

Research and Institutional Effectiveness

Location: Frazell Administration Building (Building 100)

Hours: Mon. - Fri., 8:00 a.m. – 4:00 p.m.

Telephone: (828) 627-4519

Email: research@haywood.edu

Online Services: www.haywood.edu

Coordinator: Jonathan Vester

The mission of the Haywood Community College Department of Research and Institutional Effectiveness is to develop, implement, and evaluate the processes by which departments of the College use institutional data. By offering reporting and interpretation services the Research Office advocates data-supported decision and policy making.

Instructor & Course Evaluation : Students are asked to evaluate their instructors and courses to continuously improve educational services. Two courses taught by full-time faculty are selected for evaluation and all part-time courses are evaluated. Students are asked to complete evaluations at the three-week point in the course and at the end of the semester.

Completed hardcopy evaluation forms are sent to the Office of Institutional Research, or online forms are submitted electronically and confidentially. Results are tabulated and aggregate scores are provided to the Academic Department Head to review with the instructor.

Student Handbook

Academic Complaint Procedure

Students who feel that they have been treated unjustly by an instructor in any matter pertaining to their academic work normally shall appeal first to the instructor. If necessary, an appeal may then be addressed to the chairperson of the department in which the instructor teaches.

If, after appealing to the instructor and department chairperson, the student is dissatisfied or suitable action has not been taken, the student may appeal the decision to the Division Chairperson, then Vice President of Academic Services. (See student grievance section of Student Rights and Responsibilities in the Student Handbook Section to file a formal grievance).

Campus Safety

As part of our campus security plan, students and employees are required to wear their HCC ID. Students may obtain ID's at the HCC Bookstore. Please help us make our campus a safer place to learn and work by wearing your ID.

In Case of Fire :

- Activate the fire alarm and call 911 (pulling an alarm when there is no fire is a violation of state law)
- Exit the building using the nearest exit and stay at least 100 feet away until given "all clear" signal by an HCC employee.

- Keep roads and sidewalks clear for emergency vehicles.

In Case of a Campus Emergency :

- Exit buildings, and/or the campus when asked to do so.
- Stay at least 100 feet away until given “all clear” signal

Medical Emergency :

- Contact closest HCC employee or call Campus Security.
- If a severe injury or illness occurs, call 911 or have HCC faculty/staff call 911 for emergency medical services.
- Call Campus Security to alert them of the situation so that they may assist until emergency services arrives.

Inclement Weather Information

When inclement weather occurs, an official announcement stating that classes are on a delayed schedule or the College is closed will be made over area television and radio stations and posted on the home page of HCC’s website at www.haywood.edu. An announcement for day classes will be made by at least 6:00 a.m. or before if possible, and by 3:00 p.m. or earlier if possible for evening classes (classes beginning at 4:00 p.m. or later). Announcements will reflect weather conditions at the College not the conditions of Haywood County Public schools. A detailed listing of media carrying announcements can be found below. Commuters should exercise personal judgment concerning highway conditions regardless of College announcements, particularly those commuting from other counties or remote areas.

Telephone : HCC Hotline : (828) 627-4517

Website : www.haywood.edu

Local television and radio stations including:

WLOS TV Channel 13	WFSC/WNCC	WNCW
WSPA TV Channel 7	WWNC/Kiss FM	WCQS
WYFF TV Channel 4	WQNS	WRGC
WFGW/WMIT	WPTL	FOX Carolina

COLLEGE Closed : Extremely hazardous conditions; no one reports to work or class.

CLASSES Canceled : College remains open; staff reports at 10:00 a.m.

DELAYED Schedule : Class schedule begins at 10:00 a.m. Students and employees report at 10:00 a.m. (Academic departments will distribute schedules to follow for the DELAYED Schedule)

Minors on Campus

The College encourages visits to its campus, but due to certain conditions on campus that could be hazardous to children, all minors, under the age of sixteen, must be supervised at all times by a responsible adult. The College does not assume responsibility for their supervision. Minors, under the age of sixteen, are not permitted in classrooms, shops, or laboratories during regularly scheduled courses unless they are attending as students enrolled in the Concurrent Enrollment Program, Haywood Early College High School, or the

Intellectually Gifted Program. Students are asked not to bring children with them to class, to campus meetings or activities unless the activity specified is open to children.

The College offers childcare services on campus at the Center for the Advancement of Children.

Parking : Public high school students enrolled in the Concurrent Enrollment Program may park in college parking lots provided they have on display a valid parking decal from his or her high school. All other students, or their parents or guardians, must display a current HCC parking decal. The parking decals are available in the College Bookstore.

Sexual Harassment Policy

It is the policy of Haywood Community College, consistent with its effort to foster an environment of respect for the dignity and worth of all members of the College community, that sexual harassment of students and employees of Haywood Community College is unacceptable and impermissible conduct which will not be tolerated. Specific student complaints of alleged discrimination under Title IX (sex) and Section 504 (handicap) should be referred to:

- Vice President of Student Development Services, Student Center Building (828) 627-4508.
- For specific acts of sexual assault against a student, immediately contact: HCC Campus Security (office 627-4514, cell phone 734-5410) or local law enforcement and emergency agencies (911). A formal complaint should also be filed with the Vice President of Student Development Services.

Policy Purpose

- To inform all employees and students that harassment because of age, race, sex, color, religion, disability, national origin, political affiliation, and marital status is unacceptable behavior.
- To provide a procedure to address and resolve complaints of harassment of employees and/or students by supervisors, instructors, fellow employees/students, or non-employees/non-students.

Definition : Sexual harassment is defined by federal guidelines as “unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature when:

- submission to such conduct is made, either explicitly or implicitly, a term or condition of employment/enrollment, or
- submission to or rejection of such conduct by an individual is used as a basis for employment/enrollment decisions affecting such individuals, or
- conduct has the purpose or effect of unreasonably interfering with an individual's work or study performance or creating an intimidating, hostile, or offensive work or study environment.

Coverage : All employees and students of the College are covered by this policy.

Policy : The College expressly forbids harassment of employees and/or students because of age, race, sex, color, religion, disability, national origin, political affiliation, and marital

status. All employees and students should clearly understand that, even in mild forms, such harassment constitutes unsatisfactory job/school performance and is subject to disciplinary action. More serious instances of harassment will carry more serious penalties up to and including dismissal.

Complaint Procedure : If you are being harassed by your supervisor, instructor, another employee/student, or a non employee/student, or other person interacting with the college (such as vendors and relatives of persons employed by or enrolled in the College), there are three alternative complaint procedures:

Alternative 1 : Notify your supervisor/instructor or Vice President of Academic Services of the situation. These individuals are responsible for notifying the President's Office of the complaint and cooperating in investigating the situation and taking corrective action.

Alternative 2 : If you do not feel that you can talk with your supervisor/instructor about the problem, or if the harassment is coming from your supervisor /instructor, you are encouraged to seek out another superior within your department and notify him or her of the situation. If the matter is not resolved to your satisfaction, you may file a formal written complaint with the President.

Alternative 3 : If at any point in the process you prefer to do so, students may go to the Vice President of Student Development Services, and employees may go to their supervisor or the Personnel Officer. These individuals notify the President's Office of the complaint and cooperate in investigating the situation and taking reasonably prompt, appropriate action.

Reporting : Whenever the Vice President of Academic Services, Vice President of Student Development Services, Personnel Officer, or any other supervisor or superior referred to in Alternative 1, Alternative 2, or Alternative 3 receives a complaint of sexual harassment, he or she shall promptly notify the President's Office of such complaint.

Resolution : Upon receiving notice of a sexual harassment complaint, the President, or the President's designee shall, based upon the particular circumstances, arrange for the complaint to be investigated, and a report of the investigation to be submitted by the appropriate person(s). Arrangements for particular aspects of the investigation, including directions as to the person(s) (employed and/or not employed by the College) who will make inquiries, the degree of formality used in the investigation, and other considerations, shall be provided by the President or the President's designee. The college will thereafter implement such corrective action as it deems necessary or appropriate.

The college reserves its authority to, in its judgment and discretion take various precautionary measures, before, during, or after investigating a sexual harassment complaint, in order to ensure that sexual harassment and retaliation, actual and/or perceived, does not occur. Such precautionary measures (which may or may not include cautionary letters, temporary reassignment of duties, etc.) are not, absent explicit written statement to the contrary, to be considered as disciplinary in nature.

Student Activities

Location : Student Development Services, Student Center (1500 Bldg), upper level
Education and Career Development Office

Hours : Mon. Tues, Thurs. & Fri., 8:00 a.m. - 4:00 p.m. and Wed., 8:00 a.m. – 7:00 p.m.

Telephone : (828) 627-4504

FAX : (828) 627-4513

Address : 185 Freedlander Drive, Clyde, NC 28721

Email : nfranklin@haywood.edu

Online Services : www.haywood.edu

Student Activities Advisor/Coordinator: Nicole Franklin

Student Activity Day Schedule

Fall / Spring

Student Convocations : Convocations are required student assemblies. These programs are for purposes of cultural enrichment and special events. Convocations are required of all day students with classes scheduled on the day of the convocation. Students enrolled in off-campus classes (e.g., nursing clinical courses and on-line courses) are excused. The class schedule for days on which Convocations are held will be announced prior to the Event. (For convocation dates see Academic Calendar in this publication).

The Student Government Association advisor, in conjunction with the Student Government Association, is responsible for coordinating the student activities program. Initial requests and plans come from the student body to the Student Government Association. Every effort is made, within the scope of financing and facilities, to conduct a comprehensive program of activities. The Student Government Association advisor is located in Student Development Services.

Student Government : The Student Government Association (SGA) acts as an intermediary between the student body and the College, serving to gather student opinion and to present that opinion for consideration. It operates under a constitution ratified by the student body. The SGA president is an ex-officio (nonvoting) member of the College Board of Trustees. The SGA offers students an opportunity to get involved in extracurricular activities to complement classroom experiences. SGA is comprised of student representatives from all academic programs and clubs at the College. Meetings are open to everyone. SGA sponsors social, educational, and cultural activities. It offers students the opportunity to learn leadership skills that will benefit them in pursuing additional education and/or finding a job upon graduating from Haywood Community College.

The Student Government Association (SGA) is the voice of students serving to gather student opinion and present opinions to college administration. The SGA provides services and programs to assist HCC students in becoming more broadly educated and in developing more meaningful interpersonal relationships. SGA offers students the opportunity to get involved in extracurricular activities to complement classroom experiences.

