



*Division of Continuing Education
Instructor Guide*



2017-2018

Sandhills Community College
Division of Continuing Education
3395 Airport Road, Pinehurst, NC 28374
910-695-3980

ABOUT THIS GUIDE:

This guide provides continuing education instructors with information **supporting the facilitation and instruction** of continuing education courses at Sandhills Community College (SCC). This guide covers policies and procedures but is not intended to be all inclusive. Instructors should speak with their program director or reference SCC's Personnel Manual and general catalog for additional information; this guide, the personnel manual, and the college catalog are available on the college website at www.sandhills.edu.

Importantly, this guide **provides directives on how to handle emergencies** that could arise while in the classroom or on campus.

Instructor Folder

Instructors will be provided with the *Instructor Folder*. This folder contains a handy snapshot of steps for handling course records and classroom incidents that may be covered in this guide. The folder will also contain some information related to policies that impact students and staff. Instructor folders will be provided by the program directors for reference and will be located in the Continuing Education Workroom (Van Dusen Hall) for pick-up.

Continuing Education Webpage: The Continuing Education Division has a dedicated website at: <http://www.sandhills.edu/continuing-education/> provides information about Continuing Education programs and offerings. The "Resources" link at: <http://www.sandhills.edu/continuing-education-resources/> provides links to information that support Continuing Education instructors.

Questions about college policies or procedures related to students, instructors, and courses should be addressed with the program director.

Attention College & Career Readiness Instructors:

College and Career Readiness (CCR) instructors will be provided with an additional guide that incorporates rules, regulations, and policies related to CCR programs. It will be provided to CCR instructors by the respective program coordinator.

The **2017-2018 Holiday Schedule** will be posted and available in the Continuing Education office workroom and on college website. Please note that curriculum classes and continuing education classes will have different breaks and schedules; continuing education classes do not have fall and spring breaks as curriculum (college-credit) programs do.

Thank you for teaching at Sandhills Community College!

Sandhills Community College is an Equal Opportunity College

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August 1, 2017

Dear Colleagues,

The Division of Continuing Education at Sandhills Community College welcomes you to the 2017-2018 school year.

August marks the beginning of another exciting season in Continuing Education! We continue to grow our programs and build industry and community partnerships to meet the educational needs of the service area. At the Palmer Advanced Manufacturing Center, we have expanded trade offerings and added state-of-the-art equipment and facilities thanks to grants from Duke Energy, Golden LEAF Foundation and the Palmer Foundation. Through a partnership with the Moore County Department of Social Services, we are offering specialized courses to benefit the health and human services workforce, and for service area law enforcement and emergency personnel, we continue to offer specialized training. Local businesses and entrepreneurs are benefiting from our Small Business Center seminars and management classes. And we continue to offer new and non-traditional classes that support personal interests and cultural enrichment for all ages.

Please take some time to review Sandhills Community College's new website and read over our CORE VALUES. Listen to the testimonies of our staff and faculty who all share an experience or something about this campus that has meant a great deal to them in their service and work. As instructors, you are what makes this college special: the knowledge you share, the engagement you provide, and the respect you give to each student and colleague are valued.

Now, please take some time to review this guide. Contact your director or coordinator if you have any questions, and feel free to stop by my office during the year to discuss suggestions you may have or concerns that need to be addressed. We thank you for the commitment, creativity, and enthusiasm you bring to our students and campus community. Have a great school year!

Sincerely,



Andi Korte

Vice President, Division of Continuing Education &
Workforce Development; kortea@sandhills.edu/910.695.3767/Van Dusen Hall 124
Sandhills Community College

Sandhills Community College Mission Statement

The mission of Sandhills Community College (SCC) is to provide educational opportunities of the highest quality to all the people of the Sandhills. The college is committed to the **five core values** of INTEGRITY, HELPFULNESS, EXCELLENCE, RESPECT, and OPPORTUNITY. These values guide and direct SCC as it seeks:

- To welcome students of all ability levels and to provide programs that prepare them for employment or for transfer;
- To provide training for local businesses and to contribute constructively to the economic well-being of the region;
- To contribute to the cultural and artistic richness of the community and to the educational needs of our retired population;
- To create a campus environment that celebrates its faculty and staff and contributes to their personal and professional development.

