Dear HCC Students,

On behalf of the Student Government Association (SGA), we would like to welcome you to Haywood Community College. The faculty and staff of HCC are committed to your success as a student and dedicated to assisting you in the pursuit of your educational goals.

Haywood Community College SGA represents the student body. We bring student concerns to college leadership in an effort to create a campus environment that supports learning and growth. It is our hope that you will take advantage of the many opportunities SGA offers to make your voice heard. This means we want to hear from you! If you have an idea, concern, or proposal that you think will improve the student experience, we encourage you to attend one of our monthly SGA meetings or drop by the SGA office, located in the Student Services Building (1500).

The student calendar is a great source of information in regard to student life at HCC. Be sure to note the student activities that are scheduled throughout the academic year. These events are excellent opportunities to network with other students in a relaxed, purposeful environment.

We are excited about your decision to further your education at HCC, and are confident that your time here will be productive and fun.

Best wishes,
Your 2017-2018 SGA Officers
Haywood Community College
185 Freedlander Drive, Clyde, NC 28721
828.627.2821
haywood.edu

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

Haywood Community College issues this handbook to furnish students with information and events. Announcements contained herein are subject to change without notice and may not be regarded as binding obligations to the College or to the State of North Carolina.

This publication is not a contract nor offer to contract. The Board of Trustees, college executive officers, and their agents reserve the right to change information herein without notice when circumstances warrant such action. All charges for tuition and fees are subject to change, as required by North Carolina General Assembly and the College’s Board of Trustees.

Haywood Community College is committed to equality of educational opportunity and does not discriminate against applicants, students, or employees based on race, color, nationality, religion, sex, disability, affiliation, or belief. The College supports the protection available to members of its community under all applicable Federal laws, including Title IV and Title VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Sections 799A and 845 or the Public Health Service Act, the Equal Pay and Age Discrimination Acts, the Americans with Disabilities Act of 1990, the Rehabilitation Act of 1973, the Executive Order 11246. Haywood Community College complies with the U.S. Patriot Act of 2001.

Southern Association of Colleges and Schools
1866 Southern Lane Decatur, GA 30033
404.679.4501

Table of Contents
Campus Events Calendar.................................02
Academic Calendar.......................................02
Services for Students....................................04
Clubs..........................................................05
Social Media...............................................06
SGA Moodle Course Page............................06
Network Portal............................................08
Privacy Info (FERPA)......................................09
Disability Services.......................................09
Safe Zone....................................................09
Emergency Procedures...............................10
Inclement Weather Policy & Procedure.............11
Drug and Alcohol Policy & Procedure...............13
Minors on Campus.......................................14
Security.......................................................14
Drug, Alcohol, and Tobacco Use.....................16
Mental/Physical Abuse/“Bullying”....................16
Student Rights & Code of Conduct..................18
Clergy Act....................................................21
Title IX........................................................22
Student Health & Services............................25
Information Technology Usage Procedure...........25
CAMPUS EVENTS CALENDAR

Fall Semester:
August 10: New Student Orientation (9am & 4pm)
August 15: Fall Classes Begin
August 21-24: WOW (Week of Welcome)
August 22: Vision Screening
September 10: World Suicide Prevention Day
September TBA: College Night
September 16: Big Sweep Stream Cleanup
September 17: Constitution Day
October 7: Woodmen’s Meet at the Cradle of Forestry
October TBA: Domestic Violence Awareness Rally
October 2: Wear Your Favorite Sports Team Apparel
October 3: Wear Pink for Breast Cancer Awareness
October 4: Fall for Haywood 11am-2 pm
October 4: I love HCC Day- Wear Your HCC Apparel
October 5: Wear Purple for Domestic Violence Awareness
October 6: Dress Like Your Favorite Instructor
October TBA: Blood Drive - 1500 Building Auditorium
November 16: Great American Smoke Out

Spring Semester:
January 4: New Student Orientation (9am & 4pm)
January 8: Spring Classes Begin
February TBA: Blood Drive - 1500 Building Auditorium
February 22: 12th Annual Wild Game Dinner
February 23-March 1: Eating Disorders Awareness Week
March 19: Reading Day
April 4: Harmony Day/Spring Fling 11am-2 pm
April 19: Honor’s Day
April 16-20: Week of the Young Child
April 26: Denim Day
April 28: 5th Annual FishFest
May 11: Graduation Luncheon

Summer Semester:
May 17: New Student Orientation (9am only)
May 21: Summer Classes Begin

