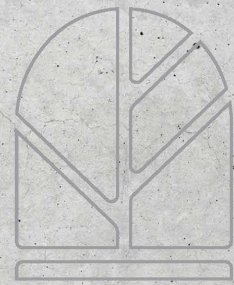




Sandhills

COMMUNITY COLLEGE

LEARN • ENGAGE • BELONG



2018-19 Student Handbook

Student Handbook

2018-2019



LEARN • ENGAGE • BELONG

Sandhills Community College

3395 Airport Road
Pinehurst, North Carolina 28374
Phone (910) 692-6185 Fax (910) 695-1823
www.sandhills.edu

Sandhills Community College is committed to the elimination of all discrimination based on race, color, national origin, religion, sex, age, or disability. The College seeks to comply with all federal, state, and local statutes, regulations, and orders, including those that promote equal protection and equal opportunity for students, employees, and applicants.

FROM THE PRESIDENT...



Welcome to Sandhills Community College. We are delighted that you have joined us. Sandhills is proud of its record of service to the people of our community, and we are thrilled to have you on campus.

Nobody on this campus is ever too busy to work with you, and we expect you to call on us to make your Sandhills experience as rewarding as possible.

The academic work will be challenging. You will be stretched, and even stressed in ways that are perhaps new to you. Please remember that our purpose is to give you the best education possible so that you, in turn, can achieve your highest potential.

Welcome to the challenge and enjoyment of Sandhills. If I can help you in any way, please come to see me in Stone Hall or call me at 695-3700.

Good luck.

Sincerely,
John R. Dempsey
President

FROM THE STUDENT GOVERNMENT ASSOCIATION PRESIDENT...



Greetings,

Welcome to Sandhills Community College, home of the Flyers! I am very happy that you have chosen this beautiful campus as a stepping stone to the rest of your future.

The information in this student handbook is about the college, Student Government Association, student life, and student clubs. If you are interested in joining the Student Government Association, please do not hesitate to ask me or Shenika Ward, SGA Advisor & Director of Student Life about how to join.

I am happy to have you join us here at Sandhills. I wish you the best of luck in your academic pursuits here at SCC.

Sincerely,
Charlotte Cox
SGA President
Dempsey 201

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ACADEMIC CALENDAR

2018-2019

FALL SEMESTER- 2018

August 13	Monday	Registration
August 14	Tuesday	Last Day for Full Refund
August 15-31	Wed-Fri	75% Refund Available
August 15	Wednesday	First Day of Classes
August 16	Thursday	Add Period Ends
September 3-4	Mon-Tue	Labor Day Holiday
October 11-12	Thur-Fri	Fall Break
October 30	Tues	Drop Period Ends
November 1	Thursday	SP Semester Priority Reg
November 9	Friday	Veterans Day Holiday
November 21-23	Wed-Fri	Thanksgiving Holiday
December 10-13	Mon--Thur	Final Exam Period
December 13	Thurs	Semester Ends

SPRING SEMESTER 2019

January 3	Thursday	Registration
January 4	Friday	Last Day for Full Refund
January 7	Monday	First Day of Classes
January 7-16	Mon-Wed	75% Refund Available
January 8	Tuesday	Add Period Ends
January 21	Monday	Dr. MLK Holiday
March 4-8	Mon-Fri	Spring Break
March 27	Wednesday	Drop Period Ends
April 2	Tuesday	SU & FALL Priority Reg
April 18-19	Thurs-Fri	Easter Holiday
May 2-7	Thurs-Tue	Final Exam Period
May 11	Saturday	Commencement

SUMMER SESSION 2019

May 20	Monday	Registration Summer & Fall
May 20	Monday	Last Day for 100% Refund
May 27	Monday	Memorial Day Holiday
June 24	Monday	Registration Summer C & Fall
July 4	Thursday	Independence Day Holiday

DIRECTORY

Academic Advising	Stone 220C	695-3732
Admissions	Stone	695-3725/3738
Alumni Association	Causey 162C	695-3716
Athletics	Dempsey 115	246-4121
Barnes & Noble Bookstore	Dempsey	695-3789
Cafeteria	Dempsey	695-3785
Career Services	Blue 102	695-3735
Change of Major	Stone 220C	695-3732
Childcare Assistance	Stone 127B	695-3989
Clubs and Organizations	Dempsey 224	695-3858
Continuing Education	Van Dusen	695-3974
Counseling Services	Main Campus	695-3968 or 246-4944
	Hoke Center	878-5804
Course Changes	Your Advisor	
Disability Services	Logan 119	246-4138
Financial Aid	Stone	695-3743
Fitness Center	Dempsey	693-2668
Grades	Registrar's Office - Stone Hall	695-3740/3741
Graduation	Registrar's Office - Stone Hall	695-3740/3741
Hoke Center	1110 East Central Avenue, Raeford, NC	875-8589
Identification Cards	Dempsey Student Center Switchboard	692-6185
Intramural Sports	Dempsey 223 or Stone 113	246-2871
Learning Resource Center	Boyd Library	695-3833
Library	Boyd Library	695-3819
Lost and Found	Dempsey Student Center Switchboard	692-6185
Parking Permits	Dempsey Student Center Switchboard	692-6185
Scholarships	Stone 126	695-3726
Security	Wellard 108	695-3831
	Weekends	690-2762
Student Government	Dempsey 224	695-3858
Switchboard	Dempsey	692-6185
Testing	Stone 220A	695-3733
Transcripts	Registrar's Office - Stone Hall	695-3741
Tuition And Fees	Business Office - Stone Hall	695-3721/3951
Tutoring Center	Logan 115	695-3942
Veterans Affairs	Boyd Library 122	695-3902
Weather Emergencies		www.sandhills.edu
Work Study	Stone 126	695-3726

STUDENT 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 that 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 or 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, and
- where students are allowed to bring guests (including children) only with the expressed permission of the professor.

Part of Sandhills Community College's responsibility is to prepare students for the world of work, where they will be expected to dress appropriately. Students at Sandhills are therefore expected to dress in a manner that reflects generally accepted standards of modesty and good taste. Faculty members have the right to establish dress standards for their classrooms, and — after appropriate counseling — to ban or remove students who do not meet those standards.

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 Dean of Student Services (curriculum students), Vice President for Continuing Education and Workforce Development (continuing education students), or the Dean of the Hoke Center (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. Moreover, Sandhills Community College may refuse to admit any applicant **during any period of time that the student is suspended or expelled from any other education entity**. 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 college may disclose educational information (which includes disciplinary information/records) with postsecondary institutions where the student seeks to enroll, intends to enroll, or is already enrolled so long as the disclosure is for purposes related to the student's enrollment or transfer. Students may request a copy of their records by contacting the Dean of Student Services.

The Student Code of Conduct has 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* published online at www.sandhills.edu.
2. Students who lose, damage, deface, destroy, sell, vandalize, 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 alcohol and 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. To regain eligibility, students must provide to the Dean of Student Services documentation of a minimum of six months rehabilitation and an on-going plan to remain drug or alcohol-free.*

4. Acts such as stealing, fraud, forgery, falsifying documents, gambling, fighting, and destruction of property will not be permitted. Any violation of this regulation may result in expulsion from the college on the FIRST offense.
5. 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.
6. The College will comply fully with existing North Carolina laws that make possession of firearms or explosives on campus a Class I Felony and ALL weapons on campus unlawful. SCC will immediately report ANY and ALL violations to local authorities.
7. 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.
8. Smoking is permitted only in the following locations on the main campus: Picnic Shelter near Causey Hall and parking lots. The use of tobacco is prohibited by students, staff, faculty, or visitors in all campus buildings at all campus locations, in any college-owned vehicles, or in other posted locations. For purposes of this policy, tobacco is defined as any type of tobacco product including, but not limited to, cigarettes, cigars, cigarillos, pipes, smokeless or spit tobacco, snuff, and “vaping” with e-cigarettes.
9. Students are not to bring children or anyone not enrolled to class except under exceptional circumstances and with prior approval of the faculty member.
10. 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.
11. 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.
12. True threats directed at a student or faculty/staff member are prohibited. Any or all verbal, written, or physical injury from violence to oneself or others will be taken seriously.
13. Prospective students visiting campus must report to Student Services or the Continuing Education Division upon arrival. Those failing to do so may be asked to leave.