Goals

For-Credit Academic Programs

To educate students for professional and personal opportunities by providing technical and transfer programs that include distinct general education competencies and to offer these programs through a variety of course delivery modes.

Support Services

To provide comprehensive student and academic support programs that help students meet their career, academic, and personal goals.

Access and Opportunity

To ensure access and opportunity for students who are underprepared for college-level work through developmental studies and adult literacy programs; to prepare students for employment and/or for collegiate studies; and to promote student learning and success through various course delivery modes in credit and noncredit courses.

Economic Development

To provide the training needed to help recruit businesses to our community and to drive entrepreneurial growth; to promote workplace learning; to enable local businesses to become more productive; and to provide credit and noncredit courses and programs that enable students to become competitive contenders for employment opportunities.

Campus and Community Life

To provide opportunities for student involvement, cultural enrichment, lifelong learning, and community service while honoring our core values.

Campus Resources

To ensure that the college has the necessary financial, human, technological, and physical resources, including having funds to advance the excellence of its programs; hiring faculty and staff of the

highest quality who reflect its diverse community and exhibit its core values; providing appropriate technology; and ensuring that the campus is clean, safe, and beautiful.

Ethical Guidelines

SCC employees must act at all times in a manner that is consistent with the highest standards of ethics and professionalism. Such standards include concern for the needs of students, respect for the dignity of fellow employees, and commitment to the service of the community. They prohibit the use of one's college position for personal gain and any activities that would lead to conflicts of interest, or the appearance thereof.

SCC's faculty and staff members must act in ways that, if subjected to public scrutiny, would reflect well on their integrity and on the integrity of the college.

Public employment should not be used for personal gain or private advantage. Therefore, instructors must avoid conflicts of interest. Promotion of one's business or private interests is prohibited. Even the casual exchange of business cards can be misinterpreted by others and should be avoided.

**Division of Continuing Education Contact Information
Sandhills Community College**

General Contact Numbers

Campus Switchboard (day/evening).....	692-6185
Continuing Education Information/Reception.....	695-3766
Continuing Education FAX.....	692-6998
Phone-in Registration, Local.....	695-3980
Toll-free.....	800-338-3944
Vice President of Continuing Education & Workforce Development.....	695-3767
Associate Dean of Continuing Education Operations.....	695-3769
Associate Dean of Continuing Education Compliance and Accountability.....	695-3979
Continuing Education Registrar.....	695-3778

College and Career Readiness (CCR)

Director.....	Maria Campbell, 695-3917
Associate Director/LEIS.....	Angie Swayne, 695-695-3933
Transitions/Instruction: Moore Co.....	Karen DeCata, 695-3779
Orientation/Instruction: Moore Co.....	Anna Harrington, 695-
Instruction: Hoke Co.....	Becky Kimbrell, 878-5738
Adult High School: Moore Co.....	Karen DeCata, 695-3779
Adult High School: Hoke Co.....	Becky Kimbrell, 878-5738
English Language Acquisition (ELA).....	Isabel Cain 695-3980
Family Literacy.....	Maria Campbell, 695-3917
HSE Testing/Transcripts (GED/HiSET).....	Anna Harrington, 695-3777
Minor Interviews/Enrollment/Exit Interviews.....	Anna Harrington, 695-3777
Online HSE Preparation.....	Karen DeCata, 695-3779

Pre-employment, Career and Technology Training

Career Development/Pre-employment Training.....	Jenny Troyer, 695-3926
Career Training and Online Courses.....	Lori Degre, 695-3939
Technology Training.....	Lori Degre, 695-3939

Business and Industry: Advanced Manufacturing and Customized Training

Customized Training.....	Ronnie Patton, 695-3925
Advanced Manufacturing Programs.....	Belinda McFerrin, 246-4117

Community Education

Lifelong Learning Institute.....	Rose George, 695-3775
Small Business Center.....	Teresa Reynolds, 695-3938

Public Safety Programs

Fire and Rescue Training.....	Michelle Bauer, 695-3774
EMS and Law Enforcement Training.....	Denise Cameron, 695-3944

Division of Continuing Education Office Hours

Monday – Thursday 8 a.m. – 5 p.m.

