Curriculum Student Handbook 2019-20

Includes
Academic Calendar/Planner

Alamance Community College

Name__________________________________________________________

Address_____________________________________________________

Phone_______________________________________________________

e-mail_______________________________________________________
At Alamance Community College, we are committed to meeting you wherever you are on your academic journey and getting you to the next level in your education and career.

We are dedicated to improving the economic well-being of our community—one student at a time.

We are steadfast in our mission to align our job skills training and workforce development with the needs of local business and industry. In so doing, we are preparing our students to compete in a 21st century global economy.

I welcome you and thank you for choosing Alamance Community College and pledge to you that we will work to ensure that you succeed during every step of your academic journey.

Whether you plan to later transfer to a four-year institution to complete the baccalaureate degree or whether you are earning a degree or certificate in one of our many curriculum programs, I believe you will find the convenience, accessibility, flexibility and affordability of Alamance Community College well suited to meet your individual needs.

In the months and years ahead, we will strategically introduce new and exciting programs of study while expanding and improving existing programs. We will do this leveraging state-of-the-art facilities, cutting-edge technologies, and this resolute promise: Your success is our priority.

Choosing Alamance Community College, I believe, will be one of the best decisions you’ll ever make in your life.

Dr. Algie Gatewood
Alamance Community College President
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.
# Semester Planning Work Sheet

<table>
<thead>
<tr>
<th>FALL</th>
<th>CREDITS</th>
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<th>CREDITS</th>
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**Notes**

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Set up your “ACCess” account

“ACCess” account gives you access to:

- Self Service
- Email including official ACC messages
- Moodle (used for online classes)

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

How to activate your “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 “Self Service” link under the Quick Links tab at the top of the home page.
3. Click on “Password Reset.”
4. Complete the necessary fields for account set-up.
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 “ACCess” setup is complete and you are now ready to access Self Service, ACCess Email and Moodle accounts.
Accessing Self Service

1. Go to ACC’s home page and click on the “QUICK LINKS” tab at the top of the page.
2. Click the “Self Service” link.
3. Click the “LOG IN” tab at the top of the page.
4. Enter your ACCess USER ID/USERNAME (Ex: jfsmith123) and the PASSWORD you created in the steps above.
5. Click “SIGN IN.”
6. Once you are logged in, click the “Students” tab on the right to access your student information.

Accessing ACCess Email

1. Go to ACC’s home page and click on the “QUICK LINKS” tab at the top of the page.
2. Click the “Email” link.
3. Click the ACCess (Google Apps) link.
4. Enter your ACCess USER ID/USERNAME (Ex: jfsmith123) and the PASSWORD you created in the steps above.
5. Click “Next.”

Accessing Moodle (for online classes)

Note: You will not be able to access your online classes on Moodle until the first day of the semester.

1. Go to ACC’s home page and click on the “QUICK LINKS” tab at the top of the page.
2. Click the “Moodle” link.
3. Click the “Log in” link near the middle of the page.
4. Enter your ACCess USER ID/USERNAME (Ex: jfsmith123) and the PASSWORD you created in the steps above.
5. Click “LOGIN.”

Forgot your password?

If you forget your password, you may go to https://guardian.alamancecc.edu. Follow the online instructions to change your password. This will change your password for Self Service, ACCess Email, and Moodle.
Maps of the campus buildings with room numbers are available in the main building, front entrance at the Security window.
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.

Officers and members of SGA are sporting tees promoting student involvement at ACC.
Academic Calendar at a Glance

**Fall Semester 2019**
August 8 ................................................. Payment Deadline for Early Fall Registrations
August 14 .................................................. Open Registration with Faculty Advisors
August 19 ................................................. Classes Begin
August 19-22 ................................................ Drop/Add
September 2 ............................................... Labor Day Holiday
October 2 .................................................. Last Day to Drop (1st 8-week course) with WP
October 21-26 ............................................ Fall Break
November 18 ............................................ Last Day to Drop (16-week course) with WP
November 26-30 ........................................ Thanksgiving Break
December 4 ............................................. Last Day to Drop (2nd 8-week course) with WP
December 5 ............................................... Deadline to Apply for Fall Graduation
December 7 .............................................. Saturday Classes End/Final Exam
December 10-13 ........................................... Final Exams (Day Classes)
December 16-January 7 ............................. Holiday/Semester Break for Students

**Spring Semester 2020**
January 3 ................................................. Payment Deadline for Early Spring Registrations
January 7 .................................................. Open Registration with Faculty Advisors
January 8 .................................................. Classes Begin
January 8-10 .............................................. Drop/Add
January 20 ............................................... Martin Luther King Jr. Holiday
February 25 ............................................. Last Day to Drop (1st 8-week course) with WP
March 2 ..................................................... Deadline to Apply for Spring Graduation
March 10-14 ............................................. Spring Break
April 6 ...................................................... Deadline to Apply for Summer Graduation
April 10-12 .................................................. Easter Holidays
April 16 ..................................................... Last Day to Drop (16-week course) with WP
April 28 ..................................................... Last Day to Drop (2nd 8-week course) with WP
May 2 ....................................................... Saturday Classes End/Final Exam
May 5-8 ..................................................... Final Exams (Day Classes)
TBD ........................................................... Commencement Ceremony

**Summer Term 2019**
May 12-13 ................................................ Walk-In Summer and Fall Registration
May 15 ..................................................... Payment Deadline for Summer Registrations
May 18 ..................................................... Classes Begin, Drop/Add
May 25 ..................................................... Memorial Day Holiday
July 2-4 .................................................... Independence Day Holidays
July 9 ....................................................... Last Day to Drop with a WP
July 17 ..................................................... Summer Term Ends
<table>
<thead>
<tr>
<th>Date</th>
<th>Day</th>
<th>Event</th>
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<tbody>
<tr>
<td>AUG 12</td>
<td>Monday</td>
<td>No Campus Registration</td>
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<tr>
<td></td>
<td></td>
<td>Eid al-Adha Ends at Sundown</td>
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<tr>
<td>AUG 13</td>
<td>Tuesday</td>
<td>New Student Orientation (Check ACC website for times.)</td>
</tr>
<tr>
<td>AUG 14</td>
<td>Wednesday</td>
<td>Open Registration with Faculty Advisors, 10 a.m.-2 p.m. &amp; 5-7 p.m.</td>
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<tr>
<td>AUG 15</td>
<td>Thursday</td>
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<tr>
<td>AUG 16</td>
<td>Friday</td>
<td>Registration Closes for 2019 FA (16 week courses) at 2:30 p.m.</td>
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<td></td>
<td></td>
<td>Payment Deadline for Aug. 8-16 Registrations, 3 p.m.</td>
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<tr>
<td>AUG 17</td>
<td>Saturday</td>
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<td>AUG 18</td>
<td>Sunday</td>
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</table>
If you are taking an online or hybrid course, REMEMBER to log on to Moodle the first day of the semester.

**STUDENT SUCCESS TIP**
from ACC faculty
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% refund through the 10% point of the course.

Save your course syllabus. It includes important information regarding grading, due dates and general requirements for the class.
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<thead>
<tr>
<th>Date</th>
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<tbody>
<tr>
<td>SEP 2</td>
<td>MONDAY</td>
<td>Labor Day Holiday: College Closed</td>
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<td>SEP 3</td>
<td>TUESDAY</td>
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<td>SEP 4</td>
<td>WEDNESDAY</td>
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<td>SEP 5</td>
<td>THURSDAY</td>
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<td>SEP 6</td>
<td>FRIDAY</td>
<td>Last Day to Use Financial Aid Funds in Campus Bookstore</td>
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<td>SEP 7</td>
<td>SATURDAY</td>
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<td>SEP 8</td>
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SEPTEMBER 9-15
National Suicide Prevention Week

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<th>SEP 9</th>
<th>MONDAY</th>
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<td>SEP 10</td>
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<td>SEP 11</td>
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<td>SEP 14</td>
<td>SATURDAY</td>
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<td>SEP 15</td>
<td>SUNDAY</td>
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9/11 Moment of Silence

Get a planner and mark down important dates and assignments all in one place. **Don’t lose the planner!** Create a backup plan by using the calendar in your phone or Moodle.

**STUDENT SUCCESS TIP**

from ACC faculty
Constitution Day

ACC Club Carnival
The single most important thing you can do to improve your grades is to read the assignments before coming to class. Then, ask the instructor if you have questions about the assignment.  

from ACC faculty
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<thead>
<tr>
<th>Date</th>
<th>Day</th>
<th>Event</th>
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<tbody>
<tr>
<td>OCT 1</td>
<td>Tuesday</td>
<td>Spring 2020 Course Schedule Available on Self Service</td>
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<tr>
<td></td>
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<td>Rosh Hashanah Ends at Sundown</td>
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<tr>
<td>OCT 4</td>
<td>Friday</td>
<td>Spring 2020 FAFSA Application Deadline</td>
</tr>
</tbody>
</table>

Academic Advising Month

alamancecc.edu
Get to know your advisor.
Make an appointment with your advisor every semester before registration opens, and ATTEND that meeting.

OCTOBER
Domestic Violence Awareness Month

OCT 7

OCT 8

OCT 9

Yom Kippur Begins at Sundown

Yom Kippur Ends at Sundown

OCT 10

OCT 11

OCT 12

OCT 13

Sukkot Begins at Sundown
<table>
<thead>
<tr>
<th>Date</th>
<th>Day</th>
<th>Events</th>
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<tbody>
<tr>
<td>OCT 14</td>
<td>Monday</td>
<td>Columbus Day</td>
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<td>Sukkot</td>
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<td>OCT 15</td>
<td>Tuesday</td>
<td>2nd 8-week Courses Begin</td>
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<td>Pre-Nursing Advising Period</td>
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<td>OCT 16</td>
<td>Wednesday</td>
<td>Pre-Nursing Advising Period</td>
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<td>Sukkot</td>
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<td>OCT 17</td>
<td>Thursday</td>
<td>Pre-Nursing Advising Period</td>
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<td>Sukkot</td>
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<td>OCT 18</td>
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<td>Sukkot</td>
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<td>OCT 19</td>
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<td>Sukkot</td>
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<td>OCT 20</td>
<td>Sunday</td>
<td>Sukkot Ends at Sundown</td>
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<td></td>
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<td>Shemini Atzeret Begins at Sundown</td>
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<tr>
<td>Date</td>
<td>Monday</td>
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<tr>
<td>OCT 21</td>
<td>Fall Break: No Curriculum Classes</td>
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<td>OCT 22</td>
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<td>OCT 26</td>
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<td>OCT 27</td>
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Shemini Atzeret; Simchat Torah Begins at Sundown

Shemini Atzeret Ends at Sundown; Simchat Torah Ends at Sundown

United Nations Day

Fall Break: No Curriculum Classes

Fall Break: No Curriculum Classes

Fall Break: No Curriculum Classes

Fall Break: No Curriculum Classes
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<tr>
<th>Date</th>
<th>Monday</th>
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<tbody>
<tr>
<td>Oct 28</td>
<td>Priority Registration Opens for Currently-Enrolled Degree-Seeking</td>
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<tr>
<td></td>
<td>Students with ( \geq 50 ) completed credit hours and for all military</td>
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<td>veterans, 12:01 a.m.</td>
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<th>Tuesday</th>
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<th>Wednesday</th>
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<td>Oct 30</td>
<td>Priority Registration Opens for Currently-Enrolled Degree-Seeking</td>
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<td>Students with (&lt; 50 ) completed credit hours, 12:01 a.m.</td>
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<tr>
<th>Date</th>
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<tr>
<td>Oct 31</td>
<td>ACC Spookfest</td>
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Halloween

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<th>Date</th>
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<tr>
<td>Nov 1</td>
<td>Dia de los Muertos</td>
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<tr>
<th>Date</th>
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<td>Nov 2</td>
<td>Reinhartsen Run (5K)</td>
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<th>Date</th>
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<tr>
<td>Nov 3</td>
<td>Daylight Saving Time Ends—set clock back 1 hour</td>
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<td>NOV 4</td>
<td>MONDAY</td>
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<td>NOV 5</td>
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<td>NOV 6</td>
<td>WEDNESDAY</td>
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<td>NOV 7</td>
<td>THURSDAY</td>
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<td>NOV 8</td>
<td>FRIDAY</td>
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<td>SATURDAY</td>
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|       | SUNDAY | STSUDENT SUCCESS TIP  
from ACC faculty  
Your study time should be scheduled in a quiet location with few distractions. Use the Library or Academic Skills Lab. |
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<thead>
<tr>
<th>Date</th>
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<tbody>
<tr>
<td>Nov 11</td>
<td>Veterans Day Breakfast</td>
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<td>Nov 12</td>
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<td>Nov 17</td>
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Haven’t registered for Spring yet? Register online using Self Service.
Last Day to Drop with WP (16-week courses)
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<tr>
<th>Date</th>
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<th>Notes</th>
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<tbody>
<tr>
<td>NOV 25</td>
<td>Monday</td>
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<tr>
<td>NOV 26</td>
<td>Tuesday</td>
<td>Thanksgiving Break: No Curriculum Classes.</td>
</tr>
<tr>
<td>NOV 27</td>
<td>Wednesday</td>
<td>Thanksgiving Break: No Curriculum Classes. College Closes at 5 p.m.</td>
</tr>
<tr>
<td>NOV 28</td>
<td>Thursday</td>
<td>Thanksgiving Holiday: College Closed</td>
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<tr>
<td>NOV 29</td>
<td>Friday</td>
<td>Thanksgiving Holiday: College Closed</td>
</tr>
<tr>
<td>NOV 30</td>
<td>Saturday</td>
<td>Thanksgiving Holiday: College Closed</td>
</tr>
<tr>
<td>DEC 1</td>
<td>Sunday</td>
<td>Thanksgiving Holiday: College Closed</td>
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</tbody>
</table>
DEC 4

