



SPARTANBURG  
COMMUNITY  
COLLEGE

2014-2015

Student Planner  
& Handbook



# SCC Student Communication Referral Chart

The following chart serves as a resource for individuals seeking assistance in resolving matters within the campus community. The chart details the initial area to be contacted for assistance or referral and subsequent contact areas as matters progress toward resolution.

Issue	First Contact		Next Level		Next Level		Executive Official	
			Dept. Chair	Division Dean	AVP of Instruction		Senior Vice President of Academic Affairs	Senior Vice President of Academic Affairs
Academic Concerns Advising	Instructor Director of Applicant & Advising Services		AVP of Enrollment Management		AVP of Enrollment Management		Senior Vice President of Academic Affairs	Senior Vice President of Academic Affairs
Applications	Director of Applicant & Advising Services		AVP of Enrollment Management		AVP of Enrollment Management		Senior Vice President of Academic Affairs	Senior Vice President of Academic Affairs
Book Store	Book Inn Manager		Business Manager		Business Manager		Vice President of Business Affairs	Vice President of Business Affairs
Campus Tours	Recruiter		Director of Recruitment		AVP of Enrollment Management		Senior Vice President of Academic Affairs	Senior Vice President of Academic Affairs
Discrimination	Section 504/Title IX Coordinator		VP Student Affairs		Grievance Committee		President	President
Financial Aid	Financial Aid Counselor		Director of Financial Aid		Director of Financial Aid		Vice President of Student Affairs	Vice President of Student Affairs
Graduation	Assistant Registrar		Registrar		Registrar		Vice President of Student Affairs	Vice President of Student Affairs
Harassment	Section 504/Title IX Coordinator		VP Student Affairs		Grievance Committee		President	President
Information Center	Director of Applicant & Advising Services		AVP of Enrollment Management		AVP of Enrollment Management		Senior Vice President of Academic Affairs	Senior Vice President of Academic Affairs
Library	Library Director		Dean of Learning Resources		AVP of Instruction		Senior Vice President of Academic Affairs	Senior Vice President of Academic Affairs
Parking	Campus Safety Chief		Director of Campus Operations		Director of Campus Operations		Vice President of Business Affairs	Vice President of Business Affairs
Parking Tickets	Issuing Officer		Traffic Court		Traffic Court		Vice President of Student Affairs	Vice President of Student Affairs
Recruitment Services	Recruiter		Director of Recruitment		AVP of Enrollment Management		Senior Vice President of Academic Affairs	Senior Vice President of Academic Affairs
Refund Requests	Business Office		Business Office Manager		Business Office Manager		Vice President of Business Affairs	Vice President of Business Affairs
Registration	Assistant Registrar		Registrar		Registrar		Vice President of Student Affairs	Vice President of Student Affairs
Residency	Admissions Specialist - Residency		Director of Applicant & Advising Services		AVP of Enrollment Management		Senior Vice President of Academic Affairs	Senior Vice President of Academic Affairs
Security	Campus Safety Chief		Director of Campus Operations		Director of Campus Operations		Vice President of Business Affairs	Vice President of Business Affairs
Student Accounts	Business Office		Business Office Manager		Business Office Manager		Vice President of Business Affairs	Vice President of Business Affairs
Student Activities	Student Activities Coordinator		AVP of Enrollment Management		AVP of Enrollment Management		Senior Vice President of Academic Affairs	Senior Vice President of Academic Affairs
Student Orientation	Director of Recruitment		AVP of Enrollment Management		AVP of Enrollment Management		Senior Vice President of Academic Affairs	Senior Vice President of Academic Affairs
Student Records	Admin Specialist		Assistant Registrar		Registrar		Vice President of Student Affairs	Vice President of Student Affairs
Students with Disabilities	Assistant Coordinator - Student Disability Services		Director of Student Disability Services and AIM		AVP of Enrollment Management		Senior Vice President of Academic Affairs	Senior Vice President of Academic Affairs
The Learning Center	Director, TLC and Testing Services		AVP of Enrollment Management		AVP of Enrollment Management		Senior Vice President of Academic Affairs	Senior Vice President of Academic Affairs
Testing Center	Director, TLC and Testing Services		AVP of Enrollment Management		AVP of Enrollment Management		Senior Vice President of Academic Affairs	Senior Vice President of Academic Affairs
Transcript/Records	Admin Specialist		Assistant Registrar		Registrar		Vice President of Student Affairs	Vice President of Student Affairs
Transcript/Admission	Admission Specialist - Transcripts		Director of Applicant & Advising Services		AVP of Enrollment Management		Senior Vice President of Academic Affairs	Senior Vice President of Academic Affairs



SPARTANBURG  
COMMUNITY  
COLLEGE

## Student Planner & Handbook July 2014-August 2015

**Property of:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Phone #:** \_\_\_\_\_

**Cell #:** \_\_\_\_\_

**E-mail:** \_\_\_\_\_

**In case of emergency, please notify:** \_\_\_\_\_

**Name:** \_\_\_\_\_ **Phone #:** \_\_\_\_\_

### **Notice To Students:**

Failure to read this publication does not excuse students from rules and procedures described herein. Personal factors, illness or contradictory advice from any source is not acceptable grounds for seeking exemption from these rules and procedures. Spartanburg Community College reserves the privilege of changing, without notice, any information in this publication.

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## President's Message

*Welcome to Spartanburg Community College! As an SCC student, you join a rich history of educational excellence that began in 1963 with 150 students. Today, over 6,000 students share a common goal of seeking associate degrees, diplomas and certificates that lead to rewarding employment and financial stability.*

*We are dedicated to helping you accomplish your college and career objectives in a way that works best for you. Whether your goal is education leading to a high-growth, high-demand career field or transferring to a university, SCC offers access to over 100 programs that lead to careers in business, engineering technology and industrial technology, computer technology, health and education. With day, evening, weekend, traditional and online classes at locations in Spartanburg, Cherokee and Union counties, SCC is convenient for recent high school graduates and busy adults who want to begin or advance their careers. Our tuition is the lowest in the region and our program quality is excellent, thanks to dedicated faculty, state-of-the-art classrooms and laboratories and small class sizes. More than 80 percent of new careers today and in the future will require at least an associate's degree, so your SCC education will continue to pay off for years to come.*

*The purpose of this Student Planner & Handbook is to help you organize your academic responsibilities and keep track of key dates for admissions, financial aid, etc. I encourage you to take advantage of many resources available to help you achieve your academic and career goals – from advising, student support services to career planning and placement. I also hope you can engage in the many student activities SCC offers, including student organizations aligned with your chosen major and career field.*

*We are committed to your success – while a student on our campus, after graduation and as a working professional in our community.*

*Thank you for choosing Spartanburg Community College. We look forward to assisting you in achieving your college and career goals. Our mission is to ensure your success.*

A handwritten signature in black ink that reads "Henry C. Giles, Jr." The signature is written in a cursive, flowing style.

Henry C. Giles, Jr.  
President  
Spartanburg Community College

## General Deadlines – Fall 2014

Priority registration for returning students Fall 2014	April 7-13
Registration begins for all students for Fall 2014	April 14
Verify Tuition/fee payment and financial aid awards in WebAdvisor	July 1
Financial aid available for Book Inn purchases	August 4-October 14
Deletion for Non-Payment at 5:00pm (First deletion)	August 6
Registration, Downtown Campus	August 11; 9am – 6 pm
Registration, Union County Advanced Technology Center	August 11; 9am – 1pm
Registration, Cherokee County Campus	August 12; 9am – 6 pm
Registration, Central Campus (for times, see <a href="http://www.sccsc.edu/academiccalendar">www.sccsc.edu/academiccalendar</a> )	August 13-15
Registration, Tyger River Campus	August 13; 9am – 6pm
Deletion for Non-Payment at 5:00pm (Second deletion)	August 14
Late Registration Begins	August 15
Labor Day holiday (College Closed)	September 1
Checks mailed to students with financial aid funds remaining in accounts	October 27
Deadline for graduation applications	November 14
Thanksgiving holiday (College Closed)	November 27 - 30
Fall grades submitted	December 11
Christmas/New Year holidays (College closed)	December 20 - Jan 4

## General Deadlines – Spring 2015

Priority registration for returning students for Spring 2015	October 13-19
Registration begins for all students for Spring 2015	October 20
Verify Tuition/fee payment and financial aid awards in WebAdvisor	November 3
Financial aid available for Book Inn purchases	December 17-March 6
Registration, Downtown Campus	January 6; 9am – 6pm
Registration, Cherokee County Campus	January 6; 9am – 6pm
Registration, Union County Advanced Technology Center	January 6; 9am – 1pm
Registration, Central Campus (for times, see <a href="http://www.sccsc.edu/academiccalendar">www.sccsc.edu/academiccalendar</a> )	January 7 – 9
Registration, Tyger River Campus	January 6; 9am – 6pm
Deletion for Non-Payment at 5:00 pm	January 8
Late Registration Begins	January 9
Martin Luther King, Jr. holiday (College closed)	January 19
Checks mailed to students with financial aid funds remaining in accounts	March 16
Spring break (no classes)	March 30 - April 5
Spring grades submitted	May 4
Graduation	May 7

## General Deadlines – Summer 2015

Priority registration for returning student for Summer 2015	March 16 – 22
Registration begins for Summer 2015	March 23
Verify Tuition/fee payment and financial aid awards in WebAdvisor	April 6
Financial aid available for Book Inn purchases	May 11-June 23
Registration, Cherokee County Campus	May 12; 9am – 6pm
Registration, Union County Advanced Technology Center	May 12; 9am – 1pm
Registration, Central Campus (for times, see <a href="http://www.sccsc.edu/academiccalendar">www.sccsc.edu/academiccalendar</a> )	May 13 - 14
Registration, Tyger River Campus	May 12; 9am – 6pm
Registration, Downtown Campus	May 12; 9am – 6pm
Deletion for Non-Payment at 5:00 pm	May 14
Late Registration Begins	May 15
Memorial Day holiday (college closed)	May 25
Deadline for graduation applications	June 12
Checks mailed to students with financial aid funds remaining in accounts	July 2
Independence Day (College closed)	July 4
Summer grades submitted	July 24

\* The above calendar is an abbreviated version of the full academic calendar for 2014-2015. Copies of this publication can be found in the SCC Admissions Center and as well as on the SCC website at [www.sccsc.edu/catalog](http://www.sccsc.edu/catalog). These dates are subject to change in the case of extenuating circumstances, such as inclement weather. Please check your MySCC Portal or [www.sccsc.edu/academicCalendar](http://www.sccsc.edu/academicCalendar) for updates.

**Special Notice – SCC Student Activity Events:**

In an effort to provide timely and accurate information, student activity events will no longer be listed in the *SCC Planner & Handbook*. Instead, all student-related events will be listed on the SCC Portal, which can be found via the SCC website at [www.sccsc.edu](http://www.sccsc.edu). Please check the Portal often to find out about fun and exciting events planned for SCC students.

<p><b>Mon, July 28</b></p> <ul style="list-style-type: none"><li>• Book Inn semester break hours, 8am - 5pm</li></ul>	
<p><b>Tues, July 29</b></p> <ul style="list-style-type: none"><li>• Book Inn semester break hours, 8am - 5pm</li></ul>	
<p><b>Wed, July 30</b></p> <ul style="list-style-type: none"><li>• Book Inn semester break hours, 8am - 5pm</li></ul>	
<p><b>Thurs, July 31</b></p> <ul style="list-style-type: none"><li>• Book Inn semester break hours, 8am - 5pm</li></ul>	
<p><b>Fri, August 1</b></p>	
<p><b>Sat, August 2</b></p> <ul style="list-style-type: none"><li>• Central Campus/Cherokee County Campus Library closed</li></ul>	

**Sun, August 3**

**Mon, August 4**

- Book Inn hours, 8:30am - 6pm
- Fall semester textbooks available for purchase
- Financial aid students may begin purchasing textbooks at the Book Inn

**Tues, August 5**

- Book Inn hours, 8:30am - 6pm

**Wed, August 6**

- Book Inn hours, 8:30am - 6pm
- First deletion of non-paid students, 5pm

**Thurs, August 7**

- Book Inn hours, 8:30am - 6pm

**Fri, August 8**

- Book Inn hours, 8:30am - 1pm

**Sat, August 9**

- Central Campus/Cherokee County Campus Library closed



<p><b>Sun, August 10</b></p>	
<p><b>Mon, August 11</b></p> <ul style="list-style-type: none"><li>• Book Inn hours, 8:30am - 6pm</li><li>• Open registration for fall 2014 semester at Downtown Campus, 9am - 6pm</li><li>• Open registration for fall 2014 semester at Union Campus, 9am - 1pm</li></ul>	
<p><b>Tues, August 12</b></p> <ul style="list-style-type: none"><li>• Book Inn hours, 8:30am - 6pm</li><li>• Open registration for fall 2014 semester at Cherokee County Campus, 9am - 6pm</li></ul>	
<p><b>Wed, August 13</b></p> <ul style="list-style-type: none"><li>• Book Inn hours, 8:30am - 7pm</li><li>• Open registration for fall 2014 semester at Central Campus, 8:30am - 7pm</li><li>• Open registration for fall 2014 semester at Tyger River Campus, 9am - 6pm</li></ul>	
<p><b>Thurs, August 14</b></p> <ul style="list-style-type: none"><li>• Book Inn hours, 8:30am - 5pm</li><li>• Open registration for fall 2014 semester at Central Campus, 8:30am - 5pm</li><li>• Second deletion of non-paid students, 5pm</li></ul>	
<p><b>Fri, August 15</b></p> <ul style="list-style-type: none"><li>• Book Inn hours, 8:30am - 5pm</li><li>• Open registration for fall 2014 semester at Central Campus, 8:30am - 5pm</li><li>• Late registration fees begin for fall semester 2014</li><li>• Senior Citizens begin registering/waiver</li></ul>	
<p><b>Sat, August 16</b></p> <ul style="list-style-type: none"><li>• Central Campus/Cherokee County Campus Library closed</li></ul>	

**Sun, August 17**

**Mon, August 18**

- Book Inn hours, 8am - 6pm
- First day of classes for fall (full semester)
- First day of classes for 7.5-week term
- Late registration for fall semester 2014, 8:30-6pm

**Tues, August 19**

- Book Inn hours, 8am - 6pm
- Late registration for fall semester 2014, 8:30-6pm

**Wed, August 20**

- Book Inn hours, 8am - 6pm
- Last day to receive 100% refund for first 7.5-week term

**Thurs, August 21**

- Book Inn hours, 8am - 6pm

**Fri, August 22**

- Book Inn hours, 9am - 1pm
- Last day to receive 75% refund for first 7.5-week term

**Sat, August 23**

- Central Campus/Cherokee County Campus Library open 9am-1pm

<p><b>Sun, August 24</b></p>	
<p><b>Mon, August 25</b></p> <ul style="list-style-type: none"><li>• Book Inn hours, 8am - 6pm</li><li>• Last day to receive 50% refund for first 7.5-week term</li><li>• Last day to receive 100% refund for fall (full) semester</li></ul>	
<p><b>Tues, August 26</b></p> <ul style="list-style-type: none"><li>• Book Inn hours, 8am - 6pm</li></ul>	
<p><b>Wed, August 27</b></p> <ul style="list-style-type: none"><li>• Book Inn hours, 8am - 6pm</li></ul>	
<p><b>Thurs, August 28</b></p> <ul style="list-style-type: none"><li>• Book Inn hours, 8am - 6pm</li></ul>	
<p><b>Fri, August 29</b></p> <ul style="list-style-type: none"><li>• Book Inn hours, 9am - 1pm</li></ul>	
<p><b>Sat, August 30</b></p> <ul style="list-style-type: none"><li>• Central Campus/Cherokee County Campus Library open 9am-1pm</li></ul>	

**Sun, August 31**

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**Mon, September 1**

- Labor Day holiday. College closed. No classes.

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**Tues, September 2**

- Last day to receive 75% refund for fall (full) semester
- Summer graduates' awards available for pick-up in the records office

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**Wed, September 3**

- Rosh Hashanah
- Summer graduates' awards available for pick-up in the records office

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**Thurs, September 4**

- Summer graduates' awards available for pick-up in the records office

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**Fri, September 5**

- Last day to receive 50% refund for fall (full) semester

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**Sat, September 6**

- Central Campus/Cherokee County Campus Library open 9am-1pm

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<p><b>Sun, September 7</b></p> <ul style="list-style-type: none"><li>• Grandparents' Day</li></ul>	<hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>
<p><b>Mon, September 8</b></p> <ul style="list-style-type: none"><li>• Spring semester booklist distributed to the department chairs</li></ul>	<hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>
<p><b>Tues, September 9</b></p> <ul style="list-style-type: none"><li>• Summer graduates' awards mailed</li></ul>	<hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>
<p><b>Wed, September 10</b></p> <ul style="list-style-type: none"><li>• Patriot Day</li><li>• Student Assembly at the Evans Academic Center Auditorium (Downtown Campus), 9am</li></ul>	<hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>
<p><b>Thurs, September 11</b></p>	<hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>
<p><b>Fri, September 12</b></p> <ul style="list-style-type: none"><li>• Yom Kippur</li></ul>	<hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>
<p><b>Sat, September 13</b></p> <ul style="list-style-type: none"><li>• Central Campus/Cherokee County Campus Library open 9am-1pm</li></ul>	<hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>

<b>Sun, September 14</b>	
<b>Mon, September 15</b>	
<b>Tues, September 16</b> <ul style="list-style-type: none"><li>• Constitution Day</li><li>• Last day for Return to Title IV for first 7.5-week term</li></ul>	
<b>Wed, September 17</b>	
<b>Thurs, September 18</b>	
<b>Fri, September 19</b>	
<b>Sat, September 20</b> <ul style="list-style-type: none"><li>• Central Campus/Cherokee County Campus Library open 9am-1pm</li></ul>	

<p><b>Sun, September 21</b></p> <ul style="list-style-type: none"><li>• Autumn begins</li></ul>	<hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>
<p><b>Mon, September 22</b></p> <ul style="list-style-type: none"><li>• Spring semester booklist adoptions due to the bookstore</li></ul>	<hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>
<p><b>Tues, September 23</b></p> <ul style="list-style-type: none"><li>• First day of classes for 10-week Flex term</li><li>• First day of classes for first 5-week term</li></ul>	<hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>
<p><b>Wed, September 24</b></p> <ul style="list-style-type: none"><li>• Last day to receive 100% refund for first 5-week term</li></ul>	<hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>
<p><b>Thurs, September 25</b></p> <ul style="list-style-type: none"><li>• Last day to receive 75% refund for first 5-week term</li><li>• Last day to drop classes for first 7.5-week term</li></ul>	<hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>
<p><b>Fri, September 26</b></p>	<hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>
<p><b>Sat, September 27</b></p> <ul style="list-style-type: none"><li>• Central Campus/Cherokee County Campus Library open 9am-1pm</li></ul>	<hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>

<b>Sun, September 28</b>	
<b>Mon, September 29</b> <ul style="list-style-type: none"><li>• Last day to receive 50% refund for first 5-week term</li><li>• Last day to receive 100% refund for 10-week Flex term</li></ul>	
<b>Tues, September 30</b>	
<b>Wed, October 1</b>	
<b>Thurs, October 2</b>	
<b>Fri, October 3</b> <ul style="list-style-type: none"><li>• Last day to receive 75% refund for 10-week Flex term</li></ul>	
<b>Sat, October 4</b> <ul style="list-style-type: none"><li>• Central Campus/Cherokee County Campus Library open 9am-1pm</li></ul>	



<p><b>Sun, October 5</b></p>	
<p><b>Mon, October 6</b></p> <ul style="list-style-type: none"><li>• Last day to receive 50% refund for 10-week Flex term</li></ul>	
<p><b>Tues, October 7</b></p> <ul style="list-style-type: none"><li>• Last day of classes for first 7.5-week term</li></ul>	
<p><b>Wed, October 8</b></p> <ul style="list-style-type: none"><li>• Fall break, no classes</li></ul>	
<p><b>Thurs, October 9</b></p> <ul style="list-style-type: none"><li>• Fall break, no classes</li></ul>	
<p><b>Fri, October 10</b></p> <ul style="list-style-type: none"><li>• Fall break, no classes</li><li>• Last day for Return to Title IV for first 5-week term</li></ul>	
<p><b>Sat, October 11</b></p> <ul style="list-style-type: none"><li>• Fall break, no classes</li><li>• Central Campus/Cherokee County Campus Library closed (fall break)</li></ul>	

**Sun, October 12**

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**Mon, October 13**

- Columbus Day
- 2015 Spring Priority Registration for continuing students
- Classes begun for second 7.5 week term

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**Tues, October 14**

- 2015 Spring Priority Registration for continuing students
- Last day to purchase textbooks using financial aid for fall

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**Wed, October 15**

- 2015 Spring Priority Registration for continuing students
- Last day to receive 100% refund for second 7.5-week term

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**Thurs, October 16**

- 2015 Spring Priority Registration for continuing students
- National Boss' Day

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**Fri, October 17**

- 2015 Spring Priority Registration for continuing students
- Last day to receive 75% refund for second 7.5 week term

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**Sat, October 18**

- 2015 Spring On-line Priority Registration for continuing students
- Central Campus/Cherokee County Campus Library open 9am-1pm

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<p><b>Sun, October 19</b></p> <ul style="list-style-type: none"><li>• 2015 Spring Priority Registration for continuing students</li><li>• Last day for Return to Title IV for full semester</li></ul>	<hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>
<p><b>Mon, October 20</b></p> <ul style="list-style-type: none"><li>• Last day to receive 50% refund for second 7.5 week term</li><li>• 2015 Spring Registration for all students</li></ul>	<hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>
<p><b>Tues, October 21</b></p> <ul style="list-style-type: none"><li>• Last day to drop classes for first 5 week term</li></ul>	<hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>
<p><b>Wed, October 22</b></p>	<hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>
<p><b>Thurs, October 23</b></p>	<hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>
<p><b>Fri, October 24</b></p>	<hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>
<p><b>Sat, October 25</b></p> <ul style="list-style-type: none"><li>• Central Campus/Cherokee County Campus Library open 9am-1pm</li></ul>	<hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>

**Sun, October 26**

**Mon, October 27**

- Financial aid refund checks mailed for fall

**Tues, October 28**

- Last day of classes for first 5-week term

**Wed, October 29**

- Last day for Return to Title IV for flex 10 week term
- Classes begin for second 5 week term

**Thurs, October 30**

- Last day to receive 100% refund for second 5 week term
- Student Assembly at the Evans Academic Center Gymnasium (Downtown Campus) 9am

**Fri, October 31**

- Halloween
- Last day to receive 75% refund for second 5-week term

**Sat, November 1**

- Central Campus/Cherokee County Campus Library open 9am-1pm

<p><b>Sun, November 2</b></p> <ul style="list-style-type: none"><li>• Daylight Saving Time ends</li></ul>	<hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>
<p><b>Mon, November 3</b></p> <ul style="list-style-type: none"><li>• Begin to verify tuition and fee payment and financial aid awards in WebAdvisor</li><li>• Student accounts available; billing opens for spring 2015</li><li>• Spring semester textbooks available for purchase</li><li>• Last day to receive 50% refund for second 5 week term</li></ul>	<hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>
<p><b>Tues, November 4</b></p> <ul style="list-style-type: none"><li>• Election Day, College Closed</li></ul>	<hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>
<p><b>Wed, November 5</b></p> <ul style="list-style-type: none"><li>• Last day to drop classes for fall (full) semester</li></ul>	<hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>
<p><b>Thurs, November 6</b></p>	<hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>
<p><b>Fri, November 7</b></p>	<hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>
<p><b>Sat, November 8</b></p> <ul style="list-style-type: none"><li>• Central Campus/Cherokee County Campus Library open 9am-1pm</li></ul>	<hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>

<p><b>Sun, November 9</b></p> <ul style="list-style-type: none"><li>• Last day for Return to Title IV for second 7.5-week term</li></ul>	
<p><b>Mon, November 10</b></p>	
<p><b>Tues, November 11</b></p> <ul style="list-style-type: none"><li>• Veterans Day</li></ul>	
<p><b>Wed, November 12</b></p> <ul style="list-style-type: none"><li>• Fall Career Fair, 9:30am-12 noon, SSB Commissioners' Dining Room and SSB 109</li></ul>	
<p><b>Thurs, November 13</b></p>	
<p><b>Fri, November 14</b></p> <ul style="list-style-type: none"><li>• Deadline to apply for fall graduation</li><li>• Last day to drop classes for 10 week flex term</li></ul>	
<p><b>Sat, November 15</b></p> <ul style="list-style-type: none"><li>• Central Campus/Cherokee County Campus Library open 9am-1pm</li></ul>	

<p><b>Sun, November 16</b></p> <ul style="list-style-type: none"><li>• Last day for Return to Title IV for second 5 week term</li></ul>	
<p><b>Mon, November 17</b></p>	
<p><b>Tues, November 18</b></p> <ul style="list-style-type: none"><li>• Last day to drop classes for second 7.5-week term</li></ul>	
<p><b>Wed, November 19</b></p>	
<p><b>Thurs, November 20</b></p>	
<p><b>Fri, November 21</b></p> <ul style="list-style-type: none"><li>• Last day to drop classes for second 5-week term</li></ul>	
<p><b>Sat, November 22</b></p> <ul style="list-style-type: none"><li>• Central Campus/Cherokee County Campus Library open 9am-1pm</li></ul>	

<p><b>Sun, November 23</b></p>	
<p><b>Mon, November 24</b></p> <ul style="list-style-type: none"><li>• Book Inn holiday hours, 8:00am - 5pm</li></ul>	
<p><b>Tues, November 25</b></p> <ul style="list-style-type: none"><li>• Book Inn holiday hours, 8:00am - 5pm</li></ul>	
<p><b>Wed, November 26</b></p> <ul style="list-style-type: none"><li>• Book Inn holiday hours, 8:00am - 5pm</li></ul>	
<p><b>Thurs, November 27</b></p> <ul style="list-style-type: none"><li>• Thanksgiving Holiday. College closed. No classes.</li></ul>	
<p><b>Fri, November 28</b></p> <ul style="list-style-type: none"><li>• Thanksgiving Holiday. College closed. No classes.</li></ul>	
<p><b>Sat, November 29</b></p> <ul style="list-style-type: none"><li>• Thanksgiving Holiday. College closed. No classes.</li><li>• Central Campus/Cherokee County Campus Library closed</li></ul>	



<p><b>Sun, November 30</b></p> <ul style="list-style-type: none"><li>• Thanksgiving Holiday. College closed.</li></ul>	<hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>
<p><b>Mon, December 1</b></p>	<hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>
<p><b>Tues, December 2</b></p>	<hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>
<p><b>Wed, December 3</b></p>	<hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>
<p><b>Thurs, December 4</b></p> <ul style="list-style-type: none"><li>• Last day of classes for fall (full) semester</li><li>• Last day of classes for 10 week Flex term</li><li>• Last day of classes for second 7.5 week term</li><li>• Last day of classes for second 5 week term</li></ul>	<hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>
<p><b>Fri, December 5</b></p> <ul style="list-style-type: none"><li>• Exams</li></ul>	<hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>
<p><b>Sat, December 6</b></p> <ul style="list-style-type: none"><li>• Central Campus/Cherokee County Campus Library open, 9am - 1pm</li></ul>	<hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>

<p><b>Sun, December 7</b></p> <ul style="list-style-type: none"><li>• Pearl Harbor Remembrance Day</li></ul>	<hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>
<p><b>Mon, December 8</b></p> <ul style="list-style-type: none"><li>• Exams</li><li>• Book Inn hours, 8am - 5pm</li><li>• Book Inn Buyback hours, 9am - 6pm</li></ul>	<hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>
<p><b>Tues, December 9</b></p> <ul style="list-style-type: none"><li>• Exams</li><li>• Book Inn hours, 8am - 5pm</li><li>• Book Inn Buyback hours, 9am - 6pm</li></ul>	<hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>
<p><b>Wed, December 10</b></p> <ul style="list-style-type: none"><li>• Exams</li><li>• Book Inn hours, 8am - 5pm</li><li>• Book Inn Buyback hours, 9am - 6pm</li></ul>	<hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>
<p><b>Thurs, December 11</b></p> <ul style="list-style-type: none"><li>• Book Inn hours, 8am - 5pm</li><li>• Fall grades due at 9am</li></ul>	<hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>
<p><b>Fri, December 12</b></p>	<hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>
<p><b>Sat, December 13</b></p> <ul style="list-style-type: none"><li>• Central Campus/Cherokee County Campus Library closed</li></ul>	<hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>

<p><b>Sun, December 14</b></p>	
<p><b>Mon, December 15</b></p>	
<p><b>Tues, December 16</b></p> <ul style="list-style-type: none"><li>• Hanukkah</li></ul>	
<p><b>Wed, December 17</b></p> <ul style="list-style-type: none"><li>• Book Inn hours, 8am - 6pm</li><li>• Financial aid students may begin purchasing textbooks at Book Inn for spring 2015</li></ul>	
<p><b>Thurs, December 18</b></p> <ul style="list-style-type: none"><li>• Book Inn hours, 8am - 6pm</li></ul>	
<p><b>Fri, December 19</b></p> <ul style="list-style-type: none"><li>• Federal work-study contract ends for fall</li></ul>	
<p><b>Sat, December 20</b></p> <ul style="list-style-type: none"><li>• Christmas Break. College closed. No classes.</li><li>• Central Campus/Cherokee County Campus Library closed</li></ul>	

**Sun, December 21**

- Winter begins
- Christmas Break. College closed.

**Mon, December 22**

- Christmas Break. College closed.  
No classes.

**Tues, December 23**

- Christmas Break. College closed.  
No classes.

**Wed, December 24**

- Christmas Eve
- Christmas Break. College closed.  
No classes.

