

LIBRARY MANAGEMENT NETWORK, INC.

The library is a member of the Library Management Network, Inc. (LMN). Through this network, the NACC library shares a database with the following libraries: Gadsden State Community College, Northwest Shoals Community College, Scottsboro Public Library, and Snead State Community College.

NACC students may view and borrow the holdings of other LMN member libraries.

POLICIES

1. When checking out items for the first time, students will be asked to complete a registration form and present a student ID card. The card must be presented each time items are checked out.
2. Items may be checked out for two weeks and may be renewed for two additional two-week periods unless needed by another student. Students are limited to ten items overall and five items per subject.
3. A fine of ten cents per day is charged per overdue item. No fine in excess of \$5.00 per item will be charged. When the library is closed, items may be returned in the outside book drop facing the student center.
4. With permission of a library staff member, students may use non-circulating materials for classroom presentations.
5. Students and/or library patrons who owe fines to the library or who have failed to return books they have checked out will forfeit their library privileges. Students who have delinquent library records will not receive copies of their transcripts.
6. By checking out items, students agree to comply with all policies, pay fines promptly, and pay for lost and damaged items.

POLICIES FOR COMMUNITY LIBRARY PATRONS

Many of the library's resources are available to members of the community.

1. Community members wishing to use the library should obtain a library card by completing an application at the circulation desk and showing an Alabama-issued ID card demonstrating residence in the community (as defined by NACC's service area).
2. Adult community members may check out up to five items at a time.
3. Juvenile community members may check out up to two items at a time.
4. Items are checked out for two weeks and may be renewed for two additional weeks unless needed by another patron.
5. A fine of ten cents per day is charged per overdue item. No fine in excess of \$5.00 per item will be charged. When the library is closed, items may be returned in the outside book drop facing the student center.
6. Community members who have overdue items or fines will forfeit their library privileges.
7. Community members will be charged a \$2 fee for a lost library card.
8. Community members wishing to use the library's multimedia rooms should complete an activity request, which may be obtained from an NACC library faculty or staff member.

LIFE-THREATENING ILLNESSES POLICY

Northeast recognizes that students, faculty, and staff with life-threatening illnesses (LTI), including but not limited to cancer, heart

disease, diabetes, and AIDS, may wish to continue to engage in as many of their normal pursuits as their condition allows, including work. As long as the students, faculty, or staff members are able to meet the same performance standards as those persons without LTI, and medical evidence indicates that their conditions are not a threat to others, deans, directors, and division chairs should be sensitive to their conditions and ensure that they are treated consistently with other students, faculty, and staff members. It is the policy of Northeast to provide a safe environment for all students, faculty, and staff.

LTI POLICY GUIDELINES

1. Northeast will not undertake programs of mandatory testing of either employees or students for the presence of indicators of LTI. For health status testing and/or counseling, students, faculty, and staff should be aware of appropriate community health agencies.
2. The existence of conditions related to LTI in an applicant for Northeast admission or employment will not be considered in admission or employment decisions.
3. Northeast students with LTI conditions, whether or not symptomatic, will be allowed regular classroom attendance in an unrestricted manner, as long as they are able to attend classes.
4. Northeast faculty and staff who have LTI-related conditions, whether or not symptomatic, will be allowed to continue their work in an unrestricted manner, so long as they are able to perform the duties of their jobs, in compliance with the College's employment policies and federal guidelines.
5. The access of Northeast students or employees with LTI or LTI-related conditions to the College's public areas will not be restricted, in compliance with College and federal guidelines.
6. There will be an ongoing program to educate students, faculty, and staff in regard to LTI.
7. Information regarding an individual diagnosed as having an LTI or LTI-related condition will be maintained in the strictest confidence. Only people within the college with a legitimate need to know should be informed of the identity of students, faculty, or staff who have LTI or LTI-related conditions; this number should be kept to an absolute minimum. Individuals should be aware that medical information cannot be released to anyone outside of the college without the specific written consent of the individual involved, except where required by law.
8. Reasonable accommodations will be made to persons with LTI consistent with established laws and rules including ADA and public health policies.
9. Persons with LTI may be required to exhibit and establish that they are fully acquainted with all possibilities of complication and possible contagion and are following authorized medical advice in limiting exposure to others and in avoiding complications to themselves.
10. This policy is subject to change from time to time based on advances and increased knowledge of various conditions involving LTI.
11. Any breach of the above guidelines should be reported to the ADA Compliance Coordinator, in writing. Such reports should be made within seven (7) days of the incident.

LOST AND FOUND

Lost and found articles should be reported to the Security Office in the Student Center.

MAXIMUM AND MINIMUM COURSE LOADS

The student course load for a full time student is 12 to 19 credit hours per semester. Credit hours above 19 credit hours will constitute a student overload. A student course overload must be approved by the Dean of Instruction/designee. No student will be approved for more than 24 credit hours in any one term for any reason.

NAME/ADDRESS CHANGES

Any student who has a name or address change should inform the Admissions Office of the change immediately. Students seeking to change their name must present a legal document that reflects the requested name change.

NOAH LOG-IN INFORMATION

NORTHEAST ONLINE ACCOUNT HOST (NOAH) is the secure Internet access to NACC grades, transcript, tuition account, financial aid status, and online registration.

To access NOAH, click any NOAH link on the NACC website.

User ID = social security number or student number

Default Password = birthdate (mmddyy)

Students should change their password the first time they access their NOAH account to another six-digit number. Students should use a password that they will remember. Changing the NOAH password will also change the student's email password.

NOAH support: leaj@nacc.edu

General technical support: etshelp@nacc.edu

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 in this catalog and online:

[Computer Technology Acceptable Use Policy](#)

[Peer-to-Peer File Sharing Policy](#)

[Wireless Access Policy](#)

Helpful links are found online by clicking:

[Email Instructions](#)

[Canvas Instructions](#)

[NACC Alert System/Schoolcast](#)

NONDISCRIMINATION

Northeast has filed with the Federal Government an Assurance of Compliance with all requirements imposed by or pursuant to Title VI of the Civil Rights Act of 1964 and the Regulation issued thereunder, to the end that no person in the United States shall on the grounds of race, color, or national origin be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity sponsored by this institution. It is also the policy of Northeast to be in accordance with Title IX of the Education Amendments of 1972, which provides that "no person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any educational program or activity receiving Federal financial assistance." Any person who believes himself/herself, or any specific class of individuals, to be subjected to discrimination prohibited by Title VI or Title IX of the Act and Regulation issued thereunder may, by himself/

herself or a representative, file a written complaint. Northeast is an Equal Opportunity Employer.

It is the official policy of the Alabama Community College System, for institutions under the control of the ACCS Board of Trustees, that no person in Alabama shall, on the grounds of race, color, religion, creed, sex, gender identity, transgender, pregnancy, national origin, disability, sexual orientation, military or veteran's status, genetic information, age or any other characteristic that is protected by applicable state or federal law or the Alabama Community College System policies be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program, activity, or employment.

ONLINE REGISTRATION GUIDELINES

Current and former Northeast students, transients, and transfer-in students who have completed admission files must see an advisor to be authorized to register online. Students will be able to print an invoice that they can mail or bring to the college with tuition payment or to verify and validate financial assistance (scholarship, Pell grant, etc.).

ORGANIZATIONS AND OFFICERS

Social fraternities and sororities or societies are prohibited on the campus of this college.

Any student or group of students desiring to form new organizations on the campus must use the following procedure:

1. A statement of the purpose of the organization should be presented in writing to the Dean of Student Services. The statement must include the proposed name of the organization, the students expected to participate, a draft constitution, bylaws, and the desired meeting schedule. The Dean of Student Services refers this statement to the Student Services Committee to determine if the proposed organization is in keeping with the philosophy of the College. If the Student Services Committee approves the proposed organization, the Dean of Student Services will issue a permit to hold an organizational meeting.
2. The permit will be forwarded to the Dean of Instruction for the appointment of a sponsor and an assignment of a meeting place and time.
3. An organizational meeting of interested students and the sponsor may be held.
4. The constitution and bylaws as approved by the Student Services Committee should be presented to the Student Government Association for approval.
5. The Dean of Student Services will present all of the above to the President for final approval.

Any student seeking nomination for any elected office must submit in writing his/her platform for office to the sponsors. After the platform is approved, the student will be given instructions concerning the display of campaign material.

Any student holding an office in any organization on the campus must carry a minimum course load of 12 hours each semester and must not have accumulated more than 64 hours. Students on probation may not hold offices within the College.

PARKING/VEHICLE REGISTRATION/TRAFFIC REGULATIONS

1. All students will park in the areas designated for student parking.
PARKING CATEGORIES ARE:
STUDENT PARKING UNPAINTED (OR WHITE)

HANDICAPPED PARKING BLUE
 FACULTY & STAFF PARKING RED
 NO PARKING YELLOW

Students are not permitted to sit in parked cars or to play loud music between classes and during social events. Students are not permitted to park in red, blue, yellow or other restricted areas, or in the reserved parking spaces in front of the Pendley Administration Building. Only cars with an official decal are allowed in the parking spaces designated for the disabled. Individuals with temporary disabilities should check with the Security Office.

