



Northeast Alabama Community College

FACULTY & STAFF DIRECTORY

Instructor	Phone	E-mail	Office	Title
Adams-Hughes, Deanna		adamsd@nacc.edu		Adjunct Instructor of Political Science
Adkins, Deni	2277	adkinsd@nacc.edu	MT 221	Engineering Technology/Technician Instructor
Adkins, Dr. Melinda		adkinsm@nacc.edu		Adjunct Psychology Instructor
Aguilar, Edy		aguilare@nacc.edu		Minority Recruiter
Anderson, Chris	2264	canderson@atn.org	WD 125	ATN Project Engineer
Archer, Brad	2232	archerb@nacc.edu	LY 108	Technical Theatre Director/Instructor of Theatre
Barksdale, Tim		barksdalet@nacc.edu		Adjunct Instructor of ILT
Barnes, Shelia	2341	barness@nacc.edu	WD 247	EMS Instructor/Program Director
Barrentine, Debra	2210	barrentined@nacc.edu	PA 120	Director of Promotions & Marketing
Bell, Gerald (Buddy)		bellb@nacc@edu	HE 119	Adjunct Instructor of Medical Assistant
Bellomy, Chasley	2248	bellomyc@nacc.edu	PA 201	Event Planning and Alumni Relations
Berry, William		berryw@nacc.edu	MS 105	Adjunct Instructor of Geography
Bishop, Marty	2811	bishopm@nacc.edu	IS 103	Welding Instructor
Black, Kelly	2286	blackk@nacc.edu	WD 258	Drafting and Design Technology Instructor
Blalock, Jessica		blalockj@nacc.edu		Adjunct Instructor of Psychology
Blevins, Anita		blevinsa@nacc.edu		Adjunct Instructor of Mathematics
Bloodworth, Rachel	2289	bloodworthr@nacc.edu	HE 213	Nursing Instructor
Bonner, Barbara		bonnerb@nacc.edu		Adjunct Instructor of Culinary Arts
Bouldin, Devin		bouldind@nacc.edu	MT 215	Adjunct Instructor of Biology
Boyd, Alicia		boyda@nacc.edu		Adjunct Instructor of Math
Brasher, James				
Breland, Milah	2262	brelandm@nacc.edu	MT 232	Mathematics Instructor
Brewer, Stephen	2296	brewers@nacc.edu	GY 221	GED Instructor
Brooks, Mark		brooksm@nacc.edu		Adjunct Instructor of English
Brookshire, Harold	2287	brookshireh@nacc.edu	ANNEX 100	Adjunct Bookstore Assistant
Brown, Jennifer	2275	brownj@nacc.edu	WA 101-D	Financial Aid Assistant
Brown, Kevin		brownk@nacc.edu		Adjunct Instructor of Drafting and Design Technology
Bruce, Donna T.	2305	bruced@nacc.edu	HE 226	Nursing Instructor
Bunch, Leisa	2292	bunchl@nacc.edu	GY 219	ABE Office Assistant/Accountant
Burke, Dr. Joseph D.	2320	burkej@nacc.edu	PA 121	Vice President/Dean of Instruction
Buttram, Shirley	2257	buttrams@nacc.edu	SC 113	Developmental Studies Program Coordinator
Byrum, Scott		byrums@nacc.edu	KX 107	Adjunct Instructor of Biology
Cain, Lauren	2298	cainl@nacc.edu	HE 223	Nursing Instructor
Camp, John	2370	campj@nacc.edu	MT 233	Mathematics Instructor
Campbell, Dr. David	2243	campbelld@nacc.edu	PA 103	President
Campbell, Dr. Eric	2348	campbelle@nacc.edu	IC 101-A	HVAC-R Instructor
Carroll, Barbara		carrollb@nacc.edu	EN 102	Instructor of English/Special Appointment Faculty
Carroll, Nicole		carrolln@nacc.edu		Adjunct Instructor of WKO
Carter, Robert		carterr@nacc.edu	HE 119	Adjunct Instructor of Medical Assistant
Chandler, Yolanda	2284	chandlery@nacc.edu	HE 229	Instructor of Nursing/Level I RN Coordinator
Chapman, Misty	2321	chapman@nacc.edu	MT 218	Biology Instructor
Clement, Julise	259-1512	clementj@nacc.edu	SI	Cosmetology Instructor/Salon & Spa Management Program Director
Cole, Scott		coles@nacc.edu		Adjunct Instructor of History
Colvard, Brent		colvardb@nacc.edu	MS 102	Adjunct Instructor of History
Combs, Patricia	2212	combsp@nacc.edu	PA 137	Director of Educational Technology
Cowart, Darlene	2238	cowartd@nacc.edu	PA 129-A	MIS Office Manager
Crawford, Hannah	2254	crawfordh@nacc.edu	PA 148	Administrative Assistant to Director of Workforce Development and Skills Training

FACULTY & STAFF DIRECTORY

Instructor	Phone	E-mail	Office	Title
Dalton, Marilyn	2255	daltonm@nacc.edu	WD 245	Medical Assistant Instructor
Davidson, Jim		davidsonj@nacc.edu		Adjunct Instructor of Religion
Davis, David		davisd@nacc.edu	WD 260	Adjunct Instructor of Criminal Justice
Day, Billy	2220	dayb@nacc.edu	SS 102	History Instructor
Day, Rebecca	2222	dayr@nacc.edu	SC 115	Administrative Assistant to Director of Extended Day and Distance Education
DeAngelis, Hugo	2813	deangelish@nacc.edu	IS 101	Machine Tool Technology Instructor
Deere, Christie		deerec@nacc.edu	MT 230	Adjunct Instructor of Mathematics
Dodd, Olivia	2399	doddo@nacc.edu	WA 121	Assistant to the Director of Institutional Planning and Assessment and SACSCOC Accreditation Liaison
Durham, James B.		durhamj@nacc.edu	BE 108	Adjunct Instructor of Business
Durham, Steven		durhams@nacc.edu	WA 106	Adjunct Instructor of Biology
Ealy, Kyle	2267	ealyk@nacc.edu	PA 129	Computer Technician
Edmondson, Tonia	2293	edmondsont@nacc.edu	GY 219	Adult Basic Education Office Manager/MIS
Emmett, William		emmettw@nacc.edu	MS 121	Adjunct Instructor of Mathematics
Esslinger, John		esslingerj@nacc.edu	MT 216	Adjunct Instructor of Biology
Evanko, Liberty		evankol@nacc.edu	KX 205	Adjunct Instructor of Astronomy and Physical Science
Everett, Dr. Julia B.	2226	everettj@nacc.edu	LI 103	Head Librarian
Finch, Starla		finchs@nacc.edu	BE 104	Adjunct Instructor of English & History
Frasier, Doilene	2302	frasierd@nacc.edu	HE 212	Nursing Instructor
Freeman, Jada	2317	jfreeman@atn.org	WD 124	ATN Office Manager
Fricks, Bradley	2330	fricksb@nacc.edu	WA 121	Director of Institutional Planning and Assessment and SACSCOC Accreditation Liaison
Gambrell, Steven	2308	gambrells@nacc.edu	SS 116	Speech Instructor
Gardner, Dana	2295	garnerd@nacc.edu	LI 204	Child Development Instructor
George, Julie	2214	georgej@nacc.edu	PA 118	Skills Training Coordinator
Gilbert, Alison		gilberta@nacc.edu		Adjunct Instructor of Mathematics
Gilliland, Regina	259-1512	gillilandr@nacc.edu	SI	Cosmetology Instructor
Gledhill, Kathy Ledford	2431	gledhillk@nacc.edu	WA 122	Receptionist/Inventory Clerk/Switchboard Operator
Gorham, Chad	2294	gorhamchad@nacc.edu	GY 219	Director of Extended Day/Distance Education Program
Goss, Renee	2326	gossr@nacc.edu	LI 104	Adjunct Library Assistant
Grace, Sherie	2325	graces@nacc.edu	SC 115-A	Dean of Student Services
Griffith, Dwight	2367	griffithd@nacc.edu	MT 215	Instructor of Biology/Special Appointment Faculty
Griggs, Nancy	2217	griggsn@nacc.edu	WD 259	Administrative Assistant, Workforce Development and Skills Training Division/Work Experience Program
Gross, Gail	2287	grossg@nacc.edu	AX 100	Bookstore Manager
Guffey, Larry D.	2313	ldguffey@nacc.edu	WA 125	Dean of Administrative Services
Guffey, Linda	2219	guffeyl@nacc.edu	WA 122	Business Office Secretary
Guffey, Stacy	2327	guffeys@nacc.edu	WA 101	Financial Aid Office Assistant
Hairston, Sheila	2227	hairstons@nacc.edu	WA 101-A	Financial Aid Assistant
Hamlet, Judy		hamletj@nacc.edu	GY 201	Adjunct Instructor of Health and PE
Hamrick, Keri	2208	hamrickk@nacc.edu	SS 104	History Instructor
Hancock, Susan R.	2213	hancocks@nacc.edu	WA 125	Assistant to Dean of Administrative Services/Accountant
Hart, Stacey	2331	harts@nacc.edu	HE 218	Instructor of Nursing
Harvey, Andrea	2260	harveya@nacc.edu	SC 115	Admissions Office Assistant
Hester, Julie	2202	hesterj@nacc.edu	PA 129	Computer Science Instructor
Hill, Stephanie		hills@nacc.edu	HE 119	Adjunct Instructor of Medical Assistant
Holland, Cindy		hollandc@nacc.edu	EN 115	Adjunct Instructor of English
Holt, Kevin S.	2239	holtk@nacc.edu	MT 219	Biology Instructor