WEDNESDAY

Last Day to Drop with WP (2nd 8-week courses)
Winterfest

DEC 5

THURSDAY

Deadline to Apply for Fall Graduation

DEC 6

FRIDAY

DEC 7

SATURDAY

DEC 8

SUNDAY
<table>
<thead>
<tr>
<th>Date</th>
<th>Monday</th>
<th>Tuesday</th>
<th>Wednesday</th>
<th>Thursday</th>
<th>Friday</th>
<th>Saturday</th>
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<td>DEC 9</td>
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<td>DEC 10</td>
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<td>Final Exams</td>
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<td>DEC 14</td>
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<td>Saturday Classes End: Final Exams</td>
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<td>DEC 15</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

alamancecc.edu
<table>
<thead>
<tr>
<th>Date</th>
<th>Day</th>
<th>Event</th>
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<tbody>
<tr>
<td>DEC 16</td>
<td>Monday</td>
<td></td>
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<td>DEC 17</td>
<td>Tuesday</td>
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<tr>
<td>DEC 18</td>
<td>Wednesday</td>
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<tr>
<td>DEC 19</td>
<td>Thursday</td>
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<tr>
<td>DEC 20</td>
<td>Friday</td>
<td>Holiday/Semester Break: College Closes at 5 p.m.</td>
</tr>
<tr>
<td>DEC 21</td>
<td>Saturday</td>
<td>Holiday/Semester Break: College Closed</td>
</tr>
<tr>
<td></td>
<td>Sunday</td>
<td>Hanukkah Begins at Sundown</td>
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</tbody>
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**Note:**
- Holiday/Semester Break: College Closes at 5 p.m.
- First Day of Winter
- Hanukkah Begins at Sundown
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<th>Date</th>
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<tbody>
<tr>
<td>Dec 23</td>
<td>Monday</td>
<td>Holiday/Semester Break: College Closed</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Hanukkah</td>
</tr>
<tr>
<td>Dec 24</td>
<td>Tuesday</td>
<td>Holiday/Semester Break: College Closed</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Christmas Eve</td>
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<tr>
<td></td>
<td></td>
<td>Hanukkah</td>
</tr>
<tr>
<td>Dec 25</td>
<td>Wednesday</td>
<td>Holiday/Semester Break: College Closed</td>
</tr>
<tr>
<td></td>
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<td>Christmas Day</td>
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<td></td>
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<td>Hanukkah</td>
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<tr>
<td>Dec 26</td>
<td>Thursday</td>
<td>Holiday/Semester Break: College Closed</td>
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<tr>
<td></td>
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<td>Hanukkah</td>
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<tr>
<td></td>
<td></td>
<td>Kwanzaa Begins</td>
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<tr>
<td>Dec 27</td>
<td>Friday</td>
<td>Holiday/Semester Break: College Closed</td>
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<td>Hanukkah</td>
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<tr>
<td></td>
<td></td>
<td>Kwanzaa</td>
</tr>
<tr>
<td>Dec 28</td>
<td>Saturday</td>
<td>Holiday/Semester Break: College Closed</td>
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<td></td>
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<td>Hanukkah</td>
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<tr>
<td></td>
<td></td>
<td>Kwanzaa</td>
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<tr>
<td></td>
<td>Sunday</td>
<td>Holiday/Semester Break: College Closed</td>
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<td></td>
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<td>Hanukkah</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Kwanzaa</td>
</tr>
<tr>
<td>Date</td>
<td>Event</td>
<td></td>
</tr>
<tr>
<td>------------</td>
<td>----------------------------------------------------------------------</td>
<td></td>
</tr>
<tr>
<td>DEC 30</td>
<td>Holiday/Semester Break: College Closed</td>
<td></td>
</tr>
<tr>
<td>DEC 31</td>
<td>Holiday/Semester Break: College Closed</td>
<td></td>
</tr>
<tr>
<td>JAN 1</td>
<td>Holiday/Semester Break: College Closed</td>
<td></td>
</tr>
<tr>
<td>JAN 2</td>
<td>New Year’s Day</td>
<td></td>
</tr>
<tr>
<td>JAN 3</td>
<td>New Year’s Day Eve</td>
<td></td>
</tr>
<tr>
<td>JAN 4</td>
<td>Hanukkah Ends</td>
<td></td>
</tr>
<tr>
<td>JAN 5</td>
<td>Kwanzaa Ends</td>
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<tr>
<td>JAN 6</td>
<td>New Year’s Day Eve</td>
<td></td>
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<tr>
<td>JAN 7</td>
<td>Kwanzaa Ends</td>
<td></td>
</tr>
<tr>
<td>JAN 8</td>
<td>No Campus Registration</td>
<td></td>
</tr>
<tr>
<td>JAN 9</td>
<td>Self Service Registration Closes, 2:30 p.m.</td>
<td></td>
</tr>
<tr>
<td>JAN 10</td>
<td>Payment Deadline 3 p.m.</td>
<td></td>
</tr>
</tbody>
</table>

Academic Calendar August 2019-July 2020
Online or Hybrid course?
Log on to Moodle the first day of the semester!

Student Success Tip
from ACC faculty
| Jan 13 | Monday | 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% refund through the 10% point of the course. |
| Jan 14 | Tuesday |
| Jan 15 | Wednesday |
| Jan 16 | Thursday |
| Jan 17 | Friday |
| Jan 18 | Saturday | Refer to the course syllabus throughout the semester; and ask the instructor about questions, confusion, or concerns. |
| Jan 19 | Sunday | **Student Success Tip** from ACC faculty |

Academic Calendar August 2019-July 2020
<table>
<thead>
<tr>
<th>JAN  20</th>
<th>MONDAY</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Martin Luther King, Jr. Holiday: College Closed</td>
</tr>
<tr>
<td></td>
<td>MLK Day of Service</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>JAN  21</th>
<th>TUESDAY</th>
</tr>
</thead>
<tbody>
<tr>
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</table>

<table>
<thead>
<tr>
<th>JAN  22</th>
<th>WEDNESDAY</th>
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<table>
<thead>
<tr>
<th>JAN  23</th>
<th>THURSDAY</th>
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<tbody>
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<table>
<thead>
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<th>JAN  24</th>
<th>FRIDAY</th>
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</table>

<table>
<thead>
<tr>
<th>JAN  25</th>
<th>SATURDAY</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Lunar (Chinese) New Year</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>JAN  26</th>
<th>SUNDAY</th>
</tr>
</thead>
<tbody>
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</tbody>
</table>
Communicate; it’s the key to success!
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>
<thead>
<tr>
<th>JAN 27</th>
<th>MONDAY</th>
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</thead>
<tbody>
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<table>
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<table>
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<table>
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<table>
<thead>
<tr>
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</thead>
<tbody>
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<table>
<thead>
<tr>
<th>FEB 2</th>
<th>SUNDAY</th>
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</thead>
<tbody>
<tr>
<td>Groundhog Day</td>
<td></td>
</tr>
<tr>
<td>Date</td>
<td>Monday</td>
</tr>
<tr>
<td>-------</td>
<td>-------------------------</td>
</tr>
<tr>
<td>FEB 3</td>
<td></td>
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<tr>
<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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<tr>
<td>FEB 8</td>
<td></td>
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<tr>
<td>FEB 9</td>
<td></td>
</tr>
</tbody>
</table>

- **FEBRUARY**
- **Black History Month**
<table>
<thead>
<tr>
<th>FEB 10</th>
<th>MONDAY</th>
</tr>
</thead>
<tbody>
<tr>
<td>FEB 11</td>
<td>TUESDAY</td>
</tr>
<tr>
<td>FEB 12</td>
<td>WEDNESDAY</td>
</tr>
<tr>
<td>FEB 13</td>
<td>THURSDAY</td>
</tr>
<tr>
<td>FEB 14</td>
<td>FRIDAY</td>
</tr>
<tr>
<td></td>
<td>Love-A-Palooza</td>
</tr>
<tr>
<td>FEB 15</td>
<td>SATURDAY</td>
</tr>
<tr>
<td>FEB 16</td>
<td>SUNDAY</td>
</tr>
</tbody>
</table>

Valentine’s Day
<table>
<thead>
<tr>
<th>Date</th>
<th>Day</th>
</tr>
</thead>
<tbody>
<tr>
<td>FEB 17</td>
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</tr>
<tr>
<td>FEB 18</td>
<td>TUESDAY</td>
</tr>
<tr>
<td>FEB 19</td>
<td>WEDNESDAY</td>
</tr>
<tr>
<td>FEB 20</td>
<td>THURSDAY</td>
</tr>
<tr>
<td>FEB 21</td>
<td>FRIDAY</td>
</tr>
<tr>
<td>FEB 22</td>
<td>SATURDAY</td>
</tr>
<tr>
<td>FEB 23</td>
<td>SUNDAY</td>
</tr>
</tbody>
</table>

Presidents’ Day
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 to do reading, drafts, study sessions, and review.

Student Success Tip

from ACC faculty
<table>
<thead>
<tr>
<th>Date</th>
<th>Monday</th>
<th>Tuesday</th>
<th>Wednesday</th>
<th>Thursday</th>
<th>Friday</th>
<th>Saturday</th>
<th>Sunday</th>
</tr>
</thead>
</table>
| Mar 2 | Summer and Fall 2020 Course Schedules Available on Self-Service  
Deadline to Apply for Spring Graduation | Pre-Nursing Advising Period | Pre-Nursing Advising Period | Pre-Nursing Advising Period | Summer 2020 FAFSA Application Deadline | | Daylight Saving Time Begins—set clock ahead 1 hour |

**MARCH**  
**Academic Advising Month**
<table>
<thead>
<tr>
<th>Date</th>
<th>Day</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mar 9</td>
<td>Monday</td>
<td>Purim Begins</td>
</tr>
<tr>
<td>Mar 10</td>
<td>Monday</td>
<td>Spring Break: No Curriculum Classes</td>
</tr>
<tr>
<td>Mar 11</td>
<td>Monday</td>
<td>Purim Ends</td>
</tr>
<tr>
<td>Mar 12</td>
<td>Monday</td>
<td>Spring Break: No Curriculum Classes</td>
</tr>
<tr>
<td>Mar 13</td>
<td>Monday</td>
<td>Spring Break: No Curriculum Classes</td>
</tr>
<tr>
<td>Mar 14</td>
<td>Saturday</td>
<td>Spring Break: No Curriculum Classes</td>
</tr>
</tbody>
</table>

For information/details about Graduation (how to order cap/gowns, payment deadline, clearance, practice, Commencement date), check the college website, your ACCess email, and other posted information in the Student Success office.
<table>
<thead>
<tr>
<th>Date</th>
<th>Day</th>
<th>Event</th>
</tr>
</thead>
</table>
| Mar 16 | Monday  | 2nd 8-week Courses Begin  
Fall 2020 Priority FAFSA Application Deadline                                                   |
| Mar 17 | Tuesday  | St. Patrick’s Day                                                                              |
| Mar 18 | Wednesday| Priority Registration Opens for Currently-Enrolled Degree-Seeking  
Students with ≥50 completed credit hours and for all military veterans, 12:01 a.m. |
| Mar 19 | Thursday | First Day of Spring                                                                            |
| Mar 20 | Friday   | Priority Registration Opens for Currently-Enrolled Degree-Seeking  
Students (including current CCP students) with <50 completed credit hours, 12:01 a.m. |

For information/details about Graduation (how to order cap/gowns, payment deadline, clearance, practice, Commencement date), check the college website, your ACCess email, and other posted information in the Student Success office.
<table>
<thead>
<tr>
<th>MAR 23</th>
<th>MONDAY</th>
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</thead>
<tbody>
<tr>
<td>MAR 24</td>
<td>TUESDAY</td>
</tr>
<tr>
<td>MAR 25</td>
<td>WEDNESDAY</td>
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<tr>
<td>MAR 26</td>
<td>THURSDAY</td>
</tr>
<tr>
<td>MAR 27</td>
<td>FRIDAY</td>
</tr>
<tr>
<td>MAR 28</td>
<td>SATURDAY</td>
</tr>
<tr>
<td>MAR 29</td>
<td>SUNDAY</td>
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</tbody>
</table>

**MARCH 23-27**
Student Appreciation Week

**MAR 27**
Registration Opens for New, Non-Degree Seeking, and New CCP Students, 8 a.m.
<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mar 30</td>
<td></td>
</tr>
<tr>
<td>Mar 31</td>
<td></td>
</tr>
<tr>
<td>Apr 1</td>
<td>Job Fair</td>
</tr>
<tr>
<td>Apr 2</td>
<td>April Fool’s Day</td>
</tr>
<tr>
<td>Apr 3</td>
<td></td>
</tr>
<tr>
<td>Apr 4</td>
<td>Community Egg Hunt</td>
</tr>
<tr>
<td>Apr 5</td>
<td>Palm Sunday</td>
</tr>
</tbody>
</table>

**Notes:**
- Sexual Assault Awareness Month
- Palm Sunday
- Community Egg Hunt
- Job Fair
- April Fool’s Day
### Academic Calendar August 2019-July 2020

**APR 6**
- **MONDAY**
  - Deadline to Apply for Summer Graduation

**APR 7**
- **TUESDAY**
  - Student Success Tip from ACC faculty
  - For information/details about Graduation (how to order cap/gowns, payment deadline, clearance, practice, Commencement date), check the college website, your ACCess email, and other posted information in the Student Success office.

**APR 8**
- **WEDNESDAY**
  - Easter Holiday: College Closed

**APR 9**
- **THURSDAY**
  - Good Friday
  - Pesach (Passover)

**APR 10**
- **FRIDAY**
  - Easter Holiday: College Closed

**APR 11**
- **SATURDAY**
  - Good Friday
  - Pesach (Passover)

**APR 12**
- **SUNDAY**
  - Easter Holiday: College Closed

- **Easter Holiday: College Closed**

---

**READ THE MATERIAL.** *No, really,* I’m not kidding. Read the material. *Seriously.* Class makes much more sense when you READ THE MATERIAL. Ask questions in class about that material.

---

**STUDENT SUCCESS TIP**
- *from ACC faculty*

---

Academic Calendar August 2019-July 2020
**MONDAY**

13 APR

Summer 2020 Financial Aid Document Deadline

Pesach (Passover)

---

**TUESDAY**

14 APR

Pesach (Passover)

---

**WEDNESDAY**

15 APR

Pesach (Passover)

---

**THURSDAY**

16 APR

Last Day to Drop with WP (16-week courses)

Pesach (Passover) Ends at Sundown

---

**FRIDAY**

17 APR

---

**SATURDAY**

18 APR

---

**SUNDAY**

19 APR

For information/details about Graduation (how to order cap/gowns, payment deadline, clearance, practice, Commencement date), check the college website, your ACCess email, and other posted information in the Student Success office.
<table>
<thead>
<tr>
<th>APR 20</th>
<th>MONDAY</th>
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<tbody>
<tr>
<td>APR 21</td>
<td>TUESDAY</td>
</tr>
<tr>
<td>APR 22</td>
<td>WEDNESDAY</td>
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<tr>
<td>APR 23</td>
<td>THURSDAY</td>
</tr>
<tr>
<td>APR 24</td>
<td>FRIDAY</td>
</tr>
<tr>
<td>APR 25</td>
<td>SATURDAY</td>
</tr>
<tr>
<td>APR 26</td>
<td>SUNDAY</td>
</tr>
</tbody>
</table>

- **APR 20**: National Volunteer Week
- **APR 21**: Earth Day
- **APR 22**: Ramadan Begins at Sundown
- **APR 23**: Ramadan
- **APR 24**: Ramadan
- **APR 25**: Ramadan
- **APR 26**: Ramadan

*Academic Calendar August 2019-July 2020*
<table>
<thead>
<tr>
<th>APR 27</th>
<th>MONDAY</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ramadan</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>APR 28</th>
<th>TUESDAY</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday</td>
<td></td>
</tr>
<tr>
<td>Ramadan</td>
<td></td>
</tr>
<tr>
<td>Last Day to Drop with WP (16-week courses)</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>APR 29</th>
<th>WEDNESDAY</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ramadan</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>APR 30</th>
<th>THURSDAY</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ramadan</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>MAY 1</th>
<th>FRIDAY</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ramadan</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>MAY 2</th>
<th>SATURDAY</th>
</tr>
</thead>
<tbody>
<tr>
<td>Saturday</td>
<td></td>
</tr>
<tr>
<td>Ramadan</td>
<td></td>
</tr>
<tr>
<td>Saturday Classes End: Final Exams</td>
<td></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>MAY 3</th>
<th>SUNDAY</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ramadan</td>
<td></td>
</tr>
</tbody>
</table>

Graduation caps and gowns must be ordered by the student. Check the College website, your ACCess email, and other posted information in the Student Success office.
### Final Exams

