Curriculum Student Handbook 2015-16

Includes
Academic Calendar/Planner

Name_________________________________________

Address________________________________________

____________________________________________________________________

Phone________________________________________

e-mail_______________________________________
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Bienvenidos a ACC!

Sabía usted que Alamance Community College ofrece clases gratuitas de inglés además de clases de preparación para obtener su GED. (el equivalente al diploma de la secundaria estadounidense.) ¿Ud. tiene un horario complicado? ¡No se preocupe! Estudie cuando Ud. pueda. Ofrecemos clases en diferentes horarios de lunes a sábado, en la mañana o en la tarde. Ud. escoge. Para hacer su cita de orientación, llámenos al 336-506-4380.

¡Bienvenidos a ACC!

Sabía usted que Alamance Community College ofrece clases gratuitas de inglés además de clases de preparación para obtener su GED. (el equivalente al diploma de la secundaria estadounidense.) ¿Ud. tiene un horario complicado? ¡No se preocupe! Estudie cuando Ud. pueda. Ofrecemos clases en diferentes horarios de lunes a sábado, en la mañana o en la tarde. Ud. escoge. Para hacer su cita de orientación, llámenos al 336-506-4380.
Set up your “My ACCess” account

“My ACCess” account gives you access to:

- WebAdvisor
- E-mail
- Moodle (used for online classes)

(Once you activate your “My ACCess” account, your logins and passwords will be synchronized for each of these three tools.)

How to activate your “My ACCess” account

NOTE: You will need your 7-digit student ID number to activate your account.

1. Go to www.alamancecc.edu
2. Click on “WebAdvisor” link at the top of the home page.
3. Click on “My ACCess”.
4. Complete the following fields:
   - Personal Information (your ACCess ID is your 7-digit student number)
   - Password (create your password)
   - Security question
   - Click “Submit”
5. Write down your ACCess User ID. This is sometimes referred to as your Username. This will be your first and middle initial, last name, and last three digits of your student ID number. (Ex: jfsmith123)

Your “My ACCess” setup is complete and you are now ready to access WebAdvisor, ACCess e-mail and Moodle accounts.
Accessing WebAdvisor
1. Go to ACC’s home page and click on the “WEBADVISOR” link at the top of the page.
2. Click the “LOG IN” tab at the top of the page.
3. Enter your Access USER ID/USERNAME (Ex: jfsmith123) and the PASSWORD you created in the steps above.
4. Click “SUBMIT.”
5. Once you are logged in, click the “Students” tab on the right to access your student information.

Accessing ACCess E-mail
1. Go to ACC’s home page and click on the “EMAIL” link at the top of the page.
2. Click the “ACCess/Google Apps” link.
3. Enter your Access USER ID/USERNAME (Ex: jfsmith123) and the PASSWORD you created in the steps above.
4. Click “SIGN IN.”

Accessing Moodle (for online classes)
Note: You will not be able to access your online classes on Moodle until the first day of class.
1. Go to ACC’s home page and click on the “MOODLE” link at the top of the page.
2. Enter your Access USER ID/USERNAME (Ex: jfsmith123) and the PASSWORD you created in the steps above.
3. Click “LOGIN.”

Forgot your password?
If you forget your password, you may go to https://my.alamancecc.edu/#changepass or go to the WebAdvisor home page and click the “Forgot Your Password?” link. Follow the online instructions to change your password. This will change your password for WebAdvisor, ACCess E-mail, and Moodle.
Where to Find...

**Business Office** ................................................. G Building, 1st Floor
Cashiers/Tuition Payments ................................................................. 506-4141
Tuition Refunds ..................................................................................... 506-4119

**Financial Aid** ......................................................... G Building, 1st Floor
General Financial Aid Information ............................................................ 506-4109
Pell Grants ............................................................................................. 506-4238
Veterans Benefits ................................................................................... 506-4105
Work Study ............................................................................................ 506-4248

**Admissions and Records** .................................................. G Building, 1st Floor
Course Schedule Inquiries ........................................................................ 506-4270
Drop/Add Courses ................................................................................... 506-4270
Graduation Info/Clearances ..................................................................... 506-4124
Social Security Changes .......................................................................... 506-4126
Student Directory/Data Changes .............................................................. 506-4270
Transcripts ............................................................................................... 506-4270
Transfer of Credit .................................................................................... 506-4270

**Student Success** .......................................................... G Building, 1st Floor
Personal Counseling ................................................................................ 506-4146
Career Counseling/Job Placement .......................................................... 506-4146
Disability Services .................................................................................... 506-4130
International Admissions .......................................................................... 506-4140
Placement Testing Services (Accuplacer) ................................................ 506-4361

**Student Activities/SGA** .................................................... 229, Main Bldg., 2nd Floor .. 506-4239
**Academic Advising Center** .................. Main Bldg., 2nd Floor ...............506-4362

**Library** ................................................................. G Building, 3rd Floor .. 506-4186
Library Cards .......................................................................................... 506-4186
Library Reception Desk ........................................................................... 506-4186
Tutorial Assistance/Academic Skills Lab ............................................... 506-4167

**Security and Information Desk** ............ Main Building, Upper Level
Campus Emergencies ............................................................................ Ext. 2286 or Ext. 4201
Parking Decals/Lost & Found ................................................................. Information Desk
Switchboard/Main Entrance/Information Desk ........................................ 578-2002
Security ................................................................................................. A111 .......................... 506-4201
A01 or 364A ......................................................................................... 506-4202

**Miscellaneous**
Adult High School/GED/Assessment Ctr. ........ Literacy Bldg. .................. 506-4177
Bookstore ............................................................................................... Main Building, 2nd Floor.. 506-4156
alamance@bkstr.com

For the most up-to-date listings, check the website: www.alamancecc.edu

Maps of the campus buildings with room numbers are available in the main building, front entrance at the Security window.

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**Fall Semester 2015**

August 7 ........................................... Payment Deadline for Early Fall Registrations  
August 11 ................................................... Orientation for New Students  
August 12-14 ................................................. Final Registration  
August 17 ........................................................ Classes Begin  
August 17-20 ................................................. Drop/Add for Enrolled Students Only  
September 7 ..................................................... Labor Day Holiday  
September 30 ....................................... Last Day to Drop (1st 8-week course) with WP  
October 12-17 .................................................... Fall Break  
November 19 ....................................... Last Day to Drop (16-week course) with WP  
November 24-29 ................................................ Thanksgiving Break  
December 3 ........................................ Deadline to Apply for Fall Graduation  
December 7 ........................................ Last Day to Drop (2nd 8-week course) with WP  
December 12 ..................................................... Final Exams (Day Classes)  
December 18 ........................................ Payment Deadline for Early Spring Registrations  
December 18-January 8 .......................... Holiday/Semester Break for Students

**Spring Semester 2016**

January 6 ........................................................... Orientation for New Students  
January 7 ........................................................... Final Registration  
January 11 ........................................................ Classes Begin  
January 11-14 ................................................ Drop/Add for Enrolled Students Only  
January 18 ................................................ Martin Luther King Jr. Holiday  
February 23 ........................................ Last Day to Drop (1st 8-week course) with WP  
March 2 ........................................................ Deadline to Apply for Spring Graduation  
March 8-13 ........................................................ Spring Break  
March 24-27 ................................................ Easter Holidays  
April 8 ........................................................ Deadline to Apply for Summer Graduation  
April 20 ........................................................ Last Day to Drop (16-week course) with WP  
May 2 ........................................................ Last Day to Drop (2nd 8-week course) with WP  
May 7 ................................................ Saturday Classes End/Final Exam  
May 9-12 ........................................................ Final Exams (Day Classes)

**Summer Term 2016**

May 17-18 ................................................ Walk-In Summer and Fall Registration  
May 25 ........................................................ Final Registration  
May 25 ........................................................ Payment Deadline for Summer Registrations  
May 26 ................................................ Classes Begin, Drop/Add for Enrolled Students Only  
July 4 ........................................................ Independence Day Holiday  
July 8 ........................................................ Last Day to Drop with a WP  
July 20 ........................................................ Summer Term Ends
Early Survival Tips

1. Keep a copy of your class schedule handy. You’ll need it to locate your classrooms and double check the day/time that your classes meet.

2. Put the syllabus (outlines what will be covered in the course, explains the grading system, gives contact information for the instructor, etc.) in the front of the notebook you’ll be using for each of the classes that you’re taking each term.

3. Identify someone at the college who can answer questions for you. (The Student Success office, first floor of Gee Building is always a good place to find help.)

4. Purchase required books and materials as soon as possible. You’ll usually be using them by the second class meeting.

5. Use the Academic Calendar provided in this handbook to record assignments and to track when work has to be turned in.

**NOTE:** All dates in the calendar were accurate at time of printing; however, check the College website for updates and changes throughout the year.

**AUG 3**

**MONDAY**

**AUG 4**

**TUESDAY**

Career and College Promise Orientation for High School Students

**AUG 5**

**WEDNESDAY**

**AUG 6**

**THURSDAY**

**AUG 7**

**FRIDAY**

Payment Deadline for Early Fall Registrations
Financial Aid Students May Begin Using Funds in Campus Bookstore

**AUG 8**

**SATURDAY**

All Registration Closed

**AUG 9**

**SUNDAY**

All Registration Closed
<table>
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<th>Date</th>
<th>Monday</th>
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<th>Wednesday</th>
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<tbody>
<tr>
<td>AUG 10</td>
<td>All Registration Closed</td>
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<tr>
<td>AUG 11</td>
<td>Orientation for New Students</td>
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<tr>
<td>AUG 12</td>
<td>Final Registration: Faculty Advisors Available 11 a.m.-12 noon; 5-6 p.m.</td>
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<td>AUG 13</td>
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<td>AUG 14</td>
<td>Final Registration: Campus &amp; WebAdvisor Closes for 2015FA at 3 p.m. Payment Deadline 4 p.m. for Aug. 11-14 Registrations</td>
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Save your course syllabus. It includes important information regarding grading, due dates and general requirements for the class.

**STUDENT SUCCESS TIP**

from ACC faculty
| Date       | Monday                                      | Tuesday                                     | Wednesday                                  | Thursday                                      | Friday                                      | Saturday                                   | Sunday                                      |
|------------|---------------------------------------------|---------------------------------------------|--------------------------------------------|-----------------------------------------------|---------------------------------------------|--------------------------------------------|
| AUG 17     | Fall Classes Begin                          | Drop/Add for Enrolled Students Only         | Giveaway Day                               | Walk-In Tours/Assistance, 9 a.m.-6 p.m. at Library, Academic Skills Lab, Writing Center, Academic Advising Center, Distance Learning Center, and Student Government Association (SGA) Office | ACC Day–Wear Alamance Community College Attire! | Saturday Classes Begin                     |                                             |
| AUG 18     | Drop/Add for Enrolled Students Only         |                                             |                                            |                                               | Welcome to ACC Celebration, 11 a.m.-2 p.m., Front Parking Lot, Raffle Drawings |                                            |                                             |
| AUG 19     | Drop/Add for Enrolled Students Only         |                                             |                                            |                                               |                                             |                                            |                                             |
| AUG 20     |                                             |                                             |                                            |                                               |                                             |                                            |                                             |
| AUG 21     |                                             |                                             |                                            |                                               |                                             |                                            |                                             |
| AUG 22     |                                             |                                             |                                            |                                               |                                             |                                            |                                             |
| AUG 23     |                                             |                                             |                                            |                                               |                                             |                                            |                                             |
The single most important thing you can do to improve your grades is to read the assignments before coming to class.

If you wish to drop a course, check with your instructor or the records office for the 10 percent date of the course. You will receive a 75 percent refund through the 10 percent point of the course.
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<tbody>
<tr>
<td>Aug 31</td>
<td>Monday</td>
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<tr>
<td>Sep 1</td>
<td>Tuesday</td>
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<td>Sep 2</td>
<td>Wednesday</td>
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<td>Sep 3</td>
<td>Thursday</td>
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<td>Sep 4</td>
<td>Friday</td>
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<td>Sep 5</td>
<td>Saturday</td>
</tr>
<tr>
<td>Sep 6</td>
<td>Sunday</td>
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</tbody>
</table>
Get a planner and mark down important dates and assignments all in one place. **Don’t lose the planner!**

STUDENT SUCCESS TIP from ACC faculty
SEP 14

Rosh Hashanah

SEP 15

Rosh Hashanah Ends at Sundown

SEP 16

SEP 17

Constitution Day Student Organizations Fair,
11 a.m.-1 p.m., Student Commons

SEP 18

Constitution Day

SEP 19

SEP 20

alamancecc.edu
September 21
- Career Exploration Day
- First Day of Autumn
- Eid al Adha Ends at Sundown
- Sukkot Begins at Sundown

September 22
- Yom Kippur Begins at Sundown
- Yom Kippur Ends at Sundown; Eid al Adha Begins at Sundown

September 25
- Financial Aid “Remaining Balance” Checks to be Mailed (tentative)

September 26
- Sukkot Begins at Sundown
**Sukkot**

**SEP 28**

**SEP 29**

Sukkot Ends at Sundown

**SEP 30**

Last Day to Drop with WP (1st 8-week courses)

**OCT 1**

**OCT 2**

**OCT 3**

**OCT 4**

Shemini Atzeret Begins at Sundown
<table>
<thead>
<tr>
<th>Date</th>
<th>Day</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>OCT 5</td>
<td>MONDAY</td>
<td>Spring 2016 Course Schedule Available on WebAdvisor</td>
</tr>
<tr>
<td>OCT 6</td>
<td>TUESDAY</td>
<td>Advising Matters Workshop, 12:30 p.m.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Simchat Torah Begins, Shemini Atzeret Ends at Sundown</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Simchat Torah Ends</td>
</tr>
<tr>
<td>OCT 7</td>
<td>WEDNESDAY</td>
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<tr>
<td>OCT 8</td>
<td>THURSDAY</td>
<td>“These Hands Don’t Hurt” (Domestic Violence Awareness), 10 a.m.-2 p.m., Student Commons</td>
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<tr>
<td>OCT 9</td>
<td>FRIDAY</td>
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<tr>
<td>OCT 10</td>
<td>SATURDAY</td>
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<tr>
<td>OCT 11</td>
<td>SUNDAY</td>
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</table>
Get to know your advisor. You should ALWAYS see your advisor BEFORE scheduling classes. Then, register online using WebAdvisor.

STUDENT SUCCESS TIP from ACC faculty
**MONDAY**

**OCT 26**
Red Flag Campaign (Healthy Relationship Awareness)
9 a.m.-3 p.m., Student Commons

**TUESDAY**

**WEDNESDAY**

**THURSDAY**

**FRIDAY**

**SATURDAY**

**OCT 31**
Halloween

**SUNDAY**

**NOV 1**
Daylight Saving Time Ends—set clock back 1 hour

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<thead>
<tr>
<th>Date</th>
<th>Monday</th>
<th>Tuesday</th>
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<tbody>
<tr>
<td>NOV 2</td>
<td>Priority Deadline for Spring Semester Financial Aid to be Processed</td>
<td>Haven’t registered for Spring yet? Register online using WebAdvisor.</td>
</tr>
<tr>
<td>NOV 3</td>
<td></td>
<td>Election Day</td>
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<td>NOV 4</td>
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<td>NOV 5</td>
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<td>NOV 6</td>
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<td>NOV 7</td>
<td>Reinhartsen Run (5K)</td>
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<td>NOV 8</td>
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Your study time should be scheduled in a quiet location with few distractions.
Veterans Day Breakfast, 8:30-10 a.m., Student Center

Veterans Day
<table>
<thead>
<tr>
<th>Date</th>
<th>Day</th>
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<tbody>
<tr>
<td>Nov 16</td>
<td>Monday</td>
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<td>Nov 17</td>
<td>Tuesday</td>
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<td>Nov 18</td>
<td>Wednesday</td>
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<td>Nov 19</td>
<td>Thursday</td>
<td>Last Day to Drop with WP (16-week courses)</td>
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<td>Nov 20</td>
<td>Friday</td>
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<td>Nov 21</td>
<td>Saturday</td>
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<td>Nov 22</td>
<td>Sunday</td>
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<tr>
<td>Date</td>
<td>Day</td>
<td>Activities</td>
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<td>-------------------------------------------------</td>
</tr>
<tr>
<td>Nov 23</td>
<td>Monday</td>
<td>Thanksgiving Break: No Classes</td>
</tr>
<tr>
<td>Nov 24</td>
<td>Tuesday</td>
<td>Thanksgiving Break: No Classes</td>
</tr>
<tr>
<td>Nov 25</td>
<td>Wednesday</td>
<td>Thanksgiving Break: No Classes</td>
</tr>
<tr>
<td>Nov 26</td>
<td>Thursday</td>
<td>Thanksgiving Holiday: College Closed</td>
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<tr>
<td></td>
<td></td>
<td>Thanksgiving Day</td>
</tr>
<tr>
<td>Nov 27</td>
<td>Friday</td>
<td>Thanksgiving Holiday: College Closed</td>
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<tr>
<td>Nov 28</td>
<td>Saturday</td>
<td>Thanksgiving Holiday: College Closed</td>
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<td>Nov 30</td>
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<td>Dec 1</td>
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<td>Dec 2</td>
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<tr>
<td>Dec 3</td>
<td>Deadline to Apply for Fall Graduation</td>
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<td>Dec 4</td>
<td>De(Stress)ember, 11 a.m.-1 p.m., Student Commons</td>
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<td>Dec 5</td>
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<tr>
<td>Dec 6</td>
<td>Hanukkah Begins at Sundown</td>
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Be sure to follow instructions on tests. Highlight key words in the test questions before you begin an exam.

STUDENT SUCCESS TIP
from ACC faculty
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<thead>
<tr>
<th>Date</th>
<th>Monday</th>
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<tbody>
<tr>
<td>Dec 7</td>
<td>Last Day to Drop with WP (2nd 8-week courses)</td>
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<tr>
<th>Date</th>
<th>Tuesday</th>
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<td>Dec 8</td>
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<th>Wednesday</th>
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<td>Dec 9</td>
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<td>Dec 10</td>
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<td>Dec 11</td>
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<th>Date</th>
<th>Saturday</th>
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<tbody>
<tr>
<td>Dec 12</td>
<td>Saturday Classes End</td>
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<td></td>
<td>Final Exams</td>
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<tr>
<th>Date</th>
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<td>Dec 13</td>
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<td>Date</td>
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<td>Dec 14</td>
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<td>Dec 15</td>
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<td>Dec 16</td>
<td>Wednesday</td>
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<tr>
<td>Dec 17</td>
<td>Thursday</td>
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<td>Dec 18</td>
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<td>Dec 19</td>
<td>Saturday</td>
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<tr>
<td>Dec 20</td>
<td>Sunday</td>
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</tbody>
</table>

*Academic Calendar August 2015-July 2016*
**MONDAY**

**DEC 21**

Holiday/Semester Break: No Classes
All Registration Closed

**TUESDAY**

**DEC 22**

Holiday/Semester Break: No Classes
WebAdvisor Registration Opens at 8 a.m.

**WEDNESDAY**

**DEC 23**

Holiday/Semester Break: College Closes at 5 p.m.

**THURSDAY**

**DEC 24**

Holiday/Semester Break: College Closed

Christmas Eve

**FRIDAY**

**DEC 25**

Holiday/Semester Break: College Closed

Christmas Day

**SATURDAY**

**DEC 26**

Holiday/Semester Break: College Closed

Kwanzaa Begins

**SUNDAY**

**DEC 27**

Holiday/Semester Break: College Closed
DEC 28
Monday
Holiday/Semester Break: College Closed

DEC 29
Tuesday
Holiday/Semester Break: College Closed

DEC 30
Wednesday
Holiday/Semester Break: College Closed

DEC 31
Thursday
Holiday/Semester Break: College Closed

New Year's Eve

JAN 1
Friday
Holiday/Semester Break: College Closed
Financial Aid Students May Begin Using Funds in Campus Bookstore
Financial Aid: Time for Students to File 2016-17 FAFSA

New Year's Day

JAN 2
Saturday

JAN 3
Sunday
Monday

No Campus Registration

Tuesday

Orientation for New Students

Epiphany

Wednesday

Thursday

Open Registration: Faculty Advisors Available 11 a.m.-noon; 5-6 p.m.

Friday

Final Registration: Campus & WebAdvisor Closes for 2016SP at noon
Payment Deadline 3 p.m. for Dec. 22-Jan. 8 Registrations

Saturday

Sunday
Spring Classes Begin
Drop/Add for Enrolled Students Only
Welcome Week Meet and Greet: Donuts and Coffee
  9-11 a.m., Student Commons; 5-6 p.m., Main Bldg. Lobby

Drop/Add for Enrolled Students Only
Welcome Week Meet and Greet: Donuts and Coffee
  9-11 a.m., Student Commons; 5-6 p.m., Main Bldg Lobby

Drop/Add for Enrolled Students Only
Giveaway Day

Drop/Add for Enrolled Students Only
Walk-In Tours/Assistance, 9 a.m.-6 p.m. at Library, Academic Skills Lab,
  Writing Center, Academic Advising Center, Distance Learning Center,
  and Student Government Association (SGA) Office

ACC Day–Wear Alamance Community College Attire!
Raffle Drawings
Family Roller Skating, 6:30-10:30 p.m., Roll-A-Bout Skating Center,
  Burlington

Saturday Classes Begin

Save and read the syllabus for each of your courses, and be sure you understand the instructor’s requirements. When in doubt, ask a question!