FACULTY & STAFF DIRECTORY

Instructor	Phone	E-mail	Office	Title
Hopson, Jane	2299	hopsonj@nacc.edu	HE 221	Division Director Health Science/Director of Nursing Education
Hughes, Drinda	2216	hughesd@nacc.edu	HE 220	Faculty Division Secretary
Hutson, Les	2290	hutsonl@nacc.edu	WA 100B	Recruiter/Completion Specialist
Johnson, Carolyn		johnsonc@nacc.edu	EN 115	Adjunct Instructor of English
Johnson, Eric		johnsone@nacc.edu	KX 202	Adjunct Instructor of Chemistry/Physical Science
Johnson, Haley	2247	johnsonh@nacc.edu	BE 109-C	Director, Division of Business and Computer Science/ Economics Instructor
Johnson, Rhonda		johnsonr@nacc.edu	MT 216	Adjunct Instructor of Biology
Jones, Gloria		jonesg@nacc.edu		Custodial/Maintenance Employee
Jones, Kent	2244	jonesk@nacc.edu	SC 100	Director of Physical Plant
Kenamer, Dr. Michael	2291	kenamer@nacc.edu	PA 150	Director of Workforce Development and Skills Training
Kilgore, Barbara	2303	kilgoreb@nacc.edu	GY 229	Art Instructor
Kirk, Darrell		kirkd@nacc.edu		Golf Coach
Kisor, Ronny	2265	rkisor@atn.org	WD 126	ATN Director
LaCount, Amy	2269	lacounta@nacc.edu	BE 104	Office Administration Instructor
Land, Rodney	2270	landr@nacc.edu	MT 223	Instructor of Chemistry/Director, Division of Natural Sciences
Lasser, Rhonda		lasserr@nacc.edu	EN 116	Adjunct Instructor of English
Lea, Judith	2309	leaj@nacc.edu	BE 107	Director of Technology Learning Center
Lee, Ashley		leea@nacc.edu	KX 107	Adjunct Instructor of Biology
Lester, Dennis	2809	lesterd@nacc.edu	IS 104	ILT/INT Instructor
Mann, Lynde	2230	mannl@nacc.edu	PA 116	Human Resources Director
Martin, Trish		martint@nacc.edu	MT 215	Adjunct Instructor of Biology
Massey, Jay	2310	masseyj@nacc.edu	PA 136	Computer Science Instructor
McBride, Keith	2319	mcbridek@nacc.edu	BE 109-B	Business Instructor
McClain, Tresha	2271	mcclaint@nacc.edu	LI 202	Spanish Instructor
McClung, Regan	2218	mcclungr@nacc.edu	LY 208	Theatre Office Manager/Theatre Outreach Coordinator
McFadden, Pat R.		mcfaddenp@nacc.edu		Adjunct Instructor of Religion
McFall, Scott		mcfalls@nacc.edu		Adjunct Instructor of Mathematics
McKinnon, M.M.		mckinnonm@nacc.edu	WD 246	Adjunct Instructor of Psychology/Retention Specialist
Metz, Lashawna		smalleyl@nacc.edu		Adjunct Instructor of Mathematics
Miller, Bryon	2360	millerb@nacc.edu	WA 112	Career and Transfer Advisor
Miller, Dr. Eugene	2368	millere@nacc.edu	MT 216	Instructor of Biology/Special Appointment Faculty
Miller, Katelin	2322	millerk@nacc.edu	SC 115	Administrative Systems Manager/Assistant Registrar
Miller, Staci R.	2225	millers@nacc.edu	SC 115B	Administrative Assistant to the Dean of Student Services
Mitchell, Kenneth		mittchellk@nacc.edu		Adjunct Instructor of Computer Science
Monroe, Jeff		monroej@nacc.edu	MT 230	Adjunct Instructor of Mathematics
Moore, Donna	2335	moored@nacc.edu	HE 122	Adjunct American Heart Association and EMS Continuing Education Coordinator
Moore, Scarlett				Custodial/Maintenance Employee
Morris, Jon Stacy	2307	morriss@nacc.edu	GY 240	Music Instructor/Director of Instructional Ensembles
Nappier, Jonathon W.	2362	nappierj@nacc.edu	GY 227	GED Chief Examiner and College/Adult Education Liaison
Niblett, Adam C.	2389	nibletta@nacc.edu	MT 231	Instructor of Mathematics
Niblett, Tonie		niblettt@nacc.edu		Adjunct Math Instructor
Okwu, Andrea	2258	okwua@nacc.edu	PA 205	Coordinator of High School Relations/Recruiting
Overdear, Leisha		overdearl@nacc.edu		Adjunct Instructor of Child Development
Parham, Nathan		parhamn@nacc.edu	KX 107	Adjunct Instructor of Biology