**MAY 4**
- Ramadan

**MAY 5**
- Final Exams
- Cinco de Mayo
- Ramadan

**MAY 6**
- Final Exams
- Ramadan

**MAY 7**
- Final Exams
- Ramadan

**MAY 8**
- Final Exams
- National Student Nurses Day
- Ramadan

- Financial Aid Students May Begin Using Funds in Campus Bookstore

### Be sure to follow instructions on tests.
Highlight key words in the test questions before you begin an exam.

### For information/details about Graduation (payment deadline, clearance, practice, Commencement date), check the college website, your ACCess email, and other posted information in the Student Success office.
| MAY 11 | MONDAY | "Friday saturday sunday monady"
| MAY 12 | TUESDAY | "Walk-In Summer & Fall Registration with Faculty Advisors, 9 a.m.-7 p.m."
| MAY 13 | WEDNESDAY | "Walk-In Summer & Fall Registration with Faculty Advisors, 9 a.m.-7 p.m."
| MAY 14 | THURSDAY | Ramadan
| MAY 15 | FRIDAY | "Registration Closes for Summer Session, 11:30 a.m.
Payment Deadline for Summer Registrations, 12:00 p.m."
| MAY 16 | SATURDAY | Ramadan
| MAY 17 | SUNDAY | Ramadan

For information/details about Graduation (payment deadline, clearance, practice, Commencement date), check the college website, your ACCcess email, and other posted information in the Student Success office.
<table>
<thead>
<tr>
<th>MAY 18</th>
<th>MONDAY</th>
</tr>
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<tbody>
<tr>
<td></td>
<td>Summer Curriculum Classes Begin</td>
</tr>
<tr>
<td></td>
<td>Drop/Add for Currently Enrolled Students</td>
</tr>
</tbody>
</table>

Ramadan

<table>
<thead>
<tr>
<th>MAY 19</th>
<th>TUESDAY</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>MAY 20</th>
<th>WEDNESDAY</th>
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<table>
<thead>
<tr>
<th>MAY 21</th>
<th>THURSDAY</th>
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<table>
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<th>MAY 22</th>
<th>FRIDAY</th>
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</table>

<table>
<thead>
<tr>
<th>MAY 23</th>
<th>SATURDAY</th>
<th>MAY 24</th>
<th>SUNDAY</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Ramadan Ends at Sundown</td>
<td>Eid al-Fitr Begins at Sundown</td>
<td>Eid al-Fitr Ends at Sundown</td>
</tr>
</tbody>
</table>
MAY 25
Memorial Day Holiday: College Closed

For information/details about Graduation (payment deadline, clearance, practice, Commencement date), check the college website, your ACCcess email, and other posted information in the Student Success office.

MAY 26

MAY 27

MAY 28
Shavuot Begins at Sundown

MAY 29
Shavuot

MAY 30
Shavuot Ends at Sundown

MAY 31
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% refund through the 10% point of the course.

Plan ahead and only use absences when necessary. So, if an emergency really does come up, you will not have to drop a class to due to excessive absences.

**Student Success Tip**
from ACC faculty
<table>
<thead>
<tr>
<th>Mon, Jun 8</th>
<th>Mon, Jun 11</th>
<th>Mon, Jun 14</th>
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<td>Flag Day</td>
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<td>Wed, Jun 9</td>
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<td>Wed, Jun 12</td>
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<td>Sun, Jun 13</td>
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JUN 15  

MONDAY

JUN 16  

TUESDAY

JUN 17  

WEDNESDAY

JUN 18  

THURSDAY

JUN 19  

FRIDAY

JUN 20  

SATURDAY

JUN 21  

SUNDAY

First Day of Summer  
Father’s Day
JUN 22 Monday

JUN 23 Tuesday

JUN 24 Wednesday
Financial Aid “Remaining Balance” Checks to be Mailed (tentative)

JUN 25 Thursday

JUN 26 Friday

JUN 27 Saturday

JUN 28 Sunday
<table>
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<tr>
<th>Date</th>
<th>Monday</th>
<th>Tuesday</th>
<th>Wednesday</th>
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<td>JUN 29</td>
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<td>JUN 30</td>
<td>No Curriculum Classes</td>
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<td>JUL  1</td>
<td>No Curriculum Classes</td>
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<td>JUL  2</td>
<td>No Curriculum Classes</td>
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<td>JUL  3</td>
<td>July 4 Holiday: College Closed</td>
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<td>JUL  4</td>
<td>July 4 Holiday: College Closed</td>
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<td>Independence Day</td>
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</table>

Form study groups with fellow students. Get classmates’ phone numbers in order to contact them for notes in case of an absence.
| JUL 6 | MONDAY          |
| JUL 7 | TUESDAY         |
| JUL 8 | WEDNESDAY       |
| JUL 9 | THURSDAY        |
| JUL 10| FRIDAY          |
| JUL 11| SATURDAY        |
| JUL 12| SUNDAY          |

**Last Day to Drop with WP**
| JUL 13 | MONDAY |
| JUL 14 | TUESDAY |
| JUL 15 | WEDNESDAY |
| JUL 16 | THURSDAY |
| JUL 17 | FRIDAY |
| JUL 18 | SATURDAY |
| JUL 19 | SUNDAY |

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 high school transcript, 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 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 Self Service 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 meet with their academic advisors and then register online through Self Service. 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 Self Service to change your schedule.
- Meet with your academic advisor.
- Visit the Student Success 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 Self Service account under “My Profile.” Advisors post their office hours on their doors. For assistance locating your advisor’s contact information, contact the Student Success Center.

Can I register online?

All current students have a Self Service account which allows them to register online for upcoming semesters. Available times for registration will be sent to student ACCess email 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 catalog. College refunds are processed automatically. See the policy “Course Withdrawals After the Drop/Add Period” for details.

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” 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, the Admissions/Records office and on the College’s website. It is the student’s responsibility to return the completed form to the Admissions/Records 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” 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” for details.

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. See “Scholastic Standing” for details.

Can I be placed on academic probation?
Yes. The GPA you have earned determines this probation. 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 at the mid-point of the semester through their Self Service accounts.

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 “Academic Progress Standards” for details.

How can I change my major or directory information?
Records forms located in the Student Success Center or the Admissions/Records office 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 Student Success 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 Self Service or in the Admissions/Records office, first floor, Gee Building on the Carrington-Scott Campus.
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 Public Safety 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 Public Safety 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, Public Safety should be contacted immediately at 336-506-4286 or Ext. 4286 to report the nature of the situation. If the situation warrants, Public Safety 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 336-506-4339.

College News

Stories and videos of interest to students, faculty and staff can be found in the News and Events sections on the College website homepage. Additional campus updates and events are sent via student ACCess email and are also available on the College website: click on Services for Students, then click Campus Life and Student Activities.

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 Public Safety 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 Public Safety 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 ACCess 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 previous page.

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 for 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 permits, 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

CAMPUS CLOSINGS

Campus closings are posted on the College website www.alamancecc.edu
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.

Telephones

A public pay telephone is available at each campus location for student use. Students are not permitted to use telephones located in faculty or staff offices.

Only emergency calls directed to the administration 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.

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

Tobacco-Free Policy

ACC is a 100% tobacco-free environment.

This policy applies to all individuals, including but not limited to employees, students and visitors who may be located inside or outside of any buildings, parking lots or the grounds of any of our college locations.

Tobacco is defined as all products derived from, or containing tobacco, including and not limited to those listed below.

- Cigarettes
- Cigars, cigarillos
- Pipes or hookah
- Smokeless tobacco
- Electronic cigarettes or vaporized nicotine

Littering the remains of tobacco products or any other waste product on college property is further prohibited.

It is the responsibility of all students, faculty, staff and visitors to observe, adhere to and respect the College’s tobacco-free policy. Citations and fines are imposed for using tobacco.
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.
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 Resources Center.

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 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
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 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 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 Administrative Secretary to Vice President of Instruction. 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—Executive Assistant to Vice President of Instruction, 336-506-4139

Boardroom—Executive Assistant to the President, 336-506-4145

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

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 Vice President for Student Success 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 Public Safety for appropriate action.

B. Public Safety 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 Director of Public Safety 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.

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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)**

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; program of study; degrees, diplomas or certificates awarded; and honors and awards associated with the College. In compliance with the Solomon Amendment (10 U.S.C. § 983), Alamance Community College releases student addresses, telephone numbers, date of birth, and other required information to U.S. military recruiters upon request.

The College releases the following limited-use directory information: College-issued photographs, videos or other media containing a student’s image or likeness are disclosed by the College and/or third parties contractually affiliated with the College (such as vendors and partner institutions with a joint memorandum of understanding) for purposes limited to: a) publication in print and/or on web sites/social media hosted by, on behalf of, or for the benefit of the College for purposes including but not limited to marketing, public relations, outreach, press releases, or College ID cards; and b) at College events including but not limited to college fairs, job fairs, open houses, and student organization activities.

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 Registrar 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 public safety); 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 or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities for the College.

Students may have access to all of their educational records by requesting in writing to the Vice President for Student Success 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.

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

The Sexual Misconduct Policy is found on the web at www.alamancecc.edu/tix.

Detailed College procedures to address sexual misconduct can be found on the web at www.alamancecc.edu/tix.

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 and 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 that a reasonable person would find to be intimidating, hostile, or offensive, and/or interferes with an employee’s work performance or student’s academic performance; and/or
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 intel-
lectual 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 “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 Student Success, Coordinator of Transfer Success, 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, and/or 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.

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, 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 Public Safety 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 Public Safety 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 Public Safety 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 Public Safety 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 Public Safety 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 Public Safety 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.
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. In most cases, 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.

Student Success Center
The Student Success Center assists students in developing comprehensive educational plans to meet their life goals. Specific focus is placed on career exploration, counseling referrals, degree planning, curriculum changes, the university transfer process, and vocational and technical programs. The Center offers flexible hours to accommodate both day and evening students. Appointments are recommended.

Location: Room 233, Main Building

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
Monday-Thursday 7:30 a.m.-9 p.m.
Friday 7:30 a.m.-3 p.m.
Saturday 8:00 a.m.-noon
Sunday Closed

Summer Term
Monday-Thursday 7:30 a.m.-9 p.m.
Friday 7:30 a.m.-noon
Saturday-Sunday Closed

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. Writing consultants offer guidance for any part of the writing process from brainstorming to final revision, encouraging students to explore ideas and helping them revise for organization, grammar, and mechanics. Viewing writing as a process helps students meet their own goals as writers as well as to meet the requirements of a particular course.

The Center offers individual appointments, face-to-face or online. To make an appointment, students should register online at alamance.mwyconline.com or come to the Writing Center, located at the Carrington-Scott Campus, main building, Room 354 in the Academic Skills Lab (behind the Information Desk area). Walk-in appointments are often available.

For questions or for help with the registration process, call 336-506-4190 or email writing.center@access.alamancecc.edu.

**Bookstore**

The Follett Bookstore on the Carrington-Scott Campus provides students with all required textbook materials, including textbook rental and BryteWave digital titles. The rental program option allows students to search rentable textbooks by title and course online at www.alamanceshop.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. Students are required to provide their student ID, generated by ACC, in order to sell back textbooks.

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.
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 and referrals 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. in the Student Success Center. Walk-ins are welcome but appointments are recommended.

Call 336-506-4362 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.

Off Campus 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.

Off Campus 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.

Off Campus 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.

Off Campus Career and Job Information
Students can consult the local NCWorks office. 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.

Off Campus 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/her advisor. Advisor contact information can be found in personal WebAdvisor/Self Service accounts under “My Profile.”

The academic advising process should 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 public purpose of Financial Aid programs is to provide financial assistance to students who, without such aid, would be unable to attend college. Financial aid takes many forms, including federal, state and college grants; scholarships; loans; work-study employment; or a combination of these funding sources. It is the policy of Alamance Community College to make available to students both need and merit-based financial aid resources for which they are eligible in order to attend ACC. The following policies and resources are intended to provide guidance to students desirous of enrolling at the College.

The Financial Aid Office (FAO) is designated as the principal point of contact for information about, application for, verification and administration of financial aid resources at ACC. The FAO provides current information about how to apply for financial aid, the types of aid available, financial literacy, cost of attendance, and the administration of aid once verified and awarded.

A. Availability of Financial Aid: While ACC provides assistance and resources to all applicants, it is the responsibility of every student to apply for financial aid. On-line resources about the availability of financial aid by funding source are available from the following:

   - Federal Pell Grant (Title IV): The Pell Grant (FPELL) is a federal aid program based primarily on financial need. Students apply using the Free Application for Federal Student Aid (FAFSA) and are classified on an index of need. The amount of grant money to an individual varies based on federal government guidelines. Pell grants can be applied to the regular academic year or to the summer session.
   - Federal Grants (Other): An example is the Supplemental Educational Opportunity Grant (SEOG).

   - Federal Work Study: This financial aid award allows students to earn a portion of the cost of their education through supervised work at a specific job, according to an agreed-upon schedule, for a definite rate of pay per hour and a certain length of time. Students are not allowed to work during their regularly scheduled class hours.

   Note: ACC has elected not to participate in Federal Loan Programs.

2. State Assistance: CFNC.org and
   - North Carolina Community College Grant
   - North Carolina Education Lottery Scholarship

   With respect to all other State grant or scholarship programs, The State Board of Community Colleges, through the System Office, administers a number of both state and privately funded scholarship and other financial aid programs. Each of these programs is accompanied by guidelines and procedures for accessing the funds and making re-payments in the event of non-compliance. The eligibility criteria and guidelines can be located at: www.nccommunitycolleges.edu

3. Scholarships: Federal, state, local, and ACC sources offer scholarships. They are awarded based on financial need, academic performance, and/or time of application. Some scholarships are open to all students while others are open to students in specific program areas; for example, business, machining, or nursing. Most scholarships require the completion of the FAFSA to establish financial need. The Alamance Community College Foundation awards several hundred schol-
arships each academic year. Scholarship application forms are found on the College’s web site: alamancecc.academicworks.com.

4. **College Resources:** www.alamancecc.edu/financial-aid
   Note: For a list of more than 130 “named” scholarships sponsored by the ACC Foundation, go to: alamancecc.academicworks.com/opportunities

**B. Determining Eligibility for Financial Aid:** Students must apply for financial aid online at www.fafsa.gov designating Alamance Community College “School Code” (005463). All federal and most state sources of financial aid require completion of the FAFSA (Free Application for Federal Student Aid) to determine eligibility.

A partial list of eligibility criteria includes:
- A U.S. citizen or eligible non-citizen.
- Provide a valid social security number.
- Not in default on a Title IV student loan borrowed for attendance at any institution.
- Not owe a repayment on a Title IV grant received for attendance at any institution.
- Not be enrolled concurrently in an elementary or secondary school.
- Have a valid high school diploma or GED.
- Be enrolled or accepted for enrollment in an eligible program of study.
- Not be convicted of a federal or state drug offense while receiving Title IV funds.
- Maintain satisfactory academic progress.

For a complete list of criteria, contact the FAO.

1. It is the policy of Alamance Community College to verify information for applicants of federal financial aid selected by the U.S. Department of Education for verification. Further, the Financial Aid Office (FAO) is authorized to request of applicants any documentation necessary to determine student eligibility for federal, state or college-administered financial assistance. Verification of eligibility is required before an award can be made; therefore, it is the responsibility of the student to provide information requested by the FAO or its designee.