STUDENT SUCCESS TIP
from ACC faculty
<table>
<thead>
<tr>
<th>Date</th>
<th>Monday</th>
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</thead>
<tbody>
<tr>
<td>Jan 18</td>
<td>Martin Luther King, Jr. Holiday: College Closed</td>
</tr>
</tbody>
</table>

If you wish to drop a course, check with your instructor or the records office for the 10 percent date of the course. You will receive a 75 percent refund through the 10 percent point of the course.
Communicate; it’s the key to success!
If you must be absent let your instructors know why. If there are reasons you are having academic difficulty... TELL US. Call, e-mail, send a messenger. **JUST DO IT!**

**STUDENT SUCCESS TIP**
from ACC faculty
<table>
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<tr>
<th>Date</th>
<th>Monday</th>
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<tr>
<td>FEB 1</td>
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<tr>
<td>FEB 2</td>
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<td>Groundhog Day</td>
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<td>FEB 3</td>
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<td>FEB 4</td>
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<td>FEB 5</td>
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<td>FEB 6</td>
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<td>FEB 7</td>
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</tbody>
</table>
Chinese New Year
Ash Wednesday
Valentine’s Day
President’s Day

Financial Aid “Remaining Balance” Checks to be Mailed (tentative)
### Academic Calendar August 2015-July 2016

<table>
<thead>
<tr>
<th>Date</th>
<th>Day</th>
<th>Event</th>
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<tbody>
<tr>
<td>FEB 22</td>
<td>MONDAY</td>
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<tr>
<td>FEB 23</td>
<td>TUESDAY</td>
<td>Last Day to Drop with WP (1st 8-week courses)</td>
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<tr>
<td>FEB 24</td>
<td>WEDNESDAY</td>
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<tr>
<td>FEB 25</td>
<td>THURSDAY</td>
<td>Red Ribbon Day (Alcohol and Drug Awareness Programs)</td>
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<tr>
<td>FEB 26</td>
<td>FRIDAY</td>
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<td>FEB 27</td>
<td>SATURDAY</td>
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<tr>
<td>FEB 28</td>
<td>SUNDAY</td>
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</table>

Be realistic about the amount of time that college courses will require to maintain good grades. Generally, you should spend two hours outside of class for every hour in class.

---

**Student Success Tip from ACC faculty**

For information and details about Graduation payment deadline, clearance, and practice, check the college website, the Campus ACCess newsletter, and other posted information in the Student Success office.
Mon - Sat:
- Summer and Fall 2016 Course Schedules Available on WebAdvisor
- Graduation caps and gowns must be ordered by the student. Check the college website and other posted information in the Student Success office.
<table>
<thead>
<tr>
<th>Date</th>
<th>Monday</th>
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<tbody>
<tr>
<td>Mar 7</td>
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<td></td>
<td>Spring Break: No Classes</td>
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<tr>
<td>Mar 8</td>
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<td>Spring Break: No Classes</td>
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<tr>
<td>Mar 9</td>
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<td></td>
<td>Spring Break: No Classes</td>
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<tr>
<td>Mar 10</td>
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<td></td>
<td></td>
<td>Spring Break: No Classes</td>
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<td></td>
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<tr>
<td>Mar 11</td>
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<td></td>
<td></td>
<td>Spring Break: No Classes</td>
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<tr>
<td>Mar 12</td>
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<td>Spring Break: No Classes</td>
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<tr>
<td>Mar 13</td>
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<td>Daylight Saving Time Begins–set clock ahead 1 hour</td>
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</tbody>
</table>

Check website for upcoming summer/fall registration dates.
<table>
<thead>
<tr>
<th>Date</th>
<th>Monday</th>
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<th>Thursday</th>
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</thead>
</table>
| Mar 14 | Career Day              | Financial Aid Priority Deadline for 2016-17  
Resume Reboot                                     | Women in the Workplace, 11 a.m.-1 p.m., Student Commons | Speed Interviews, 9 a.m.-4 p.m., Academic Advising Center |
| Mar 15 |                          |                                        |                                        | St. Patrick’s Day                 |
| Mar 16 |                          |                                        |                                        |                                   |
| Mar 17 |                          |                                        |                                        |                                   |
| Mar 18 |                          |                                        |                                        |                                   |
| Mar 19 | First Day of Spring; Palm Sunday |                                        |                                        |                                   |
| Mar 20 |                          |                                        |                                        |                                   |
**Graduation caps and gowns must be ordered by the student. Check the college website and other posted information in the Student Success office.**

<table>
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<tr>
<th>Date</th>
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<tbody>
<tr>
<td>Mar 21</td>
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<td>Easter Holiday: College Closed</td>
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<td>Mar 22</td>
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<td>Easter Holiday: College Closed</td>
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<td>Mar 23</td>
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<td>Easter Holiday: College Closed</td>
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<tr>
<td>Mar 24</td>
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<td></td>
<td>Easter Holiday: College Closed</td>
<td></td>
<td>Good Friday</td>
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<tr>
<td>Mar 25</td>
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<td>Easter Holiday: College Closed</td>
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<td>Easter Holiday: College Closed</td>
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<tr>
<td>Mar 26</td>
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<td>Easter Holiday: College Closed</td>
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<td>Easter</td>
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<tr>
<td>Mar 27</td>
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<td>Easter Holiday: College Closed</td>
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<td>Easter</td>
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</table>

Academic Calendar August 2015-July 2016
For information and details about Graduation payment deadline, clearance, and practice, check the college website, the Campus ACCess newsletter, and other posted information in the Student Success office.
## Student Success Tip from ACC faculty

- **Graduation caps and gowns** must be **ordered by the student**. Check the college website and other posted information in the **Student Success office**.

## Academic Calendar August 2015-July 2016

<table>
<thead>
<tr>
<th>Date</th>
<th>Monday</th>
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<tbody>
<tr>
<td>APR 4</td>
<td>Priority Deadline for Summer Session Financial Aid to be Processed</td>
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<td>APR 5</td>
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<td>APR 6</td>
<td></td>
<td>Job Fair Preparation, 9 a.m.-2 p.m., Academic Advising Center</td>
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<td>APR 7</td>
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<td>APR 8</td>
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<td>Deadline to Apply for Summer Graduation</td>
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<tr>
<td>APR 9</td>
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<td>APR 10</td>
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</table>

**READ THE MATERIAL.** *No, really, I’m not kidding. Read the material. Seriously. Class makes much more sense when you READ THE MATERIAL. All joking aside—read the material.* *from ACC faculty*
April 11

Monday

April 12

Tuesday

Job Fair, 10 a.m.-12:30 p.m., Student Commons

April 13

Wednesday

April 14

Thursday

Job Fair, 10 a.m.-12:30 p.m., Student Commons

April 15

Friday

April 16

Saturday

April 17

Sunday

April 10-16

National Volunteer Week
APR 18
**MONDAY**
Project Clothesline (Sexual Assault Awareness)

APR 19
**TUESDAY**
Project Clothesline (Sexual Assault Awareness)

APR 20
**WEDNESDAY**
Last Day to Drop with WP (16-week courses)
Project Clothesline (Sexual Assault Awareness)

APR 21
**THURSDAY**
Project Clothesline (Sexual Assault Awareness)

APR 22
**FRIDAY**
Earth Day; Pesach (Passover) Begins at Sundown

APR 23
**SATURDAY**
Pesach (Passover)

APR 24
**SUNDAY**
Pesach (Passover)

For information and details about Graduation payment deadline, clearance, and practice, check the college website, the Campus ACCess newsletter, and other posted information in the Student Success office.
Spring De-Stress, 11 a.m.-2 p.m., Back Parking Lot

Pesach (Passover) Begins at Sundown

Pesach (Passover)

Pesach (Passover)
Select a quiet space to study. Be sure to follow instructions on tests. Highlight key words in the test questions before you begin an exam.

STUDENT SUCCESS TIP
from ACC faculty
Monday Evening Classes Meet
Final Exams for Day and Evening Classes

Final Exams

Final Exams

Final Exams

Registration Closes for 2016SU at 3 p.m.
MAY 16
MONDAY
Financial Aid Students May Begin Using Funds in the Campus Bookstore

MAY 17
TUESDAY
Walk-In Summer and Fall Registration: Faculty Advisors Available 11 a.m.-12 noon; 5-6 p.m.

MAY 18
WEDNESDAY
Walk-In Summer and Fall Registration: Faculty Advisors Available 11 a.m.-12 noon; 5-6 p.m.

MAY 19
THURSDAY
Commencement Ceremony Practice

MAY 20
FRIDAY
Commencement Ceremony

MAY 21
SATURDAY

MAY 22
SUNDAY
<table>
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<tr>
<th>MAY 23</th>
<th>MONDAY</th>
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<table>
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<tr>
<th>MAY 24</th>
<th>TUESDAY</th>
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</table>

<table>
<thead>
<tr>
<th>MAY 25</th>
<th>WEDNESDAY</th>
</tr>
</thead>
</table>
| Final Registration; Payment Deadline for Summer Session Registrations  
WebAdvisor Registration Closes for 2016SU at 3 p.m. |

<table>
<thead>
<tr>
<th>MAY 26</th>
<th>THURSDAY</th>
</tr>
</thead>
</table>
| Summer Classes Begin  
Drop/Add for Enrolled Students Only |

<table>
<thead>
<tr>
<th>MAY 27</th>
<th>FRIDAY</th>
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<table>
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<th>MAY 28</th>
<th>SATURDAY</th>
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<tr>
<th>MAY 29</th>
<th>SUNDAY</th>
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alamancecc.edu
Memorial Day (Not a College Holiday)

If you wish to drop a course, check with your instructor or the records office for the 10 percent date of the course. You will receive a 75 percent refund through the 10 percent point of the course.

You should approach instructors early in the semester when encountering difficulties with course material. **Do not wait until it is too late!**

First Day of Ramadan Begins at Sundown

**Student Success Tip**
from ACC faculty
Priority Deadline for Financial Aid to be Processed for Fall Semester

Shavuot Begins at Sundown
Shavuot
Shavuot Ends at Sundown

Flag Day

Financial Aid Remaining Balance Checks to be Mailed (tentative)

Father’s Day
First Day of Summer
Form study groups with fellow students. Get classmates’ phone numbers in order to contact them for notes in case of an absence.
July 4 Holiday—College Closed

Independence Day

Eid al Fitr Begins at Sundown

Eid al Fitr

Last Day to Drop with WP
Summer Classes End
Registration Information

How will I know what courses to take for my major?

Many courses have prerequisites that must be completed prior to enrolling. Your placement test results, SAT/ACT scores, or previous college work have provided you with information on whether or not you need to enroll in any of these math or English prerequisite courses. Each student is assigned an academic advisor during the enrollment process. The advisor will work with you each semester in planning which courses to take to keep you on target for graduation. Ask your advisor for the semester-by-semester course plan for your curriculum.

Your WebAdvisor account has a program evaluation tool that will help you keep track of the courses you need for graduation. There is also an option for seeing how your current credits would apply to a new major.

When can I register for classes?

An early scheduling period is announced for each semester. During this time current students can meet with their academic advisors and then register online through WebAdvisor. Early registration allows students to get classes at times they prefer.

How do I change my schedule?

If you need to change a course schedule, do one of the following:

• Use WebAdvisor to change your schedule.
• Meet with your academic advisor.
• Visit the Academic Advising Center.

How do I contact my advisor?

All students are assigned a faculty advisor in their program of study. You can find your advisor’s name, phone number, email, office location and office hours listed in your WebAdvisor account under “My Profile.” Advisors post their office hours on their doors. For assistance locating your advisor’s contact information, contact the Academic Advising Center.

Can I register online?

All current students have a WebAdvisor account which allows them to register online for upcoming semesters. Available times for registration will be sent to student e-mail accounts and posted on the College’s website.

How much will I be charged for tuition?

Tuition charges are set by the state legislature. You are charged by the credit hour. Check the College website for current charges and due dates. Tuition must be paid by posted due dates to hold class seats.

Can I get a refund?

Refund policies are set by the State Board of Community Colleges (1E SBCCC 900.1). Students may receive a refund of 100 percent of their tuition payment before the first day of the semester and 75 percent of their tuition until the 10 percent point of the term. Details of the refund policy are published in course schedules and in the College General Catalog. College refunds are processed automatically. See the policy “Course Withdrawals After the Drop/Add Period” on page 99.

Academic Information

What is the College’s attendance policy?

ACC keeps attendance records and expects students to attend the classes in which they are enrolled. A student can be dropped/withdrawn from a course for absences. In some cases, a student’s grade can be affected by absences.

See the “Curriculum Attendance Policy” beginning on page 95 for details.
What if I can no longer attend a course?

Students should formally drop a course by filling out a Drop/Add form and obtaining the appropriate signatures. Drop/Add forms are available in the Student Success office. It is the student’s responsibility to return the completed form to the Student Success office. Failure to fill out a Drop/Add form could result in a failing grade in the class you are no longer attending. See “Course Withdrawals After the Drop/Add Period” on page 99 for details.

How do I contact my instructor?

Instructors post their office hours in their course syllabus. You may also e-mail them from the College website. Often, instructors give additional information in their course syllabus about how they may be contacted. If you are having difficulty contacting your instructor outside of class, contact the academic department head for assistance.

What is a GPA?

Your GPA is your Grade Point Average. It is calculated each semester on the basis of hours attempted and quality points earned. It is also cumulative from semester to semester. It affects your academic standing as to honors recognition or probation. If you have questions concerning your GPA, contact a counselor in Student Success. See “Grading System and Quality Points” on page 93.

Will I be recognized for academic achievement?

Yes. The College has three scholastic recognitions: President’s List, Dean’s List, and Part-Time Honors. These are awarded on a semester basis and determined by hours earned and GPA. The award is noted on your permanent college transcript. See “Scholastic Standing” on page 94 for details.

Can I be placed on academic probation?

Yes. The credit hours you have attempted and the GPA you have earned determine this probation which is noted on your permanent College transcript. Students on probation should contact a counselor in Student Success for services available to improve academic performance. Students are notified of mid-term course grades mid-point of the semester through their WebAdvisor account.

Academic Probation is not the same status as Financial Aid Warning. Consult the financial aid staff for information about financial aid warning and “Satisfactory Academic Progress.” See “Scholastic Standing” on page 94 for details.

How can I change my major or directory information?

Records forms located in the Student Success office or the Academic Advising Center must be filled out to change:

- Curriculum of study and advisor
- Directory information (name/address/telephone)
- Directory Block request for non-release of information

How do I transfer credit from ACC to another college or university?

Students planning to transfer from ACC to continue their education should contact that college or university early in their ACC enrollment to obtain information on course requirements. Transfer counselors are available in the Academic Advising Center for questions regarding transfer to other colleges or universities.

Where can I purchase my books?

The Follett Bookstore on the Carrington-Scott Campus provides students with all required textbook materials, including textbook rental and CareScribe digital titles. The rental program option allows students to search rentable textbooks by title and course online at www.efollett.com. Payment can be made by cash, checks, Visa, MasterCard and American Express. Students may purchase in the store or online. Questions concerning bookstore policies and/or procedures should be directed to the Bookstore manager or staff at (336) 506-4156.
**How do I get graduation information?**

ACC grants certificates, diplomas, and associate degrees. You should work closely with your academic advisor who will help monitor your progress toward graduation. At the beginning of the semester in which you will finish your graduation requirements, you must apply for graduation online via WebAdvisor or in the Student Success office, first floor, Gee Building on the Carrington-Scott Campus.
College Administration

Dr. Algie Gatewood
President of the College

Scott Queen
Executive Vice President of the College

Cindy Collie
Vice President of Administrative and Fiscal Services

Carolyn Rhode
Vice President of Institutional Advancement

Cathy Johnson
Vice President of Instruction

Dr. Carol Disque
Vice President for Student Success

Gary Saunders
Vice President of Workforce Development

Sheila Street
Director of Learning Resources Center

Sonya McCook
Dean, Business, Arts and Sciences

Wally Shearin
Dean, Industrial Technologies

Kelly Tate
Dean, Health and Public Services
ACC Alerts

ACC Alerts is a campus-wide, emergency notification system. All faculty, staff and students are automatically enrolled in ACC Alerts using their ACC Access account to receive email notifications. This system is used to notify the campus community of emergency situations on campus, urgent security information and weather closings.

Faculty, staff and students are encouraged to create an individual ACC Alert account to add additional email addresses and phone numbers to receive notifications via text messaging and text-to-speech alerts. For information on how to sign up, visit the ACC Security Web page at www.alamancecc.edu/safety-and-security-site/acc-alerts/.

Accidents and Emergencies Response/Reporting

First aid kits are available in all labs, shops and at the Information Desk at the main entrance. If a student, visitor, or employee should become sick or injured, security should be contacted immediately at Ext. 2286 to report the nature of the situation. If the situation warrants, security will request assistance from the local EMS.

Any cost generated in any medical situation requiring transport by EMS will be the responsibility of the person sick or injured.

Bulletin Boards

Posters of any type are not permitted on walls, doors, windows or exterior surfaces of the building. Posters are to be placed on bulletin boards only.

Important announcements concerning student activities, meetings, course scheduling, job openings and special events are posted on authorized bulletin boards throughout the College.

Permission to mount posters or notices on bulletin boards must be obtained from the Student Activities Coordinator located in Room 229 (Student Activities Center) at 506-4367.

College Newsletter

Campus ACCess, the official College newsletter, is published biweekly during the year to communicate items of interest to students, faculty and staff. This publication is available online and at various locations on campus.

Dress Code

It is not the intent of the College to restrict individual style and creativity. Rather, it encourages all students to dress in a manner in keeping with the serious academic intent of the College, appropriate to the standards of the vocation/profession the student is studying, and in a manner acceptable to the community. Because of hazards created in the building, bare feet are prohibited.

Emergency Evacuation

In the event of a fire alarm, all individuals are to exit the building through the nearest exit as provided on the classroom evacuation placards. Move into the parking lot areas so that curbs are clear for fire and emergency vehicles. Do not gather on stairs, walkway bridges or near exits.

Do not re-enter the building until an “all-clear” announcement has been provided by campus security personnel.

Severe Weather

In the event of a tornado and/or high wind situation, an announcement may be made utilizing the public address system requesting all individuals to proceed to the severe weather shelter areas. These areas are designated throughout the campus by green signs labeled “Severe Weather Shelter Area” depicting the tornado symbol. Individuals should remain in these areas until the “all-clear” announcement has been provided by security personnel.
Inclement Weather

Decisions affecting the delay of classes, or cancellations, will be announced on many local radio stations and the following television stations as soon as conditions warrant. Changes in the operating schedule will be posted on the College’s website and on the main phone line recording (336-578-2002) dependent upon continuation of Internet and phone service to the College.

TV Channels
  - WFMY (Channel 2, Greensboro)
  - WRAL (Channel 5, Raleigh-Durham)
  - WGHP (Channel Fox8, High Point)
  - WTVD (Channel 11, Durham)
  - WXII (Channel 12, Winston-Salem)
  - WXLV (Channel 45, Winston-Salem)
  - News 14 Carolina (Raleigh/Triad)

Inclement weather decisions are sent to students via their ACCcess email accounts. Students are encouraged to set up an ACC Alert account to receive weather and emergency messages by phone and text message. See “ACC Alerts” on page 64.

Inclement Weather Schedule

In the event weather conditions cause the College to open on a delayed schedule, classes will resume at the opening time and continue on a normal schedule. Classes that would have been held before the College officially opens are cancelled with the possibility of make-up at a later time.

Information/Lost & Found

Many services are handled by the receptionist at the Information Desk. Receptionists can help you with class locations, directions to specific areas, parking stickers, and lost and found. Unclaimed lost and found items may be disposed of if not claimed within one month.

Littering

Maintaining a clean and environmentally conscious campus is an important value of the College community. Littering is an infraction punishable by citation and fine.

Safety Glasses

Industrial quality eye protection will be issued to students free of charge by the instructor. Students will be responsible for wearing safety glasses and returning them to the instructor. In the event glasses are lost by the student, he/she must provide a suitable replacement. Glasses may be purchased from the student bookstore.

It is a requirement of North Carolina General Statutes that students wear protective glasses in shops or laboratories when in the area or vicinity of:
  a. Hot liquids, solids or molten materials
  b. Milling, sawing, turning, shaping, cutting or stamping of any solid materials
  c. Heat treatment, tempering or kiln firing of any metal or other materials
  d. Gas or electric arc welding
  e. Repair or servicing of any vehicle
  f. Caustic or explosive chemicals/materials

Smoking Policy

ACC is a smoke-free facility. Smoking is permitted only outside in designated smoking gazebos. Citations and fines are imposed for smoking in non-designated areas.

Student Commons/Snack Bar

The student commons is open to all students for relaxation and socializing. It contains lounge space, TV lounge, and Wi-Fi capacity.