**Thurs, December 25**

- Christmas Day
- Christmas Break. College closed.  
No classes.

**Fri, December 26**

- Kwanzaa
- Christmas Break. College closed.  
No classes.

**Sat, December 27**

- Christmas Break. College closed.  
No classes.
- Central Campus/Cherokee County  
Campus Library closed

<p><b>Sun, December 28</b></p> <ul style="list-style-type: none"><li>• Christmas Break. College closed.</li></ul>	<hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>
<p><b>Mon, December 29</b></p> <ul style="list-style-type: none"><li>• Christmas Break. College closed. No classes.</li></ul>	<hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>
<p><b>Tues, December 30</b></p> <ul style="list-style-type: none"><li>• Christmas Break. College closed. No classes.</li></ul>	<hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>
<p><b>Wed, December 31</b></p> <ul style="list-style-type: none"><li>• New Year's Eve</li><li>• Christmas Break. College closed. No classes.</li></ul>	<hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>
<p><b>Thurs, January 1</b></p> <ul style="list-style-type: none"><li>• New Year's Day</li><li>• Christmas Break. College closed. No classes.</li></ul>	<hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>
<p><b>Fri, January 2</b></p> <ul style="list-style-type: none"><li>• Christmas Break. College closed. No classes.</li></ul>	<hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>
<p><b>Sat, January 3</b></p> <ul style="list-style-type: none"><li>• Central Campus/Cherokee Campus Library closed</li></ul>	<hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>

**Sun, January 4**

**Mon, January 5**

**Tues, January 6**

- Open Registration for spring 2015:
  - Cherokee County Campus, 9am - 6pm
  - Downtown Campus, 9am - 6pm
  - Tyger River Campus, 9am - 6pm
  - Union Campus, 9am - 1pm

**Wed, January 7**

- Book Inn hours, 8:30am - 7pm
- Open Registration for spring 2015:
  - Central Campus, 8:30am - 7pm

**Thurs, January 8**

- Book Inn hours, 8:30am - 5pm
- Open registration for spring 2015, 8:30am - 5pm
- Deletion of non-paid students at 5pm

**Fri, January 9**

- Book Inn hours, 8:30am - 5 pm
- Late Registration for spring 2015 semester, 8:30am-5pm
- Late registration fees begun for spring semester 2015
- Senior Citizens begin registering/waiver

**Sat, January 10**

- Central Campus/Cherokee County Campus Library closed

<p><b>Sun, January 11</b></p>	
<p><b>Mon, January 12</b></p> <ul style="list-style-type: none"><li>• Book Inn hours, 8:30am - 6pm</li><li>• Late registration for spring semester 2015, 8:30am-6pm</li><li>• Classes begin for spring (full) semester</li><li>• Classes begin for first 7.5-week term</li></ul>	
<p><b>Tues, January 13</b></p> <ul style="list-style-type: none"><li>• Book Inn hours, 8:30am - 6pm</li><li>• Late registration for spring semester 2015, 8:30am-6pm</li></ul>	
<p><b>Wed, January 14</b></p> <ul style="list-style-type: none"><li>• Book Inn hours, 8:30am - 6pm</li><li>• Last day to receive 100% refund for first 7.5 week term</li></ul>	
<p><b>Thurs, January 15</b></p> <ul style="list-style-type: none"><li>• Book Inn hours, 8:30am - 6pm</li></ul>	
<p><b>Fri, January 16</b></p> <ul style="list-style-type: none"><li>• Book Inn hours, 8:30am - 1pm</li><li>• Last day to receive 75% refund for first 7.5 week term</li></ul>	
<p><b>Sat, January 17</b></p> <ul style="list-style-type: none"><li>• Central Campus/Cherokee County Campus Library open 9am-1pm</li></ul>	

**Sun, January 18**

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**Mon, January 19**

- Martin Luther King Jr. Day.  
College closed.

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**Tues, January 20**

- Book Inn hours, 8am - 6pm
- Last day to receive 100% refund for spring (full) semester
- Last day to receive 50% refund for first 7.5 week term

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**Wed, January 21**

- Book Inn hours, 8am - 6pm

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**Thurs, January 22**

- Book Inn hours, 8am - 6pm

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**Fri, January 23**

- Book Inn hours, 9am - 1pm

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**Sat, January 24**

- Central Campus/Cherokee County  
Campus Library open 9am-1pm

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<p><b>Sun, January 25</b></p>	
<p><b>Mon, January 26</b></p> <ul style="list-style-type: none"><li>• Book Inn hours, 8am - 6pm</li><li>• Last day to receive 75% refund for spring (full) semester</li><li>• Summer semester booklist distributed to Department Chairs</li><li>• Fall graduates' awards available for pick-up in the records office</li></ul>	
<p><b>Tues, January 27</b></p> <ul style="list-style-type: none"><li>• Book Inn hours, 8am - 6pm</li><li>• Fall graduates' awards available for pick-up in the records office</li></ul>	
<p><b>Wed, January 28</b></p> <ul style="list-style-type: none"><li>• Book Inn hours, 8am - 6pm</li><li>• Fall graduates' awards available for pick-up in the records office</li></ul>	
<p><b>Thurs, January 29</b></p> <ul style="list-style-type: none"><li>• Book Inn hours, 8am - 6pm</li><li>• Fall graduates' awards available for pick-up in the records office</li></ul>	
<p><b>Fri, January 30</b></p>	
<p><b>Sat, January 31</b></p> <ul style="list-style-type: none"><li>• Central Campus/Cherokee County Campus Library open 9am-1pm</li></ul>	

<p><b>Sun, February 1</b></p>	
<p><b>Mon, February 2</b></p> <ul style="list-style-type: none"><li>• Groundhog Day</li><li>• Last day to receive 50% refund for spring (full) semester</li></ul>	
<p><b>Tues, February 3</b></p> <ul style="list-style-type: none"><li>• Fall graduation awards mailed</li></ul>	
<p><b>Wed, February 4</b></p>	
<p><b>Thurs, February 5</b></p> <ul style="list-style-type: none"><li>• Student assembly at the Evans Academic Center Auditorium (Downtown Campus), 9am</li></ul>	
<p><b>Fri, February 6</b></p>	
<p><b>Sat, February 7</b></p> <ul style="list-style-type: none"><li>• Central Campus/Cherokee County Campus Library open 9am-1pm</li></ul>	

<p><b>Sun, February 8</b></p>	
<p><b>Mon, February 9</b></p> <ul style="list-style-type: none"><li>• Summer semester booklist adoptions due to Book Inn</li></ul>	
<p><b>Tues, February 10</b></p> <ul style="list-style-type: none"><li>• Last day for Return to Title IV for first 7.5 week term</li></ul>	
<p><b>Wed, February 11</b></p> <ul style="list-style-type: none"><li>• Job Search/Interviewing Skills Workshop: 11 am-Noon, Tracy Gaines Building Auditorium. The workshop will be streamed live to the other campuses.</li></ul>	
<p><b>Thurs, February 12</b></p>	
<p><b>Fri, February 13</b></p>	
<p><b>Sat, February 14</b></p> <ul style="list-style-type: none"><li>• Valentine's Day</li><li>• Central Campus/Cherokee County Campus Library open 9am-1pm</li></ul>	

<p><b>Sun, February 15</b></p>	
<p><b>Mon, February 16</b></p> <ul style="list-style-type: none"><li>• Presidents Day</li></ul>	
<p><b>Tues, February 17</b></p> <ul style="list-style-type: none"><li>• Classes begin for 10 week flex term</li><li>• Classes begin for first 5 week term</li></ul>	
<p><b>Wed, February 18</b></p> <ul style="list-style-type: none"><li>• Ash Wednesday</li><li>• Last day to receive 100% refund for first 5 week term</li></ul>	
<p><b>Thurs, February 19</b></p> <ul style="list-style-type: none"><li>• Last day to drop classes for first 7.5 week term</li></ul>	
<p><b>Fri, February 20</b></p> <ul style="list-style-type: none"><li>• Last day to receive 75% refund for first 5-week term</li></ul>	
<p><b>Sat, February 21</b></p> <ul style="list-style-type: none"><li>• Central Campus/Cherokee County Campus Library open 9am-1pm</li></ul>	

<p><b>Sun, February 22</b></p>	
<p><b>Mon, February 23</b></p> <ul style="list-style-type: none"><li>• Last day to receive 50% refund for first 5 week term</li><li>• Last day to receive 100% refund for first 10 week flex term</li></ul>	
<p><b>Tues, February 24</b></p>	
<p><b>Wed, February 25</b></p>	
<p><b>Thurs, February 26</b></p>	
<p><b>Fri, February 27</b></p> <ul style="list-style-type: none"><li>• Last day to receive 75% refund for 10 week flex term</li></ul>	
<p><b>Sat, February 28</b></p> <ul style="list-style-type: none"><li>• Central Campus/Cherokee County Campus Library open 9am-1pm</li></ul>	

**Sun, March 1**

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**Mon, March 2**

- Last day to receive 50% refund for 10 week flex term

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**Tues, March 3**

- Last day of classes for first 7.5 week term

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**Wed, March 4**

- Classes begin for second 7.5 week term

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**Thurs, March 5**

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**Fri, March 6**

- Deadline for spring/summer 2015 graduation applications
- Last day for Return to Title IV for first 5-week term
- Last day to purchase textbooks using financial aid for spring
- Last day to receive 100% refund for second 7.5 week term

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**Sat, March 7**

- Central Campus/Cherokee County Campus Library open 9am-1pm

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<p><b>Sun, March 8</b></p> <ul style="list-style-type: none"><li>• Daylight savings time begins</li></ul>	
<p><b>Mon, March 9</b></p> <ul style="list-style-type: none"><li>• Last day to receive 75% refund for second 7.5-week term</li></ul>	
<p><b>Tues, March 10</b></p>	
<p><b>Wed, March 11</b></p> <ul style="list-style-type: none"><li>• Spring Career Fair, 9:30am-Noon, SSB Commissioners' Dining Room and Room SSB 109</li><li>• Last day to receive 50% refund for second 7.5-week term</li></ul>	
<p><b>Thurs, March 12</b></p> <ul style="list-style-type: none"><li>• Last day to drop classes for first 5 week term</li></ul>	
<p><b>Fri, March 13</b></p> <ul style="list-style-type: none"><li>• Last day for Return to Title IV for spring (full) term</li></ul>	
<p><b>Sat, March 14</b></p> <ul style="list-style-type: none"><li>• Central Campus/Cherokee County Campus Library open 9am-1pm</li></ul>	

**Sun, March 15**

**Mon, March 16**

- 2015 Summer Priority Registration for continuing students
- Financial aid refund checks mailed for spring

**Tues, March 17**

- St. Patrick's Day
- 2015 Summer Priority Registration for continuing students

**Wed, March 18**

- 2015 Summer Priority Registration for continuing students

**Thurs, March 19**

- 2015 Summer Priority Registration for continuing students
- Last day of class for first 5-week term
- Summer semester textbooks available for purchase

**Fri, March 20**

- First day of spring
- 2015 Summer Priority Registration for continuing students

**Sat, March 21**

- 2015 Summer Online Priority Registration for continuing students
- Central Campus/Cherokee County Campus Library open 9am-1pm



<p><b>Sun, March 22</b></p> <ul style="list-style-type: none"><li>• 2015 Summer Online Priority Registration for continuing students</li></ul>	
<p><b>Mon, March 23</b></p> <ul style="list-style-type: none"><li>• 2015 Summer Registration begins for all students</li><li>• Fall semester booklist and adoptions distributed to the department chairs</li><li>• Classes begin for second 5 week term</li></ul>	
<p><b>Tues, March 24</b></p> <ul style="list-style-type: none"><li>• Last day to receive 100% refund for second 5 week term</li></ul>	
<p><b>Wed, March 25</b></p> <ul style="list-style-type: none"><li>• Last day to receive 75% refund for second 5-week term</li><li>• Last day for Return to Title IV for 10-week Flex term</li></ul>	
<p><b>Thurs, March 26</b></p>	
<p><b>Fri, March 27</b></p> <ul style="list-style-type: none"><li>• Last day to receive 50% refund for second 5-week term</li></ul>	
<p><b>Sat, March 28</b></p> <ul style="list-style-type: none"><li>• Central Campus/Cherokee County Campus Library open 9am-1pm</li></ul>	

**Sun, March 29**

- Palm Sunday

**Mon, March 30**

**Tues, March 31**

- Last day for Return to Title IV for second 7.5-week term

**Wed, April 1**

- April Fool's Day

**Thurs, April 2**

**Fri, April 3**

- Passover
- Good Friday

**Sat, April 4**

- Central Campus/Cherokee County Campus Library closed.

<p><b>Sun, April 5</b></p> <ul style="list-style-type: none"><li>• Easter</li></ul>	<hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>
<p><b>Mon, April 6</b></p> <ul style="list-style-type: none"><li>• Spring Break - no classes</li><li>• Student accounts available/billing opens summer 2015</li><li>• Book Inn closed for inventory</li><li>• Begin to verify tuition, fee payment and financial aid awards in Web Advisor</li><li>• Last day to drop classes for spring (full) semester</li></ul>	<hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>
<p><b>Tues, April 7</b></p> <ul style="list-style-type: none"><li>• Spring Break - no classes</li><li>• Book Inn closed for inventory</li></ul>	<hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>
<p><b>Wed, April 8</b></p> <ul style="list-style-type: none"><li>• Spring Break - no classes</li><li>• Book Inn closed for inventory</li><li>• Last day for Return to Title IV for second 5-week term</li></ul>	<hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>
<p><b>Thurs, April 9</b></p> <ul style="list-style-type: none"><li>• Spring Break - no classes</li><li>• Book Inn closed for inventory</li></ul>	<hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>
<p><b>Fri, April 10</b></p> <ul style="list-style-type: none"><li>• Spring Break - no classes</li><li>• Book Inn closed for inventory</li></ul>	<hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>
<p><b>Sat, April 11</b></p> <ul style="list-style-type: none"><li>• Central Campus/Cherokee County Campus Library open 9am-1pm</li></ul>	<hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>

<p><b>Sun, April 12</b></p>	
<p><b>Mon, April 13</b></p> <ul style="list-style-type: none"><li>• Last day to drop classes for 10 week flex term</li></ul>	
<p><b>Tues, April 14</b></p>	
<p><b>Wed, April 15</b></p>	
<p><b>Thurs, April 16</b></p>	
<p><b>Fri, April 17</b></p> <ul style="list-style-type: none"><li>• Last day to drop classes for second 7.5 week term</li></ul>	
<p><b>Sat, April 18</b></p> <ul style="list-style-type: none"><li>• Central Campus/Cherokee County Campus Library open 9am-1pm</li></ul>	

<p><b>Sun, April 19</b></p>	
<p><b>Mon, April 20</b></p>	
<p><b>Tues, April 21</b></p> <ul style="list-style-type: none"><li>• Earth Day</li></ul>	
<p><b>Wed, April 22</b></p> <ul style="list-style-type: none"><li>• Administrative Professionals Day</li><li>• Last day to drop classes for second 5-week term</li><li>• Student assembly at the Evans Academic Center Gymnasium (Downtown Campus), 9am</li></ul>	
<p><b>Thurs, April 23</b></p>	
<p><b>Fri, April 24</b></p>	
<p><b>Sat, April 25</b></p> <ul style="list-style-type: none"><li>• Central Campus/Cherokee County Campus Library open 9am-1pm</li></ul>	

**Sun, April 26**

**Mon, April 27**

- Fall semester booklist and adoptions due to Book Inn

**Tues, April 28**

**Wed, April 29**

- Last day of classes for spring (full) semester
- Last day of classes for 10-week Flex term
- Last day of classes for second 7.5-week term
- Last day of classes for second 5-week term

**Thurs, April 30**

- Exams
- Book Inn textbook buyback, 9am - 6 pm

**Fri, May 1**

- Exams
- Book Inn textbook buyback, 8:30am-1pm

**Sat, May 2**

- Exams
- Central Campus/Cherokee County Campus Library open 9am-1pm

<p><b>Sun, May 3</b></p>	
<p><b>Mon, May 4</b></p> <ul style="list-style-type: none"><li>• Spring grades due at 9am</li><li>• Book Inn hours, 8am-5pm</li></ul>	
<p><b>Tues, May 5</b></p> <ul style="list-style-type: none"><li>• Book Inn hours, 8am-5pm</li></ul>	
<p><b>Wed, May 6</b></p> <ul style="list-style-type: none"><li>• Book Inn hours, 8am-5pm</li></ul>	
<p><b>Thurs, May 7</b></p> <ul style="list-style-type: none"><li>• Book Inn hours, 8am-5pm</li><li>• Graduation Rehearsal - Spartanburg Memorial Auditorium - 10am</li><li>• Graduation Ceremony - Spartanburg Memorial Auditorium - 7pm</li></ul>	
<p><b>Fri, May 8</b></p>	
<p><b>Sat, May 9</b></p> <ul style="list-style-type: none"><li>• Central Campus/Cherokee County Campus Library closed</li></ul>	

**Sun, May 10**

- Mother's Day

**Mon, May 11**

- Book Inn hours, 8:30am - 6pm
- Financial aid students may begin purchasing textbooks at the Book Inn for summer

**Tues, May 12**

- Open registration for summer semester 2015
  - Cherokee County Campus, 9am - 6pm
  - Tyger River Campus, 9am - 6pm
  - Downtown Campus, 9am - 6pm
  - Union Campus, 9am - 1pm
- Book Inn hours, 8:30am - 6pm

**Wed, May 13**

- Open registration for summer semester 2014, Central Campus, 8:30am - 7pm
- Book Inn hours, 8:30am - 7pm

**Thurs, May 14**

- Open registration for summer semester 2015, Central Campus, 8:30am - 5pm
- Book Inn hours, 8:30am - 5pm
- Deletion of non-paid students at 5pm

**Fri, May 15**

- Late registration fees begin for summer semester 2015
- Late registration for summer semester 2015, 8:30am - 5pm
- Book Inn hours, 8:30am - 5pm
- Federal Work-Study contract ends for spring

**Sat, May 16**

- Armed Forces Day
- Central Campus/Cherokee County Campus Library closed



<p><b>Sun, May 17</b></p>	
<p><b>Mon, May 18</b></p> <ul style="list-style-type: none"><li>• Classes begin for summer (full) semester</li><li>• Classes begin for first 5-week term</li><li>• Book Inn hours, 8am - 6pm</li></ul>	
<p><b>Tues, May 19</b></p> <ul style="list-style-type: none"><li>• Last day to receive 100% refund for first 5-week term</li><li>• Book Inn hours, 8am - 6pm</li></ul>	
<p><b>Wed, May 20</b></p> <ul style="list-style-type: none"><li>• Last day to receive 75% refund for first 5-week term</li><li>• Book Inn hours, 8am - 6pm</li></ul>	
<p><b>Thurs, May 21</b></p> <ul style="list-style-type: none"><li>• Book Inn hours, 8am - 6pm</li></ul>	
<p><b>Fri, May 22</b></p> <ul style="list-style-type: none"><li>• Last day to receive 50% refund for first 5-week term</li><li>• Book Inn hours, 9am - 1pm</li></ul>	
<p><b>Sat, May 23</b></p> <ul style="list-style-type: none"><li>• Central Campus/Cherokee County Campus Library closed</li></ul>	

<p><b>Sun, May 24</b></p>	
<p><b>Mon, May 25</b></p> <ul style="list-style-type: none"><li>• Memorial Day. College closed. No classes.</li></ul>	
<p><b>Tues, May 26</b></p> <ul style="list-style-type: none"><li>• Spring graduates' awards available for pickup in the records office</li><li>• Last day to receive 100% refund for summer (full) semester</li></ul>	
<p><b>Wed, May 27</b></p> <ul style="list-style-type: none"><li>• Spring graduates' awards available for pickup in the records office</li></ul>	
<p><b>Thurs, May 28</b></p> <ul style="list-style-type: none"><li>• Spring graduates' awards available for pickup in the records office</li></ul>	
<p><b>Fri, May 29</b></p> <ul style="list-style-type: none"><li>• Last day to receive 75% refund for summer (full) semester</li></ul>	
<p><b>Sat, May 30</b></p> <ul style="list-style-type: none"><li>• Central Campus/Cherokee County Campus Library closed</li></ul>	

<p><b>Sun, May 31</b></p>	
<p><b>Mon, June 1</b></p> <ul style="list-style-type: none"><li>• Last day to receive 50% refund for summer (full) semester</li></ul>	
<p><b>Tues, June 2</b></p> <ul style="list-style-type: none"><li>• Spring graduates' awards mailed</li><li>• Summer flex term begins</li></ul>	
<p><b>Wed, June 3</b></p>	
<p><b>Thurs, June 4</b></p> <ul style="list-style-type: none"><li>• Last day to receive 100% refund for flex term</li></ul>	
<p><b>Fri, June 5</b></p> <ul style="list-style-type: none"><li>• Last day for Return to Title IV for first 5-week term</li><li>• Last day to receive 75% refund for flex term</li></ul>	
<p><b>Sat, June 6</b></p> <ul style="list-style-type: none"><li>• Central Campus/Cherokee County Campus Library closed</li></ul>	

<p><b>Sun, June 7</b></p>	
<p><b>Mon, June 8</b></p>	
<p><b>Tues, June 9</b></p> <ul style="list-style-type: none"><li>• Last day to receive 50% refund for flex term</li></ul>	
<p><b>Wed, June 10</b></p>	
<p><b>Thurs, June 11</b></p> <ul style="list-style-type: none"><li>• Last day to drop classes for first 5-week term</li></ul>	
<p><b>Fri, June 12</b></p> <ul style="list-style-type: none"><li>• Deadline to apply for summer graduation</li></ul>	
<p><b>Sat, June 13</b></p> <ul style="list-style-type: none"><li>• Central Campus/Cherokee County Campus Library closed</li></ul>	

<p><b>Sun, June 14</b></p> <ul style="list-style-type: none"><li>• Flag Day</li></ul>	<hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>
<p><b>Mon, June 15</b></p>	<hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>
<p><b>Tues, June 16</b></p>	<hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>
<p><b>Wed, June 17</b></p>	<hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>
<p><b>Thurs, June 18</b></p> <ul style="list-style-type: none"><li>• Last day of classes for first 5-week term</li></ul>	<hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>
<p><b>Fri, June 19</b></p> <ul style="list-style-type: none"><li>• Federal Work Study requests due for July 1-31, 2015 employment</li><li>• Last day for Return to Title IV for flex term</li></ul>	<hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>
<p><b>Sat, June 20</b></p> <ul style="list-style-type: none"><li>• Central Campus/Cherokee County Campus Library closed</li></ul>	<hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>

**Sun, June 21**

- Father's Day
- First day of summer

**Mon, June 22**

- Classes begin for second 5-week term

**Tues, June 23**

- Last day to receive 100% refund for second 5-week term
- Last day to purchase textbooks using financial aid for summer

**Wed, June 24**

- Last day to receive 75% refund for second 5-week term

**Thurs, June 25**

- Last day for Return to Title IV for full semester
- Last day to drop classes for summer flex term

**Fri, June 26**

- Last day to receive 50% refund for second 5-week term

**Sat, June 27**

- Central Campus/Cherokee County Campus Library closed

<p><b>Sun, June 28</b></p>	
<p><b>Mon, June 29</b></p>	
<p><b>Tues, June 30</b></p> <ul style="list-style-type: none"><li>• Federal Work Study contract ends for summer</li></ul>	
<p><b>Wed, July 1</b></p> <ul style="list-style-type: none"><li>• Deadline to apply for fall 2015 scholarships</li></ul>	
<p><b>Thurs, July 2</b></p> <ul style="list-style-type: none"><li>• Last day of classes for summer Flex term</li><li>• Financial aid refund checks mailed for summer</li></ul>	
<p><b>Fri, July 3</b></p> <ul style="list-style-type: none"><li>• Independence Day Holiday. College closed. No classes.</li></ul>	
<p><b>Sat, July 4</b></p> <ul style="list-style-type: none"><li>• Independence Day Holiday. College closed. No classes.</li><li>• Central Campus/Cherokee County Campus Library closed</li></ul>	

**Sun, July 5**

- Independence Day Holiday.  
College closed.

**Mon, July 6**

**Tues, July 7**

- Last day to drop classes for summer  
(full) semester

**Wed, July 8**

**Thurs, July 9**

- Last day for Return to Title IV for  
second 5-week term

**Fri, July 10**

**Sat, July 11**

- Central Campus/Cherokee County  
Campus Library closed



<p><b>Sun, July 12</b></p>	
<p><b>Mon, July 13</b></p>	
<p><b>Tues, July 14</b></p>	
<p><b>Wed, July 15</b></p> <ul style="list-style-type: none"><li>• Last day to drop classes for second 5-week term</li></ul>	
<p><b>Thurs, July 16</b></p>	
<p><b>Fri, July 17</b></p>	
<p><b>Sat, July 18</b></p> <ul style="list-style-type: none"><li>• Central Campus/Cherokee County Campus Library closed</li></ul>	

<b>Sun, July 19</b>	
<b>Mon, July 20</b>	
<b>Tues, July 21</b>	
<b>Wed, July 22</b> <ul style="list-style-type: none"><li>• Last day of classes for summer (full) semester</li><li>• Last day of classes for second 5-week term</li></ul>	
<b>Thurs, July 23</b> <ul style="list-style-type: none"><li>• Book Inn textbook buyback; 9am - 6pm</li></ul>	
<b>Fri, July 24</b> <ul style="list-style-type: none"><li>• Book Inn textbook buyback, 8:30am - 1pm</li><li>• Summer grades due at 9am</li></ul>	
<b>Sat, July 25</b> <ul style="list-style-type: none"><li>• Central Campus/Cherokee County Campus Library closed</li></ul>	

<b>Sun, July 26</b>	
<b>Mon, July 27</b>	
<b>Tues, July 28</b>	
<b>Wed, July 29</b>	
<b>Thurs, July 30</b>	
<b>Fri, July 31</b> <ul style="list-style-type: none"><li>• Federal Work Study requests due for 2015-2016 award year</li></ul>	
<b>Sat, August 1</b>	

<b>Sun, August 2</b>	
<b>Mon, August 3</b>	
<b>Tues, August 4</b>	
<b>Wed, August 5</b>	
<b>Thurs, August 6</b>	
<b>Fri, August 7</b>	
<b>Sat, August 8</b>	

<b>Sun, August 9</b>	
<b>Mon, August 10</b>	
<b>Tues, August 11</b>	
<b>Wed, August 12</b>	
<b>Thurs, August 13</b>	
<b>Fri, August 14</b>	
<b>Sat, August 15</b>	

<b>Sun, August 16</b>	
<b>Mon, August 17</b>	
<b>Tues, August 18</b>	
<b>Wed, August 19</b>	
<b>Thurs, August 20</b>	
<b>Fri, August 21</b>	
<b>Sat, August 22</b>	

<b>Sun, August 23</b>	
<b>Mon, August 24</b>	
<b>Tues, August 25</b>	
<b>Wed, August 26</b>	
<b>Thurs, August 27</b>	
<b>Fri, August 28</b>	
<b>Sat, August 29</b>	

<b>Sun, August 30</b>	
<b>Mon, August 31</b>	



## About the College

### Accreditations

Spartanburg Community College is accredited by the Southern Association of Colleges and Schools Commission on Colleges to award associate degrees, diplomas and certificates. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404-679-4500 for questions about the accreditation of Spartanburg Community College.

#### ***The College offers programs accredited by the following:***

- Accrediting Commission of the American Culinary Federation Foundation (ACF)
- American Society of Health-System Pharmacists (ASHP)
- Association of Collegiate Business Schools and Programs (ACBSP)
- Commission on Accreditation for Respiratory Care (CoARC), 1248 Harwood Road, Bedford, TX 7601, [www.coarc.com](http://www.coarc.com)
- Commission on Accreditation of Allied Health Education Programs (CAAHEP), 35 East Wacker Drive, Suite 1970, Chicago, IL 60601, (312) 553-9355 (Note: Includes the Accreditation Review Committee on Education in Technology and the American Association of Medical Assistants)
- Commission on Dental Accreditation, American Dental Association (CODA)
- Joint Review Committee on Education in Radiologic Technology (JRCERT), 20 North Wacker Drive, Ste. 2850, Chicago, IL 60606-3812, (312) 704-5300, e-mail: [mail@jrcert.org](mailto:mail@jrcert.org)
- National Accrediting Agency for Clinical Laboratory Sciences (NAACLS), 5600 N. River Road, Suite 720, Rosemont, Illinois 60018, (773) 714-8880, [www.naacls.org](http://www.naacls.org)
- National Association for the Education of Young Children (NAEYC), 1313 L Street NW, Washington, D.C., 20005, [www.naeyc.org](http://www.naeyc.org)
- National Automotive Technicians Education Foundation (NATEF) - Automotive Service Excellence
- National Institute for Metalworking Skills (NIMS), 10565 Fairfax Boulevard, Suite 203, Fairfax, VA 22030, (703) 352-4971
- Accreditation Commission for Education in Nursing (ACEN), 3343 Peachtree NE, Suite 850, Atlanta, GA 30326, (404) 975-5000, Fax (404) 975-5020, [www.acenursing.org](http://www.acenursing.org)
- South Carolina Department of Labor, Licensing and Regulation Board of Nursing (This board is a certifying board for approval of offering the program. It is not an accrediting agency.)
- Technology Accreditation Committee of the Accreditation Board for Engineering Technology (TAC of ABET), 111 Market Place, Suite 1050, Baltimore, MD 21202-4012, (410) 347-7700

### College Vision

To change the lives and build the futures of our students and to be a catalyst for economic development through innovation, collaboration and excellence in educational programs and services.

