



Continuing Education & Lifelong Education



Instructor Guide 2025-2026

*Sandhills Community College
3395 Airport Road, Pinehurst, North Carolina, 28374*

This document provides guidance to instructors and staff teaching in workforce skills training and community service programs at Sandhills Community College.

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Sandhills Community College

General Operating Hours for Administration and Student Service Offices:
Monday – Friday 8 a.m. – 5 p.m. *Friday afternoon hours may vary among departments.*

About this Guide

This guide provides the college's Continuing Education (CE) instructors with information supporting the facilitation, instruction, and documentation compliance for CE courses at Sandhills Community College ("College"). It is comprehensive but not all-inclusive. Most of the standards apply to community service offerings including personal enrichment courses.

Sandhills Community College Website & Catalog

The College's main website is the most resourceful and updated source of information. Through the website, instructors and students may locate information about college services, programs, policies, facilities, and personnel. The college website is <http://www.sandhills.edu>.

A college catalog is also available online: <https://www.sandhills.edu/catalog/current/catalog.pdf>

College & Career Readiness Instructors

The College and Career Readiness (CCR) Program prepares students for college level work and careers. CCR instructors are issued a separate guide providing specific rules, regulations, and policies related to CCR programs and courses. CCR instructors should find this guide resourceful and helpful.

COLLEGE HOLIDAY AND BREAK PERIODS

The College's holiday and break schedule is available on the college website. CE classes meet year-round excluding national or state holidays; some exceptions may apply for specialized training courses in public safety. CE students will not necessarily have the same breaks and schedules as students enrolled in degree or college-credit programs. The program director reviews holiday and other breaks with the instructor prior to the class start date.

INCLEMENT WEATHER POLICY

(10.7.1 Policy)

<https://www.sandhills.edu/policy/10-7-1-inclement-weather-notice.html>

When in doubt, instructors and students will find weather emergency information on the college website at www.sandhills.edu. Decisions to close the college for inclement weather and other emergency situations will be made by college administration and published on the college website.

Instructors should remind their students on the first day of class to refer to the college's website about college closures/delays/re-openings due to inclement weather: <https://www.sandhills.edu/>.

CAMPUS SAFETY AND SECURITY

Campus safety and security policies and procedures are posted on the college website at:

<https://www.sandhills.edu/safety-security/index.html>

Campus Police and Public Safety

Sandhills Community College operates a campus security division with police officers having full powers on Sandhills Community College property and all public property adjacent to the college property.

Campus Police and Security are staffed from 6 a.m.-midnight. Monday through Thursday, 6a.m. – 10:00 p.m. Fridays, and from 7 a.m.-7 p.m. Saturday, and from 8 a.m.-5 p.m. Sunday unless otherwise notified by email. Campus Police Phone: 910-695-3831 (Non-emergency)

Emergency Response Procedures

Campus police, security, and maintenance employees are the primary First Responders on campus. They respond to campus emergencies through 9-1-1 calls including **threatening behaviors, injury, illness, fire, and tornadoes.**

A list of campus security measures is available using the following link.

<https://www.sandhills.edu/catalog/current/about/campus-police-and-public-safety.html>

Always dial 9-1-1 for campus emergencies. When in doubt, call 9-1-1.

Evening Escorts

Evening instructors may call 910.695.3851 if needing an escort.

Additional emergency and safety information are available in the links above and at the end of this guide.

COURSE RECORDS COMPLIANCE AND ACCOUNTABILITY

Welcome Letters

Instructors are encouraged or required by their program director to provide students with a timely “Welcome Letter” prior to the first class day. This is an opportunity to provide students with necessary information that supports their start-up and success.

First Day of Class

COURSE SYLLABUS/OUTLINE

The program director will provide a course syllabus or outline. The director may collaborate with the instructor to develop a course syllabus.

A syllabus should contain the following:

1. Student objectives and learning outcomes.
2. Course attendance standards and expectations.
3. For hybrid classes, a schedule or breakdown of multiple instructional deliveries (e.g., on campus classes, online independent work, virtual classroom meetings).
4. Grading standards.
5. Reference to inclement weather policies. Syllabi should direct students to the college website when in question about college weather related closings.

The college publishes course syllabus guidelines and examples at:

<https://www.sandhills.edu/faculty-staff/course-syllabus-student-learning.html>

ENROLLED STUDENTS

Instructors are responsible for ensuring that all students present in class are listed on the official attendance roster provided by program staff.