FACULTY & STAFF DIRECTORY

Instructor	Phone	E-mail	Office	Title
Parker, Shane		parkers@nacc.edu	HE 122	Adjunct Instructor of EMS
Patterson, Dara L.	2306	pattersondara@nacc.edu	WA 112	Job Placement Specialist
Patterson, Denise	2233	pattersond@nacc.edu	MT 217	Biology Instructor
Patterson, Reda	2328	pattersonr@nacc.edu	LI 104	Learning Resources Secretary
Pendergrass, Gregg		pendergrassg@nacc.edu	MT 230	Adjunct Instructor of Mathematics
Phillips, Traci	2273	phillipst@nacc.edu	SS 118	Speech Instructor
Pope, Jon-Alan		popej@nacc.edu	MS 123	Adjunct Instructor of Mathematics
Prater, Debbie	2261	praterd@nacc.edu	WA 122	Payroll Clerk
Quizon, Sheena		quizons@nacc.edu	KX 205	Adjunct Instructor of Nutrition
Ragsdale, Jody	2280	ragsdalej@nacc.edu	EN 109	Instructor of English
Reece, Wanda				Custodial/Maintenance Employee
Reed, Everett	2349	reede@nacc.edu	EN 121	English Instructor
Reeves, Joan	2231	reevesj@nacc.edu	EN 107	Instructor of English/Director, Division of English and Fine Arts/Director of Student Activities
Reeves, Rebecca		reevesr@nacc.edu	WD 119	Adjunct Instructor of Medical Assistant
Rice, Heather	2301	riceh@nacc.edu	PA 145	Development Director
Roberts, Roberta		robertsr@nacc.edu	GY 221	Adult Basic Education ESL Resource Instructor
Robinson, Tina		robinsont@nacc.edu	WD 119	Adjunct Instructor of Medical Assistant
Saint, Dawn	2297	saintd@nacc.edu	GY 223	Adult Basic Education Regional ESL/Bilingual Resource Instructor
Saint, Robert		saintr@nacc.edu	MT 215	Adjunct Instructor of Biology
Sanford, Julia	2279	sanfordj@nacc.edu	GY 225	Program Assistant Northeast Alabama Adult Education Program
Shankles, Amy	2326	shanklesamy@nacc.edu	LI	Library Resources Cataloger
Shelton, Kristen	2322	sheltonk@nacc.edu	SC 115	Admissions Office Assistant and Student Services Secretary
Shugart, Anna		shugarta@nacc.edu		Adjunct Instructor of English
Simpson, Steve		simpsons@nacc.edu	MS 123	Adjunct Instructor of Mathematics
Siniard, Kellie	2222	siniardk@nacc.edu	SC 115	Admissions Office Coordinator
Slaton, Phyllus		slatond@nacc.edu		Adjunct Instructor of English
Smith, Gary		smithg@nacc.edu		Adjunct Instructor of Mathematics
Smith, Jennifer		smithj@nacc.edu	EN 112	Adjunct Instructor of English
Smith, Norman	2249	smithn@nacc.edu	SC 101	Police Chief
Smith, Sue		smiths@nacc.edu	EN 112	Adjunct Instructor of English
Smith, Valorie		smithv@nacc.edu		Adjunct Instructor of English
Stewart, Angela	2240	stewart@nacc.edu	PA 121	Administrative Assistant to Vice President/Dean of Instruction
Stringer, Brenda	2243	stringerb@nacc.edu	PA 103	Executive Assistant to the President
Suggs, Wade		suggsw@nacc.edu	KX 107	Adjunct Instructor of Biology
Swinford, Joey		swinfordj@nacc.edu	MS 121	Adjunct Instructor of Mathematics
Totten, Dr. Sharon	2245	tottens@nacc.edu	WA 100	Director of Advising
Tucker, Joan	2252	tuckerj@nacc.edu	EN 112	English Instructor/Yearbook Advisor
Turner, Tim		turnert@nacc.edu		Adjunct Instructor of Drafting and Design Technology
Vaughn, Paige	2268	vaughnp@nacc.edu	PA 217	Assistant to the Coordinator of High School Relations and Recruiting
Wade, Cindy		wadec@nacc.edu		Adjunct Instructor of Mathematics
Walker, John		walkerj@nacc.edu	KX 202	Adjunct Instructor of Meteorology and Physical Science
Ware, Rhonda		warer@nacc.edu	HE 246	Adjunct Instructor of Psychology
Wear, Patsy	2375	wearp@nacc.edu	MT 226	Instructor of Mathematics/Special Appointment Faculty
Webb, Josh		webbj@nacc.edu		Custodial/Maintenance Employee

FACULTY & STAFF DIRECTORY

Instructor	Phone	E-mail	Office	Title
Webb, Mark A.	2318	webbm@nacc.edu	LY 208	Director of Theatre/Theatre Instructor
Wells, Kathy		wellsk@nacc.edu	GY 103	Adjunct Instructor of Physical Education
White, Lori	2329	whitel@nacc.edu	LI 105	Librarian
Whitmire, Heather		whitmire@nacc.edu		Adjunct Instructor of History
Whitten, Sherry	2315	whittens@nacc.edu	WA 112	Director of College and Career Planning
Wigley, Barry	2812	wigleyb@nacc.edu	IS 102	Industrial Electronics Instructor
Wilhelm, Blake	2288	wilhelmb@nacc.edu	LI 205	Adjunct Instructor of History and LRC Archivist/ Specialist
Wilkerson, Dr. Daphne W.	2333	huntleyd@nacc.edu	GY 215	English Instructor
Williams, Holly	2204	williamsh@nacc.edu	WA 101-C	Administrative Assistant, Financial Aid Office
Williams, Traci	2273	williamst@nacc.edu	SS 118	Speech Instructor
Williamson, Kip	2253	williamsonk@nacc.edu	GY 219	Adult Education Program Director
Willmon, Nicky	2203	willmonn@nacc.edu	WA 101-B	Director of Financial Aid
Woodall, Robert	2236	woodallr@nacc.edu	SS 123	Psychology Instructor/ Director, Division of Social Science, Speech, and Foreign Languages
Wootten, Roger	2311	woottenr@nacc.edu	WD 246	EMS Instructor
Wright, Loretta		wrightl@nacc.edu	SS 106	Instructor of History/Special Appointment Faculty
York, Rhonda				Custodial/Maintenance Employee
Zanzig, Julie		zanzigj@nacc.edu	MT 216	Adjunct Instructor of Chemistry/Physical Science



