

Alamance Community College 2008-09 Consumer Information

General Information

Accreditation: Alamance Community College is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to award the Associate of Arts, Associate of Applied Science, and the Associate of Science. In addition to this accreditation, many individual programs have accreditation or licensing boards as listed in the college catalog or at http://www.alamancecc.edu/general_information/index.php. Copies of these accreditations can be obtained from the Office of Educational Programs and Services.

Degree Programs, Training and Other Educational Offerings: A complete and detailed listing of the college's degree programs and completion requirements can be found in the college catalog or at http://www.alamancecc.edu/curriculum_courses_programs/. Full-time faculty members, with their degree qualifications, are listed by program area in the college catalog. Contact information for college faculty is on the college's website at: http://www.alamancecc.edu/general_information/directory/index.php. Students needing to complete a high school diploma or GED can find information at the college's Assessment Center (336-506-4177) or at: http://www.alamancecc.edu/continuing_ed_courses_programs/literacy/index.php.

Tuition and Costs of Attendance: Tuition is established by the North Carolina General Assembly. The current tuition rate per semester for in-state students is \$42.00 per credit hour, charged up to a maximum of \$672.00. Out-of-state rates are \$233.30 per credit hour to a maximum of \$3732.80 per academic semester. Each semester a maximum of \$15.00 is charged in fees: http://www.alamancecc.edu/curriculum_courses_programs/adm_reg_finaid/registration/tuition.php. Specific program fees, insurance and graduation fees are listed in the college catalog. Transportation costs vary depending on the distance a student must commute to the college. Programs containing cooperative education, clinicals, or externships also have transportation requirements to the individual sites. Programs with these requirements are listed in the college catalog.

Withdrawals and Refunds: Students must officially withdraw from courses to be eligible for refunds. To withdraw from a course, students should contact their faculty advisor or the Student Development Office. Students will receive a 100% refund of tuition and fees if they withdraw before classes begin or if a class they are registered for is canceled. A 75% refund is given once classes begin and up to the 10% point of a given class. Information on refund policies is in the college catalog, student handbook and at http://www.alamancecc.edu/curriculum_courses_programs/adm_reg_finaid/registration/

Disability Services: The Disability Office is located in Student Development, on the first floor of the Gee Building. Information on available services and how to access these services can be found in the Disability Services Handbook or on the college website at http://www.alamancecc.edu/services_for_students/students_with_disabilities/index.php.

Student Right to Know Act – Completion and Graduation Rates

Each year the college publishes information on the average graduation rate of students, who when they first enroll, indicate that their intent is to earn a degree. The rate of graduation for this group (2004 cohort) as reported to the National Center of Education Statistics is 15%. However, due to the college's recent migration to a new student data management system, figures for the 2004 cohort may be unavailable or inaccurate. The 4-year average graduation rate for the 2001-2003 cohorts was 24%. The rate of transfer-out to other colleges or universities was not available in for the 2004 cohort. The 4-year average transfer-out rate for the 2000-2003 cohorts was 12%.

FERPA

In compliance with the Family Educational Rights and Privacy Act of 1974, Alamance Community College releases no personally identifiable information about students without the expressed written consent of the student. Exceptions to this practice are those types of information defined as "Directory Information" which includes: student's name, dates of attendance, enrollment status and curriculum, academic honors, and degrees, diplomas or certificates awarded. Student addresses and phone numbers are released per request to the US Military. Students wishing to block this "Directory Information" may do so by written request to the Dean of Student Development. Certain school officials and faculty may have access to non-directory student information without written consent from the student on a strictly academic need-to-know basis. Detailed information on FERPA can be found in the college catalog and student handbook.

Financial Aid Information Summary

Financial Aid Application Process: Students interested in receiving financial assistance while attending Alamance Community College should submit the Free Application for Federal Student Aid (FAFSA). The FAFSA application is available on the Department of Education website at www.fafsa.ed.gov beginning in January of each year. The Financial Aid office holds workshops each week to assist in the process of filing the FAFSA. Eligibility for need based aid is determined from the needs analysis that is returned from the Department of Education. Students may also submit a scholarship application to apply for scholarships that are awarded at the school. Eligibility for scholarships may require a level of need along with a strong academic record. All of our federal and state aid as well as various community based aid programs are described in further detail in a booklet entitled, *Financial Aid Options*, available in the Financial Aid office, located in the Gee Building on the Carrington-Scott Campus. Select scholarships are listed in our academic catalog, on a changing basis determined by funding each year. Alamance Community College does not participate in the federal loan program.