STUDENT SIGNATURES

The program administrator may require instructors to obtain student signatures on the first day of class or any student’s first day of attendance.

Students attending classes as needed or entering and exiting at various times must sign-in and out each day on a daily time log.

STUDENT ELIGIBILITY FOR WAIVERS (specific classes)

Registered students who are waived for class fees must attest to their eligibility on the first day of class by signing a form. The program director will guide the instructor on this step and may request an instructor to collect additional documentation.

Public Safety program students eligible for class fee waivers *must be verified*. As part of this verification process, it is the instructor’s responsibility to have the students document their public safety agency (i.e., name of fire or police department) **and** the position held (i.e., volunteer, or paid firefighter or police officer); this documentation must accompany the attendance roster and a template is often provided for this information on the class receipt or sign-up form.

Public Safety program directors provide their instructors with *Course Record Guidelines for Workforce Continuing Education Public Safety Instructors at Sandhills Community College* for guidance including student waiver eligibility requirements.

Attendance Roster Entries

The attendance roster is the official document for recording a student's first day of entry, absences, drops or withdrawal points, and grades. Instructors enter attendance information as directed and must have the roster available at each class meeting. As soon as a class has ended, the instructor signs and dates the roster on or after the last class day. The instructor's signature is required for state compliance by verifying the student enrollment and attendance record.

No white-out or permanent markers may be used on attendance rosters or any supporting documentation. When corrections need to be made that cannot be erased using a pencil eraser, simply cross out once, initial, and document correction. It is always best practice to use a pencil for recording attendance activity.

Required Entries for Attendance Roster

E = First day a student enters class.

A = Absent

NA = Never attended (note on roster beside student name)

DR = Drop

- Enter "DR" the next day after a student self reports they are dropping or exiting their course on or prior to the census date.
- Enter "DR" for the student who stops attending without notice on or prior to the census date. Rule: Drop after and on the third consecutive absence, example: Day 1: absent = **A**, Day 2: absent = **A**, Day 3: absent = **DR**)

W = Withdrawal

- Enter "W" when a student stops attending after the census date. A "W" is entered when a student self reports his withdrawal or stops attending after three consecutive absences.

Instructors have the option to denote days when a student is in attendance with a checkmark or other symbol/marker.

Non-enrolled Individuals

Any individual who enters the classroom as a student and whose name *is not printed* on the attendance roster may not sit in the class. The individual must be instructed to contact a College Navigator in Stone Hall immediately or as soon as possible by calling 910.695.3725 or visiting Student Services/Admissions in Stone Hall.

The instructor can take down the individual's name and contact information and should notify the program director promptly when this occurs. Non-enrolled individuals may not attend class until they are enrolled and registered as a "student."

Instructors **should not** add individuals to the roster without permission from their program director. Once a non-enrolled individual becomes a student, the program director will either reprint a new roster or will give approval for documenting the new student for the record.

Late Registration Students

Students who did not pre-register for a class or enrolled late may not be reflected on the roster. These students should bring in a registration statement with the course designated as “N” (new course added); in this case, the instructor may enter the student onto the roster (documenting on next available row) on the first day of entry.

Any student who claims their late registration into a class and whose name is not on the roster, must be verified if they do not provide a registration statement. Instructors must contact their program director or staff member promptly in this situation to verify student enrollment.

Grading

For most classes, a student must be in attendance for 75 percent (%) of the class meetings to satisfy participation standards unless specified otherwise in the course syllabus. Specific attendance requirements may factor in the course grade.

Grading standards vary for CE classes based on “Satisfactory” and “Unsatisfactory” statuses. Workforce Continuing Education (WCE) or occupational classes that run 96 or more hours tied to licensure or credential may have specific grading objectives and standards. High school pathway programs may require specific grading practices. Grading standards will be reviewed by the director with each instructor and should be reflected on the course syllabus to set course expectations.

GENERAL GRADING STANDARD

A grade of **“S” for “satisfactory”** is provided as a basis for attending at least 75 percent (75%) of the class days and meeting course objectives unless otherwise stated. This standard will vary for occupational classes with specific proficiencies and credential requirements.

A grade of **“U” for “unsatisfactory”** will be provided if a student does not meet the minimum requirements for passing the course.

INCOMPLETES: “I” GRADE

A grade of **“I” for “incomplete”** may be submitted for eligible students who were not able to complete all necessary course requirements by the course end date but have an approved extension to complete work. Instructors must contact their program director before approving and administering an “I” grade to coordinate the extended, instructional arrangement.

