

2014 - 2016 Student Handbook



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Foreword

This handbook provides students with additional information about Halifax Community College—its policies, procedures, and primary activities. Items in this handbook highlight and reinforce information presented in the HCC Academic Catalog, as well as other publications issued by the College. This handbook describes Halifax Community College's policies, procedures, and services, which apply to all students. Students are responsible for knowing and adhering to its content.

Nondiscrimination Policy Notice

Halifax Community College is an affirmative action, equal opportunity institution and welcomes students and employees without regard to race, color, national origin, religion, sex, age, or disability.

Americans with Disabilities Act (ADA)

Halifax Community College complies with the regulations of the Americans with Disabilities Act. Anyone with special needs should contact the Counseling Department, Room 312, for information on disabilities, services, and facilities.

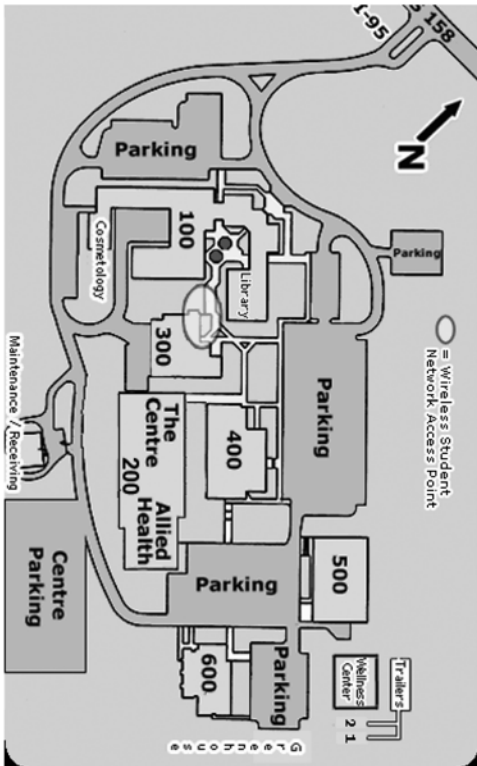
Accreditation

Halifax Community College is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools [1866 Southern Lane, Decatur, Georgia 30033-4097; 404-679-4501] to award the associate degree. The following agencies accredit or approve specific programs:

- North Carolina State Board of Community Colleges
- North Carolina Board of Nursing
- National Accrediting Agency for Clinical Laboratory Sciences (NAACLS);
8410 West Bryn Mawr Avenue, Suite 670, Chicago, IL 60631; 773-714-8880
- American Dental Association; 211 E. Chicago Ave., Chicago, IL 60611
- North Carolina Department of Justice, Criminal Justice Standards Division
- North Carolina State Board of Cosmetic Arts

Halifax Community College issues this student handbook to furnish prospective students and other interested people with information about the institution and its programs. The information contained in this student handbook is correct at the time of printing. Changes in administrative rules, requirements, and regulations may occur during the year.

CAMPUS MAP



GREETINGS FROM THE PRESIDENT



Dear HCC Student:

On behalf of our board of trustees, faculty, students, staff, and administration, I want to welcome you to Halifax Community College (HCC). We are pleased that you have chosen HCC to continue your higher education goals and vision for your life. I believe that you will find HCC to be a very warm and vibrant college that has one main goal – **Student Success!**

Dr. Ervin V. Griffin, Sr.
President/CEO

HCC students must abide by rules and regulations while on campus and at all campus activities. This HCC Student Handbook will provide you with information concerning the rules and regulations that govern our academic community. It will also provide you with a roadmap to practice good citizenship in all activities while on campus.

I encourage you to read the HCC Student Handbook and ask questions if you do not understand any part of its content. We want you to take advantage of the many academic and student activities that are available on our campus. Students who are involved on our campus tend to be those students who achieve their educational goals and they develop lifelong relationships with their peers, as well as with faculty, staff, and administrators.

Again, I encourage you to make student success, both in the classroom and in student leadership activities, your top priority while enrolled at HCC. I believe you will find, indeed, HCC to be the place where **Learning Comes to Life In Pursuit of Excellence!**

Sincerely,

Dr. Ervin V. Griffin, Sr.
President/CEO

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Mission

HCC strives to meet the diverse needs of our community by providing high quality, accessible, and affordable education and services for a rapidly changing and globally competitive marketplace.

Vision

HCC will continue to be a catalyst for educational, cultural, and economic progress in the Roanoke Valley by anticipating and responding to the needs of an evolving global community.

Values

Integrity: We uphold the ethical standards of truth, humility, respect, and fairness to all people.

Service: We actively support service to our community through our participation and collaboration in worthwhile community service activities.

Continuing Learning: We value the process of teaching and learning by maintaining a culture of academic excellence in a student-centered environment.

Collaboration: We promote the combined efforts of all stakeholders in accomplishing our common goals by fostering open communications and strengthening our partnerships with our many stakeholders.

Accessibility: We provide pathways and support to all who seek educational opportunities, personal enrichment or a higher quality of life.

Innovation: We embrace new and creative approaches to improve the quality of our education and services for our community.

Diversity: We believe an appreciation of differences adds to the richness of our students, the learning environment and the personal development of our entire community.

Accountability: We take responsibility for continuous quality improvement, student success and focused outcomes, serving the expressed needs of our community, utilizing our fiscal and educational resources wisely, providing quality education and services by planning strategically and making data-driven decisions.

ACADEMIC SCHOOLS AND MAJORS

There are 14 academic schools at Halifax Community College offering a broad range of curriculum programs leading to certificates, diplomas, and associate degrees.

School of Arts and Sciences
 Associate in Arts
 Associate in Science
 Associate in General Education

School of Business
 Advertising & Graphic Design Associate in Applied Science
 Advertising & Graphic Design - Computer Graphics Certificate
 Advertising & Graphic Design - Graphic Design Certificate
 Advertising & Graphic Design - Career & College Promise Certificate

Business Administration AAS
 Business Administration Diploma
 Business Administration Certificate

Computer Information Technology AAS
 Computer Information Diploma

Medical Office Administration AAS
 Medical Office Administration Diploma
 Medical Office Administration Medical Coding & Billing Certificate

Office Administration Technology AAS
 Office Administration Technology Diploma
 Office Administration Technology Certificate

School of Legal and Public Services
 Basic Law Enforcement Training Certificate
 Criminal Justice Technology AAS
 Cosmetology AAS

Cosmetology Diploma
 Early Childhood Education AAS
 Greenhouse & Grounds Maintenance Certificate

Human Services Technology AAS
 Paralegal Technology AAS
 Paralegal Technology Certificate
 Paralegal Technology - Career & College Promise Certificate

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School of Vocational and Industrial Technology
 Automotive Systems Technology AAS
 Automotive Systems Technology Diploma
 Automotive Systems Technology-Basic Automotive Certificate
 Automotive Systems Technology-Advanced Automotive Certificate
 Automotive Systems Technology - Career & College Promise Certificate

Electrical Systems Technology Certificate

Food Service Technology Certificate

Plumbing Certificate

Masonry Certificate

Industrial Systems Technology AAS
 Industrial Systems Technology Diploma
 Industrial Systems Technology Certificate
 Industrial Systems Technology - Career & College Promise Certificate

Welding Technology Diploma

Welding Technology Certificate

Welding Technology - Career & College Promise Certificate

School of Nursing and Allied Health
 Nursing Associate Degree
 Dental Hygiene Associate Degree
 Medical Laboratory Technology Associate Degree
 Practical Nursing Diploma
 Phlebotomy Certificate

Photo and Video Use

HCC does not collect photo/video release forms. Instead, the College assumes that faculty, staff, and students are the best resources for marketing the College. Still or video photo shoots may be informal (candid photos of campus scenes, performances, events, or activities) or formal (planned visits to classrooms, headshots or video shoots on campus). All photographic/video images become the property of HCC. Public Relations & Marketing staff members add the photos or video footage to the College's library of images, which becomes a resource for the College's online and print publications. Students participating in a photo shoot are giving their permission for their image to be used as the College sees fit. Students may opt out if that is their choice. If a student does not wish to be photographed but fails to identify himself or herself to the photographer, it will be very difficult to exclude that person from the resulting images. Concerns about the uses of individual images may be communicated to the Public Relations & Marketing Office staff who will resolve individual complaints while still meeting the institutional goals of visually representing the College.

DIRECTORY

Main Number	252-536-2551 / 536-4221
Admissions	252-536-7225 / 536-7220 / 538-4301
Bookstore	252-536-7255
Business Office	252-536-6360
Campus Police Officer	252-538-4317
Cashier	252-536-7224
Continuing Education	252-536-7216 / 536-7212 / 536-7261
Counseling or Disability Services	252-536-7207 / 536-7203
Dean of Curriculum Programs	252-536-7251 / 536-7245
Dean of Student Services	252-536-7232 / 536-6386
Distance Learning	252-536-7299
Financial Aid	252-538-4334
Title III & Sponsored Programs	252-536-5464
Student Success Center (SSC)	252-536-7204 / 538-4328
Learning Resource Center (LRC, library)	252-536-7236 / 536-7237 / 536-7380
President	252-536-6399
Registrar/VA Services	252-536-7221 / 536-7227
Student Accounts Receivable	252-536-7205
Student Government Association	252-536-7298
Student Services	252-536-7232
Student Support Services	252-536-7229 / 536-7290 / 536-6359
Testing/Job Placement	252-536-7254
Vice President of Academic Affairs	252-536-7226

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GENERAL ADMISSION PROCEDURES

Application Process

The procedures listed below must be followed for admission to a curriculum program and must be completed before official acceptance is granted:

1. Submit an application. The application for admission is obtained from the Office of Enrollment Management or online and must be submitted to the Admissions Office with sufficient information to determine state residency.
2. Submit a photocopy of your signed Social Security card.
3. Students seeking admission into an Associate in Arts, Associate in Science, Associate in General Education, Associate in Applied Science, diploma program or certain certificate programs (cosmetology, phlebotomy and BLET) must be a high school graduate and submit official high school transcripts or an official copy of their GED® scores.
4. Students who are 18 years of age or older, but have not graduated high school may enroll as a special student. Note: special students are not eligible for financial aid or veterans' benefits.
5. Submit official transcripts from previously attended colleges if transfer credit is desired.
6. Meet with a counselor. Students are assisted in selecting an appropriate program of study based on their desires and academic abilities. Counselors are available throughout each semester to assist students with educational and career goals and are always available to students with academic concerns.
7. Complete college placement tests. The placement test is administered to all students prior to their first semester registration. The purpose of the placement test is to enroll students in the appropriate English, reading, math, or algebra courses based on their prior academic preparations. Selection of students for each allied health program is based on admissions and other program specific criteria. Students who have an AAS degree or higher are exempt from the test, except for programs with selected admissions.
8. Have a personal interview with the testing coordinator to review and interpret placement test scores. The counselor can evaluate the student's aptitude and capability to pursue a particular program of study. The student will have the opportunity to ask questions about the school and its programs.
9. Meet with an advisor. Students meet with assigned academic advisors each semester to complete class schedules. Placement test results and/or transfer credits may be used when appropriate.

Admission of Special Students

Applicants who do not complete the admissions procedures outlined above may register as a special student. This includes students 18 years of age or older who are not high school graduates. To be admitted as a special student, the applicant needs only to submit a completed application and a signed photocopy of their Social Security card; however, upon a later decision to pursue a degree, diploma, or certificate at the College, special students will be required to submit proof of an official high school transcript and/or copy of their GED® scores and meet certain placement criteria.

Special students must meet course prerequisites and/or co-requisites and/or provide official college transcripts showing that the prerequisites and/or co-requisites have been met or take the college placement test with satisfactory scores.

Special students and students in certificate programs are NOT ELIGIBLE for financial aid or veterans' benefits. The student must declare a major and/or taking 15 hours in a major.

Students must score 500 or higher in each area (critical reading/writing and/or math) to be exempt from that portion of the placement test.

Note: transfer and reentry students must provide official transcripts from all institutions attended if they desire transfer credit. HCC's registrar will evaluate the official transcript before any placement testing waiver is granted.

Home-schooled applicants must provide official high school transcripts for the course work completed.

Change of Major

Students wishing to change their majors should complete the following steps:

1. Current advisor will print out the Change of Major Form located on File Exchange (HCC FORMS).
2. Current advisor will sign off on the Change of Major Form.
3. Student will take signed form to new advisor.
4. New advisor will sign off on the Change of Major Form.
5. Student will take the Change of Major Form signed by both advisors to the Financial Aid Office for new curriculum program evaluation (if you are a financial aid recipient).
6. After obtaining current and new advisor signatures on the Change of Major Form, the student will take the form to the Admissions Office.

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Students who do not know what they wish to major in or what career they want to choose should go to the Counseling Center for advisement.