### College Mission

Spartanburg Community College (SCC) provides affordable access to high-quality technical, transfer and lifelong professional and personal development programs in a teaching and learning environment that prepares students for success. The College is a key community partner in advancing the Upstate's economy.

### College Role & Scope

Spartanburg Community College (SCC) is a public, two-year, multi-site, suburban college serving the citizens and communities of Cherokee, Spartanburg and Union Counties of South Carolina. SCC implements its mission through programs, services and partnerships that include:

#### *College Credit Programs*

SCC serves 7,000 to 10,000 credit students annually through classroom, hybrid and e-learning courses leading to associate degrees, diplomas and certificates designed for direct job placement, as well as associate degrees designed for transfer to four-year colleges and universities.

#### *Corporate and Community Education (CCE) Programs*

SCC serves approximately 5,000 students annually through classroom, hybrid and online learning courses. The college provides professional and career development programs for business and industry, manufacturing, health care, nonprofits, and governmental agencies. The college provides customized training and development courses to business and industry. Personal enrichment are also offered.

#### *Student Development Programs and Services*

SCC provides opportunities that promote college readiness for students who are unprepared for college-level courses. These opportunities are provided through a wide variety of academic and student support services with an emphasis on preparing the student to enter and be successful in a program of study that builds academic and employability skills as well as personal and professional growth.

#### *Economic Development Services*

SCC proactively seeks to promote business growth in the service area through its Center for Business and Entrepreneurial Development.

### College Values

**Learning:** We believe in the worth of individuals and their potential for growth and development. We encourage students to reach their highest potential by helping them acquire a strong work ethic and by promoting a desire for lifelong learning. We build a community of learners who are prepared for employment and/or further education.

**Excellence:** We believe in the quality of our teaching and learning. We are innovative and continuously search for ways to improve our programs, services, and operations. We develop the professional potential of faculty and staff so that we uphold high academic and customer service standards. We recognize merit in both students and employees.

**Diversity:** We believe in the necessity of access to programs and services for the diverse populations we serve. We appreciate their perspectives and experiences. We encourage each person to learn at the highest levels of achievement through a variety of programs in a variety of formats. We practice teamwork and effective communication while maintaining a climate of mutual trust, and respect and fairness.

**Partnerships:** We believe in the strength of community. We instill a sense of college pride in students. We build strong alliances with other educational institutions, employers, organizations and communities to enhance opportunities for our students and to improve the quality of life. We participate in the community's growth and development, and encourage faculty and staff to serve as leaders and role models.

**Accountability:** We believe in the power of responsibility. We stress students' active role in their own learning, growth and development. We give employees responsibility for job performance. We strive to be cost effective and efficient in providing quality education and services to our students and communities. We actively seek additional resources to meet student and community needs.

## Student Outcomes

Spartanburg Community College engages in a process of quality enhancement through continuous assessment and improvement. In an effort to support the College's mission, each degree, diploma, and certificate offered at the College has faculty-developed learning outcomes that are included in this publication, and each course has learning outcomes included on the syllabus. Additionally, every associate degree contains general education competencies. Publications related to SCC's institutional learning outcomes and learning assessment procedures can be found in the office of the Associate Vice President of Instruction.

## Associate Degree General Education Competencies

### Associate Degree Requirements

Every associate degree at Spartanburg Community College includes a minimum of 15 credit hours of general education courses as an integral component of the College's graduation requirements. These credit hours are to be drawn from and include at least one course from each of the following areas: humanities/fine arts; social/behavioral sciences; and natural science/mathematics. In order to promote intellectual inquiry, general education courses present a breadth of knowledge, not focusing on skills, techniques, and procedures specific to the student's occupation or profession.

### Rationale

Spartanburg Community College has developed general education competencies that are designed to support the College's values. The general education component develops lifelong learners through the introduction of a broad liberal arts requirement. While each associate degree may contain different courses, each program of study introduces students to five essential general education competencies.

### General Education Competencies

Students who complete the general education graduation requirement will be able to demonstrate:

- rationality, logic, and coherence, through critical thinking
- their ability to write effectively;
- their ability to express themselves effectively in quantitative and qualitative terms;
- their knowledge of global, political, social, economic, diverse, and historical perspectives; and
- their ability to access, retrieve, synthesize, and evaluate information.

### Corporate & Community Education (C&CE) Division

The Corporate & Community Education Division at Spartanburg Community College provides training to adult citizens of Spartanburg, Cherokee and Union counties in South Carolina to advance and support the economic development of the area. Training is available to citizens 17 years of age and older. Nationally recognized Continuing Education Units (CEU's) are granted to students who successfully complete occupational development courses. Training is provided to meet various customer needs:

- Occupational Advancement
- Customized Training for Business and Industry
- New Employment and Dislocated Worker Training
- Certification Review
- Personal Development and Enrichment
- Assessment and High Stakes Certification Testing

Student learning is the focus of the Corporate & Community Education Division. Multiple instructional modes are provided for students to maximize learning. Student goal achievement is measured through student evaluation or competency assessment.

### Spartanburg Community College Foundation

The Spartanburg Community College Foundation's purpose is to provide support for the advancement of the College's mission. The SCC Foundation provides funds for student scholarships, faculty and staff development, curriculum upgrades and capital improvements. The Foundation also provides real property in support of campus growth. As a 501(c)(3) tax-exempt organization, the SCC Foundation seeks and accepts gifts and contributions to support the College's mission. The Foundation is home to the SCC Alumni Association which actively connects SCC graduates to their alma mater.

### Miscellaneous Information

**Consumer Information:** Write to the office of the vice president of student affairs at SCC for information on costs, refunds, financial assistance, student eligibility, academic programs, etc. Publication contents are subject to change.

**English Fluency of Faculty:** It is the policy of Spartanburg Community College to employ means to ensure that faculty members whose first language is other than English possess adequate proficiency in writing and speaking the English language. Further, provisions will be made to allow for grievance procedures for students regarding the English fluency of an instructor. Contact the vice president of student affairs for specific procedures.

**Facility Services at SCC:** Spartanburg Community College offers campus facilities as prime meeting space to local businesses, professional organizations and individuals. Services include accommodations and audio visual services. To schedule an event at Spartanburg Community College contact the following locations:

- SCC Central Campus – (864) 592-4647
- SCC Cherokee County Campus – (864) 206-2802
- SCC Downtown Campus – (864) 592-4050
- SCC Tyger River Campus – (864) 592-6206
- SCC Union County Advanced Technology Center – (864) 466-1060

**HEOA (Higher Education Opportunity Act) Institution Disclosure Information:** Spartanburg Community College HEOA information is available through a link called Essential Student Information on each page of the College's website ([www.sccsc.edu](http://www.sccsc.edu)), addressed in the current catalog and, as appropriate, in each of the academic/administrative departments on the College's central campus in Spartanburg. Additional information to include related instructional, laboratory, physical plant facilities; full-time, part-time faculty and other instructional personnel; clinical rotation sites, internships and field placements is available in each of the academic departments.

**Non-Discrimination Statement:** Spartanburg Community College does not discriminate on the basis of race, color, religion, age, sex, national origin/ethnic origin, veteran status or disability in its admission policies, programs, activities or employment practices. The college complies with the provisions of Titles VI and VII of the Civil Rights Act of 1964, as amended; Title IX of the Education Amendments of 1972 and the Higher Education Amendments of 1986; Sections 503 and 504 of the Rehabilitation Act of 1973, as amended; the South Carolina Human Affairs Law of 1972; and with the Americans with Disabilities Act (ADA) of 1990, as well as the ADA Amendments of 2008 (ADAAA). For additional information on nondiscrimination policies, students should contact Ron Jackson, Vice President of Student Affairs, who coordinates Title II of the ADA/ADAAA, Section 504, and Title IX at (864) 592-4817. Employees and prospective employees should contact the Director of Human Resources, Rick Teal, at (864) 592-4617.

**Notice of Student Responsibility:** The information contained in this publication does not constitute a contract between Spartanburg Community College and its students or applicants for admission or any other person. Failure to read this publication does not excuse students from rules and procedures described herein. Personal factors, illness or contradictory advice from any source are not acceptable grounds for seeking exemption from these rules and procedures. Spartanburg Community College reserves the privilege of changing, without notice, any information or statement in this publication. You may view the College's website at [www.sccsc.edu](http://www.sccsc.edu) for current or the most up to date information.

**Postmaster Information:** 2014-2015 SCC Student Planner & Handbook, published July 2014, Spartanburg Community College, Post Office Box 4386, Spartanburg, S.C. 29305

**Student-Right-To-Know:** As defined by federal Student-Right-To-Know (SRTK) legislation, Spartanburg Community College's graduation rate for the 2010 cohort year is 11.7%, and transfer-out rate for 2010 cohort year is 17.5%. It is important to note that the SRTK is a "cohort" study. It identifies the students who are first-time, full-time, and degree-seeking in the fall semester of the cohort year. The graduation rate is the percentage of students in the cohort who graduate within 150% of the expected time to graduation (typically within three years for a two-year program). While SRTK has merit in that it provides a standardized measure of effectiveness, it is limited in that the cohort is small when compared to the typical community college or technical college population.

The 4-year Average Student-Right-To-Know Completion or Graduation Rate Calculation for Spartanburg Community College is 11.4%.

The 4-year Average Student-Right-To-Know Transfer-out Rate is 15.1%.

\* Information at the time of printing of this publication.

**Services to Students with Disabilities:** SCC complies fully with section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act (ADA) of 1990, and the Americans with Disabilities Act Amendments Act (ADAAA) of 2008. Students needing accommodations may contact Tawana Scott, assistant coordinator of student disability services at (864) 592-4818, (864) 641-7425 (Video Phone), or DisabilityServices@scsc.edu, or visit the office in the P. Dan Hull Building, room E-4. Ron Jackson, SCC vice president of student affairs, coordinates ADA/Section 504 and EEO/Title IX for students and can be contacted at (864) 592-4817.

**Transfer Officer:** Celia Bauss, SCC registrar, can be contacted at (864) 592-4754.

**World Wide Web Address:** Spartanburg Community College's home page address is [www.scsc.edu](http://www.scsc.edu).

## Student Handbook Definitions

### Academic Advising

Academic advising is a process in which the student and assigned academic advisor meet to help establish goals which are consistent with the student's career, academic and personal needs. It is recommended that each student meet with his/her advisor prior to registering for the next term.

Academic advisors maintain scheduled office hours during each term. Any student who needs to change a class schedule, drop or add a course, withdraw from the College, or ask any additional questions about courses should contact their assigned academic advisor.

### Academic Computer Services

Internet access is provided as an additional research resource to students. Use of the Internet should be consistent with the philosophy, goals and objectives of the College as an educational and socially responsible institution within the community. Individuals abusing this resource are subject to the normal disciplinary action. Broad areas of abuse include, but are not limited to, criminal activity, personal profit, displaying harassing or obscene material and copyright violations. Access to the Internet is a finite resource and can be limited by the College as it deems necessary.

### Academic Misconduct (See Student Code)

### Academic Standards of Progress

(Notification, Warning, Probation, Suspension)

A term grade point average (GPA) of 2.0 shall be used at each technical/community college to determine satisfactory academic standing. Students who fall below this standard will be subject to institutional intervention strategies:

**Notification** – A student is notified in writing by the Vice President of Student Affairs of his or her academic warning, academic probation and academic suspension status when his/her term GPA falls below 2.0. Under performing students are encouraged to meet with their advisors or an advisor from Advising Center to develop written strategies to

improve their academic performance except when returning from academic suspension where the recommendation is a mandatory requirement.

*Academic Warning* – Students whose term GPA is less than 2.0 after the academic warning will be placed on academic probation for the next term of enrollment. Students whose term GPA is 2.0 or higher after the academic warning but have a program GPA less than 2.0 will remain on academic warning. Students whose term GPA is 2.0 or higher after the academic warning term and have a program GPA of 2.0 or higher will be removed from academic warning.

Academic programs with additional academic requirements publish those requirements in the departmental handbook that is provided to students upon enrollment.

*Academic Probation* – Students whose term GPA is less than 2.0 after academic probation will be placed on academic suspension. Students whose term GPA is 2.0 or higher after the academic probation term but have a program GPA less than 2.0 will remain on academic probation. Students whose term GPA is 2.0 or higher after academic probation and have a program GPA of 2.0 or higher will be removed from academic probation.

*Academic Suspension* – Students removed from academic suspension and allowed to register are placed on academic probation and are subject to academic suspension again if they fail to earn at least a 2.0 term GPA during the next period of enrollment.

## Academic Week

An academic week is defined as any period of seven consecutive days in which at least one day of regularly scheduled instruction or examination occurs. Instruction time does not include periods of orientation, counseling, homework, vacation or other activity not related to class preparation or examination.

## Add/Drop Period

The add/drop period is the first five (5) instructional days of the fall, spring and summer full terms. The add/drop period for the FlexStart terms in the fall, spring and the summer is the first two-three (2-3) instructional days of the term depending on the length of the term. During the add/drop period students may drop courses without academic penalty and students may add only courses that have not yet met. Admittance to courses that have already met (including hybrid/mixtures and online) is at the discretion of the department chair. Students who register for a course but who do not attend a face-to-face class or log into and actively participate in an online course before the published deadline will be dropped from the course for not attending. No grade will be assigned for courses dropped for no attendance and a full refund of tuition excluding the enrollment fee will be processed. Courses dropped during the add/drop period will not appear on transcripts. Students may be reinstated in a class at the discretion of the department chair. During the first 75 percent of the course, a student may drop a class through WebAdvisor or go to the student records office to complete a drop form. A grade of "W" will be awarded. A student or an instructor cannot initiate a drop during the last 25 percent of the course except in extenuating circumstances, with documentation approved by the appropriate department chair and academic dean. Go to the SCC website ([www.sccsc.edu/records](http://www.sccsc.edu/records)) to review the drop procedure for students.



### Advising Center

Services offered at SCC's Advising Center, located on the central campus in the P. Dan Hull Building, room E-1, include:

- Academic advising for all students enrolled in zero-level (031, 032) transitional studies courses and all health science students until completion of all transitional courses including 100-level courses ( RDG 100, ENG 100, BIO 100 and CHM 100) and new (first semester) curriculum-ready students;
- Guidance along academic and career paths commensurate with students' abilities, interests and values;
- Help with determining short-term and long-term educational and career goals;
- Career exploration information and information about the College's programs;
- Assistance with course selection, scheduling, and long-term academic planning;
- Information about the College's academic policies and procedures;
- Orientation to college life to help students receive the maximum benefit from their college experience; and
- Course schedule development and WebAdvisor training.

### AIM Center

The AIM Center receives federal funding through the Carl D. Perkins Career and Technology Improvement Act 2006 (Perkins IV) to provide career counseling and financial assistance for books, city bus tickets, and childcare services to economically disadvantaged men and women enrolled in career and technical education credit programs. The AIM Center serves special populations including single parents, displaced homemakers, individuals with limited English proficiency, individuals with disabilities, students who are economically disadvantaged and students enrolled in non-traditional technology programs.

### Alcohol and Drugs

Spartanburg Community College students are not allowed to possess, use or distribute on campus, at off-campus affiliated sites or any college-sponsored events any narcotics, dangerous or unlawful drugs as defined by the laws of the United States or the state of South Carolina. Also, students cannot possess, use or distribute on campus or at off-campus affiliated sites any beverage containing alcohol. Each student will receive a brochure concerning activities and services that the College provides to assist students who may encounter problems related to drug or alcohol abuse.

### Alerts – Campus Closings and Emergency Notifications

Important information in the event of an emergency or unexpected event (such as campus closings and delays) is posted on the SCC website as soon as possible. Alerts appear on the home page, and details are available at [www.sccsc.edu/alert](http://www.sccsc.edu/alert), and by phone at (864) 592-4325. Text message alerts to mobile phones are available by signing up to follow SCC911 via Twitter at [www.twitter.com/SCC911](http://www.twitter.com/SCC911) (instructions are on the SCC website). SCC administration manages this information.

### Alumni Association

The Spartanburg Community College Alumni Association's purpose is to provide support for Spartanburg Community College and its Foundation.



## Application Fee Payment

A \$25 non-refundable application fee must be paid by all applicants to the College before the application is processed. Students who are not enrolled at SCC for three consecutive semesters (including summer) must reapply to the College and pay the application fee prior to acceptance. See [www.sccsc.edu/admissions/apply](http://www.sccsc.edu/admissions/apply) for additional information.

## Appeals

The Student Grievance Procedure of South Carolina Technical Colleges sets forth the procedure for students to follow to appeal a disciplinary ruling of the institution or to appeal academic matters (see "Grade Correction" on page 86).

## Attendance

Students are responsible for punctual and regular attendance in all classes, laboratories, clinicals, practica, internships, field trips and other class activities. When illness or other emergencies occur, the student is responsible for notifying instructors and for completing missed work if approved for late submission by instructors.

Attendance in an online course involves actively participating, as indicated by posting to an online discussion, submitting an assignment, taking an assessment, communicating with the instructor, or completing other activities as designated by the instructor.

### ***Tardiness***

Students are tardy if not in class at the time the class is scheduled to begin.

Instructors maintain attendance records. However, it is the student's responsibility to withdraw from a course. A student who stops attending class and fails to initiate a withdrawal will remain on the class roster. A student who does not complete an assignment, test, or final exam in the course will receive a zero for each missing grade and the final course grade will be calculated accordingly.

### ***Absences for Religious Holidays***

Students who are absent from class in order to observe religious holidays are responsible for the content of any activities missed and for the completion of assignments occurring during the period of absence. Students who anticipate their observance of religious holidays will cause them to be absent from class and do not wish such absences to penalize their status in class should adhere to the following guidelines:

- (1) Observance of religious holidays resulting in three or fewer consecutive absences: Discuss the situation with the instructor and provide written notice at least one week prior to the absence(s). Develop (in writing) an instructor-approved plan which outlines the make-up of activities and assignments.
- (2) Observance of religious holidays resulting in four or more consecutive absences: Discuss the situation with the instructor and provide the instructor with written notice within the first 10 days of the academic term. Develop an instructor-approved plan which outlines the make-up of activities and assignments.\

### Auditing a Course

Auditing a course allows a student to attend a course without receiving credit. Students may not change status (credit to audit or audit to credit) after the add/drop period. Students who previously audited a course must register for and pass the course in order to receive credit for the course. Students may not receive credit by examination for previously audited courses. Students auditing a course pay the same fees as students taking the same course for credit.

### Bookstores (The Book Inn)

The Book Inn, the SCC bookstore, is located in the Dan L. Terhune Student Services Building. Normal operating hours are Monday through Thursday from 9:00 a.m. - 6:00 p.m. and Friday from 9:00 a.m. - 1:00 p.m. and the phone number is (864) 592-4650. The purpose of the bookstore is to provide the required texts materials and supplies to support the academic programs of the College. The College bookstore offers textbooks, school supplies, computer software, and culinary and health science uniforms, as well as college logo sportswear, bookbags and gift items. For textbook prices and lists of term offerings, refund policies, program supply costs, and to order on-line, visit the Book Inn website at [www.sccsc.edu/bookstore](http://www.sccsc.edu/bookstore).

The bookstore can special order textbooks (such as supplemental texts) for students. Orders must be paid in advance. The Book Inn also offers a used book program to provide students with used textbooks whenever possible. Also, during end-of-semester exam days and the beginning of each semester, an independent representative is available to purchase textbooks from the students providing up to fifty percent of new textbook value for qualified textbooks that are purchased for the bookstore.

**Book Inn Refund Policy** - Full refunds will be made within 10 days after purchase, provided books are in as-purchased condition and are accompanied by the cash register receipt. During pre-registration, this refund period is extended. Absolutely no refunds will be made without a cash register receipt. Defective merchandise may be returned for a full refund or exchange if the request is made within 15 days from date of purchase. Defective laptops and tablets must be accompanied with a case number from the manufacturer before being considered for an exchange. Electronic items returned for exchange or refund must be accompanied by the original sales receipt, the carton, warranty and instruction papers. Software is returnable only if the sealed packages are unopened.

**SCCTyger River Campus Bookstore** - There is also a bookstore at SCCTyger River Campus that offers all texts for classes held at this campus, along with a variety of supplies and SCC logo items. Normal operating hours are Monday through Thursday from 8:00 a.m. until 5:00 p.m. and Friday from 8:00 a.m. until 1:30 p.m., and the phone number is (864) 592-6230.

### Bulletin Boards

Bulletin boards and/or designated posting areas are provided on Spartanburg Community College campuses to advertise approved college and community-sponsored events and activities, SCC student and employee classifieds, and college-wide announcements. Flyers are not allowed on walls, windows, doors, restroom stalls, vehicles or other campus locations unless otherwise pre-approved by the Student Life Office. All items must be reviewed and approved by the designated Student Life representative on each campus. Bulletin board posting guidelines, board locations and representatives granting review and approval to post items are available in the following offices:

**Central Campus:** Leslie Cagle (864) 592-4752, caglel@scpsc.edu, P. Dan Hull Building, Room E-30D.

**Cherokee County Campus:** Cynthia Duncan, (864) 206-2700, duncanc@scpsc.edu, Harvey S. Peeler, Jr. Academic Building, Room 125.

**Downtown Campus:** Joan Fisher, (864) 592-4052, fisherj@scpsc.edu, Evans Academic Center, room 144E.

**Tyger River Campus:** Leanne Burkhead, (864) 592-6206, burkheadl@scpsc.edu, Tyger River Building, Room 206.

**Union County Advanced Technology Center:** Cathy Freeman, (864) 466-1060, freeman@scpsc.edu, Room 113.

## Campus Crime Awareness

**SCC Campus Police** - Campus safety and security is coordinated by the SCC Campus Police. SCC Campus Police can be reached at 592-4911 or on the Cherokee County Campus at 206-2711. All safety/security incidents should be reported to this office.

**Campus Security Force** - Twenty-four hour-a-day campus security is contracted to an outside security agency. All officers are registered with the South Carolina Law Enforcement Division. Under South Carolina Code Law, Title 40, Chapter 17 these officers have the same authority and power as sheriffs to make an arrest of any persons violating or charged with violating any criminal statutes of this state. SCC campus police and contracted security force are armed and conduct foot and vehicular patrols on the campus. All officers carry portable radio-telephones which put them in direct contact with county police, fire, rescue and EMS.

Alcoholic beverages, illegal drugs, firearms, or dangerous weapons of any type are not permitted on campus. Note: According to SC code of laws 16-23-420, it is unlawful for a person to possess a firearm of any kind on any premises or property owned, operated, or controlled by a private or public school, college, university, technical college, other post-secondary institution, or any publicly owned building, without the express permission of the authorities in charge of the premises or property. These regulations do not apply to a person who is authorized to carry a concealed weapon pursuant to Article 4, Chapter 31, Title 23 when the weapon remains inside an attended or locked motor vehicle and is secured in a closed glove compartment, closed console, closed trunk, or in a closed container secured by an integral fastener and transported in the luggage compartment of the vehicle. A person who violates the provisions of this section is guilty of a felony. Potential criminal actions or other emergencies on campus can be reported directly to SCC campus police by students, faculty, staff and visitors by dialing campus extension 4911 or 592-4911 from outside campus or on the Cherokee County Campus by dialing extension 2711 or 206-2711 from outside campus. Upon receipt of a call, security or campus police will respond immediately to the complaint.

SCC continually plans for the safety and security of students. Information concerning campus safety is communicated to students and employees regularly through bulletins, posters, brochures and e-mail. The Campus Operations department maintains the College's buildings and grounds with a concern for safety and security. Campus Operations' personnel inspect facilities regularly, make repairs affecting safety and security promptly, and respond immediately to reports of potential safety and security hazards such as broken windows and locks and outside lights. The campus is well lit with outside lighting,

particularly in areas with heavy landscaping and trees and along pathways frequently traveled by students.

**Student Responsibility** - The cooperation and involvement of the students in a campus safety program are absolutely necessary. Students must assume responsibility for their own personal safety and the security of their belongings by taking simple, common sense precautions. For example, students should walk in well-lit areas at night. Bicycles and motorcycles should be registered with campus security and should be secured with a sturdy lock.

Students with cars must keep their vehicles locked at all times, and valuables should be locked in the trunk. Students should report any suspicious activity to the staff or security.

Potential criminal actions and other emergencies on campus can be reported directly by any student, faculty/staff member, or employee to the SCC campus police by dialing extension 4911 or 592-4911 from outside the campus or on the Cherokee County Campus by dialing extension 2711 or 206-2711 from outside the campus.

It is unlawful for a person to possess a firearm of any kind on any premises or property owned, operated, or controlled by a private or public school, college, university, technical college, other post-secondary institution, or any publicly owned building, without the express permission of the authorities in charge of the premises or property. (SC Code of Laws 16-23-420)

These regulations do not apply to a person who is authorized to carry a concealed weapon pursuant to Article 4, Chapter 31, Title 23 when the weapon remains inside an attended or locked motor vehicle and is secured in a closed glove compartment, closed console, closed trunk, or in a closed container secured by an integral fastener and transported in the luggage compartment of the vehicle. A person who violates the provisions of this section is guilty of a felony.

### Campus Safety and Security/Student Right-to-Know

The campus police chief, certified in law enforcement, first aid and CPR, coordinates campus police and security and monitors the handling/disposal of hazardous materials. The College's contracted security force provides 24-hour-per-day security. Alcoholic beverages, illegal drugs, and weapons of any kind are prohibited on campus. Emergencies and criminal actions should be reported to the office of campus police at extension 4911 or 592-4911 or 2711 or (864) 206-2711 on the Cherokee County Campus.

The Student Right-to-Know and Campus Security Act, Public Law 101-542, requires colleges to publish crime awareness information for current and prospective students. This information is located in the campus police office and can be found on the SCC website ([www.sccsc.edu/right](http://www.sccsc.edu/right) and [www.sccsc.edu/safety](http://www.sccsc.edu/safety)).

### Career Services

The career services office provides a comprehensive program to support the student's vocational choice and success in transitioning into the world of work. Services include providing information about local workforce needs; linking the College's academic and career programs to business and industry needs; disseminating information about full-time, part-time, temporary and summer employment opportunities via an electronic job board; and providing support for job-readiness skills and resume preparation. For more information, call (864) 592-4820 or access the website at [www.sccsc.edu/career](http://www.sccsc.edu/career).

## Cellular Phones and Electronic Devices

Cellular phones and similar electronic devices are not permitted to be turned on or used within the classroom. Use of these devices during classroom time will be considered a violation of the student code as it relates to “disruptive behavior.” For more information on the “classroom behavior” section of the student code, please refer to that section of the Student Planner & Handbook.

## Center for Academic Progress and Support (CAPS)

The Center for Academic Progress & Support (CAPS) is a collection of resources available to help students fulfill their college goals. These student support services are provided free of charge to SCC students who meet the eligibility requirements and offer the additional assistance many students need to succeed in college—academic advising, career counseling, financial assistance, testing, tutoring and more. CAPS offices are located on SCC’s central campus and CAPS services are accessible at each SCC campus. CAPS resource partners include the Advising Center, AIM Center, Career Services, TLC (The Learning Center), Student Disability Services, Success Network and the Testing Center.

## Cherokee County Campus

SCC’s Cherokee County Campus (CCC) is located at Highway 11 and I-85 in Gaffney, S.C. Both credit and non-credit courses are offered on the campus. Classes are offered in the day and evening. Non-credit Corporate & Community Education courses are offered at CCC to assist local business and industry in training and professional development and for personal interest and development. Contact the executive director at (864) 206-2702, or the administrative assistant at (864) 206-2700 for more information.

## Classroom/Lab Conduct and Expectations

While there are many informal situations in which people have neither the desire nor the right to prescribe how others ought to behave, a college class/lab environment requires a higher level of courtesy than many people exercise in ordinary public places.

In an educational environment, each instructor has the responsibility to maintain a class/lab environment conducive to student learning. Discussion of all views relevant to the subject matter is recognized as necessary to the education process, but students do not have a right to infringe on the freedom of instructors to teach or the right of other students to learn. The College encourages students to express their opinions and ideas in an orderly manner, since a free exchange of views enhances the learning process. However, the College will not condone verbal combat or verbal abuse among students and instructors. Students are expected to comply with the Student Code. The instructor has an obligation to make students aware of rules for the class/lab and to inform students if they are violating these rules. If a student behaves disruptively in class, lab or field trip after the instructor has explained the unacceptability of such conduct; the instructor may dismiss the student and refer the matter to the vice president for student affairs or designee.

Spartanburg Community College, a higher education institution for adult learning, offers programs/courses designed for adult learners. It fosters a partnership between instructors with the desire to teach and students with the desire to learn. In order to create an appropriate environment for teaching and learning, students must show respect for their instructors and for their fellow students. In other words, students are to conduct

themselves maturely as they work toward achieving serious goals in an institution of higher learning.

Listed below are guidelines for class/lab behavior that the College has established to ensure that the learning environment is not comprised:

### **1. Attendance**

Students are expected to be in class the entire class time. They should not enter late or leave early. Rare exceptions may be made, particularly in emergency circumstances, but students should be prepared to explain their tardiness to the instructor after class. Likewise, students should explain before class any need to leave early.

### **2. Absences**

Students should inform the instructor in advance if they know they are going to miss class. They should reserve absences for emergencies. Also, students must take responsibility for finding out what material they missed and for getting assignments from other students. They should not expect that they will be allowed to make up work, such as quizzes or tests, after an absence. Instructors are not responsible for re-teaching materials students miss when they are absent.

### **3. Conversation**

Students should not carry on side conversations in class (or pass notes).

### **4. Other Activities**

Students should not work on other activities while in class. This includes homework for other courses or other personal activities.

### **5. Internet**

In classes where Internet access is provided, students may use the Internet for valid, academic purposes only. They may not access other sites unrelated to the course.

### **6. Sleep**

Students may not sleep in class; they are expected to be attentive and focused.

