

Information About Haywood Community College

Mission

Approved July 10, 2007

As an open-door community-based institution, Haywood Community College strives to meet the educational and job training needs of diverse populations with varying backgrounds, goals, interests, abilities, and resources. The College provides accessible educational, training, entrepreneurial, cultural, and social opportunities that focus on current trends and foster the development of the individuals and communities it serves. Learners engage in experiential activities that join the worlds of work and learning and develop problem solving, leadership, critical thinking, and enterprise abilities.

The College fulfills its mission through the following objectives that provide:

- quality postsecondary and continuing education;
 - occupational education that develops and enhances students' employability and career advancement;
 - a two-year course of study, which may serve as the first two years of a baccalaureate program;
 - distance learning and flexible program opportunities for learner accessibility;
 - academic support to students requiring basic reading, English, and math skills;
 - continuing and adult education programs meeting community needs and interests, particularly job training and retraining, small business development, adult basic skills, cultural enrichment, and personal growth;
 - individual counseling, career guidance, and job placement services;
 - technological support for all educational programs and services to enhance learners' abilities to access, evaluate, organize, and use information from a variety of sources;
- and*
- collaborative initiatives with K-12, colleges and universities, business, industry, government, and other organizations to promote lifelong learning and enhance workforce, economic, and community development.

Vision

Advancing our Community through Education
and Leadership

Core Values

- Student Enrichment
- Community Advocacy
- Shared Leadership
- Excellence

Accreditation and Recognition

Haywood Community College is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools (SACS) to award associate degrees, diplomas, and certificates. SACS Information: 1866 Southern Lane, Decatur, GA 30033-4097; phone: (404)-679-4501; fax: (404)-679-4558; web address: www.sacscoc.org.

Inquiries to the Commission should relate only to the accreditation status of the institution.

The College meets U.S. Department of Education standards necessary to qualify students for a variety of federal financial aid programs for students including the Pell Grant. Under federal law the College is authorized to enroll non-immigrant alien students.

College Wide Goals

1. Foster College and External Relationships

Goal 1 Objectives

1. Practice shared leadership
2. Openly communicate on all levels
3. Create opportunities for collaboration

2. Engage Students, Employees and the Community

Goal 2 Objectives

1. Provide programs and services that mirror current and projected social, economic, academic, and professional expectations
2. Create opportunities for excellence through innovation and the removal of barriers

3. Shape the Future

Goal 3 Objectives

1. Position the college as a regional leader in creativity, entrepreneurship, and technology
2. Practice, teach and collaborate with community partners to model sustainability

Adopted by College Employees in July 2009

General Competencies

Collaboration

Collaboration is the process of working cooperatively to achieve the needs of a group or team.

The Student will:

- Respect group members' individual viewpoints and roles.
- Develop group ideas, goals, and consensus.
- Meet deadlines and goals responsively.

Communication

Communication is the ability to comprehend and communicate through various forms of media.

The Student will:

- Communicate, verbally and nonverbally, in relation to his/her course of study.
- Communicate with a diverse audience.
- Use appropriate mediums for communication.
- Use appropriate grammar, spelling, style, and mechanics.

Critical Thinking/ Problem Solving

Critical thinking is the process of analyzing and evaluating issues and ideas, identifying good and bad reasoning, and constructing creative and sustainable solutions to problems, in a variety of settings.

The Student will:

- Raise vital questions and issues.
- Gather and evaluate information from a variety of sources.
- Compare and contrast different points of view.
- Develop well-reasoned, creative conclusions and solutions.

Governance

Haywood Community College, the only institution of higher education in Haywood County, is part of the North Carolina Community College System (NCCCS). The NCCCS, the third largest community college system in the country, is made up of 58 institutions across the State serving more than 800,000 students.

The NCCCS is the primary agency for job training, literacy, and adult education in the State. Committed to quality, convenient learning opportunities based on individual and community needs, it provides the State with a well-trained workforce that meets the needs of employers and helps to attract new and expanding industry. The System offers a wide range of accessible, low-cost programs for any adult who wants to learn.

The State Board of Community Colleges, a 21-member body appointed by the Governor and General Assembly, has the authority to adopt and administer all policies, regulations, and standards it deems necessary to operate the System. At the local level, each of the colleges operates under a board of trustees.

The Board is composed of a minimum of twelve citizens

from the service area in which the college is located. The president or chairman of the student body serves as an ex officio member. Local board members are appointed for staggered four-year terms. Four members each are elected by the local school board and the board of commissioners of the administrative area of the institution. Four members are appointed by the Governor. The board of trustees sets local policy. The local board elects and the State Board approves selection of each college's president. The president operates the college within state policies and policies adopted by the local trustees. Administrative decisions, such as employment of faculty members, are made by the president. All personnel employed at the colleges are employees of the college and not of the State of North Carolina.

College History

Haywood Community College opened in August 1965 as Haywood Industrial Education Center with one curriculum program and 39 students. Today, HCC offers over 50 curricular programs to over 3,300 students. Approximately 4,100 more students attend classes through its continuing education division, including adult basic education, GED preparation, occupational courses, and community service programs.

In 1973 the College was first accredited by the Southern Association of Colleges & Schools Commission on Colleges (SACS COC).

In 1975 the Haywood Community College Foundation was founded to aid, strengthen, and further the work and service of Haywood Community College.

The HCC Board of Trustees approved the start of the campus arboretum in October 1977 and John Palmer was appointed as the founding director in November.

In 1986, the College opened its Regional High Technology Center. This was the first advanced technology center of its kind in the state of North Carolina. It has provided services to over 50,000 people and over 100 companies. Today, RHTC serves Western North Carolina by providing high technology training and by promoting the growth of regional industry.

The 1991 donation of a 320-acre tract of forest land to the HCC Foundation by Raymond and Bernice Fowler, known as the Raymond J. Fowler Conservancy and Teaching Forest, enabled the College to have a teaching forest for its natural resources program.

The John T. and Catherine R. Beaty Natural Resources Classroom, a 54-acre tract of forestland donated to the HCC Foundation by Catherine Beaty in memory of her late husband John, opened in 2002.

In 2009, HCC acquired a 328 acre tract of land located at Balsam Gap through a generous gift from the Conservation Fund. As a natural extension of protected forest land the Balsam Gap property serves as a teaching environmental laboratory for HCC's Natural Resources programs.

Scrapbooks chronicling the complete history of the College (1965–present) are maintained in the college library.

Haywood Community College Foundation

Created in 1975, under the North Carolina Non-Profit Corporation Act, Haywood Community College Foundation exists to aid, strengthen, and further the work and service of Haywood Community College (HCC). It assists the college to secure the necessary and timely financial support unavailable through its traditional public funding source.

In order to fulfill its mission, the HCC Foundation engages in friend-raising and fund-raising activities to secure contributions from individuals and organizations. The HCC Foundation is a 501(c)(3) organization through which tax deductible gifts may be made to benefit HCC. Contributions to the Foundation are tax deductible as provided by state and federal laws.

Every gift to the Foundation, no matter how large or small, is gratefully accepted and deeply appreciated, because each gift represents the donor's expressed goodwill toward the college. Gifts are used in many ways including the following:

- Scholarships
- Work study programs
- Special needs students
- Student experiential learning opportunities
- Student transportation
- Mini-grants for staff & faculty
- Staff and faculty professional
- College promotions and marketing development
- Technology enhancements
- And many more . . .

Giving to the Foundation is an investment that contributes to the success of students. For additional information about making a gift to HCC Foundation, contact HCC Foundation, 185 Freedlander Drive, Clyde, NC 28721; telephone (828) 627-4544.

Regional High Technology Center

The Regional High Technology Center, founded in 1986 by Joseph H. Nannery, President of Haywood Community College, 1977 - 1989, is nationally recognized as an advanced technology center. The first of its kind in North Carolina, the Center was an early adopter of technologies such as lasers, robotics, and rapid prototyping.

The Center:

- Delivers hands-on Associate Degree level technology programs.
- Serves as a regional educational facility with meeting space, computer labs, and technical support.
- Is a strong partner in regional economic development with Advantage West, the Haywood Economic Development Commission and the Haywood Chamber of Commerce.

Academic Advisement

Certificate, Diploma and Degree Seeking Students

All curriculum students declaring a major in certificate, diploma, or associate degree programs are assigned an academic advisor. Students in a declared major are required to obtain advisor approval of courses before registering. Registration/advisement periods are posted in the academic calendar. All returning students should register early and pay or complete financial aid during this period so as to stay on schedule to graduate.

Advisors are the college's legal agent for overseeing the academic progress of curriculum students. In order to graduate on time, students must complete the designated courses at the time of year they are offered. Advisors maintain a file for each student with their academic progress. Students who do not know their assigned advisor should call the academic department secretary or Student Success Services. To access information online, students must have their Colleague (CIS) ID number to develop a login and password. Students are assigned a CIS ID number upon applying. It is sent to students in their acceptance letter. Students may also get their ID number from their advisor or Student Success Services. Student ID badges must be worn at all times.

Non-Degree Seeking Students or Continuing Education

Students : Non-degree seeking and continuing education students should go to the Student Center for one-stop advisement, admissions, registration, payment, and books.

Technical Standards for Programs of Study

Please check with the academic advisor prior to enrolling to review specific technical standards based on job requirements for the program of study. HCC reserves the right to implement technical standards to protect the safety and health of all students and any clients/patients served in clinics, labs, and shops, and further, to prepare students for employment in the program of study.

If a student believes that he or she cannot meet one or more of the technical standards without accommodations or modifications, the college must determine, on an individual basis, whether or not the necessary accommodations or modifications can be reasonably made.

Haywood Community College is committed to providing equal educational opportunities for students with documented disabilities. The college complies with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990 which stipulate that no student shall be denied the benefits of an education "solely by reason of a handicap." Disabilities covered by law include, but are not limited to, learning disabilities, psychological disabilities, and hearing, sight or mobility impairments.

Students with a disability are encouraged to disclose their disability to the ADA Counselor. Reasonable accommodations can be provided after the submission of appropriate

documentation. Please contact the ADA Counselor in Student Success Services for more information, call (828) 627-4504.

Academic Curriculum Procedures

Academic Forgiveness: Academic progress is an important part of any student's academic record. Academic forgiveness will ensure that a student is not penalized for course work and grades earned in a different life stage.

A student who wishes to receive academic forgiveness must make the request in writing to the Director of Enrollment Management. The student must meet the following requirements:

1. Have been absent from HCC for three years. The three years begins at the ending date of the last semester grades were recorded.
2. Be currently enrolled at HCC.
3. Have successfully completed 12 semester hours upon return.
4. Have a current GPA of 2.0 or higher.

The Director of Enrollment Management is responsible for reviewing the request and making appropriate changes to the academic transcript. All courses and grades are reflected on the transcript, but courses with grades of "D", "F", and "WF" are excluded from the cumulative GPA. A student may request academic forgiveness only once.

Academic Honesty: Students have the responsibility for conducting themselves in such a manner to avoid any suspicion that they are improperly giving or receiving aid on any assignment or examination. Such academic dishonesty not only includes cheating but also plagiarism (taking another's ideas and/or words and presenting them as if they were your own). Cutting and pasting from the Internet into a paper without proper documentation is considered plagiarism and is easily identified with technology tools. The HCC faculty strongly encourages students to submit work that meets the highest ethical standards.

In cases of suspected academic dishonesty, faculty will present a "charge form" to the Executive Director of Student Success Services and submit any evidence of academic dishonesty for further investigation and recommendation for appropriate action. Upon reviewing the case, the Executive Director of Student Success Services may impose one or more of the following sanctions:

1. Academic probation; and/or
2. Reduction of credit or grade for the assignment or the course.
3. Suspension or expulsion from the College.

See the Student Code of Conduct for more information.

Attendance: Regularity of attendance is necessary for students to derive maximum benefit from a course and to maintain a satisfactory academic record. Students should confer with their instructors before anticipated absences or immediately after unavoidable absences. Assigned work must be made up at the discretion of the instructor. Students absent

from classes due to participation in college-sponsored groups may make up tests, quizzes, and other missed assignments in a reasonable time without grade penalty. Ultimately, each student bears the responsibility to be aware of, and to comply with, attendance and punctuality requirements.

Each instructional division may have an attendance policy for that division, subject to the approval of the Vice President of Academic and Workforce Development, that allows for tardiness and fewer absences if division faculty so determine. It is the responsibility of division faculty to ensure that students are made aware of the minimum attendance regulations for courses offered in that division. In any event, faculty members should state the specific attendance requirements for their course in their plan or syllabus and provide that in writing to students at the beginning of the semester.

• **Attendance in an On-Site Course:** Students registered in an on-site course are expected to be in regular attendance beginning with the first scheduled class session. Faculty report to the Financial Aid Office students registered for a course but who do not attend any classes before the 10% census date, as "No Show" students. This impacts any financial aid awards (per federal guidelines).

Students who do not attend at least one class in a course on or before the 10% census date forfeit their registration in the course as well as tuition paid for the course. They will have a grade of "NS" recorded for the course. Their reinstatement will be made only under the most unusual circumstances. Reinstatement requires the recommendation of their instructor, the consent of the division chair, and the approval of the Vice President of Academic and Workforce Development.

Students who miss fifteen percent (15%) or more of the total possible time for a course for any reason, before the "Last day to withdraw from a course" as set forth in the Academic Calendar, will receive a grade of "W" for the course provided they officially withdraw from the course by completing a Registration Change Notice form. Students who do not officially withdraw from the course will receive a "WF" for the course. Students who withdraw after the "Last day to withdraw from a course" will receive a "WF" for the course and that grade will be counted in the student's GPA. Students have the right to appeal any grades given due to lack of attendance.

Faculty members are responsible for administering the attendance rules for their respective courses, for excusing absences, for determining how missed work should be made up, and for assessing grade penalties. An instructor may drop a student from a course whenever the instructor concludes that a student's class attendance or punctuality endangers the student's success or places other students at risk.

• **Attendance in an On-Line Course:** Students registered in an online course must complete at least one assignment in the course before the 10% census date. To complete

this assignment, students should follow the guidelines for logging-on as set forth on the HCC Distance Learning website. To access the website, go to www.haywood.edu, select Distance Learning, and then follow the login instructions. Faculty report to the Financial Aid Office students registered for a course, but who do not complete this assignment before the 10% census date as “No Show” students. This impacts any financial aid awards (per federal guidelines).

Students who fail to complete this assignment before the 10% census date forfeit their registration in the online course as well as tuition paid for the course and they receive a grade of “NS” for it. As in the case of a traditional course, their reinstatement will be made only under the most unusual circumstances. Reinstatement requires the recommendation of the instructor of the course, the consent of the division chair, and the approval of the Vice President of Academic and Workforce Development Services.

Students who fall behind in an online course and have not completed fifteen percent (15%) or more of the total assignments and other required activities for a course, on or before the “Last day to withdraw from a course” as set forth in the Academic Calendar, will receive a grade of “W” for the course provided they officially withdraw from the course by completing a Registration Change Notice form or by contacting the instructor. Students who do not officially withdraw from the course will receive a “WF” for the course. Students who withdraw after the “Last day to withdraw from a course” will receive a “WF” for the course and that grade will be counted in the student’s GPA. Students have the right to appeal any grades given due to lack of attendance.

• **Attendance in Other Courses:** Students enrolled in a telecourse, hybrid course (a combination of on-line and traditional course), practicum, internship co-op, or any other curriculum course, are to regularly participate. Refer to the instructor of the course and the course syllabus for specific details. In any event, the “No Show” rules and the 10% census date rules apply for all courses offered by the College, although they have to be made to fit the circumstances of the specific course.

• **Class Absence for Religious Observance:** Students may be excused from class two days during the academic year for observance of religious events. Students missing class may make up class work for such absences provided the following criteria are met:

1. Students must notify instructors of classes to be missed and the Vice President of Academic and Workforce Development in writing two weeks before the absence is to occur. Written request should include student contact information, course(s) to be missed, date(s) of absence and name of religious observance.
2. Students must contact their instructor at least one week in advance of the absence to arrange for make up of missed work.