Once the work is complete within the extended period as verified by the instructor, the program director will enter the appropriate grade. Students not completing their course work by the extended deadline may receive an “unsatisfactory” final grade.

Grades for each student must be noted in the appropriate column on the attendance roster.

PERSONAL ENRICHMENT CLASSES AND GRADING

Personal enrichment classes offered under the CSP 4000 prefix are not held to the same grading and attendance standards as listed in this section. These courses are recreational in nature and should not be punitive or subject students to inflexible attendance standards. Students will receive an “S” for satisfactory for participation. Students in personal enrichment courses who are “no-shows” receive an “NA” for never attended.

Continuing Education Units (CEUs)

The College maintains a policy of issuing Continuing Education Units (CEUs) to students who are eligible. CEUs are associated with training hours. The Southern Association of Colleges and Schools' Commission on Colleges (SACS) defines the CEU as follows: “One Continuing Education Unit is ten (10) contact hours of participation in an organized continuing education experience under responsible sponsorship, capable direction, and qualified instruction.” CEU certificates for eligible students are provided by the program's director.

At the last class meeting, instructors must check to make certain that all students seeking CEU credit have 100% participation (attended all class modules). After ensuring that attendance requirements have been met, the instructor documents each student eligible to receive full CEU credit and provides a list to the program director. When the director verifies the eligible students, CEU certificates will be processed and mailed to qualifying students.

CLASS BREAKS AND SCHEDULE CHANGES

Scheduling Classroom Breaks

A class is entitled to a 10-minute break for each 60 minutes of instruction. Instructors may decide when to take breaks. For WCE or occupational classes, breaks may not be saved or “banked” and used for early class dismissal. Classes meeting longer hours typically have built-in extended breaks (30 minutes or more); this break time is not factored into the class instructional time.

Class Day Cancellations

Sometimes emergencies arise or exceptional circumstances like inclement weather necessitate a class cancellation. Instructors must follow the guidelines below for compliance with state regulations and college policies and standards and work with their program supervisor.

Missed classes or class time can be rescheduled with respect to the following:

1. Convenience for students
2. Approval from the director/coordinator
3. Accordance with course learning objectives

Unless otherwise directed by the program director, if an instructor encounters an emergency and must cancel a class day without sufficient notice, the following steps must be taken immediately:

1. **Notify** program coordinator/director.
2. **Inform** students through all platforms of communication (student and personal email, phone, and learning management system).
3. Ask someone or the program director to post a sign on the classroom door with cancellation notice and date of cancellation.

ALTERNATIVE MAKE-UP

When making up missed class days is not an option, program directors will discuss options with their instructors for making up instructional time which may include home-based asynchronous assignments or special projects. Once determined, the schedule or assignment updates must be communicated promptly to students and noted on the student daily attendance record or documented with an instructor signature and attached to the roster.

STUDENT CODE OF CONDUCT

Most updated version: <https://www.sandhills.edu/safety-security/student-code-of-conduct.html>

The Student Code of Conduct applies to all students enrolled at SCC.

Academic standards are addressed in course syllabi but may be revisited as they relate to behavioral expectations in learning experiences. Instructors who provide conduct standards up front set the stage for a respectful environment, promoting academic and professional success.

CLASSROOM CODE OF CONDUCT AGREEMENT (OPTIONAL)

Beyond the college's policies on student conduct, instructors in longer-running WCE classes (96+ hours or semester/term classes) are *encouraged* to develop a classroom code of conduct agreement listing behavioral standards expected of students. A good example of a standard would be "smart phone texting is prohibited during class lecture but allowed during breaks" or "students are not allowed to talk during labs while observing fellow students."

In addition, instructors may have students sign a statement attesting to their acknowledgement of such standards and their intent to follow conduct standards. Instructors should provide a copy of all behavioral conduct standards or code to students along with the course syllabus. Any code of conduct and/or contract must be approved first and by the program director. *See the program director for an example of a classroom conduct agreement.*

DISCIPLINARY ACTION

The college has policies and procedures in place for students who violate the Student Code of Conduct. Instructors should contact their program directors promptly when student disciplinary issues arise. Questions or concerns may also be directed to the Student Code of Conduct Official in Student Services.

STUDENT GRIEVANCES

If a student expresses dissatisfaction with any part of the curriculum or any achievement outcomes, instructors should work with that student as directed by their program director. If a situation cannot be resolved with the student, the instructor may direct the student to contact the program director. Program directors will work with both instructors and students in support of current policies or standards. If a grievance cannot be managed informally by the program, a formal college procedure overseeing student grievance may be utilized. See "Student Grievance"

<https://www.sandhills.edu/safety-security/student-code-of-conduct.html>. Grades, however, are an exception and not covered by the College's Student Grievance Policy unless there is some type of suspected discrimination.

