intellectual property; ownership of data, system security, and individual privacy. Violations of this policy and/or accompanying guidelines result in appropriate disciplinary action through college judicial procedures, which may include, but not be limited to, suspension of computing and information system access privileges, termination of employment, and suspension or expulsion.

Guidelines

This policy applies to students, employees, and other authorized users. The president of the institution and/or his/her designee makes the initial determination of

violations under this policy. Unauthorized users are subject to prosecution under relevant state and federal laws and SCC will contact state or federal authorities for prosecution.

Students utilizing the generic laboratory workstation will be made aware of the IS Use Policy through the Student Handbook and by posting of the policy in all student labs and access points. Employees, non-employees, and students with specific log ins will confirm that they have read and understand the IS Use Policy by signing a copy of the policy when provided access and on an annual basis thereafter. This is coordinated with the annual payroll verification. New employees will sign the policy as part of their indoctrination to the IS systems. The IS staff will maintain the most current signed policy.

All users must be aware that the college cannot guarantee the absolute privacy of files and electronic messages. The IS staff has the ability to view files and messages on the networks. It is not the policy of the institution to routinely view such files and messages, but privacy cannot be guaranteed.

The following are the guidelines to ensure appropriate use of information systems, computer systems, and information networks.

User Must Do the Following:

1. Use the resources for which they have been granted access and only for authorized purposes.
2. Protect their USER ID's and passwords. Users are responsible for any activity using their USER ID's and passwords.
3. Access only files and data that are their own, that are publicly available, or to which they have been given authorized access.
4. Use only legal versions of copyrighted software in compliance with vendor license requirements.
5. Be considerate in their use of shared resources. Users should refrain from monopolizing systems, overloading networks with excessive data or downloads, wasting computer time, wasting or excessively using connect time to internal

or external networks, abusing disk space, and excessively using printer paper or other resources.

Users Must Not Do Any of the Following:

1. Use another person's USER ID or password.
2. Use another person's files, system, or data without permission.
3. Use computer programs and/or algorithms to decode passwords or access control information.
4. Use computer resources without the supervision of college personnel.
5. Attempt to circumvent, subvert, or damage system security measures.
6. Connect personal equipment to the network including wireless access.
7. Engage in any activity that might be harmful to systems or to any information stored thereon, such as creating or propagating computer viruses, disrupting services, or damaging files.
8. Use the college's systems for partisan political activities, such as using electronic mail to solicit support for a candidate.
9. Make or use illegal copies of copyrighted software, store such copies on college systems, or transmit them over college networks.
10. Use mail messaging systems to harass, intimidate, or otherwise annoy another person, for example, by broadcasting unsolicited messages, sending unwanted mail, propagating chain mail, or causing the sending of unwanted mail.
11. Waste computing resources, for example, by intentionally placing a program in an endless loop or by printing excessive amounts of paper.
12. Use systems for personal purposes.
13. Use systems for downloading, sending, or receiving information which contains obscene, indecent, or lascivious material or other material that explicitly or implicitly refers to sexual conduct. The college reserves the right to judge if material meets the criteria for the above.
14. Use systems for downloading, sending, or receiving information that is bigoted or sexist. The college reserves the right to judge if material meets criteria for the above.
15. Use systems for downloading, sending, or

receiving copyrighted music, video, or data without adhering to the appropriate copyright laws.

16. Use systems for live multimedia (music/video) feeds that are not directly related to instruction or work.
17. Create, modify, execute, or retransmit any computer program or instructions intended to obscure the true identity of the sender of electronic mail or electronic messages, collectively referred to as messages, including, but not limited to, forgery of messages and/or alteration of system and/or user data used to identify the sender of messages.