Course Substitution: Under extenuating circumstances, course substitutions may be approved to fulfill graduation requirements provided the substitution is appropriate to the student’s program and a comparable course(s) is offered. Extenuating circumstances may include academic and/or physical limitations, unresolved scheduling conflicts, or if a course is no longer offered. Requests for course substitution must be approved by the division chairperson and the Vice President of Academic and Workforce Development. If course substitution is granted, the Director of Enrollment Management is notified with the Course Substitution Form. For Veterans purposes, no more than two course substitutions per program may be granted without approval from the Department of Veterans Affairs.

Grades: At the end of each term, faculty members are responsible for reporting grades for each course to the Enrollment Management Office. Students can access their unofficial transcripts and grades on-line by logging into Haywired (go to www.haywood.edu).

Grading System: Grades are given with the following significance:

<i>Grade</i>	<i>Significance</i>	
<i>Quality Points</i>		
A	Outstanding	4
B	Above Average	3
C	Average	2
D	Poor	1
F	Fail	0
I	Incomplete	
<i>(not computed in GPA, see section on Incomplete Grades)</i>		
AU	Audit	0
<i>(not computed in GPA)</i>		
W	Official Withdrawal	0
<i>(not computed in GPA)</i>		
WF	Withdrawal Failing	0
<i>(computed in GPA)</i>		
CE	Credit by Exam	0
<i>(not computed in GPA)</i>		
NS	Never Attended Class	0
<i>(not computed in GPA)</i>		
P	Satisfactory Completion of course given on pass/fail option	0
<i>(not computed in GPA)</i>		
CT	Continuation-student must register and pay fees next semester (for developmental courses only; students cannot earn a letter grade of D, F or WF in a developmental course). If a student attends classes until the end of the semester but is not successful (making an A, B, or C), the student will receive a letter grade of CT; if the student withdraws or stops attending prior to the end of the semester, the student will receive a letter grade of ‘W’.	0
NR	Not Reported by Instructor	0

(not computed in GPA)

Note: Grades earned in Developmental courses are not computed in the student's GPA.

- Computing A Grade Point Average:** Haywood Community College reports grades in letter and grade point average. The total number of quality points earned for each course is computed by multiplying the number of credit hours per course by the quality point value of the grade earned (A=4, B=3, C=2, D=1, F=0). The grade point average (GPA) is then computed by dividing the total number of quality points earned by the total number of credit hours taken. For example :

ENG 111	A (4)	x3	12
MAT 115	B (3)	x4	12
CHM 151	C (2)	x4	8
HOR 152	D (1)	x1	1
PSY 150	B (3)	x3	9
Total		15	42
42 earned points divided by 15 credit hours equals 2.8 GPA			

Grade Corrections: Grades for completed work may not be changed after they have been reported to the Enrollment Management Office unless it is discovered that an error has been made. The faculty member must report the error immediately using a Change of Grade Request form.

Graduation Requirements & Procedures: In order to graduate with a diploma, certificate, or degree, students must meet the following minimum requirements:

- Complete the course requirements of a College approved certificate, diploma, or associate degree program with a minimum 2.00 grade point average for the courses within the prescribed curriculum. The approved certificate, diploma, or associate degree program defines the graduate's major.
- Be recommended by the chairperson of the division.
- Fulfill all financial obligations to the College.
- Complete an Application for Graduation (this must be on file at least 45 days before instruction ends during the semester in which a student plans to graduate).
- Submit completed Application for Graduation (signed by Advisor & Division Chair) to HCC's Bookstore. Pay the current fee for the diploma and any other graduation expenses.
- Transfer students must complete a minimum of 25% of their semester credit hours of coursework at Haywood

Community College before becoming eligible for graduation.

Graduation Program: Graduation exercises are held at the end of the spring semester for all students who are candidates for degrees, diplomas or certificates. The student's presence at graduation is expected. Students should make an application for graduation at the beginning of the semester in which the student plans to graduate. Formal completion of all coursework, as certified by the academic division, earns the student the right to have his or her name on the graduation program. Payment for the diploma entitles the student to receive the diploma either at the ceremony or at any such time the student contacts the Enrollment Management Office after the ceremony. Participation in the formal ceremony requires that the student first meet the above requirements, obtain academic regalia (available in the bookstore), and notify the Enrollment Management Office of his/her plans to participate no less than ten working days prior to graduation. Formal program format and procedure deemed necessary for conducting a suitable program will be up to the discretion of Haywood Community College.

Graduation with Honors: The College designates students receiving an associate degree or diploma with a 3.50 and above cumulative grade point average as honor graduates as follows: Cum Laude (with praise), 3.50-3.69; Magna Cum Laude (with high praise), 3.70- 3.89; Summa Cum Laude, (with highest praise), 3.90-4.00. During their final semester, the Director of Enrollment Management will rank the candidates for associate's degrees or diplomas according to their program cumulative grade point ratio for the previous semesters of work. Each cumulative GPA shall be rounded to three decimal places. Recognition of honor graduates is by a designation in the graduation program, by an announcement at the calling of their name during the ceremony, and in the privilege of wearing a white cord signifying this tribute.

Graduation Marshals: Each year academic divisions select outstanding freshmen to serve as graduation marshals. The selection criteria are primarily, but not limited to, grade point average. Graduation marshals assist with the graduation ceremony each spring and are recognized in the graduation program.

Orientation: All new students declaring a major in an academic program of study (certificate, diploma, or associate degree) are required to participate in an orientation session. Distance Learners may meet this requirement online (www.haywood.edu). Additional new student information is also available online.

The orientation program is designed to provide the student with an overview of the College, services provided, College life, student activities, the Student Code of Conduct, and academic procedures and information. Orientation is held prior to the first day of each class of each registration period,

during the first week of class for those who register late, or online in the fall and spring. Materials are provided for reference and information.

The catalog and student handbook (now combined) provides information for all students in all programs of the college. Note the dates posted for new student orientation in the academic calendar: during the late registration period for fall, spring, and summer, and once after classes have begun each semester. Distance learning students may complete orientation online at www.haywood.edu. Please call Student Success Services for more information, (828) 627-4500.

Each curriculum student is assigned an advisor who assists the student in planning a schedule to meet their educational needs and advises them concerning any problem that may arise. Students are encouraged to visit their advisors periodically during the semester and are required to meet with their advisors during advisement/registration periods.

Scholastic Requirements:

Dean's List : Students shall be placed on the Dean's List if they are currently enrolled for 12 or more credit hours and have obtained a current semester grade point average (GPA) of 3.50 or above, with no grade of NS, W, WF, CE, I, or AU making up the 12 credit hours.

Academic Probation: Any student who has a cumulative grade point average of less than 2.00 shall be placed on academic probation. A letter stating the student's academic probation status will be mailed at the end of the semester. Students on probation status must always be aware that a 2.00 GPA in their academic program is necessary for graduation. It is the responsibility of the student to be aware of their academic status and to raise their active grade point in their current program to the required 2.00 GPA necessary for graduation. Veterans and eligible dependents will not receive educational benefits for more than two consecutive semesters while on academic probation for their current curriculum.

The following conditions must be adhered to by students placed on academic probation:

1. Students will be required to develop, in cooperation with their academic adviser, a plan of corrective action. Both the student and the academic adviser must sign this plan.
2. Students must present a signed plan of corrective action form to the Director of Enrollment Management when they register. (STUDENTS ON ACADEMIC PROBATION ARE NOT ALLOWED TO REGISTER UNTIL SEMESTER GRADES ARE POSTED.)

Those students who earn a minimum 2.00 GPA on courses taken during their probation semester will continue to be on academic probation. Students will be removed from academic probation and considered to be in good standing when their cumulative GPA reaches or exceeds 2.00.

Academic Suspension: Students enrolled in any semester on academic probation will be required to earn a minimum GPA of 2.00 for the probation semester to avoid academic suspension. Students who do not earn a 2.00 GPA or greater

during their probation semester will be required to meet with a counselor in Student Success Services division before registering for another semester. During this conference, the counselor and student, in consultation with the student's academic adviser and/or division chairperson, will determine that one of the following actions is required:

1. Continue with normal academic load.
2. Reduce academic load.
3. Either "1" or "2" and participate in academic assistance in the form of tutoring available at the Teaching and Learning Center, repeating courses with deficient grades, or other appropriate resources.
4. Enroll in developmental or preparatory courses of study.
5. Transfer to another program of study.
6. Academic suspension of one semester.

Subsequent suspensions could result in the student not being readmitted again.

Right to Appeal Probation or Suspension: Students have the right to appeal a decision made regarding their academic status as a result of their being placed on academic probation or suspension. In such cases, students may appeal as outlined in section VII (Student Grievance Procedure) of the Student's Rights, Responsibilities, and Judicial Procedures Policy. Contact the Executive Director of Student Success Services for assistance.

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.

Bookstore

The College Bookstore is located on the upper level of the Student Center (back entrance) and operates both day and evening. The hours vary depending upon the demand at certain times throughout the semester but are always posted outside the bookstore entrance. Bookstore hours are extended during registration and are published each semester with registration information and posted online. In addition to textbooks, the College bookstore provides supplemental course supplies needed by students, as well as snacks, wearing apparel, cards, and other items.

Quick Tips

- Save your receipt for all exchanges or refunds
- Return books/supplies in the same condition purchased
- Do not write or mark in any book until you are certain you will use it
- Label or mark your books
- Defective books will be replaced

Book Refunds in Store/On-line: Books purchased at the beginning of a semester may be returned within fifteen (15) calendar days from the first day of the fall and spring semester; seven (7) days summer semester or abbreviated semesters. Students must have receipts and book(s) must be in same condition as purchased. A refund for distance learning students is the same as above. Students will pay shipping unless the refund is due to an error on our part.

Book Buy Back: Books are bought back by the bookstore during final exam week of each semester. Dates are posted. The value of the book(s) is determined by condition and demand. Books bought for re-sale on our campus have more value than those bought for wholesalers. No workbooks are bought back. The Bookstore also buys for wholesalers year round except during registration.

Purchase of Books in Store or On-Line: Students need to be registered before purchasing textbooks. Books can be purchased with MasterCard, Visa, cash, check, financial aid or sponsorships. There is a time-frame set for using financial aid and sponsorships.

Class Rings & Graduation Announcements, Nursing Pins & Diploma Frames: Class rings can now be ordered online at www.herfjones.com/college/haywood_ Students are eligible to order a ring when they have completed 35 semester hours credit in an associate degree program, or 19 semester hours in a diploma program.

Campus Security

Haywood Community College Campus Security Department's mission is to provide the safest educational environment possible for all faculty, staff, students, and visitors at all HCC locations. Security officers are trained professionals certified by the State of North Carolina Private Protective Service under N.C.G.S. 74C. Officers have the responsibility to enforce all college rules, regulations, and safety policies and work closely with local law enforcement to enforce state and federal laws.

Emergency Call Boxes: Haywood Community College has placed security phones (solar powered phones in blue boxes mounted on poles) in the following locations:

- 200 Building parking lot
- Upper parking lot behind the Student Center near the steps leading to Cosmetology

Violations: Campus Security Officers issue tickets for the following violations (\$5.00 fine for each offense): (Violations are not limited to these infractions.)

Occupying more than one parking space

Failure to display current decal
Parking in lane of traffic

Blocking building entrances
Obstructing sidewalk

Double parking
Parking in restricted lot or zone

Parking in reserved space
Parking on grass

Parking within 15 feet of a fire hydrant
Parking against flow of traffic

Protruding into lane of traffic
Parking in visitor or handicapped space

Reckless driving
Blocking loading zone

Driving in excess of posted speed limits
Parking on shoulder or road

Registration for courses or release of transcripts will be blocked until tickets have been paid.

Parking lots are designated by signs and individual spaces are color coded:

White outlined spaces = students & employees

Yellow outlined spaces = faculty

Handicapped spaces are marked with D.O.T. approved signs and are enforced by law enforcement as well as Haywood Community College Security. A handicapped parking violation issued by law enforcement can cost up to \$250.00 and requires a court appearance.

Access to Haywood Community College facilities is open to students and the general public Monday-Friday 6:00 a.m. until midnight; Saturday 8:00 a.m. until 5:00 p.m.; and Sunday on an as needed basis as approved by the President. Supervision by College employees is required for student access to College facilities during normal operating hours.

While on college premises, all persons are expected and required to obey all federal, state, and local laws and ordinances, as well as College procedures governing appropriate conduct as determined by the College. Persons in violation of the above will be subject to any action deemed appropriate by the responsible authority.

HCC employees and students participating in off-campus (college sponsored) activities need to report criminal incidents to the local law enforcement agency having jurisdiction, and inform Campus Security as soon as possible after the incident. Any violations of the HCC Student Code of Conduct must also be reported.

Known and suspected violations of federal and state laws and other emergencies should be reported to Campus Security for action. Campus Security supports the Executive Director of Student Success Services in the enforcement and investigation of violations of the HCC Student Code of Conduct. Please review this code in the catalog. Upon enrolling at HCC, students agree to abide by the HCC Student Code of Conduct.

Haywood Community College strongly supports state and federal laws concerning sexual assault and sexual harassment. Any violation or complaint should be made immediately to Campus Security or to the Executive Director of Student Success Services. Victims are entitled to all services of HCC and available county services. These instructions are posted on bulletin boards across campus. Crime statistics are gathered from Campus Security logs and incident documentation and reported annually in this section,

Registered Sex Offenders: Recent developments in legislation and disclosure of public information regarding sex offenders require that the college inform you of potential threats.

The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act requires institutions of higher education to issue a statement advising the campus community where law enforcement agency information provided by a State concerning registered sex offenders may be obtained.

The following web site is the North Carolina Sex Offender & Public Protection Registry: <http://sbi.jus.state.nc.us/DOJHAHT/SOR/Default.htm>

The North Carolina State Bureau of Investigation has set up a searchable web site with information on all registered sex offenders in this state. This site may be accessed from any campus computer. The site is located at www.doc.state.nc.us/offenders/.

As required by the Campus Security Act, the following statistics are provided for your information.

Crime Statistics

Offense Reported	2007	2008	2009
Murder	0	0	0
Rape	0	0	0
Robbery	0	0	0

Aggravated Assault	1	1	0
Burglary	0	0	0
Motor Vehicle Theft	0	0	0
Arrests or referrals initiated for the following;			
Liquor Law Violations	0	0	0
Drug Law Violations	0	0	0
Weapons Possession	0	0	0

The following are offenses reported at off campus locations near or adjacent to HCC, to include the jurisdiction of the Haywood County Sheriff's Office.

Offense Reported	2007	2008	2009
Murder	0	0	0
Rape	0	0	0
Robbery	0	0	0
Aggravated Assault	0	0	0
Burglary	0	0	0
Motor Vehicle Theft	0	0	0

Arrests or referrals initiated for the following;

Liquor Law Violations	0	0	0
Drug Law Violations	0	0	0
Weapons Violations	0	1	0

Annual Campus Security Report

1. The Annual Campus Security Report in its entirety pursuant to Public Law 668.46 is available on the HCC Website : www.haywood.edu
2. Each currently enrolled student is made aware of this information through notice provided at the time of application. Each prospective student is made aware of this information at the time of inquiry. The notice includes the following information:
 - a. Brief summary of the report
 - b. Website where report is found : www.haywood.edu
 - c. Upon request, individuals may request a paper copy at the HCC Campus Security Office in Building 1500.
3. Anyone who requests information about employment at the College receives information about the availability of this report in an individual notice.

Daily Crime Log

1. The most recent 60 day crime log is available for public inspection during normal business hours.
2. Any portion of the crime log older than 60 days may be available within 2 business days upon request for public inspection.

Drug and Alcohol Prevention Information pursuant to Public Law 101-226 is

1. Found in the Handbook section of this catalog, beginning on page 57.
2. Is shared with students at orientation, a required event for all new students declaring a major, either face to face or online, and in the catalog/handbook

- given to each student.
3. Provided to current students upon registration (found on the back of paper registration forms.)

Campus Tour (Individual Tours or Group Tours)

The best way to learn about a place is to see it for yourself. Come Check Us Out! Haywood Community College encourages prospective students and parents to come explore our campus and talk with our staff and faculty. Campus tours are given upon request; however, we suggest that you schedule a specific time for a campus tour so we can provide you with the most opportunities possible.