Why should I participate?

- To meet people from other curriculum programs
- To plan student events and entertainment
- To develop leadership and team building skills
- To learn parliamentary procedure and how to conduct meetings

- To enhance your resume for job interviews
- To increase the possibility of receiving scholarships or honors
- To earn the privilege of attending state conferences
- To network and learn new skills

The SGA assists in the developing the annual SGA budget using student activities fees charged at the time of registration. The budget is supervised and administered by the SGA advisor and approved by the Vice President of Student Development Services and the Administrative Council. Student activities fees are used for the sole purpose of the benefit of the students (per NCCCS Administrative Code).

Student Organizations : Haywood Community College supports student organizations for the social and academic development of students. In keeping with College policies related to student activities, all such organizations must be officially recognized through the approval of constitution and bylaws.

Student clubs and organizations represent a large number of students with diverse interests. Through these organizations, students find opportunities for entertainment, friendship, leadership, and service to the college and community. Student clubs and organizations must be approved through the submission of a constitution and/or by-laws to the Student Government Association, the SGA Advisor, the Vice President of Student Development Services, and the HCC Administrative Council. For more information about clubs, contact the club advisor.

<i>Club</i>	<i>Advisor</i>	<i>Location</i>	<i>Phone</i>	<i>Email</i>
Archery Club	Bob Pinkston	300 Building	627-4563	bpinkston@haywood.edu
Criminal Justice Club	Barbara Wolfe	300 Building	627-3615	bwolfe@haywood.edu
Film and Video Club	Edwin Dennis	300 Building	627-4583	edennis@haywood.edu
Forestry Club	Blair Bishop Jim Hamilton	300 Building	627-4566 627-4567	bbishop@haywood.edu jhamilton@haywood.edu
Future Cosmetologists of America	Deborah Ball	3200 Building	627-4641	dball@haywood.edu
Haywood Studios	Robert Blanton	700 Building	627-4670	rblanton@haywood.edu
Haywood Early College SGA	Matt DeLozier	200 Building	565-4226	mdelozier@haywood.edu
Horticulture Club	George Thomas	1100 Building	627-4625	gthomas@haywood.edu
Medical Assisting Association of HCC	Sandra Crews Sandra Kelly	900 Building	627-3880	screws@haywood.edu skelly@haywood.edu
National Technical Honor Society	Tim Burke	Regional High Technology Ctr.	564-5108 Ext. 229	tburke@haywood.edu
Phi Theta Kappa Honor Society	Marsha Monroe Linda Caldwell	200 Building	564-5118	mmonroe@haywood.edu lcaldwell@haywood.edu
Student Builders Trade Association	Tommy Clements	3300 Building	627-4636	tclements@haywood.edu

HCC SGA	Nicole Franklin	1500 Building	627 4504	nfranklin@haywood.edu
Society of American Foresters, Student Chapter	Blair Bishop Jim Hamilton	300 Building	627-4566 627-4567	bbishop@haywood.edu jhamilton@haywood.edu
Volunteer Club	Paul Puckett	300 Building	627-4686	ppuckett@haywood.edu
Wildlife Club	Chris Graves	300 Building	627-4565	cgraves@haywood.edu

Student Health and Services

Haywood Community College does not provide medical services for students. The responsibility for medical services rests with the student. In the case of illness or injury on campus, please call Emergency Medical Services to assist individuals. Please call Campus Security to notify them that EMS has been called so that they may assist until help arrives and help the EMS locate the person who is ill. First aid kits are available in labs and in Student Development Services. Urgent Care facilities are located a few miles from the campus at the Haywood Regional Medical Center and in Hazelwood, near Exit 100 off Hwy 19-23.

Student Insurance : A student accident insurance policy is provided for each student enrolled in a curriculum course and some courses in continuing education. The premium for this policy is included as a part of the institutional fees charged at registration.

Please note that this is a limited accident policy. The policy only covers injuries caused by accidents that occur on-campus during the hours that the College is in session and/or while the student is taking part in a college endorsed activity under the supervision and control of College officials.

Students registering for Continuing Education courses are given an option to pay the accident insurance fee at the rate indicated in the section titled Fees. This will cover any class-related injuries as covered in the limited accident policy. Further information concerning student insurance can be obtained from Student Development Services.

Drug and Alcohol Abuse : College policy states that alcohol or controlled substances are not allowed on campus or at any HCC sponsored activity. Information concerning the dangers of substance abuse is distributed to all students at orientation. For more information on the disciplinary ramifications, please see the drug and alcohol abuse section under the student code of conduct.

The College counselor in Student Development Services will be happy to work with anyone who has a substance abuse problem and wants help. All conversations are strictly confidential. Please contact the College Counselor at 627-4504.

Drug Abuse Prevention Program

It is the official position of Haywood Community College to protect its students, faculty, and staff from the dangers of drug and alcohol abuse.

Effective drug and alcohol abuse prevention improves students' chances for successfully completing training and initiating successful careers. Faculty and staff are assured of better performance on the job and the image of the College is strengthened. Official college policy concerning the use of illegal drugs and intoxicants for students is found in the Conduct and

Standards section located in the college catalog. For faculty and staff, the policy is found in the appropriate section of the HCC Policies and Procedures Manual.

An ongoing informational program about the dangers of drug and alcohol abuse is provided in the form of brochures, pamphlets, videos, and visiting speakers for students, faculty and staff. New students and staff are made aware of the college's anti-drug policy and assistance programs available to them as a part of their orientation. Students, faculty, and staff seeking assistance for substance abuse or related problems may utilize the services of the college counselors whose offices are located in the Student Services area on campus. These services are available free of charge and will be provided in a strictly confidential and professional manner. For those who need services beyond the capabilities of the college counseling staff or who do not wish to use the services, a referral service is available.

Drug and Alcohol Policy and Purpose : The purpose of this directive is to declare college policy on the maintenance of an alcohol and drug-free campus. This policy complies with the Drug-Free Schools and Communities Act (Amendment of 1989, Public Law 101-226) as well as the Drug-Free Workplace Act of 1988.

Distribution of materials indicating health risks associated with the use of illicit drugs and abuse of alcohol as well as a summary of the applicable legal Policies and Procedures sanctions under local, state, and federal laws will be distributed to students and employees on an annual basis.

Policy : The abuse and use of drugs and alcohol are subjects of immediate concern in our society. These problems are extremely complex and ones for which there are no easy solutions. From a safety perspective, the users of drugs or alcohol may impair the well-being of all employees, students, and the public at large; drug and alcohol usage may also result in damage to college property. Therefore, it is the policy of Haywood Community College that the unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance or alcohol, is prohibited while in the workplace, on college premises, or as part of any college sponsored activities. Any employee or student violating this policy will be subject to disciplinary action up to and including termination or expulsion and referral for prosecution. The specifics of this policy are as follows:

- (1) Haywood Community College does not differentiate between drug users, drug pushers, or sellers. Any employee or student who possesses, uses, sells, gives, or in any way transfers a controlled substance to another person, or manufactures a controlled substance while in the workplace, on college premises, or as part of any college sponsored activity, will be subject to disciplinary action up to and including termination or expulsion and referral for prosecution.
- (2) The term "controlled substance" means any drug listed in 21 CFP Part 1308 and other federal regulations, as well as those listed in Article V, Chapter 90 of the North Carolina General Statutes. Generally, these are drugs which have a high potential for abuse. Such drugs include, but are not limited to, Heroin, Marijuana, Cocaine, PCP, and "Crack." They also include "legal drugs" which are not prescribed by a licensed physician.
- (3) If any employee or student is convicted of violating any criminal drug statute while

in the workplace, on college premises, or as part of any college sponsored activity, he or she will be subject to disciplinary action up to and including termination or expulsion. Alternatively, the college may require the employee or student to successfully finish a drug abuse program sponsored by an approved private or governmental institution as a precondition for continued employment or enrollment at the college.

- (4) Each employee or student is required to inform the college, in writing, within five (5) days after he or she is convicted for violation of any federal, state, or local criminal drug statute where such violation occurred while in the workplace, on college premises, or as part of any college sponsored activity. A conviction means a finding of guilt (including a plea of nolo contendere) or the imposition of a sentence by a judge or jury in any federal or state court.
- (5) Convictions of employees working under federal grants for violating drug laws in the workplace, on college premises, or as part of any college sponsored activity, shall be reported to the appropriate federal agency. The President of Haywood Community College must notify the U.S. government agency, with which the grant was made, within ten (10) days after receiving notice from the employee or otherwise receives actual notice of a violation of a criminal drug statute occurring in the workplace. The college shall take appropriate disciplinary action within 30 calendar days from receipt of notice. A condition of further employment on any federal government grant, the law requires all employees to abide by this policy.
- (6) Students employed by the College are considered to be employees of the College.
- (7) Any employee or student who unlawfully possesses, uses, sells, or transfers alcoholic beverages to another person while in the workplace, on college premises, or as part of any college sponsored activity, will be subject to disciplinary action up to and including termination or expulsion and referral for prosecution.
- (8) If an employee or student is convicted of violating any alcoholic beverage control statute while in the workplace, on college premises, or as part of any college sponsored activity, he or she will be subject to disciplinary action up to and including termination or expulsion. Alternatively, the college may require the employee or student to successfully finish an alcoholic rehabilitation program sponsored by an approved private or governmental institution as a precondition for continued employment or enrollment at the college.
- (9) The term alcoholic beverage includes beer, wine, whiskey, and any other beverage listed in Chapter 18B of the General Statutes of North Carolina.
- (10) Each employee or student is required to inform the college, in writing, within five (5) days after he or she is convicted of any alcoholic beverage control statute where such violation occurred while in the workplace, on college premises, or as part of any college sponsored activity.

Tobacco Use on Campus : Effective January 1, 2008, the use of tobacco products (including cigarettes, cigars, pipes, smokeless tobacco, or other tobacco products) is prohibited on Haywood Community College property except within the confines of privately owned vehicles. This policy applies to all students, faculty, staff and visitors. Tobacco use and the discarding of tobacco and tobacco related products is not allowed in any building, in any open area of campus property (including parking lots), in college owned vehicles,

nor in off-site college instructional courses and activities. A college task force will guide development and implementation of procedures in support of this policy.

