

*Students should consult the individual class syllabus, the College catalog/student handbook, the College web page or the instructor for more detailed information.*

Any student who receives a failing grade or has questions concerning grades is urged to discuss the matter with his or her instructor, division chair, or division associate dean.

This sheet of information is given to every student at Shelton State Community College. It is intended to concisely state the information common to every class at the College.

#### PREREQUISITES

Students are required to complete prerequisites. Students who enroll in a course without completing course prerequisites may be withdrawn from the course by the College and may not qualify for a refund of tuition. It is the responsibility of the student to ensure that all course prerequisites are completed.

#### COLLEGE ATTENDANCE POLICY

**STUDENTS ARE EXPECTED TO ATTEND ALL CLASSES FOR WHICH THEY ARE REGISTERED.** If a student is unable to attend class regularly, regardless of the reason or circumstance, the student should withdraw from that class before excessive absences interfere with the student's ability to achieve the objectives of the course. **It is college policy at SSCC for instructors to keep a record of attendance for every class meeting.**

**STUDENTS ARE EXPECTED TO ATTEND CLASS, BE ON TIME, AND TO REMAIN IN CLASS FOR THE DURATION OF THE PUBLISHED CLASS TIME.** Student absences are calculated from the first day of classes; if a student registers late, the classes that the student missed from the first scheduled class date are counted as absences. Attendance the first day of class is especially important; course policies are explained and instruction begins the first day of class. Absences during the first class meeting(s) will negatively impact eligibility for financial aid.

A student will be allowed to make up missed work, test(s), or to submit an assignment past the due date if the absence is excused and the extenuating circumstances (such as sickness, death in the immediate family, military or certain legal obligations) documented and submitted to the instructor within one week of returning to class. Absences due to work, child-care, or travel are not excused. It is the student's responsibility to make arrangements with the instructor to make up missed work. **Any missed material will not be re-taught by the instructor. The manner in which make up work, test(s), or assignments will be given for excused absences, as allowed by this Standard College Policies, shall be left solely to the discretion of the instructor.**

Withdrawal from class or removal from the registration database can affect eligibility for federal financial aid. For additional information, contact the Office of Financial Aid. Attendance requirements in programs that lead to board licensure or certification may differ from this policy.

#### WITHDRAWAL POLICY (The complete withdrawal policy is found in the Fall 2004-Summer 2006 SSCC Catalog/Student Handbook.)

When a student withdraws from a class on or before the date designated as the last day to withdraw, the student receives a grade of **W** regardless of the student's average at the time of the withdrawal; the grade of **W** is recorded on the student's permanent record. Students who remain in the course after the last day to withdraw receive the grade earned for the course. A student who wishes to withdraw from a course must officially withdraw on or before the date designated as the last day to withdraw for the semester. The last day to withdraw is the Monday of the last full week of classes prior to the beginning of final exams. This date is published each semester in the Schedule of Classes. **There will be no withdrawals after this date.** Withdrawal forms must be on file in the Office of Admissions and Records before the close of business on the day designated as the last day to withdraw. Students should consult the 2004-2006 SSCC Catalog/Student Handbook for details concerning the policy.

#### REFUND SCHEDULE AND POLICY

Students receive a 100% refund for classes dropped during the drop/add period if they are still enrolled in any other class(es) during that term. After the drop/add period no refund is given except for total withdrawal from the college. The schedule of classes and the College catalog/student handbook detail the policies.

#### ACADEMIC MISCONDUCT DISCIPLINARY POLICY

It is expected that every student will be honorable. Academic misconduct includes all acts of dishonesty in any academically related matter and any knowing or intentional help or attempt to help, or conspiracy to help, another student commit an act of academic dishonesty. Suspected cases of academic misconduct are reported to the Dean of Instruction. Penalties can range from a reprimand to suspension from the College. Consult the course syllabus for specific policies in the class or the college catalog for more detail regarding the College policy.

#### COPYRIGHT POLICIES:

The College makes every effort to comply with the provisions of the U.S. Copyright Act, Section 107 of the Copyright Act of 1976 (*Fair Use in the Classroom*).