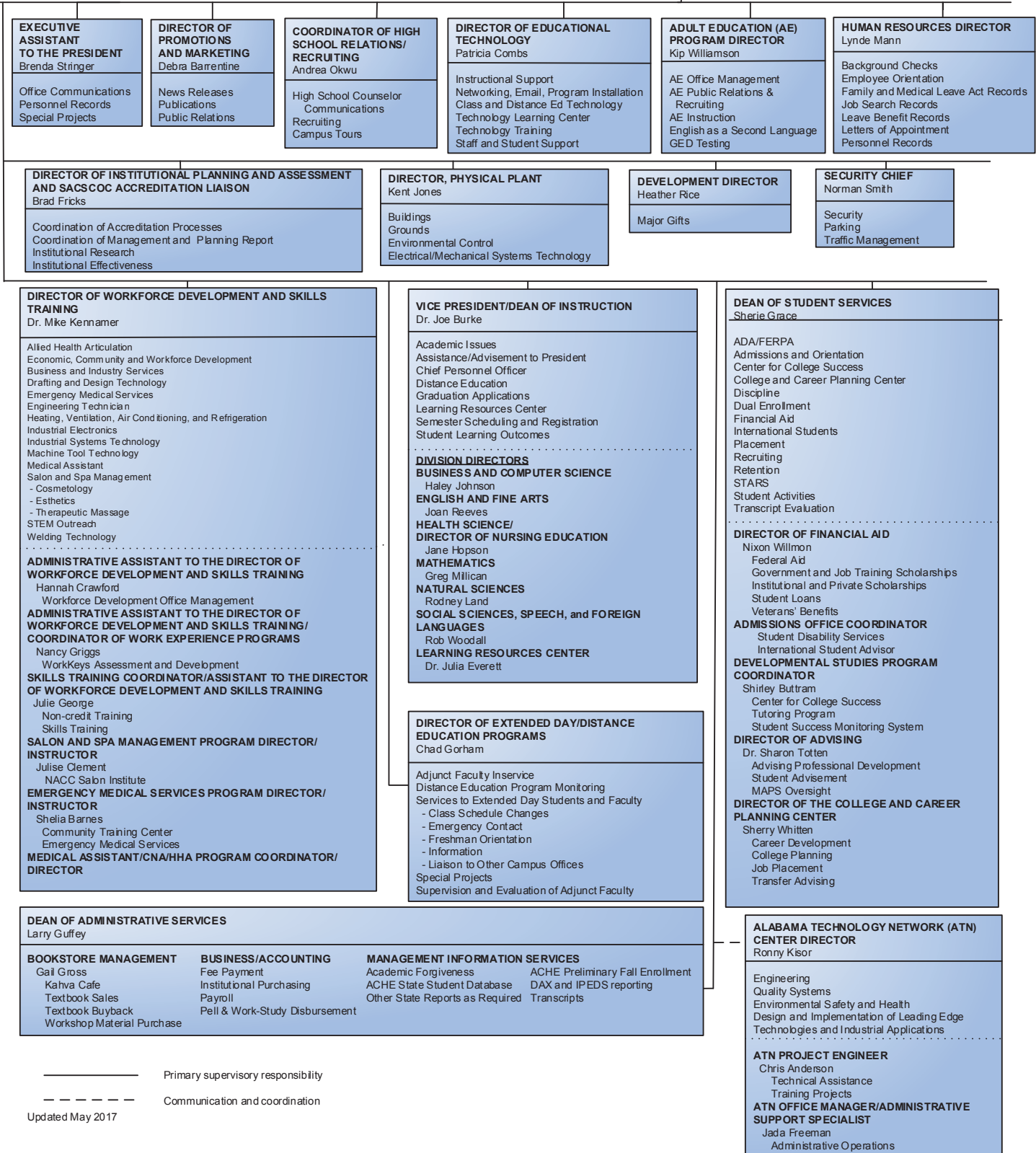
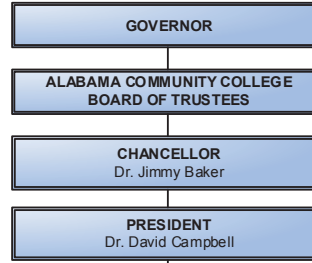
**Fred Johnson, Alumnus
of the Year**



WHERE TO GO FOR ASSISTANCE

CONCERNING	OFFICE	LOCATION
Absences - Instructor	Instructor	Instructor's Office
Academic Advisement	Advisor	Advisor's Office
Adding a Class	Advisor	Advisor's Office
Admissions/Readmissions	Admissions Office	Student Center
Alumni Services	Chasley Bellomy	Pendley Admin. Building, Room 201
Apply for a Certificate	Advisor	Advisor's Office
Auditing a Course	Advisor	Advisor's Office
Books and Supplies	Bookstore	Annex
Campus Tours	Andrea Okwu	Pendley Admin. Building
Career Advising	Sherry Whitten	Wallace Admin. Building, Room 112
Change of Address	Admissions	Pendley Admin.
Change in Schedule	Advisor	Advisor's Office
Chorus/Voice Scholarships		HFA 233
Club Meetings	Sponsor	Sponsor's Office
Distance Education	Technology Learning Center	BE 107
Drama Program	Mark Webb, Director	Bevill Lyceum/Theatre
Drama Scholarships	Mark Webb, Director	Bevill Lyceum/Theatre
Dropping a Class	Advisor	Advisor's Office
Email	Technology Support	Pendley Admin. Building
Fees	Business Office	Wallace Admin. Building
Final Examinations	Instructor	Instructor's Office
Financial Aid	Financial Aid Office	Wallace Admin. Building
Fines	Business Office	Wallace Admin. Building
Forming a Club	Dean of Student Services	Student Center
Grades	Registrar	Pendley Admin. Building
Graduation	Vice President/Dean of Instruction	Pendley Admin. Building
Grievance Procedure	Dean of Student Services	Student Center
ID Cards	Admissions Office	Student Center
Insurance Certifications (Student)	Registrar	Pendley Admin. Building
Job Placement	Dara Patterson	Wallace Admin. Building, Room 112
Lost and Found	Security Office	Student Center
Non-Credit Training	Skills Training Office	PA 118
Online Classes	Technology Learning Center	BE 107
Orientation	Dean of Student Services	Student Center
Parking Permits	Admissions Office	Student Center
Probation (Academic)	Dean of Student Services	Student Center
Refunds	Business Office	Wallace Admin. Building
Registration	Advisor	Advisor's Office
Reserving School Facilities	Vice President/Dean of Instruction	Pendley Admin. Building
Safety or Security Concerns	Security Office	Student Center
Schedule of Classes	Vice President/Dean of Instruction	Pendley Admin. Building
Social Functions	Dean of Student Services	Student Center
Student Government	SGA Sponsor	English Building
Suspension	Dean of Student Services	Student Center
Technology Support	Technology Support	Pendley Admin. Building
Testing (CAAP)	Director of Institutional Planning and Assessment	Wallace Admin. Building
Testing (ACCUPLACER)	Admissions Office	Student Center
Testing (GED)	Jonathon Nappier	HFA Building 227
Testing (WorkKeys)	Nancy Griggs	WO 259
Theatre Tickets	Theatre Office Manager	Bevill Lyceum/Theatre
Transcripts	Registrar (MIS) Window	Pendley Admin. Building
Transfer Credit Problems	Admissions Office	Student Center
Transferability of Courses	Bryon Miller	Wallace Admin. Bldg., Room 112
Tutorial Services	Shirley Buttram	Student Center
Used Books	Bookstore	Annex
Veterans' Services	VA Office/Financial Aid Office	Wallace Admin. Building
Visitors to Campus	Security Office	Student Center
Visual Arts Scholarships	Barbara Kilgore	HFA 229
Withdrawal from School	Advisor	Advisor's Office
Work Study	Financial Aid Office	Wallace Admin. Building

NORTHEAST ALABAMA COMMUNITY COLLEGE
Chart 1: Summary of Services
2017-2018



This handbook describes student rights and responsibilities. The following specific issues are addressed alphabetically.

CAMPUS REGULATIONS AND SERVICES

ABSENCE POLICY

Specific policies governing class attendance are established by individual faculty members. Instructors will discuss their attendance policy with each class at the beginning of the semester. It is the responsibility of students to know the attendance policy for each course in which they are enrolled.