14. The Dempsey Student Center and other campus facilities are for student use and for authorized activities. Thus, unauthorized individuals may be asked to leave.
15. 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.
16. Any act, comment, or behavior that is of a sexually suggestive or harassing nature and that in any way interferes with an employee's or student's performance or creates an intimidating, hostile, or offensive environment is strictly prohibited by SCC.
17. Faculty and students at SCC – on the main campus or off-campus locations, including online — have the right to an instructional environment that is conducive to study, thought, and full concentration on study topics. Student behavior that threatens such an environment and disrupts learning and teaching activities — including unauthorized use of technology (e.g., cell phones, computers, hand-held devices)— will not be tolerated and will be subject to disciplinary actions.
18. Appropriate attire, including shoes, must be worn at all times. It is expected that attire reflect the generally accepted bounds of good taste and not disrupt the learning process.
19. Part of SCC's responsibility is to prepare students for the world of work, where they will be expected to dress appropriately. Students at Sandhills are therefore expected to dress in a manner that reflects generally accepted standards of modesty and good taste. Faculty members have the right to establish dress standards for their classrooms, and – after appropriate counseling – to ban or remove students who do not meet those standards.
20. If, in the opinion of college officials, clothing and/or behavior (including droops or the presence of gang colors, signs, and or symbols) are threatening, intimidating, or offensive in nature, sanctions may be imposed immediately.
21. For the safety of all concerned, the college campus is open during the following hours: Monday through Thursday, 6 a.m. to 12 a.m.; Friday, 6 a.m. to 10 p.m.; Saturday, 7 a.m. to 7 p.m.; Sunday, 7 a.m. to 5 p.m. The college is closed during holidays and times not listed above, except for special events. Students using classrooms and laboratories after scheduled class hours must obtain prior approval from the appropriate faculty/staff member.

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22. 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. The college expects and requires ethical and responsible behavior of individuals using information services.

23. Providing false information or fraudulent documents to college officials or procuring any money, goods, or services under false pretense is prohibited.

24. Rudeness and lying to school officials as well as failing to comply with instructions of college officials acting in performance of their duties are subject to disciplinary action.

25. In the interest of civility, privacy, and safety, coed accommodations on any club, class, or SCC sponsored trip is prohibited

26. For the student's and public's safety, wheeled vehicles, to include but limited to mopeds, bicycles, roller skate/blades, skateboards, hoverboards, etc., are prohibited for use on sidewalks and pedestrian walk ways. Failure to comply may result in disciplinary action.

27. Any and all other offenses that may need the attention of the Dean of Student Services or Dean of Instruction (all curriculum students), the Vice President Continuing Education and Workforce Development (continuing education students), the Dean of the 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 the following:

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 that 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 for academic dishonesty may include the following:

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, however, while the accusation of academic dishonesty may be appealed, the penalty may not. 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 Dean of Student Services or the Dean of Instruction (all curriculum students), Vice President Continuing Education and Workforce Development (continuing education students) or Dean of Hoke Center (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 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 appropriate Vice President or Dean 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

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;
- some matters involving allegations of sexual harassment, which are addressed elsewhere in this handbook and published online at www.sandhills.edu;
- residency classification, which shall be subject to final ruling at the campus level by the Residency Committee and may be forwarded to the State Residency Committee; and
- Financial Aid awards and eligibility, which shall be subject to review by the Financial Aid Appeals Committee with a final ruling by the Vice President of Student Services.

Student Grievance Procedure

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

However, the College recognizes that not all student grievances will be satisfactorily settled on an informal basis. Therefore, this Student Grievance Procedure has been adopted and applies to all appeals of disciplinary actions, appeals regarding student records and privacy rights. Appeals based on charges of discrimination will be handled by the Title IX coordinator in Human Resources. 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 Dean of Student Services or Dean of Instruction.

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), Vice President for Continuing Education and Workforce Development (continuing education students), or Dean of the Hoke Center (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 Dean of Student Services (curriculum students), Vice President of Continuing Education and Workforce Development (continuing education students), or Dean of the Hoke Center (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 attains the *Student Grievance Form* from the office of the Dean of Student Services or the Dean of Instruction. In non-academic disciplinary issues initiated by student, the informal grievance procedure begins with Section C of the *Student Grievance Form*. In academic disciplinary issues, the student must meet with the instructor and department chair in turn to seek an informal resolution. If a satisfactory informal resolution is achieved at any point, the grievance process stops. If an informal resolution is not achieved, the student grievance procedure continues to appropriate Vice President/Dean, 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 Grievance Committee.

b. Continuing education students may appeal within three (3) business days to the Vice President of Continuing Education and Workforce Development. A decision will be rendered in ten (10) business days. The decision of the Vice President of Continuing Education and Workforce Development 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 Grievance Committee Hearing: The student submits the *Student Grievance Form* to the Student Grievance Committee Chair within three (3) business days of the Dean's/Director's decision. The Student Grievance Committee renders a decision within ten (10) business days.

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Following a discussion by the Student Grievance Committee, the student may elect to continue the appeal to Step 3. (The Student Grievance 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 Grievance Committee's decision. The President renders a decision within ten (10) business days. The President's decision will be final.

Sexual Harassment Policy

Sexual harassment is unacceptable behavior and a violation of the law. Language or behavior that is sexually harassing and rises to the level of severe or pervasive is prohibited in nature is prohibited by Sandhills Community College. The College prohibits any form of harassment of employees and/or students based upon age, race, sex, color, creed, handicap/disability, religion, national origin, political affiliation, gender identity, genetic information, and marital status. 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 Dean of Student Services; continuing education students should contact the Vice President of Continuing Education and Workforce Development; students at the SCC Hoke Center should contact the Dean of the Hoke Center. The administrator will then contact the Title IX coordinator in the Human Resources Department. Any student who feels uncomfortable going to the Vice President/Dean should go directly to Associate Vice President of Human Resources or the Executive Vice President. Grievances regarding sexual harassment will be handled by the Title IX coordinator and Title IX investigators.

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.

Students may reference information about sexual violence on the Safe at SCC website, www.sandhills.edu/safe.

INFORMATION TECHNOLOGY

Information Technology Resources Acceptable Use Policy

Purpose

To enhance its educational, cultural, and economic missions in service to the community, Sandhills Community College provides students, faculty, staff, and community members with computers, tools, instruments, and facilities that provide access to campus and global information resources. The College expects and requires ethical and responsible behavior of individuals using information resources. This policy statement identifies acceptable uses of these resources and includes circumstances in which the interests and rights of others must be protected and preserved.

These procedures apply to all Sandhills Community College students, faculty, and staff as well as members of the community who use or access college information technology resources.

Definition

The term "information technology resources" includes all computers, tools, instruments, or facilities which enable individuals to access or interact with information available through, but not limited to, the library automation system, the Internet, the World Wide Web, or local campus networks. Resources may be individually controlled or shared, stand alone, or networked. Included in this definition are classroom technologies, computing and electronic communication devices and services, modems, electronic mail, phone access, voice mail, fax transmissions, video, multimedia and hyper-media information, instructional materials, and related supporting devices or technologies.

Use Agreement

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 malicious software into computer systems, and other unlawful intrusions.

In the event of violation of any of these policies, procedures, or laws, the college will follow established disciplinary policies, including those regulating the provision of information to law enforcement authorities. The college shall not examine or disclose the contents of electronic files except when authorized by the owner of the information, when approved by an appropriate institutional

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official, or as required by law.

Because electronic information is volatile and easily reproduced, respect for the work and personal expression of others is especially critical in computer environments. Violations of authorial integrity — including invasion of privacy, unauthorized access, and trade secret and copyright violations — may be grounds for sanctions against users of information technology resources.

User Responsibilities

Anyone using college information technology resources is responsible for:

1. recognizing and honoring the intellectual property rights of others, making attribution as appropriate;
2. refraining from any illegal and improper intrusions into the accounts of others or into any College information technology resources or systems;
3. taking all reasonable steps to insure the accuracy and the security of information compiled, accessed, or provided;
4. being ethical and respectful of the rights of others and of the diversity of the College community, including the rights to privacy and all other legal requirements and restrictions regarding access to and use of information; and refraining from acts that waste resources and prevent others from having broad access to College information technology resources;
5. abiding by all other applicable College policies and standards relating to information technology resources. These policies and standards include, but are not limited to software, wireless, remote access, and email.