To schedule a campus tour:

- Call Education & Career Development Services (ECDS) at (828) 627-4503 or toll free within North Carolina at 1-866-GO-TO-HCC
- Email : prospects.tour@haywood.edu. Fill out our online visit request form at www.haywood.edu/visiting_campus

Campus tours, which are walking tours, generally take about 90 minutes. Tours begin in the Student Success Services division, and you will need to park behind the 1500 building and meet with an Education & Career Development Services (ECDS) counselor.

Walk-ins are welcome during regular business hours Monday-Thursday 8:00 a.m. to 7:00 p.m. and on Fridays 8:00 a.m. – 4:00 p.m. However, if you would like to schedule an appointment and a campus tour, please contact ECDS at (828)-627-4503 or complete our online request form. Please wear comfortable shoes and we welcome parents to attend.

After you submit the campus visit online request form, we will email you a confirmation of your visit and a link to our campus map, directions/parking information to the college or if you prefer, we can mail you this information.

Group Campus Tours

High school guidance counselors or teachers: Please let us know if you have a group of 10 or more students that would like to visit the campus, contact (828)-627-4503 or complete our online request form. We prefer to have advanced notice for group tours so that we notify the appropriate faculty/staff.

After you submit the campus tour online request form, we will email you a confirmation of your visit and a link to our campus map, directions/parking information to the college or if you prefer, we can mail you this information.

Visit the Campus From Your Home

We recommend a personal campus tour, but distance may be a factor and you may not be able to visit our campus. Check us out through our DVD to see our campus and the academic

programs. You may request a DVD by filling out our online information request form.

Career Services

Career Counseling
Career Inventory
Myers Briggs Type Inventory
WorkKeys CRC (Career Readiness Certification)
Bridges, and Career Scope, Career Key Assessments

HCC provides free career planning services through the office of Career Services located in Student Success Services. These services are designed to assist students who are undecided about career plans. The center offers a variety of resources to assist individuals who are at any stage of the career planning process. Career counseling and various assessment tools in both print and computerized formats are used to help individuals explore personal interests, abilities, personalities and work values in evaluating appropriate career choices. Further information is available with regard to labor market information and job search skills.

Counselors are available both by appointment or walk-ins are encouraged to call the office prior to visiting the office to ensure that a counselor will be available.

Child Care Services

Child care services are available on campus to students, employees, and the general public. Call the Regional Center for the Advancement of Children at (828)-565-4187 for information on availability and cost. HCC may be able to help students pay for child care services. Contact the Financial Aid Office for more information.

Consumer Information

Prospective and currently enrolled students receive a direct individual notice (via U.S. mail, campus mail or directly to an e-mail address) about the availability of consumer information. The notice is sufficiently detailed to allow students to understand the nature of the disclosures and make an informed decision whether to request the full reports. All of this information is available on the HCC Website www.haywood.edu.

In summary, consumer information is provided in at least one of the following methods:

1. This publication (catalog/handbook, hardcopy and posted online at www.haywood.edu); which serves as a notice of information to potential and current students as each student receives a copy of this publication.
2. Information is sent (either by US Mail, campus mail, or email address) individually to all potential students, currently enrolled students and current employees.
3. Handouts are distributed at student orientation and faculty/staff meetings.

For current students the following information is provided :

Availability of

1. Information on financial assistance available to students enrolled in the school (catalog/handbook hardcopy or our website). (Student Success Services, Student Center)
2. Information on the school (catalog/handbook hardcopy or our website). (Student Success Services, Student Center)
3. Institution’s completion or graduation rate, and if applicable it’s transfer out rate by July 1 of each year is available upon request to Research Office.
4. Information about Student’s Rights under FERPA (catalog/handbook hardcopy or our website). (Student Success Services, Student Center)
5. Annual Campus Security Report (Jeanne Clery Disclosure Campus Security Policy and Campus Crime Statistics) as of October 1 of each year (Campus Security Office). A summary is provided in this catalog/handbook under Campus Security Section.

For potential employees, direct individual notice is provided upon inquiry about the annual campus security report. Current employees receive this information annually per email.

Performance Measures

In response to a special provision of the NC General Assembly, 23 NCAC 2E.0205(b), the State Board of Community Colleges approved, in 1999, twelve performance measures and standards to enhance accountability in North Carolina community colleges. In the 2007 Session, the North Carolina General Assembly approved modifications to the North Carolina Performance Measures as adopted by the State Board of Community Colleges on March 6, 2007. As a result, the number of performance measures was reduced to eight (8). The results for 2008-2009, as shown in the NC Community College System’s 2010 Critical Success Factors are listed here:

Measure	Standard	System Average	HCC
Progress of Basic Skills Students	75%	84%	81%
Passing Rates on Licensure/Certification Exams	80% (aggregate)	86%	86%
Performance of College Transfer Students	83%	85%	78%
Passing Rates in Developmental courses	75%	80%	84%

Success Rate of Developmental students in college-level courses	80%	87%	85%
Student satisfaction of Completer and non completer	90%	96%	96%
Curriculum Student Retention, graduation & transfer	65%	72%	68%
Business/Industry Satisfaction w/ services provided	90%	94%	93%

Cooperative Education

Cooperative Education at HCC is a structured educational program designed to help students clarify, test and validate career goals through work experience. Its purpose is to successfully place students with employers to encourage professional growth and allow development of job skills directly related to and coordinated with their chosen field of study.

Program Outcomes:

- Students perform tasks related to their academic or career goals.
- Students gain knowledge and experience from skilled mentors.
- Students receive academic credit for their work experience.
- Students provide definable benefits to employers.
- Students improve employability skills, i.e. in resume writing, job interviews, personal appearance.

Student Outcomes:

Academic: ability to integrate classroom theory with workplace practice, technical knowledge through use of state-of-the-art equipment, clarity about academic goals, academic motivation

Professional: workplace competencies, understanding of workplace culture, responsible work habits, clarity about career goals, professional network, after graduation employment opportunities.

Personal: lifelong learning skills, job readiness, maturity, determination of strengths & weaknesses, earnings to defray college expenses.

Cooperative Education (Co-Op) is available as a technical elective in most curriculum programs offered at HCC. Students will receive academic credit, and often times pay, as well as work experience in their field of study. Students must

have a GPA at HCC of 2.0 or higher and have accomplished at least 9 hours of core credits toward graduation.

Students should meet with the Co-Op Coordinator before registering for a Co-Op course. Students registered for Co-Op courses must attend the Co-Op Orientation at the beginning of each semester, or complete the orientation session online. Students must complete goals and objectives in the Co-Op Handbook with their employer prior to the 10% point of the semester and turn it in to the Co-Op Coordinator or the student will be dropped from the class. Students must complete and turn in the Co-Op Handbook with academic advisor and employer signatures by the last day of instruction in order to receive credit and a grade for the course.

Students may enroll in the following Co-Op Courses as recommended by their academic advisor:

- COE 111 10 contact hours weekly and 1 semester credit hour
- COE 112 20 contact hours weekly and 2 semester credit hours
- COE 113 30 contact hours weekly and 3 semester credit hours
- COE 121 10 contact hours weekly and 1 semester credit hour

The Co-Op program provides an excellent opportunity for students to not only gain valuable experience in their chosen career, but possibly receive a post graduation job offer from their Co-Op employer. Contact the Education and Career Development Specialist or Emma Dechant for more information in the Education and Career Development Office in the Student Center at (828) 627-4500. or edechant@haywood.edu.

Counseling Services

General Counseling: Confidential counseling services are provided to all students on an on-going basis. Counseling services are available to assist students with academic and personal counseling to support their learning experiences.

These services include study skills and habits, test-taking tips, test anxiety management, stress management, goal setting, time management, and adjusting to college. With student permission, confidential referral services are used to meet personal needs such as alcohol/substance abuse, family violence, and health problems. A counselor is available by appointment and on a drop in basis.

Disability Services: Services for students with disabilities are available at Haywood Community College through the Counseling Office. The college complies with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990 which stipulate that no student shall be denied the benefits of an education “solely by reason of a disability.” Disabilities covered by law include, but are not limited to, learning disabilities, psychological disabilities, and hearing, sight or mobility impairments.

Services for qualified students are designed to provide

support for and access to the same educational experience available to other students. Students with disabilities are expected to meet the same academic standards as other students. The disability support counselor offers numerous services to assist students in reaching their academic goals. Assistance may include counseling, tutorial services, assistive technology, interpreters, extended time for testing and testing in a separate setting.

Disclosure of a disability must be initiated by the student, as noted on all HCC course syllabi. At the college level, it is also the student’s responsibility to contact the counselor and provide required documentation. Recent professional medical/psychological documentation from a qualified professional specifying the disability and recommended accommodations is required. It is the student’s responsibility to contact the counselor prior to each semester to discuss/review required accommodations. Students are responsible for submitting the Accommodations Request Form and discussing his/her accommodations with each of his/her instructors.

Most accommodations require a minimum of two weeks notice to implement. Some can take longer, therefore students should contact the counselor as soon as possible.

All information is kept strictly confidential with the exceptions required by law which include disclosure of current child abuse/neglect or a resolute decision to commit suicide or harm others.

Developmental Education

Mission Statement: Developmental Education provides academic instruction, support, and resources -- in biology, chemistry, English, math, and reading-- to prepare students for success in college-level curriculum courses.

Developmental Education: Developmental Education is a multi-faceted academic support system for students; the intent is to generate student success in key academic arenas and to prepare students for future success in college-level courses. The program works to achieve student success through four approaches. 1) In developmental-level courses in English, math, reading, biology, and chemistry, students garner the basic skills they need to begin curriculum courses at Haywood Community College. At the time of application, students take a placement test (Accuplacer) to determine if developmental courses are required before enrollment in college-level biology, chemistry, English, and math. (See Admissions Procedure for Curriculum Credit Programs for more details.) As determined by the student’s scores, each student is placed in the appropriate course or courses. 2) In addition to course offerings, Developmental Education provides academic support through laboratory offerings in grammar, writing, math, and science. These labs, in conjunction with the Teaching and Learning Center (TLC), are staffed by students and on a volunteer basis by faculty and provide assistance for students with academic need. 3) Besides courses and labs, Developmental Education also provides resources for both students and faculty.

Supplemental resource materials are available for students in the Teaching and Learning Center and on the college website. Resource materials are also available for faculty in the on-site Developmental Education library, a collection of books and other resources, as well as online through the Developmental Education website. 4) The fourth approach to achieving student success is providing additional instruction to students and professional development for faculty. For students, Developmental Education (cooperatively with the TLC) provides workshops in grammar, math, and study skills to increase student potential for success. For faculty, workshops on teaching methods provide additional resources to take back to the classroom.

Haywood Community College provides the following developmental courses (see Course Descriptions for further details on these courses.):

BIO 094 Concepts of Human Biology, CHM 090 Chemistry Concepts, ENG 080 Writing Foundations, ENG 090 Composition Strategies, RED 090 Improved College Reading, MAT 060 Essential Mathematics, MAT 070 Introductory Algebra, and MAT 080 Intermediate Algebra.

Distance Learning

Haywood Community College strives to offer educational opportunities to students who require flexible schedules. HCC offers a variety of certificate, diploma and degree programs through distance learning (DL). Distance learning allows students who cannot come to campus regularly to complete their courses through online delivery. The HCC distance learning program provides students with structured access to, and interaction with faculty members via telecommunications which allows students to set their own schedule and work independently. Students acquire information through viewing, listening, reading, thinking, writing activities and interacting with other distance students. Students demonstrate synthesis and application by completing a variety of assignments and projects.

HCC also offers courses that are taught primarily online but that require some time on campus--usually to complete lab work. These courses are referred to as hybrid courses. Additionally, some courses are offered through video cassette or television (telecourses) and some courses are offered through teleconferencing using the Video Conference Room (room 221). Students register for DL courses and receive the same course credit for DL courses as traditional courses.

The Distance Learning Office provides students and faculty with technical assistance for online, hybrid courses, and teleconferencing. The DL Office seeks to ensure high quality distance courses by providing Help Desk services to students, by continually assessing the quality of distance courses, and by providing distance learning training and related services to faculty. Students should contact the DL Office for support in the use of Moodle. Questions pertaining to a specific course should be addressed to the course instructor, but students may also contact the DL Office if they are unable to reach an online instructor or have other questions.

Access to Online Services for Distance Learners and Other Students

Haywood Community College online services for distance learning students or other students who cannot meet face to face are provided through the HCC Web site: www.haywood.edu. This Web site is referenced under each section of the academic and student support services listed in the catalog: **“Online Services: www.haywood.edu.”**

The following options are provided under current and potential students link from the home page of HCC’s Web site listed above. In addition, once a student is admitted, they have access to HCC’s Haywired portal (link from the HCC Web site Home Page), providing access to information online, such as grades, schedules, unofficial transcripts, etc. A step by step process on how to access services online is provided on each of the Web sites listed below. All services are offered online:

Academic Advisement

www.haywood.edu/academic_advising

Academic Counseling

www.haywood.edu/academic_counseling

Career Services

www.haywood.edu/about/career_services

Cooperative Education

www.haywood.edu/cooperative_education

Counseling (Personal, Special Needs)

www.haywood.edu/counseling_and_disability_services

Developmental Education

www.haywood.edu/about/developmental_education

Distance Learning

www.haywood.edu/for/distance_learning

www.haywood.edu/about/distance_learning_enrollment

Education and Career Development

www.haywood.edu/education_and_career_development

Enrollment Management/Admissions/Registration/Records

www.haywood.edu/about/enrollment_management

Financial Aid

www.haywood.edu/about/financial_aid

Job Placement

www.haywood.edu/about/job_placement

Programs of Study

www.haywood.edu/programs_of_study

Teaching and Learning Center/Tutoring

www.haywood.edu/teaching_and_learning_center

Testing: Placement Testing; Certification Testing

www.haywood.edu/about/testing

Education and Career Development Office

Counselors can advise students on any of the following services:

- Academic Counseling for enrollment into curriculum, continuing education, or adult education programs
- Career Counseling
- Counseling (general, personal, and special needs/ADA)
- Cooperative Education
- Job Placement
- Residency Counseling
- Student Activities
- Student Government Association
- Testing (placement testing, certification testing, and WorkKeys)

Enrollment Overview

Online registration is available for continuing students by logging into Haywired.

Haywood Community College operates under the open door policy established by the North Carolina Community College System. Haywood Community College is committed to the equality of educational opportunities and does not discriminate against applicants based on race, color, national origin, religion, sex, age, disability, affiliation or belief. Any person who is at least 18 years of age and a high school graduate or the equivalent, may be accepted by the College. The College reserves the right to refuse admission to any applicant during any period of time that a student is suspended or expelled from another college or educational entity due to non-academic disciplinary reasons.

High school students may also enroll in selected courses in accordance with the policies and procedures adopted by the State of North Carolina General Assembly, the State Board of Community Colleges, and the State Board of Education: (a) students in grades 9 – 12 through Concurrent Enrollment (Huskin’s Bill), (b) students age 16 years or older through Dual Enrollment, (c) students in grades 9 – 13 through Haywood Early College, or (d) intellectually gifted and mature students under 16 years of age.

By applying for admission, applicants agree to observe all rules and regulations, policies and procedures of Haywood Community College and the HCC Student Code of Conduct. All documentation submitted by applicants must be accurate to the best of their knowledge. Inaccurate and/or misleading information may be grounds for denial of admission/enrollment or dismissal.

Admission to the College does not guarantee immediate acceptance to the curriculum program desired by the

applicant. Admission to certain programs may have additional specific entrance requirements. Students may have to complete Basic Skills or developmental level courses before being accepted into their desired academic curriculum program.

The Director of Enrollment Management administers all admissions requirements and enforces all college admission policies, and procedures.

Enrollment Procedure for Continuing Education (Non-credit) Programs

- Complete a Continuing Education Enrollment Form available in Student Success Services in the Student Center.
- Submit the form to Enrollment Management staff to complete the registration process.
- Pay tuition, institutional fees, and purchase books in the Student Center.