2. **Eligibility for Summer Pell grants** can occur in two ways.
   a. In the event a Federal Pell grant recipient does not use his/her full award by attending full time both fall and spring semesters, any funds not used during the regular academic semesters can be applied to the summer session if the student meets the enrollment criteria.
   b. Federal Pell grant rules allow students to receive additional Pell grant funds to accelerate the completion of their program of study. A student qualifies by summer enrollment in a minimum of 6 credit hours in his/her major. Students unable to enroll for 6 or more credit hours in their majors should contact the FAO to learn about other potential sources of summer session funding.

3. **Special circumstances:** Income often changes due to loss of a job, loss of a family member, or divorce. A student whose income has significantly changed from the prior year may complete a “special circumstance form” which enables the FAO to calculate income using the most recent 12 months of income. More information is available from the FAO (336-506-4340).

**C. Maintaining eligibility for Financial Aid:** Students must also maintain eligibility in order to continue to receive federal and state financial assistance beyond the initial award. Federal
and state policy requires students receiving financial aid to maintain “satisfactory academic progress” (SAP) standards as a condition of award. The ACC Financial Aid Office (FAO) strictly adheres to this policy. Under U.S. Department of Education rules, SAP has three qualitative and quantitative standards that students must adhere to and maintain in order to remain eligible:

1. **Qualitative Standard:** Students must maintain a minimum cumulative 2.0 grade point average (GPA); and,

2. **Quantitative Standard:** Students must also complete a minimum of 67 percent of all credit courses in which they enroll. Attempted hours versus completed hours are calculated to determine completion rate. Only grades of A, B, C, D, F, P, R, PA, PB, PC, or CE (Credit by Exam) are counted as earned hours. For maintaining financial aid eligibility, grades of I (Incomplete), WP, W, WF are not counted as credit hours earned, but they are counted as credit hours attempted. Credit hours are used in the determination of enrollment status; and,

3. **Maximum time frame:** A financial aid recipient is given 150 percent of the credits needed to graduate from his/her degree or diploma program. That is typically three years in a two-year degree program and two years in a diploma program to complete graduation requirements. In general, a maximum of 105 attempted credit hours is allowed for an associate degree program and a maximum of 60 attempted credit hours is allowed for a diploma program.

Alamance Community College also adheres to federal rules and standards regarding taking Developmental Education courses, audited courses, and course repeats in determining SAP. The College will evaluate the SAP for each student receiving financial aid on a semester-by-semester basis.

The FAO will assist students individually to maintain their financial aid eligibility. If however a student fails to meet any of the three SAP standards for two consecutive semesters, he/she will receive a notice that he/she is no longer eligible for any financial aid. No further financial aid will be awarded until the student corrects the academic progress deficiencies. A student has a right to appeal the suspension of financial aid only in cases where it is mathematically possible to achieve satisfactory SAP status prior to graduation. In order to initiate the appeal process, the student should submit a written appeal to the Financial Aid Office who will provide it to the SAP Appeals Committee. The written appeal should include:

- An academic plan, developed by consultation with a Student Success Center coach, indicating how the student will meet the SAP standards including minimum grade point average, minimum completion rate, and maximum time frame; and,

- Third party documentation (counselor, advisor, or medical reports, etc.) that demonstrates significant circumstances that precipitated a failure to meet the SAP standards.

The Director of Financial Aid or his/her designee will notify the student making the appeal of a decision by the SAP Appeals Committee by electronic and/or U.S. Mail notification. The final decision to reinstate rests with the Appeals Committee. If the SAP appeal is denied a student may “earn” future reinstatement, as long as he/she qualifies under the maximum time frame requirement, by taking classes and earning a minimum cumulative grade point average of 2.0 and achieving a minimum completion rate (67%) sufficient to meet the SAP standards. If the SAP
appeal is approved, the student will be placed on continuing probation until he/she gains satisfactory SAP compliance status.

D. Amount of Financial Aid Award:
The amount of financial aid the student applicant may receive is subject to multiple factors, such as the demonstrated financial need, number of credit hours attempted, availability of funds, and other considerations.

E. 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:

**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. To determine Title IV credit hours, multiply the number of contact hours by 16 and divide by 37.5.

**Example:** Registered for 14 credit hours and 15 contact hours
(15 contact hours x 16) ÷ 37.5 = 6.4 Title IV hours
Round down to 6 Title IV credit hours and receive aid at half time.

If a student is enrolled in one of the above diploma level programs, the Federal Pell Grant will be prorated depending on the amount of contact hours he/she is taking:

- 30-35 contact hours = student will receive 100% of the award
- 22-29 contact hours = student will receive 75% of the award
- 15-21 contact hours = student will receive 50% of the award
- Less than 15 contact hours = student will receive 25% of the award

F. Disbursement of Financial Aid:
Awarding and disbursement of financial aid is a cooperative process between the Office of Financial Aid (FAO) and the Office of the Vice President of Administrative and Fiscal Services. The FAO prepares, determines the amount of, and administers financial aid awards. The Office of the Vice President of Administrative and Fiscal Services disburse the payments. Specific and individual student information concerning satisfactory academic progress, financial eligibility, payment of financial aid, and refund of overpayment is available from the FAO and the Veterans coordinator.

1. **Title IV and State Aid Disbursement Policy:** Federal Pell Grant and State Grant funds are available approximately 10 (ten) days prior to the beginning of each semester for educational expenses, including the payment of tuition, required fees and textbooks/supplies required for that academic term’s courses. Books can be purchased in one of two ways:
   a. Books can be charged against the student’s account at the Follett Bookstore on the Carrington-Scott Campus; or
   b. Students may request a charge voucher to be used at Barnes & Noble bookstore at Alamance Crossing in Burlington.

   Federal and state financial aid awards in excess of educational expenses may generate a “financial aid refund.” This represents the dollar amount remaining after educational expenses have been deducted. Some types of financial aid may not qualify for a “financial aid refund.” Any remaining fund balance in excess of the academic term’s expenses will be disbursed approximately six weeks after the student’s semester begins, after enrollment is verified, and after balances are calculated. A check will be mailed to the student at the address the student has on file with the Admissions and Records Office. It is the responsibility of the student to
make certain the address on file is correct to avoid delays in the delivery of refunds.
With respect to enrollment verification, class attendance throughout the semester and the number of credit hours enrolled determines the eligibility for a “financial aid refund.” Financial aid will be credited to a student’s account based upon the financial aid recalculation date for curriculum courses and the hours enrolled at that point, but not before. If a student increases or decreases his/her credit hours before the recalculation date, it will affect his/her financial aid award and potential refund. If a student adds credit hours after the financial aid recalculation date, financial aid will not be increased.

2. Scholarship Disbursement Policy: The majority of ACC Foundation scholarship funds are awarded annually by July 31 for the coming academic year. Additional funds may be awarded after that date, subject to availability. Funds awarded by the Foundation are generally limited to use for tuition and required fees. Only a few specific scholarships will cover purchase of textbooks or school supplies. In cases when the student has already paid his/her tuition prior to the award of the scholarship, he/she may request a “refund” of tuition to be paid by the Cashier’s Office.

G. Repayment of Financial Aid: The award of financial aid enables students to access to higher education opportunities at Alamance Community College. Accompanying the award and acceptance of financial aid is a responsibility on behalf of the student to adhere to federal, state and college regulations and policies. Federal regulations assume that students earn financial aid over the course of an academic term by attending classes. State regulations require adherence to the State Board of Community Colleges, North Carolina General Statute and third-party grantor policy, laws and conditions. Awards made by the ACC Foundation are often accompanied by academic performance requirements. Failure to abide by federal, state or college regulations and policies may result in not only the loss of the award, but also the repayment of funds by recipient to the awarding entity.

1. Repayment and Recalculation of Title IV [Federal Pell Grant] Funds: As ACC is an institution that requires attendance-keeping for all courses, a student’s withdrawal date is either:
   a. The date the student began the College’s withdrawal process (as described in the ACC catalog) or officially notified the College of intent to withdraw; or
   b. The student’s last date of attendance at a documented academically-related activity.

   ACC makes a determination of the amount of financial aid funds earned and unearned over the academic term by a student’s class attendance, and complies with federal financial aid regulations, as follows:
   a. No attendance (No Show): If a student awarded financial aid fails to attend any classes, the student is responsible for repaying all Federal Pell Grant funds received, including any portion thereof used for tuition, books and required fees.
   b. Withdrawal on or before Financial Aid Recalculation Date:
      i. If a student awarded federal financial aid withdraws before attending classes, the student is responsible for repaying all Federal Pell Grant funds received, including any portion thereof used for tuition, books and required fees.
ii. If a student attends and withdraws from all classes before the Financial Aid recalculation date, he/she earns a small portion of the Federal Pell Grant. The student is responsible for repaying the remaining Federal Pell Grant funds received, including any portion thereof that was used for tuition, books, and required fees.

iii. If a student attends and withdraws from one or more classes before the Financial Aid recalculation date, but remains enrolled in one or more classes at the recalculation date, the classes that are withdrawn before the Financial Aid recalculation date cannot be counted in the student’s enrollment for Financial Aid awards.

iv. Courses added to a student’s enrollment after the student’s recalculation date cannot be counted in the student’s enrollment for Financial Aid awards.

c. **Course Adjustments After the Recalculation Date:**

i. If a student attends classes but completely withdraws prior to the 60 percent point of the student’s academic term, the student is responsible for repaying a portion of Federal Pell Grant funds received. If the student receives course grades of F, WP, and/or Incompletes before the 60 percent point of the academic term, the student may have to repay any unearned financial aid funds that were disbursed. Students should consult the Financial Aid Office to determine their individual circumstances when withdrawing prior to the 60 percent point of their academic term.

ii. The ACC Financial Aid Office will perform a calculation to determine the portion of federal funds earned and unearned, and the amount of the repayment required by the student and the College. The student will be responsible for the Return to Title IV portion of tuition that the College is required to return to the United States Department of Education (US DOE). Any balance that the student fails to repay shall remain on his/her account. A written communication will be sent to the student informing him/her of the required repayment amount. The student will be given 45 days to repay the “overpayment” amount to ACC. Failure to repay the amount owed will result in a referral to the US DOE for recovery. Repayments must be cleared prior to the receipt of any additional Title IV funds, and will restrict a student’s ability to re-enroll at ACC for a subsequent academic term.

d. **Withdrawal After the 60 Percent Point:** If a student awarded federal financial aid withdraws after the 60 percent point of the academic term, the student is deemed to have earned 100 percent of the federal financial aid award. Therefore, no Return to Title IV funds will be required of the student.

2. **Repayment and Recalculation of State Grants and the North Carolina Education Lottery Scholarship Program:** The North Carolina General Assembly established The Community College Grant Program and the North Carolina Education Lottery Scholarship for the benefit of needy students.
These programs are complementary in their eligibility requirements and require the repayment of state funds for student withdrawal before or at the 35 percent point of the academic term. It is the policy of Alamance Community College (ACC) to comply with student eligibility, satisfactory academic progress, and attendance policies consistent with the administrative guidelines established by the State Education Assistance Authority and College Foundation of North Carolina, respectively. The formula below will be used to determine the repayment of funds for either program in which the student has not earned the funds by failing to attend classes, or withdrawing during the academic term on or before the 35 percent point. The “last date of attendance” will be used, consistent with Title IV regulations, for return of state funds.

a. Official Withdrawal before or on the 35 percent point of the term:
   i. Institutional Charges: If a student is entitled to a refund of tuition and fees, the state grant funds paid but unearned, as calculated by a consistently applied federal methodology, must be returned before issuing any refunds.
   ii. Non-institutional expenses: If a student withdraws on or before the 35 percent point of the term, ACC shall calculate and prorate the amount of state funds disbursed for non-institutional expenses, and return state funds as appropriate.
   iii. Any credit balance created by State funds and awaiting disbursement must be returned to the State Grant program rather than released to the student.
   iv. ACC is not required to return any funds for non-institutional expenses when a student officially withdraws after the 35 percent point of the term.

b. Unofficial withdrawals or no earned academic credit:
   i. If a student does not officially withdraw during the academic term before or on the 35 percent point of the term, ACC will determine and document the last date of attendance, consistent with regulations for the return of Title IV funds. ACC will calculate any required return of State funds using the same methodology identified for an official withdrawal.
   ii. If ACC cannot document the last date of attendance, it will:
      a) Calculate any required return of State funds, noting that the last date of attendance cannot be determined.
      b) Calculate the refund using the 10 percent point in the semester as of the date of withdrawal (if ACC indicates that the last date of attendance or academic activity could not be established).

In all cases in which a student earns no academic credit for a term, ACC must determine whether the term was completed. If ACC determines that the student did not withdraw, but instead completed the courses and earned no academic credit, ACC is not required to return State funds. If ACC determines that the student unofficially withdrew, ACC will determine if any funds must be returned to State grants. Future disbursements of State aid are subject to Federal Title IV satisfactory academic progress determinations.
c. The priority order of repayment of state funds required by this policy, up to the maximum amount of funds disbursed from each program, will be:
   i. The Education Lottery Scholarship Program;
   ii. The Community College Grant Program;
   iii. The North Carolina National Guard Tuition Assistance Program; or,
   iv. All other State grant or scholarship programs.

3. Repayment to ACC Foundation:
The repayment of student scholarships and financial aid to the Alamance Community College Foundation shall be made in compliance with policies adopted by the Foundation, not inconsistent with policies adopted by the ACC Board of Trustees.

H. Lifetime Limits of Federal Financial Aid–Pell Grants: The U.S. DOE has established a “Lifetime Eligibility” maximum amount of Federal Pell Grant (FPG) funds that a student may receive. The lifetime eligibility is limited to the equivalent of six (6) years. The maximum that a full-time student may receive each award year (July 1–June 30) is 150 percent (full-time Fall, Spring, and Summer). Therefore, the lifetime eligibility of FPG funds that a student may receive is the equivalent of 600 percent.

   Students are responsible for tracking the use of their lifetime eligibility maximum amount, whether they complete their studies at ACC or transfer to another postsecondary institution.

3. Repayment to ACC Foundation:
The repayment of student scholarships and financial aid to the Alamance Community College Foundation shall be made in compliance with policies adopted by the Foundation, not inconsistent with policies adopted by the ACC Board of Trustees.

I. Lifetime Limits of North Carolina State Aid: The North Carolina Legislature has established a “Lifetime Eligibility” maximum amount a student may receive from the North Carolina Community College grant and the North Carolina Education Lottery grant. The North Carolina Community College grant is limited to 6 full time academic semesters or the equivalent if enrolled part-time. The North Carolina Education Lottery grant is limited to 10 full time academic semesters or the equivalent if enrolled part-time. Students are responsible for tracking the use of their lifetime eligibility amount whether they complete their studies at ACC or transfer to another postsecondary institution.

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. Insurance is mandatory for selected academic programs. 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 educational 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. All library databases are accessed via a link on the library’s web page, then logging in with the Self Service ID and password. 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, 7:30 a.m. to 9:15 p.m.; Friday, 7:30 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 perspective of individuals who lived in this area.

Call 336-506-4116 for more information.

Placement Testing Services

ACC uses guidelines and 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.

Under some circumstances students may be exempt from the placement testing requirement. If required, placement testing should be completed prior to initial enrollment.

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

Public Safety

The Carrington-Scott Campus has public safety 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 Public Safety.