QUESTION ABOUT:	DEPARTMENT/CONTACT	LOCATION	EMAIL	PHONE
Academic Calendar	VP of Curriculum Instruction	A-Building, Room 102	mphilips@sccnc.edu	(910) 642-7141, ext. 430
Academic Probation	Counselor	A-Building, Room 123	auhlvalev@sccnc.edu	(910) 642-7141, ext. 279
Accommodations under Americans w/Disabilities Act	Angela Uhl-Kalev	A-Building, Room 123	auhlvalev@sccnc.edu	(910) 642-7141, ext. 263
Adding/Dropping a Course	Sylvia Tart, Registrar	A-Building, Room 129	start@sccnc.edu	(910) 642-7141, ext. 249
Admissions		A-Building, Room 121A		(910) 642-7141, ext. 279
Advanced Placement Credit	Sylvia Tart, Registrar	A-Building, Room 129	start@sccnc.edu	(910) 642-7141, ext. 249
Athletics	Clarence Ganus, Athletic Director	C-Building, Room 114A	cganus@sccnc.edu	(910) 642-7141, ext. 254
Men's Baseball	Scott Johnson, Coach	G-Building, Room 121	rjohnson@sccnc.edu	(910) 642-7141, ext. 234
Women's Softball	Gary Sykes, Coach			(910) 642-7141, ext. 234
Auditing a Course	Morgan Phillips, VP Peggy Blackmon, Dean Robert Carter, Dean Al Phillips, Dean	A-Building, Room 102 R- Building, Room 124 M-Building, Room 116-C CART-Building, Room 140	mphilips@sccnc.edu pblackmon@sccnc.edu rcarter@sccnc.edu aphillips@sccnc.edu	(910) 642-7141, ext. 430 (910) 642-7141, ext. 240 (910) 642-7141, ext. 233 (910) 642-7141, ext. 239
Bookstore	Kenna Cannady, Interim Mgr.	N-Building, Room 101	kcannady@sccnc.edu	(910) 642-7141, ext. 415
Business Office	Betty Jo Sanders, VP	A-Building, Room 117	bsanders@sccnc.edu	(910) 642-7141, ext. 442
Campus Grill		G-Building		(910) 642-7141, ext. 391
Campus Police	Joe Nealon, Dir. of Public Safety		jnealon@sccnc.edu	(910) 642-7141, ext. 0, 215, or 410
Career Readiness Certification	JobLink Career Center	A-Building, Room 137A		(910) 642-7141, ext. 261
Child Care		H-Building		(910) 642-7141, ext. 361
CLEP Credit	Sylvia Tart, Registrar	A-Building, Room 129	start@sccnc.edu	(910) 642-7141, ext. 249
Code of Conduct	James Fowler, Dean of Students	A-Building, Room 124	jfowler@sccnc.edu	(910) 642-7141, ext. 265
Continuing Education	Beverlee Nance, VPt	T-Building, Room 106	bnance@sccnc.edu	(910) 642-7141, ext. 106
Cosmetology Salon	Cosmetology	B-Building, Room 128		(910) 642-7141, ext. 457
Counseling	Student Development	A-Building, Room 123	auhlvalev@sccnc.edu	(910) 642-7141, ext. 279
Curriculum Programs	Morgan Phillips, VP	A-Building, Room 102	mphilips@sccnc.edu	(910) 642-7141, ext. 430
Allied Health Programs	Peggy Blackmon, Dean	R- Building, Room 124	pblackmon@sccnc.edu	(910) 642-7141, ext. 240
Arts & Sciences	Robert Carter, Dean	M-Building, Room 116-C	rcarter@sccnc.edu	(910) 642-7141, ext. 233
Business & Technology	Al Phillips, Dean	CART-Building, Room 140	aphillips@sccnc.edu	(910) 642-7141, ext. 239
Dean's List	Sylvia Tart, Registrar	A-Building, Room 129	start@sccnc.edu	(910) 642-7141, ext. 249
Degrees, Diplomas & Certificates	Sylvia Tart, Registrar	A-Building, Room 129	start@sccnc.edu	(910) 642-7141, ext. 249
Early College High School	Laura Davis, Principal	A-Building, Room 224	ldavis@sccnc.edu	(910) 642-7141, ext. 281
Evening Program	Danny Allen, Evening Director	CART-Building, Room 124	dallen@sccnc.edu	(910) 642-7141, ext. 332