Student Rights, Responsibilities, and Judicial Procedures

I. PREAMBLE : Academic institutions exist for the transmission of knowledge, the pursuit of truth, the development of students, and the well-being of society. Free inquiry and free expression are indispensable to the attainment of these goals. As members of this academic community, students are encouraged to develop the capacity for critical judgment and to engage in a sustained and independent search for truth.

Freedom to teach and freedom to learn are inseparable facets of academic conditions in the classroom, on the campus, and in the community. Students should exercise their freedom with responsibility. As members of the academic community, students are subject to the obligations which accrue to them by virtue of this membership. As members of the larger community of which the college is a part, students are entitled to all rights and protection accorded them by the laws of that community.

By the same token, students are also subject to all laws, the enforcement of which is the responsibility of duly constituted authorities. When students violate laws, they may incur penalties prescribed by legal authorities. In such instance, college discipline will be initiated only when the presence of the student on campus will disrupt the educational process of the college. However, when a student's violation of the law also adversely affects the college's pursuit of its recognized educational objectives, the college may enforce its own regulations. When students violate college regulations, they are subject to disciplinary action by the college whether or not their conduct violates the law. If a student's behavior simultaneously violates both college regulations and the law, the college may take disciplinary action independent of that taken by legal authorities.

II. STUDENT RIGHTS

- A. All rights and privileges guaranteed to every citizen by the Constitution of the United States and by the state of North Carolina shall not be denied any student.
- B. Students are free to pursue their educational goals. Appropriate opportunities for learning in the classroom and on the campus shall be provided for by the college. Student performance will be evaluated solely on an academic basis, not on opinions or conduct in matters unrelated to academic standards.
- C. Students have the right to freedom of expression, inquiry, and assembly without restraint or censorship subject to reasonable and non-discriminatory rules and regulations regarding time, place, and manner.
- D. Students have the right to inquire about and to propose improvements in policies, regulations and procedures affecting the welfare of students through established student government procedures, campus committees, and college offices.
- E. The Family Educational Rights and Privacy Act of 1974 provides safeguards regarding the confidentiality of and access to student records, and this Act will be adhered to by the college. Students and former students have the right to review their official records and to request a hearing if they challenge the contents of these records. No records shall be made available to unauthorized personnel or groups outside the college without the written consent of the student involved, except under legal expulsion.

- F. No disciplinary sanctions other than temporary removal from class or activity (only for duration of said activity) may be imposed upon any student without due process. Due process procedures are established to guarantee a student accused of a Student Code of Conduct violation the right of a hearing, a presentation of charges, evidence for charges, the right to present evidence, the right to have witnesses on one's behalf and to hear witnesses on behalf of the accuser(s), the right to counsel, and the right to appeal.

III. STUDENT CODE OF CONDUCT : The College reserves the right to maintain a safe and orderly educational environment for students and staff. Therefore, when, in the judgment of college officials, a student's conduct disrupts or threatens to disrupt the college community, appropriate disciplinary action will be taken to restore and protect the sanctity of the community.

Students are expected to conduct themselves in accordance with generally accepted standards of scholarship and morality. The purpose of this code is not to restrict student rights but to protect the rights of individuals in their academic pursuits.

The following regulations set forth rules of conduct which prohibit certain types of student behavior. Violation of one or more of the following regulations may result in one of the sanctions described in Section V.

- A. Academic Dishonesty - taking or acquiring possession of any academic material (test information, research papers, notes, etc.) from a member of the college staff or student body without permission; receiving or giving help during tests; submitting papers or reports (that are supposed to be original work) that are not entirely the student's own giving credit for others' work (plagiarism).
- B. Theft of, misuse of, or damage to college property, or theft of or damage to property of a member of the college community or a campus has been restricted in use and thereby placed off limits; unauthorized presence in a college facility after closing hours.
- C. Possession of or use of alcoholic beverages or being in a state of intoxication on the college campus or at college-sponsored or supervised functions off campus or in college-owned vehicles. Possession, use or distribution of any illegal drugs, except as expressly permitted by law. Any influence which may be attributed to the use of drugs or of alcoholic beverages shall not in any way limit the responsibility of the individual for the consequences of his/her actions.
- D. Lewd or indecent conduct, including public physical or verbal action or distribution or obscene or libelous written material.
- E. Mental or physical abuse of any person on college premises or at college-sponsored or college-supervised functions, including verbal or physical actions which threaten or endanger the health or safety of any such persons or which promote hatred or racial prejudice.
- F. Any act, comment, or behavior which is of a sexually suggestive or harassing nature and which in any way interferes with a student's or an employee's performance or creates an intimidating, hostile, or offensive environment.
- G. Intentional obstruction or disruption of teaching, research, administration or disciplinary proceedings, or other college activities, including public service

- functions, and other duly authorized activities on college premises.
- H. Occupation or seizure in any manner of college property, a college facility or any portion thereof for a use inconsistent with prescribed, customary, or authorized use.
 - I. Participating in or conducting an assembly, demonstration or gathering in a manner which threatens or causes injury to person or property; which interferes with free access to, ingress or egress of college facilities; which is harmful, obstructive or disruptive to the educational process or institutional functions of the college; remaining at the scene of such an assembly after being asked to leave by a representative of the college staff.
 - J. Possession or use of a firearm, incendiary device or explosive, except in connection with a college-approved activity. This also includes unauthorized use of any instrument designed to inflict serious bodily injury to any person.
 - K. Setting off a fire alarm or using or tampering with any fire safety equipment, except with reasonable belief in the need for such alarm or equipment.
 - L. Gambling
 - M. Smoking and/or using other forms of tobacco products in classrooms, shops, and labs or inside any college facility or vehicle.
 - N. Violation of college regulations regarding the operation and parking of motor vehicles.
 - O. Forgery, alteration, or misuse of college documents, records, or instruments of identification with intent to deceive.
 - P. Failure to comply with instructions of college officials acting in performance of their duties.
 - Q. Violation of the terms of disciplinary probation or any college regulation during the period of probation.
 - R. 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.
 - S. Violation of a local, state, or federal criminal law on college premises adversely affecting the college community's pursuit of its proper educational purposes.

IV. DISCIPLINARY PROCEDURES : (For purpose of brevity, the title of "Vice President" will refer to the Chief Student Development Officer throughout this document.)

A. Immediate Suspension

If an act of misconduct threatens the health or well being of any member of the academic community or seriously disrupts the function and good order of the college, an instructor or administrative officer may direct student(s) involved to cease and desist such conduct and advise them that failing to cease and desist will result in immediate suspension. If the student(s) fail to cease and desist, the instructor may then suspend the student(s) from the class. An administrative officer may suspend the student(s) from either the class or the college until a resolution of the matter can be made. The instructor or administrative officer invoking such suspension shall notify the Vice President of Student Development Services in writing of the individual(s) involved and the nature of the infraction as soon as possible but no more than two days following the incident. The Chief

Student Development Officer (Vice President of Student Development Services) shall resolve the matter in a timely fashion utilizing the steps outlined below in Section IV, C.

B. Responsibility for Implementation

The Vice President of Student Development Services is responsible for implementing student discipline procedures.

C. Disciplinary Procedures

In order to provide an orderly procedure for handling student disciplinary cases in accordance with due process and justice, the following procedures will be followed.

1. Charges: Any administrative official, faculty member, or student may file charges with the Vice President against any student or student organization for violations of college regulations. The individual(s) making the charge must complete a charge form. (Available from the office of the Vice President) stating: name of the student(s) involved:
 - a. the alleged violation of the specific Code of Conduct
 - b. the time, place, and date of the incident
 - c. names of person(s) directly involved or witnesses to the infractions
 - d. any action taken that relates to the matter
 - e. desired solution(s)

The completed charge form should be forwarded directly to the Vice President.

2. Investigation and Decision: Within five (5) working days after the charge is filed, the Vice President shall complete a preliminary investigation of the charge and shall schedule a meeting with the student. After discussing the alleged infraction with the student, the Vice President may act as follows:
 - a. Drop the charges
 - b. Impose a sanction consistent with those shown in Section V.
 - c. Refer the student to a college office or community agency for services.
3. Notification: The decision of the Vice President shall be presented to the student in writing immediately following the meeting with the student. In instances where the student cannot be reached to schedule an appointment with the Vice President or where the student refuses to cooperate, the Vice President shall send a certified letter to the student's last known address providing the student with a list of the charges, the Vice President's decision, and instructions governing the appeal process (Section VI).

V. SANCTIONS

- A. Reprimand: A written communication which gives official notice to the student that any subsequent offense against the Student Code of Conduct will carry heavier penalties because of this prior infraction.
- B. General Probation: An individual may be placed on General Probation when involved in a minor disciplinary offense; General Probation has two (2) important implications: the individual is given a chance to show capability and willingness to observe the

- Student Code of Conduct without further penalty, secondly, if the individual errs again, further action will be taken. This probation will be in effect for no more than two (2) semesters.
- C. Restrictive Probation: Restrictive Probation results in loss of good standing and becomes a matter of record. Restrictive conditions may limit activity in the college community. Generally the individual will not be eligible for initiation into any local or national organization, and may not receive any college award or other honorary recognition. The individual may not occupy a position of leadership or responsibility with any college or student organization, publication, or activity. This probation will be in effect for not less than two (2) semesters. Any violation of Restrictive Probation may result in immediate SUSPENSION.
 - D. Restitution: Paying for damaging, misusing, destroying or losing property belonging to the college, college personnel, or students.
 - E. Interim Suspension: Exclusion from class and/or other privileges or activities as set forth in the notice, until a final decision has been made concerning the alleged violation.
 - F. Loss of Academic Credit or Grade: Imposed as a result of academic dishonesty.
 - G. Withholding transcript, diploma, or right to register or participate in graduation ceremonies: Imposed when financial obligations are not met. (Will not be allowed to register until all financial obligations are met.)
 - H. Suspension: Exclusion from class(es), and/or all other privileges or activities of the college for a specific period of time. This sanction is reserved for those offenses warranting discipline more severe than probation, or for repeated misconduct. Students who receive this sanction must get specific written permission from the Vice President before returning to campus.
 - I. Expulsion: Dismissing a student from campus for an indefinite period losing student status. The student may be readmitted to the college only with the approval of the President.
 - J. Group Probation: This is given to a college club or other organized group for a specified period of time. If group violations are repeated during the term of the sentence, the charter may be revoked or activities restricted.
 - K. Group Restrictions: Removing college recognition during the semester in which the offense occurred or for a longer period (usually not more than one other semester). While under restriction, the group may not seek or add members, hold or sponsor events in the college community, or engage in other activities as specified.
 - L. Group Charter Revocation: Removal of college recognition for a group, club, society, or other organization for a minimum of two years. Recharter after that time must be approved by the President.

