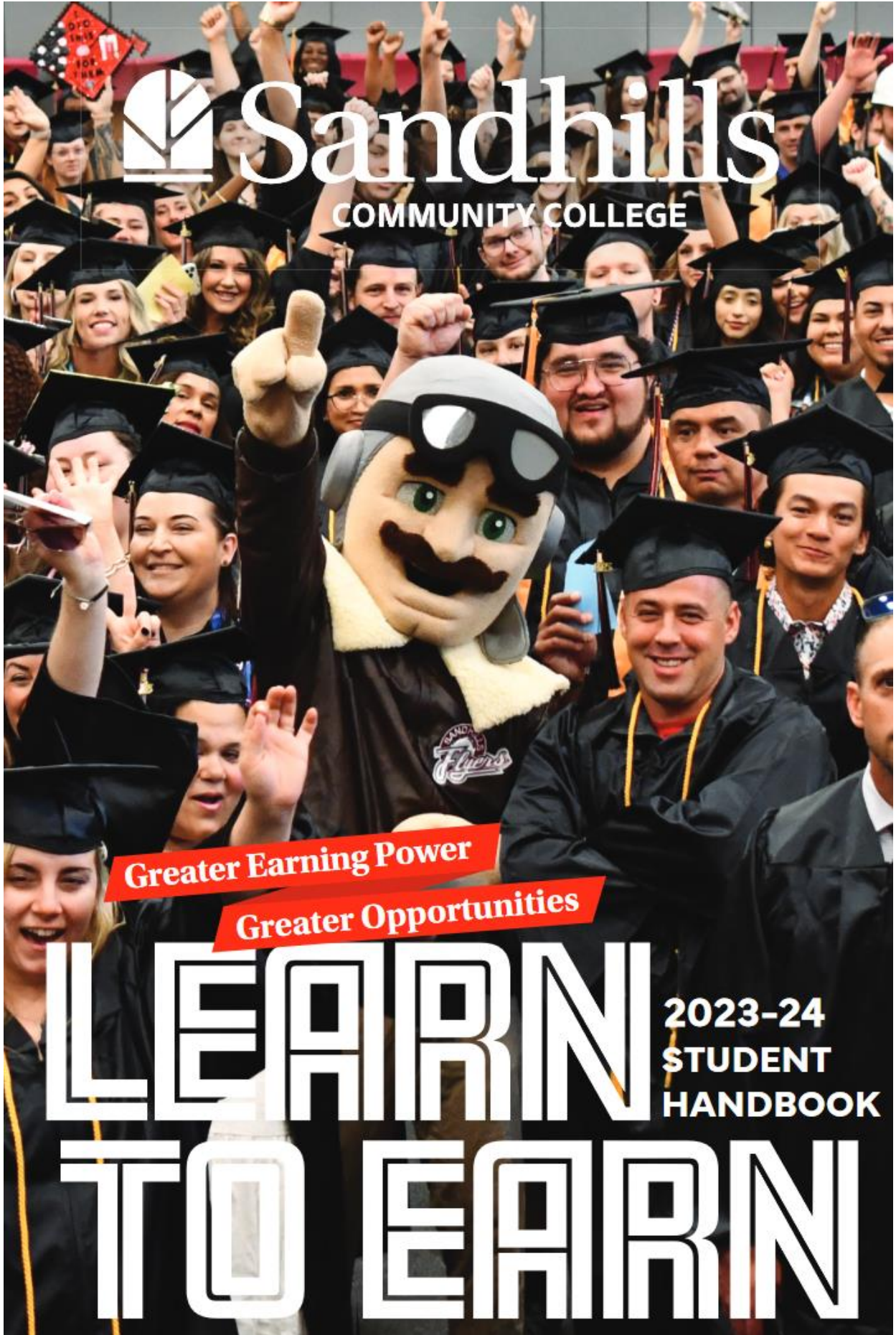




# Sandhills

COMMUNITY COLLEGE



**Greater Earning Power**

**Greater Opportunities**

# LEARN

**2023-24  
STUDENT  
HANDBOOK**

# TO EARN

# Student Handbook

## 2023-2024



LEARN • ENGAGE • BELONG

**Sandhills Community College**  
3395 Airport Road  
Pinehurst, North Carolina 28374  
Phone (910) 692-6185 Fax (910) 695-1823  
[www.sandhills.edu](http://www.sandhills.edu)

Sandhills Community College does not discriminate on the basis of race, color, gender, ethnic or national origin, sex, sexual orientation, gender identity, marital or parental status, religion, age, ancestry, mental or physical disability, military status or veteran status.

## FROM THE PRESIDENT...



### President Alexander “Sandy” Stewart

On behalf of the faculty and staff, thank you for choosing Sandhills Community College. Whatever your educational aspirations, Sandhills is here to serve you and help make those dreams a reality. With the wide range of degree and certificate programs we offer, I am confident you will find the opportunities you are seeking. I am equally confident that at Sandhills you will find a welcoming community and the place you belong.

Our entire Sandhills community joins me in the commitment to the SCC core values: Integrity, Helpfulness, Excellence, Respect, and Opportunity. These core values guide and inspire the work of the college. We are committed to following these principles as we offer the highest quality education possible – whether that educational experience is the quick attainment of a workforce credential or a degree on your pathway to a career or university education. We are focused on students and their learning, engaging, and belonging.

This catalog outlines the scope and work of the college. It goes into quite a bit of detail about the courses offered, support services to ensure your success, the campus community, and our extracurricular activities which make up the Sandhills Community College experience. We hope this information will be helpful to you and answer many of your questions.

We also understand that enrolling in college can be daunting, so reach out to Student Services at 910-695-3765 if you have questions. We are here to help.

Welcome to the Sandhills Community College family. Since 1963, many thousands of students just like you have found a home at the college, earned degrees and certificates, and gained new skills. We are pleased that you are following in the footsteps of a long line of Sandhills students who now do important work in many fields and enrich their communities.

Personally, I look forward to serving you along your journey. Thank you for choosing Sandhills Community College.

A handwritten signature in black ink that reads "Alexander M. Stewart". The signature is written in a cursive, flowing style.

Alexander M. Stewart

# FROM THE STUDENT GOVERNMENT ASSOCIATION PRESIDENT...



**Andrew Jimenez**

Hello everyone! My name is Andrew Jimenez. I am pleased to serve as your SGA President for the 2023-2024 year.

To whomever takes the time to read this message, I would just like you to take away two things. That's it.

First, Sandhills is yours. It is what you make of it. Although not a university, your college has opportunities pulsing through the walls. Friendships, relationships, and job opportunities run rampant in school. I encourage you to not hold back on finding those opportunities. Do not hold back on yourself.

Find your belonging in a club, at an event, at a random table in the student center, or anywhere. Put yourself out there! I have made some of my best friends with just a simple introduction. You can too.

Second, we are here for you. I always claim Sandhills is the best community college in America (I may be a tad biased), and that claim is backed by the excellent staff and faculty. If you're having a rough time, reach out. You will not regret it. My personal favorite contact is Dana Cuellar, Director of Student Life (located upstairs in Dempsey Student Center, office 223). She is always welcoming and super fun to bother!

That is all for me.

When you see me around, introduce yourself! It will surely be a pleasure to meet you.

Until then, I wish you the best and please reach out to me at the email below.

Sincerely,

Andrew Jimenez  
jimenezam034@mail.sandhills.edu

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# ACADEMIC CALENDAR

## 2023-2024

### Fall Semester 2023

August 10	Thursday	Registration
August 11	Friday	Last Day 100% Refund
August 14	Monday	First Day of Classes
August 15	Tuesday	Add Period Ends
August 23	Wednesday	Last Day 75% Refund – 16 weeks
September 4-5	Monday-Tuesday	Labor Day Holiday
October 5	Thursday	End of First 8 weeks
October 9-10	Monday-Tuesday	Fall Break
October 11	Wednesday	Beginning of Second 8 weeks
October 27	Friday	Drop Period Ends – 16 weeks
November 1	Wednesday	Spring Semester Priority Registration
November 10	Friday	Veterans Day Holiday
November 22-24	Wednesday-Friday	Thanksgiving Holiday
December 7-12	Thursday-Tuesday	Final Exam Period
December 12	Tuesday	Semester Ends

### Spring Semester 2024

January 4	Thursday	Registration
January 5	Friday	Last Day 100% Refund
January 8	Monday	First Day of Classes
January 9	Tuesday	Add Period Ends
January 15	Monday	Dr. Martin Luther King Holiday
January 18	Thursday	Last Day 75% Refund – 16 weeks
February 28	Wednesday	End of First 8 weeks
March 4-8	Monday–Friday	Spring Break
March 11	Monday	Beginning of Second 8 weeks
March 26	Tuesday	Drop Period Ends -16 weeks
April 1-2	Monday-Tuesday	Easter Holiday
April 3	Wednesday	Summer and Fall Priority Registration
May 2-7	Thursday-Tuesday	Final Exam Period
May 7	Tuesday	Semester Ends
May 11	Saturday	Commencement

### Summer Semester 2024

May 16	Thursday	Registration Summer & Fall
May 27	Monday	Memorial Day Holiday
June 10-14	Monday-Friday	College Closed (US Open)
June 27	Thursday	Registration C Summer & Fall
July 4	Thursday	Independence Day Holiday

# DIRECTORY

Admissions	Stone Hall	695-3725
Alumni Association	Causey 162C	695-3716
Athletics	Dempsey 107	246-2864
Barnes & Noble Bookstore	Dempsey	695-3789
Business	Stone	695-3721/693-2068
Cafeteria	Dempsey	246-5372
Career Services	Blue 102	695-3735
Childcare Assistance	Stone 221B	695-3989
Clubs and Organizations	Dempsey 223	695-3858
Continuing Education	Van Dusen	695-3980
Counseling Services	Main Campus	695-3968 or 246-4944
	Hoke Center	878-5804
Disability Services	Stone 125	246-4138
Financial Aid	Stone 220	695-3743
Fitness Center	Dempsey 232	246-4121
Grades	Registrar's Office- Stone Hall	695-3740 or 695-3741
Graduation	Registrar's Office- Stone Hall	695-3740 or 695-3741
Hoke Center	1110 East Central Avenue, Raeford, NC	875-8589
Identification Cards	Dempsey Student Center Switchboard	692-6185
Learning Resource Center	Boyd Library	695-3833
Library	Boyd Library	695-3819
Lost and Found	Dempsey Student Center Switchboard	692-6185
Parking Permits	Dempsey Student Center Switchboard	692-6185
Sandhills Promise/Scholarships	Stone 220C	246-5366
Security	Wellard Hall	695-3831
	Weekends	690-2762
Student Government	Ewing Leadership Wing	695-3858
Switchboard	Dempsey Student Center Lobby	692-6185
Transcripts	Registrar's Office- Stone Hall	695-3740 or 695-3741
Transfer Center	Stone 220B	246-4969
Tuition and Fees	Stone 100	695-3721
Tutoring Center	Logan 119	695-3948
Veterans Affairs	Boyd Library 122	246-5371
Weather Emergencies		<a href="http://www.sandhills.edu">www.sandhills.edu</a>
Work Study	Stone 221A	695-3952



# STUDENT CONDUCT

## Student Conduct in the Instructional Environment

Faculty teaching courses for Sandhills Community College and students taking courses at Sandhills Community College have the right to an instructional environment that is conducive to study, thought, and full concentration on study topics selected by the instructor. It is expected that students conduct themselves in a manner that does not disrupt the learning and teaching environment. The faculty and administration reserve the right to remove a student from a course or a program or to deny his or her admission to a course or a program if the student's behavior is determined to be detrimental to the teaching environment.

The Sandhills Community College faculty, staff, and administration expect student behavior that assures an instructional environment:

- where students arrive and depart on time,
- where there is no disruptive behavior,
- where the rights of others are respected and where students treat each other with politeness and respect,
- that is free from menacing or threatening language or disrespectful behavior directed at either the professor or other students,
- where a student's attire is within the generally accepted bounds of good taste and does not disrupt the learning process, and
- where students are allowed to bring guests (including children) only with the expressed permission of the professor.

Part of Sandhills Community College's responsibility is to prepare students for the world of work, where they will be expected to dress appropriately. Students at Sandhills are therefore expected to dress in a manner that reflects generally accepted standards of modesty and good taste. Faculty members have the right to establish dress standards for their classrooms, and — after appropriate counseling — to ban or remove students who do not meet those standards.

In certain educational settings, such as work-based learning, practicum courses and clinical, student grades are determined, at least in part, based on student behavior. Therefore, violation of the student code of conduct may result in a failing grade as outlined in individual program handbooks.

## Student Code of Conduct

Students are adults and are, of course, expected to know what constitutes "acceptable" behavior. The College prefers to emphasize counseling and guidance in promoting good student conduct. However, when this approach fails, our only option is disciplinary action. If a student has any questions concerning appropriate conduct, he/she should see a college counselor, the Vice President of Instruction or the Safety and Student Conduct Officer (curriculum students), Associate Vice President for Workforce Continuing Education (continuing education students), or the Associate Vice President of the Hoke Center (Hoke Center/SandHoke students).

Sandhills Community College reserves the right to deny admission or readmission to students whose presence on campus is construed by the administration as harmful or potentially harmful to Sandhills Community College students, faculty, and/or staff. Moreover, Sandhills Community College may refuse to admit any applicant **during any period that the student is suspended or expelled from any other education entity**. Students admitted to the College must adhere to the Student Code of Conduct, which prohibits conduct that

impairs significantly the welfare or the educational opportunities of others in the college community. The college may disclose educational information (which includes disciplinary information/records) with postsecondary institutions where the student seeks to enroll, intends to enroll, or is already enrolled so long as the disclosure is for purposes related to the student's enrollment or transfer. Students may request a copy of their records by contacting the Vice President of Student Services and Enrollment Management.

The Student Code of Conduct has one purpose: to ensure the existence at Sandhills Community College of opportunities and conditions that are conducive to effective learning, teaching and living together. This document is the product of the cooperative thought and dialogue of students, instructors and administrators of the College.

The following Code of Conduct applies to all students enrolled in courses with Sandhills Community College. The code should not be considered an exclusive list of acceptable and unacceptable behavior.

1. Each student is held responsible for information in the college *Catalog* and *Student Handbook* published online at [www.sandhills.edu](http://www.sandhills.edu).
2. Students who lose, damage, deface, destroy, sell, vandalize, or otherwise dispose of college property placed in their possession or entrusted to them will be charged for the full extent of the damage or loss and are subject to disciplinary action.
3. Under no conditions will students be in possession of alcoholic beverages, narcotics, or illicit drugs on college property or at college sponsored events on or off campus. This includes athletic events, field trips, and conferences. Students under the influence of or possessing alcohol or drugs will be in violation of this policy and subject to disciplinary action. The College will comply fully with local and state laws concerning the possession of and/or sale of alcohol and drugs. *In addition, students might not be able to receive federal student aid if they are or have been convicted of selling or possessing illegal drugs, if the drug offense for which they are/were convicted occurred while they were receiving federal student aid. To regain eligibility, students must provide to the Safety and Student Conduct Officer documentation of a minimum of six months rehabilitation and an ongoing plan to remain drug or alcohol-free.*
4. Acts such as stealing, fraud, forgery, falsifying documents, gambling, fighting, and destruction of property will not be permitted. Any violation of this regulation may result in expulsion from the College on the FIRST offense.
5. Under no condition will the possession of a dangerous weapon, including but not limited to handguns, be permitted on college property. Such acts of possession may result in expulsion from the college on the first offense.
6. The College will comply fully with existing North Carolina laws that make possession of firearms or explosives on campus a Class I Felony and ALL weapons on campus unlawful. Sandhills Community College will immediately report ANY and ALL violations to local authorities.
7. In the interest of protecting students, faculty, staff, or property from harm, the College reserves the right to take disciplinary action in response to behavior off-campus that violates college expectations and policies or could be detrimental to the College.
8. Smoking is permitted only in the following locations on the main campus: Picnic Shelter near Causey Hall; and parking lots. The use of tobacco is prohibited by students, staff, faculty, or visitors in all campus buildings at all campus locations and in any college owned vehicles. For purposes of this policy, tobacco is defined as any type of tobacco product including, but not limited to, cigarettes, cigars, cigarillos, e-cigarettes, pipes, smokeless or spit tobacco, or snuff.
9. Students are not to bring children, or anyone not enrolled to class except under exceptional circumstances and with prior approval of the faculty member.
10. Pets, except for service animals, are not allowed on campus to include classrooms.
11. All vehicles must be properly registered, display appropriate stickers, and abide by posted and announced parking and traffic regulations. Violators of traffic and parking regulations are subject to

- fines, wheel locks, towing, or possible revocation of campus parking privileges. Student records may also be withheld until fines are paid.
12. Fiscal irresponsibility such as failure to pay college-levied fines, failure to repay college-funded loans, or the passing of worthless checks to college officials is subject to disciplinary action.
  13. True threats directed at a student or faculty/staff member are prohibited. Any or all verbal, written, or physical injury from violence to oneself or others will be taken seriously.
  14. Prospective students visiting campus must report to Student Services or the Workforce Continuing Education Division upon arrival. Those failing to do so may be asked to leave.
  15. The Dempsey Student Center and other campus facilities are for student use and for authorized activities. Thus, unauthorized individuals may be asked to leave.
  16. All curriculum students are required to have and to carry a student ID. Students may be asked to show their ID at random. Failure to comply may result in disciplinary action.
  17. Language or behavior that is harassing that rises to the level of severe or pervasive is prohibited by Sandhills Community College.
  18. Faculty and students at Sandhills Community College – on the main campus or off-campus locations, including online — have the right to an instructional environment that is conducive to study, thought, and full concentration on study topics. Student behavior that substantially disrupts learning and teaching activities--including unauthorized use of technology--will be subject to disciplinary actions.
  19. Part of Sandhills Community College’s responsibility is to prepare students for the world of work, where they will be expected to dress appropriately. Students at Sandhills are therefore expected to dress in a manner that reflects generally accepted standards of modesty and good taste. Faculty members have the right to establish dress standards for their classrooms, and – after appropriate counseling – to ban or remove students who do not meet those standards.
  20. If, in the opinion of college officials, clothing and/or behavior (including droops or the presence of gang colors, signs, and/or symbols) is deemed obscene or incites an immediate breach of peace, sanctions may be imposed immediately.
  21. For the safety of all concerned, the college campus is open during the following hours: Monday through Thursday, 6 a.m. to 12 a.m.; Friday, 6 a.m. to 10 p.m.; Saturday, 7 a.m. to 7 p.m.; Sunday, 7 a.m. to 5 p.m. The college is closed during holidays and times not listed above, except for special events. Students using classrooms and laboratories after scheduled class hours must obtain prior approval from the appropriate faculty/staff member.
  22. Failure to abide by the SCC Acceptable Use Policy for Information Technology Resources may lead to disciplinary action, including loss of computer privileges, dismissal from the College, and/or criminal prosecution. The college expects and requires ethical and responsible behavior of individuals using information services.
  23. Providing false information or fraudulent documents to college officials or procuring any money, goods, or services under false pretense is prohibited.
  24. Rudeness and lying to school officials as well as failing to comply with instructions of college officials acting in performance of their duties are subject to disciplinary action.
  25. Coed accommodations on any club, class, or SCC sponsored trip is prohibited in the interest of civility, privacy, and safety.
  26. For the student’s and public’s safety, wheeled vehicles, to include but not limited to mopeds, bicycles, roller skate/blades, skateboards, hoverboards, etc., are prohibited for use on sidewalks and pedestrian walkways. Failure to comply may result in disciplinary action.
  27. Any and all other offenses that may need the attention of the Safety and Student Conduct Officer or Vice President of Instruction (all curriculum students), the Associate Vice President for Workforce Continuing Education (all continuing education students), or the Associate Vice President of the Hoke Center (all students taking classes at the Hoke Center) are subject to this code.

## **Student Code of Conduct- Academic Honesty**

Sandhills Community College believes that the pursuit of knowledge requires honesty. Academic dishonesty includes but is not limited to the following:

1. Copying the work of another.
2. Collaboration: Working with another person on a test, examination, or paper without expressed authorization and without indicating that collaboration has occurred.
3. Plagiarism: The representation of the work of another person as one's own; the failure to cite the source of an idea, information, or words that come from someone other than the author of the paper or the exam.
4. Use of books, notes and/or electronic devices in examinations without the explicit permission of the professor.

Penalties for academic dishonesty may include the following:

1. Zero grade on the test or assignment on which cheating occurs.
2. Failing grade of an F or FW for the course depending on the point in the semester as well as immediate dismissal from the course.
3. For repeated breaches of academic honesty, a student may be suspended or expelled from the college.

When a student is accused of academic dishonesty, the resolution of the accusation is between the professor and the student. If the solution is unsatisfactory, there is an inherent right to appeal, however, while the accusation of academic dishonesty may be appealed, the penalty may not. The appeal shall be in accordance with the Student Grievance Procedure.

### **Disciplinary Procedures**

A. Report of offenses: Students, faculty members, staff or administrators should immediately report incidents that violate the Student Code of Conduct to the Safety and Student Conduct Officer or the Vice President of Instruction (all curriculum students), Associate Vice President for Workforce Continuing Education (continuing education students) or Associate Vice President of the Hoke Center (all students taking classes at the Hoke Center). When possible, the report should be documented through the Report a Concern link on the bottom of the homepage.

B. The Safety and Student Conduct Officer/Vice President/AVPs will confer with all parties involved and decide on one of the following options:

1. To declare the case closed immediately for lack of evidence and to notify in writing the accused and the accuser.
2. To refer the case to the Behavior Intervention Team (BIT) for review and recommendation.
3. To issue warning that repeated violation of the Code of Conduct may necessitate further disciplinary action.
4. To reserve the right to deny admission or readmission to any student whose presence on campus is disruptive to other students.
5. To invoke penalties. A student may be placed on probation, suspended, or expelled from the College for conduct or personal behavior that is in violation of the Student Code of Conduct. The Safety and Student Conduct Officer/Vice President/AVP will, in writing, identify the claimed misconduct and present a statement of any penalty imposed. There is an inherent right to appeal. The appeal shall be in accordance with the Student Grievance Procedure.

6. Generally, the status of a student accused of a violation of these regulations should not be altered until a final determination has been made regarding the charges. Interim suspension may be imposed, however, upon a finding by the appropriate institutional official that the continued presence of the accused on campus constitutes an immediate threat to the physical safety and well-being of the accused or any other member of the institution's community or its guests, poses a threat of destruction of property, or shows a potential for substantial disruption of classroom or other campus activities.

“Student Grievance” is defined as any matter of student concern or dissatisfaction within the control of the College, except for the following:

- grades, which shall be subject to the decision of the professor unless related to some type of suspected discrimination as defined by the College's non-discrimination statement;
- attendance policies and matters of a purely academic nature, which shall be adjudicated through the Vice President of Instruction;
- some matters involving allegations of sexual harassment, which are addressed elsewhere in this Catalog and published online at [www.sandhills.edu](http://www.sandhills.edu);
- residency classification, which shall be subject to the residency appeal process outlined by the North Carolina Community College System and the State of North Carolina; and
- financial Aid awards and eligibility, which shall be subject to review by the Financial Aid Appeals Committee with a final ruling by the Vice President of Student Services and Enrollment Management.

## **Student Grievance Procedure**

The purpose of the Student Grievance Procedure is to assure students of Sandhills Community College that their grievances will be considered fairly, rapidly, and in a non-threatening atmosphere. This process is designed to be used by students—not their surrogates. In keeping with the college practice of addressing all grievances informally prior to resorting to formal procedures, it is expected that, prior to embarking on the formal Student Grievance Procedure, students will initially address problems and matters of concern informally with the faculty and/or staff members involved.

However, the College recognizes that not *all* student grievances will be satisfactorily settled on an informal basis. Therefore, this Student Grievance Procedure has been adopted and applies to all appeals of disciplinary actions, appeals regarding student records and privacy rights. Appeals based on charges of discrimination will be handled by the Title IX coordinator in Human Resources. Students should follow these procedures first in all applicable situations.

Any student electing initially to pursue a grievance outside of these procedures has thereby waived the ability to pursue his or her grievance hereunder. A complete copy of the Student Grievance Procedure may be obtained from the Student Conduct Officer, Vice President of Instruction, or the SCC Website.

Student grievances resulting from academic practices or learning environment activities other than disruptive student behavior should be referred to the attention of the Vice President of Instruction (curriculum students), Associate Vice President for Workforce Continuing Education (continuing education students), or Associate Vice President of the Hoke Center (Hoke Center students) after the student has met with the faculty member or department chair and attempted an informal resolution of the problem.

Student grievances that affect an individual's welfare and are not directly related to academic or classroom activities of the College should be brought to the attention of the Student Conduct Officer (curriculum students), Associate Vice President for Workforce Continuing (continuing education students), or Associate Vice President of the Hoke Center (Hoke Center students) after the student has made every effort to resolve the problem in an informal basis through conversation with the individuals involved.

## **Student Grievance Procedure Steps**

1. **Informal Resolution:** In non-academic disciplinary issues initiated by the student or the college, the informal grievance procedure begins with a meeting with the Student Conduct Officer, Associate Vice President of Workforce Continuing Education, or the Associate Vice President of the Hoke Center (all Hoke Center students). In academic disciplinary issues, the student must meet with the instructor and department chair and, if needed, the Vice President of Instruction to seek an informal resolution. If a satisfactory informal resolution is achieved at any point, the grievance process stops.
2. **Formal Resolution:** If an informal resolution is not achieved, the student may elect to pursue a formal grievance.
  - The student obtains the *Grievance Appeal Form* using the eForms icon located on the MySCC Student Portal landing page. Within the eForms portal, the student should select retrieve Central, select Forms, and then choose *the Grievance Appeal Form* within the Student Affairs section.
  - When completing the Grievance Appeal Form, the students must select whose decision they are appealing (Student Conduct Officer, Associate Vice President of Workforce Continuing Education, Associate Vice President of the Hoke Center [all Hoke Center students], or Vice President of Instruction). Additionally, they must provide the nature of their appeal.
  - Students must submit the Grievance Appeal Form within three (3) business days of the Student Conduct Officer, Associate Vice President of Workforce Continuing Education, Associate Vice President of the Hoke Center (all Hoke Center students), or Vice President of Instruction's resolution decision.
3. **Student Grievance Committee Hearing:** Upon submission of the *Grievance Appeal Form* by the student, the form is routed to the Student Grievance Committee Chair.
  - The Student Grievance Committee reviews the appeal, meets with the student (and others) if applicable, and renders a decision within ten (10) business days. (The Student Grievance Committee may choose to discontinue a hearing if the student fails to attend two or more scheduled meetings.)
4. **President's Review:** Based on the decision the Student Grievance Committee, the student may elect to continue the appeal to the College President.
  - Students intending to appeal to the College President must submit the *Grievance Appeal Form* within three (3) business days of being notified of the Student Grievance Committee's decision.
  - The College President reviews the appeal, meets with the student (and others) if applicable, and renders a decision within ten (10) business days.
  - The President's decision is final.
5. **Final Resolution:** The College President will indicate the final decision on the *Grievance Appeal Form*.
  - Upon making the final decision, the *Grievance Appeal Form* will route back to the student's college email inbox notifying the student of the final resolution decision and effectively ending the student grievance procedure steps.

## Sexual Harassment Policy

Sexual harassment is unacceptable behavior and a violation of the law. Language or behavior that is sexually harassing and rises to the level of severe, persistent, and pervasive is prohibited by Sandhills Community College. The College prohibits any form of harassment of employees and/or students based upon age, race, sex, color, creed, handicap/disability, religion, national origin, political affiliation, gender identity, genetic information, and marital status. Students have the responsibility to bring any such incident (via written as well as verbal report) to the attention of an administrator so that the matter can be resolved informally. Curriculum students should contact the Safety and Student Conduct Officer; Continuing Education students should contact the Associate Vice President of Workforce Continuing Education; students at the SCC Hoke Center should contact the Associate Vice President of the Hoke Center. The administrator will then contact the Title IX coordinator in the Human Resources Department. Any student who feels uncomfortable going to the Safety and Student Conduct Officer or AVPs should go directly to Human Resources Office or the Executive Vice President. Grievances regarding sexual harassment will be handled by the Title IX coordinator and Title IX investigators.

There are two categories of sexual harassment:

1. Sexual harassment in which a person in authority makes sexual demands upon another individual in exchange for favors, and
2. Sexual harassment in which a hostile or uncomfortable college environment is created by unwelcome or offensive sexual conduct.

Thus, it is important to understand that sexual harassment does not require physical contact. A hostile environment may be created by, but certainly is not limited to, the following unwelcome and offensive behaviors: repeated and unwelcome sexual advances, comments, contact, jokes, flirtations or any abuse of a sexual nature.

Students may reference information about sexual violence on the Safe at SCC website, <http://www.sandhills.edu/title-ix>.

# INFORMATION TECHNOLOGY

## Information Technology Resources Acceptable Use Policy Purpose

To enhance its educational, cultural, and economic missions in service to the community, Sandhills Community College provides students, faculty, staff, and community members with computers, tools, instruments, and facilities that provide access to campus and global information resources. The College expects and requires ethical and responsible behavior of individuals using information resources. This policy statement identifies acceptable uses of these resources and includes circumstances in which the interests and rights of others must be protected and preserved.

This procedure applies to all users including faculty, students, staff and visitors using College computing and network resources and to all systems owned by the College and any systems connecting to the College's network. Use of College systems signifies your understanding and agreement with these terms.

## Information Technology

Information technology (IT) includes but is not limited to all computers, tools, instruments, or facilities which enable individuals to access or interact with information available through the library system, the internet, or local campus networks. Resources may be individually controlled or shared, stand-alone or networked. Included in this definition are classroom technologies, computing and electronic communication devices and services, email, telephones (including cellular), voice mail, multimedia, instructional materials, and related supporting devices or technologies.

## Use Agreement

By using College-supplied information technology resources, individuals, groups, or organizations agree to abide by all policies and procedures adopted by Sandhills Community College, as well as all current federal, state, and local laws. These include College policies and procedures against harassment, plagiarism, and unethical conduct, as well as local, state, and federal laws prohibiting theft, copyright infringement, insertion of malicious software into computer systems, and other unlawful intrusions. When individuals accept College issued user accounts, they agree to comply with this and all other computing related policies.

## General Responsibilities

All users of the College's computing resources are presumed to have read and understood the following standards.

The College's information technology acceptable use standards require that each user:

- **Respect software copyright laws.** Software licensed by the College must only be used in accordance with the applicable license agreements.
- **Abide by all security provisions.** Users are not permitted to share authentication details or provide access to their college accounts to anyone else. The owner is responsible for all usage on their assigned account.
- **Respect the rights of others to have freedom from harassment or intimidation.** Sending abusive or unwanted materials is a violation of college policies, may violate the law and is prohibited. Targeting another person, group or organization to cause distress, embarrassment, injury, unwanted attention or other substantial discomfort is harassment. Personal attacks or other actions to threaten, intimidate or embarrass an individual,



group or organization, or attacks based on a person's race, color, national origin, creed, disability, religion, gender, veteran status, sexual orientation, age, arrest record, or marital status are prohibited.

- **Identify yourself clearly and accurately in electronic communication.** Anonymous or pseudo-anonymous communications do not dissociate any user from responsibility for their actions and are inappropriate. Communication under a false name or designation or a name or designation which the user is not authorized to use, including instances in conjunction with representing that the user is somehow acting on behalf of or under the auspices of Sandhills Community College is prohibited.
- **Recognize the College reserves the right to access, review, and monitor the use of computing resources.** This includes but is not limited to equipment and usage, as well as the data that is stored or transmitted.
- **Observe proper online etiquette.** Online networks shall be used only as permitted by the College, only in accordance with applicable College policies and only for lawful purposes. Any conduct that in the College's discretions restricts or inhibits others from using an online network or violates College policies or applicable law is not permitted. Users are prohibited from posting on or transmitting through any online network any unlawful, harmful, threatening, abusive, harassing, defamatory, vulgar, obscene, profane, hateful, racially or ethnically demeaning or threatening or otherwise objectionable material of any kind, including without limitation, any material which encourages conduct that would constitute a criminal offense, give rise to civil liability or otherwise violate any applicable law or college policies. Transmission of chain letters and pyramid schemes of any kind are prohibited. Use of any online network to send unsolicited advertising, promotional materials or other forms of solicitation to others is prohibited. The College reserves the right to restrict and/or interrupt communications through or by use of any College computers or information technology services, which the College believes to be harmful to the College or to others.
- **Refrain from using applications that inhibit or interfere with the use of the network by others.** This includes but is not limited to applications which use an unusually high portion of network bandwidth for extended periods of time.

### **Enforcement**

Violations of this policy shall be cause for discipline. Alleged violations of this policy shall be subject to the College's existing disciplinary procedures. Sandhills Community College treats access and use violations of information technology resources seriously. Unauthorized or improper use will lead to the possible revocation of a user's access. The College may also require restitution for any use which is in violation of the usage guidelines. Sandhills Community College will pursue criminal and civil prosecution of violators when appropriate.

### **Privacy**

Users should recognize that limitations to the privacy of electronic documents. The College cannot guarantee privacy of any accounts. **Violation** of this policy grants the operator of the system the right to review a user's usage and waives all rights of privacy the user (including students, faculty, staff, and community members) may claim or may have. The College retains the right to release the names of users to appropriate authorities in accordance with college procedures.

### **Network Access**

All equipment attached to the College network, including wireless networks, must be approved by the Chief Information Officer except in specifically identified public access areas.

### **Special Situations**

Additional limitations or prohibitions may exist in departmental facilities. Individuals are responsible for adhering to these policies and observing posted guidelines. Refer all inquires to the specific department. In

addition, all interactions outside the College are subject to the acceptable use policies of the outside agencies such as network access providers, telecommunications companies, or software developers.

The user agrees to indemnify and hold harmless Sandhills Community College, its Board of Trustees, and college employees from and against any claim, lawsuit, cause of action, damage judgement, loss, expense, or liability resulting from any claim, including reasonable attorney's fees, arising out of or related to the use of the College's hardware, software, and network facilities. This indemnity shall include without limitation, those claims based on trademark or service mark infringement, trade name infringement, copyright infringement, defamation, unlawful discrimination or harassment, rights of publicity, and invasion of privacy.

## **Establishing Procedures**

Individual organizations within the College may establish and define procedures or conditions for use of information technology resources under their control. Established procedures or conditions must be consistent with this overall policy but may provide additional detail, guidelines, or restrictions. In addition, all interactions outside the College are subject to the acceptable use policies of the outside agencies such as network access providers, telecommunications companies, or software developers.

**Please note:** College adherence to NCCCS IIPS Information Security Manual (and any subsequent revisions): The College will reference the NCCCS IIPS Information Security Manual in developing any procedures related to employee use of system access and data management. The manual is housed in the office of the Chief Information Officer and Human Resources.

## **Intellectual Property, Copyright and Fair Use**

As a public, non-profit institution, the College recognizes that its resources must be used for the express purpose of the college mission, must be allocated wisely, and must recover the cost for use of its resources. This policy supports the College's mission while it encourages and supports the intellectual property rights of the faculty, staff, and students at the College, including its facilities, equipment, and all other resources. Sandhills Community College complies with all federal and state laws governing the educational use of copyrighted material. It is the policy of Sandhills Community College to comply with the U.S. Copyright Act of 1976. All Sandhills Community College faculty, staff, and students are expected to act as responsible users of the copyrighted works of others which includes making informed decisions based on the fair use exemptions to the copyright laws.

Sandhills Community College provides an environment that supports the academic activities of the faculty, staff, and students. The College encourages the development, writing, invention, and production of intellectual property designed to improve the productivity of the College and/or to enhance the teaching/learning environment. It is the intent of the College to maintain a positive atmosphere for scholarly development.

## **Definitions**

As used in this Policy, the following words shall have the following meanings:

1. ***Intellectual property:*** Intellectual property is defined as intellectual and creative works that can be copyrighted or patented, such as literary, dramatic, musical and artistic works, computer software, multimedia presentations, inventions, etc. Intellectual Property includes any materials specifically created

for use in a distance education course. These materials could include, but are not limited to study guides, software, videotaped lectures, databases, lectures, transparencies, visual aids, lab manuals, syllabi, bibliographies, glossaries, tests, assignments, course documents, and other instructional materials.

2. **Copyrightable work:** Copyrightable work includes all creative work that is protectable under the copyright laws of the United States or other countries. Copyright protection is available for most literary, musical, dramatic, and other types of creative works, including but not limited to computer software, teaching materials, multimedia works, proposals, and research reports.
3. **Significant college support:** Significant college support means the use of specialized, experimental equipment, or computer facilities; or the use of any College resource in a way that leads to an appreciable expenditure of college funds if that expenditure would not otherwise have occurred. Occasional use of office or classroom space, libraries, or general computer hardware and software will not ordinarily constitute significant use.

Please note that notwithstanding the following information and conditions; a student retains portfolio rights to works created by the student as a class assignment or as part of a pro-bono commission approved as a student project by an instructor. A pro-bono commission is work that an instructor may approve for students to undertake as a skill-building opportunity. Students may receive token payments provided by the person or group that commissions such a work.

The ownership of a copyright resulting from the development of intellectual property and any rewards or recognition attributed to the copyright or patent will be determined according to the following conditions:

### **Ownership of Intellectual Property**

1. **Ownership resides with the employee or student:** Ownership resides with the employee or student if the following criteria are met:
  - a) The work is the result of individual initiative, not requested by the college.
  - b) The work is not the product of a specific contract or assignment made as a result of employment or enrollment at the college.
  - c) The work is not prepared within the scope of the employee's job duties or the student's enrollment.
  - d) The work involves no use of significant college support including facilities, time, and/or other resources.
2. **Ownership resides with the College:** Ownership resides with the College if the following criteria apply:
  - a) The work is prepared within the scope of the employee's job duties or the student's enrollment.
  - b) The work is the product of a specific contract or assignment made in the course of the employee's employment with the college or the student's enrollment.
  - c) The development of the work involved significant college resources including the use of facilities, time, and/or other resources of the college including, but not limited to, released time, grant funds, college personnel, salary supplement, leave with pay, equipment or other materials, or financial assistance.
  - d) The college and the employee or student may enter into an agreement for an equitable arrangement for joint ownership, sharing of royalties, or reimbursement to the college for its costs and support. When it can be foreseen that commercially valuable property will be created, the college and the employee or student shall negotiate an agreement for ownership and the sharing of benefits prior to creation of the property. In all such cases, the agreement shall provide that the college will have a perpetual license to use the work without compensation to the employee or student for such use.
  - e) If an employee is granted full or partial leave with pay (e.g. release time or educational leave), to write, develop, produce, or invent intellectual property, the employee and the college will share in any financial gain, and the college's share will be negotiated prior to the time the leave is taken.

- f) The College owns all rights to its logo, seal, and other related materials.
- g) The College, at its sole discretion, may release its rights of ownership in Intellectual Property. However, the College shall retain a royalty-free license to use said Intellectual Property for research and education.
- h) Notwithstanding the provisions of this policy, in the case of a work created under a grant accepted by the college, the ownership provisions of the grant shall prevail.

### **Liability Issues**

All College faculty and staff will ensure that the intellectual property created by them are original except for such materials from copyrighted sources that are reproduced with the written permission of the copyright holder; that the intellectual property in no way constitute a violation of or an infringement upon any copyright belonging to any other party; that the intellectual property will contain no information previously published or copyrighted by the faculty member unless such information is noted in the material; and that the it contains no matter which is libelous or in any way contrary to law.

### **Disciplinary Action**

Individuals are responsible and liable for their own actions in the creation, use, and distribution of intellectual property. Violations of this policy may also result in disciplinary action by the College including expulsion from the College and/or termination of employment.

# CAMPUS POLICE AND PUBLIC SAFETY.

## Traffic Rules and Regulations

All students, faculty, and staff are required to adhere to all rules and regulations related to vehicle use on campus. The complete guide to those rules and regulations can be found on the SCC Homepage under the quick links to Security.

## Automobile Registration

All students who park vehicles on campus must register their vehicles at the time of course registration. The cost of parking stickers is included in the student fees payable at registration.

## Parking Regulations

Students are required to park in paved parking spaces that are not reserved for visitors or for faculty/staff. Reserved parking applies to vehicles 8 a.m.–3 p.m., Monday–Friday, after which time anyone may park in these spaces. This does not apply to visitor parking. A one-hour time limit applies to all visitor spaces. When paved parking spaces are filled, the College will provide designated unpaved areas for temporary student use. Restricted parking, including handicapped parking, is marked with appropriate signs.

## Parking Permit

All students are required to obtain a permit that enables them to park at the College. Students must register for the permit through the MySCC page prior to pick up in the Dempsey Center. **The permit must be displayed in the left rear window of the vehicle.** This permit will also enable staff to notify the student in the event of an emergency (e.g., **someone hits the car**). If a student temporarily drives a vehicle without a permit, he/she must obtain a temporary permit from the switchboard receptionist in Dempsey Hall. Vehicles parked on campus without permits will be in violation. Repeated violations of the campus parking regulation will be considered an offense of the Student Code of Conduct. Disabled students may receive handicapped parking permits after presenting appropriate DMV documentation to the campus switchboard receptionist. Campus parking lots have designated areas for the disabled.

## Temporary Parking

For the first few days of the fall/spring semesters, staff members may need to direct vehicles into temporary parking areas. Students should follow the instructions given during this time period.

## Parking Violations

Violations of parking regulations will result in fines and/or the vehicle's being towed. Violations that are potentially dangerous, such as speeding and reckless driving, are subject to disciplinary action in addition to any fines levied. Violations for which citations may be issued include, but are not limited to the following:

## Fines

The Business Office is hereby authorized to collect a \$25.00 fine for any of the following violations:

- Parked in visitor space
- Parked in faculty space
- Parked in student space
- Failure to display current parking decal
- Failure to register vehicle
- Improper display of parking decal

The following violations shall be considered infractions. The Business Office is hereby authorized to collect fines at the rates noted below for any of the following violations:

- Driving in a hazardous manner/speeding/careless and reckless \$100
- Driving wrong way in drive lanes ..... \$50
- Exceeding a safe speed..... \$25
- Failure to heed a stop or yield sign ..... \$25
- Parking incorrectly in a parking space ..... \$25
- Parked in driveway/access ..... \$50
- Parking in manner creating a hazard ..... \$50
- Parking in more than one space..... \$25
- Parked in no parking space/area..... \$25
- Parked in unauthorized/handicap space ..... \$100
- Unsafe Movement ..... \$25
- Any traffic violation (not listed) ..... \$25

The student is responsible for any violation incurred by individuals who bring the student to campus. Payments of fines should be made to cashier in Stone Hall. Failure to pay parking tickets will result in the fines' being added to the student registration fees. **Persons who have received five (5) or more tickets may have the vehicle towed or may be subject to other disciplinary action.**

### Identification Card

During registration, the student will need to obtain a student ID. *An ID is required — the student must carry it at all times on campus!* ID cards issued during a student's initial enrollment should be used during the student's entire academic career at Sandhills Community College. This card allows students to checkout library books, use the Learning Resource Computer Lab, use college equipment, and participate in SCC activities. Financial aid recipients will be able to purchase books more easily from the Logan Bookstore using an ID card. Curriculum students may receive one card per school year at no charge. A replacement card costs \$10. A paid receipt and a valid government photo ID or passport are necessary to have an ID made. ID cards are made 8 a.m.–9 p.m. Monday–Thursday and 8 a.m.–4 p.m. Friday in the Dempsey Student Center during fall and spring semesters. Students that are enrolled for the fall semester do not need to renew their card for the spring semester. **Please note:** Online students use their assigned student ID number to gain their password-protected user account that then allows them to access campus resources and services via electronic means. Online students are encouraged to obtain an ID card upon their first visit to campus.

## Campus Crime

In accordance with the Student Right-to-Know, Campus Crime Security Act of 1990, and the Clery Act, SCC exhibits “zero tolerance” toward violence on campus, including sexual assault, aggravated assault, physical confrontations of any kind, verbal threats of intent to cause harm, harassment designed to intimidate another, hate crimes, robbery, burglary, and property crimes such as destruction, theft, and sabotage. The “Compliance” section of this *Catalog* provides more information.

### Security and Access to Campus Facilities

The college campus is open during the following hours:

- Monday through Thursday.....6 a.m. to 12 a.m.
- Friday ..... 6 a.m. to 10 p.m.
- Saturday ..... 7 a.m. to 7 p.m.
- Sunday..... 7 a.m. to 5 p.m.

The college is closed during holidays and times not listed above, except for special events. Students using classrooms and laboratories after scheduled class hours must obtain prior approval from the appropriate faculty/staff member.

### Campus Law Enforcement Authority

Sandhills Community College retains its own police department. Campus police officers have full police powers on Sandhills Community College property and all public property immediately adjacent to the college property. Campus officers are responsible for all law-enforcement-related matters on campus property to include the enforcement of applicable North Carolina criminal and traffic laws.

Campus police personnel work closely with local, state and federal police agencies and have direct radio communication with Moore County “911.”

### Emergency Services

Campus police, security and maintenance employees are the primary First Responders. They respond to campus emergencies such as injury, illness, fire, and tornadoes. In the event of an emergency, students and campus visitors should follow the instructions of college officials. In addition, emergency instructions are posted throughout the campus.

### Reporting Crimes

Because the College operates in multiple venues, these specific instructions apply when reporting crimes.

- **Main [Moore County] Campus:** To report a crime/emergency, individuals should call 911. Sandhills Community College encourages accurate and prompt reporting of incidents.
- **Hoke Center:** During hours of operation all crimes/emergencies are to be reported to Hoke Center police Officer or the Associate Vice President of the Hoke Center (910-875-8589). After hours, individuals should contact “911.”
- **Off-Campus Crimes:** Students in off-campus classes should follow the same procedures outlined above for reporting crimes. Students are encouraged to review and follow emergency procedures specific to

their site of attendance. After College hours, individuals should call 911. Campus Police and Public Safety is to be notified of the details of the incident as soon as possible.

### **Investigation of Crime Reports**

All reasonable efforts will be made to maintain confidentiality. Upon receiving the report, an investigation into the incident will begin immediately, involving Campus Police and Public Safety, who will determine if other law enforcement authorities should be involved. The Campus Police and Public Safety Director and the Chief Operating Officer will determine if a campus and/or community alert should be issued in the interest of public safety.

Students who participate in campus violence will be subject to disciplinary actions up to and including expulsion (as noted in “Student Code of Conduct”). There is an inherent right to appeal.

### **Documentation of Crime Reports**

Campus Police and Public Safety will maintain a daily log documenting all crimes reported to Campus Police and Public Safety or other law enforcement agencies. The information found in this report shall be open for public knowledge within two business days, except when the release of the information is prohibited by law or would jeopardize an investigation or the victim’s confidentiality.

### **Crime Statistics**

In accordance with the Student Right-to-Know, the Campus Crime Security Act of 1990, and the Clery Act, the College is required to provide information about serious crimes on campus, as defined by the acts, which have occurred during the last three (3) calendar years. This report is updated annually to the U.S. Department of Education, in accordance with the law, in October of each year. Copies of the Campus Crime Statistics Report and Annual Security Report may be obtained by contacting the main campus switchboard (910-692-6185) or the Associate Vice President of the Hoke Center (910-875-8589). Information can also be found online at [www.sandhills.edu/security](http://www.sandhills.edu/security).

### **Sexual Assault Policy**

In accordance with the U.S. Department of Education requirements of Section 485 of the Higher Education Act (also known as the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act [20 U.S.C. Section 1092]), SCC recognizes that sexual offenses, forcible and non-forcible, are violent, demeaning crimes and will not be tolerated. SCC will support this policy and increase awareness through educational prevention seminars, special literature, and counseling. Services and resources for victims will also be provided. The State Bureau of Investigation maintains a registry of convicted sex offenders that can be accessed online at [www.sexoffender.ncdoj.gov](http://www.sexoffender.ncdoj.gov). Students may reference information about sexual violence on the Safe at SCC website, <http://www.sandhills.edu/safety-security/what-is-sexual-assault/>.

### **Reporting Sexual Assault**

The College encourages all victims of sexual offenses to report the incident as soon as possible. The College understands the sensitive issues involved with this type of crime; therefore, the following individuals may be contacted: Campus Police and Public Safety (910-695-3831 or “0”), Vice President for Workforce Continuing Education (910-695-3767), Vice President of Instruction (910-695-3715), or Vice President of Student Services



and Enrollment Management (910-695-3714), who will also contact the Title IX coordinator in the Human Resources Department.

Individuals at the Hoke Center should follow the same procedures; however, they may feel more comfortable making the initial report to one of the following: Hoke Center Police Officer or the Associate Vice President of the Hoke Center (910-875-8589). Reports may also be made online on the website at <https://www.sandhills.edu/incident-reporting/>.

In an emergency or after hours, students should call 911. They should contact the designated college officials as soon as possible if assistance is needed. The College emphasizes the importance of preserving all evidence for the proof of a criminal offense.

**Options:** There are several options and resources for individuals who have been sexually assaulted. Seeking assistance does not require the victim to take further legal or disciplinary actions; it allows the victim to receive private and confidential treatment and emotional and psychological support. Students may reference information about sexual violence on the safety-security webpage, <http://www.sandhills.edu/safety-security/what-is-sexual-assault/>.

### **Disciplinary and/or Legal Actions Related to Sexual Assault**

The process against the alleged assailant will begin immediately. An investigation will be conducted in a timely manner. All parties will be treated with confidentiality and respect. Both the accuser and the accused will be given equal opportunity to present their views of the incident. A determination will be made by the Title IX team. Both parties involved will be informed of the determination or outcome and will have the right to appeal.

**With the final determination, the appropriate corrective actions will be implemented.** The College reserves the right to make changes to either party's academic situations if deemed necessary or if the request is a reasonable option. Disciplinary actions may include expulsion from the College. The College will retain as confidential all documentation of allegations, investigations, and determinations. *In addition, both parties must maintain the confidentiality of all aspects of the incident, disclosing no information whatsoever without the written consent of the other party.*

The college is required to inform both the accuser and accused in writing of the final results within one business day of the outcome of the investigation.

The victim has the option to report the assault to the appropriate law enforcement authority. Reporting an assault does not obligate the victim to proceed with legal prosecution. It is the victim's right to decide whether or not to continue with or to halt legal proceedings.

College personnel will assist the victim with whatever services or support is available, as appropriate.

## Medical and Psychological Support Services

### MOORE COUNTY

FirstHealth Moore Regional Hospital .....	910-715-1000
Emergency Room.....	910-715-1111
Friend-to-Friend .....	910-947-3333
Moore County Emergency .....	911
Moore County Department of Social Services	910-947-2436
Moore County Health Department.....	910-947-3300
Daymark Recovery Services .....	910-295-6853
Sandhills Community College Counseling Center	910-695-3968

### HOKE COUNTY

Cape Fear Valley Medical Center .....	910-615-4000
Daymark Recovery Service.....	910-875-8156
First Health Family Care Center .....	910-904-2350
Hoke County Department of Social Services	910-875-8725
Hoke County Health Department.....	910-875-3717
Hoke County Sheriff's Department .....	910-875-5111
Sandhills Community College Counseling Center	910-878-5804

### Telephone Calls

The College cannot accept incoming calls for students except in extreme emergencies. Students should let their families know that, if a genuine crisis arises, Student Services is the office to call to contact that student. The College does not have a paging system; therefore, it is difficult to deliver messages to students. *If a student has a child in daycare or school, it is essential to have an additional contact person listed with the daycare or school in the event that the SCC student cannot be reached.*

### Lost and Found

The switchboard receptionist in the Dempsey Student Center keeps all items found on campus. Students should see the College Receptionist in the Dempsey Student Center if they have lost any belongings while on campus.

### Pets on Campus

The campus is not an appropriate place for the pets of students or for the pets of faculty/staff members. For the safety of the pets and the campus community, the College requires that pets not be on campus during regular hours of operation. In addition, pet owners should not leave unattended pets in vehicles during their time on campus. Pets, except for service animals, are not allowed in campus buildings.

## **Walking Track**

For student and public safety, the track is for walking or jogging. Wheeled vehicles — mopeds, bicycles, roller skates/blades, skateboards, hoverboards, etc. — are prohibited.

## **Smoking Policy**

Smoking is permitted only in the following locations on the main campus: Picnic Shelter near Causey Hall and parking lots. The use of tobacco is prohibited by students, staff, faculty, or visitors in all campus buildings at all campus locations, in any college-owned vehicles, or in other posted locations. For purposes of this policy, tobacco is defined as any type of tobacco product including, but not limited to, cigarettes, cigars, cigarillos, pipes, smokeless or spit tobacco, snuff, and “vaping” with e-cigarettes.

## **Inclement Weather**

Decisions to close the College for adverse weather and other emergency situations will be made by the college administration. Missed classes and assignments will be made up in accordance with the best judgment of college officials and the guidelines promulgated by the North Carolina Community College System Office.

“Colleges have an obligation to deliver the instructional services for which students pay tuition and fees. Therefore, curriculum and continuing education classes that are missed or not held for any reason — including inclement weather — should be rescheduled or the instruction should be made-up by some other alternative. Alternatives may include extra class sessions, extended class sessions, individual conferences, or other options approved by the college’s administration. It is assumed that alternative arrangements for making-up missed class time will be made by the College.” *NCCCS Numbered Memo March 8, 1996.*

When severe weather forces a departure from regular scheduling, announcements will be posted on the SCC homepage and the MySCC page. Students enrolled in eLearning and hybrid courses are also notified via the Internet course delivery system (Open LMS). The College also notifies students of inclement weather via telephone or text message through its ReGroup system.

Students may also call the College at 910-246-2865 to hear a recorded message indicating whether the College will have a delayed opening or will be closed.

# **STUDENT INVOLVEMENT IN THE INSTITUTION**

## **Campus Diversity and Inclusion Organizations**

The College promotes campus commitment to belonging through two efforts: The Cultural Outreach Office and the Office of the Dean of Cultural Affairs and Diversity. The Cultural Outreach Center is a social center for student cultural outreach. This is a space for sharing the unique perspectives at Sandhills Community College of all student cultures and to recognize areas of common ground. The students' active collaboration and perspectives in the Cultural Outreach Center will help the Diversity, Equity, and Inclusion Committee to promote inclusion throughout Sandhills Community College.

Promoting diversity, equity, and inclusion on our campus is vital to our success as an institution. These words are not "buzz words," but commitments that create outcomes. Through listening, participating, and collaborating, we have goals, new investments, accountability, and a passion for making us better. These efforts are directed through the Office of the Dean of Cultural Affairs and Diversity. The Dean, along with the Diversity, Equity, and Inclusion Committee, aspire to achieve the highest excellence levels and serve as a liaison for all campus constituents. By valuing others, we all benefit. This group's mission continues to promote an institutional culture that is fluid and proactive in addressing diversity, equity, and inclusion.

## **Student Government Association (SGA)**

Many student activities at Sandhills Community College are sponsored by the Student Government Association (SGA). Efforts are made to provide students with cultural, social, recreational, and service-oriented activities. Activities sponsored by the SGA include free food days, national days, the annual Fall Fest and Spring Fling, holiday festivities, coffee and doughnuts during exams, and a variety of other events. The SGA is always looking for new ideas and new Senators. To become a Senator, students must complete a simple online application via Outlook Forms, maintain at least a 2.0 GPA, contribute at least four hours per week to SGA activities, and possess high motivation. Every student on campus is a member of the SGA, and the SGA acts as the students' voice at SCC. Not only does the SGA sponsor fun events and activities, but it also presents student comments and concerns to the administration and the Board of Trustees. In fact, the SGA President is a trustee of the College.

The SGA office is located upstairs in the Dempsey Student Center, inside the Ewing Leadership Wing.

## **Student's Role in Institutional Decision-Making**

By statutory requirement, the President of the Student Government Association serves ex officio on the Board of Trustees, the governing body of the College. Additionally, students serve on the Student Grievance Committee. In serving in these roles, students have opportunities to advocate for the student body, contribute to proposed policies and procedures, and rule on appeals related to student disciplinary cases.

Most significantly, the Student Government Association gives students experience in representative government. Officers are elected by the student body. Students interested in serving in the SGA can get information directly from the Sandhills website or the Director of Student Life located in the Dempsey Student Center.

## **Student Publications**

The Student Government Association produces an in-house, weekly bulletin written by and designed for students. This bulletin, published weekly, and sent via SCC student email accounts, is overseen by the SGA Public Information Officer and the Director of Student Life, with content by members of the SGA, the student body and SCC Faculty/Staff. While it is an informal publication, this bulletin, like all student publications, is expected to observe the guidelines for student publications.

### **Student Publications Guidelines**

Student publications guidelines at Sandhills Community College are expected to represent the student body at its best. The content of such publications must be in concert with the college Student Code of Conduct. Specifically, all contributors to such publications are bound by the elements of this code:

- Writing that communicates a true threat to an individual or group is prohibited.
- Writing that communicates *harassment* that rises to the level of severe or pervasive is prohibited.
- Writing that involves libelous charges is prohibited.
- Writing that makes use of obscene language and/or expletives is prohibited.

Because this is an educational institution, writing that appears in student created publications is expected to be clear, correct, and well-reasoned. Documents should be well-designed and inviting to the reader.

All materials for student publications must be approved prior to publication by the Director of Student Life. Any disputes about content may be taken to the Dean of Student Services for resolution in concert with the Director of Student Life, the SGA President, and the student-writer. There is an inherent right to appeal. The appeal shall be in accordance with the Student Grievance Procedure.

### **Photo and Video Use**

Sandhills Community College does not collect photo/video release forms. Instead, the College assumes that faculty, staff, students and those visiting our campus are the best resources for marketing the College and are willing to participate in college promotions.

All photographic/video images become the property of Sandhills Community College. Marketing and Public Relations staff members will add the photos or video footage to the College's library of images (maintained by Marketing & Public Relations), which becomes a resource for the College's online and print publications. These images and videos may be used for years after obtaining. The College reserves the right to release images for use by outside agencies for publication by news outlets, magazines, and digital outlets as the College sees fit.

In addition to print use, images may be posted to the college's social media outlets (Facebook, Twitter, Instagram and others).

Still or video photo shoots may be informal (candid photos of campus scenes, athletic events, performances, events, or activities) or formal (planned visits to classrooms, headshots or photo/video shoots on campus).

Students participating in a formal photo shoot (flightPath magazine, billboards, viewbooks, etc.) are giving their permission for their image to be used. Students may opt out of a photo. If a student does not wish to be photographed but fails to identify himself or herself to the photographer, it will be difficult to exclude that person from the resulting images.

Concerns about the uses of individual images may be communicated to the Marketing & Public Relations Department, which will try to resolve individual complaints while still meeting the institutional goals of visually representing the College. Expense is sometimes a consideration in the ability to change a photograph; usually an inventory of printed publications must be exhausted before the change can be implemented.

## **Supervisory Role of the Institution over Student Activities**

While Sandhills Community College takes very seriously its commitment to creating an atmosphere that encourages maximum student self-governance and a range of stimulating activities, the College is also mindful of its responsibility to oversee student life in a responsible and proactive fashion. The supervision of student activities is a function of the Division of Student Services. The Dean of Student Services charges the Director of Student Life to direct student activities and serve as advisor to the Student Government Association (SGA). The Advisor attends all SGA meetings and sponsored activities and serves as a liaison between the SGA and the Dean of Student Services. A description of the supervisory role of the SGA Advisor over the SGA and student activities is found in the *Student Government Association Constitution and Bylaws*.

The SGA is the official sanctioning body for all campus clubs and organizations. The *SGA Constitution and Bylaws* notifies students of their responsibility in initiating and participating in a student club or organization, which must be recognized as such in order to be permitted to use college facilities. Each club or organization has a full-time faculty or staff member who serves as advisor and meets regularly with the group. Additional information may be found in the *Student Club and Advisor Handbook* which may be obtained through the Director of Student Life.

Student activities at Sandhills Community College are evaluated regularly through student surveys and Campus Labs/Engage student participation data. Results provide insight into student needs, interests, satisfaction, and level of participation. These insights are used in determining and planning appropriate student activities.

## **Student Fundraisers**

All student fundraiser events must be approved by the Director of Student Life prior to the event. Proper scheduling will help prevent the possibility of two events occurring on the same day. Activities on campus, including requests for donations or funds, must be submitted in writing using the *Fundraising Request Form* via Eforms. Before approval is given for soliciting prizes, funds, or donations from the public, the Director of Student Life will consult the Sandhills Community College Foundation Office to ensure the activity relates directly to the purpose of the College and does not conflict with other fundraising activities or plans (More information is available under “Fundraising Procedure” in the *Club Handbook*.)

## **Student Life**

There is something special for everyone at SCC. Sandhills Community College sponsors a wide variety of organizations and clubs designed to enhance the educational opportunities available to our students. If you do not see a club that interests you and would like to know more about starting a new club on campus, contact our Director of Student Life at 910-695-3858.

# CLUBS

## **ACES (The Architecture, Construction, Engineering and Surveying Club)**

**Contact:** Ed Spitler, Little 163, 695-3797, [spitlere@sandhills.edu](mailto:spitlere@sandhills.edu)

**Contact:** Matt Sheffield, Little 170, 246-4940, [sheffieldm@sandhills.edu](mailto:sheffieldm@sandhills.edu)

**Contact:** Lindsay McManamon, Little 167, 695-3799, [mcmanamonl@sandhills.edu](mailto:mcmanamonl@sandhills.edu)

The Association for Architecture, Construction, Engineering and Surveying, otherwise known as the ACES Club, provides students with knowledge of these and related fields outside of the classroom. Each year, the ACES members participate in the Experience Engineering Project, through which students explore exciting projects and sites related to their industries. Students have toured the Washington Nationals Baseball Stadium construction, the Freedom Tower construction, the Brooklyn Bridge, the Smithsonian Air & Space Museum, the Skyscraper Museum, the Hoover Dam, the Chunnel, the Big Dig, as well as many other interesting sites.

## **Alliance for Black Culture (ABC)**

**Contact:** Jeffrey Quick, Stone 113, 695-3787, [quickj@sandhills.edu](mailto:quickj@sandhills.edu)

**Contact:** Kimberly Aliago, Stone 115A, 695-3738, [aliagok@sandhills.edu](mailto:aliagok@sandhills.edu)

**Contact:** Tonelli Hackett, Stone 228, 695-3737, [hackettto@sandhills.edu](mailto:hackettto@sandhills.edu)

The Alliance for Black Culture (ABC) promotes global diversity, equity and inclusion starting with our community. All races are cordially invited to join this organization. We strive to service our community, learn about Black history and culture, and

## **Athletics**

**Contact:** Ryan Riggan, Dempsey 232, 246-4121, [rigganr@sandhills.edu](mailto:rigganr@sandhills.edu)

Sandhills Athletics works to support the mission and purpose of Sandhills Community College. As a member of the National Junior College Athletic Association (NJCAA), SCC athletics provide opportunities for development and competition that support the educational goals of the College. Athletics were founded to serve the individual student as well as to enrich the college environment for all students, faculty and staff. The Athletics Department works with students to promote leadership and involvement within our community. While many of our athletes will likely continue competing at a four-year college or university, it is our purpose to inspire all student athletes to better themselves academically, socially, and physically.

## **Chess Club**

**Contact:** Daniel Regalado, Logan 208, 246-4946, [regaladod@sandhills.edu](mailto:regaladod@sandhills.edu)

The SCC Chess Club provides an opportunity for students to socialize, learn, and grow through playing chess. Alongside regular meetings, the Chess Club also hosts opportunities for students to teach the game of chess to their fellow peers and holds chess tournaments (for charity). Our main objectives are to teach, learn, and to play chess – and to help people out along the way.

### **Circle K Club**

**Contact:** Tammy Stewart, Boyd 107, 695-3821 [stewartt@sandhills.edu](mailto:stewartt@sandhills.edu)

The SCC chapter of Circle K International will be a prominent, inclusive, and impactful student-led organization helping to improve the quality of life for the people in the Sandhills and SCC students through service, leadership, and fellowship.

### **Computer Technology Club**

**Contact:** Paul Steel, Little 213, 695-3815, [steelp@sandhills.edu](mailto:steelp@sandhills.edu)

**Contact:** Will Jones, Little 208, 246-5365, [jonesjw@sandhills.edu](mailto:jonesjw@sandhills.edu)

The Computer Technology Club gives students the opportunity to meet others with similar interests in computer technology. The club facilitates communication, discussion and dispersion of information relating to computer applications, services and technologies. The club includes students from all areas of computer instruction offered on the campus including, but not limited to, computer programming, computer engineering, digital media, networking, and simulation and game development. Club members are encouraged, through outreach programs, to give back to the SCC campus community and the Sandhills community at large. Above all else this club is open to all who WANT to know more....

### **Creative Writing Club**

**Contact:** Renee Whitmore, Logan 133, 695-3867, [whitmores@sandhills.edu](mailto:whitmores@sandhills.edu)

The Creative Writing Club is all about writing creatively. Writing is one of those niche interests that only a small percentage of people take part in. As such, finding like-minded individuals who share a literary passion can be a challenge. The Creative Writing Club makes that challenge negligible. All that a literature-loving student will have to do to get involved with other writers is join up! Members of the club will be given the opportunity to share their work with others, and, naturally, have others' work shared with themselves. Peer reviews have been instrumental in my come-up as a writer, and it goes both ways. When my work is analyzed, I get to see what I did right and what I did wrong: perfect information for improvement. When analyzing another's work, I get to see what they did right and what they did wrong: perfect information for improvement.

### **CRU**

**Contact:** TBA

CRU is a caring community passionate about connecting people to Jesus Christ. The purpose of CRU is helping to fulfill the Great Commission in the power of the Holy Spirit by winning people to faith in Jesus Christ, building them in their faith and sending them to win and build others and helping the body of Christ to do evangelism and discipleship through a variety of creative ways.

### **C-Step Club**

**Contact:** Matthew Dial, Meyer 218, 695-3960, [dialm@sandhills.edu](mailto:dialm@sandhills.edu)

Students that are accepted into the UNC-CH Student Transfer Excellence Program (C-STEP) at Sandhills Community College are eligible to be members of this organization. The club will educate student interested in applying to the program, provide support to students currently in C-STEP, and participate in campus and community events to provide leadership opportunities for members.



### **Fellowship of Christian Athletes**

**Contact:** James Easterly, McKean 117, 695-3812, [easterlyj@sandhills.edu](mailto:easterlyj@sandhills.edu)

**Contact:** Lauren Easterly, Logan 216, 695-3855, [easterlyl@sandhills.edu](mailto:easterlyl@sandhills.edu)

FCA is a Christian community that is led by those who serve FCA's mission as its representatives, including all of FCA's directors, officers, employees and volunteer leaders, each of whom is an integral part of the community (and are described in this Manual as "FCA representatives"). Both of FCA's mission and the association of FCA's representatives are an exercise and an expression of FCA's Christian beliefs. The mission of the Sandhills Community College Fellowship of Christian Athletes is "to present to athletes and coaches, and all whom they influence, the challenge and adventure of receiving Jesus Christ as Savior and Lord, serving Him in their relationships and in the fellowship of the church."

### **Flying Club**

**Contact:** Keith Davies, Little 243, 693-2076, [daviesk@sandhills.edu](mailto:daviesk@sandhills.edu)

The purpose of the club is to provide SCC students access to a growing industry and bridge the gap between the establishes Ground Training Aviation Program at SCC and Flight Training opportunities. The club will educate students on how to take their ground training learned at SC to the skies and connect them with local Flight Training facilities.

### **GST\*A (Gay, Straight, Transgender Alliance)**

**Contact:** Jami Dandridge, Stone 221C, 693-2072, [dandridgej@sandhills.edu](mailto:dandridgej@sandhills.edu)

**Contact:** Sue Senior, Kennedy 145, 695-3922, [seniors@sandhills.edu](mailto:seniors@sandhills.edu)

GST\*A is a support group for the LGBTQIA+ community and allies. The club offers a unique setting in which students, faculty and staff at SCC can share their true identities. We offer support through weekly meetings as well as scheduled activities throughout the Fall and Spring semesters. GST\*A participates in and supports many of the events held on campus as well as promotes awareness and education on LGBTQIA+ issues.

### **Health and Fitness Club**

**Contact:** Shelby Basinger, Blue 109, 246-4961, [basingers@sandhills.edu](mailto:basingers@sandhills.edu)

The SCC Health & Fitness Club helps to gather individuals who appreciate fitness and living a healthy lifestyle. In this club individuals are encouraged to share their ideas and new information that will help to improve the overall health of the group and those around them. Students of all levels/abilities are encouraged and welcomed to join.

### **Horticulture Club**

**Contact:** Hilarie Blevins, Steed 209, 695-3885, [blevinsh@sandhills.edu](mailto:blevinsh@sandhills.edu)

One of the oldest and most renowned organizations on the SCC campus is the Sandhills Horticulture Club. The club's primary purpose is to provide a vehicle to support outside activities and competitions in which the Landscape Gardening students participate. The club hosts special events such as bedding plant sales and other creative projects to support student trips, competitions, and student career days.

## **Intramurals and Fitness Center**

**Contact:** Ryan Riggan, Dempsey 232, 246-4121, [rigganr@sandhills.edu](mailto:rigganr@sandhills.edu)

Intramurals that have been popular in the past include soccer, tennis and sand volleyball. Students of all levels/abilities are encouraged to start a sport and/or participate. The Russell Fitness Center is also open weekdays to current SCC students and employees.

## **Lacrosse Club**

**Contact:** TBA

The purpose of the Lacrosse Club is to provide opportunities for students to learn and develop an appreciation for the game. The club is inclusive and wants to support the development of anyone who is interested in learning more about lacrosse with the goal of growing the game on campus and generating greater campus and community awareness.

## **Latin X**

**Contact:** Bill Pope, Van Dusen 220, 246-4978, [popew@sandhills.edu](mailto:popew@sandhills.edu)

Latin X is a club dedicated to raising awareness about the Latin X and Hispanic culture by providing resources for our campus community. Club participants do not need to identify as Latino/a/xin order to join as we aim to actively participate in the expression and inclusion of diversity among campus. The club welcomes anyone and everyone! The objective of Latin X is to educate students on the traditions and cultures they may not be familiar with, along with raising awareness and celebration for marginalized groups on campus.

## **Phi Theta Kappa – Alpha Tau Beta**

**Contact:** Jackie Babb, Little 207, 695-3802, [babbj@sandhills.edu](mailto:babbj@sandhills.edu) or

**Contact:** Scott Robinson, Little 206, 695-3869, [robinsons@sandhills.edu](mailto:robinsons@sandhills.edu)

Phi Theta Kappa is the international honor society for two-year colleges. Membership is available to students by invitation only and requires a 3.7 GPA based on 16+ hours of college credit courses (100 level or higher). The hallmarks of Phi Theta Kappa are scholarship, leadership, fellowship, and service. Kappans serve as hosts for the college lecture series, as marshals at graduation, and as assistants with on-campus service activities.

## **Radiography Club**

**Contact:** Robin Garner, 158 Kennedy 157, 695-3916, [garnerr@sandhills.edu](mailto:garnerr@sandhills.edu)

The Radiology Technology Club includes students that are enrolled in SCC's Radiography program. Club members are encouraged to give back to the community through school and community sponsored events. Club members also host fundraisers to support workshops and attendance at State Radiography conferences, where students are encouraged to network, build relationships with peers, reach for higher professional goals, and support patient safety initiatives. This club provides opportunities for students to get involved in school, community, and professional initiatives to give back and raise standards affecting our healthcare profession. Students host fundraising events to provide funding for NCSRT conference and ARRT Registry preparation.

### **Sandhills Association of Nursing Students**

**Contact:** Hannah Altergotth, Kennedy 110, 695-3935, [altergotth@sandhills.edu](mailto:altergotth@sandhills.edu)

The Sandhills Association of Nursing Students (SANS) seeks to introduce participants to the nursing profession through their professional organization and to provide a setting for professional socialization. Active membership is available to all ADN (Associate Degree Nursing) students. SANS also promotes and encourages participation in community affairs and activities related to improving healthcare. SANS provides opportunities for state and national networking with their professional organization. Fundraisers, service projects, social events, educational programs, and mentoring and recruitment opportunities are all part of the experience available to SANS members.

### **Student Government Association**

**Contact:** Dana Cuellar, Dempsey 223, 695-3858, [cuellard@sandhills.edu](mailto:cuellard@sandhills.edu)

The student activities program at SCC is sponsored by the Student Government Association. Members of the SGA make a concerted effort to provide students with cultural, social, recreational, and service-oriented activities. Activities sponsored by the SGA include free food days, the annual Fall Fest and Spring Fling, holiday festivities, doughnuts during exams, student accident insurance, and scholarships and awards. The SGA is always looking for new ideas and is the students' voice at SCC.

### **Students for Life**

**Contact:** Ginny Ferguson, Steed 114, 695-3885, [fergusonv@sandhills.edu](mailto:fergusonv@sandhills.edu)

Members of Sandhills Students for Life work to save lives threatened by induced abortion, euthanasia, and the destruction of human embryos for research. In furtherance of these goals, members seek to promote respect for life at Sandhills and on a local, state, and national level, to educate on life issues, to help those in need so that life is a promising choice, and to work with others who share common goals.

### **Tennis Club**

**Contact:** Alicia Riggan, Dempsey 114, 246-4122, [riggana@sandhills.edu](mailto:riggana@sandhills.edu)

The Sandhills Tennis Club provides an inclusive environment where students can feel welcome while enjoying the game of Tennis. College life can at times seem overwhelming and every now and then college students may feel the need to have a break from their typical school day. The tennis club is open to all students regardless of experience in playing tennis.

### **Veterans Club**

**Contact:** Emily Davis, Stone 221A, 695-3732, [davise@sandhills.edu](mailto:davise@sandhills.edu)

Sandhills Community College Veterans Club, SCCVC is a community first focused organization, organized with similarly interested students to provide a common sense of esprit de corps amongst Southern Pines, Pinehurst, West End, and Carthage. Volunteer opportunities include hospitality services conducted at the Lee County Veterans Affairs Clinic in Sanford, NC, Community Beautification Drives, Volunteer opportunities at First Health of the Carolinas in Pinehurst, NC, and Weekend Training Clinics. This club works in conjunction with the Veterans department at Sandhills Community College and is in a place to guide and encourage recently separated veterans to participate in career bettering opportunities in their community.

# FREQUENTLY ASKED QUESTIONS

## General

***Q: When is the first day of the semester?***

A: The first day of the Fall 2023 semester is Monday, August 14. The first day of the Spring 2024 semester is Monday, January 8. The first day applies to traditional, hybrid, online, and evening courses.

***Q: How do I change my schedule?***

A: Changing a class schedule can include dropping a class, adding additional classes, or changing the days and times of a class. To do so, complete the “Course Change Form” found in the eForms section of the MySCC page.

***Q: How can I get in contact with my instructor?***

A: There are several ways to contact your instructor. The online directory found here [Sandhills Community College Directory](#) will provide you with office and phone numbers as well as email addresses. Please remember that you should allow your instructors at least 24 hours to respond to you.

***Q: I am registered for an online course. What do I do now?***

A: Prior to the first day of classes, you will need to visit the MySCC page here: <http://www.sandhills.edu/myscc/> to set up your online account. Once there, scroll down to Password Management. After clicking on Password Management, go to “set up account.” Scroll down to “set up your account,” click on it and proceed to read and acknowledge the acceptable use policy. In order to set up your account, you will need your student ID number (found on your ID card or registration form), the last 4 digits of your SSN and your DOB. On the first day of classes, you should be able to login to your online course. It is **VERY** important that you log in on the first day of class. To login to your class return to the MySCC page and click the Moodle button. If you have any questions about your classes, please call your advisor.

***Q: If I drop a class, can I get a refund?***

A: It depends on when you drop the course. In order to drop a course and receive a 100% refund, you must drop the course by August 11th (for Fall 2023) & January 5th (for Spring 2024). Once classes begin, there are very specific deadlines for dropping courses and receiving a percentage of your tuition back. Please check the website (Student Calendar) and catalog carefully and become familiar with these deadlines.

***Q: How do I get my books?***

A: Books may be purchased through the SCC Bookstore in person or online via the SCC Bookstore link here: <http://sandhills.bncollege.com/webapp/wcs/stores/servlet/BNCBHomePage?storeId=43053&catalogId=10001> Students with financial aid must present a current SCC student ID and an official class schedule to the bookstore staff to get books.

***Q: How do I get a student ID and parking sticker?***

A: Student IDs and parking stickers are distributed at the campus switchboard located in the Dempsey Student Center just outside of the SCC Bookstore. You will need to bring a government issued photo ID (ex. Driver’s License) in order to get both your student ID and parking sticker. You will need to register your vehicle on eForms prior to picking your sticker up on campus. For more information regarding parking stickers please visit: <https://www.sandhills.edu/safety-security/student-parking-information-security-sandhills-community-college/>

***Q: Where should I park on campus?***

A: You are required to park in areas designated for students. Students may not park in faculty/staff lots or in visitor parking.

***Q: When and how do I get my financial aid refund?***

Your account will be reviewed and processed for remaining funds after confirmation of class attendance. Please note, if you enroll in 8-week courses, confirmation of class attendance is performed after the 10% point of that course. If you are eligible to receive any remaining funds after all charges for tuition/fees and books/supplies are deducted, you will be mailed a refund check based the refund schedule listed below. Refunds for late-start classes are generally mailed a few weeks after the start of the course; however, please check with the Financial Aid Office for the exact dates.

**Financial aid refund checks will be mailed on the following days:**

**Regular Semesters**

Fall 2023– September 18, 2023  
Spring 2024– February 12, 2024

**Fall 8-Week/Spring 8-Week**

Fall 2023– November 6, 2023  
Spring 2024– April 8, 2024

**Summer Semesters**

Sessions A& B: June 7, 2024  
Session C: July 15, 2024

***Q: Where is my classroom?***

A: To locate your classroom, refer to your student schedule to see the building location of your class. Once you know the building, use a campus map (found in Student Services in Stone Hall) and in page 41 of this handbook) or refer to your Pre-Advising folder which has a campus map on the back cover to help find your building. As a rule, classrooms that begin with a 1 (ex. Kennedy 136) mean that they are on the first floor and those that begin with 2 (ex. Van Dusen 208) are located on the second floor. It is good practice to find your classroom prior to the first day of class.

## SCC Transfer Center

***Q: What is the SCC Transfer Center***

A: The Transfer Center is designed to support students who enroll in the Associates in Science Associates in Arts degrees with the goal of transferring to a 4-year college or university. All students enrolled in the AA or AS transfer degree will be assigned to an academic advisor from the Transfer Center in their first year and will help guide you in setting up an education plan to meet the transfer requirements and to successfully navigate the transfer process.

***Q: What if I cannot find my advisor?***

A: Each advisor should have office hours posted on their office door. During registration times, they should have an appointment sign up. Students are expected to make appointments to see their assigned advisor. If your advisor is on long-term absence, you should refer to the department chairperson or see the Director of Program Placement, Cary Greene.

***Q: How can I find out course requirements needed for graduation?***

A: Our website has all curriculum graduation requirements. You can also view your program's course requirements, and your progress towards graduation in your Self Service account by going to the Advising section, and clicking on the "progress" tab.

***Q: How do I declare/change my major?***

A: Your initial major is based on the program that you selected when you completed your admissions application. If you wish to change your major, you can complete a Change of Major form found in the eForms section of the MySCC page.

***Q: How do I get out of a class once it has started?***

A: If it is within the Drop/Add period of the semester, you may drop the class. This will allow you to drop the class without affecting your GPA. Dropping a class could still impact your financial aid award, so please consult with the Financial Aid office and your advisor before dropping a class. After the drop date, you may be able to withdraw from the course. It will be up to your instructor to determine if the status of your withdrawal will affect your GPA. Refer to the Academic Calendar (on the website), and your course syllabi for all drop deadlines. All course changes can be made through the eForms section on the MySCC page.

***Q: When should I be registering for classes?***

A: We will post priority registration dates will be posted on our website and around campus. This usually starts about a month prior to the current semester ending. Once you see the notification, you should make an appointment to meet with your advisor to register for the next semester. The best way to make an appointment with your advisor is by emailing them and requesting an appointment time. You can also register on your own through Self-Service.

## Campus Police & Public Safety

***Q: I do not have a student sticker; can I park in visitor parking?***

A: No, you must still park in student parking.

***Q: I have a class in Meyer/Stone Hall and it is only an hour, can I park in visitor parking?***

A: No, you must still park in student parking.

***Q: I am late and need to park against a curb/in visitor parking/faculty parking/ in the roadway.***

A: No, you must still park in student parking.

***Q: I have a car with a handicap placard that does not belong to me, can I park in the handicap spaces.***

A: No, the placard must be assigned to you by the Department of Motor Vehicles. Additionally, you must have a Sandhills Community College handicap parking sticker to park in handicap spaces on campus.

***Q: I have a handicap placard; can I park in the diagonal striped area for handicap parking?***

A: No, the diagonal striped area is for people who are getting out of wheelchair accessible vehicles. Parking in the diagonal striped area prevents a person who uses a wheelchair to get out of their vehicle.

***Q: Where is lost and found?***

A: Lost and found items can be claimed at the college switchboard in the Dempsey Center lobby.

***Q: Does it cost anything for campus police to jump start my dead battery or to unlock my car door if I lock my keys in my vehicle?***

A: No, we will jump start and unlock vehicles at no charge.

***Q: Where is lost and found?***

A: Lost and found items can be claimed at the college switchboard in the Dempsey Center lobby.

***Q: Can I report a crime anonymously?***

A: Yes, crimes can be reported anonymously. However, the more information we have about the crime and those involved, the better our chance of taking appropriate action.

## Career Development & Personal Counseling Services

***Q: Where are Career & Personal Counseling services offered?***

A: These services are offered at the Pinehurst campus and the Hoke Center.

***Q: What services are offered?***

A: The Career Center provides students with career development services, resume writing, interview skills and etiquette and overall employment services. Personal Counseling offers one on one and/or group counseling. These services are no charge to current students.

***Q: If I have a personal problem or mental health concerns, how do I meet with a counselor?***

A: For personal counseling, you may contact one of our licensed professional counselors at (910) 695-3968 or (910) 246-4944 (Main Campus) or (910) 878-5804 (Hoke Center).

***Q: If I speak to a counselor, will this meeting and what I say during it become a part of my academic records?***

A: No. Your career development and personal counseling records are kept separate from your academic records and are secured in locked files at all times.

***Q: What employment services for students or alumni does the Career Center offer?***

A: The Career Center enter offers an online listing of current job offerings for current SCC students and alumni. You can register and log in from the Center's page on the SCC website (<http://www.sandhills.edu/careercenter/>) or come by the Center for assistance.

## Tutoring Center

***Q: Do you charge for tutoring?***

A: No, it is free to all current students.

***Q: Can I get a tutor at any time during the semester?***

A: Yes. However, the earlier the better!

***Q: Can the Tutoring Center help me with assignments?***

A: We can help you with understanding the assignment, but we will not do the work for you. Our policy is that we do not do homework. We help students understand and do the work themselves.

***Q: Can I be a tutor?***

A: Yes. You are invited to apply at the Kelly Tutoring Center in Logan Hall. You must be a second-year student with a current GPA of 3.1 or better and have written approval from a professor in the subject area in which you would like to tutor.

***Q: Are the tutoring sessions by appointment only?***

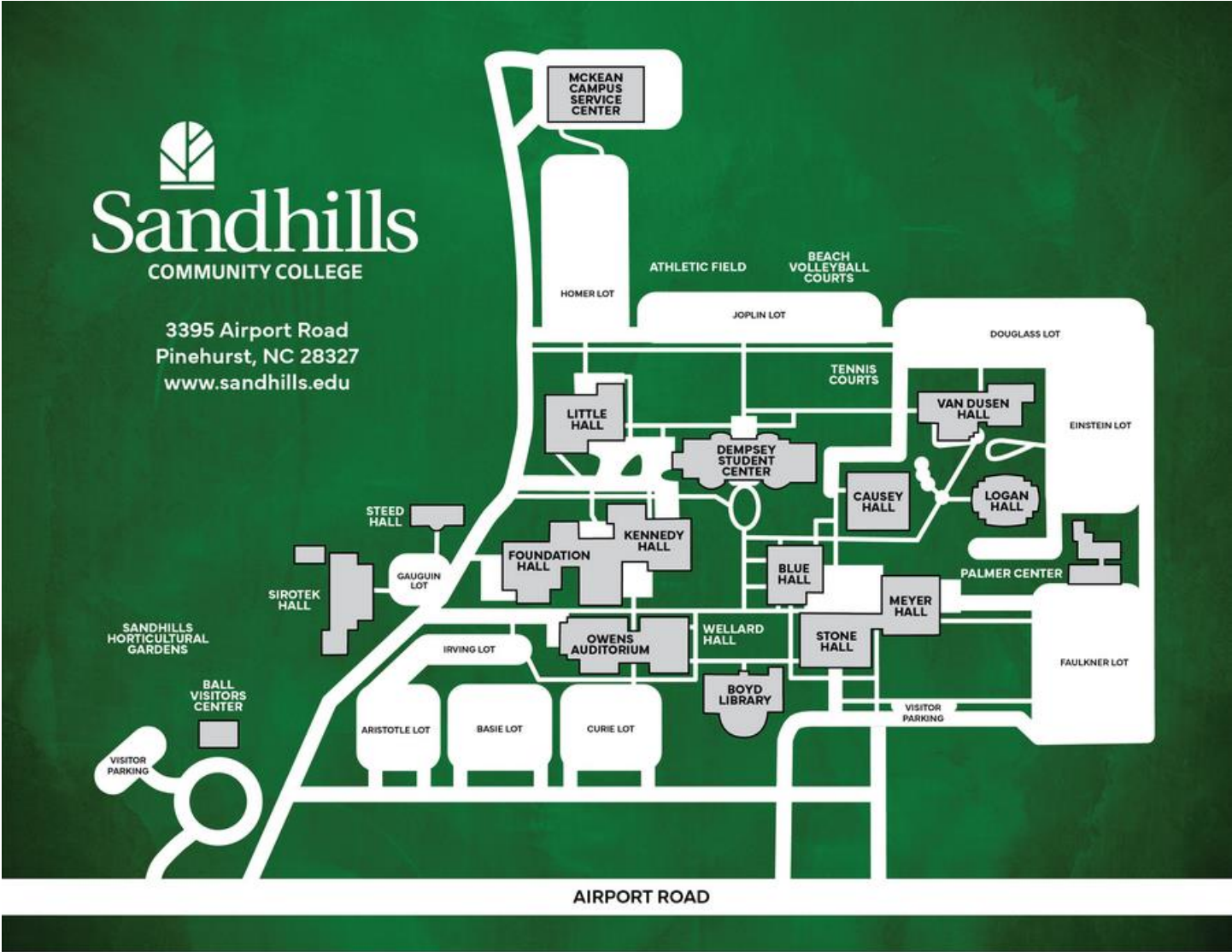
A: Yes. We have standard, appointment only tutoring sessions for individual tutoring. However, there are also tutoring labs for the developmental math and English programs. Due to the high demand for tutors, it is important that you attend each appointment with your assigned tutor.

***Q: Does the Tutoring Center only tutor in certain subjects?***

A: No. The Tutoring Center provides tutoring in all subjects. In some cases, we may not have a tutor for a specific subject, but will work with the instructors to find a suitable tutor as needed



# Pinehurst Campus Map



**Blue Hall**

- BLET Classroom
- Career Center
- Planning and Research
- Health and Fitness Science

**Boyd Library**

- Cole Children's Library
- Hastings Art Gallery
- Learning Resource Center
- Ryan Veteran's Center
- Teresa Wood Reading Room

**Causey Hall**

- Aviation
- Cosmetology
- SCC Foundation Office

**Dempsey Student Center**

- Athletics
- Clement Dining Room
- Ewing Leadership Wing
- Heins Gymnasium
- Intramurals
- Game Room
- B&N Bookstore
- Lost and Found
- Parking Permits
- Peterson Dining Commons
- Photo ID
- Reception
- Russell Fitness Center
- Student Government Association
- Student Life

**Foundation Hall**

- DiNapoli Nursing Simulation Center
- Doug and Ellen Leslie Nursing Education Faculty Wing
- Emergency Medical Science
- Fletcher Family Nursing Education Center
- Terri McCaskill Stafford Nursing Skill Lab

**Kennedy Hall**

- Fine Arts
- Health Sciences
- Marketing
- Nurse Aide

**Little Hall**

- Aviation Program
- Culinary Arts Programs
- Computer Programs
- Engineering Technologies
- Whole Harvest Kitchen
- Construction Programs

**Logan Hall**

- English and Humanities
- Kelly Tutoring Center
- Mathematics
- Open Speaking Lab

- Open Writing Lab
- Open Math Lab

**McKean Campus Services Center**

- Grounds Maintenance
- Physical Plant Maintenance
- Print Shop

**Meyer Hall**

- Management & Business Tech Lab
- Sciences
- Therapeutic Massage

**Owens Auditorium****Palmer Trades Center**

- Electrical
- Industrial Maintenance
- Welding

**Sirotek Hall**

- Automotive Programs

**Steed Hall**

- Landscape Gardening Programs

**Stone Hall**

- Admissions
- Financial Aid
- Records and Registration
- Transfer Center
- Sandhills Promise
- Personal Counseling
- Disability Services
- Human Services
- Information Services
- Management & Business Technologies

**Van Dusen Hall 1st Floor**

- Continuing Education
- Dedman Center for Business Leadership,
- Frick Innovation and Technology Center
- Furches Life-Long Learning Center

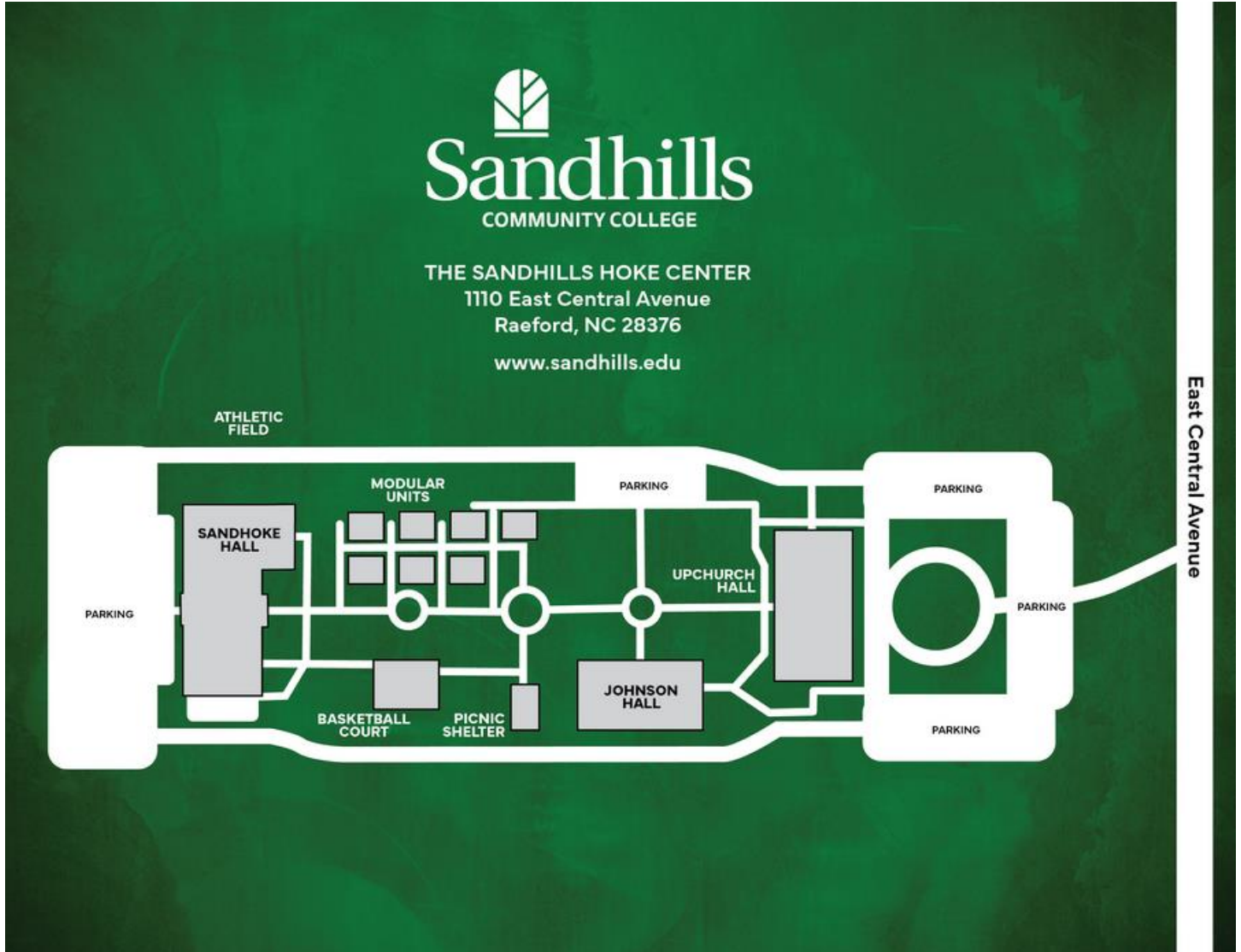
**Van Dusen Hall 2nd Floor**

- College Programs for High School Students
- Social and Behavioral Sciences
- Public Services

**Wellard Hall**

- Audiovisual Services
- Campus Police and Public Safety
- Fine Arts- Music and Music Education
- McPherson Black Box Theater

# Sandhills Hoke Center Map





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