The snack bar is located at the north end of the student commons area. Eating should be confined to the tables in this area. Card playing is allowed except between the hours of 11 a.m. and 1 p.m. when most people eat lunch and need the table space. Students are asked to be cooperative.
Telephone

Pay phones are available at several campus locations to be used for outgoing calls.

The ACC Information Desk number is (336) 578-2002.

Only emergency calls with sufficient justification such as serious illness or death in the family warrant paging a student from class. Personal messages of any other type will not be delivered to a student.

College Policies

The ACC Student Handbook has detailed information on College policies such as: release of student information, smoking, sexual misconduct, acceptable computer usage, loitering, drug-free environment, and student rights and responsibilities. Familiarize yourself with these expectations.

Academic Freedom Policy

Alamance Community College is committed to providing a learning environment in which individuals can develop the skills necessary to function successfully in an open society. As qualified instructors in their disciplines, faculty members enjoy academic freedom in teaching their subjects and in providing an environment that is conducive to development, implementation, and revision of curricular programs and courses, the selection of teaching materials, and the evaluation of student performance. Likewise, faculty members have the ethical obligation and responsibility to exercise reasonable judgment in teaching their subjects, in respecting individuals and their diverse views, and in maintaining competence in the discipline. Outside the classroom, faculty have the rights of private citizens to speak freely on matters of public concern and to participate in lawful political activities.

Acceptable Use Policy for Computer Workstations

General Principles

1. Access to resources on the campus network and the Internet is provided to support the research, educational and administrative purposes of the College. All who use these services will do so responsibly, respecting the rights of other users, the integrity of the physical facilities and all applicable laws and regulations.

2. Computer workstations and the campus network may be monitored to ensure that use is consistent with the mission of the College and with the purposes for which they are intended.

Responsible Use

1. Demonstrating common sense and courtesy by limiting online time and printing time to a maximum of one hour where workstations are shared.

2. Complying with all software license agreements and copyrights.

3. Refraining from the transmission or display of material that would be considered threatening, obscene or harassing by the average person or by community standards.

4. Adhering to all College policies and all regulations in the ACC student or personnel handbook related to the use of College computers.
5. Avoiding the use of College computer workstations for any profit making activity.
6. Adhering to the acceptable use policies of any outside networks to which a user might connect.
7. Respecting the integrity of data contained on and the operation/maintenance of the networks.
Failure to comply with these statements of responsible use may result in disciplinary action and/or legal prosecution.

Building and Facilities Use

The philosophy of Alamance Community College emphasizes an open door to total education. Part of the fulfillment of this philosophy includes providing exposure to diverse viewpoints for educational activities of this College; however, it is equally important that the educational activities of this College not be impeded by the activities of anyone. The accomplishment of the educational mission shall be considered to have first priority in all decisions concerning any use of College facilities under this policy. The following principles are set forth regarding use of campus facilities:

1. Commercial activities are prohibited.
2. Solicitation of funds, including sale of literature or other items, is prohibited except for College projects, the College bookstore and College food services.
3. Citizens may engage in speech which serves the educational goals of this College. Any speaker whose speech addresses an educationally relevant topic and who complies with the time, place and manner regulations shall not be denied permission to speak. These following restrictions shall apply regardless of the race, color, religion or creed of the speaker.
   a. Those groups who desire to give talks or speeches may use the auditorium, the designated area in the main foyer, the designated Free Speech area, or classroom space, upon application to and approval by the Vice President of Institutional Support or the Director of Public Information and Marketing. Request for approval should be made at least five days prior to the anticipated talk or speech.
   b. Those desiring to distribute literature, solicit signatures on petitions, or engage students and faculty in individual conversations may do so in the designated area in the main foyer or the designated Free Speech area upon application to and approval by the Vice President of Institutional Support or the Director of Public Information and Marketing. Request for approval should be made at least five days before the applicant desires to begin such activities.
   c. Costs and damages incident to the use of the facility under this policy shall be borne by the organization or sponsoring individual/entity using the facility. As a condition of use, the user organization may be required to provide satisfactory assurance of financial responsibility to the College, including depositing sufficient funds or bond(s) to cover clean up and damage.
   d. Scheduled activities of the College, its students and recognized student groups shall take priority over activities by others desiring to use College facilities.
   e. No activity will be allowed that is calculated or directed to incite or produce imminent, lawless action or conduct and/or is likely to incite or produce such action.
   f. No sound amplification equipment will be allowed in the designated main foyer area or other permitted area without prior approval by the Vice President of Institutional Support or the Director of Public Information and Marketing. Only approved sound amplification equipment will be allowed in the auditorium.
g. Permission to use facilities shall be granted only during normal College operating hours, unless approved by the President.

h. If the College deems a requested activity or speech political or religious or other permitted free speech in nature, the College reserves the right to locate such student and/or visiting presenters to the Free Speech area, currently the patio area east of the B-Wing on the Carrington-Scott Campus.

4. College facilities may be used by all groups and for all uses which are required by the general statutes of North Carolina.

5. To the extent that appropriate space is available and subject to the procedures for reservation of space, the College’s facilities may be made available pursuant to this policy to civic, charitable or governmental groups not affiliated with this College for occasional meetings or activities when their work is compatible with or supplemental to the educational purposes of this College. Use by such groups may not be continued for extended periods of time. In no event shall this use be authorized where it conflicts with or disturbs College activities.

6. In making its facilities available for use under this policy, Alamance Community College assumes no obligations or responsibility for the activities of any person or group. Furthermore, the College reminds all users to be aware of and comply with applicable laws, including those concerning safety, libel, slander, defamation, and obscenity.

7. Appeals from decisions of the Vice President of Institutional Support or the Director of Public Information and Marketing shall be to the College President or his delegate. All decisions shall be rendered as promptly as possible.

8. No alcoholic beverages or illegal drugs shall be allowed in any College facility or at any College authorized student activity.

**Appeals**—Appeals of administrative decisions regarding solicitations, distributions of written/printed materials and assemblies and use of ACC buildings, facilities and grounds, and equipment may be filed through the Office of the President.

Use of rooms and other College facilities for other than regularly scheduled classes must be arranged ahead of time through the Vice President of Institutional Support. All special events must be cleared on the master calendar of student activities. Rooms may be reserved for a specific hour for meetings of a club or committee.

See the following to reserve specific rooms:

**Auditorium/conference rooms**—Vice President of Institutional Support, 506-4157

**Boardroom**—Executive Assistant to the President, 506-4145

ACC hosted more than 150 business and civic leaders at the August 2014 State of Alamance business summit, sponsored by the Triad Business Journal.
Children on Campus

Children of students, faculty or staff are not permitted in classrooms, labs or shops while instruction is being delivered. Similarly, children of students, faculty or staff are not to be left unattended in any College facilities at any time.

Communicable Disease Policy

(Policy under revision as of April 1, 2015. For current policy, refer to the revised student handbook at www.alamancecc.edu and search for Publications.)

Alamance Community College (ACC) recognizes that certain communicable diseases can have serious implications on the good health and safety of all students and employees. The College does not discriminate, in policy or practice, against persons infected with a communicable disease; however, it does expect that those individuals conduct themselves in an ethical and legal manner to protect themselves and others.

Individuals infected with a communicable disease are expected to seek prompt expert medical advice and implement recommended treatment. Individuals are encouraged to advise ACC of communicable disease and treatment with the appropriate College administrator so that the College can respond appropriately to their needs on a case by case basis. Students should contact the Dean of Student Development and employees should contact the Director of Human Resources.

Medical information relating to the communicable disease of a student/employee will only be disclosed to responsible College officials on a strictly need-to-know basis and will be kept confidential in accordance with applicable governmental privacy regulation and subject to applicability, if any, to the Family Education Rights and Privacy Act of 1974, Americans with Disabilities Act, and Individuals with Disabilities Education Act. Persons infected with a communicable disease, who qualify as an individual with a disability pursuant to the Americans with Disabilities Act, will not be excluded from participation in or denied benefits of ACC’s services, programs or educational activities or from employment unless individually based medical judgments indicate that exclusion from classes or other restricted activities, or work, is necessary for the health and safety of the individual or members of the College community.

In the event ACC determines, based upon available medical or health authority opinion, the individual, as a student or employee, has a contagious disease detrimental to himself/herself or to his/her fellow workers or to other members of the College community, ACC reserves the right to exclude at any time such individual harboring such detrimental contagious disease from employment, or classes or other activities exposing other individuals until acceptable evidence is presented in the judgment of ACC that the individual is no longer a detriment to the College community or himself/herself. Any individual affected by such decision of exclusion shall have the opportunity of review pursuant to ACC’s Grievance Procedure.

Criminal Activity Reporting

A. Students/Faculty/Staff/Visitors:

Known and suspected violations of federal and North Carolina criminal laws and campus violations will be reported to campus security for appropriate action.

B. Campus Security will, upon notification of criminal activity:

1. Respond to, process and document the complaint/report
2. Involve (as necessary) the appropriate law enforcement support agency
3. Conduct necessary follow-up activities and file required documentation to the College administration.

C. Responsible Administrator(s) will review campus crime reports with the chief of security to ensure that:

1. The data required by the Crime Awareness and Campus Security Act is compiled and disseminated to the vice president of administrative and fiscal services.
2. Campus crime prevention programs are followed with special emphasis placed on campus community involvement.
3. The information flow stresses the necessity for individual awareness and that students, faculty and staff take some responsibility for their own personal safety.

Disability Discrimination Policy

The purpose of this policy is to establish that ACC prohibits in any form harassment or discrimination based on disability. This policy relates to employees, employee applicants, students, or student applicants. Any individual who feels that he/she has been harassed or discriminated against on the basis of a personal disability is encouraged to contact his/her supervisor, a College counselor, or the Vice President for Student Success to file a grievance through procedures described in the ACC Employee Handbook and/or the ACC Student Handbook.

Diversity Policy

Diversity is the uniqueness each of us brings to fulfilling values and goals, whether they are those of the College or the individuals who make up the College community. Alamance Community College values the benefits in diversity and is committed to creating a community that recognizes the inherent value and dignity of each person.

As a community, the College actively promotes and awareness of and respect toward differences of race, gender, ethnicity, national origin, culture, sexual orientation, religion, age, and disability through programs such as curriculum development, professional development, and student activities.

An essential feature of this community is an environment in which all students, faculty, administrators, and staff are able to study and work free from bias and harassment. By building on our common values and goals, we are able collectively to accept the individual differences of all people and still maintain and fulfill individual values and goals for the advancement of the College and the community.

Loitering

Alamance Community College encourages the use of its facilities by citizens in accordance with the stated purposes and policies of the College. The primary use of College facilities is for enrolled students, patrons, staff and guests.

The Board of Trustees of Alamance Community College authorizes the President or his designated representative to designate any or all areas of the campus as open only to enrolled students, patrons, staff or guests. Loitering is not permitted. The President may establish guidelines for the enforcement of this policy toward individuals whose presence may be undesirable, disruptive or otherwise inappropriate on the campus, at a particular place on campus or at a College-related event. Such individuals may be subject to removal from campus and/or trespassing charges.

Nondiscrimination Statement

Alamance Community College does not discriminate in administering its programs and activities. No person shall be denied access to admission, employment or fair treatment or in any way be discriminated against on the basis of race, sex, religion, age, national origin or handicap.

Applicants, employees and students of Alamance Community College may lodge grievances involving alleged violations of their rights under the provisions of Title VI of the Civil Rights Act of 1964, Title IX of the Educational Amendments of 1972, Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1992 with the Equal Opportunity/Affirmative Action Officer at (336) 506-4133 or the Assistant Secretary, Office for Civil Rights, 330 C. Street S.W., Washington, DC.
Release of Information: Family Educational Rights and Privacy Act (FERPA)

(Policy under revision as of April 1, 2015. For current policy, refer to the revised catalog and student handbook at www.alamancecc.edu and search for Publications.)

In compliance with the Family Educational Rights and Privacy Act of 1974, Alamance Community College releases no personally identifiable information about students without the express written consent of the student. Exceptions to this practice are those types of information defined by law as “directory information.” At Alamance Community College “directory information” includes the student’s name; dates of attendance; enrollment status and curriculum; and degrees, diplomas or certificates awarded. Student addresses and phone numbers are released per request to the U.S. Military.

The above directory information may be published or made available without the consent of the student. A student not wanting this disclosure of information, must request this in writing to the attention of the Dean of Student Development during the first two weeks of initial enrollment.

Alamance Community College discloses education records without a student’s prior written consent under the FERPA exception for disclosure to school officials with legitimate educational interests. A school official is a person employed by the College in an administrative, supervisory, academic or research, or support staff position (including security); a person or company with whom the College has contracted as its agent to provide a service instead of using College employees or officials (such as an attorney or clinical/co-op site); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his/her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his/her professional responsibilities for the College.

Students may have access to all of their educational records by requesting in writing to the Dean of Student Development a conference for this purpose. A person competent in interpreting student records shall be present to explain the meaning and implications of the records. Should they desire, students have the right to challenge the accuracy of their records through the student grievance procedure and to insert written objections and explanations on any information contained in the record.

No transcript will be released without the express written consent of the student. Transcript requests are made online by using WebAdvisor. Official transcripts will be sent to the person or agency designated by the student. Unofficial transcripts (without the official school seal or appropriate signatures) will be released to the student for personal use. Whether official or unofficial copies, no fee is charged for transcripts.

Complaints about possible failures of Alamance Community College to comply with the Family Educational Rights and Privacy Act may be made to the Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, DC 20202-5920.

Release of Information from Other Institutions

Transcripts: The College will not release or make copies of transcripts received from other educational institutions. Students should request original copies directly from the school attended.
Sexual Misconduct Policy

Below is the newly revised Sexual Misconduct Policy. The complete policy is also found on the web at www.alamancecc.edu/human-resources-site/employee-policies-and-procedures-manual/sexual-misconduct-policy/.

The complete companion document for procedures to address sexual misconduct can be found on the web at www.alamancecc.edu/human-resources-site/employee-policies-and-procedures-manual/sexual-misconduct-policy/procedures-to-address-sexual-misconduct/.

Printed copies of the Sexual Misconduct Policy and the Procedures to Address Sexual Misconduct can be obtained in the Student Success office, 100 Gee Building.

Purpose

Alamance Community College (the “College” or “ACC”) is committed to providing an educational environment in which all employees and students, without regard to sex, sexual orientation or gender identity, have a right to work and learn free from sexual harassment and sexual violence. The College will promptly, fairly, and impartially investigate sexual harassment and/or sexual violence complaints by members of the College community (students, employees, and third parties such as contracted workers and volunteers) or by visitors against members of the College community or visitors regarding on-campus conduct and off-campus conduct that affects the learning experience of students, the work environment of employees, or the campus climate. The College will provide to student, applicant, and employee complainants appropriate processes and accommodations in order to minimize a hostile environment, prevent the recurrence of a sexual harassment or sexual violence incident, and address its effects.

Sexual harassment (including sexual violence) is deemed a form of sex discrimination prohibited by North Carolina General Statutes 126-16; by Title IX of the Educational Amendments of 1972, which prohibits sex discrimination against students and employees in educational institutions which receive federal funds.

Definitions

Sexual harassment is defined as a deliberate, unsolicited and unwelcomed sexual advance, request for sexual favors, or other verbal and/or physical conduct of a sexual nature or with sexual implications; or unwelcome conduct based on sex or sexual stereotyping:

1. Which has or may have direct employment consequences resulting from the acceptance or rejection of such conduct;
2. Has or may have direct admissions, enrollment, grading or academic consequences resulting from the acceptance or rejection of such conduct;
3. Creates an intimidating, hostile, or offensive work or learning environment; and/or interferes with an employee’s work performance or student’s academic performance;
4. Denies or limits a student’s ability to participate in and/or benefit from a school program.

Sexual violence is defined as physical sexual acts perpetrated against a person’s will or where a person is incapable of giving consent due to the victim’s use of drugs or alcohol. An individual also may be unable to give consent due to an intellectual or other disability, or a medically diagnosed impairment. Sexual violence is a criminal offense. A number of different defined acts are criminal offenses and fall into the category of sexual violence, including rape, sexual assault, sexual battery, and sexual coercion. North Carolina criminal sex crimes (in part) are defined in N.C. G.S. §14-27.1 and in the North Carolina Domestic Violence Act as set forth in N.C.G.S. §50B-1. All such acts of sexual violence are forms of sexual harassment covered under Title IX.

Definitions of related terms (such as consent, dating violence, domestic violence, rape, sexual abuse, sexual assault, sexual battery, sexual coercion, and stalking) are found in “Procedures to Address Sexual Misconduct,” a document updated and published annually in the student handbook and on the College’s web site.
**Reporting Options**

Students and employees are encouraged to report sexual misconduct (harassment or violence) to one or more of the following: the Title IX Coordinator (who is ACC’s Director of Human Resources), a College “responsible employee,” a College “counselor/advisor,” their employment supervisor, a College security official, a local law enforcement officer, a local medical professional, a local mental health professional or a pastoral counselor. See “Procedures to Address Sexual Misconduct” for contact information.

College “responsible employees” are all faculty members, administrators, and support staff (including student employees and contracted service providers) except the Title IX Coordinator and designated “counselors/advisors”; all student services staff members except designated “counselors/advisors”; and campus security staff. A “responsible employee” shall report to the College’s Title IX Coordinator or designee relevant details of instances of sexual misconduct made known to him or her, and he/she shall inform the complainant of his/her right to file a Title IX complaint with the College and to report a crime to campus security and/or local law enforcement.

College “counselors/advisors” are not considered “responsible employees” for reporting purposes but are counselors/advisors whom students or employees may consult confidentially for support and information. These designated individuals are the Director of Career Services and Counseling, Coordinator of Academic Advising, Coordinator of Placement Testing, Coordinator of Disability Services, counselor trainees working under the supervision of a professional counselor, ACC-selected/appointed sexual assault responders, and ACC-approved third parties providing confidential counseling services on the campuses or by referral. These “counselors/advisors” are not required to report incidents except as described below, and they will provide information about support services students can use whether or not they file a complaint on-campus or with off-campus authorities. “Counselors/advisors” will report incidents under certain specific circumstances, including an informed consent release by the complainant, a threat of harm to self or others, a court order, or harm to minors. (NCGS 14-27.5) See “Procedures to Address Sexual Misconduct” for contact information.

There is no time limit to invoking this policy to respond to alleged sexual misconduct. However, complainants are encouraged to report allegations of sexual misconduct immediately in order to maximize the College’s ability to obtain the relevant information and witness testimony needed to complete a thorough and impartial investigation. The College will resolve complaints within 60 days of the initial report (not including appeal processes) unless fact-finding is delayed to defer to law enforcement evidence gathering, or if other special circumstances such as College break periods apply.

Malicious or frivolous claims of sexual misconduct are prohibited, and, if substantiated, may result in disciplinary action against the instigator.

An anonymous report of sexual misconduct is not considered a complaint under this policy. However, the College will attempt to perform an inquiry as to any anonymous report received. A third party complaint, made on behalf of someone else who has been the victim of sexual misconduct/harassment/violence, will be investigated by ACC. Complainants should be aware it may be difficult to keep the victim’s identity confidential during the investigation because of the circumstances of the charge.

**Confidentiality**

In general, the College will obtain consent from the complainant before beginning an investigation. However in cases involving potential criminal conduct College officials reserve the authority to determine, consistent with State and local law, whether appropriate law enforcement authorities should be notified. If the College determines the alleged perpetrator poses a serious and immediate threat to the College community, the campus
security supervisor may be called upon to issue a timely warning to the community as required by the Clery Act. Such a warning does not include information that identifies the victim.

If the complainant requests confidentiality or asks that the complaint not be pursued, the College will take reasonable steps to investigate and respond to the complainant consistent with the complainant’s request. The College will inform the complainant that its ability to respond may be limited. The College’s Title IX Coordinator or designee will evaluate the complainant’s request for confidentiality in the context of ACC’s obligation to provide a safe environment for students and employees, and will inform the complainant prior to starting an investigation if it cannot ensure confidentiality. At minimum in every case of reported sexual violence, an anonymous report of the incident must be provided by the Title IX coordinator to campus security staff in order to comply with campus crime reporting (Clery Act) requirements.

The College will maintain as confidential any accommodations or protective measures provided to students or employees, to the extent that confidentiality does not impair the ability of the College to provide the protective measures.

Retaliation
Those who make complaints or otherwise participate in investigative and/or disciplinary processes under this policy are protected from retaliatory acts. No employee or student may engage in interference, coercion, restraint, or reprisal against any person alleging sexual misconduct. Perpetrators of retaliation will face disciplinary action. Likewise, claims of sexual misconduct that are substantiated as malicious or frivolous may result in disciplinary action against the instigator.

Resolution Options
Informal Resolution Options:
The complainant has the right to end an informal resolution process at any time and pursue formal resolution. See “Procedures to Address Sexual Misconduct” for more information about each informal option.