VI. APPEALS PROCEDURE : A student who disagrees with the decision of the Vice President may request a hearing before the Disciplinary Review Committee. This request must be submitted in writing to the Vice President within three (3) working days after receipt of the Vice President's decision. The Vice Presidents shall refer the matter to the Disciplinary Review Committee together with a report of the nature of the alleged misconduct, the name of the complainant, the name of the student against whom the charge has been filed, and the relevant facts revealed by the Vice President's investigation.

A. Committee Composition Membership of the Disciplinary Review Committee shall be composed of the following :

1. Three faculty/staff members appointed by the President of the college.
2. Three student members appointed by the Student Government Association and approved by the President of the college.
3. The President will appoint one administrator to serve as committee chairperson who will vote only in case of a tie.
4. The Vice President as an ex-officio non-voting member.
5. Committee members will serve one year from the beginning of fall semester through summer term with replacements appointed by the President or SGA if necessary.
6. At least two faculty/staff members and two students plus the chairperson must be present in order for the committee to conduct business.

B. Procedures for Hearings before the Disciplinary Review Committee

1. Procedural Responsibilities of the Vice President. The Review committee must meet within ten (10) working days of receipt of a request for a hearing. At least five (5) working days prior to the date set for the hearing, the Vice President shall send a certified letter to the student's last known address providing the student with the following information:
 - f. A restatement of the charge or charges.
 - g. The time and place of the hearing.
 - h. A statement of the student's basic procedural rights.
 - i. A list of witnesses.
 - j. The names of committee members.

On written request of the student, the hearing may be held prior to the expiration of the five-day (5) notification period, if the Vice President concurs with this change.

2. Basic procedural rights of students include the following:
 - a. The right to counsel. The role of the person acting as counsel is solely to advise the student. The counsel shall not address the Committee.
 - b. The right to produce witnesses on one's behalf.
 - c. The right to request, in writing, the President to disqualify any member of the committee for prejudice or bias. (The request must contain reasons). A request for disqualification, if made, must be submitted at least three (3) working days prior to the hearing. If such disqualification occurs, the appropriate nominating body shall appoint a replacement to be approved by the President.
 - d. The right to present evidence.
 - e. The right to know the identity of the person(s) bringing the charge(s).
 - f. The right to hear witnesses on behalf of the person bringing the charges.
 - g. The right to testify or to refuse to testify without such refusal being detrimental to the student.
 - h. The right to appeal the decision of the Committee to the President who will review the official record of the hearing. The appeal must be in writing and it must be made within five (5) working days of the completion of the hearing.

3. The Conduct of the Committee Hearings

- a. Hearings before the Committee shall be confidential and shall be closed to all persons except the following:
 1. The student
 2. Counsels
 3. Witnesses who shall:
 - i. Give testimony singularly and in the absence of other witnesses,
 - ii. Leave the committee meeting room immediately upon the completion of the testimony.
- b. The hearing will be tape recorded. Tapes will become the property of the college, and access to them will be determined by the Chairperson of the Committee and the Vice President. All tapes will be filed in the office of the Vice President.
- c. The Committee shall have the authority to adopt supplementary rules of procedures consistent with this code.
- d. The Committee shall have the authority to render written advisory opinions concerning the meaning and application of this code.
- e. Upon completion of a hearing, the Committee shall meet in executive session to determine concurrence or non-concurrence with the original finding and to recommend sanctions, if applicable.
- f. Decisions of the Committee shall be made by majority vote.
- g. Within two (2) working days after the decision of the Committee, the Vice President shall send a certified letter to the student's last known address providing the student with the Committee's decision.

C. Appeal to the President

A student who refuses to accept the findings of the Committee may appeal in writing to the President within five (5) working days after receipt of the Committee's decision. The President shall have the authority to:

1. Review the findings of the proceedings of the Committee.
2. Hear from the student, the Vice President and the members of the Committee before ruling on an appeal.
3. Approve, modify, or overturn the decision of the Committee.
4. Inform the student in writing of the final decision within ten (10) working days of the receipt of the appeal.

D. Appeal to the Board of Trustees

Any party of the Review Committee hearing may request in writing, a hearing before the Board of Trustees or a committee of the board as an appeal of the President's decision within five (5) working days of that decision. The Board of Trustees or a committee of the Board may review information to date and render a decision without the personal appearance before them of the parties of the Review Committee hearing or they may choose to have the parties involved in the hearing appear before them before rendering a decision. The decision of the Board will be made within twenty (20) working days and will be final.

STUDENT GRIEVANCE PROCEDURE

A. Purpose

The purpose of the student grievance procedure is to provide a system to channel student complaints against faculty and staff concerning the following:

1. Alleged discrimination on the basis of age, sex, race, handicap or other conditions, preference or behavior, excluding sexual harassment complaints.
2. Sexual harassment complaints should be directed to the Vice President of Student Development Services. Because of the sensitive nature of this kind of complaint, a conference with the Vice President will replace the first step of the grievance procedure. The Vice President will counsel with the student to determine the appropriate action that is required. If the grievance is not resolved after this meeting, then the remainder of the grievance procedure will be followed.
3. Academic matters, excluding individual grades, except where the conditions in item "A" (1,2) apply.

B. Procedures

1. First Step

The student must go to the instructor or staff member where the alleged problem originated. An attempt will be made to resolve the matter equitably and informally at this level. The conference must take place within five (5) working days of the incident which generated the complaint.

2. Second Step

If the grievance is not resolved at the informal conference, the student may file a written grievance. A grievance form shall be made available to the student by the Vice President. The Vice President will explain the grievance process to the student. The completed grievance form must be presented to the Vice President within five (5) working days after satisfying the first step in the grievance process. The Vice President will then refer the grievance to the immediate supervisor involved. The supervisor shall respond in writing to the student within ten (10) working days of receipt of the grievance form from the department involved.

3. Third Step

If the written statement of the supervisor does not satisfy the grievant, a request to appear before the Student Grievance Committee may be made. The student must submit a written request within five (5) working days after receiving the written response of the supervisor. The request shall include a copy of the original grievance form and the reason why the supervisor's response is unsatisfactory. A copy of the supervisor's response must be attached to the request by the student. The Vice President shall notify immediately the President who shall insure that the Committee is organized in a manner consistent with Section C of this procedure (The Student Grievance Committee). The Vice President will send copies of the appeal to the members of the Committee, the employee, and the employee's supervisor. The employee against whom the grievance was filed shall be given an opportunity to

respond in writing to the chairperson of the Committee. Meeting(s) shall be conducted between five (5) and fifteen (15) working days following the date of the request. A postponement may be granted by the chairperson upon written request of either party if the reason stated justifies such action. The Committee shall hold interviews with the grievant, the employee, and the supervisor, singularly, and in the absence of other witnesses. The committee may interview any additional witnesses that it considers necessary to render a fair decision. The Committee shall decide by a majority vote the solution of the grievance. In case of a tie, the chairperson shall vote thus break the tie. The chairperson shall forward a copy of the Committee's decision to all parties involved and to the office of the President of the College within two (2) working days.

4. Fourth Step

The Committee's decision may be appealed by either party involved to the President of the college within ten (10) working days of the Committee's decision. The President shall review the Committee's findings, conduct whatever additional inquiries that are deemed necessary, and will render a decision within ten (10) working days to receipt of the appeal.

5. Fifth Step

The President's decision may be appealed by either party involved to the Board of Trustees of the college within ten (10) working days of the President's decision. The Board of Trustees or a committee of the Board shall review any information to date, conduct whatever additional inquiries deemed necessary and render a decision within twenty (20) working days of receipt of the appeal.

C. The Student Grievance Committee

The Disciplinary Review Committee may serve as the Student Grievance Committee or, at the direction of the President, a new committee may be formed for each grievance. Committee makeup and method of appointment will be the same as for the Disciplinary Review Committee.

D. Right of Parties Involved in a Grievance

When a grievance committee meeting is scheduled, the parties involved are entitled to:

1. A written notice of the complaint.
2. A written notice of the time and place of the meeting. This notice shall be forwarded to all parties at least five (5) working days prior to the meeting unless they waive this requirement.
3. Review all available evidence, documents, or exhibits that each party may present at the meeting.
4. Have access to the names of the witnesses who may testify.
5. Appear in person and present information on his or her behalf, call witnesses, and ask questions of any person present at the meeting.
6. The right to counsel. The role of the person acting as counsel is solely to advise the client. The counsel shall not address the Committee.

Student Academic Appeal Procedure

Students who feel that they have been treated unjustly by a faculty member in any matter pertaining to their academic work shall appeal first to the faculty member. If necessary, an appeal in writing shall be addressed to the chairperson of the department in which the faculty member teaches.

If after appealing to the instructor and department chairperson, a student remains dissatisfied or believes suitable action has not taken place, the student may appeal the decision in writing to the Vice President of Academic and Workforce Development and then to the President of the College.

Student Development Services

Location : Student Development Services, Student Center (1500 Bldg), upper level, back entrance

Hours : Mon.-Thurs., 8:00 a.m. – 7:00 p.m. and Fri., 8:00 a.m. – 4:00 p.m.

Telephone : (828) 627-4502

FAX : (828) 627-4513

Address : 185 Freedlander Drive, Clyde, NC 28721

Web Page : www.haywood.edu

Vice President : Dr. Janice H. Gilliam

Email : jgilliam@haywood.edu

Administrative Assistant : Debbie Carpenter

Email : dcarpenter@haywood.edu

Student Success Services

Includes: The Teaching & Learning Center, Developmental Education, and Adult Education.

Vice President: Dr. Janice H. Gilliam

Email : jgilliam@haywood.edu

Director: Elaine Barnes

Email : ebarnes@haywood.edu

Developmental Education Coordinator: Margaret Studenc

Email : mstudenc@haywood.edu

Adult Education Coordinator: Deborah Gaddy

Email : dgaddy@haywood.edu

These three areas provide instruction, resources, and support services to help students. The focus is student success. Its purpose is to strengthen learning links between programs and improve learning outcomes.