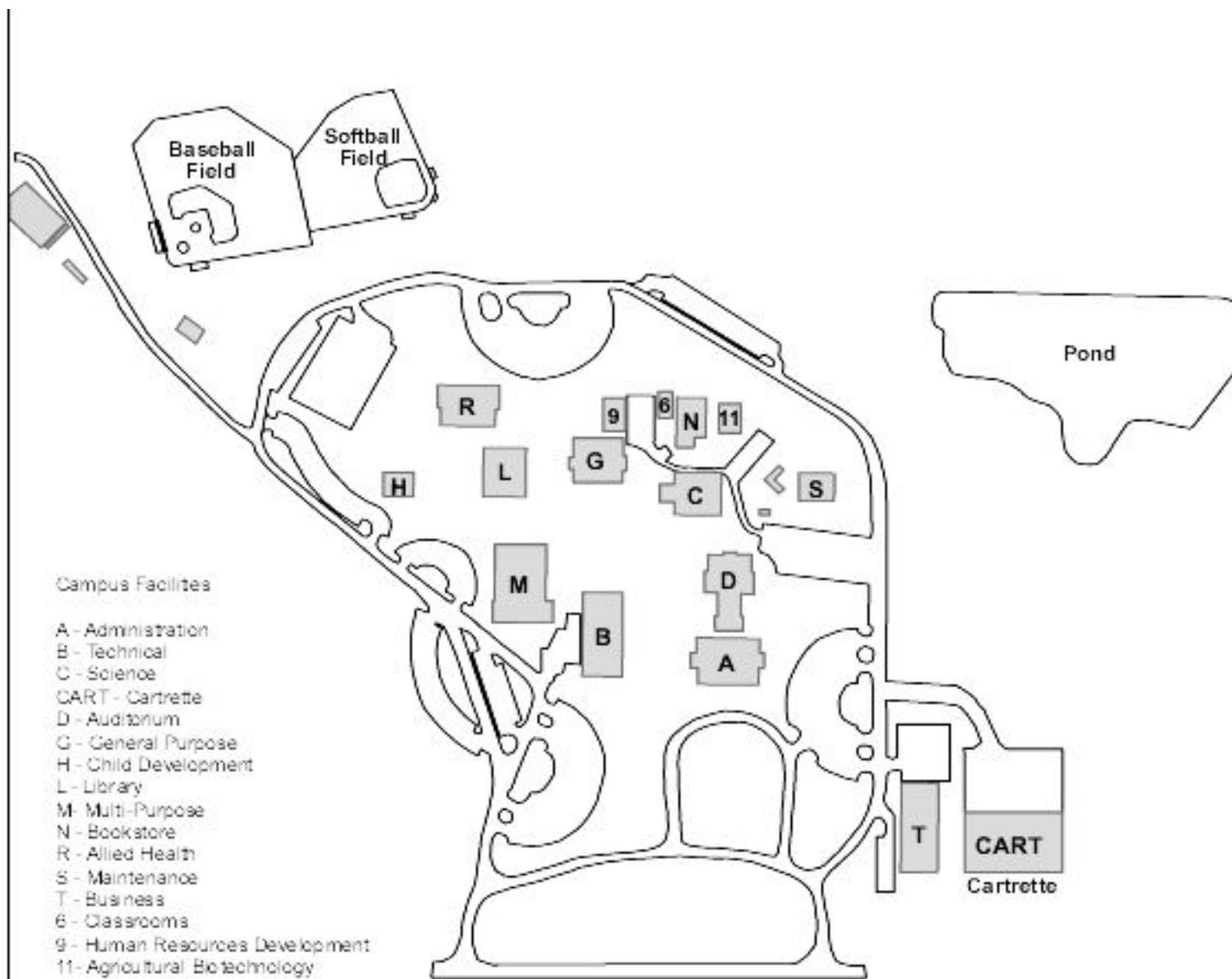
QUESTION ABOUT:	DEPARTMENT/CONTACT	LOCATION	EMAIL	PHONE
Financial Aid	Glenn Hanson, FA Coordinator	A-Building, Room 131	ghanson@sccnc.edu	(910) 642-7141, ext. 250
Foundation	Sue Hawks, Executive Dean	A-Building, Room 103	shawks@sccnc.edu	(910) 642-7141, ext. 320
FSU Admissions Rep.	Darnette Hall	A-Building, Room 121	dlhall@uncfsu.edu	(910) 391-2585
FSU Education Rep.	Shari Willis	A-Building, Room 121	swillis@uncfsu.edu	(910) 587-4422
GED (General Education Diploma)	Jackie Williams, Coordinator, Basic Skills	B-Building, Room 103	jwilliams@sccnc.edu	(910) 642-7141, ext. 326
Graduation	Sylvia Tart, Registrar	A-Building, Room 129	start@sccnc.edu	(910) 642-7141, ext. 249
Hispanic Initiative	Silas Acostas, HI Director	T-Building, Room 100	sacostas@sccnc.edu	(910) 642-7141, ext. 466
Honor Roll	Sylvia Tart, Registrar	A-Building, Room 129	start@sccnc.edu	(910) 642-7141, ext. 249
ID Cards	Barbara Campbell, Student Activities Coordinator	G-Building, Room 116	bcampbell@sccnc.edu	(910) 642-7141, ext. 416
JobLink Career Center		A-Building, Room 137		(910) 642-7141, ext. 261
Late Registration	Sylvia Tart, Registrar	A-Building, Room 129	start@sccnc.edu	(910) 642-7141, ext. 249
Library	Kay Houser, Librarian	L-Building	khouser@sccnc.edu	(910) 642-7141, ext. 219
Parking Decal	Switchboard	A-Building, Lobby		(910) 642-7141, ext. 0