Friday 8 a.m. – 4:00 p.m.

During the summer term, the Continuing Education office will be closed on Friday afternoons beginning at 12 p.m.

Inclement Weather Policy

Decisions to close the college for inclement weather and other emergency situations will be made by the college administration. Missed classes should be rescheduled with the director/coordinator and communicated to students as soon as possible. Make-up classes may include extra or extended class sessions, and once determined, must be noted on the class roster/student attendance record.

When severe weather forces a departure from regular class scheduling, **personnel should check the college’s website** at www.sandhills.edu or may either call the college (910-692-6185) to hear a recorded message, contact their program coordinator, or listen for announcements on the following local and regional radio and television stations:

Television

WRAL (5), Raleigh
WLFL (22), Raleigh
WTVD (11), Durham
WFMY (2), Greensboro
WGHP (8), High Point
WECT (6), Wilmington
WCCB (18), Charlotte

FM Radio

WDNC, Raleigh, 105
WIOZ, Southern Pines, 102.5
WJSG, Rockingham, G104
WLRD, Red Springs, 102.7
WPCM, Burlington, 101
WQDR, Raleigh, 94.7
WQSM, Fayetteville, 98.1
WRAL, Raleigh, 101.5
WWGP, Sanford, 105.5

AM Radio

WAYN, Rockingham, 900
WDNC, Raleigh, 620
WEEB, Southern Pines, 990
WFNC, Fayetteville, 640
WJRM, Troy, 1390
WPTF, Raleigh, 680
WQNX, Aberdeen, 1350
WYRU, Red Springs, 1160

Instructors: please remind your students, on the first day of class, to refer to the college’s website when there is a question about whether or not the college is closing due to inclement weather: www.sandhills.edu

CAMPUS SAFETY

Campus Security and Safety Procedures

Sandhills Community College operates a campus security division with a trained police force. Please refer to the college website at www.sandhills.edu, and access the tabs labeled “Student Resources” and “Security” to review security services and safety procedures.

Campus Police Staffing/Hours

Campus Police and Security are staffed from 6 a.m.-1 a.m. Monday through Friday, from 7 a.m.-7 p.m. Saturday, and from 8 a.m.-5 p.m. Sunday unless otherwise notified by email.

Emergency Response Procedures

On the **security webpage**, there is a link to the Emergency Response Procedures Guide which provides step-by-step directives for handling emergency and life-threatening situations:

<http://www.sandhills.edu/security/EmergencyResponseProcedures.pdf>

Please take the time to familiarize yourself with the procedures in place for responding to emergencies on the Sandhills Community College Website. **The instructor folder** also contains some emergency steps for handling threatening situations. Some of the emergency situations that may arise in the classroom are highlighted in this guide; see following pages.

Title IX Policy

If you or someone on campus has experienced sexual or gender-based discrimination, harassment, or violence, that person has rights and there are options. Sandhills Community College and the Title IX policy provide a number of resources and services to ensure someone gets the support needed. Whether someone is a student, faculty member, staff member, or guest, a person has the right to file a complaint through the college’s Title IX Coordinator and/or explore other options.

The Title IX Coordinator for Sandhills Community College is located in Stone Hall Office 110, by email at dodsonw@sandhills.edu, or by phone at 910-246-2868. Please refer to the following webpage that provides more information and support: <http://www.sandhills.edu/title-ix/>.

EMERGENCIES

If you have an emergency, dial 9-1-1

Call 911 in *ALL* emergencies; this will contact campus police

What is an emergency?