Assistance: The Financial Aid office is open each day Monday – Thursday from 8:00 a.m. until 7:00 p.m. The hours on Friday are 8:00 a.m. until 5:00 p.m. Staff is available to assist with the application process, to answer questions and troubleshoot any problems the student may encounter with the financial aid process. Additional information concerning our policies and procedures is available in the student handbook, the academic catalog and on our website:

http://www.alamancecc.edu/curriculum_courses_programs/adm_reg_finaid/financial_aid/

Award Process: Award letters are generated on a weekly basis as awards are determined, usually beginning in early March before the upcoming academic year, and on a continuing basis throughout the award year. Enclosed in the award packet are specific guidelines relative to each grant or scholarship that is awarded to the student. Information concerning disbursement is included, along with dates of the disbursement of any remaining balance after tuition and book charges have been deducted. Additional information is enclosed for those employed in work study positions with the college, explaining special criteria related to their employment. It is the student's responsibility to read the information concerning the award and to fully understand the requirements of any aid they will receive. Students have a right to question any award they receive and understand how their eligibility was determined for various awards.

Refunds and Repayments: All students should understand the refund and repayment policies of the school in the event they must withdraw from their classes before completion. These policies are determined in compliance with federal and state policy and are listed in the academic catalog and the student handbook. Personnel are available in the Financial Aid office to explain these policies in further detail.

Satisfactory Academic Progress: Students must successfully complete a certain number of their attempted hours in order to remain eligible for aid. The financial aid satisfactory academic policy is in the academic catalog and in the student handbook. It is also enclosed in each award packet. Students must maintain a minimum academic standard to remain eligible for financial aid.

Drug and Alcohol Abuse Prevention Information

It is the policy of Alamance Community College to comply with the Drug-Free Schools and Communities Act of 1989 (Public Law 101-226) as implemented by regulations and contained in 34 CFR Part 86, Subpart B, (amended as Title IV Safe and Drug Free Schools and Communities Act of 1994). Therefore, it is the policy of this college that the unlawful manufacture, distribution, dispensation, possession or use of a controlled substance on the college's campuses or at any site or activity operated by Alamance Community College is prohibited. Any student or employee violating this policy is in violation of the college's rules and regulations and will be subject to disciplinary action up to and including permanent expulsion or dismissal.

Anyone who violates the college's policies relating to drug abuse will be referred to the appropriate legal agencies for prosecution under the federal and state laws governing use and possession of a controlled substance. This includes, but is not limited to, narcotic drugs, hallucinogenic drugs, amphetamines, barbiturates, marijuana, anabolic steroids, or any other controlled substance as defined in Schedules I through V of Section 2020 of the Controlled Substance Act (21 U.S.C. Section 812) and further defined by regulation at 21 C.F.R. 1300.11 through 1300.15 or article 5 Chapter 90 of the North Carolina General Statute. Persons who violate this statute shall be guilty of a felony and may be imprisoned up to 10 years or fined up to \$10,000, or both, at the discretion of the court. (Refer to Student Handbook for details.)

The college's Student Handbook contains information on health risks and can assist students in locating treatment or counseling services for addiction issues. For questions, please contact the Director of Counseling Services.

Cleary Act (Campus Security)

Campus safety and security are founded on a philosophy that advocates a proactive rather than a reactive approach to the safety and security of the college's students and facilities. Security officers have a presence within college buildings and patrol parking areas. The Chief of Security regularly informs faculty and staff of issues pertaining to safety and security. Students and faculty/staff are encouraged to report to security any suspicious activity. Policies regarding controlled substances, facility usage, sexual harassment, and response to assault can be found in the student handbook (also available on line http://www.alamancecc.edu/forms/student_handbook.pdf) and on the college's website: http://www.alamancecc.edu/general_information/security_information/. Yearly crime statistics are published on the college website at: http://www.alamancecc.edu/general_information/security_information/CRIME_AWARENESS_STATISTICAL_REPORT.pdf. Information on sexual assault prevention programs is available through the Student Development Office.

Constitution Day Activities

Held annually on September 17, Constitution Day is a campus-wide, collaborative event hosted by the Department of Social and Behavioral Sciences and the Student Government Association. The event is held on the Carrington-Scott Campus, in and around the school auditorium. The day is highlighted by a guest speaker and also includes colonial games, a Constitution quiz, and voter registration. Announcement of Constitution Day activities can be found in the school newsletter, announcement monitors, and the college's website http://www.alamancecc.edu/int-bin/calendar.pl?CalendarName=services_for_students