President	Kathy Matlock, President	A-Building, Room 100A	kmatlock@sccnc.edu	(910) 642-7141, ext. 270
Public Information	Karen Vaughn, Director, Public Information	A-Building, Room 227	kvaughn@sccnc.edu	(910) 642-7141, ext. 259
Reporting an Emergency				(910) 642-7141, ext. 0 or "911"
Résumé Preparation	JobLink Career Center	A-Building, Room 128	lphillips@sccnc.edu	(910) 642-7141, ext. 388
RSVP (Retired & Senior Volunteer Program)	Melody Prevatte, Director, Volunteer Services	M-Building, Room 116A	mprevatte@sccnc.edu	(910) 642-7141, ext. 294
Student Government	Barbara Campbell, Student Activities Coordinator	G-Building, Room 116	bcampbell@sccnc.edu	(910) 642-7141, ext. 416
Switchboard		A-Building Lobby		(910) 642-7141, ext. 0
Transcripts	Sylvia Tart, Registrar	A-Building, Room 129	start@sccnc.edu	(910) 642-7141, ext. 249
Tutor	Academic Skills Center	M-Building, Room 107	ehigh@sccnc.edu	(910) 642-7141, ext. 348
UNCW Representative		A-Building, Room 121	merrittt@uncw.edu	(910) 642-7141, ext. 356
Veterans Affairs	Sylvia Tart, Registrar	A-Building, Room 129	start@sccnc.edu	(910) 642-7141, ext. 249
Voter Registration	Barbara Campbell, Student Activities Coordinator	G-Building, Room 116	bcampbell@sccnc.edu	(910) 642-7141, ext. 416
Web Address	www.sccnc.edu			
Webmaster/Photographer	Melissa Hester	A-Building, Room 224D	mhester@sccnc.edu	(910) 642-7141, ext. 411