2. Any student who drives a car or motor-driven cycle on campus must register it and obtain a parking permit from the Admissions Office. These permits are issued to students free of charge. The permit should be placed on the student's vehicle as directed.
3. Parking and traffic violations will be ticketed. Students receiving parking or traffic tickets will pay the Security Office within 72 hours. Fines will double after 72 hours.
4. Trucks larger than pickups are not allowed to park in front of the administration buildings or to use angle parking anywhere on campus. Tail gates must be up on all trucks parked on campus. It is illegal to back in and park on angle parking.
5. Students driving unregistered vehicles will park off campus. Visitors of students will park in any unrestricted area and come to the Security Office to get a visitor's pass.
6. Each semester a student is given a fine of \$5.00 for the first violation on all nonmoving violations, \$10.00 for the second, and \$15.00 for the third.
7. The speed limit on all campus streets is 15 miles per hour. Speeding, reckless driving, running stop signs, and driving in the wrong direction are moving violations. The fine for this violation is \$10.00.
8. Students will clear the campus within a reasonable time after classes and all other activities are over. This does not include students using the library; however, these students must remain in the library.
9. Traffic and parking regulations for the campus are conspicuously posted and made available at least thirty (30) days prior to their enforcement.
10. Individuals assessed parking and traffic fees can appeal their fee assessments and have their appeals heard within thirty (30) days by a standing traffic and parking committee appointed by the president. This committee will consist of the Security Chief Officer, Business Manager and the Dean of Student Services.

PEER TO PEER FILE SHARING AND ILLEGAL DOWNLOADING

File sharing is the practice of distributing or providing access to digitally stored information, such as computer programs, multi-media (audio and video), documents, or electronic books. Illegal file sharing is the sharing of copyright protected files without authorization. Under copyright law, it is illegal to download or share copyrighted materials such as music or movies without the permission of the copyright owner.

Northeast maintains a campus network to support and enhance the academic and administrative needs of our students, faculty, staff and community. The college is required by federal law to inform students that illegal distribution of copyrighted materials may lead to civil and/or criminal penalties. The law also requires that the college take steps to detect and punish users who illegally distribute copyrighted materials.

Peer to Peer (P2P) technologies have many genuine uses and Northeast does not ban P2P programs from its network. It is however, a violation of copyright law to use P2P technology for copying

commercial music and/or video files without the copyright holder's permission.

NACC utilizes technology based deterrents to effectively combat unauthorized downloading/distribution. The college internet provider is through the Alabama Supercomputer Authority (ASA), which monitors bandwidth traffic and accepts and responds to Digital Millennium Copyright Act (DMCA) notices. When illegal downloading is detected, DMCA notifies ASA, which in turn notifies the college immediately. IT personnel at the college track down the offenders.

For more information on "fair use" and copyright laws please go to:

<http://www.copyright.gov/title17/>

Some music, movies and television shows can be legally obtained through online subscription services or from sites officially permitted by the copyright holders to offer certain downloads. Use the following sites as alternatives to illegal downloading:

<http://www.educause.edu/legalcontent>

The college reserves the right to suspend or terminate network access to any campus user if the violation is deemed severe or the use is impacting the operation of the network. NACC must report any violations to appropriate authorities for criminal or civil prosecution. In addition, violators may be referred to the college discipline committee, which may impact college enrollment.

Summary of Civil and Criminal Penalties for Violation of Federal Copyright Laws

Copyright infringement is the act of exercising, without permission or legal authority, one or more of the exclusive rights granted to the copyright owner under section 106 of the Copyright Act (Title 17 of the United States Code). These rights include the right to reproduce or distribute a copyrighted work. In the file-sharing context, downloading or uploading substantial parts of a copyrighted work without authority constitutes an infringement.

Penalties for copyright infringement include civil and criminal penalties. In general, anyone found liable for civil copyright infringement may be ordered to pay either actual damages or "statutory" damages affixed at not less than \$750 and not more than \$30,000 per work infringed. For "willful" infringement, a court may award up to 150,000 per work infringed. A court can, in its discretion, also assess costs and attorneys' fees. For details, see Title 17, United States Code, Sections 504, 505.

Willful copyright infringement can also result in criminal penalties, including imprisonment of up to five years and fines of up to \$250,000 per offense.

For more information, please see the Web site of the U.S. Copyright Office at www.copyright.gov, especially their FAQ's at www.copyright.gov/help/faq.

PLAGIARISM

Plagiarism is the intentional copying of the ideas or words of another and using those ideas or words as one's own. Instructors may use anti-plagiarism programs to check student work. When outside sources are paraphrased or incorporated verbatim, they must be acknowledged. Students who submit plagiarized or partially plagiarized assignments will not receive credit for those assignments and may be subject to failure in the course.

POLICY OF NONDISCRIMINATION ON THE BASIS OF DISABILITY

Northeast does not discriminate on the basis of disability in the admission or access to, or treatment or employment in, its programs or activities.

The ADA Compliance Coordinator in Office 115 Student Center, has been designated to coordinate compliance with the non-discrimination requirements contained in section 35.107 of the Department of Justice regulations. Information concerning the provisions of the American with Disabilities Act, and the rights provided thereunder, are available from the ADA Compliance Coordinator.

Persons who need accommodations or assistance in order to participate in college programs or services should contact the ADA Compliance Coordinator as identified above. The telephone numbers are (256) 638-4418 and (256) 228-6001, ext. 2322. The relay number for speech or hearing impaired persons using a text telephone or TDD is (800) 548-2546.

POSTER/INFORMATION DISPLAY

Posters, signs, announcements, and other information should be placed only on the bulletin board space provided in each building. Nonstudents and off-campus organizations must secure permission from the Dean of Student Services before displaying information on campus.

The placement of any posters or announcements on glass or walls, or defacing existing materials posted, is strictly prohibited.

PRIVACY ACT INFORMATION

A. Privacy of Student Records

1. In compliance with the Family Educational Rights and Privacy Act of 1974, commonly known as the Buckley Amendment, Northeast Alabama Community College will not release information concerning its students except for Directory Information, and as stipulated in paragraph 3 below. Directory Information is defined as follows:

- Name
- Address
- Telephone listing
- College email address
- Date and place of birth
- Major field of study
- Dates of attendance
- Grade level (e.g., freshman or sophomore)
- Enrollment status (e.g., undergraduate, full-time or part-time)
- Participation in officially recognized activities
- Photograph
- Degrees, honors, and awards received
- Most recent educational institution attended

Directory Information will be released to anyone who asks for it, unless the student specifies in writing to the Admissions Office that this information is to be withheld. In such cases no Directory Information will be released.

2. A student over the age of 18 is considered an “eligible student” within the definition of the law and controls who has access to his or her records. A parent of an eligible student does not automatically have access to the student’s records. In order for a parent to have access to a student’s records, beyond Directory Information and without written

permission from the student, a parent must certify that the student is economically dependent as defined in Section 152 of the International Revenue Code of 1954. If a parent can prove dependency by showing a copy of the parent’s current tax report form or another acceptable report of current dependency to the Dean of Student Services, then the parent may have total access to the student’s file.

3. Northeast Alabama Community College will release a student’s educational records without his or her approval only as follows:
 - To Northeast Alabama Community College officials who have legitimate educational interest in the records
 - To officials of another college or university in which a student seeks to enroll
 - To certain federal and state educational authorities for purposes of enforcing legal requirements in federally supported educational programs
 - To persons involved in granting financial aid for which the student has applied
 - To state and local authorities to whom information is required to be disclosed under the provisions of a statute adopted prior to November 19, 1974
 - To testing, research, and accrediting organizations
 - In compliance with a court order or lawfully issued subpoena
 - In a very narrowly defined emergencies affecting the health and safety of the student or other persons
 - To parents of eligible students under the provision of paragraph 2 above

For further information concerning the Federal Educational Rights and Privacy Act, a student may contact the Student Services Office.

B. Release of Transcripts

In compliance with the Family Educational Rights and Privacy Act, Northeast does not release transcripts of a student’s grades except upon the student’s written request. A student or former student who needs a transcript from Northeast should write to the registrar, giving the date of attendance and the name of the institution or person to whom the record should be sent. Students should be sure to state all names which may have been entered on their college records. A student may secure an unofficial transcript for personal use, but official transcripts are sent only to other colleges or organizations for reference purposes. Transcripts are not issued to students who have failed in some way to complete their application procedures, registration or obligations to the College.

REGISTRATION

The Admissions Office assigns each student to a faculty advisor according to the student’s college major program. Each semester, the faculty advisor assists the student in preparing a class schedule that is appropriate to the student’s major, monitors academic progress and helps ensure that the advisee meets requirements for the associate’s degree. The advisor’s approval is required when the advisee adds or drops a course during the semester. Students should change advisors if they change their college major.

Students who intend to transfer to a public 4-year college in Alabama are responsible for obtaining a transfer guide from <http://stars.troy.edu>. All students must bear final responsibility for completing all requirements for a degree and selecting the correct courses for transfer.

RESTROOMS

Restrooms are designated separately for men and women unless otherwise posted.