An emergency is any **immediate threat to life and/or property** that requires immediate response from police, fire, or ambulance personnel. Your judgment often determines whether an incident is an emergency. If you consider a situation to be an emergency, then it's an emergency. **If in doubt, err on the side of safety!**

Emergency Telephone System Call Boxes are placed in various locations around campus. Each box is equipped with a **red** push button that automatically calls 911 and activates two-way voice communication between, you (the caller) and 911. **911 calls will route to campus police.**

Reporting an Emergency

Any emergencies and all incidents not consistent with the routine and expected operations of the college or classroom experience should be reported by phone and documented on an Incident Report.

STEPS TO REPORTING AN EMERGENCY – from start to finish

- Dial 911
- Stay on the line with the dispatcher.
- Provide the address, campus location, and a description of the emergency.
- Provide the phone number at your location (if you know it) or your cell phone number
- Provide a thorough description of the incident to ensure the appropriate resources are dispatched.
- After emergency personnel arrive and take control of the situation and classroom is in order, excuse yourself to make your department phone contact(s) – see emergency contact list (instructor folder).
- Complete an *Incident Report* within 24 hours of emergency or once your class has dismissed; submit to your program coordinator as soon as possible (Report form in instructor folder; additional forms in workroom or can be sent electronically by your coordinator).

REPORTING AN EMERGENCY TO THE DIVISION OF CONTINUING EDUCATION

(In the aftermath of an emergency situation including those listed on the following pages)

Continuing Education Division Phone Contacts (list will also be in instructor folder):

Instructor must make contact with a division staff member in the aftermath of an emergency; contact each in the following order until you reach an actual “live” staff member by phone; be sure to leave a detailed voicemail message for anyone you do not reach.

Front Desk, Continuing Education 695-3980

Program Coordinator emergency number or office line

Vice President of Continuing Education 695-3767 or 528-2173

Director of Compliance & Accountability 695-3979 or 639-5711

Incident Report Form (copies in Workroom on shelf, see front desk staff, or in instructor folder):

When an emergency situation arises in the classroom or on campus that is handled or witnessed by an instructor, an *Incident Report Form* should be completed by instructor. The incident report should be filled out immediately and submitted no later than 24 hours following an emergency incident. A form is located in the instructor folder, it can be sent electronically, completed in the office, or ask your director to assist you.

HANDLING SPECIFIC EMERGENCY SITUATIONS

Witnessing a Crime – How to report

If a crime occurs on campus, you must contact campus police by dialing 911. In any event, whether or not the crime is occurring, or has occurred and you’ve been told, this would require immediate police and/or medical response, so **dial 911**. You may also press the RED emergency button on any call box located in a parking lot or common area on campus.

Active Shooter

If notified of an “active shooter,” take the following steps:

1. Protect yourself. Take cover immediately; lock or barricade yourself and your students inside a secure area, if possible.
2. Call 911. Remain out of sight from the suspects if possible. Report the suspect(s) movement to 911 Dispatcher and provide description(s) if possible.
3. Shelter in place or EVACUATE if safe to do so, or if instructed to do so by emergency responders.

Medical Emergencies

Police and Public Safety at SCC are not medical technicians but WILL RESPOND to medical emergencies on campus. Any medical emergency should be reported by **calling 911**.

Illness or injury to Students/Instructors/Staff

Emergency treatment for job-related injury or medical illness may be obtained by **calling 911**. The center will dispatch the appropriate emergency response personnel. The Police and Public Safety Department will respond and arrange for transportation if required.

Police and Public Safety will complete an injury/illness form for all medical incidents relating to students, instructors or staff.

MINOR INJURIES: for minor injuries, non-emergency, there is a **first aid kit** located in the workroom across from the big copier in the 2nd drawer (marked). *Even for non-emergency medical incidents, instructors should still complete an Incident Report and submit to the program coordinator.*

Workplace Violence

Any instructor who becomes aware of a situation that threatens the safety of themselves or anyone on campus must notify policy immediately **by contacting 911**. Employees or contracted personnel 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.