Network Access

All equipment attached to the college network, including wireless networks, must be approved by the Network Administrator except in specifically identified public access areas.

Establishing Procedures

Individual organizations within the College may establish and define procedures or conditions for use of information technology resources under their control. Established procedures or conditions must be consistent with this overall policy but may provide additional detail, guidelines, or restrictions. In addition, all interactions outside the College are subject to the acceptable use policies of the outside agencies such as network access providers, telecommunications companies, or software developers.

Please note: College adherence to NCCCS IIPS Information Security Manual (and any subsequent revisions): the College will reference the NCCCS

IIPS Information Security Manual in developing any procedures related to employee use of system access and data management. The manual is housed in the office of the Chief Information Officer and Human Resources.

Intellectual Property, Copyright and Fair Use

As a public, non-profit institution, the College recognizes that its resources must be used for the express purpose of the college mission, must be allocated wisely, and must recover the cost for use of its resources. This policy supports the College's mission while it encourages and supports the intellectual property rights of the faculty, staff, and students of the College, including its facilities, equipment, and all other resources. Sandhills Community College complies with all federal and state laws governing the educational use of copyrighted material. It is the policy of Sandhills Community College to comply with the U.S. Copyright Act of 1976. All Sandhills Community College faculty, staff, and students are expected to act as responsible users of the copyrighted works of others which includes making informed decisions based on the fair use exemptions to the copyright laws.

Sandhills Community College provides an environment that supports the academic activities of the faculty, staff, and students. The College encourages the development, writing, invention, and production of intellectual property designed to improve the productivity of the College and/or to enhance the teaching/learning environment. It is the intent of the College to maintain a positive atmosphere for scholarly development.

Definitions

As used in this Policy, the following words shall have the following meanings:

1. *Intellectual property*: Intellectual property is defined as intellectual and creative works that can be copyrighted or patented, such as literary, dramatic, musical and artistic works, computer software, multimedia presentations, inventions, etc. Intellectual Property includes any materials specifically created for use in a distance education course. These materials could include, but are not limited to: study guides, software, videotaped lectures, databases, lectures, transparencies, visual aids, lab manuals, syllabi, bibliographies, glossaries, tests, assignments, course documents, and other instructional materials.
2. *Copyrightable work*: Copyrightable work includes all creative work that is protectable under the copyright laws of the United States or other countries. Copyright protection is available for most literary, musical, dramatic, and other types of creative works, including but not limited to computer software, teaching materials, multimedia works, proposals, and research reports.

3. *Significant college support:* Significant college support means the use of specialized, experimental equipment, or computer facilities; or the use of any College resource in a way that leads to an appreciable expenditure of College funds if that expenditure would not otherwise have occurred. Occasional use of office or classroom space, libraries, or general computer hardware and software will not ordinarily constitute significant use.

Please note that notwithstanding the following information and conditions; a student retains portfolio rights to works created by the student as a class assignment or as part of a pro-bono commission approved as a student project by an instructor. A pro-bono commission is work that an instructor may approve for students to undertake as a skill-building opportunity. Students may receive token payments provided by the person or group that commissions such a work.

The ownership of a copyright resulting from the development of intellectual property and any rewards or recognition attributed to the copyright or patent will be determined according to the following conditions:

Ownership of Intellectual Property

1. *Ownership resides with the employee or student:* Ownership resides with the employee or student if the following criteria are met:

- a. The work is the result of individual initiative, not requested by the college.
- b. The work is not the product of a specific contract or assignment made as a result of employment or enrollment at the college.
- c. The work is not prepared within the scope of the employee's job duties or the student's enrollment.
- d. The work involves no use of significant college support including facilities, time, and/or other resources.

2. *Ownership resides with the College:* Ownership resides with the College if the following criteria apply:

- a. The work is prepared within the scope of the employee's job duties or the student's enrollment.
- b. The work is the product of a specific contract or assignment made in the course of the employee's employment with the college or the student's enrollment.
- c. The development of the work involved significant college resources including the use of facilities, time, and/or other resources of the

college including, but not limited to, released time, grant funds, college personnel, salary supplement, leave with pay, equipment or other materials, or financial assistance.

- d. The college and the employee or student may enter into an agreement for an equitable arrangement for joint ownership, sharing of royalties, or reimbursement to the college for its costs and support. When it can be foreseen that commercially valuable property will be created, the college and the employee or student shall negotiate an agreement for ownership and the sharing of benefits prior to creation of the property. In all such cases, the agreement shall provide that the college will have a perpetual license to use the work without compensation to the employee or student for such use.
- e. If an employee is granted full or partial leave with pay (e.g. release time or educational leave), to write, develop, produce, or invent intellectual property, the employee and the college will share in any financial gain, and the college's share will be negotiated prior to the time the leave is taken.
- f. The College owns all rights to its logo, seal, and other related materials.
- g. The College, at its sole discretion, may release its rights of ownership in Intellectual Property. However, the College shall retain a royalty-free license to use said Intellectual Property for research and education.
- h. Notwithstanding the provisions of this policy, in the case of a work created under a grant accepted by the college, the ownership provisions of the grant shall prevail.

Liability Issues

All College faculty and staff will ensure that the intellectual property created by them are original except for such materials from copyrighted sources that are reproduced with the written permission of the copyright holder; that the intellectual property in no way constitute a violation of or an infringement upon any copyright belonging to any other party; that the intellectual property will contain no information previously published or copyrighted by the faculty member unless such information is noted in the material; and that the it contains no matter which is libelous or in any way contrary to law.

Disciplinary Action

Individuals are responsible and liable for their own actions in the creation, use,

CAMPUS POLICE AND PUBLIC SAFETY

Traffic Rules and Regulations

All students, faculty, and staff are required to adhere to all rules and regulations related to vehicle use on campus. The complete guide to those rules and regulations can be found on the SCC Homepage under the quick links to Security.

Automobile Registration

All students who park vehicles on campus must register their vehicles at the time of course registration. The cost of parking stickers is included in the student fees payable at registration.

Parking Regulations

Students are required to park in paved parking spaces that are not reserved for visitors or for faculty/staff. Reserved parking applies to vehicles 8 a.m.–3 p.m., Monday–Friday, after which time anyone may park in these spaces. A one-hour time limit applies to all visitor spaces. When paved parking spaces are filled, the College will provide designated unpaved areas for temporary student use. Restricted parking, including handicapped parking, is marked with appropriate signs.

Parking Permit

All students are required to obtain a permit that enables them to park at the College. Students must register for the permit through the MySCC page prior to pick up in the Dempsey Center. **The permit must be affixed to the left rear bumper or displayed in the left rear window of the vehicle.** This permit will also enable staff to notify the student in the event of an emergency (e.g., **someone hits the car**). If a student temporarily drives a vehicle without a permit, he/she must obtain a temporary permit from the switchboard receptionist in Dempsey Student Center. Vehicles parked on campus without permits will be in violation. Repeated violations of the campus parking regulation will be considered an offense of the Student Code of Conduct. Disabled students may receive handicapped parking permits after presenting appropriate DMV documentation to the campus switchboard receptionist. Campus parking lots have designated areas for the disabled.

Temporary Parking

For the first few days of the fall/spring semesters, staff members may need to direct vehicles into temporary parking areas. Students should follow the instructions given during this time period.