Academic Calendar

Fall Semester 2017

<table>
<thead>
<tr>
<th>Event</th>
<th>Day</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fall tuition &amp; fee payment period</td>
<td>Monday</td>
<td>August 1-11</td>
</tr>
<tr>
<td>Faculty return</td>
<td>Monday</td>
<td>August 7</td>
</tr>
<tr>
<td>College Wide Meeting (College closed to students 8:00am – 12:00pm)</td>
<td>Monday</td>
<td>August 7</td>
</tr>
<tr>
<td>Instruction begins</td>
<td>Tuesday</td>
<td>August 15</td>
</tr>
<tr>
<td>Schedule Changes (Drop/Add)</td>
<td>Tuesday-Friday</td>
<td>August 15-18</td>
</tr>
<tr>
<td>Short semester registration begins (By appointment)</td>
<td>Wednesday</td>
<td>August 15</td>
</tr>
<tr>
<td>4-Week Class Online HOP due</td>
<td>Friday</td>
<td>August 18</td>
</tr>
<tr>
<td>8-Week Class Online HOP due</td>
<td>Thursday</td>
<td>August 24</td>
</tr>
<tr>
<td>16-Week Class Online HOP due</td>
<td>Thursday</td>
<td>August 24</td>
</tr>
<tr>
<td>Last day to drop for a partial refund (10%)</td>
<td>Thursday</td>
<td>September 4</td>
</tr>
<tr>
<td>Labor Day (All Campus Holiday)</td>
<td>Monday</td>
<td>September 11</td>
</tr>
<tr>
<td>College Night (6:00pm–7:30pm)</td>
<td>Wednesday</td>
<td>September 13</td>
</tr>
<tr>
<td>Second 4-week courses begin</td>
<td>Wednesday</td>
<td>September 13</td>
</tr>
<tr>
<td>12-Week courses begin</td>
<td>Wednesday</td>
<td>September 18</td>
</tr>
<tr>
<td>Constitution &amp; Citizenship Day</td>
<td>Sunday</td>
<td>September 22</td>
</tr>
<tr>
<td>Financial aid refund day (checks mailed)</td>
<td>Friday</td>
<td>October 10</td>
</tr>
<tr>
<td>Mid-semester</td>
<td>Tuesday</td>
<td>October 11</td>
</tr>
<tr>
<td>Short semester instruction begins (second 8-week &amp; third 4-week classes)</td>
<td>Wednesday</td>
<td>October 16-17</td>
</tr>
<tr>
<td>Fall break</td>
<td>Monday &amp; Tuesday</td>
<td>October 18</td>
</tr>
<tr>
<td>Instruction resumes</td>
<td>Wednesday</td>
<td>October 23-December 1</td>
</tr>
<tr>
<td>Spring semester advisement &amp; registration (By appointment)</td>
<td>Wednesday</td>
<td>October 23-January 4</td>
</tr>
<tr>
<td>Spring tuition and fee payment period</td>
<td>Monday</td>
<td>November 13</td>
</tr>
<tr>
<td>Fourth 4-week courses begin</td>
<td>Friday</td>
<td>November 10</td>
</tr>
<tr>
<td>Veterans Day (All Campus Holiday)</td>
<td>Wednesday</td>
<td>November 15</td>
</tr>
<tr>
<td>Last day to withdraw from a course (16-week session)</td>
<td>Tuesday</td>
<td>November 21</td>
</tr>
<tr>
<td>Spring semester application deadline (for 16-week courses)</td>
<td>Tuesday</td>
<td>November 22</td>
</tr>
<tr>
<td>Thanksgiving recess (no classes)</td>
<td>Wednesday</td>
<td>November 23-24</td>
</tr>
<tr>
<td>Thanksgiving holidays (all campus holiday)</td>
<td>Thursday-Friday</td>
<td>November 27</td>
</tr>
<tr>
<td>Instruction resumes</td>
<td>Monday</td>
<td>December 13</td>
</tr>
<tr>
<td>Last day of instruction for all classes</td>
<td>Wednesday</td>
<td>December 14</td>
</tr>
<tr>
<td>Final grades due by 4pm</td>
<td>Thursday</td>
<td>December 15</td>
</tr>
<tr>
<td>Campus-wide meeting/professional development</td>
<td>Friday</td>
<td>December 16</td>
</tr>
</tbody>
</table>

Tuesday, December 12th will serve as meeting make-up day for Friday classes.

Wednesday, December 13th will serve as meeting make-up day for Friday classes.

Winter recess | Monday-Monday | December 18-January 1 |

December 1: World AIDS Day
December 4: Waynesville Christmas Parade 6pm
December 7: Canton Christmas Parade 6pm
### Spring Semester 2018

<table>
<thead>
<tr>
<th>Event</th>
<th>Day</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>New Year's Holiday (All Campus Holiday)</td>
<td>Monday</td>
<td>January 1</td>
</tr>
<tr>
<td>Faculty return</td>
<td>Tuesday</td>
<td>January 2</td>
</tr>
<tr>
<td>Instruction begins</td>
<td>Monday</td>
<td>January 8</td>
</tr>
<tr>
<td>Schedule changes (Drop/Add)</td>
<td>Monday-Thurs</td>
<td>January 8-11</td>
</tr>
<tr>
<td>Short semester registration begins</td>
<td>Monday</td>
<td>January 8</td>
</tr>
<tr>
<td>Martin Luther King, Jr. Day (All Campus Holiday)</td>
<td>Monday</td>
<td>January 15</td>
</tr>
<tr>
<td>Last day to drop for a partial refund (10%)</td>
<td>Thursday</td>
<td>January 18</td>
</tr>
<tr>
<td>Online HOP due</td>
<td>Thursday</td>
<td>January 18</td>
</tr>
<tr>
<td>Second 4-week courses begin</td>
<td>Tuesday</td>
<td>February 6</td>
</tr>
<tr>
<td>12-Week courses begin</td>
<td>Tuesday</td>
<td>February 6</td>
</tr>
<tr>
<td>Financial aid refund day (checks mailed)</td>
<td>Friday</td>
<td>February 23</td>
</tr>
<tr>
<td>Mid-semester</td>
<td>Monday</td>
<td>March 5</td>
</tr>
<tr>
<td>Short semester instruction begins</td>
<td>Tuesday</td>
<td>March 6</td>
</tr>
<tr>
<td>(second 8-week &amp; third 4-week courses)</td>
<td>Monday</td>
<td>March 19</td>
</tr>
<tr>
<td>Reading day (no classes)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Summer and/or fall semester advisement &amp; registration (By appointment)</td>
<td></td>
<td>March 20-April 27</td>
</tr>
<tr>
<td>Summer tuition &amp; fee payment period</td>
<td></td>
<td>March 26-May 16</td>
</tr>
<tr>
<td>Last day to apply for graduation in May</td>
<td>Thursday</td>
<td>March 29</td>
</tr>
<tr>
<td>Good Friday (All Campus Holiday)</td>
<td>Friday</td>
<td>April 2</td>
</tr>
<tr>
<td>Instruction resumes</td>
<td>Monday</td>
<td>April 5</td>
</tr>
<tr>
<td>Fourth 4-week courses begin</td>
<td>Thursday</td>
<td>April 16</td>
</tr>
<tr>
<td>Last day to withdraw from a course</td>
<td>Monday</td>
<td>April 16</td>
</tr>
<tr>
<td>Spring break</td>
<td>Monday-Thurs</td>
<td>April 9-13</td>
</tr>
<tr>
<td>Instruction resumes</td>
<td>Monday</td>
<td>April 16</td>
</tr>
<tr>
<td>Honors Day Convocation (1pm -2:30pm)</td>
<td>Thursday</td>
<td>April 19</td>
</tr>
<tr>
<td>High School Equivalency &amp; Adult High School Graduation</td>
<td>Friday</td>
<td>May 4</td>
</tr>
<tr>
<td>Last day of instruction for all classes</td>
<td>Wednesday</td>
<td>May 9</td>
</tr>
<tr>
<td>Final grades due by 4pm</td>
<td>Thursday</td>
<td>May 10</td>
</tr>
<tr>
<td>Graduation</td>
<td>Friday</td>
<td>May 11</td>
</tr>
<tr>
<td>(Ceremonies at 4:30pm &amp; 7:30pm)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Summer Semester 2018