FIREARMS, DRUGS & ALCOHOL, and DOMESTIC & SEXUAL HARASSMENT/ VIOLENCE POLICIES

Firearms on Campus (Revision 03/19/18)

Anyone on the SCC campus who is found in possession of a firearm or other weapon covered by NC House Bill 1008 (1993) will be reported immediately to campus security police. The College has a zero tolerance for firearms on campus as stated in the [Sandhills Community College Student Handbook](#):

Under no condition will the possession of a dangerous weapon, including but not limited to handguns, be permitted on college property. Such acts of possession may result in expulsion from the college on the first offense.

Drugs & Alcohol

In accordance with the Drug Free Schools and Communities' Act of 1989 (Public Law 101-226), SCC prohibits the unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance or alcohol while in the workplace, on college premises, or as part of any college-sponsored activities. Any employee or student violating this policy will be subject to disciplinary action up to and including termination or expulsion and referral of prosecution.

Safe@SCC: Domestic and Sexual Harassment/Violence

Sandhills Community College exhibits zero tolerance toward violence on campus including sexual assault, sexual violence, domestic violence, interpersonal violence, and stalking. Sandhills Community College will support policies that are in accordance with the U.S. Department of Education, Section 485 of the Higher Education Act, the Student Right-to-Know, the Violence Against Women Act, and the SaVE Act of 2014, and Title IX. The college will also strive to increase awareness through educational prevention training, special literature, and provide services and

resources for victims which will be provided on campus and through the college website at: <http://www.sandhills.edu/safe>. **Title IX** is addressed on pg. 9 of this guide.

Sandhills Community Colleges provides a variety of resources and training exercises available to all personnel that addresses sexual harassment and discrimination. **Instructors should contact Human Resources (246-2868)** if they have any questions about safe@SCC and should refer students who may approach them for assistance or information to the following professional counselors on staff:

Randy Foster can be reached at 910.695.3968; office located on the Main Campus in Pinehurst at 229 Stone Hall; email: fosterr@sandhills.edu

Rosa McAllister-McRae can be reached at 910.875.5804; office located at the Hoke Center, 112 Johnson Hall; email: mcallisterr@sandhills.edu

Community Resources for students are posted online at: <http://www.sandhills.edu/safe/resources.php>

INSTRUCTOR EMPLOYMENT RECORDS

Instructor Contracts

Two copies of the instructor contract will be provided. One must be signed, dated, and returned to the Continuing Education office **prior** to the beginning date of the class, and the other is for the instructor's records. Should an instructor find a contract or scheduling error, he/she should notify their program director immediately so that a revised contract can be processed.

Payroll Checks

Payroll checks are issued by the Business Office the last working day of the month according to the payment schedule listed on the contract and within a one-month delay cycle. (Example: June class stipend is paid in July)

COURSE RECORDS AND ACCOUNTABILITY

Refer to the Course Record Checklist in Appendix Section & Instructor Folder

Course Syllabus

Your program director will provide you with a course syllabus, an outline of course topics, objectives, and student learning outcomes to be distributed to students. It should also include attendance and any specific information relevant to course administration and expectations. Please address the inclement weather policy and how students should access the college website when in question.

Student Registration

Students may register either by walk-in, mail, or phone. The decision to cancel a class due to low enrollment will be considered approximately one week prior to the first class meeting, so students are encouraged to register at least one week before the class begins.

Instructors are responsible for ensuring that all students are listed on the attendance roster. Any student whose name does not appear on the attendance roster should be sent to the Continuing Education office. Instructors **should not** add names to the roster unless the student brings a signed form authorizing placement in the class (blue slip). **All students must sign the attendance roster or sign-up form.** College and Career Readiness students sign a class receipt form and/or a daily time log.

Attendance Rosters

The attendance roster is the official document for recording student attendance. Instructors enter attendance information as directed below and must have the roster available at each class meeting. As soon as the class is completed and progress documentation completed on the course roster, the instructor signs and dates the roster on the last class day, and never before a class ends.

Symbols to be used for attendance:

A = Absent

E = Entry (the first day a student enters class)

RE = Re-entered (College and Career Readiness students only)

NA = Never attended

D = Dropped (Drop after and on the third consecutive absence, example: Day 1: **A** Day 2: **A**, Day 3: **D**)

For satisfactory completion of certain courses, a student must be in attendance for 75 percent (%) of the class meetings unless certification requirements specify additional attendance.

Attendance rosters are legal documents from which the Division of Continuing Education's budget funding is determined. Any attendance record problems or concerns noted by the state auditor could result in financial penalties to the college. **It is important that student signatures be obtained as part of the student membership verification process.** The program director or coordinator will provide specific directives for obtaining student signatures. Classes reporting contact hours must maintain an accurate sign-in/sign-out sheet or time log.

Class Cancellations and Schedule Changes (by program or instructors)

Class schedules, like instructor contracts, are legal and binding. Schedule or location modifications from the instructional agreement and published schedule should go through the appropriate director or coordinator. *Examples include changes to room assignments (even if temporary), changes to meeting times and dates, and class cancellations.*

If an instructor must cancel a class without sufficient notice, the following steps must be taken:

1. **Notify** program coordinator/director
2. **Notify** the Continuing Education Reception line at 695-3980.
3. **Post a sign** on the classroom door noting the cancellation or change; program coordinator or college staff can do this 8:00am-5:00pm by calling 695-3980, or contact evening switchboard at 692-6185 for evening class cancellation.

Public Safety Courses

Students taking public safety courses in the areas of law enforcement training, fire and rescue, and EMS may be eligible for a fee-waiver under certain conditions as approved by the state legislature and as outlined in the “Tuition and Registration Fee Waiver Reference Guide” (Version 1.1, NCCCS, 2015). *Public Safety Instructors: It is important to contact the program director or coordinator for a list of personnel and positions that are eligible for fee waivers (conditions will apply). This information is also available through the Director of Compliance and Accountability in the Division of Continuing Education, Office 125 in Van Dusen Hall.*

Public Safety program students who are 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 on the class receipt or sign-up form. *Public Safety Instructors: Contact the program coordinator to obtain this specific class sign-up form. Note: The department number is acceptable for Moore and Hoke County agency members; all others must write-in their department name (on sign-up form).*

Public Safety instructors must read and sign the document *Course Record Guidelines for Continuing Education Public Safety Instructors at Sandhills Community College*. This document is available through the program, in workroom and located on the college’s website in the Public Safety section.

Grading

Students are given a grade of “satisfactory” on the basis of attending at least 75 percent of the class meetings, but this could vary for certification or pre-licensure classes where letter or numerical grades may be assigned. *College and Career Readiness students do not receive grades.*

Continuing Education Units (CEUs)

The Continuing Education Division will provide the Continuing Education Unit (CEU) certificate for appropriate programs and as requested. The Commission on Colleges 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.”

To receive CEU credit, students must attend 100% of class meetings with successful completion. The student must advise the instructor that he/she wishes to receive credit. The instructor must have these students complete a CEU Credit Form (see Appendix), and the instructor must fill out the information at the top of the form.

At the last class meeting, instructors must check to make certain that all students seeking CEU credit have attended every class meeting. After ensuring that attendance requirements have been met, the instructor documents each student receiving CEU credit on the CEU Credit Form and attaches it to the class roster. When the Continuing Education program director or coordinator receives these forms, CEU certificates will be processed and mailed to qualifying students.

Scheduling of Breaks

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

Class Visitation

Classes are subject to unannounced visits and observation by college personnel as well as state auditors. Instructors should have a current roster and a current course syllabus available for review each class period.

Course Evaluations

At the last class session, students may be asked to complete an evaluation to determine their satisfaction with instruction. Some programs have program-specific evaluations for their students (i.e., Fire and Rescue). Evaluations are coordinated by the program coordinator.

Instructors may also be asked to evaluate their instructional experience including assessment of directors/coordinators, support staff, facilities, and services.

CLASSROOM/INSTRUCTIONAL SUPPLIES AND SUPPORT

Requisition for Supplies

Prior to the beginning of a course, instructors should notify their respective coordinator to prepare the required requisition to obtain supplies for the class. A purchase order will be prepared for the instructor’s use, so allow sufficient time for processing. Instructors will not be reimbursed for supplies bought without college approval.