Parking Violations

Violations of parking regulations will result in fines and/or the vehicle's being towed. Violations that are potentially dangerous, such as speeding and reckless driving, are subject to disciplinary action in addition to any fines levied. Violations for which citations may be issued include, but are not limited to the following:

Fines

The Business Office is hereby authorized to collect a \$25.00 fine for any of the following violations:

- Parked in visitor space
- Parked in faculty space
- Parked in student space
- Failure to display current parking decal
- Failure to register vehicle
- Improper display of parking decal

The following violations shall be considered infractions. The Business Office is hereby authorized to collect fines at the rates below for any of the following violations:

Driving in a hazardous manner/speeding/careless and reckless	\$100
Driving wrong way in drive lanes	\$50
Exceeding a safe speed	\$25
Failure to heed a stop or yield sign	\$25
Parking incorrectly in a parking space	\$25
Parked in driveway/access	\$50
Parking in manner creating hazard	\$50
Parking in more than one space	\$25
Parked in no parking space/area	\$25
Parked in unauthorized/handicap space	\$100
Unsafe Movement	\$25
Any traffic violation (not listed)	\$25

The student is responsible for any violation incurred by individuals who bring the student to campus. Payments of fines should be made to cashier in Stone Hall. Failure to pay parking tickets will result in the fines' being added to the student registration fees. **Persons who have received five (5) or more tickets may have the vehicle towed or may be subject to other disciplinary action.**

Identification Card

During registration, the student will need to obtain a student ID. *An ID is required—the student must carry it at all times on campus!* ID cards issued during a student’s initial enrollment should be used during the student’s entire academic career at Sandhills Community College. This card allows students to checkout library books, use the Learning Resource Computer Lab, use college equipment, and participate in SCC activities. Financial aid recipients will be able to purchase books more easily from the Logan Bookstore using an ID card. Curriculum students may receive one card per school year at no charge. A replacement card costs \$10. A paid receipt and a valid government photo ID or passport are necessary to have an ID made. ID cards are made 8 a.m.–9 p.m. Monday-Thursday and 8 a.m.–4 p.m. Friday in the Dempsey Student Center during fall and spring semesters. Students that are enrolled for the fall semester do not need to renew their card for the spring semester. **Please note:** Online students use their assigned student ID number to gain their password-protected user account that then allows them to access campus resources and services via electronic means. Online students are encouraged to obtain an ID card upon their first visit to campus.

Campus Crime

In accordance with the Student Right-to-Know, Campus Crime Security Act of 1990, and the Clery Act, SCC exhibits “zero tolerance” toward violence on campus, including sexual assault, aggravated assault, physical confrontations of any kind, verbal threats of intent to cause harm, harassment designed to intimidate another, hate crimes, robbery, burglary, and property crimes such as destruction, theft, and sabotage. The “Compliance” section of this *Catalog* provides more information.

Security and Access to Campus Facilities

The college campus is open during the following hours:

- Monday through Thursday6 a.m. to 12 a.m.
- Friday 6 a.m. to 10 p.m.
- Saturday..... 7 a.m. to 7 p.m.
- Sunday..... 7 a.m. to 5 p.m.

The college is closed during holidays and times not listed above, except for special events. Students using classrooms and laboratories after scheduled class hours must obtain prior approval from the appropriate faculty/staff member.

Campus Law Enforcement Authority

Sandhills Community College retains its own police department. Campus police officers have full police powers on Sandhills Community College property and all public property immediately adjacent to the college property. Campus officers are responsible for all law-enforcement-related matters on campus property to include the enforcement of applicable North Carolina criminal and traffic laws. In situations where law enforcement authority is required at satellite campuses, the Hoke Center contacts the Raeford Police Department; the James H. Garner Center for Community Education in Westmoore contacts the Moore County Sheriff's Office.

Campus police personnel work closely with local, state and federal police agencies and have direct radio communication with Moore County "911."

Emergency Services

Campus police, security and maintenance employees are the primary First Responders. They respond to campus emergencies such as injury, illness, fire, and tornadoes. In the event of an emergency, students and campus visitors should follow the instructions of college officials. In addition, emergency instructions are posted throughout the campus.

Emergency Phones

In case of an emergency, emergency phones are located at strategic points around campus. To use one of these phones, students should push the red emergency button. During college operational hours, the call goes to Campus Police and Public Safety. When the College is closed, the call is automatically sent to "911."

Emergency Code Blue Boxes

The SGA donated funds to purchase two Code Blue boxes. These emergency boxes provide users with a simple way to call for emergency assistance by pressing the large red button and speaking clearly into the telephone. During college operational hours, the call goes to Campus Police and Public Safety. When the College is closed, the call is automatically sent to "911."

Reporting Crimes

Because the College operates in multiple venues, these specific instructions apply when reporting crimes.

- **Main [Moore County] Campus:** To report a crime/emergency, individuals should call 911. Sandhills Community College encourages accurate and prompt reporting of incidents.

Sandhills Community College

- **Hoke Center:** During hours of operation all crimes/emergencies are to be reported to Hoke Center Security or the Dean of the Hoke Center (910-875-8589). After hours, individuals should contact “911.”
- **James H. Garner Center for Community Education in Westmoore:** During hours of operation, all crimes/emergencies are to be reported to James H. Garner Center for Community Education in Westmoore Security or the Vice President of Continuing Education and Workforce Development (910-695-3767). After hours, individuals should call 911.
- **Off-Campus Crimes:** Students in off-campus classes should follow the same procedures outlined above for reporting crimes. Immured students are encouraged to review and follow emergency procedures specific to their institution of residence. After College hours, individuals should call 911. Campus Police and Public Safety is to be notified of the details of the incident as soon as possible.

Investigation of Crime Reports

All reasonable efforts will be made to maintain confidentiality. Upon receiving the report, an investigation into the incident will begin immediately, involving Campus Police and Public Safety, who will determine if other law enforcement authorities should be involved. The Campus Police and Public Safety Director and the Executive Vice President will determine if a campus and/or community alert should be issued in the interest of public safety.

Students who participate in campus violence will be subject to disciplinary actions up to and including expulsion (as noted in “Student Code of Conduct”). There is an inherent right to appeal.

Documentation of Crime Reports

Campus Police and Public Safety will maintain a daily log documenting all crimes reported to Campus Police and Public Safety or other law enforcement agencies. The information found in this report shall be open for public knowledge within two business days, except when the release of the information is prohibited by law or would jeopardize an investigation or the victim’s confidentiality.

Crime Statistics

In accordance with the Student Right-to-Know, the Campus Crime Security Act of 1990, and the Clery Act, the College is required to provide information about serious crimes on campus, as defined by the acts, which have occurred during the last three (3) calendar years. This report is updated annually to the U.S. Department of Education, in accordance with the law, in October of each year. Copies of the Campus Crime Statistics Report and Annual Security

Report may be obtained by contacting the main campus switchboard (910-692-6185) or the Dean of the Hoke Center (910-875-8589). Information can also be found online at www.sandhills.edu/security.

Sexual Assault Policy

In accordance with the U.S. Department of Education requirements of Section 485 of the Higher Education Act (also known as the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act [20 U.S.C. Section 1092]), SCC recognizes that sexual offenses, forcible and non-forcible, are violent, demeaning crimes and will not be tolerated. SCC will support this policy and increase awareness through educational prevention seminars, special literature, and counseling. Services and resources for victims will also be provided. The State Bureau of Investigation maintains a registry of convicted sex offenders that can be accessed online at www.sexoffender.ncdoj.gov. Students may reference information about sexual violence on the Safe at SCC website, www.sandhills.edu/safe.

Reporting Sexual Assault

The College encourages all victims of sexual offenses to report the incident as soon as possible. The College understands the sensitive issues involved with this type of crime; therefore, the following individuals may be contacted: Campus Police and Public Safety (910-695-3831 or "0"), Vice President for Continuing Education and Workforce Development (910-695-3767), Dean of Instruction (910-695-3715), or Dean of Student Services (910-695-3714) who will also contact the Title IX coordinator in the Human Resources Department.

Individuals at the Hoke Center and James H. Garner Center for Community Education in Westmoore should follow the same procedures; however, they may feel more comfortable making the initial report to one of the following: Hoke Center Security or the Dean of the Hoke Center (910-875-8589) or the Vice President for Continuing Education and Workforce Development (910-695-3767).

In an emergency or after hours, students should use the emergency telephones or the CODE BLUE devices to contact the switchboard or "911." They should contact the designated college officials as soon as possible if assistance is needed. The College emphasizes the importance of preserving all evidence for the proof of a criminal offense.

Options: There are several options and resources for individuals who have been sexually assaulted. Seeking assistance does not require the victim to take further legal or disciplinary actions; it allows the victim to receive private and confidential treatment and emotional and psychological support. Students may reference information about sexual violence at www.sandhills.edu/safe.