EMERGENCIES:
4286 (if calling from an internal College telephone)
336-506-4286 (if calling from cell or external telephone)

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 interac-
tive process with the Coordinator of Disability Services. Students should contact the Disability Services office through the Student Success Center, Main Building, second floor. 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 Disability Services is required for accommodations and/or services to begin. For questions or assistance, call 336-506-4130.

Standards of Progress for Veterans Benefits

Students receiving veteran benefits must conform to certain standards of progress and conduct:

A. Maintenance of satisfactory attendance
   a. If a student is dropped from class and not readmitted, the drop is reported to the United States Department of Veteran Affairs (USDVA) 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 student and sent to the USDVA.
   b. Complete withdrawals for the last two previously enrolled semesters is considered unsatisfactory attendance. A student who completely withdraws for the last two previously enrolled semesters will not be recertified during the subsequent semester. Veteran benefits may be reinstated after attending one semester in a decertified status if satisfactory attendance is maintained.
   c. Appeals to the decertified status must be made in writing to the Director of Enrollment Management using the VA certification appeal form on the College’s website. The appeal must (1) include explanation/documentation regarding the mitigating circumstances that led to the complete withdrawals (2) include an action plan for success moving forward (3) be received at least one week prior to the start of the semester. A decision will be sent to the student in writing within three business days of the appeal.

B. Maintenance of satisfactory academic progress
   a. Students must maintain satisfactory academic progress as defined by the College. At ACC, students in curriculum programs must achieve a cumulative GPA of 2.0 to be progressing towards/eligible for graduation.
   b. A student who does not maintain a 2.0 cumulative GPA for two consecutive semesters will not be recertified for veteran benefits until satisfactory academic progress is achieved.
   c. Appeals to the decertified status from unsatisfactory progress must be made in writing to the Director of Enrollment Management using the VA certification appeal form on the College’s website. The appeal must (1) include explanation/documentation regarding the mitigating circumstances that lead to the unsatisfactory GPA (2) include an action plan for success moving forward (3) be received at least one week prior to the start of the semester. A decision will be sent to the student in writing within three business days of the appeal.

C. Maintenance of satisfactory conduct
   a. The USDVA will be notified if a student using veteran benefits is dismissed due to unsatisfactory conduct. In addition to any
condition specified as a result of the dismissal, the student must meet with the Vice President of Student Success prior to reentering the College. Recertification for veteran benefits will occur upon recommendation by the Vice President of Student Success.

**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
Less than 1/2 time ...... 1-5 credit hours

Credit and contact hours earned in work-based learning courses 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.

**Transportation Services**

Two public transit systems serve the main campus at Alamance Community College Monday through Friday.

The Burlington Link Transit system includes drop-off and pick-up services to ACC’s main campus and Dillingham Center. In addition, this public bus system connects students to multiple locations and services across Burlington and Gibsonville. For more information about times, routes, and discount student fares, visit www.linktransit.org.

The Piedmont Authority for Regional Transportation also serves ACC’s main campus and provides connecting routes to Greensboro and Chapel Hill with additional stops in Whitsett, Burlington, Graham and Mebane. For more information about times, routes and fares, visit www.partnc.org/route4express.

**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 working professionals 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 stipend.

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

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 a motion or suggestion that he/she feels should be considered by the SGA during an official General Board meeting scheduled monthly.

SGA also provides student activities throughout the year. These activities are both educational and social, and offer experiences beyond the classroom. These events are open to the entire student body. To learn more about clubs, organizations, and student activities at ACC, visit a regularly scheduled SGA meeting or stop by the SGA office (Room 229, main building).

Elections for SGA executive positions take place each spring semester for the upcoming academic year. New students are urged to get involved and explore the responsibilities of SGA positions and become candidates. In addition to the elected officers of SGA, there are Senator positions available by application and interview. These positions require creative minds, leadership qualities, and teamwork skills. Interested students should contact the Coordinator of Student Activities or SGA president to learn more details.

SGA Office:
Student Center,
Room 229
Main Building
336-506-4239

The Student Government Association (SGA) sponsors many events throughout the year. Pictured here are students in their best Halloween costumes ready to celebrate with contests and other activities.
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 and campus involvement.

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.

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.

BETA TAU CHI—The Life Sciences and Technology Club is open to all ACC students interested in biotech and science careers, or current biotechnology issues. The Biotech Club builds a community passionate about biotechnology by creating opportunities to learn and interact with fellow ACC students.

CHESS CLUB—Chess Club is open to all Alamance Community College students who are interested in playing and learning more about the game. Chess Club aims to create a friendly yet competitive environment for students learn, practice, and play chess.

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.

CODA ARMS—The A Cappella Club (currently known as Coda Arms) is open to any student that aims to expand upon their vocal prowess. Coda Arms schedules various performances throughout each semester such as the variety show, Christmas tree lightings, and jazz festivals to name a few.

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.

**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.

**MARTIAL ARTS CLUB**—The Martial Arts Club 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.

**MATH AND PHYSICS CLUB**—The Math and Physics Club celebrates the knowledge, understanding, and appreciation of mathematics and physics in a college environment. A typical meeting consists of announcements, an educational video or live presentation, and time for students to discuss topics or ideas they are interested in. The club also organizes events such as sky watching, guest presentations, escape rooms, or visits to the Morehead Planetarium.

**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.

**MUSIC AND DRAMA CLUB**—The Music and Drama Club is open to all ACC students interested in music and/or drama. Each year the club tries to promote music and drama at ACC though activities such as music and drama collaborations/discussions, performances, guest speakers, and workshops. The club works to support music and drama education and participates in philanthropic activities to benefit the college and surrounding community.

**NURSING CLUB**—The ACC Nursing Club consists of all students enrolled in the Nursing program, day and evening. Club activities consist of community service, volunteering and fundraising for graduation, and activities to pay various student fees. The club is dedicated to caring for the community, our College, and each other.
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.

Politics, Philosophy, and Economics Club—The Politics, Philosophy, and Economics Club is an interactive and engaging club that focuses on current events and hosts philosophical discussions and debates. The purpose of this club is to spread curiosity, critical thinking, and skepticism, believing that this will make the world a safe, more productive, and happier place.

Rotaract Club—Rotaract is sponsored by the Rotary Club of Alamance County. Rotaract is an international service organization for college students that fosters leadership and responsible citizenship, encourages high ethical standards in business, and promotes peace and understanding among all human beings. Students participate in joint service projects with Rotary members as well as professional development activities.

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 a group dedicated to discussing relative and recent news and evaluating the psychological and sociological aspects of these events.

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

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.

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.
TTRP–TABLE TOP ROLE PLAYING GAMES CLUB—The TTRP Club 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.

VETERANS ASSOCIATION CLUB—The Veterans Association Club provides a network of support to military veterans, their families, and civilian supporters. The club endeavors to cultivate student veterans concerns through scheduled meetings, advocacy, social and recreational activities. Most importantly, members foster esprit de corps among student veterans and promote an understanding of student veterans issues.

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 5 p.m. daily, with the exception of Friday afternoons. The Student Government Association is located in Room 229, Main building, on the Carrington-Scott Campus with posted office hours. 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 Coordinator of Student Activities. 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 Activities.

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. Developmental courses, and some curriculum courses, are scheduled in 4-week or 8-week modules during each semester.

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 Student Success 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 corequisite noncredit developmental courses and in the work experience portion of work-based learning. It may also be awarded for other experiential learning courses such as supervised field studies or review courses. When courses are graded in this manner, it must be reflected in the master course plan, and the Registrar’s Office must be notified when the course is established. This grade signifies that the student has satisfactorily completed the course (equivalent to a C or better). Failure to complete
the course graded in this manner may be indicated with any other appropriate grade as prescribed in the course plan. No grade points are awarded for hours completed in this manner, and the P grade is not used to compute the grade point average (GPA).

**P1—Passed Tier 1**
This grade is awarded in transitional noncredit developmental mathematics and/or English courses. No grade points are awarded and the grade is not used in the computation of the grade point average (GPA).

**P2—Passed Tier 2**
This grade is awarded in transitional noncredit developmental mathematics and/or English courses. No grade points are awarded and the grade is not used in the computation of the grade point average (GPA).

**P3—Passed Tier 3**
This grade is awarded in transitional noncredit developmental mathematics and/or English courses. No grade points are awarded and the grade is not used in the computation of the grade point average (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 demonstrated by a proficiency examination. No quality points are awarded, and the grade is not used in the computation of the GPA.

**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 Self Service.

**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 Vice President of Instruction. The Vice President of Instruction will investigate and respond to the appeal, in writing, within five college working days. The decision of the Vice President of Instruction 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.

Academic Progress Standards

[Note: This section does not address Financial Aid Satisfactory Academic Progress (SAP), a U.S. Department of Education-mandated requirement and process completed each semester to determine whether a student is eligible to continue receiving financial aid. Financial Aid SAP information is found on the College’s web site at www.alamanceccc.edu/financial-aid-site/satisfactory-academic-progress/]

The College’s minimum standards of academic progress are intended to ensure academic success and graduation. The standards provide advance notice to students and opportunities to improve by students who perform below the minimum grade point average required for graduation. Students who believe their Academic Warning or Academic Probation status is incorrect or unfairly assigned may appeal by using the College’s Grade and Academic Standing Appeal Process (see Student Grievance Procedures).

Academic Standard for Graduation–All students in curriculum programs must achieve a minimum cumulative grade point average (GPA) of 2.0 in the student’s current program of study to be eligible for graduation.

Academic Warning–At the end of each fall and spring (“regular”) semester, students’ cumulative grade point averages are reviewed. A student is expected to achieve a minimum cumulative GPA of 2.0 based on credit hours attempted. If a student’s cumulative GPA is below 2.0, the student is placed on Academic Warning until he/she has completed the next regular semester of enrollment. Students on Academic Warning receive written communication notifying them about the College’s Academic Progress Standards, providing them with information about resources available for academic support, and informing them of advising contacts for both academic and financial aid matters.

Academic Probation–A student on Academic Warning is placed on Academic Probation when his/her cumulative GPA remains below 2.0 after completion of the Academic Warning semester. The student is not in good academic standing, but is permitted to enroll for a probationary semester. Access to the College’s course registration system is prevented by an Academic Probation “hold” placed on the student’s record. Students on Academic Probation receive written communication notifying them about the College’s Academic Progress Standards, providing them with information about resources available for academic support, and informing them of advising contacts for both academic and financial aid matters.
In addition, as soon as possible after notification of probation, but no later than mid-term of the semester of Academic Probation, each student on Academic Probation must take the initiative to meet with a Faculty Advisor or a Student Success Coach/Counselor. The purpose of the meeting is to discuss academic issues and develop an Academic Improvement Plan. The Academic Improvement Plan may include required time in the Skills Lab, conferences with a Career Counselor, conferences with the Single Stop Coordinator, attending Academic Success workshops, and/or using other various strategies for success. After an Academic Improvement Plan is in place, the student’s access to the course registration system is restored (if there are no other “registration hold” conditions in effect). A student on Academic Probation who does not achieve a minimum cumulative 2.0 GPA by the end of the first Academic Probation semester is permitted to enroll for one additional regular semester while continuing on Academic Probation. The conditions described above are re-imposed including the update of, and commitment to, an Academic Improvement plan in consultation with a Faculty Advisor and/or Student Success Counselor.

**Academic Suspension**—A student is placed on Academic Suspension from the College after his/her cumulative GPA remains below 2.0 following two consecutive regular semesters of being on Academic Probation. The student is not in good academic standing, and a notation of “Academic Suspension” is made on the student’s official transcript. Access to the College’s course registration system is prevented by an Academic Suspension “hold” placed on the student’s record. A student placed on Academic Suspension is dropped from any courses for which he/she is pre-registered (with refund of tuition and fees), is not eligible to receive financial aid, is not permitted to register for any curriculum courses for a minimum of the next regular semester (and the summer session preceding it, if applicable), is not allowed to participate in College functions on- or off-campus, and is not allowed to use College facilities except a) the Library which is open to the general public, and b) facilities required as part of the student’s enrollment in non-credit Workforce Development classes. A student on Academic Suspension may not enroll in any curriculum courses at ACC during the period of Academic Suspension.

[Note: Some limited-enrollment programs may have more rigorous academic progress standards as outlined in the College Catalog and in departmental handbooks. A student may be academically suspended from his/her program of study, independent of College-wide academic standing, if he/she does not meet the program-specific academic progression.]

**Re-Enrollment after Academic Suspension**—Students who have been placed on Academic Suspension are prohibited from enrolling in any curriculum coursework in future semesters or terms. A student who wants to re-enroll in curriculum courses or programs following a minimum of one regular semester of Academic Suspension must request a waiver of his/her academic suspension by completing a Reinstatement from Academic Suspension Form and submitting it to the academic dean for his/her program of study. The academic dean consults with faculty, the student’s academic advisor, and counselors for assistance with the review. A decision will be finalized within five business days of the receipt of the Reinstatement from Academic Suspension form. If reinstatement is approved, the student must complete the College’s readmission process. The reinstatement is granted for one regular semester or summer session as appropriate to the student’s circumstances; the student is placed on Academic Probation with a notation on his/her official transcript; and reinstatement approval may include stipulations related to the number of credit hours for which a student may enroll, a semester or term grade point average that the student must achieve, and/or required participation in specific student success services or activities. If a student makes progress in that term but has not achieved a minimum cumulative GPA of 2.0 at the
end of the term, the student may submit a written appeal to the academic dean to continue enrollment on Academic Probation for one additional regular semester. If the Reinstatement from Academic Suspension, or the appeal to continue on Academic Probation is denied, the student is not permitted to enroll in curriculum courses at ACC for any subsequent semesters or terms without approval from the Vice President of Instruction.

**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 requirements 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” for details. Individual departments may set more restrictive attendance requirements with the approval of the academic dean and the Vice President of Instruction, provided that the requirements are stated in the syllabus distributed to students the first week of class.

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 Vice President of Instruction 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

The Distance Learning program strives to provide quality instruction through web-based technologies to enable students to attain their educational goals. Courses delivered online earn the same credit and maintain the same quality and standards as traditional classroom courses. Courses are universally designed and delivered to meet the needs of a diverse population of students. Students enrolling in online courses should have access to a computer with reliable internet access. For students that do not have a computer of their own, ACC has two open access labs for students in the Academic Skills Lab and Library. In addition, many public libraries also offer access to computers and Wi-Fi. Some online courses require a proctored exam. Students unable to take the proctored exam on campus can work with their instructor to find an approved proctor.

Types of Distance Learning Courses:

Not sure what type of distance education course is right for you? ACC has several types to choose from depending on your schedule and specific educational needs.

- **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 the course. (Example: HIS 131 03H)
- **Web-Assisted “W”**–Course is delivered face-to-face with a requirement that students use the Internet access as a way to complete assigned tasks online. (Example: COM 110 01W)

In addition to the numerous curriculum courses, ACC offers more than 200 non-credit online courses each month.
Online Degrees
• Associate in Arts
• Associate in General Education
• Associate in Applied Science in Fire Protection Technology

Online Certificates
• Accounting and Income Tax
• Child Care Essentials
• Early Childhood
• Early Childhood Administration
• Financial Accounting
• Fire Inspections
• Fire Protection
• Fire Protection Management
• General Business Administration
• Web Design

Contact Distance Learning
Phone 336-506-4114 or 336-506-4115, email distancelearning@alamancecc.edu, or visit the web at www.alamancecc.edu/online-and-distance-education.