PROGRAM	ADVISOR	LOCATION	EMAIL	PHONE
Agricultural Biotechnology (AAS)	Igino Teolis	CART-Building, Room 142	iteolis@sccnc.edu	(910) 642-7141, ext. 418
Air Conditioning, Heating & Refrigeration Tech. (AAS)	David Edwards	M-Building, Room 133	dedwards@sccnc.edu	(910) 642-7141, ext. 267
Art (AFA)	David McCormick	D-Building, Room 114	dmccormick@sccnc.edu	(910) 642-7141, ext. 237
Arts Education (AA)	David McCormick	D-Building, Room 114	dmccormick@sccnc.edu	(910) 642-7141, ext. 237
Associate Degree Nursing	Susan G. Auten Carolyn Baker Catherine Cook Deborah Duchesneau Deanna Elkins Cathy Frye Amy George Penny Horne Marjorie Moore Julia Royal Myra Thompson Al West	R-Building, Room 136 R-Building, Room 126 R-Building, Room 142 R-Building, Room 133 R-Building, Room 134 R-Building, Room 125 R-Building, Room 139 R-Building, Room 132 R-Building, Room 127 R-Building, Room 140 R-Building, Room 135 R-Building, Room 123	sauten@sccnc.edu cbaker@sccnc.edu ccook@sccnc.edu dduchesneau@sccnc.edu delkins@sccnc.edu cfrye@sccnc.edu ageorge@sccnc.edu phorne@sccnc.edu mmoore@sccnc.edu jroyal@sccnc.edu mthompson@sccnc.edu awest@sccnc.edu	(910) 642-7141, ext. 243 (910) 642-7141, ext. 226 (910) 642-7141, ext. 337 (910) 642-7141, ext. 227 (910) 642-7141, ext. 458 (910) 642-7141, ext. 423 (910) 642-7141, ext. 340 (910) 642-7141, ext. 311 (910) 642-7141, ext. 307 (910) 642-7141, ext. 341 (910) 642-7141, ext. 344 (910) 642-7141, ext. 293
Associate in Arts	Martha Bromell Barbara Campbell Kathryn Clark Ann Fowler Clarence Ganus Betty Gray Elizabeth High Amanda Hilburn Richard Scott Johnson Doris Joseph Geeta Joshi Ray Mize Queen Lewis-Odom Melody Prevatte Darian Ransom Howard Thompson	G-Building, Room 263D G-Building, Room 115 G-Building, Room 264 M-Building, Room 101A G-Building, Room 114A M-Building, Room 101C M-Building, Room 107 T-Building, Room 109 G-Building, Room 121 G-Building, Room 264 C-Building, Room 104 N-Building, Room 120 G-Building, Room 263A M-Building, Room 116I N-Building, Room 124 G-Building, Room 123	mbromell@sccnc.edu bcampbell@sccnc.edu kclark@sccnc.edu afowler@sccnc.edu cganus@sccnc.edu bgray@sccnc.edu ehigh@sccnc.edu ahilburn@sccnc.edu rjohnson@sccnc.edu djoseph@sccnc.edu gjoshi@sccnc.edu rmize@sccnc.edu qlewisodom@sccnc.edu mprevatte@sccnc.edu dransom@sccnc.edu hthompson@sccnc.edu	(910) 642-7141, ext. 277 (910) 642-7141, ext. 416 (910) 642-7141, ext. 288 (910) 642-7141, ext. 439 (910) 642-7141, ext. 254 (910) 642-7141, ext. 371 (910) 642-7141, ext. 367 (910) 642-7141, ext. 438 (910) 642-7141, ext. 234 (910) 642-7141, ext. 394 (910) 642-7141, ext. 368 (910) 642-7141, ext. 350 (910) 642-7141, ext. 287 (910) 642-7141, ext. 294 (910) 642-7141, ext. 428 (910) 642-7141, ext. 211
Associate in General Educ.	Morgan Phillips	A-Building, Room 102	mphillips@sccnc.edu	(910) 642-7141, ext. 430
Associate in Science	Gary Nealy Sara K. Davenport	C-Building, Room 102B C-Building, Room 110	gnealy@sccnc.edu sdavenport@sccnc.edu	(910) 642-7141, ext. 369 (910) 642-7141, ext. 290
Banking & Finance (AAS)	Angela Ransom	CART-Building, Room 140	aransom@sccnc.edu	(910) 642-7141, ext. 424

