

Admission, Payment, and Records

Section 3 of the *General Catalog 2011-2012*, “Admission, Payment, and Records,” begins on the third page, which is page 28, and continues through page 38.

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General Catalog 2010-2011



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SANDHILLS COMMUNITY COLLEGE

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The provisions of this publication are not to be regarded as an irrevocable contract between the student and Sandhills Community College. The College reserves the right to change any provision or requirement at any time within the student's term of residence or to add or withdraw course offerings. The College further reserves the right, at any time, to request that a student withdraw when such action is considered to be in the best interest of the institution.

ADMISSION TO THE GENERAL COLLEGE

Sandhills Community College maintains an “open-door” admission policy for high school graduates and others 16 or older who hold a high school equivalency certificate (GED) or an adult high school diploma.

Admission to associate’s degree, diploma, and certificate programs requires submission of the official application form, placement testing, and one of the following: an official high school transcript indicating graduation with a diploma, a high school equivalency certificate (GED), or an adult high school diploma. It is the responsibility of the student to make certain that these documents are sent; however, the Division of Student Services will provide guidance with admissions and placement testing.

Applicants who are 18 or older but who do not have a high school diploma, GED, or adult high school diploma are accepted for admission to an adult basic education, high school equivalency, or adult high school program.

Admission to the College does not guarantee placement into a specific program of study.

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. Students admitted to the College must adhere to the Student Code of Conduct, which prohibits conduct that significantly impairs the welfare or the educational opportunities of others in the college community.

Exceptions to the admissions policy, including the U.S. Department of Education Ability to Benefit provision and the Intellectually Gifted and Mature Student legislation [Session Law 2009-46, House Bill 65], may be determined after a conference with the Vice President of Student Services and Academic Support.

Disability Services

The College strives to provide an equal educational opportunity to all applicants and encourages students with disabilities to enroll. The College makes every effort to comply with the Americans with Disabilities Act, and reasonable accommodations will be made for all who demonstrate a legitimate need. The campus is largely barrier-free and accessible. Faculty and staff are available to assist where feasible. Students in need of special assistance should contact the Director of Student Success in the Advising Center in Stone Hall at their earliest convenience. Refer to the Compliance section in this *Catalog* for more information.

Assessment

Placement testing is required for all students who plan to enter an instructional program; all special students who enroll in English, mathematics, or other restricted courses; and all high school students taking college courses. The placement test is designed to assess academic abilities in the areas of reading, writing, and mathematics. Students who do not meet these test scores may be advised to enroll in

developmental courses to prepare them for program placement at a later date. Placement test results are good for three (3) years and are used by counselors and academic advisors to place students in the courses that are appropriate to their academic needs. Placement testing is conducted on-demand through the Learning Resource Center located in Boyd Library. Students requiring placement testing will be issued a testing ticket upon admission to the college. Submission of SAT or ACT scores taken within three (3) years may exempt a student from placement assessment.

Students who do not make a satisfactory score on the placement test may be allowed to retest. In addition, in some instances, students may challenge a course by passing a departmental exam and earning Credit by Exam (CE).

Developmental Education

Students whose placement test scores reveal a need to strengthen English, mathematics, reading, or study skills should enter developmental/pre-curriculum courses. These offerings are designed to prepare students for entrance into and success in curriculum programs. In addition, several courses list developmental English or mathematics courses as prerequisites or corequisites, so students placed in developmental courses should consult the Course Descriptions section of this catalog for course requisites before registering for courses. Course descriptions are also published online at www.sandhills.edu.

Students who need more than one developmental course may wish to register for a learning community, a block of prerequisite courses taught by a team of instructors and supported by tutoring, counseling, and off-campus learning experiences.

Program Placement

Students who desire to enter a specific instructional program and who meet the testing and placement criteria will be placed in the program of their choice as long as vacancies exist. Placement of qualified candidates into the programs will be made according to the published program admission requirements, which may include the date by which the candidates successfully meet testing and placement criteria and the date by which all required records are received by the college. Program placement requirements and special program requirements are outlined on program sheets that can be obtained in the Division of Student Services.

Readmission

A student will maintain an active application status provided a break in enrollment does not equal or exceed two years. Students returning after an absence of two or more academic years and those students who applied but never attended should:

- Complete an application for readmission.
- Submit transcripts from all regionally accredited colleges or universities attended since attending or applying to Sandhills.
- Meet the admission and graduation requirements of the *Catalog* in effect at the time of readmission.

Students who have not attended Sandhills Community College in at least five years may be required to re-submit transcripts from all regionally accredited colleges or universities previously attended.

In addition, students changing from Special Student status to Degree Seeking must submit a new admissions application and submit any required documents to the Admissions Office to become eligible for readmission.

Admission of Foreign Applicants

Permanent Residents

Applicants must provide current valid documentation from the Citizenship and Immigration Service (CIS) before being admitted and placed under regular admissions policies.

F-1 Visas

Applicants seeking an F-1 student visa must provide satisfactory academic records and have a local sponsor. Other important factors are graduation from a secondary school that is equivalent to secondary schools in the United States. If EFL classes are not offered, applicants whose native language is other than English must submit TOEFL (Test of English as a Foreign Language) scores as evidence of ability to use English at a level of competence necessary for college work. (TOEFL test dates and further details may be viewed at www.ets.org.) A minimum score of 213 is required for the computer-based TOEFL exam, 550 for the paper-based exam, and 72 for the internet-based exam. Exceptions to the college policy may be granted in rare instances. Foreign applicants should contact the Admissions Office at Sandhills Community College for additional information. New international students must report to the Transfer and Residency Counselor in Stone Hall Student Services within 24 hours upon arrival to campus.

Other Visas

Applicants must provide current valid documentation from the Citizenship and Immigration Service (CIS) before being admitted – as allowed – and placed under regular admissions policies.

Transfer Students

Transfer students must meet the same admission criteria as all new students. Sandhills Community College will consider granting credit for work done at other regionally accredited institutions of higher education. Courses accepted for transfer credit must parallel course offerings at Sandhills Community College as determined by the Director of Records and Registration, the Dean of Instruction, and/or the appropriate Department Chair. Courses approved to satisfy the NCCCS Comprehensive Articulation Agreement general education core, pre-major or elective course requirement will also be considered for acceptance as transfer credit. Transfer credit may be allowed only for courses in which a student has earned a grade of a 'C' or higher.

In addition to submitting all other application materials, transfer students **must** submit official transcripts of all **post-secondary** credits previously earned at other accredited institutions. Students will not be allowed to register beyond their first semester unless all required transcripts are received. These official transcripts become a part of the student's permanent record and cannot be sent to other institutions or returned to the student. A transfer student may be exempt from the placement test if appropriate math and/or English courses have been completed with

a grade of “C” or better. The Director of Records and Registration will determine if placement testing is required.

Foreign College Transcripts

Foreign college transcripts must be translated into English with a comprehensive course-by-course report before the Office of Records and Registration at Sandhills will evaluate these documents for potential transfer credits. Currently, World Educational Services, Inc. (WES) is the only company from which Sandhills will accept comprehensive course-by-course foreign college transcript reports.

Students must contact WES directly and instruct them to mail an official report directly to Sandhills. Students also must request a course-by-course evaluation. Document-by-document evaluations will not be accepted by Sandhills for transfer credit. Contact the Office of Records and Registration, 910-695-3739, for further information.

World Educational Services, Inc.
P.O. Box 745 Old Chelsea Station
New York, NY 10113-0745
Phone: 212-966-6311
Fax: 212-966-6395
Toll Free: 1-800-937-3895
Application forms: www.wes.org

Special Students

Any high school graduate who does not plan to earn a degree, diploma, or certificate but who wishes to enroll in a college credit course (not a continuing education class) may be admitted as a special student. Special students may register for courses if course prerequisites are met and if space exists in the class. A current SCC student’s registration may take precedence over a special student’s registration. Exceptions to any of the above statements must be approved by the Dean of Instruction.

For admission to Sandhills Community College, a special student must complete an official admissions application form, which is available in the Admissions Office or online at www.sandhills.edu/admissions. Upon a later decision to pursue a degree, diploma, or certificate at Sandhills Community College, the special student will be asked to fill out another application, submit proof of high school graduation, and meet certain placement criteria.

Special students will be required to make a satisfactory score on the college placement test or show proof of course completion with a college transcript prior to enrolling in English, mathematics, or other restricted college-level courses. Students who have not met at least one of these requirements will be allowed to register only for ENG 075, MAT 060, and other non-restricted courses.

Special students are not eligible to receive financial aid or veterans’ benefits.

After successfully completing 16 semester hours of course work, a special student should meet with a counselor or with the Advising Center concerning possible placement into a curriculum.

Home-Schooled Degree-Seeking Students

These students must provide the following documentation for admission:

1. A copy of the Certificate of Inspection issued by North Carolina, which will identify that the home school is listed with the NC Division of Non-Public Education.
2. A final high school transcript, which includes the official school name and the principal's signature. The transcript should include the home school established minimum scores required on a Nationally Standardized Test.