Disciplinary and/or Legal Actions Related to Sexual assault

The process against the alleged assailant will begin immediately. An investigation will be conducted in a timely manner. All parties will be treated with confidentiality and respect. Both the accuser and the accused will be given equal opportunity to present their views of the incident. A determination will be made by the title IX coordinator and Title IX investigators. Both parties involved will be informed of the determination or outcome and will have the right to appeal. **With the final determination, the appropriate corrective actions will be implemented.** The College reserves the right to make changes to either party's academic situations if deemed necessary or if the request is a reasonable option. Disciplinary actions may include expulsion from the College. The College will retain as confidential all documentation of allegations, investigations, and determinations. *In addition, both parties must maintain the confidentiality of all aspects of the incident, disclosing no information whatsoever without written consent of the other party.*

The college is required to inform both the accuser and the accused in writing of the final results within one business day of the outcome of the investigation.

The victim has the option to report the assault to the appropriate law enforcement authority. Reporting an assault does not obligate the victim to proceed with legal prosecution. It is the victim's right to decide whether or not to continue with or to halt legal proceedings.

College personnel will assist the victim with whatever services or support is available, as appropriate.

Medical and Psychological Support Services

Moore County

FirstHealth Moore Regional Hospital	910-715-1000
Emergency Room	910-715-1111
Friend-to-Friend	910-947-3333
Moore County Emergency	911
Moore County Department of Social Services	910-947-2436
Moore County Health Department	910-947-3300
Daymark Recovery Services	910-295-6853
Sandhills Community College Counseling Center	910-695-3968
	910-246-4954
	910-878-5804

Hoke County

Cape Fear Valley Medical Center	910-609-4000
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Daymark Recovery Service	910-875-8156
First Health Family Medicine	910-904-2350
Hoke County Department of Social Services	910-875-8725
Hoke County Health Department	910-875-3717
Hoke County Sheriff's Department	910-875-5111
Sandhills Community College Counseling Center	910-878-5804

Telephone Calls

The College cannot accept incoming calls for students except in extreme emergencies. Students should let their families know that, if a genuine crisis arises, Student Services is the office to call to contact that student. The College does not have a paging system; therefore, it is difficult to deliver messages to students. *If a student has a child in daycare or school, it is essential to have an additional contact person listed with the daycare or school in the event that the SCC student cannot be reached.*

Lost and Found

The switchboard receptionist in the Dempsey Student Center keeps all items found on campus. Students should see the College Receptionist in the Dempsey Student Center if they have lost any belongings while on campus.

Pets on Campus

The campus is not an appropriate place for the pets of students or for the pets of faculty/staff members. For the safety of the pets and the campus community, the College requires that pets not be on campus during regular hours of operation. In addition, pet owners should not leave unattended pets in vehicles during their time on campus. Pets, except for service animals, are not allowed in campus buildings.

Walking Track

For the student's safety, the track is for walking or jogging. Wheeled vehicles—mopeds, bicycles, roller skates/blades, skateboards, etc.—are prohibited.

Smoking Policy

Smoking is permitted only in the following locations on the main campus: Picnic Shelter near Causey Hall and parking lots. The use of tobacco is prohibited by students, staff, faculty, or visitors in all campus buildings at all campus locations, in any college-owned vehicles, or in other posted locations. For purposes of this policy, tobacco is defined as any type of tobacco product including, but not limited to, cigarettes, cigars, cigarillos, pipes, smokeless or spit tobacco, snuff, and “vaping” with e-cigarettes.

Inclement Weather

Decisions to close the College for adverse weather and other emergency situations will be made by the college administration. Missed classes and assignments will be made up in accordance with the best judgment of college officials and the guidelines promulgated by the North Carolina Community College System Office.

“Colleges have an obligation to deliver the instructional services for which students pay tuition and fees. Therefore, curriculum and continuing education classes that are missed or not held for any reason—including inclement weather—should be rescheduled or the instruction should be made-up by some other alternative. Alternatives may include extra class sessions, extended class sessions, individual conferences, or other options approved by the college’s administration. It is assumed that alternative arrangements for making-up missed class time will be made by the College.” *NCCCS Numbered Memo March 8, 1996.*

When severe weather forces a departure from regular scheduling, announcements will be issued by local and regional radio and television stations. Below is a list of those stations contacted by the College.

WTVD-TV (11)	Durham	WAZZ-AM 1490	Fayetteville
WRAL-TV (5)	Raleigh	WFLB-FM 96.5	Fayetteville
Carolina 14-TV (14)	Raleigh	WKML-FM 95.7	Fayetteville
WNCN-TV (17)	Raleigh	WZFX-FM 99.1	Fayetteville
WUKS-FM 107.7	Fayetteville	WIOZ-FM 102.5	Southern Pines

Additionally, students may call the College at 910-246-2865 to hear a recorded message indicating whether the College will have a delayed opening or will be closed. The College also notifies students of inclement weather via telephone or text message through its ReGroup system.

Student Involvement in the Institution

Student Government Association (SGA)

A wide variety of student activities are sponsored by the Student Government Association (SGA). Efforts are made to provide students with cultural, social, recreational, and service-oriented activities. Activities sponsored by the SGA include Welcome Week, free food days, national days, the annual Fall Fest (October) and Spring Fling (April), holiday festivities, coffee and doughnuts during exams, and several other enriching events.

The SGA is always looking for new ideas and new Senators. To become a Senator, students must complete a simple application, maintain at least a 2.0 GPA, contribute at least two hours per week to SGA activities, and possess high motivation. The SGA acts as the students' voice at SCC. Not only does the SGA sponsor fun events and activities, but it also presents student comments and concerns to the administration and the Board of Trustees. In fact, the SGA President is a trustee of the College.

The SGA office is located upstairs in the Dempsey Student Center, office 201.

Student's Role in Institutional Decision-Making

By statutory requirement, the President of the Student Government Association serves ex officio on the Board of Trustees, the governing body of the College. Students are appointed to the following standing committees: Safety and Environmental, Scholarships, and Student Grievance Committee. In these committees, students have opportunities to study and comment on proposed policies and procedures and to rule on appeals related to student disciplinary cases.

Most significantly, the Student Government Association gives students experience in representative government. Officers are elected by the student body. Students interested in serving in the SGA can get information directly from the Sandhills website or the Director of Student Life located in the Dempsey Student Center.

Student Publications

The Department of Student Life releases a weekly student newsletter with up to date information about student opportunities on and off campus. This publication is sent weekly via student email during the fall and spring semesters and monthly in the summer.

This bulletin is overseen by the SGA Public Information Officer and the Director of Student Life, with content by members of the SGA and the student body. While it is an informal publication, this bulletin, like all student publications, is expected to observe the guidelines for student publications.

Student Publications Guidelines

Student publications guidelines at Sandhills Community College are expected to represent the student body at its best. The content of such publications must be in concert with the College's Student Code of Conduct. Specifically, all contributors to such publications are bound by the elements of this code:

- Writing that is threatening and creates an atmosphere of fear and/or intimidation is prohibited.
- Writing that includes any element of a sexually suggestive or harassing nature is prohibited.
- Writing that involves libelous charges or which constitutes an attack on another member of the college community is prohibited.
- Writing that makes use of obscene language and/or expletives is prohibited.

Because this is an educational institution, writing that appears in student-created publications is expected to be clear, correct, and well-reasoned. Documents should be well-designed and inviting to the reader.

All materials for student publications must be approved prior to publication by the Director of Student Life. Any disputes about content may be taken to the Vice President of Student Services for resolution in concert with the Director of Student Life, the SGA President, and the student-writer. There is an inherent right to appeal. The appeal shall be in accordance with the Student Grievance Procedure.

Photo and Video Use

Sandhills Community College does not collect photo/video release forms. Instead, the College assumes that faculty, staff, and students are the best resources for marketing the College and welcome student involvement in these activities. Still or video photo shoots may be informal (candid photos of campus scenes, athletic events, performances, events, or activities) or formal (planned visits to classrooms, headshots or video shoots on campus). All photographic/video images become the property of Sandhills Community College. Marketing and Public Relations staff members add the photos or video footage to the College's library of images (maintained by Marketing & Public Relations), which becomes a resource for the College's online and print publications.

The Marketing and Public Relations Department attempts to inform the campus when far-reaching photography projects are planned (all user e-mail notice to faculty and staff, announcements on campus TV monitors, etc).

Students participating in a formal photo shoot (Career Focus magazine, billboards, schedules, etc.) are giving their permission for their image to be used as the College sees fit. Students may opt out if that is their choice. If a student does not wish to be photographed but fails to identify himself or herself to the photographer, it will be very difficult to exclude that person from the resulting images.