1. Confidential consultation with the Title IX Coordinator or designee for support, information, and/or exploration of possible actions.
2. Confidential counseling and referral: “Counselors/advisors” as designated in this policy may counsel a student confidentially to provide support, information, referral, and/or exploration of possible actions.
3. Informal voluntary mediation, contingent on the availability of qualified mediators. This option is available only for complaints of sexual harassment, but not for sexual violence including rape, sexual abuse, sexual assault, and sexual battery.

Formal Resolution Options:
The complainant has the right to pursue the applicable following options individually or simultaneously as applicable.

1. If the accused is an Alamance Community College student, such individual shall file a formal complaint with campus security and/or the Vice President for Student Success and follow the College’s grievance procedures/student conduct process as described in the student handbook.

Note that:
A. Investigation and resolution will be prompt, fair, and impartial.
B. The standard of evidence for a finding of “responsible” is preponderance of the evidence.
C. Accuser and accused are entitled to have an advisor of their respective choice present at a disciplinary proceeding and any related meetings. An advisor serves on a consulting (non-participatory) basis in a disciplinary hearing.
D. Sanctions assigned to a student found responsible include one or more of the following: letter of reprimand, general probation, restrictive probation, suspension, explicit dismissal, indefinite dismissal.
2. If the accused is an Alamance Community College employee, contracted employee, or visitor, such individual shall file a formal complaint with campus security, employment supervisor, and/or the Title IX Coordinator (Director of Human Resources) and follow the College’s grievance procedures. An employee found responsible will be assigned one or more of the following disciplinary sanctions: oral warning, written warning, special training appropriate to the findings, probation, suspension, dismissal.

3. File a criminal complaint with a local law enforcement agency. Campus security staff will assist with this process.


**Notification of Outcome**

The College will notify the complainant in writing whether or not it found that sexual misconduct occurred, any individual remedies offered to the complainant, and other steps the College has taken to eliminate a hostile environment and prevent recurrence. In cases that involve institutional grievance/disciplinary proceedings on allegations of sexual harassment not involving sexual violence, the College will disclose to the complainant matters about the sanction that are directly related to the complainant. In cases that involve institutional grievance/disciplinary proceedings on allegations of sexual violence, the College will notify the accuser and the accused simultaneously and in writing of the outcome of the proceeding, appeal procedures, any change to the result following appeal, and a summary of the final results and effective date. Final results are defined as the name of the accused, the findings of the proceeding, any sanctions imposed by the College, and the rationale (if any). Names of any other persons, such as a victim/survivor or witness, will be included only with the consent of those persons. The College will not require a party to abide by a nondisclosure agreement that would prevent the re-disclosure of information related to the outcome of the proceeding.

**Training and Education**

The College expects all employees and students to participate in training and education on sexual harassment and sexual violence topics at regular intervals. Training and education topics and content provided by the College will be consistent with Title IX and Campus SaVE Act regulations and recommendations. New employees and students will receive training, educational programs, and materials on Title IX; sexual misconduct awareness and prevention topics; procedures for reporting and resolving complaints; procedures for making referrals; and roles of various members of the College community in addressing sexual misconduct. Ongoing prevention and awareness programs, materials, and campaigns will be provided for all employees and students. Employees in specific roles will participate in specialized training. Those roles include Title IX Coordinator, responsible employees, counselors/advisors, complaint investigators, hearing officials, grievance committee members, and campus security staff. The sexual misconduct policy and procedures will be published in key College publications (ex. General Catalog, Student Handbook, Employee Handbook, College web site) made widely available to members of the College community.

**Use of Personal Computer Software**

1. ACC licenses the use of computer software from a variety of vendors. The College does not own this software or its related documentation and, unless authorized by the software developer, does not have the right to reproduce it.

2. ACC employees shall use software only in accordance with a license agreement. Supervisors must maintain documentation of
the appropriateness of all software loaded on computers assigned to their area of responsibility. Compliance with license agreements must be documented a minimum of once per year. More frequent reviews are encouraged.

3. Special license agreements are required to use software on area networks or multiple machines. Supervisors must assure that software being used under either arrangement is appropriate.

4. ACC does not condone the illegal duplication of software or the use of illegally duplicated software. Employees having knowledge of any misuse of software at ACC shall notify their supervisor or the College President.

5. According to the Copyright Act of 1976, Section 107 (fair use provisions), illegal reproduction of software can be subject to civil damages of as much as $100,000 and criminal penalties including fines and imprisonment. Any ACC employee or student who makes, acquires or uses unauthorized copies of computer software on College-owned computers shall be subject to disciplinary action and/or legal prosecution. Copies of the referenced statute and/or assistance in interpretation are available from the Director of the Learning Resource Center.

Visitors Policy/Designated Free Speech Area

In order to achieve the Alamance Community College Board of Trustees’ objective of providing a safe environment on its campuses for conducive educational opportunities for its students and a campus environment to nurture learning for such students by ACC’s faculty and staff, the following visitor policy has been adopted:

Visitors are welcome at Alamance Community College (ACC). However, persons who do not have legitimate reasons for being on the campus are not allowed to use the campus facilities, including parking lots and commons areas. Legitimate reasons include, but are not limited to, an orientation by an escort to learn about the campus and college programs, attending an official college program or event, visiting the bookstore, using the library, using daycare, using the dental clinic, using automotive repair services, using cosmetology services, using horticulture services, visiting the Scott Family Collection, participating in a culinary event, buying food from the snack bar in the commons area or the Culinary Department, making deliveries of goods and/or services ordered by ACC, or attending announced public meetings, functions, or seminars.

Visitors have the right of free speech on ACC’s campus, pursuant to the First Amendment of the United States Constitution, provided such speech shall be exercised or limited in accordance with ACC’s policies as to prior notice, media, and place upon campus to ensure ACC’s Board of Trustees’ policy and goal first above stated or which speech is contrary to public health or safety. All visitors on ACC’s campus shall be mindful and shall exercise only socially appropriate behavior, including the exclusion of lewd, indecent or obscene, vulgar, offensive, or threatening speech or any sex, color, ethnic, racial, minority, or religious discrimination speech, writing, or activity, or which contains sexual innuendo, metaphor or simile or that encourages unlawful activity, discrimination, or interference with another individual’s protected rights.

All weapons, knives, firearms, dangerous chemicals, or instrumentalities/articles that might be injurious to persons or property are prohibited on ACC’s campus, except for permitted exclusions for ACC’s security staff, law enforcement training courses or clinics, or faculty supervised course sessions as part of the regular, approved curriculum, and those exceptions allowed under N.C.G.S 14-269.2(k). This statute provides that a handgun may be brought on campus by an individual who has a valid “concealed handgun permit” and such a handgun remains either (1) in a closed compartment or container within
such permit holder’s locked vehicle, or (2) within a locked container securely affixed to such permit holder’s vehicle.

All alcohol products, controlled substances, and illegal drug apparatuses are prohibited from ACC’s campus. Loitering is prohibited. The campus is normally closed at the following times: 10 p.m. to 7:30 a.m. Monday through Friday morning, 5 p.m. on Friday until 8 a.m. Saturday morning, 12 noon on Saturday until 7:30 a.m. on Monday. (On weekends during the summer, ACC is also closed from 12 noon on Friday until 7:30 a.m. on Monday.)

Only registered students are permitted to attend college classes/labs and only registered students or ACC faculty and staff are to utilize certain institutional support services (i.e., tutoring, career interest inventories, graphic computer labs, photo labs, culinary/bakery equipment, or automotive, horticulture, shop and mechanical equipment and/or materials, etc.). Exceptions to this policy may be authorized by the appropriate administrative officer or department chair. Children of either enrolled students or college employees may not attend classes/labs unless registered, nor should children twelve years of age or under be left to play or be unattended in hallways, the Student Center, or other similar areas on the campus.

In cases of suspected violations of this policy by visitors to ACC, appropriate security officials, or staff, are authorized to conduct an investigation sufficient to make a determination whether the visitor violated any of the provisions of this policy provided that such investigation complies with applicable law. If the need should arise, ACC’s security staff and/or other appropriate officials of ACC may obtain the assistance of local law enforcement. An investigation that results in the search of a visitor or his/her possessions may be undertaken where staff has reasonable grounds for suspecting that the search will turn up evidence that the visitor has violated or is violating law or is in possession of contraband. The scope or extent of the search and the methods used for the search must reasonably relate to the objectives of the search and may not be excessively intrusive upon the privacy of the visitor in light of the nature of the alleged infraction or reasonably suspected illegal activity. Where ACC security staff have a reasonable suspicion that the visitor’s possessions contain materials that pose a threat to the welfare and safety of the students, staff, and faculty, or of the school’s property, the visitors’ possessions may be searched without prior warning by use of a metal detector or other approved security device. A visitor’s suspected criminal act shall be reported to the appropriate police authority. Any appropriated, possible evidence may be turned over by ACC security staff to local law enforcement.

**Weapons Policy**

All weapons, knives, firearms, dangerous chemicals, or instrumentalities/articles that might be injurious to persons or property are prohibited on ACC’s campus, except for permitted exclusions for ACC’s security staff, law enforcement training courses or clinics, or faculty supervised course sessions as part of the regular, approved curriculum, and those exceptions allowed under N.C.G.S 14-269.2(k). This statute provides that a handgun may be brought on campus by an individual who has a valid “concealed handgun permit” and such a handgun remains either (1) in a closed compartment or container within such permit holder’s locked vehicle, or (2) within a locked container securely affixed to such permit holder’s vehicle.
Services for Students

ACC Foundation

The ACC Foundation helps students who do not qualify for federal Pell Grant assistance, but who would still struggle to pay for tuition, books and supplies. The ACC Foundation helps hundreds of students each year attend ACC through scholarships, special stipends, work study opportunities, and student emergency distress funds. The Foundation requires students receiving aid to have a 2.5 grade point average and to be making reasonable progress toward a degree.

More information about the Foundation aid or scholarship applications can be found in the Financial Aid Office on the first floor of the Wallace W. Gee building on the Carrington-Scott Campus.

Donations may be made by visiting www.accfoundation.com or by calling 336-506-4416.

Academic Advising Center

The Academic Advising Center assists students in developing comprehensive educational plans to meet their life goals. Specific focus is placed on degree planning, course selection, curriculum changes, the university transfer process and student success workshops. The Center offers flexible hours to accommodate both day and evening students. Appointments are preferred.

Academic Skills Lab

The Academic Skills Lab (Room 348 in the main building of the Carrington-Scott Campus) is part of the Learning Resources Center (Library). Staff members are available to help and encourage students by emphasizing the motto, “helping you to help yourself.”

The purpose of the Academic Skills Lab is to support the mission and goals of the College by providing an open computer lab and tutorial services for individuals and groups. The lab provides access to and assistance with educational software designed to enable both curriculum and continuing education students to meet their course, degree, transfer, or career needs. The lab also provides tutoring for many subjects during a scheduled appointment or drop-in visit on a first-come, first-served basis.

Lab Hours: Fall and Spring Semesters

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<th>Day</th>
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<td>Monday-Thursday</td>
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Summer Term

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<td>Monday-Thursday</td>
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<tr>
<td>Saturday-Sunday</td>
<td>Closed</td>
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For additional information, contact the Academic Skills Lab at (336) 506-4167.

The Academic Skills Lab has an open computer lab with access to and assistance with educational software. Skills Lab staff members provide tutorial services for individuals and groups at ACC.
Writing Center
The Writing Center is open to all students at the College and may be used for any writing assignment in any course. Consultants in the Center offer guidance for any part of the writing process from brainstorming to final revision. The Center offers:
- Individual sessions, by appointment or walk-in, with a writing consultant who will read the student’s paper and ask questions to help revise for development, organization, grammar, and mechanics.
- Online consultations for help with writing tasks in distance education courses.
- Computer space for revisions and questions as they arise after a consultation.
- Workshops on writing skills.
For additional information call (336) 506-4190 or email Debra.Burdick@alamancecc.edu.

Bookstore
The Follett Bookstore on the Carrington-Scott Campus provides students with all required textbook materials, including textbook rental and CareScribe digital titles. The rental program option allows students to search rentable textbooks by title and course online at www.efollett.com.
A large selection of basic school supplies are available as well as art supplies, drafting kits, computer accessories and culinary supplies and uniforms. The store carries a selection of Alamance Community College clothing and gifts. Gift cards and a textbook buyback service are also available.
Payment can be made by cash, checks, Visa, MasterCard and American Express. Students may purchase in the store or online. Questions concerning bookstore policies and/or procedures should be directed to the Bookstore manager or staff at (336) 506-4156.

Credit Card Policy
All credit card purchases must be accompanied by the card, and the cardholder must be present at time of purchase. If the cardholder is not present, then written permission detailing allowable charges must be provided by the cardholder along with photocopies of front and back of card at time of purchase. A photo ID is also required at the time of purchase.
Call (336) 506-4156 for more information or to purchase books by mail.

The Writing Center is open to all students at ACC. Individual sessions with a writing consultant help with any writing assignment for any course. Computer space is available for revisions during consultations.
Campus Security
The Carrington-Scott Campus has security officers on duty 24 hours a day. In an emergency ask any College employee for assistance or contact the College’s Information Desk and the assistant will call security.
EMERGENCIES:
2286 (if calling from an internal College telephone)
(336) 506-4286 (if calling from cell or external telephone)

Career Services
The Career Services office provides a wide range of resources and services to students in the process of (1) making career decisions, (2) developing job search skills, and/or (3) locating employment opportunities. These include career counseling, assessment testing, access to vacancy information, on-campus recruitment, and individual help with resume writing and interview preparation.
ACC maintains both an electronic and a physical job vacancy board, with local employment opportunities posted. Job descriptions and application information are available on the Job Vacancy Board on the second floor in the main building and on the website at www.alamancecc.edu/services-for-students-site/career-services/.

Counseling Services
On Campus
Confidential academic, personal, and career counseling services are available to all ACC students. Members of the counseling staff are generally available for appointments Monday-Thursday, 8 a.m.-5 p.m. and Friday, 8 a.m.-3 p.m. Walk-ins are welcome but appointments are recommended.
Call 336-506-4270 or 336-506-4146 for more information.

Off Campus Personal Counseling/Therapy
Students can contact their mental health LME (local management entity), talk to their personal physicians, call the information center at a local hospital or refer to the directory under “counselors” in the local phone directory.

Physical Health Issues or Problems
Students should contact their personal physician, consult the yellow pages for walk-in clinics, call the health center under the county’s listings in the white pages, or go to the emergency room at a local hospital.

Spiritual Needs
Students should contact the church or synagogue of their choice and ask for a counseling appointment. Religious counseling centers are also listed in the directory of the phone book.

Recreational Activities
Private fitness centers, county or city recreation departments and the YMCA/YWCA are good contacts. Various support or interest groups may also be available through libraries, schools, hospitals, and business organizations.

Career and Job information
Students can consult the State Employment Security Commission. Large organizations will have Human Resource offices that post job listings. Colleges and universities have placement offices that list available positions. Employment agencies that hire for temporary positions are also a good way to see what is available in the job market.

Legal Concerns
Check legal aid organizations (yellow pages), local attorneys, law enforcement personnel, or the District Attorney’s office.

Faculty Advising
Upon enrollment at Alamance Community College, each student is assigned a faculty advisor who will provide academic guidance throughout his/her program. It is the student’s responsibility to schedule an appointment with her/his advisor. Advisor contact information can be found in personal WebAdvisor accounts under “My Profile.”
The academic advising process should alamancecc.edu
involve discussion of career and educational goals as well as course selection and degree progress. Students can monitor degree progress by using the Program Evaluation in WebAdvisor. The evaluation is a tool but it does not confirm graduation status. Students should always confirm with their advisor that they are meeting degree requirements for graduation.

**Financial Assistance**

The purpose of student financial aid is to provide financial assistance to students who, without such aid, would be unable to attend Alamance Community College. The principal responsibility of financing an education lies with the family and with the student. The amount of financial aid the student will receive is subject to available funds and is based on a demonstrated financial need as determined by an approved needs analysis system. Financial aid consists of scholarships, grants, and employment, or a combination of these. Full-time and part-time students may be eligible for College-administered aid. The Director of Financial Aid coordinates information and records on all student financial aid. Financial Aid programs include federal Title IV aid, N.C. State aid, and ACC scholarships. See the current College General Catalog for more information on types of aid available, application process, disbursement procedure, and other financial aid rules and regulations.

Students should apply for financial aid online at www.fafsa.gov. It is the policy of Alamance Community College to verify the required items of all students selected by the Department of Education. The Financial Aid office will also request verification documents of any other student who has provided conflicting information. Verification must be complete before an award is made.

**Payment of Financial Aid**

Awarding and disbursement of financial aid is a shared responsibility of the Director of Financial Aid and the Vice President of Administrative and Fiscal Services. The Financial Aid office prepares and determines the amount of financial aid awards.

The Business office disburses the payments. Specific information concerning satisfactory academic progress, financial eligibility, payment of financial aid, and refund of overpayment is available from the Financial Aid/Veterans Affairs office.

**Title IV and State Aid Disbursement Policy**

Pell grant funds and state grant funds are available 10 days prior to the beginning of each semester for tuition and the purchase of books and supplies. Books can be purchased in one of two ways:

1. Books can be charged against the student’s account at the Follett Bookstore on the Carrington-Scott Campus or
2. Students may request a charge voucher to be used at Barnes & Noble bookstore at Alamance Crossing in Burlington.

In many cases a remaining balance occurs after all charges have been paid. The remaining balance check will be disbursed approximately six weeks after each semester begins, and after enrollment is verified and balances calculated. A check will be mailed to the student at the address he/she has on his/her student file.

If a student enrolls in a course after the Financial Aid census date, the student will not be paid additional aid for that course. If the student enters all his/her courses at a point later than the Financial Aid census date, the student’s census will be taken at the 10 percent point of his/her semester. The Financial Aid census date is determined by the Financial Aid Director and is usually not the same date as the class census date.

**Scholarship Disbursement Policy**

The majority of ACC Foundation scholarship funds are awarded by July 31 of each year, and as funds are available after that date. The funds typically are used for tuition and in some cases will cover limited book purchases made in the campus bookstore. In the event a student has already paid his/her tuition the award may be used in the next semester. No cash refunds can be made to the student.
**Title IV Repayment Policy**

There are two situations in which students would be required to repay Title IV funds.

1. Full repayment of any charged tuition and book fees is required if the student never attends classes. The student is not eligible for a federal grant in the event of a withdrawal before classes begin. Any funds used for tuition and books must be repaid to the school in full.

2. A proportional repayment of federal grant funds is required if the student withdraws from all classes prior to the 60 percent point of the semester. A calculation will be performed to determine the portion of federal funds earned and unearned and the amount of the repayment required from the student. It is the policy of Alamance Community College to collect from the student any portion of tuition costs that are returned by the school to the Department of Education. This amount will remain as a balance on the student's account until repaid. A letter will be sent to the student informing him/her of the repayment required. The student will be given 45 days to repay the overpayments at the school. Failure to repay will result in a referral to the U.S. Department of Education for recovery of the funds by any means deemed appropriate. Repayments charged to a student must be cleared prior to the receipt of any additional Title IV Federal Aid. All federal funds are considered earned after the 60 percent point of the semester and a student withdrawing after that date would not incur an overpayment.

**Title IV Recalculation Policy**

Alamance Community College will recalculate the Title IV awards based on enrollment at the Financial Aid census date. A student should maintain the level of enrollment for which he/she was paid through the Financial Aid census date in order to be eligible for the Title IV grant for which he/she was eligible. In the event a student decreases his/her enrollment before the Financial Aid census date, he/she will incur a recalculation overpayment.

**Title IV Student Aid Recipients Satisfactory Academic Progress Standards**

Title IV aid is provided to cover the cost of attendance at Alamance Community College. Eligibility must be established by a standard needs analysis as defined by the U.S. Department of Education. Awards are made based on eligibility, cost of attendance, enrollment and payment schedules. To remain eligible, a Title IV recipient must comply with the following academic standards.

1. The overall grade point average must be at least 2.0.
2. At least 67 percent of all attempted hours must be completed to remain eligible. Attempted hours versus completed hours are calculated to determine completion rate.
3. A recipient is given three years in a two-year degree program and two years in a diploma program to complete graduation requirements. Totals of 105 hours attempted are generally allowed for associate degree programs and 60 hours are typically allowed for diploma programs. Grade point average, completion rate, and all attempted hours are monitored each semester for continual awards. Students will be given every opportunity to retain eligibility with assistance from the counseling staff. Appeals of any financial aid suspension may be made to the Director of Financial Aid.

**Remedial Class Limits**

Federal and State regulations allow a total of 30 hours of remedial coursework for which a student can receive federal or state funding. Any remedial work (DRE 096, 097, 098; DMA 010, 020, 030, 040, 050, 060, 070, 080) taken beyond a student's 30-hour limit cannot be included in enrollment totals to calculate the financial aid payment.
Credit Clock Conversion Policy

The following programs at Alamance Community College do not have an associate degree component so the federal aid program regulations require the College to base the awards on a special calculation to determine Title IV credit hours for these programs:

- Carpentry
- Dental Assisting

To receive the amount listed on a student’s award letter, he/she must be enrolled in 12 Title IV credit hours each semester. See current College General Catalog for more information.