Assessment and Placement

Placement Testing

Halifax Community College will implement the North Carolina Diagnostic Assessment and Placement (NC-DAP) test to assess students' English, reading, and math college readiness skills. The test will be administered to students who do not meet the high school grade point average or ACT/SAT placement criteria included in the Multiple Measures for Placement Policy adopted by the State Board of Community Colleges on February 15, 2013. A placement testing program for all students is coordinated through the dean of student services.

Students must complete the following in order to test:

- Have an application on file prior to taking the placement tests.
- Submit official copies of high school transcript(s) to an admissions officer.
- Provide a copy of signed Social Security card to an admissions officer.
- Get a testing referral form from an admissions officer.
- Call the testing coordinator to schedule a testing appointment.
- Present a picture ID and a testing referral form on the day of testing.

Special note: Acceptable forms of identification include, but are not limited to, driver's license, learner's permit, and school ID. In testing situations, use of cell phones or similar communication devices may lead to a charge of academic dishonesty.

The North Carolina Diagnostic Assessment & Placement - English/ Reading

placement test is composed of three components:

- Reading (multiple choice)
- Revising & Editing Writing (multiple choice)
- WritePlacer (automated essay scoring)

The test is administered and interpreted by Student Services. WritePlacer essays are electronically scored by the Intelligent Essay Assessor that is powered by the Knowledge Analysis Technologies engine. Essays are occasionally reported as "pending," and will require a human reader to hand score. If the essay is scored by hand, it will take 24 hours to generate a score.

The North Carolina Diagnostic Assessment & Placement - Math test provides six test "strands" that match the content of the math modules in DMA 010 – 060 as follows:

- DMA 010 - Operations with Integers
- DMA 020 - Fractions and Decimals
- DMA 030 - Proportions, Ratios, Rates and Percentages
- DMA 040 - Expressions, Linear Equations and Linear Inequalities
- DMA 050 - Graphs and Equations of Lines
- DMA 060 - Polynomials and Quadratic Applications

North Carolina Diagnostic Assessment & Placement tests are valid for 1 year. However, students are allowed to retest once within a 12-month period. Students who do not place into DMA 010 will be allowed to remediate in the Basic Skills Lab and test with TABE to determine competence in required skills and advance into DMA 010. Once the student passes this test, the student will enroll in DMA 010 and all subsequent modules.

IMPORTANT NOTE

North Carolina Diagnostic Assessment & Placement (NC-DAP) tests is a suite of tests that determines a student's knowledge in math, reading and writing as he or she prepares to enroll in college-level courses. NC-DAP is used to identify strengths and weaknesses in each subject area and to help improve the student's skills through interactive online learning tools. The results of the assessment, in conjunction with the academic background, goals and interests of the student, are used by academic advisors and counselors for placement in the appropriate college courses that meet the student's skill level. NC-DAP test questions are based on the student's responses to previous questions. Questions will either increase or decrease in difficulty depending on how a student responds.

SAT & ACT exemption: If a student scores 500 or above on the SAT critical reading and 500 or above on the SAT writing sections, he or she does not have to take the English portions of the placement test. If a student scores 500 or above on the SAT math sections, he or she does not have to take the math placement test. If a student scores 18 on the English ACT or above, he or she does not have to take the English portions of the placement test. If a student scores 22 or above on the reading portion of the ACT, he or she does not have to take the reading portion of the placement test. If a student scores 22 or above on the math section of the ACT, he or she does not have to take the math portion of the placement test. Applicants who provide SAT scores more than 1 year old will be asked to take the North Carolina Diagnostic Assessment & Placement tests.

Retesting

Students may retest once within a 12-month period.
Students may not retest once they start their developmental sequence.

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1. Retesting must be scheduled prior to the first day of the semester.
2. Students may retest once, but are advised to wait at least a week between testing to ensure time for review.
3. Students may not retest to remove an In Repeat (R) or Withdrawal (W) grade received in a developmental class.

Exemption from Placement Tests Through Multiple Measures

Students who enroll at Halifax Community College may be exempt from English, reading, and math placement testing if all of the following are true:

- The applicant is admitted and registers for classes within five years from the high school graduation date (accredited high school).
- The applicant has an unweighted high school GPA of 2.6 or higher.
- The applicant has successfully completed four high school math courses including Algebra I, Geometry, Algebra II and at least one higher level math course as recognized by North Carolina Department of Public Instruction.
- Placement will be based on students' high school GPA at the end of their final semester of their senior year. Transcripts from students who graduated from a regionally accredited high school located outside of North Carolina but who enroll at the College within five years of high school graduation will be evaluated based on the same standard as NC graduates.
- The student must be a graduate of a valid high school according to HCC policy. GED® is not valid for this measure.

Note: This policy is not retroactive for students admitted and enrolled prior to fall 2014.



GENERAL INFORMATION

Career and College Promise Initiative

Effective January 1, 2012, legislation combined Huskins, Learn and Earn, and Dual Enrollment into one program identified as the Career and College Promise Pathway Initiative (CCPP). HCC offers three pathways: Core 44 College Transfer Pathway, Career Technical Education Pathway, and Cooperative Innovative High School Programs. The CH is in partnership with the Roanoke Valley Early College/Weldon City Schools.

North Carolina community colleges may offer the following Career and College Promise pathways aligned with the K-12 curriculum and career and college ready standards adopted by the state board of education:

1. A Core 44 College Transfer Pathway leading to a minimum of 30 hours of college transfer credit for qualifying high school juniors and seniors.
2. A Career and Technical Education Pathway leading to a certificate, diploma, or degree for qualifying high school juniors and seniors.
3. A Cooperative Innovative High School Pathway approved under Part 9 of Article 16 of Chapter 115C of the General Statutes.

Developmental Education Courses

Halifax Community College is committed to student success in collegiate-level course work and occupational programs. Developmental courses are required for students who do not have the minimum placement scores necessary to take English or math. Once the developmental sequence is begun, students may not test out of the next level developmental course. It is imperative that students complete all developmental courses in a timely fashion.

Continuing Education

Continuing education is defined as those activities engaged in by adults for the purpose of learning a trade, upgrading a skill, personal improvement, or cultural enrichment. Continuing education infers the concept of lifelong learning. The purpose of Halifax Community College is to offer adults the opportunity to engage in vocational, cultural, and community service activities. In order to meet the desired goals and objectives of the College, the Department of Workforce Development/ Continuing Education & Community Services offers a variety of courses and programs. These non-curricular activities vary in length and are offered during the day and evening hours both on and off campus.

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The development of workforce/continuing education activities for adults is based upon: (1) interest shown by the community, (2) availability of qualified instructional personnel, and (3) the availability of equipment, adequate teaching facilities, and funds. Whenever possible, courses are scheduled based on community needs and interests. Other courses and programs are developed at the request of individuals, businesses, industries and agencies.

Student Financial Aid

The primary purpose of the financial aid program at Halifax Community College is to provide assistance to students who, without aid, would be unable to continue their education. Through a program of grants, scholarships, loans, and employment, students enrolled at Halifax Community College are able to supplement their resources and those of their family to complete a course of study. The primary responsibility for financing the student's education rests with the family. The family is expected to contribute according to its income and assets, just as the student is expected to contribute to educational costs.

General Student Eligibility Criteria for Financial Aid

Students must be accepted for admission to the College before any action can be taken on their application for financial assistance, including grants, scholarships, student employment, or loans. A student must meet the following eligibility requirements to receive federal and state assistance:

- Have a high school diploma or GED certificate
- Be enrolled or accepted for enrollment in an eligible program
- Be a U.S. citizen or eligible non-citizen
- Have a valid Social Security number
- Be registered with the Selective Service Administration (males only)
- Not be in default on a Title IV loan
- Not owe a repayment on a Title IV grant or loan at any educational institution
- Maintain satisfactory academic progress
- Not be enrolled concurrently in an elementary or secondary school
- A federal or state drug conviction may disqualify a student for Title IV funds
- Incarcerated students are ineligible for Title IV funding

Financial Aid Priority Dates

In order to provide adequate time for processing and awarding financial aid prior to class starting, priority dates are identified for each semester. If you submit your financial aid application after the established priority dates, you must be prepared to pay for tuition, fees, and books. Your award notification will be mailed in approximately one week once your file is complete.

Priority Dates
 Fall Semester – July 15
 Spring Semester – November 15
 Summer Semester – April 15

How to Apply For Financial Aid

To apply for financial aid, you must complete the Free Application for Federal Student Aid (FAFSA) online at www.fafsa.gov. The FAFSA should be completed as soon as possible after January 1 for the upcoming academic year, using your/ your parent's prior year's federal tax information. If you prefer not to complete the application online, you may call the Central Processing Center (1-800-433-3243) and request a paper application.

A Student Aid Report (SAR) will be mailed to the student once the FAFSA is submitted and processed. Applicants should review the SAR carefully and make all corrections. If no corrections are necessary, the SAR should be retained and financial aid will be awarded based on this information. If there are corrections, applicants should go to www.fafsa.ed.gov to make the needed changes on the SAR. The Financial Aid Office will receive the student's record electronically from the federal processor.

Special circumstances: if the student and/or family has unusual or extenuating circumstances that are not reflected on the FAFSA, he or she should contact the Financial Aid Office in Room 337. Supporting documentation is required.

Enrollment Status

The table below outlines the enrollment status based on the number of credits a student enrolls in during a semester:

CREDIT HOURS	ENROLLMENT STATUS
0-5	Less than half-time
6-8	Half-time
9-11	Three-quarter-time
12 or more	Full-time

Impact of Transferring Schools on the Federal Pell Grant Program

If a student transfers from one school to another, the financial aid does not automatically transfer with the student. To receive aid at HCC, the student should check with the Financial Aid Office to find out what programs are available and what steps must be taken.

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Work-Study

The Federal Work-Study program provides part-time employment to students with financial need to help meet their educational expenses. Employment is determined by the student's total financial need, class schedule, and academic progress. Students are paid monthly for hours worked.

Refer to the HCC Academic Catalog for a complete description of financial aid programs and regulations.

Workshops and Internships

PRIDE of Halifax Learning Coaches assists students with becoming involved in workshop and/or internship experiences.

Students participate in an on-campus (workshop) job fair to identify work opportunities. During the first year, students work 10 hours per week and receive training in hard and soft skills in the workplace.

During the second year, placement will be at a business location (internship) external to the College. Efforts will be made to place students in their area of academic study. Information may be obtained in Room 303.

Transcripts

A student may request a copy of an official transcript by filling out the proper form from the registrar. An official curriculum transcript costs \$4. A student copy-unofficial on plain paper costs \$2. If the student is indebted to the College, all debts must be cleared before the transcript will be released.

Grading System

HCC uses the following grading system. Students can calculate their grade point average by dividing the number of credit hours into the total grade points.

Grade	Explanation	Grade Points Per Credit
A	Excellent	4
B	Above Average	3
C	Average	2
D	Passing	1
F	Failure	0
AU	Audit	0
CE	Credit by Exam	0
CT	Credit Transfer	0
I	Incomplete	0
W/WD	Withdraw	0
WF	Withdraw Failing	0
WP	Withdraw Passing	0

"I" indicates that students have not completed some phase of the course work assigned, or that they have an excused absence for a test or examination (which will be administered at a later date).

A grade of "I" will not be given unless the student satisfactorily completes over 75 percent of the course requirements and has a passing grade.

Note: a letter grade may be based on a 7-point scale or a 10-point at the instructor's discretion.

Academic Integrity

Plagiarism and cheating will not be tolerated. Halifax Community College is responsible as an accredited institution for guaranteeing academic integrity. Cheating and plagiarism destroy academic integrity.

Cheating is the intent to deceive the instructor in his or her effort to evaluate fairly an academic assignment. Cheating includes copying another student's homework, classwork, or project (partly or entirely) and submitting it as his or her own; giving, receiving, offering, and/or soliciting information on a quiz, test, or exam; or plagiarism.

Plagiarism is the copying of any published work such as books, magazines, audiovisual programs, electronic media, and films, or copying the essay or any written work of another student. Plagiarism occurs when a student uses direct quotations without proper credit and proper punctuation and when a student uses the ideas of another without giving proper credit.

Contact Information

If a student's mailing address, name, or phone number changes after registration, the Admissions Office must be notified at once. Students are responsible for all communications sent by college offices to the last address provided by the Admissions Office.

Gmail

All registered HCC students are issued a Gmail account, which is required for use in all HCC course communications between students and instructors. HCC Gmail accounts are created when a student registers for a course and can be used indefinitely for personal and school-related communications. Each user receives 30 GB of storage.

To access your HCC Gmail, launch your Web browser (e.g., Chrome, Firefox, or Internet Explorer) and navigate to this website: <https://google.com>.

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NOTE: You can also access this page from HCC's homepage: www.halifaxcc.edu.

- Click the link to Gmail.
- Key in your username using this format: first initial (followed by) full last name (followed by) the last three digits of your Colleague ID (followed by) @halifaxcc.edu.
- Example for Jane Doe whose Colleague student ID is 1234567: jdoe567@halifaxcc.edu.
- Key in your password using this format: four (4) zeros (followed by) the last four digits of your SSN
- Example for Jane Doe whose last four digits of her SSN are 1234: 00001234
- Click Sign-in.