PROGRAM	ADVISOR	LOCATION	EMAIL	PHONE
Basic Law Enforcement Training (BLET)	Joe Nealon	M-Building, Room 116	jnealon@scnc.edu	(910) 642-7141, ext. 410
Biology & Biology Education	Sara K. Davenport	C-Building, Room 110	sdavenport@scnc.edu	(910) 642-7141, ext. 290
Broadcast Production Tech.	Christopher Vaughn	CART-Building, Room 106	cvaughn@scnc.edu	(910) 642-7141, ext. 297
Business Administration (AA)	Michael Cance	M-Building, Room 101B	mcance@scnc.edu	(910) 642-7141, ext. 280
Business Administration (AAS)	Connie Porter Bill Braman Angela Ransom	CART-Building, Room 102 CART-Building, Room 103 CART-Building, Room 104	cporter@scnc.edu bbraman@scnc.edu aramsom@scnc.edu	(910) 642-7141, ext. 349 (910) 642-7141, ext. 298 (910) 642-7141, ext. 424
Business Administration - Electronic Commerce	Connie Porter	CART-Building, Room 102	cporter@scnc.edu	(910) 642-7141, ext. 349
Business Education & Marketing Education	Michael Cance	M-Building, Room 101B	mcance@scnc.edu	(910) 642-7141, ext. 280
Communication & Communication Studies	Renee Noll	G-Building, Room 253	rnoll@scnc.edu	(910) 642-7141, ext. 399
Computer Information Tech.	John Bianchini	CART-Building, Room 107	jbianchini@scnc.edu	(910) 642-7141, ext. 253
Cosmetology	Queen Williams Cynthia Williamson	B-Building, Room 127A B-Building, Room 127B	qwilliams@scnc.edu cwilliamson@scnc.edu	(910) 642-7141, ext. 355 (910) 642-7141, ext. 429
Criminal Justice (AA)	Robert Carter	M-Building, Room 116C	rcarter@scnc.edu	(910) 642-7141, ext. 233
Criminal Justice (BS)	Jody Taylor	M-Building, Room 116D	jtaylor@scnc.edu	(910) 642-7141, ext. 321
Criminal Justice Technology	Jody Taylor	M-Building, Room 116D	jtaylor@scnc.edu	(910) 642-7141, ext. 321
Dual Enrollment	Allison Parker	A-Building, Room 204	aparker@scnc.edu	(910) 642-7141, ext. 380
Early Childhood Administration & Infants and Toddlers	Emily Cook	H-Building, Room 101	ecook@scnc.edu	(910) 642-7141, ext. 409
Early Childhood Education	Emily Cook Kay Hester Kay Houser	H-Building, Room 101 N-Building, Room 123 L-Building (Library)	ecook@scnc.edu khester@scnc.edu khouser@scnc.edu	(910) 642-7141, ext. 409 (910) 642-7141, ext. 252 (910) 642-7141, ext. 219
Early College High School	Al Phillips Kimberly Small Christopher Vaughn Michael Granata	CART-Building, Room 140 N-Building, Room 122 CART-Building, Room 106 A-Building, Room 206	aphillips@scnc.edu ksmall@scnc.edu cvaughn@scnc.edu mgranata@scnc.edu	(910) 642-7141, ext. 239 (910) 642-7141, ext. 427 (910) 642-7141, ext. 297 (910) 642-7141, ext. 238
Electrical/Electronics Tech.	Charles Powell	B-Building, Room 115	cpowell@scnc.edu	(910) 642-7141, ext. 359
Electrical Engineering Tech.	Tariq Haque	B-Building, Room 121	thaque@scnc.edu	(910) 642-7141, ext. 228
Elementary Education (AA)	Scott Chattin Mary Revels	D-Building, Room 202 A-Building, Room 204	gchattin@scnc.edu mrevels@scnc.edu	(910) 642-7141, ext. 406 (910) 642-7141, ext. 218