Enrollment Procedure for Curriculum Credit Programs Diploma and Associate Degree Programs (Degree-seeking Curriculum Students)

- Submit a completed application for enrollment form, written or on-line to the Enrollment Management Office. The on-line application for enrollment is available at www.haywood.edu.
- Send an official high school transcript or official GED scores from a regionally accredited institution to the Enrollment Management Office (by mail or electronic transfer for current NC high school students). These transcripts must include the date the diploma was awarded, the type of diploma, and have the official seal of the school. It must be mailed or electronically transferred from the issuing school or agency. Current applicants who are high school seniors should submit a transcript showing work through the end of the first semester of the senior year. A final official transcript must then be submitted upon high school graduation and before enrollment to be fully accepted. If the original copy is written in a language other than English, then a certified copy of an English translation and evaluation is required. The College does not provide translation services for these applicants; therefore, applicants may contact the World Education Services (International Academic Credential Evaluation) website at www.wes.org for information.
- Complete the Haywood Community College placement test (Accuplacer) to determine if developmental courses are required before enrollment into college level math or English. The Accuplacer Test is administered by the College and is a Computerized Placement Test (CPT). (See Testing section for more details). If you place into developmental English or math, these courses should be completed during the first two semesters of enrollment if at all possible. If a student places below the “cut score”

on a placement test in reading, he/she must complete training in the College's Basic Skills Program before entering a diploma or an associate degree program.

OR Placement testing requirements may be waived in ONE of the following ways:

- Test scores may be transferred from other accredited colleges: Accuplacer, Compass and Asset (See Testing section for more details),
- Reflect scores of 500 or higher on each section (Critical Reading and Math) of the SAT,
- Reflect a composite score of 21 or higher on the ACT,
- Submit official transcripts reflecting successful completion of college-level English or mathematics/algebra credits with a grade of "C" or better on each.

Additional Enrollment Requirements:

- A pre-requisite placement test is required before enrollment in BIO 163, BIO 168, and CHM 151.
- A departmental interview is required for the following programs: Cosmetology, Therapeutic Massage, and Professional Crafts-Clay, Fiber, Jewelry, and Wood.
- Additional admission requirements for Nursing applicants are listed in the Academic Program of Study.

Transfer Credit: Students seeking transfer credit must complete Haywood Community College's general admissions requirements, and submit official transcripts to the Enrollment Management Office. Post-secondary institutions must be regionally accredited and transcript(s) must bear the official seal of the institution. Academic department chairs must approve all courses transferred and send approval to the Director of Enrollment Management prior to the end of the first semester of enrollment.

Change of Major (Program of Study): Currently enrolled students desiring to change their major should first contact their faculty advisor. Formal change must be cleared through the Director of Enrollment Management by completing a Change of Curriculum Application. In addition, veterans must also be approved for change through the Veteran's Office in Student Success Services and/or the Veteran's Administration. A new academic advisor will be assigned for the new major.

Enrollment Procedure for Certificate Programs: Submit a completed Application for Enrollment form, written or on-line to the Enrollment Management Office. The on-line application for enrollment is available at www.haywood.edu.

Students who change from certificate programs to diploma or associate degree programs must complete the additional requirements for admission to those programs (listed under admission requirements for diploma and associate degree programs). A departmental interview is required for the following certificate programs: Esthetics Technology and Manicuring/Nail Technology.

Enrollment as a Non-Degree Seeking Curriculum Student

- Submit a completed Application for Enrollment form, written or on-line to the Enrollment Management Office. The on-line application for enrollment is available at www.haywood.edu.
- Placement testing or a waiver is required before enrolling in English or math courses.
- Prerequisites must be met before enrolling in those courses requiring pre-requisites.
- If transfer credits or placement scores will be used to waive the HCC placement test or a pre-requisite, official transcripts from a regionally accredited institution must be received before registering for the course (our operating system will block registration).

Non-degree seeking students are those students who enroll in one or more courses but do not desire to graduate from one of the established curricula. The student may register for any course which is open to all students and does not require a prerequisite. However, if you plan to register for a course that requires a prerequisite course, you must submit an official transcript from a regionally accredited institution showing completion of this requirement with a grade of "C" or better prior to registering. An applicant who plans to enroll in mathematics and/or English courses must satisfactorily complete the College placement test requirement as for degree or diploma programs. Please check our current catalog to review the prerequisite(s). Students may not register for courses in a program that has a waiting list or restricted admission (such as nursing).

Non-degree seeking students are not eligible for financial aid or veterans benefits nor are they permitted to earn any degree, diploma, or certificate awarded by the college. Students seeking to change to a degree-seeking status must complete a Change of Curriculum form for enrollment and follow the admission procedure for the diploma, associate degree, or certificate.

Enrollment of High School Students (non-degree seeking)

The College provides opportunities for high school students to get a head start with their college education by enrolling in courses through the following programs: Haywood Early College, Intellectually Gifted and Mature Program, or the Advanced College Track Programs (Dual Enrollment, Concurrent Enrollment, and Tech Prep). Enrollment in identified courses are available to students enrolled in public and private schools (including home schools) through articulation agreements between the school system and HCC, and approved by the North Carolina Community College System Office. Students may secure additional information about enrolling in these programs at the College web-site: www.haywood.edu. Students must submit a completed Application for Enrollment form, hardcopy or on-line, to the Enrollment Management Office. The on-line application for enrollment is available at www.haywood.edu.

• **Concurrent Enrollment Program (Huskin’s Bill Courses):** Haywood Community College offers high school students college enrollment opportunities under the concurrent enrollment program (legislated by the Huskin’s Bill and stated in NC Community College System (NCCCS) Administrative Code 23 NCAC 2C.0305). High school students attending public or non-public high schools may enroll in approved courses through articulation agreements between the school systems and HCC and approved by the North Carolina Community College System. HCC offers college level courses at the high schools in Haywood County and on-campus courses through the Concurrent Enrollment Program. These courses are open only to high school students, unless the course is on campus and is identified as “open” to all students. Those students who make a grade of “D” or higher on these courses will receive college credit at HCC. Students must make a grade of “C” or higher to transfer the course to another higher education institution.

- Students must complete an HCC admissions/registration combined form.
- Students are eligible to enroll as early as the ninth grade.
- Selection of students is made by the Haywood County Public Schools or other secondary education institution.
- Students may not enroll in any traditional course with the following prefix: ACA, ANT, ARA, ART, ASL, CHI, COM, DAN, DRA, ECO, ENG, FRE, GEO, GER, HIS, HUM, ITA, JPN, LAT, MUS, PED, PHI, POL, POR, PSY, REL, RUS, SOC and SPA.
- Students may advanced technical and vocational courses not available in the LEA.-
- Students may not enroll in developmental courses (course numbered below 100, indicating pre-college level).
- Students must obtain a student ID in the bookstore if taking courses on the HCC campus.
The cost for tuition and fees is waived for students concurrently enrolled per the NC General Statutes and NCCCS Administrative Code. Textbooks are furnished by the secondary school system.

• **Dual Enrollment Program:** High school students are permitted to enroll in college level courses for enrichment and college credit through the dual enrollment program at HCC as legislated by the NC General Assembly and as stated in the NCCCS Administrative Code 23 NCAC 2C.0305. To be enrolled as a dual enrollment student, the following provisions must be met:

- Submit an HCC application for enrollment, with the parent or legal guardian’s signature if the student is under the age of 18 years old.
- The student must complete a dual enrollment form that must be signed by the high school principal and the college’s designee. The dual enrollment form is available in the Enrollment Management Office or online at www.haywood.edu.

- In order to ensure that information can flow as needed between the student’s high school, parents or legal guardians, and the appropriate College personnel, it is necessary for the student to obtain the signatures required on the dual enrollment form.
- The student must be at least 16 years of age before classes begin, enrolled at least one-half time (three high school courses or the equivalent) at his or her high school, and be making appropriate progress toward high school graduation as determined by his or her high school principal.
- Before enrolling in a college level math course, a student must meet ONE of the following requirements:
 - Complete the arithmetic and algebra sections of the placement test (Accuplacer) with acceptable scores or
 - Provide official SAT scores of 500 or higher mathematics section or
 - Provide official ACT composite score of 21 or higher.
- Students must successfully complete any prerequisite requirements for course(s) as required before enrolling in courses.
- Students may not enroll in any traditional course with the following prefix: ACA, ANT, ARA, ART, ASL, CHI, COM, DAN, DRA, ECO, ENG, FRE, GEO, GER, HIS, HUM, ITA, JPN, LAT, MUS, PED, PHI, POL, POR, PSY, REL, RUS, SOC and SPA.
- Students may not enroll in developmental courses (course numbered below 100, indicating pre-college level).
- Tuition is waived for dual enrollment students; however, students must purchase their own textbooks and supplies.
- Students must obtain a student ID in the bookstore.

Financial Assistance Information: Included in this catalog/handbook or contact Financial Aid Office located in Student Center

Graduation Rate and Transfer Out Rate: Upon request to the Research Office (Frazell Administration Building 100), students may receive information regarding the graduation rate of students for the college or by student major. These data are part of the North Carolina Community College Critical Success Factors produced annually for each college.

Student Right to Know (FERPA): The Student Right-To-Know Act of 1990 requires HCC to produce and make readily available, upon request, to enrolled and prospective students the graduation rate or persistence rates of selected groups of students. Information may be obtained in the Enrollment Management Office, Student Center upper level or online at www.ed.gov/policy/gen/guid/fpco/ferpa/students.html. The telephone number is 627-4507.

See page 56 of catalog/handbook on Students Rights and Responsibilities.

Haywood Early College High School: Haywood Early College High School is an autonomous public high school

located on the campus of HCC. Haywood Early College High School enrolls students in grades 9 through 13 as non-degree seeking students according to GS 115C-238.50 (e): Cooperative innovative high school programs may include the creation of a school within a school, a technical high school, or a high school or technical center located on the campus of a college or university; and NCCCS Administrative Code for enrolling students through cooperative high school programs (Huskin's Bill and Dual Enrollment as stated previously). Ninth and tenth grade students take college courses in a similar format as concurrent enrollment (Huskin's Bill courses) and eleventh, twelfth, thirteenth grade students take courses through a similar format as dual enrollment. Haywood Early College High School students are eligible to take additional courses through waivers/exemptions approved by HCC, HCC Board of Trustees, Haywood County Schools, Haywood County Board of Education, the NC State Board of Education and the North Carolina Community College System Office.

- Applications are available through Haywood County Schools Central Office and Haywood Early College High School Principal/Dean's Office.
- Selection of students is made by the Haywood County Public Schools according to the guidelines and criteria of the Early College High School Grant and the Governor's Learn and Earn Program/New Schools Project.

• **Home Schooled Students:** Home-schooled students are considered for enrollment on the same basis as North Carolina public school students. Documentation must also be provided to show that the home school is registered with the appropriate state agency. An official transcript from the home school must include the following criteria:

- Name of the home school and address
- Name of the principal
- Name of the student
- Student's social security number (optional) and birth date
- Curriculum and courses taken each year with grades and a grade point average
- Cumulative grade point average for total progress
- Diploma awarded with graduation date
- Notarized seal and official signature

• **Intellectually Gifted and Mature Program:** Intellectually gifted and mature students may enroll at HCC, according to NC General Statute 115D-1.1 adopted during the 2001 session of the North Carolina General Assembly and re-instated in the 2005 session. GS 115D-1.1 states:

(a) Notwithstanding, a student under the age of 16 may enroll in a community college if the following conditions are met

- (1) The president of the community college or the president's designee finds, based on criteria established by the State Board of Community Colleges, that the student is intellectually gifted

and that the student has the maturity to justify admission to the community college, and

- (2) One of the following persons approves the student's enrolled in a community college:
 - a. The local board of education, or the board's designee, for the local school administrative unit in which the student is domiciled or is enrolled.
 - b. The administrator, or the administrator's designee, of the nonpublic school in which the student is enrolled.
 - c. The person who provides the academic instruction in the home school in which the student is enrolled.
 - d. The designee of the board of directors of the charter school in which the student is enrolled.
 - e. The administrator of the college or university where the student is enrolled.

(b) The State Board of Community Colleges, in consultation with the Department of Public Instruction, shall adopt rules to implement this section.

Please see the Enrollment Management Office for a list of approved tests and documentation requirements.

• **Learn and Earn Online:** High school students are permitted to enroll in college level courses for enrichment and college credit through the learn and earn program at HCC as legislated by the NC General Assembly and as stated in the NCCCS Administrative Code 23 NCAC 2C.0305. To be enrolled in the learn and earn program, the student must be enrolled in one or more courses in which the instruction delivery is totally online. To be enrolled as a learn and earn student, the following provisions must be met:

- Submit an HCC application for enrollment, with the parent or legal guardian's signature if the student is under the age of 18 years old.
- Course delivery must be completely online to qualify as a learn and earn course.
- The student must complete a dual enrollment form that must be signed by the high school principal and the college's designee. The dual enrollment form is available in the Enrollment Management Office or on-line at www.haywood.edu.
- In order to ensure that information can flow as needed between the student's high school, parents or legal guardians, and the appropriate College personnel, it is necessary for the student to obtain the signatures required on the dual enrollment form.
- Before enrolling in a college level math or English course, a student must meet ONE of the following requirements:
 - Complete the arithmetic and algebra sections of the placement test (Accuplacer) with acceptable scores or
 - Provide official SAT scores of 500 or higher on the appropriate section-reading and/or mathematics

section or

- Provide official ACT composite score of 21 or higher.
 - Students must successfully complete any prerequisite requirements for course(s) as required before enrolling in courses.
 - Students may not enroll in developmental courses (course numbered below 100, indicating pre-college level).
 - Tuition is waived for learn and earn students; textbooks are purchased by the secondary school system.
 - Students must obtain a student ID in the bookstore.
- **Tech Prep High School Transfer Credit:** The College Tech Prep Program is a high school course of study that is designed to provide students, ninth grade through twelfth grade, with a more technically oriented educational background leading from high school graduation to a certificate, diploma, associate degree at a technical or community college.

Haywood Community College has agreed to award course credit to state-wide high school graduates for successful completion of designated and approved courses at the high schools through formal articulation agreement with NC State Board of Education, and the NC State Board of Community Colleges.

Students must score a designated minimum score (per the articulation agreement) on the high school standardized VoCATS assessment and receive a grade of “B” or better in the high school course. In order to receive articulated credit, students must enroll at the community college within two years of their high school graduation date. To receive credit for tech prep courses, students must submit a high school transcript or other official documentation with the tech prep courses identified the VoCATS score, and the grade for the course.

Provisional Admission: An applicant may be provisionally accepted into the college and permitted to register prior to completion of all admissions requirements. Students who are admitted on a provisional basis must complete all admission requirements within the first semester of attendance. Students who receive provisional acceptance do not qualify for veteran’s benefits or financial aid.

Re-enrollment of Curriculum Students

Returning students who are eligible for readmission and who have not been enrolled at HCC within the last 12 months must submit a new Application for Enrollment form and update residency classification if needed prior to registration. You may obtain the Application for Enrollment form from Student Success Services in the Student Center or on-line at www.haywood.edu. The student is required to meet the curriculum requirements in effect at the time of readmission.

Students who have been placed on academic or disciplinary suspension must fulfill the terms of their suspension before being considered for readmission. Students on disciplinary

suspension must also submit a letter to the Executive Director of Student Success Services requesting readmission.

The College reserves the right to deny readmission to a former student, including a student who has unsettled financial obligations at the college or who has not complied with previous disciplinary requirements. All of the student’s debts to the College must be paid in full before registering for courses.

Residency: Enrollment of Out-of-State Students

Residency status of all applicants must be determined for the purpose of tuition assessment. Out-of-state students are admitted under the same admissions requirements as residents of North Carolina, but are required to pay out-of-state tuition except for courses classified as self-supporting curriculum courses (offered in the summer) or continuing education courses. Under North Carolina law, a person may qualify as a resident for tuition purposes in North Carolina; thereby being eligible for in-state tuition. Copies of this law are available for review in the Enrollment Management Office and may be examined upon request.

When a North Carolina employer (other than armed services) pays tuition for an employee to attend a community college and when the employee works at a North Carolina business location, the employer shall be charged the in-state tuition rate. Applicants are responsible for submission of necessary residence forms and supporting documentation from employers as required by North Carolina General Statutes. Forms are available in the Enrollment Management Office.

The NC General Statute 116-143.1 requires that, “To qualify as a resident for tuition purposes, a person must have established legal residence (domicile) in North Carolina and maintained that legal residence for at least 12 months immediately prior to his/her classification as a resident.” NC General Statute 116-143.1 also sets forth statutory definitions, rules, and special provisions for determining residency status for tuition purposes.