Refer to this website for more information: <https://www.halifaxcc.edu/email/>.

Veterans Affairs

A veterans certifying official is available to assist veterans and eligible persons who wish to apply for Veterans Affairs (VA) educational assistance. The certifying official is located in the Registrar's Office.

Students applying for VA benefits must meet admission requirements. Please refer to the admission section of the HCC Academic Catalog.

Once a program has been selected and the veteran has been accepted by the school, the veteran is assisted in completing paper work in order to be certified by the Department of Veterans Affairs. Prior to being certified, official transcripts from high school and all post-secondary training attempted must be submitted and evaluated in order that credit for previous training may be granted where appropriate. Veterans cannot receive financial assistance for a course(s) for which they have previously received credit.

Veterans are responsible for obtaining GED® scores from defense agencies (DANTES form), a certified copy of DD 214 (Report of Discharge), and any other relevant military paperwork.

After completing the original application and providing supporting documents, the veteran must be certified by this office. This certification must show complete identifying information, file number, curriculum, previous credit allowed, enrollment period, clock/credit hour breakdown, and additional information as needed.

Veterans who are experiencing academic difficulties in degree/diploma programs are advised to request tutorial assistance, which is provided free of charge.

Veterans whose average falls below HCC's standard for satisfactory progress are placed on probation. Veterans who fail to make satisfactory progress are terminated for pay purposes.

This office makes referrals to local and state organizations such as the Division of Employment Security Commission, VA County Service Office, Vocational Rehabilitation, Department of Social Services, and Health Department when possible to accommodate special needs of our veterans.

Satisfactory Progress Policy for Veterans

The Veterans Administration regulations require that veterans must maintain "satisfactory progress" in order to continue receiving their educational benefits. The following is a detailed description of the school's policy concerning "satisfactory progress":

1. All students are required to have a minimum average of 2.0 for graduation.
2. When a veteran fails to maintain satisfactory progress, the veteran will be placed on academic probation for the following semester of enrollment.
3. At the end of a consecutive two-semester probationary period, veterans who do not have the required cumulative grade point average, counting all subjects undertaken from the original enrollment, will have their benefits terminated for unsatisfactory progress. Veterans who have their benefits terminated for unsatisfactory progress must raise their average to the minimum required before being reaccepted for educational benefits.

What Affects VA Benefits Eligibility

It is the responsibility of the veteran to advise the VA certifying official regarding program and enrollment changes. Other factors that may create a loss of reduction of benefits are:

1. Dropping courses;
2. Taking courses not approved as a part of a regular program of study;
3. Taking courses previously passed (including by proficiency examination);
4. Taking courses for which they have previously been awarded transfer credit;
5. Irregular attendance; and
6. Being placed on academic probation.

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Veterans Administration Educational Benefits

1. Montgomery GI Bill - Active Duty (MGB, also known as Chapter 30) provides up to 36 months of educational benefits. This benefit may be used for degree and certificate programs. Remedial, deficiency, and refresher courses may be approved under certain circumstances. Generally, benefits are payable for 10 years following your release from active duty.
2. Montgomery GI Bill - Selected Reserve (MGB-SR - also known as Chapter 1606). The MGB-SR program may be available to you if you are a member of the Selected Reserve. The Selected Reserve includes the Army Reserve, Navy Reserve, Air Force Reserve, Marine Corps Reserve and Coast Guard Reserve, and the Army National Guard and the Air National Guard. This benefit may be used for degree and certificate programs. Remedial, deficiency, and refresher courses may be approved under certain circumstances.
3. Veterans Educational Assistance Program (VEAP also known as Chapter 32). VEAP is available if you first entered active duty between January 1, 1977 and June 30, 1985, and you elected to make contributions from your military pay to participate in this educational benefit program. Your contributions are matched on a \$2 for \$1 basis by the government. This benefit may be used for degree or certificate programs. Remedial, deficiency, and refresher courses may be approved under certain circumstances.
4. Survivors' and Dependents' Educational Assistance Programs (DEA also known as Chapter 35). DEA provides education and training opportunities to eligible dependents of veterans who are permanently and totally disabled due to a service-related condition or who died while on active duty or as a result of a service-related condition. The program offers up to 45 months of educational benefits. These benefits may be used for degree and certificate programs. Remedial, deficiency, and refresher courses may be approved under certain circumstances.
5. Chapter 34/30 (Old GI Bill) provides assistance for veterans who have been on active duty since before 1/1/77. (See Chapter 30 above).
6. Chapter 31 (VA/VOC Rehab.) provides assistance for veterans with a minimum 10 percent service-connected disability. See the county veterans service office to apply; then, follow up with HCC's registrar/director of veterans affairs.
7. Chapter 1607 (REAP) — H.R. 4200 authorizing the creation of a new educational benefit was signed into law on October 28, 2004. The new benefit also known as Chapter 1607 makes certain individuals who were activated after September 11, 2001, either eligible for educational benefits or eligible for increased benefits. The Department of Defense, Department of Homeland Security and VA are working on an implementation plan for this new benefit and at this time, we are unable to provide more than general information about Chapter 1607. See HCC's registrar/director of veterans affairs for more information.
8. Chapter 33 – Post-9/11 GI Bill: If you have at least 90 days of aggregate active duty service after September 10, 2001, and are still on active duty, or if you are an honorably discharged veteran or were discharged with a service-connected disability after 30 days, you may be eligible for this VA-administered program.

Veterans Telecourse and Distance Learning Policy

All VA students receiving educational benefits from the Department of Veterans Affairs will meet the following criteria before enrolling in this type of course:

1. The veteran must first meet with his/her curriculum department advisor before registration so that proper information and procedures can be discussed.
2. A telecourse may be conducted through: (1) regularly scheduled TV transmission/cable PBS educational programming and/or (2) by video cassette of the PBS transmissions. Other distance learning includes online, blended, hybrid and information highway.
3. The veteran must have completed any needed remedial/prerequisite work as determined by the College.
4. The telecourse must be an integral part of the veteran's current program. Veterans taking a telecourse may need to buy a workbook not required for a traditional classroom section.
5. Veterans enrolled in a course will be evaluated by the assigned faculty in accordance with established grading policies. Veterans will be required to maintain satisfactory progress and to maintain regular contact with the instructor.

Attendance Regulations

Halifax Community College is committed to the principle that class attendance is an essential part of an educational program. Regular attendance is required in all courses. At the beginning of each course, the instructor will announce the College's attendance regulations and any attendance requirements specific to each course. Since course content and teaching methods vary, each instructor will determine additional attendance requirements for his or her class. A student who discontinues attending class without communicating with the instructor will be withdrawn from the class by the instructor after two consecutive weeks or at the 60 percent mark in the class.

Instructors are under no obligation to make special arrangements for students who are absent. Additionally, tardiness is disruptive and will not be tolerated.

Any student not officially on the class roster will not be permitted to sit in the class. The student must take appropriate steps to be officially enrolled in the class.

Student Withdrawal From Courses

A student may withdraw from a course by contacting his/her instructor and requesting to be withdrawn from the class.

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Students who do not request to be withdrawn from class or who do not attend classes within the guidelines outlined in the College attendance policy may have adverse transactions occur on their record, which may include removal from the course, or a grade of W, WF, or F in the course. Students who are withdrawn from all courses may further have adverse transactions occur with their financial aid status including owing a repayment of the disbursed financial aid funds.

Officially Withdrawing from All Classes

Students dropping all of their classes must complete the non-completer's form and an exit interview with the director of counseling or dean of students. Students may get this form from their advisor, the director of counseling, or the dean of students.

Never Attended Withdrawal

Students who register for a class and do not attend at least one class or complete the required assignment in a distance education class by the census date (within the first 10 percent of the course) are considered never-attended. Instructors will certify attendance and withdraw all students who have never attended the class.

Withdrawal by Faculty

Faculty will withdraw students based on the established attendance policy(ies). Additionally, any student who has not been attending class or is not making satisfactory academic progress at the 60 percent date of the course will be withdrawn from the class by the instructor.

Curriculum Developmental Education

Only those students who meet requirements for placement in curriculum courses are exempt from developmental courses. Beginning fall 2014, Halifax Community College uses multiple measures to determine students' readiness for college-level courses.

The Multiple Measures for Placement Policy establishes a hierarchy of measures we use to determine students' readiness for college-level courses:

1. A recent high school graduate (within the past five years) who meets the specified GPA benchmark will be exempt from diagnostic placement testing and will be considered "college-ready" for gateway math and English courses.
2. If a recent high school graduate does not meet the GPA benchmark, the College will use specified ACT or SAT subject area test scores to determine placement.

3. If a recent high school graduate does not meet the GPA threshold or have college-ready ACT or SAT scores, the College will administer the diagnostic placement test to determine placement.
4. If an applicant does not have a recent high school transcript or ACT or SAT scores, the College will administer the diagnostic placement test to determine placement.
 - a. This policy applies to an individual who has an official transcript grade point average (GPA) from a high school that is legally authorized to operate in North Carolina and who graduated from that high school within five years of college enrollment.
 - b. For students who apply for admission before they graduate from high school, the College will consider a student's cumulative GPA at the end of first semester of 12th grade or ACT/SAT test scores in determining placement. Students must still submit official high school transcripts to be officially enrolled at the College. Each person enrolling in a certificate, diploma, or degree program at Halifax Community College must take required developmental education courses in reading and composition, arithmetic and algebra. These developmental courses are prerequisites to most curriculum courses.

Developmental Course Load

Students enrolled in developmental courses must limit their course load to 15 semester hours.

Grading System for Developmental Studies

<u>Grade</u>	<u>Explanation</u>	<u>Grade Points per Credit</u>
P	Pass	
R	Repeat	
W/WD	Withdrew	0
WP	Withdrew Passing	0
WF	Withdrew Failing	0
NS	No Show	0

The asterisk (*) is the method of denoting that a grade is on the developmental level rather than curriculum level. Grades for developmental course work do not apply toward graduation requirements or for inclusion in the semester honor roll. Grade points are not awarded for developmental courses, and the student's grade point average does not include developmental coursework.

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Change of Grades

A grade will only be changed if an error was made in computing or recording it. A student has the right to appeal grades through the student grievance policy.

Computing Quality Point Average

Quality point average is determined by dividing the total number of quality points earned by the total number of hours attempted. Credits earned by examinations or transferred from other colleges are not included. The hours attempted column shows only hours taken for grades and carrying credit toward graduation.

Students will be permitted to transfer from one program to another when they feel the program change will be academically valuable. However, it is recommended that students consult with the Financial Aid Office to determine their eligibility status before changing their major. Before a second change of program will be allowed, the student must confer with a counselor. Transfer from one program to another will not result in one's grade point average being changed. Should a student on probation transfer to another program, transfer credit will be given, but the student's grade point average is cumulative and will remain the same as in the former program.

Student Conduct

Since entrance into an institution of higher learning is voluntary, it is inherent that upon entrance to the institution, students assume certain responsibilities and obligations. These responsibilities include academic performance and social behavior consistent with the lawful purpose of the College. The standards of behavior and performance may be higher than is required by law of the general public. Therefore, upon voluntary entrance into Halifax Community College, students have an obligation to adhere to college standards.

Students will be expected to conduct themselves at all times as mature and responsible individuals and should show a high regard for college facilities and property and for the personal property of others.

All college regulations must be observed. Students may be reprimanded, suspended, or dismissed from the College for conduct, which is considered incompatible with good judgment while on campus and/or participating in college-sponsored activities, either on or off campus.

Violations of the student conduct policy will be referred to the dean of student services and enrollment management. Literacy Education students will be referred to the dean of workforce development/continuing education. Disciplinary action will be taken when any student, group of students, or student

organization:

1. Fails to observe the general standards of conduct or any specific policy, rule, regulation or college procedure adopted by the College.
2. Acts in a manner not in the best interest of the college community.

In all proceedings, the principle of due process is guaranteed to the student. The student has the opportunity to fully respond to any charge of misconduct.

A student who violates federal, state, or local criminal or civil laws while on campus, while at any college facility, or while attending any activities that are sponsored, initiated, authorized, or supervised by the College, or when representing the College will be referred to local authorities. In addition, the student may be subject to disciplinary proceedings by the College. The College reserves the right to take immediate action should the presence of the student on campus be considered a serious and substantial danger to the operation of the College or to the welfare of the college community.

Student Conduct Charges

Faculty members have ultimate control over classroom behavior and may remove any student who is engaged in disruptive conduct for that class period with/without issuing a student misconduct report. Faculty members are encouraged to discuss the situation with the student and the department head. For repetitive violations, a student misconduct report should be filed.

Any member of the College may file a student misconduct report for any student who violates college policy or who is behaving in a disruptive manner. Charges of misconduct shall be prepared in writing and directed to the dean of student services and enrollment management within one (1) day of the violation. Literacy Education student misconduct will be directed to the dean of workforce development/continuing education.