<table>
<thead>
<tr>
<th>Event</th>
<th>Day</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Instruction begins (8 &amp; 10 week)</td>
<td>Monday</td>
<td>May 21</td>
</tr>
<tr>
<td>Schedule changes (Drop/Add)</td>
<td>Monday-Wednesday</td>
<td>May 21-23</td>
</tr>
<tr>
<td>Last day to drop for a partial refund (10%)</td>
<td>Thursday</td>
<td>May 24</td>
</tr>
<tr>
<td>Online HOP due</td>
<td>Thursday</td>
<td>May 24</td>
</tr>
<tr>
<td>Memorial Day (All campus holiday)</td>
<td>Monday</td>
<td>May 28</td>
</tr>
<tr>
<td>Fall semester advisement &amp; registration (by appointment)</td>
<td></td>
<td>July 9-August 3</td>
</tr>
<tr>
<td>Second 4-Week Courses Begin</td>
<td>Tuesday</td>
<td>June 19</td>
</tr>
<tr>
<td>Second 6-Week Courses Begin</td>
<td>Tuesday</td>
<td>June 19</td>
</tr>
<tr>
<td>Financial aid refund day (checks mailed)</td>
<td>Friday</td>
<td>June 22</td>
</tr>
<tr>
<td>Independence Day (All campus holiday)</td>
<td>Wednesday</td>
<td>July 4</td>
</tr>
<tr>
<td>Instruction resumes</td>
<td>Thursday</td>
<td>July 5</td>
</tr>
<tr>
<td>Last day to withdraw from a course</td>
<td>Thursday</td>
<td>July 5</td>
</tr>
<tr>
<td>(8-week session)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Last day of instruction (8-week session)</td>
<td>Tuesday</td>
<td>July 17</td>
</tr>
<tr>
<td>Last day to withdraw from a course</td>
<td>Tuesday</td>
<td>July 17</td>
</tr>
<tr>
<td>(10-week session)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Final grades due by noon (for 8-week session)</td>
<td>Thursday</td>
<td>July 19</td>
</tr>
<tr>
<td>Fall semester application deadline (for 16-week courses)</td>
<td>Monday</td>
<td>July 30</td>
</tr>
<tr>
<td>Last day of instruction (10-week session)</td>
<td>Tuesday</td>
<td>July 31</td>
</tr>
<tr>
<td>Final grades due by noon (for 10-week session)</td>
<td>Thursday</td>
<td>August 2</td>
</tr>
</tbody>
</table>

- Tuesday, July 17th will serve as meeting make-up day for Wednesday classes.
Services for Students

Academic & Career Counseling:
1500 Building — 828.627.4646
• Career Assessments & Inventories

Bookstore:
1500 Building — 828.565.4127
• Purchase textbooks and supplies
• Student parking decals
• Student ID cards

Counseling:
1500 Building — 828.627.4504
• Disability Services
  • ADA Compliance
  • Testing and Classroom Accomodations
• Counseling
  • Individual and Group Therapeutic Support
  • Confidential Referrals

Cosmetic Arts Center:
3200 Building — 828.627.4642
• Hair, skin, nail services
• Present HCC ID for half price services

Distance Learning:
200 Building — 828.627.4619
• Moodle

Enrollment Management:
1500 Building — 828.627.4500
• Change your name, address, major
• Transcripts
• Graduation Packets
• Placement Testing

Financial Aid:
1500 Building — 828.627.4756
• Work-Study
• Veterans’ Benefits
• Pell Grant via FAFSA
• Scholarships available
• Application at haywood.academicworks.com

Learning Support Services:
300 Building — 828.627.4696
• Grammar lab
• Math lab
• Writing lab
• Biology lab

Library/Learning Resource Center:
200 Building — 828.627.4550
• Computer labs with printing available
• Research and reference help
• Student Technology Help Desk: 828.565.4009
• Copy service available:
  • Black/white 10¢, Color 50¢
• Interlibrary loan
• Small Business Resource Center
• $1.00 coffee available
• library@haywood.edu

Print Shop:
800 Building — 828.565.4210
• Printing and binding
• Color or black & white
• Reasonable prices
• Large or small scale projects

Sunrise Café:
200 Building — 828.627.4665
• Breakfast and lunch, Monday–Friday
• Early College students can prepay for meals at lunchprepay.com
• Other students, faculty and staff members may set up a prepaid account in person

Work-Based Learning & Career Services:
1500 Building — 828.627.3613
• Internships
• Apprenticeships
• Career Services/Job Placement

ATM
An ATM is available for student use in the 200 Building. There is a $2.00 surcharge. It is located on the right side of the building next to room 242.

Computer Labs
Several rooms across campus are designated computer labs when not scheduled with classes. Computer classroom schedules are posted on the classroom doors. The library has several computers that are also available for student use during scheduled hours.
Student Clubs & Organizations

Student Government Association (SGA)
Advisors: Laura Simmons lsimmons@haywood.edu
The purpose of the SGA is to make requests and recommendations to the administration that reflect
the needs of the student body. SGA plans events and projects that reflect the ideas and opinions of
the student body, and pass initial approval of all newly formed student organizations.

Creative Writing Club
Advisors:
Clay Couch ccouch@haywood.edu
Ryn Hayes cbhayes@haywood.edu
The Creative Writing Club seeks to hold regular workshops, public readings, and the publication of a
print or online journal.

Criminal Justice Club/Lambda Alpha Epsilon
(The American Criminal Justice Association)
Advisors: Chris Wyatt cwyatt@haywood.edu
The Criminal Justice Club supports the national district and state associations for the enhancement
of criminal justice professions and the reduction of crime. Lambda Alpha Epsilon promotes
professionalism in the criminal justice field, competing builds confidence in the students, and is a
networking opportunity for their future.

Future Cosmetologists Association (FCA)
Advisors:
Sandra Laney slaney@haywood.edu
Jennifer Singleton jwsingleton@haywood.edu
The purpose of FCA is to foster growth and knowledge of the cosmetic arts.

