

W C C S

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I. STUDENT SERVICES

PHILOSOPHY

The Division of Student Services emphasizes the College's concern for the student's individuality and the growth of his/her total personality. The College provides opportunities that enhance the cultural, social, intellectual, and physical development of its students.

STUDENT HANDBOOK DISCLAIMER

Failure to read the Student Handbook does not excuse students from the policies and procedures described herein. Personal factors, illness, or contradictory advice from any source are not acceptable grounds for seeking exemptions from these policies and procedures. All policies contained in the Student Handbook are subject to change without prior notice.

STUDENT RECORDS

POLICY AND PROCEDURES FOR PRIVACY OF STUDENT EDUCATIONAL RECORDS

For Wallace Community College Selma to comply with requirements of the Family Educational Rights and Privacy Act of 1974 (FERPA), the following policies and procedures have been established. Wallace Community College Selma accords all rights under the law to students who are declared independent. For the purpose of this policy, whenever a student has attained 18 years of age OR is attending an institution of postsecondary education, the permission or consent required of and the rights accorded to the parents of the student shall thereafter only be required of and accorded to the student. Responsibility for protection of the privacy of student educational records rests primarily with the Dean of Students of the College. Educational records are defined by FERPA to include records, files, documents, and other materials that contain information directly related to students and are maintained by an educational agency or institution or by a person acting for such agency or institution. There are five exceptions to this definition of educational records as published in the GUIDELINES FOR POSTSECONDARY INSTITUTIONS FOR IMPLEMENTATION OF THE FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT OF 1974 AS AMENDED, Revised Edition 1998, a publication of the American Association of Collegiate Registrars and Admissions Officers.

A. Student Access to Educational Records

All students have the right to review their educational records with the following exceptions as outlined by FERPA:

1. Financial information submitted by parents.
2. Confidential letters and recommendations placed in their files prior to January 1, 1975, provided these letters were collected under established policies of confidentiality and were used only for the purposes for which specifically collected.
3. Confidential letters and statements of recommendation placed in the records after January 1, 1975, to which the students have waived their right to inspect and review and that are related to the students' admission, application for employment or receipt of honors.
4. Educational records containing information about more than one student; however, in such cases the College must permit access to that part of the record which pertains only to the inquiring student. To review records, students and former students may go to the Admissions/Records Office, present a valid photo identification card, and ask to review the record. If it is an inappropriate time to retrieve the record, students may be asked to complete a written request to review records in the Admissions/Records Office. The College may delay to a maximum of 45 days release of the records for review. The College is not required to provide access to records of applicants for admission who are denied acceptance or, if accepted, do not attend.

Wallace Community College Selma does not provide copies of the contents of student records unless a student is not within commuting distance of the College and is, therefore, physically unable to be present to view the records on campus. A copying fee of 25 cents per sheet will be assessed.

B. Challenge of the Contents of Educational Records

Students may challenge information in their educational records that they believe to be incorrect, inaccurate, or inappropriate. This challenge must be in writing and must be submitted to the appropriate records custodian who is responsible for the division in which the students are enrolled. The records custodian must decide within a reasonable period of time whether corrective action will be taken, and the records custodian must provide written notification to the student and the Dean of Students of the corrective action that has been approved. Students who are not provided full relief sought by their challenge must be referred to the Dean of Students who will inform them of their right to a formal hearing. Students must make their request for a formal hearing in writing to the Dean of Students. The following procedures shall apply:

1. The hearing panel that will adjudicate such challenges will be the Grievance/Appeals Committee.
2. Within a reasonable period of time after receiving the written request for a hearing, the chairperson of the Grievance/Appeals Committee must inform students of the date, place, and time of the hearing reasonably in advance of the hearing.
3. Students will be afforded a full and fair opportunity to present evidence relevant to the issue raised. They may be assisted or represented at the hearing by one or more persons of their choice, including an attorney, at their expense.
4. Decisions made by the Grievance/ Appeals Committee must be in writing, must be based solely on the evidence presented at the hearing, and must include a summary of the evidence and the reasons for the decision. The decision should be delivered in writing to the student and the Dean of Students.
 - a. The Admissions/Records Office will correct or amend the educational record in accordance with the decision of the hearing if the decision is in favor of the student and inform the student in writing of the amendment.
 - b. Should Wallace Community College Selma decide not to amend the record in accordance with the student's request, the Dean of Students must inform the student of the following: The student has the opportunity to place with the educational record a statement commenting on the information in the record or a statement setting forth any reason for disagreeing with the decision of the hearing.
 - c. The statement placed in the educational record by the student will be maintained as part of the record for as long as the record is held by Wallace Community College Selma.
5. This record, when disclosed to an authorized party, must include the statement filed by the student.

C. Disclosure of Educational Record Information

Wallace Community College Selma shall obtain written consent from students before disclosing any personally identifiable information from their education records. Such written consent must: (1) specify the records to be released, (2) state the purpose of the disclosure, (3) identify the party or class of parties to whom disclosure may be made, and (4) be signed and dated by the student.

FERPA states that certain information from student records may be classified as directory information. The following information has been declared by Wallace Community College Selma as directory information:

- Name
- Address
- Telephone Listing
- Place and Date of Birth
- Participation in officially recognized activities and sports
- Major field of study
- Weight and height of a member of an athletic team
- Dates of Attendance
- Degrees and awards received
- Most recent educational institution attended

The information will be released to inquiring individuals or agencies unless students sign a Do Not Release Directory Information Form during the first two weeks of the term. Do Not Release Directory Information Forms are available in the Office of Student Services: Admissions/Records. THIS FORM MUST BE RE-SUBMITTED ANNUALLY.

FERPA established rules stating that some personnel and agencies may have access to students' "educational records" without written consent of the students. Wallace Community College Selma will disclose information from a student's educational record only with the written consent of the student except to:

1. College officials who have been determined by the College to have a legitimate educational interest in the records. College officials include counselors and instructors who are involved in counseling students, administrators who assist in counseling and who advise students with other problems, professional and clerical staff who directly relate to the administrative tasks of the College, College law enforcement officials, and College attorneys.

A College official has a legitimate educational interest if the official is performing a task that is specified in his or her position description or by a contract agreement, performing a task related to a student's education, or performing a task related to the discipline of a student. When doubt is raised by the Dean of Students about an individual's "need to know" or legitimate educational interest in having access to specific information, the issue shall be decided by the President of Wallace Community College Selma.

2. certain officials of the U.S. Department of Education, the Comptroller General, and state and local educational authorities in connection with certain state or federally supported education programs.
3. a student's request for or receipt of financial aid, as necessary to determine the eligibility, amount, or conditions of the financial aid, or to enforce the terms and conditions of that aid.
4. state and local officials to whom information is specifically required to be reported or disclosed pursuant to state statute adopted prior to November 19, 1974.
5. organizations conducting certain studies for or on behalf of Wallace Community College Selma.
6. accrediting organizations to carry out their accrediting functions.
7. parents of eligible students who claim the students as dependents for income tax purposes. Determining dependency, as defined by Section 152 of the Internal Revenue Code, requires a copy of the parents' most recent Federal Income Tax Form. In case of a divorce, separation, or custody when only one parent declares the student as dependent, Wallace Community College Selma will grant equal access to the student's education records upon demonstration of dependency as described above.
8. appropriate parties in a health or safety emergency, subject to a determination by the President or Deans.
9. personnel complying with a judicial order or lawfully issued subpoena*, provided that the Admissions/Records Office makes a reasonable attempt to notify students in advance of compliance. (Within 10 calendar days)
10. an alleged victim of any crime of violence (as that term is defined in 18 U.S.C. 16) of the results of any institutional disciplinary proceeding against the alleged perpetrator of that crime with respect to that crime.

***Note:** Wallace Community College Selma is not required to notify students if a federal grand jury subpoena, or any other subpoena issued for a law enforcement purpose, orders the College not to disclose the existence or contents of the subpoena.

Wallace Community College Selma will inform parties to whom personally identifiable information is released that they are not permitted to disclose the information to others without the written consent of the student. Wallace Community College Selma will maintain a record of all requests for, and/or disclosure of, information from a student's educational records. The record will indicate the name of the party making the request, any additional party to whom it may be disclosed, and the legitimate interest the party had in requesting or obtaining the information. The record may be reviewed by the eligible student.

The following is a list of the types of records that Wallace Community College Selma maintains, and their custodians.

<u>Type of Record</u>	<u>Custodian</u>
Admission	Dean of Students
Cumulative (current/ former student)s	Dean of Students
Admission/Academic (new students, currently enrolled)	Dean of Students
Financial Aid	Financial Aid Director
Student Accounts	Dean of Business and Finance
Athletic Eligibility	Athletic Director
Disciplinary	Dean of Students

D. Annual Notification of FERPA Rights

Wallace Community College Selma will give annual notice to current students of their rights under the Act by publishing information in the WCCS Catalog and Student Handbook.

E. Permission to Release Student Information Form

If you register for a WCCS course, you hold the FERPA rights for that course and the College may not release your records for that course (or any other academic records) to anyone (including your parents or spouse) without your written permission. If you wish to release your student information to any other party, you must sign a Permission to Release Student Information Form (available in the Dean of Students' Office) and specifically designate the individuals to whom you wish to have your records released.

F. Facsimile Records (FAX)

Wallace Community College Selma honors FAX requests to send official transcripts to third parties, and Wallace Community College Selma will accept FAX transcripts for advising purposes only. An official transcript is required for admission purposes.

G. Computer Access to Records

Wallace Community College Selma has established policies for initially instructing and periodically reminding school officials of FERPA's confidentiality requirements before it gives them access to the computer system. These school officials are informed of the criteria Wallace Community College Selma uses to determine legitimate educational interest and of their responsibility for assuring that access is not abused.

H. Students Rights After Ceasing Attendance or Graduation

Students who have ceased attendance or have graduated from Wallace Community College Selma have basically the same FERPA rights as students currently attending, including the right to (1) inspect their educational records, (2) have a hearing to amend an educational record, and (3) have their educational record privacy protected by Wallace Community College Selma. Former students do not have the right to request of Wallace Community College Selma nondisclosure unless they asked, at their last opportunity as students, that no directory information be disclosed.

I. Privacy Rights of Deceased Students

For twenty-five years following the death of a student, the release of education record information will not be made unless authorized by the student's parents or the executor/executrix of the deceased student's estate.

GUIDANCE AND COUNSELING SERVICES

Guidance and counseling services are available to all students. Counselors assist students in obtaining maximum development of their potentialities and arriving at decisions which further their progress. These decisions most frequently involve one or more of the following: vocational and occupational choice, selection of educational goals, and matters of a social-personal nature.

All incoming freshmen will be tested in English, reading, and mathematics to help ascertain their proper placement in instructional courses. The American College Testing COMPASS test is the primary instrument used by the College for placement testing purposes. Counselors provide immediate feed-back of test results and assist each freshman student in completing the first schedule of classes. At the time of enrollment in both Technical and Academic Programs, a student is assigned a program advisor who guides the student in scholastic matters. Services provided by counselors includes: advising, registering, career assessment, transfer counseling, and limited personal counseling. The Retention Advocate also provides assistance to students considering withdrawing from school or who does not meet academic progress. The Transfer Coordinator provides services to students to assist them in transferring to senior institutions.

An orientation course is available for all new students. The program is designed to provide the new student with knowledge of the physical environment of the campus and the institutional policies, to provide a fundamental knowledge of the educational offerings and requirements of the institution, and to provide the student with specific advising for initial registration.

STUDENT SUPPORT SERVICES PROGRAM

The Student Support Services (SSS) program at Wallace Community College Selma provides opportunities for academic development, assists participants with basic college requirements, and serves to motivate participants towards the successful completion of their postsecondary education. The goals of SSS are to increase the college retention and graduation rates of participants, facilitate the process of transition from one level of higher education to the next and foster an institutional climate supportive of first-generation and low-income students. Services provided by the program include the following:

Academic Advising and Counseling

Counselors provide registration advisement and assistance in developing class schedules and course loads. Counselors monitor the academic progress of all participants and conduct individual conferences to keep participants informed of their progress and academic status.

Tutoring Services

Tutorial services are provided to participants on an “as needed” basis in a variety of required courses. Professional instructors and peer tutors perform all tutoring services. The tutors will help participants understand course content, prepare for exams, edit papers, prepare term papers and manage study time.

Transfer Assistance

The Transfer Coordinator assists participants with transfer requirements to any four-year college or university in the nation. The Coordinator will also assist participants with the Statewide Articulation Reporting System (STARS) agreement.

Financial and Economic Literacy Education

Financial literacy education will teach participants decision-making skills needed to navigate the financial challenges of college life. Financial literacy education can also help participants avoid the negative economic, social, and academic consequences of uninformed spending decisions.

Personal and Career Counseling

Professional counselors are available to help participants understand and cope with the challenges students face in college. Counselors help participants make the transition to college easier and try to resolve problems related to academic success. Counselors can also help participants with decisions regarding college majors and career choices.