To be eligible for classification as a North Carolina resident for tuition purposes, a person must establish that his/her presence in the state currently is, and during the requisite 12-month qualifying period was, for purposes of maintaining a bona fide domicile rather than of maintaining a mere temporary residence for purposes of enrollment in an institution of higher education.

Under NC General Statutes, an alien admitted to the United States for permanent residence or possessing a permanent resident status is subject to the same consideration as a citizen. A person holding a student visa cannot be classified as a resident for tuition purposes.

Regulations concerning classification for tuition purposes are set forth in A Manual to Assist the Public Higher Education Institutions of North Carolina in the Matter of Student

Residence Classification for Tuition Purposes. A copy of this manual is available for review in the Enrollment Management Office.

The Director of Enrollment Management will review the application, make a determination as to the individual's residency/non residency status, and then will advise the individual in writing of the decision.

• **Residency Ruling Appeal Procedure :** In the event an individual disagrees with the Enrollment Management's ruling on residency status, the ruling may be appealed to the College Residency Committee, which has been established by the college. The appeal must be made in writing within ten days to the Executive Director of Student Success Services.

• **Enrollment of International Students:** Currently, Haywood Community College does not issue the I-20 necessary for international students with F-1 Visas. If demand increases, approval for enrollment of international students with F-1 Visas could be re-instated. Other visas for short term enrollment may be considered on an individual basis. Information and/or questions should be directed to the Director of Enrollment Management.

• **Enrollment of Undocumented Students:** An undocumented immigrant may apply and enroll in curriculum courses at Haywood Community College if he/she has attended and graduated from a United States public high school, private high school, or home school that operates in compliance with State or local law. An undocumented immigrant shall not be considered a North Carolina resident for tuition purposes. All undocumented immigrants admitted under this rule must be charged out of state tuition whether or not they reside in North Carolina. Students lawfully present in the United States shall have priority over an undocumented immigrant in any class or program of study when capacity limitations exist. Refer to the NC Administrative Code 23 NCAC 02C.0301.

An undocumented immigrant should take into account that federal law prohibits states from granting professional licenses to undocumented immigrants. (i.e. Cosmetic Arts programs, Nursing, etc.)

An undocumented immigrant may take college level courses as part of Huskins agreements as a qualifying high school student, or Adult and Continuing Education programs such as Basic Skills, GED, Adult High School or Occupational Extension classes. (Per CC08-114 Numbered Memo from NC Community College System Office.)

Transcripts

If transcripts cannot be obtained due to extenuating circumstances (loss by fire, school no longer exists, etc.) then documentation of all efforts made by the student and a letter of explanation regarding the circumstances must be submitted to the Director of Enrollment Management. Faxed copies of

transcripts are not considered to be the official transcripts.

Registration and Withdrawal

Registration : All students are required to officially register during the dates designated as such by the Academic Calendar. All current students should set up an appointment with their advisor to register during the mid-semester advisement/registration period.

No course credit may be granted or attendance to class permitted for any course in which the student is not properly registered. Registration procedures are as follows:

Degree-seeking students (certificate, diploma, associate degree)

- Contact the Enrollment Management Office to complete admissions requirements.
- Meet with a faculty advisor to select courses.
- Submit schedule of classes for computer entry.
- Pay fees with the Business Office. (online payment option available)
- Purchase required books at the campus bookstore.
- Acquire a student ID and, if needed, a parking sticker at the campus bookstore.
- Online registration is available for continuing students following advisement session by logging into Haywired.

Non-degree seeking students & Continuing Education students

- Go to the "One Stop Shop" in Student Success Services in the Student Center and complete the procedure for enrollment.

All students must be officially registered by the date stated in the Academic Calendar. Exceptions to this policy will be considered only when the student provides documentation of emergency circumstances (such as written doctor's order, etc.) to the instructor of the course, then to the department chair and final approval from the Vice President of Academic and Workforce Development or Executive Director of Continuing Education. In all cases, the college reserves the right to refuse registration to any student beyond the published registration dates. In addition, the college may withhold the privilege of registering for the following reasons: unpaid fees, overdue loans, overdue library books, or incomplete admissions records.

The most important day of the semester is the first day and the most important week is the first week. Critical information is covered during this time and should not be missed. Student Attendance is recorded from the first day of class. Late registration (occurring after classes have already begun) does not excuse a student from attendance or work in their course(s).

Students not attending class prior to the 10% point of the class will be reported as a "No Show" therefore forfeiting their registration and tuition for the course. (No refund after the 10% point). Financial aid will be canceled.

Adding and Dropping Courses : Students may drop or add courses during published dates set forth in the Academic Calendar as published in this catalog. Students must, however, confer with their faculty advisor before making any changes. During the Drop/Add period, previously registered students needing to change courses due to lack of prerequisite or other advising issue will be excused from prior absence in the new course.

During the Drop/Add Period : Courses can be added only during the Drop/Add period set forth in the Academic Calendar. Courses that are officially dropped through the refund period will not be shown on the academic transcript. Students must go to the Enrollment Management Office to complete the necessary forms.

After the Drop/Add Period : It is the responsibility of the student to withdraw from a course(s) if he/she cannot meet the requirements of the course. Students who stop attending class without officially withdrawing risk receiving a punitive grade for the course (“WF”).

Students who find it necessary to drop a course(s) after the drop/add period must go to the Enrollment Management Office to obtain a Registration Change Notice. Students must obtain the instructor’s signature and the last date of attendance in the course. If a course is dropped on or before the “Last day to withdraw from a course without a grade penalty if work is not of a passing grade” then a “W” is recorded (see Academic Calendar in this catalog). If a course is dropped after that date then a “WF” is recorded. (see Attendance, pg. 17)

Students who drop courses during the last 18 calendar days of the semester yet remain in one or more courses during this time period will receive a grade of “WF” in the courses dropped, (computed in GPA).

Students who completely withdraw from the college at any time during the semester may be given a grade of “W” on all courses. Quality points will not be computed nor credit given. If an emergency prevents a student from completing the withdrawal process before leaving the campus, the student should call, write, or arrange for a friend or relative to contact the Student Success Services Office.

If students do not initiate the withdrawal process, the instructor is required to initiate the administrative process and to record a grade of “WF” for the course. A student who registers for a course as audit work, but withdraws, will be assigned a grade of “W” for the course.

Students who stop attending courses may not be given a grade of “F.” They must be given a grade of “WF.” Students are given an “F” if they attended the entire semester but failed to complete academic work with a passing grade.

Withdrawal from the College: Students who find it necessary to withdraw from the College (drop all courses) must do so in writing. Students should first consult with their faculty advisor and/or a Student Success Services counselor before obtaining the Registration Change Notice form. To complete the official withdrawal process, students must obtain the required signatures and return the Registration Change Notice form to the Enrollment Management Office.

General Registration Information

Auditing Courses: Students who seek to audit courses must have approval of the course faculty member and his or her division chair. Audit students do not receive credit but must adhere to attendance regulations. A course taken as audit cannot be changed to a course taken for credit, nor can a course taken for credit be changed to audit after the drop/add period. Courses that are audited cannot be used toward certificate, diploma, or degree requirements. Students enrolled for credit will have priority over audit students for registration in a course. Students who register for a course as audit, but then withdraw, are assigned a grade of “W” for the course. The tuition and fees for audit courses are the same as those taken for credit. Note: Financial Aid/Veterans’ Educational Benefits do not pay for audited courses.

Change of Major: Students desiring to change their major from one curriculum to another should first contact their faculty advisor. Formal change will be made through the Director of Enrollment Management by completing a Change of Curriculum Application. In addition, veterans must also be approved for change through the Veteran’s Office in Student Success Services and/or the VA. A new academic advisor will be assigned for the new major.

Change of Name or Address: Students must complete a Data Change Form if there is an address change or a name change while currently enrolled at the college. This form can be obtained from the Enrollment Management Office or on-line (go to www.haywood.edu, select “Prospective and Current Students,” and then select “Enrollment Management.” Select “Change of Name/Address”). Completed forms must be submitted to the Enrollment Management Office. Please note that a name change will require additional documentation be supplied to the Enrollment Management Office.

Classification of Students: Students who have successfully completed less than 30 semester hours of work are considered freshmen and all others are considered sophomores in classification.

CLEP, Advanced Placement, and Armed Forces Training: The College will accept or transfer appropriate credits earned through credit by examination, advanced placement, CLEP, armed forces service schools, and college-level

courses completed prior to graduation from high school. The chairperson of the department in which the courses are taught determines applicable credit.

The College gives credit for courses in which College Entrance Examination Board Advanced Placement Examinations have been given and in which appropriate levels of competence have been demonstrated. If a student has taken Advanced Placement courses in high school and the respective examination and receives a grade of three (3) or higher on the exam, he/she can receive college credit. The results of the Advanced Placement Examination should be sent to the Enrollment Management Office by the Advanced Placement Program. For example, a score of at least 3 on the biology AP exam would entitle the student to receive 4 semester hours credit for BIO 111 (General Biology I).

Course Repetition: Students failing prerequisite courses must repeat and pass the prerequisite prior to undertaking the next course in the sequence. Students may attempt to complete a course three times. Permission from the Vice President of Academic and Workforce Development is required if the student desires to register for the course again. Students must pass all required courses in their curriculum prior to graduation.

When a course is repeated, the last grade is recorded as the final grade for the course, and only the last hours attempted are counted in determining the student's grade point average; however, the previous grade is retained as part of the permanent record. Upon completion of the repeated course, the student must notify the Director of Enrollment Management.

Students receiving veteran educational benefits cannot repeat and be paid for classes previously passed with an A, B, C, or D.

Credit by Examination: A student may petition the course instructor by written application to their advisor for permission to seek course credit by examination. A maximum of 18 credit hours may be earned through proficiency examination. To obtain permission to take a credit by examination test, students should follow these steps:

1. Register for the course and pay the appropriate tuition and fees.
2. Attend class regularly and participate fully throughout the drop/add period. This time should be used by both the student and the instructor to assess the student's chance of success in challenging the course. The student should make the instructor aware on the first day of class that he/she is contemplating taking the proficiency test.
3. Within one week following the drop/add period, the student must petition in writing to his/her advisor the request to take the exam. Approval must be granted from the advisor, course instructor and the department

chairperson. During this time the student should remain in class.

4. The department chairperson will arrange a time for the test to be given no later than two weeks after receiving the student's request.
5. If the test is successfully challenged, a grade of "CE" is assigned and the student will no longer be required to attend class. If the test is not successfully challenged, the student must continue with the course for the entire semester.

Note: In the event that the student desires to challenge a course not being taught during that particular semester, the student may petition in writing the department chairperson for permission to take a proficiency examination.

Students receiving any type of financial aid should confer with the Financial Aid office before attempting a credit by examination. Students receiving veteran's educational benefits are not eligible to use credit by examination as hours counted toward total credit hours.

Incomplete Grades: At the discretion of the faculty member, a student may be given an incomplete grade for work not completed if the incomplete work is unavoidable and not caused by the student's negligence. If a student receives an incomplete in a course, the student should not register for the course again the following term in order to complete the requirements. However, an incomplete that is not removed the following semester will automatically be changed to an "F". Extensions beyond one semester require the written permission of the course faculty member, consent of the department chairperson, and the approval of the Vice President of Academic and Workforce Development. This written permission must be submitted to the Director of Enrollment Management before the end of the semester following the receipt of the incomplete grade.

It is the responsibility of the student to contact the faculty member to make arrangements for the removal or extension of the incomplete grade. An incomplete grade computes neither hours nor quality points toward the student's grade point average or course requirements for graduation.

Identification Cards: Student ID's are required for all students enrolling in credit courses/programs and in Basic Skills programs and must display them at all times per HCC procedure as part of campus security. Student ID's are required to purchase books, return books for buy-back at the end of the semester, attend student government activities, and for other events and functions of the College. Student ID's may be obtained at the College Bookstore. The first student ID is free; replacements cost \$6.00. Student ID's must be updated yearly at the bookstore.

Transfer of Credit & Transcript Evaluation: Applicants

to degree, diploma, or certificate programs who want credit for course work completed at other postsecondary institutions are responsible for having an official transcript from each institution mailed directly to the Enrollment Management Office. Courses with a grade of "C" or higher may be accepted if they are applicable to the program selected at Haywood Community College and were earned at an accredited college, university, community college, or technical institute. Any course with a grade of less than a "C" is not transferable.

Credit transferred to Haywood Community College from another institution will be recognized as hours toward the appropriate degree, diploma, or certificate but will not be calculated toward the cumulative grade point average (GPA) for that program. Every attempt will be made to evaluate transcripts for transfer credit prior to registration. Evaluation will be completed no later than the end of the first semester of enrollment following acceptance into the program of study.

Time limits may restrict the transfer of some courses into the college if, in the opinion of the department chairperson, the course content has changed to the point that the older courses did not furnish the student the knowledge required for current subsequent courses.

Department chairs are responsible for determining applicable transfer credit within the major. These transfer credits will be documented through a transfer credit form. Transcript evaluation will be completed by the appropriate academic department chair by the end of the first semester of enrollment.

Transfer credit from other regionally accredited postsecondary institutions pertaining to related and general education coursework will be evaluated and determined by the Arts and General Education Department Chair.

Transcripts and Records

Student Official Academic Record (Transcripts): An official transcript of all the student's courses, credits, and grades earned is kept in the Enrollment Management Office. Students should maintain records of their courses, credits, and grades each term, and check from time to time to see that their records agree with those of the Director of Enrollment Management. Students must submit a written request for a transcript. The student's signature is required to release a transcript. Transcripts may be requested in person, by mail or by fax. The fax number is 828-627-4513. A transcript request form is located online at www.haywood.edu. Please include your name at the time of enrollment, the year(s) you were enrolled, your social security number or student ID, the name and address of where you want the transcript sent and you must sign your request.

Transcripts will not be released if fines are outstanding. Transcripts will be released once the payment transaction has

cleared the financial agent. Transcripts cannot be released by e-mail, phone, or Internet request. A photo ID is required when picking up official transcripts.

Unofficial transcripts are available online at www.haywood.edu. Then, click on Haywired.

Student Right-To-Know: The Student Right-To-Know Act of 1990 (20 USC § 1092g), as amended, requires the College to make available to enrolled and prospective students, information on completion and graduation rates of all full-time degree-seeking students. This information is available for review in the Enrollment Management Office, located in Student Success Services.

Students' Rights in Regard to Official Academic Records:

Haywood Community College, in accordance with existing State and Federal laws, reaffirms the rights of students to access their official records; the rights of a hearing if a student challenges the contents of official records; and proper restrictions on release of personally identifiable data without student consent. Directory information is defined as a student's name, address, telephone number, date of birth, major field of study, date of attendance, degrees and awards received, and the most recent previous educational agency or institution attended.

Students who do not wish any or all of the above directory information released to outside agencies must notify the Director of Enrollment Management in writing within 10 days after their initial registration. No records, other than directory information, shall be available to unauthorized persons within the college or to any unauthorized persons or groups outside the college without the written consent of the student involved, except under legal compulsion.

For additional information and clarification, students should discuss the Family Education Rights and Privacy Act with a member of Student Success Services.

The following persons or groups may have access without student consent:

1. Parents of dependent students, with required documentation.
2. School faculty and other school officials with legitimate educational interests.
3. Authorized representatives of federal or state government.
4. Authorized organizations conducting studies relating to testing, financial aid, or instruction.
5. Accrediting organizations.
6. In emergencies, appropriate persons if necessary to protect health or safety of the student or others.

Students may request permission to review their record(s) in the Student Success Services Office. Students questioning the

content of their record(s) shall first review the record(s) with the Director of Enrollment Management or the Executive Director of Student Success Services. Upon written request by the student, a committee appointed by the President shall review all unresolved questions. The final review shall rest with the President of the college. The college reserves the right to require appointments for examination of records should the need exist.

Transcripts from Other Institutions: Transcripts and other documents from other institutions are the property of Haywood Community College, and, as such are under the control of the Enrollment Management Office. Under Federal policy, the student has the right to view the documents in their file; however, this does not allow the making of copies of these documents. Transcripts submitted to HCC for admission or credit transfer become the property of Haywood Community College, and cannot be returned to the student or forwarded to other institutions.