Audiovisual Equipment

Please arrange for audiovisual (AV) equipment well in advance. On-campus instructors should contact the Audiovisual Department (910-695-3824) to arrange for AV equipment, while off-campus instructors may contact their Continuing Education director/coordinator for special arrangements at off-campus locations. Equipment must not be removed from the division without prior approval from the program coordinator, the CE Registrar, or the Audiovisual Department.

Duplication Services/Copiers

Handouts for students can be reproduced using the copiers in the Continuing Education office workrooms; however, multiple copy jobs with 20 or more pages each should be reproduced through the on-campus Print Shop located in McKean Hall. The Print Shop copiers are designed to handle larger volume projects. Instructors may mail, email, or scan their documents directly to the Print Shop (shead@sandhills.edu) or contact the Continuing Education office for copy pick-up and delivery times (see Copy Request Form in Appendix). Print Shop phone is 695-3880. Program Coordinators will provide **copy codes** to their instructors.

COPY & FAX MACHINE UNIT: The workroom has a large, combined unit for copying and receiving/sending faxes; incoming faxes are automatically printed by the copier and delivered on the same output tray for copies; instructors need to be mindful of incoming faxes and should give any faxes - that may end up in a copy stack - to a front office staff member.

Books and Supplies

Textbooks needed for a course will be arranged through the coordinator or director. Students may purchase textbooks at the SCC Bookstore (located in the Dempsey Student Center), which also sells school supplies, gifts, school logo items, cards, and books of general interest. Hours of operation vary according to semester, registration, examinations, or holidays. **Students are advised to call 910-695-3789 or check the bookstore website at www.sandhills.bncollege.com to confirm the hours of operation before arriving on campus to purchase books.** Textbooks also can be ordered online through the SCC Bookstore website, www.sandhills.bncollege.com.

Materials needed by students for class may be purchased at the place of their choice. *Students will not be pressured to purchase materials or supplies from any specific individual or company.* Products made by students with their own supplies become the property of the students. Items produced using non-consumable materials purchased by the college become the property of SCC.

Field Trips

All field trips require a completed Field Trip Transportation Authorization (see the program coordinator or director for a form). Requests, including an attached roster of the students participating, should be submitted at least three (3) working days prior to the scheduled trip. A license check is required for all drivers.

STUDENT CODE OF CONDUCT <http://www.sandhills.edu/student-code-of-conduct-sandhills-community-college/> The Code of Conduct applies to all students enrolled at SCC. The complete version may be found online through the college’s website, www.sandhills.edu, by accessing “Student Resources” and then clicking on “Catalog & Student Handbook.”

The SCC Code of Conduct holds students responsible for:

- Knowing college policies;
- Protecting college property from loss, damage, or destruction;
- Registering vehicles and properly displaying student stickers;
- Abiding by posted parking regulations;
- Complying with campus rules prohibiting firearms, smoking, drugs, and alcohol;
- Knowing that acts such as stealing, fraud, forgery, gambling, fighting, and possession of dangerous weapons of any kind are not permitted and that any such violation may result in expulsion from the college on the FIRST offense;
- Paying fees and/or fines as required;
- Respecting the rights and safety of others;
- Providing accurate information when registering, testing, or seeking financial assistance;
- Maintaining behavior that is conducive to effective learning and teaching;
- Understanding that 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.

Students may not bring children to class with them. Children under the age of eighteen (18) are not allowed on campus unless they are either enrolled in a college-sponsored program or are in the constant company of a parent or legal guardian.

Disciplinary Action: SCC emphasizes counseling and guidance in promoting good student conduct, but disciplinary action is sometimes the only option. *Questions or concerns on this should be directed to the program director and Vice President of Continuing Education & Workforce Development.*

College Policy: *SCC reserves the right to deny admission or readmission to students whose presence on campus is disruptive to other students, faculty, or staff.*

Thank you for teaching at Sandhills Community College!