Life Skills Workshops and Cultural Enrichment

Each semester, workshops are offered to enhance the academic and personal growth of participants in the program. Workshop topics include financial aid, social and communication skills, self-esteem building, time management, study skills, and goal setting. Cultural enrichment trips introduce participants to the fine arts and an enhanced awareness of cultural diversity. Trips include theatrical and musical productions, museums, and other events and/or exhibitions.

**All services are free to participants.*

Eligibility Requirements - To receive SSS assistance, students must be enrolled or accepted for enrollment in a program of postsecondary education at Wallace Community College Selma. First-generation college students, low-income students, and students with disabilities evidencing academic need are eligible to participate in the SSS program. Two-thirds of the participants in SSS must be either disabled or first-generation college students from low-income families. One-third of the disabled participants must also be low-income students. For more information, contact the office of Student Support Services.

AMERICANS WITH DISABILITY ACT (ADA)

Wallace Community College Selma is committed to the achievement of maximum human potential. In keeping with this, the College fully supports and complies with THE AMERICANS WITH DISABILITIES ACT (ADA). The College endeavors to provide students, employees, and the community an opportunity for success with as few deterrents as possible. The College strives to create a welcoming environment and will work in good faith to meet the needs of all populations. The office of the College's ADA Coordinator (Ms. Sheila Theiss) is located on the lower level of the Student Services Building. The ADA Coordinator's telephone number is 876-9294.

The following procedures are in place at the College to assist anyone with needs for accommodation and/or with general concerns covered by the ADA:

A. Disabled Students

1. It is the responsibility of the student to notify the ADA coordinator of his or her need for accommodation and to provide documentation of the disability. This documentation should address each specific accommodation. This documentation should be dated within three years of the enrollment date. Once this documentation is filed in the ADA Coordinator's Office, the student's instructors will be notified of the requested accommodations.
2. It is the student's responsibility to notify the ADA Coordinator of enrollment in his/her initial and successive semesters by bringing a copy of his/her schedule to the ADA Office.
3. Prospective students are encouraged to contact the ADA Coordinator if assistance is required in applying for college admission or during the registration process.
4. In general, documentation for ADA accommodations is NOT retroactive. All assignments and test scores received before documentation will apply.

B. Criteria for Disability Documentation

The *Rehabilitation Act of 1973* (Section 504) and the *Americans with Disabilities Act of 1990* state that qualified students with disabilities who meet the technical and academic standards at Alabama College System institutions are entitled to reasonable accommodations. Under these laws, a disability is defined as any physical or mental condition which substantially limits a major life activity, a history of such a condition, or the perception of such a condition. Alabama College System institutions do NOT provide disability documentation for students. It is the student's responsibility to provide appropriate documentation to the College office responsible for handling the request and to request accommodations.

C. Providing Services for Students with Disabilities

Services and reasonable accommodations are provided pursuant to Section 504 of the *Rehabilitation Act of 1973* and the *Americans with Disabilities Act of 1990*. The Alabama College System is committed to working with individuals with disabilities. It is a goal of the Alabama College System to ensure that students with disabilities have the programmatic and architectural accesses needed for integration into campus life.

All applications must meet the academic and technical standards requisite to admission or participation in programs and/or activities at Alabama College System institutions. Alabama College System institutions will not reduce standards in the grading and/or evaluation of students. Academic requirements that are determined by Wallace Community College Selma (WCCS) to be essential or fundamental will not be modified. Alabama College System institutions strive to eliminate barriers to learning or participation in other institutional activities and provide the following services for students and faculty:

- Screening of disability documentation
- Determination of appropriate accommodations
- Communication with faculty and/or staff regarding student needs
- Referral to other available campus and/or community resources

Providing reasonable accommodations for students with disabilities requires an individual assessment of need and is a problem-solving process. Specific accommodations depend upon the nature and requirements of a particular course or activity and the skills and functional abilities of a particular student.

Students with disabilities are responsible for informing Wallace Community College Selma of the disability and the need for reasonable accommodations. This should be done prior to or upon enrollment at the College. Students must furnish adequate documentation of their disability from medical or other appropriate professionals in order to substantiate the need for services.

FINANCIAL AID

The primary purpose of the Financial Aid Office at Wallace Community College Selma is to assist students in securing the funds necessary to pursue their educational goals. While students and parents have the primary responsibility for paying the student's educational expenses, the goal of the College is to bridge the financial gap that may exist between the cost of the individual student's education and money available from the student's family, job income, savings, and any other resources. The Financial Aid Office is committed to providing students and parents with the resources and information needed to become financially responsible.

Wallace Community College Selma offers the following types of student financial aid to those students who qualify:

1. Federal Pell Grant
2. Federal Work-Study Program (FWSP)
3. Federal Supplemental Educational Opportunity Grant (FSEOG)
4. Leveraging Educational Assistance Partnership Program (LEAPP) formerly ASAP
5. V.A. Benefits
6. Vocational Rehabilitation
7. Work Force Investment Act (WIA)
8. Institutional Scholarships
 - a. Presidential/Academic/Technical/ Certificate
 - b. Athletic
 - c. Senior Citizens
 - d. Employee Dependent Tuition Waiver Program
9. Alabama National Guard Education Assistance Program (ANGEAP)
10. Charles Putzel, M.D. Memorial Scholarship

11. Simpson Foundation Scholarships
12. American Legion Scholarships
13. State, Community, and other programs

TAX REFORM ACT OF 1997

FEDERAL STUDENT FINANCIAL AID PROGRAMS TITLE IV **FEDERAL PELL GRANT PROGRAMS**

The Federal Pell Grant Program provides direct grants from the U.S. Department of Education to the undergraduate student for educational expenses. Since it is a grant program, the student does not have to repay the amounts received. Federal Pell Grants will range in size from \$0 to a maximum of \$5,550 per year (2010-11 award year). No eligible student will be denied a Federal Pell Grant. The award year at this institution begins the Fall Semester of each year and ends the Summer Semester of the following year.

To apply the student and, if applicable, parents and spouse must complete the Free Application for Federal Student Aid. For aid to be processed in a timely manner, the **Free Application for Student Federal Aid (FASFA)** should preferably be submitted at any time. IT IS HIGHLY ENCOURAGED THAT THE STUDENT COMPLETE THE FASFA ONLINE (LIMITED PAPER FORMS WILL BE AVAILABLE). A student can apply using the Internet by the following:

1. Obtaining a PIN from the U.S. Department of Education. A PIN can be requested at www.pin.ed.gov.
2. Completing the FASFA or renewal FASFA at www.fasfa.ed.gov. The Wallace Community College Selma federal school code is **009980**. The electronic process takes approximately one week for approval.

Once the student has a valid Student Aid Report (SAR) or an Institutional Student Information Report (ISIR), the Financial Aid Office uses the guidelines set forth by the Department of Education to determine the amount of the grant award. This is accomplished by using the Expected Family Contribution (EFC) number on the SAR, or ISIR, and the amount assigned to that number on the Pell Grant payment schedule for the current year. It should be noted that this institution does not determine eligibility requirements for a Pell Grant nor the amount of the grants. Awards are made at the time a student has a complete financial aid file. Also, this institution verifies each SAR or ISIR that has been selected for verification.

All credit balances in the student Pell Grant accounts are disbursed 14 calendar days from the first instructional day of each semester.

CAMPUS-BASED PROGRAMS

Wallace Community College's campus-based programs are Federal Work Study (FWS) and Federal Supplemental Educational Opportunity Grants (FSEOG). The institution receives a predetermined dollar amount from the Department of Education for each of these programs, and when that money is distributed, no more awards can be made from that program for that year. The institution determines each student's eligibility and the deadlines to apply for campus-based funds.

FEDERAL WORK-STUDY PROGRAM (FWS)

The Work-Study Program provides jobs for undergraduates and graduate students with financial need, allowing them to earn money to help pay educational expenses. The program encourages community service and work related to each student's course of study. The Financial Aid Office determines who is eligible for work-study using the federal EFC from a valid SAR or ISIR and institutional cost of attendance.

Students can earn at least the current minimum wage, but the amount may be higher depending on the type of work they perform and the skills required. The total Federal Work-Study award depends on when the student applies the level of need, and the funding level of the school.

Awards are based on the amount of funds available and given to eligible students according to the priority date published in the school catalog.

Job sites are provided both on and off campus. If the student works on campus, the student is employed by the school. The employer for those students employed on campus will usually be a private non-profit organization or public agency.

The amount a student earns cannot exceed his/her total Federal Work-Study award. When assigning work hours, the Financial Aid Office will consider the student's class schedule and academic progress. Students at WCCS may work a maximum of fifteen (15) hours per week while classes are in session.

FEDERAL SUPPLEMENTAL EDUCATIONAL OPPORTUNITY GRANTS (FSEOG)

Federal Supplemental Educational Opportunity Grants are for undergraduates with exceptional financial need, that is, students with the lowest Expected Family Contributions (EFCs). Priority is given to students who receive Federal Pell Grants. A FSEOG does not have to be paid back. There is no guarantee that every eligible student will be able to receive an FSEOG; students at each school will be awarded these funds based on availability at the institution. Students can receive a minimum of \$100 and a maximum of \$4,000 a year.

LEVERAGING EDUCATIONAL ASSISTANCE PROGRAM (LEAPP) FORMERLY ASAP

The Leveraging Educational Assistance Partnership Program funds are awarded to eligible Alabama residents who demonstrate need and who are enrolled at least half time. The institution receives a predetermined dollar for this program, and when that money is distributed, no more awards can be made from that program for that year.

OTHER STUDENT FINANCIAL AID PROGRAMS

VETERAN'S BENEFITS

Veterans Educational benefits include Chapters' 30, 1606, 1607 and 32. Chapters' 1606 and 1607 are reserved for National Guard and Reserve members. Under these programs, the student receives an allowance directly from the government; the student is responsible for paying tuition and fees to the College.

Chapter 33 (Post 9/11 GI Bill) covers tuition and fees which are paid directly to the College (according to the percentage of eligibility of the veterans). The student will also receive a housing allowance and books stipend. The student is still responsible for paying any remaining balance. For more information, please visit the Veteran Education Benefits website at www.gibill.va.gov.

This institution has a Veterans Affairs Office located in the Office of Financial Aid. Students who wish to enroll for the first time must make application through the local Veterans Affairs Office to determine eligibility.

Full-time VA Educational benefits will be awarded to a student who enrolls for a minimum of 12 semester hours in his/her VA approved program of study. Awards for students enrolled less than full-time will be decreased proportionately. Students wishing to receive veteran benefits must have their schedules approved by the VA Counselor to assure that their courses are in the approved program of study.

VOCATIONAL REHABILITATION

Students with disabilities may obtain grants covering tuition, fees, books, and tools through the Vocational Rehabilitation Service. For further information and application procedures, students should contact the West Central Alabama Vocational Rehabilitation Center in Selma, Alabama. The telephone number is (334) 872-8421.

WORKFORCE INVESTMENT ACT (WIA)

Students desiring to attend the Technical Division may be eligible for assistance (tuition, fees, books, and tools) under the Workforce Investment Act (W.I.A.). Interested students must first apply at the Alabama State Employment Office and be determined eligible for services. For more information regarding W.I.A., contact the Selma Career Link at (334) 875-8909, or the Alabama State Employment Office.

ALABAMA NATIONAL GUARD EDUCATIONAL ASSISTANCE PROGRAM (ANGEAP)

This program is designed to reimburse the guard member for the amount of tuition, fees, books, and supplies which exceed the National Guard (federal) tuition assistance available for the term. Students desiring this type of assistance should obtain an ANGEAP application from their unit and complete Section I. They should then bring the application along with current bookstore receipts to the Veterans Affairs Office in the Financial Aid Office. Awards will be determined on a first-in, first-out basis as long as funds are available.

CHARLES PUTZEL, M.D. MEMORIAL SCHOLARSHIP

The Charles Putzel, M.D. Memorial Scholarship was established with memorial gifts to the First Presbyterian Church of Selma, Alabama. The scholarship pays up to \$1,000 per year to be applied toward the payment of tuition and fees for a student in the medical field beginning Fall Semester. Applications are reviewed by the Scholarship Committee at WCCS, and the three applicants who best meet the criteria are submitted to the Coordinating Council of the Church. The Coordinating Council will then select the recipient. Awards are based on past academic performance, character, and need. Students wishing to apply for this scholarship should submit an application for the scholarship (available at the Financial Aid Office) with copies of high school and college academic transcripts and two character reference letters to the Financial Aid Office by the March 30th deadline. A student who is awarded a Charles Putzel, M.D. Memorial Scholarship must maintain an overall 2.00 GPA.

SIMPSON FOUNDATION SCHOLARSHIP

The money for this fund was donated by the Simpson Foundation. Interest income from this fund is used to award one year tuition and fee scholarships. Recipients are selected by the Financial Aid Director of the College. To be eligible to apply for this scholarship, the student must be a resident of Wilcox County. The student must also be a new student and plan to enter a terminal degree program (Associate in Applied Science Degree Program) in the Academic Division of our institution or a Technical Division program. College/University Transfer programs are not eligible under the Simpson Foundation Scholarship. A recipient for the scholarship must maintain an overall "C" average in order to keep the scholarship. A recipient may re-apply for a one year renewal of the scholarship if he or she has maintained the appropriate GPA. Students wishing to apply for this scholarship should submit an application for the scholarship (available at the Financial Aid Office) with copies of high school and college academic transcripts, a letter of recommendation, and an application for admission to the College to the Financial Aid Office.