Financial Aid

The purpose of the financial aid program at Haywood Community College is to provide financial assistance to students as they pursue their educational goals. The program is committed to the philosophy that no eligible student should be denied access to higher education because of a lack of financial resources. In achieving this purpose the financial aid office is committed to the slogan “Financial Aid Made Easy.” Walk-ins are welcome and no appointments are necessary. To support this purpose, the financial aid office commits to the following:

- Complying with federal and state law as well as institutional policies and procedures.
- Promoting and maintaining integrity, accuracy and timeliness in delivery of services.
- Providing adequate information for students and parents to make informed decisions regarding the financing of their education.
- Promoting and providing equal access to eligible students interested in pursuing an education at Haywood Community College.

Most financial aid at HCC is awarded on the basis of need as determined by the Free Application for Federal Student Aid (FAFSA). A very limited amount of aid is awarded based on academic achievement. Students must complete the same application process (FAFSA) to be considered for any financial aid at HCC. Some of the requirements to receive aid from federal financial aid programs are as follows:

- Be a citizen or eligible non-citizen of the United States with a valid social security number.
- Have a high school diploma or a General Educational Development (GED) certificate or pass an approved “ability to benefit” test.
- Enroll in an eligible program as a regular student seeking a degree or diploma. Students who are enrolled as

special credit students are not eligible to receive federal financial aid. Some certificate programs are eligible for financial aid. Contact the Financial Aid Office for additional information.

- Register (or have registered) for Selective Service, if you are a male between the ages of 18-25.
- High school transcripts/GED are required for eligible certificate programs.

How to Apply for Financial Aid

1. All students applying for financial aid at HCC must submit the Free Application for Federal Student Aid (FAFSA) to the federal processor. HCC students may apply on-line at www.fafsa.ed.gov or download the FAFSA, complete and bring to the Financial Aid Office for electronic transmission. A member of the FAO team is available to assist students in completing the FAFSA.
2. Once the FAFSA is processed, the student receives an acknowledgement via either email or postal mail. Any schools which are listed by the student on the FAFSA will electronically receive the results of the FAFSA called an ISIR. In most cases this information is received in 7 to 10 days.
3. The FAO notifies all students whose information is received electronically regarding their status. Once all necessary documentation is received, the student is notified regarding his/her eligibility. Students awarded federal or state grants must participate in a Financial Aid Information session. This session is available on line at www.haywood.edu. Click on Prospective Students/click on Financial Aid/click on FA FACTS and FAQs and the FA Calendar and read this information. Students then need to click on FA QUIZ, answer the questions and submit the information.
4. Students whose ISIRs are received by HCC’s FAO are considered for all federal and state aid available at the time of application. These programs are explained in the next section – *Financial Aid Programs*.

Students must apply every academic year for financial aid. The Free Application for Federal Student Aid is available on line at www.fafsa.ed.gov after January 1 each year. Because the completed applications should be as accurate as possible, students and parents are encouraged to complete their prior year federal tax forms before completing and submitting the FAFSA. Errors and discrepancies require re-submission of information and consequential delays

Financial Aid Programs

Grants

- **Federal Pell Grant** : The Federal Pell Grant program is a federal program that provides funding for undergraduate students. Eligibility is based on financial need. Submission of the FAFSA is required for consideration.
- **Federal Supplemental Educational Opportunity Grant (FSEOG)** : The Federal Supplemental

Educational Opportunity Grant program is a federal program that provides money to a limited number of undergraduate students who demonstrate exceptional financial need. Awards range from \$100 to \$400 per academic year at HCC and are awarded based upon exceptional financial need criteria and the order in which Student Aid Reports are received that meet these criteria.

- **N.C. Community College Grant Program (NCCCG)** : The N.C. Community College Grant is restricted to legal residents of North Carolina who are accepted for enrollment or are enrolled at a N.C. Community College. To be considered for the grant, the student must be in academic good standing, enrolled at least halftime, and meet other eligibility requirements. Students are required to submit the FAFSA to be considered for the grant.
- **N.C. Student Incentive Grant (NCSIG)** : The NCSIG program is restricted to legal residents of North Carolina who are accepted for enrollment or are enrolled full-time, in good standing, and at an eligible educational institution in North Carolina. Students are required to submit the FAFSA by March 15 to be considered for the following fall term.
- **North Carolina Education Lottery Scholarship (ELS)** : The ELS program is available to legal residents of North Carolina who are enrolled for at least 6 credit hours per semester in a curriculum program; classified as an undergraduate in matriculated status in a degree, certificate, or diploma program at an eligible North Carolina institution. Students are required to submit the FAFSA to be considered for this grant.

Scholarships: Through the generosity of individuals, businesses, and civic organizations, scholarships are available to HCC students. These scholarships are established with gifts from donors to the Foundation and are either endowed or non-endowed. Criteria for awarding the scholarships are specified by the donor in conjunction with the college. Endowed scholarships are generated through the investment of permanently-held principals so that only the income from the principal is used for scholarship awards. This enables the scholarship to exist in perpetuity. Non-endowed scholarships are those for which all funds are dispersed as scholarships rather than as long-term investments. These scholarships are sometimes referred to as annual gifts.

Most institutional scholarships are awarded on the basis of financial need. A student must submit a Free Application for Federal Student Aid (FAFSA) and have an ISIR on file to be considered for all scholarships awarded by HCC. Additionally, students must complete a separate scholarship application which is available for pick-up in HCC Foundation Office located in the 100 building or to download at www.haywood.edu. A brief essay is required as part of the application. ALL STUDENTS ARE ENCOURAGED TO

APPLY FOR SCHOLARSHIPS!! Applications are due in the Foundation Office by May 31. The majority of HCC's scholarships are awarded by July 1. Students may continue to apply for scholarships throughout the academic year and are considered for other scholarships as they become available. Students need apply only once per academic year to be considered for all scholarships for which they meet the stated criteria.

The following listing represents scholarships that are available at the time this document was printed. Scholarship availability is subject to change without notice.

Scholarships for any program of study:

- Betty Jo Nichols Memorial Scholarship**
- Butterscotch Scholarship**
- Character and Values Scholarship**
- Connie Lister Memorial Scholarship**
- Cruso United Methodist Church Women Scholarship**
- Dan W. Moore Endowed Scholarship**
- Donald E. Hunt Scholarship**
- Elaine Hudson Memorial Endowed Student Aid Fund**
- Haywood Community College Bookstore Scholarship**
- Haywood Scholarship Trust Fund**
- Jean E. Hunt Scholarship**
- John and Virginia McNair Endowed Scholarship**
- Joseph H. Nanney Student Financial Aid Fund**
- Marion Garrett Scholarship**
- Mildred M. Frazell Scholarship**
- Pop and Marj Kelly Scholarship**
- Reimar Steffen Scholarship**
- Rickards Family Scholarship**
- Robert Cecil Roberts Endowed Scholarship**
- Robert E. and Viola Forga Scholarship**
- Robert V. Frazell Scholarship**
- Rolf and Libby Kaufman Scholarship**
- Schug Scholarship**
- Shady Grove United Methodist Church Men Scholarship**
- Tai Lee Scholarship**
- Virgil P. Stewart Scholarship**
- W. Curtis and Ruby B. Russ Scholarship Fund**
- Walton and Marion Garrett Scholarship**

Waynesville Rotary Club Scholarship

**Waynesville Township High School Class of 1960
Scholarship**

William Garrett Scholarship

Scholarships for Criminal Justice programs :

Detective Iris Davis Scholarship Fund

Scholarships for Early Childhood programs :

Sara Queen Brown Endowed Scholarship

*Scholarships for Health-Related and Human Services
programs :*

**B's are Better Student Assistance Scholarship
(Nursing only)**

**Donald and Katie Hooper Nursing Scholarship
(Nursing only)**

**Eleanor Rothermel Memorial Award Fund
(Nursing only)**

**Eugenia Scroggs Clark Memorial Scholarship
(Nursing only)**

Flowers Never Fade Scholarship (Cosmetology)

**Harold and Mary Pupkar Hansen Scholarship Fund
(Nursing only)**

**Haywood Regional Medical Center Auxiliary Scholarship
(Any Health-Related Field)**

**John Joseph and Emmie Phillips Nerney Endowed
Scholarship Fund (Medical Assisting)**

Robert Forga Nursing Scholarship (Nursing only)

**Ruby H. Haney (Woodmen of the World) Scholarship
(Nursing only)**

Shirley Gaddis Nursing Scholarship (Nursing only)

**William Prevost Endowed Nursing Scholarship
(Nursing Only)**

Scholarships for Natural Resources programs:

**Alan and Jane Campbell Scholarship
(Forestry/Education)**

Aylor Webb Memorial Scholarship Fund (Forestry)

Daniella Smith Endowed Scholarship (Horticulture)

**French Broad River Garden Club Scholarship
(Horticulture)**

George Erwin Patton Endowed Scholarship (Horticulture)

Gerald H. Hardesty Scholarship Award (Horticulture)

**Irving P. Grace and Nancy F. Grace Endowed Scholarship
(Horticulture/Forestry/Fish & Wildlife)**

**Pink Francis Endowed Scholarship
(Any Natural Resources)**

**Richard A. Wood Memorial Scholarship
(Forestry/Fish & Wildlife/Horticulture)**

Robert E. Browning Scholarship (Any Natural Resources)

Sylva Garden Club Scholarship (Horticulture)

Waynesville Garden Club Scholarship (Horticulture)

**Welch and Lou Singleton Scholarship
(Any Natural Resources)**

**William K. Medford Endowed Scholarship
(Horticulture and Forestry/Vet. Med. Tech.)**

Scholarships for Professional Crafts programs:

Asheville Quilt Guild Scholarship (Fiber)

Dogwood Crafters Scholarship Fund

**Dr. John T. Beaty Professional Crafts-
Wood Endowed Scholarship (Wood)**

High Country Quilters Guild Scholarship (Fiber)

Judith Steffen Scholarship

WNC Fiber/Handweavers Guild Scholarship (Fiber)

Scholarships for Arts and General Education programs:

Carlton Eddy Weatherby Memorial Endowed Scholarship

Elizabeth T. Staiger Memorial Scholarship

Scholarships for Applied Technology programs :

**Bryan Edwards Endowed Scholarship
(Building Trades)**

**Chason-McCracken Scholarship
(Electronic Engineering Technology)**

**Coleman H. York Memorial Scholarship
(Building Trades)**

**Ken Wilson Scholarship Fund
(Automotive Technology and Auto Body Repair)**

Scholarships for Business Education-related programs:

**Haywood County Board of Realtors
(Business or Financial Services)**

**HCC Scholarship for Entrepreneurship
(Entrepreneurship)**

Mary Medford McElroy Endowed Scholarship
(Office Systems Technology or
Medical Office Administration)

New Meridan Technologies Scholarship
(Computer Information Technology/Networking
Technology)

Phi Beta Lambda Endowed Scholarship (Business)

Robert and Francis Evans Memorial Scholarship
(Computer Information Technology/Information
Systems Technology)

State of NC Scholarship / Loan Programs:

Nurse Scholars Program (NSP) Undergraduate Program

Nurse Education Scholarship Loan Program (NESLP)

Prospective Teacher Scholarship / Loan Program (PTSL)

Teacher Assistant Scholarship/Loan Program (TASL)

Wachovia Technical Scholarship Program

Golden Leaf Scholars Program – Two Year Colleges

SECU Foundation Two – Year Scholarship Program

Loans : HCC participates in the William D. Ford Direct Lending Program. The Financial Aid Office provides information regarding student loans to interested individuals.

Alternative Loans: The Financial Aid Office at Haywood Community College (HCC) works with many sources of alternative or private loans to help provide additional funding to students at the college. HCC does not endorse the use of any particular alternative loan program, but rather encourages students to thoroughly review the programs available and to select the program that best meets their personal needs. It is HCC's policy to process alternative loans from **any lender** the student selects. HCC students have a choice in the selection of lenders. This policy is consistent with federal regulations. For assistance in selecting an alternative or private student loan lender, visit either of the following websites:

www.studentloanlistings.com

www.finaid.org/loans/privatestudentloans.phtml

The above web sites are provided solely to assist students in the selection of a lender. The above list does not constitute endorsement or recommendation by HCC.

Veterans and Financial Aid: Veterans and their dependents are admitted to the College under the same admission requirements as other students. Veteran students are expected to attend classes regularly. They must pursue the curriculum as listed and approved in the College Catalog and maintain

satisfactory academic progress, attendance, and conduct to maintain eligibility for payments. VA educational benefits are not paid for any grades other than A, B, C, D, or F. Payments for educational benefits are based on a student's classification according to his/her credit hours per semester. Veterans are expected to notify the Veterans Certifying Official at HCC regarding any changes in their enrollment status. The veteran may notify the Veterans Affairs directly regarding changes to enrollment status during the monthly certification phone call.

The Department of Veterans Affairs offers a limited work-study program wherein a student may receive the hourly minimum wage working as an office assistant in the Veterans Affairs Office. Students must be pursuing full-time or 3/4 time programs of education in order to receive a work-study allowance. Application may be made through the Veterans Affairs Office on campus. Students applying for Veteran's benefits must submit transcripts from all higher education institutions attended to the HCC Enrollment Management Office.

Service Members Opportunity College: Haywood Community College is an institutional member of Service Members Opportunity Colleges (SOC). Service Members Opportunity Colleges (SOC), a consortium of national higher education associations with more than 1,000 institutional members, functions in cooperation with the Department of Defense (DOD) and the Military Services including the National Guard and the Coast Guard to help meet the voluntary higher education needs of service members. The American Association of State Colleges and Universities (AASCU) and the American Association of Community Colleges (AACC) sponsor SOC.

Work Study Program: The Federal College Work-Study program is a federally-funded program which provides part time jobs on campus for students who have demonstrated financial need. Students are employed for up to 15 hours per week and receive a monthly paycheck. Students interested in the work-study program should contact the FAO. Submission of the FAFSA and a FWS application are required for consideration. A limited number of jobs are available through the work-study program and are awarded as funding permits.

Student Ambassador Program: The College and the HCC Foundation sponsor a Student Ambassador Program for individuals who demonstrate leadership, scholarship, and exceptional communication skills. These students are recommended by their academic division chair. Students are interviewed as part of the selection process. Duties include assisting with student orientation, conducting campus tours, completing recruitment tasks within their assigned division, gathering alumni information within their assigned division, and serving as hosts for special events held at the College. Students should contact the Recruitment and Alumni Technician at 565-4173 for further information.

Aid Received from Sources other than the Financial

Aid Office: In addition to applying for financial aid through HCC, it is suggested that students investigate outside sources such as programs through the Veterans Administration, Vocational Rehabilitation, N.C. Commission for the Blind, Bureau of Indian Affairs, and the N.C. Employment Security Commission. For information on local scholarships, it is suggested that students contact their high school guidance counselors.

Students are also encouraged to utilize the Internet when investigating possible financial resources for attending college. Some financial aid websites containing information about grants, loans, work programs and scholarships are listed below:

- | | |
|--|-------------------------|
| WWW.FINAID.ORG | WWW.FASTWEB.COM/FASTWEB |
| WWW.NCSEAA.EDU | WWW.NASFAA.ORG |
| WWW.STUDENTLOANLISTINGS.COM | WWW.CFNC.ORG |
| WWW.FINAID.ORG/LOANS/PRIVATESTUDENTLOANS.PHTML | |
| WWW.ED.GOV/STUDENTAID | |

Students are required to report any aid received from a source other than the school’s financial aid office. Types of aid that should be reported include the previously mentioned sources as well as any scholarships not awarded by HCC or tuition assistance from an employer. Failure to report such assistance could result in a reduction or cancellation of your financial aid.

Maintaining Eligibility for Financial Aid

Satisfactory Academic Progress: Federal law requires institutions of higher learning to establish minimum standards of “satisfactory progress” for students receiving financial aid. At HCC, financial aid includes the Federal Pell Grant, Federal Supplemental Educational Opportunity Grant, Federal Work-Study, the North Carolina Community College Grant, the North Carolina Student Incentive Grant and the North Carolina Education Lottery Scholarship. According to federal regulations concerning satisfactory academic progress (SAP), the school’s satisfactory academic progress policy must include both qualitative and quantitative measures.