Teaching and Learning Center (TLC)

Location : Arts & Sciences, Building 300, Room 339B

Hours : Mon. – Thurs., 8:00 a.m. – 6:30 p.m., Fri., 8:00 a.m. – 4:00 p.m.

Telephone : (828) 627-4696

TLC Technician: Francine Popular

Email: fpopular@haywood.edu

TLC Faculty member and online information contact:

Susan Roberts

Email: sroberts@haywood.edu

Director: Elaine Barnes

Email : ebarnes@haywood.edu

The services provided by the Teaching & Learning Center, located in the Three Hundred Building (300 Building), include the following: free peer tutoring, free online tutoring, math, writing, science, and communication labs, academic skills workshops, distance learning testing, make-up testing, learning styles assessment, Read Please Plus Software, and

supplemental course software.

The TLC Peer Tutoring Program helps students improve academic success through tutoring, both on-line and traditionally.

If a student is having trouble with a class, that student can receive up to five hours of **free** tutoring per week per subject area during any one semester. If a student is doing well in a course, that student is eligible to tutor and will receive a small fee for time spent tutoring another student. The teaching and learning process helps tutor and tutee gain knowledge, as well as a sense of accomplishment and improved self-confidence.

The TLC offers math, writing, science, and communication labs where faculty members volunteer their time to assist students on a drop-in basis. Academic skills workshops are also offered several times throughout the year to provide students with diverse learning opportunities.

The TLC staff invites you to call or stop by for additional information or tutoring assistance.

Technology Department

Location: Freedlander Learning Center, Building 200, Upper Level

Hours: Mon. – Fri., 8:00 a.m. – 4:00 p.m.

Telephone: (828) 565-4020

Online services: www.haywood.edu

Executive Director: Annemarie Timmerman

Email: atimmerman@haywood.edu

Administrative Assistant: Renee Javens

Email: rjavens@haywood.edu

Information Technology Services : The college currently has over 21 instructional/classroom technology labs for student use. All labs are networked and able to access the Internet. Wireless access points are available in public areas of the campus to allow students the opportunity to access the Internet on campus with their personal laptop computer. In addition, HCC hosts an Information Highway room, which is networked to over 100 distance learning and video conference rooms across the state.

Haywood Community College (HCC) technology equipment, networks, services and resources, including electronic mail and other forms of electronic communication, are provided for the purpose of conducting HCC business and instructional activities. All faculty, staff and students are entitled to individual accounts on technology systems that are necessary for that individual to conduct educational or business activities appropriate to his or her position at the college. In cases of computer misuse, the college may take appropriate disciplinary action against the user and reserves the right to discontinue all technology services to the user.

At HCC, as in other public colleges and universities, there are limitations to speech and privacy rights when an employee or student uses computer resources owned or leased by the institution. The users of computers either owned or leased by HCC have a diminished right of privacy and their expression or speech is limited to that of a nonpublic forum. Therefore, microcomputer system users are held accountable by the college for their actions including, but not limited to, their respect for the rights of other individuals that may be offended by the services and images retrieved on the Internet.

The college prohibits the creating, viewing, storing, transmitting, or publicly displaying of pornographic material (as defined by the U.S. Supreme Court), obscene, defaming,

slanderous, harassing, or offensive data (including sound, video, text, and graphics data). Moreover, users may not download to or maintain unlawful material on college-owned or leased computer systems (*Urofsdy, et al. v. Gilmore* (4th Cir., 2000) or on privately owned computers used on the campus (*U.S. v. Simmons*, 206 F.3d 392 (4th Cir., 2000)). HCC reserves the right to conduct electronic audits to enforce its policies, regulations, and procedures in the usage of the administrative systems, computer resources and network systems at Haywood Community College. Individuals who feel they have been harassed should report the incident to the Director of Technology

HCC Student Computer Usage Procedures

I. PURPOSE

This section will define the procedures for student usage of the computer resources and network systems at Haywood Community College.

II. SCOPE

Haywood Community College will provide computer resources to students for the purpose of completing college-related assignments. These assignments include, but are not limited to the following: data entry and retrieval, report preparation, records maintenance, instruction, research, and planning. Because of this wide range of users and uses, it is necessary to establish procedures to ensure that the systems are used in the most efficient manner possible while providing for the protection of equipment, data, and software. While the Director of Technology is charged with the responsibility for the proper use of the computer systems, it is everyone's responsibility to see that the computers are properly used and that security is maintained. Since all of these responsibilities can be considered under the broad category of security, each user must be aware of and employ proper operating procedures to ensure security. Access to the systems will be on a "need to know" basis considering the accomplishment of assigned duties. In this context, "the system" means both the equipment and the data.

III. SECURITY

Security refers to the protection of all equipment resources from any kind of damage and the protection of data from (1) disclosure to any unauthorized person, (2) unauthorized modification, or (3) destruction.

While disclosure or damage may occur accidentally or intentionally, the results are the same. The security system implemented in these procedures will, if used properly, prevent the previously mentioned occurrences from happening. The basic control over access of the college computer system is by User ID and password protection. Each computer system has a personal ID that must not be used by any other user. There is no right of privacy in computer systems owned by or leased by the college. Student users should not leave their microcomputer system unattended. If a user must leave the immediate area of their workstation for an extended period of time, he/she should log off the system. Sensitive information should not be left unattended or sent to printers that are located in areas open to the public. Students are responsible for reporting suspected security violations to the Technology Services staff immediately. The Technology Services staff will investigate the violation and take appropriate action where required. The staff will strictly control physical access to the central computers.

Students will not be allowed to enter the computer room unless authorized by one of the Technology Services staff members. There will be no exceptions to this procedure.

IV. MICROCOMPUTER AND NETWORK SYSTEMS

In addition to the administrative and student computing systems, the college owns a large number of other computing devices primarily microcomputers. While all of the aforementioned security concerns and procedures apply to these devices, the security problem with stored data is much smaller. Issues concerning the use and protection of software are of major concern with microcomputers. The college does not purchase microcomputer software outright, but rather buys a "software license" which allows the college to use the software but severely restricts anything other than the use of the software on a single computer or network. With this in mind, the following must be adhered to:

SOFTWARE: Unless specifically authorized in writing by the software developer or publisher, programs and their related documentation shall not be reproduced in any form. U. S. Copyright Law provides for civil damages of \$50,000 or more and criminal penalties including fines and imprisonment in cases involving the illegal reproduction of software. Students cannot install software on college-owned microcomputers unless authorized by an employee of the college. Students involved in the making or use of unauthorized copies of computer software will be subject to disciplinary action as appropriate under the circumstances. Unauthorized copies or illegal software installed by students will be confiscated and destroyed. Software licensed to the college will not be removed from the campus without the specific written permission of the Director of Technology.

ELECTRONIC MEDIA: Technology Services will practice appropriate measures to provide security, operability and integrity of the Wide Area Network, hereafter referred to as WAN, including e-mail, Internet, and other related resources. The college will not guarantee that electronic media stored on microcomputers and transmitted on the WAN will remain confidential and secure. Additionally, computer-related files and data created or stored on college microcomputer systems are considered open records and are subject to discovery and subpoena during disciplinary and legal actions. The college reserves the right to view and disclose the contents of e-mail and data created, transmitted, received, and stored on college-owned microcomputers.

AUTHORIZED USAGE : Microcomputer Users should not deliberately attempt to modify or degrade the performance of college-owned systems. The systems are provided as a service and should be used to complete college-related assignments and research, not for personal recreation or business. The college computer systems must not be used to intercept data, monitor user accounts, gain unauthorized access to restricted data, or for any purpose that violates federal, state or local regulations.

MORALS, ETHICS, AND AUDITS : Freedom of expression is a constitutional right afforded to individuals. However, microcomputer system users are held accountable for their actions and must respect the rights of other individuals that may be offended by the services and images retrieved on the Internet. Creating, viewing, storing, transmitting or publicly displaying pornographic material (as defined by the U.S. Supreme Court),

obscene, defaming, slanderous, harassing, or offensive data (including sound, video, text, and graphics data) is prohibited.

Freedom of expression and the right of privacy are constitutional rights afforded to individuals. Nevertheless, these rights have certain limits. At HCC, as in other public colleges and universities, there are limitations to speech and privacy rights when an employee or student uses computer resources owned or leased by the institution. The users of computers either owned or leased by HCC have a diminished right of privacy and their expression or speech is limited to that of a nonpublic forum. Therefore, microcomputer system users are held accountable by the college for their actions including, but not limited to, their respect for the rights of other individuals that may be offended by the services and images retrieved on the Internet.

The college prohibits the creating, viewing, storing, transmitting, or publicly displaying of pornographic material (as defined by the U.S. Supreme Court), obscene, defaming, slanderous, harassing, or offensive data (including sound, video, text, and graphics data). Moreover, users may not download to or maintain unlawful material on college-owned or leased computer systems (*Urofsdy, et al. v. Gilmore* (4th Cir., 2000) or on privately owned computers used on the campus (*U.S. v. Simmons*, 206 F.3d 392 (4th Cir., 2000)).

HCC reserves the right to conduct electronic audits to enforce its policies, regulations, and procedures in the usage of the administrative systems, computer resources and network systems at Haywood Community College. Individuals who feel they have been harassed should report the incident to the Director of Technology.

V. VIOLATIONS: Any student who learns of a violation of these procedures must report it to a member of the college faculty or Technology Services staff as soon as possible. Violators of the computer usage procedures previously stated will be subject to one or more of the following disciplinary sanctions: admonition, temporary or permanent suspension of computer access privileges, or dismissal from the college as stated in the Student Handbook Section.

Testing

Location : Student Development Services, Student Center (1500 Bldg), upper level
Education and Career Development Office

Hours : Mon. Tues, Thurs. & Fri., 8:00 a.m. - 4:00 p.m. and Wed., 8:00 a.m. – 7:00 p.m.

Telephone : (828) 627-4504 FAX : (828) 627-4513

Address : 185 Freedlander Drive, Clyde, NC 28721

Online Services : www.haywood.edu

Email: www.nfranklin@haywood.edu

Coordinator of Education & Career Development Services/Counselor : Nicole Franklin

Assistant : Ginger Boyd

Placement Testing : The Accuplacer College Placement Test is offered in Student Development Services. The test consists of four sections and assesses a student's achievement level in sentence skills, reading comprehension, mathematics, and algebra. The Accuplacer test is not a timed test and it is administered on a computer.