Haywood Studios
Advisors: Brian Wurst bwurst@haywood.edu
Haywood Studios is a student organization dedicated to providing hands-on, real-life marketing experiences for Professional Crafts students. Through organized craft fairs and gallery exhibitions, students learn about the jury process, promotion, set-up, display, and selling of craft objects.

HCC Archery Club
Advisors: Shannon Rabby srabby@haywood.edu
The purpose of the Archery Club is to promote the sport and safety of archery. The club also
offers participants the opportunity to compete in archery competitions locally and regionally.

HCC Automotive Club
Advisors: Darrell Honeycutt dhoneycutt@haywood.edu
Mark Hicks mhicks@haywood.edu
The purpose of the HCC Automotive Club is to advance the general understanding of automotive
interests in the community.

HCC Chapter of the Society of American Foresters
Advisors: TBA
The purpose of the HCC Chapter of the Society of American Foresters is to advance the science,
education, technology, and practice of forestry.

HCC Fishing Club
Advisors: Shannon Rabby srabby@haywood.edu
The purpose of the HCC Fishing Club is to promote fishing on campus and in the
community. The club will educate participants on the sport of fishing, good sportsmanship, strategy,
tactics, and the rules of fishing. The club also offers participants the opportunity to compete in fishing
tournaments locally and regionally.

HCC Forestry Club & Timbersports Team
Advisors: James Jeuck jjeuck@haywood.edu
The purpose of the HCC Forestry Club & Timbersports Team is to provide students with
opportunities in forestry, and to host and participate in Timbersports competitions locally and regionally.

HCC Technology Club
Advisors: Marc Lehmann mlehmann@haywood.edu
The purpose of the HCC Technology Club is to bring students from various programs together to explore
different technologies and provide a forum for the exchange of these technologies.

HCC Veterans Club
Advisors:  
**Darrell Honeycutt** dhoneycutt@haywood.edu  
**Tracy Rapp** tkrapp@haywood.edu  
The HCC Veterans Club is an organization focused on assisting veterans on HCC’s campus.

**Horticulture Club**  
Advisor: **George Thomas** gthomas@haywood.edu  
The purpose of the Horticulture Club is to create and share an appreciation for plants, to explore career choices in the field of horticulture, and to provide students with a chance to become involved in community service activities.

**NAMI on Campus**  
Advisors:  
**Ryn Hayes** cbhayes@haywood.edu  
**Susannah High** shigh@haywood.edu  
NAMI on Campus helps to address the mental health needs of students and raise mental health awareness among campus communities by providing peer support, education, and advocacy on campus.

**Phi Theta Kappa (PTK)**  
Advisors:  
**John Weatherford** jweatherford@haywood.edu  
**George Thomas** gthomas@haywood.edu  
Phi Theta Kappa is a national honors society that celebrates academic excellence in community college students.

**Student Association of Medical Assistants (SAMA)**  
Advisor: **Larry Davis** lkdavis2@haywood.edu  
The SAMA Club promotes the profession of Medical Assisting through campus activities and community events.

---

**Social Media**
Many of our clubs, departments, programs, and events have their own social media pages. Be sure to subscribe, like, or follow them in order to keep up with current events on campus. Keep up with the latest HCC news by following the College’s main accounts:

- [Facebook](https://facebook.com/HaywoodCC)  
- [Instagram](https://instagram.com/haywoodcommunitycollege)  
- [Twitter](https://twitter.com/HCCclyde)

**SGA Moodle Course Page**
The Student Government Association maintains a Moodle course page. This page does not require any participation from students, but is an avenue to connect the student body with SGA. The opinion of students is valuable and we seek every opportunity to hear it. Make sure to visit the Moodle page, join in or start a discussion, and make your voice heard.
Moodle Login

Three Important Facts:
1. Courses will not be available until the first day of class. Please allow 24 hours for your course to appear if you add or change a course after the first day of class.
2. A HOP assignment (your first online course assignment) cannot be completed late, even due to technical difficulties. Please do not wait until the last day to complete your HOP assignment in each online course.
3. Your Distance Learning courses may be visible even if you have not paid or have dropped/withdrawn from the course. It is your responsibility to check your schedule and make sure you are in the proper courses.

Once logged into the Login Portal, click on Moodle to access your online/distance learning courses. Follow the instructions on the Moodle homepage for logging in.

Step 1: Log into Moodle (moodle2.haywood.edu)
Your username is (typically) your first initial, middle initial, last name and is the same as the WebAdvisor account you have already set up.
• Example: If your name is Phillip G. Blake, then your username would be pgblake.
• Enter your username with all lowercase letters.
• Your password is initially your 6-digit birthday.
• Example: If your birthdate is May 8, 1991, then your 6-digit birthday is 050891.

Step 2: Change your password
• Passwords are required to be at least 8 characters long with at least one uppercase letter, one lowercase letter, and one number. A special character like an ! or $ is recommended for extra security. The password cannot contain more than three consecutive letters that are part of the username.

• If you are not prompted to change your password:
  o Click on your name located at the top right of the page.
  o Click on Profile > Edit Profile > and type in a new password.
  o Be sure to save changes.

Problems with Moodle?
Contact Distance Learning at 828.627.4619 or email dl@haywood.edu.
**Privacy Information**

Directory Information: As an enrolled student, your directory information may be released. Directory information is defined as information within your educational record that would not generally be considered harmful or an invasion of privacy if disclosed. Directory information includes, but is not limited to, student's name, address, phone listing, email address, program of study, enrollment status, dates of attendance and degrees awarded. Students who do not wish any or all of the above directory information be released to outside agencies must complete the Student Authorization to Release Information Form and submit it to the Enrollment Management office within the first 10 days of the semester.

Under **FERPA** (Family Educational Rights and Privacy Act of 1974), you are afforded rights related to your education records. **FERPA** allows you the right to review your record and restricts the disclosure of such records without your written permission with the exception of those parties otherwise identified by **FERPA**.

**FERPA** authorizes disclosure without consent to the following individuals/parties:
- You (the student)
- Parents of dependent students (with appropriate documentation)
- College officials
- Parties seeking directory information only
- Parties receiving the information pursuant to a judicial order or lawfully issued subpoena
- Regarding student disciplinary proceedings as expressly permitted by **FERPA**

Students may request permission to review their record(s) by visiting the Enrollment Management office located in Student Services (Building 1500).