Regulations for Cosmetology Students

Under Title IV regulations, to receive the full Pell Grant award listed on the award letter, a cosmetology student must plan to complete 450 clock hours, 16 weeks of instruction, and the coursework associated with that time. A second scheduled financial aid award can not be released until 450 clock hours and 16 weeks of instruction have been successfully completed. Questions from Cosmetology students should be directed to the Financial Aid office.

Title IV Lifetime Limits

Students may receive only the equivalent of 12 full-time semesters of Federal Pell Grant funds. Students seeking multiple associate degrees or those planning to transfer to earn a Bachelor’s degree should be aware that after receiving the equivalent of 12 semesters of full-time Pell funds, no further grant aid will be available. Disbursements will be tracked through the federal Common Origination and Disbursement System to capture all aid received at multiple schools.

Other Sources of Aid

Many other sources of aid exist for students but are not administered by the College. Many agencies have agreements with the institution to bill for books, tuition, and/or fees. These programs are listed below and are coordinated through the Financial Aid office. Students interested in these sources should contact the appropriate agency. The Financial Aid office may provide some assistance in directing the student to these agencies.

1. North Carolina Veterans Affairs Scholarships
2. North Carolina National Guard Tuition Assistance Plan
3. N.C. Vocational Rehabilitation
4. Work First—administered through Social Services on the county level
5. Workforce Investment Act—administered through the Employment Security Commission Office
6. TAA (Trade Adjustment Act)—administered through the Employment Security Commission Office

Financial Aid Appeals Procedure

Appeals regarding financial aid decisions should first be discussed with the Director of Financial Aid, who is required to do as much for the student as possible within federal regulations and guidelines. Further appeal is to the SAP Appeals Committee, which can be contacted through the Director of Financial Aid. The decision of the SAP Appeals Committee is generally final. A student may re-appeal only if the student’s academic performance has changed.

Insurance

Accident insurance is available covering the student while attending ACC. Students desiring this coverage may make payment during fall registration or at other times designated by the Business Office. This fee is not refundable. While insurance is optional, all students enrolled in courses with shops or labs are strongly encouraged to take advantage of this insurance.

Library/Learning Resources Center

The Library is one area of a multi-media Learning Resources Center. The Center also includes the Scott Family Collection, the Academic Skills Lab, and the Writing Center. The Learning Resources Center’s purpose is to support the College’s mission of providing comprehensive educa-
tional opportunities and promote student academic, career and personal success. It accomplishes this by making available a balanced collection of informational resources, relevant historical collections, and an open computer lab/tutorial center to support the College’s instructional programs.

The library includes several group study rooms and a computer lab with Internet access primarily for course related research. Wireless Internet is also available within the Library.

The library collection consists of approximately 39,000 titles of books and audiovisual material combined. NCLive and selected other electronic databases are accessible through internet capable workstations in the Library and off campus with an issued password. The Internet can also be accessed wirelessly in the Library. Audiovisual equipment is available for use by faculty, staff and civic organizations. Audiovisual services include equipment repair, videotaping as well as teleconference and multimedia assistance.

The library is open Monday through Thursday, 7:45 a.m. to 9:30 p.m.; Friday, 7:45 a.m. to 4 p.m.; and Saturday, 8 a.m. to 12 noon during the fall and spring semesters. During the summer term, the library closes at 12 noon on Friday and is closed on Saturday.

The purpose of the Scott Family Collection is to collect, maintain, preserve, and make available materials of historical value related to the history of the Scott Family. This affords the researchers a view of Alamance County, N.C., and Southern history from the prospective of individuals who lived in this area.

For more information, call (336) 506-4116.

Placement Testing Services

ACC uses diagnostic placement tests approved by the North Carolina Community College System to determine whether students must take developmental mathematics and/or English courses prior to enrolling in many ACC courses. Placement testing is part of the admissions process and should be completed prior to initial course registration.

Under some circumstances students may be exempt from the placement testing requirement. For exemption, students must provide documentation showing one of the following:

- Official transcript from high school legally authorized to operate in North Carolina that proves:
  a. graduation within five years of enrollment at the College, and
  b. an unweighted GPA of 2.6 or above, and
  c. a fourth mathematics course beyond Algebra II (as determined by the N.C. Department of Public Instruction).

- SAT subject-area scores at or above the following thresholds:
  a. SAT Math 500 for mathematics course placement, and/or
  b. SAT Writing 500 or SAT Critical Reading 500 for English course placement.

- ACT subject-area scores at or above the following thresholds:
  a. ACT Math 22 for mathematics course placement, and/or
  b. ACT English 18 or ACT Reading 22 for English course placement.

- Official transcript showing completion of appropriate college-level credits in English and/or mathematics.

Appointments for testing, additional placement testing information, and resources for test preparation can be obtained on the ACC website or by contacting the Coordinator of Placement Testing at 336-506-4361.

Selective Service Compliance Regulations

ACC complies with the federal requirement that all eligible young men register with the Selective Service System before being considered for financial aid.
Services for Students with Disabilities

Alamance Community College is invested in full compliance with Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990 (ADA) and the ADA Amendments of 2008. The College ensures that policies, procedures, programs, activities and facilities are appropriately accessible to students. The College focuses on the student as an individual and works toward equal opportunity, full integration into the campus environment, physical accessibility, and the provision of reasonable accommodations, auxiliary aids and services to students.

Federal law prohibits the College from making pre-admission inquiries about disabilities. It is the responsibility of the student to self-disclose the disability to Disability Services, provide appropriate documentation and engage in an interactive process with the Coordinator of Special Needs and Counseling Services. The Disability Services office is located in the Wallace Gee Building, Room 128. Students are strongly encouraged to begin the documentation process at least 30 days prior to the start of the semester or course. Information provided by a student is voluntary and appropriate confidentiality is maintained.

Disabilities Services information can be accessed on the Disability Services Moodle site located on the College’s website at www.alamancecc.edu. An appointment with the Coordinator of Special Needs and Counseling Services is required for accommodations and/or services to begin. For questions or assistance, call 336-506-4130.

Each year, the History Club hosts a Veterans Day salute to the College’s students and employees who have served in the U.S. military with a free breakfast.

Standards of Progress for Veterans Benefits

Students receiving veterans benefits must conform with certain standards of progress.

A. Maintenance of satisfactory attendance

1. If a veteran is dropped from class and not readmitted, the drop is reported to the USDVA (United States Department of Veterans Affairs) when the drop decreases training time. A total withdrawal will result in termination of all benefits. Retroactive overpayments from the beginning date of the term will be charged unless mitigating circumstances are established by the veteran and submitted to the USDVA. Withdrawals for two consecutive terms will also be considered unsatisfactory attendance, and benefits will be terminated.

2. The veteran who withdraws for two consecutive terms/semesters and has all benefits terminated for unsatisfactory attendance may have benefits reinstated by attending one term in a decertified status. If at the end of that term he/she has maintained satisfactory attendance, benefits may be recertified for any
subsequent term. Exceptions to the requirement that the veteran attend in a decertified status will be granted only when the veteran can provide evidence of acceptable mitigating circumstances. This decision will be made after the veteran has provided to the Veterans Affairs Officer a written statement concerning the mitigating circumstances and after a conference with the Vice President for Student Success who will make the decision of whether benefits are to be recertified. Any decision made by the Vice President for Student Success may be appealed in the manner prescribed in the Student Grievance Procedure published in the ACC Student Handbook.

B. Maintenance of satisfactory academic progress

1. Veterans must maintain satisfactory academic progress as defined in the Scholastic Standing section of the catalog. Should a veteran drop below the prescribed level and be classified as making unsatisfactory academic progress, benefits will be terminated.

2. Any veteran placed on academic probation as defined in the Scholastic Standing section of the College catalog will be asked to schedule a conference with a counselor who will discuss academic difficulties, review the probation policy and explain available assistance such as tutors and counselors. Students placed on academic probation will be monitored.

3. Once a veteran is placed on academic probation, failure to maintain satisfactory academic progress will result in termination of all benefits. The veteran whose benefits have been terminated in this manner will not be recertified to the USDVA until satisfactory academic progress has been demonstrated while attending in a decertified status for at least one term. During this decertified period, the veteran will be required to see one of the counselors in Student Success. While counselors have the freedom to operate in their own professional manner, this conference will be documented and will include any recommendations made to the veteran concerning his/her academic progress as well as recommendations the counselor feels are appropriate for continuation of the student for veteran benefits.

4. Exceptions to this policy on termination of benefits may be made if there are unusual circumstances related to unsatisfactory academic progress and continuation is recommended by the Vice President for Student Success after consultation with the veteran. Any decision made by the Vice President for Student Success may be appealed in the manner prescribed in the Student Grievance Procedure published in the ACC Student Handbook.

5. When a veteran is on academic probation, the hours remaining in his/her program of study will be utilized to determine whether it is possible for him/her to meet graduation requirements. Once a veteran has reached the point that it becomes mathematically impossible to complete a program of study with a 2.00 average, benefits will be terminated for unsatisfactory progress.

C. Nonpunitive grades

A grade of WP is considered nonpunitive. A nonpunitive grade indicates that the grade will not be included in the academic average. If a veteran receives a nonpunitive grade which reduces his/her training time, the grade will be reported to the USDVA. Unless there are mitigating circumstances which can be demonstrated
by the veteran, the USDVA will charge an overpayment retroactive to the beginning of the term in which the WP grade was earned.

D. Conduct
The USDVA will be notified should a veteran be dismissed because of unsatisfactory conduct. In addition to any condition specified as a result of the dismissal, the veteran must meet with the Vice President for Student Success prior to reentering the College. Recertification for veterans benefits will occur only upon the recommendation of the Vice President for Student Success after meeting with the terminated veteran. Any decision made by the Vice President for Student Success can be appealed in the manner prescribed in the student grievance procedure published in the ACC Student Handbook.

Hours for Veterans
Below are the number of hours required to draw benefits for all eligible programs.

Technical and College Transfer Programs
USDVA payments are based on an individual’s classification according to his/her CREDIT HOURS per semester for all programs.

Full time.............. 12 or more credit hours
3/4 time.............. 9-11 credit hours
1/2 time.............. 6-8 credit hours

Credit and contact hours earned in cooperative education work experience may qualify for USDVA benefits.

Study Skills
Introductory college courses ACA 111 and ACA 122 are taught on a regular basis. In these courses students consider such topics as time management, values clarification, note taking, effective reading, taking exams and problem solving techniques. These are excellent courses for students of all ages. If you want to “learn to learn,” you should ask your academic advisor about these courses.

Work-Based Learning
Work-Based Learning is an educational program developed by a work-based arrangement between the College and the employers in the community for the purpose of providing students with their major objective of alternating academic and vocational instruction with entry-level employment in any occupational field. The student’s total experience is planned, coordinated, and supervised by the College and the employer.

On-the-job career training and class attendance may occur on alternate half days, full days, weeks, semesters, or other periods of time, depending on the occupation and the desired learning experience. Work-based learning improves the educational program by taking advantage of the available industrial expertise, up-to-date equipment, and permits the college to offer a wider range of programs that meet community, industrial, and student needs. Therefore, students possess current knowledge and will be up-to-date on the latest technological advances. The expertise of the skilled craftsmen provides an invaluable learning source beyond classroom learning.

The College offers this approach as an integral part of some of its programs and as an option in many others.

While the College has reasonable assurance that students can be placed within commuting distance of the campus, it cannot guarantee to provide the work-based learning experience in close proximity to the campus. Therefore, students will be expected to assume responsibility for obtaining a work-based learning employment site and for their own transportation to and from the work site.
ACC Ambassadors

The ACC Ambassadors are a group of exemplary students who serve as representatives of the College on and off campus. This program began in 1987 and was the first in the state. ACC Ambassadors develop leadership skills by hosting activities, conducting campus tours, recruiting students, and speaking to community and civic groups. Ambassadors also conduct the annual alumni phonathon. In return for these services, ACC Ambassadors receive a small stipend.

Nominations of Ambassadors are accepted in April, followed by selection interviews in July. For more information about serving as an Ambassador, contact the ACC Foundation at 336-506-4102.

Student Government Association

The Student Government Association (SGA) welcomes your interest and support. The executive officers and senators are responsible for providing a democratic self-government for the entire student body. The SGA is composed of students who have been elected or appointed by their peers. Any student may submit in writing a bill, petition, or suggestion that he/she feels should be considered by the SGA.

SGA also provides student activities throughout the year. These activities are both educational and social, and offer experiences beyond the classroom. The majority of the events are open to the entire student body. Some events are designed specifically for student clubs and organizations. To learn more about student activities at ACC, visit a regularly scheduled SGA meeting.

Elections for the executive positions take place each March for the upcoming academic year. New students are urged to explore the responsibilities of SGA positions and become candidates. In addition to the elected officers of SGA, there are numerous positions appointed by the student body president. These positions require various aspects of responsibility and student leadership. Interested students should contact the SGA president to learn more details.

SGA Office: Student Center,
2nd floor, main building
Phone: 336-506-4239
E-mail: sga@alamancecc.edu
Advisor: JJ Evans

The Student Government Association (SGA) sponsors many educational and social events, such as “First-Day Free Pizza” (pictured) for students and employees. Events are scheduled throughout the year both on and off campus.
Clubs and Organizations

Alamance Community College sponsors many student clubs and organizations. These groups allow students to pursue various interests beyond the work they do in the classroom. These groups work closely with the Student Government Association to provide excellent student leadership opportunities.

AIKIDO CLUB—The Aikido Club exists for furthering and facilitating training in the art of Aikido among students and other members of Alamance Community College as an extension of PED 232 and PED 240 courses. The club provides space both on and off campus for ACC Aikido practitioners for club training and advises participants about training and the nature of Aikido.

ANIMAL CARE CLUB—The Animal Care Club is dedicated to promoting a more complete understanding of animal care and concerns, investigating community action and volunteer programs, and stimulating both member and community participation.

ASIAN POP CULTURE CLUB—The Asian Pop Culture Club teaches students about Asian Culture with an emphasis on anime and manga art forms.

AUTOMOTIVE CLUB—The Automotive Club promotes an appreciation of automotive technology to fellow students and the campus community at large. The club provides assistance to students, faculty, and staff members with their automotive needs while helping to advance members’ understanding and knowledge of automotive repair.

BASIC LAW ENFORCEMENT TRAINING (BLET) Club—The BLET Club helps students enhance their skills beyond the BLET curriculum. Club members expand their understanding of law enforcement through periodic field trips, guest speakers, and investigation of community action programs.

CHRISTIAN OUTREACH CLUB—The Christian Outreach Club provides opportunities for students to be successful in their spiritual life. This club is dedicated to seeing students develop into mature Christians who graduate as men and women who love God and love others for a lifetime.

COSMETOLOGY CLUB—The Cosmetology Club helps students enhance their skills beyond the Cosmetology curriculum. Club members expand their understanding of cosmetology through periodic field trips, guest speakers, and participation in community service.

CREATIVE WRITING CLUB—The Creative Writing Club is open to students interested in writing poetry, prose, plays, song lyrics, graphic novels, and other genres. The purpose of this club is to provide a positive and productive atmosphere for developing student writers to integrate, learn and grow.

CRIMINAL JUSTICE CLUB—The Criminal Justice Club is dedicated to promoting a more complete understanding of the criminal justice system and its concerns, investigating community action and volunteer programs, and stimulating both member and community participation.
**CULINARY TEAM**–The Culinary Team promotes the culinary arts as an academic and career option. It sponsors culinary students who participate in culinary competitions. It also sponsors and teaches workshops for the food service industry.

**DENTAL ASSISTING CLUB**–The Dental Assisting Club promotes dental assisting as a career option and is dedicated to dental health for all people. It attempts to influence health care, foster awareness, and encourage participation in community affairs concerning dental health care.

**ELECTRIC VEHICLE CLUB**–The Electric Vehicle Club promotes “Green Technology” as it applies to the automotive field. The club works to educate others about the alternative energy sources that are available in the transportation industry today.

**FLORA–HORTICULTURE CLUB**–The Flora-Horticulture Club is dedicated to the promotion of horticulture as an academic and career option. It strives to advance an appreciation of horticulture to fellow students and the community. The Horticulture Club aims to enhance the beauty of the College and raise the appreciation and protection of the natural environment of the area.

**HISTORY CLUB**–The History Club is open to any ACC student interested in history. The club seeks to increase student knowledge of historical facts through educational and recreational activities. During the year the club may sponsor field trips, service projects, speakers, and fundraisers.

**INTERNATIONAL FRIENDSHIP CLUB**–The International Friendship Club is dedicated to helping international students become acclimated to American culture, while also exposing all ACC students to the world’s diverse cultures and languages. Throughout the year, the club hosts activities, events, and forums that bring ACC students together and create an appreciation for world cultures.

**MARTIAL ARTS SOCIETY OF ACC**–The Martial Arts Society of ACC seeks to mentally and physically prepare members for self-defense situations. In the process of this training, members will further develop their individual senses of self-control, discipline, and respect for others.

**MATHEMATICS AND PHYSICS CLUB**–The Mathematics and Physics Club promotes knowledge, understanding and appreciation of mathematics in a college environment. The mathematics club is open to all ACC students. During the academic year the mathematics club brings mathematicians to campus to give talks and holds other events designed to build an appreciation for mathematics, mathematical sciences, and physics.

**MEDICAL ASSISTING CLUB**–The Medical Assisting Club is dedicated to promoting medical assisting as a profession through formal education, continuing education credentialing, and professional development.

**MOCK TRIAL TEAM**–The Mock Trial Team at ACC trains students in trial simulations and competes with teams from other institutions. Students develop critical thinking and public speaking skills, as well as knowledge of legal practices and procedures.
MUSIC AND DANCE CLUB—The Music and Dance Club is open to all ACC students interested in music and/or dance. Each year the club tries to promote music and dance at ACC through activities such as music and dance collaborations/discussions, performances, guest speakers, and workshops. The club works to support music and dance education and participates in philanthropic activities to benefit the college and surrounding community.

THE NATIONAL SOCIETY OF LEADERSHIP AND SUCCESS (NSLS)—The National Society of Leadership and Success is an organization that helps students discover and achieve their goals. The Society offers life-changing lectures from the nation’s leading presenters and a community where success-oriented individuals come together and help one another succeed. The Society encourages community action, volunteerism, personal growth, and strong leadership from its chapters and members around the world.

PHI THETA KAPPA—Phi Theta Kappa is a chapter of the international honors fraternity serving two-year institutions which offer associate degrees. The purpose of the organization is to recognize and encourage scholarship, leadership, service, and the cultivation of fellowship among students in the community college system.

SIGMA DELTA MU (National Spanish Honor Society)—Sigma Delta Mu is the national honor society for Hispanic studies for two-year colleges. Candidates for membership must have completed one semester of college Spanish, be enrolled in the second semester or higher, and have grades averaging B or better in all college Spanish courses plus at least a B (3.0) in all college work to date. In addition, students must be of good character and be genuinely interested in Hispanic culture.

SIGMA PSI—Sigma Psi is open to any ACC student interested in psychology and/or sociology. The club seeks to increase student knowledge of these fields through educational and recreational activities. During the year the club may sponsor field trips, service projects, speakers, and fundraisers.

SPANISH CLUB—The Spanish Club is dedicated to promoting a complete understanding of the Spanish culture, investigating community action and volunteer programs, and stimulating both member and community participation.

STRATEGY SOCIETY of ACC—The Strategy Society of ACC was created to enrich students with knowledge and understanding of strategic methods and assist them in learning strategic planning through various activities including but not limited to games, discussion of various strategies, and planning of various school-wide events.
STUDENT NURSES ASSOCIATION—The Student Nurses Association is dedicated to the development of the whole person, the professional role, and the responsibility for the health care of people from all walks of life.

SUSTAINABLE ENVIRONMENT CLUB—The Sustainable Environment Club seeks to inform, engage, and educate the student body and public about environmental sustainability. Throughout the year, members focus on workshops and activities that inform and educate the campus community about the responsible use of energy, recycling, litter removal, water consumption, and sustainable foods.

VISUAL ARTS CLUB—The Visual Arts Club promotes the visual arts to fellow students and the public, brings better understanding of the visual arts, and provides a forum for members to show their art through club activities.

Student Activity Center

ACC’s Student Activity Center provides space for students to relax between classes, meet with classmates in study groups, or catch some news or TV programming. The Center has wireless access and a multi-purpose room that can be reserved for class or club meetings. Staff members are available between 8 a.m. and 7 p.m. daily, with the exception of Friday afternoons. The Student Government Association has an office in the Center with posted hours of operation. Contact “JJ” Evans for information: 336-506-4367.

Student Fund-Raising Activities

All fund-raising projects conducted by student organizations must be approved by the SGA and the Vice President for Student Success. Clubs and/or other student organizations and groups must present their proposals in writing to the Student Government Association at least two weeks prior to the initiation of any proposed project. For more information, contact Student Success.

Phi Theta Kappa is an international honors fraternity serving two-year colleges, and inducts new members each spring.

The number of campus fund-raising projects is not limited. However, in no event shall any club or other student organization or group hold more than two off-campus fund-raising projects per year.