If the above criteria cannot be met, home school applicants may also elect to take and pass the GED exam in lieu of a high school diploma.

Visiting Students

A visiting student is a student who is pursuing a degree at another institution but who is taking courses at Sandhills Community College with the intent of transferring credit for those courses to the home institution. A visiting student will be classified as a special student and may register for courses only if course prerequisites are met and if space exists in the classes. A current SCC student's registration may take precedence over a visiting student's registration. A visiting student must submit an official admissions application form and is encouraged to obtain written permission of the institution from which graduation is planned.

Residence Status for Tuition Purposes

The basis for determining the appropriate tuition charges is contingent upon whether a student is a resident or a nonresident for tuition purposes. To qualify as a resident for tuition purposes, a person must become a legal resident and remain a legal resident for at least twelve consecutive months immediately prior to classification. Thus, there is a distinction between legal residence and residence for tuition purposes. Furthermore, "twelve months legal residence" means more than simple abode in North Carolina. In particular, it means maintaining a domicile (permanent home of indefinite duration) as opposed to "maintaining a mere temporary residence or abode incident to enrollment in an institution of higher education." The burden of establishing facts that justify classification of a student as a resident entitled to in-state tuition rates is on the applicant for such classification. Being classified a resident for tuition purposes is contingent on the students seeking such status and providing all information that the institution may require in making the determination.

The Office of Admissions has the authority and responsibility for determining residence status for tuition purposes. To make residency determination, the office uses the *Manual to Assist the Public Higher Education Institutions of North Carolina in the Matter of Student Residence Classification for Tuition Purposes*. A copy of this manual is on reserve in the Boyd Library. Residence applications may be obtained in the Admissions Office.

Any student who wishes to appeal the residency decision may originate an appeal with the Sandhills Community College Residency Committee.

Students intending to transfer from Sandhills Community College should explore the residency practices of the college or university to which they intend to transfer.

Contact the residency, transfer, and Personal Counselor for further information at 910-695-3729.

Concurrently Enrolled High School Students

In compliance with state law, Sandhills Community College may collaborate with public school superintendents, private school headmasters, and home schools in arranging for high school students to be concurrently enrolled in college courses. Courses will be offered based upon available state and local funds.

High school officials will determine how, and if, students will be awarded high school credit for courses taken through the college. Concurrently enrolled students are not allowed to take any developmental courses.

Concurrently enrolled high school students must take the course placement test and meet the same prerequisite and course admission requirements as adult college students. Upon completion of courses, college credit will be awarded, grades will be recorded, and permanent academic records will be established at the College.

Sandhills offers college-level courses for high school students in four ways:

Dual Enrollment Program

Dual enrollment students enroll in regular college-level classes with other college students on the Sandhills campus. Students must be age 16 or older and enrolled in at least two high school classes. Tuition and fees are waived for spring and fall semesters only. Students are responsible for purchasing books and supplies.

Huskins Program

Huskins students enroll in college-level classes scheduled specifically for high school students on the college or high school campus during spring and fall semesters only. Students must be in grades 10-12 in Hoke County, must have completed English 2 in Moore County, and must be enrolled in at least one high school class. The cost for tuition, fees and books is waived. Courses are offered spring and fall semesters only.

Learn and Earn Online (LEO)

LEO students enroll in college-level classes with other college students through distance learning. Students complete assignments via the Internet with Sandhills faculty. LEO students must be enrolled in at least one course in grades 9-12. Tuition and fees are waived, and the Department of Public Instruction reimburses the local public school for college textbooks. High school students attending a nonpublic school may enroll in any Learn and Earn Online course with space available that has been offered to but not filled by any eligible public school student. Nonpublic school students shall be responsible for supplying their own textbooks and other instructional materials and fees.

SandHoke Early College High School

SandHoke Early College High School (SECHS) represents a partnership between the Hoke County School System and Sandhills Community College to implement an early college high school. SECHS is designed to introduce students to the college setting in their sophomore year of high school by taking Sandhills Community College courses along with honors level high school courses. The school offers a five-year program through which students have the opportunity to earn both their

high school diploma and an Associate in Arts degree by successfully completing two years of transferable college credit.

REGISTRATION FOR CURRICULUM CLASSES

Registration dates for each semester are listed in the academic calendar located in the front of this *Catalog* and online at www.sandhills.edu. Admission and program placement requirements must be met before students may register. Students are not officially registered for classes until tuition and fees have been paid.

LAST DAY TO REGISTER POLICY

Academic integrity dictates that the “last day to register” as noted in the academic calendar generally is the final opportunity for previously enrolled or new student to register for classes in any given semester.

PAYMENT INFORMATION

Tuition

Fall and spring semester tuition for all courses is set by the North Carolina State Legislature and subject to change by its actions. The in-state curriculum tuition rate for the year 2010-2011 for all college credit courses is set at \$56.50 per credit hour up to a maximum of \$904.00 for sixteen (16) or more credits during the fall and spring semesters.

Out-of-state tuition is set at the rate of \$248.50 per credit hour each semester up to a maximum of \$3,976.00 for sixteen (16) or more credit hours for the fall and spring semesters.

The summer term at Sandhills Community College is self-supported. Therefore, the rate is determined by the Sandhills Community College Board of Trustees and may differ from that set for the fall and spring semesters. The tuition for summer term is not subject to any tuition waivers.

Student Activity and Technology Fees

The fee structure at Sandhills Community College is in accordance with policies established by the State Board of Community Colleges and is subject to change without notice. All students enrolled for fall and/or spring semester are charged a student activity fee of \$32.50 and a computer usage fee of \$16. The student activity fee covers the cost of a parking sticker, an I.D. card, accident insurance coverage, library and audiovisual privileges, activities sponsored by the Student Government Association, a diploma for graduates, intramural and intercollegiate athletics, the use of the college fitness center, and other ancillary student-related college expenditures. The computer usage fee covers the cost of maintaining the computer labs.

Special Program/Course Expenses

Some programs and courses require miscellaneous expenses for supplies, tools, uniforms, equipment, or travel. The schedule of classes or the class instructor for the following programs will provide specific information about such costs:

Architectural Technology	Landscape Gardening
Associate Degree Nursing	Medical Laboratory Technology
Automotive Body Repair	Nursing Assistant
Automotive Service Technician	Physical Education
Baking and Pastry Arts	Physical Fitness Technology
Civil Engineering Technology	Polysomnography
Cosmetology	Psychology
Criminal Justice Technology	Practical Nursing
Culinary Technology	Radiography
Emergency Medical Science	Respiratory Care
Esthetics	Surgical Technology
Human Services Technology	Surveying Technology
English & Humanities Courses: HUM 120, HUM 220, SPA 161	Therapeutic Massage

In addition, students enrolled in courses that take part in personal service or medical-related situations such as clinical or co-op experiences will be required to pay a fee of \$18 per year for professional liability insurance.

Tuition Payments

Students have a number of options when paying tuition. They can make payments in person Monday-Friday during business office hours. Additional payment dates and times are located on or attached to the back of each student's registration form and are also posted online at www.sandhills.edu.

A **drop box** is located on the outside wall of Stone Hall and is available for payment twenty-four (24) hours a day, seven (7) days a week, unless otherwise posted.

Students can **mail** payments to SCC, Attn: Business Office, 3395 Airport Road, Pinehurst, NC 28374.

Students may also process payments **electronically** online at www.sandhills.edu by entering the E-Cashier site. E-Cashier allows students to arrange full or scheduled tuition payments. The E-Cashier option requires a \$2 charge for full payments or a \$25 charge for scheduled payments.

Students should not make out checks in advance as payment is required in full and cash refunds are not given. When making or scheduling payments, students must include fines and fees in the entire balance. A balance on an account can cause a student's schedule to be cleared of classes.

Students with account balances after the "last payment day" will be dropped from their classes.

Tuition and Fee Waivers for Dual Enrollment and Adult Students

Qualified students may receive a tuition or fee waiver, which will automatically post upon registration. Huskins, Dual Enrollment, Senior Citizens (65 and older) and Learn & Earn Online (LEO) students will receive a waiver of tuition, activity fees,

and technology fees for each fall and/or spring semester. Full-time employees of Sandhills will receive a waiver of tuition for one class (up to three credits) each fall and/or spring semester. Tuition waivers do not apply for summer or for self-supported classes. Senior Citizens will receive waiver of tuition, technology fees, and activity fees (up to 6 credits) each fall and/or spring semester.

Payment Responsibility

Students are responsible to pay for classes from which they do not officially withdraw. If financial aid is removed or the third party sponsor does not pay due to a student's lack of attendance, the student is liable for the tuition and/or fee charges. It is important that official withdrawal occur if a student does not plan to attend class so that the class seat is available for other students.

Graduation Fee

Graduating students are expected to participate in commencement exercises. All students participating in commencement exercises should order a cap and gown from the Logan Bookstore. The cost of the cap and gown is approximately \$35.00.

Refund of Tuition and Fees: State Refund Policy

The refund policy is set by the North Carolina State Legislature and is subject to change by its actions. A pre-registered curriculum student who officially drops one or more classes prior to the first day of the semester will be eligible for a one hundred percent (100%) tuition refund. The student activity and technology fee will also be refunded if the student drops all classes prior to the first day of the semester. Thereafter, a refund of seventy-five percent (75%) of only the tuition will be made through the ten percent (10%) date of the semester. Students do not qualify for a refund of fees after the one hundred percent (100%) date. All tuition will be refunded if a class is canceled. The 100% and 75% dates are published on or attached to the back of the schedule form and are posted online at www.sandhills.edu.

Refunds will be processed within four weeks of the 10% date. Students should ensure that their address is correct with the Admissions Office so that they receive their refund check in a timely manner.

Refund of Tuition and Fees: Federal Refund Policy

The Federal Refund Policy applies to all students receiving federal financial aid funds, including those who qualify for the state refund policy mentioned above. This policy requires the school to determine the amount of Title IV aid a student has earned. The earned amount is determined by calculating the number of class days prior to the date of withdrawal. The unearned portion must be returned. This may require repayment by the student of all or part of any federal money that the student received.

Refunds will be allocated by law according to the following order:

- | | |
|----------------------|--------------------|
| 1. Loans | 2. Grants |
| Federal Unsubsidized | Federal Pell Grant |
| Federal Subsidized | ACG |
| Federal PLUS | FSEOG |

Students may obtain further information regarding these refund policies and refund calculations from the Financial Aid Office located in Stone Hall.

Students are responsible for payment on classes from which they do not officially withdraw.

STUDENT RECORDS

The personal records of students are supervised by the Director of Records and Registration. Material contained in students' personal folders, with the exception of confidential letters of recommendation written prior to January 1, 1975, may be reviewed by students upon request to the Director of Records and Registration. In accordance with the Family Rights and Privacy Act of 1974, certain student information categorized as "directory information" may be provided to persons other than the student. Directory information includes the student's name, address, telephone number, date and place of birth, major field of study, participation in officially recognized activities and sports, dates of attendance, email address, grade level, photograph, degrees and awards received, and the most recent educational agency or institution attended by the student. A student who desires that any or all of the above-stated directory information not be released must sign a request in the Office of Records and Registration's no later than two (2) weeks after the first day of class each semester. For more information related to the privacy of student records, refer to the Compliance section of this *Catalog*.

GRADE REPORTS

Grades are mailed directly to the student after each semester. Grades are provided to other schools, parents, guardians, or others only with the written and signed authorization of the student. This authorization must be given to the Office of Records and Registration.

GRADUATION REQUIREMENTS

Upon recommendation of the faculty and the approval of the Director of Records and Registration, degrees, diplomas, and/or certificates will be awarded to students successfully completing the requirements of the program in which they are enrolled.

To be eligible for graduation, all students must do the following:

- Successfully complete course requirements as prescribed in the *Catalog* in effect at the time of entry into the program. If students have an interruption in enrollment from their designated program of study of two or more years, they will be subject to the program requirements prescribed in the *Catalog* in effect upon their re-entry into the program.
- Earn a minimum of a 2.0 grade point average in the required courses of the program of study for which they are applying for graduation. ***All health science students must maintain a 2.0 in all courses required for their program of study.***
- Successfully complete the required minimum hours for their program of study at Sandhills Community College:
 - 18 hours for an associate's degree
 - 12 hours for a diploma
 - 6 hours for a certificate

- Apply for graduation with their faculty advisor by March 15, 2011. Graduation applications may be picked up in the Office of Records and Registration. In order to participate in the May commencement and be considered a 2011 Sandhills Community College graduate, all of the above academic requirements must be met by the end of the summer semester 2011.
- Clear all financial obligations to the College.

Students are eligible to graduate with honors if their major GPA is a 3.5 or higher.

Students cannot apply to graduate with **both** the certificate and associate degree in the same program for the same academic year.

Students cannot apply to graduate from **both** the Associate in Science and Associate in Arts degrees programs for the same academic year.

Students are required to wear academic regalia during commencement. Regalia (caps and gowns) should be purchased from the Sandhills Community College Logan Bookstore located in the Dempsey Student Center.

TRANSCRIPTS

Transcripts will be issued only upon a student's written and signed request to the Office of Records and Registration. There is a \$3 fee for each official transcript mailed within two to three business days and a \$5 fee for transcripts requested "on demand." On-demand requests must be made in person and required a valid picture ID. Payment of this fee is required before transcripts can be mailed or picked up. There is no charge for unofficial copies of transcripts issued to the student. Transcripts are not faxed. No official transcript may be issued to or for an enrolled or former student who is indebted to the College.