SCHOLARSHIPS

Institutional scholarships are provided by Northeast, as authorized by the Alabama Community College System. Sherie Grace, Dean of Student Services, disseminates scholarship information to area high schools.

Scholarships that are funded by private donations, civic clubs, churches, corporations and businesses are selected by those enterprises.

SEQUENCE COURSES

Sequence courses permit students to complete an academic year's worth of work in a subject during the summer term. These courses are scheduled so that students may take additional NACC courses chosen from the regular class schedule. Consult your summer semester class schedules for these courses found on the college's website or printed copies available on campus.

SMOKING

Smoking or the use of tobacco products shall be prohibited in any enclosed, indoor area of any building or other educational facility owned or operated by the institution, and no area therein may be designated for smoking or the use of tobacco products.

SOCIAL EVENT GUIDELINES

1. Any student or visitor attending a social function under the influence of alcohol or drugs or having either in their possession will be turned over to the proper law officials. Offending students may be suspended after a proper hearing.
2. Visitors may attend social functions only by invitation which must be approved by the Social Committee. Students will be held accountable for the actions of their guests.
3. All social events at the College are sponsored and attended by certain faculty/staff members.
4. All visitors and students attending social events will be expected to attend in the building housing the social event and there only. When guests or hosts leave the building, they will be expected to leave the social and the campus for the evening.
5. All socials will be closed no later than 12:00 midnight.
6. Attendees must be at least sixteen years of age.
7. NO refreshments may be brought into a social event.
8. Each student will sign in for herself/himself and for any nonstudent guest(s).
9. Any attendee who goes outside during the social event will first be hand stamped if planning to return to event.

SOCIAL SECURITY NUMBER

Although the students' social security numbers are used for the keeping of permanent records, for reasons of confidentiality they are not used for identification purposes. Students are assigned a student number upon application to the college and they should remember this number to use in the various offices of the college. Social security numbers will not be released without the consent, in writing, of the student. Authority for requesting the disclosure of a student's social security number is in Section 7(a) of the privacy Act of 1974 (5 U.S.C. 552a).

SOLICITATIONS AND SALES

Solicitation for any cause must have the President's approval. Northeast does not permit the sale of any product on campus without the knowledge and consent of the President.

SPEAKERS INVITED TO CAMPUS

Recognized student organizations desiring to sponsor a guest speaker to address a college audience should secure permission from the Dean of Student Services and the President before scheduling or publicizing the event.

STUDENT ACCESS TO TECHNOLOGY

NACC is connected to the Alabama Super Computer Authority. Internet is available campus wide through T-1 dedicated line access to the Alabama Super Computer ARE Network. The incoming line has a speed of 1.54 million bits per second capability.

Currently, the college has 10,000 feet of fiber optic backbone cable and 55,000 feet of Category 5 cable. Wireless access has been installed. All buildings have cable access.

Online class registration is available through the website, as well as many other services. It may be accessed at .

NACC has a contract with one of the largest computer suppliers (Howard Computers) so that the most up to date equipment is available.

Software available for use includes: Microsoft Office Suite, COBOL, Web Tools, Front Page, Flash, RPG, C, Visual Basic, and other various programs including tutorials.

Student accessible computer labs on campus include:

Mathematics Lab	Computer Science Labs
ACCUPLACER Testing Lab	Yearbook Lab
Nursing Lab	Networking Lab
Work Keys Lab	Statistics Lab
Office Administration Lab	Computer Assisted Drafting Lab
English and Spanish Labs	Electronics Labs

STUDENT ASSESSMENT

All entering students who enroll in associate degree or certificate programs and those who enroll for more than seven credit hours or fourteen weekly contact hours must take the ACCUPLACER placement test. Students who score below the standards set by the Alabama Community College System must enroll in appropriate English, reading, and/or mathematics developmental courses.

STUDENT COMPLAINTS ABOUT FEDERAL FINANCIAL AID

Any student who has a complaint concerning the college's management or conduct of Title IV, HEA programs or its advertising or promoting of its educational programs, may seek resolution of such complaints by contacting the Dean of Student Services, Sherie Grace. The Dean of Student Services will receive the complaint and assist the student in resolving the complaint.

Should students feel their complaint has not been resolved adequately, they have the right to complain in writing to the United States Department of Education, Federal Student Aid Case Management and Oversight, Union Center Plaza III, 830 First Street NE, Washington, D.C. 20202. Alternately, the student may call (202) 377-4222. The contact person at this address and phone number is Thomas Payne.

STUDENT INPUT INTO INSTITUTIONAL DECISION MAKING

Northeast is a public college and welcomes input from the students regarding institutional decision making. Student surveys are conducted periodically that help determine needs, establish policies, and develop programs. There are student members on relevant committees that make recommendations regarding institutional policies and procedures. The Student Government Association (SGA) presents another way students are encouraged to participate in institutional decision making.

STUDENT PERMANENT INFORMATION

All permanent records include student application materials, grade reports, and transcripts.

STUDENT PUBLICATIONS

All student publications are coordinated with the assistance of a faculty sponsor or advisor. Freedom of expression is encouraged and protected in all student publications. However, all publications must regard community, state, and federal libel and obscenity law. Questions pertaining to these legal issues must be submitted to the Student Services Committee for a judgment. Final approval rests with the college president.

STUDENT RECORD POLICY

Northeast's original, paper copy student records are maintained by the functional areas responsible for the creation, collection, maintenance, and retention of those records. The College and Career Planning records are controlled by the Director of the College and Career Planning Center. Electronic versions of each record are maintained on the college's central computer system. Access to both record forms is controlled by the dean or director responsible for the area. Admission Office records access is controlled by the Dean of Student Services. Financial Aid record access is controlled by the Director of Financial Aid. Student transcripts access is controlled by the Dean of Administrative Services, responsible for Management of Informational Services and Registrar functions.

Confidentiality and access to student record information is administered in accordance with the Family Education Rights and Privacy Act of 1974. Northeast Alabama Community College will release a student's educational records without his or her approval only as follows:

- To Northeast Alabama Community College officials who have legitimate educational interest in the records
- To officials of another college or university in which a student seeks to enroll
- To certain federal and state educational authorities for purposes of enforcing legal requirements in federally supported educational programs
- To persons involved in granting financial aid for which the student has applied
- To state and local authorities to whom information is required to be disclosed under the provisions of a statute adopted prior to November 19, 1974
- To testing, research, and accrediting organizations
- In compliance with a court order or lawfully issued subpoena
- In very narrowly defined emergencies affecting the health and safety of the student or other persons

In addition, Directory Information will be released to anyone who asks for it, unless the student specifies in writing to the Admissions Office that this information is to be withheld. Directory Information is defined as follows:

- name
- address
- telephone listing
- date and place of birth
- major field of study
- dates of attendance
- grade level (e.g., freshman or sophomore)
- photograph
- enrollment status (e.g., undergraduate, full-time, or part-time)
- participation in officially recognized activities
- degrees, honors, and awards received
- most recent educational institution attended

Record integrity is maintained by restricting records creation and modification access to employees within each functional area. Employees are given user identification and password access to each computer record with specific creation, update, or read only access to the record commensurate with the employee's job duties, and approved by the President of the institution. Control documents for all modifications to records are processed and maintained within the functional areas.

Student transcripts are created by computer programs which process faculty grade rolls. Student transcripts may only be modified by written documentation signed by the instructor who originally assigned the grade and the Dean of Instruction. Transcript modifications can be performed only by specific personnel within the MIS office controlled by the Dean of Administrative Services.

Student record retention is governed by the guidelines of the Alabama State Records Manual, developed by the Functional Analysis and Records Disposition Authority of the Alabama Department of Archives and History (ADAH) for all state agency records, including colleges and universities. Records are identified by record type and assigned a retention period, after which they may be destroyed. Northeast retains student records for periods which meet or exceed the minimum periods specified in the manual. Non-permanent, paper records are physically stored in filing cabinets within each functional area for the retention period or longer. Electronic versions of the files are maintained on computer for periods exceeding the guidelines.

Safety and security of student records is provided commensurate with the record type and retention period. Non-permanent records, such as admission records and student financial aid records are maintained in storage filing cabinets and on computer. Permanent student records, such as faculty grade reports and student transcripts are maintained in a concrete, reinforced, fire-proof vault with access controlled by the Dean of Administrative Services. Nightly backup computer files of all records are maintained in the fire-proof vault within the MIS area. A weekly backup tape is stored in a fire-proof filing cabinet in the Business Office safe. An off-campus backup tape is kept in a safe at a local bank.

STUDENT RIGHT-TO-KNOW CAMPUS SECURITY REPORT

In compliance with the Campus Awareness and Campus Security Act of 1990 (Title II of Public Law 10 1-542) and The Higher Education Amendments of 1992 that expanded the security-related requirements of the Act, Northeast has established policies related to campus security and publishes reports regarding campus security.

All acts of crime, violence, vandalism, and burglary are to be reported immediately to security personnel in the Student Center, telephone extension 2249. If security is not immediately available, the situation is reported to the administrator on duty (Dean of Student Services, 2325; Dean of Instruction, 2320; Dean of Extended Day, 2253; or the Dean of Administrative Services, 2313). Powell is the local municipal police department and may be reached at 256-638-4283.