AMERICAN LEGION SCHOLARSHIPS

American Legion Post #20 has established two \$850.00 scholarships for WCCS students. To be eligible, students must be residents of Alabama. Sons, daughters, grandsons, and granddaughters of veterans of World War I, World War II, Korean War, and Vietnam will receive first priority. Applications may be obtained from the WCCS Financial Aid Office or from The Department Adjutant, The American Legion, P. O. Box 1069, Montgomery, AL 36192. The application deadline is May 1 each year.

INSTITUTIONAL SCHOLARSHIPS

ACADEMIC, CERTIFICATE, AND TECHNICAL SCHOLARSHIPS

There are a limited number of scholarships available to qualified students. To qualify for these scholarships, students must first be admitted to the institution, complete a scholarship application, submit a transcript, verification of ACT scores, and two letters of recommendation from non-relatives.. Scholarships are awarded to first-time freshmen, and recipients of scholarships are notified in writing by the Scholarship Committee Chairperson. Deadline for complete application packets is March 1.

To qualify for a **Presidential Scholarship**, that covers tuition, fees, and books, a student must have a composite ACT score of at least 26. To renew the scholarship for a maximum of four semesters, the student must be enrolled in at least 15 hours each semester and maintain a 3.25 GPA.

To qualify for an **Academic Scholarship**, that covers tuition and fees, a student must have a composite ACT score of at least 22. To renew the scholarship for a maximum of four semesters, the student must be enrolled in at least 15 hours each semester and maintain a 2.75 GPA.

To qualify for a **Technical Scholarship**, that covers tuition and fees, a student must have a composite ACT score of at least 16. To renew the scholarship for a maximum of four semesters, the student must be enrolled in at least 15 hours each semester and maintain a 2.50 GPA. This scholarship covers the Drafting and Design, Electrical Technology, Licensed Practical Nurse and Office Administration Programs.

To qualify for a **Certificate Scholarship**, that covers tuition and fees, a student must have a 2.75 or above Grade Point Average. To renew the scholarship for a maximum of four semesters, the student must be enrolled in at least 15 hours each semester and maintain a 2.50 GPA. This scholarship covers the Cosmetology, Welding, Masonry, and Nursing Assistant Programs.

ATHLETIC SCHOLARSHIPS

Wallace Community College Selma is a member of the Alabama Junior College Conference and the National Junior College Athletic Association(s). WCCS participates in varsity competition in men's basketball, women's basketball, and men's baseball. Athletic scholarships are available for all these sports. These scholarships may cover tuition, fees, and books. Athletes must maintain a 2.0 GPA as determined by the NJCAA Rules of Eligibility to remain on scholarship status. For further information contact the Athletic Director at the College.

SENIOR CITIZENS SCHOLARSHIPS

This is a free tuition program for senior citizens. To qualify, a student must be at least 60 years old, accepted into either the Academic or Technical Division of the institution, and taking credit courses towards a program of study. Please note that this scholarship does not cover any applicable fees.

EMPLOYEE DEPENDENT TUITION WAIVER PROGRAM

This tuition waiver program is designed for all full-time employees of The Alabama College System and their dependents. Any full-time employee of any public two-year college in the State of Alabama or of the Alabama Department of Postsecondary Education is eligible to apply. Also, the spouse of any full-time employee and unmarried, natural or adopted children, or stepchildren of any full-time employee, residing in the employee's household may be eligible for this scholarship. This program covers tuition only. Applicants must pick up an application from the Financial Aid Office, and all applicants must be approved by the President. Recipients of this scholarship must maintain a cumulative 2.00 GPA.

STATE, COMMUNITY, AND OTHER FINANCIAL AID PROGRAMS

A variety of other Financial Aid is provided by state agencies, local community sources such as professional and civic groups, private foundations, and other sources. The types of aid, amounts, qualifications, and application procedures vary widely. The best source of information on these types of scholarships is usually high school counselors. The financial aid office highly encourages you and/or your parent(s) to visit our website at www.wccs.edu for the most up-to-date information on scholarships.

ACADEMIC REQUIREMENTS FOR PROGRAMS FOR FEDERAL FINANCIAL AID

1. To be eligible for Title IV Federal Financial Aid, students must meet the standards of progress applicable to all students at the institution.
 - a. Maintain a cumulative 2.00 GPA.
 - b. Pass a minimum 2/3 of all classes attempted each academic year.
 - c. Complete a program of study within 1.5 times the normal length of the program.
Note: The institution will not include credits that do not count toward your current major. A change of major can only occur **three times** at Wallace Community College Selma.
2. When a student who is eligible for Title IV Federal Financial Aid is suspended, whether the student serves the suspension or is readmitted upon appeal, the student is not eligible to receive financial aid for the duration of the suspension. The student will not be eligible again to receive financial aid until he/she makes the cumulative GPA required for the number of credit hours attempted within major or the semester GPA is 2.00 or above (based on at least 12 credit hours attempted at the institution during that semester).
3. Eligible students may receive Title IV Federal Financial Aid for a period of time not to exceed 1.5 times the normal length of specific program (the normal length of a specific program will vary depending on a student's enrollment status).
4. Each student on Title IV Federal Financial Aid must earn each academic year 2/3 of the minimum number of hours required for each academic year to complete a program in the normal length of time allowed. The normal length of time allowed for specific program completion is determined by the institution. If a student repeats a course which was previously successfully completed, the credit hours obtained the second time the course is attempted do not count toward the minimum number of academic hours required for program completion.
5. Students cannot be the recipient of more than 18 terms of Pell Grant.
6. Students who do not meet these standards will be ineligible for Title IV Federal Financial Aid.
7. A Title IV Federal Financial Aid recipient who is enrolled in a developmental (remedial) course may not enroll in the same course more than three times and continue to receive financial assistance for the course. A Title IV Federal Financial Aid recipient may not be paid for more than 30 credit hours of non-credit remedial course work.

Each student's academic progress will be evaluated at least once per award year. This will be done at the end of Spring Semester or at the time the student completes his/her Pell Grant paperwork. A student who is

unsatisfactory but who elects to re-enroll at his or her own expense can have his/her progress re-evaluated at the end of each semester to see if he/she has regained satisfactory academic progress by achieving the required overall GPA and/or required semester GPA and by passing the required minimum number of hours.

APPEAL PROCESS FOR MITIGATING CIRCUMSTANCES

A student who fails to meet one or more of the satisfactory academic progress requirements may submit a written appeal to the Financial Aid Appeals Committee. Such an appeal must include:

1. An appeal letter stating mitigating circumstances;
2. Documentation of mitigating circumstances.

Mitigating circumstances include, but are not limited to, the death of an immediate family member or an extensive illness of the student or immediate family member for which the student is a care giver. Appeals may be submitted to the financial aid office up until approximately one week prior to term of planned attendance. The student will be notified in writing of the Financial Aid Appeals Committee's decision within seven (7) calendar days. If the appeal is denied, the student has the right to appeal the Committee's decision to the President of the College, in writing, within seven (7) calendar days. The President has the final authority to accept, reject, or modify the decision of the Committee. The President's decision will be forwarded to the student within ten working days. **Appeals for academic reinstatements granted by other departments do not constitute reinstatement of financial aid eligibility.**

ACADEMIC REQUIREMENT FOR PROGRAMS FOR YEAR ROUND PELL

In order to receive a Pell grant after your first schedule award has been completed, the student must meet acceleration standards. Acceleration is defined by completing at least one (1) credit hour leading into the next academic year and you must be at least half time. An academic year is defined by:

- 0-24 First Academic Year**
- 25-49 Second Academic Year**
- 50+ Third Academic Year**

If you have not met the standard of acceleration, but you feel as if you have mitigating circumstance, you must submit an appeal to the Director of Financial Aid in writing. The students will be notified of the Director's decision within seven (7) business days. If the appeal is denied, the student has the right to appeal the Director's decision to the President of the College, in writing, within seven (7) calendar days. The President has the final authority to accept, reject, or modify the decision of the Director. The President's decision will be forwarded to the student within ten working days

RETURN OF TITLE IV FUNDS

Federal grant recipients who completely withdraw from the institution prior to completing sixty-one-percent of the enrollment period will owe a repayment to the U.S. Department of Education.

Definitions:

Federal Title IV Grant Recipient. This is a student who receives one or more of the following: Federal Pell Grant, Federal Supplemental Educational Opportunity Grant (FSEOG), or Federal College Work/Study funds.

Complete Withdrawal: The complete withdrawal date is the date the student submits a withdrawal form (dropping all classes) to the Office of Student Services. In those cases when a student unofficially withdraws (stops attendance without formally completing the withdrawal process), the withdrawal date is presumed to be the mid-point (50%) of the term.

Sixty One Percent (61%) of Enrollment Period: Students receiving Federal Grant Funds who withdraw from the College before the 61% point of the term will be required to refund a portion of their grant to the College. Students who withdraw after the 61% point will not be required to make a refund. The 61% point of each semester is listed in the institutional calendar section of the College Catalog.

Repayment: The amount of repayment is based on a formula, prescribed by law, that considers the date of withdrawal and the amount of federal aid (excluding work- study funds) received. The unearned portion of financial aid is considered an overpayment, and the amount is reduced by 50%. After the 61% point, WCCS sends notification to the student of the overpayment, and the student is allowed 45 days to pay the amount to the WCCS Business Office. If full payment is not made to WCCS within 45 days, on the 46th day all payment arrangements must be made with the U. S. Department of Education. Students who fail to repay the U. S.

Department of Education will not be eligible to receive Federal Aid at Wallace Community College Selma or at any other institution.

ADDITIONAL FINANCIAL AID INFORMATION

For further information on financial aid, contact the Financial Aid Office located in the Student Center on the Selma campus. The phone number is 334-876-9296.

ID CARDS

Students are required to have their ID cards when they are on the campus. Students must show their ID cards to any college representative upon request. Failure to do so may result in disciplinary action. ID cards are used to admit students to college activities and to check materials out of the library. ID cards are issued for two academic years and will be validated each semester when students clear fees. One ID card is issued every two years; replacement cards cost \$5.00 each.

LOST AND FOUND

Inquiries pertaining to lost articles should be made to the receptionist at the front desk in the Administration Building and/or the Bookstore in the Student Center. Students who find articles may leave them in one of the places mentioned above.

Since the College cannot be responsible for personal property, it is recommended that books and supplies be locked in a car or locker when not in use. An identifying name or mark should be placed in all textbooks, notebooks, and other student-owned materials.

HOUSING

Wallace Community College Selma does not provide on- or off-campus dormitories and does not take a direct or continuing responsibility for student residence.

WCCS CAMPUS POLICE

Mission

The mission of the WCCS Campus Police Department is to work with all members of the campus community to preserve life, maintain human rights, protect property, and promote individual responsibility and fulfill community commitments.

We are committed to enhancing the quality of life on campus by working cooperatively with the public and within the framework of the constitution to enforce the laws, preserve the peace, reduce fear, and provide for a safe environment.

As our mission, we believe in the dignity and worth of all people. We are committed to providing high-quality, community-oriented, sensitive police service; protecting constitutional rights; problem solving; teamwork; openness; continuous improvements; and providing leadership to the police profession. We encourage and seek diversity in our work force, which permits us to grow and respect each person as an individual. We strive for a safe, healthy work force.

We strive to provide a safe environment for students, faculty, staff and other campus visitors. A person who is not a student, officer, or employee of this institution, who is not authorized by employment or by status as a student of this institution to be on campus or at any other facility owned, operated, or controlled by the governing board of this institution, or who does not have legitimate business on the campus or facility, or any other authorization, license, or invitation to enter or remain at the facility, or anyone who is committing any act tending to interfere with the normal, orderly, peaceful, or efficient conduct or activities of WCCS, may be directed by a campus police officer or other campus official to leave the campus or facility. If the person fails to do so, trespass charges may be pursued by the Campus Police.

We desire to inform all students, staff, and faculty members of the policies and procedures for safety and security at WCCS. This information is published by the WCCS Campus Police Department to meet requirements outlined in Public Law 101-542, the Jeanne Clery Act. It is our wish to keep the campus community informed of any criminal activity which may have an impact on personal safety or security. A copy of this report will be made available upon request. If you wish to obtain a copy, please stop by the WCCS Campus Police Department.

Patrol Procedures

WCCS campus police officers and security monitors perform patrol duties on foot and in vehicles 24 hours a day to protect persons against bodily harm and property against fire, theft, vandalism, and illegal entry. The entire campus receives patrol coverage to detect violations of security and safety. Campus police officers and security monitors will maintain a log of all persons and vehicles that enter the campus 24 hours a day when classes are not in session.