ACADEMIC PROGRESS STANDARDS

These standards of progress shall apply to all students unless otherwise noted.

1. Exceptions

Programs within the institution which are subject to external licensure, certification, and/or accreditation or which are fewer than four semesters in length may have higher standards of progress than the institutional standards of progress.

A transfer student whose cumulative grade point average at the transfer institution(s) is less than 2.0 on a 4.0 scale will be admitted on Academic Probation upon admission and must transition to these standards of academic progress.

Special standards of academic progress have been established for students enrolled in institutional credit courses carrying optional grades and for students who wish to remain eligible to receive Title IV financial aid.

2. Required GPA Levels for Students According to Number of Hours Attempted at the Institution

Students who have attempted 12-21 semester credit hours at the institution must maintain a 1.5 Cumulative Grade Point Average.

Students who have attempted 22-32 semester credit hours at the institution must maintain a 1.75 Cumulative Grade Point Average.

Students who have attempted 33 or more semester credit hours at the institution must maintain a 2.0 Cumulative Grade Point Average.

3. Intervention for Student Success

When a student is placed on Academic Probation, One Term Academic Suspension, or One Calendar Year Academic Suspension, college officials may provide intervention for the student by taking steps including but not limited to, imposing maximum course loads, requiring a study skills course, and/or prescribing other specific courses.

4. Application of Standards of Progress

When the Cumulative GPA is at or above the GPA required for the total number of credit hours attempted at the institution, the student's status is Clear.

When the student's Cumulative GPA is below the GPA required for the number of credit hours attempted at the institution, the student is placed on Academic Probation.

When the Cumulative GPA of a student who is on Academic Probation remains below the GPA required for the total number of credit hours attempted at the institution but the semester GPA is 2.0 or above, the student remains on Academic Probation.

When the Cumulative GPA of a student who is on Academic Probation remains below the GPA required for the total number of credit hours attempted at the institution and the semester GPA

is below 2.0, the student is suspended for one semester. The transcript will read SUSPENDED—ONE SEMESTER.

The student who is suspended for one semester may appeal. If, after appeal, the student is readmitted without serving the one semester suspension, the transcript will read SUSPENDED—ONE SEMESTER/READMITTED UPON APPEAL.

The student who is readmitted upon appeal re-enters the institution on Academic Probation. A student who is on Academic Probation after being suspended for one semester (whether the student has served the suspension or has been readmitted upon appeal) without having since achieved Clear academic status and whose Cumulative GPA falls below the level required for the total number of hours attempted at the institution but whose semester GPA is 2.0 or above will remain on Academic Probation until the student achieves the required GPA for the total number of hours attempted.

A student returning from a one term or one year suspension and, while on academic probation, fails to obtain the required GPA for the number of hours attempted and fails to maintain a term GPA of 2.0, will be placed on a one year suspension.

The student may appeal a one term or one year suspension.

The permanent student record will reflect the student's status (except when the status is clear). When appropriate, the record will reflect ACADEMIC PROBATION, ACADEMIC SUSPENSION—ONE TERM, ACADEMIC PROBATION—ONE YEAR, ONE TERM SUSPENSION—READMITTED ON APPEAL, OR ONE YEAR SUSPENSION—READMITTED ON APPEAL.

If a student declares no contest of the facts leading to suspension but simply wishes to request consideration for readmission, the student may submit a request in writing for an "appeal for readmission" to the Admissions Committee.

During the meeting of the Admissions Committee, which shall not be considered a "due process" hearing but rather a petition for readmission, the student shall be given an opportunity to present a rationale and/or statement of mitigating circumstances in support of immediate readmission. The decision of the Admissions Committee, together with the materials presented by the student, shall be placed in the college's official records. Additionally, a copy of the written decision shall be provided to the student. Equity, reasonableness, and consistency should be the standards by which such decisions are measured.

5. Initial Academic Status of Transfer Students

A transfer student whose cumulative grade point average at the transfer institution(s) is 2.0 or above on a 4.0 scale will be admitted on CLEAR academic status.

A transfer student whose cumulative grade point average at the transfer institution(s) is less than 2.0 on a 4.0 scale will be admitted only on Academic Probation. The transcript will read ADMITTED ON ACADEMIC PROBATION.

An applicant who has been academically suspended from another regionally or Council on Occupational Education accredited postsecondary institution may be admitted as a transfer student only after following the appeal process established at the college for "native" students who have been academically suspended. If the transfer student is admitted upon appeal, the student will enter the institution on Academic Probation. The transcript will read ADMITTED UPON APPEAL—ACADEMIC PROBATION.

6. Definition of Terms

Grade Point Average (GPA) – The grade point average based on all hours attempted during any one term at the institution based on a 4 point scale.

Cumulative Grade Point Average (GPA) – The grade point average based on all hours attempted at the institution based on a 4 point scale.

Clear Academic Status – The status of a student whose Cumulative Grade Point Average (GPA) is at or above the level required by this policy for the number of credit hours attempted at the institution.

Academic Probation

- (1) The status of a student whose Cumulative GPA falls below the level required by this policy for the total number of credit hours attempted at the institution; or
- (2) The status of a student who was on Academic Probation the previous term and whose Cumulative GPA for that semester remained below the level required by this policy for the total number of credit hours attempted at the institution but whose Semester GPA for that term was 2.0 or above.

One Semester Academic Suspension – The status of a student who was on Academic Probation the previous term but who has never been suspended or who, since suspension, had achieved Clear Academic Status and whose Cumulative GPA that term was below the level required by this policy for the total number of credit hours attempted at the institution and whose Semester GPA for that term was below 2.0.

One Year Academic Suspension – The status of a student who was on Academic Probation the previous term and who had been previously suspended without since having achieved Clear Academic Status and whose Cumulative GPA that term remained below the level required by this policy for the total number of credit hours attempted at the institution and whose Semester GPA for that term was below 2.0.

Appeal of Suspension – The process by which an institution shall allow a student suspended for one term or one year (whether a “native” student or a transfer student) to request readmission without having to serve the suspension.

ACCOMMODATIONS FOR DISABILITIES

Students or guests who have a disability which may prevent them from enjoying the services or activities of the college may request accommodations to enable their participation. Requests may be directed to instructors, to any person in charge of an activity, or to any receptionist or other staff member who is in a position to assist. The college is committed to providing reasonable accommodations in accordance with the Americans with Disabilities Act of 1990, Section 504 of the Rehabilitation Act of 1973, and all other applicable regulations. Special needs or requests for assistance beyond what can be readily provided by the point-of-contact personnel listed above should be directed to the ADA Compliance Coordinator, Office 115 in the Student Center.

ACCUPLACER

The ACCUPLACER® placement test is administered by the Office of Admissions and Student Services. The test consists of three sections and assesses a student’s achievement level in writing, reading comprehension, and mathematics, ACCUPLACER is not a timed test and is administered via computer. This assessment tool helps determine the level of preparedness for college-level work and plan the best set of

courses for individual career goals and skill levels. A student may retest once per calendar year for an \$8.00 fee provided there is evidence the student has completed sufficient test preparation activities.