Readmission to the College
Any student that previously attended Alamance Community College, including ACC graduates, but has not enrolled in curriculum courses for two or more consecutive semesters (summer session excluded), shall submit an application for readmission. Students applying for readmission must meet the requirements for the current program of study, including an evaluation of all coursework at ACC and other institutions. The current catalog at the time of readmission will govern the student’s academic status and graduation requirements.

Students who have been suspended or dismissed for non-violent or academic disciplinary reasons may be readmitted either under a condition of general probation or subject to specific readmission provisions as determined by ACC, upon approval of the Vice President of Instruction or Vice President of Student Success, as applicable. The Student Code of Conduct policy applies to all readmission considerations.

In instances when the dismissal of a student occurred because of articulable, imminent, and significant threats made by the applicant for readmission to himself/herself, other individuals, or property, ACC reserves the right to deny readmission. Students who have been dismissed on the basis of making prior threats shall submit an application for readmission, including written evidence from qualified professional sources, that the student no longer poses a threat to himself/herself or other members and property of the College community.

ACC reserves the right to deny readmission in all instances of application for readmission, whether for academic or non-academic reasons.

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 Self Service. 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 Self Service 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 Self Service 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 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 Self Service using a secure login. Former ACC students may request official transcripts by completing the transcript request form on the College website (alamancecc.edu/admissions-site/transcripts-and-records/). Official transcripts will be sent to the person or agency designated by the student. Unofficial transcripts (without the official school seal or appropriate signatures) can be
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:

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

Refer to the ACC General Catalog for specific guidelines on transfer credits.

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 75 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 “B” 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 Student Success 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 Student Success 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 student may challenge a particular course only once. The student must be currently enrolled at ACC and must not have enrolled in the course prior to taking the exam. A nonrefundable $25 exam fee will be charged. Students will be given credit for the course if they achieve a score of at least 85 percent on the test. If students do not earn at least 85 percent 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.

If a student registers, pays tuition for a course, and then decides to challenge the course by requesting credit by exam, that student must complete the credit by exam process prior to the end of the drop/add period. Exceptions to this procedure must be approved by the Vice President of Instruction.

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 academic 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 Self Service 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 Self Service 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 marks the most important part of a student’s journey. Students should apply and prepare in advance to participate in the Commencement ceremony.

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/.
Student Code of Conduct, Rights, and Responsibilities

Part I–Preamble

Academic institutions exist for the transmission of knowledge, the pursuit of truth, the development of students and the general wellbeing 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 speech, discussion and expression, the right to petition for redress of grievances, and the right to peaceably assemble, each of which is consistent with the First Amendment of the United States Constitution. 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. As members of the academic community, students are expected to exercise their freedoms with responsibility.

As such, students are subject to the same federal, state and local laws to which all citizens are subject, and which are enforceable by duly constituted authorities. When students violate these laws, they may incur governmental penalties. When they violate academic policies or the college’s Code of Conduct, they may incur college penalties.

Freedom to teach and freedom to learn are inseparable facets of academic freedom. The freedom to learn is shared by all members of the academic community. This institution has a duty and responsibility to develop policies and procedures that provide and safeguard this freedom. Such policies and procedures, as outlined below, have been established within the framework of general standards and with participation of the members of the academic community. The purpose of these procedures is to ensure to students and the College community fundamental fairness, in the context of educational goals and the institutional mission.

Part II–General Policies

A. The College is dedicated not only to learning and the advancement of knowledge, but also 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, maturity, and responsible community membership.

B. ACC’s responsibility to protect its educational purpose through the establishment of standards of conduct and scholarship for students who attend is inherent in the governance and disciplinary power of the College, as exercised by the Board of Trustees and President. In developing standards of responsible student conduct and academic performance, disciplinary proceedings play a role 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 policies and rules. In particular, no disciplinary sanctions shall be im-
posed unless the student has been informed in writing of the charges against him/her and has (1) an opportunity to know the nature and source of the evidence against him/her; (2) an opportunity to respond to all alleged violations and present evidence on his/her own behalf; and (3) an opportunity to file a petition of appeal of any disciplinary action taken against him/her.

D. Students shall have an opportunity to participate in the formulation and improvement of policies and/or rules relating to student conduct and the welfare of students, through the Student Government Association and through membership on College committees and boards.

E. Any student who believes his/her rights have been violated in the application of this policy may pursue appeal as described in these procedures.

F. The College may apply sanctions or take other appropriate actions when student conduct directly interferes with the College’s: (1) primary educational responsibility to all members of the College community in pursuit of their educational goals and objectives; and/or (2) responsibility for protecting real and personal property, safe-keeping of records providing administrative and student support services, and sponsoring or facilitating community-wide activities such as lectures, concerts, clinics, repair services, and other functions.

G. 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.

H. Early College and Middle College students are subject to complaint adjudication by Early/Middle College administrators.

I. Each student shall be responsible for his/her own conduct, from the time of application for admission through the actual awarding of a degree, diploma, certificate or skills certification. This requirement applies during the academic year, between terms, and before and after classes begin and end.

J. Policies and regulations that relate to college-recognized student organizations, and their duties and responsibilities, are established through the Constitution of the Student Government Association and the Student Code of Conduct. Complaints against groups or their members for violations of the Student Code of Conduct are adjudicated by the Vice President for Student Success or designated student conduct officer.

Part III–Student Code of Conduct

This Code of Conduct encompasses and applies to all properties and facilities owned or leased by ACC, including all ACC campuses and all off-campus sites at which the College conducts programs, services or events.

A. General Conduct Responsibilities and Regulations: The following describe general rules of student conduct, including behaviors and actions, which are established as policy by the Board of Trustees or designees and are prohibited at Alamance Community College. The Board authorizes ACC officials to take immediate action and/or begin disciplinary proceedings when a student or students are in violation of these rules. Alleged violations of these rules will be adjudicated through Student Code of Conduct procedures.

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 unintention-
ally 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(s) and/or can file charges under the Code. All academic dishonesty cases should be reported to the Vice President for Student Success with a recommendation of whether “charges” or “no charges” should be brought. 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 a “zero” on the assignment; or,
• Assigning an “F” in the course.

Other sanctions, as described in Part IV of this Policy, may be assigned as outcomes of adjudication by the Vice President for Student Success or designated student conduct officer.

2. **False Representation:** ACC prohibits representing the College, its community members, or a student organization without authorization, or representing or using the identity of an individual member of the campus community without express authorization of the individual.

3. **Violation of Probation:** ACC prohibits violating the terms or conditions of any disciplinary probation imposed by the College or a sanctioning body thereof; or, non-compliance with any rule or regulation during a period of academic or disciplinary probation.

4. **Lewd or Indecent Conduct:** This includes public, physical, verbal, or online actions (including the wearing of clothing displaying such language, pictures, or symbols); distribution of obscene or libelous written materials; use of profanity or obscenity; lack of complete dress for the occasion; or engaging in harassment or sexual harassment.

   • Harassment is defined as oral, written, graphic or physical behavior that demeans, threatens, bullies, or intimidates the targeted person or group; and furthermore it occurs when either the behavior is sufficiently severe, pervasive, or persistent so as to interfere with or limit the ability of an individual to participate in or benefit from the school’s programs or activities; or when a reasonable person would conclude the behavior resulted in a hostile environment. Depending on the circumstances and context, harassment may include but is not limited to epithets, taunts, profane or derogatory comments or slurs and lewd propositions, impeding or blocking movement, offensive touching or any physical interference with normal school activity, stalking, and repeated unwanted verbal or online behavior.

   • Sexual harassment and hostile environment are defined and described in ACC’s Sexual Misconduct Policy and Procedures to Address Sexual Misconduct posted on the College’s website.
5. **Possession and/or Consumption of Drugs, Alcohol or Other Substances:** A student shall not knowingly possess, use, sell, distribute, transmit or be under the influence of any narcotic, hallucinogenic drug, amphetamine, barbiturate, marijuana, or other controlled substance, compound, combination or derivative, alcoholic beverage or intoxicant of any kind on any property or in any facility owned or leased by ACC, including all ACC campuses and all off-campus sites at which the College conducts programs, services or events. Use of a drug authorized by a medical prescription issued to the student from a student’s qualified health provider shall not be considered a violation unless the student is taking the medical prescription inconsistent with the dosage prescribed by the health provider so as to be under the influence or intoxicated. 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 student for violations of this policy or other College policies and the accompanying sanctions.

6. **Gambling:** ACC prohibits gambling in whatever forms it takes, wagering, or games of chance, where the playing for money or material is involved.

7. **Theft or misuse of Real or Personal Property or Equipment:** Students must not misuse College property, property of a member of the college community, or of a visitor to any ACC campus. Misuse is defined as damage, theft, unauthorized occupation or access, seizure, intentional breaking or destruction, tampering with safety or security equipment, motor vehicles, instructional equipment, technology, trespassing, providing false alarm or communicating a threat, or any use that is inconsistent with the prescribed, customary authorized or intended use. ACC also prohibits any actions taken by a student that threaten or cause injury to another student, member of the college community, or visitor involving college property. In addition to any sanctions that may be imposed or disciplinary actions taken, the student may also be personally liable for the cost of misuse, including the payment of costs of repair or replacement costs, or the recovery of college personnel or operating costs.

8. **Mental or physical abuse:** ACC prohibits mental or physical abuse by a student or student group/organization to any person of the campus community or to any visitor. Mental or physical abuse is defined as and includes verbal, online, or physical actions that threaten bodily harm, endanger the health or safety of any person, or intimidate or coerce another. Hazing is a form of mental or physical abuse. This prohibition applies to and encompasses all properties and facilities owned or leased by ACC, including all ACC campuses and all off-campus sites at which the College conducts programs, services or events.

9. **Forgery and false documents:** ACC prohibits the forgery, alteration, duplication, or misuse of records and documents submitted to the College and/or of College documents, records, or instruments of identification by a student with intent to deceive.

10. **Disruptive Conduct:**
   a. Student use of college facilities and grounds must not be inconsistent with prescribed, customary or authorized use. Violations include 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; unauthorized sales and solicitations; and inciting or organizing attempts to prevent student attendance at classes. Participating in or conducting an assembly, demonstration, or gathering in a manner which threatens or causes injury to person or property; or which interferes with free access, ingress or egress to College facilities or grounds is prohibited.

b. Behavior that is harmful, obstructive, or disruptive to the educational process or institutional functions of the College, or behavior that infringes on the rights of others on College property or at College events or activities, is prohibited.

11. Weapons and Fireworks/Incendiary Devices: Possession or use of firearms, fireworks, explosives, incendiaries, knives, and other types of weapons on College property or at any College function in connection with a College-approved activity, is prohibited (except by persons specifically authorized by the College president or designee, and in accordance with G.S. 14-269.2). Examples include but are not limited to possession of bowie knives, dirks, daggers, loaded canes, sword canes, machetes, box cutters, brass knuckles and hazardous chemical or biological agents unrelated to College instructional activities.

12. Fire Alarm, Public Safety, or Notification Device: No student shall intentionally sound or tamper with a fire alarm without cause, improperly use fire prevention equipment, set fires on campus without proper authorization, fail to evacuate a building or grounds during an alarm or public notification, or tamper with a public alert or notification device, such as a “call box,” camera, or speaker system.

13. Failure to Comply: A student shall comply with instructions and directives of College officials and campus public safety officers acting in performance of their duties, and shall further identify themselves to these persons when requested to do so.

14. Tobacco and Food: ACC prohibits smoking or other tobacco use in any unauthorized location. The College also prohibits eating or drinking in any classroom, shop, lab or unauthorized location, unless otherwise permitted by college officials.

15. Violation of Law: Violation of law is a violation of the Student Code of Conduct. ACC may pursue disciplinary action against a student who is charged with a violation of law. Adjudication under the Code of Student Conduct may be carried out prior to, simultaneously with, or following criminal or civil proceedings that are conducted off-campus. Determinations made or sanctions imposed under this Code shall not be subject to challenge or change on the grounds that the criminal charges have been dismissed, reduced, deferred, or because of any particular result. When a student is charged by federal, state or local authorities with a violation of law, ACC will not request or agree to special consideration for that student because of his/her status as a student.

16. “Contempt” or “perjury” in relation to any hearings relative to the Student Code of Conduct, conduct appeals process, or student grievance process is prohibited.
B. Financial Obligations and Business Relationships: The College and the student enter into a business relationship when the student enrolls and incurs financial obligations to the College in the form of required tuition and registration fees, books, college imposed fees, college-based loans or scholarships, federal or state administered financial aid, insurances, uniforms, supplies and materials. The College assumes no responsibility for, nor will it act in behalf of, privately incurred debts or obligations involving students in relationships with third parties or sponsorships outside the College. The College prohibits failure to pay required tuition and registration fees, College imposed fees or fines, failure to repay college-based loans or scholarships, the passing of worthless checks, or fraudulent actions when transacting college business.

The College will take the following actions in instances wherein the student fails to honor the business relationship with and financial obligations to ACC: Diplomas, grades, transcripts or records, 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, including:

- The payment of costs to repair or replacement costs and/or the recovery of college personnel or operating costs for damages to College property by the student(s) or student groups/organizations responsible for such damage; or,
- The payment of 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.

C. Motor Vehicles: Parking areas and vehicular access to the campus are limited. Those students who use personal vehicles on College property should recognize the pedestrian nature of the campus and local regulations that 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 parking permit shall be placed as instructed where it will be clearly visible from the outside of the vehicle. Parking permits for motorcycles or bicycles shall be displayed on the frames in a conspicuous manner. All such permits 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 permits at the beginning of each new academic year (August). All employees and students are required to make application for and display a parking permit within two weeks after classes begin. Any employee or student who fails to display a parking permit on his/her vehicle within the specific time will be subject to a parking violation and fine.

2. Students are allowed only to park in lots available for student parking. See the Campus Building/Parking Map in the ACC Student Handbook for designation of parking areas. Vehicles parked in spaces not designated for parking or in driveways 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 assumes
no responsibility for fees incurred by the towing of any vehicle.

3. It is a violation of these regulations for any student or other person to operate a motor vehicle over any street, drive or parking lot of the College in willful disregard of the rights or safety of others or without due caution, and at a speed or in a manner so as to endanger any person or property.

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

5. Persons receiving violation citations must pay fines at the Business Office within seven college 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 are subject to doubling.

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

As a consequence of student violations of the Student Code of Conduct (Code), Alamance Community College may impose sanctions against any student or group of students. The Board of Trustees has established and administers its Code and appropriate sanctions through delegation of authority to the President, who further delegates authority to the Vice President for Student Success, the Vice President of Workforce Development, the designated student conduct officer, and the Student Conduct Appeals Panel as appropriate to each case.

The goals of imposing disciplinary sanctions are to hold the student accountable, to educate the student about expected behavior, to improve student understanding of community standards, to provide the opportunity for the student to learn from the incident/behavior, and to protect the rights and safety of other members of the College community and of College property.

The President, Vice President for Student Success, Vice President of Workforce Development, designated student conduct officer, or Student Conduct Appeals Panel may impose any disciplinary action listed below, as well as appropriate modifications thereto. Any sanctions imposed by the authorized administrators may be appealed by the accused to the Student Conduct Appeals Panel. In cases of sexual misconduct, findings and sanctions may be appealed by the accused or the accuser. Any decision of the Student Conduct Appeals Panel may be appealed to the President, who may delegate authority to the Executive Vice President.