Additional information regarding **FERPA** is available at haywood.edu/ferpa.

**Disability Services**

Haywood Community College supports all students following the mandates of the Americans with Disabilities Act. If any student has an identified area of disability which presents as an impediment, appropriate accommodations can be provided to ensure equal access. Any student requesting disability accommodations must meet with the counselor, Susannah High. Please call 828.627.4504, email shigh@haywood.edu, or stop by office 1532 in Student Services. More information can also be found at haywood.edu/counseling/disability-services.

**Safe Zone**

Haywood Community College is a participant in the Safe Zone program and seeks to create a climate of safety for all members of the college community.

When you see this symbol on someone’s office door or in his/her office, it means that the person is Safe Zone trained and is empathetic and informed about gay, lesbian, bisexual, transgender, and questioning (LGBTQ+) issues and is willing to provide support, information, and confidentiality.

Go to haywood.edu/counseling/safe-zone for more information.
Emergency Procedures

In case of a Bomb Threat/Suspicious Package:
Watch for and report what is strange, unusual or out of place. If you discover a suspicious object/potential bomb or receive a bomb threat:
***Immediately NOTIFY ***Call Security 734-5410 SRO 593-8477 to assist.
• Do not handle the object
• Evacuate the area calmly
• Be aware that there may be a secondary device!
• Be alert for suspicious packages and letters.
• They can contain explosives, chemical or biological agents.

In case of a Crime and Violent Behavior:
PROTECT YOURSELF FIRST
Call 911 if crime is in progress. Be prepared to provide the following information:
• Location of crime
• Number of people involved and their descriptions
• Injuries of persons, if known
• Nature of any weapons involved
• Any vehicle descriptions
• Stay on the line with 911 operator
***Call Security 734-5410 SRO 593-8477

In case of a fire: If you discover a fire or smoke or if you hear a fire alarm:
• Evacuate the Building – Get Out - Don’t use Elevators, use stairs. Close (Don’t Lock) doors to contain fire.
• Alert others – Activate the fire alarm (If not already activated)
• Call 911

In case of a medical emergency:
Check the scene for safety.
Care for illness and injuries within the scope of your training.
Call 911 if serious illness/injury:
• Location of person needing assistance
• Nature of accident/illness
• Number of people involved
• Stay on the line with 911 operator
***Call Security 734-5410 SRO 593-8477

In case of Hazardous Material Spill/Release: For spills, releases, or incidents requiring special training and/or personal protective equipment (PPE):
Immediately notify people in area and College President.
***Immediately NOTIFY ***Call Security 734-5410 SRO 593-8477 to assist and Campus Safety & Security Services Officer 564-5113.
• Evaluate area of spill/release
• Isolate exposed people for:
  • Decontamination
  • Evaluation
  • Treatment
• Do not re-enter the area until directed!

In case of Severe Weather Warning:
• Avoid automobiles and open areas
• Move to secure area
• Keep away from windows/exterior door
***Call Security 734-5410 SRO 593-8477

Phones: Emergency Call Boxes with solar phones have been placed on campus in the 200 building parking lot, the upper parking lot behind the Student Services building near steps leading to the cosmetology building, top level of the 7000 building, and lower level 7000 building. Office phones are not for student use except in the case of emergency. There are courtesy phones located in 100, 300, 900, 1100, 1400, 1500 and 7000 buildings.
In case of Severe Weather Warning:
• Avoid automobiles and open areas
• Move to secure area
• Keep away from windows/exterior door
***Call Security 734-5410 SRO 593-8477
Inclement Weather Policy

Please review the Inclement Weather policy and procedure in order to be prepared in the event of inclement weather. The College will close when weather conditions are such that driving is hazardous.

Announcements
Announcements concerning college operation will be made by 6:00 a.m. for day classes on the Haywood Community College website, and local TV and radio stations.

Important: it may become necessary to alter the 6:00 am announcement if weather conditions worsen. For this reason please continue to monitor information outlets for changes in the College schedule.

Keep in mind that HCC may have classes even when Haywood County public schools are cancelled.

Delayed Schedule
If it appears that ice or snow may be cleared by mid-morning, the 10:00 a.m. schedule listed below will be followed, and all College personnel and students should report by 10:00 a.m.

Early Dismissal
When weather conditions dictate early dismissal of day classes, the announcement will be made to each class, on the HCC website, and on the local television and radio stations, listed below.

Evening Classes
Announcements will be made on the HCC website and television and radio stations no later than 3:00 pm concerning the closing of evening programs. Each evening class will be notified of early dismissal due to inclement weather.

Important: commuters should exercise personal judgment concerning highway conditions regardless of College announcements, particularly those commuting to and from other counties or remote areas.

HCC will announce schedule changes due to inclement weather at the following locations:
1. HCC’s website haywood.edu
2. HCC Mass Notifications System
3. WLOS Television Station
4. 99.9 FM Kiss Country
5. 920 AM Real Country WPTL
You can sign up for Haywood Community College closing alerts and get school closing information sent straight to your email address or cell phone! Just follow these simple instructions:

Sign up for Haywood Community College closing alerts at WLOS:
1. Go to wlos.com

2. Select the button on the left-hand side of the screen that says “Weather Closings.”

3. On the WLOS weather closing page, click on the Sign Up Now button.

4. On the WLOS wireless page, fill in your mobile phone number, name and age.

5. Use the scroll bar to scroll down to complete the online form.

6. Click in the, “I certify that I am over the age of 13” and the “I understand standard message rates of my carrier may apply” check boxes.

7. Under Station Alerts, click the Weather check box.

8. Under School Closings, click the public schools check box. A list of public schools will appear.


10. Scroll down and click on the Submit button.

11. You will receive two text messages on your cell phone when you sign up for WLOS mobile text alerts. One text message will say, “Thanks for texting WLOS NEWS.”