Exemptions: Students who have previous college credit in college-level English and mathematics with a grade of “C” or better and students who have an associate degree or higher are not required to take the test. Also, any student scoring at or above the established ACT or SAT scores as detailed on the website at www.nacc.edu for either English/writing, reading or mathematics within three years of enrollment is exempt from the subject-specific placement assessment.

ADA GRIEVANCE PROCEDURE

Northeast has adopted an internal grievance procedure providing for prompt and equitable resolution of complaints alleging any action prohibited by the U.S. Department of Justice regulations implementing Titles I and II of the Americans with Disabilities Act. Title I, Section 102(a) states that “No covered entity shall discriminate against a qualified individual with a disability because of the disability of such individual in regard to job application procedures, the hiring, advancement, or discharge of employees, employee compensation, job training, and other terms, conditions, and privileges of employment. Title II, states, in part, that “no otherwise qualified disabled individual shall, solely by reason of such disability, be excluded from the participation in, be denied the benefits of, or be subjected to discrimination” in programs or activities sponsored by a public entity.

Complaints should be addressed to the ADA Compliance Coordinator, 115 Student Center, telephone (256) 638-4418, ext. 2322. The Alabama Relay Center number for hearing-impaired persons using a TDD or text telephone is (800) 548-2546. The ADA Compliance Coordinator has been designated to coordinate accessibility of College programs and services, as well as other ADA compliance efforts.

1. As a first step, the individual who wishes to register a complaint (the “Complainant”) should contact the person most likely to be able to rectify the problem, i.e., the person (“Respondent”) who is responsible for the alleged violation, or the area of alleged violation. Every effort should be made on both sides to resolve the situation informally. Reasonable accommodation, if needed, must be provided to enable effective communication. The Respondent must document the complaint, the date, the resolution of the complaint, and the date the resolution was implemented. The documentation does not have to contain the name of the Complainant if Complainant wishes to remain anonymous. Documentation must be retained on file by the Respondent and should also be filed with the ADA Compliance Coordinator for verification in case of a later suit. If the matter cannot be resolved informally, the Complainant should proceed as follows.
2. A formal complaint is filed in writing, contains the name and address of the Complainant, and briefly describes the alleged violation of the regulations. If accommodation is needed to put the complaint in writing, the ADA Office should be contacted for assistance. A complaint should be filed within fifteen (15) days after the Complainant becomes aware of the alleged violation. A complaint which references ongoing discriminatory practices or procedures may be filed at any time.
3. An investigation shall follow a filing of the complaint. The investigation shall be conducted by the ADA Compliance Coordinator, with assistance from other College personnel as needed. These rules contemplate informal but thorough investigations, affording all interested persons and their representatives, if any, an opportunity to submit evidence relevant

to a complaint. Reasonable accommodation shall be provided, if needed, to enable effective communication.

4. A written determination as to the validity of the complaint and a description of the resolution, if any, shall be issued by the ADA Compliance Coordinator and a copy forwarded to the Complainant no later than ten (10) days after its filing. The report to the Complainant shall be delivered in person or to the address given in the written complaint, by certified mail, return receipt requested.
5. The Complainant may request a reconsideration of the case in instances where he or she is dissatisfied with the resolution. The request for reconsideration should be made within fifteen (15) days to the College President, David Campbell, Pendley Administration Building. The President will appoint a committee of at least three persons to review the complaint and its resolution; one of these persons shall be nominated by the Complainant; one shall be selected by the President; and the ADA Compliance Coordinator will be the third. Additional persons may be added to the committee if their assistance is considered by the President to facilitate conscientious resolution of the problem. Reasonable accommodation shall be provided, if needed, to enable effective communication. The ADA Compliance Coordinator will serve as chair of the committee and will submit a committee recommendation to the President, within thirty (30) days of the filing of request for reconsideration.

The process of review is intended to determine compliance or noncompliance with the Act and with implementing regulations of the Department of Justice and the Equal Employment Opportunity Commission. The committee report and recommendation will note differing opinions or consensus within the committee on the validity of the complaint, the appropriateness of the resolution, and the degree of variance from the legislative regulations. Additional resolutions may be suggested.
6. The President will review the committee report and will file a written response to the Complainant. This response will be final so far as the institutional level is concerned. Alabama Community College System is the next level above Northeast, should the Complainant desire further review.
7. The ADA Compliance Coordinator shall maintain the files and records of Northeast relating to the complaints filed and their resolution.
8. Any time limit set herein may be extended upon the written mutual consent of both parties.
9. The right of a person to prompt and equitable resolution of the complaint filed hereunder shall not be impaired by the person's pursuit of other remedies such as the filing of an ADA complaint with responsible federal department or agency. Use of this grievance procedure is not a prerequisite to the pursuit of other remedies.
10. These rules shall be construed to protect the substantive rights of interested persons, to meet appropriate due process standards and to assure that Northeast complies with the ADA and implementing regulations.

ADMISSIONS

Admissions information and pertinent forms may be obtained in the Admissions Office in the Student Center and on the college website at www.nacc.edu.

ACADEMIC ADVISING

NACC is committed to a multilevel advising system to develop self-regulated learners by which academic advisors build relationships of trust and guidance that empower students to achieve their personal, academic, and career goals. We believe that students who are actively engaged in their education will be more successful throughout their educational careers and beyond. The NACC advising process is called MAPS: Mentoring, Advising, and Preparing for Success.

Each student, upon enrollment, will attend a new student orientation and be assigned an academic advisor who is familiar with the college program specific to the area of interest of the student.

ADULT EDUCATION

Adult Education operates under the Alabama Community College System and through a consortium of public school systems and community colleges in DeKalb, Jackson, and Marshall Counties. **The Program** provides academic instruction from very basic skills up to the college level. Areas of instruction include reading, writing, and speaking English, math, social studies, science, GED, **ACT prep**, college preparation, and **assisting with career pathways**.

Instruction is grouped into two general areas: Basic Academic Improvement (including GED, adult reading, and college prep), and English as a Second Language (ESL). Classes are usually scheduled separately and are free and open to anyone 17 years of age or older and not enrolled in a K-12 school. Instructional materials are provided to enrollees, and many classes are equipped with computers using the latest software **and online programs**. In some cases, the Program partners with area industries to provide classes for their employees. Whether held on-site or in public locations, participants have the opportunity to improve work-specific skills in addition to general academic improvement. Please contact us if you wish to enroll or perhaps volunteer your time to help others. For more specific information or class locations and times, please contact our office at 256-638-2957 or 256-228-0021, visit our website at www.nacc.edu/adulted or email us at williamsonkip@nacc.edu.

Adult Education Learning Lab

The Adult Education Learning Lab, located in Room 227 of the Beck Health & Fine Arts Building, is a Pearson VUE Authorized Testing Center for Northeast Alabama Community College and the surrounding areas. The lab was developed to offer the new computer based GED Exam, and has grown to include various certification and licensing testing for many other fields to meet the needs of local students and professionals, as well as businesses and industries. Certifications through CompTIA, C++, and Adobe, are among the items offered in the information Technology field. The National Registry of Emergency Medical Technicians (NREMT) exams are part of the growing healthcare fields represented. Business and education profession exams are also available. For more information, contact Jonathon Nappier at (256) 638-4418 *2362 or nappierj@nacc.edu. To register for exams, please visit www.pearsonvue.com.