**Digital Millennium Copyright Act Compliance:** The materials on SSCC course web sites in both Distance Education and On Campus courses are only for the use of students enrolled in these courses for purposes associated with the courses and may not be retained or further disseminated. Every effort is made to comply with the provisions of the Digital Millennium Copyright Act (17 U.S.C. § 512) and the Technology, Education, and Copyright Harmonization (TEACH) Act (17 U.S.C. § note). **If there are copyright concerns about any materials on a SSCC website, contact the instructor or the division chair. Disclaimer:** SSCC offers Distance Education and On-Campus Courses that utilize message boards and chat rooms as communication tools for instructors and students. The claims and statements, expressed, implied or guaranteed by individuals on these sites, are the sole responsibility of those individuals. SSCC does not guarantee, confirm, or support information posted to message boards or chat rooms used in these courses.

#### STUDENT CONDUCT CODE

The College is committed to maintaining an environment that contributes to its educational mission and the safety, health, and well being of all students and other persons on campus. Therefore, students and organizations are obligated to abide by the rules and policies established by the College and detailed in the College catalog/student handbook.

It is assumed that students have a desire for constructive learning and are attending with that purpose in mind. Common courtesy and cooperation are expected of all students. Interference, injury, or the intentional attempt to injure or interfere with the personal or property rights of any person or the College is strictly prohibited.

To ensure an uninterrupted atmosphere of learning, disruptive electronic equipment such as radios, tape players, cellular phones, and pagers must be turned off while in class, labs, or in the library.

As a campus security measure, all students are to have I.D. cards with them while on campus; any individual on campus may be required to show identification.

Students are not allowed to bring visitors (including children) to class; any exceptions to this policy must have prior approval of the instructor.

No eating, drinking, or use of tobacco is allowed in any classroom on any Shelton State Community College campus. Smoking is only allowed in designated areas. These areas are identified at the Information Desk in the Atrium on the Martin Campus and in the Main Office on the Fredd Campus.

For special class needs, contact the Office of the Dean of Students to schedule rooms or other space.

#### STATEMENT ON DISCRIMINATION/HARASSMENT

The College and the Alabama State Board of Education are committed to providing both employment and educational environments free of harassment or discrimination related to an individual's race, color, gender, religion, national origin, age, or disability. Such harassment is a violation of State Board of Education policy. Any practice or behavior that constitutes harassment or discrimination will not be tolerated on any campus or site, or in any division, or department by any employee, student, agent, or non employee, on any institution's property and while engaged in any institutionally sponsored activities.

#### CULTURAL DIVERSITY

Courses at Shelton State Community College are part of a curriculum which seek to educate students to live and work in a global community and are dedicated to the concept of cultural diversity.

**AMERICANS WITH DISABILITIES ACT**

The Rehabilitation Act of 1973 (Section 504) and the Americans with Disabilities Act of 1990 state that qualified students with disabilities who meet the essential functions and academic requirements at Shelton State Community College are entitled to reasonable accommodations. Under these laws a disability is defined as any physical or mental impairment which substantially limits a major life activity, a history of such impairment, or the perception of such an impairment. Shelton State Community College does NOT provide disability documentation for students. **It is the student’s responsibility to provide appropriate disability documentation to the Dean of Students at the beginning of each semester.** For details regarding this process, see the ADA Student Handbook available in the Office of the Dean of Students, 205-391-2217.

**GENERAL EMERGENCY PROCEDURES**

**Martin Campus**

- For fire and weather emergencies, students and staff who are physically impaired and are on the 2<sup>nd</sup> floor should report to the nearest rescue stations which are designated at the following locations:  
 A. Stairwell near Room 2101                      B. Stairwell near Room 2602                      C. Main stairwell in Atrium                      D. Stairwell near Room 2836
- For fire and weather emergencies, students and staff who are physically impaired and are on the 3<sup>rd</sup> floor should report to the main stairwell.
- During any evacuation, students should take all books and personal items with them.
- Classes are not dismissed and will resume when notified that the danger has passed.
- For the purpose of reporting an emergency of any kind to campus security, emergency telephones are located in the following rooms: 2253, 2255, 2311, 2361, 2825, 2904, 2927.

**Fredd Campus**

- For fire and weather emergencies, students and staff who are physically impaired should report to the nearest rescue stations designated at the following locations:  
 A. Building 100-interior hall                      B. Building 400-Unity Center – interior hall                      C. Cafetorium – interior area
- During any evacuation, students should take all books and personal items with them.
- Classes are not dismissed and will resume when notified that the danger has passed.
- For the purpose of reporting an emergency of any kind to campus security, call the front office, 205-391-2646.