The dean will conduct an investigation of the charges. As with any disciplinary matter, a student will be afforded due process rights. Based on the findings of the investigation, the dean may take any one of the following actions:

- a. Dismiss the charge for lack of merit
- b. Issue a warning notice in writing
- c. Remove the student from one or more class periods
- d. Deny specified privileges for a designated period of time
- e. Deny permission to be present in specified campus locations or college functions
- f. Assess restitution; compensation for loss, damage, or injury

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- g. Impose discretionary sanctions; work assignments, service to the College or other related discretionary assignments
- h. Place the student on temporary suspension from the College
- i. Dismiss the student from the College

Student Conduct Policy 510.00 Codes and Violations

1. All forms of academic dishonesty including cheating, collusion, plagiarism, and forgery.
2. Knowingly furnishing false information to the College; forgery, alteration of documents with intent to defraud.
3. Physical abuse or intimidation of any person.
4. Theft, attempted theft, or damage to the College's property or to property of anyone on the College's premises.
5. Littering.
6. Failure to comply with the directions of college officials.
7. Unauthorized sale, solicitation, or distribution of goods or services on the College's property.
8. Possessing, using, transmitting, or being under influence of any non-prescription drug or illegal drug; unlawful use, possession, manufacture, sale, or distribution of any illegal or controlled substance.
9. Use of alcoholic beverages, including the purchase, consumption, possession, or sale of such items, except where specifically authorized within regulations of the College.
10. Disruption or obstruction of college or college-sponsored activities which may include, but are not limited to teaching, administration, disciplinary proceedings, studying, cultural events, fire, police, emergency services, or other college activities.
11. Physical and/or psychological abuse, assault and battery, molestation, or threat of such actions against any member of the College community or visitors; endangering the health or safety of any such person.
12. Acts of harassment, written, verbal or physical, that stigmatizes or victimizes an individual on the basis of, but not limited to, the following: race, ethnicity, religion, sex, sexual orientation, creed, national origin, ancestry, age, mental status, or disabilities.
13. Engaging in any form of forcible or non-forcible sexual offense and/or sexual harassment.
14. Indecent, lewd, disorderly, or obscene conduct or expression.
15. Profanity.
16. Participating in or inciting a riot or an unauthorized or disorderly assembly.
17. Unauthorized entry into or presence in a college facility.
18. Refusing to depart from any property or facilities of the College upon direction by a college official.

19. Refusing to vacate a classroom upon order of the instructor of record, police staff, or executive cabinet member.
20. Gambling or holding a raffle or lottery on the campus or at any college function without proper college approval.
21. Using, possessing, or storing illegal or unauthorized arms classified as weapons, fireworks, explosives, or dangerous chemicals.
22. Physically detaining or restraining any other person; unauthorized obstructing the free movement of persons or vehicles on college premises or at college activities.
23. Abuse of computer and network access.
24. Unauthorized or fraudulent use of college facilities and/or equipment; including, but not limited to, the telephone system, mail system, computer system, transportation system, or use of any of the above for an illegal act.
25. Using sound amplification equipment, systems, or devices, except as permitted by the College; excessively loud music in parking lots or other areas of the College.
26. Violating fire and other safety regulations which include the misuse or damage of safety equipment.
27. Knowingly violating the terms of any disciplinary sanction imposed as a result of official findings of a violation of the conduct policy.
28. Violation of campus or college parking regulations.
29. Violation of college policy on smoking.
30. Violation of local, state and/or federal laws.
31. Abuse of the student discipline system, that includes, but is not limited to, failure to appear for a hearing; falsification, distortion, or misrepresentation of information before the hearing officer or committee; disruption or interference of the orderly conduct of student conduct hearings; false accusation of student misconduct, knowingly without cause; attempting to influence impartiality of a member of the hearing committee prior to and/or during the hearing process; harassment of witnesses or members of hearing committees, and the like.
32. Willfully encouraging others to commit any of the acts that have been herein prohibited.

Cyber Conduct

Use of HCC computers in classrooms or computer labs (with the exception of the ERC) is limited to use of software and Internet sites determined by the instructor to be appropriate. Accessing any website or using any software not authorized by the instructor is prohibited and will result in dismissal, referral to the dean of student services, or both.

Student Appeal

Any student may appeal any disciplinary action by notifying the dean of student services and enrollment management in writing within three days of the disciplinary action. Students will notify the dean of curriculum programs in writing within three days of the academic action. Literacy Education students will notify the dean of workforce development/continuing education in writing within three days of the disciplinary action. The dean will schedule a hearing within 10 days; within two days for suspensions. The appeal will be heard by the Student Appeal Committee. The student should notify the dean in advance of any parties who may be accompanying him/her at the hearing. This committee will conduct the proceedings and file a record of the appeal hearing and its recommendation with the vice president of academic affairs, who will inform the student of the decision of the appeal.

Any student wishing to see a further review of his/her case may do so by submitting a written request to the president. The president will meet with the student within five days and render a final disposition. The disposition of the president will be final, except in cases involving suspension or dismissal. In these cases, should the student not be satisfied in the action taken by the president, he/she may appeal to the board of trustees (refer to policy 510.01 suspension/dismissal).

Temporary Disciplinary Action

In the event that the dean has a reasonable cause to believe that a student's continued enrollment poses: (1) a danger to the health or safety of the student, other persons, or college property; or is (2) an ongoing threat of disrupting the academic process, the dean may impose a disciplinary penalty, pending a hearing. The dean may suspend a student from the College for an interim period pending disciplinary or criminal proceedings, or medical evaluation. The interim suspension shall become immediately effective without prior notice whenever there is evidence that the continued presence of the student at the College poses a substantial and immediate threat to him/herself or to others, or to the stability and continuance of normal college functions.

Student Grievance Procedure

Halifax Community College is committed to mutual respect among all constituents. The College is committed at all levels to a fair and reasonable resolution of issues through a formal grievance process guided by the information and documentation provided in the process. These procedures assure that all matters relating to present and prospective students will be handled fairly and equally without regard to race, color, sex, age, political affiliation, religion, disability, national origin, or other non-merit factors. The grievance procedures described below apply to academic and non-academic student grievances.

Definitions

Student - The term student is used herein to mean any person who is officially registered at Halifax Community College during the specific academic semester or term in which the grievance occurs.

Academic Grievance - An academic grievance is any difference of opinion or dispute between a student and a faculty member about learning activities as they affect the student. This may include grading, instructional procedures, attendance, instructional quality, and situations where the student believes he/she is being treated arbitrarily.

Non-Academic Grievance - A non-academic grievance is any difference of opinion or dispute between a student and an instructor, administrator, staff member, or another student pertaining to the interpretation and/or application of the policies and procedures of the College. In addition, non-academic grievances may pertain to student governance issues, student activities, disability issues, and other concerns that students might present for redress.

Level I – This is the first level of the formal grievance. The grievant will meet with the respondent(s) and try to seek resolution. All attempts should be made to resolve the grievance at this level.

Level II – The second level of the formal grievance involves a conference with the respective dean, the grievant, and the respondent(s).

Level III – This is the highest and final level of the College's formal grievance procedures. At this level, the grievance is presented to the Student Appeals Committee, who presents a recommendation to the vice president of academic affairs.

Student Appeals Committee - The Student Appeals Committee will hear appeals of students who have submitted a written appeal after exhausting Levels I and II of the formal grievance procedure. The committee is composed of one division chair, two faculty, one staff, and one student. In all cases, the membership of the committee is individuals not directly working in the division of the complaint or directly involved with the grievance. The Literacy Education Student Appeals Committee is composed of three staff members, one instructor, and one student.

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Informal Resolutions

Every attempt should be made to resolve conflicts informally. The formal grievance procedure should be the last option. The grievant should discuss the issue with the person(s) responsible for the action or decision being grieved. This is not required in cases where the grievant believes that efforts at informal resolution may result in retaliation or other unfair treatment or when the accusation is sexual harassment. At the request of the grievant or respondent, the division chair in the school in which the student is enrolled, campus advocate, or other college personnel will arrange for a meeting of the parties, attend such meeting(s), and attempt to aid in the resolution. This meeting should take place within 20 working days of any occurrence giving rise to the grievance. Although it is encouraged to have disagreements resolved at this level, any student may choose to file a formal grievance without exercising the informal process.

ADDENDUM

Student Grievance Procedure/ Due Process

Step 1. The student must go to the instructor, administrator, staff member or student where the alleged problem originated. An attempt will be made to resolve the conflict informally.

Step 2. If the grievance is not resolved at the informal meeting with the instructor, administrator, staff member or student, the division chair in the school in which the student is enrolled, campus advocate or other college personnel will arrange for a meeting of the parties, attend such meeting(s) and attempt to aid in the resolution. This meeting should take place within 20 working days of any occurrence giving rise to the grievance.

Step 3. If the grievance is not resolved informally, the grievant should request a formal resolution by filing a formal grievance. The formal grievance procedure begins with the student's preparation of a written statement of the grievance. This written grievance is lodged in the dean's office overseeing that area. This written grievance must be lodged no more than 30 working days of any occurrence giving rise to the grievance. The student will present a written statement that clearly describes the issue(s) grieved and the resolution the student wishes to occur. The written statement will describe the facts and evidence supporting the alleged violation and provide a brief history of the attempts to resolve the grievance. The dean receiving the written grievance will provide all the parties involved with a copy of this record and begin the resolution by scheduling a Level I meeting for the parties involved.

This is not required in cases where the grievant believes that efforts at informal resolution may result in retaliation or other unfair treatment or when the accusation is sexual harassment. At the request of the grievant or respondent, the division chair in the school in which the student is enrolled, campus advocate or other college personnel will arrange for a meeting of the parties, attend such meeting(s), and attempt to aid in the resolution. This meeting should take place within 20 working days of any occurrence giving rise to the grievance. Although it is encouraged to have disagreements resolved at this level, any student may choose to file a formal grievance without exercising the informal process.

Formal Resolutions

If the grievance is not resolved informally, the grievant should request a formal resolution by filing a formal grievance. The formal grievance procedure begins with the student's preparation of a written statement of the grievance. This written grievance is lodged in the dean's office overseeing that area. This written grievance must be lodged no more than 30 working days of any occurrence giving rise to the grievance. The student will present a written statement that clearly describes the issue(s) grieved and the resolution the student wishes to occur. The written statement will describe the facts and evidence supporting the alleged violation and provide a brief history of the attempts to resolve the grievance. The dean receiving the written grievance will provide all the parties involved with a copy of this record and begin the resolution by scheduling a Level I meeting for the parties involved.

Level I

Step 1. The Level I meeting will take place within 10 working days of the student filing the formal grievance. At the Level I meeting, the student lodging the grievance must meet and discuss the grievance with his/her instructor or non-instructional party whose actions he/she is grieving except in the instance of a sexual harassment grievance, in which case a student may be accompanied by the division chair in the school in which the student is enrolled, campus advocate, or other college personnel. Otherwise, no other parties will be present for either party. Every reasonable effort should be made by both parties to resolve the matter at this level. Both parties are encouraged to make notes as they feel appropriate. Within three working days of the Level I meeting, the respondent will provide in writing to the student a disposition of the grievance. A copy of the Level I disposition will be sent to the respective dean. If the student is not satisfied with the disposition of his/her grievance at Level I, he/she may continue to Level II.

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Level II

Step 2. If the student is not satisfied with the disposition of his/her grievance at Level I, he/she may file a written appeal of the Level I grievance decision with the respective dean within five working days. Upon receiving the appeal to Level II, the dean will schedule a conference with the parties in an effort to resolve the grievance. This conference will occur within 10 working days of receiving the appeal to Level II. The role of the dean is to chair the meeting, facilitate the discussion, seek to mediate a resolution between the parties, ensure that College policies have not been violated and render a decision concerning the matter. Both parties are encouraged to make notes as they feel appropriate. Within three days after the conference, the dean will prepare a report of the disposition of the matter with copies to the student, the faculty member or non-instructional party and the administrative record. If the student is not satisfied with the disposition at Level II, he/she may continue to Level III.

Level III

Step 3. If the student is not satisfied with the disposition of his/her grievance at Level II, he/she may file a written appeal of the Level II grievance decision with the respective dean within five working days. Upon receiving the appeal to Level III, the dean will schedule a conference for the Student Appeal Committee. This conference will occur within 10 working days of receiving the appeal to Level III. At the Level III meeting both parties may bring persons to provide testimony that support their position. Additionally, both parties must notify the dean in advance of any persons, witnesses or others that will be attending the Level III conference. The parties are responsible for collecting all pertinent documents and presenting the documents to the dean 48 hours prior to the meeting. The dean will distribute the information to the chair of the Student Appeals Committee. The dean will also provide for the audio taping or other recording method of the meeting and may provide a copy to either party upon request.