• **Qualitative Measure:** Students who have a cumulative GPA of less than 2.0 are placed on financial aid probation. They will remain on continued financial aid probation as long as their cumulative GPA remains below a 2.0. They will be removed from financial aid probation and considered to be in good standing only when their cumulative GPA reaches or exceeds 2.0. Qualitative standards are cumulative and include all periods of enrollment including those for which the student did not receive funds from Title IV programs. A student enrolled in any semester on financial aid probation is required to earn a minimum GPA of 2.0 during the probation semester. If he or she does not earn at least a 2.0

GPA during the probation semester then all financial aid will be suspended. The student will remain on financial aid suspension until he or she earns at least a 2.0 GPA for a subsequent semester. It is the responsibility of the student to notify the Director of Financial Aid when he or she achieves at least a 2.0 GPA and seeks to be reconsidered for financial aid.

• **Quantitative Measure:** Students receiving financial aid have a maximum time frame in which they are expected to complete a program. At HCC the time frame is 150 percent of the established length of the program for full-time students. This time frame will be measured in terms of credit hours attempted.

Example : Medical Assisting requires 76 semester hours to complete the associate degree program. $76 \times 150\% = 114$ semester hours attempted - maximum time frame
 Welding requires 41 semester hours to complete the diploma program. $41 \times 150\% = 61.5$ semester hours attempted - maximum time frame.

In order to complete a program within the 150 percent maximum time frame as stated by federal regulations, a student must have earned 67% of the semester hours attempted at the end of the designated increment during the academic year. The designated increment is specified at the end of spring semester.

Example :
 Fall Semester - 14 semester hours attempted
 Spring Semester - 12 semester hours attempted
 $26 \times 0.67 = 18$ semester hours must be earned

If a student has not earned 67% of the semester hours attempted at the end of the incremental period, then the student will be placed on financial aid probation. The student will be allowed one more semester to re-establish satisfactory academic progress. If the student fails to re-establish satisfactory academic progress, financial aid will be suspended. Financial aid will remain suspended until the student meets one of the following conditions:

- Enrolls in a subsequent semester at his/her own expense full-time (at least 12 hours) and earns 100% of the hours attempted.
- Enrolls in a subsequent semester at his/her own expense and regains eligibility by attempting and earning enough hours to raise his/her cumulative Quantitative measure back to at least 67%.

Students will be removed from financial aid probation and considered to be in good standing when their cumulative quantitative measure reaches or exceeds 67%.

Only grades of A, B, C, D, CE or P will be considered as earned hours. Grades of F, I, W, WF, and CT will not be counted as hours earned, but will be counted as hours attempted. Grades of NS or AU are not counted as hours attempted or earned.

Quantitative standards are cumulative and include all periods of enrollment including those for which the student did not receive funds from Title IV programs.

Appeal Procedure: To appeal financial aid suspension, a student must be able to demonstrate mitigating circumstances. Mitigating circumstances are defined as injury or illness of the student, death of a relative, change in employment situations, and/or undue hardship caused by special circumstances. The procedure for appeal is as follows :

1. A student must write a letter to the Director of Financial Aid stating the reasons why he/she did not make satisfactory academic progress and why financial aid should not be suspended. The appeal must be accompanied by appropriate documentation and received within two weeks of being notified of the suspension.
2. The Director of Financial Aid will review the appeal to determine, on a case-by-case basis, whether or not the appeal is justified. The student will be notified by the Director of Financial Aid of the appeal decision. If the appeal is approved, the terms of the probationary reinstatement of aid will be stated.
3. A student who wishes to appeal the decision of the Director of Financial Aid may do so, in writing, to the Student Financial Aid Committee in care of the Financial Aid Office. Additional appeals may be made to the Executive Director of Student Success Services.

Dropping Courses: Your final eligibility for aid will be based on the number of hours for which you are enrolled at the 10% point of the semester. If you register and then drop course(s) prior to that date, your eligibility for aid will be RECALCULATED on your remaining hours as of the 10% point of the semester. Students who receive a financial aid check based on more hours than those remaining as of the 10% point of the semester may be responsible for repaying a portion of any financial aid received. Dropping courses may affect your eligibility for future aid. Students should consult the Satisfactory Academic Progress Policy to determine if dropping courses will affect your eligibility for aid.

Withdrawing from College:

- All or part of your financial aid may be reduced or canceled.
- You may have a balance due to HCC because your financial aid award was adjusted.
- A hold will be placed on your academic record and you will not be able to request transcripts, register for classes, etc. until you pay the amount owed to HCC as a result of your withdrawal.
- Your credit history may be negatively affected when HCC reports your overdue account to an external credit agency.
- You may not meet the satisfactory academic

progress (SAP) requirements for continued financial aid assistance. Future financial aid may be jeopardized.

Return of Federal Title IV Funds Policy: Students earn financial aid each time they attend class. For that reason, Federal funds (Pell Grant, Academic Competitiveness Grant, FSEOG) may need to be returned if you withdraw before the end of the semester. You must complete 60 percent of the semester (usually 11 weeks) or you may be required to repay part of the financial aid disbursed for that semester. When the total amount of unearned aid is greater than the amount returned by HCC's student's account, the student owes an overpayment. Effective July 1, 2006, the amount of a grant overpayment due from a student is limited to the amount by which the original grant overpayment amount exceeds half of the total Title IV grant funds received by the student. A student does not have to repay a grant overpayment of \$50 or less. If an overpayment is due, the student is responsible for returning unearned aid to the appropriate program(s) as follows :

1. Unsubsidized FFELP Loan*
2. Subsidized FFELP Loan*
3. PLUS FFELP Loan*
4. Federal Pell Grant
5. Federal Academic Competitiveness Grant
6. Federal SEOG
7. Other Title IV grant programs

**Loan amounts are returned with the terms of the promissory note.*

Examples of common withdrawal/refund situations are available in the Financial Aid Office.

Further Information and Assistance: Students desiring further information about scholarships may contact the Foundation Office at (828) 627-4170 or by emailing lammons@haywood.edu. Additional financial aid information regarding grants, workstudy and alternative loans may be obtained by contacting the Financial Aid Office at (828) 627-4756 or by emailing mkillian@haywood.edu. Financial aid information is based on current federal, state and institutional guidelines and is subject to change without notice.

Certificate Programs Approved for Financial Aid: Students requesting financial aid for approved certificate programs must submit an official final high school transcript or GED scores before being fully accepted and approved for financial aid. Currently, students may apply for financial aid for the following list of certificate programs. Contact the financial aid office for an updated list, as we submit programs for approval each year.

Collision Repair & Refinishing
Cosmetology Instructor
Esthetics
Esthetics Instructor
Welding

Food Services

The Sunrise Café is located on the lower level of the Freedlander Learning Center. Breakfast and lunch are served daily. Vending machines are located throughout the campus.

Basic Daily Items include : Hot entrees, salad bar, wraps, burgers, hotdogs, French fries, pizza, drinks, desserts, vegetarian specialties

Haywood Early College High School

Haywood Early College High School is an autonomous high school located on the campus of Haywood Community College. Students enroll as a freshman in high school and college simultaneously and may graduate with a high school diploma and associate of arts degree at the end of five years tuition free. This opportunity for students is made possible by a grant and an articulation agreement between Haywood Community College and Haywood County Schools. To enroll, students make application to the Haywood County Schools. Please see the admission procedures section on Haywood Early College High School for more information on enrolling or call the number above.

Information Technology Services

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 a Teleconferencing 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.

HCC Student Computer Usage Procedures

I. Purpose

This section will define the procedures for the use of the Information Technology Services systems at Haywood Community College. All users of HCC information technology services are subject to the Computing Services Policy found in the HCC policy manual.

II. Scope

Haywood Community College will provide information technology resources to staff and students for the purpose of completing college-related activities. These activities include, but are not limited to the following: data entry and retrieval, report preparation, records maintenance, instruction, research, and planning. Because of the 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. HCC has the right to monitor activities and to access information on HCC information technology systems stored, sent, created or received by faculty, staff and students. HCC faculty, staff and students should not expect individual privacy in their use of HCC information technology systems including the use of the HCC electronic mail system. While the Executive Director of Technology and Instructional Support Services is charged with the responsibility for the proper use of the Information Technology Services systems, it is everyone's responsibility to see that information and technology services and resources 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. In this context, "the system" means both the equipment and the data.

III. Information and Technology Systems

The following must be adhered to in the use of HCC Technology and Information Systems:

- *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. Each information and technology system user has a personal ID that must not be used by any other user. Users should not leave a computer unattended on which they have logged-on to HCC information technology services and resources. If a user must leave the immediate area of their workstation, he/she should log off the system. Sensitive information should not be left accessible on a computer or sent to printers that are located in areas open to the public.

- *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 in cases involving the illegal reproduction of software. Students and staff involved in the making or use of unauthorized copies of computer software will be subject

to disciplinary action. Unauthorized copies or illegal software installed by students will be confiscated and destroyed. Students cannot install personal software on college-owned computers.

- *Confidentiality*

Information Technology Services will practice appropriate measures to provide security, operability and integrity of the Wide Area Network (WAN), including e-mail, Internet, and other related resources. The college will not guarantee that electronic media stored on computers and transmitted on the WAN will remain confidential and secure.

Additionally, computer-related files and data created or stored on college Information Technology systems are considered open records and are subject to discovery and subpoena during disciplinary and legal actions. As specified in the HCC Computer Services Policy, the college reserves the right to view and disclose the contents of e-mail and data created, transmitted, received, and stored on college-owned computers.

- *Authorized Usage*

In accordance with the HCC Computing Services Policy, HCC information technology systems should be used to complete college-related activities and research, not for personal recreation or business, or political purposes. 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. Information technology system users should not deliberately attempt to modify or degrade the performance of college-owned systems and services.

- *Morals, Ethics, and Audits*

Freedom of expression is a constitutional right afforded to individuals. However, information technology 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 information technology resources owned or leased by the institution. The users of information technology services owned and operated by HCC have a diminished right of privacy and their expression or speech is limited to that of a

nonpublic forum. Therefore, information technology 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 Executive Director of Technology and Instructional Support Services.

IV. Violations

Students and staff are responsible for reporting suspected security violations of information technology systems and services to their teacher, Academic Advisor, Department Chair, Supervisor or the Information Technology Services staff immediately. The Information Technology Services staff will investigate the violation and take appropriate action where required. Violators of the Information Technology Services usage procedures previously stated will be subject to one or more of the following disciplinary sanctions: admonition, temporary or permanent suspension of information technology access privileges.

The information Technology Services staff will strictly control physical access to the information technology center. Students and staff will not be allowed to enter the data center unless authorized by one of the Information Technology Services staff members. There will be no exceptions to this procedure.

Job Placement Services

The mission of job placement as a career service is to assist and prepare students and graduates in all aspects of the job search process and to provide current online job-board listings and weblinks to increase student opportunities for successful placement in curriculum specific employment. In addition, it also offers local and regional employers the opportunity to connect with the student population through postings of full and part-time positions.

Program Outcomes:

1. Successful student career placement with employers

2. Increased awareness of professional job search techniques and tools
3. Provide additional support for Workforce Development initiatives
4. Improved partnership with local/regional business and industry
5. Enhance student skills in job placement, interviews, and resume writing.

Job opening information received by HCC is posted on the campus website as well as in Student Success Services. While employment cannot be guaranteed by HCC, the academic departments and the Career Services and Job Placement office are available to assist students and alumni in the search for a job. Assistance with résumé writing is available upon request through HRD (Human Resource Development Services).

Learning Resource Center (Library)

The primary objective of the Learning Resource Center is to help students reach their fullest potential, acquire lifelong learning skills, and learn to use information resources effectively. Staff members are available to provide bibliographic research, instruction and individual assistance. The college curriculum and programs of study are enhanced and supported with books, periodicals, video and software available in the Learning Resource Center. The library contains approximately 40,000 books, 150 serial subscriptions, as well as, audio-visual and micform materials. All of HCC's holdings, and the holdings of 43 other NC community colleges, can be accessed on-line via CCLINC. CCLINC provides users with more than a million learning resources that can be delivered to students through interlibrary loan.

In addition, the HCC community has access to NCLive (North Carolina Libraries for Virtual Education), an online information tool. NCLive provides library users with a wide range of reference and research materials including encyclopedias, N.C. governmental information, e-books, maps, national and local newspapers, business information and full text articles from journals and magazines. NCLive is available 24 hours a day, 7 days a week from any computer with appropriate Internet access.

Rules and Regulations: All patrons of the Haywood Community College Learning Resource Center are expected to maintain appropriate standards of conduct. Failure to maintain these standards may result in suspension of library privileges and in the case of students may result in disciplinary action in accordance with the policies and procedures of the college. Lewd and/or indecent conduct will result in loss of library privileges.

All college wide rules as outlined in the current catalog under "Student Code of Conduct" are enforced in the Library. There are also several specific rules which apply to library patrons.

1. HCC is a tobacco-free campus.
2. Noise levels will be kept to a minimum in all areas of the library.
3. Misuse of, theft of, or damage to library materials and/or library computers will result in loss of library privileges.

Marketing and Communications

Pertinent to students

All documents produced for an outside audience must be approved by the Marketing and Communications office.

Students who have signed an official application for admission have agreed to allow HCC to publish photographs, personal information pertaining to honor rolls, scholarships, athletic events, news releases, and use personal information in other publications normally considered to be that of a two-year college. *All students enrolling in HCC shall be deemed to have agreed to publications of personal data as indicated above unless a disclaimer is filed with the registrar by the 10th day of the semester in which enrollment is made.

Research and Institutional Effectiveness

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. Students are asked to complete evaluations at the three-week point in the course and at the end of the semester.

In keeping with HCC's focus on sustainability, evaluations are conducted electronically whenever possible. All evaluations are processed by the Research and Institutional Effectiveness Office in order to ensure confidentiality. Results are tabulated and aggregate scores are provided to the Academic Department Head to review with the instructor.

Student Activities

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 Success 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 Executive Director of Student Success 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.

Club	Advisor	Phone	Office
Soc. Am. Foresters Timbersports	Blair Bishop Bob Pinkston	627.4566 627-4563	308 306
Archery	Chris Graves	627.4565	306
Blade Smith	David Burnette Sara Martin	627.4634 627.4687	Shop 343
Criminal Justice	Barbara Wolfe	627.3615	348
HESA	Meredith Carpenter	565-4014	236
Film Club	Cheryl Fulghum	565-4280	
Future Cosmetologists	Brandi Mathews	627.4642	800
Haywood Studios	Amy Putansu	627.4672	700
Haywood Intramurals	Shannon Rabby	627.4592	307a
The Wildlife	Chris Graves Shannon Rabby	627.4565 627.4592	306 307a
Horticulture	George Thomas	627.4625	1103
MAICO	Jodi Wijewickrama	565.4016	234
Phi Theta Kappa	Stephanie Wampler Greg McLamb	565.4209 627.4659	322 339
Photography	Lori Johnson	246-812?	ljohnson@haywood.edu
Technology Club	Tim Burke	564.5108	RHTC
Haywood Yoga Club	Angie Uhl-Kalev	627-4504	1532
Vets Helping Vets	Bob Pinkston	627-4563	306
Sustainability Club	Preston Jacobsen	565-4024	200
Classroom Hands Saving the World	Matt Heimburg	627-4579	329
National Society of Leadership and Success	Patricia Smith Emma Dechant Angie Uhl-Kalev	627-3613 565-4095 627-4504	238 1530 1532

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 Executive Director of Student Success Services, and the HCC Administrative Council. For more information about clubs, contact the club advisor.

Student Success Services

Division Includes:

- Located in the 1500 building
- Education and Career Development
 - Enrollment Management
 - Financial Aid

- Located in the 300 building
- Developmental Education
 - Teaching and Learning Center

All SSS areas provide enrollment, counseling, financial aid, instruction, resources, and support services to improve student success. Its purpose is to strengthen learning links between programs and improve learning outcomes.

Teaching and Learning Center (TLC)

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, in both on-line and traditional formats.

If a student is having trouble with a class, that student can receive up to three 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.

Testing

Placement Testing: The Accuplacer College Placement Test is offered in Student Success 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. Effective March 1, 2009, scores from the sentence skills portion of Accuplacer will place students in one of two developmental English courses: ENG 080 and ENG 090. ENG 080 is a prerequisite for ENG 090.

The Accuplacer test is given Mon.-Thurs. at 9:00 a.m., 11:00 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 and at www.testprepreview.com. Tutoring is available to prepare for the placement tests in the Teaching and Learning Center and Adult Education Department.