12. The other text message will say, “You’ve been signed up for WLOS mobile alerts.”
Alcohol and Drugs On Campus Policy & Procedure

Policy 3.4.4: Alcohol and Drugs On Campus
Effective Date: Saturday, May 19, 1990
Amended Date: Monday, April 3, 2017

The illegal use of controlled substances, substances that cause impairment, and abuse of alcohol are harmful to the health, well-being and safety of the College’s employees and students. Employees and students who illegally use controlled substances, substances that cause impairment, or who abuse alcohol are less productive, less reliable and prone to greater absenteeism resulting in unnecessary costs, delays, academic failure and safety risks. The College is committed to maintaining a safe workplace and an educational environment free from the influence of illegal controlled substances, substances that cause impairment, and alcohol.

To view the complete policy & procedure, visit:
haywood.edu/a&dpolicy
Minors on Campus

The College encourages visits to its campus, but due to certain conditions on campus that could be hazardous to children, all minors, under the age of sixteen, must be supervised at all times by a responsible adult. The College does not assume responsibility for their supervision. Minors, under the age of sixteen, are not permitted in classrooms, shops, or laboratories during regularly scheduled courses unless they are attending as students enrolled in the Career and College Promise Program or Haywood Early College High School. Students are asked not to bring children with them to class, to campus meetings or activities unless the activity specified is open to children. The College offers childcare services on campus at the Regional Center for the Advancement of Children.

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. Security Officers have the responsibility to enforce all college rules, regulations, and safety policies and work closely with local law enforcement to enforce local, state, and federal laws.

Campus School Resource Officer’s Office
Student Center Building,
Lower Level Room 1501
Monday-Friday 7:30am-11:00pm
828.565.4096 (office) or 828.593.8477 (cell)
sro-officers@haywood.edu

Campus Security Office
Campus Services Building, Room 3517
Monday – Friday 6:00am-12:00am; Saturday & Sunday 7:30am-8:30pm
828.627.4514 (office) 828.734.5410 (cell)
security@haywood.edu

Campus Safety Office
Campus Services Building, Room 3528
Misty Massingale
828.564.5113 (office)
mgreenarch@haywood.edu

Emergency Call Boxes: Haywood Community College has placed emergency call boxes (solar powered phones with blue lights mounted on poles) in the following locations:
• 200 Building parking lot
• Upper parking lot behind the Student Center near the steps leading to Cosmetology
• Upper and lower levels of the 7000 Building

Parking: All student vehicles must display a valid parking pass and park in spaces designated for students. Public high school students enrolled in the Career & College Promise Pathway program may park in college parking lots provided they have on display a valid parking decal from their high school. Haywood Early College students, or their parents or guardians, must display a current HCC parking decal. Parking decals are available in the College Bookstore.
Parking Violations: Campus Security Officers issue tickets for the following violations ($5.00 fine for each offense):

(Violations are not limited to these infractions.)

• 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
• Occupying more than one parking space

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

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

• White outlined spaces = students & employees
• Yellow outlined spaces = employees
• Blue outlined spaces = handicap

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.

Other Violations: 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 Security as soon as possible after the incident. Any violations of the HCC Student Code of Conduct must also be reported to the VP of Student Services.

Known and suspected violations of federal, state laws, and other emergencies should be reported to Campus Security/SRO’s for action. Campus Security supports the Vice President of Student 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 federal, state, and local laws concerning sexual assault and sexual harassment. Any violation or complaint should be made immediately to Campus Security and to the Vice President of Student Services. Haywood Community College and County Services are available. Complete policy and procedures are available at haywood.edu/students/catalogs and haywood.edu/policies-and-procedures. Crime statistics are gathered from Campus Security logs and incident documentation and reported annually.

Registered Sex Offenders: 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: sexoffender.ncsbi.gov

The North Carolina State Bureau of Investigation has set up a searchable website with information on all registered sex offenders in this state. Security recommends that you visit this site often. You may access this site from any campus computer. The site is located at doc.state.nc.us/offenders/.

Sexual Harassment: It is the policy of Haywood Community College, consistent with its effort to foster an environment of respect for the dignity and worth of all members of the College community, that sexual harassment of students and employees of Haywood Community College is unacceptable and impermissible conduct which will not be tolerated.

Specific complaints of alleged discrimination under Title IX (sex) and Section 504 (handicap) should be referred to:

• Vice President of Student Services, Student Center Building (1500), 828.565.4220
• For specific acts of sexual assault against a student, immediately contact the Armed Resource Officer at 828.593.8477 & HCC Campus Security at 828.734.5410, or local law enforcement and emergency agencies at 911.

A formal complaint should also be filed with the Vice President of Student Services.
Crime Prevention: Crime prevention and awareness is addressed at student orientation, student activities and awareness events. Faculty, staff and students must recognize that they must take individual steps to protect themselves from becoming a victim of a crime and work together as a campus community in the prevention of crime and promotion of security.

Drug, Alcohol & Tobacco Use

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

The complete policy and procedures are available at haywood.edu; select Student Handbook at the bottom of the homepage. The college counselor in Student Services will be happy to work with anyone who has a substance abuse problem and wants help. All conversations are strictly confidential. Please contact the college counselor at 828.627.4504.

Policy 3.30: Tobacco Free Campus
Effective Date: Friday, January 1, 2010
Amended Date: Monday, August 4, 2014

Effective January 1, 2010, the use of tobacco products (including, but not limited to, cigarettes, electronic cigarettes, cigars, pipes, smokeless tobacco, or any other items containing tobacco or resembling tobacco products) is prohibited on Haywood Community College property. This policy applies to all students, faculty, staff and visitors. Tobacco use and the discarding of tobacco and tobacco related products is not allowed in any building, in any open area of campus property (including parking lots), or in college owned vehicles.

To view the complete Tobacco Policy & Procedure, visit:

haywood.edu/tobacco-free

Mental and/or Physical Abuse “Bullying”

In order to provide a safe learning environment for students, HCC forbids any type of mental and/or physical abuse, “bullying.”