510.02 Student Grievance Procedures and Right to Appeal

Harassment Grievance- Any grievance involving sexual harassment or any form of discrimination including race, color, national origin, religion, sex, age, disability, or political affiliation is considered a harassment grievance. Such grievances should be filed directly with the dean of student services. Due to the special circumstances of the grievance, a student does not have to discuss the grievance directly with the person(s) involved and should initiate the grievance directly with the dean of student services who will facilitate the procedures.

Harassment Grievance Level I

If the grievance involves alleged discriminatory or harassing treatment of the student, Level I is handled directly by the dean of student services. The dean of student services shall try to resolve the matter through the use of fact finding and information gathering, including interviewing the principal parties involved in the matter and any relevant witnesses. The dean of student services shall issue a written decision on the matter within 10 working days of receipt of the grievance. Note: If the alleged discriminatory is against the dean of student services, then Level I shall be the vice president of academic affairs.

Harassment Grievance Level II

If the student is not satisfied with the disposition of his/her grievance at Level I, he/she may file a written appeal of Level I grievance decision with the vice president of academic affairs within five working days. Upon receiving the appeal to Level II, the vice president of academic affairs will schedule a conference with the parties in an effort to resolve the grievance. This conference will occur within 10 working days of receiving the appeal to Level II. The role of the vice president of academic affairs is to chair the meeting, facilitate the discussion, seek to mediate a resolution between the parties, ensure that college policies have not been violated, and render a decision concerning the matter. All parties are encouraged to take notes as they feel appropriate. Within three days after the conference, the vice president of academic affairs shall prepare a report of the disposition of the matter with copies to the student, employee, and the dean of student services. If the student is not satisfied with the disposition at Level II, he/she may continue to the president at Level III.

Harassment Grievance Level III

A student's appeal to the president should be filed through the vice president of academic affairs within five days after receipt of the Level II decision. A meeting will be scheduled within 15 working days. The president shall review the grievance on the record unless it is determined that additional information may be presented. No new evidence, written or verbal, may be presented without prior knowledge and consent of all parties. Each party may make a brief oral presentation to the president to summarize his/her position. The president will determine the parties deemed necessary for the hearing and request their presence. The president shall render a disposition on the matter and inform the parties within five days after the hearing.

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Student Property

Students should not leave their belongings or valuables unattended. HCC is not responsible for loss of or damage to student property.

Smoking

Halifax Community College is committed to providing its employees and students with a safe and healthful environment. Halifax Community College also recognizes the use of tobacco products on campus grounds is detrimental to the health and safety of students, staff, faculty and visitors. Halifax Community College also recognizes that it has the legal authority to prohibit tobacco use pursuant to G.S. 143-599. Therefore, Halifax Community College has set the following 100 percent tobacco-free campus policy to be implemented August 1, 2010:

1. Use of tobacco is prohibited by students, staff, faculty or visitors:
 - In all campus buildings, facilities, or property owned or leased by Halifax Community College and outside areas of the campus where non-smokers cannot avoid exposure to smoke;
 - On campus grounds, facilities or vehicles that are the property of the campus;
 - At lectures, conferences, meetings and social and cultural events held on school property or school grounds.

For the purposes of this policy, tobacco is defined as any type of tobacco product including, but not limited to, cigarettes, cigars, cigarillos, pipes, bidis, hookahs, smokeless/spit tobacco, snuff and e-cigarettes.

2. The sale or free distribution of tobacco products, including merchandise on campus or at school events, is prohibited.
3. Student organizations are prohibited from accepting money or gifts from tobacco companies, including:
 - Parties sponsored by tobacco companies and allowing them to distribute free, reduced-priced, or fully-priced tobacco products (t-shirts, hats, etc.) on campus.
 - All tobacco advertising, such as billboards and signs in sports stadiums owned and operated by Halifax Community College.

4. Tobacco advertisements are prohibited in college-run publications and on grounds or facilities, including athletic facilities, owned or operated by Halifax Community College.
5. Halifax Community College will provide free, accessible tobacco treatment on campus. These tobacco treatment programs will be publicized regularly in student and staff publications, posted in all Halifax Community College buildings through Student Services, and through other appropriate means.
6. Implementation and compliance:
 - A Halifax Community College committee will develop a plan for communicating the policy with students, staff, faculty and visitors.
 - Halifax Community College ensures that appropriate signage and other physical indicators of our policy are provided.
 - Smoking waste management products such as ashtrays will be removed.
 - Students, faculty, staff, vendors, and visitors who violate the policy shall be issued a verbal reminder of the policy. Repeat offenses will be handled as indicated below:
 - Staff and faculty who repeatedly violate the policy will be referred to their supervisor and will be given tobacco cessation materials. In rare instances, repeated violations by staff or faculty can result in further personnel action, such as reprimand.
 - Students who repeatedly violate the policy will be issued a conduct violation through the College's Code of Conduct as outlined in the Halifax Community College Catalog/Student Handbook and will be given tobacco cessation materials.
 - Visitors who repeatedly violate the policy will be asked to leave campus.
 - Repeat violations by vendors will be considered a breach of conduct.

This policy was adopted by the Halifax Community College Board of Trustees on June 29, 2010.

Drugs and Alcohol

It is the policy of the College that the unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance or alcohol is prohibited while on college premises, or as part of any college-sponsored activities. Any student violating this policy will be subject to disciplinary action up to and including suspension or expulsion and referral for prosecution. The specifics of this policy are as follows:

1. Halifax Community College does not differentiate between drug users, drug pushers, or sellers. (Any employee or student who possesses, uses, sells, gives, or transfers a controlled substance while in the workplace, on college premises, or as part of any college-sponsored activity will be subject to disciplinary action up to and including termination or expulsion and referral for prosecution).
2. The term "controlled substance" means any drug listed in 21 CFR Part 1308 and other federal regulations, as well as those listed in Article V, Chapter 90 of the North Carolina General Statutes. Such drugs include, but are not limited to, heroin, marijuana, cocaine, PCP and "crack." They also include "legal drugs" which are not prescribed by a licensed physician.
3. Employees or students convicted of violating any criminal drug statute while in the workplace, on college premises, or as part of any college-sponsored activity will be subject to disciplinary action up to and including termination or expulsion. Alternatively, the College may require the employee or student to complete successfully a drug abuse program, sponsored by an approved private or governmental institution, as a precondition for continued employment or enrollment at the College.
4. Employees and students are required to inform the College, in writing, within five days after being convicted for violation of any federal, state, or local criminal drug statute where such violation occurred while in the workplace, on college premises, or as part of any college-sponsored activities. A conviction means a finding of guilt (including a plea of nolo contendere) or the imposition of a sentence by a judge or jury in any federal or state court.
5. Convictions of employees for violating drug laws in the workplace, on college premises, or as part of any college-sponsored activity while working federal grants shall be reported to the appropriate federal agency. The personnel officer must notify the U.S. government agency with which the grant was made within 10 days after receiving notice from the employee or otherwise receiving the actual notice of a violation of a criminal drug statute occurring in the

workplace. The College will take appropriate disciplinary action within 30 calendar days from receipt of notice. As a condition of further employment on any federal government grant, the law requires all employees to abide by these regulations.

6. Any employee or student who unlawfully possesses, uses, sells, or transfers alcoholic beverages to another person while in the workplace, on college premises, or as part of any college-sponsored activity will be subject to disciplinary action up to and including termination or expulsion and referral for prosecution.

7. Employees or students convicted of violating any alcoholic beverage control statute while on college premises or as part of any college-sponsored activity will be subject to disciplinary action up to and including termination or expulsion. Alternatively, the College may require the employee or student to finish successfully an alcoholic rehabilitation program, sponsored by an approved private or governmental institution, as a precondition for continued employment or enrollment at the College.

8. The term alcoholic beverage includes beer, wine, whiskey, and other beverages listed in Chapter 18B of the General Statutes of North Carolina.

9. Each employee or student is required to inform the College, in writing, within five days after being convicted of any alcoholic beverage control statute where such violation occurred while on college premises or as part of any college-sponsored activity. (Students employed under the college work-study program are considered employees of the College.)

Dress Code

Halifax Community College expects all students to dress in a manner that maintains the serious academic intent of the College. In keeping with the mission to prepare students for success in the workforce, students are expected to dress appropriately within the general bounds for which they would seek employment.

Cell Phones and Electronic Devices

When cell phones or pagers ring and students respond in class or leave class to respond, it disrupts the class. Therefore, cell phones and pagers should be turned off in classrooms and not be visible during class. This ensures no interruption of instruction. Students are not permitted to talk or text on cell phones during class.

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Laptop Computers

Student Support Services (SSS) and PRIDE provide a laptop loan program for eligible students in need of computers to complete assignments and research. Laptops for SSS are located in Room 322. PRIDE laptops are located in the library and may be checked out at the circulation desk.

New Student Orientation

New Student Orientation sessions are offered on campus before fall and spring semesters. These sessions are designed for recent high school graduates and first semester Halifax Community College (HCC) students and are strongly encouraged. New Student Orientation sessions give students and parents the opportunity to learn about resources at HCC including degree, diploma, and certificate programs, financial aid programs, transfer agreements, and success skills.

Academic Advising

Academic advising is available to all new students at HCC and is provided by the faculty. This process is ongoing, multifaceted, and the responsibility of both the student and advisor. Each faculty advisor will seek to provide the most current and accurate information to support the advising process. The student is responsible for seeking academic advising, for knowing and complying with HCC requirements, for knowing the requirements of degree, diploma, and certificate programs, and for taking courses in the proper sequence to ensure orderly and timely progress toward the student's goals.



Tutorial Services

Student Support Services (SSS) assists in the overall goals of increasing retention/graduation rates and in helping students attain academic, social, and personal success. SSS is designed to provide activities and services which will improve the student's skills and knowledge in curriculum academic subjects. SSS recognizes that students learn differently and is ready to offer a variety of tutoring options in order to build academic confidence. With the assistance and proper guidance from the SSS staff and tutors, students are empowered to succeed on their own and become successful independent learners and productive citizens in the workforce.

Prospective applicants may obtain a tutor application from the basic skills specialist or SSS office in the 300 Building in Room 319 or 322.

Qualified tutors must meet the following criteria:

- 3.0+ Grade Point Average (GPA)
- Grade of "A" or "B" in classes they desire to tutor
- Academic transcript(s) from college or institute attended
- Faculty recommendation (depends on academic background)
- Completed at least one semester at HCC or another accredited college/university
- Patience and dedication

The Student Success Center (SSC) offers FREE tutoring services and more. SSC operates as a professionally staffed academic tutoring center with computers and resources to serve currently enrolled HCC curriculum students. The highly qualified staff consists of a full-time coordinator, a full-time assistant/tutor, peer and professional tutors, and federal work-study students. The SSC houses 20 computers equipped with various academic software (CDs/DVDs) and courseware selected by instructors to support their curriculum, a black-and-white printer, audiovisual equipment, headphones, academic enhancement resources, and study skills material.

The SSC strives to assist and provide tutoring services to all HCC curriculum students as it directly relates to the academic coursework. Tutoring does not interfere with classroom instructional time. Tutoring services are provided only when students are not scheduled to be in their class or lab. Students must attend class before attending tutoring sessions.

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The Student Success Center (SSC) staff strives to recruit, interview, train, and hire qualified tutors in various subject areas. Tutors must meet the following criteria:

- Possess a 3.0+ cumulative grade point average (GPA)
- Possess a grade of "A" or "B" in classes you desire to tutor
- Provide your academic transcript(s) from college or institute
- Complete an HCC application and background check
- Attend interview, orientation, and professional development sessions
- Provide a faculty recommendation (depends on academic background)
- Completed at least one semester at HCC or other institute
- Provide two forms of valid identification
- Enjoy assisting diverse students with academics
- Exhibit effective communication skills
- Be competent to provide academic enhancement and study skills
- Have patience and devotion
- Have a flexible schedule
- Perform other duties as assigned

For additional information, contact the Student Success Center coordinator in Room 149 (Library/LRC) or call 252-536-7204 or 252-538-4328, or visit www.halifaxcc.edu.

Counseling Center Services

The Counseling Center at Halifax Community College is located in Room 323 in the 300 Building. At the Counseling Center, current and prospective students are assisted with making smooth transitions from high school and/or work settings to an educational program and college life. Services offered through the Counseling Center include academic support such as study techniques, class preparation, college transfer, disability services, personal counseling, referral to community resources, career counseling, and other forms of assistance. The counselors are also available to assist with the HCC admission application process.

Counselors assist students in advising on differences between high school and college, study skills for college classes, time management, test-taking skills, test anxiety, stress management and decision-making skills.

The faculty and staff of HCC realizes that students continue to have personal problems such as relationship issues, physical, mental or emotional illnesses, financial problems, marital or family discord, legal problems and other concerns during each semester. Therefore, counseling is made available for students

with these and other issues including mental health crises, domestic violence, and drug and alcohol abuse issues. Upon request, an individual may be referred to professional mental health intervention, drug and alcohol rehabilitation, the NC Food Bank, and other community resources as requested or available. Students may be referred to resources on campus such as Student Support Services or the Student Success Center.