**FIRE PROCEDURES**

<b>Martin Campus</b>	<b>Fredd Campus</b>
1. Continuous short horn blasts and blinking lights are activated. 2. Fire doors close automatically. 3. All faculty, staff, and students should proceed to the nearest exit and move to the rally point marked with red signs.	1. Continuous horn and blinking lights are activated. 2. All faculty, staff, and students should proceed to the nearest exit and move away from the building.

**TORNADO/SEVERVE WEATHER PROCEDURES**

<b>Martin Campus</b>	<b>Fredd Campus</b>
1. A continuous horn blast with lights is activated for 30 seconds. 2. Security will use bullhorns to direct everyone to safe areas. 3. All faculty, staff, and students should proceed to the 1 <sup>st</sup> floor and seek shelter in an interior hall or office away from doors, glass, and windows. 4. Everyone should stay in the interior halls until the “all clear” is given by a representative of the college. 5. Individuals are strongly advised not to go to their cars.	1. A tornado siren is activated. 2. All faculty, staff and students should proceed to a safe area in the main building, the Unity Center, Building 200, or Building 500. Safe areas include interior classrooms or hallways away from doors, glass, and windows. 3. Everyone should stay in the interior halls or rooms until the “all clear” is given by a representative of the college. 4. Individuals are strongly advised not to go to their cars.

**WHAT SHOULD YOU DO IF YOU FIND A SUSPICIOUS PACKAGE OF ENVELOPE?**

- Do **not** touch, shake, remove the cover, or empty the contents of any suspicious envelope or package. If a powder is present do **not** try to clean up the powder; instead, cover the spill or powder. Wash your hands. Do **not** touch your face
- Individuals should contact Security to identify the location.
  - Emergency telephones are located in the following rooms on the Martin Campus: 2253, 2255, 2311, 2361, 2825, 2904, 2927
  - On the Fredd Campus, contact security, 205-391-2646.
- Make a list of all individuals present and include telephone numbers or other contact information.
- Leave the room and close the door.
  - On the Martin Campus, move all individuals the "D" rooms located in the Atrium and remain until an all clear is announced
  - On the Fredd Campus, move all individuals to the Cafetorium and remain until an all clear is announced.

**FIRST AID AND HEALTH SERVICES**

In order to facilitate the delivery of basic emergency service, a first aid kit is available on the Martin Campus, Atrium area, in the Security/Information Office; on the C.A. Fredd Campus in the Main Office; and at the Fire College in the EMS division. In addition to first aid materials, all laboratories and shops on each campus have appropriate equipment such as showers and eye wash kits to remove hazardous chemicals in case of accident.

In the event that a person needs emergency medical treatment, call 911; stay on the line to give specific directions to the emergency personnel; then, call Martin Campus Security, 205-391-2377, or Fredd Campus Security, 205-391-2646. A person suspected of being seriously ill or injured should not be moved until a staff member arrives. Any costs of transporting students to the hospital, hospitalization, or treatment will be borne by the student.

**THE FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)**

When a student reaches the age of 18 or begins attending a postsecondary institution, the right to inspect the student’s educational record transfers from the parent to the student. Shelton State Community College will not release any student’s educational record to a third party without the student’s written consent. Students may access grades by logging on to the Shelton State web site or by calling the telephone automated response system and keying in the student number and the student personal identification number (PIN). Students may change this PIN in the Office of Admissions and Records.

**TRANSCRIPT REQUESTS**

Students must complete and sign a written request in the Admissions/Records office to have transcripts sent to any other institution.

**COLLEGE WEB ADDRESS: [www.sheltonstate.edu](http://www.sheltonstate.edu)**

**SHELTON AUTOMATED STUDENT SERVICES INTERFACE (SASSI)**

Call 205-391-2900 or visit [www.sheltonstate.edu](http://www.sheltonstate.edu) for the following services:

- to obtain grades at the end of the semester; grades are not mailed
- to register for classes
- to make credit card payments for College services.

*It is the official policy of the Alabama Department of Post Secondary institutions under the control of the State Board of Education, that no person in Alabama shall, on the grounds of race, color, disability, sex, religion, creed, national origin, or age, be excluded from participation in, be denied the benefits of, or shall be subject to discrimination under any program, activity, or employment.*