APP-NACC MOBILE

Northeast Alabama Community College Mobile App is available for free download from the Apple App Store and Google Play Store. Recently upgraded, this App has many modern design features, including the new Voice Search Tool that can provide information on most questions pertaining to the college. Simply hold down the Voice Search icon in the App's navigation menu while speaking, and results

will instantly appear. Another new feature is the mustang animation added to the college's logo. The App is a great resource for faculty and staff, but also for current and prospective students to calculate tuition, browse class schedules, or even complete an application with it. The App also includes easily accessible crisis management directions for any emergency situations on campus.

To access this App, go to the Apple App Store for the iOS version or go to the Google Play Store for the Android version. If you have the older version of the NACC App, you will want to uninstall that version and then reinstall the new one. Future updates are automatic with the new App.

For information about the App, contact Debra Barrentine, NACC Director of Promotions and Marketing, at ext. 2210 or barrentined@nacc.edu.

ALCOHOLIC BEVERAGES

Northeast does not permit the consumption or possession of alcoholic beverages on the campus or at college-sponsored functions.

ARTICULATION/TRANSFER

STARS:

The Alabama Articulation Program (also called STARS—Statewide Articulation Reporting System) is an articulation and transfer planning system designed to inform students who attend Alabama Community Colleges about degree requirements, course equivalents, and other transfer information pertaining to specific majors at each state funded four-year institution. STARS is an efficient and effective way of providing students, counselors, and educators with accurate information upon which transfer decisions can be made. STARS is the information link between the state's public two-year and four-year institutions. The STARS database, if used properly, can prevent the loss of course credit hours, can provide direction for the scheduling of course work, and can ease the transition from one institution to another. It is the student's responsibility to stay informed about STARS and the university's requirements regarding individual programs of study. Students must print the STARS guide, follow the instructions and retain the printed copy as documentation for the public universities in Alabama. For more information, go to <http://stars.troy.edu>.

2TO4 TRANSFER PROGRAM:

2to4 Program Transfer Guides tell how to complete majors in Alabama's independent (private) colleges after earning an associate's degree at Northeast (similar to the Transfer Guides that STARS provides for transferring to public colleges). Transfer Guides list the NACC courses to take for a chosen major at one of these colleges.

2to4 Transfer Program assists transfer students with determining what courses will transfer to a Private college or university in Alabama. Students can obtain a 2to4 Transfer Guide for the university and major of their choice by visiting <https://www.accs.cc/index.cfm/academics/private-college-transfer-guides/>. It is the student's responsibility to stay informed about 2to4 and the university's requirements regarding individual programs of study.

As of 2015, the following members of Alabama's Independent Colleges and Universities (AAICU) participate in the **2to4** Program:

Birmingham-Southern College	Miles College
Concordia College	Samford University
Faulkner University	Spring Hill College
Huntingdon College	Stillman College
Judson College	Talladega College

Tuskegee University
United States Sports Academy

University of Mobile

More colleges are being added as Transfer Guides are completed.

ARTICULATION POLICY FOR TECHNICAL COURSES

NACC establishes articulation programs with area secondary technical schools. To ensure that coursework and learning outcomes are at the collegiate level and comparable to NACC degree programs, Northeast faculty must be involved in the process to determine which secondary technical course may be accepted for articulation. Credit awarded in this manner will be held in an escrow account until all other degree requirements are met.

BOOKSTORE (TEXTBOOKS, ETC.)

The college bookstore is Textbooks, Etc. and is located in the Annex. Textbooks, workbooks, lab books, supplies for art, nursing, and music, and general supplies such as paper, pens, pencils, index cards, headache/cold remedies, NACC t-shirts and caps, and other items are offered for sale. Students can pay by cash, check, credit card, or debit card.

The goal of Textbooks, Etc. is to have the textbooks and related materials in the store at the beginning of the semester and to keep the cost of all items as low as possible.

Buyback Policy: Hardcover and paperback books will be bought back at 50% of purchase price. The book must be in good condition for use by the owner, and it must be in use the upcoming semester.

Textbooks that will not be used on campus will have a buyback price established by the Market Buyer's Guide. These buybacks will be determined by the bookstore having an opportunity to market these books.

Refunds: With a receipt, textbooks may be returned/exchanged for full credit within the first 7 class days of each semester if a class has been changed or dropped. The books must not be marked, shrink-wrap must not be removed and disk or CD must be unopened in book. REFUNDS WILL NOT BE GIVEN UNTIL THE SECOND DAY OF CLASS OF THE SEMESTER.

Hours for Textbooks, Etc.:

Monday and Thursday – 8:00 AM - 5:00 PM

Tuesday and Wednesday – 8:00 AM - 2:00 PM

Friday – 8:00 AM - 12:00 Noon

Telephone:

256-638-4418, Ext. 2287

FAX: 256-638-9476

CAAP TESTING

The Collegiate Assessment of Academic Proficiency (CAAP) is a standardized testing program from ACT used to measure some of the outcomes of the NACC general education program. The purpose of CAAP testing is threefold: (1) to measure the strengths of the NACC general education program and identify areas in need of improvement, (2) to enable students to evaluate their individual knowledge levels and to compare their scores to those of other NACC students, and (3) to compare NACC results with those of other colleges throughout the nation. During the spring semester two exams are selected from among the following choices: reading, writing skills, mathematics, science, and critical thinking. The exams are administered to selected students who have completed course work in the disciplines to be tested. All results are confidential. CAAP testing is coordinated by the Office of Institutional Planning and Assessment.

CAFETERIA/FOOD SERVICES

A privately operated Cafeteria is located in the Student Center. Students should return trays and dishes to the designated window and help to keep the building clean. Glasses, dishes, utensils, etc., should not be removed from the Student Center. Students should conduct themselves with proper manners at all times. The Cafeteria is open for both day and evening students.

CAMPUS SAVE ACT AND THE CLERY ACT

The Campus Sexual Violence Elimination Act (SaVE Act) was passed in March 2013 as a part of the Violence Against Women Reauthorization Act (VAWA).

The goals of the Campus SaVE Act are to:

- Prevent domestic violence, sexual assault, dating violence and stalking on campus.
- Educate the campus community that violence against women is unlawful.
- Coordinate services to recipients and survivors in response to incidents.
- Give students and staff information on campus security policies and statistics.

The Campus SaVE Act amends the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (known as the Clery Act), which requires higher education institutions to report crime statistics and disclose security-related information, in several important ways:

- It adds offenses involving domestic violence, dating violence, and stalking to the crimes that institutions must report and include in their annual security reports (ASR)
- It expands the categories of reportable “hate crimes” to include those based on bias against gender identity or national origin
- The policy statements filed as part of the ASR must now include detailed descriptions of the institution’s internal procedures in cases of domestic violence, dating violence or stalking, as well as descriptions of its education and prevention programs.

The Campus SaVE Act contact at NACC is Lynde Mann in office 116, Pendley Administration Building, extension 2230, email mannl@nacc.edu.

CANVAS LEARNING MANAGEMENT SYSTEM AND DISTANCE EDUCATION

Canvas is the learning management system that NACC uses for online and distance education course delivery. NACC has been using Canvas exclusively for online and distance course delivery since January 2017.