The Counseling Center serves as the liaison and single point of contact for homeless students less than 24 years of age attending or hoping to attend HCC. For more information about the NC Homeless Education program, go to the National Center for Homeless Education at http://center.serve.org/nche/states/state_resources.php.

Disability Services

Any student wishing to be considered for classroom accommodations must contact and self-disclose to a counselor from the Counseling Center in Room 323.

Through the Counseling Center, Disability Services serves and supports students with documented disabilities. Our mission is to:

- Adapt the College's general services to the specialized, individual needs of otherwise qualified students with disabilities.
- Provide equal access to Halifax Community College programs, facilities, and activities.
- Serve students with disabilities as defined by Section 504 of the Rehabilitation Act, the Americans with Disabilities Act, the ADA Amendments of 2008, and the NC Persons with Disabilities Protection Act.
- Adhere to the North Carolina Community College Disability Services Resource Guide.
- Assist Halifax Community College students in receiving accommodations through appropriate documentation from a qualified professional. Accommodations are provided to equalize access to college with the general college population.

In order to receive Disability Services, the student must:

- Self-advocate and self-identify as having a disability to a counselor with the Counseling Center—preferably before classes begin each semester and two weeks before the first test to allow for paperwork.

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- Be responsible for providing the Counseling Center with the medical, educational, or psychological documentation of the disability from the appropriate professional. HCC is not financially responsible for any costs incurred gathering this information. Once this information is received, a two-week window is required for the counselor to do paperwork and make arrangements for the accommodation.
- Self-advocate and self-disclose the accommodation plan to instructors—preferably two weeks before a test. Instructors are not required to accept testing accommodations requested the day before or the day of a test.
- Students with disabilities and all other students are required to do college-level work. Instructors are not required to reduce or adjust essential requirements of a course to accommodate students. Accommodations only equalize the playing field with all other college students. For example, a student with a disability may be allowed to take tests alone in a room to support increased focus.

Career and College Services/ Disability Services

The journey from high school to college is an exciting one. It's a time for dedicated pursuit of your career and life goals. It's also a time that requires tough decisions, hard work, perseverance and commitment in meeting the many new challenges you'll face along the way. Since making a career choice is such an important decision, career services are made available to all current and prospective students. When students are undecided on occupational choices, career assessments and personality type analysis can provide insight into such decisions. Other resources available include books, catalogues, brochures, information on colleges, college transfer, and occupational websites. Counselors are available throughout each semester to assist students with educational, career goals, and any academic concerns.

Halifax Community College adheres to the policies set forth in Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990, which mandates that individuals with a disability be granted equal access to all educational opportunities. Additionally, Halifax Community College adheres to the North Carolina Community College Disability Services Resource Guide.

Halifax Community College, in accordance with Section 504 of the Rehabilitation Act of 1973, seeks to provide equal access to education for students with a disability. In accordance with Section 504 of the Rehabilitation Act of 1973, federal law states that:

"No otherwise qualified person with a disability in the United States... shall, solely by reason of ... disability, be denied the benefits of, be excluded from participation in, or be subjected to discrimination under any program or activity receiving federal financial assistance."

A person with a disability includes "any person who (1) has a physical or mental impairment which substantially limits one or more major life activities, (2) has a record of such impairment, or (3) is regarded as having such impairment." A "qualified person with a disability" is defined as one "who meets the academic and technical standards requisite to admission or participation in the educational program or activity."

Job Placement

The Job Placement Office assists curriculum students, alumni, and employers. The Job Placement Office works with curriculum students and alumni to enhance their job search and career plan and to locate employment opportunities. Curriculum students receive assistance in resume writing, application completion, and interview techniques, as well. The Job Placement Office assists employers in recruiting students and graduates of HCC. Assistance may be obtained in the office of the testing coordinator, Suite 312.

Student Support Services

The Student Support Services Beacon Program is federally funded and designed to provide tutoring, counseling, mentoring, laptop loan, career advising, and cultural activities for students needing additional support services in order to succeed in college. Federal guidelines mandate that program participants be academically, financially, and/or culturally disadvantaged. The program also serves students with disabilities. Students who meet the above requirements may receive academic support services based on their needs. Participation in the program is voluntary. Applications may be obtained in the Office of Student Support Services, Room 322.

PRIDE Male Mentoring Program

The Halifax Community College Preparing men for Intellectual, Academic, & Educational success (PRIDE) of Halifax Male Mentoring Program is a college success and leadership program that is designed to enhance student satisfaction, success, retention, and graduation rates. PRIDE fosters partnerships between students, learning coaches (academic success counselors trained in mentoring, counseling, developmental advising, instruction, career exploration, financial planning, etc.), faculty, staff, and administrators.

PRIDE also offers two professional development components. The student development component provides opportunities for men to participate in paid on-campus and community-based internships, college and business visits, and to attend professional conferences. The faculty development component provides financial support and training opportunities designed to enhance teaching and learning effectiveness strategies that enhance student performance, success,

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retention, and graduation rates. Applications may be obtained in the Office of PRIDE, Room 303.

Student Auxiliary Services

Services such as faxing, copying, and laminating materials are available for students in the library for a fee.

A coin-operated photocopy machine is available in the library. It operates with nickels, dimes, quarters, or \$1 bills. Patrons may make either 8 1/2 x 11" or 11 x 17" copies at 10 cents per page. The library also has a coin-operated microform reader/printer. Patrons may make copies at 10 cents per page.

Fax services are available to faculty, staff, students, and the general public. The charge for faxing a document is \$1 per page, sending or receiving. All fax requests should be made at the circulation desk.

Other services include laminating materials for students. The charge is 5 cents per inch. Please allow LRC staff sufficient time to laminate materials.

Library Services

The Learning Resources Center (LRC) is a vital resource that supports Halifax Community College's instructional programs, providing services to the faculty, staff, administration, students, and members of the community. As such, it provides resources and facilities for study, research, and browsing for information and/or enjoyment.

The library charges a late fine of 5 cents per book per school day for overdue materials. A 25 cents per day fine is charged for overdue reserved items. Fines do not accrue when the library is closed.

The library's hours of operation are 8 a.m. - 9:30 p.m., Monday – Thursday and 8 a.m. - 4 p.m. on Friday during fall and spring semesters. Summer semester hours are Monday through Thursday from 8 a.m. - 5 p.m., and Friday from 8 a.m. - 4 p.m. Hours vary during student breaks and holidays. Any change in hours of operation will be posted on the door of the LRC.

Electronic Resources Center (ERC)

The Electronic Resources Center (ERC) is an open computer lab that serves both the campus and the public. Sixty-three computer stations are available for Internet access as well as access to the Microsoft Office Suite 2010, which includes applications for word processing, database and spreadsheet,

management and multimedia presentations. A variety of other curriculum-related software is also available on certain stations within the lab. Two printers provide print copies of either black-and-white or color for a fee of 5 cents and 50 cents per page, respectively. This lab is managed by a small staff who can provide patrons with a minimum of assistance.

NOTE: students who require one-on-one tutoring in a specific subject area should be referred to the Student Success Center (SSC) by their instructors.

Use of Computers

Use of HCC computers in classrooms or computer labs (with exception to ERC) is limited to use of software and Internet sites determined by the instructor to be appropriate. Accessing any website or using any software not authorized by the instructor is prohibited and will result in dismissal, referral to the dean of student services and enrollment management, or both.

Computer Use Regulations

Halifax Community College makes computers and Internet access available to students in order to provide technologically advanced resources that support their educational and research needs. Use of computers at HCC must be in support of research consistent with the educational objectives of the College. Students and other authorized users will be expected to exercise responsible, ethical behavior when using any HCC computer. Inappropriate or illegal use of HCC computers will result in the loss of computer privileges or other disciplinary measures. All disciplinary actions instituted for computer misuse shall be consistent with current policies, procedures, and judicial codes for students and other authorized users. Irrespective of internal disciplinary proceedings, HCC reserves the right to proceed with legal action, both civil and criminal, against the accused user for alleged violations of current applicable state, federal, or local laws.

Guidelines

Computer use and Internet access are privileges, not rights. Consequently, users are expected to adhere to the following guidelines:

1. Transmission of any material in violation of any laws, regulation, or board policy is prohibited.
2. Users will not create, access, display, download, or transmit any text, file, picture, graphic, or sound clip, or engage in any conference that includes material which is obscene, libelous, indecent, vulgar, profane, lewd or which advertises any product or service not permitted to minors by law.
3. Users will not create, access, display, download, or transmit threatening, racist, sexist, obscene, offensive, annoying, or harassing language and/or

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materials such as broadcasting unsolicited messages or sending unwanted mail.

4. Use of computers for commercial use is prohibited.
5. Users will not engage in activities to damage hardware, disrupt communications, waste system resources, or overload networks with excessive data.
6. Users will adhere to all copyright, trademark, and licensing agreements and laws including seeking permission when required.
7. Users will not download or install any files (i.e. software, images, music, etc.) to the computer hard drives.
8. Users will not modify or reconfigure any software or hardware (i.e. desktop backgrounds, screen savers, mouse settings, etc.).

These regulations are applicable to all HCC computers used by students or other authorized users, unless an HCC faculty or staff member directs them otherwise. Additional guidelines may apply in particular labs, classrooms, or the Learning Resources Center.

Disclaimer

Not all sources on the Internet provide accurate, complete, or current information. Users need to be good information consumers, questioning the validity of the information. The user should be aware of computer viruses and other destructive computer programs and take steps to avoid being a victim or unwitting distributor of these processes. Ultimate responsibility for resolution of problems related to the invasion of the user's privacy or loss of data rests with the user. Halifax Community College assumes no liability for loss or damage to the user's data or for any damage or injury arising from invasion of the user's privacy. Authorized HCC employees may deem it necessary to search the computer systems for alleged violations of these regulations. The College reserves the right to revise these regulations as it deems necessary.

Student Success Center

The SSC is located in the Learning Resources Center (LRC/library) in Room 149 and 149-A. The SSC is a component of the Student Services department and supervision. Due to the limited space and computers in Room 149, the SSC provide additional conducive educational environments and locations on campus.

The SSC hours of operation during fall and spring semesters:

Monday through Thursday from 8 a.m. - 5 p.m.

Friday from 8 a.m. - 4 p.m.

Summer semester hours:
Monday through Thursday from 8 a.m. - 5 p.m.
Friday: Closed

Evening hours are available upon a student's requests and by appointments. Hours of operation may vary during student breaks, holidays, inclement weather, and registration. Any changes in hours of operation will be posted.

The Student Success Center offers FREE tutoring services upon faculty referrals and the completion and submission of the Student Referral Card (SRC).

- Students can obtain a SRC from their instructor or the SSC (Room 149).
- Students must complete the Student Referral Card (SRC) and include their availability and contact information.
- Instructor will sign each SRC and encourage students to bring the completed and signed SRC to the SSC.
- Instructor will send the SRC or students will bring the SRC to the SSC in order to be scheduled tutoring services.
- Students will be assigned to a highly qualified tutor once the completed and signed SRC is received by the SSC staff.
- SSC tutoring services are available to all HCC curriculum students.

The SSC strives to assist and provide tutoring services to all HCC curriculum students as it directly relates to the academic coursework. Tutoring does not interfere with classroom instructional time. Tutoring services are provided only when students are not scheduled to be in their class or lab. Students must attend class before attending tutoring sessions.

The SSC collaborates with the Student Support Services (SSS) program as a referral resource for student recruitment. Students are encouraged to take advantage of our resources. The SSC collaborates with the LRC to furnish an audiovisual area for viewing material that is directly related to courses. The SSC collaborates with different departments to assist with scheduling study groups and biology and math labs to provide drop-in and additional tutoring.

The SSC assists students with English, biology, computers, history, psychology and Microsoft Office applications such as Word, Excel, Access, and PowerPoint, as well as Blackboard, Web Advisor, and much more. The Zoom Text and JAWS software programs are available for students with a documented disability. Accommodations for these students are set up through the HCC counseling department (also see Counselor Center Services).

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SSC Available Services for Faculty

Student Referral Cards will be placed in faculty mailboxes or mailed to adjunct faculty before the beginning of each semester. Faculty members are encouraged to sign the SRCs and return them to the SSC. The SRCs are located on the SSC's website, Intranet, and on the File Exchange for the faculty's utilization. Faculty may request additional SRCs as needed. Instructors may place pertinent course materials in the SSC for students to utilize.

SSC Student Responsibility

The SSC is considered an extension of the classroom; therefore, children are not allowed in the SSC unless they are accompanied by an adult. Cell phone usage or texting must be taken care of outside the SSC. Students must turn off or put on silent/vibrate mode all electronic devices (cell phones, pagers, etc.) before entering the SSC. Social media networks (Facebook, YouTube, Twitter, games, etc.) are not permitted unless it directly relates to class assignments.