If the scores place the student into developmental course work (courses numbered

below 100), the student must complete the developmental course work before enrolling in college-level English and/or math courses.

The Accuplacer test is given Mon.-Thurs. at 9:00 a.m., 1:00 p.m., and 4:00 p.m. Applicants must make an appointment to take Accuplacer and can do so by calling (828) 627-4503. There is no fee for the test. An on-line study guide is available on the HCC website. Tutoring is available to prepare for the placement tests in the Teaching and Learning Center and Adult Education Department.

Prerequisite Placement Testing : Students who wish to take BIO 168, or CHM 151 (primarily Nursing, Medical Assisting, and Veterinary Technology students) must take respective prerequisite placement test(s) or transfer these courses from other colleges with a grade of “C” or better. The biology and chemistry placement tests will be offered on Fri. mornings at 9:00 and 10:00 a.m. Students must make appointments for prerequisite testing and may do so by calling 627-4503. Students may take the prerequisite placement test only once therefore, students are encouraged to take their time and do their best.

General Information about Placement and Prerequisite Placement Testing :

If the scores place the student into developmental course work, the student must complete the developmental course work before enrolling in college level English, and/or math courses (courses numbered 100 or higher). If required, students must also complete BIO 094 and/or CHM 090 prior to enrolling in college levels courses.

Credits earned in developmental courses do not count toward the required number of semester hours for graduation. Accommodations for testing are available for students with disabilities. Contact the Coordinator of Counseling located in Student Development Services in advance if accommodations are required.

After testing, the student will meet with a member of the Student Development Services staff to discuss test results. If an applicant scores within the 75 percentile on the Accuplacer, one retest for each section will be permitted. After a two-week period of reviewing the basic skills for those sections, the student may request a retest. Applicants must make appointments to retest by calling (828) 627-4503.

Certification Testing Offered through Lasergrade

- LGP-LaserGrade Proctor Tests
- IDQ-International Dairy Queen Franchisee Assessment
- FAA-Federal Aviation Administration (excluding IAR Inspection Authorization)
- FCC-Federal Communications Commission
- AAF-American Association of Family and Consumer Sciences
- ACF-American Culinary Federation
- AHN-American Holistic Nurses' Certification Corp.
- BMA-Business Marketing Association
- BYC-American Boat and Yacht Council
- NTE-North American Technician Excellence
- CET-International Society of Electronic Technicians
- EDI-Design Management Group
- ELT-Elite CEU, Inc.
- FLB-Florida Association of Building Inspectors
- FSP-National Registry of Food Safety Professionals

HMR-HumRRO Human Resources Research Organization
IAP-Institute for the Advancement of Community Pharmacy
IMS-IMS Health
KYS-Kentucky State Tests
NHB-National Association of Home Builders
PAS-Pennsylvania State Tests
JMC-Jail Manager Certification Commission
LMZ-Lamaze International
LNA-Lymphology Association of North America
NCS-North Carolina State Exams
NIC-National-Interstate Council of State Boards of Cosmetology
NJS-New Jersey Professional Planners
NPA-National Parking Association
NPM-National Pest Management Association
NUC-Nuclear Medicine Technology Certification Board
NCR-National Cancer Registrars Association
NSM-National Academy of Sports Medicine
NAW-National Alliance of Wound Care
NGW-National Ground Water Association
ORN-National Certifying Board for Ophthalmic Registered Nurses
CMS-The Consortium of Multiple Sclerosis Centers
IAF-International Association of Firefighters
ITL-Inter-Tel University
RMT-Registry of Magnetic Resonance Imaging Technologists
SBC-International Code Council
SPC-Society of Permanent Cosmetic Professionals
VAS-Virginia State Exams
MAC-Commonwealth of Massachusetts, Division of Professional
WLI-Washington State Department of Labor and Industry
NSC-National Board of Nutrition Support Certification
MSS-National Association Medical Staff Services
AFI-Association of Finance & Insurance Professionals
HNC-HIV/AIDS Nursing Certification Board Exams
MPS-American Board of Multiple Specialties in Podiatry
NGA-National Glass Association
CBF-National Customer Brokers and Forwarders Association
CCH-CCHS-Independence University
GST-Game Institute
MLI-Montana Department of Labor and Industry
RTA-Refrigerating Engineers and Technicians Association
IFI-International Fabricare Institute
CIP-Council for Certification of IRB Professionals
RAC-Research Administrators Certification Council
NEN-National Emergency Number Association

CMA-Center for Case Management, Inc.
 NHI-National Association of Home Inspectors, Inc.
 NCT-NCATT
 AMF-Inacom Information Systems/American Family
 FRM-Form Systems Certification Board
 SPD-Certification Board For Sterile Processing and Distribution
 AIS-AIS Certification Board
 PCP-Purchasing Card Professionals Certification Council
 NBC-National Board for Certification of School Nurses, Inc.
 PLN-Professional Landcare Network
 ATS-The American Trauma Society's Registrar Certification
 NCC-National Assoc. of Alcoholism and Drug Abuse Counselors
 NMS-National Multiple Sclerosis Society

Tuition and Institutional Fees

Institutional Fees

Institutional Fees for Curriculum (Credit) and Continuing Education (Non-Credit) Programs: The following institutional fees are assessed when applicable. Audit students pay the same fees as students who enroll for credit. These fees are subject to change without prior notice upon approval by the College Administrative Council and Board of Trustees. The College reserves the right to assess new fees or increase or decrease charges as it may determine. The College will publicize any such changes when and if they occur.

ACLS (Advanced Cardiac Life Support) Card - \$3.50

Auto Body Shop Fee - \$35.00 per usage

Clay Firing Fee - \$0.25 per pound

Coke Fuel Fee - \$25.00 per semester

Cosmetology Usage Fee - \$5.00 per use

CPR Card - \$2.00

Graduation Fee - \$15.00

Graduation fee is for the diploma and cover and is payable during the semester the student expects to graduate. Candidates for graduation should contact Student Development Services to obtain an Application for Graduation. Check with the bookstore for cost of cap, gown, tassel, and postage if you wish the diploma to be mailed to you.

Parking/Distance Learning Fee - \$3.00 per semester

Pediatrics Advanced Life Support Card - \$3.50

Student Accident Insurance - \$1.30 (for curriculum students and may be required for some continuing education courses)

Student Activity Fee for curriculum students is charged as follows:

Fall and Spring Semesters

- Students carrying 12 or more credit hours - \$30.00 per semester
- Students carrying 6 to 11 credit hours – \$22.00 per semester
- Students carrying 1 to 5 credit hours - \$15.00 per semester

Summer Semester

- Students carrying 12 or more credit hours - \$5.00 per semester
- Students carrying 6 to 11 credit hours - \$4.00 per semester
- Students carrying 1 to 5 credit hours - \$3.00 per semester

Student Activity fees are to be used for the direct benefit of students. The Student Government Association assists with the budget development and submits to the Vice President of Student Services and the Administrative Council for approval. Student activity fees are nonrefundable.

Technology Fee

The Technology Fee is charged as follows:

- Students carrying 12 or more credit hours - \$16.00 per semester.
- Students carrying 6 to 11 credit hours - \$11.00 per semester.
- Students carrying 1 to 5 credit hours - \$6.00 per semester.
- Continuing Education Students - \$3.00 per computer class.

Other Fees

The following other fees are assessed when applicable. Audit students pay the same fees as students who enroll for credit. These fees are charged by outside agencies for services and/or materials and are subject to change without notice and upon approval by the Board of Trustees of HCC.

EMT-Wilderness Upgrade - \$200.00

EMT-Wilderness First Responder - \$200.00

EMT-Wilderness First Responder Recertification - \$75.00

Farmedic Course (textbook, certificate, patch) - \$25.00

HOAE - \$15

NCSBCAE Cosmetologist Examination - \$67

NCSBCAE Cosmetologist Teacher Examination - \$67

NCSBCAE Manicurist Examination - \$67

NCSBCAE Manicurist Teacher Examination - \$67

NCSBCAE Esthetician Examination - \$67

NCSBCAE Esthetician Teacher Examination - \$67

Malpractice Insurance Nurse Aide - \$16.00 per year

Malpractice Insurance Phlebotomy - \$16.00 per year

Malpractice Insurance Emergency Medical Services - \$44.00 per year

Malpractice Insurance Cosmetology - \$22.00 per year

Malpractice Insurance ADN Nursing - \$44.00 per year

Mosby Assess Test - \$43

NCLEX-RN licensing examination - \$300

Nursing Supplies - \$100.00

Nursing Assistant I Uniforms - \$30.00

Nursing Assistant II Uniforms - \$30.00

Nursing Uniforms - \$200.00

Nursing Photographs - \$35.00

- Phlebotomy Uniforms - \$30.00
- Swiftwater Rescue Certification - \$125.00
- Swiftwater Recertification - \$75.00

North Carolina Community College System requires a \$7.50 fee for the administration of the GED exam. This fee covers all testing for a five-year period (Per NCCCS Administrative Code).

Other Expenses : Costs for books and supplies vary by curriculum. Generally, books and supplies for a student will cost about \$551 per semester. Students pursuing degrees in Automotive, Auto Body, Cosmetic Arts, Machining, Nursing, Professional Crafts, should see the appropriate department regarding additional costs.

Obligation for Payment : Tuition and fees are payable in full on the following schedule:

- If you register during regular registration/advisement—Tuition is due the day before Late Registration begins
- If you register during late registration—Tuition is due the day before classes begin
- If you register after classes begin—Tuition is due the day you register

Tuition and fees may be paid by cash, check, money order, MasterCard or Visa credit or debit cards. Checks and money orders should be made payable to Haywood Community College.

Students receiving financial assistance from third party entities (such as vocational rehabilitation) must have formal authorization filed in the Business Office prior to registration.

A check given in payment of expenses that is returned by the bank results in indebtedness to the College and places the student's enrollment in jeopardy. All previously incurred expenses at the College must be paid before a student may register at the beginning of any semester. Degrees, diplomas, or certificates will not be granted nor will transcripts be furnished until all financial obligations to the College have been paid and cleared by the financial agent. Unpaid debts are turned over to a collection agency after a reasonable period is allowed for payment.