Abuse is the willful, conscious intent to hurt, threaten, intimidate, or embarrass another individual. It is behavior that is repeated, intentional, and has an imbalance of power. Examples include, but are not limited to:

- Punching
- Tripping
- Kicking
- Spitting upon
- Using abusive language, including name calling, racial and homophobic name calling
- Threatening
- Sexual harassment
- Ridiculing
- Teasing
- Treating another unfairly
- Spreading rumors, including using social media, texts, etc.
- Destroying property
- Graffiti
- Exclusion

Students who are abused or witness abuse are strongly encouraged to report it to the Vice President of Student Services who is located in Student Services in the 1500 Building. Students may also speak with the counselor in 1532 (Student Services).
Mental and/or Physical Abuse "Bullying"
Student Rights & Code of Conduct

Policy 5.4: Student Rights and Code of Conduct
Effective Date: Tuesday, August 9, 1994
Amended Date: Monday, October 7, 2013

To view the complete Student Rights & Code of Conduct, visit:
haywood.edu/student-rights

Policy 5.7: Student Discipline Policy
Related Policies & Procedures

Effective Date: Wednesday, October 21, 2009
Amended Date: Tuesday, April 15, 2014

HCC considers the guidelines set forth by the Student Rights and Code of Conduct Policy as conducive to a positive environment. If a student fails to behave in a manner consistent with these guidelines, the college reserves the right to impose disciplinary action. Disciplinary action may be initiated for violation of any rule or regulation of the College.
Sanctions

Note: Per State Board Code, the transcript of the student receiving a sanction of suspension or expulsion will denote: “disciplinary expulsion” or “disciplinary suspension.”

A. Reprimand: A written communication which gives official notice to the student that any subsequent offense against the Student Code of Conduct will carry heavier penalties because of this prior infraction.

B. General Probation: An individual may be placed on General Probation when involved in a minor disciplinary offense. General Probation has two (2) important implications: the individual is given a chance to show capability and willingness to observe the Student Code of Conduct without further penalty; secondly, if the individual errs again, further action will be taken. This probation will be in effect for no more than two (2) semesters.

C. Restrictive Probation: Restrictive Probation results in loss of good standing and becomes a matter of record. Restrictive conditions may limit activity in the College community. Generally the individual will not be eligible for initiation into any local or national organization, and may not receive any College award or other honorary recognition. The individual may not occupy a position of leadership or responsibility within any College or student organization, publication, or activity. This probation will be in effect for not less than two (2) semesters. Any violation of Restrictive Probation may result in immediate suspension.

D. Restitution: Paying for damaging, misusing, destroying or losing property belonging to the College, College personnel or students.

E. Interim Suspension: Exclusion from class and/or other privileges or activities as set forth in the notice, until a final decision has been made concerning the alleged violation.

F. Loss of Academic Credit or Grade: Imposed as a result of academic dishonesty.

G. Withholding transcript, diploma, or right to register or participate in graduation ceremonies: Imposed when financial obligations are not met. (Student will not be allowed to register until all financial obligations are met.)

H. Suspension: Exclusion from class(es), and/or all other privileges or activities of the College for a specific period of time. This sanction is reserved for those offenses warranting discipline more severe than probation, or for repeated misconduct. Students who receive this sanction must get specific written permission from the Vice President of Student Services before returning to campus.

I. Expulsion: Dismissing a student from campus for an indefinite period, losing student status. The student may be readmitted to the College only with the approval of the College President.

J. Group Probation: This is given to a College club or other organized group for a specified period of time. If group violations are repeated during the term of the sentence, the charter may be revoked or activities restricted.

K. Group Restrictions: Removing College recognition during the semester in which the offense occurred or for a longer period (usually not more than one additional semester). While under restriction, the group may not seek or add members, hold or sponsor events in the College community, or engage in other activities as specified.

L. Group Charter Revocation: Removal of College recognition for a group, club, society, or other organizations for a minimum of two years. Re-charter after that time, must be approved by the College President.

M. Community Service: Assigning a specific community service project and number of contact work hours to be completed for a designated department on the College Campus for a violation of the Student Code of Conduct as deemed appropriate by the Vice President of Student Services.

Personal Counseling Referral

In addition to the above stated sanctions the college may require a student to seek further counseling.

The student may be required to attend one or more counseling sessions with a licensed professional counselor. The student may be required to complete counseling before returning to the College. The student must provide written documentation from the licensed professional that the requirement has been met; additionally, if required by the Vice President of Student Services, a statement from the licensed professional that the student is able to return to class based on his/her professional judgment. The student may be referred to the College’s licensed professional counselor at no charge or elect to use his/her own licensed professional counselor and bear the cost.
Procedure 5.7.1: Student Discipline Procedures
Effective Date: Tuesday, August 9, 1994
Amended Date: May 14, 2014

To view the complete Student Discipline Procedures, visit:
haywood.edu/student-discipline

Procedure 5.4.1: Student Grievance Procedure
Effective Date: Tuesday, February 11, 2014
Amended Date: Monday, June 1, 2015

To view the complete Student Grievance Procedure, visit:
haywood.edu/student-grievance

Procedure 5.4.2: Voluntary Medical Withdrawal Procedures
Amended Date: Monday, February 10, 2014

To view the complete Voluntary Medical Withdrawal Procedures, visit:
haywood.edu/medical-withdrawal

Procedure 5.4.3: Involuntary/Administrative Withdrawal for Students with Medical, Mental/Psychological Conditions or Disabilities
Amended Date: Monday, February 10, 2014

To view the complete Involuntary/Administrative Withdrawal for Students with Medical, Mental/Psychological Conditions or Disabilities, visit:
haywood.edu/involuntary-withdrawal

Policy 3.40 Campus Security Reporting - Clery Act
Effective: Monday, June 1, 2015

Haywood Community College is committed to providing a safe and secure environment for all members of the College’s community and visitors. The College shall comply with the Crime Awareness and Security Act of 1990, as amended by the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act.

To view the Campus Security Reporting - Clery Act, visit:
haywood.edu/campus-security
Title IX

Policy 5.11 Discrimination, Harassment, & Sexual-Based Violence

Effective: Monday June 1, 2015

Haywood Community College (“College”) strives to make its campuses safe and welcoming learning environments. Pursuant to the Clery Act, the Violence Against Women Act, the Campus SaVE Act and other applicable federal and state laws and regulations, the College hereby adopts these procedures when investigating, disciplining and educating the College community about sexual harassment and sexual-based violence.