Off-Campus Student Activities

All student activities sponsored by the College and held off campus must be approved by the Student Government Association and the Vice President for Student Success. This approval must be secured at least one week prior to the date of the event. To be approved, the event must be sponsored by a recognized campus organization, have a faculty/staff advisor who is willing to be present at the event and demonstrate that appropriate provisions for control have been established. In addition, sources of revenue for the provision of refreshments must be specified. No alcoholic beverages shall be allowed at any student activity authorized by the College. Any chartered organization which violates this policy may have its charter revoked or restricted by the College pending a hearing before the Student Development Committee.

Student Publications

All student publications must be approved by the Vice President for Student Success or his/her designee. Students who are interested in the publication of materials designed for College use should contact the Vice President for information and assistance.
The Semester System

The College operates on the semester system. The semester schedule is approximately 16 weeks long. During the summer, the term is eight weeks long.

A student who wishes to graduate in minimum time should work closely with his/her academic advisor in planning an appropriate class schedule for each semester.

Graduation/Transfer Persistence Rates

ACC tracks students who graduate from the College or transfer to other colleges or universities. Information: Institutional Research (336) 506-4113 or Academic Advising Center (336) 506-4140.

Grading System and Quality Points

At the end of each semester, grades are given in each course using letters to indicate the quality of work done. Grade reports are posted to each student’s WebAdvisor account.

<table>
<thead>
<tr>
<th>Grade</th>
<th>Quality Points Per Credit Hour</th>
</tr>
</thead>
<tbody>
<tr>
<td>A–Excellent</td>
<td>4</td>
</tr>
<tr>
<td>B–Good</td>
<td>3</td>
</tr>
<tr>
<td>C–Satisfactory</td>
<td>2</td>
</tr>
<tr>
<td>D–Lowest passing</td>
<td>1</td>
</tr>
<tr>
<td>F–Failure</td>
<td>0</td>
</tr>
</tbody>
</table>

NOTE: Grades in developmental classes are NOT calculated into a student’s GPA.

I–Incomplete no credit
This indicates that a student has made significant and satisfactory progress in the course; however, due to unavoidable circumstances is not able to complete course requirements by the end of the semester. Since the “incomplete” extends enrollment in the course, requirements and deadlines for satisfactory completion will be established through faculty/student consultation. The work for the “I” grade must be completed, and a grade assigned “A, B, C, D, F” no later than the end of the next semester/term, or the grade of “I” will automatically be changed to an “F.”

R–Re-enroll no credit
A student who has been unable to meet the course objectives in the specified time must re-enroll to earn credit. This grade may only be given to students in noncredit developmental courses.

WP–Withdrew Passing no credit
A student may withdraw up to the 80 percent point of the course and receive a WP. Instructors can withdraw a student during this time period for excessive absences. The WP grade is not used to compute the student’s GPA. After the official drop date as published in the student calendar, students must complete the course and will be awarded the appropriate grade earned at the end of the semester.

P–Passed
This grade is awarded in noncredit developmental courses and in the work experience portion of work-based learning. It signifies that the student has satisfactorily completed the course (equivalent to a C or better). No quality points are awarded for hours completed in this manner, and the grade is not used in the computation of the GPA.

TR–Transfer
This signifies that credit for a course was accepted from another institution. No quality points are awarded, and the grade is not used in the computation of the GPA.

CE–Credit by Examination
This signifies that the student has met the course objectives as demon-
strated by a proficiency examination. No quality points are awarded, and the grade is not used in the computation of the GPA.

**NA–Never Attended**
This is assigned to students who register for a course but never attend.

**AU–Audit**
This signifies that the student has taken a course for no credit. No quality points are awarded, and the grade is not used in the computation of the GPA. The student who enrolls for a course cannot change from audit to credit or credit to audit after the official drop/add period.

ACC operates on a quality point system. For each credit hour of work with a grade of A, B, C, D or F, a numerical value of 4, 3, 2, 1 or 0, respectively, is awarded. This number is multiplied by the number of credit hours for the course to determine the quality points earned. A student’s semester grade point average (GPA) is determined by dividing the total quality points earned in all courses by the total credit hours attempted (excluding I, R, TR, CE, P and AU grades). This grade point average (GPA) is a general measure of the quality of the student’s work.

Hours attempted and quality points earned in previous terms are included in the above procedures to determine the **Cumulative Grade Point Average**.

**NOTE:** Students can access their grade point average through WebAdvisor.

**Grade Appeal Process**
Any student who believes he/she has received an unfair grade may appeal the grade/decision. A grade appeal should be initiated within 30 days from the date the grade was issued and the appeal should be in writing. The student should follow the following steps during this process:

1. **Appeal to the Instructor.** The instructor will investigate and respond to the appeal, in writing, within five college working days. If the student feels that the issue is still unresolved, the student should appeal to the next level within five days after receiving the decision.

2. **Appeal to the Department Head.** The department head will investigate and respond to the appeal, in writing, within five college working days. If the student feels that the issue is still unresolved, the student should appeal to the next level within five days after receiving the decision.

3. **Appeal to the Academic Dean.** The academic dean will investigate and respond to the appeal, in writing, within five college working days. If the student feels that the issue is still unresolved, the student should appeal to the next level within five days after receiving the decision.

4. **Appeal to the Executive Vice President.** The executive vice president will investigate and respond to the appeal, in writing, within five college working days. The decision of the executive vice president is final.

**NOTE:** Grade appeals should be moved forward in a timely manner. However, in the event a student appeals a grade that prevents progression in a program, the student will be allowed to enroll and attend the following semester pending the outcome of the appeal. If the grade is upheld, the student will be withdrawn and refunded the tuition.

**Scholastic Standing**

**President’s List**–The President’s List honors those students who have obtained a 3.8 (rounded) or higher grade point average for a grading period. To be eligible for the President’s List, the student must have completed a minimum of 12 credit hours.

**Dean’s List**–The Dean’s List honors those students who have obtained a grade point average of 3.3 to 3.7 (rounded) for a grading period. To be eligible for the Dean’s List, the student must have completed a minimum of 12 credit hours.

**Part-Time Honors List**–The Part-Time Honors List honors those students who attend less than full time who have obtained a 3.5 or higher grade point average for a grading period. To be eligible for the Part-Time Honors List, the student must have completed a minimum of six credit hours.
**Good Academic Standing**—Any student not on academic probation is considered to be in good academic standing.

**Academic Probation**—Students whose cumulative quality point average falls below the minimum required as shown on the scale below are placed on academic probation. The students are notified of this status on their term grade report, and this status will be shown on their permanent transcript.

<table>
<thead>
<tr>
<th>Credit Hours Attempted</th>
<th>Cumulative QPA</th>
</tr>
</thead>
<tbody>
<tr>
<td>1-15</td>
<td>1.50</td>
</tr>
<tr>
<td>16-25</td>
<td>1.60</td>
</tr>
<tr>
<td>26-35</td>
<td>1.70</td>
</tr>
<tr>
<td>36-45</td>
<td>1.80</td>
</tr>
<tr>
<td>46-55</td>
<td>1.90</td>
</tr>
<tr>
<td>56 or more</td>
<td>2.00</td>
</tr>
</tbody>
</table>

When students have been placed on academic probation they are contacted by an academic support counselor in Student Success. Students are encouraged to meet with the counselor as soon as possible, and are reminded of academic support options available at the College. Students are reminded that maintaining a GPA below 2.0 could make them ineligible to receive an ACC certificate, diploma or degree.

NOTE: “Academic Probation” is not the same as “Financial Aid Warning.” Contact the Financial Aid Office to learn about requirements for financial aid eligibility.

**Academic Forgiveness**—Academic forgiveness is awarded on a one-time basis for courses with a grade of “F” or “WF.” It is designed to give students returning to the College a second chance at successfully completing a degree. Students need to send a written request for forgiveness to the Vice President for Student Success who grants final approval. To be eligible for academic forgiveness, a student must:

- not have been enrolled in curriculum classes at the College for at least three years
- upon returning to ACC, complete a minimum of 12 credit hours with a grade average of “C” or better
- be currently enrolled when requesting academic forgiveness

While forgiven grades will still appear on the official transcript, they will not be calculated into the student’s cumulative grade point average. Grades that are included in academic forgiveness are not exempt from academic progress relating to financial aid or VA benefits.

**Curriculum Attendance Policy**

Regular class attendance is regarded as essential to academic progress, and students are expected to attend all scheduled classes for which they are registered. However, it is recognized that special circumstances such as death in the family, serious illness, or personal emergencies may cause a student to be absent, and it is assumed that absences will be permitted within limits. When a student misses 20 percent or more of the total contact hours prior to the withdrawal date for a course, the student will be withdrawn from that course. If a student is dropped from a course due to absences, he/she may appeal the decision. See “Readmit Procedures Following Course Drop” on page 97. Individual departments may set more restrictive attendance requirements with the approval of the academic dean, provided that the requirements are stated in the syllabus distributed to students the first week of class. The executive vice president must approve any exceptions.

A student who enters a course after the first scheduled session will be counted as absent from any class missed prior to the first day of attendance unless transferred internally. Three tardies may be counted as an absence at the instructor’s discretion. Students in distance education courses must adhere to the contact policy stated in the course syllabus.

Absences for approved school activities including field trips and planned student activities shall not be counted toward accumulated absences provided the student contacts the instructor(s) involved at least two days prior to the absence to prepare to make up work missed. The instructor must advise the student to attend class if the student’s grade could suffer due to the absence.
Requirements for Attendance for an Online Class

Attendance in an online class is based upon the completion of academic work, not simply accessing the Moodle course. Logging in to Moodle and only viewing course components (e.g., assignments, announcements, or discussion board posts) does not constitute attending class. Therefore, students who log in to Moodle but do not complete assignments for two consecutive weeks (14 consecutive days) and who fail to communicate with the instructor during that time period will be dropped. Submission of any assignment, including those with failing grades, will constitute attendance in the class. Appeals of all drops due to attendance can be made to the appropriate dean. The procedures for the appeal are outlined in the ACC Curriculum Student Handbook.

If an online student’s absences exceed 14 days after the last day to earn a Withdraw Passing (WP) grade, that student cannot drop the class; instead, he or she will receive the grade earned.

If a student is dropped by an instructor for nonattendance in a course, the last assignment submitted for a grade will constitute the last date of attendance for that student.

Excused Absence for Religious Observance Policy

Students shall be permitted no more than two days of excused absences for religious observances during an academic year. These absences are not in addition to the number currently permitted by College policy, thus the threshold of maximum absences from class each semester is 20 percent including those for religious observance, or the maximum percentage listed on the course syllabus, which has been approved by the College administration.

The only difference for religious observance absences is that the student must be permitted the opportunity to make up any tests or other work missed due to an excused absence for religious observance.

Students requesting an excused absence for religious observance must make their requests at least 14 days in advance, using the appropriate College form and having that form submitted to the instructor(s) at least 14 days prior to the intended absence. The completed form includes not only the day requested and classes(es) to be missed, but also the agreed upon manner on how, when, and where the make-up(s) will take place for the missed work. Failure to adhere to the agreed upon schedule will void the student’s right to make up the work, unless the instructor(s) involved agree to a reschedule.

A student may not request different religious observance days for different classes offered on the same day. If a request is made for any class on a certain day, that request will count as one of the two days permitted for the entire academic year.

Student’s Attendance Responsibilities

1. The student is responsible for keeping a record of his/her absences or tardies.
2. Absence from class for any reason does not relieve the student from responsibility for the performance of any part of his/her work.
3. The student is responsible for initiating any request to make up work missed. The decision to assist the student with make up work, including tests, in every case rests with the instructor.
4. The student is responsible for complying with any special attendance regulations specified by the instructor.
5. If a student is dropped from a course due to absences and wishes to appeal the decision, he/she is expected to attend classes during the time of his/her appeal.
Instructor’s Attendance Responsibilities

1. An instructor may prescribe reasonable, special attendance regulations which are not less restrictive than standard school policy. At the beginning of each term, the instructor shall inform the students of these regulations and file a copy with the Executive Vice President for approval.

2. An instructor shall be responsible for recording all absences and dropping the student from the course when the allowable number of absences has been exceeded (excluding those for field trips and planned student activities as previously noted).

3. An instructor shall be responsible for notifying the student of the drop upon the student’s next attendance in class.

Readmit Procedures Following Course Drop

When a student is dropped from a course:

1. The instructor will notify the student of the drop.

2. The instructor will submit the drop/add form with a recommendation to the Academic Dean.

3. The student is permitted three school days in which to submit an appeal by stating in writing his/her reasons for absences to the Academic Dean.

4. If the student is readmitted to the course, the student and instructor will be notified by the Academic Dean. A readmitted student may be dropped on the next absence.

5. If the appeal is denied by the Academic Dean, the drop/add form will be forwarded to the student records office for processing and the student and instructor will be notified of the decision. Further appeal will be to the Student Grievance Committee.

Disruptive Behavior in the Classroom

Within the classroom, the student must behave in an appropriate manner so all members of the class can attain their educational objectives. If an act of misconduct threatens the health or well-being of any member of the classroom or seriously disrupts the learning environment, an instructor may direct the student(s) involved to cease and desist such conduct. If the behavior continues, the instructor will ask the student(s) to leave the classroom immediately, and the instructor will notify his/her immediate supervisor at the conclusion of the class period. The immediate supervisor will then notify the academic dean and the Vice President for Student Success. The student may not be allowed to return to class until an administrative review of the matter to determine whether further disciplinary action is warranted. A possible sanction is an administrative withdrawal of the student from the course.

Distance Learning

Distance Learning provides quality instruction through electronic technologies to enable students to attain their educational goals. Courses provided via the Internet earn the same credit and maintain the same quality and standards as traditional classroom courses. Courses are designed and delivered to meet the regular course objectives.

Types of Distance Learning Courses:

- Online “E”—Course with 100 percent of instruction delivered via the Internet (Example: BUS 225 01E)
- Hybrid “H”—Face-to-face (seated) course combined with required online assignments/tasks. Face-to-face meeting times will be determined by each department. Students who register for a hybrid course must have access to the Internet and be able to complete assigned course activities online in addition to meeting on scheduled class days. (Example: HIS 131 03H)
• **Web-Assisted “W”**—Course is delivered face-to-face with a requirement that students have Internet access as a way to complete assigned tasks online. (Example: COM 110 01W)
• In addition to the numerous curriculum courses, Continuing Education offers more than 200 noncredit online courses each month.

**Programs Offered Online**

- Associate in Arts Degree
- Associate in General Education
- Web Design Certificate
- Financial Accounting Certificate
- Accounting and Income Tax Certificate

For high school students, the following Career and College Promise (CCP) pathways are offered online:

- Associate in Arts
- Accounting
- Early Childhood Education
- Web Technologies (Design)

Contact Distance Learning at 336-506-4243, e-mail distancelearning@alamancecc.edu, or visit the website at www.alamancecc.edu.

**Readmission to the College**

Any student who is out of school for a period of one semester (summer term excluded) must submit an application for readmission. All readmissions are subject to ACC’s judgment as to readmission on a case by case basis.

Students who have been dismissed for non-violent disciplinary reasons may be readmitted either under a condition of general probation or upon specific readmission conditions as determined by ACC, upon recommendation of the Vice President for Student Success.

In instances where the dismissal has occurred because of harmful threats to persons or property or violence to self or others, ACC reserves the right to refuse readmission to students on a case by case basis. Students who have been dismissed for prior harmful threats or violence shall submit an application for readmission and simultaneously submit evidence from credible, licensed medical specialists, acceptable to or approved by ACC, that the student is no longer a detriment or a violent threat to himself/herself or to the College community.

ACC reserves the right to deny readmission to any former student due to lack of desired program capacity, prior enrollment ceiling, or undesirability of the student as ACC determines for the best interest of the applying student or the College.

**Instructor Absences**

In cases when the instructor is not in class and other arrangements have not been made, the students are automatically dismissed after 10 minutes (30 minutes for evening courses). A roll must be signed by the students present and turned in to the receptionist at the main building entrance.

**Changing Student Course Schedule**

**Drop/Add Period**

The drop/add period for changing student course schedules is designated and announced each semester. **Alert:** Beginning with the first day of classes, students wishing to drop and add classes must do so simultaneously (same session) to avoid a 25 percent administrative tuition charge.

**Examples:**

1. A student drops ENG 111 for 3 credits and adds PSY 150 for 3 credits during the same session. The student will have an “even” exchange for tuition charges.
2. A different student drops ENG 111 for 3 credits on the first day of classes. The student changes his mind, returns five minutes later and adds the same or another class. The student would be given a 75 percent refund for the dropped ENG 111 class and then charged 100 percent for the added class, resulting in an additional 25 percent charge, even though maintaining the same credit hours.
Course Withdrawals After the Drop/Add Period

Each semester, a drop/add period for enrolled students to change their schedules begins on the first day of class and extends for a designated period of time. A 75 percent tuition refund will be awarded through the 10 percent point of the course. If a student drops a course during the last 20 percent of the semester, the final grade will reflect the earned numerical average of his/her work in the course. Students who have formally dropped a course may not continue attending those classes. Note: An instructor may drop a student from a course for excessive absences (see Attendance Policy).

Procedures: Students should obtain a “Drop Form” from the Admissions/Records desk in Student Success, first floor of the Gee Building on the Carrington-Scott Campus. Students must have each instructor sign the drop form and record the appropriate grade. Return the drop form to the Admissions/Records desk. Failure to follow this procedure may result in a grade of “F” for courses that the student stops attending.

It is the student’s responsibility to ensure the drop form is completed and returned to the Student Success office.

Administrative Withdrawal

The College reserves the right to withdraw any student when such action is in the best interest of the College and/or student. Such action will be taken only after careful deliberation and consultation with all parties who possess information pertinent to the situation.

Payment

Payment may be made to the Business office by cash, check, money order or credit card (Discover, VISA or MasterCard only). VISA, MasterCard, Discover, and American Express payments can now be made on WebAdvisor. There is a $25 charge for returned checks, and any student who has had two checks returned will forfeit the privilege of paying by check for a period of three years. Any returned checks must be satisfied immediately. Payments may be submitted via WebAdvisor or by visiting the Business office. Payments may also be made via payment plan. Students may sign up for a payment plan through WebAdvisor. There is a $25 charge to enroll in a payment plan.

Tax Information

Form 1098T–Tuition Payments Statement will be available in an electronic format on the student’s WebAdvisor account by January 31. If the student does not choose the electronic format, Form 1098T will be mailed to the student on January 31. If the information on the 1098T is incorrect according to his/her records, the student should bring it and copies of his/her records to the Cashier and Student Accounts office for correction. Form 1098T captures only the amount billed to the student.

Tuition Transfer

If a student has paid tuition for a given semester and moves to another area of North Carolina, the curriculum tuition paid for that semester can be transferred to any other technical college or community college, provided the student presents a copy of the receipt for that semester and satisfies all admissions, academic, and administrative requirements of each institution. This includes only the curriculum tuition and does not include any other student fees.

ACC Transcripts

No transcript will be released without the consent of the student. Transcript requests for current students are made online via WebAdvisor using a secure login. Former ACC students may request official transcripts by completing the transcript request form in the Student Success office. The transcript request form may also be accessed on the College website. Official transcripts will be sent to the person or agency designated by the student. Unofficial transcripts (without the official school
seal or appropriate signatures) will be released to the student for personal use. Whether official or unofficial copies, no fee is charged for transcripts.

**Transfer Credit**

**Transfer Credit to ACC**

Alamance Community College allows transfer of credit for students from regionally accredited post-secondary institutions, military schools, and other post-secondary institutions provided the courses represent collegiate course work from accredited institutions. In all cases, the following conditions must be met:

- The course is required for graduation at Alamance Community College.
- The course was passed with a “C” or better. CE Grades are not transferable.
- The course closely parallels the content and competencies of the course it replaces at Alamance Community College.

An admissions counselor, following guidelines approved by the various academic departments, awards transfer credit. The awarding of military credit is based on recommendations in the Guide to the Evaluation of Educational Experience in the Armed Services, published by the American Council on Education. A maximum of 50 percent of degree requirements is transferable from all sources.

Within the Nursing department, departmental policy limits transfer credit for nursing courses to NUR 111. This course must have been taken no more than two years prior to enrollment at the College with a grade of C or better. Transfer credit for anatomy and physiology, biology, chemistry, and psychology courses must have been taken no more than five years prior to enrollment at the College with a grade of C or better.

Transfer credit courses are not used in the computation of the student’s grade point average in his/her program at Alamance Community College. A candidate for a certificate, diploma, or degree must take a minimum of 25 percent of his/her major courses (excluding credit by exam) at the College.

**Transfer Credit to Other Institutions from the University Transfer Program**

University Transfer credits earned at ACC will transfer to many other state and private institutions across the country. The Academic Advising Center can provide specific information.

**Transfer Credit to Other Institutions from Technical Programs**

An increasing number of colleges and universities accept courses completed in a technical curriculum for credit toward the baccalaureate degree. Each institution has its own means of evaluating the appropriateness of transfer credit. Some institutions accept the associate in applied science degree in total and have a specialized program of two additional years to complete the baccalaureate degree. Other institutions consider each applicant and his/her record individually and award transfer credit for courses which they deem appropriate. Still other institutions will award credit on the basis of successful completion of challenge examinations. Students interested in additional information about transferring to other institutions should contact the Academic Advising Center. In all cases, the receiving institution is the final authority on the appropriateness of transfer credit, and students should make contact with those institutions to which they are interested in transferring.

**Credit by Exam**

Students who believe they are competent in a course may ask the department head for Credit by Exam (CE). A nonrefundable $25 exam fee will be charged and students will be given credit for the course if they respond correctly to at least 85 percent of the items on the test. A student may challenge a particular course only once. If students do not respond correctly to at least 85 percent of the items on the test, they must register for the course, pay tuition, and complete the requirements for the course in order to.
receive credit. A maximum of 25 percent of the student’s program of study may be awarded on this basis.

When students enroll and pay tuition for a course and then decide to challenge the course by requesting a credit by exam, they must complete the credit by exam prior to the end of the drop/add period. Exceptions to this procedure must be approved by the Executive Vice President.

Credit by Credential

In cases where the learning outcomes of current, industry-earned credentials align with the learning outcomes of a course(s), academic credit may be awarded.

Academic credit may be awarded for adequately documented and validated industry-recognized credentials. These credentials must be approved by the subject matter experts based on content and outcomes. This credit must be approved by the department head, academic dean, and the Vice President of Instruction. Students should contact the department head to determine if a credential qualifies for academic credit.

Course Loads

The minimum course load for classification as a full-time student is 12 credit hours. The normal course load to complete a program in a minimum amount of time varies from one curriculum to another. No student may enroll for more than 23 credit hours in any semester without the recommendation of the appropriate associate dean. Course loads and requirements for university transfer students may vary. Information on recommended loads may be obtained from the department head or from individual advisors.

Prerequisites and Corequisites

Prerequisites and/or corequisites are indicated for many courses offered at Alamance Community College. These are intended to provide students the knowledge and skills needed to begin a given course. Students failing to meet prerequisites prior to beginning a course or failing to register for the appropriate corequisite for a course will be dropped from the given course.

Occasionally, prerequisite or corequisite knowledge and skills may be obtained other than by completion of the required course. Such situations require written approval by the appropriate academic dean.

Graduation

Requirements for the degree, diploma or certificate vary according to each curriculum as outlined in the catalog and available through the student’s WebAdvisor account. Students should confer with their academic advisors each term to ensure they are taking the proper sequence of courses leading to graduation. All students must have a minimum cumulative grade point average (GPA) of 2.0 in the student’s current program of study. The program of study is defined as the program identified in the graduation application and all courses required for the program.

At the beginning of the semester in which a student will complete degree requirements, he/she must apply for graduation online via WebAdvisor or in the Student Success office, first floor, Gee Building on the Carrington-Scott Campus. Applications must be completed prior to the graduation application deadline posted annually in the ACC Curriculum Student Handbook.

Graduation Fee/Attire

After applying for graduation, each curriculum student is charged a graduation fee to cover the costs of the certificate, diploma or degree, and the cap and gown. This fee will be refunded only in the event the student does not meet graduation requirements. Any student completing a second certificate, diploma or degree within the same graduation year may be required to pay the additional cost of the certificate, diploma or degree.

Information about how to order caps and gowns is located at www.alamancecc.edu/admissions-site/transcripts-and-records/.
Part I–Preamble

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

Alamance Community College honors the right of free discussion and expression, peaceful picketing and demonstrations and the right to petition and to peaceably assemble. That these rights are a part of the fabric of this institution is not questioned. They must remain secure. It is equally clear, however, that in a community of learning, willful disruption of the educational process, destruction of property and interference with the rights of other members of the community cannot be tolerated; furthermore, the College reserves the right to regulate time, place and manner of these activities.

Freedom to teach and freedom to learn are inseparable facets of academic freedom. The freedom to learn is shared by all members of this academic community. This institution has a duty to develop policies and procedures which provide and safeguard this freedom. Such policies and procedures as outlined below have been established within the framework of general standards and with the broadest possible participation of the members of this academic community. The purpose of these procedures is to assure individual freedom and protection of the individual in his/her pursuit of knowledge.

Part II–General Policies

A. The College is dedicated not only to learning and the advancement of knowledge but to the development of ethically sensitive and responsible persons. It seeks to achieve these goals through a sound education program and policies governing student conduct that encourage independence and maturity.

B. This disciplinary power of the College is inherent in its responsibility to protect its educational purpose through the setting of standards of conduct and scholarship for students who attend. In developing responsible student conduct, disciplinary proceedings play a role substantially secondary to counseling, guidance, admonition and example. In the exceptional circumstances where these preferred means fail to resolve problems of student conduct, proper procedural safeguards will be observed to protect the student from the unfair imposition of serious penalties.

C. Procedural fairness is basic to the proper enforcement of all College rules. In particular, no disciplinary sanction except reprimand or warning and no entry of an adverse notation on any permanent record shall be imposed unless the student has been informed in writing of the charges against him/her and has had (1) an opportunity to appear before a judicial body or official, (2) an opportunity to know the nature and source of the evidence against him/her and to present evidence on his/her behalf and (3) an opportunity to file a petition of an appeal of the action.

D. Students shall have an opportunity to participate in the formulation of policies or rules relating to student conduct and in the enforcement of all such rules through the Student Government Association and through membership on College committees and boards.
E. When a student has been apprehended for the violation of a law of the community, state or nation, the College will not request or agree to special consideration for the student because of his/her status as a student.

The College will cooperate, however, with the law enforcement agencies and other agencies in any reasonable program for the rehabilitation of the student.

F. The College may apply sanctions or take other appropriate action when student conduct directly and significantly interferes with the College’s (1) primary educational responsibility of ensuring the opportunity of all members of the College community to attain their educational objectives or (2) responsibility of protecting property, keeping necessary records, providing necessary services and sponsoring nonclassroom activities such as lectures, concerts, athletic events and social functions.

Career and College Promise (CCP) students whose classes meet on the ACC campus are subject to the ACC Student Code of Conduct, and complaints will be adjudicated by ACC. Records are subject to FERPA. CCP students whose classes meet at their high school are subject to their high school’s student code of conduct and complaints will be adjudicated by the high school.

G. The code of conduct provides for standards of conduct of individual students. Policies and regulations which relate to recognized student organizations and their responsibilities as organized groups are established standards. Penalties or applied sanctions to groups are normally levied by the student development committee after a hearing. Liability under this code is limited to the failures of code violations of individual members of such groups.

H. Students are reminded that they are personally responsible for their visitors while on campus. In addition, the visitor is subject to the regulations of the College.

Part III–Student Code of Conduct
(These standards apply on campus or at College-sponsored or supervised activities off campus.)

A. General Conduct Responsibilities—Dismissal or suspension from the College or any lesser sanction may result from the commission of any of the following offenses. These offenses will be handled through the student grievance procedure. Any offense may lead to suspension or dismissal on the first violation.

1. Academic Dishonesty and Plagiarism—Students are expected not to give or receive help during tests, projects, or homework assignments unless authorized by the instructor. Plagiarism is prohibited. Plagiarism is defined as intentionally or unintentionally stealing words or ideas from another person, website, article, book, or any other source (published or unpublished), and passing them off as one’s own in a paper, speech, oral report, exam, quiz, project, or other assignment. All borrowed phrases, sentences, and ideas must be attributed to any sources(s) consulted. The instructor directly concerned can address academic dishonesty and plagiarism in his/her course and/or file charges under the Code. All plagiarism cases should be reported to the Vice President for Student Success with a recommendation of “charges” or “no charges.” Sanctions which can be imposed by instructors at their discretion, based on the type of assignment and the content of the instructor’s syllabus, may include having the student repeat the assignment, assigning a lower grade on the assignment, assigning an “F” in the course. Other sanctions
as described in Part IV may be assigned as outcomes of the student conduct/grievance process.

2. Representing the College or a student organization without the group’s permission or representing improperly, and not by error, the identity of any other individual member of the campus community.

3. Violation of the terms of any disciplinary probation or of any College regulation during a period of probation.

4. Lewd or indecent conduct—This includes public, physical or verbal actions; distribution of obscene or libelous written materials; use of profanity; lack of complete dress for the occasion; or engaging in harassment or sexual harassment.

5. A student shall not knowingly possess, use, transmit or be under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage or intoxicant of any kind on the College grounds or during any College-sponsored activity. Use of a drug authorized by a medical prescription from a registered physician shall not be considered a violation. Any influence which 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.


7. Theft from, 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. This includes 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; or unauthorized possession or use of a key to a College facility.

8. Mental or physical abuse or threat of bodily harm by a student to any person on College premises or at a College-supervised function. Such unacceptable conduct includes verbal or physical actions which threaten or endanger the health or safety of any person or communicate the intention of self-harm or harm to person or property.

9. Forgery, alteration or misuse of College documents, records or instruments of identification with intent to deceive.

10. Intentional obstruction or disruption of teaching, research, administration, disciplinary proceedings or other duly authorized activities.

11. 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; preventing, obstructing or substantially interfering with the use of a facility or portion thereof by those persons for whom or to whom the space is assigned. This includes inciting or organizing attempts to prevent student attendance at classes.

12. Participating in or conducting an assembly, demonstration or gathering in a manner which threatens or causes injury to person or property; which interferes with free access, ingress or egress of College facilities; which is harmful, obstructive or disruptive to the educational process or institutional functions of the College; or remaining at the scene of such an assembly after being asked to leave by a representative of the College staff.

13. Possession or use of an incendiary device or explosive except in connection with a College-approved activity.
14. The unauthorized possession or use of any weapon or instrument used to inflict serious bodily injury to any person. This includes but is not limited to the possession of bowie knives, dirks, daggers, loaded canes, sword canes, machetes, box cutters, brass knuckles, pistols, rifles, shotguns, pump guns or other firearms or explosives upon the College campus or any College-owned or operated facility, unless explicitly permitted in writing by the College President or his designated representative.

15. Setting off a fire alarm or using or tampering with any fire-safety equipment, except with reasonable belief of the need for such alarm or equipment.

16. Failure to comply with instructions of College officials acting in performance of their duties.

17. “Contempt” or “perjury” in relation to any hearings relative to this code of conduct.

18. Smoking, eating or drinking in any unauthorized location.

19. Violation of a local, state or federal criminal law on College premises which adversely affects the College's student parking and traffic regulations are viewed as debts to the College.

20. Diplomas, grades, transcripts or records, letters of honorable dismissal, permission to register for succeeding semesters or to attend class or participation in graduation exercises will be withheld from students who have outstanding debts to the College or who have not made arrangements acceptable to the business office for the discharge of such responsibilities.

2. Damages to College property will be billed to the individual or group responsible for such damage at the standard rate established by the College for repair or replacement.

3. Charges, fees, defaulted payments, Pell Grant or other financial aid overpayments and fines owed for violations of the College’s student parking and traffic regulations are viewed as debts to the College.

4. All sales or solicitations must be properly approved. (See Student Fund-Raising Activities).

C. Motor Vehicles–Parking areas and vehicular access to the campus are limited. Those who use vehicles on College property should demonstrate a consistent appreciation of the need to recognize the primary pedestrian nature of the campus and local regulations which have been established.

1. All vehicles owned and/or operated by faculty, staff and students using the parking facilities of Alamance Community College shall be duly registered with the administrative officers of the College. Each faculty, staff or student vehicle registration decal shall be placed on the left side of the rear bumper where it will be clearly visible from the rear of the vehicle. Registration decals for motorcycles or bicycles shall be displayed on the frames in a conspicuous manner. All such decals will, by color, name, and other distinguishable characteristics, differentiate student vehicles from other vehicles driven or owned by faculty and staff. The
College will have available new parking decals at the beginning of each new College year (August). All employees and students are required to make application for and display a new parking decal within two weeks after classes begin. Any employee or student who fails to display a new parking decal on his/her vehicle within the specific time will be subject to a parking violation and fine.

2. See the Campus Building/Parking Map in the ACC Student Handbook, page 118 for designation of parking areas. Students are allowed only to park in lots available for student parking. Vehicles parked in spaces not designated for parking or in drives may be towed at the owner’s or the driver’s expense. All towing charges shall be set by the company towing the vehicle and shall be paid by the driver and/or owner to the towing company. The College will assume no responsibility for fees incurred by the towing of any vehicle.

3. It shall be a violation within these regulations for any person to operate a motor vehicle over any drive or parking lot of the College in willful or wanton disregard of the rights or safety of others or without due caution and circumstances and at a speed or in a manner so as to endanger or be likely to endanger any person or property.

4. Any violation of the provisions of these regulations shall be punishable by a fine so designated (ACC Student Handbook and ACC Employee Policies and Procedures Manual). Any student, faculty or staff of ACC receiving three violations during one term or five in one school year may be referred for disciplinary action. Fines may be issued for parking in fire lane; taking up two spaces; parking in VISITOR, FACULTY, NO PARKING, or HANDICAPPED area; driving wrong way on one-way street; failure to display valid parking permit; abandoned vehicle (towing charges); overtime parking in 15-minutes zone; blocking walkway or roadway; disregarding safety of others, exceeding the campus-wide 10 mph speed limit, careless and reckless driving, spinning tires.

5. Persons receiving violation citations must pay fines at the Business Office during the hours Alamance Community College is normally open within seven school days of the date and time of the citation. Fines issued as a result of parking or driving violations not paid or appealed within the time limitation shall be doubled.

6. Students should heed all traffic signs and regulations. Full regulations are posted and copies of the complete policy concerning parking and traffic control regulations are available upon request.

Part IV–Sanctions

The Student Grievance Committee or the Vice President for Student Success may impose any disciplinary action listed below, as well as appropriate modifications. Any decision of the Vice President for Student Success may be appealed by the parties (accused or accuser) involved to the Student Grievance Committee. Any decision of the Student Grievance Committee may be appealed to the College President.

There are five types of disciplinary sanctions listed below in order of increasing severity.

A. Letter of Reprimand–When an offense does not warrant notation on the individual’s official College record or when mitigating circumstances warrant, the individual may be sent a letter of reprimand censuring him/her for the offending conduct and warning against repetition. A letter of reprimand will come from
the office of the Vice President for Student Success. Existence of this letter is interpreted with discretion and will not become part of the student’s permanent record. Two years after an individual receives a letter of reprimand, all copies will be destroyed.

B. General Probation—An individual may be placed on general probation when involved in a minor disciplinary offense. General probation has two important implications. First, the individual is given a chance to show his/her capability and willingness to observe the student code of conduct without further penalty. Second, he/she knows that if he/she errs again, further action will be taken. This probation will not be in effect more than one term. Existence of this letter is interpreted with discretion and will not become a part of the student’s permanent record. Two years after an individual receives notification of general probation, all copies will be destroyed.

C. Restrictive Probation—Restrictive probation results in loss of good standing and becomes a matter of permanent record. Restrictive conditions may limit activity in the College community. Generally, the individual will not be eligible for initiation into any campus or national organization nor may he/she 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. The student will not be allowed to participate in any type of extracurricular student activity. This probation will be in effect for no more than two semesters. Any violation of restrictive probation may result in immediate dismissal.

D. Suspension—An individual involved in an offense warranting consideration of action more serious than restrictive probation will face suspension which becomes a matter of permanent record. The length of the suspension will be determined by the seriousness of the offense but shall be of a short-term nature, generally not exceeding five school days beginning immediately with the assignment of the sanction. During the period of suspension, the individual is not permitted on any school property without written permission of the Vice President for Student Success. Upon completion of the sanction and return to class, the individual will be on general probation.

E. Dismissal

1. Explicit Dismissal—An individual involved in an offense warranting consideration of action more serious than suspension or one involved in repeated misconduct will face explicit dismissal. The length of the explicit dismissal will be determined by the seriousness of the offense but shall not exceed one year.

2. Indefinite Dismissal—An individual will be placed on indefinite dismissal for offenses so severe that his/her continued attendance would be considered an infringement upon the rights of the student body or the attainment of the College’s purposes. The length of the indefinite dismissal will not be less than one year.

3. General—The College expects an individual who has been dismissed from the institution, whether explicit or indefinite, to leave the campus after the sanction is assigned. Any individual dismissed for conduct offenses must secure written permission from the Vice President for Student Success before he/she may be present on any College property or at any College-sponsored or supervised activity. If the student fails to leave the campus or returns to the campus without the proper authority, he/she may be charged with trespassing. Should the individual previously dismissed, whether
explicit or indefinite, desire to reenter the College, he/she may do so only under a condition of general probation. If a student withdraws from the College while facing conduct charges, the same procedures will apply as are applicable to dismissal until such time that the charges are settled. When an individual has been dismissed for conduct reasons, a full report will become a part of the individual’s record.

Part V: Grievance Procedures and Due Process

The procedures outlined here are open to any student, faculty or staff member seeking a hearing for what is perceived to be unfair treatment during his/her association with ACC. The intent of these procedures is to have a fair and just resolution of any issue at the lowest possible level. Violations of the Student Code of Conduct will be heard through this process. Other grievances to be heard through this process include those related to: Title IX of the Educational Amendments of 1972, Family Educational Rights and Privacy Act of 1974, The Americans with Disabilities Act, or illegal or unfair treatment related to sex, sexual harassment, race, religion, creed, national origin or handicap. This procedure does not apply to grade appeals or to employer/employee grievances related to part-time student workers. (Such cases are addressed in the ACC Employee Policies and Procedures Manual).

A. Grievance Procedures and the Appeal Process

Student vs. Student Grievance

1. Within three days of the incident, the aggrieved student should attempt to resolve the issue through discussion with the individual perceived to be the source of the grievance.

2. If not resolved, the aggrieved student then has three days to bring the grievance to the *Vice President for Student Success who will assist the student in thinking through the grievance and, if appropriate, to prepare an official written complaint.

3. The *Vice President for Student Success interviews appropriate students and/or witnesses involved, reads supporting documentation, gives the students their due process rights, makes a determination of responsibility, and assigns sanctions.

4. Either party in the complaint has three days to appeal the Vice President’s decision to the Student Grievance Committee by submitting the “Student Grievance Committee Due Process Appeal Form” and attaching any supporting documentation.

5. The hearing of the grievance must be set by the Chairperson of the Grievance Committee within seven school days after receiving notification of appeal. The Chairperson may grant an extension for the hearing date for extenuating circumstances.

6. If still unresolved, the final appeal rests with the College President. The person who appeals a decision at this level has five days to state, in writing, why the action taken against him/her is unjust or the procedures used unfair. Any questions concerning proper appeal procedures should be directed to the Vice President for Student Success. Until the President’s office receives the appeal, all specifics of the action of the Grievance Committee are in effect. The President will make a decision within 10 days after

*Students taking Continuing Education courses should begin the grievance process by talking to the Vice President of Workforce Development. The Vice President will collect the evidence, hear testimony and make a preliminary decision on the case which is then forwarded to the Vice President for Student Success. The Vice President for Student Success informs the student of due process rights and makes the final decision.
receiving the appeal and notify concerned parties and the Grievance Committee. In all cases, the President’s decision shall serve as the final governing authority of the College.

7. While an action of the Vice President for Student Success, Grievance Committee, or College President is under appeal, a student may or may not be permitted to attend class or participate in College-related activities. This determination will be made by the Vice President for Student Success on a case-by-case basis. If the appeal is denied, the original sanction(s) stand and the academic standing of the student reverts back to the day sanctions were imposed.

Staff or Faculty Member vs. Student Grievance

1. Faculty member or staff person will discuss the issue with the student for resolution of the problem. If the issue is not resolved, the faculty member will notify his/her immediate supervisor who will then notify the Academic Dean and the Vice President for Student Success. An administrative review of the matter may result in the sanction of administrative withdrawal from the course and/or referral through the formal complaint procedures as follows:

2. An official student complaint form should be filled out with any supporting documentation and/or names of witnesses and given to the *Vice President for Student Success.

3. The *Vice President for Student Success interviews appropriate students and witnesses, reads supporting documentation, makes a determination of responsibility, and assigns sanctions.

4. Either party in the complaint has three days to appeal the Vice President’s decision to the Student Grievance Committee by submitting the “Student Grievance Committee Due Process Appeal Form” and attaching any supporting documentation.

5. The hearing of the grievance must be set by the Chairperson of the Grievance Committee within seven school days after receiving notification of appeal. The Chairperson may grant an extension of the hearing date for extenuating circumstances.

6. If still unresolved, the final appeal rests with the College President. The person who appeals a decision has five days to state, in writing, why the action taken against him/her is unjust or the procedures used unfair. Any questions concerning proper appeal procedures should be directed to the Vice President for Student Success. Until the President’s office receives the appeal, all specifics of the action of the Grievance Committee are in effect. The President will make a decision within 10 days after receiving the appeal and notify concerned parties and the Grievance Committee. In all cases, the President’s decision shall serve as the final governing authority of the College.