Refunds : A refund is issued under the following circumstances:

- A. A 100% refund of tuition and fees shall be made if the student officially drops prior to the first day of classes of the semester as noted in the college calendar. Also, if a course is cancelled by the college, a student is eligible for a 100% refund.
- B. A 75% refund of tuition only shall be made if the student officially drops from the course(s) prior to or on the official 10% point of the semester.
- C. For courses beginning at times other than the first week of the semester, a 100% refund of tuition and fees shall be made if the student officially drops from the course prior to the first class meeting. A 75% refund of tuition only shall be made if the student officially drops from the course prior to or on the 10% point of the course. For contact hour courses, 10 calendar days from the first day of the class(es) is the determination date for census.
- D. If a student, having paid the required tuition and fees for a semester, dies during that semester (prior to or on the last day of the semester the student was

attending), all tuition and fees for that semester may be refunded to the estate of the deceased.

To comply with applicable federal regulations regarding refunds to individuals or groups, federal regulations will supersede the state refund regulations.

Tuition refunds will be mailed to students; student fees are nonrefundable.

Tuition

Location : Cashier's Office, Student Center (1500 Bldg), upper level, back entrance
Business Office

Normal Hours : Mon.–Thur.: 8 a.m. to 7 p.m. Fri.: 8 a.m. to 4 p.m.

Extended hours during registration; posted in semester tabloid and online.

Telephone : (828) 565-4161

FAX : (828) 565-4169

Online services : www.haywood.edu

Email : twood@haywood.edu

Methods of Payment - Cashier's Office: cash, check, money order, credit/debit cards
(MasterCard, Visa, American Express, Discover)

Online - credit/debit cards

(MasterCard, Visa, American Express, Discover)

General Tuition for Curriculum Courses (Credit Courses) : Tuition rates for North Carolina Community Colleges are established by the State Board as set by the NC Legislature for curriculum students per semester for North Carolina residents and out-of-state students (per NCCCS Administrative Code). The tuition is collected by the individual colleges and remitted to the NC Community College System Office for reallocation through FTE funding the next year.

2008-2009 tuition for 16 semester credit hours or more is charged at the rate of:

- \$672.00 per semester for full-time in-state students
- \$3,732.80 per semester for full-time out-of-state students

Tuition and fees are subject to change based on NC legislation and local board action. See HCC website-www.haywood.edu-for current tuition and fees (under Current students & Prospective students links on the home page.)

(See *Residence Status in Admissions (Enrollment Management)* section).

Resident students carrying less than 16 credit hours are charged \$42.00 per semester hour and out-of-state students are charged \$233.30 per semester hour. The tuition rate for auditing courses is the same as for taking them for credit. Tuition rates are subject to change as mandated by the State of North Carolina Legislature.

Tuition for Curriculum Self-Supporting Courses in the Summer Semester :

Some of the curriculum courses in the summer semester are offered on a self-supporting basis. Tuition and fees for HCC self-supporting courses are charged at the in-state rate for all students regardless of residency status. Tuition waivers or exemptions do not apply to self-supporting courses. (See tuition waiver/exemption list in this section).

Tuition for Continuing Education Courses (Non-Credit Courses)

Tuition is based on the number of contact hours in the course as follows:

<i>Contact Hours</i>	<i>Cost</i>
0-10	\$50
11-30	\$55
31-100	\$60
101 or more	\$65

Tuition for Self-Supporting Continuing Education Courses : Continuing Education courses taught on a self-supporting basis are determined by a number of factors: instructional costs such as salary and instructional supplies and the number of contact hours in the class. Tuition exemptions/waivers do not apply for self-supporting courses. Tuition is charged at the same rate for in-state and out-of-state students for continuing education courses.

Tuition Exemptions (Waivers)

- *College Faculty and Staff Members*
Full-time college faculty and staff members are entitled to enroll in one Haywood Community College course per semester tuition-free, subject to admissions requirements. Institutional fees, however, must be paid. Other additional charges may be required for some courses.
- *High School Students*
Concurrent (Huskin's Bill) or dual enrolled high school students registered in curriculum courses do not pay tuition or institutional fees.
- *Senior Citizens*
Tuition for credit and non-credit courses is waived for legal residents of NC who have attained age sixty-five or over and present verification of age to the cashier unless the course is self-supporting. Institutional fees, however, must be paid. Other additional charges may be required for some courses.

Residency Status : See Admissions (Enrollment Management) section regarding policy on residency.

WorkKeys

WorkKeys is a job skills assessment system measuring real world skills that employers believe are critical to job success. The system is designed to certify students in workplace general skills such as: applied mathematics, reading for information, locating information or job specific skills.

For more information contact:

- Education and Career Development Office – (828) 627-4503 (general public)
- Adult Education Office – (828) 627-4648 (GED students, Adult High School students, Basic Skills students)
- Community Services Office – (828) 565-4243 (Industry needs)

SECTION IV : ADULT EDUCATION

General Information:

Location : Main office, Building 800

Multiple locations on and off campus (Main Campus in Clyde, Hazelwood, Maggie Valley, Central Methodist Church in Clyde and Canton)

AE Office Hours : Mon. – Fri., 8:00 a.m. – 4:00 p.m.

Telephone : (828) 627-4648 (Main office) FAX : (828) 627-4676

Address : 185 Freedlander Drive, Clyde, NC 28721

Online Services : www.haywood.edu - Preparation for GED testing is available online.

Coordinator : Deborah Gaddy

Assistant : Carol Niemann

Email : adulsted@haywood.edu

Adult Education : Adult Education programs teach basic academic and fundamental skills necessary for tomorrow's jobs: problem solving, negotiating, organizing, creative thinking, listening, and leadership. Adults who enroll in these courses do so for many reasons, such as completing a GED or Adult High School Diploma (AHS), learning how to read a job manual, building work skills, or helping children with homework.

Students may enroll in either day or evening courses throughout the semester at various locations. Traditionally, classes are small with students studying at their own pace. Courses are competency-based and there are no costs for tuition, books, or materials. Haywood Community College encourages students to remain in high school. However, for those applicants who have been unable to complete a high school education, the Adult Education Department provides an opportunity to earn a high school equivalency diploma (GED) or complete requirements for an Adult High School Diploma (AHS).

Adult Education programs include :

- Adult Basic Education (ABE) is designed for persons who would like to improve basic skills in reading, math, and language with an employment emphasis.
- Adult High School Diploma (AHS) program gives adults the opportunity to complete requirements to earn an actual high school diploma. Through careful evaluation of transcripts, interview, and acceptance procedures, adults will be able to determine the number of high school credits needed and work to complete the study for a diploma. This diploma is honored and accepted at colleges, universities, and by employers exactly as any other high school diploma earned across the nation.
- Compensatory Education (CED) is designed for developmentally disabled adults. Instruction is given to help developmentally disabled adults develop skills and abilities necessary to obtain employment and achieve self-sufficiency.
- Gateway Recovery Program provides an opportunity for students between the ages of 16 and 18 to recover credits and return to public school to graduate with their high school class.
- General Educational Development (GED) program is offered to help students prepare for the GED test — the nationally recognized certification of high

school equivalency. The GED (General Educational Development) diploma is a nationally accepted standard of high school completion that measures knowledge in writing skills, social studies, science, mathematics, and literature and the arts. An individual who makes passing scores in these five subject areas will receive a GED diploma. Individuals interested in the GED diploma will enroll and participate in GED classes. They will pass the GED pretests before taking the official GED tests. Classes are free and offered days and evenings at many sites throughout Haywood County. Graduation ceremonies are held each year in February (see the academic calendar in this catalog for a specific date).

The following are options for completing the GED:

- GED online program provides students an opportunity to prepare for the GED tests online. Students must come to the GED testing center at the Regional High Technology Center to take practice tests and actual exams approximately every two weeks.
- GED Express is a program offered to those students who qualify on the initial placement tests to participate in an accelerated preparation program in which the GED can be completed in 12 hours of class time.
 - English as a Second Language (ESL) classes are available for adults who want to learn the English language skills necessary to function effectively in an English-speaking environment.
 - WorkKeys is a job skills assessment system measuring real world skills that employers believe are critical to job success. The system is designed to certify students in workplace skills such as: applied mathematics, reading for information, locating information.
 - Workplace Literacy program develops partnerships between local community colleges and businesses to improve basic skills and job efficiency of workers.
 - Work skills are offered to accommodate adults who have family and work responsibilities. Classes run year-round with open enrollment. Instruction is given in math, reading, and communication skills with a focus on the workplace environment. Students work at their own pace with the assistance of a class instructor. All classes and materials are free.

How to Enroll in Adult Education Programs : Students may enroll in Adult Education classes by attending orientation sessions offered once weekly.

GED/AHS or Gateway Recovery programs

1. Orientation is held every Mon. at 12 to 3 p.m. and at 4 to 8 p.m. except on holidays posted in the academic calendar in this catalog.
2. Location for orientation and registration: Building 800 on the Main Campus
3. Location of GED/AHS classes day and evening
 - a. Building 800 on the Main Campus, Clyde
 - b. Job Link Annex (Dayco Center), Hazelwood
 - c. Baptist Relief Center, Clyde
4. Call Adult Education at (828) 627-4643 to register for orientation.

5. Orientation session includes an overview of class offerings and placement testing in reading and math.
6. Applicants must also complete a screening interview with the Coordinator of Adult Education. These interviews are held each Weds. on an appointment basis after completing orientation. Applicants must present an official copy of their high school transcript (in sealed envelope) to the Coordinator. If the applicant is a minor, a parent or guardian must be present for the interview.
7. Tuition is free. However, the first sitting for the official GED exam costs \$7.50 (NC state administration fee) which covers testing for a five year period. If at the end of five years the student has not passed all sections of the GED test, the entire testing process would need to be repeated.

ESL (English as a Second Language)

1. Call (828) 627-4643 to register for orientation and classes in ESL
Adult Education, Habilidades basicos para adultos
2. Location for orientation and registration: Building 800 on the Main Campus
3. Day and Evening classes are available at the
 - a. Main Campus Building 800
 - b. Clyde Central United Methodist Church
 - c. Latino Center in Maggie Valley
4. Tuition is free

Other Adult Education Programs : Call the Adult Education Office, (828) 627-4643, on the Main Campus in Clyde to inquire about registering for other programs listed.