To view the complete Title IX Policy, visit:

haywood.edu/titleix

Title IX Administrators

Haywood Community College has two Title IX Compliance Officers who are responsible for the following:

- Overseeing all Title IX complaints and investigations to provide prompt, fair, and equitable resolutions
- Identifying and addressing any patterns or systemic problems that arise
- Being available to meet with students and employees, to provide support, and to answer questions.
- Working with other College officials
- Coordinating training, education, and communication related to Title IX
- Not having other job duties that may create a conflict of interest
- Being available to assist school law enforcement regarding how to respond appropriately to reports of sexual violence
- Ensuring that Haywood Community College adheres to Title IX responsibilities
- Haywood Community College encourages student and employees to report sexual harassment/sexual violence to an HCC employee who can connect him/her with the Title IX Compliance Officers.

Compliance Officers for Students

Vice President of Student Services
185 Freedlander Drive
Clyde, NC 28721 Office 1525A
P 828.565.4220
F 828.627.4513

Compliance Officers for Employees

Director of Human Resources
185 Freedlander Drive
Clyde, NC 28721 Office 105
P 828.627.4529
F 828.627.3606

Helpful Links & Resources

Title IX Brochure haywood.edu/publications/title-ix/

Title IX Q&A
2.ed.gov/about/offices/list/ocr/docs/qa-201404-title-ix.pdf

Public Safety on Campus
haywood.edu/security
Security Cell 828.734.5410
Security Office 828.627.4514
SRO (School Resource Officer) 828.593.8477

Our Voice
ourvoiceenc.org

Office for Civil Rights
2.ed.gov/about/offices/list/ocr/docs/tix_dis.html

Domestic Violence REACH of Haywood County
domesticshelters.org/nc/waynesville/28786/reach-of-haywood-county#.VW9InWAQ1FI

KARE of Haywood County
karehouse.org

HCC Counseling Services
haywood.edu/counseling

Reporting an Alleged Violation

Reports regarding an alleged violation of Title IX, including those taking place off campus, such as sexual misconduct, sexual harassment, dating violence, domestic violence, stalking; sexual misconduct incidents involving minors, guests and third party users; and any allegation of inequity in educational programs and activities should be reported to any College responsible employee and communicated to a Title IX Compliance Officer. Complete the online form at https://publicdocs.maxient.com/incidentreport.php?HaywoodCC
AUTOMOTIVE SYSTEMS TECHNOLOGY
Student Health & Services

Haywood Community College does not provide medical services for students. The responsibility for medical services rests with the student. In the case of illness or injury on campus, please call 911 for Emergency Medical Services to assist individuals. Please call Campus Security to notify them that EMS has been called so that they may assist until help arrives and help the EMS locate the person who is ill. First aid kits are available in all buildings. Hospital facilities are located a few miles from the campus.

Student Insurance: A student accident insurance policy is provided for each student enrolled in a curriculum course as well as some courses in continuing education. The premium for this policy is included as a part of the institutional fees charged at registration. Please note that this is a limited accident policy. The policy only covers injuries that occur on campus during the hours that the College is in session and/or while the student is taking part in a college endorsed activity under the supervision and control of College officials.

Students registering for Continuing Education courses are given an option to pay the accident insurance fee at the rate indicated in the section titled Fees. This fee will cover any class-related injuries as covered in the limited accident policy. All incidents/injuries should be reported by using Maxient: publicdocs.maxient.com/incidentreport.php?HaywoodCC.

Further information concerning student insurance can be obtained from Student Services.

Contact the Student Services Administrative Assistant at 828.627.4502.

Policy 7.2: Internet and Acceptable Use
Effective Date: Monday, May 19, 2008
Amended Date: Monday, April 3, 2017

To view the complete policy on Information Technology Usage Procedures, visit:

haywood.edu/information-technology

Policy 7.1.6: ID and Password Authentication
Effective Date: Wednesday, December 16, 2009
Amended Date: Friday, March 24, 2017

To view the complete policy on ID and Password Authentication, visit:

haywood.edu/password

Policy 3.4.5: Communicable Diseases - Bloodborne Pathogens
Effective Date: Tuesday, June 12, 1990
Amended Date: Monday, April 3, 2017

To view the complete policy on Communicable Diseases, visit:

haywood.edu/diseases
DEPARTMENT CONTACTS

Arts, Sciences & Natural Resources
Dean: Matt Heimburg 828.627.4579
Dept. Assistant: Imogene Rogers 828.565.4223
Dept. Assistant: Jenny Carver 828.627.4560

Associate in Arts
Associate in Science
Associate in General Education
Fish & Wildlife Management
Forest Management
Horticulture

Business & Industry
Dean: Doug Long 828.565.4070
Dept. Assistant: Julie Newland 828.565.4080

Accounting
Automotive Systems
Building Construction
Business Administration
Collision Repair & Refinishing
Computer-Integrated Machining
Electronics Engineering
Electrical Systems
Engineering
Industrial Systems
Information Technology
Professional Crafts: Clay, Fiber, Jewelry, Wood
Welding

Health & Human Services
Dean: Glenn Grady 828.627.4652
Dept. Assistant: Karen Lawrence 828.627.4651

Cosmetic Arts
Criminal Justice
Early Childhood
Medical Assisting
Medical Office Administration
Nursing

College & Career Readiness
Dean: Patricia Smith 828.627.4618

Adult Education
Adult High School
Career College
High School Equivalency
Learning Support Services

ADVISING & REGISTRATION DATES

Fall 2017  July 10 - August 4
Short Semester  Refer to Academic Calendar pg 2-3
Spring 2018  October 23 - December 1
Short Semester  Refer to Academic Calendar pg 2-3
Summer/Fall 2018  March 20 - April 27
Fall 2018  July 9 - August 3

HCC DIRECTORY

Academic Administration 828.565.4071
Adult Education 828.627.4648
Armed Resource Officer 828.593.8477
Bookstore 828.565.4127
Cashier 828.565.4161
Child Care Services 828.565.4187
Counseling Con. Ed.
& Workforce Development 828.627.4669
Distance Learning 828.627.4619
Enrollment Management 828.627.4500
Financial Aid 828.627.4756
Haywood Early College 828.565.4000
Information / Library (LRC) 828.627.4550
Learning Support Services 828.627.4696
Technology Help Desk 828.565.4009
Security 828.734.5410
Student Government Office 828.627.4692
Student Activities & Clubs 828.627.4607
Student Services 828.627.4500
Work Based Learning 828.627.3613

My advisor is: