

COLLEGE PROGRAMS FOR
HIGH SCHOOL STUDENTS

Sandhills Community College
Pinehurst, North Carolina

Student Handbook
2009-2010

Table of Contents

| | |
|---|----|
| COURSE ENROLLMENT AND SCC POLICIES | 4 |
| PROGRAMS FOR HIGH SCHOOL STUDENTS | 4 |
| Huskins | 4 |
| Dual Enrollment..... | 5 |
| Learn and Earn Online (LEO)..... | 5 |
| ONLINE COURSES..... | 6 |
| GENERAL INFORMATION..... | 7 |
| Registration | 7 |
| Transportation..... | 8 |
| Parking | 8 |
| Sandhills Student Identification Card | 8 |
| Inclement Weather Policy..... | 8 |
| Transcript Copies | 8 |
| CONTACT INFORMATION..... | 9 |
| Pinecrest High School..... | 9 |
| Union Pines High School..... | 9 |
| North Moore High School | 9 |
| Sandhills Community College | 9 |
| SCC RESOURCES..... | 9 |
| Tutoring Center..... | 9 |
| Career and Personal Counseling..... | 10 |
| Transfer Counseling..... | 10 |
| Cafeteria..... | 10 |
| Bookstore | 10 |
| Fitness Center..... | 10 |
| KATHERINE BOYD LIBRARY..... | 10 |
| Learning Resource Center..... | 11 |
| Library Hours..... | 11 |
| Remote Access Passwords..... | 11 |
| Check-out Policies | 12 |
| Regular Circulating Books..... | 12 |
| Reserve Books and Videos | 12 |
| Reference Books | 12 |

| | |
|---|----|
| Videos and CDs | 12 |
| Periodicals..... | 13 |
| Return of Library Materials | 13 |
| ACADEMIC OR PHYSICAL ACCOMMODATIONS | 13 |
| ATTENDANCE AND ACADEMIC SUCCESS | 13 |
| COURSE CHANGE POLICIES..... | 14 |
| Adding a Course | 14 |
| Dropping a Course | 14 |
| Withdrawing from a Course..... | 14 |
| GRADING INFORMATION | 15 |
| PARENT / GUARDIAN INQUIRIES..... | 15 |
| CODE OF CONDUCT | 16 |
| Student Conduct in the Instructional Environment..... | 16 |
| Student Code of Conduct..... | 16 |
| Academic Honesty | 19 |
| Disciplinary Procedures | 19 |
| Student Grievance Procedure..... | 20 |
| Student Grievance Procedure Steps | 21 |
| Sexual Harassment Policy..... | 21 |
| COLLEGE TRANSFER..... | 22 |
| UNIVERSITY STUDIES | 23 |
| HIGH SCHOOL VS. COLLEGE | 24 |
| FALL 2009 CALENDAR OF HUSKINS CLASSES ON THE HIGH SCHOOL CAMPUS | 26 |
| FALL 2009 CALENDAR FOR COURSES ON THE SANDHILLS MAIN CAMPUS | 27 |
| CAMPUS MAP | 28 |

COURSE ENROLLMENT AND SCC POLICIES

Enrollment in a course at Sandhills Community College includes certain requirements and responsibilities that are described in the college *Catalog* that is published at www.sandhills.edu. Additional rights and responsibilities for high school students concurrently enrolled in college courses are published in this document. Membership in a course at Sandhills Community College requires that students follow all policies and procedures in this handbook. High school students are subject to the same course admission and course placement policies as adult college students. High school students also follow the same grading and attendance policies and procedures described in the course syllabus presented at the beginning of each college course.

PROGRAMS FOR HIGH SCHOOL STUDENTS

This handbook was developed to answer questions you may have regarding your enrollment in any of the programs for high school students offered through Sandhills Community College.

By making available opportunities for high school students to enroll in college courses prior to high school graduation, Sandhills offers a way to gain college credits early. In most cases, college credits can be earned tuition-free, providing a significant savings in the cost of your college education. Sandhills offers colleges courses to high school students under three programs: Huskins, Dual Enrollment, and Learn and Earn Online (LEO).

Huskins

The North Carolina General Assembly passed the "Huskins Bill" in 1983 to make college courses available during the school day for high school students. Classes are taught by college faculty at the high school or at a Sandhills campus in Moore County or Hoke County. Courses to be offered are approved yearly by the superintendent of schools of each county, by the president of the college, and by the North Carolina Community College System and published in the Huskins Cooperative Program Agreement. College credit is awarded upon successful completion of the course. Students may also earn high school credit for the same course, but the decision to grant high school credit rests with the local school system.

- Students must be enrolled in at least one course in grades 11-12 in Moore County Schools.
- Students must meet the same prerequisite, co-requisite, and course admission requirements as adult college students.
- Students must be recommended by the chief administrative officer of the high school for enrollment.
- College tuition and fees are waived for high school students, and the local school district provides college textbooks for students from public schools.
- Home school and private school students are not eligible for Huskins courses.
- Courses are taught during the fall and spring semesters primarily for high school students, but when courses are offered for high school students on the college campus, classes may also include adult college students.
- All courses delivered, as part of the Cooperative Agreement, shall be the same academic rigor as those delivered to adult college students using college level textbooks and

college level course material. Student use of the college library and the Internet is subject to the college's "Acceptable Use Policy."

Dual Enrollment

The Dual Enrolled Program gives high school students the opportunity to enroll in college courses on the college campus. College credit is awarded upon successful completion of the course. Students may also earn high school credit for the same course, but the decision to grant high school credit rests with the local school system.