### **7. Attitude**

Students are expected to maintain a courteous/civil attitude in class. They may not use inappropriate or offensive language, verbal or non-verbal, to convey their attitude regarding the course, the instructor, assignments or fellow students.

This includes, but is not limited to, making fun of others, disrupting class, shouting, slamming books, glaring, rolling eyes, speaking in a disrespectful tone of voice, or refusing to carry out assignments.

### **8. Profanity and Offensive Language**

Students may not use profanity or offensive language in any public area (to include canteens/break areas) on campus.

### **9. Cell Phones, Pagers/Beepers, MP3 Players, CD's, Headphones and Electronic Devices**

Students may not receive or send telephone calls, text messages, or pages during class. They are responsible for turning off cell phones and beepers upon entering class. (An exception will be made for public service employees on call.) Unless required for a course, MP3 players, CD's and headphones are not allowed in any class/lab at any time.

### **10. Guests and Children**

Students may not bring unregistered friends or children to class.

### **11. Food, Drink, Tobacco Products**

Food and/or drink may be allowed in class at the discretion of the instructor; however, use in lab areas may be more restrictive. It is the student's responsibility to ensure that any trash is disposed of properly.

No one may use tobacco products, to include the use of electronic cigarettes, in any building at SCC. Smoking is allowed in designated areas only.

### **12. Physical Disruptions and/or Physical Altercation**

No one may, under any circumstances, provoke or engage in physical altercations of any nature. This includes harassment, grandstanding or threats of any kind.

### **13. Individual Business**

Students who need to speak privately with an instructor should not attempt to do so during the class period. Students are advised to make appointments with instructors during their scheduled office hours.

The guidelines listed above are not meant to be an exhaustive list. SCC developed this list to address some of the more commonly seen infractions. The College expects every student to conduct himself/herself in an appropriate manner. Violations will be referred to the vice president of student affairs for disciplinary action as deemed necessary.

### **Tips for Success**

- Come to class/lab prepared to work. This includes bringing materials needed for class/lab (textbook, workbook, thumb drives, writing materials, notebook, etc.)
- Take notes
- Complete assigned readings and other homework on time
- Contribute in class as appropriate
- Focus your attention on the subject at hand

## **Children on Campus**

The College does not allow students' children to stay on campus unsupervised or in classrooms or in labs while students are attending classes. Campus and/or community activities and events sponsored by the Spartanburg Community College student life office are not open to the public, including children of SCC students, faculty or staff, unless otherwise indicated on event announcements. Please refer to College Procedure II-90.1, Children in the Workplace and/or classrooms, for complete guidelines.

## **Class Rings**

A ring representative visits the campus each term to take student ring orders. The representative often offers rings at substantial savings or discounts to our students. Notice to announce ring day are posted on bulletin boards, the college website and emailed to students who have applied for graduation. Graduation announcements may be purchased prior to graduation with the college ring representative (usually eight weeks prior to graduation) and up to a week after the ring representative leaves by visiting the college store.

## Clubs (See Student Clubs/Organizations)

### Copyright

Spartanburg Community College expects all members of its academic community, including students, to respect copyright and to adhere to the provisions of the United States Copyright Law (Title 17, United States Code and its subsequent amendments). Except as allowed by this code, it is a violation of law for persons to copy, distribute, perform, digitally transmit (in the case of sound recordings) or to create a new work based upon a copyrighted work without the permission of the copyright owner. Examples of copyrighted works include printed materials, sound recordings, video recordings, visual art, computer software, multimedia and websites. Copyright infringement is a violation of College policy and can result in the imposition of discipline under the Student Code and Grievance Procedure. Copyright violations may also incur criminal and civil penalties.

For more information related to copyright and what types of uses are allowed, contact the SCC Copyright Officer at (864) 592-4763 or [rosevearem@sccsc.edu](mailto:rosevearem@sccsc.edu).

### Course Overload Policy

Students may not normally enroll for more than 18 semester credit hours. Students who have a 3.0 GPA may enroll in more than 18 semester credit hours only with permission of the department chair and academic dean. During the summer, students may not enroll in more than 15 total semester credit hours unless specifically required in their academic program. This total includes all classes taken during all summer terms in a single year. Students who have a 3.0 GPA may enroll in more than 15 semester credit hours during the summer only with permission from the department chair and academic dean. View overload fees online at [www.sccsc.edu/tuition](http://www.sccsc.edu/tuition)

### Dropping Courses

Students who drop a course after the add/drop period will receive a "W." Students are responsible for dropping classes. Students who exceed absences are responsible for dropping classes or they will receive a grade of "F" for the class. Students receiving financial aid should contact the financial aid office prior to dropping a course. Students may drop a course until 75 percent of the term has elapsed. Drop dates are posted in the records office and also on the SCC website at [www.sccsc.edu](http://www.sccsc.edu).

### Dean's List

To qualify for the dean's list, students must:

- have declared a major
- be enrolled in at least 12 semester program credit hours for fall or spring semester or nine semester program credit hours in the summer (excluding audited courses)
- have earned a grade point average of 3.5 with no course grade lower than a "C". A grade of "I" automatically excludes students from the dean's list.

(Non-degree, Early College and transient students are not eligible for the dean's list.)



## Desire2Learn (D2L)

Desire2Learn is SCC's current learning management system. It is used to access online courses and provide supplements for traditional courses that are offered on campus. D2L provides students access to course syllabi, online readings, multimedia, links to related Internet sites, calendars and online tests. Students can interact with instructors through e-mail, instant messaging, live chat, and online discussions. Orientation sessions are scheduled at the beginning of each semester and are also available online. The SCCOnline provides technical support, orientation and training for students and faculty who use D2L.

Students access D2L through the college portal and log into D2L using their portal username and password. It is highly recommended that students use the System Check link to ensure that their computers meet minimum technical requirements for D2L. Current technical requirements and other information about D2L can be found on the SCCOnline website at <http://online.sccsc.edu>. For technical support, contact SCCOnline at (864) 592-4961, (888) 364-9080 (toll free), or e-mail to [sconline@sccsc.edu](mailto:sconline@sccsc.edu).

## Downtown Campus

SCC's Downtown Campus is located at 220 East Kennedy Street in Spartanburg, with classes housed in the historical Evans Academic Center. Credit and non-credit day, evening, and weekend courses in both academic and corporate and community education are offered here. Academic classes are usually scheduled to begin 30 minutes later than classes at Central Campus so that students may be able to take courses at both campuses easily. Public transportation runs to the Evans Academic Center regularly; bus schedules are available in EAC 144E. For additional information, contact the executive director Judy Sieg at (864) 592-4051 or Joan Fisher, the administrative assistant, at (864) 592-4052.

## Emergencies

### *Health Services*

As a nonresidential college, SCC expects students to secure medical services through their private physician. However, it is the policy of SCC to provide all students with basic accidental injury, accidental death and dismemberment insurance.

### *Accidental Injury & Illness*

In case of an accident, students are to seek out medical treatment they feel necessary. The College does not provide emergency supplies or a first aid room. First aid kits are available in divisional offices, laboratories and shops for treatment of minor cuts and injuries. Injuries occurring at any Spartanburg Community College campus sites should be reported to the SCC campus police at (864) 592-4911.

A medical problem beyond that of a minor cut, injury or illness should be handled as follows:

1. Contact the College switchboard operator (by dialing "0") who will contact campus security and EMS. After hours and weekend medical problems should be referred directly to campus police (864-592-4911).
2. The campus police officer will provide emergency first aid until EMS arrives.

Upon the student's return to the College he/she must complete an insurance claim form, available in the vice president of business affairs, and submit invoice(s) received for treatment sought relating to the accident. The completed insurance claim form and

invoice(s) will be submitted, for claim determination, to the insurance carrier by the office of the vice president of business affairs.

### ***Reporting Crimes, Emergencies***

Spartanburg Community College's campus police office furnishes portable radio-telephones to all officers on duty at the College. Potential criminal actions and other emergencies can be reported directly to the officers on duty by dialing campus extension 4911 or 0 for campus operator or by activating any emergency call-box on campus or by dialing extension 2711 on the Cherokee County Campus. Response to a call will be immediate and the security officers have the authority to make an arrest, if necessary. All crimes and emergencies should be reported to campus police or security, who will report to the appropriate agencies.

### **Evaluation of Instruction**

Spartanburg Community College seeks the input of students to improve its services and instructional programs. Each semester, students have the opportunity to evaluate the courses, instructors, facilities, equipment and other aspects of the instructional process through a formal evaluation instrument. As part of this evaluation, students rate their satisfaction with the availability of their instructors (information requested every semester) and advisors. If you do not have an opportunity to complete an evaluation in every class, please contact your advisor, department chair or academic dean.

### **Exemption Policy**

#### ***Exemption Policy***

The College requires that students must complete at least 25 percent of their core courses in their program of study through instruction offered by the College to receive a degree, diploma or certificate from Spartanburg Community College. Students may earn exemption credit for courses excluding this 25 percent requirement. The College grants exemption credit for program requirements on the following basis:

#### ***American Council on Education College Credit Recommendations Service***

The College recognizes the American Council on Education College Credit Recommendation Service. The College will evaluate course work for exemption credit if the course content is comparable to the content of a program course or courses offered by the College. The student must present documentation of course completion through an American Council on Education approved agency before the College will evaluate the course work.

#### ***Advanced Placement (AP)***

Students may receive exemption credit for AP courses completed at the secondary level. The College awards exemption credit for AP Examination scores of 3 or higher. The College must have on file an official copy of the AP Examination scored report to award credit.

#### ***Articulation (Technical Advanced Placement, TAP)***

Students enrolled in approved courses at participating secondary schools may receive exemption credit for course requirements through the validation of competencies gained at secondary schools. Upon completion of the TAP approved course(s) the secondary school instructor(s) will evaluate the student's performance based on measures developed by SCC.

**College Level Examination Program (CLEP)**

Credit for subjects in which students are knowledgeable, but have no class standing, can be gained through successful completion of the College Level Examination Program (CLEP) tests. Spartanburg Community College does not administer CLEP exams but will accept scores of CLEP exams administered by other institutions if scores meet minimum standards. SCC does not give credit for CLEP general examinations.

**Credit by Examination**

Students may receive exemption credit for previous academic or relevant work experience through formal written or practical examinations. Students may not attempt credit by examination for courses in which they have been previously enrolled (either for credit or audit) or for which they have previously attempted credit by examination. Students seeking exemption credit by examination should contact the program department chair to determine eligibility and the examination format and to schedule an examination date. The program department chair will provide the proper authorization form to the student; the student should then pay a fee of \$50 per course at the SCC business office prior to the scheduled examination date. The student must present the authorization form and business office receipt to the program department chair or designated teaching faculty when arriving for the scheduled examination.

**Experiential Learning and Professional Certifications**

Students may receive exemption credit for knowledge acquired through work or other experiences external to academics. A student seeking credit for experiential learning should contact the program department chair to determine eligibility and the credit to be awarded. The teaching faculty in the subject area in which credit is sought will assist in determining the appropriate method of evaluation and the time frame for completion. Methods may include possession of professional certification, a portfolio demonstrating applicable skills or other documentation of acquired knowledge. Once the evaluation has been scheduled the program department chair will provide the proper authorization form to the student; the student should then pay a fee of \$50 per course at the SCC business office. The student must present the authorization form and business office receipt to the program department chair or teaching faculty providing the evaluation. Students may receive credit for a maximum of 25 percent of the required program semester hours for experiential learning. Students who have completed qualified courses in the College's Corporate & Community Education Division may apply for College credit through experiential learning.

**International Baccalaureate (IB) Credit**

Students (who are first time freshmen) may receive SCC credit for scores of 4 or higher on selected international baccalaureate examinations. The amount of college credit awarded for an IB course will be equivalent to the credit hour value of the college course for which the IB credit is being accepted. The College must have on file an official copy of the IB Examination score report in order to award credit.

**Mixed Enrollment Courses**

Spartanburg Community College may choose to enroll both credit and Corporate and Community Education (CCE) students in the same course. Please contact the CCE office for additional information if you are enrolling in a credit course as a CCE student.

### ***Service Members Opportunity Colleges (SOC)***

Spartanburg Community College is a member of the Service Members Opportunity Colleges (SOC). Students having academic credit earned at other institutions while on active duty will have their credit evaluated on a case-by-case basis.

### ***Fees***

No fee is charged to post credits to the transcript for advanced placement credit or credit earned through secondary articulation. Students attempting to earn credit through exemption exams or experiential learning must first be formally accepted by Spartanburg Community College and pay a non-refundable exemption test fee of \$50. Exceptions to this will be handled on a case-by-case basis. Students who have completed qualified continuing education courses at the College may apply for experiential learning credit and pay a processing fee.

## **Facility Services at SCC**

Spartanburg Community College offers campus facilities as prime meeting space to local businesses, professional organizations and individuals. Services include accommodations and audio visual services. To schedule an event at Spartanburg Community College contact the following locations:

- SCC Central Campus – (864) 592-4647
- SCC Cherokee County Campus – (864) 206-2802
- SCC Downtown Campus - (864) 592-4050
- SCC Tyger River Campus – (864) 592-6206
- Union County Advanced Technology Center – (864) 466-1060

## **Faculty and Staff**

Refer to the SCC catalog for a list of faculty and staff. An online version of the SCC catalog is available on the SCC website at [www.sccsc.edu/catalog](http://www.sccsc.edu/catalog).

## **Financial Aid and Veterans Benefits**

SCC provides financial aid to eligible students. The financial aid office publishes a financial aid brochure which is available in the financial aid office or on the financial aid office's website at [www.sccsc.edu/FinancialAid](http://www.sccsc.edu/FinancialAid).

The following financial aid programs are available at SCC:

1. Federal Pell Grant (FPELL)
2. Federal Supplemental Educational Opportunity Grant (FSEOG)
3. Federal Work Study Program (FWS)
4. South Carolina Need Based Grant (SCNBG)
5. Federal Direct Student Loans
6. South Carolina Teacher Loan (SCTL)
7. LIFE Scholarship
8. Lottery Tuition Assistance (LTAP)
9. Scholarships

### ***Veterans Benefits***

Spartanburg Community College is approved by the State Approving Agency for training service persons, veterans, dependents and reservists under Title 38, U.S. Code of Federal

Regulations, for the following VA educational benefits: New G.I. Bill – Active Duty Educational Assistance Program (Chapter 30), New G.I. Bill – Selected Reserve Educational Assistance Program (Chapter 1606), Survivors and Dependents (Chapter 35), Vocational Rehabilitation (Chapter 31), Reserve Educational Assistance Program (Chapter 1607) and the Post-9/11 Veterans Education Assistance Act of 2008 (Chapter 33).

The U.S. Department of Veteran Affairs is the only agency that can determine eligibility for and award this benefit. To determine eligibility, call the VA Regional Office at (888) 442-4551. Then, contact SCC's office to obtain the appropriate forms for certification.

#### Satisfactory Academic Progress (SAP)

Students receiving financial assistance through a federal program or S.C. Need Based Grant must be making satisfactory academic progress toward a degree, diploma or certificate. The financial aid office must monitor the progress of all students to ensure that they are making satisfactory progress toward completion of their program in a reasonable period of time. This policy is in addition to the academic standards required by the College. The cumulative review determines the student's eligibility for financial assistance based on his or her academic history. Whether the student has received financial assistance previously is not a factor in determining eligibility. The SAP status will be evaluated after each semester in which the student was enrolled. Students placed on financial aid warning or suspension will be notified by an email to their SCC email account. The complete policy is published in the SCC catalog and is available in the financial aid office as well as within an online catalog version on the SCC website at [www.sccsc.edu/catalog](http://www.sccsc.edu/catalog).

#### Communication With Students

The majority of communications from the financial aid office will be sent to your SCC e-mail account. Through the MySCC Portal, you must review your e-mail and announcements regularly to ensure you have the latest information about your financial aid status.

## Fire Drills

Fire drills will be held periodically without advance notice. Fire alarm boxes are strategically located throughout the College. When a fire alarm is engaged, a continuous long blast will occur. The below evacuation procedures should be followed:

1. All persons leave the building at the sound of the alarm.
2. Students should leave by the nearest designated exit.
3. The instructor should secure windows and doors before leaving.
4. All traffic should move to the right of the hallways in all buildings.
5. Students should be cautioned not to run or shove when exiting.
6. Students should go a minimum of 100 feet from the building and wait for notice to return to class.
7. All instructors should inform their students of the fire exit plan at the beginning of a semester and periodically thereafter.

## Fundraising Projects

Only currently established campus clubs and organizations may apply to conduct approved fundraisers on any SCC campus. Student organization representatives must complete a fundraising request form and meet all applicable requirements and deadlines. Forms and guidelines are available in the Student Life Office, P. Dan Hull Building, office E-30D, and with all campus club/organization advisors. Instructions for advertising campus fundraisers

will be shared with the submitter upon final approval. Individuals and groups interested in advertising community fundraising projects to SCC students should contact the Student Life Coordinator at studentlife@scsc.edu or (864) 592-4752 for more information.

## Grade Correction

If a student believes that a grade was assigned in error, the student must request a review of the grade by the instructor within one term of the term for which the grade was assigned.

## Grade Point Average

1. Multiply credit hours attempted by grade points\* or quality points for course points.
2. Add credit hours attempted for the total credit hours attempted.
3. Add course points for total course points.
4. Divide total course points by total credit hours attempted for GPA.

### Example:

	Credit Hours	Course Grade	Grade Points	Course Credit X Grade Points	Course Points
BIO 101 (4)	4	B	B=3	4 X 3 =	12
ENG 101 (3)	3	C	C=2	3 X 2 =	6
<b>Total</b>	<b>7</b>				<b>18</b>
GPA	$\frac{\text{Course Grade Points (18)}}{\text{Credit Hours Attempted (7)}} = 2.57 \text{ GPA}$				

## Grading System

Spartanburg Community College uses the following system of grades:

	Description	Quality Points	Used in GPA Calculation	Credit Hours Awarded
A	Excellent	4	Yes*	Yes
B	Above Average	3	Yes*	Yes
C	Average	2	Yes*	Yes
D	Below Average	1	Yes*	Yes
F	Failure	0	Yes*	No
W	Withdrawn	0	No	No
E	Exempt	0	No	Yes
I	Incomplete	0	No	No
AU	Audit	0	No	No
TR	Transfer Credit	0	No	Yes

\* Zero-level transitional studies course grades are not used in grade point average (GPA) computation.

## Graduation Ceremony

Graduation exercises are held after the end of spring semester. Students may apply for graduation during the term they intend to graduate. Students expecting to complete graduation requirements during the summer term should apply for summer graduation during the spring term in order to participate in graduation ceremonies.

Students who complete graduation requirements in the fall semester may participate in graduation exercises the following spring. Graduation awards are available for graduates to pick up in the student records office. Dates for award availability will be posted on the school calendar. Awards are mailed to students who choose not to pick up the award during the advertised dates of distribution.

## Graduation Eligibility

To be eligible for graduation from Spartanburg Community College, a student must fulfill the following:

1. Apply for and be accepted into the program for which he or she is applying for graduation.
2. Complete all program course requirements in the applicable catalog. A student must complete a minimum of 25 percent of the total hours required in the program through instruction at the College.
3. Earn a grade point average of at least 2.0 in the courses applicable toward graduation.
4. Resolve all financial obligations to the College and return all materials.
5. Make formal application for graduation in the records office by the publicized graduation deadline date. (The deadline to apply for graduation is posted in various locations on campus and is printed in the Student Planner & Handbook.)
6. Obtain graduation approval from the department chair or academic dean. The graduation ceremony is held once a year. Awards (degrees, diplomas, certificates) will be available for pickup during the advertised dates in the Student Records Office located in room 156 in the Dan L. Terhune Student Services Building. Awards that are not picked up will be mailed out the following week.

## Health Services

The College does not provide health services. In emergency situations, responding campus security may provide first aid until local emergency first responders arrive on site. Contact campus security at (864) 592-4911 or ext. 4911 if using a College campus phone for assistance as needed.

## Honor Graduates

Prospective graduates with a program GPA of 3.5 at the end of the term prior to graduation will be considered honor graduates.

## Identification Cards

Students are required to have a student identification card. The College issues student identification cards at no cost. Students are required to show identification cards to any campus official upon request, which includes campus police officers. Additionally, enrolled students are encouraged to visit the Student Life tab of the SCC Portal for information about available discounts from local and national merchants and service providers.

## Insurance

The College carries an accident insurance policy that covers students while on campus and traveling directly and uninterruptedly between home and scheduled classes and while participating in activities sponsored and supervised by the College. Coverage excludes accidents that occur as a result of participation in organized sports. Maximum benefit coverage includes payment for medical expenses - \$5,000, accidental death - \$1,500, and dismemberment - \$1,500. Injuries should be reported to the SCC campus police office (592-4911) within forty-eight (48) hours of the accident. Insurance claim forms are available in the office of the vice president of business affairs. The premium for student insurance coverage is included in the tuition fee for all registered students.

### Intellectual Property

Copyrightable materials, patents and all other forms of intellectual property produced out of the participation of students in activities of the College or by student workers in the course of assigned duties are exclusive property of the College unless other agreements exist.

### Library

The purpose of the Spartanburg Community College library is to provide services that meet the needs of SCC students. The library supports the College's mission to prepare students to enter the job market and to transfer to senior colleges and universities. It assists students in achieving their professional and personal goals by providing high quality information services. The library also provides materials for students' recreational use and cultural pursuits. The library currently houses approximately 43,000 physical volumes including 5,000+ audiovisual items, 37,000+ books and 400+ periodical subscriptions. Additionally, the library's online collection contains 70,000+ e-books, and 60+ full-text databases. We also have 60+ subject and assignment guides, tutorials, and MLA and APA formatting guides online.

#### *Locations*

The Central Campus library is located on the first floor of the Library Learning Resource Center. The SCC Cherokee County Campus library is located on the first floor of the Harvey S. Peeler, Jr. Academic Building, the SCC Tyger River Campus library is located on the bottom floor of the Tyger River Building near the student canteen area, the Downtown Campus library is located in the Evans Academic Building (EAC), room 223, and the Union County Advanced Technology Center library is located in room 101 across from the student lounge.

#### *Hours*

##### **SCC Central Campus**

Monday – Thursday: 7:30 a.m. – 9:00 p.m.

Friday: 7:30 a.m. – 1:30 p.m.

Saturday: 9:00 a.m. – 1:00 p.m. (fall and spring semesters only)

Sunday: Closed

##### **SCC Cherokee County Campus**

Monday – Thursday: 7:30 a.m. – 8:30 p.m.

Friday: 7:30 a.m. – 1:00 p.m.

Saturday: 9:00 a.m. – 1:00 p.m. (fall and spring semesters only)

Sunday: Closed

Phone, chat, and e-mail reference services is also available via the central campus library during their normal hours (as listed above), for off-campus users.

##### **SCC Downtown Campus**

Monday – Thursday: 8:00 a.m. – 6:00 p.m.

Friday: 8:00 a.m. – 1:00 p.m.

Saturday & Sunday: Closed

Phone, chat, and e-mail reference services available via the central campus library during their normal hours (as listed above), for off-campus users.



**SCC Tyger River Campus**

Monday – Thursday: 7:30 a.m. – 9:00 p.m.

Friday: 7:30 a.m. – 1:30 p.m.

Saturday and Sunday: Closed

Phone, chat, and e-mail reference services is also available via the central campus library during their normal hours (as listed above), for off-campus users.

**Virtual Library:** <http://library.sccsc.edu>

- Accessible 24 hours a day and seven (7) days a week
- SCCOnline students have access to all of the above-mentioned services via the library's website and the D2L portal.

**Staff**

- Patricia Jordan, library director, (864) 592-4760
- Tanya Newman, library specialist, Tyger River Campus, (864) 592-6220
- Carol Cole, adjunct librarian, Downtown Campus, Evans Center (864) 592-4075
- Ashley Holt, library specialist, Cherokee County Campus, (864) 206-2656
- Judy Parham, adjunct librarian, Downtown Campus, Evans Center (864) 592-4075
- Barbara Scala, technical services librarian, (864) 592-4679
- Katherine Stiwinter, public services librarian, (864) 592-4296

**Library Services**

For more detailed information regarding the library's services or resources, visit the library's website at <http://library.sccsc.edu>, text or e-mail [askalibrarian@sccsc.edu](mailto:askalibrarian@sccsc.edu), or call (864) 592-4764 or 1-866-542-2779 (toll free).

**Circulation** – Students may borrow books for three weeks and videos for three days. Books may be renewed for an additional three weeks and videos for an additional three days, unless someone else has requested them.

**Reserves** – Materials that are needed by an entire class may be placed on reserve at the circulation desk by an instructor. This ensures that the materials will be available for student use. Instructors specify check out for three days or for use in the library only. (Check with your instructor to make sure which campus library is holding the reserve.)

**Research Databases** – The library subscribes to 60+ online databases which allow students to access 70,000+ e-books, magazine, journal and newspaper articles, encyclopedias, literary criticism and other reference materials 24/7 via the library's website. Students can log into the databases off-campus using their portal WebID and password.

**Reference Assistance** – Library staff are available on each campus and online to help students locate information in the library and to provide research guidance. For more information contact us by phone, e-mail, text, or come into any of our campus libraries.

**Interlibrary Loan** – If students need books or articles that are not owned by the SCC library, they may request the books or photocopies of the article from another library. Most items can be picked up seven (7) days after making the request.

**Library Instruction** – The librarians teach classes and individuals how to locate information using SCC library resources. Please contact staff to schedule one-on-one research assistance.

**Photocopying** – Photocopiers are in or nearby each campus library for student use. Copies are \$.10 each.

**Student Workshop** – The library offers several different workshops students can attend including Research Skills and Basic MLA format. Please contact staff for additional dates.

### ***Student Responsibilities***

Students are responsible for all items and materials (including laptops and MP3 players) checked out in their names. For this reason, it is not advisable for a student to check out items for anyone else or lend materials already checked out. Students use their SCC IDs for checkout of library materials.

**Computers** – The central campus library has nearly 100 computers and laptops for student use, including two (2) Macintosh computers and two (2) assistive technology stations. Computers are available for student use at the SCC Tyger River Campus, the SCC Cherokee County Campus, and the Downtown Campus libraries. Computers are available for student use in the computer lab at the Union County Advanced Technology Center. If others are waiting, computer use should be limited to 30 minutes. Internet users may not display materials that may be objectionable to others. All computer resources and facilities of Spartanburg Community College are to be used solely for legitimate and authorized academic, instructional, research, administrative and public services purposes. Misuse will cause a user's access to be revoked. Students who abuse the system will be referred to College disciplinary policies as outlined in the Student Code, SCC Procedure – Computer Resource Use.

**Overdue Materials** – There is no fine for books returned within five days of the due date. After the fifth day, a five cents per day fine is charged. A 25 cents per day fine is charged for reserve items returned late, with no grace period. DVDs, videos, and other AV items are \$1.00 per day. All overdue books and fines must be cleared before the end of each term. Students with overdue materials are not allowed to register or receive grades.

**Lost Materials** – If a student loses a book or video, the library should be notified as soon as possible. The charge for lost/unreturned materials includes a replacement fee plus a \$10 processing fee. If lost materials are found and returned within a short period, the cost will be refunded. The \$10 processing fee is non-refundable. Students who owe fees for lost material are not allowed to register or receive grades.

## **Lost and Found**

The College operates a lost and found service, located in the campus police office. Any articles found should be turned in to public safety. Lost and found on the Cherokee County Campus is located in the library. Lost and found on the Tyger River Campus is located in TRB 206. Lost and found at the Downtown Campus is located at the Security Desk in the Broad Street lobby in the Evans Academic Center.

## **New Student Orientation**

New Student Orientation is a valuable tool that introduces students to the variety of support services and resources available at SCC. New Student Orientation dates are posted on the SCC website at [www.sccsc.edu/nso](http://www.sccsc.edu/nso) each semester.

## Online Course Attendance Statement

Students must have logged into and actively participated in the online course by the end of the drop/add period, as indicated by posting to an online discussion, submitting an assignment, taking an assessment, communicating with the instructor, or completing other activities as designated by the instructor. Students who fail to meet this attendance requirement by the end of the drop/add period will be dropped from the class by the instructor.

## Parking Rules

SCC has well-marked parking areas with ample space for everyone to park. Do not park against curbs, over yellow lines, on the grass or on triangles at the end of lanes. Do not use or block fire lanes, maintenance parking areas or loading zones. Students, faculty and staff are asked to observe the following rules:

### ***Handicapped Accessibility Parking***

All state DMV issued handicap placards are honored on campus. Designated spaces are located near each building.

### ***Vehicle Registration***

Students wishing to bring a car or other vehicle on campus are required to have a current parking permit attached to the front, right window on their vehicle. Permits will be valid from August-August each year. (This applies to all curriculum, transitional studies and adult education students.) Any curriculum, transitional studies and adult education student who loses his/her permit may apply for a new permit.

Students who permanently change to a new or different vehicle must come by the public safety office and fill out a new vehicle registration card. There is no fee for this service.

### ***Student Parking***

Students are required to park in the student parking areas. Students are not allowed to park in areas designated for faculty/staff or visitors. Students at the Downtown Campus may park in the Kennedy Street parking garage free of charge by showing their SCC ID to the lot attendant.

### ***Visitor Parking***

All visitor parking spaces are clearly marked. Students are not allowed to park in visitor parking spaces.

### ***Motorcycle Parking***

Motorcycle parking is located in the student parking lot. Four-wheel vehicles are prohibited from parking in areas designated for motorcycle parking.

### ***Parking Appeals***

Students may appeal a parking ticket by contacting the campus police office within 24 hours from the date of ticket. Parking appeal forms are available in the campus police office from 8 a.m. - 10 p.m.

### Payment of Fees

**Payment Due** – All tuition and fees are payable before scheduled deletion dates, or if registration occurs after the deletion date, before the first day of classes. A student may not attend class until financial obligations are resolved. All equipment, library books, and other college-owned property must be returned when due. A student's academic award (degree, diploma, or certificate) and transcript will not be released until all fees are paid and college-owned property has been returned.

**Payment Methods** – The College accepts cash, first-party checks, e-checks, money orders, and cashier's checks for payment of all fees. Students may also charge fees to American Express, VISA, MasterCard and Discover credit or debit cards. Credit and debit card and e-check payments may be made online via WebAdvisor. A \$15 convenience fee will be added per transaction for tuition payments paid by credit or debit card. A \$75 late registration fee will be assessed for registration done after scheduled deletion date.

**Returned Checks** – The College assesses a \$25 service fee per occurrence on all checks returned by the bank for any reason. The service fee is in addition to any fee charged by the bank. Checks are not sent to the bank a second time. Dishonored checks are sent to the Magistrate for collection after fourteen days. Students will be placed on restriction from classes for non-payment. Checks will not be accepted from students who have written more than two non-sufficient checks.

**Sponsorship** – Tuition may be billed to a sponsoring business. This sponsorship must be supported by a letter on company letterhead or a company purchase order and is subject to verification by the College. Sponsorship documentation must be received in the business office for each academic term.

**Tuition Payment Plan** – Students may apply for a tuition-only payment plan. Students must not have an outstanding debt from a prior term.

Spartanburg Community College has partnered with Higher One, Inc. to offer students an online payment plan accessible through the SCC portal. This payment plan requires a \$30 non-refundable enrollment fee and the first payment when the student enrolls. The remaining balance is payable in two or three payments on dates determined according to the academic calendar and included in the agreement. Higher One accepts ACH/E-check or credit card (MasterCard/Discover Card/Visa/American Express). There is a 2.75% fee for using a credit card for payment. Details on the payment plans offered for each semester are announced on the portal and through e-mails sent to students.

A \$10 late fee will be applied to each payment that is late according to the terms of the payment plan agreement accepted by the student. There is also a \$25 non-refundable fee if a payment is returned. The amount of the payments and due dates of the payments are pre-determined and are not negotiable.

If students have questions about the Higher One payment plan, they can contact Higher One customer service at 877-405-4937 from 8:00 a.m. – 9:00 p.m. ET Monday through Friday.

## Procedures for Existing Student Clubs/Organizations

1. Each organization must have a charter which has been recommended by the Student Life Advisory Committee and granted by the College administration. Procedures for organizing a campus organization must be followed prior to a charter being granted.
2. Each organization must have a constitution on file with the student life coordinator that states its purpose, its rules for operation and other pertinent principles. Revisions must be submitted to the above individual.
3. The policies and objectives of the campus organizations must be consistent with those of the College and the guidelines of the Student Life Advisory Committee.
4. Membership lists are kept on file in the office of student life, P. Dan Hull Building.
5. The organization must select from among the full-time faculty or staff of the College an individual who agrees to assume the role of advisor.
6. The organization must schedule all social, service and fundraising functions through the student life coordinator.
7. The organization must adhere to all College policies and social standards.
8. The organization must maintain an active program and fulfill its stated purposes.
9. No person may be excluded from membership of any organization because of color, race, religion, national origin/ethnic origin, disability or sex.
10. A minimum cumulative grade point average of 2.0 is required to be a candidate for an office in a student organization. The advisor of the organization is responsible for reviewing and approving the eligibility of each candidate. If at any time an officer's grade point average falls below 2.0 and/or the student is placed on academic probation, the person will be ineligible to hold office. The advisor will specify the procedures for selecting a replacement.

## Procedures for Establishing New Clubs/Organizations

Students interested in forming a new campus club or organization should follow the procedures outlined below. To access the required forms and guidelines, log in to MySCC Portal and select the Student Life tab. Hard copies of campus club/organization forms are also available upon request from the student life office, P. Dan Hull Building, room E-30D. Campus clubs and organizations may be started at any time during the academic year; however, the approval and installation process may take several months to complete. Please refer to College Procedure V-20.2, Student Clubs/Organizations, for more information.

1. Obtain at least 10 members who are interested in forming a club.
2. Obtain a full-time faculty or staff member employed by the College who is interested in serving as the club/organization's advisor.
3. Submit a new club/organization packet (request to organize form, roster of charter members, club advisor form, and proposed club/organization constitution) to the student life coordinator as indicated in the club/organization packet cover sheet. Organizations whose objectives are strictly social in nature will not be approved.
4. The Student Life Advisory Committee will review the paperwork, contact the requesting club/organization representative for further information as needed, and forward the completed packet to the SCC Executive Council for final approval. The club/organization will not be recognized, and may not conduct club-sponsored activities on any campus of Spartanburg Community College until approved, in writing, by College administration.

5. Within thirty business days of the campus club/organization's formal recognition, the following must be submitted to the student life coordinator, P. Dan Hull Building, Room E-30D:

- Roster of current members and officers
- Final copy of the club/organization's constitution
- Club/organization advisor orientation form
- Club/organization officer orientation forms
- Club/organization financial information form

### Program Change Process

Students wanting to change their program of study will meet with an Academic Advising Center advisor or a faculty advisor (representing either the student's current or new program) to discuss pertinent program information about the new program being considered. The advisor will then have the student complete and sign a program change form, and direct the student to take the form to the Financial Aid Office. A financial aid staff member will counsel the student as needed based on the impact the requested program change may have on financial aid eligibility. The financial aid staff member will sign the program change form and direct the student to take it to the Admissions Office for final processing. Given the information received during the financial aid counseling session the student may choose another program in which to enroll or elect to remain in their current program. If another program is selected the student will be referred to the advisor on staff in Admissions Center for further action. Program changes may be implemented for any future semester or term (such as 10-week, 7.5-week, or 5-week flex); however, no program change will be backdated or made effective retroactively.

### Re-Admission Requirements

Students who are not enrolled at SCC for three consecutive semesters (including summer) and who wish to re-enroll must reapply for admission. Students who want to reapply to the same program must re-enter under the current program guidelines. These guidelines may affect the applicability of completed credit hours for the program and the total credit hours needed for program completion.

Students who have attended another institution during the interim must submit an official transcript to the admissions office. Individuals with financial obligations to the College must resolve these obligations before they will be allowed to register for classes.

### Record Changes

To ensure proper record-keeping and mailing procedures, each student is required to report any changes in name or address to the records office.

### Records and Transcripts

All inquiries about grades, transcripts and records should be directed to the student records office located in room 156 of the Dan L. Terhune Student Services Building.

### Release of Student Information

#### *General*

Spartanburg Community College maintains accurate and confidential student records and recognizes the right of students to gain access to their academic records in accordance with the Family Educational Rights and Privacy Act (FERPA) of 1974 (Buckley Amendment)

and College policy. Amendments to FERPA under section 507 of the U. S. Patriot Act of 2001 also apply to the release of student records. Further information about access to student records is available in the Student Planner & Handbook.

### ***Release of Student Records***

Transcripts are released only with written permission of the student. Students may request that copies of their transcripts be sent to individuals or institutions, or they may secure copies for their own use. SCC has authorized Parchment exchange to provide students and alumni with transcript ordering services via the internet. It is a secure and convenient way for students and alumni to submit requests 24 hours a day, 7 days a week from any location. The College does not forward transcripts received from high schools and other colleges, or provide copies of transcripts to the student.

A student has the right to review his or her own official record and may question any inaccurate or misleading information and request correction or deletion of that data from the files. If an error cannot be readily substantiated, the student may refer to the Student Grievance Procedure for due process procedures. If the grievance committee denies the student's request, he or she will be permitted to append a statement to the permanent record in question, showing the basis for their disagreement with the denials.

Parents of a dependent student have right of access to that student's record, provided they can show proof of dependency (according to Internal Revenue Code of 1954) and sign the appropriate affidavit, available in the records office. Acceptance proof is the parents' most recent federal tax return.

### ***Directory Information***

The following directory information may be made available to the public by the College unless students notify the records office in writing by the third week of the term that such information is not to be made available.

1. Student's name
2. Major field of study or program
3. Dates of attendance (enrollment status - full-time, part-time)
4. Awards earned
5. Photographs

Transcripts and information not specified under "directory information" is released only with written permission of the student.

### ***Student Recruiting Information***

The Omnibus Consolidated Appropriations Act 1997, which includes the Soloman Amendment, requires institutions receiving Title IV Campus-Based Funds to report the following directory information on students 17 years of age or older, upon request, to the military:

- Name
- Address
- Telephone listing
- Date and place of birth
- Level of education
- Academic major
- Degrees received
- The educational institution in which the student most recently was enrolled

If a student desires that the above information not be released, he or she should request a non-disclosure form in the records office within the first five days of the term.

### ***U.S. Patriot Act of 2001***

The U. S. Patriot Act of 2001 permits educational institutions/agencies to disclose “personality identifiable” information without the student or parent consent. It is not necessary to keep a record of the disclosure or to notify the student or parent of the disclosure.

This amendment to Family Educational Rights and Privacy Act (FERPA) permits educational agencies and institutions to disclose – without the consent or knowledge of the student or parent – personally identifiable information from the student’s educational records to the Attorney General of the United States or his or her designee.

### **SCCOnline**

SCCOnline, the College’s online distance learning program, offers a variety of online courses (over 100 sections) to students, as well as complete online degree and certificate options including the Associate in Arts, Associate in Science, Management, Management with Fire Service Electives, Management with Marketing Electives, Sign Language Interpreter Training and Palmetto Professional Landscape Certificate

Online courses allow students to take classes at home or on the go, while balancing work, family, or military obligations. Courses offered by SCCOnline cover the same material as traditional courses taught in the classroom. Hybrid courses combine some on-campus instruction with online learning. Some students choose to pursue an entire degree online, while others choose to take both online and on-campus courses to reach their educational goals. SCCOnline courses are included in the college course schedule, and the registration process is the same as for programs and courses offered on-campus

SCCOnline also provides technical support to students, as well as support to faculty who teach and develop online courses.

For more information, visit the SCCOnline website at: [online.sccsc.edu](http://online.sccsc.edu), or contact the SCCOnline office at (864) 592-4961, toll free 1-888-364-9080, or send e-mail to [sconline@sccsc.edu](mailto:sconline@sccsc.edu).

### **SCC Student Ambassadors**

SCC Student Ambassadors are currently enrolled students selected to represent the College to prospective students and to the community throughout the academic year. Students are selected for their academics, service and commitment. Those interested in applying for this honor must complete an online application, have faculty referrals, maintain a minimum cumulative 2.5 GPA at SCC and attend an interview. Being an SCC Student Ambassador is a paid, part-time position. For more information, contact Charlotte Kerr at (864) 592-4233 or visit the SCC website at [www.sccsc.edu/recruit](http://www.sccsc.edu/recruit).

### **Senior Citizens**

South Carolina residents who are 60 years of age or older and who are not employed full time may enroll tuition free on a space available basis. The student must comply with all admission criteria to include enrollment restrictions in certain classes and all other



standards set for by the College. Senior citizen tuition waivers do not waive all fees. The student is responsible for the payment of all other fees assessed by the College at the time of registration as well as for the purchase of course materials, textbooks and supplies. Other fees include, but are not limited to, the application fee, enrollment fee, online course fee and lab fee. Fee waivers will only be considered for courses listed on the Senior Citizen Tuition Waiver form and only if processed during the senior citizen registration period which begins after the final term deletion for non-payment. Senior citizens who register prior to the senior citizen registration period assume all financial liability for any course registration. Students using the tuition waiver may not be forced into a closed course section. All grants and scholarships will be applied to the student's tuition before a waiver is awarded. Information about senior citizen waivers can be found in Student Records and the Business Office.

## Services for Students with Disabilities

This office serves as an advocate for students with disabilities who self-identify and provide supporting documentation when required, ensuring that they have equal access to all College programs and services. Students with disabilities who may need reasonable accommodations, auxiliary aids and services (such as note-takers, testing accommodations and ASL interpreters) are encouraged to inform an admissions specialist or contact the assistance coordinator of student disability services prior to the beginning of the term for which they are requesting accommodations or services. Students are encouraged to register early so any approved accommodation plan can be developed in a timely manner. For more information, contact Tawana Scott, assistant coordinator of student disability services at (864) 592-4818, (864) 641-7425 (video phone), or email [disabilityservices@scpsc.edu](mailto:disabilityservices@scpsc.edu) or visit the office located on the central campus in the P. Dan Hull Building in room E-4.

## Smoking Policy

The South Carolina Clean Indoor Air Act of 1990 became state law effective August 1, 1990. The purpose of this act as expressed in the text is "...to accommodate the needs of nonsmokers to be free from exposure to tobacco smoke within public indoor places..." The act restricts smoking in public schools and government buildings. This act is applicable to Spartanburg Community College

Smoking and the use of tobacco products including electronic cigarettes are prohibited in all College owned buildings and structures, except designated structures provided specifically as smoking/tobacco use areas.

Smoking and the use of tobacco products including electronic cigarettes is allowed in parking lots, outside seating areas, and designated smoking/tobacco areas that are twenty-five (25) feet or greater from all college structures.

Violations of the smoking/tobacco policy may result in one of the following sanctions: Campus Police/Security may issue an official warning or a ticket to the individual; offenders issued a ticket will be fined \$25.00 per violation. After the second offense, students will be referred to the Vice President of Student Affairs as a student code violator.

## Student Affairs and Enrollment Management

The Student Affairs Division at Spartanburg Community College strives to provide a comprehensive student services program to help students achieve personal and professional objectives. This program includes the following services:

1. Student Affairs provides career planning through guidance and counseling activities. Professional counselors assist students and applicants to make career choices through individual and group counseling and workshops.
2. Student Affairs supports students in financial planning by providing financial aid information and assistance in identifying resources to meet aid needs.
3. Student Affairs provides a student life program of extracurricular activities, student organizations, a student government liaison to the administration, and other opportunities that promote student development.
4. Student Affairs ensures due process to all students in appeals regarding disciplinary issues and student grievances.
5. Student Affairs offers a counseling service to provide career counseling to reduce student attrition and to promote the student's attainment of their career objectives.
6. Student Affairs provides counseling and referral services for students who may have problems with drug/alcohol abuse.

## Student Clubs/Organizations

### **ABSTRACTION: An Artistic Publication**

**Advisors: John Hoyle, 592-4797, hoylej@sccsc.edu; Alan Tessaro, 592-4710, tessaroa@sccsc.edu; Dr. Jenny Williams, 592-4940, williamsj@sccsc.edu**

Abstraction is an online artistic publication for Spartanburg Community College showcasing original poems, stories, music, paintings, sculptures, photographs, and other forms of creative expression. Abstraction is student edited and run. Membership is open to enrolled SCC students. New members will work with one or more of the current editors to learn duties related to editing a publication and possibly become an editor.

### **American Sign Language Club**

**Advisor: Denise Huff, 592-4883, huffd@sccsc.edu**

American Sign Language (ASL) Club membership is open to SCC students, faculty and staff. Affiliate membership is open to any interested members of the community. The club exists to enhance appreciation, promotion and comprehension of American Sign Language, its culture and history among the members, the College, and the community. Through exposure to social, educational and cultural activities, the club intends to facilitate, develop and enrich the respective understanding of each individual who attends.

### **Campus Crusade for Christ (CRU)**

**Advisors: Richelle Allen, Downtown Campus, 592-4071, allenr@sccsc.edu  
Angela Watkins, Cherokee County Campus, 207-2707, watkinsa@sccsc.edu**

Campus Crusade for Christ (CRU), an inter-denominational international organization, is open to any interested student, faculty or staff of the College. The club's mission is twofold: to allow Christians to come together and discuss issues that are relevant to their lives and to provide a non-threatening environment and support system for spiritual seekers. Additionally, CRU provides its members with opportunities for personal and spiritual development, leadership skills and fellowship.

**Horticulture Club****Advisor: Jay Moore, 592-4281, moorej@sccsc.edu**

The SCC Horticulture Club is open to all individuals enrolled in horticulture technology. The club integrates learning experiences and leadership, while providing members an opportunity to learn more about their fellow classmates. The horticulture profession is promoted in an attempt to educate the industry and the public. Meetings are conducted monthly, with guest speakers, field trips and special projects. The club participates in several fundraising projects, including the annual spring plant sale.

**Medical Investigators Club****Advisor: Amber O'Shields, 592-4293, oshieldsa@sccsc.edu**

The purpose of the Medical Investigators club is to promote the clinical laboratory profession on the campuses of Spartanburg Community College and within the surrounding service area. Members of this club also participate in projects that support local and international charitable organizations. The Medical Investigators Club is open to all Spartanburg Community College students, faculty and staff with an interest in the laboratory profession. Students enrolled in the Medical Laboratory Technology (MLT) program are automatically granted membership.

**Mu Alpha Theta (Math Club)****Advisors: Linda Schmidt, 592-4731, schmidt1@sccsc.edu****Melanie Roberts, 592-4230, robertsm@sccsc.edu**

Students who have an interest in mathematics are invited to join Mu Alpha Theta, the math club. The purposes of this organization are to promote and strengthen the appreciation of mathematics and to support and sponsor activities related to mathematics.

**National Technical Honor Society****Advisors: Carroll Cagle, 592-4733, caglec@sccsc.edu****Rich Washburn, 592-4981, washburnr@sccsc.edu**

At Spartanburg Community College, we recognize the academic achievements of outstanding career program students through invitation to join the National Technical Honor Society. Membership is limited to career program majors who have earned and currently hold a minimum 3.0 GPA and a minimum 3.5 program GPA in an eligible academic program, and have completed 12 or more semester hours of collegiate coursework. High school seniors planning to attend SCC are also eligible for membership transfer from their secondary chapter to SCC's post-secondary chapter. Members enjoy opportunities for networking, leadership and job skills development, scholarships, community service, campus involvement and more. For more information about eligibility, application deadlines, chapter fees, or applying for membership, interested students may contact the chapter advisors.

**Phi Theta Kappa International Honor Society****Advisors:****Dr. Berta Hopkins, 592-4262, hopkinsb@sccsc.edu****Dr. Jenny Williams, 592-4851, williamsJ@sccsc.edu****Marshall Evans, 592-4218, evansM@sccsc.edu****Dawn Larrieu, 592-4836, larriued@sccsc.edu**

Phi Theta Kappa is the only internationally recognized honor society for two-year colleges. Associate degree students with 12 credit hours of college-level coursework completed at

Spartanburg Community College and an overall GPA of 3.5 or higher will receive invitation letters to join SCC's Beta Sigma Psi Chapter. For additional details regarding eligibility, induction fees, and other information, please contact one of the chapter advisors.

### **Science Club**

**Advisor: Dr. Abigail Babcock, 592-4234, babcocka@sccsc.edu**

The goals of the Science Club are to promote and strengthen appreciation of the sciences and to support and sponsor activities related to the application of science. In addition to regular meetings, the club participates in various campus and community projects throughout the year and manages the *iRecycle* program for plastic bottle/aluminum can collections on designated SCC campuses.

### **SCC Technology Club**

**Advisor: Matthew Alimaghham, 592-4896, alimaghham@sccsc.edu**

The SCC Technology Club welcomes any SCC students or graduates who have an interest in technology to become a member. The purpose of the club is to promote free exchange of knowledge and information about any new technology among the members and the community. The SCCTC mission is to keep our students' technology knowledge up-to-date. The club meets at least twice per semester.

### **SEA Board**

**Advisor: Leslie Cagle, 592-4752, caglel@sccsc.edu**

Student Events & Activities (SEA) Board is a volunteer committee of students who assist with the planning and execution of campus, community, and CollegeTown events and activities. There are 15 seats available for SEA Board. Members work together under the supervision of the student life coordinator to implement fall and spring semester events and activities which meet the mission and desired learning outcomes of the college's Student Life program. SEA Board members are expected to participate in experiences that develop and demonstrate leadership, character, confidence and responsibility.

### **Student Council**

**Advisor: Leslie Cagle, (interim advisor), 592-4752, caglel@sccsc.edu**

Students have an opportunity to participate in Student Council, an organization which provides students a voice in College concerns and student affairs. Membership consists of representatives from all academic divisions and student clubs/organizations, as well as student ambassador and at-large representation. Student Council members have the opportunity to serve on various campus/community committees, assist with student activities, and participate in leadership/life skills development programs. Students who are interested in serving on Student Council should contact an advisor for additional information.

### **Student Medical Assisting Club**

**Advisor: Pam Vaughn, 592-4272, vaughnp@sccsc.edu**

The Student Medical Assisting (SMA) Club is open to students who are currently enrolled in the Medical Assisting Program at Spartanburg Community College. The club exists to help Medical Assisting students develop competence and confidence related to their

chosen profession, to stress leadership to the campus and community and to raise funds throughout the year to offset the costs of certification exams and other program-related expenses.

### **Student Nurses' Association**

**Advisors: Jayne Case, 592-4871, casej@sccsc.edu**

The SCC Student Nurses' Association (SNA) is open to all pre-nursing and nursing students enrolled at Spartanburg Community College. This organization promotes and enhances nursing professionalism, leadership, community involvement and educational opportunities. SNA is an interactive organization that recognizes students within the College and also provides networking opportunities at the state and national level. The SNA participates in campus and community projects that support the mission and goals of the organization. Meetings are conducted monthly during the academic year and a guest speaker representing the nursing community speaks once per semester.

### **Student Veterans Association**

**Advisors: Charlotte Kerr, 592-4233, kerrc@sccsc.edu**

**Dawn Larrieu, 592-4836, larriued@sccsc.edu**

**Peter Stone, 592-4694, stonep@sccsc.edu**

**Alan Tessaro, 592-4074, tessaroa@sccsc.edu**

The mission of the Student Veterans Association is to provide military veterans, current service members, dependents, and supporters with a supportive environment for networking and camaraderie. The emphasis is to foster relationships within and outside Spartanburg Community College to address student veterans' needs, facilitate student success, and to increase students' access to the multitude of available resources. For additional information including membership eligibility, please contact one of the chapter advisors.

### **Success Network Club**

**Advisors: Carlos Howard, 592-4782, howardc@sccsc.edu**

**Julianne Dixon, 592-4798, dixonj@sccsc.edu**

The club is opened to students who actively participate in the Success Network program at Spartanburg Community College. (Go to [www.sccsc.edu/Success](http://www.sccsc.edu/Success) for more information about Success Network's eligibility requirements and services.) The goal of the Success Network Club is to encourage individuals to achieve their highest potential through a supportive peer network and active participation in campus, community, and civic activities. Members engage in community service projects, fund-raising activities, and regular meetings to achieve the Club's objectives.

### **Surgical Technology Club**

**Advisor: Debra Bradley, 592-4879, bradleyd@sccsc.edu**

The objectives of SCC's Surgical Technology Club are to help students understand and appreciate their chosen profession, stay abreast of changes within the field of Surgical Technology and develop skills that foster lifelong learning. Surgical Technology Club members participate in campus and community activities that stress leadership, professionalism, teamwork and personal growth. They also coordinate various fundraisers throughout the year to offset costs associated with national exams, student conferences and other opportunities. Membership is open to students currently enrolled in the SCC Surgical Technology Program.

### **Teacher Education Club**

**Advisors: (in order of preference to be contacted) Micki Ewens, 592-4854, ewenss@scsc.edu; Susan Poss, 592-4902, poss@scsc.edu; Pamela T. Rogers, 592-4645, rogerspam@scsc.edu**

The Teacher Education Club is open to students who are majoring in a Spartanburg Community College teacher education partnership. The club supports and sponsors activities related to the field of education such as tutoring, school supply and book drives, and off-site classroom events. The Teacher Education Club also enjoys networking opportunities with TEACH club members at USC Upstate. Questions regarding membership eligibility, club dues or other information may be directed to a club advisor.

## **Student Code and Grievance Procedures**

SCC students are members of both the community at-large and the academic community. As members of the academic community, students are subject to the obligations which accrue to them by virtue of this membership. As members of the larger community of which the College is a part, students are entitled to all rights and protection accorded them by the laws of that community. Students are also subject to all laws, the enforcement of which is the responsibility of duly constituted authorities. When students violate laws, they may incur penalties prescribed by legal authorities. In such instances, College discipline will be initiated only when the presence of the student on campus will disrupt the educational process of the College. However, when a student's violation of the law also adversely affects the College's pursuit of its recognized educational objectives, the College may enforce its own regulations. When students violate College regulations, they are subject to disciplinary action by the College whether or not their conduct violates the law. If a student's behavior simultaneously violates both College regulation and the law, the College may take disciplinary action independent of that taken by legal authorities.

## **Student Commons**

The Student Commons is a place for students to engage with others, find student resources, or simply relax between, before or after classes. The purpose of the Student Commons is to promote a sense of community and connection through both organized and informal activities. Located in the P. Dan Hull Building, Room E30F, the Student Commons is open Monday through Thursday with hours of operation posted each semester. Student Commons activities are posted regularly on the student portal, bulletin boards and through college sponsored social media.

## **Student Life**

The College considers student engagement and involvement to be a vital part of the educational process. Students are encouraged to participate in activities that stress leadership and training, service to the College and community, personal and professional development, the experience of sharing interests, and the opportunity to interact with those from different cultural backgrounds. The College sponsors many extracurricular activities during the year and encourages student participation in these programs. Opportunities for involvement in campus and community life are posted through My SCC Portal (Student Life tab) and various channels of campus communication throughout the academic year.

## Student Refund/Withdrawal/Federal Return of Funds

It is the policy of Spartanburg Community College that students or sponsoring agencies/ programs receive a fair and equitable refund of tuition charges if a student withdraws from a term or a full-time student reduces the number of credit hours to below 12 credit hours. Federal financial aid recipients are defined as those students who receive Federal Pell Grant, Federal Supplemental Educational Opportunity Grant (FSEOG), Federal Direct Loans and/or aid through the Success Network. Institutional costs include tuition, fees and charges made in the Book Inn using federal financial aid.

### I. Official Withdrawal

Official term withdrawal is defined as a student's formal notification of his or her intent to withdraw from all courses for a term. A student's withdrawal date is defined as the actual date the student submits information to student records to drop a course or courses. To officially withdraw from a course or courses, a student must provide official notice to student records electronically or in person.

A federal financial aid recipient who does not officially withdraw from a term is considered to be withdrawn if he or she does not complete all days he or she is scheduled to complete with a payment period or abandons all courses. The last day of academic attendance or attendance at an academically-related activity will be used for calculating the amount of aid to be returned to the federal government based on Section III, and the student will not be eligible for a refund based on the College's refund policy as outlined in Section II.

A student is not considered to be withdrawn from a term if at the time the student drops the last class in a term he or she submits written confirmation stating he or she will attend a later start term in the same payment period (semester).

### II. College Refund Policy

To receive a refund of institutional charges, a student must officially withdraw from the College as outlined in Section I or reduce the number of credit hours to below 12 credit hours. A federal financial aid recipient who is eligible for a refund will have the refund amount applied toward the amount the student owes the College based on the return of funds policy outlined in Section III.

**The refund percent is based on the date the completed add/drop/withdrawal form is received by the registrar's office.** Institutional charges for a semester will be refunded at the following rate:

#### Fall Term and Spring Term

<u>Refund Percent</u>	<u>Withdrawal or Net Reduction of Credit Hours</u>
100% .....	1st - 8th calendar day of the term
75% .....	9th - 14th calendar day of the term
50% .....	15th - 19th calendar day of the term
0% .....	after the 19th calendar day of the term

If the calculated refund dates fall on a day that the College is closed, the date will be moved forward to the next day the College is open.

The number of calendar days used to calculate refunds will be pro-rated for terms that vary in length from the traditional term.



If a student attends one class of the second course in a two-block sequence, the student is not eligible for a refund. A student who never attends the second course in the sequence will receive a 100 percent refund for that course.

Non-federal financial aid recipients will have the refund amount returned to the sponsoring agencies/programs in the following priority, not to exceed the awarded amount:

1. Private (Alternative) Loan
2. Sponsorships
3. Tuition Waivers
4. SCC Scholarships
5. Outside or Community Scholarships
6. LIFE Scholarship
7. S.C. Need Based Grant
8. Other aid or assistance
9. Lottery Tuition Assistance

### III. Return of Federal Financial Aid

A student's federal financial aid eligibility must be recalculated for students who withdraw, drop out, are dismissed or take a leave of absence prior to completing 60 percent of a term. A student enrolled in at least one class during the full term will have the recalculation for all classes based on the date for the full term.

The recalculation of eligibility is based on the percent of earned aid using the following formula:

$$\text{Percent of earned aid} = \frac{\text{Number of calendar days attended in the semester}}{\text{Total number of calendar days in the semester}}$$

Federal financial aid must be returned to the federal government based on the percent of unearned aid using the following formula:

$$\text{Aid to be returned} = (100\% - \text{percent of aid earned}) \times \text{the amount of federal financial aid disbursed.}$$

The amount of aid to be returned is the responsibility of the College and the student. However, the student will be responsible for repaying the College for the amount that the College was required to return on his or her behalf less any refund that the student is eligible for under Section II. Therefore, a student who does not complete at least 60 percent of a term will owe a repayment to the College and/or the federal government for the amount of unearned federal financial aid.

A student who owes the College may not be permitted to register for a subsequent term or obtain an official academic transcript until the debt is paid. Payment should be made to the business office. A student who owes the federal government may be reported to the U.S. Department of Education and be required to provide documentation of a satisfactory payment arrangement before federal or state financial aid eligibility is restored.

## Success Network

Success Network is an academic support program available to eligible SCC students. The goals of Success Network are to help students stay in school, graduate with college degrees, and continue their education by transferring to four-year colleges and universities. Success Network offers many academic-related services such as tutoring, assistance with study skills, college transfer planning, campus visits to four-year colleges, peer mentoring, assistance with career development needs, financial literacy information, cultural enrichment activities, and membership in the Success Network Club. Services



are provided at no cost to students.

Because Success Network is funded by a federal grant and has limited enrollment, students must meet certain eligibility criteria to become members of Success Network. To be eligible, a student must:

- Be enrolled in at least 6 credit hours in an associate degree program at SCC
- Be a U.S. citizen or eligible for federal student financial aid
- Be working on his or her first college degree
- Have completed or placed out of RDG 032 and have 2 or fewer developmental courses to complete
- Have a cumulative grade point average of 2.0 or higher
- Meet at least one of the following eligibility requirements:
  - Be a first generation college student (neither parent has a four-year college degree or the custodial parent in a single-parent family does not have a four-year college degree) **OR**
  - Currently reside in an economically disadvantaged household (Success Network will help you determine if you meet this criteria) **OR**
  - Have a documented disability

Additional eligibility criteria may also apply. Success Network is available to answer any questions an individual may have regarding his or her eligibility for the program.

Students must complete an application to be considered for membership in Success Network. Applications may be obtained from the Success Network office or from our website ([www.sccsc.edu/success](http://www.sccsc.edu/success)). Once you submit your application, Success Network will contact you to discuss your eligibility and the remaining steps in the application process. Students may contact the Success Network staff in person in suite E44 of the P. Dan Hull Building , by phone at (864) 592-4780, by email at [successnetwork@sccsc.edu](mailto:successnetwork@sccsc.edu), or on the College's website at [www.sccsc.edu/success](http://www.sccsc.edu/success).

Success Network is a Student Support Services program funded 100 percent through a federal TRIO grant in the amount of \$276,570 by the U.S. Department of Education.

## Suspension for Non-Academic Reasons

A student suspended from Spartanburg Community College for non-academic reasons will be notified in writing of the length of the suspension. For non-academic violations of conduct see the "Student Code" section within this publication.

## Tardies

Tardy students will be admitted to class only at the discretion of the instructor. A student is considered tardy if he/she is not in the classroom at the time the class is scheduled to begin (unless otherwise designated by the instructor).

## Telephones

**Public Telephones:** On central campus courtesy telephones are located near the canteen or vending areas in each building. Courtesy TDD's for the hearing impaired are located in the P. Dan Hull Building, Jack A. Powers Building, James P. Ledbetter Building, and in the Tracy Gaines Learning Resource Center.

**Calls for Students:** Class interruptions are discouraged. Students are contacted only under emergency conditions. See section on emergencies. Calls for students are handled by student records during the day. Admissions or evening services will coordinate calls received at night. Calling the main SCC number, (864) 592-4600, will connect you with the appropriate department.

**Contacting Students for Emergencies:** Classes are only interrupted in the case of emergency, usually health or safety related. If the caller does not wish to divulge the nature of the emergency it is difficult to determine the appropriate response. If student records is unable to contact the division, campus policy/security will attempt to contact the student. The student may be asked to come immediately to the student records office or may be given a written message depending on the urgency. After 5:00 p.m., evening services will also be asked to help locate the student.

### Testing Center

The SCC Testing Center provides faculty and students a convenient, secure, and distraction-free environment conducive to a positive testing experience. Located in the P. Dan Hull Building (room E-3) on the central campus, the testing center offers a range of assessment services including make-up testing and proctored online testing for students at SCC as well as those from other colleges nationally. Instructors/students in need of further information should visit the website at [www.sccsc.edu/testingcenter](http://www.sccsc.edu/testingcenter). Hours of operation for the central campus are posted in the testing center each semester and on the website. Comparable testing services are also available for SCC students at the SCC Cherokee County Campus (call 864-206-2713), SCC Downtown Campus (call 864-592-4052), SCC Tyger River Campus (call 864-592-6190) and Union County Advanced Technology Center (call 864-466-1060) all by appointment.

### Transferring Credits to SCC

A student who wishes to transfer college credits from another educational institution to Spartanburg Community College should submit an official transcript for evaluation. Unofficial copies of transcripts will not be evaluated. The College registrar manages the process to ensure timely evaluation.

Courses transferred must closely parallel program requirements for credit to be awarded. In some cases, elective credit may be granted for transfer courses which do not parallel Spartanburg Community College program requirements. Varying time limits for acceptance of transfer credit may apply in some programs.

Transfer credits granted will compute as hours earned toward total credit hours required for graduation. These credits are denoted on the Spartanburg Community College transcript by a "TR" grade.

Credit is normally accepted only from colleges accredited by the Southern Association of Colleges and Schools or by any of the other parallel regional accrediting agencies, with the approval of the department chair and academic dean. Spartanburg Community College grants transfer credit for United States Armed Forces Institute (USAFI) courses and for military schools attended.

Spartanburg Community College requires that students must complete at least 25 percent (25%) of their program semester hours through instruction offered by the College in order to receive a degree from Spartanburg Community College. Students may earn exemption credit for programs excluding this 25 percent (25%) requirement. The College allows a maximum of 75 percent (75%) transfer credit for parallel coursework in the program of study.

Students may earn additional credit after acceptance in a program on the following basis: advanced placement and articulation for courses completed at the secondary level, credit by examination and experiential learning. (See Exemption Policy.)

## Transitional Studies

The Transitional Studies Department offers developmental courses in English, mathematics, and reading. These courses are designed to help students acquire additional skills and discipline in order to be successful in curriculum courses. The department also offers non-degree credit courses, Elementary Algebra, College Skills and College Orientation courses to enhance students' academic abilities. Courses are typically offered both day and evening. Many courses are offered in lecture, mixture and online formats. Students receive excellent instruction and support from instructors and are encouraged to visit the Tutorial Learning Center for additional assistance.

### **Developmental Courses**

Developmental courses are structured for students who score at or above the minimum entrance scores on either ASSET or COMPASS, but below program entrance requirements. Students who place into two or more developmental disciplines are required to take College Skills (COL 103). Developmental courses (031 and 032) carry institutional credit, but cannot be used to satisfy program requirements for graduation. To move into curriculum programs, developmental courses must be completed with a grade of "C" or better.

### **Non-Degree Credit Courses**

Non-degree credit courses are designed to help students further enhance their academic abilities. These courses serve as a "bridge" from developmental courses to curriculum courses. Non-degree credit courses have a course number of 100. Some students place directly into non-degree credit courses based on their COMPASS or ASSET scores. These courses may or may not be credited toward graduation for a diploma or certificate program, but they cannot be credited toward graduation for a degree program. The Science Department offers non-degree credit courses in biology and chemistry for students who did not complete biology or chemistry with a grade of C or better in high school. Some student will need to take these courses to meet curriculum entry requirements.

### **College Success Courses**

College Skills (COL 103) and College Orientation (COL 101) courses are designed to help students gain the skills needed to be successful college students. COL 101 is required in many programs of study.

Transitional Studies Department Includes:

COL 101 College Orientation

COL 103 College Skills

ENG 031 Developmental English

ENG 032 Developmental English

ENG 100 Introduction to Composition

MAT 031 Developmental Mathematics Basics

MAT 032 Developmental Mathematics

MAT 152 Elementary Algebra (4-day per week format; equivalent to MAT 101)

RDG 032 Developmental Reading

RDG 100 Critical Reading

### The Rita Allison Learning Center (TLC)

Located in the P. Dan Hull Building in Rooms E2, E5 and E6, the Rita Allison Learning Center (TLC) at SCC combines several student support functions in a convenient, centralized location on the central campus. The TLC offers students academic support via one-on-one and group tutorials in many academic subjects, as well as an open computer lab with skilled assistance in computer classes and software use. No appointment is necessary; walk-ins are assisted on a first-come first served basis. Instructors are urged to schedule a class visit for orientation to the TLC early in the semester to encourage students to use the Center's services often. To schedule a class orientation, please call (864) 592-4715. The TLC provides academic tutoring in mathematics, English, accounting, American Sign Language, Spanish and the sciences. The Center also provides over 60 computers for academic use, equipped with Microsoft Office software (including Excel, Access, Publisher, PowerPoint, and Word), course-specific software, high speed Internet connections with access to library database, C++, C#, and Visual Basic. "Ask-A-Tutor" and "Ask-A-Geek" allow online students to submit papers or questions to tutors and lab assistants at [www.sccsc.edu/TLC](http://www.sccsc.edu/TLC). Tutoring services are also available at the SCC Cherokee County Campus, the SCC Tyger River Campus, the SCC Evans Campus, and the SCC Union County Campus. Remote tutoring from the satellite campuses to central campus is also offered. Hours of operation are posted on the website for all locations each semester.

### Tyger River Campus

SCC's Tyger River Campus (TRC) is located at 1875 East Main Street (Highway 290) in Duncan, SC. TRC offers a full array of day, evening and weekend credit courses required in many of the College's associate degree, diploma and certificate programs. SCC's Corporate & Community Education Division offers a variety of continuing education training for individuals and businesses at TRC. With TRC's wide range of courses, state-of-the-art technology and easy access to the campus, attending college is more flexible and convenient than ever before. Contact the executive director at (864) 592-6207 or the administrative assistant at (864) 592-6206 for more information.

### Union County Advanced Technology Center (UCATC)

The Union County Advanced Technology Center (UCATC) is located on Highway 176 in Union, SC. The center provides general education classes, technical job training and corporate and continuing education instruction to assist local businesses and industries in workforce and professional development. For more information, please call 864-866-1060.

### Vending

Vending machines are located in each student canteen area. They provide a selection of drinks, chips, candy, pizza and cold sandwiches. Vending refunds are available on the central campus in the Book Inn (the campus bookstore) located on the ground floor of the Dan L. Terhune Building. Refunds are available on the SCC Cherokee County Campus in room 125 of the Harvey S. Peeler, Jr. Academic Building. Refunds on the SCC Tyger

River Campus are available during the day in room 206 in the Tyger River Building and room 114 in the BMW Center; during the evening in the lobby of the Tyger River Building. Refunds on the Downtown Campus are available in room 144E in the Evans Academic Center. Refunds on the Union County Campus are available in room 113 in the QuickJobs Development Center.

The Cuppa Cabeana is SCC's coffee shop and deli. A wide selection of hot and cold espresso drinks, sodas, snacks, breakfast items, salads and sandwiches are available for purchase. Located in the lobby of the Library Learning Resource Building, hours of operation are 7:30 a.m. – 1:30 p.m., Monday – Thursday.

## Withdrawal from a Course/Term/College

There are three types of withdrawals, BUT the process for assigning a grade remains the same.

- *Withdrawal from a Course* – If you withdraw from a course after the add/drop period, you will receive a “W.” If you are receiving financial aid, you should contact the financial aid office prior to withdrawal from a course. You may withdraw from a course through web advisor or by submitting a drop form to student records prior to the drop deadlines established by the College. Faculty signatures are not required to drop courses.
- *Term Withdrawal* – You are term withdrawn for one term when all courses for that term are dropped.
- *From the College* – If you do not attend the College for three consecutive terms you will be administratively withdrawn from the College by the student records office. If you have been withdrawn from the College, you must go through the admissions process to be re-instated. If you are re-instated, you are required to meet current program requirements under the catalog for the term in which you are re-instated.

## Appendix I

# The Student Code for Spartanburg Community College

The Student Code for Spartanburg Community College is based on the Student Code for the South Carolina Technical College System.

### General Provisions

#### I. Purpose

The Student Code for South Carolina Technical Colleges sets forth the rights and responsibilities of the individual student, identifies behaviors that are not consistent with the values of college communities, and describes the procedures that will be followed to adjudicate cases of alleged misconduct, except cases of alleged acts of sexual violence and sexual harassment. Cases of alleged acts of sexual violence and sexual harassment will be adjudicated through SBTCE procedure 3-2-106.2. This Code applies to behavior on college property, at college-sponsored activities and events, and to off-campus behavior that adversely affects the college and/or the college community.

The Code applies to all students from the time of applying for admission through the awarding of a degree, diploma, or certificate.

#### II. Principles

Technical/community college students are members of both the community at large and the academic community. As members of the academic community, students are subject to the obligations that accrue to them by virtue of this membership.

As members of a larger community, students are entitled to all rights and protections accorded them by the laws of that community, the enforcement of which is the responsibility of duly constituted authorities. If a student's alleged behavior simultaneously violates college regulations and the law, the college may take disciplinary action independent of that taken by legal authorities.

When it has been determined that a student violated a federal, state, or local law, college disciplinary action may be initiated only when the presence of the student on campus will disrupt the educational process of the college.

When a student's alleged violation of the law, whether occurring on campus or off campus, may adversely affect the college's pursuit of its educational objectives or activities, the college may enforce its own regulations through this Student Code.

\*SCC defines academic integrity as both the practice and commitment to defending academic honesty, personal responsibility, and respect for one's own and others' intellectual work. SCC expects every member of the College community to support, promote and enforce academic integrity, which is fundamental to the mission of the College.

### III. Solutions of Problems

The college will first seek to solve problems through internal review procedures. When necessary, off-campus law enforcement and judicial authorities may be involved.

In situations where South Carolina Technical/Community Colleges have shared programs, the Chief Student Services Officer where the alleged violation of the Student Code for the South Carolina Technical College System occurred will handle the charges. A change of venue to the other college may be granted, based on the nature of the offense, provided it is agreed to by the Chief Student Services Officers of both colleges. Any sanctions imposed will apply across both colleges.

In situations where a student is dually enrolled in two or more South Carolina Technical/Community Colleges and is charged with a violation of the Student Code for the South Carolina Technical College System, the Chief Student Services Officer of the college where the alleged infraction occurred will handle the charges and the sanctions may apply at each college in which the student is enrolled.

### IV. Definitions

When used in this document, unless the content requires other meaning,

- A. "College" means any college in the South Carolina Technical College System.
- B. "President" means the chief executive officer of the college.
- C. "Administrative Officer" means anyone designated at the college as being on the administrative staff such as President, Vice President, Dean of Students or Student Services, Chief Academic Officer, Dean of Instruction, or Business Manager.
- D. "Chief Student Services Officer" means the Administrative Officer at the College who has overall management responsibility for student services, or his/her designee.
- E. "Chief Academic Officer" means the Administrative Officer at the College who has overall management responsibility for academic programs and services, or his/her designee.
- F. "Student" means a person taking any course(s), credit or non-credit, offered by the college.
- G. "Instructor" means any person employed by the college to conduct classes.
- H. "Staff" means any person employed by the college for reasons other than conducting classes.
- I. "SGA" means the Student Government Association of the college or other group of students convened for the purpose of representing student interests to the college's administration or in the college's governance system. .
- J. "Campus" means any place where the college conducts or sponsors educational, public service, or research activities.
- K. "Violation of Law" means a violation of a law of the United States or any law or ordinance of a state or political subdivision which has jurisdiction over the place in which the violation occurs.
- L. "Instructional Weekday" means any day except Saturday, Sunday, or any other day on which the college is closed.

## Student Code

### I. Student Rights

- A. Freedom from Discrimination--There shall be no discrimination in any respect by the college against a student, or applicant for admission as a student, based on race, color, age, religion, national origin, sex or disability.
- B. Freedom of Speech and Assembly-- Students shall have the right to freedom of speech and assembly without prior restraints or censorship subject to clearly stated, reasonable, and nondiscriminatory rules and regulations regarding time, place, and manner developed and approved by the college.

In the classroom and in other instructional settings, discussion and expression of all views relevant to the subject matter -are recognized as necessary to the educational process, but students have no right to interfere with the freedom of instructors to teach or the rights of other students to learn.

- C. Freedom of the Press-- In official student publications, students are entitled to the constitutional right of freedom of the press, including constitutional limitations on prior restraint and censorship. To ensure this protection, the college shall have an editorial board with membership representing SGA, faculty, and administration. Each college has the responsibility of defining the selection process for its editorial board. The primary responsibility of the board shall be to establish and safeguard editorial policies.
- D. Freedom from Unreasonable Searches and Seizures-- Students are entitled to the constitutional right to be secure in their persons, dwellings, papers, and effects against unreasonable searches and seizures. College security officers or administrative officers may conduct searches and seizures only as authorized by law.
- E. Right to Participate in College Governance--Students should have the opportunity to participate on college committees that formulate policies directly affecting students, such as in the areas of student activities and student conduct. This participation may be coordinated through a Student Government Association whose constitution or bylaws have been approved by the college's area commission.
- F. Right to Know Academic and Grading Standards-- Instructors will develop, distribute, explain, and follow the standards that will be used in evaluating student assignments and determining student grades.  
Grades are awarded for student academic performance. No grade will be reduced as a disciplinary action for student action or behavior unrelated to academic conduct.
- G. Right to Privacy-- Information about individual student views, beliefs, and political associations acquired by instructors, counselors, or administrators in the course of their work is confidential. It can be disclosed to others only with prior written consent of the student involved or under legal compulsion.
- H. Right to Confidentiality of Student Records -- All official student records are private and confidential and shall be preserved by the college. Separate record files may be maintained for the following categories: (1) academic, (2) medical, psychiatric and counseling, (3) placement, (4) financial aid, (5) disciplinary, (6) financial, and (7) veterans affairs. In addition, disciplinary records are maintained by the Chief Student Services Officer.

Student education records will be maintained and administered in accordance



with the Family Educational Rights and Privacy Act of 1974, the guidelines for the implementation of this act, and other applicable federal and state statutes and regulations.

- I. Right to Due Process--At a minimum, any student charged with misconduct under this code is guaranteed the following: 1) the right to receive adequate notice of the charge(s); 2) the right to see and/or hear information and evidence relating to the charge(s), and 3) the right to present information and evidence relating to the charge(s). Additional due process requirements will be identified in other sections of this Code.

## II. Student Responsibilities

- A. Students are expected to conduct themselves in a manner that is civil, that is respectful of the rights of others, and that is compatible with the college's educational mission.
- B. Students are expected to comply with all of the college's duly established rules and regulations regarding student behavior while on campus, while participating in off-campus college sponsored activities, and while participating in off-campus clinical, field, internship, or in-service experiences.
- C. Students are expected to comply with all course requirements as specified by instructors in course syllabi and to meet the standards of acceptable classroom behavior set by instructors. Instructors will announce these standards during the first week of classes. If a student's behavior disrupts class or jeopardizes the health, safety, or well-being of the student or others, the instructor will speak with the student regarding the disruption. If the unacceptable conduct or disruption continues, the instructor may dismiss the student for the remainder of the class period.

Further disruption(s) by the student may result in a second dismissal and a written referral to the Chief Student Services Officer. This written referral may result in the initiation of disciplinary action against the student.

## III. Student Conduct Regulations

The following list identifies violations for which students may be subject to disciplinary action. The list is not all inclusive, but it reflects the categories of inappropriate behavior and provides examples of prohibited behaviors.

### A. Academic Misconduct

All forms of academic misconduct including, but not limited to, cheating on tests, plagiarism, collusion, and falsification of information may call for disciplinary action.

#### 1. Cheating on tests is defined to include the following:

- a) Copying from another student's test or answer sheet.
- b) Using materials or equipment during a test not authorized by the person giving the test.
- c) Collaborating with any other person during a test without permission.
- d) Knowingly obtaining, using, buying, selling, transporting, or soliciting in whole

or in part the contents of a test prior to its administration.

- e) Bribing or coercing any other person to obtain tests or information about tests.
- f) Substituting for another student, or permitting any other person to substitute for oneself.
- g) Cooperating or aiding in any of the above.

2. "Plagiarism" is defined as the appropriation of any other person's work and the unacknowledged incorporation of that work in one's own work.

3. "Collusion" is defined as knowingly assisting another person in an act of academic dishonesty.

4. "Fabrication" is defined as falsifying or inventing information in such academic exercises as reports, laboratory results, and citations to the sources of information.

### B. Abuse of Privilege of Freedom of Speech or Assembly

No student, acting alone or with others, shall obstruct or disrupt any teaching, administrative, disciplinary, public service, research, or other activity authorized or conducted on the campus of the college or any other location where such activity is conducted or sponsored by the college. This disruption does not necessarily have to involve violence or force for the student to face disciplinary actions. In addition to administrative action, any person in violation of any federal, state, or local law will be turned over to the appropriate authorities.

### C. Falsification of Information and other Acts Intended to Deceive

Falsification of information and other acts intended to deceive include, but are not limited to the following:

- 1. Forging, altering, or misusing college documents, records, or identification cards.
- 2. Falsifying information on college records.
- 3. Providing false information for the purpose of obtaining a service.

### D. Actions which Endanger Students and the College Community

Actions which endanger students and the college community include, but are not limited to the following:

- 1. Possessing or using on campus a firearm or other dangerous or potentially dangerous weapon unless such possession or use has been authorized by the college.
- 2. Possessing or using any incendiary device or explosive unless such possession or use has been authorized by the college.
- 3. Setting fires or misusing or damaging fire safety equipment.
- 4. Using, or threatening to use, physical force to restrict the freedom of action or movement of others or to harm others.
- 5. Endangering the health, safety, or wellbeing of others through the use of physical, written, or verbal abuse, threats, intimidation, harassment, and coercion.

6. Sexual violence, which refers to physical sexual acts perpetuated against person's will or when a person is incapable of giving consent. Cases of alleged acts of sexual violence will be adjudicated through SBTCE procedure 3-2-106.2.

7. Retaliating, or threatening to retaliate, against any person for filing a complaint, providing information relating to a complaint, or participating as a witness in any hearing or administrative process.

#### E. Infringement of Rights of Others

Infringement of rights of others is defined to include, but is not limited to the following:

1. Stealing, destroying, damaging, or misusing college property or the property of others on campus or off campus during any college activity.

2. Sexually harassing another person. In addition to sexual violence, sexual harassment can include unwelcome sexual advances, requests for sexual favors, and other verbal, nonverbal, or physical conduct of a sexual nature, when submission to such conduct is made a term or condition of a student's education, a basis for academic conditions affecting the student, or the conduct is sufficiently serious to interfere with the student's academic performance or otherwise deny or limit the student's ability to participate in any aspect of the college's program, thereby creating an intimidating or hostile learning environment. Cases of alleged acts of sexual harassment will be adjudicated through SBTCE procedure 3-2-106.2.

3. Stalking, which is defined as engaging in a course of conduct, through physical, electronic, or other means, that would place a reasonable person in fear for his/her safety, or that has, in fact, placed an individual in such fear. Where the stalking is based on sex, race, national origin, color, age, religion or disability, it may constitute harassment under other provisions of this Code.

4. Harassing conduct, including verbal acts and name calling; graphic and written statements, which may include the use of cell phones, the internet, or other electronic devices; and other conduct that may be physically harmful, threatening, or humiliating. Harassment based on race, national origin, color, age, sex, religion, or disability will be a violation of the Code when it is a basis for academic decisions affecting the student or the conduct is sufficiently serious to interfere with the student's academic performance or otherwise deny or limit the student's ability to participate in any aspect of the college's program, thereby creating an intimidating or hostile learning environment.

5. Engaging in any activity that disrupts the educational process of the college, interferes with the rights of others, or adversely interferes with other normal functions and services.

\*Plagiarism occurs when a student "uses words, ideas or work products" that are someone else's, and when the original source is "identifiable," and the student presents them as his own words, ideas or work products, without giving the source credit while expecting a "benefit, credit or gain." Source: Fearn, Hannah. "Is It Plagiarism? Well, It Is Rather Difficult to Say." Times Higher Education. The (London) Times. July 1, 2010.

### F. Other Acts which Call for Discipline

Other acts which call for discipline include, but are not limited to the following:

1. Possessing, using, or distributing any narcotics or other unlawful drugs as defined by the laws of the United States or the State of South Carolina.
2. Possessing, using, or distributing on campus any beverage containing alcohol.
3. Violating institutional policies while on campus or off campus when participating in a college sponsored event or activity.
4. Violating any South Carolina and/or federal laws while on campus or off-campus when participating in a college sponsored event or activity.

### IV. Student Disciplinary Procedures

The procedures and sanctions that follow are designed to channel faculty, staff or student complaints against students, except for those complaints alleging acts of sexual violence or sexual harassment which are processed under SBTCE procedure 3-2-106.2. Because due process is essential in dealing with infractions of college regulations, any disciplinary actions taken and sanctions imposed on a student or student organization will follow the provisions of this code.

#### A. Interim Suspension

In certain situations, the President, or President's designee, may temporarily suspend a student before the initiation of disciplinary procedures. Interim suspension may only be imposed when there is reason to believe that the continued presence of the accused student at the college poses a substantial and immediate threat to the student or to others or poses a serious threat of disruption of, or interference with, the normal operations of the college.

The interim suspension process follows:

1. The President, or President's designee, shall notify the Chief Student Services Officer in writing about the nature of the alleged infraction, a brief description of the incident(s) and the student's name before 5:00 pm of the first class day following the decision to impose the interim suspension.
2. The Chief Student Services Officer, or designee, will inform the student, in writing, about the decision to impose an interim suspension. This notice must either be hand delivered to the student, sent by e-mail, or sent by certified mail to the student's last known address within two instructional weekdays of receiving the information from the President, or designee. If sent by e-mail, a letter sent by certified mail to the student's last known address must still be mailed within two instructional weekdays of receiving the information from the President, or designee.

This letter must include the following information:

- a) the reason(s) for the interim suspension;
- b) notice that the interim suspension does not replace the regular hearing process;
- c) information about requesting a hearing before the Hearing Committee; and
- d) notice that the student is denied access to the campus during the period of suspension without prior approval of the Chief Student Services Officer.

## B. Academic Misconduct

1. An instructor who has reason to believe that a student enrolled in his/her class has committed an act of academic misconduct must discuss the matter with the student. The instructor must advise the student of the alleged act of academic misconduct and the information upon which it is based. The student must be given an opportunity to refute the allegation. If the student chooses not to participate in the discussion, the instructor will make a decision based upon the available information.
2. If the instructor, after meeting with the student, determines that the student has engaged in academic misconduct as alleged, the instructor will inform the student about the decision and the academic sanction that will be imposed. The instructor may impose one of the following academic sanctions:
  - a) Assign a lower grade or score to the paper, project, assignment or examination involved in the act of misconduct.
  - b) Require the student to repeat or resubmit the paper, project, assignment, or examination involved in the act of misconduct.
  - c) Assign a failing grade for the course.
  - d) Require the student to withdraw from the course.
3. If the student is found responsible for the academic misconduct, within five instructional weekdays of the meeting with the student, the instructor will submit a written report about the incident and the sanction imposed to the Chief Academic Officer.
4. The Chief Academic Officer, or designee, will send a letter to the student summarizing the incident, the finding, the terms of the imposed sanction, and informing the student that he/she may appeal the decision and/or the sanction by submitting a written request to the Chief Academic Officer within seven instructional weekdays of the date of the Chief Academic Officer's letter.
5. If the student requests an appeal, the Chief Academic Officer, or designee, will send a certified letter to the student's last known address. This letter must contain the following information:
  - a) a restatement of the charge(s);
  - b) the time, place, and location of the appeal;
  - c) a list of witnesses that may be called; and

- d) a list of the student's basic procedural rights. These rights follow:
  - 1) The right to consult with counsel. The role of the person acting as counsel is solely to advise the student. Counsel may not participate in any of the questioning or make any statements on behalf of the student. The student will be responsible for paying any fees charged by his/her counsel.
  - 2) The right to present witnesses on one's behalf.
  - 3) The right to present evidence and notice that the Chief Academic Officer, or designee, may determine what evidence is admissible.
  - 4) The right to know the identity of the person(s) bringing the charge(s).
  - 5) The right to hear witnesses on behalf of the person bringing the charges.
  - 6) The right to testify or to refuse to testify without such refusal being detrimental to the student.
  - 7) The right to appeal the decision to the President.
- e) A statement informing the student that the sanction imposed by the instructor will be held in abeyance pending the outcome of the appeal.

6. On the basis of the information presented at the appeal, the Chief Academic Officer, or designee, will render one of the following decisions:

- a) Accept the decision and the sanction imposed by the instructor.
- b) Accept the instructor's decision but impose a less severe sanction.
- c) Overturn the instructor's decision.

Within two instructional weekdays of the meeting with the student, the Chief Academic Officer, or designee, will send the student a letter informing the student of the decision. The letter must also inform the student that the decision may be appealed to the College's President and that any appeal request must be written and must detail the reason(s) for the appeal. The student seeking the appeal must provide reasons for the appeal which sets forth a statement that specifies the issues that further review is sought and any evidence which supports the issue(s) on appeal. The written appeal must be sent to the President within five instructional weekdays of the receipt of the Chief Academic Officer's decision.

After receiving the student's request, the President will review all written materials, non-written materials, and evidence relating to this incident and render one of the following decisions:

- a) Accept the decision and the sanction imposed
- b) Accept the decision, but impose a less severe sanction
- c) Overturn the decision
- d) Remand the case to the Student Hearing Committee to be re-heard.

The President's decision is final and cannot be appealed further.

### C. STUDENT MISCONDUCT

Any member of the college community may file charges alleging a violation of the Code. A charge, that includes a description of the alleged violation, must be submitted in writing to the Chief Student Services Officer as soon as possible after the incident occurs, but no later than 10 instructional weekdays after the incident,

unless the person filing the charge demonstrates that exceptional circumstances prevented filing the charge within this time period. The Chief Student Services Officer, or designee, will determine whether the circumstances merit an extension of the deadline.

### 1. Preliminary Hearing

Within five (5) instructional weekdays after the charge has been filed, the Chief Student Services Officer, or designee, shall complete a preliminary investigation of the charge and schedule a meeting with the student. After discussing the alleged infraction with the student and reviewing available information, the Chief Student Services Officer, or designee will decide whether the information presented during the meeting indicates that the violation occurred as alleged. When the student cannot be reached to schedule an appointment, or when the student fails to attend the meeting, the Chief Student Services Officer, or designee, will base the decision upon the available information.

If the available information indicates that the violation occurred as alleged, then one of the following sanctions will be imposed:

- a) Reprimand--A written warning documenting that the student violated a student conduct regulation and indicating that subsequent violations could result in more serious disciplinary sanctions.
- b) Restitution--Compensation for loss or damage to college property or the property of others while on the campus or at a college event or activity including but not limited to field trips, internships, and clinicals.
- c) Special Conditions—Completion of a variety of educational activities, relating to the nature of the offense may be imposed. Examples include, but are not limited to, the following: a formal apology, an essay or paper on a designated topic, or participation in a special project or activity.
- d) Disciplinary Probation--A written reprimand documenting that the student violated a student conduct regulation. Probation is for a specified period of time and it serves as a warning that subsequent violations could most likely result in more serious disciplinary sanctions.
- e) Loss of Privileges-- Suspension or termination of particular student privileges.
- f) Suspension from the college--Separation from the college for a specified period of time. Suspended students will not receive academic credit for the semester in which the suspension was imposed. During the suspension period, the student may not return to the campus unless prior permission by the Chief Student Services Officer has been granted.
- g) Expulsion from the college--Permanent separation from the college. An expelled student may not return to the campus unless prior permission by the Chief Student Services Officer has been granted. An expelled student will not receive academic credit for the semester in which the expulsion was imposed.
- h) Any combination of the above.

Within five (5) instructional weekdays of the preliminary hearing, the Chief Student Services Officer, or designee, will send a certified letter to the student.

This letter will confirm the date of the preliminary hearing, identify the specific regulation(s) that the student allegedly violated, identify the decision, summarize the rationale, and, if the student violated the regulation(s), state the sanction that was imposed. This letter must also state that if the student disagrees with the decision or the sanction, the student may request a hearing before the Hearing Committee, that the student must submit this request no later than two instructional weekdays after receiving the decision letter unless a request is made and approved by the Chief Student Services Officer for an extension, and that any decision made and sanction imposed at the preliminary hearing may be held in abeyance should the student decide to go before the Hearing Committee.

## 2. Hearing Committee

- a) The Hearing Committee shall be composed of the following:
  - 1) Three faculty members appointed by the Chief Academic Officer and approved by the President.
  - 2) Three student members appointed by the appropriate student governing body and approved by the President.
  - 3) One member of the Student Services staff appointed by the Chief Student Services Officer and approved by the President.
  - 4) The Chief Student Services Officer, or designee, who serves as an ex officio nonvoting member of the Committee and who presents the case.
  
- b) The Hearing Committee shall perform the following functions:
  - 1) Hear cases of alleged violations of the Code of Student Conduct.
  - 2) Insure that the student's procedural rights are met.
  - 3) Make decisions based only on evidence and information presented at the hearing.
  - 4) Provide the student with a statement of the committee's decision including findings of fact and, if applicable, impose one or more of the following sanctions:
    - a) Academic Misconduct (cases sent to the Hearing Committee by the President)
      - 1) Assign a lower grade or score to the paper, project, assignment or examination involved in the act of misconduct.
      - 2) Require the student to repeat or resubmit the paper, project, assignment, or examination involved in the act of misconduct.
      - 3) Assign a failing grade for the course.
      - 4) Require the student to withdraw from the course.
  
- b) Student Misconduct
  - 1) Reprimand—A written warning documenting that the student violated a student conduct regulation and indicating that subsequent violations could result in more serious disciplinary sanctions.
  - 2) Special Conditions—Completion of a variety of educational activities, relating to the nature of the offense may be imposed. Examples include, but are not limited to, the following: a formal apology, an essay or paper



- on a designated topic, or participation in a special project or activity.
- 3) Restitution—Compensation for loss or damage to college property or the property of others while on the campus, or at a college event or activity including but not limited to field trips, internships, and clinicals.
  - 4) Disciplinary Probation—A written reprimand documenting that the student violated a student conduct regulation. Probation is for a specified period of time and it serves as a warning that subsequent violations could most likely result in more serious disciplinary sanctions.
  - 5) Loss of Privileges-- Suspension or termination of particular student privileges.
  - 6) Suspension from the college--Separation from the college for a specified period of time. Suspended students will not receive academic credit for the semester in which the suspension was imposed. During the suspension period, the student may not return to the campus unless prior permission by the Chief Student Services Officer has been granted.
  - 7) Expulsion from the college--Permanent separation from the college. An expelled student may not return to the campus unless prior permission by the Chief Student Services Officer has been granted. An expelled student will not receive academic credit for the semester in which the expulsion was imposed.
  - 8) Any combination of the above.
- c) Hearing Committee Procedures
- 1) The Chief Student Services Officer, or designee, shall refer the matter to the Hearing Committee together with a report of the nature of the alleged misconduct, the name of the person(s) filing the complaint(s), the name of the student against whom the charge(s) has (have) been filed, and a summary of the findings from the preliminary hearing.
  - 2) At least seven instructional weekdays before the date set for the Hearing Committee's meeting, the Chief Student Services Officer, or designee, shall send a certified letter to the student's last known address. The letter must contain the following information:
    - a) A statement of the charge(s).
    - b) A brief description of the incident that led to the charge (s).
    - c) The name of the person(s) submitting the incident report.
    - d) The date, time, and place of the scheduled hearing.
    - e) A list of all witnesses who might be called to testify.
    - f) A statement of the student's procedural rights. These rights follow:
      - 1) The right to consult counsel. This role of the person acting as counsel is solely to advise the student. Counsel may not address the Hearing Committee or participate in any of the questioning. The student has the responsibility for paying any of the counsel's fees and any other of the counsel's charges.
      - 2) The right to present witnesses on one's behalf.
      - 3) The right to know the names of any witnesses who may be called

- to testify at the hearing.
  - 4) The right to review all available evidence, documents, exhibits, etc., that may be presented at the hearing.
  - 5) The right to present evidence; however, the Hearing Committee will determine what evidence is admissible.
  - 6) The right to know the identity of the person(s) bringing the charge(s).
  - 7) The right to hear witnesses on behalf of the person bringing the charges.
  - 8) The right to testify or to refuse to testify without such refusal being detrimental to the student.
  - 9) The right to a fair and impartial decision.
  - 10) The right to appeal the Hearing Committee's decision.
- 3) On written request of the student, the hearing may be held prior to the expiration of the seven day advance notification period if the Chief Student Services Officer, or designee, concurs with this change.
  - 4) The Chief Student Services Officer, or designee, may postpone the hearing due to circumstances beyond the control of the parties.

### d) Hearing Committee Meetings

- 1) The chair shall be appointed by the President from among the membership of the committee. Ex officio members of the committee may not serve as the chair of the committee.
- 2) Committee hearings shall be closed to all persons except the student, the person(s) initiating the charge(s), counsels for the student and for the College, witnesses who will be invited into the hearing and a person, mutually agreed upon by the committee and the student, to serve as the recorder.
- 3) The committee may identify someone to take written notes and the committee will have the hearing, with the exception of deliberations, recorded. No other party in the hearing may record the proceedings and no other party is entitled to a copy of the notes or the recording. The written notes and the recording will be maintained in the office of the Chief Student Services Officer. The student may review the notes and listen to the recording under the supervision of the Chief Student Services Officer or designee.
- 4) Witnesses shall be called in one at a time to make a statement and to respond to questions.
- 5) After hearing all of the information, the Hearing Committee will begin its deliberations. Using the standard "clear and convincing," which means that the information presented at the hearing would lead one to conclude that it is highly probable that the violation(s) occurred as alleged, the

members will determine, by majority vote, whether the violation occurred as alleged. If it is determined that the violation(s) occurred as alleged, by majority vote, the members will decide upon the appropriate sanction.

- 6) The Chair of the Hearing Committee will send a certified letter to the student's last known address within two instructional weekdays of the Committee's decision. The letter shall inform the student about the Committee's decision, the date of the decision, and, if applicable the sanction(s) imposed. The letter will also inform the student about the appeal process.

### 3. Appeal

If the student disagrees with either the decision or the sanction, the student may submit a written appeal to the College's President. This letter must be submitted within ten instructional weekdays of the date on which the Hearing Committee made its decision. The written appeal must include a statement indicating why the student disagrees with the Hearing Committee's findings.

The President, or designee, shall review the Hearing Committee's findings, conduct whatever additional inquiries as deemed necessary, and render a decision within ten instructional weekdays of receiving the appeal. The President, whose decision is final, shall have the authority to approve, modify, or overturn the Hearing Committee's decisions and, if needed, void the process and reconvene another Hearing Committee. The President's decision regarding disciplinary actions under the Student Code 3-2-106.1 are not grievable.

The President, or designee, will inform the student about the outcome of the appeal in a certified letter sent to the student's last known address.

## Spartanburg Community College Plagiarism Sanctions:

The Spartanburg Community College Plagiarism Sanctions provide guidance to faculty and students regarding the nature of plagiarism (examples of plagiarism) and possible and appropriate disciplinary actions (sanctions) that can be triggered in response to acts of plagiarism by a student. However, these sanctions are applied within the context of the Student Code for Spartanburg Community College. Students have the right to appeal plagiarism sanctions by following the appeal process described under the Academic Misconduct section of the Student Code.

### Level 1:

A Level 1 violation involves poor documentation skills occurring in either a graded or an ungraded assignment. Level 1 violations include repeated documentation errors in an assignment: incomplete or incorrect in text citations or list of resources, such as a bibliography; for example

- Missing quotation marks around directly quoted material; citation included
- Quotation marks around words, phrases, or sentences that do not match original exactly (or failing to use brackets and/or ellipses to show changes made); citation included

- Quotation marks with missing or incorrect citation
- Resources presented in such a way that credit, while attempted, is unclear
- Bibliographic entry that is missing identifying information
- Citation in text not referenced in bibliography
- Failure to change sentence structure or an organizational strategy in paraphrases; citations included
- Substituting synonyms in paraphrase; citations included

- *First offense sanction:* May be handled by instructor

- *Second offense sanction:* Instructor must report student's violation to department chair and to the vice president of student affairs, who will keep documentation on file. If student has committed other academic violations at SCC, the vice president of student affairs will inform the instructor and department chair.

Assignment carries a grade of 0/F until it is resubmitted; resubmitted assignment may not earn a grade higher than C.

Student should be encouraged to work on mastering documentation by taking advantage of services available on campus; the student is required to complete the tutorial on avoiding plagiarism offered through the SCC Library.

- *Third offense sanction:* Instructor must report student's violation to department chair and to the vice president of student affairs, who will keep documentation on file. If student has committed other academic violations at SCC, the vice president of student affairs will inform the instructor and department chair.

Assignment receives a grade of 0/F; student does not have resubmission privileges

- *Fourth offense sanction:* Instructor must report student's violation to department chair and to the vice president of student affairs, who will keep documentation on file. If student has committed other academic violations at SCC, the vice president of student affairs will inform the instructor and department chair.

Student is withdrawn from class; grade of 0/F for semester is recorded (For any further offense, student's sanctions move to Level 2, third offense.)

Plagiarism Sanctions (*continued from previous page*):

Level 2:

A level 2 violation involves a demonstrated intent to obtain benefit, credit or gain by using someone else's words, ideas or work products in either a graded or an ungraded assignment. Level 2 violations include any act of plagiarism: the criminal offense of using someone else's intellectual property (language, ideas, or any original material) and presenting it as one's own; or abetting any act of plagiarism; for example • Failing to submit a list of resources used (such as a Works Cited page), whether or not resources are cited in assignment

- Failing to cite within a work the ideas, language, or any original material of another, with or without a list of resources used
- Allowing another person to contribute his or her original thoughts, language, or creative skills to an assignment without crediting that person; in foreign language classes, this includes accepting uncredited help from translators or native speakers

- Copying or cutting and pasting another source or any portion of another source without crediting it
- Crediting one source for material created by another source, which is not credited
- Mosaic plagiarism: mixing non-credited material with properly cited material
- Buying, stealing, or using, with or without permission, another's work or portion of a work without crediting that person
- Creating or writing an assignment and allowing another student to submit it as his or her own
- Attempting to commit plagiarism

*First offense sanction:* Instructor must report student's violation to department chair and to the vice president of student affairs, who will keep documentation on file. If student has committed other academic violations at SCC, the vice president of student affairs will inform the instructor and department chair.

Assignment carries a grade of 0

*- Second offense sanction:* Instructor must report student's violation to department chair and to the vice president of student affairs, who will keep documentation on file. If student has committed other academic violations at SCC, the vice president of student affairs will inform the instructor and department chair.

Student is withdrawn from class; grade of 0/F for semester is recorded.

Student is placed on disciplinary probation.

*- Third offense sanction:* Instructor must report student's violation to department chair and to the vice president of student affairs, who will keep documentation on file.

Student is placed on disciplinary suspension from SCC for the current and the following semester, beginning immediately; grade of 0/F is recorded for all courses; no refunds are given.

*- Fourth offense sanction:* Student is expelled from SCC

## Appendix II

# The Student Grievance Procedure for SCC

It is the policy of Spartanburg Community College that all students shall be afforded the opportunity to present complaints/grievances and seek answers without fear of restraint, interference, coercion, discrimination or reprisal. The College shall also be governed by the guidelines of the Student Code and Grievance Procedure for South Carolina Technical Colleges, and practices with guarantee due process.

### I. PURPOSE

The purpose of the student grievance procedure is to provide a system to channel and resolve student complaints against a college employee concerning decisions made or actions taken. A decision or action can be grieved only if it involves a misapplication of a college's policies, procedures, or regulations, or a state or federal law. This procedure may not be used in the following instances: 1) to grieve a claim against a college employee for any matter unrelated to the employee's role or position at the college; 2) for complaints or appeals of grades awarded in a class or for an assignment, unless the complaint is based upon alleged discrimination on the basis of age, gender, race, disability or veteran's status or on the basis of alleged sexual harassment; or 3) to grieve a decision for which other grievance or appeal procedures exist (e.g., appeal of a disciplinary case, a residency appeal, a financial aid appeal, FERPA grievances, transfer credit evaluations, etc.).

The student filing the grievance must have been enrolled at the college at the time of decision or action being grieved and must be the victim of the alleged mistreatment. A grievance cannot be filed on behalf of another person.

### II. DEFINITIONS

When used in this document, unless the content requires other meaning,

- A. "College" means any college in the South Carolina Technical College System.
- B. "President" means the chief executive officer of the college.
- C. "Administrative Officer" means anyone designated at the college as being on the administrative staff, such as the President, Chief Academic Officer, Chief Student Services Officer, etc.
- D. "Chief Student Services Officer" means the Administrative Officer at the College who has overall management responsibility for student services or his/her designee.
- E. "Chief Academic Officer" means the Administrative Officer at the College who has overall management responsibility for academic programs and services or his/her designee.
- F. "Grievable Act or Decision" means a misapplication of a college's policies, procedures, or regulations, or a violation of a state or federal law.
  
- G. "Days" means an instructional weekday, excluding Saturday and Sunday and all days in which the college is closed.
- H. "Student" means a person taking any course(s) offered by the college.
- I. "Instructor" means any person employed by the college to conduct classes.

- J. "Staff" means any person employed by the college for reasons other than conducting classes.
- K. "Campus" means any place where the college conducts or sponsors educational, public service, or research activities.

### III. GRIEVANCE PROCESS

#### A. Filing a Complaint

This procedure must be initiated by the student within thirty instructional weekdays of becoming aware of the decision, action, or event giving rise to the grievance. This time limit may be extended by the President or his/her designee, if the student requests an extension within the ten day period.

Before initiating the Student Grievance process, a student may go to the college employee who originated the alleged problem and attempt to resolve the matter informally. In instances alleging discrimination or harassment, including sexual harassment and violence, the student is not required to initially try to resolve the matter with the person alleged to have committed the violation under this policy. Where applicable, if the student is not satisfied with the outcome of this meeting or if the student prefers to ignore this step, then the student may file a written complaint and initiate the grievance process. This written complaint should describe the decision or action that is being grieved, the date of the decision or action, and the college employee(s) involved in the decision or action.

1. Written complaints about alleged discrimination or harassment on the basis of age, gender, race, color, national origin, disability or veteran's status and written complaints about alleged sexual harassment or violence shall be submitted to the employee(s) designated in the college's Statement of Nondiscrimination to coordinate Section 504, Title II, and Title IX compliance.
2. Written complaints about decisions and actions not related to discrimination on the basis of age, gender, race, disability, veteran's status, or sexual harassment shall be submitted to the college's Chief Student Services Officer.
3. Any written complaint naming the college's President as the person whose alleged action or decision originated the problem shall be submitted to the President of the South Carolina Technical College System.

#### B. Pre-Hearing

The person receiving the student's written complaint will send a written acknowledgement to the student no later than two instructional weekdays after receiving the written complaint.

The person receiving the complaint will forward the complaint to the immediate supervisor of the employee named in the complaint no later than two instructional weekdays days after it has been received. When the President is named in the complaint, the South Carolina Technical College System's Vice President of Academic Affairs will be responsible for the pre-hearing.

As a part of the effort to resolve the matter, the supervisor, or the South Carolina Technical College System's Vice President for Academic Affairs, will consult, as needed, with the employee named in the complaint, the student filing the complaint, and

Chief Administrative Officer of the division or component concerned.

The supervisor, or the South Carolina Technical College System's Vice President for Academic Affairs, shall respond in writing to the student within ten instructional weekdays of receipt of the complaint. The response, sent by certified mail, shall include a summary of the findings and, as needed propose the steps that shall be taken to resolve the complaint. If the student does not agree with the proposed resolution, the student may request to have the complaint heard by the Student Grievance Committee.

When the College's President is named in the complaint, the President of the South Carolina Technical College System will convene a three person ad hoc committee consisting of System Presidents to hear the student's complaint.

### C. Student Grievance Hearing

#### 1. Requesting a Hearing

- a) The student must submit a written request for a Grievance Hearing to the Chief Student Services Officer within five instructional weekdays after receiving the supervisor's written response and no later than fifteen instructional days after the supervisor sent the summary of findings. The request must include a copy of the student's original written complaint, a copy of the supervisor's response, and a statement describing why the supervisor's response was unsatisfactory.
- b) If the student does not submit the written request for a hearing within fifteen instructional weekdays, and the student can demonstrate that extenuating circumstances resulted in the failure to meet this deadline, the Chief Student Services Officer may allow the hearing to take place.
- c) Within two instructional days of receiving the request for a hearing, the Chief Student Services Officer shall notify the President or, as appropriate, the System President about the need to convene a Student Grievance Committee or an ad hoc committee of System Presidents. These committees shall be formed to hear specific complaints and a new committee may be formed each time a grievance covered by this procedure is filed.

#### 2. Grievance Committees

- a) Student Grievance Committee--The President must approve all recommended members. The committee shall be composed of the following:
  - 1) Three students recommended by the governing body of the student body.
  - 2) Two faculty members recommended by the Chief Academic Officer.
  - 3) One Student Services staff member recommended by the Chief Student Services Officer.
  - 4) One administrator, other than the Chief Student Services Officer, to serve as the Committee's chairperson.
  - 5) The Chief Student Services Officer, or designee, who serves as an ex-officio, nonvoting member of the committee.
- b) Ad hoc Committee of Presidents—The President of the South Carolina Technical College System will select three System Presidents to serve on this committee and identify one of the three Presidents to serve as the chairperson for the hearing.
- c) The Chief Student Services Officer, or designee, will send copies of the student's request



for a hearing to the committee members, the employee, and the employee's supervisor. The employee against whom the grievance was filed has an opportunity to submit his/her response to the request for a hearing to the Committee prior to the hearing.

d) The Student Grievance Committee's meeting(s) shall be conducted within twenty-one instructional weekdays following the date of the request. The chairperson may grant a postponement if either party submits a written request no later than five instructional weekdays prior to the scheduled meeting. The chairperson of the Student Grievance Committee, in his/her discretion, may postpone the hearing due to circumstances beyond the control of the parties. The re-scheduled hearing must take place within ten instructional weekdays of the date of the previously scheduled hearing.

### 3. Hearing Procedures

a) The Chief Student Services Officer, or designee, shall send a certified letter to the student filing the complaint and to the employee(s) named in the complaint at least five instructional weekdays before the scheduled hearing. This letter shall include:

- 1) a brief description of the complaint, including the name of the person filing the complaint;
- 2) the date, time, and location of the meeting;
- 3) the name of any person who might be called as a witness.
- 4) a list of the student's procedural rights. These rights follow:

a) The right to review all available evidence, documents or exhibits that each party may present at the meeting. This review must take place under the supervision of the Chief Student Services Officer, or designee.

b) The right to appear before the Hearing Committee and to present information and additional evidence, subject to the Committee's judgment that the evidence is relevant to the hearing.

c) The right to consult with consul. This person serving as consul may not address the committee, question the employee(s) named in the complaint, or any witnesses. The student will be responsible for paying any fees charged by the advisor.

d) The right to present witnesses who have information relating to the complaint. Witnesses will be dismissed after presenting the information and responding to questions posed by the Grievance Committee, the student filing the complaint, and the employee(s) named in the complaint.

b) At least ten (10) instructional weekdays before the scheduled hearing the parties must submit the names of persons that the parties anticipate calling as witnesses as well as any evidence that the parties intend to introduce at the hearing.

c) Hearings are closed to the public. When testimony is being given, only the committee members, the student and his/her advisor, the employee and his/her advisor, and the witness giving testimony may be present. During deliberations, only the members of the Committee may be present.

d) Hearings are informal and a tape recording of the testimony presented during the hearing may be made. The Committee's deliberations are not tape recorded. After

resolution of the appeal, the tape recording will be kept for three months in the office of the Chief Student Services Officer, or designee. The student filing the complaint or the employee(s) named in the complaint may listen to this tape recording under the supervision of the Chief Student Services Officer, or designee.

e) The Committee may question the student and the employee(s). The Committee may also question the employee's (employees') supervisor(s) and any additional witnesses that it considers necessary to render a fair decision. Questions must be relevant to the issues of the grievance.

f) Both parties to the grievance may ask questions of the other during the hearing. These questions must be relevant to the issues stated in the written complaint. The Chairperson of the Committee will determine the appropriateness of the questions.

g) The Committee bears the burden of determining whether the allegations are supported by the information available through the hearing. The Committee will use a preponderance of the evidence standard in making this determination.

h) The Committee shall decide the solution of the grievance by a majority vote. In case of a tie, the chairperson may vote.

i) The chairperson shall forward a copy of the Committee's decision to the student filing the complaint and to the employee(s) named in the complaint within two instructional weekdays of the Committee's decision. This letter will include a rationale for the Committee's decision and inform the student and employee(s) that they have a right to appeal the Committee's decision.

### B. Appeal Process

If either party is not satisfied with the Student Grievance Committee's decision, that person may submit a written appeal to the President of the College within ten instructional weekdays of the Committee's decision. The written appeal must include a statement indicating why the person was not satisfied with the committee's decision. The President shall review the Committee's findings, conduct whatever additional inquiries are deemed necessary and render a decision within ten instructional weekdays of receipt of the appeal. The President's decision is final and this decision cannot be the sole reason for filing a grievance against the President.

If either party is not satisfied with the System Office's ad hoc Committee of System Presidents' decision, that person may submit a written appeal to the President of the South Carolina Technical College System within ten instructional weekdays of the Committee's decision. The written appeal must include a statement indicating why the person was not satisfied with the Committee's decision. The System President shall review the Committee's findings, conduct whatever additional inquiries are deemed necessary and render a decision within ten instructional weekdays of receipt of the appeal. The System President's decision is final.

2. Hearings are informal and a tape recording of the testimony presented during the appeal hearing may be made. The Committee's deliberations are not tape-recorded. After resolution of the appeal, the tape recording will be kept for three months in the office of the chief student services officer. Either party in the appeal may listen to this tape recording under the supervision of the chief student services officer or designee.

3. The Committee may question the student and the employee. The Committee may also question the employee's supervisor and any additional witnesses that it considers necessary to render a fair decision. Questions must be relevant to the issues of the appeal.
4. Both parties to the appeal may ask questions of the other during the meeting. These questions must be relevant to the issues of the appeal. The Chairperson of the Committee will determine the appropriateness of the questions.
5. The student shall bear the burden of proof.
6. The Committee shall decide the solution of the grievance by a majority vote. In case of a tie, the chairperson shall vote and thus break the tie.
7. The chairperson shall forward a copy of the Committee's decision to all parties involved and to the office of the president of the College within two instructional weekdays of the Committee's decision. This letter will include a rationale for the Committee's decision.

## Appendix III: SCC Directory of Services

*Unless otherwise noted, services below are located at the SCC central campus in Spartanburg.*

### Admissions Center

Terhune Student Services Building, office 118  
Alison Cann, Director

### Advising Center

P. Dan Hull Building, office E-1  
Alison Cann, Director

### AIM Center

P. Dan Hull Building, office E-4  
Leila McKinney, Director

### Alumni Association

Terhune Student Services Building, office 210  
Sam Hook, Executive Director, SCC Foundation

### Book Inn

Terhune Student Services Building, office G-22  
Cecil Hutcherson, Business Manager

### Business Office

Ledbetter Building, office 224  
Mary Fuhrman, Director of Finance

### Campus Police

P. Dan Hull Building, office E-63  
Andre Kerr, Director

### Career Services

Terhune Student Services Building, office 174  
Jennifer Little, Director

### Counseling Services

Terhune Student Services Building, office 130  
Sabrina Sims, Counselor

### Cherokee County Campus

Peeler Academic Building  
Darryl Smith, Executive Director, office 125  
Cynthia Duncan, Admin. Asst., office 126  
L. Hoke Parris Business Training Center  
Ricky Fields, Counselor, office 105

### Cashier's Office

Ledbetter Building, office 220  
Barbara Suttles, Accounts Receivable Coord.

### Downtown Campus

Evans Academic Center  
Judy Sieg, Executive Director, office 145  
Reggie Wilburn, Counselor, office 144B  
Joan Fisher, Admin. Assistant, office 144E

### Enrollment Services

Terhune Student Services Building, office 118  
Lynn Dale, Associate VP for Enrollment Services

### Financial Aid and Veteran Affairs

Terhune Student Services Building, office 147  
Vacant, Director, office 144  
Sean Collum, Assistant Director, office 146  
Kathy Payne, Veteran Affairs Coord., office 148

### Information Center

Terhune Student Services Building Lobby

### Library, Learning Resource Center

Office 137  
Patricia Jordan, Library Director

### Recruiting Services

Terhune Student Services Building  
Luke Black, Director, office 118  
Charlotte Kerr, Recruiter, office 116

### SCCOnline

Library Learning Resources Center  
Neil Griffin, Director, office 130

### Student Disability Services

P. Dan Hull Building, office E-4  
Leila McKinney, Director  
Tawana Scott, Assist. Director

### Student Affairs

Terhune Student Services Building, office 167  
Ron Jackson, Vice President, Student Affairs

### Student Life

P. Dan Hull Building, office E-30D  
Leslie K. Cagle, Student Life Coordinator

### Student Records

Terhune Student Services Building, office 156  
Celia Bauss, Registrar

### Success Network

P. Dan Hull Building, E-44  
Erin Carson, Director

### The Learning Center

P. Dan Hull Building, offices E-2 and E-5  
Linda Klinzing, Director

### Transitional Studies

Jack A. Powers Building, office A-25  
Ann Jones, Department Chair

### Tyger River Campus

Anya Sebastien, Director, office 206  
Leanne Burkhead, Admin. Assist., office 206  
Laura Moore, Counselor, office 127

### Union County Advanced Technology Center

Office 113  
Kathy Jo Lancaster, Director  
Cathy Freeman, Administrative Specialist

## Appendix IV

# 2014-2015 Exam Schedules: Fall, Spring, Summer

## 2014 Fall Term Exams

**Friday, December 5 – Wednesday, December 10, 2014**

<i>1<sup>st</sup> 7.5-WEEK TERM Day/time class begins</i>		<i>Exam Time</i>	<i>Date</i>
<i>All class times</i>		<i>Final exams will be given on the last day of class</i>	
<i>FULL SEMESTER (15 weeks), 2<sup>nd</sup> 7.5-WEEK TERMS Day/time class begins</i>		<i>Exam Time</i>	<i>Date</i>
MW	8:00 AM	8:00 AM-10:00 AM	Wednesday, December 10
MW	9:30 AM	8:00 AM-10:00 AM	Tuesday, December 9
MW	11:00 AM	10:30 AM-12:30 PM	Wednesday, December 10
MW	12:30 PM	1:00 PM-3:00 PM	Wednesday, December 10
MW	2:00 PM	1:00 PM-3:00 PM	Tuesday, December 9
MW	3:30 PM	3:30 PM-5:30 PM	Wednesday, December 10
MW	4:30 PM	3:30 PM-5:30 PM	Wednesday, December 10
TTH	8:00 AM	8:00 AM-10:00 AM	Monday, December 8
TTH	9:30 AM	10:30 AM-12:30 PM	Tuesday, December 9
TTH	11:00 AM	10:30 AM-12:30 PM	Monday, December 8
TTH	12:30 PM	1:00 PM-3:00 PM	Monday, December 8
TTH	2:00 PM	3:30 PM-5:30 PM	Monday, December 8
TTH	3:30 PM	3:30 PM-5:30 PM	Tuesday, December 9
TTH	4:30 PM	3:30 PM-5:30 PM	Tuesday, December 9
MON	6:00 PM	6:00 PM-8:00 PM	Monday, December 8
TUE	6:00 PM	6:00 PM-8:00 PM	Tuesday, December 9
WED	6:00 PM	6:00 PM-8:00 PM	Wednesday, December 10
THU	6:00 PM	8:15 PM-10:15 PM	Monday, December 8
FRI	All class times	Regular class time	Friday, December 5
SAT	All class times	Regular class time	Saturday, December 6

Classes that have starting times other than those listed above will have final exams at a time determined by the instructor in consultation with the department chair. **Faculty teaching at the Downtown Campus:** Choose the exam time that corresponds with the class time beginning 30 minutes prior to your scheduled meeting time.

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This examination schedule is subject to change in the event that inclement weather or other unforeseen circumstances cause a delay in the college's normal schedule of operation.

## Appendix IV

# 2014-2015 Exam Schedules: Fall, Spring, Summer

### 2014 Fall Term Exams – Continued

**Friday, December 5 – Wednesday, December 10, 2014**

<i>10-WEEK &amp; 2nd 5-WEEK TERMS Day/time class begins</i>		<i>Exam Time</i>	<i>Date</i>
MW	8:00 AM	8:00 AM-10:00 AM	Wednesday, December 10
MW	10:10 AM	10:30 AM-12:30 PM	Wednesday, December 10
MW	12:30 PM	1:00 PM-3:00 PM	Wednesday, December 10
MW	2:40 PM	3:30 PM-5:30 PM	Wednesday, December 10
TTH	8:00 AM	8:00 AM-10:00 AM	Monday, December 8
TTH	10:10 AM	10:30 AM-12:30 PM	Tuesday, December 9
TTH	12:30 PM	1:00 PM-3:00 PM	Monday, December 8
TTH	2:40 PM	3:30 PM-5:30 PM	Tuesday, December 9
MON	6:00 PM	6:00 PM-8:00 PM	Monday, December 8
TUE	6:00 PM	6:00 PM-8:00 PM	Tuesday, December 9
WED	6:00 PM	6:00 PM-8:00 PM	Wednesday, December 10
THU	6:00 PM	8:15 PM-10:15 PM	Monday, December 8

Classes that have starting times other than those listed above will have final exams at a time determined by the instructor in consultation with the department chair. **Faculty teaching at the Downtown Campus:** Choose the exam time that corresponds with the class time beginning 30 minutes *prior* to your scheduled meeting time.

This examination schedule is subject to change in the event that inclement weather or other unforeseen circumstances cause a delay in the college's normal schedule of operation.

## Appendix IV

# 2014-2015 Exam Schedules: Fall, Spring, Summer

## 2015 Spring Term Exams

**Thursday, April 30 - Saturday, May 2, 2015**

<i>1st 7.5-WEEK TERM &amp; 1st 5-WEEK TERM Day/time class begins</i>		<i>Exam Time</i>	<i>Date</i>
<i>All class times</i>		<i>Final exams will be given on the last day of class</i>	
<i>FULL SEMESTER (15 weeks), 2nd 7.5-WEEK TERMS Day/time class begins</i>		<i>Exam Time</i>	<i>Date</i>
MW	8:00 AM	8:00 AM-10:00 AM	Friday, May 1
MW	9:30 AM	8:00 AM-10:00 AM	Saturday, May 2
MW	11:00 AM	10:30 AM-12:30 PM	Friday, May 1
MW	12:30 PM	1:00 PM-3:00 PM	Friday, May 1
MW	2:00 PM	1:00 PM-3:00 PM	Saturday, May 2
MW	3:30 PM	3:30 PM-5:30 PM	Friday, May 1
MW	4:30 PM	3:30 PM-5:30 PM	Friday, May 1
TTH	8:00 AM	8:00 AM-10:00 AM	Thursday, April 30
TTH	9:30 AM	10:30 AM-12:30 PM	Thursday, April 30
TTH	11:00 AM	10:30 AM-12:30 PM	Saturday, May 2
TTH	12:30 PM	1:00 PM-3:00 PM	Thursday, April 30
TTH	2:00 PM	3:30 PM-5:30 PM	Saturday, May 2
TTH	3:30 PM	3:30 PM-5:30 PM	Thursday, April 30
TTH	4:30 PM	3:30 PM-5:30 PM	Thursday, April 30
MON	6:00 PM	8:15 PM-10:15 PM	Thursday, April 30
TUE	6:00 PM	6:00 PM-8:00 PM	Thursday, April 30
WED	6:00 PM	6:00 PM-8:00 PM	Friday, May 1
THU	6:00 PM	8:15 PM-10:15 PM	Friday, May 1
FRI	All class times	Regular class time	Friday, April 24
SAT	All class times	Regular class time	Saturday, April 25
<p>Classes that have starting times other than those listed above will have final exams at a time determined by the instructor in consultation with the department head. <b>Faculty teaching at the Downtown Campus:</b> Choose the exam time that corresponds with the class time beginning 30 minutes <i>prior</i> to your scheduled meeting time.</p>			
<p>-----</p> <p>This examination schedule is subject to change in the event that inclement weather or other unforeseen circumstances cause a delay in the College's normal schedule of operation.</p>			

## Appendix IV

# 2014-2015 Exam Schedules: Fall, Spring, Summer

## 2015 Spring Term Exams – Continued

**Thursday, April 30 - Saturday, May 2, 2015**

<i>10-WEEK TERM &amp; 2nd 5-WEEK TERM Day/time class begins</i>		<i>Exam Time</i>	<i>Date</i>
MW	8:00 AM	8:00 AM-10:00 AM	Friday, May 1
MW	10:10 AM	10:30 AM-12:30 PM	Friday, May 1
MW	12:30 PM	1:00 PM-3:00 PM	Friday, May 1
MW	2:40 PM	3:30 PM-5:30 PM	Friday, May 1
TTH	8:00 AM	8:00 AM-10:00 AM	Thursday, April 30
TTH	10:10 AM	10:30 AM-12:30 PM	Thursday, April 30
TTH	12:30 PM	1:00 PM-3:00 PM	Thursday, April 30
TTH	2:40 PM	3:30 PM-5:30 PM	Thursday, April 30
MON	6:00 PM	8:15 PM-10:15 PM	Thursday, April 30
TUE	6:00 PM	6:00 PM-8:00 PM	Thursday, April 30
WED	6:00 PM	6:00 PM-8:00 PM	Friday, May 1
THU	6:00 PM	8:15 PM-10:15 PM	Friday, May 1
<p>Classes that have starting times other than those listed above will have final exams at a time determined by the instructor in consultation with the department head. <b>Faculty teaching at the Downtown Campus:</b> Choose the exam time that corresponds with the class time beginning 30 minutes <i>prior</i> to your scheduled meeting time.</p>			
<p>This examination schedule is subject to change in the event that inclement weather or other unforeseen circumstances cause a delay in the College's normal schedule of operation.</p>			

## 2015 Summer Term Exams

**Wednesday, July 2 - Wednesday, July 25, 2014**

<i>FULL TERM 05/18/15-07/22/15 Day/time class begins</i>		<i>Exam Time</i>	<i>Date</i>
MW	All class times	During scheduled class time	Wednesday, July 22
TTH	All class times	During scheduled class time	Tuesday, July 21
<i>FLEX TERM 06/02/15-07/02/15 Day/time class begins</i>		<i>Exam Time</i>	<i>Date</i>
MTWTH	All class times	During scheduled class time	Thursday, July 2
<i>1st 5-WEEK TERM 05/18/15-06/18/15 Day/time class begins</i>		<i>Exam Time</i>	<i>Date</i>
MTWTH	All class times	During scheduled class time	Thursday, June 18
<i>2nd 5-WEEK TERM 06/22/15-07/22/15 Day/time class begins</i>		<i>Exam Time</i>	<i>Date</i>
MTWTH	All class times	During scheduled class time	Wednesday, July 22



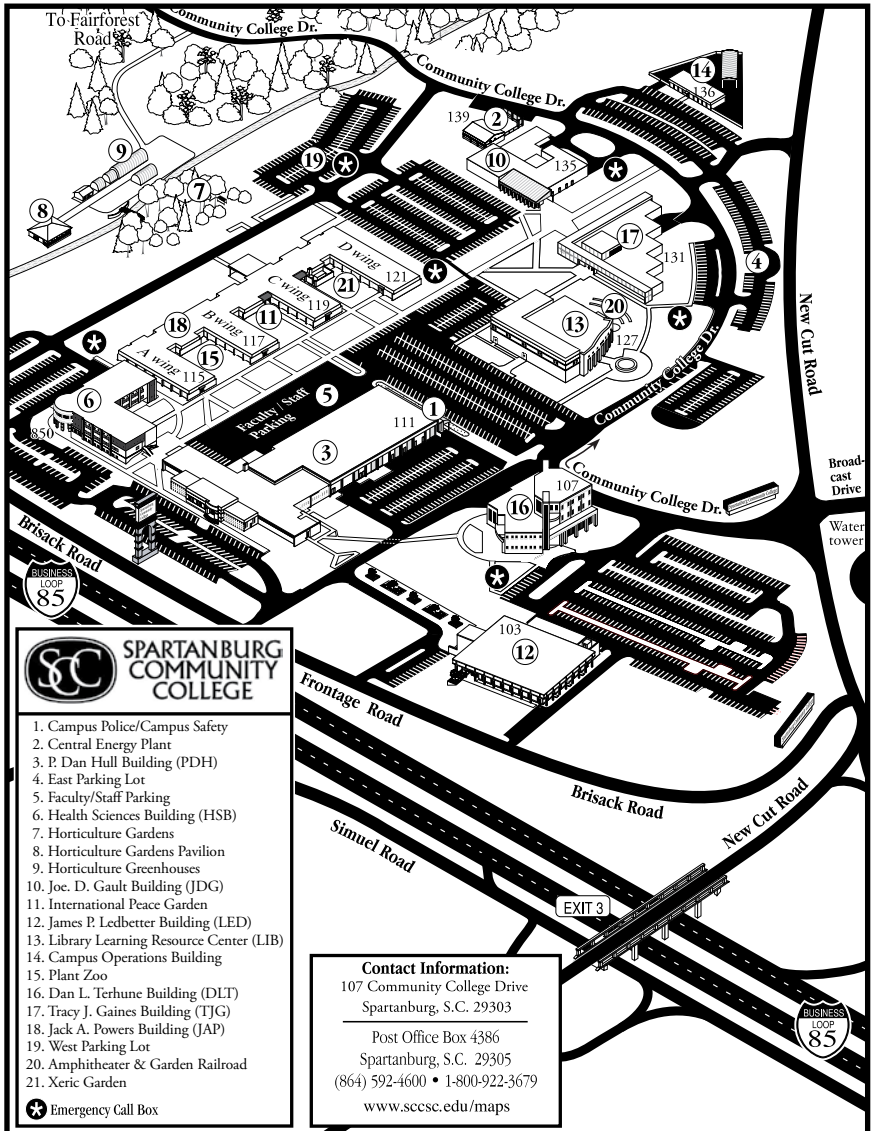
# Appendix V

## SCC Central Campus Map



**SPARTANBURG  
COMMUNITY  
COLLEGE**

Business I-85 at New Cut Road • P.O. Box 4386  
Spartanburg, S.C. 29305  
(864) 592-4800 • 1-800-922-3679



## Appendix VI

# SCC Cherokee County Campus Map



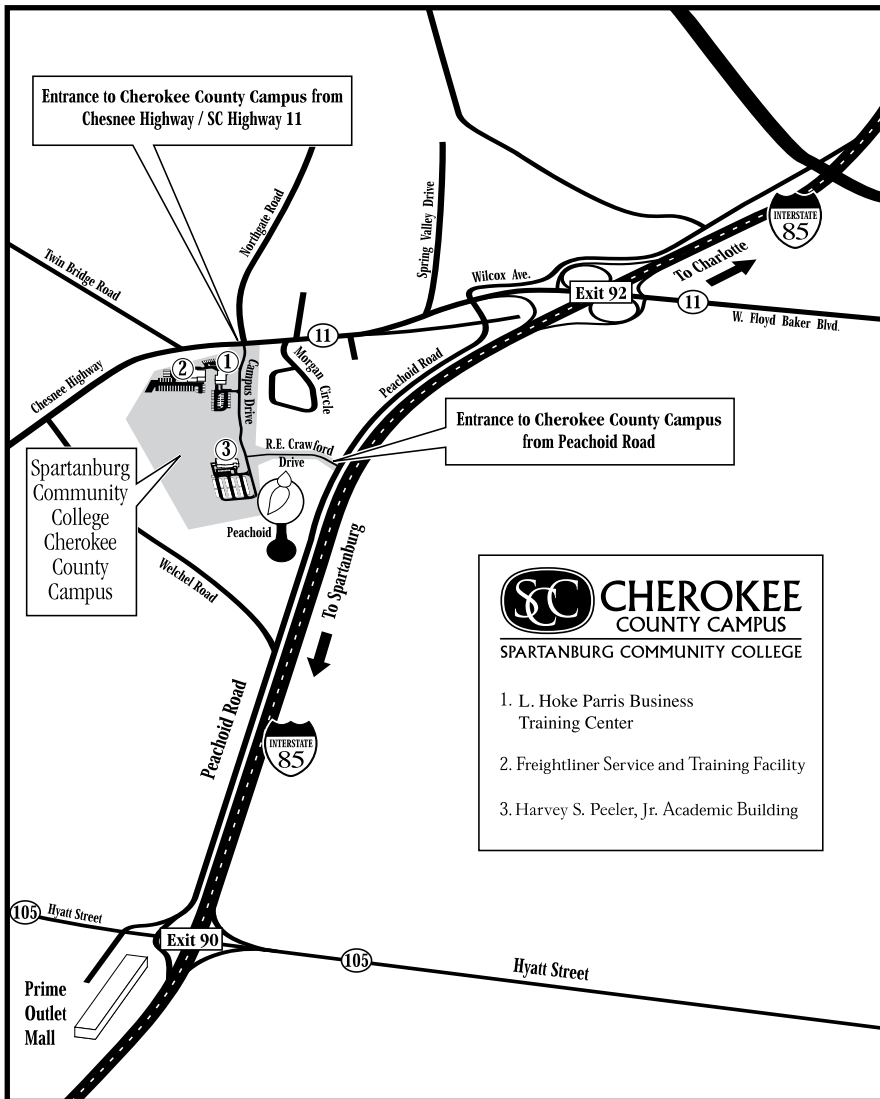
**CHEROKEE**  
COUNTY CAMPUS

SPARTANBURG COMMUNITY COLLEGE

523 Chesnee Highway (Highway 11)

Gaffney, SC 29341

(864) 206-2700 • 1-800-922-3679



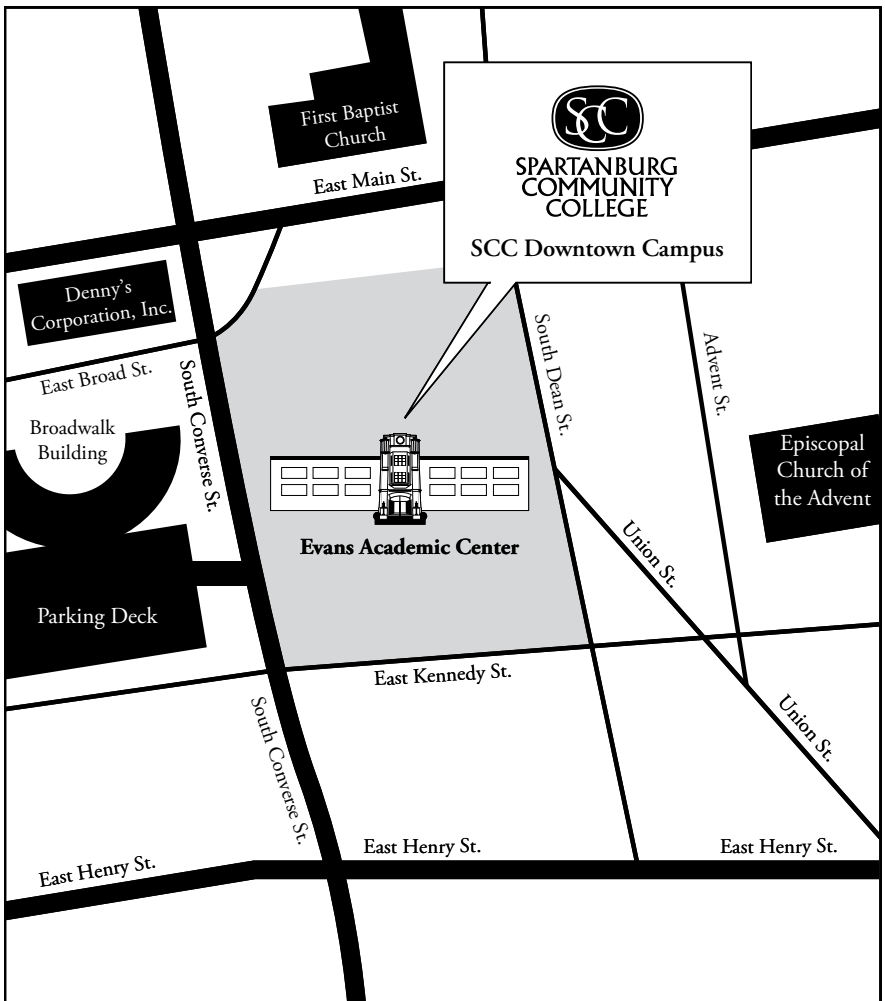
## Appendix VII

# SCC Downtown Campus Map



**SPARTANBURG  
COMMUNITY  
COLLEGE**

220 East Kenney Street  
Spartanburg, S.C. 29302  
(864) 592-4050 • 1-800-922-3679



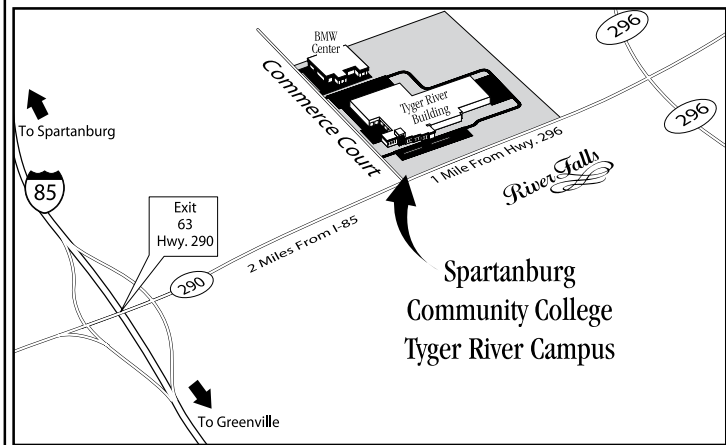
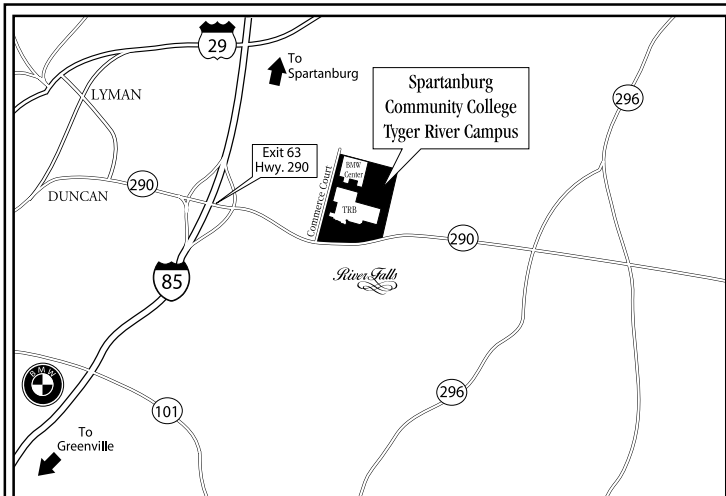
# Appendix VIII

## SCC Tyger River Campus Map



1875 East Main Street (Highway 290) • Duncan, S.C. 29334  
(864)592-6200

**BMW Center at the Tyger River Campus**  
SCC Corporate & Community Education Division (864)592-4900



## Appendix IX

# Union County Advanced Technology Center

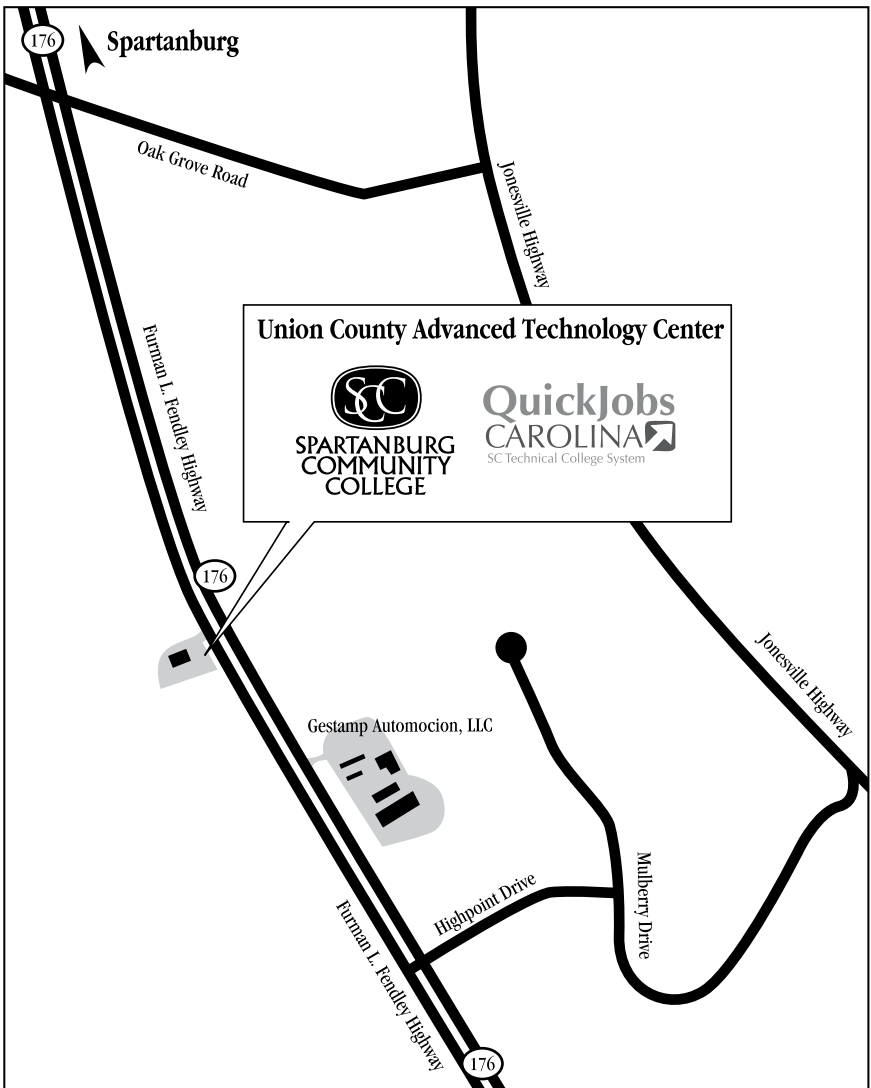


**SPARTANBURG  
COMMUNITY  
COLLEGE**

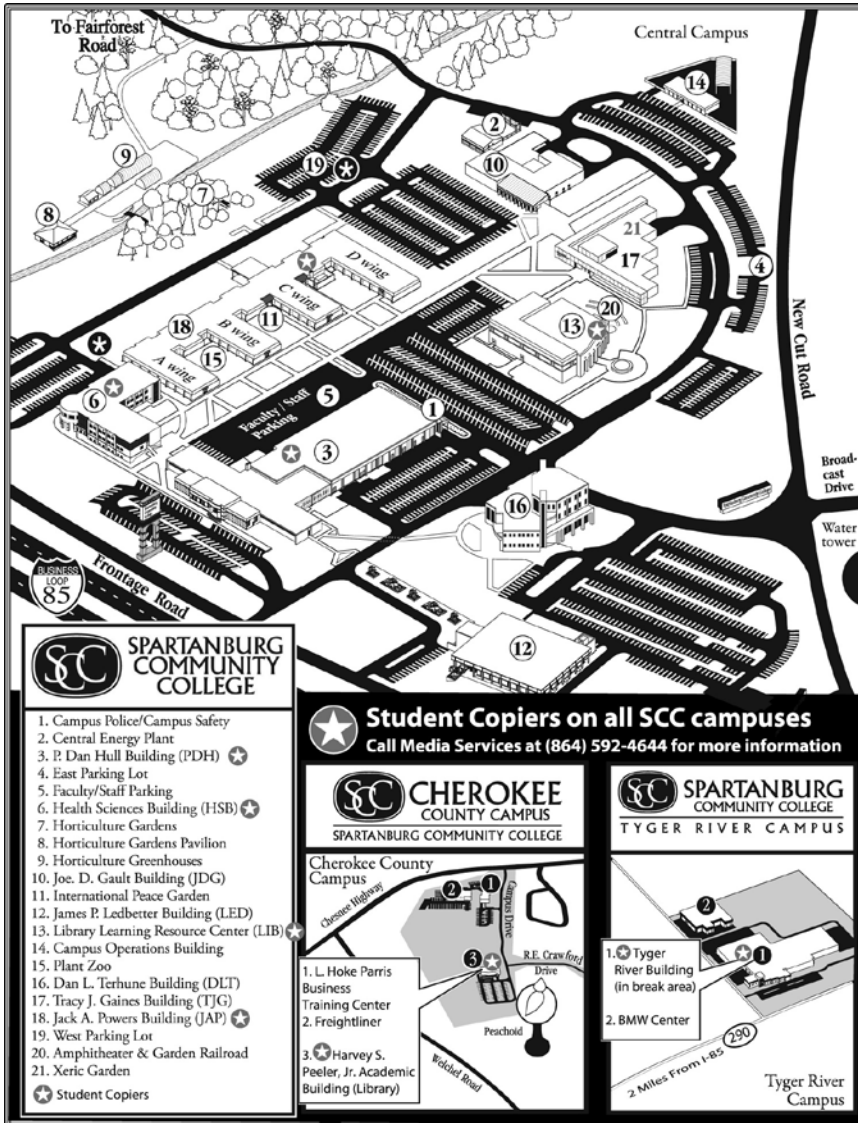
1401 Furman L. Fendley Highway (Highway 176) • P.O. Box 669

Union, S.C. 29379

Phone: (864)466-1060 • Fax: (864)466-3839



## Appendix Appendix X Student Copier Locations



## Referral Contacts

President.....	Henry Giles .....	Ext. 4616 .....	DLT 322
Senior Vice President of Academic Affairs.....	Cheryl Cox.....	Ext. 4613 .....	DLT 310
Vice President of Business Affairs .....	Ray Switzer .....	Ext. 4610 .....	DLT 322
Vice President of Student Affairs .....	Ron Jackson.....	Ext. 4817 .....	DLT 167
Associate Vice President of Instruction .....	Keith Pomakoy .....	Ext. 4634.....	PDH C-4C
Associate Vice President of Enrollment Mgt.....	Lynn Dale .....	Ext. 4815 .....	DLT 118
Section 504/Title IX Coordinator .....	Rick Teal .....	Ext. 4617 .....	LED 210
Registrar.....	Celia Bauss .....	Ext. 4754.....	DLT 156
Director of Financial Aid .....	Vacant.....	Ext. 4823 .....	DLT 144
Director of Admissions/Advising Services .....	Alison Cann .....	Ext. 4991 .....	DLT 124
Director of Campus Operations .....	Gladden Smoke .....	Ext. 4157 .....	PPF I-4
Director of Student Disability Services/AIM .....	Leila McKinney .....	Ext. 4926 .....	PDH 04
Director of TLC and Testing.....	Linda Klinzing .....	Ext. 4284 .....	PDH 02
Director of Recruiting .....	Luke Black .....	Ext. 4122 .....	DLT 116
Director of Marketing & Public Relations.....	Cheri Anderson-Hucks .....	Ext. 4931 .....	DLT 228
Chief of Campus Security .....	Andre Kerr .....	Ext. 4774 .....	PDH 63
Student Event/Campus Life Coordinator.....	Leslie Cagle.....	Ext. 4752 .....	PDH 30
Assistant Registrar.....	Michael Harvey .....	Ext. 4686 .....	DLT 156
Assistant Coordinator Student Disability Serv.....	Vacant.....	Ext. 4939 .....	PDH 04
Director of Finance.....	Mary Fuhrman .....	Ext. 4660 .....	LED 226
Dean, Learning Resources.....	Mark Roseveare.....	Ext. 4763 .....	LIB 114
Business Manager/Book Inn.....	Cecil Hutcherson .....	Ext. 4693 .....	DLT G13
Library Director .....	Patricia Jordan .....	Ext. 4760 .....	LIB 137
Administrative Specialist-Records.....	Gail Reeves.....	Ext. 4786 .....	DLT 156
Admissions Specialist-Residency.....	Connie Wolfe.....	Ext. 4829 .....	DLT 184
Division Dean – Health Services .....	Barbara Lustig-Tillie .....	Ext. 4603 .....	HSB 242
Division Dean – Technologies .....	Jeff Hunt .....	Ext. 4727 .....	PDH 12
Division Dean, Arts & Sciences .....	Kem Harvey .....	Ext. 4795 .....	LIB 222
Dept. Chair Computer & Eng. Tech.....	Marcia Schenck.....	Ext. 4839 .....	LED 289
Dept. Chair Business Technologies .....	Karen Ravan .....	Ext. 4840 .....	PDH C21
Dept. Chair Manufacturing Tech.....	Jay Coffer .....	Ext. 4933 .....	PDH 56B
Dept. Chair Industrial Tech.....	Mark Cramer.....	Ext. 4734 .....	PDH 56A
Director Cherokee Co. Campus .....	Daryl Smith.....	Ext. 2702 .....	PAB 126
Director UCATC Campus .....	Kathy Jo Lancaster.....	Ext. 1065 .....	UCC 102
Director Tyger River Campus.....	Anya Sebastien.....	Ext. 6207 .....	TRB 207
Director Downtown Campus .....	Judy Sieg .....	Ext. 4051 .....	EAC 145



P.O. Box 4386  
Spartanburg, S.C. 29305  
(864) 592-4800 • (866) 591-3700  
[www.sccsc.edu](http://www.sccsc.edu)