7. While an action of the Vice President for Student Success, Grievance Committee, or College President is under appeal, a student may or may not be permitted to attend class or participate in College-related activities. This determination will be made by

*Instances involving Continuing Education students are referred to the Vice President of Workforce Development. The Vice President will collect the evidence, hear testimony and make a preliminary decision on the case which is then forwarded to the Vice President for Student Success. The Vice President for Student Success informs the student of due process rights and makes the final decision.
the Vice President for Student Success on a case-by-case basis. If the appeal is denied, the original sanction(s) stand and the academic standing of the student reverts back to the day sanctions were imposed.

**Student vs. Faculty or Staff Member Grievance**

1. Student should attempt to discuss his/her complaint with the individual faculty or staff member. If the issue is not resolved, or the meeting not possible within three days of the incident causing concern, the student should appeal to the faculty member’s Department Head and then to the Academic Dean of the academic division. In the case of a staff person, the student should appeal to that individual’s supervisor. In cases where this process does not resolve the issue, students should be referred to the Vice President for Student Success who will assist the student in presenting his/her complaint to the Grievance Committee. The Vice President will notify the Grievance Committee within three days of this meeting that a hearing needs to be held.

2. The hearing of the grievance must be set by the Chairperson of the Grievance Committee within seven school days after receiving notification of the complaint. The Chairperson may grant an extension for the hearing date for extenuating circumstances.

3. Final appeal rests with the College President. The person who appeals a decision at this level has five days to state, in writing, why the action taken against him/her is unjust or the procedures used unfair. Any questions concerning proper appeal procedures should be directed to the Vice President for Student Success. Until the President’s Office receives the appeal, all specifics of the action of the Grievance Committee are in effect. The President will make a decision within 10 days after receiving the appeal and notify concerned parties and the Grievance Committee. In all cases, the President’s decision shall serve as the final governing authority of the College.

4. While an action of the Vice President for Student Success, Grievance Committee, or College President is under appeal, a student may or may not be permitted to attend class or participate in College-related activities. This determination will be made by the Vice President for Student Success on a case-by-case basis. If the appeal is denied, the original sanction(s) stand and the academic standing of the student reverts back to the day sanctions were imposed.

**B. Hearing Procedures and Due Process for Student Code of Conduct Violations**

1. **Complaint:** Complaint forms are located in the Vice President for Student Success, Vice President of Workforce Development or Campus Security Offices. Information required includes: name of student(s) involved; witness names; description of violation; place and date of the infraction; and any action taken. Complaint is filed with Vice President for Student Success or Vice President of Workforce Development for complaints occurring in Continuing Education.

2. **Response to Complaint:** The Vice President for Student Success, Vice President of Workforce Development, Chief of Security, or their designees will notify the student of charges. The student has 24 hours after receiving this notice to contact the appropriate Vice President for a hearing. If no con-
tact is made, the Vice President has the authority to suspend the student until the meeting occurs. At the preliminary hearing the student will be notified of the information on the official complaint form, have a chance to respond to charges, can provide information on any additional witness statements, and will be provided with his/her rights and responsibilities as detailed in the grievance procedures and appeals process. The student will sign a “Conduct Procedures Report” signifying that he/she was informed of his/her rights. Final determination of responsibility is made by the Vice President for Student Success and is based on the standard of “preponderance of the evidence.” The Vice President will assign sanctions and notify the student, in person (when practical), and by certified letter.

C. Grievance Committee Procedures

1. Grievance Committee Members: The Grievance Committee is made up of three students (SGA President, Vice President, and Secretary), two faculty members (Chairs of Faculty Affairs and Curriculum Evaluation Committees) and two staff members appointed by the President. No member with direct or indirect involvement with the appeal will sit for the hearing. Alternates for faculty/staff are named by the Committee Chair or ACC President and student alternates are submitted in writing by the SGA President. Decisions are made by majority vote. The designated committee chair will vote only to resolve a tie vote.

2. Rules and Guidelines for Grievance Hearing
   a. Chair will supply the accused with a copy of the appeal form and will supply the grievance initiator with a copy of the response to the grievance (appeal).
   b. Initiator of the grievance and the accused may be present during all segments of the grievance hearing in which testimony is given.
   c. The hearing will be closed to the public. The hearing, except deliberations, will be tape recorded. Tapes become the property of Alamance Community College and are stored in the Vice President for Student Success’s Office. Access to copies, at the expense of the requestor, will be determined by the Chair after consultation with the Vice President for Student Success.
   d. Any witnesses must submit a written statement of testimony to the Chairperson at least three school days prior to the date of the hearing. The Chair will certify the witness as an individual having relevant testimony. If it is impossible for a witness to appear, he/she may request in writing that his/her statement be considered at the hearing.
   e. Witnesses may be present in the hearing only when they are giving testimony.
   f. The initiator of the grievance or the accused party may be accompanied by a student, faculty/staff member or attorney to assist on a consulting (non-participatory) basis. If an attorney is to be present, the name, address, and telephone number of the attorney must be supplied to the Chair five school days before the hearing.

3. Procedures in Hearing
   a. Complaint/charge is read to accused and the committee.
   b. Plea of the accused is heard.
   c. Testimonies of both parties and witnesses occur. Every person giving testimony will take oath: “I affirm to tell the truth, the
whole truth, and nothing but the truth so help me God.”

d. Either party may write questions for the Chair to use in hearing testimony. The Chair or any committee member may ask questions of either party during this presentation of testimony.

e. A written notification of the committee’s decision will be provided to all parties and the Vice President within 24 hours after the hearing. Appeal procedures to the College President will be described in this notification.

D. Perjury and Contempt

1. Perjury is defined as the voluntary violation of an oath or vow given before testimony. It includes such examples as lying or falsification of records. Such acts will result in a minimum penalty of dismissal.

2. Contempt is defined as any act or process in which a person prohibits or obstructs the system of due process. Examples include being out of order in a committee session, attempting to bribe a committee member or witness, or not appearing at a scheduled grievance hearing. Such acts will result in a maximum penalty of dismissal.
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 in Applied Science, the Associate in Arts, the Associate in General Education, and the Associate in Science. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404-679-4500 for questions about the accreditation of Alamance Community College.

In addition to this accreditation, many individual programs have accreditation or licensing boards as listed in the College General Catalog or at www.alamancecc.edu/about-acc-site/acc-accreditation/. Copies of these accreditations can be obtained from the Office of the Executive Vice President.

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 General Catalog or at www.alamancecc.edu/academic-programs/.

Full-time faculty members, with their degree qualifications, are listed by program area in the college General Catalog. Contact information for college faculty is on the College’s website at: www.alamancecc.edu. Click on Employee Directory at the top of the home page.

Students who need to complete a high school diploma or GED can find information at the College’s Assessment Center (336-506-4376) or at www.alamancecc.edu and click on GED/Adult High School/ESL from the home page.

Tuition and Costs of Attendance
Tuition is established by the North Carolina General Assembly. The current tuition and fee rates change annually and are published on the College’s website at www.alamancecc.edu/financial-aid-site/tuition-and-fees/. 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 work-based learning, clinicals, or externships also have transportation requirements to the individual sites. Programs with these requirements are listed in the College General Catalog. Cost of textbooks for each course is posted on WebAdvisor on the College website.

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 Success office. Students will receive a 100 percent refund of tuition and fees if they withdraw before classes begin or if a course for which they are registered is canceled. A 75 percent refund is given once classes begin and up to the 10 percent point of a given course. Information on refund policies is in the College General Catalog, Curriculum Student Handbook and at www.alamancecc.edu/fiscal-services-site/refund-policy/.

Disability Services
The Disability Services Office is located in Student Success on the first floor of the Gee Building on the Carrington-Scott Campus. Information on available services and how to access these services can be found on the College website at www.alamancecc.edu/services-for-students-site/disability-services/.
**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 most current information about ACC’s student retention rates, graduation rates, and transfer out rates is available at nces.ed.gov/collegenavigator. Type in Alamance Community College under “Name of School” then type the “Enter” key.

**FERPA**

*(Policy under revision as of April 1, 2015. For current policy, refer to the revised course catalog and student handbook at www.alamancecc.edu and search for Publications.)*

In compliance with the Family Educational Rights and Privacy Act of 1974, Alamance Community College releases no personally identifiable information about students without the express 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 U.S. Military. Students who wish to block this “Directory Information” may do so by written request to the Dean of Student Development during the first two weeks of initial enrollment. Alamance Community College discloses educational records without a student’s prior written consent under the FERPA exception for disclosure to school officials with legitimate educational interests. Detailed information on FERPA can be found in the College General Catalog.

**Campus Security (Clery Act)**

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 sexual violence can be found in the Curriculum Student Handbook (also available online www.alamancecc.edu; click on Services for Students; then click on Student Handbook). Yearly crime statistics are published on the College’s website: www.alamancecc.edu (Click on Services for Students; then Safety and Security, then Clery Act/Crime Awareness). Information on sexual assault prevention programs is available through the Student Success Office.

**Registered Sex Offender Information**

Members of the campus community can obtain information about registered sex offenders by contacting the North Carolina Department of Justice website: http://sexoffender.ncdoj.gov, where they can search North Carolina and national registries, obtain contact information for their local sheriff’s office, and/or sign up to receive e-mail alerts when registered sex offenders report an address in the local area.

**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 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 www.alamancecc.edu.
Drug-Free Workplace Policy

Drug abuse and use at the workplace are subjects of immediate concern in our society. These problems are extremely complex and ones for which there are no easy solutions. From a legal standpoint, individuals convicted of violations of drug laws can face imprisonment and substantial fines. From a safety perspective, the users of drugs may impair the well-being of all employees or the public at large and result in damage to College property. Therefore, it is a policy of this College that the unlawful manufacture, distribution, dispensation, possession or use of a controlled substance in the College’s workplace is prohibited. Any employees or students violating this policy will be subject to disciplinary action up to and including termination or dismissal and referral for prosecution. The specifics of this policy are as follows:

1. Alamance Community College does not differentiate between drug users and drug pushers or sellers. Any employee or student who gives or in any way transfers a controlled substance to another person or sells or manufacturers a controlled substance while on the job or on College premises will be subject to disciplinary action up to and including termination or dismissal and referral for prosecution.

2. The term “controlled substance” means any drug listed in 21 U.S.C. Subsection 812 and other federal regulations as well as those listed in Article 5, Chapter 90 of the North Carolina statutes. Generally, these are drugs which have a high potential for abuse. Such drugs include but are not limited to heroin, marijuana, cocaine, PCP and “crack.” They also include “legal drugs” which are not prescribed by a licensed physician.

3. Each employee and student is required to inform the College within five days after he/she is convicted for violations of any federal or state criminal drug statute where such violation occurred on the College’s premises. 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 any federal or state court.

4. The College Human Resources Office (employees) or Student Success Office (students) will notify the appropriate U.S. government agency within ten days after receiving notice from the employee or student otherwise receiving actual notice of such a conviction.

5. If an employee or student is convicted of violating any criminal drug statute while on the workplace, he/she will be subject to disciplinary action up to and including termination or dismissal and referral for prosecution. Alternatively, the College may require the employee or student to successfully finish a drug abuse program sponsored by an approved private or governmental institution as a precondition for continued employment or enrollment. Action by the College will be taken within 30 days after notification of a drug-related conviction.

6. As a condition of further employment on any federal government grant, the law requires all employees to abide by this policy. As specified in the College’s conduct code for students, all students are expected to abide by this policy.
**Types of Drugs**

**Schedule I:** Heroin, LSD, Peyote, Mescaline, Psilocybin (shrooms), other hallucinogens, Methaqualone, (quaaludes), Phencyclidine (PCP), and MDA

**Psychologically and physically addictive; depression, withdrawal symptoms, convulsions, death, unpredictable behavior with hallucinogens; possible damage to unborn fetus**

**Schedule II:** Morphine, Demerol, Codeine, Percodan, Percocet, Fentanyl, Dilaudid, Seconal, Nembutal, cocaine, amphetamines, and other opium and opium extracts and narcotics

**Psychologically and physically addictive; withdrawal symptoms, convulsions, respiratory failure, frequent accidents; possible damage to unborn fetus; death; cocaine and amphetamines increase blood pressure which can lead to irregular heartbeat and death; amphetamines can cause agitation, increase in body temperature, hallucinations, convulsions, possible death**

**Schedule III:** Certain barbiturates such as Amobarbital and codeine containing medicine such as Fiorinal #3, Doriden, Tylenol #3, Empirin #3 and cocaine-based cough suppressants such as Tussionex and Hycomine; and all anabolic steroids

**Psychologically and physically addictive; potential liver damage, nausea and vomiting, dizziness, disorientation, shallow breathing, cold and clammy skin, coma, possible death; withdrawal symptoms include anxiety, tremors, insomnia, convulsions; possible damage to unborn fetus**

**Schedule IV:** Barbiturates, narcotics and stimulants including Valium, Talwin, Librium, Eqanil, Darvon, Darvocet, Placidyl, Tranzene, Serax, Ionamin (yellow jackets)

**Psychologically and physically addictive; drowsiness, withdrawal symptoms, tremors, abdominal and muscle cramps, insomnia, anxiety, convulsions, possible death; possible damage to unborn fetus**

**Schedule V:** Compounds that contain very limited amounts of codeine, dihydrocodeine, ethylmorphine, opium, and atropine, such as Terpine Hydrate with codeine, Robitussin AC

**Psychologically and physically addictive; nausea, gastrointestinal symptoms, drowsiness, withdrawal symptoms, including runny nose, watery eyes, panic, chills, cramps, irritability, nausea; possible damage to unborn fetus**

**Schedule VI:** Marijuana, THC, hashish, hash oil, Tetrahydrocannabinol

**Psychologically addictive; increased risk of lung cancer, bronchitis, and emphysema; contributes to heart disease, fatigue, paranoia, possible psychosis; withdrawal symptoms including insomnia, hyperactivity and decreased appetite; depression of the immune system; decreased sperm count in men and irregular ovulation in women**

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**Malt Beverage**—beer, 1/2 of 1% to 6% alcohol; **Unfortified Wine**—wine not more than 17% alcohol; **Fortified Wine**—wine of not more than 25% alcohol; **Spirituous Liquor**—distilled spirits or ethyl alcohol, including spirits of wine, whiskey, rum, brandy, gin; **Mixed Beverage**—a drink composed in whole or part of spirituous liquor and served at restaurants, hotels, and private clubs licensed by the state.

**Psychologically and physically addictive; respiratory depression; depression of the immune system; increased risk of heart disease; cancer, accidents, hypertension; brain damage; damage to unborn fetus; impotence at high dosage levels**
<table>
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<tr>
<th>To Possess</th>
<th>To Possess with Intent to Sell or Deliver; to Manufacture or to Sell and/or Deliver</th>
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<tr>
<td><strong>Maximum Penalty:</strong></td>
<td><strong>Maximum Penalty:</strong></td>
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<tr>
<td>Five years in prison and/or fine (felony)</td>
<td>Ten years in prison and/or fine (felony)</td>
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<th>Maximum Penalty:</th>
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<tbody>
<tr>
<td>Two years in prison and/or $2,000 fine (misdemeanor)</td>
<td>Ten years in prison and/or fine (felony)</td>
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**UNLESS**

1. Exceeds 4 tablets, capsules, other dosage units or equivalent quantity of hydromorphone
2. Exceeds 100 tablets, capsules, other dosage units or equivalent quantity
3. One gram or more of cocaine; Maximum Penalty: Five years in prison and/or fine (felony)

<table>
<thead>
<tr>
<th>Maximum Penalty:</th>
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<tbody>
<tr>
<td>to possess less than 100 tablets, capsules, other dosage units or equivalent quantity: Two years in prison and/or fine (misdemeanor); to possess more than 100 tablets, capsules, other dosage unit or equivalent quantity: Five years in prison and/or fine (felony)</td>
<td>Five years in prison and/or fine (felony)</td>
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<tr>
<th>Maximum Penalty:</th>
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<tr>
<td>Same as Schedule III</td>
<td>Five years in prison and/or fine (felony)</td>
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<th>Maximum Penalty:</th>
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<tr>
<td>Six month in prison and/or fine (misdemeanor)</td>
<td>Five years in prison and/or fine (felony)</td>
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<tr>
<th>Maximum Penalty:</th>
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<tr>
<td>To possess less than 1/2 ounce of marijuana or 1/20 ounce hashish: 30 days in prison and/or $100 fine (misdemeanor); to possess more than 1/2 ounce of marijuana or 1/20 ounce hashish: Two years in prison and/or fine (misdemeanor); to possess more than 1 1/2 ounces of marijuana or 3/20 ounce of hashish or consists of any quantity of synthetic tetrahydrocannabinols or tetrahydrocannabinols isolated from the resin of marijuana: Five years in prison and/or fine (felony)</td>
<td>Five years in prison and/or fine (felony)</td>
</tr>
</tbody>
</table>

**Aider and Abettor**

1. Any person who is under 21 years of age to purchase and who aids or abets another to attempt to purchase, purchase or to possess, sell or give shall be guilty of a misdemeanor punishable by imprisonment for not more than six months and/or a fine up to $500
2. Any person over 21 years of age to purchase and who aids or abets another to attempt to purchase, purchase or to possess, sell or give shall be guilty of a misdemeanor punishable by imprisonment for not more than two years and/or fine up to $2,000
Drug/Alcohol Education and Prevention

Educational information on drug and alcohol issues will be available to all students on a continuing basis throughout the year. On a periodic basis, events will be scheduled featuring guest speakers, films video presentations, etc.

Any student wanting information or assistance should contact the Director of Career Services and Counseling in Student Success. Appropriate information or referral will be handled confidentially.

Drug/Alcohol Resource Guide

Local
- Alcoholics Anonymous Hotline .............................................................. 1-888-237-3235
- Narcotics Anonymous Helpline ............................................................... 1-866-375-1272
- Substance Abuse Hotline (LME) ............................................................. (336) 513-4444
- Alamance Caswell Mental Health (LME) ............................................. (336) 513-4200, ext. 173
- Residential Treatment Services ............................................................. (336) 227-7417
- ARMC Behavioral Medicine Services .................................................. (336) 538-7893
- UNC Health Care Alcohol and Substance Abuse Program ........ (919) 966-6039

State and National
- Alcohol/Drug Council of N.C. Information and Referral Service .. 1-800-688-4232
- Drug-Free Workplace Help Line .............................................................. 1-800-967-5752
- American Council on Alcoholism Helpline ........................................ 1-800-527-5344
- Al-Anon ................................................................................................. 1-800-449-1287
- Center for Substance Abuse Prevention (SAMHSA) ......................... 1-240-276-2420
Vision, Mission, Goals and Core Values of Alamance Community College

VISION
Creating a premier educational gateway to economic and cultural vitality.

MISSION
To provide the educational programs and services of a comprehensive community college that respond to our diverse community needs and empower life-long learners to participate in a global society.

GOALS
• Promote student learning, access, and success through continuous improvement and innovation of our educational programs and services.
• Advance workforce and economic development of the community.
• Utilize physical, financial, and human resources in an accountable and effective way.

CORE VALUES
• Collaboration – We foster partnerships, connections and collegiality.
• Diversity – We reflect in our employees and processes the cultural awareness and inclusion embraced by the communities and individuals we serve.
• Excellence – We exceed stakeholder expectations with unwavering commitment to high quality.
• Integrity – We support our actions and reactions with a pledge that everything we do is consistent, ethical, honest, transparent and with demonstrated accountability.
• Learning – We are committed to continuous improvement as individuals and as an organization.
• Stewardship – We are committed to the optimal and sustainable use of our human, fiscal, and physical resources.
• Success – We facilitate student achievement by providing quality services that support educational programs taught by highly competent faculty.
Map Key for Buildings/Parking Lots at the Carrington-Scott Campus

1. Main Building
2. A Building (A)
3. B Building (B)
4. Wallace W. Gee Building (G)
5. Horticulture, Welding, Automotive Shop (F)
6. Greenhouses
7. Grounds Building
8. Maintenance Building
9. Animal Care Building (C)
10. Powell Building (H)
   Allied Health/Biotechnology
11. Literacy Building (L)
   * Reserved
   ** 15-Minute Zone (Child Care)
   *** College Owned/Under Repair Vehicles
   🍂 Smoking Areas (Gazebos)
   ☎️ Emergency Phone

Lot A   🚶‍♂️ Accessible
Lot B   Faculty/Staff
Lot C-1 Faculty/Staff/Visitors
Lots C, D Students
Lots E, F Students
Lot G   Faculty/Staff
Lot H-1 Faculty/Staff
Lot H   Students
Lots I, J, L Students
Lot K   Gravel Lot–Students
   🚶‍♂️ Handicap Accessible
   🔝 Visitor Parking
   🚚 Service
   🚚 Receiving/Shipping

Visitors may also park in Student Lots

alamancecc.edu
CARRINGTON-SCOTT CAMPUS
(MAIN CAMPUS)
1247 JIMMIE KERR RD.
I-85/I-40, EXIT 150
GRAHAM, NC 27253-8000

336-506-4ACC
alamancecc.edu

DILLINGHAM CENTER
(BURLINGTON CAMPUS)
1304 PLAZA DRIVE
I-85/I-40, EXIT 145
BURLINGTON, NC 27215