Concerns about the uses of individual images may be communicated to the Marketing & Public Relations Department, who will try to resolve individual complaints while still meeting the institutional goals of visually representing the College. Expense is sometimes a consideration in the ability to change a photograph; usually an inventory of printed publications must be exhausted before the change can be implemented.

Supervisory Role of the Institution over Student Activities

While Sandhills Community College takes very seriously its commitment to creating an atmosphere that encourages maximum student self-governance and a range of stimulating activities, the College is also mindful of its responsibility to oversee student life in a responsible and proactive fashion. The supervision of student activities is a function of the Student Services Division. The Vice President of Student Services charges the Director of Student Life to direct student activities and serve as advisor to the Student Government Association (SGA). The Advisor attends all SGA meetings and sponsored activities and serves as a liaison between the SGA and the Vice President of Student Services. A description of the supervisory role of the SGA Advisor over the SGA and student activities is found in the *Student Government Association Constitution and Bylaws*.

The SGA is the official sanctioning body for all campus clubs and organizations. The *SGA Constitution and Bylaws* notifies students of their responsibility in initiating and participating in a student club or organization, which must be recognized as such in order to be permitted to use college facilities. Each club or organization has a faculty or staff member who serves as advisor and meets regularly with the group. Additional information may be found in the *Student Club and Advisor Handbook* which may be obtained through the Director of Student Life. Student activities at Sandhills Community College are evaluated regularly through student surveys. Results provide insight into student needs, interests, satisfaction, and level of participation. These insights are used in determining and planning appropriate student activities.

Student Fundraisers

All student fundraiser events must be approved by the Director of Student Life prior to the event. Proper scheduling will help prevent the possibility of two events occurring on the same day. Activities on campus, including requests for donations or funds, must be submitted in writing using the Club Fundraiser Form. Before approval is given for soliciting prizes, funds, or donations from the public, the Director of Student Life will consult the Sandhills Community College Institutional Advancement Office to ensure the activity relates directly to the purpose of the College and does not conflict with other fundraising activities or plans (More information is available under “Fundraising Procedure” in the Policies and Procedures Manual.)

Student Life

There’s something special for everyone at SCC. Sandhills Community College sponsors a wide variety of organizations and clubs designed to enhance the educational opportunities available to our students. . If you do not see a club that interests you and would like to know more about starting a new club on campus, contact our Director of Student Life at wards@sandhills.edu or 910-695-3858.

ACES (Association for Architecture, Construction, Engineering and Surveying)

Contact: Ed Spitler, Little 167, 695-3797, spitlere@sandhills.edu

The Association for Architecture, Construction, Engineering and Surveying, otherwise known as the ACES Club, provides students with knowledge of these and related fields outside of the classroom. Each year, the ACES members participate in the Experience Engineering Project, through which students explore exciting projects and sites related to their industries. Students have toured the Washington Nationals Baseball Stadium construction, the Freedom Tower construction, the Brooklyn Bridge, the Smithsonian Air & Space Museum, the Skyscraper Museum, the Hoover Dam, the Chunnel, the Big Dig, as well as many other interesting sites.

Athletics

Contact: (Interim) Alicia Riggan, Dempsey 114, 246-4122,
riggana@sandhills.edu

Sandhills Athletics works to support the mission and purpose of Sandhills Community College. As a member of the National Junior College Athletic Association (NJCAA), SCC athletics provide opportunities for development and competition that support the educational goals of the College. Athletics were founded to serve the individual student as well as to enrich the college the

college environment for all students, faculty and staff. The Athletics Department works with students to promote leadership and involvement within our community. While many of our athletes will likely continue competing at a four-year college or university, it is our purpose to inspire all student athletes to better themselves academically, socially, and physically.

Computer Technology Club

Contact: Paul Steel, Little 213, 695-3815, steelp@sandhills.edu

The Computer Technology Club gives students the opportunity to meet others with similar interests in computer technology. The club facilitates communication, discussion and dispersion of information relating to computer applications, services and technologies. The club includes students from all areas of computer instruction offered on the campus including, but not limited to, computer programming, computer engineering, digital media, networking, and simulation and game development. Club members are encouraged, through outreach programs, to give back to the SCC campus community and the Sandhills community at large. Above all else this club is open to all who WANT to know more....

Criminal Justice Club

Contact: Dave Reece, Van Dusen 230, 695-3931, reeced@sandhills.edu

The Criminal Justice Club is for students who have been or plan to be involved in the field of criminal justice. It promotes professional awareness and standards, a unified professional voice, high standards of conduct, fellowship, community service, and professional development. The mission of the organization includes such personal and professional goals as (1) not judging others, (2) being unified in service, (3) being professional, (4) working as a team, (5) using integrity in all efforts, (6) creating new ideas, and (7) upholding educational standards.

CRU

Contact: Karen Manning, Dempsey Student Center 222, 695-3995, manningk@sandhills.edu

CRU is a caring community passionate about connecting people to Jesus Christ. The purpose of CRU is helping to fulfill the Great Commission in the power of the Holy Spirit by winning people to faith in Jesus Christ, building them in their faith and sending them to win and build others and helping the body of Christ to do evangelism and discipleship through a variety of creative ways.

Fellowship of Christian Athletes

Contact: James Easterly, McKean 117, 695-3812, easterlyj@sandhills.edu

FCA is a Christian community that is led by those who serve FCA's mission as its representatives, including all of FCA's directors, officers, employees and volunteer leaders, each of whom is an integral part of the community (and are described in this Manual as "FCA representatives"). Both of FCA's mission and the association of FCA's representatives are an exercise and an expression of FCA's Christian beliefs. The mission of the Sandhills Community College Fellowship of Christian Athletes is "to present to athletes and coaches, and all whom they influence, the challenge and adventure of receiving Jesus Christ as Savior and Lord, serving Him in their relationships and in the fellowship of the church."

Horticulture Club

Contact: TBD (Contact Director of Student Life if interested in joining, wards@sandhills.edu)

One of the oldest and most renowned organizations on the SCC campus is the Sandhills Horticulture Club. The club's primary purpose is to provide a vehicle to support outside activities and competitions in which the Landscape Gardening students participate. The club hosts special events such as bedding plant sales and other creative projects to support student trips, competitions, and student career days.

Human Services Club

Contact: Trish Harris, Van Dusen 219, 695-3871, harrist@sandhills.edu

The purpose of this organization is to support the activities and projects of SCC; to further civic, campus, professional and social activities of interest to its members; and to promote community awareness through service.

Intramurals

Contact: Brandi Phillips, Dempsey 223, 246-2871, phillipsb@sandhills.edu

The Intramural Sports Program at SCC is designed to serve the recreational needs of current students. The program offers a variety of sports and activities for every type of student. Intramurals bring together the entire campus community to participate in friendly athletic competition.

Musical Theatre Club

Contact: Jennifer Thomas, Wellard 123, 695-3830, thomasj@sandhills.edu

The SCC Musical Theatre Club is an organization that provides students the

Sandhills Community College

opportunity to express themselves through singing, dancing, and acting. Our goals are to put on at least two productions a year - one in the fall and one in the spring. These productions may be compilations of musical scenes, acting scenes, choral arrangements, dance pieces, plays and musicals. We hope to provide the community with a myriad of creative art expressions.

Phi Theta Kappa – Alpha Tau Beta

Contact: Jackie Babb, Little 207, 695-3802, babbj@sandhills.edu or
Scott Robinson, Little 206, 695-3869, robinsons@sandhills.edu

Phi Theta Kappa is the international honor society for two-year colleges. Membership is available to students by invitation only and requires a 3.7 GPA based on 16+ hours of college credit courses (100 level or higher). Invitees who choose to join are inducted in either spring or fall semesters. The hallmarks of Phi Theta Kappa are scholarship, leadership, fellowship, and service. Kappans serve as hosts for the college lecture series, as marshals at graduation, and as assistants with on-campus service activities such as new student registration.

Radiography Club

Contact: Robin Garner, 158 Kennedy 157, 695-3916, garnerr@sandhills.edu

The Radiography Technology Club is made up of students who are currently enrolled in the SCC Radiography Program. Club members host fundraisers to offset the costs associated with attendance at conferences and workshops. This organization provides opportunities for students to extend their education beyond the classroom and is of great benefit to anyone whose goal is to be a radiographer.