When such breaches of security occur, the appropriate security personnel will take reasonable action to minimize harm or threat of harm to college students, employees, and visitors. Acts of a criminal nature that may require investigation and prosecution will be reported to the appropriate law enforcement authority. College security personnel have the authority to arrest offenders. Communication equipment is available for contact with local municipal law enforcement.

Orientation sessions are conducted for new students prior to each fall, spring, and summer semesters. Each session addresses campus security procedures and encourages students to be responsible for their own and others' safety and security.

Each student is sent a copy electronically of the "Drug and Alcohol Abuse Prevention Program" published by the college. It includes information about the school's policy regarding alcohol and drug-related violations, including use, sale, possession, and underage drinking.

Crime statistics for 2016-2017 (March 1, 2016 through March 1, 2017): Murder - 0; Sex Offenses, Forcible and Nonforcible - 0; Robbery - 0; Aggravated Assault - 0; Burglary - 0; Motor Vehicle Theft - 0.

Crime statistics for 2015-2016 (March 1, 2015 through March 1, 2016): Murder - 0; Sex Offenses - 0; Robbery - 0; Aggravated Assault - 0; Burglary - 0; Motor Vehicle Theft - 0.

Crime statistics for 2014-2015 (March 1, 2014 through March 1, 2015): Murder - 0; Sex Offenses - 0; Robbery - 1; Aggravated Assault - 0; Burglary - 0; Motor Vehicle Theft - 0.

Arrest statistics for 2016-2017 (March 1, 2016 through March 1, 2017): Liquor Law Violations - 0; Drug Abuse Violations - 0; Weapons Violations - 0.

Arrest statistics for 2015-2016 (March 1, 2015 through March 1, 2016): Liquor Law Violations - 0; Drug Abuse Violations - 0; Weapons Violations - 0.

Arrest statistics for 2014-2015 (March 1, 2014 through March 1, 2015): Liquor Law Violations - 0; Drug Abuse Violations - 0; Weapons Violations - 0.

Sex offenses, forcible and nonforcible, shall be reported in the same manner as all other acts of crime, violence, vandalism, and burglary.

In case of student or employee acts of crime, violence, vandalism, burglary, and sexual offenses, Northeast shall, within the scope of applicable federal and state due process requirements, take such administrative or disciplinary actions as appropriate. For a student, the disciplinary action may include, but shall not be limited to, reprimand or suspension. For an employee, the disciplinary action may include, but will not be limited to, reprimand, suspension or termination of employment, or requirement that the employee participate in and/or successfully complete an appropriate rehabilitation program (i.e. drug abuse violations). Any visitor engaging in any act prohibited by this policy shall be called upon to immediately halt such behavior.

If any employee, student or visitor engages in any behavior prohibited by this policy which is also a violation of federal, state, or local law or ordinance, that employee, student, or visitor shall be subject to referral to law enforcement officials for arrest and prosecution.

STUDENT RIGHTS AND RESPONSIBILITIES

STUDENT RIGHTS:

- A. **Legal Rights:** Northeast is a part of the Alabama Community College System and adheres to the standards of the System and the policies of the Alabama Community College System which outline the rights and privileges of its students. Northeast recognizes the Student Government Association as the approved agency to voice students' opinions on institutional policies and students' activities. Also, students have the right to know about:
1. The College's programs, instruction, laboratories, physical facilities, and faculty;
 2. The cost of attendance and refund policy;
 3. The types of financial assistance offered;
 4. Who the financial aid personnel are and the location of the Financial Aid Office;
 5. What the procedures and deadlines are for applying for financial aid;
 6. How the College selects its financial aid/scholarship recipients;
 7. How the College determines financial need;
 8. How much financial need has been met;
 9. How financial aid is received;
 10. The kind of Work-Study jobs offered, hours, duties, rate and frequency of pay;
 11. When and how financial aid awards are adjusted;
 12. The special facilities for the disabled;
 13. The College's Satisfactory Progress Policy.
- B. **Rights of the Learner:** The instructor in the classroom and in conference shall encourage free discussion, inquiry, and expression. Student performance will be evaluated solely on an academic basis, not on opinions or conduct in matters unrelated to academic standards.
- C. **Student Records:** The Family Educational Rights and Privacy Act of 1974 provides safeguards regarding the confidentiality of and access to student records.
1. Students may review their educational records by making a written request to the registrar.
 2. Student records will not be reviewed by third parties unless permission is obtained in writing from the student. Exceptions may be made for instructors and administrators if the information is for educational purposes. Exceptions may also be made for parents who claim the students as dependents. The Dean of Student Services will make the final decision concerning access to records.
 3. Official transcripts will be issued only when a written request is received from the student or upon written authorization by a student to be released to a designated entity. Transcripts from high schools or other colleges will not be released.
- D. **Freedom of Association:** Students are free to organize or join an existing organization to promote the student's curriculum or career interest. Student organizations must be approved as outlined in the section on "Organizations and Officers" before organization on the campus in order to ensure adherence to Northeast's policies and procedures.
- E. **Due Process:** Due process procedures are established to guarantee the right of hearing, a presentation of charges, evidence for charges, the right of confrontation by the questioning of witnesses, and the right to counsel by the accused student, if so requested by the student.

STUDENT RESPONSIBILITIES:

Students have the responsibility to—

1. Review and consider all information about the College before enrolling;
2. If applicable, pay special attention to the application for financial aid, complete it accurately, submit it to the proper office in a timely manner;
3. Know all deadlines for applying for aid and meet them;
4. Provide all required documentation, corrections, and/or information requested by the Financial Aid Office;
5. Notify the College of any information that has changed since the financial aid application was submitted.
6. Read, understand, and keep copies of all forms;
7. Notify the Admissions Office of a change in name, address, or enrollment status;
8. Satisfactorily perform the work agreed upon in a College Work-Study job;
9. Understand the College’s tuition refund policy should withdrawal become necessary.

TECHNOLOGY LEARNING CENTER

The Technology Learning Center is a multi-function resource and instructional support center for students and faculty. The primary mission of the Center is to provide instructional technology support to faculty and students. The Center focuses on the instructor as a lifelong learner by providing tools, resources, and facilities that enrich and support the integration of instructional technology into the curriculum. The Center hosts workshops and training designed to bring together faculty and other professionals to share expertise, explore innovations, and discuss the challenges of the integration of instructional technology. As a service to the community, the Center administers proctored exams and certifications for distance learning courses. All of the services and supports are free to students currently enrolled at Northeast. The Technology Learning Center reflects and supports goals four, five, nine, and ten of the College Mission.

THEATRE GALLERY COLLECTION

A gallery of photographs of theater productions is housed in the east hallway of the Tom Bevill Lyceum. The photographs show images from various productions performed since the NACC Theatre was established in 1982. The Gallery is open whenever the Bevill Lyceum is open. For more information about the Gallery, contact Mark Webb, Director of the NACC Theatre, at ext. 2318 or by email at webbm@nacc.edu.

TRANSFER PARTNERSHIPS

NACC has several university/college partnerships. See below for details on how each school might be a choice for you. NACC students have several great opportunities to complete their degree here at Northeast, stay here and finish a Bachelor’s degree, or transfer anywhere with the help of scholarships to different colleges in and out of the state of Alabama. See Bryon Miller in the Wallace Administration Building, Room 112. He is the Career and transfer Advisor at NACC.



- Athens State University offers majors in business, arts and sciences, and education, allowing Northeast Alabama Community College

students an easy way to apply their two years of college credit towards a four-year bachelor’s degree.

- The 2+2 program means you can complete your first two years at NACC and transfer to Athens State to earn the last two years of your Bachelor’s degree with a seamless transition.
- With close to 15 business degrees offered completely online, Athens State provides the flexibility and affordability to fit most any life schedule. Athens State University also offers education courses by Athens State instructors on the NACC campus.
- An Athens State Advisor is on campus Wednesday’s and Thursday’s from 9am-3:30pm to help you with your transfer questions in the Athens State University Center located in GYM 107. The Athens State University Advising Center at NACC can make transferring to Athens State an easy process.
- Scholarships are available with up to \$50,000 in new scholarships for NACC transfer students to celebrate Northeast’s 50 years of service. The scholarships can be valued at up to \$2,000. Students only have to be accepted to Athens State (2.0 GPA) and be degree seeking at Athens State to be eligible to apply. They can apply online at www.athens.edu/celebrate-northeast-grant.



- Bryan College is a Christian, liberal arts school located in Dayton, Tennessee. The college offers courses completely online and onsite in Chattanooga, in a convenient 6 week format.
- Through a recently signed articulation agreement, NACC students graduating with an Associate of Science (AS) or an Associate of Art (AA) in any discipline can now transfer credit earned from Northeast to Bryan College. This agreement ensures students that all the courses they take here will transfer to this out of state school.
- An exciting benefit of this agreement is a \$1,000 scholarship will be awarded to all NACC graduates with an AA or AS who meet the entrance requirements at Bryan College. The scholarship award will be divided over the first three semesters of study.
- Another \$1,000 scholarship is specifically designated for NACC faculty and staff or their spouses. This scholarship may be used to help pay for bachelor’s or masters programs.
- In addition, one full-tuition scholarship will be awarded each academic year to a NACC graduate completing an AA or AS degree with outstanding academic performance. This scholarship will include tuition for the core program courses and will not include fees, books, elective credits, or courses being repeated.