The Campus Police Department also provides a variety of other services such as security escorts for student/faculty on campus, jump-starting vehicles, unlocking car doors, and providing general information about the campus and events.

Security Monitors are non-sworn employees who control vehicle access to the campus between the hours of 6:00 P.M. and 6:00 A.M. daily and between 2:00 P.M. and 6:00 A.M. on weekends. Security monitors will maintain a daily log of all persons and vehicles that enter the campus between the hours of 10:30 P.M. and 6:00 AM.

Traffic Rules, Regulations, and Parking

On-campus Parking and Traffic is enforced by the WCCS Campus Police Department. We urge you to help us control our parking and traffic problems for the safety of everyone. The following rules and regulations pertain to all students, staff and the public.

1. The Speed Limit on campus is 15 miles per hour.
2. Parking decal must be placed on the inside of the windshield, below the rear view mirror so it may be checked by officers. If you do not have a decal, you may obtain one from the Office of the Campus Police. The first decal will be issued at no cost, and subsequent decals will cost \$5.00 each.
3. In case a student needs assistance, contact Campus Police in the Administration Building or telephone (334) 876-9248 or contact the evening coordinator at (334) 876-9227.
4. All vehicle operators must comply with campus regulations and the laws of the State of Alabama.
5. No parking will be allowed next to the yellow curbs, loading zones, or ramps.
6. No students, faculty, or staff will be allowed to park in spaces marked visitors or handicapped.
7. Vehicles parked in handicapped spaces must have a handicapped decal displayed.
8. Students requiring handicap parking may obtain a handicap parking placard by reporting to the Campus Police Department.
9. To be legally parked, a vehicle must be within the lines designating the parking spaces.
10. Do not invite theft by leaving articles of value in your automobile. Anything left in vehicle should be locked in the trunk. LOCK YOUR CAR! Thefts, tampering with vehicles, or other offenses should be reported to the Campus Police.
11. The College assumes no responsibility for losses from fire, theft, or from any other cause when vehicles are parked on campus.
12. The registered owner of vehicle is responsible for his vehicle regardless of who is driving. He/she is responsible for all citations issued to the vehicle.
13. Parking or loitering on campus after normal day or evening classes and/or special activities is prohibited. Offenders will be asked to leave by the Campus Police or Security Monitor.
14. Officers will issue citations for violation of the above rules. The fine for each violation is indicated on the citation. If you receive a citation, it must be paid within ten (10) working days. Students with outstanding traffic citations will not be issued transcripts or allowed to register for further course work.
15. The College reserves the right, after a reasonable attempt is made to contact the owner(s), or notice has been posted, to remove and impound illegally parked or abandoned vehicle; or any vehicle found on campus without a decal, with an unauthorized or altered decal, or with no license plate; or any vehicle parked in such a way as to constitute a serious hazard to other vehicles or pedestrian traffic or to the movement and operation of emergency equipment. The College also reserves the right to immobilize any vehicle by use of a wheel lock, and the removal of such wheel lock will require payment of existing fines. The owner(s) shall thereafter be responsible for any cost involved in removing, impounding, and storing of such vehicle. The College shall not be liable for any damage to any vehicle which occurs during the removal or impoundment.

Escort Services

The Campus Police Department will provide escort services to those who wish to be escorted from any location on the campus to their vehicles. If you wish to be provided an escort, contact the Police Department at (334) 876-9248 and give your location. A police officer or security monitor will come to your location and escort you to your vehicle or other location on campus.

Security of Campus Facilities

All classrooms and administrative buildings are opened and secured by the Police or Security Monitors. All classrooms and administrative buildings are normally opened by 6:30 A.M. and secured by 10:30 P.M., Monday through Friday. During weekends, the classroom buildings are opened and secured as dictated by weekend class schedules.

Buildings/offices will not be unlocked to permit access unless the person seeking entrance has been issued a key for the respective areas and for some reason does not have a key in his or her possession.

Alcohol and Substance Abuse

WCCS is committed to providing a safe, productive, educational, work environment; therefore, WCCS has adopted policies and programs to promote a campus free of alcohol and other drugs.

The unlawful manufacture, distribution, dispersion, possession or use of illegal drugs by students or employees is prohibited at any time on any WCCS property or school activity. No employee who is impaired by any illegal drug or alcohol will be allowed to work or be in the workplace. No student who is impaired by any illegal drug or alcohol will attend classes or any college activity.

It is the responsibility of the Campus Police Department to enforce state and local laws and school policies in regard to alcohol and drug related activities. WCCS will impose sanctions consistent with local, state, and federal laws for employees and students who violate these standards of conduct. Sanctions include but are not limited to:

- a. Referral for prosecution;
- b. Probation, suspension, or expulsion of students; and
- c. Suspension or termination of employees.

Local Law Enforcement Support

The WCCS Campus Police Department will work closely with and receive support from the Selma City Police Department, Dallas County Sheriff's Department, and Alabama State Troopers. These agencies will be contacted in the event such support is required. It is our intention to foster a healthy working relationship with these state, county, and local law enforcement agencies.

Enforcement Authority

All sworn police officers assigned to the WCCS Campus Police Department receive their powers and authority from the Code of Alabama, Title 16, Chapter 22, Sections 1 and 2, which state: "The president or chief executive officer of any state college or university shall have the authority to appoint or employ one or more suitable persons to act as police officers to keep off intruders and prevent trespass upon and damage to the property of the college or university or of the said university. Such persons shall be charged with all the duties and invested with all the powers of police officers.

Any officer appointed pursuant to the provisions of 16-22-1, is a peace officer whose authority extends to any place in the state; provided that the primary duty of any such police or peace officer shall be the enforcement of the law on property owned or leased by the institution of higher education employing such officers; provided further, that he shall not otherwise act as a peace officer in enforcing the law except:

1. When in pursuit of any offender or suspected offender who is charged with the commission of a crime while on the premises of said institution; or
2. To make arrests otherwise lawfully for crimes committed or for which there is probable cause to believe have been committed, within his presence or within the boundaries of said property owned or leased."

EMERGENCY RESPONSE POLICY

Purpose

Wallace Community College Selma (WCCS) is committed to supporting the welfare of its students, faculty, staff, and visitors. Preparing a campus crisis/emergency response plan and allocating resources to respond to possible emergencies is one way in which the College offers this support. The plan is fashioned in accordance with appropriate laws, regulations and policies that govern crisis/emergency preparedness and reflects the best and most current thinking in this area. The Emergency Response Plan is designed to maximize human survival and preservation of property, minimize danger, restore normal operations of the College, and assure responsive communications with the community, surrounding neighborhoods, and the City of Selma. The plan is set in

operation whenever a natural or induced emergency affecting the college reaches proportions that cannot be handled by established measures. A crisis may be sudden and unforeseen, or there may be varying periods of warning. This plan is intended to be sufficiently flexible to accommodate contingencies of all types, magnitudes, and duration.

The plan provides for aiding the local community when appropriate, though the prime responsibility of the plan is to the College community for which it is designed. The intent is for the plan to be viewed as a tool to accomplish the above stated purpose with a minimum of confusion and wasted effort.

DEFINITION OF AN EMERGENCY

An emergency is any unplanned event that can cause death or significant injuries to faculty, staff, students, or the public, or that can shut down business, disrupt operations, cause physical or environmental damage, or can threaten the institution's financial standing or public image.

The Emergency Response Plan is put into effect whenever a crisis, man-made or natural, disrupts operations, threatens life, creates major damage, and occurs within the College community. While it is likely that outside assistance would be available in most large-scale crisis/emergency situations affecting the College, the College must be prepared to carry out crisis response and short-term recovery operations on an independent basis.

LEVELS OF EMERGENCY

Emergencies can generally be classified into three levels:

LEVEL I (Disaster)

A regional emergency seriously impairs or halts the operation of WCCS. Outside emergency services would be needed, though may not be available. Major policy considerations and decisions would always be required.

Examples of a level I disasters include, but are not limited to:

- Mass casualties.
- Natural disaster such as hurricane or tornado.
- Large-scale hazardous material spill.
- Health epidemics.
- Major weather emergency.

LEVEL II (Campus Emergency – Depending on Circumstances)

A serious emergency completely disrupts one or more operations of WCCS and may affect mission-critical functions or personal safety. Outside emergency services, as well as major efforts from campus support services, would be required. Major policy considerations and decisions would usually be required.

Examples of level II campus emergency include, but are not limited to:

- Hostage situation
- Major fire
- Civil disturbance
- Widespread power outage
- Bomb threat
- Laboratory explosion
- Suicide
- Death of a student, faculty, or staff member (depending on circumstances)
- Violent crimes or assaults (depending on circumstances)
- Shooting or stabbing
- National terrorist incident

LEVEL III (Critical Incident)

A localized, contained incident that is quickly resolved with internal resources or limited outside help and does not affect the overall functioning capacity of WCCS.

Examples of level III critical incident include, but are not limited to:

- Small fire.
- Small hazardous material incident.
- Limited power outage.

AUTHORITY

The authority to declare a campus state of emergency lies with the President, or his/her designee(s) in consultation with relevant members of the Crisis Management Team (CMT), if available. The Crisis Management Team (CMT) is responsible for establishing the basic policies and procedures that govern the College's emergency response plan, and is the highest level of authority during an emergency.

EMERGENCY RESPONSE PLANNING COMMITTEE (ERPC)

The Emergency Response Planning Committee (ERPC) is responsible for coordination the College's Emergency Response Plan. The ERPC members' duties and responsibilities relate closely to their normal authority and functions. In the event of a crisis, however, coordination and organization of all operations at the College shall be directed by the CMT. The ERPC members implement the strategy and planning of the response. They communicate with field personnel, issue instructions to particular units, and monitor progress in carrying out the instructions.

The Responsibilities of the ERPC include, but are not limited to:

1. Developing and institutional Emergency Response Plan
2. Insuring that all staff and students are familiar with the overall emergency response plans.
3. Maintaining a call list of departmental employees designated as "essential personnel." This call list will be updated as needed. (This information will be kept in the college safety manual).
4. Ensuring the preservation of essential records, or other materials deemed essential.
5. Coordinate off campus resources
6. Test plan in mock crisis
7. Review/rehearse plan periodically

The ERPC will meet monthly until the criteria has been established and then at least annually to review and test the plan.

Emergency Response Planning Committee Members

Emergency Response Coordinator (Campus Chief of Police)
Dean of Business and Finance
Dean of Students
Director of Marketing and College Relations
Staff Representative
Faculty Representative
Director of Information and Technology

CRISIS MANAGEMENT TEAM (CMT)

The Crisis management Team (CMT) includes the Administrative level members of the college who can collectively make the appropriate decisions on appropriate actions and/or allocating resources during an emergency. They will make the appropriate decisions in regards to response in coordination and with recommendations of the ERPC.

The responsibilities of the CMT include, but are not limited to:

1. Identify the emergency and determine its impact.
2. Decide the necessary level of response required to manage the emergency.
3. Exercise control over emergency operations and provide guidance on matters of policy and decision-making authority.
4. Authorize the evacuation and/or closing of College facilities, as required.
5. Coordinate the release of all official information and instructions to the public.
6. Maintain adequate emergency resources and equipment particular to the Emergency Response Plan requirements.

Whether the Emergency Response Plan is activated depends upon the type of emergency situation, its potential for escalation, its geographical extent, and other factors.

In the event of a crisis, The CMT or their designee(s) will declare the need for the members of the CMT and ERPC to convene, and will contact all members.

Additional personnel will be asked to join the CMT as deemed appropriate to the situation. In addition to their responsibilities in an emergency, the CMT members are responsible for insuring that the College is prepared and in the best possible position to respond to an emergency when it occurs.

Crisis Management Team

- President
- VP for Instruction
- Dean of Business and Finance
- Dean of Students
- Director of Marketing and College Relations

Additional Team members may be added and be called dependant on the type of emergency, for example:

- Emergency Response Coordinator (OST Coordinator)
- Physical Plant Director
- Campus Chief of Police
- Members of the emergency Response Planning Committee (ERPC)
- Director of Information and Technology

Notification and Activation of the Emergency Response Planning Committee

In the event of an emergency situation, The CMT in collaboration with the ERPC will convene to assess the situation, and determine whether to activate the Emergency Response Plan. ERPC and CMT members should bring available lap top computer with them to the large conference room in the Administration building.

Emergency Response Policy

The ERPC will maintain a current and minimally disseminated emergency response policy, train personnel to evaluate and respond to emergencies and disasters, and maintain ability make such responses in an immediate and effective manner.

EMERGENCY PHONE LIST

All Emergencies, Police, Fire, Medical Calls, etc. 911

All Non-emergencies, Police, Fire, Medical Calls, etc. 334-876-9248 or 334-876-9227.

II. STATEMENT ON HARASSMENT

Wallace Community College Selma complies with the policies of the Alabama State Board of Education which is committed to providing both employment and educational environments free of harassment or discrimination related to an individual's race, color, gender, religion, national origin, age, or disability. Such harassment is a violation of State Board of Education policy. Any practice or behavior that constitutes harassment or discrimination will not be tolerated on any campus, site, or in any division or department by any employee, student, agent, or non-employee on any institution's property and while engaged in any institutionally-sponsored activities.