To take a web-based (online) course:

- **Read the Technical Requirements** for using Canvas, and make sure you have access to a computer meeting these specifications.
- **Register.**
- **Take Orientation for each class** as shown on Class Schedule:
 - Attend class Orientation if it meets on campus.
 - Complete class Orientation within Canvas if it is online.
 - Class Orientation is not to be confused with orientation to using Canvas in general, which is a hands-on training session offered at the first of each semester (see below). Class orientation is always required; orientation to using

Canvas is recommended the first time you take an online class.

- **If you have not settled all financial obligations to the college,** you will not be able to access your current semester Canvas courses. Your registration is not considered complete until all financial aid and or payments have been applied to your current semester account. At Orientation or by email, TELL YOUR INSTRUCTOR that you intend to finish registering and take the course. Ask how to avoid getting behind in your early assignments, and follow instructions. Then access Canvas as soon as you become eligible.
- **Financial Aid Students:** If your instructor does not hear from you by the end of Late Registration, your name will be turned in to Financial Aid as “not attending.” If you are having computer problems, go to a different computer and email the instructor; also turn in any assignments due the first few days.
- **ALWAYS use your college email account to correspond with instructors and college offices, never a different account.** Mail from other accounts may not be accepted. Emailing your online instructor through Canvas is highly encouraged. To do this simply click the “inbox” button on your Global Navigation panel on the left side of the main screen. Next, click on the “Compose a new message” button. Select your course and then select your instructor from the drop down menu, enter your text, and send the email. The email link in Canvas is directly tied to your NACC email account.
- **Have a back-up plan** for accessing Canvas and college email when you have computer or Internet problems. NACC computers in the library or computer labs can be used. Computer issues are not a reason to miss an assignment or exam.

HOW TO ACCESS:

CLICK Canvas on the NACC homepage (www.nacc.edu). Did you know? You can go directly to Canvas without using the NACC website by going to <http://nacc.instructure.com>. Bookmark it!

USER NAME is your NACC student number.

PASSWORD is your eight digit birthday (ex. March 5, 1996 = 03051996).

Once you are logged into Canvas you will see links to all your online courses.

IF YOU DO NOT SEE a course you intended to take:

- email the instructor immediately,
- check with the advisor who registered you, and
- ask Financial Aid or the Business Office why your registration is incomplete.

Using any computer or information technology resource of Northeast Alabama Community College signifies that the user agrees to comply with the following NACC policies found online:

Computer Technology Acceptable Use Policy

Peer-to-Peer File Sharing Policy

Wireless Access Policy

For technical assistance, contact Judith Lea, Director of Technology Learning Center, ext. 2309 or by email leaj@nacc.edu.

CENTER FOR COLLEGE SUCCESS

The Center for College Success (CCS) provides students with the utmost opportunity for college success. It is available to students the moment they enroll at Northeast Alabama Community College. This

program will enable students to build the necessary foundations for academic as well as future success.

CCS provides the following services:

- (1) Tutoring in most disciplines
- (2) Advisement
- (3) Learning Style Inventories
- (4) Learning and Study Strategies Inventory
- (5) Exemplary student success programs

CLASS SCHEDULE CHANGES

Any change in class schedule after registration should be initiated with the student's faculty advisor.

A course may be dropped officially, without academic penalty, during the registration period. No grade will be noted on the student's transcript for the dropped course during this period. Courses may be dropped following the registration period until the official drop/withdrawal deadline. Courses dropped during this period will result in a grade of W recorded on the student's transcript. Grades of W are not included in grade point average calculations. No drops or withdrawals are permitted after the official drop/withdrawal deadline unless circumstances are mitigating. Mitigating circumstances are determined by the Dean of Student Services, Dean of Instruction, Dean of Extended Day, or Director of Technology and Workforce Development. The official drop/withdrawal date will be officially published in the semester schedule of classes and in the College calendar.

COLLEGE AND CAREER PLANNING CENTER

The College and Career Planning Center provides students with career planning services. Suggestions and advice are given in an attempt to help the student identify strengths and weaknesses as they may be related to college and career plans. The services include individual career advising sessions, career assessments, coordinating job shadowing opportunities, résumé writing and job search assistance. Clients served are students currently enrolled including dual enrollment students. Adult Education students, displaced workers, former NACC students or graduates, and community residents are also provided career planning services. The goal of the program is to help individuals find the right career path, education, and training to be competitive and successful in today's work force.

A career and transfer advisor is also available to assist students transferring to four-year institutions as well as other two-year colleges. The transfer advisor provides one-on-one college transfer advising regarding selection of an institution to attend, selection of a major for the students desired degree, and the articulation of courses taken at Northeast to universities and two-year colleges within the State of Alabama as well as out-of-state schools. The transfer advisor also assists with the admissions and scholarship process for four-year institutions. It is the goal of the transfer advisor to help students successfully transfer and complete their bachelor's degree.

The College and Career Center also houses the Job Placement Office. This office can assist students and alumni with their job search preparation and employment needs. Students can work with a Certified Professional Résumé Writer to craft a résumé and/or cover letter, work one-on-one to develop better interviewing skills, and get access to local job postings related to their field of study.

COLLEGE DRESS

Students are expected to dress in a socially acceptable manner. Conventional dress must be worn by students.

COMPUTER TECHNOLOGY ACCEPTABLE USE POLICY

Introduction

Northeast Alabama Community College provides students with computer workstations in laboratories and in the library, and provides faculty and staff with computer access in offices. These workstations, software, and storage device contents are the property of Northeast Alabama Community College. As part of campus resources, computers are connected to and have access to the Internet. Each user is responsible for his or her activities on computers and on the Internet. Activities which are illegal, harass others, and offend those working around one are not permitted and will result in loss of privileges.

Campus workstations and the resources they access are provided for course-related assignments, scholarly research, college business, and other activities directly related to the mission of Northeast Alabama Community College. At the discretion of college personnel, resources may be used for recreational and casual use when they are not otherwise in use. In all cases, computer use in support of the college's mission will take precedence over recreational and casual use.

Access is a privilege, not a right: Northeast Alabama Community College reserves the right to deny the privilege of the use of any or all types of computer technology to individuals who violate the Acceptable Use Policy.

Definitions and Application

This Acceptable Use Policy applies to all persons who use or attempt to use computer resources owned by Northeast Alabama Community College. Computer resources include computers, networks, software, data, and other information technologies, whether located on campus or at an off-campus activity sponsored by the College. These resources are to be used in a manner that supports the institutional mission of Northeast Alabama Community College.

Northeast Alabama Community College provides Internet access on selected computers available to its students, faculty, and staff by participating in the Alabama Research and Educational Network (AREN), which is administered by the Alabama Supercomputer Authority in order to provide Internet access for academic, educational, and research purposes only. The College abides by the Acceptable Use Policy of AREN, which is available for view in the Office of Technology.

All Northeast Alabama Community College regulations and existing state and federal laws apply, including not only those regulations and laws that are specific to computers and networks but also those that may apply generally to personal conduct and state-owned property.

Unacceptable Use

Users of computing resources belonging to Northeast Alabama Community College will be held accountable for their conduct under this policy statement, any other applicable policies or procedures of Northeast Alabama Community College, and/or state or federal laws and regulations. Use of computer information technology that is unacceptable includes but is not limited to the following examples:

- Violating or attempting to violate copyright laws governing software and materials accessed by means of computer technology.
- Violating or attempting to violate license agreements, including but not limited to making unauthorized copies of software or