OTHER ACTIVITIES

Class Visitation

Classes are subject to unannounced visits or observations from college personnel as well as state auditors. Instructors should always have an attendance record in class available with course name and student names (hard-copy or electronic).

Course Evaluations

At the last class session, students may be asked by the director to complete a course evaluation.

Instructors may also be asked to provide feedback to the college based on their instructional experience; this may include assessment of the college, program or college staff, facilities, and services. Instructors are encouraged to give any feedback regardless of a survey instrument. Instructor feedback is valuable to course planning and improvement.

Non-Student Visitors

Only registered students should be present in the class. Students are not allowed to bring guests or "friends" to class unless the instructor approves due to an exceptional circumstance. Only registered students may participate and engage in a class; any guest may only observe without interruption. If a situation persists, the instructor may have a talk with the student and/or refer the situation to the program director.

On occasion an individual may wish to observe a class session before enrolling in a later class. If this is approved, the program director will notify the instructor. Sandhills Community College welcomes prospective students who are exploring learning opportunities. Students interested in offerings should be directed to a College Navigator in Stone Hall by calling 910.695.3725.

MINOR CHILDREN

Students are not allowed to bring their children to a class unless there is an exceptional circumstance and instructor approves before the class begins. Not all classes allow minor visitors due to dangerous equipment and other rules. Any instructor who has challenges with a student bringing children or non-enrolled minors should promptly contact the program director. If a security issue arises due to an unannounced child visitor, instructors are encouraged to contact Campus Security for support.

More information on Campus Security Policies

Workplace Violence, Firearms, Drugs and Alcohol, and Sexual Assault

The College prohibits workplace violence, firearms, drugs and alcohol, and sexual assault among other offenses. Student Code of Conduct policies also prohibit harmful or potentially harmful conduct. The College reserves the right to deny admission or readmission to students whose presence presents a safety risk.

<https://www.sandhills.edu/catalog/current/about/compliance-statements.html>
<https://www.sandhills.edu/safety-security/student-code-of-conduct.html>

Instructors should review campus-based policies and procedures involving situations that include workplace and domestic violence, drugs and alcohol, firearms, and sexual assault.

For sex-based discrimination and other sexual offense, instructors are covered by Title IX provisions; see the following Title IX section.

Title IX: Sex Discrimination and Sexual Harassment

<https://www.sandhills.edu/about/title-ix.html>

The College exhibits zero tolerance toward sex discrimination which includes sexual harassment on campus. Sexual offenses under Title IX are covered such as sexual assault, sexual violence, domestic violence, interpersonal violence, and stalking. Title IX applies to both physical and virtual spaces. Such activities will receive a response from the College's Title IX Coordinator and may include campus security and other campus services.

The College provides due process and protections under the U.S. Department of Education's Title IX regulations when campus members participate in sexual harassment or violence. Procedures can be found by using the following link: <https://www.sandhills.edu/policy/4-14-1-title-ix-sexual-harassment.html>.

In a non-emergency, if you are concerned or have knowledge about a potential incident on campus involving sexual harassment or assault you are encouraged to complete a Report of Concern <https://www.sandhills.edu/about/incident-reporting.html> or you may contact the Title IX Coordinator directly at bluek@sandhills.edu or call 910.695.3979. If you are just in question about an incident related to sexual harassment, sex-based discrimination, or assault or unsure what to do about it, contact the Title IX Coordinator for guidance and support.

Safety Threats – Call 9-1-1

Any instructor who becomes aware of a situation that threatens the safety of themselves or anyone on campus must notify police immediately **by contacting 911**. All instructors who recognize early warning signs of workplace violence should evaluate the situation and report their concerns to their immediate supervisor and/or campus security by dialing "0" for the campus operator.

Report a Concern (Non-emergency)

Instructors are encouraged to work with their program directors to address issues that arise in the effort to sustain a healthy learning and service environment. If an instructor is uncomfortable or

unable to bring up a concern that deals with worrisome or harmful behaviors, for whatever reason, an online reporting form is available on the college website at:

<https://www.sandhills.edu/about/incident-reporting.html>



Nursing Aide Graduation Class – Spring 2025

Thank you for teaching at Sandhills Community College!

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