The type and severity of student conduct disciplinary sanctions may be impacted by past disciplinary history of the student; the nature of the violation; the severity of the injury, harm or damage resulting from the incident; institutional precedent in sanctioning similar violations; and demonstrated understanding of the offense by the student. The following sanctions may be imposed upon any student, or student group as applicable, found to have violated the Code.

A. Oral Warning: When a violation does not warrant notation on the individual’s official college record, or when mitigating circumstances warrant, the student may be issued
an Oral Warning censuring him/her for the violation and warning that any subsequent violations are likely to result in heavier sanctions. If there is no repetition or escalation of the sanctioned behavior, all notes related to the violation and warning will be destroyed consistent with the Records Retention and Disposition Schedule for colleges in the North Carolina Community College System.

B. Letter of Warning: When a violation does not warrant notation on the individual’s official College record, or when mitigating circumstances warrant, the student may be sent a Letter of Warning censuring him/her for the violation and warning that any subsequent violation of the Student Code of Conduct is likely to result in heavier penalties because of the prior infraction. The generation of a Letter of Warning is within the discretion of the Vice President for Student Success, Vice President of Workforce Development, or designated student conduct officer. If there is no repetition, escalation, or further violation of the Student Code of Conduct related to the violation the letter will be destroyed consistent with the Records Retention and Disposition Schedule for colleges in the North Carolina Community College System.

C. Educational and Community Service Sanctions: A student or student group/organization may be assigned educational and/or community service activities intended to improve his/her/their ability to function within the range of behavior expected of members of the ACC community. Sanctions address the particular nature and circumstances of a violation. Examples include but are not limited to performing a specified number of community service or college service hours, writing a reflection paper or other written assignment relevant to the circumstances of the violation, assignment of specified counsel-

D. General Probation: A student or student group/organization may be placed on general probation when involved in a minor violation. General probation may be imposed with two specific conditions. First, the student must demonstrate capability and a willingness to adhere to the Code without further penalty. Second, the student must acknowledge that repetition of the same violation warrants further action. General Probation will not remain in effect more than two academic semesters and any intervening summer session. If there is no additional violation of the Student Code of Conduct related to the violation, records will be destroyed consistent with the Records Retention and Disposition Schedule for colleges in the North Carolina Community College System.

E. Restrictive Probation: Restrictive Probation results in loss of good conduct standing. Restrictive conditions of probation may limit activity of the student in the College community during the probationary period. Generally, the student will not be eligible for initiation into any campus or national organization, may not receive any College award or other honorary recognition, may not occupy a position of leadership or responsibility with any College or student organization, and may not be allowed to participate in any type of extracurricular student activity. Student groups/organizations placed on Restrictive Probation may be prohibited from participating in...
specified College activities, from fundraising activities, and from initiation of new members. Restrictive Probation shall remain in effect for no more than two academic semesters and intervening summer sessions. Any additional violation of the Code during a period of Restrictive Probation may result in immediate dismissal from the College for an individual or loss of College recognition for a student group/organization. Records related to restrictive probation will be retained consistent with the Records Retention and Disposition Schedule for colleges in the North Carolina Community College System.

F. Interim Suspension: The Vice President for Student Success, Vice President of Workforce Development, or designated student conduct officer may assign a short-term suspension for conduct that poses a threat to the health or well-being of any member of the College community or to the activities and property of the College. An interim suspension may be assigned also when an accused student or student group/organization does not respond timely to begin the complaint resolution process after being notified of a student conduct complaint. Interim suspension is generally limited to five school days or until a student begins participation in the complaint adjudication process.

G. Suspension: A student or student group/organization involved in a violation warranting consideration of sanctions more serious than Restrictive Probation will face Suspension. The length of the suspension will be determined by such factors as disciplinary history of the student; the nature of the violation; the severity of the injury, harm or damage resulting from the incident; institutional precedent in sanctioning similar violations, and demonstrated understanding of the offense by the student. Suspension 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 student is not permitted on any campus of ACC without written permission of the Vice President for Student Success or Vice President of Workforce Development. Upon completion of the sanction and return to classes, the student will be placed on General Probation, subject to the conditions thereof. Records related to suspension will be retained consistent with the Records Retention and Disposition Schedule for colleges in the North Carolina Community College System.

H. Dismissal: This sanction is the most severe that ACC imposes upon a student. There are two types of Dismissal: “Explicit” and “Indefinite.”

1. Explicit Dismissal: A student involved in a violation warranting consideration of action more serious than Suspension, or repeated violations of misconduct, will be assigned Explicit Dismissal. The length of Explicit Dismissal will be determined by the same factors related to Suspension. The duration of the Explicit Dismissal sanction shall not exceed two academic semesters and any intervening summer sessions. A student who re-enrolls following explicit dismissal will be placed on general probation for one to two semesters following re-enrollment.

2. Indefinite Dismissal: A student will be assigned the Indefinite Dismissal sanction for violations of the Code so severe that his/her continued attendance or participation in any classes, programs or services would be considered an infringement upon the rights of the student body or college community, or the furtherance of the College’s educational, civic or recreational purposes. The minimum length of Indefinite Dismissal will not be less than one
calendar year. A student wishing to be reinstated to good conduct standing must obtain clearance from the Vice President for Student Success or Vice President of Workforce Development prior to returning and must comply with conditions assigned to the return.

**General Terms of Dismissal:** The College requires that a student dismissed from the College, whether as Explicit or Indefinite Dismissal, be escorted from the campus immediately after the sanction is imposed. Any student dismissed for violations of conduct must secure written permission from the Vice President for Student Success or Vice President of Workforce Development before he/she again may be present on any College property, College-sponsored or supervised activity, or participate in any classes, programs, services or activities. If the student fails to leave the campus, or returns to the campus without written authorization, he/she may be faced with trespassing charges. If a student withdraws from the College while facing conduct charges, the same procedures apply as are applicable to dismissal, until such time as the charges are settled. In addition, an unresolved student conduct complaint may result in a “hold” placed on the student’s academic record and ability to conduct business with the College, until the conduct complaint is resolved.

When a student has been dismissed for violations of conduct, a report will become a part of the student’s permanent record.

**Part V—Student Conduct Complaint Resolution Procedures:**
A. Complaint forms for submitting alleged violations of the Student Code of Conduct are located in the offices of the Vice President for Student Success, Vice President of Workforce Development, and Public Safety. Complaints should be submitted on a complaint form or other written document including: name(s) of student(s), faculty member(s) or staff involved; names of witness(es); a thorough description of the alleged violation; time, date and location of the alleged violation; and, any action(s) taken. The Complaint is to be filed with Vice President for Student Success (for curriculum students), or Vice President of Workforce Development (for continuing education and Academic/Career Readiness students). Allegations concerning violations of the Student Code of Conduct must be brought to the attention of a College administrator within 120 days of discovery of the alleged offense. Events, decisions, or activities (except sexual misconduct allegations) that occurred more than 120 days earlier are “stale” and are not normally subject to student conduct action. Exceptions to the time frame will be made at the sole discretion of the Executive Vice President or designee, and for example may involve allegations still under investigation or circumstances in which the safety of individuals or the College community are deemed to be at risk.

B. Response to a Complaint: The Vice President for Student Success, Vice President of Workforce Development, Director of Public Safety, or their designees will notify the student of a complaint filed against him/her. The student has 24 hours after receiving the notice of complaint to contact the appropriate Vice President or designated student conduct officer for purposes of an administrative hearing. If the student makes no contact, the Vice President has the authority to suspend the student until a hearing of the particulars occurs. The student conduct complaint resolution should be completed within 60 days after the initiation of the complaint, except when specific circumstances cause a delay.

C. A student conduct administrative hearing generally requires a personal meeting with the Vice President or designated student conduct officer. The administrative hearing is closed to the public. At the administrative
hearing, the student will be notified of the information included on the complaint form; have a chance to respond to or provide rebuttal to the complaint; be afforded an opportunity to provide supplemental information, including witness statements; and, be informed of his/her rights and responsibilities as detailed in the Student Code of Conduct. The student will be asked to sign a “Conduct Procedures Report” verifying that he/she was informed of his/her rights.

D. The accused may have an advisor of his/her choice present at a disciplinary proceeding and any related meetings. In the case of sexual misconduct allegations, both the accused and the accuser may have an advisor present. An advisor serves on a consulting (non-participatory) basis in a disciplinary hearing or related meetings. If an attorney is to be present as advisor to the accused (in any case) or accuser (in sexual misconduct allegations only), current contact information of the attorney must be provided to the Vice President or designated student conduct officer at least five college days before the scheduled date of the administrative hearing.

E. As appropriate to the allegations, the Vice President or designated student conduct officer interviews relevant student(s) and witness(es), reads supporting documentation, gives the student or students their fundamental fairness rights, makes a determination of responsibility, and assigns appropriate sanctions. In order to complete the administrative hearing process and reach a conclusion, more than one meeting may be needed.

F. Final determination of responsibility is made by the Vice President for Student Success, Vice President of Workforce Development, or designated student conduct officer as applicable, and will be based upon the standard “preponderance of the evidence.” The Vice President or designated student conduct officer will assign sanctions and notify the student. When practical, the student will be notified in person; and in all instances the student will be notified by letter sent through U.S. mail. Notice via electronic communication may be substituted by mutual agreement.

G. Appeal of Student Conduct Decisions: An accused student found responsible, who believes the outcome of the administrative hearing is unfair, may appeal to the Student Conduct Appeals Panel. In cases alleging sexual misconduct, both the accused student and the accuser have the right of appeal. The burden of proof in an appeal rests on the appealing party to show by a preponderance of the evidence why the previous decision should not be affirmed. An appeal must be based on one or more of the following grounds:

1. Insufficient evidence to support the decision.
2. New evidence unavailable at the time of the original hearing.
3. Procedural error serious enough to affect the outcome of the hearing.
4. Excessive or inappropriate sanctions.
5. Discrimination based on the appellant’s membership in a protected group.

H. The appellant has three college days to appeal the original decision to the Student Conduct Appeals Panel by submitting to the Chairperson of the Grievance Committee a written notice citing the grounds for the appeal and attaching supporting documentation.

I. The Chairperson of the Grievance Committee will assemble a Student Conduct Appeals Panel from among the members of the Grievance Committee. A panel will be comprised of three members, unless the Chairperson of the Grievance Committee de-
cides otherwise in a particular case for good cause. No member who has a conflict of interest will serve on the panel. Decisions in a particular case are made by majority vote and based upon a preponderance of the evidence. The Chairperson of the Grievance Committee will chair the hearing but will not vote.

J. The hearing of the student conduct appeal must be set by the Chairperson of the Grievance Committee within ten college days after receiving written notification of appeal. The Chairperson may grant an extension of the hearing date for extenuating circumstances, which shall be communicated to all parties.

K. Rules and Guidelines for Student Conduct Appeals Panels:
1. The Chairperson will provide the original hearing officer and original accuser (if relevant) with a copy of the written appeal and will request a written response from the hearing officer and/or original accuser as appropriate to the particular case. The Chairperson will then provide the appellant with a copy of the hearing officer’s and/or original accuser’s response.
2. The appellant, the original hearing officer, and the original accuser (as appropriate to the particulars of the case) are entitled to be present during all segments of the hearing in which testimony is given.
3. The hearing will be closed to the public. The hearing will be electronically recorded, except deliberations will not be recorded. Voice recordings and any transcripts thereof become the property of Alamance Community College. These materials will be securely housed in the Office of The Vice President for Student Success. At the expense of the requestor, access to copies of the materials will be determined by the Committee Chair after consultation with the Vice President for Student Success. The College will not release any student information protected by the Family Educational Rights and Privacy Act, unless ordered by a court of law.
4. Each witness must submit a written statement of testimony to the Chairperson at least three college days prior to the scheduled date of the hearing. The Chair will make a determination and certify the witness as an individual having testimony relevant to the hearing. If it is impossible for a witness to appear in person, he/she may request in writing that his/her statement be considered at the hearing.
5. Witnesses may be present in the hearing only when they are providing oral testimony.
6. The appellant may have an advisor of his/her choice present at a student conduct appeal hearing and any related meetings. In the case of sexual misconduct allegations, the appellant, the original hearing officer, and the original accuser may have an advisor present. An advisor serves on a consulting (non-participatory) basis in a student conduct appeals hearing or related meetings. If an attorney is to be present as advisor to the appellant or the original accuser, current contact information of the attorney must be provided to the Chairperson of the Grievance Committee at least five college days before the scheduled date of the administrative hearing. The College reserves the right to have its legal counsel present as advisor or observer at any administrative hearing, Student Conduct Appeals Panel hearing, and related meetings.
7. The Student Conduct Appeals Panel has the authority to uphold the original decision, uphold or modify the sanctions, remit the case for a new administrative
hearing, or reverse the decision and dismiss the complaint.

8. Perjury and Contempt:
   a. 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 of perjury may result in a penalty of dismissal for those college students, faculty, staff or witnesses who are found responsible for perjury.
   b. Contempt is defined as any act or process in which a person prohibits or obstructs the system of fundamental fairness. Examples include being out of order in a committee session, attempting to bribe a committee member or witness, or not appearing at a scheduled appeal hearing. Such acts may result in a penalty of dismissal for those college students, faculty, staff or witnesses who are found responsible for contempt.

9. Procedures in Student Conduct Appeals Panel Hearings:
   a. The Chairperson of the Grievance Committee presides.
   b. The complaint is read to the Appeals Panel and other participants.
   c. The plea of the hearing officer and/or original complainant is heard.
   d. Testimonies by both parties and witnesses occur. Every person giving testimony will take the following oath: “On my honor, I affirm to tell the truth, the whole truth, and nothing but the truth.”
   e. Either party may write questions for the Chairperson to use in hearing oral testimony. The Chairperson or any Appeals Panel member may ask questions of either party during the presentation of testimony.
   f. For procedures specific to sexual misconduct cases, see ACC’s “Procedures to Address Sexual Misconduct” posted on the College’s web site.
   g. A written notification of the committee’s decision will be provided to the accused, the hearing officer, the accuser (when permitted by College policy), and the appropriate Vice President within 24 hours after the conclusion of the hearing and decision of the Panel. Appeal procedures to the Executive Vice President will be described in the written notification.

10. If the appellant is dissatisfied with the decision of the Student Conduct Appeals Panel, the final appeal rests with the President, who may delegate authority to the Executive Vice President. The student who appeals a student conduct decision has five college days to communicate, in writing, why the decision is unjust or the procedures used were unfair. Until the President’s office receives the appeal in writing, all findings of the Student Conduct Appeals Panel remain in effect. The President, or Executive Vice President if so designated, completes a review of the record, will render a decision within 10 college days after receiving the written appeal, and will notify pertinent parties and the Student Conduct Appeals Panel. The President, or Executive Vice President if so designated, has the authority to uphold the original decision, uphold or modify the sanctions, remit the case for a new administrative hearing, or reverse the decision and dismiss the complaint. The President’s, or if so designated the Executive Vice President’s, decision serves as the final authority of the College.
11. While an action of the Vice President for Student Success, Vice President of Workforce Development, designated student conduct officer, or Student Conduct Appeals Panel 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 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.

Grievances against part-time student workers in their roles as employees are resolved through the procedures in the ACC Employee Policies and Procedures Manual.