- After students complete an associates degree at NACC, they can finish a four year bachelor’s degree in business management or criminal justice with Huntingdon at NACC.
- Students who major in business management can also select healthcare management as a concentration for their degree.
- Classes meet one night a week for five weeks. Students can complete three to five classes per semester this way.

- After students take their first class through Huntingdon, they should be able to progress to degree completion on-time in two years or less.
- Students taking classes on NACC's campus receive a deeply discounted tuition rate of \$765 per three-hour course. The tuition rate on Huntingdon's main campus (Montgomery) is \$2925 per three-hour course.



- FUSION! Is open to NACC students who plan to get an associates degree and pursue one of JSU's 62 bachelor's degrees.
- FUSION! gives students enhanced advising with JSU staff, application fee waiver, access to JSU athletic events and other campus activities, early registration, completing your degree "on-time", and most importantly a seamless transition to JSU.
- JSU also has a new scholarship for transfer students called the JSU Presidential Transfer Scholarship. After NACC students finish their associate's degree and have at least a 3.5 GPA they receive a guaranteed scholarship that pays for 12 semester hours for four semesters.



- The UAH Pathways Program enables a more seamless transition from NACC to UAH. Student's register for the program within their first year at NACC. This program allows students to take 64 hours of general education courses at NACC, including the Charger Foundations and a set of courses that are unique to their major, but taught by NACC.
- Students in the Pathways Program can enroll in up to 12 hours of UAH coursework to be delivered on-site at NACC or via online education.
- If they maintain good standing, students will also receive a UAH tuition scholarship while in the Pathways Program. This scholarship will result in students paying tuition for UAH courses equivalent to the NACC tuition for each 3 credit hour course. This is a savings of approximately \$812 per 3 hour course!
- Lastly, the Pathways Program grants NACC students a UAH Charger ID card to allow them to attend UAH events, participate in UAH student organizations, and utilize UAH resources.
- UAHuntsville recognizes the academic success of new transfer students who are seeking their first bachelor's degree by offering special two-year merit scholarship awards. Students who have at least a 3.0 GPA are guaranteed the transfer merit scholarship which is valued at \$1,500 annually. Students who have a 3.5 or higher GPA will be awarded a super scholar transfer scholarship valued at \$3,000 annually.

VETERANS

Northeast is approved for veterans training. Students who are eligible should contact the Veterans Services Officer, located in the

Financial Aid Office in the Wallace Administration Building. This office will complete enrollment certification forms for veterans when they enroll.



VISITORS TO CAMPUS

Upon arriving on campus, a visitor is required to go directly to the Security Office in the Student Center to get a visitor's pass. The security officer will ask the visitor to wait in the Security Office. Unless it is an emergency, the security officer will wait until the student's class has ended, then ask the instructor to step into the hall with the student, where the officer will ask the student if he or she agrees to see the visitor. If the student refuses to see the visitor and/or feels endangered, the security officer will take appropriate steps to ensure that the visitor leaves campus.

WEATHER POLICY AND ANNOUNCEMENTS

How Weather Announcements Will Be Made



- (1) SchoolCast messages to students and staff by phone voicemail, cellphone text, and email.

- You will be emailed instructions for signing up for SchoolCast early in your first semester. Keep your contact information up to date! More information:

<http://www.nacc.edu/faculty-and-staff/nacc-alert-system>

- (2) Radio and television

The following stations carry NACC announcements:

Radio

WQSB/WAVU 105.1 FM Albertville
 WTWX 95.9 Arab/Guntersville
 WQEN 103.7 FM Gadsden/B'ham
 WRSA 96.9 Huntsville
 WKEA 98.3 FM Scottsboro
 WKEA 1480 AM Scottsboro
 WWIC 1050 AM Scottsboro
 WZCT 1330 AM Scottsboro

Television

WHNT Ch 19 Huntsville
 WAAY Ch 31 Huntsville
 WAFF Ch 48 Huntsville
 WZDX Ch 54 Huntsville
 WRCB Ch 3 Chattanooga
 WTVC Ch 9 Chattanooga
 WDEF Ch 12 Chattanooga

- (3) PA system on campus if classes are affected immediately.

If these do NOT make a weather announcement about Northeast, assume that classes WILL meet at the regular time. For current National Weather Service information and severe weather statements (not NACC announcements), go to: <http://www.srh.noaa.gov/hun/>
Safe Zones for Use During Storm Warnings. Take cover in the nearest safe zone when a storm warning is announced via PA system or NACC Alert (SchoolCast). All one-story buildings and Knox will evacuate to safe zones in two-story buildings. Those near the new Math Science Engineering Building (MT) will use its Storm Shelter. All two-story buildings except Knox have a safe zone inside them as listed below. If people prefer to leave these safe zones and go to the MT Storm Shelter they can do so, but it will be at their own risk.

AX	Annex	MT Storm Shelter
BE	Campbell Business Ed Bldg	Rooms 100 and 110 and east hallway
EN	English Bldg	MT Storm Shelter
GY	Beck Health and Fine Arts\Gym	Downstairs rear hallway
HE	Health Ed Bldg	Rooms 110 and 106 and downstairs east hallway

IC	Industry Training Ctr/Alabama Career Ctr	Room 101 or MT Storm Shelter
IS	Industrial Systems Technology Bldg	If time allows, MT Storm Shelter; if not, center hallway away from doors
KX	Knox Science Bldg	MT Storm Shelter
LI	Library/Word Learning Resources Ctr	Audio-Visual Room 101 and Distance Learning Room 102
LY	Tom Bevell Lyceum	Front vestibule between lobby and auditorium, closing all doors; green room, rehearsal room, dressing rooms at the back of the stage, restrooms in lobby, east corridor; or move to Pendley Bldg rear hallway
MT	Math Science Engineering Tech Bldg.	MT Storm Shelter
PA	Pendley Admin Bldg	Downstairs rear hallway and break room
SI	Salon Institute	Offices, break room, and hallway
SC	Student Center	MT Storm Shelter
SS	Social Science Bldg.	MT Storm Shelter
TC	Tech Bldg	Move to WD Bldg Room 132
WA	Wallace Admin Bldg	MT Storm Shelter
WD	Workforce Development Bldg	Room 132

See the campus map on page 204 of this catalog.

Restrooms without glass qualify as safe zones but should be the last choice for shelter because they should remain available for use as restrooms.

Message to NACC Students from
Dr. David Campbell, President:

Inclement weather may sometimes determine whether or not the college will be open. Northeast personnel have a number of sources of information available to decide if the college should be closed due to icy roads and snow and will be monitoring weather conditions very carefully.

CLOSINGS: If the college is to be closed for day classes, this information will be sent to student and staff email and phones by SCHOOLCAST. Information also will be provided to LOCAL TELEVISION AND RADIO STATIONS so that they might give notification by no later than 6:30 a.m. If the college is to be closed for evening classes, this information will be made available to the media for release no later than 4:00 p.m. Decisions to close will be made and released at the earliest possible time.

DELAYS: Depending on highway conditions, on some occasions the college may have a LATE OPENING. It may, for example, be announced that the college will open at 10:00 a.m. Under these circumstances students would go directly to their normally scheduled 10:00 a.m. class and follow the rest of the day's schedule.

If there is NO SchoolCast or media announcement for a specific date, assume that classes WILL meet at the regular time.

EMERGENCIES: In the event of an announced weather warning during classes, the college will evacuate classrooms to safe areas.

Be mindful that weather conditions in Northeast Alabama can change very quickly and that our students come from a diverse geographic area. On some occasions road conditions in most locations of our service area may be fine, but dangerous in a few isolated places. Therefore, when inclement weather occurs, please use caution and your best judgment in deciding whether to drive to Northeast or not. Your safety and that of our staff is our number one concern.

WEBSITE POLICY

I. Policy guidelines for official College web publications

The Northeast Alabama Community College is a State institution and College web publications have the same character as a written publication of the institution. These web publications include division, department, or program sub-web pages and Facebook and other social networking pages that in any way represent or reflect upon the college. The following are the official guidelines for the Northeast Alabama Community College websites and Internet related material.

All web content published by Northeast Alabama Community College must:

- be approved by the Office of the president or designee;
- present content that describes the College accurately for the current semester;
- reflect positively upon the College as an institution of higher learning in visual appearance and editorial tone;
- further the institutional mission and goals of the College;
- be consistent with all policies, rules, regulations, and guidelines of the College, including but not limited to those published in the *Catalog, Faculty and Staff Handbook*, and Board Policy;
- obtain approval through the appropriate college channels for any news releases or public announcements;
- be consistent with local, state, and federal laws, including copyright law;
- be consistent with principles of professional, educational, and creative ethics;
- be generated by software supported by the College;
- be designed to load quickly on computers of varied ages, Internet connections, and browsers.