Students are expected to be civil to others and adhere to the posted rules governing appropriate behavior set forth by the SSC. All students and tutors are expected to contact the SSC staff in the event they are not available to attend any scheduled tutoring session. All students must sign in/out and provide all information requested on the Student Attendance Record (SAR) before each tutoring session or computer usage. SARs are maintained and used to track and document important full-time equivalency statistical data.

Students are expected to comply with the "Computer Use Regulation" posted in the SSC. Inappropriate or illegal use of the Internet or computers may result in the loss of HCC Internet and computer privileges. Violators will be referred to the SSC coordinator or to the dean of student services.

For more information, contact the Student Success Center coordinator at 252-536-7204 or SSC assistant/tutor at 252-538-4328, or visit the SSC website at www.halifaxcc.edu.



Distance Learning

Distance learning is teaching and learning across geographical distances through the use of Blackboard® a learning management system for online course delivery. Students use computers and the Internet to access course materials, lectures, notes, assignments, and tests. Students and faculty are issued an HCC email account, which is required for all course-related communications. Additionally, Blackboard® technical support is available 24/7, including weekends and holidays.

The mission of Halifax Community College's distance learning services is to meet the needs of a diverse student population by making educational opportunities and services more accessible. Distance learning courses provide enrollment options for students who may not be able to come to campus regularly to take traditional college courses because of physical limitations, other commitments, or personal preferences. Distance learning courses are comparable to traditionally delivered courses in academic standards, criteria, content, and quality while overcoming the time and place constraints of traditional instruction delivery systems.

Distance learning courses offer a high degree of flexibility and may erase barriers to educational goals. Students taking courses by distance learning methods must be self-motivated and self-disciplined learners and should have average or above average computer skills. Since students work more independently than in traditional courses, distance learning may not be the best method of instruction for all students.

Online Orientation

All HCC courses that use Blackboard® have an online orientation, which is mandatory for first-time HCC Blackboard® users. The online orientation is available at this website, <https://halifaxcc.edu/online/>. Click the link, "Online Orientation."

HCC Gmail & Blackboard® Accounts

Students are required to use their HCC-issued Gmail accounts for school-related communications, using the same username and password for Gmail and Blackboard®.

New students receive a username and password in their letters of acceptance from the Admissions Office. Returning students use the same naming convention as new students. The naming convention is as follows:

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- A username is the student's first initial of the first name, last name, the last three digits of the Colleague ID followed by "@halifaxcc.edu." For example, Jane Doe, whose Colleague student ID is 1234567, has this username: jdoe567@halifaxcc.edu.
- A password is four leading zeroes followed by the last four digits of the student's Social Security number. For example, Jane Doe's last four SSN digits are 1234. Therefore, her password is this: 00001234.
- A student's Colleague student ID is printed in the letter of acceptance from the Admissions Office and on the paid receipt from the Cashier's Office. Students can also ask an advisor to look it up in Colleague. However, this request must be made in person and cannot be made over the telephone or via email.

Types of Distance Learning Courses

Online Course: An online course does not meet on campus. All course work is delivered electronically via the Internet. Online classes begin the first day of each semester.

Hybrid Course: A hybrid course has an online component and a scheduled, mandatory class that meets at specific times. Refer to the schedule for details regarding dates and times a class meets.

Two-way Audio/Video Teleconference Course: A two-way audio/video teleconference course meets on campus in rooms that house special equipment that enables the instructor and students to connect with students at a remote site, such as another community college. This is a seated class, meaning it meets at specific times and on specific days. Refer to the schedule for details regarding dates and times a class meets.

Distance Learning Homepage

Go to the Distance Learning homepage (<https://halifaxcc.edu/Online/>) for links to these areas:

- | | |
|----------------------|---------------------|
| Blackboard® | Getting Started |
| DL Faculty | Google Docs |
| HCC Gmail | Remote Access |
| Online Orientation | Types of DL Courses |
| Technical Assistance | FAQs |

Bookstore

The HCC Bookstore is located in the Student Center (Building 300). It provides new and used books as well as supplies for most courses. The store also carries greeting cards, novelty and seasonal gifts, and an assortment of college souvenirs and apparel. The hours of operation are as follows:

Monday - Thursday from 8:30 a.m. - 6 p.m.
Friday from 8:30 a.m. - 4 p.m.

Hours are subject to change when classes are not in session.

Textbook Refunds/ Exchanges

No refunds will be given without a cash register receipt. Books should be returned within the first week of class and in the same condition as purchased to receive a 100 percent refund. Do not write or mark in your books unless you are sure you will need them. Books may not be returned for credit once the shrink-wrap has been removed. New books found to be defective will be replaced. Any books returned to the bookstore after the first week of class will be subject to regular buyback procedure.

Textbook Buybacks

Buybacks are conducted at the end of fall, spring and summer semesters during the time of final examinations. Two weeks prior to buyback, the specific date and time will be posted throughout campus. Books must be in saleable condition. Prices are determined by the book company that is buying the books.

Student ID Cards

Halifax Community College is concerned about the safety of students, employees, and campus visitors. Therefore, all students attending Halifax Community College will be provided a student ID, which must be revalidated each semester. The activity fee covers the cost of the ID card; however, there will be a \$5 charge for a replacement card. The ID card must be worn and visible at all times while on campus. Students who cannot show the ID card when asked to do so may be asked to leave the campus immediately. Visitors are required to have in their possession an HCC issued visitor's pass. A visitor's pass is issued at the receptionist desk in the Dr. Phillip W. Taylor Complex. Any exceptions must be approved by the appropriate vice president.

Student Center

The Student Center serves as a social area for students. Students may relax, eat, and chat in a pleasant atmosphere. Vending machines provide snacks and drinks. The Student Center is located in the 300 Building and is open from 8 a.m. until

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9 p.m., Monday through Thursday, and 8 a.m. until 6 p.m. on Friday. Students are expected to exhibit appropriate social behavior and language in the Student Center.

Circle Café

The Circle Café Lounge serves as a social area for students. Students may relax, eat, and chat in a pleasant atmosphere. Vending machines provide snacks and drinks. There is a grill providing hot breakfast and lunch for students, faculty and staff located in the Student Center. The Circle Café is open from 8 a.m. to 2 p.m., Monday through Friday during fall and spring semesters. The Student Center is open from 8 a.m. to 9 p.m., Monday through Thursday, and 8 a.m. until 6 p.m. on Friday. Summer hours may vary. Students are expected to exhibit the appropriate social behavior and language in the lounge area.

Student Room

The Student Room is located across the hall from the bookstore. Students may utilize the Student Room for studying. Students are expected to exhibit appropriate social behavior and language in the Student Room. Students who eat and drink in the Student Room are expected to clean up behind themselves.

Childcare Services

The Halifax Community College Child Care Center is accredited by the National Association for the Education of Young Children. It is open Monday through Friday, 7:30 a.m. to 5:30 p.m. The center is designed to meet the developmental needs of young children, ages 1 - 5. The center provides a variety of hands-on experiences through creative art, science discoveries, motor development, language activities, sensory activities, and dramatic play. Children learn through their experiences with the outside world as they play. The Child Care Center seeks to expose them to an array of positive, developmentally appropriate activities and materials, which will foster their curiosity and growth and make learning a fun experience. Children develop a positive self-concept through a balance of self- and teacher-directed activities. The staff serves as positive role models and provides care that is supportive, nurturing, warm, and responsive to each child's individual needs.

Student Organizations

There is more to life than books and classes at Halifax Community College. Activities outside the classroom are also very important. The College offers a wide variety of social and cultural opportunities, which, as well as being enjoyable, highlight the learning experience. Halifax Community College offers its students the opportunity to participate in several student organizations. The following organizations are on campus:

- Student Government Association
- Human Services Club
- Early Childhood Club
- Phi Beta Lambda
- Phi Theta Kappa
- Women of Excellence

Student Government Association

Students are encouraged to plan activities and programs through the Student Government Association (SGA). Curriculum students currently enrolled at Halifax Community College are members of the SGA and have the opportunity to participate in the organization and student activities. The membership of the SGA is composed of all regularly enrolled students of HCC. The executive board is composed of the president, vice president, secretary/treasurer, and public information officer. The student body elects the officers who serve for a one-year term. Elections are held during the spring semester of each academic year. Membership in the SGA provides an opportunity to learn responsible citizenship and gain practical experience in the democratic process. The constitution and activities of the SGA are subject to the approval of college administration.

Human Services Club

The Human Services Club, originally called the Social Services Club, was formed in 1986 for students enrolled in the Human Services Program. With the motto of "Helping Hands Bring Hope to Our Future," the club seeks to improve the lives of those less fortunate through donations, education, and outreach. Members participate in several fundraisers each year to support the club's efforts. The Human Services Club also provides support to its members through peer mentoring and socialization opportunities such as field trips and other organized events.

Early Childhood Club

The Early Childhood Club was established in 1999 as the Halifax Community College Association for the Education of Young Children. The name has since changed, but our purpose and mission remain the same. The purpose of the Early Childhood Club is to identify and act on behalf of the needs and rights of young children and their families. Our mission is to advocate for the needs of young children and their families and promote awareness concerning the importance of high-quality early childhood services within our various communities. Our membership is open to any HCC student. You do not have to be in the Early Childhood program to participate.

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Phi Beta Lambda

Future Business Leaders of America-Phi Beta Lambda (PBL) is a nonprofit 501(c)(3) education association with a quarter of a million students preparing for careers in business and business-related fields. If you are interested in developing leadership, communication, and team skills, or simply looking for an organization to meet and network with others at the local, state, or national levels, PBL is the organization for you.

Phi Theta Kappa

Phi Theta Kappa is an international honor society at Halifax Community College. Its purpose, as a national affiliate, is to recognize and promote academic excellence in junior and community colleges. The campus Alpha Eta Phi chapter was chartered in 1982, and members pledge to serve the community through leadership, scholarship, service, and fellowship activities.

Women of Excellence

We set the standards for excellence! The Women of Excellence (WOE) is designed specifically for the female student population at HCC. The WOE holds true to the vision and mission of HCC through its ongoing efforts to demonstrate an appreciation of and respect for diversity not only reflected in HCC's students and employees, but also throughout the community as well. Additionally, WOE serves as a catalyst for educational and cultural development in the community. All female students are eligible to join the organization.

Academic Calendar & Class Schedules

Academic calendars and course schedules are posted on the College website: www.halifaxcc.edu/schedules.

Campus Police/ Security

Campus security is available to assist with all security and law enforcement needs while on campus. The Campus Security Office is located in Building 300 beside the Cashier's Office, Room 303A. Security can be contacted at 252-536-7286 or by dialing "0" from an in-house phone. The Campus Police Office is located in Building 300, Room 302B inside of the Student Room and can be contacted at 252-538-4317.

Weapons On Campus

Although a person may meet all of the requirements to carry a concealed weapon, permittees are not authorized to carry the permitted weapon in all places. The weapon may not be carried on school grounds under G.S. 14-269.2, except when permittees can secure their weapons in their vehicles on school grounds. Students may also refer to the Register Concealed Handgun section of

the College's website under Security.

Emergency Response Plan

Halifax Community College's Emergency Response Plan is a proactive response designed to define an emergency situation in The Centre and to protect students, faculty, staff, the community, our environment, and the facility in the event of an emergency.

This plan facilitates compliance with certain regulatory requirements of federal, state and local agencies, and enhances The Centre's ability to quickly return to normal operations following an emergency.

The plan will not, nor can it be expected to, address every possible emergency situation at The Centre. This plan is an attempt to prepare The Centre staff, full-time, part-time and volunteer, for emergency events and to define the role of college administration in response to an emergency at The Centre.

Contacting a Student in an Emergency

Classes will not be interrupted for incoming calls for students and messages will not be taken, except in emergency situations. Students should make employers, relatives, or anyone who may try to reach them at the College aware of these rules. In case of an emergency, the staff will make every effort to relay information to students. Emergency messages for students will be forwarded to the dean of student services or the designee for evenings will handle the situation accordingly. Those calling in an emergency may be asked to state the nature of the emergency and give a name and return telephone number. If warranted, the dean of student services or designee for evenings will locate the student's schedule and forward the message to security. The only place a student can be located is in class. There is no paging or intercom system at the College.

Public pay telephones, located near the front lobby and in the student lounge, are available to all students.

Responding to an Active Shooter on Campus

An active shooter is a person who is actively threatening lives or seemingly prepared to threaten lives in an occupied area. In most cases, active shooters use firearms and there is no pattern or method to their selection of victims. These forceful situations progress rapidly, demanding immediate deployment of law enforcement resources to stop the shooting and lessen harm to innocent victims. Below are procedures for faculty, staff and students who may be caught in an active shooter situation. The procedures describe what to expect from responding police officers.

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The main goals are to remain calm and use these guidelines to help you plan a strategy for survival.

If an active shooter is outside your building:

1. Proceed to a room that can be locked.
2. Close and lock all the windows and doors.
3. Turn off all of the lights.
4. Turn the ringer off on your cell phone.
5. Get everyone down on the floor where no one is visible from outside the room.
6. Have one person in the room call Campus Security and advise the officer of what is taking place and your location.
7. Remain in place until a police officer, a Campus Security officer or a campus administrator known to you gives the "all clear."

IMPORTANT: Unfamiliar voices may be the shooter attempting to lure victims from their safe space. Do not respond to any voice commands until you can verify the source to be a police officer, Campus Security officer or a campus administrator you know.

If an active shooter is in the same building with you:

1. Lock the room you are in, if possible.
2. Turn off all of the lights.
3. Turn the ringer off on your cell phone.
4. Get everyone down on the floor where no one is visible from the hall.
5. Have one person in the room call Campus Security and advise the officer of what is taking place and give them your location.
6. Remain in place until a police officer, Campus Security officer or a campus administrator you know gives the "all clear."

IMPORTANT: Unfamiliar voices may be the shooter attempting to lure victims from their safe space. Do not respond to any voice commands until you can verify the source to be a police officer, Campus Security officer or a campus administrator known to you.

If an active shooter enters your office or classroom:

1. Try to remain calm.
2. Call Campus Security and tell them the shooter's location. If you can't speak, leave the line open so the security officer can listen to what's taking place. Campus Security can often determine a location without the caller speaking.
3. If there is absolutely no opportunity to escape or hide and you cannot communicate, it might be possible to negotiate with the shooter. Attempting to overpower the shooter with force should be considered a last resort, after all other options have been exhausted.
4. If the shooter leaves the area, proceed immediately to a safer place and do not touch anything that was in the vicinity of the shooter.

If you're taken hostage:

1. Be patient. Time is on your side. Avoid drastic actions.
2. The first 45 minutes are the most dangerous. Be alert and follow instructions.
3. Don't speak unless spoken to and then only when necessary.
4. Avoid arguments or appearing hostile. Treat the captor with respect. If you can, establish rapport with the captor. It is probable that the captors do not want to hurt anyone. If medications, first aid, or restroom privileges are needed by anyone, say so.
5. Try to rest. Avoid speculation. Expect the unexpected.
6. Be observant. You may be released or escape. You can help others with your observations.
7. Be prepared to speak with law enforcement personnel on the phone.

If the situation arises where you may be able to flee during an active shooter situation:

1. Do not attempt to carry anything while fleeing.
2. Move quickly, keep your hands visible and follow the instructions of any police officer you may encounter.
3. Do not attempt to remove injured people. Instead, leave wounded victims where they are and notify authorities of their location as soon as possible.

IMPORTANT: Before any emergency occurs, become familiar with the buildings you frequent. Make sure you have an escape route and plan ahead for how you could respond.

Do not try to drive off or leave campus unless you've confirmed that it is safe to do so by police, Campus Security or a campus administrator, for an accountability head count.

What to expect from responding police officers:

Police officers responding to an active shooter are trained to proceed immediately to the area in which shots were last heard. Their purpose is to stop the shooting as quickly as possible.

The first responding police officers will normally be in teams of four. They may be dressed in regular patrol uniforms, or they may be wearing external bulletproof vests, helmets and other tactical equipment.

The police officers may be armed with rifles, shotguns or handguns and might be using pepper spray or tear gas to control the situation. Regardless of how they appear, remain calm, do as the police officers tell you and do not be afraid.

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of them. Put down any bags or packages you may be carrying and keep your hands visible at all times. If you know where the shooter is, tell the police officers.

The first police officers to arrive will not stop to aid injured people. Rescue teams composed of other officers and emergency medical personnel will follow behind the first police officers to treat and remove injured people.

Keep in mind that even once you have escaped to a safer location, the entire area is still a crime scene. Police personnel will usually not let anyone leave until the situation is fully under control and all witnesses have been identified and questioned. Until you are released, remain at whatever assembly point authorities designate.

Weather Delays and Cancellations

Information regarding the closing of the College because of inclement weather will be announced on local radio and television stations and is posted on Halifax Community College's website. In the event that bad weather occurs after the opening of the College, announcement of the dismissal of classes will come from the administrative officer in charge at that time.

Inclement Weather

- If the College is closed, all classes are cancelled.
- If evening classes are cancelled, all classes are cancelled.
- If the College is open but Halifax and Northampton County Schools are closed, Halifax Community College classes scheduled at Halifax and Northampton County Schools are cancelled.

You can determine if your classes are cancelled by:

- Checking the Halifax Community College's website, www.halifaxcc.edu
- By calling 252-536-6351
- Calling the College switchboard at 252-536-4221
- Checking local media stations (radio or television) for the latest information

Motor Vehicles

Motor vehicles registered or operated on the College campus may be subject to a search.

Student Relationships

The College expects its students and employees to conduct themselves in a professional and appropriate manner at all times. Employees are not permitted to engage in romantic or sexual relationships with students or in activities which

give the appearance of such inappropriate conduct.

Students who engage in relationships with other students on campus should do so respectfully and observe the codes of student conduct.

Lost and Found

Any "lost and found" items may be retrieved in the receptionist area of the Dr. Phillip W. Taylor Complex.

Sex Offender Law (Sex Offenders on Community College Campuses)

The North Carolina General Assembly has amended Article 27A of Chapter 14 of the North Carolina General Statutes to add a section titled "Sex offender unlawfully on premises." The new section number is N.C.G.S. § 14-208.18. This amendment is known as the Jessica Lunsford Act and became effective December 1, 2008.

With respect to community colleges, the Jessica Lunsford Act prohibits certain types of sex offenders from "knowingly" being "at any place" where minors gather for "regularly scheduled educational . . . programs" or "on the premises" of any childcare facility on campus. Sex offenders covered under the Jessica Lunsford Act include those convicted of first-degree rape, second-degree rape, first-degree sexual offense, second-degree sexual offense, sexual battery, statutory rape, or sexual offense of a person who is 13, 14, or 15 years old. This means that sex offenders covered under the Act would be in violation of the law if they are knowingly "at any place" where minors on community college campuses gather for educational programs or are knowingly on the premises of a childcare facility.

North Carolina law (N.C.G.S. § 48A-2 (2007)) defines a minor as "any person who has not reached the age of 18 years." Therefore, pursuant to the Jessica Lunsford Act, covered sex offenders cannot be "at any place" where any person under the age of 18 years gathers for educational programs or be on the premises of any childcare facilities on our community college campuses.

What constitutes "at any place?" The legislature does not define the phrase, "at any place." For community college campuses, the most restrictive interpretation of "at any place" for covered sex offenders is that covered sex offenders would be in violation of the law if they were on community college campuses at all since minors gather for regularly scheduled educational programs on community college campuses. However, other sections of the same Article 27A require covered sex offenders to report to the sheriff's office with whom he or she is registered if he or she enrolls as a student or becomes employed in an institution

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of higher education. See N.C.G.S. §§ 14-208.9(c) and (d) (2007). These sections indicate that it may not be the General Assembly's intent to prohibit sex offenders from being students or employees on college campuses. Nonetheless, the language included in the Jessica Lunsford Act has the effect of excluding covered sex offenders from community college campuses.

Tuition and Student Fees

Current tuition rates and student fees are available at www.halifaxcc.edu under Student Resources. Section 115D-39, "Student Tuition and Fees," of the Community College Laws allows the State Board of Community Colleges to fix and regulate all tuition and fees charged to students for applying to or attending any community college. Tuition rates are subject to change.

Additional fees charged to all students who register for curriculum classes include student activity fee, parking fee, technology fee, and fees directly associated with a particular curriculum. Students enrolled in Cosmetology, Dental Hygiene, Nursing, MLT, and Phlebotomy are required to pay a \$16 Malpractice Insurance Fee charged once a year. Fees are approved annually and are subject to change.

Tuition Refunds

1. A registered student who officially withdraws from a curriculum class prior to the first day the class meets will be eligible for a 100 percent tuition refund, if requested.
2. A registered student who officially withdraws after the first class meeting on or before the 10 percent date is eligible for a 75 percent refund for that class, if requested, provided a drop form is completed on or before the 10 percent date.
3. There will be no refunds for classes dropped after the 10 percent date.
4. The instructor must complete the official drop form before a refund will be processed.
5. Student activity fees are not refundable.

Student Accounts Receivable

Students may charge tuition, fees, and books to a sponsor outside the College provided they have met with the Student Accounts Receivable Office (Room 303) to establish a sponsor account prior to registration. The establishment of a sponsor account requires an original signed letter of sponsorship detailing the conditions of sponsorship in addition to the sponsor's name, address, and contact information. A new letter of sponsorship is required for each semester a student is enrolled. The student is responsible for contacting his/her sponsor each semester to request a sponsorship letter. The student will be held responsible for any charges applied to the sponsor account that the sponsor refuses to pay.



Who Can Answer My Questions?

Issue/ Need(s)	Contact
Academic Advisement	Academic Advisor or Counseling Services
Alumni	Executive Director, HCC Foundation
Career Choice and Information	Academic Advisor or Counseling Services
Career Exploration	Counseling Services
Distance Learning Courses	Academic Advisor or Director of Distance Learning
Employment	Testing/ Job Placement Coordinator
Lost and Found	Front Desk Receptionist
Personal/Academic Problems	Counseling Services
Posting Flyers/ Information Around Campus	Dean of Student Services
Refund Request	Business Office
Scholarships and Work-Study	Office of Financial Aid
Student Activities	Dean of Students or Student Government Advisor
Student IDs	Dean of Student Services
Study Habits and Balancing Time	Counseling Services
Testing	Testing/ Job Placement Coordinator
Transcript Request	Registrar's Office
Union Questions	Business Office
Tutoring	Student Success Center or Student Support Services
Veteran Services	Registrar/ Director of Veterans Affairs
Visas	Director of Admissions and Recruitment Services

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1. When and how often do I have to do my Free Application for Federal Student Aid (FAFSA)?

Answer: You should complete and submit your FAFSA application as soon as possible after January 1 of the academic year that you plan to attend school. If you are filing a federal income tax return, we recommend that you complete the tax return first before filing the FAFSA. The FAFSA application must then be renewed for each school year.

2. Why does financial aid take so long to process?

Answer: Students must apply online so that the turnaround time is a matter of days as opposed to weeks through the mail. If students apply online and respond to any requests for additional information from the Financial Aid Office in a timely manner, the entire process can be a matter of a week. However, waiting until the last minute may cause an increase in volume in the Financial Aid Office and turnaround time may be delayed.

3. How do I plan my classes each semester?

Answer: Meet with an academic advisor. The academic advisor will assist you in planning each semester's schedule, helping to ensure that you are in the right classes. Many classes at the College have prerequisites or co-requisites. Prerequisites are classes/skills that you will need before you can register for a particular course. Co-requisites are classes that you must take during the same semester. You will learn information in each class that will help you in the other.

4. Do I have to take the developmental courses?

Answer: Taking developmental courses is based on your placement test results and your educational record, which are discussed with an academic advisor prior to course registration. Developmental courses will assist in developing the appropriate skills required for college-level course work.

5. How can I find out what HCC courses will transfer to various four-year institutions?

Answer: To be sure students are meeting requirements for the major and school to which they intend to transfer, we urge them to meet as early as possible with a transfer counselor.

6. What courses do I need for my major?

Answer: Each academic program at HCC requires specific course work. Your advisor will provide explanations of the course work in your specific program of study, as well as provide you with a program completion guide.

7. What if I am undecided on a major and need help?

Answer: Meeting with a career counselor can assist you in selecting a major that will fit your interests, abilities, and values.

8. The major I am enrolled in has some courses that have changed, so what do I do?

Answer: When a program of study/major is declared by a student, you are responsible for meeting those requirements to be able to receive your degree. When changes occur while you are enrolled, you should continue to follow the program under which you started. If you leave the College and the program is changed during your absence, you are required to fulfill the requirements as they are stated upon your return.

9. Where do I go if I am struggling in my course work and need help?

Answer: HCC offers free tutoring to all curriculum students. Students are encouraged to visit the Student Success Center and sign up for tutoring (students must have a faculty referral card). Student Support Services also offers free tutoring services.

10. I want to drop all of my classes, so what do I do?

Answer: Before dropping all of your classes, schedule a meeting with counseling services and financial aid services.

11. How do I apply to get into the nursing program?

Answer: The nursing program requires students to complete a specific set of courses prior to applying to the program. As you near completion of those courses, you will complete the admissions process for nursing.

12. Who can I speak to if I don't know what career path I want to follow?

Answer: Career counselors are available on campus to discuss potential career paths and assess personal career strengths through career testing.

13. How do I apply for graduation?

Answer: In order to graduate, you must complete a graduation application form at the Registrar's Office or apply online (go to www.halifaxcc.edu, click on Student Resources and scroll down to Registrar's Office and click there), and meet with your academic advisor. It is recommended that you apply during the semester prior to your last semester.



HALIFAX
Community College
LEARNING COMES TO LIFE IN PURSUIT OF EXCELLENCE

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