PROGRAM	ADVISOR	LOCATION	EMAIL	PHONE
Elementary Education (BS)	Scott Chattin	D-Building, Room 202	gchattin@scnc.edu	(910) 642-7141, ext. 406
English (AA)		-Building, Room	@scnc.edu	(910) 642-7141, ext.
English Education (AA)	Ray Mize	N-Building, Room 120	rmize@scnc.edu	(910) 642-7141, ext. 350
Environmental Science Technology (AAS)	Rebecca Westbrooks	CART-Building, Room 143	rwestbrooks@scnc.edu	(910) 642-7141, ext. 291
Esthetics Technology	Cynthia Williamson	B-Building, Room 127B	cwilliamson@scnc.edu	(910) 642-7141, ext. 429
Facility Maintenance Tech. (AAS)	Robert Thompson	M-Building, Room 130	rthompson@scnc.edu	(910) 642-7141, ext. 251
Forest Management Tech. & GIS/GPS Technology (AAS)	John Robards	G-Building, Room 251A	jrobards@scnc.edu	(910) 642-7141, ext. 232
Health Education (AA)	Howard Thompson	G-Building, Room 123	hthompson@scnc.edu	(910) 642-7141, ext. 211
History (AA)	Paul Van Gilder	G-Building, Room 252	pvangilder@scnc.edu	(910) 642-7141, ext. 300
Huskies Program				
Industrial Systems Technology (AAS)	Robert Thompson	M-Building, Room 130	rthompson@scnc.edu	(910) 642-7141, ext. 251
Information Systems (AA)	John Robards	G-Building, Room 251A	jrobards@scnc.edu	(910) 642-7141, ext. 232
Interpreter Education (Sign Language) (AAS)	Morgan Phillips	A-Building, Room 102	mphillips@scnc.edu	(910) 642-7141, ext. 430
Invasive Species (AAS)	Rebecca Westbrooks	CART-Building, Room 143	rwestbrooks@scnc.edu	(910) 642-7141, ext. 291
Lateral Entry (Teacher Certification)	Scott Chattin	D-Building, Room 202	gchattin@scnc.edu	(910) 642-7141, ext. 406
Learn and Earn Online	Gail Ruby	CART-Building, Room 162	gruby@scnc.edu	(910) 642-7141, ext. 396
Liberal Studies (AA)	Morgan Phillips	A-Building, Room 102	mphillips@scnc.edu	(910) 642-7141, ext. 430
Manicuring/Nail Technology	Queen Williams	B-Building, Room 127A	qwilliams@scnc.edu	(910) 642-7141, ext. 355
Medical Laboratory Technology	Dawn Williamson Patricia Wright	N-Building, Room 114 N-Building, Room 115	dwilliamson@scnc.edu pwright@scnc.edu	(910) 642-7141, ext. 377 (910) 642-7141, ext. 312
Medical Office Admin. (AAS)	Camela Babson	CART-Building, Room 125	cbabson@scnc.edu	(910) 642-7141, ext. 220
Middle Grades Education (AA)	Kimberly Small Scott Chattin	N-Building, Room 122 D-Building, Room 202	ksmall@scnc.edu gchattin@scnc.edu	(910) 642-7141, ext. 427 (910) 642-7141, ext. 406
Middle Grades & Special Education (AA)	Matlynn Yeoman	A-Building, Room 132	myeoman@scnc.edu	(910) 642-7141, ext. 206
Music & Music Education (AFA)	Sharyn Edwards	D-Building, Room 103	sedwards@scnc.edu	(910) 642-7141, ext. 235
Networking Technology (AAS)	John Bianchini	CART-Building, Room 107	jbianchini@scnc.edu	(910) 642-7141, ext. 253