II. Web content outside official College web publications

The College recognizes that individuals or groups may, without the consent or authority of the College, establish web pages, weblogs, social network accounts, or other web presences. The College will not preview, censor, or otherwise superintend such items. Any current student or current employee who establishes or maintains an unofficial web presence will, however, be subject to appropriate discipline if web content therein is in violation of the policy, rules, regulations or guidelines of the College, and said web presence must display in a prominent and appropriate location the following:

“This site does not officially represent Northeast Alabama Community College, and it has not been reviewed or approved by the College. The authors are solely responsible for the contents herein.”

III. Enforcement

The College reserves the right to enforce the provisions of this policy. Violations of any of these provisions may result in the loss of access or linkage without notice. In addition, students and employees are subject to College policies regarding discipline and sanctions.

WIRELESS INTERNET ACCESS POLICY

Northeast Alabama Community College provides wireless data network access in select locations for the campus community. This access uses the 802.11b and 802.11g standards for speeds up to 54Mbps. Wireless networking is provided as a supplement to the College's wired LAN network and is not considered a replacement for wired access. Use of the wireless network on campus is subject to the following rules:

1. Wireless access on campus is subject to the college's Acceptable Use Policy found in the college catalog and posted on campus.

2. Connection of hubs, switches, routers, unapproved access points or any other device which may interfere with the campus network are not permitted.
3. Any other action that is judged detrimental to campus network operation by the IT staff may be terminated.
4. The wireless connection is a direct connection to the Internet with a basic firewall. The college does not provide virus or spyware scanning software for this connection, and therefore the risk of infections to computers increases. Connection users, not NACC, are responsible for infections originating from this wireless Internet connection.

It is the responsibility of students and other computer users to read and become familiar with the institution's Computer Technology Acceptable Use Policy.

ACCESS IS A PRIVILEGE, NOT A RIGHT.

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

Computer Technology Acceptable Use Policy

Peer-to-Peer File Sharing Policy

Wireless Access Policy

WITHDRAWAL FROM A CLASS

Students who wish to withdraw from a class must initiate this with their academic advisor. Financial Aid recipients must have their withdrawal cleared by the Financial Aid Office. Dropping a course may affect a student's financial aid. A Change of Schedule Form must be completed and delivered to the appropriate administrative office. It is the student's responsibility to ensure that notification is received by the appropriate official. The student must obtain and hold written documentation of the withdrawal. Failure to complete course withdrawal will result in an F for the course.

Students who withdraw from a class after the registration period will have the course recorded as W. Ws are not used in grade point calculation. No withdrawals are permitted after the official withdrawal deadline.

Any veteran who withdraws from a class may be required to repay the Veterans Administration a part of the benefits derived up to the point of withdrawal from a class.

IMPORTANT NOTICE: Students should be aware that withdrawal from a course affects scholarship status and may affect personal/family health insurance.

WITHDRAWAL FROM COLLEGE

Students who wish to withdraw from college must initiate this with their academic advisor and have an exit interview with the Dean of Student Services. Financial aid recipients must have their withdrawal cleared by the Financial Aid Office. It is the students' responsibility to ensure that notification of their withdrawal is received by an official in one of these offices: Dean of Instruction, Director of Extended Day/Distance Education, or Director of Workforce Development. Failure to complete the withdrawal process will result in a grade of F for each course in which the student is enrolled. The student must obtain and keep written documentation of the withdrawal.

Students who withdraw after the registration period will have each of their courses recorded as W. Ws are not used in grade point calculation. No withdrawals are permitted after the official withdrawal deadline.

Any veteran who withdraws from school may be required to repay in full to the Veterans Administration benefits received that semester up to the time of withdrawal.

IMPORTANT NOTICE: Students should be aware that withdrawal from college affects scholarship status and may affect personal/family health insurance.

WORK EXPERIENCE PROGRAMS

All Workforce Development programs require a work experience component as part of the degree. Work experience may include internships, preceptorships, cooperative education, and US Department of Labor Registered Apprenticeships.

Internships and Preceptorships – Unpaid internships and/or preceptorships are required in MAT, EMS, and SAL as an integral part of the education process. Details regarding requirements are available from each program advisor.

Cooperative Education – Cooperative education opportunities are available for students in ACR, ENT, INT, ILT, DDT, MTT and WDT and usually take place in the final semester. These experiences may be paid or unpaid, and typically require a minimum of 15 hours per week for 15 weeks. However, some paid co-ops require additional work hours. Details regarding specific program requirements are available from each program advisor.

US Department of Labor Registered Apprenticeships – The college coordinates the Tri-State Apprenticeship Consortium, which provides opportunities for selected students to work approximately 30 hours per week while going to college approximately 10 hours per week. Students completing the Registered Apprenticeship program will receive a US DOL Journeyworker credential, along with a number of additional certifications, certificates and the Associate in Applied Science. Apprentices are selected by participating companies, which pay the apprentices for work hours and pay for tuition and fees. Current apprenticeship programs include MTT, INT and ILT although additional programs are being added each year. Details are available from program advisors or from Nancy Griggs, Administrative Assistant to the Director of Workforce Development/Coordinator of Work Experience Programs (extension 2217, office WD259).

ACTIVITIES, AWARDS AND ORGANIZATIONS

POLICY STATEMENT ON STUDENT ACTIVITIES—The Division of Student Services is responsible for the student's educational experience which takes place outside the formal classroom program. The Dean of Student Services approves all College-related activities, including: formation of new organizations and clubs, campus events, and participation of students in departmental activities. The Dean of Student Services judges each request based upon the social and educational benefits provided to the students by the activity. Any student group seeking a student activity must have a sponsor. Following approval, the Dean of Student Services works with each sponsor of student activity groups on developing specific supervisory guidelines for the activity. To assist the Dean of Student Services in supervising these activities is Mrs. Joan Reeves, the Coordinator of Student Activities. All formal student activities have a sponsor. The College deems this important and necessary for both academic and legal reasons. Sponsors are to encourage wholesome and creative student efforts. The College believes that it should fulfill academic, legal, ethical, and moral responsibilities, and uphold federal and state laws regarding student activities. Student activities personnel adhere to these principles as an integral part of their professional duties. In instances of travel if hotels/housing arrangements are made through the college, assignments will be made based on biological sex of individuals.

ACADEMIC HONORS

The College recognizes scholastic achievement by publishing the President's List and the Dean's List at the end of each semester.

Requirements for the President's List are (1) semester grade point of 4.0 and (2) completion of a minimum semester course load of 12 semester credit hours of college-level work. Developmental (pre-collegiate) courses carrying grades of A-F will be calculated in the semester GPA. However, developmental (pre-collegiate) courses will not count toward the minimum course load requirement.

Requirements for the Dean's List are (1) a semester grade point of 3.5 or above but below 4.0 and (2) completion of a minimum semester course load of 12 credit hours of college-level work. Developmental (pre-collegiate) courses carrying grades of A-F will be calculated in the semester GPA. However, developmental (pre-collegiate) courses will not count toward the minimum course load requirement.

The Part-Time Honor List is compiled at the end of each semester. Requirements for the Part-Time Honor List are (1) a semester grade point of 4.00 and (2) completion of a semester course load of 7 to 11 semester credit hours of college-level work. Developmental (pre-collegiate) courses carrying grades of A-F will be calculated in the semester GPA. However, developmental (pre-collegiate) courses will not count toward the minimum course requirement.

ALL-ALABAMA/ALL-USA ACADEMIC TEAM

Each year two students are nominated by a panel of faculty judges to the All-Alabama/All-USA Academic Team. The purpose of this program is to recognize scholarly achievement, leadership, and service to the community. The nominees participate in a national and state competition coordinated by Phi Theta Kappa International, and the Alabama Community College System. Sponsor: Dean Sherie Grace, Student Services, Student Center.

ALUMNI ASSOCIATION FRIENDS AND ALUMNI OF NORTHEAST (FAN)

The NACC Alumni Association fosters a feeling of friendship and loyalty between alumni and the College whereby the two can continue to be of service to each other. The association works to promote education and to advance the interests of NACC. Membership is available to alumni and friends of Northeast. Sponsor: Jody Ragsdale, English Building.

AMERICAN CRIMINAL JUSTICE ASSOCIATION

The Nu Alpha Chi Chapter of the American Criminal Justice Association is an organization that strives to improve criminal justice through educational activities; to promote professional, academic, and public awareness of criminal justice issues; to foster professionalism in law enforcement personnel and agencies; to promote high standards of ethical conduct, professional training, and higher education within the criminal justice field.

ANIME APPRECIATION ASSOCIATION CLUB

The Anime Appreciation is a non-profit student organization with the purpose of promoting Japanese animation. The Anime Club facilitates students with a shared special interest in anime, manga, and the Japanese culture. Sponsor: Barbara Kilgore, Health and Fine Arts Building.

CAMPUS CHRISTIAN MINISTRIES (CCM)

This organization is open to students of all denominations who are interested in developing a deeper spiritual life while in college. Its focus is to prepare students for Christian leadership, and involve students in community service projects, mission service and education. Students meet each Wednesday at noon in the Student Center. Campus Minister: Jeremy Wilson; Sponsor: Sherry Whitten, Wallace Building, Office 112.

CHORUS

The Chorus is open to all students with the consent of the instructor. The Chorus presents two major concerts annually, one at Christmas and another in the spring. The repertoire is a variety of choral literature from motets to "pop" songs. The Chorus is available for school, church and community activities.

DRAMA/THEATRE

The Theatre Department (NACC Players) is open to all students and the community at large. The NACC Theatre presents three productions annually, one each semester. The theatre produces a variety of classic dramas, comedies, and Broadway scale musicals each year. Season auditions are typically the third week of July and are for the entire season of plays. Students or community members who are unable to make the season auditions due to a schedule conflict may make arrangements for an audition by appointment throughout the year by contacting the Theatre Department. Students and community members who wish to participate behind the scenes in any technical or stage crew capacity are strongly encouraged to attend auditions and apply for such positions by filling out an application. No performance audition is necessary for those interested in assisting backstage. No experience is necessary to participate either onstage or backstage. Sponsor: Mark Webb, Tom Beville Lyceum.

ENCORE!

ENCORE! is a four-part harmony singing group, performing a variety of popular songs and melodies. The group members are selected by audition. ENCORE! is available to perform at civic clubs, conventions, and other community functions.

ENSEMBLE

The Ensemble is a mixed vocal group selected by audition. The Ensemble is available for performances for civic, club, church, and other community functions.

GOLF TEAMS

Beginning Fall 2017, NACC will have both men and women golf teams who will compete in the Alabama Community College System Conference. The Golf Program is approved for membership by the National Junior College Athletic Association. Scholarships will be available to those who are chosen to participate on the teams. Sponsor: Darrell Kirk, Golf Coach.

INSTRUMENTAL MUSIC

JAZZ ENSEMBLE—The Jazz Ensemble was founded by Dr. Dan Knox in 1982. The Jazz Ensemble performs a variety of music within the genre of jazz. The ensemble is open to all students, music and non-music majors, as well as community musicians. The NACC Jazz Ensemble performs for civic groups, schools, church and other community functions. They perform on a regular basis in DeKalb, and Jackson counties. They have also performed throughout the state and have had numerous appearances at the Panoply Arts Festival in Huntsville. The Jazz Ensemble makes annual appearances at the Alabama Community College Music Showcase, where it has received consistent superior ratings when judged. It has also been rated superior at the annual Alabama Jazz Hall of Fame Festival.

CONCERT BAND—The NACC Concert Band makes its debut this fall (2015) and was founded by Mr. Stacy Morris. It is comprised of 25-40 NACC students from various majors as well as community musicians. The band performs a varied repertoire of literature ranging from the most cutting edge new literature to the cornerstone classics of the wind band repertoire. The band intends to perform for the

community as well as participate regionally and nationally in wind band festivals. The ensemble rehearses two days each week.

MUSTANG STAGE BAND—Formerly the Jazz Combo, the Mustang Stage Band consists 1-2 singers, a full rhythm section and a 5-8 piece horn section. The band covers many genres of music including rock, r&b, soul, funk, jazz, and fusion. One of the main function of the band is to be the primary outreach performance group for NACC and the community. It is also a great training ground for musicians who want to pursue a career as a “working musician.”

CHAMBER ENSEMBLES—Through the Music Workshop class, students will have an opportunity to participate in a number of smaller chamber ensembles. These groups include the Chamber Winds Ensemble, the Chamber Jazz Combo, and the Brass Quintet. Students will perform in-house concerts as well as for the community. It is open to all majors as well as community musicians.

ALUMNI JAZZ BAND—For alumni and community musicians, the Alumni Jazz Band offers performance opportunities as well as a way to catch up with friends and former classmates. The band plays 2-3 times a year and performs throughout the community, as well as NACC functions. The band recently debuted at NACC’s 50th Anniversary Celebration.

SUMMER JAZZ JAMS—During the summer semester, there are 2-3 jazz jam sessions held on campus in the Beck Music Auditorium. It is open to the community as well as all NACC students. No prior experience is necessary and all you need is an instrument. This is a perfect opportunity to get to know some of the area musicians and it is a way to “get into the door” of the music department at NACC!

Sponsor: Stacy Morris, Health and Fine Arts Building.

INTRAMURALS

The Northeast intramural program is open to any Northeast student. Students are encouraged to participate each semester in the sports that are scheduled. Sports scheduled are basketball, tag football, volleyball, table tennis, tennis, and softball. Trophies are given in all sports.

JAMES B. ALLEN AWARD

The James B. Allen Award is presented each year to an outstanding student at Northeast. The recipient is chosen by faculty and administrative staff. Contact: Nicky Willmon, Wallace Administration Building.

MISS NORTHEAST PAGEANT

Each year the Student Government Association sponsors the Miss Northeast Pageant. The winner of this pageant represents the College at various school and community functions. Sponsors: Joan Reeves, English Building, Mark Webb, Tom Beville Lyceum, and Andrea Okwu, Pendley Administration Building.

MU ALPHA THETA

Mu Alpha Theta is an honorary society for students who are mathematics majors or for students who are interested in mathematics. Requirements for membership are:

- a. Completion of MTH 112 Precalculus Algebra or a higher level mathematics course; and,
- b. a 3.0 GPA overall in all two year college mathematics courses at or above the MTH 112 Precalculus Algebra level; and,
- c. pursuing a higher level mathematics course, that is one above the MTH 112 Precalculus Algebra level.

The purpose of the organization is to promote the study and enjoyment of mathematics. Sponsors: Milah Breland, John Camp and Adam Niblett, Mathematics, Science, and Engineering Technology Center.

NACC FISHING TEAM

The NACC fishing team is a club that competes in local, regional, and national bass fishing tournaments. The club’s purpose is to allow NACC students to be a part of a competitive and fun sport. Members must be Full-time students. Monthly tournaments are decided by the club at required meetings. Sponsor: Bryan Roe, Student Center.

NACC RURAL HEALTH CLUB

The NACC Rural Health Club is a student chapter of the Alabama Rural Health Association. It is the first community college chapter in the state of Alabama. The purpose of the NACC Rural Health Club (ASRHA) is to educate students and Alabamians regarding rural health issues in the state by addressing pertinent health issues through activities, workshops, volunteering, and information distribution through multiple media outlets. Membership is open to all students, faculty, and staff regardless of degree status, major, residency status, or school of enrollment. The only requirement is interest in Alabama rural health. Sponsors: Rodney Land, Misty Chapman, Kevin Holt, and Denise Patterson, Mathematics, Science and Engineering Technology Center.

NBL

The Northeast Basketball League (NBL) is organized and managed by students. Student leaders conduct tryouts, play a season of weekly games, and hold a championship tournament. Sponsor: Nicky Willmon, Wallace Administration Building.

PHI THETA KAPPA

Phi Theta Kappa (Psi Epsilon Chapter) recognizes intellectual achievement at Northeast. The purposes of Phi Theta Kappa are the promotion of scholarship, the development of leadership and service, and the cultivation of fellowship among students. Eligibility: minimum of 12 semesters hours earned in non-developmental courses and 3.5 minimum cumulative GPA in non-developmental courses. Sponsor: Brad Fricks, Wallace Administration Building, office 121.

PRESIDENT’S CUP

The President’s Cup is presented each year to the most outstanding student at Northeast. Contact: Nicky Willmon, Wallace Administration Building.

PRESIDENTIAL HOSTS

Presidential Hosts are a group of men and women chosen each spring to serve Northeast Alabama Community College as student hosts throughout the year. Member selection is based upon the review of applications and an interview. Presidential Hosts are involved in a variety of duties both on and off campus including campus luncheons, dinners, receptions, campus tours, high school college programs, involvement with local charitable organizations, and support of other clubs and groups on campus during their various activities and functions. Sponsor: Andrea Okwu, Pendley Administration Building.

ROTARACT CLUB

NACC has joined with the Scottsboro Rotary Club to initiate the NACC Rotaract Club on campus. The Rotaract Club is a service organization that is open to NACC students from ages 18 to 30. The club's goals are to sponsor and partake in at least one community service project and one international service project per year. For more information about the club and its activities, contact Keith McBride, Sponsor, telephone extension 2319 or by email at mcbridek@nacc.edu.

SIGMA KAPPA DELTA

Sigma Kappa Delta, Epsilon Alpha Chapter, is an English honor society at Northeast. It is the first chapter in the state of Alabama to be chartered. The society is specifically designed for two-year community colleges. Membership requirements include: completion of at least 12 semester hours college credit, three semester hours of college English, and an overall 3.0 GPA. Sponsors: Joan Reeves, Joan Tucker, and Jody Ragsdale, English Building.

SKILLSUSA

SkillsUSA is a partnership of students, teachers and industry working together to ensure America has a skilled workforce. SkillsUSA helps each student excel by providing educational programs, events and competitions that support career and technical education (CTE) in the nation's classrooms.



SkillsUSA improves the quality of America's skilled workforce through a structured program focused on the development of citizenship, leadership, employability, technical and professional skills training. SkillsUSA enhances the lives and careers of students, instructors and industry representatives as they strive to be champions at work.

Northeast Alabama Community College has an active SkillsUSA chapter and our members regularly participate in community service events, as well as state and national level leadership and skilled competitions that allow them to showcase their skills and talents. Membership begins in the fall semester of each year and is open to all students in a career technical program. Sponsor: Kelly Black office WD 258, telephone extension: 2286, email: blackk@nacc.edu.

SPECTRUM

Spectrum, an art club, is open to all students who have an interest in the visual arts. The purpose of the club is to raise student awareness and understanding of art to facilitate the improvement of student ability and skills in the production of art. The club provides opportunities for students to participate in cultural and visual activities within the community; it sponsors art shows and field trips to museums and art exhibits. Sponsor: Barbara Kilgore, Beck HFA Building.

SPIRE HONOR SOCIETY

Spire was founded for the purpose of recognizing the unique achievements of adult and other non-traditional students enrolled in Associate Degree programs. The founders of Spire noticed that nontraditional students, who are typically less involved in campus life, often married, and usually employed while attending college, were rarely selected for campus honoraries. It seems that the typical lifestyle and daily responsibilities of these students prevented them from being widely considered for membership in most campus academic, service, and leadership honoraries, thereby withholding from this entire category of students the career-enhancing advantages of such membership.

Spire was created to provide adult (defined as 25 years old or older) and other non-traditional students (such as young single parents, disabled students, students who earn degrees while working full-time, international students, and other similarly situated students) with the same level of recognition which outstanding traditional students have always received.

All students selected for induction must meet the following standards:

- Qualify as adult or non-traditional students (adult students must be at least 25 years of age); and
- Be within 12 months of graduation; and
- Have a minimum cumulative grade point average of 3.0 on a 4.0 scale; and
- Be involved in at least three campus and/or community activities; and
- Demonstrate leadership, persistence, and future promise; and
- Maintain the highest ethical standards.

Sponsor: Rachel Walker, Workforce Development Building.

STRATEGIC GAMING LEAGUE

The Strategic Gaming League is a student organization intended on bringing students together to participate in games involving strategy. The league does not include games of chance but rather focuses on high-level, competitive games of strategy. Sponsors: Adam Niblett and John Camps, Math, Science, and Engineering Technology Center.

STUDENT GOVERNMENT ASSOCIATION

The Student Government Association (SGA) is the voice of students at Northeast. Its purpose is to promote the general welfare of students, to cultivate friendship and cooperation among the students and faculty, and to encourage participation in individual and group responsibilities in a democratic atmosphere. Through SGA participation and appropriate committee appointments, students participate in the college's decision-making process. All persons registered as students at Northeast are members of this organization and are encouraged to take an active part in its functions. Sponsor: Joan Reeves, English Building.

SGA CONSTITUTION ARTICLE I. DESIGNATION

Section 1. Name:

The organization representing the students at Northeast Alabama Community College shall be called the Student Government Association.

Section 2. Members:

All students attending Northeast Alabama Community College shall be members.

Section 3. Officers:

The officers and members representing the students shall be known as the Student Government Association. The officers shall be president, vice president, secretary, treasurer, and historian. There shall be three elected representatives from each class.

Section 4. Awards:

Student Government Association awards shall be made to each Student Government Association member. The type and kind of award shall be voted on by the Student Government Association.

ARTICLE II. THE STUDENT GOVERNMENT ASSOCIATION SECTION

Section 1. Qualifications:

To be eligible for officership in the Student Government Association, a student must carry a regular class load, must have a 3.0 grade point average, and must not be on probation. To be an officer in the Student Government Association, a student must have completed two semesters at Northeast Alabama Community College, and have attained at least 30 hours credit at the end of the spring semester.

Section 2. Selection:

A selection committee composed of the faculty advisors and two students will review records of students whose names are submitted by the students as candidates for membership in the Student Government Association. Three students for each officer and a maximum of ten students from each class for representatives will be chosen as candidates for election by secret ballot by the students. Officers will be elected during the latter part of the spring semester and installed at the beginning of the following term. Election of members shall be held no later than two weeks after the beginning of the fall semester.

Section 3. Suspension:

An officer or representative can be suspended from his/her office if he/she misses more than two meetings or SGA functions. Additionally, should an officer or representative receive more than two reprimands for failing to perform his/her duties, he/she can be suspended from office.

Section 4. Vacancies:

In the event the office of the president of the Student Government Association is vacated, the vice-president will become president, and a new member will be appointed by the remaining council members. In the event of a vacancy in the position of secretary, treasurer, or historian, a new member will be appointed to fill the vacancy. If more than one office is vacated at the same time, there will be an election to fill these vacancies.

If the presidency, secretaryship, and treasurer'ship are vacated, the vice-president will become president, and there will be an election to fill the office of vice-president, secretary, and treasurer. If a representative vacates his position, the Student Government Association will appoint a new representative.

Section 5. Removal from Office:

Any officer of the Student Government Association whose g.p.a. drops below a 3.0 will be allowed one semester to raise his/ her grades to the required level. Failure to do so will automatically result in removal from office. Any student who is placed on probation will be removed from office. A member of the Student Government Association who is found guilty of any activity which would bring discredit upon the college or the students will be subject to removal from office.

Section 6. Tenure of Office:

All officers and members of the Student Government Association shall serve for a period of twelve months or until their successors shall have been duly chosen and installed in the fall semester. This tenure is with the provision that all services conducted are satisfactory.

Section 7. Duties and Responsibilities:

The Student Government Association will assist in planning and executing a program of co-curricular activities for the students. Such activities will be planned in accordance with established school policies as outlined in the student handbook and catalog. The Student

Government Association will conduct all student elections and perform such other duties as may be appropriate for the organization. All members are to attend all Student Government Association meetings. Absences from meetings may be excused by the presiding officer and sponsor.

Section 8. Meetings:

The Student Government Association may meet at least twice each month or as often as is deemed necessary. A quorum shall consist of a majority of the members including at least two officers and the sponsor.

ARTICLE III. AMENDMENTS

Section 1. Proposal:

Amendments may be proposed by any student. Proposed amendments must be submitted in writing to the Student Government Association.

Section 2. Ratification:

In not more than two weeks after the proposed amendment is submitted, the Student Government Association will review the suggestion to determine whether a vote is necessary. Any proposed amendment must be approved by the sponsor in order for an amendment to be ratified. A majority of the student body must vote in the election, and two-thirds of those voting must be in favor of the change.

POWERS AND DUTIES OF THE PRESIDENT

- a. Administer and enforce the constitution, its by-laws, and the Student Government Association statutes;
- b. Appoint committees with the concurrence of the Student Government Association;
- c. Remove, at his/her discretion, any person whom he/she has the power to appoint to fill vacancies in elective offices;
- d. Instruct and require reports from executive officers and committee members;
- e. Call and preside over meetings of the Student Government Association;
- f. Make recommendations for legislation to the Student Government Association;
- g. Have the power to sign or veto statutes passed by the Student Government Association, provided that he/she exercise such power within ten class days after receipt of said legislation. A presidential veto may be overridden by a two-thirds vote of the Student Government Association membership.
- h. Vote in case of a tie.

POWERS AND DUTIES OF THE VICE-PRESIDENT

- a. Assume the powers and duties of the president in his/her absence.
- b. Assume the office of president should the president resign, be removed, or surrender office.

POWERS AND DUTIES OF THE SECRETARY

- a. Take minutes and maintain records of meetings of the Student Government Association.
- b. Conduct Student Government Association correspondence.
- c. Complete all activity requests.

POWERS AND DUTIES OF THE TREASURER

- a. Maintain and complete financial records of all the Student Government Association funds.
- b. Complete all purchase order forms.

POWERS AND DUTIES OF THE HISTORIAN

- a. Coordinate with the college public relations director to advertise all Student Government Association activities.

- b. Attend all Student Government Association functions and make pictures.
- c. Maintain a Student Government Association scrapbook.

STUDENT NURSES ASSOCIATION

The Northeast Chapter of the Student Nurses Association is a constituent of the Alabama Association of Nursing Students and the National Student Nurses Association. The purposes of the club are:

- (a) to assume responsibility for contributing to the profession of nursing in order to provide for the highest quality health care;
- (b) to provide programs representative of current professional interests and concerns, and,
- (c) to aid in the physical, psychological, social, and moral developments of the person.

Membership is composed of nursing and pre-nursing students.
Sponsor: Christine Rains, Health Education Building.

WHO'S WHO AMONG STUDENTS IN AMERICAN JUNIOR COLLEGES

Each year students are selected by the faculty and administration for Who's Who Among Students in American Junior Colleges based on academic achievement, service to the community, leadership in extracurricular activities, and potential for success. Selections for Who's Who are made during the fall semester from sophomores enrolled full-time who have a minimum 3.50 grade point average. Contact: Rob Woodall, Pendley Administration Building.

YEARBOOK

Backroads is the Northeast yearbook and is furnished free to all students who attend one or more semesters during the year. A student staff designs the yearbook with the assistance of a faculty sponsor. Monitoring the publication of the yearbook is the responsibility of the yearbook sponsor. Should questions or problems arise, these will be referred to the Student Affairs Committee for a decision. Sponsor: Joan Tucker.



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