Rotaract

Contact: Mary Brideschge, Stone 104A, 246-4128,
bridschgem@sandhills.edu
Jessica Locklear, Stone 110C, 695-3856, locklearj@sandhills.edu

Rotaract is a service organization sponsored by the Rotary Club of the Sandhills and other area Rotary Clubs. The Rotaract motto is "Service Above Self." Rotaract is open to all students and inducts new members throughout the academic year. This organization meets monthly and is involved in many community service projects and provides students the chance to attend working sessions of the local Rotaract organization in order to better understand and support its mission.

Sandhills Association of Nursing Students

Contact: Kathy McNamara, Kennedy 121, 695-3843,
mcnamaraka@sandhills.edu

The Sandhills Association of Nursing Students (SANS) seeks to introduce participants to the nursing profession through their professional organization and to provide a setting for professional socialization. Active membership is available to all ADN (Associate Degree Nursing) students. SANS also promotes and encourages participation in community affairs and activities related to improving healthcare. SANS provides opportunities for state and national networking with their professional organization. Fundraisers, service projects, social events, educational programs, and mentoring and recruitment opportunities are all part of the experience available to SANS members.

Student Government Association

Contact: Shenika Ward, Dempsey 224, 695-3858, wards@sandhills.edu

The student activities program at SCC is sponsored by the Student Government Association. Members of the SGA make a concerted effort to provide students with cultural, social, recreational, and service-oriented activities. Activities sponsored by the SGA include free food days, the annual Fall Fest and Spring Fling, holiday festivities, doughnuts during exams, student accident insurance, and scholarships and awards. The SGA is always looking for new ideas and is the students' voice at SCC.

Turfgrass Club

Contact: Mike Ventola, Little 202, 695-3941, ventolam@sandhills.edu

Golf Course/Turfgrass Management students participate in the Turfgrass Club at SCC. Club activities are designed to develop students' business and interpersonal skills. Fellowship activities are scheduled throughout the year to assist in this effort.

Ultimate Frisbee Club

Contact: Bill Pope, Van Dusen 218, 246-4978, popew@sandhills.edu

Played much like football and soccer combined, "Ultimate" is a transition game in which players move quickly from offense to defense on turnovers that occur with a dropped pass, an interception, a pass out of bounds, or a player caught holding the disc for more than ten seconds. Ultimate is governed by Spirit of the Game, a tradition of sportsmanship that places the responsibility for fair

FREQUENTLY ASKED QUESTIONS

General

Q: When is the first day of the semester?

A: The first day of the Fall 2018 Semester is Wednesday, August 15. The first day of the Spring 2019 Semester is Monday, January 7th. The first day applies to traditional, hybrid, online, and evening courses.

Q: How do I change my schedule?

A: Changing a class schedule can include dropping a class, adding additional classes, or changing the days and times of a class. To start the process, obtain a “Course Change Form” from your advisor and complete the information on the form. You might need to obtain several signatures in order to change your classes, so be sure to check with your advisor to see what needs to be completed on the form. Once completed, the form should be submitted to the Office of Records & Registration.

Q: How can I get in contact with my instructor?

A: There are several ways to contact your instructor. The online directory found here <http://198.85.71.76/directory/directories.php> will provide you with office and phone numbers as well as email addresses. Please remember that you should allow your instructors at least 24 hours to respond to you.

Q: I am registered for an online course. What do I do now?

A: Prior to the first day of classes, you will need to visit the MySCC page here: <http://www.sandhills.edu/myscc/> to set up your online account. Once there, scroll down to Password Management. After clicking on Password Management, go to “set up account.” Scroll down to “set up your account,” click on it and proceed to read and acknowledge the acceptable use policy. In order to set up your account, you will need your student ID number (found on your ID card or registration form), the last 4 digits of your SSN and your DOB. On the first day of classes you should be able to login to your online course. It is **VERY** important that you log in on the first day of class. To login to your class return to the MySCC page and click the Moodle button. If you have any questions about your classes, please call your advisor.

Q: If I drop a class, can I get a refund?

A: It depends on when you drop the course. In order to drop a course and receive a 100% refund, you must drop the course by August 14th (for Fall 2018) & January 4th (for Spring 2019). Once classes begin, there are very specific deadlines for dropping courses and receiving a percentage of your tuition back. Please check the website (Student Calendar) carefully and become familiar with these deadlines.

Q: How do I get my books?

A: Books may be purchased through the SCC Bookstore in person or online via the SCC Bookstore link here: <http://sandhills.bncollege.com/webapp/wcs/stores/servlet/BNCBHomePage?storeId=43053&catalogId=10001>

Students with financial aid must present a current SCC student ID and an official class schedule to the book-store staff to get books.

Q: How do I get a student ID and parking sticker?

A: Bring a copy of your paid schedule and a photo ID (ex. Driver's License) to the campus switchboard located in Dempsey Student Center just outside of the SCC Bookstore. For parking stickers you will also need to know your license plate number along with the make and model of your vehicle. Follow the directions to register online at <http://www.sandhills.edu/safety-security/student-parking-information-security-sandhills-community-college/>

Q: Where should I park on campus?

A: You are required to park in areas designated for student's. Student's may not park in faculty/staff lots or in visitor parking.

Q: When and how do I get my financial aid refund?

Your account will be reviewed and processed for remaining funds after confirmation of class attendance. Please note, if you enroll in Fall2/Spring2 or late-start classes, confirmation of class attendance is performed after the 10% point of the Fall2/Spring2 or late-start course. If you are eligible to receive any remaining funds after all charges for tuition/fees and books/supplies are deducted, you will be mailed a refund check based the refund schedule listed below. Refunds for late-start classes are generally mailed a few weeks after the start of the course; however, please check with the Financial Aid Office for the exact dates.

Financial aid refund checks will be mailed on the following days:

Regular Semesters:

Fall 2018– September 17, 2018

Spring 2019 – February 11, 2019

Fall2/Spring 2

Fall 20178– October 15, 2018

Spring 2019– March 11, 2019

Q: Where is my classroom?

A: To locate your classroom, refer to your student schedule to see the building location of your class. Once you know the building, use a campus map (found in Student Services in Stone Hall) and in page 47 of this handbook) or refer to your Pre-Advising folder which has a campus map on the back cover to help find your building. As a rule, classrooms that begin with a 1 (ex. Kennedy 136) mean that they are on the first floor and those that begin with 2 (ex. Van Dusen 208) are located on the second floor. It is good practice to find your classroom prior to the first day of class.

Student Success Center

Q: What is the difference between my advisor and the Student Success Center?

A: Your program advisor's role is to assist you in course planning and registration, as well as answer questions about your major. The Student Success Center is here to assist you with general advising issues such as changing your major and placement testing. The Student Success Center is located in Stone Hall on the second floor of Student Services. Students in need of off-campus resource referrals should contact our Director of Student Life at 910-695-3858.

Q: What if I cannot find my advisor?

A: Each advisor should have office hours posted on their office door. During registration times, they should have an appointment sign up. Students are expected to make appointments to see their assigned advisor. If your advisor is on long-term absence, you should refer to the department chairperson or the Student Success Center.

Q: How can I find out course requirements needed for graduation?

A: Our website has all curriculum graduation requirements. Your advisor will have a listing of the courses you have taken and can tell you what you have left to graduate.

Q: How do I declare/change my major?

A: Your initial major is based on the program that you selected when you completed your Admissions application. If you wish to change your major, you can complete a Change of Major form found in the Student Success Center in Stone Hall. If you are enrolled in an online program and cannot come to campus to complete a change of major form, you can request an electronic change of major form by emailing registration@sandhills.edu.

Q: How do I get out of a class once it has started?

A: If it is within the Drop/Add period of the semester, you may drop the class. This will allow you to drop the class without affecting your GPA. Dropping a class could still impact your financial aid award, so please consult with the Financial Aid office and your advisor before dropping a class. After the drop date, you may be able to withdraw from the course. It will be up to your instructor to determine whether or not the status of your withdrawal will affect your GPA. Refer to the Academic Calendar (on the website), and your course syllabi for all drop deadlines. All drops, adds and withdrawals should have the

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appropriate instructor's signatures. You can find the drop/add form in Stone Hall or with your advisor.

Q: When should I be registering for classes?