Retest Policy: Students who score within the range below may retest after two weeks of the initial testing. Students are strongly encouraged to study before retesting. Practice questions are available at www.testprepreview.com/accuplacer_practice.htm. (Note: There is an underscore between *accuplacer* and *practice* in the web address). Practice questions are also available at www.haywood.edu, Prospective/Current Student, Enrollment Management, Enrollment Procedures for a Accuplacer Practice Test. Students may opt to remediate at the TLC.

If qualified, students may retest once in each section of the ACCUPLACER.

ACCUPLACER PLACEMENT ASSESSMENT

READING

Score Range	Course Placement
0-34	AE-Reading
35-79	RED 090
60-79	Eligible to retest
80+	Reading requirement met

SENTENCE SKILLS

Score Range	Course Placement
0-29	AE-English
30-64	ENG 080
65-85	ENG 090
64-85	Eligible to retest
86+	ENG 111

ARITHMETIC

Score Range	Course Placement
0-24	AE-Math
25-54	MAT 060
41-54	Eligible to retest
55+	MAT 060 requirement met

ELEMENTARY ALGEBRA

Score Range	Course Placement
0-54	MAT 070
41-54	Eligible to retest
55+	MAT 115, 120, 121, 140
For programs that require MAT 151 or higher	
55-74	MAT 080
75+	MAT 151, 171

Retesting after completing a development course

A student who wishes to retest after completing a developmental course will be referred to the TLC for remediation. When the student feels sufficiently ready, he/she may take the competency exam for the course. If the student passes that test taken in the TLC, the instructor will sign the referral form and the student will be eligible to retest in that area.

This policy does not include students who receive a "CT" in a development course. This policy has been approved and will take effect Summer 2010.

Retesting after an extended absence from school:

Students who are absent from school for three or more years are eligible for retesting after remediating in the TLC. Students should discuss this option with a member of the student services staff. Students will be referred to the TLC for remediation prior to retesting.

Prerequisite Placement Testing: Students who wish to take BIO 163, BIO 168, or CHM 151 (primarily Nursing and Medical Assisting students) must take respective prerequisite placement test(s) or transfer these courses from other colleges with a grade of "C" or better.

In order to test into BIO 163 or BIO 168, students must score a 60% on the biology placement test. Student who score between 55-59% are eligible retest after two weeks.

In order to test into CHM 151, students must score a 70% on the chemistry placement test. Student who score between 65-69% are eligible retest after two weeks.

Call (828).627.4503 for an appointment for the biology and chemistry placement tests.

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. Grades earned in developmental courses do not count in a student's grade point average. Accommodations for testing are available for students with disabilities. Contact the Counselor located in Student Success Services in advance if accommodations are required.

After testing, the student will meet with a member of the Student Success Services staff to discuss test results.

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. 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.

Audit students pay the same fees as students who enroll for credit.

Access Fee- \$3.00 per semester

The access fee includes internet/infrastructure/course delivery method and on-campus parking.

Graduation Fee - \$15.00

Graduation Fee (if diploma mailed)-\$5.00

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 Success Services to obtain an Application for Graduation. Check with the bookstore for cost of cap, gown, and tassel if you wish the diploma to be mailed to you.

Student Activity Fee for curriculum students is charged as follows:

Fall and Spring Semesters

- Students carrying 12 or more credit hours - \$32.50 per semester
- Students carrying 6 to 11 credit hours – \$24.00 per semester
- Students carrying 1 to 5 credit hours - \$16.50 per semester

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 Expenses: Costs for books and supplies vary by curriculum and continuing education program. Students pursuing degrees in certain programs may have additional fees related to industry certification, licensure, background check, supplies, etc. Students should see the appropriate department regarding additional costs.

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).

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 you register
- If you register after classes begin—Tuition is due the day you register

Tuition and fees may be paid by cash, check, money order, American Express, Discover, 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. There is a returned check fee of \$25.00. 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.

All tuition refunds are processed after the official 10% point of the semester and will be mailed to students; student fees are nonrefundable.

Tuition

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.

2011-2012 tuition for 16 semester credit hours or more is charged at the rate of:

- \$1,064.00 per semester for full-time in-state students
- \$4,136.00 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 \$66.50 per semester hour and out-of-state students are charged \$258.50 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 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), dual enrolled high school, or Haywood Early College students registered in curriculum courses do not pay tuition or institutional fees.

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

Career Readiness Certificate (CRC)

Getting a North Carolina Career Readiness Certificate allows you to show prospective employers that you possess the basic skills they require. Even if you have a high school diploma (or GED) or a post-secondary degree, the CRC further verifies that you can handle the kinds of tasks – finding information, reading instructions and directions, even working with figures – that are common in today's workplace. The Certificate is based on established WorkKeys® assessment tests. (WorkKeys is a comprehensive skills assessment tool recognized by thousands of companies in the U.S. and by state and federal agencies.) To earn a Career Readiness Certificate, individuals are tested in reading, applied math, and locating information through the WorkKeys skills assessment system. For more information contact:

Corporate & Community Education Office
828-565-4243

Continuing and Adult Education

Continuing and Adult Education provides learning opportunities by offering a wide variety of classes to support economic development and the advancement of continued adult learning. Through a variety of community assessments, our programs are designed to meet the needs of higher academic education, retraining and job training, and personal and professional growth. The Continuing and Adult Education Division develops concepts and ideas for lifelong learning by examining the needs of the citizens, of businesses, and of industries throughout our area. Offerings include on- and off- campus at a variety of times, days, locations and various formats of learning by lectures, hands-on, and includes Internet-based learning.

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 Continuing and Adult Education division includes the following training areas: Small Business Center, Emergency Services, Allied Health, Public Safety, Fire, Occupational Extension, Computer Training, Online Training, Community Education, Human Resource Development, Adult Basic Education, Business & Industry Training, Certification and Licensure, and all workforce development efforts and special projects. The listing above is only a sampling of the program offerings at Haywood Community College Continuing & Adult Education Division. Training options are unlimited and can be designed to meet the needs of the employer and/ or student.

Enrollment Procedures

Enrollment: Students are encouraged to enroll in continuing education courses early. The Enrollment Management Department is located in the upper level of the Student Services Building (1500 Bldg). Normal operating hours, contact information, and payment options as follows:
Monday–Thursday:

8 a.m. to 6 p.m. and Friday: 8 a.m. to 4 p.m.

Telephone: (828) 627-4500

Community College Website: www.haywood.edu

Methods of Payment include: Cash, Check, Money Order, Credit and Debit cards

(MasterCard, Visa, American Express, Discover)

Notice: Students receiving financial assistance from third party entities (such as vocational rehabilitation) must have formal authorization filed in the Business Office prior to registration. There is a returned check fee of \$25.00. All previously incurred expenses at the College must be paid before a student may register at the beginning of any term. Degrees, diplomas, Certificates or Certifications 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.

Costs

Costs and fees which include tuition, books, cards, supplies, and insurance for individual courses and areas of study will vary depending on the class. Student's responsibility includes inquiring during registration to confirm the required items (books and supplies) and costs of said items. Some courses require insurance and certification cards. 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. These fees are subject to change without prior notice upon approval by the

College Administrative Council and Board of Trustees. A minimum enrollment may be required to offer a course or continue a sequence of courses. There are no tuition costs for Adult Basic Education courses but fees may apply in addition to testing costs. G.S. 15D-39 authorizes the State Board of Community Colleges to fix and regulate all tuition and fees charged to students for applying to or attending any community college. The current rate for Occupational Extension courses is as follows:

Hours	Costs
0–24 Hours	\$65
25 –50 Hours	\$120
50+ Hours	\$175
*Self-Supporting and Community Education Courses rates vary.	

Refund Policy: The tuition policy is set by the State of North Carolina and is subject to change. A 100% refund shall be made if the student officially drops prior to the first day of classes of the term as noted in the College Calendar. Also, a student is eligible for a 100% refund if the class in which the student is registered is canceled. A 75% refund shall be made if the student officially drops from the class(es) prior to or on the official 10% point of the term. Insurance, technology, and student activity fees are NOT refundable. Federal regulations, if different from above, will overrule this policy. Tuition refunds will be mailed to students; student fees are nonrefundable.

Tuition Waivers: Curriculum: The General Assembly enacted changes to the tuition and fee waiver for senior citizens; all other tuition waivers remain unchanged. Per Section 8.11 of S.L. 2009-451 (as amended by H836 21), tuition shall be waived for up to six credit hours of credit instruction per semester for senior citizens age 65 or older who are qualified as legal residents of North Carolina effective July 1, 2009.

Continuing Education: Per Section 8.4(a) of S. L . 2010-31 G. S. 115D-5 (b), tuition for one class per semester shall be waived for a non-credit instruction (Occupational Extension course) per academic semester for senior citizens age 65 or older who are qualified as legal residents of North Carolina effective July 1,2010. There are no tuition waivers for Community Education courses.

Course Repetition: There is a limit to the number of times a student may enroll in a particular Continuing & Adult Education class. The Continuing & Adult Education Repetition policy guides enrollment in selected types of classes. Occupational Training courses may not be taken more than twice within a five-year period without the student paying the full cost of the course as determined by the

College. Students may repeat Occupational Training courses more than once if the repetitions are required for certification, licensure, or recertification. A course other than occupational training may not be taken for more than two consecutive terms without a break of at least one term. Students who are enrolled in Adult Basic Education (ABE), General Educational Development (GED), Adult High School, English-as-a-Second Language or Compensatory Education courses may continue in the course as long as reasonable educational and/or social progress is being made according to the goals of the program. Students in Compensatory Education classes will be reviewed after no more than two years to determine whether they will continue in the program. The College reserves the right to modify this policy in general or relative to a given course as necessary to meet the needs of the College and its students.

Services

- Adult Basic Education
- Certification & Licensure
- Community and Corporate Education
- Human Resource Development
- Computer Training
- Industry & Customized Training
- Health and Emergency Services Training
- Allied Health Training
- Fire Training
- Public Safety & Law Enforcement Training
- Occupational Training
- Small Business Center
- Online Training

Adult Education

Adult Basic Education programs provide opportunities for upgrading reading, mathematics, English, and life skills. Assessment is a basic part of all these programs and provides pre-adult secondary instruction.

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.

The General Educational Development (GED) Program offers instruction in five subject areas in preparation for taking the high school diploma equivalency (GED) test. Instruction for Basic Skills Programs can be delivered on campus and at community learning centers or workplace sites when there is sufficient demand. Tuition is free. However, the

first sitting for the official GED exam costs \$7.50 (NC state administration fee) which covers all five official GED tests. The tests cover: Writing Skills, Mathematics, Social Studies, Science, Reading, Literature and the Arts. **Requirements:** *Student must be at least 18 years old (16- and 17-year-olds may test with special permission), be a current North Carolina resident, be certified to test through the GED Preparation, and pay the testing fees (\$7.50 for initial testing and \$2.50 for retesting in Writing Skills)*

English as a Second Language (ESL) is intended to improve the English reading, speaking, and writing skills of students who speak other languages. American culture, history and life skills are also taught.

Compensatory Education Program is an academic program specifically for adults with intellectual disabilities. The program features lessons in community living, consumer education, health, language, mathematics, social science, and vocational education. Emphasis is placed on helping each student become as independent as possible and is designed for intellectually disabled adults. Instruction is given to help intellectually disabled adults develop skills and abilities necessary to obtain employment and achieve self-sufficiency.

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

Adult Education Enrollment for Minors The 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 Wednesday or by appointment 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 Executive Director of Continuing & Adult Education.

Certification and Licensure assists students in acquiring certifications or licensures in Auto Safety, OBD Emissions, and OBD Recertifications. These occupational courses are designed to prepare students to meet the guidelines and requirements issued by the State of North Carolina.

Corporate and Community Education offers to individuals 18 years of age and older short-term courses for self-improvement, cultural enrichment, and academic achievement. The program is intended to meet the growing needs and interests of the community. The purpose is to give an individual a chance to pursue special interests and to fill his/her leisure time with worthwhile educational projects. Some of these include sewing and quilting, drawing and painting, knitting, woodcarving, knifemaking and bladesmithing, and basic auto repair. The National Safety and Health Council's Defensive Driving 4-hour course is also offered. Corporate training provides specialized courses specifically designed to meet the needs of corporations, groups, non-profits, and other entities.

Human Resources Development (HRD) Program: The mission of Haywood Community College's Human Resources Development Program is to strengthen the employment and educational opportunities of the county's residents who are unemployed or underemployed. The primary goal is to help these individuals develop the essential skills needed for securing and maintaining employment. Instruction focuses on the following: career assessments, development of employability skills, communication skills, problem-solving skills and techniques, and computer skills.

Computer Training offers a wide variety of computer training in both classroom and web-based formats. All of our courses are designed to help each student learn new computer software packages and/or sharpen existing computer skills. The goal of the HCC Computer Training is to help all students improve their knowledge of computer technology, whether for career advancement or personal improvement.

Industry & Customized Training services provided through HCC's Service and Industry Training includes: Occupational Continuing Education, Workforce Training, and Customized 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, the college offers a wide range of support -- from plumbing certification to management level courses to Maintenance Technician. Through HCC's Industry & Customized Training, participants can upgrade skills, develop new skills, prepare for licensures and certification, or attend management courses. HCC provides customized employee training at area businesses for professional development, corporate training, manufacturing training, workplace violence prevention, Programmable Logic Controllers, safety & environmental, customer service, strategic planning, and recertification classes which support

the economic development efforts of the State by providing education and training opportunities for eligible businesses and industries. Amended in 2008, this program combines the New and Expanding Industry Training Program and the Customized Industry Training Program to more effectively respond to business and industry (G.S. 115D-5.1). The Customized Training Program also includes the former Focused Industry Training Program and shall offer programs and training services to assist new and existing business and industry to remain productive, profitable, and within the State. The program was developed in recognition of the fact that one of the most important factors for a business or industry considering locating, expanding, or remaining in North Carolina is the ability of the State to ensure the presence of a well-trained workforce. The program is designed to react quickly to the needs of businesses and to respect the confidential nature of proprietary processes and information within those businesses.

Health and Emergency Services Training encompasses many disciplines. This includes Emergency Medical Services Certifications from Medical Responder through Paramedic level, and upgrade courses. Health education courses are designed to assist those desiring employment or retraining in related fields. HCC offers certification and upgrade courses for rescue and emergency services personnel.

Allied Health Training includes Nurse Aide I & II, Medication Aide, Phlebotomy, and other allied health programs. Applicants are selected for admission to these programs based upon special criteria and certain testing requirements.

Fire Training requires the State Fire and Rescue Commission to establish voluntary minimum professional qualifications for all levels of fire and rescue service personnel. The standard for Firefighter Certification is considered to be a minimum standard and the Fire & Rescue Commission fully recognizes that due to differing requirements, many fire departments may set forth standards much higher than these for their personnel. It is the intent, however, that through a voluntary program, personnel who provide firefighting services to the communities of our state, will meet or exceed this standard. In the State of North Carolina, the State Legislature established General Statute 58-78-5.14b to reduce fire loss.

Public Safety & Law Enforcement training provides quality educational programs and services for law enforcement. This includes but is not limited to Basic Law Enforcement Training, mandatory In-Service Training and specialized law enforcement training. Applicants for Basic Law Enforcement Training must provide required documentation.

Occupational Training provides education and training for individuals to prepare for new or different employment

and to upgrade the skills of individuals in their current employment. These opportunities are available through single courses or a series of courses specifically designed for an occupation. A significant number of these courses are offered to meet licensure or certification requirements. HCC 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 Small Business Center provides training, counseling, and resource information in support of new business development and existing business growth. It also offers free, confidential counseling, and access to an extensive resource library. Over 600 business "how to" books, magazines, and audio CD's are available for loan. A wide variety of free seminars are also available to help businesses be successful. Some topics include: How to Start a Business, How to Write a Business Plan, Financing a Business, Marketing for Success, and Taxes and Recordkeeping. Visit www.sbc.haywood.edu to view Upcoming Seminars, New Business Guide, Success Stories, Business Start-Up Competition and other business related news and events to help grow your business.

Online Learning is available in each discipline listed above and many more. Online learning provides options for students to train at home or on-the-job. Online training can build upon existing work skills or provide foundational learning or skills.