

SCC COMMUNITY COLLEGE **HUMAN RESOURCES FACULTY AND STAFF ENROLLMENT IN SCC CLASSES** **PROCEDURE 5.10.9**

Adopted: August 6, 2007

Revised: October 1, 2012; October 1, 2019; April 28, 2026

Purpose

Sandhills Community College supports professional development and lifelong learning by providing eligible employees with the opportunity to enroll in college courses under the conditions outlined in this procedure.

Procedure

College employees may register for:

- One (1) curriculum course each semester **or**
- One (1) continuing education course each semester

Eligible employees may enroll without payment of tuition or student fees, excluding:

- All-must-pay classes
- Self-supporting classes
- Audited courses
- Applied music courses (MUS 161 and MUS 162)

Employees are responsible for:

- Course-specific fees
- Books and required materials

Work Schedule and Approval

Employees must obtain prior approval from their supervisor or appropriate administrator if a course occurs during normal working hours.

If the course is directly related to the employee's job, the supervisor may approve participation during normal work hours.

If the course is not job-related, the employee is responsible for making up any work time missed.

Funding for Course Materials

For job-related courses, the College's development fund may cover the cost of course materials, pending availability of funds.

Covered Employees and Eligibility

General Eligibility

Must be employed at Sandhills Community College for at least six (6) months

Part-Time Employees

Instructional Employees

- Adjunct Faculty: Must teach at least one (1) course per term
- Part-Time Workforce Continuing Education (WCE) Instructors: Must teach a minimum of 48 hours per term
- Must be actively teaching during the semester in which the course is taken

Staff Employees

- Must work an average of at least 10 hours per week

Accessibility and Compliance

Employees participating in courses are expected to follow all College policies, procedures, and academic standards.