Adult Education Enrollment for Minors : An applicant who is between the ages of 16 or 17 years of age may be admitted to the Adult Education Program provided:

1. The applicant has left the public schools no less than six calendar months prior to the last day of regular registration of the semester.
2. The applicant is supported by a notarized petition of the applicant's parent, legal guardian, or other person or agency having legal custody and control. The petition must certify the place of residence and date of birth of the applicant, the parental or other appropriate legal relationship of the petitioner to the applicant, and the date on which the applicant left the public schools. Note: All or any part of the six-month waiting period may be waived by the superintendent of public schools of the administrative unit in which the applicant resides.
3. Applicants must also complete a screening interview with the parent or guardian present and with the Coordinator of Adult Education. These interviews are held each Weds. on an appointment basis after completing orientation.

Upon enrolling in Adult Education programs, students agree to adhere to the HCC Student Code of Conduct as stated in this catalog. The Coordinator of Adult Education administers disciplinary action under the supervision of the Vice President of Student Development Services for Adult Education students.

Community and Economic Development (Continuing Education)

Location : Multiple locations on and off campus, see tabloids and online course listing

Hours : Mon. – Fri., 8:00 a.m. – 4:00 p.m.

Telephone : (828) 627-4669

Address : 185 Freedlander Drive, Clyde, NC 28721

Email : klewis@haywood.edu

Online Services : www.haywood.edu

Location of courses : Posted in tabloid and online

Where to register : Student Center, One Stop Shop, (1500 bldg), upper level, back entrance
(registration and payment)

Telephone : (828) 627-4500

Online Services : www.haywood.edu

Director : Dr. Laura Leatherwood

Assistant : Kathy Lewis

Coordinator of Community Education : Rinda Green – (828) 565-4243

Coordinator of Public Safety & Fire Training : Dee Parton – (828) 627-4548

Coordinator of Health and Emergency Services : Terri Taylor – (828) 627-4617

Haywood Community College is the primary center for both training the area's workforce and for providing direct assistance to small business development. HCC is also a partner with other organizations leading economic development efforts. The college is involved with the Haywood County Economic Development Commission, the Haywood County Chamber of Commerce and the WNC Advanced Machining Center project, efforts which are designed to attract new industry to the area, retain existing industry and build an environment that fosters economic growth and prosperity.

The Community and Economic Development division includes the following training areas: Small Business Center, Health & Emergency Services, Public Safety, Occupational Extension, Computer Training, Online Training, Community Services, Business & Industry Training, and all Workforce Development efforts and special projects. Please see the extended list of programs below. The list below is only a partial of list of offerings. Training options are unlimited and can be designed to meet the needs of the employer.

Small Business Center

The Small Business Center offers counseling and resources to small business owners as well as workshops in which people participate. Examples of the workshops are as follows:

- Choosing the Legal Structure for Your Business
- Introduction to Biotechnology
- Government Opportunities and You
- Business Plan Basics
- What Your Business is Worth and Why You Should Always Know
- How To Compete with (And Beat) Retail Giants
- Tax Requirements for a Small Business
- How To Communicate With Hispanic Employees
- So You Think You Want to Serve Food?

- Protecting Your Business
- Best Businesses to Start Right Now
- Understanding Financial Statements for the NonAccountant
- Internet Marketing
- Growing Your Business
- Branding Your Products and Services
- Small Business Loans: The Basics
- EBay Your Way to Success
- Supervising a Growing Business
- Becoming a Better Leader

Business and Industry Training

For over 40 years, HCC has been offering a non-credit alternative to citizens as they build or quantify their work-related skills. Currently, we offer a wide range of support -- from plumbing certification to management level courses to Maintenance Technician.

Business & Industry provides:

- Professional development
- Corporate training
- Manufacturing training
- Workplace Violence
- Programmable Logic Controllers
- Safety & Environmental
- Customer Service
- Strategic Planning
- Recertification Classes

Ask about our customized employee training at your location.

Occupational Continuing Education: While start-up training assistance is significant, ongoing training support in North Carolina is truly unique. Once a business or manufacturing site is operational, the community college continues to serve as a training partner. North Carolina's community colleges offer state-subsidized, low-cost training in more than 1,500 categories, available at a community college or the company's work site.

Preparing People for Work: Occupational skill training courses are designed for the specific purposes of training and individual for new employment opportunities, upgrading skills to meet new and changing job requirements and providing training which is necessary to meet certification, recertification or continuing education requirements.

Workforce Training: Courses are offered in all occupations and vary in length according to the complexity of the skill and the need of the employee or employer. Most occupational skill training courses are developed and taught on request from a group or an employer. Courses are designed to be offered at a time and place convenient to the employee and/or employer.

New and Expanding Industry Training: NEIT is available to assist a company creating twelve or more new jobs, or a new company locating in Haywood County. A customized training program will be developed in cooperation with an employer to aid in preparing potential workers for skilled positions.

Additional assistance can be provided through selection and training of instructors, payment of instructor salaries, suitable space for a temporary training facility, installation cost of equipment in a temporary facility, and some assumption of the cost of non-salvageable materials expended in the training program.

Focused Industrial Training: The FIT program is designed to meet specific training needs which involve high cost and/or low enrollment training. Individual employees or small employee groups in manufacturing can be provided with training that would normally not be available. An important use of Focused Industrial Training is to meet the needs of employees as new technologies arise in their skilled trade areas.

Customized Training: The unique training needs of the businesses, industries, and agencies in Haywood County can be met through customized training opportunities at Haywood Community College. Working with an organization, we will develop a training program that addresses the specific skills and competencies desired for development of the class participants. Organizations can take advantage of training in areas such as leadership skills, customer service, workplace skills, problem solving, time management, and quality processes. Class schedules and session locations can be arranged to meet the operational demands of the organization.

Golden LEAF Advanced Machining Center

The HCC Advanced Machining Center is located at the Regional High Technology Center and was funded by a grant from The Golden LEAF Foundation. The Center is a state-of-the-art education and training center for advanced metal forming, machining up to and including 5-axis contours, computer aided design (CAD), manufacturing (CAM) and engineering (CAE).

The Advanced Machining Center is affiliated with the North Carolina Aerospace Alliance, an association of independent companies, academic institutions, not-for-profit organizations and Department of Defense agencies. The Aerospace Alliance was established to identify opportunities for government/industry partnership to improve readiness and reduce the cost of aging aircraft weapon system ownership. The center offerings include:

- Applications in CNC Machining
- CNC EDM Machining
- Advanced Five Axis Machining
- Customized New & Expanding Industry Training
- Customized Worker Training and Certification
- Reverse Engineering
- Train-the Trainer
- Advanced Machining Equipment Maintenance and Operations
- Injection Molding
- CAD/CAM/CAE
- Regional Training and Indoctrination for High School Machining Programs
- Assistance for Aerospace Company Qualification for Approved Aircraft Parts

Health & Emergency Services

Haywood Community College offers certification and upgrade courses for rescue and emergency services personnel. The following specialized training programs are some of the courses currently being offered or can be developed for a requesting agency.

- Emergency Medical Services
- First Aid
- First Responder
- Emergency Medical Technician
- EMT Intermediate
- EMT Paramedic
- Advanced Cardiac Life Support
- Basic Trauma Life Support
- Medication Aide
- Medical Terminology
- Nurse Aide I
- Nurse Aide II
- Phlebotomy
- Pediatric Advanced Life Support

Public Safety & Law Enforcement

Public Safety & Law Enforcement Training at HCC encompasses all public safety disciplines, NC Department of Insurance Firefighter Certification, and BLET Training and continuing education requirements.

- Fire Department Orientation
- Fire Alarms Communications
- Fire Behavior
- Portable Fire Extinguishers
- Personal Protective Equipment
- Forcible Entry
- Ventilation
- Ropes
- Ladders
- Fire Hose, Streams & Appliances
- Fire Control
- Salvage
- Overhaul
- Emergency Medical Care
- Rescue
- Building Construction
- Foam Fire Streams
- Water Supplies
- Sprinklers
- Response to Hazardous Materials Operations
- Fire Prevention, Education & Cause
- Incident Planning
- Search
- Helicopter Transport
- Victim Management
- Inspection & Maintenance
- Vehicle & Machinery Rescue
- Vehicle & Machinery Rescue – Equipment
- Vehicle & Machinery Rescue – Extrication
- Hazardous Materials Awareness & Terrorism
- Hazardous Materials Operations & Terrorism
- Hazardous Materials Awareness, Operations & Terrorism
- Vehicle & Machinery Rescue – Incident Planning
- Basic Law Enforcement Training

Computer Training

- Keyboarding
- Programming for Computer Games
- Basic PC Windows
- Intro to PhotoShop
- Intermediate Web Page Design
- Accounting Principles for Quickbooks Users
- Spreadsheets w/Excel
- Creating Presentations w/PowerPoint
- Creating Documents w/Word
- Becoming an eBay Seller
- Office 2007
- Intro to Computers in Spanish
- Architectural AutoCAD
- Intro to Computers w/Windows XP
- Intro to Web Page Design
- Quickbooks Pro
- Creating & Managing Databases
- Internet and Outlook
- Word Processing Short Course
- Internet Security
- Establishing an eBay Online Store
- Introduction to Computers in Vista

Community Education

- Beginning Drawing
- Beginning Watercolor
- Basket Weaving
- Cabinetmaking
- Lets Get Cooking
- Decorative Painting
- Fly Fishing
- Fly Tying
- Floral Design
- Calligraphy
- Hiking
- Notary Public
- Biblical Truths
- Quilting
- Sewing
- Sign Language
- Spanish
- Taxidermy
- Upholstery Pillows
- Upholstery Furniture
- Woodcarving

Occupational Extension

- Building Contractors Class
- Plumbing
- Gas Code Update
- Cabinet Making
- Building Code Update
- Waste Water Collection
- Auto Dealer's CE
- Auto Safety Inspection
- OBD Emissions
- OBD Recertification
- Retail Floral Design
- Small Engine Repair
- Tanning Bed Certification
- Spanish (all levels)
- Speed Spanish
- Grammar
- Effective Business Writing
- Adm Assistant Fundamentals
- Become a Veterinary Asst
- Correcting Oral and Written Errors
- Leadership
- Secrets to Career Success
- Grant Writing
- Grant Proposals
- Advanced Grant Writing
- Introduction to Nonprofit Mgt
- Marketing Your Nonprofit
- Business Planning & Entrepreneurial Courses
- Accounting
- Solving the Classroom Discipline Problems
- The Classroom Computer
- Guiding Kids on the Internet
- The Creative Classroom
- Workplace Spanish for the workplace environment