Complaints/Grievances By Students

Academic Matters

Grade and Academic Standing Appeal Process: Any student who believes he/she has received an unfair grade or decision regarding academic standing may appeal the grade decision. A grade appeal or academic standing appeal should be initiated within 30 days from the date the grade or decision 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 Vice President of Instruction.** The Vice President of Instruction will investigate and respond to the appeal, in writing, within five college working days. The decision of the Vice President of Instruction is final.

   **Note:** Grade appeals should be moved forward in a timely manner. However, in the event a student appeals a grade or academic standing decision that prevents progression in a program, the student will be allowed to enroll and attend the following semester, except clinical and work-based learning courses/experiences, pending the outcome of the appeal. If the grade or decision is upheld, the student will be withdrawn and refunded the tuition.

**Other Academic Grievances:** Complaints or grievances related to courses, course syllabi, classroom behavior, academic regulations, or academic activities are resolved by instructors, department heads, and/or deans under their authority and responsibility for instruction. A grievance should be initiated within 30 days of the event or action in question, and the grievance should be submitted in writing. An academic grievance must be based on one or more of the following grounds:

- Arbitrary and/or capricious action on the part of the faculty/staff member.
- Application of standards different from those that were applied to other students in the course, program, or activity.
- Policy or procedure applied unfairly and/or in a different manner that it was applied to others.
- Administrative error in the application of a policy or procedure.
- Discrimination based on grievant’s membership in a legally protected group.

An aggrieved student should first discuss the matter with the appropriate instructor. If unresolved, the student should appeal in writing within five days to the relevant Academic Dean. The Dean will conduct a substantive review of the grievance and will interview appropriate student(s), faculty members, and witness(es) involved; examine supporting documentation; inform the student or students of their fundamental fairness rights; make a determination of responsibility; and assign appropriate remedies. The Academic Dean has the authority to uphold or modify the earlier resolution, or to reverse the decision and dismiss the complaint. The decision of the Academic Dean is generally final. However, a grievant who believes he/she was not afforded his/her fundamental fairness rights may appeal, based on those grounds only, to the Vice President of Instruction within three days. The Vice President of Instruction will complete a review of the record to determine whether fundamental fairness was provided to the student during the grievance process. The Vice President of Instruction has the authority to uphold or modify the earlier resolution, or to reverse the decision and dismiss the complaint.

While the grievance is under appeal, a student may or may not be permitted to attend class or participate in College-related activities. The Vice President of Instruction, Vice President for Student Success, or Vice President of Workforce Development will make this determination on a case-by-case basis.

**Non-Academic Matters**

**Financial Aid Eligibility Appeal Process:** A student may appeal the suspension of financial aid by submitting a written appeal to the Director of Financial Aid who will provide the appeal to the SAP (Satisfactory Academic Progress) Appeals Committee. The decision of the SAP Appeals Committee is final.
**Student Employee Grievances:** Grievances by part-time student workers in their roles as employees are resolved through the procedures in the ACC Employee Policies and Procedures Manual.

**Contracted Services Grievances:** A student may appeal to the manager of the relevant contracted service (such as the Bookstore or Snackbar) within five days of the event or action in question. If the complaint is unresolved by the manager, the student may appeal to the Vice President of Administrative and Fiscal Services, whose decision is final.

**Other Grievances:** Other complaints and grievances are resolved through the Student Grievance Procedures described below. Grievances to be heard through this process include but are not limited to those related to Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972 (note: procedures specific to sexual misconduct grievances are covered in ACC’s Sexual Misconduct Policy and Procedures to Address Sexual Misconduct); Family Educational Rights and Privacy Act of 1974; section 504 of the Rehabilitation Act of 1973; Title II of The Americans with Disabilities Act of 1992; Age Discrimination Act of 1975; and other allegations of unfair treatment. Grievances should be pursued in a timely manner. Complaints about actions or decisions taken more than 120 days earlier will be considered “stale” and normally will not be eligible for resolution through the grievance procedures. Exceptions will be made at the sole discretion of the Executive Vice President or designee.

1. Within five college days of the incident that triggers a potential complaint, the aggrieved student should attempt to resolve the issue through discussion with the faculty/staff member(s) or student(s) perceived to be the source of the grievance (except a student alleging harassment or physical abuse will not be required to make direct contact with the accused person).
2. If not resolved, the aggrieved student has five college days to bring the grievance to the attention of a College official (public safety officer, faculty member, staff member, or department head). A student who is unsure where to report should contact the Vice President for Student Success (curriculum students), the Vice President of Workforce Development (continuing education/academic and career readiness students) or their designee. [Note: In addition or instead, grievances alleging sexual misconduct or alleging discrimination based on membership in a legally protected group may be brought to the College’s Title IX Coordinator or to the College’s Affirmative Action officer, respectively.] The Vice President or designee will assist the student in examining the circumstances of the grievance and, if appropriate, advise in preparing an official written complaint. The Vice President or designee will forward the complaint to the appropriate administrator for resolution, based on the nature and particulars of the grievance.

3. The administrator who receives the referral will investigate and as needed will interview appropriate student(s) and witness(es) involved, examine supporting documentation, inform the student or students of their fundamental fairness rights, make a determination of responsibility, and assign appropriate remedies.
4. If the issue remains unresolved, students should be referred to the Vice President for Student Success who will assist the student to request a hearing by the Grievance Committee. The Vice President will notify the Grievance Committee Chairperson within three college days of consultation with the grievant that a hearing needs to be held.
5. The hearing of the grievance must be set by the Chairperson of the Grievance Committee within three college days after receiving notification of the complaint. The Chairperson may grant an extension of the hearing date for extenuating circumstances,
which shall be communicated to all parties. See “Rules and Guidelines for Student Grievance Committee Hearings” and “Procedures in Student Grievance Hearings” below.

6. The Grievance Committee has the authority to uphold the original decision, uphold or modify the earlier resolution, remit the case for a new administrative hearing, or reverse the decision and dismiss the complaint.

7. If the grievance remains unresolved, final appeal rests with the President (or the Executive Vice President if the President so delegates). The student(s) who appeals a decision at this level has five college days to communicate, in writing, why the decision is unjust on the grounds of substantial procedural error. The President, or Executive Vice President if so delegated, will complete a review of the record to determine whether fundamental fairness was provided, will render a decision within 10 college days after receiving the written appeal, and will notify pertinent parties and the Grievance Committee Chairperson. The President, or Executive Vice President if so delegated, has the authority to uphold the original decision, uphold or modify the sanctions, remit the case for a new administrative hearing, or reverse the decision and dismiss the complaint. In all cases, the President’s, or Executive Vice President’s if so delegated, decision shall serve as the final authority of the College.

8. While an action of the Vice President for Student Success, Vice President of Workforce Development, Vice President of Instruction, or Grievance Committee is under appeal, a student grievant or accused person may or may not be permitted to attend class or work, or participate in College-related activities. The Vice President for Student Success, Vice President of Workforce Development, or Vice President of Instruction will make this determination on a case-by-case basis. If the appeal is denied, the original decision stands, effective the date of the original decision.

9. Rules and Guidelines for Student Grievance Committee Hearings:

When it becomes necessary to assemble a “Grievance Committee,” the following procedures will govern a student grievance hearing (unless the case was earlier addressed through the student conduct process in which case the Student Conduct Appeal Panel procedure applies):

a. Grievance Committee Membership: The Chairperson of the Grievance Committee is appointed by the ACC President. Committee members are appointed or reappointed annually and include three students (SGA President, Vice President, and Secretary), a faculty representative from the Faculty Affairs Committee, and a staff representative from the Health and Safety Committee. No member with a conflict of interest in the case under consideration will sit for the hearing. Three faculty alternates will be appointed by the Vice President of Instruction and three staff alternates will be appointed by the Executive Vice President. Alternate student committee members will be named and names submitted in writing to the Grievance Committee Chairperson by the SGA President or Student Activities Coordinator when needed. In any particular grievance case, a committee of three will be drawn from the Grievance Committee Chairperson by the SGA President or Student Activities Coordinator for good cause. Determinations and decisions will be made by majority vote of those present and eligible to vote, and will be based upon a preponderance of the evidence. The Grievance Committee Chairperson will preside at hearings,
but will vote only to resolve a tie vote.

b. **Grievance Committee Procedures:**
   
i. The Grievance Committee Chairperson will provide the accused with a copy of the written appeal and will request a written response or supporting documents from the accused as appropriate to the particular case. The Chairperson will then provide the grievant with a copy of the accused’s response.

ii. The grievant and the accused are entitled to be present during all segments of the grievance hearing in which testimony is given.

iii. The hearing will be closed to the public. The hearing will be electronically recorded, except deliberations will not be recorded. Voice recordings and any transcripts thereof become the property of Alamance Community College. These materials will be securely housed in the Office of The Vice President for Student Success. The College will not release any student information protected by the Family Educational Rights and Privacy Act, unless ordered by a court of law.

iv. Each witness must submit a written statement of testimony to the Grievance Committee Chairperson at least three college days prior to the date of the scheduled date of the hearing. The Chairperson will make a determination and certify the witness as an individual having testimony relevant to the hearing. If it is impossible for a witness to appear in person, he/she may request in writing that his/her statement be considered at the hearing.

v. Witnesses may be present in the hearing only when they are providing oral testimony.

vi. The grievant may have an advisor of his/her choice present at a grievance hearing and any related meetings. In the case of sexual misconduct allegations, both the grievant and the accused may have an advisor present. An advisor serves on a consulting (non-participatory) basis in a grievance hearing or related meetings. If an attorney is to be present as advisor to the grievant or accused, current contact information of the attorney must be provided to the Chairperson of the Grievance Committee at least five college days before the scheduled date of the grievance hearing. The College reserves the right to have its legal counsel present at any grievance hearing or related meetings.

vii. The Grievance Committee has the authority to uphold the original decision, uphold or modify the sanctions, remit the case for a new administrative hearing, or reverse the decision and dismiss the complaint.

viii. **Perjury and Contempt:**
   
a) 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 of perjury may result in a penalty of dismissal for those college students, faculty, staff or witnesses who are found responsible for perjury.

b) Contempt is defined as any act or process in which a person prohibits or obstructs the system of funda-
10. Procedures in Student Grievance Hearings:
   a. The Chairperson of the Grievance Committee presides.
   b. The complaint is read to the committee and other participants.
   c. The plea of the accused is heard.
   d. Testimonies by both parties and witnesses occur. Every person giving testimony will take the following oath: “On my honor, I affirm to tell the truth, the whole truth, and nothing but the truth.”
   i. The grievant and the accused are not permitted to address each other directly. Either the grievant or the accused may write questions for the Chairperson to use in hearing oral testimony. The Chairperson or any committee member may ask questions of either party during the presentation of testimony.
   ii. For procedures specific to sexual misconduct cases, see ACC’s “Procedures to Address Sexual Misconduct” posted on the College’s web site.
   iii. A written notification of the committee’s decision will be provided to pertinent parties and the appropriate Vice President within 24 hours after the conclusion of the hearing and decision of the Grievance Committee. Appeal procedures to the Executive Vice President will be described in the written notification.
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 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 catalog or at www.alamancecc.edu/academic-programs/.

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

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

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 catalog. Cost of textbooks for each course is posted on Self Service 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 catalog, Curriculum Student Handbook and at www.alamancecc.edu/fiscal-services-site/refund-policy/.

Disability Services

The Disability Services Office is located in the Student Success Center 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 Directory Information

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; program of study; degrees, diplomas or certificates awarded; and honors and awards associated with the College. In compliance with the Solomon Amendment (10 U.S.C. § 983), Alamance Community College releases student addresses, telephone numbers, date of birth, and other required information to U.S. military recruiters upon request.

The College releases the following limited-use directory information: College-issued photographs, videos or other media containing a student’s image or likeness are disclosed by the College and/or third parties contractually affiliated with the College (such as vendors and partner institutions with a joint memorandum of understanding) for purposes limited to: a) publication in print and/or on web sites/social media hosted by, on behalf of, or for the benefit of the College for purposes including but not limited to marketing, public relations, outreach, press releases, or College ID cards; and b) at College events including but not limited to college fairs, job fairs, open houses, and student organization activities.

Students who wish to block this “Directory Information” may do so by written request to the Registrar 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 catalog and in the Student Handbook.

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. Public Safety officers have a presence within college buildings and patrol parking areas. The Director of Public Safety 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: 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 are send via students’ ACCess email and can be found on the College’s website www.alamancecc.edu under News and/or Events.

Last year’s Constitution Day included Debate Blocks—a place for students to express their feelings about topics from “The Life and Music of Bruce Springsteen, Debate It.” This activity, designed by the Constitution Center and the Rock and Roll Hall of Fame, centers around concerts, song lyrics, and free speech. Sigma Psi provided a Voter Registration table.
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 or 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

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

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

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

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

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

**Health Risks**

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

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

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

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

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

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

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

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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.
### To Possess

<table>
<thead>
<tr>
<th>Maximum Penalty:</th>
<th>To Possess with Intent to Sell or Deliver; to Manufacture or to Sell and/or Deliver</th>
</tr>
</thead>
<tbody>
<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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</table>

### Schedule II

<table>
<thead>
<tr>
<th>Maximum Penalty:</th>
<th>Maximum Penalty:</th>
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</thead>
<tbody>
<tr>
<td>Two years in prison and/or $2,000 fine (misdemeanor)</td>
<td>Ten years in prison and/or fine (felony)</td>
</tr>
</tbody>
</table>

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

### Schedule III

<table>
<thead>
<tr>
<th>Maximum Penalty:</th>
<th>Maximum Penalty:</th>
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</thead>
<tbody>
<tr>
<td>Same as Schedule III</td>
<td>Five years in prison and/or fine (felony)</td>
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</tbody>
</table>

### Schedule IV

<table>
<thead>
<tr>
<th>Maximum Penalty:</th>
<th>Maximum Penalty:</th>
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</thead>
<tbody>
<tr>
<td>Six month in prison and/or fine (misdemeanor)</td>
<td>Five years in prison and/or fine (felony)</td>
</tr>
</tbody>
</table>

### Schedule V

<table>
<thead>
<tr>
<th>Maximum Penalty:</th>
<th>Maximum Penalty:</th>
</tr>
</thead>
<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>
</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
• Residential Treatment Services .................................................. 336-227-7417
• ARMC Behavioral Medicine Services ........................................ 336-538-7893
• Cardinal Health Innovations (LME) ............................................. 336-513-4222
• 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, and Values of Alamance Community College

VISION
From access to success: Transforming lives and the communities we serve.

MISSION
The College provides comprehensive educational programs and services to advance our diverse population and empower lifelong learners to succeed as global citizens.

VALUES
- Access
- Inclusion
- Collaboration
- Innovation
- Excellence
- Integrity
- Success
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 (F)
6 Greenhouses
7 Grounds Building (D)
8 Maintenance Building (E)
9 Animal Care Building (C)
10 Powell Building (H)
11 Literacy Building (L)
12 Advanced Applied Technology Center

** 15-Minute Zone (Child Care)

Smoking Areas (Gazebos)
Emergency Phone

Lot A  Accessible 5-Minute Parking/Drop Off
Lot B  Faculty/Staff/Visitor/Handicap
Lot C-1  Faculty/Staff
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
Bus Stop (PART & LinkTransit)

Visitors may also park in Student Lots

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