A: We will post priority registration dates on our website and around campus. This usually starts about a month prior to the current semester ending. Once you see the notification, you should make an appointment to meet with your advisor to register for the next semester. Appointments with your advisor should be made by signing up on your advisor's office door sign up sheet.

Campus Police & Public Safety

Q: I do not have a student sticker; can I park in visitor parking?

A: No, you must still park in student parking.

Q: I have a class in Meyer/Stone Hall and it is only an hour, can I park in visitor parking?

A: No, you must still park in student parking.

Q: I am late and need to park against a curb/in visitor parking/faculty parking/ in the roadway.

A: No, you must still park in student parking.

Q: I have a car with a handicap placard that does not belong to me, can I park in the handicap spaces.

A: No, the placard must be assigned to you by the Department of Motor Vehicles. Additionally, you must have a Sandhills Community College handicap parking sticker to park in handicap spaces on campus.

Q: How do I get a Sandhills handicap parking sticker?

A: You must show the registration card for your handicap placard and your student ID card.

Q: I have a handicap placard; can I park in the diagonal striped area for handicap parking?

A: No, the diagonal striped area is for people who are getting out of wheel chair accessible vehicles. Parking in the diagonal striped area prevents a person who uses a wheel chair to get out of their vehicle.

Q: Where can I get a parking sticker?

A: Parking stickers can be picked up at the switchboard in the Dempsey Student Center lobby after registering online at <http://www.sandhills.edu/safety-security/student-parking-information-security-sandhills-community-college>

Q: Where is lost and found?

A: Lost and found items can be claimed at the college switchboard in the Dempsey Center lobby.

Q: Does it cost anything for campus police to jump start my dead battery or to unlock my car door if I lock my keys in my vehicle?

A: No, we will jump start and unlock vehicles at no charge.

Q: Can I report a crime anonymously?

A: Yes, crimes can be reported anonymously. However, the more information we have about the crime and those involved, the better our chance of taking appropriate action.

Career & Personal Counseling Center

Q: Where are Career and Personal Counseling services offered?

A: The Main Campus and the Hoke Center.

Q: What services to students does the Center provide?

A: The Center provides students with career development, personal counseling, and employment services.

Q: If I have a personal problem or mental health concerns, how do I meet with a counselor?

A: You can walk in to the Center to speak with a counselor or contact our licensed professional counselors at (910) 695-3968 or (910) 246-4944 (Main Campus) or (910) 878-5804 (Hoke Center).

Q: If I speak to a counselor, will this meeting and what I say during it become a part of my student academic records?

A: No. Your career development or personal counseling records are kept separate from your academic records and are secured in the Center's locked files at all times.

Q: How can a counselor help me with career development questions?

A: Our counselors will offer you online career assessments and professional counseling to aid your career decision. Also offered is assistance in writing successful resumes, job interviewing, and networking strategies.

Q: What employment services for students or alumni does the Center offer?

A: The Center offers an online listing of current job offerings for current SCC

students and alumni. You can register and log in from the Center's page on the SCC website or come by the Center for assistance.

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Tutoring Center

Q: Do you charge for tutoring?

A: No, it is free to all current students.

Q: Can I get a tutor at any time during the semester?

A: Yes. However, the earlier the better!

Q: Can the Tutoring Center help me with assignments?

A: We can help you with understanding the assignment, but we will not do the work for you. Our policy is that we do not do homework. We help students understand, and do the work themselves.

Q: Can I be a tutor?

A: Yes. You are invited to apply at the Tutoring Center in Logan Hall. You must be a second year student with a current GPA of 3.1 or better, and have written approval from a professor in the subject area in which you would like to tutor.

Q: Are the tutoring sessions by appointment only?

A: Yes. We have standard, appointment only tutoring sessions for individual tutoring. However, there are also tutoring labs for the developmental math and English programs. Due to the high demand for tutors, it is important that you attend each appointment with your assigned tutor.

Q: Does the Tutoring Center only tutor in certain subjects?

A: No. The Tutoring Center provides tutoring in all subjects. In some cases we may not have a tutor for a specific subject, but will work with the instructors to find a suitable tutor as needed.

Ball Garden Visitor's Center**Blue Hall**

- Career Services
- BLET Classroom
- Health & Fitness Program Classroom
- Office of Planning and Research
- Student Employment

Boyd Library

- Archives
- Barbara Cole Children's Literature Center
- Jeanne Hastings Gallery
- Learning Resource Computer Lab
- Luke J. Ryan Veteran's Center
- Teresa Wood Reading Room

Causey Hall

- Alumni Relations
- Cosmetology
- Emergency Medical Science
- Grant Development
- SCC Foundation Office

Dempsey Student Center

- Athletics
- Center for Teaching and Learning
- Clement Dining Room
- Ewing Center for Student Leadership
- Heins Gymnasium
- Intramurals
- Logan Bookstore
- Lost and Found
- Marketing
- Parking Permits
- Peterson Dining Commons
- Photo ID
- Reception
- Russell Fitness Center
- Student Government Association
- Student Life

Kennedy Hall

- Bracken Auditorium
- College Programs for High School Students
- Fine Arts –Art
- Health Sciences
- Nursing
- Owens Wing
- SandHoke ECHS Office
- St. Andrews Extension
- UNC Pembroke Extension

Little Hall

- Byerley Auditorium
- Computer Technologies
- Distance Learning
- Engineering Technologies
- Golf Course/Turfgrass Management
- Whole Harvest Kitchen
- Peggy Kirk Bell Center for Hospitality and the Culinary Arts
- Russell Dining Room
- Charles and Jane Wellard Technology Center

Logan Hall

- Developmental Education
- Disability Services
- English and Humanities
- Mathematics
- Project Promise
- Kelly Tutoring Center

McKean Campus Services Center

- Grounds Maintenance
- Physical Plant Maintenance
- Print Shop
- Shipping/Receiving

Meyer Hall

- Directors Auditorium
- Management & Business Tech Lab
- Sciences
- Therapeutic Massage

Owens Auditorium**Palmer Trades Center**

- Electrical
- Industrial Maintenance
- Welding

Sirotek Hall

- Transportation Technologies

Steed Hall

- Landscape Gardening

Stone Hall – 1st Floor East

- Administration, Business Office, Human Resources
- John Sledge Board Room

Stone Hall – 1st Floor West

- Meyer Family Foundation Auditorium
- Admissions, Financial Aid., Records and Registration

Stone Hall – 2nd Floor West

- Counseling Services
- Minority Mentoring Center
- Placement Testing & Lab
- Student Success Center (Placement Testing & Lab)

Stone Hall – 2nd Floor East

- Management & Business Technology
- Information Services

Van Dusen Hall 1st Floor

- Continuing Education, Dedman Center for Business Leadership, Furches Life-Long Learning Center, McCaskill Public Service Center

Van Dusen Hall 2nd Floor

- Social and Behavioral Sciences, Public Services

Wellard Hall

- Audiovisual Services
- Fine Arts – Music and Music Education
- Campus Police and Public Safety



*Campus Map Illustrated by Gaming & Simulation
Development Student Gareth Desjardin*

Blue Hall

- Career Center
- Health & Fitness Science
- Law Enforcement Training
- Planning & Research

Boyd Library

- Hastings Gallery of Art
- Learning Resource Center
- Ryan Veterans Center
- Wood Reading Room

Causey Hall

- Cosmetology
- Emergency Medical Science
- Foundation Office

Dempsey Student Center

- Logan Bookstore
- Peterson Dining Commons
- Heins Gymnasium
- Russell Fitness Center
- Game Room
- Clement Dining Room
- Student Life

Kennedy Hall

- Art Department
- Health Sciences
- Nursing

Little Hall

- Culinary & Pastry Arts
- Computers
- Engineering
- Golf Course Management

Logan Hall

- English
- Humanities
- Kelly Tutoring Center
- Mathematics

McKean Campus Services

- Print Shop
- Receiving

Meyer Hall

- Science
- Therapeutic Massage

Palmer Advanced Manufacturing Center

- Advanced Manufacturing

Sirotek Hall

- Automotive

Steed Hall

- Landscape Gardening

Stone Hall

- Administrative Offices
- Business Office
- Management/Business Technologies
- Student Services

Van Dusen Hall

- Continuing Education
- Public Services
- Social/Behavioral Science

Wellard Hall

- Audio Visual
- Music



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