PROGRAM	ADVISOR	LOCATION	EMAIL	PHONE
Nursing	Susan G. Auten	R-Building, Room 136	sauten@scnc.edu	(910) 642-7141, ext. 243
	Carolyn Baker	R-Building, Room 126	cbaker@scnc.edu	(910) 642-7141, ext. 226
	Catherine Cook	R-Building, Room 142	ccook@scnc.edu	(910) 642-7141, ext. 337
	Deborah Duchesneau	R-Building, Room 133	dduchesneau@scnc.edu	(910) 642-7141, ext. 227
	Deanna Elkins	R-Building, Room 134	delkins@scnc.edu	(910) 642-7141, ext. 458
	Cathy Frye	R-Building, Room 125	cfrye@scnc.edu	(910) 642-7141, ext. 423
	Amy George	R-Building, Room 139	ageorge@scnc.edu	(910) 642-7141, ext. 340
	Penny Horne	R-Building, Room 132	phorne@scnc.edu	(910) 642-7141, ext. 311
	Marjorie Moore	R-Building, Room 127	mmoore@scnc.edu	(910) 642-7141, ext. 307
	Julia Royal	R-Building, Room 140	jroyal@scnc.edu	(910) 642-7141, ext. 341
	Myra Thompson	R-Building, Room 135	mthompson@scnc.edu	(910) 642-7141, ext. 344
	Al West	R-Building, Room 123	awest@scnc.edu	(910) 642-7141, ext. 293
Nursing (BS)	Peggy Blackmon	R-Building, Room 124	pblackmon@scnc.edu	(910) 642-7141, ext. 240
Office Systems Techn. (AAS)	Camella Babson	CART-Building, Room 125	cbabson@scnc.edu	(910) 642-7141, ext. 220
Parks & Natural Resource Mgmt (AAS)	Scott Schmolesky	A-Building, Room 205	sschmolesky@scnc.edu	(910) 642-7141, ext. 426
Personal Interest/Transient	Peggy Blackmon	R-Building, Room 124	pblackmon@scnc.edu	(910) 642-7141, ext. 240
	Ann Fowler	M-Building, Room 101A	afowler@scnc.edu	(910) 642-7141, ext. 439
	Betty Gray	M-Building, Room 101C	bgray@scnc.edu	(910) 642-7141, ext. 371
	Darian Ransom	N-Building, Room 124	daransom@scnc.edu	(910) 642-7141, ext. 428
	Patricia Wright	N-Building, Room 115	pwright@scnc.edu	(910) 642-7141, ext. 312
Pharmacy Technology	Sandra Nance	R-Building, Room 128	snance@scnc.edu	(910) 642-7141, ext. 242
Phlebotomy	Tanya Bellamy	N-Building, Room 113	tbellamy@scnc.edu	(910) 642-7141, ext. 431
Physical Education (AA)	Richard Scott Johnson	G-Building, Room 121	rjohnson@scnc.edu	(910) 642-7141, ext. 234
Political Science (AA)	Robert Carter	M-Building, Room 116C	rcarter@scnc.edu	(910) 642-7141, ext. 233
Psychology (AA)	Richard Rabon	G-Building, Room 256	rrabon@scnc.edu	(910) 642-7141, ext. 328
Soc. Sci. Secondary Educ. (AA)	Paul Van Gilder	G-Building, Room 252	pvangilder@scnc.edu	(910) 642-7141, ext. 300
Social Work (AA)	Michael Granata	A-Building, Room 206	mgranata@scnc.edu	(910) 642-7141, ext. 238
Sociology (AA)	Michael Granata	A-Building, Room 206	mgranata@scnc.edu	(910) 642-7141, ext. 238
Special Education (AA)	Matlynn Yeoman	A-Building, Room 132	myeoman@scnc.edu	(910) 642-7141, ext. 206
	Scott Chattin	D-Building, Room 202	gchattin@scnc.edu	(910) 642-7141, ext. 406
Special Education (Early Childhood) (AAS)	Emily Cook	H-Building, Room 101	ecook@scnc.edu	(910) 642-7141, ext. 409
Therapeutic Massage (AAS)	Susan Hughes	R-Building, Room 134	shughes@scnc.edu	(910) 642-7141, ext. 319
Web Technologies (AAS)	Christopher Vaughn	CART-Building, Room 106	cvaughn@scnc.edu	(910) 642-7141, ext. 297
Welding Technology (AAS)	Terry Callihan	M-Building, Room 135	tcallihan@scnc.edu	(910) 642-7141, ext. 244



Southeastern Community College
4564 Chadbourn Hwy. • PO Box 151
Whiteville, North Carolina 28472
(910) 642-7141 • www.sccnc.edu