- The student must be at least 16 years of age.
- The student must be recommended by the chief administrative officer of the high school and approved by the appropriate community college personnel.
- The chief administrative officer of the high school must certify that the student is taking the equivalent of one-half of a full-time schedule and is making progress toward graduation, or (in the case of courses offered in the summer) must certify that the student took the equivalent of one-half of a full-time schedule during the preceding year and is making appropriate progress toward graduation.
- Enrollment of high school students in any section cannot displace adult college students.
- Students may be admitted for any semester on a space available basis.
- Students must meet the same prerequisite, co-requisite, and course admission requirements as adult college students.
- Dual-enrolled courses are available fall, spring, and summer, but college tuition is waived during the fall and spring semesters only for high school students.
- Traditional classes are offered on a Sandhills campus daytime or evening.
- Online courses are offered completely over the Internet by college faculty.
- Hybrid courses are offered day or evening, with 1/3 to 1/2 of the class time taking place in a required Internet component available anytime day or night.
- Dual students are most often in classes where their classmates are predominantly adult degree-seeking students.
- Dual-enrollment courses available to public, private and home school students. Dual students are also responsible for purchasing textbooks for any semester in which they are enrolled.

Learn and Earn Online (LEO)

Through the Learn and Earn Online Program (LEO), high school students can enroll in selected college courses via the Internet during the school. The General Assembly has waived tuition and fees, and the State of North Carolina reimburses the local public school for college textbooks.

- Students must be enrolled in at least one course in grades 9-12 in Moore County.
- Students can earn college credit and potentially earn high school credit for same course.
- Students must meet college admission and course placement requirements.
- LEO courses are available during the fall and spring semesters.

ONLINE COURSES

High school students may choose to enroll in an online course with Sandhills. Online courses are best suited for students with good study habits, maturity, and self-motivation.

Some courses are taught entirely online; others are hybrid courses, meaning that they are partially taught online, and the remainder of the instruction takes place in a traditional classroom.

Once a student is registered in an online course, he or she will need his student identification number issued by Sandhills (not the number issued by Moore County Schools, if the student is a public school student) to gain access into Blackboard, the online learning program through which distance classes are taught.

To obtain his or her Sandhills student identification number, the student should look in the top left corner of the schedule mailed by Sandhills. The student may also have his guidance counselor contact Lauren Holland to get the number.

If you are taking an online course at Sandhills Community College, be sure to read the following Blackboard Tutorial from Distance Learning Coordinator Wendy Kauffman:

- **On-Campus Orientation or Pre-Course Assignment.** Some online courses have required on-campus orientations or advanced activities that must be completed prior to or on the first day of the course. Please go to the Sandhills home page (www.sandhills.edu) and click on *Students* and then *Distance Learning*. On the left side of your screen, you will see the link course orientation information. If you cannot meet the orientation requirements, please contact your instructor.
- **Blackboard Login Information.** You will not be able to log in to your Blackboard courses until the first day of the semester. If you are required to meet with your instructor for orientation, your instructor will probably not make your course available until after that date. To log in you will need your username and password.
- **New Blackboard Users.** You will not be able to retrieve your username and password until the first day of class. To retrieve the information navigate to the Sandhills home page (www.sandhills.edu) and click on *Blackboard login* under the *Quick Links* box. The *New Users* section of the next screen will allow you to get your username and to set your password. You must have your student number to get this information. Student numbers can be found on your printed schedule.
- **Blackboard Username and Password.** Your username is related to your student enrollment information and does not change once you have enrolled in the college and registered for an online course. Remember if you forget your password, you can always return to the *New User* screen and reset it.
- **First Days of the Course.** It is mandatory that you log in to your course within the “census date,” usually but not always the first 5 days of the semester and complete the icebreaker or orientation assignment or contact your instructor. By completing assignments and logging in, you are demonstrating your attendance in your online course. Students who do not log in will be marked as “Never Attended” and will be removed from the course. This drop may affect your financial aid and your ability to register for classes in the future. Online classes begin the first day of the semester or special course

session, and students are responsible for all work from the first day of the course, regardless of when the student logs in to the course.

- **Dropping or Withdrawing from a Course.** Remember, if circumstances prevent you from completing your online course, you must follow the normal course withdrawal procedures. Failure to do so may result in an “F” for the course. Your advisor or the Advising Center can assist you if you need to drop a course (prior to the midpoint of the course) or withdraw passing or failing (after the midpoint of the course).
- **Distance Learning Support.** Please click the support tab in Blackboard or the question mark icon at the top of the Blackboard screen, if you need help with your online course. Help links are also available on the login screen. A toll free support line (1-866-827-9055) is available 24/7 to assist you.

GENERAL INFORMATION

Registration

All high school students who enroll in a college course, whether they are Huskins, Dual or LEO, must complete the following two steps:

1. Submit a completed Sandhills application. Applications may be submitted online by visiting the Sandhills website (www.sandhills.edu), or students may request an application to be emailed by contacting Lauren Holland at hollandl@sandhills.edu. Public school students may also obtain an application from their guidance counselor.
2. Take the ACCUPLACER placement test. Testing takes place in the Learning Resource Center, located in the Katherine Boyd Library on the Sandhills campus, and prospective students follow these procedures:
 - a. Moore County public school students who enroll as Huskins, Dual and LEO students do not have to pay the testing fee. Private and home school students should contact Lauren Holland (695-3713; hollandl@sandhills.edu) to obtain a testing ticket, and they must pay the \$7 fee.
 - b. Students who go to take the ACCUPLACER should remember to take photo identification with them.
 - c. Home school, private school, and out-of-county public school students do not need an appointment to test, and they should contact Lauren Holland (695-3713) for testing center hours of operation and a testing ticket.
 - d. Moore County public high schools students must take the ACCUPLACER during designated testing periods. Guidance counselors will announce the testing period dates and hours.
 - e. For Moore County public high school students who wish to enroll in a Huskins or LEO course, registration will take place with their guidance counselors during the regular high school registration period. Practice questions are available at www.collegeboard.com/student/testing/accuplacer.
 - f. Home school and private school students who wish to register for a course should contact Lauren Holland at 695-3713 to make an appointment and determine which necessary documents they need to bring with them at the time of registration.

Transportation

Students taking courses on the Sandhills campus are responsible for their own transportation.

Parking

Students traveling to the SCC campus for courses do not have to pay a fee for a parking decal. However, they do need to obtain a decal for their vehicle.

Parking decals may be picked up from the main switchboard on the first floor of the Dempsey Student Center. Students need to bring photo identification, the license plate number of the vehicle they will drive to campus, and their Sandhills student identification number (the identification number issued by their high school). Students may obtain their SCC identification number from their high school guidance counselor or by bringing photo identification to Lauren Holland in 157 Causey Hall on the Sandhills campus.

Sandhills Student Identification Card

Students can pick up their Sandhills Student Identification card by visiting the switchboard on the first floor of the Dempsey Student Center. They should take with them photo identification and their identification number issued by Sandhills.

The Sandhills Student Identification Card is used to gain access to the college library and other facilities.

Inclement Weather Policy

Students attending classes on the Sandhills campus must adhere to **Sandhills'** inclement weather announcements. Students enrolled in Sandhills classes taught on the high school campuses will follow **Moore County Schools'** inclement weather announcements.

Late or delayed openings on the college campus will start with classes that normally begin at that hour. For example, a two-hour delay on a Monday, Wednesday, or Friday, means that 8:00 and 9:00 classes are cancelled and that classes will begin that day with 10:00 classes.

Students should tune into local media for inclement weather announcements. The Sandhills website (www.sandhills.edu) is the optimal place to check for inclement weather announcements. Students may also call the campus switchboard (695-6185), which will carry an announcement, should classes be cancelled due to inclement weather.

Transcript Copies

Once students have successfully completed courses at Sandhills, they will need to request a transcript to document their credit.

Students who need to send transcripts to another institution need to complete and submit a Transcript Release Form, which can be obtained from the Sandhills Admissions Office. There is no charge for unofficial transcripts, but there is a \$3 fee for each official transcript requested. In order for a transcript to be official, it must be sent by Sandhills to the student's college or university. Students should allow at least two business days to process official transcript requests. On-demand transcripts are available for \$5 each.

The Transcript Release Form may also be found at www.sandhills.edu/students/student-services/transcripts-student-records.

CONTACT INFORMATION

Pinecrest High School

Eric Richardson, Guidance Counselor / Huskins Contact
692-6554
trichardson@ncmcs.org

Union Pines High School

Renee Greene Portfilio, Guidance Counselor / Huskins Contact
947-5511
rgreen@ncmcs.org

North Moore High School

Nicole Matthews, Assistant Principal / Huskins Contact
464-3105
nmatthews@ncmcs.org

Sandhills Community College

Lauren Holland, Director of High School Programs for Moore County
695-3713
hollandl@sandhills.edu

Nancy Waddington, Huskins Program Administrative Assistant
695-4126 (Mondays and Fridays only)
waddington@sandhills.edu

SCC RESOURCES

When high school students enroll in courses at Sandhills, they are entitled to use of the college's resources. These include:

Tutoring Center

Students who desire assistance with coursework or an opportunity to improve study skills should utilize the SCC Tutoring Center.

The Tutoring Center is located in 149 Kennedy Hall, and students may request assistance on Mondays, from 8:00 a.m.-4:00 p.m., and on Fridays, from 8:00 a.m.-2:00 p.m. by contacting Nancy Heilman, Coordinator of Tutor and Volunteer Services at 246-4138.

Volunteers are available to help students comprehend their assignments and prepare for tests.

Career and Personal Counseling

Counselors are available to assist students in coping with any difficulties they may experience while taking college courses. Students may request assistance with personal, academic and career counseling.

Career Services staff members provide guidance in the areas of self-awareness, career exploration, job search skills and employment opportunities. These services are available to all enrolled students, alumni and prospective Sandhills students. Career and personal counselors are located in Blue Hall.

Transfer Counseling

Students interested in attending Sandhills and transferring to another institution may wish to visit the office of Transfer Counseling in Student Services. Transfer Counseling services include workshops on college transfer and hosting visits from representatives of four-year institutions.

Cafeteria

The Sandhills cafeteria offers a wide range of items for breakfast and lunch daily. Students may purchase meals using cash, debit or credit cards. The cafeteria is located on the first floor of the Dempsey Student Center.

Bookstore

Students who need to purchase textbooks may do so at the campus bookstore, located on the first floor of the Dempsey Student Center. The bookstore staff will assist students in finding the correct textbooks for their course. Students may also purchase general student supplies at the bookstore.

Fitness Center

High school students enrolled at Sandhills may utilize the college's athletic facilities. Centered in the Dempsey Student Center, these include the Heins Gymnasium, the Russell Fitness Center, locker rooms, an outdoor basketball court, practice fields, tennis courts, and a track. The Southern Pines Reservoir Park and Greenway Trail is adjacent to the college.

The facilities can be viewed by using the Virtual Tour from the Sandhills home page at www.sandhills.edu.

KATHERINE BOYD LIBRARY

All high school students enrolled in college courses under the Huskins, dual enrolled, Learn & Earn Online, and Early College High School programs may use the Katherine Boyd Library to study, do research, and to check out regular circulating book, books and other materials on reserve for classes, video tapes, DVDs, and CDs. Students should present their SCC student identification card at the Circulation Desk to check out items

Learning Resource Center

The Learning Resource Center (LRC) is located within the library and provides a computer lab where students may complete course assignments or do research on the Internet.

Students should present their SCC student identification card in the Learning Resource for computer use. Student and their parents should be aware that many college courses require the use of library books and other research materials, including use of the Internet. Anyone who uses the college library or college computers is required to follow the Acceptable Use Policy, which is published on the Sandhills home page at www.sandhills.edu. 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 viruses into computer systems, and other unlawful intrusions.

Library Hours

| | | |
|----------------------|-----------------|---------------------|
| <i>Fall/Spring:</i> | Monday-Thursday | 7:45 a.m-9:00 p.m. |
| | Friday | 7:45 a.m.-5:00 p.m. |
| | Saturday | 8:30 a.m.-2:30 p.m. |
| <i>Summer Hours:</i> | Monday-Thursday | 7:45 a.m.-8:30 p.m. |
| | Friday | 7:45 a.m.-5:00 p.m. |
| | Saturday | 8:30 a.m.-1:30 p.m. |

Remote Access Passwords

Boyd Library offers remote access to some of its electronic databases, including the following: NC LIVE, WilsonWeb, ProQuest Nursing Journals, and NewsBank.

Students who would like to obtain Remote Access Passwords may do so by submitting a valid SCC ID card to any circulation desk staff or by e-mailing the required information to the designated staff member. The information and a link to the correct e-mail are located under the Resources and Services button of the Library/LRC Web page.

Students must submit their current and valid Student ID to the staff at the circulation desk. The staff member will verify the necessary information by checking the Student roster and verifying the Social Security Number. The password sheets will then be handed out to the student.

Students who would like to *renew* their Remote Access Passwords may do so by submitting a valid SCC ID at the Circulation Desk or by e-mailing the required information to the designated staff member. The information and a link to the correct e-mail are located under the Resources and Services link of the Library/LRC web page.

The North Carolina General Assembly and the vendors of NC LIVE prohibit Sandhills Community College from releasing passwords to anyone other than its primary community of interest, including faculty, staff, or currently enrolled students.

Boyd Library is authorized to provide Remote Access Passwords only to Sandhills Community College faculty, staff, and students.

Remote access to electronic databases is a privilege, and the password is not to be shared. Use of the Sandhills Community College electronic databases constitutes agreement to abide by the SCC Acceptable Use Policy available at www.sandhills.edu.

Check-out Policies

Regular Circulating Books

Checkout period is 3 weeks for students.

Patrons are limited to two bestsellers at a time, and bestsellers may not be renewed. Any other book may be renewed two times, as long as there are no other requests for it.

Books do not need to be brought to the library for renewal. Telephone renewals will be accepted when staff is not too busy (later afternoon is usually a good time). The number to call to renew books is 910-695-3819. Patrons are responsible for remembering the new due date, since it will not be stamped in the books.

The fine for an overdue book is 20 cents per working day. Although Boyd Library is usually open on Saturday, the weekend is not counted when figuring overdue fines, nor does the library charge for any day the library is closed. Borrowers are reminded that they do not have to pay a fine as long as books are returned on time or renewed before the due date. If a patron has overdue books or owes fines on books already returned, the patron will not be able to check out or renew anything else until the overdue books have been cleared.

Reserve Books and Videos

Checkout periods and overdue fines for reserve materials may be determined by the instructor who places them on reserve. Reserve materials may only be checked out by students enrolled in the class. Many reserve books and videos must stay in the library, but if an instructor allows an item to leave the library, the borrower must be aware of the check-out period and the amount of overdue fines (usually \$1.00 per day, but some are as much as \$5.00).

Reference Books

Student and community patrons may not check reference books out of the library.

Videos and CDs

Videos have a loan period of 3 days; CDs have an overnight loan period. Two videos or CD's may be checked out Monday-Thursday; 3 videos or CDs may be checked out on Friday.

One renewal is allowed if no one else has asked for the video or CD.

There is no charge for checking out videos, but there is an overdue fine of \$1.00 per day per video or CD if they are not returned on time. As with books, check out privileges will be suspended until overdue videos or CDs are returned or fines paid.

Periodicals

Students and community patrons may not check periodicals out of the library.

Return of Library Materials

Borrowers are responsible for all items checked out until they are returned. No materials will be checked out until all items are returned and fees are paid. Students must return all library materials and pay all fines before they will be allowed to complete the registration process at SCC for the following semester.

Graduating students will be required to return all library materials and pay all fines before they graduate. Please remember that transcript requests will not be honored until fines are cleared.

Students who are withdrawing will be required to get a signed release from the library verifying they do not owe any fees.

ACADEMIC OR PHYSICAL ACCOMMODATIONS

Students taking college courses who need physical or academic accommodations may receive assistance based upon their documentation of disability. Students are responsible for initiating requests for assistance, and should do so by contacting Madie Ash, Director of Student Services, at 695-3707 or ashm@sandhills.edu.

ATTENDANCE AND ACADEMIC SUCCESS

Sandhills monitors public high school students' attendance for Huskins classes and issues weekly reports to guidance counselors. In addition, six-week progress and twelve-week reports of students experiencing difficulty are distributed to guidance counselors.

Attendance and performance of dual-enrolled and LEO students are not reported.

It is critical that all high school students understand the importance of regular class attendance. Students should be familiar with the attendance policy set forth by their instructor in the syllabus provided on the first day of class. This policy may differ from instructor to instructor. **It may also differ from the Moore County Schools' attendance policy.**

Students who are involved in activities or sports that require them to leave early should not register for an afternoon class. Classes missed due to extra-curricular activities may not be excused, depending upon the discretion of the instructor.

Students should also understand that by enrolling in a course for college credit with Sandhills, ***they are creating their first college record.*** This means that the grades earned will be reported on a transcript to any institution of higher education attended after high school.

Sandhills encourages all high school students to take seriously their college coursework and to attend class regularly. Poor performance and attendance may also affect future eligibility for financial aid.

COURSE CHANGE POLICIES

High school students may add a class in the first two days of the semester. Students may also drop or withdraw from courses after the semester begins. Course changes require the permission of the high school guidance counselor and the signature of their instructor according to the following procedures. Students should pay close attention each semester to the deadlines for adding, dropping, and withdrawing from college courses.

Adding a Course

Courses may be added without the permission of the instructor only on the first two days of the semester if students have been admitted to the college. Adding a course requires that students submit a copy of the “Course Change Form” to First Step Director Lauren Holland in 157 Causey Hall or through their high school guidance counselor, who then must submit the form to Director Holland. Students cannot add a course after the first two days of the semester without the written permission of the instructor on the “Course Change Form.” Adding a course after the first two days of the semester must occur before the census date printed on the official course roster and only for students who have already been admitted to the college.

Dropping a Course

Students can drop a course without penalty by completing a “Course Change Form,” by submitting the form to their instructor for signature and date of last class attended, and then by submitting the “Course Change Form” to Lauren Holland in 157 Causey Hall or through their high school guidance counselor, who then must submit the form to Director Holland.

All drop/adds should take place through the office of Lauren Holland in 157 Causey Hall. Students who wish to drop or add a course should obtain the “Course Change Form” from Student Services, Lauren Holland, or their high school guidance counselor. The “drop” date for each semester or summer session occurs at the midpoint of the course and is published in the “Academic Calendars” section in the college *Catalog* or in the “Academic Calendars” page on the SCC website at www.sandhills.edu.

Withdrawing from a Course

After the midpoint of the course students can withdraw passing or withdraw failing according to the policies and procedures described in the course syllabus. See the “Grading Information” section for more information.

Students must follow proper procedures for adding, dropping, or withdrawing from a course. Attending a college course after the beginning date of the course without officially registering for the course or adding a college course without the completed “Course Change Form” will result in being removed from the course. Students who stop attending class without completing the Course Change Form, including the instructor’s signature, may receive a failing grade for the course.

GRADING INFORMATION

Students, whether enrolled as a dual, LEO or Huskins student, should receive at the beginning of the course a syllabus from their instructor which provides grading criteria for the course.

For courses which students will receive high school and college credit (generally Huskins and LEO courses), grades will be distributed to the high schools for inclusion on student transcripts.

Students' SCC transcripts will show a letter grade for all course work taken in high school, but grades for these courses, which are sent to the high schools, will be a numerical grade.

In the event that a student fails to complete a course after the midpoint of the semester or summer session or is forced to withdraw due to a legitimate reason after the midpoint, the student will receive a "WP" or "FW" for the course.

- "WP" indicates that a student currently passing a course has withdrawn or been withdrawn from a course. The grade of "WP" is not calculated into the student's Sandhills GPA, but the high school or university may treat this grade as an "F."
- An "FW" indicates that a student currently failing a course has withdrawn or been withdrawn from a course. The grade of "FW" is calculated as an "F" by Sandhills and most universities, and may be calculated as an "F" by the high school.
- If a student drops the course before the midpoint of the course, then no grade is recorded for that course, and the course is not counted in the student's grade point average. High schools may treat dropping a course as a failing grade, however, if the college course is counted toward high school graduation.

Students should be aware that instructors' grading criteria may differ from that of Moore County Schools. It may also differ from instructor to instructor, and students should pay close attention to course expectations and grading information provided in the course syllabus.

If an instructor fails to provide a grading scale in the course syllabus, students should ask the instructor to provide a written copy of it. Students are also encouraged to speak with their instructors directly if there are concerns about course requirements, testing or grades.

PARENT / GUARDIAN INQUIRIES

All parent or guardian inquiries related to high school students' attendance and/or performance in a Sandhills class must be directed to the student's high school guidance counselor. If the student is a home school student, inquiries should be made directly by the student.

In 1974, federal legislation created FERPA (Family Educational Rights and Privacy Act), which is designed to establish the requirements regarding privacy of students' educational records.

FERPA regulations govern the release of educational records, as well as access to them. At postsecondary institutions, all students and former students, *regardless of their age*, are protected by this legislation.

Consequently, employees of Sandhills Community College cannot discuss class performance, attendance or ACCUPLACER course placement scores with parents or guardians of high school

students. Parents or guardians with questions should contact their student's high school guidance counselor, who will then contact Sandhills for more information.

CODE OF 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. Student behavior which threatens such an atmosphere and disrupts learning and teaching activities or creates an atmosphere of fear and intimidation of a student or faculty member will not be tolerated. The faculty and administration reserve the right to remove a student from a course or a program or to deny his/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,
- Where students are allowed to bring guests (including children) only with the expressed permission of the professor.

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 Dean of Instruction or Vice President for Student Services and Academic Support (curriculum students), Dean of Continuing Education (continuing education students), or the Hoke Center Director (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. 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 statement, policies, and procedures contained in the Student Code of Conduct have 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* found on the college's website at www.sandhills.edu.
2. Students who lose, damage, deface, destroy, sell, 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 alcoholic beverages, narcotics, or illicit drugs be permitted on college property or at college-sponsored events. 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 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.*
4. Such acts as stealing, fraud, forgery, falsifying documents, gambling, fighting, and possession of dangerous weapons of any kind, including concealed handguns, will not be permitted. Any violation of this regulation may result in expulsion from the College on the FIRST offense.
5. The College will comply fully with existing North Carolina laws which 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.
6. 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.
7. Smoking is prohibited in the interiors of all campus buildings. In addition, smoking is not allowed within 25 feet of any campus entrance.
8. Students are not to bring children to class except under exceptional circumstances and with prior approval of the faculty member.
9. 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.

10. 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.
11. Behavior which creates an atmosphere of fear and/or intimidation of a student or faculty/staff member is prohibited. Any and all verbal, written, or physical threats of violence will be taken seriously and dealt with appropriately.
12. Prospective students visiting campus must report to Student Services or the Division of Continuing Education upon arrival. Those failing to do so may be asked to leave.
13. The Dempsey Student Center and other campus facilities are for student use and for authorized activities. Thus, unauthorized individuals may be asked to leave.
14. 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.
15. Any act, comment, or behavior which is of a sexually suggestive or harassing nature and which in any way interferes with an employee's or student's performance or creates an intimidating, hostile, or offensive environment is strictly prohibited by Sandhills Community College.
16. Faculty and students at Sandhills Community College—on the main campus, at the Hoke Center, at the Westmoore Center, and on high school campuses where college course are taught—have the right to an instructional environment that is conducive to study, thought, and full concentration on study topics. Student behavior which threatens such an environment and disrupts learning and teaching activities will not be tolerated and will be subject to disciplinary action.
17. Appropriate attire, including shoes, must be worn at all times.
18. For the safety of all concerned, the campus will be closed from 12 midnight to 5 a.m.
19. Failure to abide by the SCC Information Technology Resources Acceptable Use Policy may lead to disciplinary action, including loss of computer privileges, dismissal from the College, and/or criminal prosecution.
20. Providing false information or fraudulent documents to college officials or procuring any money, goods, or services under false pretense is prohibited.
21. Failure to comply with instructions of college officials acting in performance of their duties is subject to disciplinary action.
22. In the interest of civility, privacy, and safety, coed accommodations on any club, class, or SCC sponsored trip is prohibited.
23. Any and all other offenses that may need the attention of the Vice President for Student Services and Academic Support or Dean of Instruction (all curriculum students), the Dean of Continuing Education (continuing education students), the Director of the SCC Hoke Center (all students taking classes at the Hoke Center) are subject to this code.

Academic Honesty

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

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 which 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 may include:

1. Zero grade on the test or assignment on which cheating occurs.
2. Failing grade for the course.
3. Failing grade and immediate dismissal from the course.

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. 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 appropriate Vice President for Student Services and Academic Support or the Dean of Instruction (all curriculum students), Dean of Continuing Education (continuing education students) or Hoke Center Director (all students taking classes at the Hoke Center). When possible, the report should be documented through email or written report.
- B. The Vice President/Dean/Director 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 risk assessment team 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 Vice President/Dean/Director 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. As a general rule, the status of a student accused of a violation of these regulations should not be altered until a final determination has been made in regard to 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 Procedure

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,
- Attendance policies and matters of a purely academic nature, which shall be adjudicated through the Dean of Instruction,
- Matters involving allegations of sexual harassment, which are addressed elsewhere in the college *Catalog*, www.sandhills.edu, and this agenda,
- Residency classification, which shall be subject to final ruling at the campus level by the Residency Committee.

The purpose of the Student Appeal 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 policy of addressing all grievances informally prior to resorting to formal procedures, it is assumed that prior to embarking on the formal Student Appeal Procedure, students will initially address problems and matters of concern informally with the student(s), faculty, or staff members involved.

However, the College recognizes that not all student grievances will be satisfactorily settled on an informal basis. Therefore, this Student Appeal Procedure has been adopted and applies to all appeals of disciplinary actions, appeals regarding student records and privacy rights, and appeals based on charges of discrimination. 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 Vice President for Student Services and Academic Support or Dean of Instruction's Office.

Student grievances resulting from academic practices or learning environment activities other than disruptive student behavior should be referred to the attention of the Dean of Instruction (curriculum students), Dean of Continuing Education (continuing education students), or Hoke Center Director (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 Vice President for Student Services and Academic Support (curriculum students), Dean of Continuing Education (continuing education students), or Hoke County Director (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** – The student discusses grievance(s) with the appropriate Vice President/Dean/Director, who renders a decision within five (5) business days. The student may elect to continue the appeal in accordance with the following:
 - a. Curriculum students will proceed to step 2 of the Student Grievance Procedure and appeal to the Student Affairs Committee.
 - b. Continuing education students may appeal within three (3) business days to the Vice President for Instruction and Student Services. A decision will be rendered in ten (10) business days. The decision of the Vice President is final. Exceptions to the procedure include continuing education certificate programs: BLET and NA. These students should proceed in accordance with step 2.
2. **Student Affairs Committee Hearing** – The student submits a formal Grievance Form to the Student Affairs Committee Chair within three (3) business days of the Vice President's/Dean's/Director's decision. The Student Affairs Committee renders a decision within ten (10) business days. Following a discussion by the Student Affairs Committee, the student may elect to continue the appeal to step 3. [The Student Affairs Committee may choose to discontinue a hearing if the student fails to attend two or more scheduled meetings.]
3. **President's Review** – The student submits a written request for review to the college President within three (3) business days after the Student Affairs Committee's decision. The President renders a decision within ten (10) business days. The President's decision will be final except in cases of sexual harassment or discrimination. In those cases, the student may elect to continue the appeal to step 4.
4. **Hearing Committee of the Board of Trustees** – The student submits a written request for a hearing by the Board of Trustees within five (5) business days of the President's decision. This request is submitted to the Executive Assistant to the President. The decision of the Board of Trustees in sexual harassment and discrimination cases is final.

Sexual Harassment Policy

Sexual harassment is unacceptable behavior and a violation of the law. Any act, comment, or behavior which is of a sexually suggestive or harassing nature and which in any way interferes

with a student's performance or creates an intimidating, hostile, or offensive environment is strictly prohibited by Sandhills Community College. 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 Vice President for Student Services and Academic Support; continuing education students should contact the Dean of Continuing Education; students at the SCC Hoke Center should contact the Center Director. The administrator will then contact the Vice President of Business and Administrative Services or the Director of Human Resources. Any student who feels uncomfortable going to the Dean/Director should go directly to the Human Resource Director or the Vice President of Business and Administrative Services.

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.

COLLEGE TRANSFER

One of the most important advantages for high school students who take college courses at Sandhills is the opportunity to earn college credits tuition-free prior to college enrollment. Students who plan to attend an institution of higher learning after high school graduation, whether a community college or university, should determine the best course plan that will benefit their college education the most.

Many students who seek a degree after high school graduation have to complete a basic general college core group of courses. This is especially true for students planning to earn a four-year degree.

Transfer of college courses to a university is on a course-by-course basis. According to the Comprehensive Articulation Agreement (CAA) between the University of North Carolina System and the North Carolina Community College System, upon admission to another public two-year institution or to a public university, a community college student, who was enrolled in a community college course and who satisfactorily completed the course with a grade of "C" or better in the courses that are designated for college transfer, will receive credit for those courses. The receiving institution will determine whether the course will count as general education, major, or elective credit." The designation of a college transfer course may be found in the "Course Descriptions" section of the college *Catalog* published online at www.sandhills.edu .

In addition to the sixteen universities of the UNC System, the following private colleges and universities have also accepted the Comprehensive Articulation Agreement:

Barton College

Belmont Abbey College

Bennett College

| | | |
|-----------------------|-------------------------|---------------------------------|
| Brevard College | Campbell University | Catawba College |
| Chowan University | Gardner-Webb University | Johnson C. Smith University |
| Livingstone College | Louisburg College | Mars Hill College |
| Montreat College | Mount Olive College | North Carolina Wesleyan College |
| Peace College | Pfeiffer University | Queens University of Charlotte |
| St. Andrews College | St. Augustine's College | Shaw University |
| Warren Wilson College | Wingate University | |

Other colleges and universities not listed may also award credit for college courses taken at Sandhills during high school. Students should contact an admissions counselor at the institution of their choice to inquire about course transferability.

For more detailed information, including transferability of courses to specific universities, please visit www.sandhills.edu/usp/transfer-resources.html.

UNIVERSITY STUDIES

Students who intend to earn a four-year degree after high school graduation should consider beginning the Sandhills University Studies Program.

This program provides opportunities for students to complete coursework that is guaranteed to transfer as college credit to four-year colleges and universities. University Studies students can earn an Associate in Arts, Associate in Science, or Associate in Fine Arts degree, and then continue their education when they enroll as juniors in a college or university.

By completing the Core Diploma in Arts or in Science, students who transfer to any university in the UNC System will have satisfied the general education requirements.

The primary advantage for students who enroll in the University Studies Program is the opportunity to complete the first two years of a four-year degree with affordable tuition and to take college courses in a smaller and more personal environment.

More information can be obtained by visiting www.sandhills.edu/usp.

HIGH SCHOOL VS. COLLEGE

| HIGH SCHOOL COURSES | COLLEGE COURSES |
|---|--|
| <p>Homework Teachers check your completed homework.</p> | <p>Homework Instructors assume that you have completed your homework and may not always check it. They will, however, assume you will be able to perform the same work on a test.</p> |
| <p>Assignments Teachers remind you of incomplete assignments.</p> | <p>Assignments Instructors assume you are mature enough to take responsibility for assignments and may not remind you of missing work.</p> |
| <p>Reading Assignments Reading assignments may be discussed and re-taught in class.</p> | <p>Reading Assignments Reading assignments may be both frequent and lengthy, and the material may not be covered in class.</p> |
| <p>Assistance If teachers are concerned and believe you may need assistance, they may approach you.</p> | <p>Assistance Instructors are usually helpful and willing to offer assistance, but they expect contact to be initiated by you.</p> |
| <p>Office Hours Teachers often make themselves available for conversation before, during, and after class.</p> | <p>Office Hours Instructors post their office hours and generally expect you to see them during those times.</p> |
| <p>Absences Teachers often provide you with information you missed when an absence occurs.</p> | <p>Absences Instructors expect you to obtain any missed class notes or assignments from your classmates. Excessive absences may result in a lower course grade or being dropped from the course.</p> |
| <p>Textbooks Teachers present information to help you understand the material in your textbook.</p> | <p>Textbooks Instructors may not always follow the textbook. Instead, they expect you to read the assignment before class and may provide background information or illustrations and expect you to incorporate these with your assigned reading.</p> |
| <p>Class Notes Teachers often write information on the board to be copied into class notes.</p> | <p>Class Notes Instructors may lecture nonstop, expecting you to identify the important points and to write these in your class notes without direction.</p> |
| <p>Due Dates and Reminders Teachers often remind you of tests and due dates.</p> | <p>Due Dates and Reminders Instructors expect you to read and refer to the course syllabus for tests and assignment due dates.</p> |

| HIGH SCHOOL COURSES | COLLEGE COURSES |
|---|---|
| <p>Studying You often hear or read information only once to learn all you need about the material.</p> | <p>Studying Class notes and textbook material should be reviewed regularly.</p> |
| <p>Tests Tests are given frequently on small amounts of material.</p> | <p>Tests Testing does not occur often, and your course may only have two or three tests over the semester. You are expected to organize the material and your class notes to prepare for the test.</p> |
| <p>Make-Up Tests Make-up tests are sometimes offered.</p> | <p>Make-Up Tests Instructors seldom make available make-up test opportunities. If a make-up test is an option, it is up to you to request it.</p> |
| <p>Grades Grades are given for almost all assigned work.</p> | <p>Grades Grades are not necessarily provided for all assigned coursework.</p> |
| <p>Final Course Grade Homework grades and extra credit opportunities may help raise your overall class grade when test grades are low.</p> | <p>Final Course Grade The final grade is usually determined by grades on tests and major writing assignments.</p> |

FALL 2009 CALENDAR OF HUSKINS CLASSES ON THE HIGH SCHOOL CAMPUS

Sandhills courses taught for high school students on the SCC campus and the high school campuses will follow different academic calendars. If the college is open, students taking courses on the SCC campus are expected to attend class, even if the high schools are closed. When the college is closed, but the high schools are in session, classes taught on the high school campuses will still meet.

Numbered days are required class days. Bulleted days are holidays. In accordance with college policy, the second day of the semester is the last day to change sections of a college class for previously enrolled students. Absences may be computed from the first day of the semester, depending upon each instructor's attendance policy published in the course syllabus given to students on the first day.

| MW Classes | TTH Classes |
|--|--|
| <ol style="list-style-type: none"> 1. Wednesday, August 26, First Class 2. Monday, August 31 3. Wednesday, September 2 • Monday, September 7, Labor Day Holiday 4. Wednesday, September 9 5. Monday, September 14 6. Wednesday, September 16 7. Monday, September 21 8. Wednesday, September 23 9. Monday, September 28 10. Wednesday, September 30 11. Monday, October 5 12. Wednesday, October 7 13. Monday, October 12 14. Wednesday, October 14 15. Monday, October 19 16. Wednesday, October 21 17. Monday, October 26 18. Wednesday, October 28 19. Monday, November 2 20. Wednesday, November 4 21. Monday, November 9 • Wednesday, November 11, Veterans Day Holiday 22. Monday, November 16 23. Wednesday, November 18 24. Monday, November 23 • Wednesday, November 25, Thanksgiving Holiday 25. Monday, November 30 26. Wednesday, December 2 27. Monday, December 7 28. Wednesday, December 9 29. Monday, December 11 30. Wednesday, December 13, Last Class | <ol style="list-style-type: none"> 1. Thursday, August 27, First Class 2. Tuesday, September 1 3. Thursday, September 3 4. Tuesday, September 8 5. Thursday, September 10 6. Tuesday, September 15 7. Thursday, September 17 8. Tuesday, September 22 9. Thursday, September 24 10. Tuesday, September 29 11. Thursday, October 1 12. Tuesday, October 6 13. Thursday, October 8 14. Tuesday, October 13 15. Thursday, October 15 16. Tuesday, October 20 17. Thursday, October 22 18. Tuesday, October 27 19. Thursday, October 29 20. Tuesday, November 3 21. Thursday, November 5 22. Tuesday, November 10 23. Thursday, November 12 24. Tuesday, November 17 25. Thursday, November 19 26. Tuesday, November 24 • Thursday, November 26, Thanksgiving 27. Tuesday, December 1 28. Thursday, December 3 29. Tuesday, December 8 30. Thursday, December 10, Last Class |

FALL 2009 CALENDAR FOR COURSES ON THE SANDHILLS MAIN CAMPUS

Sandhills courses taught for high school students on the SCC campus and the high school campuses will follow different academic calendars. If the college is open, students taking courses on the SCC campus are expected to attend class, even if the high schools are closed.

The first day of classes, holidays, and final exam period are listed below. Absences may be computed from the first day of the semester, depending upon each instructor's attendance policy published in the course syllabus given to students on the first day.

| | |
|---|---|
| August 17 (Monday) | First Day of Classes for MWF, MW, MT, M, or W Classes |
| August 18 (Tuesday) | First Day of Classes for TTH, T, or TH Classes |
| August 18 (Tuesday) | Last Day to Add a Class for Currently Enrolled Students |
| September 7 (Monday) | Labor Day Holiday |
| October 5-6 (Monday-Tuesday) | Fall Break Holiday |
| October 14 (Wednesday) | Drop Period Ends |
| November 4 (Wednesday) | Priority Registration for Spring Semester |
| November 11 (Wednesday) | Veterans' Day Holiday |
| November 25-27 (Wednesday-Friday) | Thanksgiving Holiday |
| Final Examination Schedule on the SCC Main Campus | |
| Regular Class Meeting Time | Day and Time of Final Examination |
| | Thursday, December 10 |
| 11:00-12:15 T,TH | 8:00 a.m.-10:30 a.m. |
| 9:00-10:45 T,TH | 11:00 a.m.-1:30 p.m. |
| 12:30-1:45 T,TH | 2:00-4:30 p.m. |
| | Friday, December 11 |
| 9:00-9:50 M-F, MW, or MWF | 8:00 a.m.-10:30 a.m. |
| M-F, MW, or MWF | 11:00 a.m.-1:30 p.m. |
| *** | 2:00-4:30 p.m. |
| | Monday, December 14 |
| 8:00-8:50 M-F, MW, or MWF | 8:00 a.m.-10:30 a.m. |
| 10:00-10:50 M-F, MW, or MWF | 11:00 a.m.-1:30 p.m. |
| 12:00-12:50 M-F, MW, or MWF | 2:00-4:30 p.m. |
| | Tuesday, December 15 |
| 8:00-9:15 T, TH | 8:00 a.m.-10:30 a.m. |
| 1:00-1:50 M-F, MW, or MWF | 11:00 a.m.-1:30 p.m. |
| *** | 2:00-4:30 p.m. |
| *** The 2:00-4:30 exam periods on Friday, December 11, and Tuesday, December 15, will be used to schedule exams for classes not covered by the exam schedule. Any special exam times will be announced by the instructor. Evening exams will be held on the last scheduled class meeting. | |

CAMPUS MAP