It is within this commitment of providing a harassment-free environment and in keeping with the efforts to establish an employment and educational environment in which the dignity and worth of members of the College community are respected, that harassment of students and employees is unacceptable conduct and will not be tolerated at any of the institutions that comprise The Alabama College System.

Non-discriminatory Environment

A nondiscriminatory environment is essential to the mission of The Alabama College System. A sexually abusive environment inhibits, if not prevents, the harassed individual from performing responsibilities as student or employee. It is essential that the institutions maintain an environment that affords equal protection against discrimination, including sexual harassment. The institutions of the Alabama College System will take all the

necessary steps to ensure that harassment, in any form, does not occur. Employees and students who are found in violation of this policy will be disciplined as appropriate to the severity of the offense.

Employees and students of The Alabama College System will strive to promote a college environment that fosters personal integrity where the worth and dignity of each human being is realized, where democratic principles are promoted, and where efforts are made to assist colleagues and students to realize their full potential as worthy and effective members of society. Administrators, professional staff, faculty, and support staff will adhere to the highest ethical standards to ensure professionally functioning institutions and to guarantee equal educational opportunities for all students.

For these purposes, the term "harassment" includes, but is not necessarily limited to: Slurs, jokes, or other verbal, graphic, or physical conduct relating to an individual's race, color, gender, religion, national origin, age, or disability. Harassment also includes unwelcome sexual advances, requests for sexual favors, and other verbal, graphic, or physical conduct of a sexual nature.

Harassment of employees or students by non-employees is a violation of this policy. Any employee or student who becomes aware of any such harassment should report the incident(s) to the appropriate college official. Sexual harassment is a form of sex discrimination which is illegal under Title VII of the Civil Rights Act of 1964 for employees and under Title IX of the Education Amendments of 1972 for students. Sexual harassment does not refer to occasional compliments; it refers to behavior of a sexual nature which interferes with the work or education of its victims and their co-workers or fellow students. Sexual harassment may involve the behavior of a person of either sex against a person of the opposite sex or the same sex, and occurs when such behavior constitutes unwelcome sexual advance, unwelcome requests for sexual favors, or other unwelcome verbal or physical conduct of a sexual nature, when:

- X Submission to such conduct is made either explicitly or implicitly a term or condition of the individual's employment or educational opportunities;
- X Submission to or rejection of such conduct is used as the basis for employment or academic decisions affecting that individual;
- X Such conduct has the purpose or effect of unreasonably interfering with an individual's work or academic performance or creates an intimidating, hostile, or offensive work or educational environment.

Any incident of sexual harassment will be reported to the grievance officer as promptly as possible after the harassment occurs.

The employees of the institutions within The Alabama College System determine the ethical and moral tone for these institutions through both their personal conduct and their job performance. Therefore, each employee must be dedicated to the ideals of honor and integrity in all public and personal relationships. Relationships between college personnel of different ranks which involve partiality, preferential treatment, or the improper use of position will be avoided. Consensual amorous relationships that might be appropriate in other circumstances are inappropriate when they occur between an instructor or any student for whom he or she has responsibility, between any supervisor and an employee, or between a college employee and a student where preferential treatment results. Further, such relationships may have the effect of undermining the atmosphere of trust on which the educational process depends. Implicit in the idea of professionalism is the recognition by those in positions of authority that in their relationships with students or employees there is always an element of power. It is incumbent on those with authority not to abuse the power with which they are entrusted.

All personnel will be aware that any amorous relationships (consensual or otherwise) or any otherwise inappropriate involvement with another employee or student makes them liable for formal action against them if a complaint is initiated by the grieved party in the relationship. Even when both parties have consented to the development of such a relationship, it is the supervisor in a supervisor-employee relationship, the faculty member in a faculty-student relationship, or the employee in an employee-student relationship who will be held accountable for unprofessional behavior.

This policy encourages faculty, students, and employees who believe that they have been the victims of sexual harassment to contact the grievance officer or other appropriate official at the institution where the alleged incident occurred. Any reprisals will be reported immediately to the grievance officer or other appropriate official.

This policy will be distributed, communicated, and implemented in a manner which provides all interested parties the opportunity to be informed of this policy. A system-wide educational program will be utilized to assist all members of the college community to understand, prevent, and combat harassment. The Chancellor will issue guidelines to ensure the adherence to, implementation of, and enforcement of this policy.

A. Definition of Sexual Harassment

Sexual harassment can be verbal, visual, or physical. It can be overt, as in the suggestions that a person could get a higher grade or a raise by submission to sexual advances. The suggestion or advance need not be direct or explicit; it can be implied from the conduct, circumstances, and relationship of the individuals involved. Sexual harassment can also consist of persistent, unwanted attempts to change a professional or educational relationship to a personal one. Sexual harassment is distinguished from consenting or welcome sexual relationships by the introduction of the elements of coercion; threat; unwelcome sexual advances; unwelcome requests for sexual favors; other unwelcome sexually explicit or suggestively written, verbal, or visual material; or unwelcome physical conduct of a sexual nature. Examples of verbal or physical conduct prohibited within the definition of sexual harassment include, but are not limited to:

1. Physical assault;
2. Direct or implied threats that submission to or rejection of requests for sexual favors will affect a term, condition, or privilege of employment or a student's academic status;
3. Direct propositions of a sexual nature;
4. Subtle pressure for sexual activity;
5. Repeated conduct intended to cause discomfort or humiliation, or both, that includes one or more of the following: (i) comments of a sexual nature; or (ii) sexually explicit statements, questions, jokes, or anecdotes;
6. Repeated conduct that would cause discomfort and/or humiliate a reasonable person at whom the conduct was directed that includes one or more of the following: (i) touching, patting, pinching, hugging, or brushing against another's body; (ii) commentary of a sexual nature about an individual's body or clothing; or (iii) remarks about sexual activity or speculations about previous sexual experience(s);
7. Intimidating or demeaning comments to persons of a particular sex, whether sexual or not;
8. Displaying objects or pictures which are sexual in nature that would create a hostile or offensive employment or education environment, and serve no educational purpose related to the subject matter being addressed.

B. Reporting Acts of Sexual Harassment

Harassment against another student, faculty member, staff member, or administrator should be reported to the Dean of Students. If the student experiences sexual harassment from a person who is not a WCCS student or employee, the student should contact the College Security Office and the Dean of Students. Wallace Community College Selma is committed to providing a positive, discrimination-free educational environment.

STUDENT GRIEVANCE PROCEDURES

Any student who has a grievance against any other student or against a member of the WCCS faculty, staff, or administration concerning any form of race discrimination (Title VI, Civil Rights Act of 1964), sex discrimination (Title IX of the Educational Amendments of 1972), sexual harassment (Title VII), or violation of the rights of the disabled (Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990) should first attempt to informally resolve the matter with the individual involved and should contact the Dean of Students.

Appropriate corrective action will be taken immediately; however, if the grievance cannot be informally resolved, the formal procedures listed below should be followed. These procedures attempt to protect the student's right to file a grievance and provide the right of due process for all parties involved in the grievance.

A. Responsibilities of the President and the Dean of Students

The Dean of Students, as the President's designee, has the responsibility of officially convening the Grievance Committee for the purpose of dealing with acts of race discrimination, sex discrimination, sexual harassment, or violation of the rights of the disabled. *Note: In the event that a grievance is filed against the Dean of Students, the President will designate another person to serve in lieu of the Dean of Students in the procedural due process outlined.*

The Dean of Students will convene the Grievance Committee only after the following procedures have been implemented:

1. Grievance charges made by the student(s) must be submitted in writing to the Dean of Students. The grievance must be signed and as detailed as possible.
2. If charges so warrant, the Dean of Students may recommend that the President suspend, with pay, the faculty member, staff member, or administrator being charged until a hearing decision is rendered on the grievance charges.
3. The Dean of Students will notify the student(s) or member of the WCCS faculty, staff, or administration of the charges(s) against him or her within five days (excluding Saturday, Sunday, and holidays). The notification will be in writing and will be mailed certified/return receipt mail.
4. The accused must set up an appointment with the Dean of Students who will provide documentation of the charges.
5. After meeting with the Dean of Students, the student or member of the WCCS faculty, staff, or administration who is charged may request a Grievance Committee hearing.
6. The Dean of Students will contact the President and inform him of the request made by the accused. The Grievance Committee will consist of two faculty members and one administrator or staff member named by the President to serve along with the Dean of Students who is a non-voting member of the committee.
7. After the Grievance Committee members are named, the Dean of Students will notify the complainant(s) and the accused of the time, date, and location of the Grievance Committee hearing. The notification will be in writing and delivered by certified/return receipt mail. A student(s) who has demanded a hearing before the Grievance Committee and who fails to appear at the designated date, hour and place of the hearing, after notice thereof, shall be deemed to have waived the right to a hearing and the right to appear before the Grievance Committee. The Grievance Committee may then proceed with the hearing. In the event the accused student(s) shall be unable to attend the hearing for good cause at the appointed time, prior written notice of the inability to attend shall be submitted to the Dean of Students whereupon a new date shall be set by the Dean of Students. Only one such extension shall be granted except where failure to grant additional extension would cause undue hardship to the student(s).
8. All parties involved may be advised by a counsel during the hearing. Counsel will not be allowed to ask or answer questions.
9. Refusal by the student(s), faculty member, staff member, or administrator to answer questions will not be construed as an admission of guilt.
10. At the conclusion of the hearing, the Grievance Committee will render a decision by a majority vote and make recommendations.
11. The Dean of Students will forward to the President, within five working days, a copy of the written decision and recommendations issued by the Grievance Committee.
12. The President has the final authority to accept, reject, or modify the decision of the Grievance Committee. The President's decision will be forwarded to the accused within ten working days.

B. Right of Appeal

If the President's decision does not satisfy the complainant and should the grievance allege race discrimination (Title VI), sex discrimination (Title IX), sexual harassment (Title VII), or violation of the rights of the disabled (Section 504 and ADA), the complainant may file a written grievance with one or more of the following:

13. The Chancellor as defined in the State Policy and Procedure Manual.
14. The regional office of the Office of Civil Rights of the U.S. Depart. of Education within 180 days of the act.
15. The Equal Employment Opportunity Commission within 180 days of the decision issued by the institution.

C. Reference

Title VI of the Civil Rights Act of 1964 states, "No person in the United States shall on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance."

Title IX of the Educational Amendments of 1972 states, "No person in the United States shall on the basis of sex, be excluded for participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving federal financial assistance."

Section 504 of the Rehabilitation Act of 1973 as amended in 1974 states, "No otherwise qualified disabled individual in the United States, as defined in Section 706 (6) of this title, shall, solely by reason of his or her disability, be excluded from participation in, be denied the benefits or, or be subjected to discrimination under any program or activity receiving federal financial assistance."

The Americans with Disabilities Act of 1990 states in part: "No covered entity shall discriminate against a qualified individual with a disability because of the disability of such individual in regard to job application procedures, the hiring, advancement, or discharge of employees, employee compensation, job training, and other terms, conditions, and privileges of employment. No qualified individual with a disability shall, by reason of such disability, be excluded from the participation in, be denied the benefits of, or be subjected to discrimination by a department, agency, special purpose district, or other instrumentality of a State or local government. No individual shall be discriminated against on the basis of disability in the full and equal enjoyment of goods, service, facilities, privileges, advantages, and accommodations of any place of public accommodation. ...shall ensure that interstate and intrastate telecommunications relay services are available for the hearing-impaired and speech-impaired individuals in the United States."

III. ACTIVITIES AND ORGANIZATIONS

ATHLETICS

Wallace Community College Selma participates in varsity competition in basketball, baseball, and volleyball. WCCS is a member of the Alabama Community College Conference and the National Junior College Athletic Association. The College participates against other members of the conferences and other Alabama community colleges and community colleges in other states. A balanced and well-rounded program of activity courses, professional courses, intramural competition, extramural competition, and varsity athletics is available.

INTRAMURALS

Intramural sports at Wallace Community College Selma is based upon student interest. An active intramural sports program is available to all students during the academic year. Activities that have previously been offered include badminton, basketball, table tennis, road runs, tennis, and bowling.

STUDENT ACTIVITIES AND ORGANIZATIONS

The student governing body of this Institution is the Student Government Association. The purpose of this organization is to serve the student body; to serve and work toward the betterment of the institution and surrounding communities; to provide and unify a sound student body in the common motive of democratic self-government; to encourage cooperation among students, faculty, and administration; to promote a sense of loyalty and school spirit to Wallace Community College Selma; to help provide various campus activities to enhance students' enjoyment of college life; and to stimulate personal growth and social development.

Any student organization requires approval of the college administration and the majority vote of the Student Government Association. A written statement of purpose and student interest must be presented to and approved by the Dean of Students prior to organization and must include the following criteria:

1. Official name of the proposed organization;
2. Name of faculty advisor;
3. Statement of when, where, and how often meetings will be held;
4. Statement acknowledging that the proposed organization is subject to all college regulations and policies.

All student activities and organizations require faculty supervision and require prior approval of the Dean of Students or the President's designee. Any student group wishing to sponsor a student activity must identify faculty to provide supervision of the activity and must obtain approval from the Dean of Students to conduct the activity.

Funds supporting student organizations or activities must be deposited in the Business Office along with other institutional funds. Expenditure of funds for student activities must be initiated by purchase requisition and/or check request and approved by the Dean of Students and the Dean of Business and Finance.

All student organizations are open to all students of this institution who qualify for membership. No student will be denied membership in any organization nor participation in any approved activity by reason of race, sex, religion, age, or national origin.

BIOLOGY CLUB

The WCCS Biology Club is a student organization founded in 1995 by a WCCS biology instructor and a small group of enthusiastic students. The purposes of the organization are four-fold:

1. to promote environmental and biological education;
2. to provide service to the college and community, particularly in environmental awareness and related areas;
3. to provide social and educational opportunities to the members via field trips, camping, and a host of other activities;
4. to provide a clearinghouse for educational and employment opportunities in the biological and related areas. Full membership is open to all WCCS students and staff, including past students interested in the sciences and/or environmental concerns.

HOMECOMING COURT

A male and female homecoming court is selected by popular vote on an annual basis by the student body. Each court consists of two freshmen attendants, two sophomore attendants, and a sophomore queen and king. Full-time female and male students with a minimum GPA of 2.00 are eligible to enter the competition. The sophomore male and female receiving the most votes will be crowned Homecoming King and Queen. The homecoming court reigns during the homecoming basketball game and festivities.

PHI THETA KAPPA

Phi Theta Kappa is the International Honor Society in American junior and community colleges. The purpose of Phi Theta Kappa is to recognize and encourage scholarship among two-year college students. To achieve this purpose, Phi Theta Kappa shall provide opportunity for the development of leadership and service, for an intellectual climate for exchange of ideas and ideals, for lively fellowship for scholars, and for stimulation of interest in continuing academic excellence. Alpha Eta Tau, the local chapter at WCCS, has been classified as an active chapter and is fully affiliated with the International Headquarters. To be eligible for Alpha Eta Tau Chapter of Phi Theta Kappa, a student must be enrolled in a degree program, have accumulated at least 12 semester hours, have an overall GPA of 3.5 or better, be of good moral character, and shall possess recognized qualities of citizenship.

STUDENT GOVERNMENT ASSOCIATION

This organization seeks to provide effective representation of student opinion in all phases of college life; to provide an effective organization for the administration of student activities; to stimulate student activity in college affairs; to improve student physical, social, and cultural welfare; and to promote full cooperation between students, faculty, and administration. SGA officers are elected each spring semester. For further information, contact the Dean of Students.

SKILLS USA

Membership in Skills USA is open to all students enrolled in the technical education programs. The club motto is: "Preparing for Leadership in the World of Work." Skills USA Olympics competition is held annually on the local, state, and national levels. Interested students should see the Skills USA advisors or contact a counselor for additional information.

WHO'S WHO AMONG STUDENTS IN AMERICAN COMMUNITY COLLEGES

Who's Who Among Students in American Community Colleges is an organization that recognizes outstanding achievement among community college students. Membership is by selection and is based on scholarship, leadership, participation in extracurricular activities, and general citizenship. Selections are made yearly from sophomore students.

IV. CAMPUS FACILITIES

COLLEGE BOOKSTORE

The College Bookstore is located in the Student Center. New and used textbooks, supplies, and tools are available. The bookstore also carries a line of school shirts and jackets which carry the school emblem and name. The College Bookstore is open from 8:00 a.m. to 4:30 p.m., Monday through Thursday, and 8:00 a.m. to 3:30 p.m. Friday. For additional information dial 334-876-9284.

HEALTH SERVICES AND FIRST AID

First aid kits are located in the technical shops and the science laboratories. Accidents or illnesses that require more than first aid are referred to the local hospital which is located within a ten-minute drive of the College. The expense of hospitalization or emergency treatment will be borne by the student.

STUDENT CENTER

The Student Center is provided for the convenience of the students and affords a congenial meeting place between classes. Because space is limited, identification cards will be checked from time to time to assure maximum use by students rather than non-students.

TELEPHONES AND MESSAGES

A pay telephone is located in the Library-Gym Lobby for student use. College telephones may be used by students only in emergency situations.

The College will accept messages for students in case of emergencies such as family illness, accident, or death. In such instances, every effort will be made to locate the student.

In the interest of respect for faculty and fellow students, in order to facilitate learning, students should set their cell phones to 'off,' 'silent,' or 'vibrate' while in class or in the College Library. In addition, a student may not receive cell phone calls while in class or in the College Library unless the student is an active-duty public service officer (fire, police, EMT), or provides the College (in advance) with documentation of a disability for which they need a cell phone.

LIBRARY

The Library is located in the Library-Gymnasium Complex. The spacious facility has a book collection of approximately 16,000 volumes, approximately 4,350 different units of media along with facilities for their use, and periodical materials. The Library and Reading Room are available for student and faculty use from 7:00 a.m. to 8:30 p.m., Monday through Thursday, and from 7:00 a.m. to 3:30 p.m. on Friday. Hours may vary during the Summer Semester. For additional information dial 334-876-9344.

V. PROCEDURES OF EXPRESSION

BULLETIN BOARDS AND POSTERS

The bulletin boards located in the Student Center, Library-Gym Complex, and the Administration Building may be used by students to display announcements of interest. These announcements must be approved prior to posting by the Dean of Students. Students have the responsibility of removing the announcement when expired.

STUDENT PARTICIPATION IN GOVERNMENT AND INSTITUTIONAL DECISION-MAKING

The college organizational structure provides for and encourages student involvement in the affairs of the college through the Student Government Association. The SGA meets at regular intervals, and the meetings are open to all students who wish to observe the proceedings. Every student should feel at liberty to make suggestions to the SGA, to any committee, or to any office of the college administration.

The president of the SGA serves as a member of the Admissions Committee, the Student Activities Committee, and the Disciplinary Appeals Board. Additional student involvement is obtained through student representation on various committees including the Admissions Committee, Disciplinary Committee, Student Activities Committee and the Disciplinary Appeals Board.

Full democratic student participation is expected and encouraged. Ultimately, legal responsibility for the administration of the College rests with the College president, and all actions are subject to his review and approval.

VI. STUDENT CONDUCT

CODE OF STUDENT CONDUCT

By publication of this Code of Student Conduct, Wallace Community College Selma calls to the special attention of students and organizations the standard of conduct by which they are expected to abide. Students and organizations shall be aware of the Code and should know they will be held accountable for its provisions. By

enrollment at the College, a student or organization neither relinquishes rights nor escapes responsibilities of local, state, or federal laws and regulations. The College has an interest in the maintenance of a campus environment that is conducive to the educational mission in addition to the safety, health, and well-being of all students and other persons on campus. Students at the College are considered to be responsible adults, serious of purpose, and enrolled for the primary purpose of further educational goals. It is assumed that students enrolling in the College are mature and have a desire for constructive learning and are attending with that purpose in mind. Common courtesy and cooperation are expected of all students. Interference, injury, or the intentional attempt to injure or interfere with the personal or property rights of any person, whether a student, member of the College community, visitor, or the College itself, is strictly prohibited.

APPLICATION

The Code of Student Conduct applies to individual students as well as formal and informal groups thereof, and is applicable to the behavior of students and organizations on and off the College campus which is determined to be incompatible with the educational environment and mission of the College.

MISCONDUCT

Each student's and organization's conduct is expected to be in accordance with standards of common decency and decorum, with recognition and respect for the personal and property rights of others and the educational mission of the College. A student or organization may be disciplined and is deemed in violation of the Code of Student Conduct for the following:

1. Dishonesty, such as cheating, plagiarism or knowingly furnishing false information to the members of the College faculty or to other officers or employees of the College in pursuit of their official duties;
2. Use of profane language or verbal abuse toward any College employee or student;
3. Forging, alteration, or misuse of College documents, records, or identification;
4. Repetitious issuance of worthless checks made payable to the College and/or its subdivisions;
5. Failure to comply with the authority of College officials acting within the capacity and performance of their positions;
6. Violation of written College rules, policies and regulations;
7. Obstruction or disruption of teaching, research, administration, service, disciplinary procedures, other College activities, or other activities on College premises by either College or non-College persons or groups;
8. Destruction, damage, or misuse of the College's, public or private property;
9. Conduct in violation of federal or state statutes or local ordinances which threatens the health and/or safety of the College community or which adversely affects the educational environment of the College;
10. Conviction of any misdemeanor or felony which adversely affects the educational environment of the College;
11. Obtaining College services by false pretenses including, but not limited to, misappropriation or conversion of College funds, supplies, equipment, labor, material, space, facilities, or services;
12. Hazing, i.e., any mental or physical requirement or obligation placed upon a person (e.g., a student) by a member of an organization, an individual, or group of individuals which could cause discomfort, pain, or injury, or which violates any legal statute or College rule, regulation, or policy. [Hazing has been defined as, but not limited to, the striking, laying open hand upon, treating with violence, or offering to do bodily harm to a person with intent to punish or injure the individual, or other treatment of a tyrannical, abusive, shameful, insulting, or humiliating nature. Hazing is any action taken or situation created, whether on or off the campus premises, to produce mental or physical discomfort, embarrassment, harassment, or ridicule.
Hazing is also considered to be the creation of a situation which results in or might result in mental or physical discomfort, embarrassment, harassment or ridicule, including servitude often called "personal favors." Wallace Community College Selma does not approve or condone hazing; thus activities of this nature shall be dealt with promptly and sternly];
13. Lewd, obscene, licentious or indecent conduct or the verbal or written threat of such action against another person;
14. Lewd, obscene, licentious, indecent, or inappropriate dress;
15. Harassment, intimidation, bribery, physical assault, etc., or any other means, implied or explicit, to influence any member of a judicial body named in the Code, including witnesses, faculty and staff members, students, before, during, or after a hearing. [Organizations shall be responsible for the actions of their individual members, alumni, advisors, etc., in this type of situation];

16. Possession, while on College-controlled property, of firearms, ammunition, explosives, fireworks, or other dangerous instrumentalities;
17. Possession and/or consumption of alcoholic beverages or non-prescribed drugs on College property or at a student- or College-sponsored function;
18. Being under the influence of alcoholic beverages or non-prescribed drugs on College property or at a student or College sponsored function;
19. Unauthorized manufacture, sale, delivery or possession of any drug or drug paraphernalia defined as illegal under local, state, or federal law;
20. Theft, accessory to theft, and/or possession of stolen property;
21. Physical abuse, threat of violence, intimidation, and physical or mental harassment;
22. Trespassing or unauthorized entry;
23. Triggering or tampering with fire extinguishers, alarms, or other safety equipment;
24. Any participation in a violation of the College visitation policy;
25. Placement, establishment, or maintenance of any mobile, impermanent or temporary living quarters on property of the College which shall include, but not be limited to, tents, mobile homes, camping devices, trailers, vans, and motor homes, and sanitary facilities;
26. Disruptive or disorderly conduct which interferes with the rights and opportunities of those who attend the College for the purpose for which the College exists—the right to utilize and enjoy facilities provided to obtain an education. This prohibits the playing of radios inside buildings, on sidewalks, on lawns, and at any other location which would cause disruption of college activities;
27. Any other activity or conduct not specifically stated herein which impairs or endangers any person, property, or the educational environment of the College.

DISCIPLINARY PROCEDURE

1. A complaint regarding the conduct of any student or organization may be filed by any person having knowledge of the alleged activity. The College may also file a complaint.
2. Such complaints must be made in writing and directed to the Dean of Students.
3. The Dean of Students shall make a thorough investigation of the allegations within the complaint. If the Dean of Students determines there is probable cause to believe that the student or organization in question indeed violated the Code of Student Conduct, a written notice of the nature of that offense shall be sent via certified mail, return receipt requested, to the student's or organization's address of record. Alternatively, mail delivery may be performed by a College employee. The notice shall require the student or organization's officer(s) to make an appointment within five calendar days of receipt of said notice to discuss the charges with the Dean of Students. Failure to arrange said appointment shall be taken as an admission of the allegations contained in the complaint and a waiver of a hearing, and the Dean of Students shall assign a sanction(s) deemed appropriate.
4. Pursuant to paragraph 3, the Dean of Students shall meet informally with the accused student or organization and present the student or organization with the complaint. If the Dean of Students believes probable cause exists that the student or organization is in violation of the Code of Student Conduct, the student or organization may be offered the opportunity of executing a statement accepting the sanction deemed appropriate by the Dean of Students and waiving the right to a hearing before the Discipline Committee. Any student or organization who fails to execute the statement aforementioned shall be deemed to have demanded a hearing before the Discipline Committee.
5. In the event that the student or organization demands a hearing before the Discipline Committee, the student shall be provided with a written statement of the charges as filed in order to provide the student or organization reasonable notice of the conduct or circumstances on which the alleged violation is based. Said statement shall advise the student or organization that it is permissible to appear alone or with counsel before the Discipline Committee, and to be present during all phases of the hearing except during the Committee's deliberation. Counsel shall not speak for or in behalf of the accused student or organization but may only act in an advisory capacity. In the event of a closed hearing, the Discipline Committee may allow the student or organization to have a maximum of three observers in the hearing. Additionally, the statement shall set out that the student or organization will be provided the opportunity to present evidence and to have reasonable cross-examination of witnesses. The student or organization shall be required to give written notice, within 48 hours, whether the hearing shall be open or closed; failure to do so shall be taken as a request for a closed hearing.
6. The hearing before the Discipline Committee will be scheduled as soon as is practical, but not sooner than five calendar days nor later than thirty calendar days from the date of the student's or organization's meeting with the Dean of Students.

7. A student or organization who has demanded a hearing before the Discipline Committee and who fails to appear at the designated date, hour and place of the hearing, after notice thereof, shall be deemed to have waived the right to a hearing and the right to appear before the Discipline Committee. The Discipline Committee may then proceed with the hearing. In the event the accused student or organization shall be unable to attend the hearing for good cause at the appointed time, prior written notice of the inability to attend shall be submitted to the Dean of Students whereupon a new date shall be set by the Dean of Students. Only one such extension shall be granted except where failure to grant additional extension would cause undue hardship to the student or organization.
8. The hearing before the Discipline Committee shall not be strictly legal in nature, but shall proceed as follows:
 - a. The Discipline Committee shall be composed of three (3) faculty or staff members and two (2) students appointed by the President of the College. One of said faculty members shall serve as Chairperson of the Discipline Committee. The Dean of Students shall screen the committee members prior to the hearing for any prejudicial knowledge. Any member determined to possess prejudicial knowledge may be replaced with other qualified faculty members and/or students.
 - b. Chairperson of the Discipline Committee shall instruct all persons other than the student's or organization's advisor(s), three observers, the Dean of Students, the College's Counsel, and the remaining members of the Discipline Committee to leave the room. In the event of an open hearing, anyone may be present, so long as his or her presence does not disrupt the hearing process. The Chairperson of the Discipline Committee shall have the authority to remove anyone who disrupts a disciplinary hearing. Only upon the express written consent of the accused student or organization is the hearing of the Discipline Committee open to the public.
 - c. A record of all proceedings shall be kept in the form of a tape recording, and a copy may be reproduced at the expense of the accused student or organization.
 - d. The proceedings shall open with the Chairperson of the Discipline Committee reading the charge against the student or organization. The student or the organization's representative shall then make a plea of guilty or not guilty.
 - e. The Dean of Students shall present the evidence against the accused student or organization with the accused student or organization afforded the opportunity for reasonable cross-examination.
 - f. The accused student or organization then may present evidence by oral testimony, witnesses, and/or written sworn affidavits, and the Dean of Students shall be afforded the opportunity for reasonable cross-examination.
 - g. Rebuttal evidence may be presented by either party as necessary but not so as to be redundant.
 - h. The accused student or organization may make a closing statement, and the Dean of Students may make a closing statement.
 - i. The Discipline Committee may have an attorney present to act as an advisor to the Discipline Committee. This attorney shall not question witnesses or have any role other than to act as an advisor to the Committee and inform both parties of their legal rights.
 - j. After the presentation of all evidence, the Discipline Committee shall retire in closed session. The Committee shall deliberate and make its determination by a majority vote.
 - k. The Discipline Committee can determine that the accused student or organization in fact did commit the act as charged only if it is reasonably satisfied that the evidence supports the charge.
 - l. Once the Discipline Committee has reached its decision, the student or organization and the student's or organization's counsel or advisor may return and be informed of the result.
 - m. Other than rules of evidence regarding search and seizure, formal rules of evidence shall not be observed in proceedings before the Discipline Committee. However, decisions of the Committee on the issue of violation(s) of the Code of Student Conduct will be based solely upon evidence introduced at the hearing. Evidence of previous violations of rules and regulations or violations of local, state or federal laws, ordinances, and regulations shall not be considered in any way by the Committee in determining whether the violation charged was in fact committed, but such evidence may be considered by the Committee in consideration of the appropriate sanction.
 - n. If the accused student or organization is found innocent, then the hearing is ended. However, if the student or organization is found guilty, the Dean of Students may recommend sanctions to be imposed. The student or organization shall then have an opportunity to make a statement to the Discipline Committee.
 - o. The Discipline Committee shall then deliberate the sanctions in closed session with only members of the Committee present. The Discipline Committee may consider the sanctions recommended to it, but it may impose lesser or greater sanctions than recommended. The determination of sanctions

- will be by a majority vote.
- p. Once the Committee has reached its decision, the student or organization, their counsel or advisor(s) and the person presenting the case then may return and be informed of the results.
 - q. The Disciplinary Chair shall provide the student or organization a written statement of the determination of the Discipline Committee within 72 hours of the close of the hearing.
 - r. The student may appeal the decision of the Discipline Committee to the President. Such an appeal must be in writing, signed, and filed in the President's Office within seven (7) calendar days of the decision.
 - s. The President may approve, overturn, or amend any recommendation of the Disciplinary Committee.

SANCTIONS

A student or group of students deemed to be in violation of the Code of Student Conduct is subject to the imposition of the following sanctions upon individual students or organizations, either separately or severally:

- a. Reprimand– A written notice that the continuation or repetition of specific conduct may be cause for further disciplinary action.
- b. Restitution– Compensation for damages to a property right limited to the actual cost of repair or replacement.
- c. Probation– This sanction may include the exclusion from participation in privileges, such as extra-curricular activities, the suspension of activity card, and/or suspension of on-campus driving privileges. Additionally, if the student is determined by any of the disciplinary procedures herein set out to be in subsequent violation of the Code of Student Conduct, the student may be either suspended or expelled. The provisions of the probationary period shall be determined and expressed by the committee.
- d. Voluntary Withdrawal– A student may be given the option of voluntarily withdrawing from the College. The Discipline Committee may specify a period of time before the student may apply for readmission. To qualify for readmission, the student must receive approval from the Dean of Students and meet the academic standards for readmission.
- e. Suspension– Separation from the College for a definite period of time. A student may be suspended for a specific period of time not to exceed two years. To qualify for readmission after suspension, a student must receive the approval of the Dean of Students and meet the academic standards for readmission.
- f. Expulsion– An indefinite termination of student status from the College for a period of not less than two years. To qualify for readmission after expulsion, a student must receive the approval of the Dean of Students and meet the academic standards for readmission.
- g. Interim Suspension– Any indication of facts that could cause imminent danger or harm to the health, safety, and welfare of the accused, students, faculty, other persons or College property or any indication of mental or physical harassment of students (hazing) by an organization or student may result in immediate interim suspension of the organization or student by the Dean of Students. This interim suspension may continue until such time as a disciplinary hearing is held to consider the matter.

The imposition of the herein above enumerated sanctions may be stayed pending appeal, at the discretion of the President of the College upon written request by the student or organization.

APPEAL

1. A failure to request an appeal as stated herein shall be an admission of the charges and consent to the sanctions imposed by the Discipline Committee.
2. A written appeal must specifically state the grounds of such appeal, which are limited to newly discovered evidence, violation of procedure, or that the imposed sanction was unduly harsh, improper, or lenient under the circumstances.
3. The Dean of Students may appeal the decision of the Discipline Committee to the President if the sanctions delivered are deemed inappropriate or the Committee failed to act.
4. The student or organization shall be provided with a written statement of the decision of the President within ten working days from the date of filing the request for appeal.
5. The President may approve, overturn, or amend any recommendation of the Discipline Appeal Board. The President shall notify, in writing, the student(s) or organization, the Discipline Committee, the Discipline Appeal Board, and the Dean of Students of the decision(s) rendered.

ACADEMIC HONESTY POLICY

One of the chief goals of Wallace Community College Selma is to promote *academic honesty*. Student actions which deter or discourage intellectual growth are defined as *academic dishonesty* and are listed as follows:

- a. Any form of cheating on any exam, quiz, problem, or other exercise which is a requirement of a course.
- b. Plagiarism on an assigned paper, theme, report, or other written material submitted to meet course requirements.
- c. Use of papers or any other materials from Internet sources and submitted as the student's own.
- d. Having in the immediate testing area materials or devices not expressly authorized by the test administrator.
- e. Intentionally providing false information to any College official.
- f. Alteration or unauthorized use of any College record or document.
- g. Unauthorized use of College Computer facilities, programs, and/or data.
- h. Presenting as genuine any invented or falsified citation or material.

ACADEMIC HONESTY DISCIPLINARY PROCEDURE

1. A complaint of academic dishonesty against a student may be made by any person (faculty, staff or student) having knowledge of the alleged activity. If a faculty member initiates the complaint, he/she may not confiscate exam/assignment materials immediately, but will notify the student after the exam/assignment is completed that he/she will have a hearing on possible cheating. Such a complaint must be made in writing, signed, addressed to the Dean of Students, and filed in the Dean of Students Office within seven (7) calendar days of the alleged activity.
2. The Dean of Students shall investigate the allegations made in the complaint within seven (7) calendar days of receipt of the complaint. If the Dean of Students determines there is reasonable cause to believe that the student violated the Academic Honesty Policy or the items under "Misconduct," the Dean will notify the student in writing of the specific charges against him/her. The notice shall require the student to make an appointment within seven (7) calendar days of receipt of said notice to discuss the complaint with the Dean of Students. Failure to arrange said appointment shall be taken as an admission of the allegation(s) contained in the complaint and a waiver of request for a hearing. Consequently, the Dean of Students shall assign a sanction deemed appropriate.
3. Pursuant to paragraph 2, the Dean of Students shall meet informally with the accused student and present the complaint. If the Dean of Students determines that reasonable cause exists that the student is in violation of the Academic Honesty Policy, the student may be offered the opportunity of executing a statement accepting the sanction deemed appropriate by the Dean of Students and waiving the right to a hearing before the Discipline Committee. Any student who fails to execute the aforementioned statement shall be deemed to have demanded a hearing before the Discipline Committee. The purpose of this hearing is to permit both the student and the complainant to present their respective sides of the alleged incident.
4. In the event that the student demands a hearing before the Discipline Committee, the rules of notice and hearing are the same as described in the Disciplinary Procedure section of the College Catalog/Student Handbook.
5. Upon conclusion of the hearing, the Committee Chair will explain to the student the results of the hearing and any penalty that will be imposed on the student. If the student is determined innocent, the exam/assignment will be graded following the hearing. If student guilt is established through the due process procedure for policy items "a" through "d" above, only then may the instructor assign a grade of "0" or "F" on the assignment in question. For violations involving policy definitions "e" through "h" above, the Discipline Committee may suspend the student for a specific period of time or expel the student from the College.
6. The student may appeal the decision of the Discipline Committee to the President. Such an appeal must be in writing, signed, and filed in the President's Office within seven (7) calendar days of the decision.

VII. FINAL GRADE APPEAL PROCEDURE

Any student wishing to file an appeal of a final grade must employ the following procedure.

1. An appeal of a final grade must be made in writing and directed to the Vice President for Instruction. The letter of appeal must have the following characteristics:
 - a. Word-processed, or typed; not hand-written;
 - b. Signed;
 - c. Dated;
 - d. Current home address (not P.O. Box);
 - e. Current telephone number.

2. A student may appeal final grades of A, B, C, D, and F. A student may not appeal final grades of I or W. Each grade appeal must be filed separately – i.e., if a student wishes to appeal two or more final grades awarded in a given semester, each appeal must be filed separately. The appeal must be filed no later than the end of the term (fall, spring, or summer) following the term in which the final grade in question was received. For example, in order to appeal a final grade received in the spring semester, a student must file the appeal not later than the end of the next (i.e., summer) term.
3. The Vice President for Instruction shall make a thorough investigation of the grade appeal. If the Vice President for Instruction determines there is insufficient evidence to support an appeal or lack of evidence, a written notice shall be sent to the student explaining the findings and course of action available to the student. The Vice President for Instruction will give such notice to the student not later than 28 calendar days from receipt of the student's letter of appeal. The student has the right to appeal the decision of the Vice President for Instruction to the President within seven (7) calendar days of receipt of the decision. An appeal to the President must be constructed in the same format as described in VII-1 above.
4. If an official hearing is needed, a Grade Appeals Committee consisting of three WCCS faculty members and two WCCS students will be formed by the President to hear the final grade appeal. A student may present evidence by oral testimony, witnesses, and/or written sworn affidavits to support the appeal request. The instructor in question will be afforded the opportunity for reasonable cross-examination of all evidence submitted at the hearing.
5. The student shall be notified in writing by the Chair of the Grade Appeals Committee within seven (7) calendar days of the decision of the committee.
6. A student has seven (7) calendar days from the date of the notification of the decision of the Grade Appeals Committee to appeal to the President.
7. The President may approve, overturn, or amend any recommendation of the Grade Appeals Committee. The President shall notify, in writing, the student, the Vice President for Instruction, and the Grade Appeals Committee of the decision(s) rendered.

VIII. DRUG AND ALCOHOL ABUSE POLICY

INTRODUCTION

It is the policy of Wallace Community College Selma that during the month of September of each year, the information contained in this document shall be distributed to each student and employee of Wallace Community College Selma. It is further the policy of Wallace Community College Selma that during May of 1991 and every other May thereafter, a committee assigned by the college president shall review its Drug and Alcohol Abuse Prevention Program and shall:

1. Determine the effectiveness of its program and report to the president any revisions needed in the program to make it more effective;
2. Ensure that the standards of conduct are fairly and consistently enforced; and
3. Submit a written report to the President stating the findings and recommendations of the committee.

Each new academic year, the President shall direct the implementation of any revisions made by the committee which the President deems appropriate.

STANDARDS OF CONDUCT AND ENFORCEMENT THEREOF

Wallace Community College Selma is a public educational institution of the State of Alabama and, as such, shall not permit on its premises, or at any activity which it sponsors, the possession, use, or distribution of any alcoholic beverage or any illicit drugs by any student, employee, or visitor. In the event of confirmation of such prohibited possession, use, or distribution by a student or employee, Wallace Community College Selma shall, within the scope of applicable Federal and State due process requirements, take such administrative or disciplinary action as is appropriate. For a student, the disciplinary action may include, but shall not be limited to, suspension or expulsion. For an employee, such administrative or disciplinary action may include, but shall not be limited to, reprimand, suspension, termination of employment, or requirement that the employee participate in and/or successfully complete an appropriate rehabilitation program. Any visitors engaging in any act prohibited by this policy shall be called upon to immediately desist from such behavior.

If any employee, student or visitor shall engage in any behavior prohibited by this policy which is also a violation of Federal, State, or local law or ordinance, that employee, student, or visitor shall be subject to referral to law enforcement officials for arrest and prosecution.

LEGAL SANCTIONS REGARDING UNLAWFUL USE, POSSESSION, OR DISTRIBUTION OF ALCOHOLIC BEVERAGES AND ILLICIT DRUGS

Activities which violate Alabama laws concerning illicit possession, use, and distribution of alcoholic beverages or drugs include, but are not limited to, the following. (Those provisions which refer to drug "Schedules" are making reference to the authorization by the State Legislature for the State Board of Health to classify drugs in terms of their potential for abuse and their current usage in medical treatment. Schedule I consists primarily of "street drugs" such as heroin, morphine, marijuana, LSD, mescaline, etc. Schedule II includes opium, cocaine, and methadone, among other illicit drugs. Schedule III drugs include those which have less potential for abuse than Schedule I or II, and those substances with the least potential for abuse are included in Schedule IV and V. The Schedules may be found at **Code of Alabama** [1975].

WHERE TO GET ASSISTANCE:

There is help available for persons who are in need of counseling or other treatment for substance abuse. Listed below are several agencies and organizations which can assist persons in need of such services.

NATIONAL HOTLINES

1-800-729-6686 (M-F, 8:30 am - 4:30 pm) National Institute of Drug Abuse Information and referral line

1-800-662-4357 National Institute of Drug Abuse Hotline

1-800-622-2255 National Council on Alcoholism

1-212-269-7797 National Council on Alcoholism and Drug Dependence, Inc

Local Information and Referral Numbers:

Cahaba Center for Mental Health/Mental Retardation Services (A/D)

1017 Medical Center Parkway
Selma, AL 36701
PH (334) 875-2100

Cahaba Cares

912 Jeff Davis Avenue
Selma, AL 36701
PH (334) 874-2600

Chilton/Shelby Mental Health Center

110 Medical Center Drive
Clanton, AL 35045
PH (205) 755-5933

Hill Crest Behavioral Health Services

6869 5th Avenue South
Birmingham, AL 35212
PH (205) 833-9000

Behavioral Medicine PC

1306 Old Orrville Road
Selma, AL 36701
PH (334) 877-3322

Salvation Army

2104 Franklin Street
Selma, AL 36701
PH (334) 872-1646

ADMINISTRATIVE STAFF

Mitchell, James M.

President

B.A., Shaw University
M.A., Fayetteville State University
Ed.D., Fayetteville State University

Allen, Bonita F.

Dean of Business and Finance

B.S., Alabama A & M University
M.S., University of West Alabama

Bennett, Robbyn V.

Director of Technology Planning & Information Services

B.S., Auburn University at Montgomery

Griffin, Donitha

Dean of Students

A.S., WCCS
B.S., University of Alabama
M.S., Troy University at Montgomery

McConnell, Robert D.

Vice President for Instruction

B.A. Hunter College
City University of New York
M.S., State University of New York at New Paltz
Ed.D., South Carolina State University

INSTRUCTIONAL/NON-INSTRUCTIONAL STAFF

Allen, Kenny

Masonry Instructor

A.S., WCCS
B.S., Athens State University
Certificate in Masonry, WCCS

Allen, Bertha

AMSTI Math Specialist

B.S., Alabama State University

Allison, Eric P.

Network Administrator/Computer Information Systems Instructor

B.S., Jacksonville State University
M.S., Nova Southeastern University

Autery, Nancy

Mathematics Instructor

A.S., WCCS
B.S., Auburn University at Montgomery
M.Ed., Livingston University

Baldwin, Antionetta S.

Biology Instructor

B.S., Auburn University
M.Ed., University of West Alabama

Barker, Shirley

Science Lab Assistant

B.A., Talladega College

Barlow, Tiffany

AMSTI Math Specialist

B.S., Alabama State University
M.Ed., Alabama State University

Bentley, Betty

Director of Talent Search and Gear Up

B.S., Alabama State University
M.Ed., Alabama State University

Bowie, Corey

Talent Search Recruiter/

ABE Advisor and Retention Advisor

A.A., Wallace Community College Selma
B.S., Auburn University at Montgomery

Briggs, Tammie

Mathematics Instructor

B.S., Alabama State University
M.S., Alabama State University

Brown, Karen

Lab Coordinator for Student Support Services

B.S., Livingston University

Brown, Veronica

Director of LPN/NAS Program

B.S.N., University of Alabama
M.S.N., Troy University at Montgomery

Buford, GERALYN

AMSTI Science Specialist

B.S., Xavier University

Calhoun, Webbie

Nursing Instructor (LPN)

B.S.N., Phoenix University
M.S.N., South University

Carstarphen, Minnie Lee

Director of Library/Learning Resource Center

B.S., Livingston University
M.S., University of West Alabama

Casey, Becky

Director of Associate Degree Nursing

B.S.N., University of Alabama at Birmingham
M.S.N., University of Alabama, Birmingham

Cathey-Pugh, Janet

Psychology Instructor

B.A., San Diego State University
M.A., California State University Los Angeles
Ph.D., Howard University

Chapman, Channie

Counselor for Student Support Services

B.S. Sociology, University of West Alabama
M.S. Counseling Psychology, University of West Alabama

Clifton, Lonzy

Enrollment Management Specialist

A.A., A.S., Atlanta Metropolitan College
B.S., Auburn University at Montgomery
M.S.C., Troy University at Montgomery

Cook, Robin

English Instructor

B.A., Cedarville University
M.A., University of Alabama in Huntsville

Danley, Farrish

AMSTI Science Specialist

B.S., Alabama State University
M.Ed., Alabama State University
Ed.S., Alabama State University

Davis, Justin C.

Industrial Maintenance Instructor

A.A.S. WCCS

Davis, Rebecca M.

Computer Information Systems Instructor

A.S., Georgia State University
B.S., Georgia State University
M.A.T., University of West Alabama

Davis, Sarah

Nursing Instructor (LPN)

A.A.S., WCCS
B.S.N., University of Alabama at Birmingham
M.S.N., Troy University at Montgomery

Douglas, Cecile R.

Nursing Instructor (ADN)

B.S.N., University of Alabama at Birmingham
M.S.N., Troy University at Montgomery

Duck, Cindy

Talent Search Counselor

B.S., University of Alabama

Eiland, Ferrin W.

Biology/Chemistry Instructor

B.S., Columbus College
(Columbus State University)
M.S., Auburn University

Evans, Kateri

Biology Instructor

B.S., Stillman College
M.S., Alabama State University

Gibson, Cynthia

Write Now! Support Center Coordinator

B.S., Corban College
M.S., University of Oregon

Goings, Ghytana

Math Instructor

B.S., Alabama State University
M.Ed., Alabama State University

Gordon, Rachel

Student Support Services Transfer Counselor

B.A., University of South Alabama
M.S.C., Troy University at Montgomery

Gourdine, Raji

Assistant Dean of Instruction

B.S., Livingston University
M.S.C., Troy University at Montgomery

Griffin, Calvin J.

Welding Instructor

B.B.A., Faulkner University
M.S.M., Faulkner University

Hamilton, Antonio
Masonry Instructor
Certificate in Masonry, WCCS

Hannah, Marilyn Bennett
Business and Economics Instructor
B.S., Faulkner University
M.S., Faulkner University

Harrison, Eddie
Welding Instructor
Certificate in Welding Technology, WCCS

Henderson, Kerry E.
Business Education Instructor
B.S., Auburn University at Montgomery
M.B.A., Auburn University at Montgomery

Hobbs, David
Drafting Instructor
A.A., Enterprise State Junior College
B.S., Industrial Design, Auburn University

Hobson, Marvin
Biology Instructor
B.S., Jackson State College
M.S., Jackson State University

Holliman, Kathleen
Business Education Instructor
B.S., Mississippi State University
M.Ed., Livingston University

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B.S., Jackson State University
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M.S.N., Troy University at Montgomery

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B.S.N., Auburn University, Montgomery
M.S.N., South University

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English Instructor
B.S., Alabama A & M University Huntsville
M.Ed., Alabama State University of Montgomery

Jones, Connie
Computer Information Systems Instructor
B.S., Alabama A & M University
M.S., Candidate Troy University at Montgomery

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B.A., University of Alabama
M.A., University of Montevallo

Kidd, Anessa
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A.S., Clark College
B.S., Alabama State University
M.S., Troy University at Montgomery

King, Godfrey
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A.S., Clark College
B.S., Information Technology

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A.A.S., WCCS
B.S., Athens State University

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B.S., Troy University
M.S., Troy University

Lett, Rita
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B.A. Delta State University
M.S.W., State University of New York

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Certificate in Cosmetology Instructor
Training, WCCS

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B.S., Alabama State University
M.S., Alabama State University

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Adult Education Instructor
B.S., Knoxville College

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A.A., Alabama Lutheran College-Selma
B.S., Livingston University
M.B.A., Troy University at Montgomery

Miller, Pearlie
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B.S.N., University of Alabama at Birmingham
M.S.N., Troy University at Montgomery

Mixon-Carter, Kim
LPN Instructor
B.S.N., Troy University
M.S.N., Troy University

Moore, Dale
Electrical Technology Instructor
A.A.S., Certificate in Electrical Technology,
WCCS

Moore, Kathy J.
Director of Student Support Services
A.S., Gadsden State Community College
B.S., University of Maryland
M.S.C., Troy University
M.S. HRM, Troy University

Moore, Ray Charles
Chief of Campus Police
A.S., Gadsden State Community College
B.S., CJ Faulkner University
M.S., CJ Faulkner University

Moss, Johnny
AVC Director
B.S., Tuskegee University
M.B.A., Troy State University at Montgomery

Motley, Bettye
Counselor to Talent Search
B.A., Auburn Montgomery
M. Ed., Auburn Montgomery

Mott, Margaret
Business Education Instructor
B.S., Auburn University
M.Ed., Livingston University

Nunn, Phenicia
AMSTI High School Math Specialist
B.S., Alabama State University
M.S., Alabama State University

Page, Melinda M.
Adult Education Instructor
B.S., Knoxville College

Peterson, Robertson
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B.S. Ed., AUM, Montgomery
M.Ed., Alabama State University

Pettway, Clarence
AMSTI Elementary Math Specialist
B.S., Alabama State University
M.S., Alabama State University

Pettway, Felecia
Community Workforce Facilitator
B.A., University of Alabama
M.S., Faulkner University
J.D., Miles College Law School

Pugh, Elijah
Chemistry/Physics Instructor
B.S. California State University, L. A.
Ph.D., Howard University

Rhodes, Ramona R.
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B.S., Troy University
M.Ed., Auburn University at Montgomery

Rogers, Eric
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Sanders, Douglas
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B.S., Alabama A & M University

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B.S.N., University of Alabama
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Ed. D., Troy University

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Industrial Maintenance Technology Instructor
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M.S.W., University of Alabama

Smitherman, Anna Marcia
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M.S.N., University of Alabama in Birmingham

Snowden, Lula**Director of Adult Education**

A.A.S., WCCS
B.S., Auburn University at Montgomery
M.S., Troy University at Montgomery

Sturdivant, Maxine**Write Now! Director**

Certificate in Cosmetology, WCCS
B.S., Troy University
M.S., University of West Alabama

Tarver, Otis**Welding Instructor**

Certificate in Welding Technology, WCCS

Thames, Jerome**Welding Instructor**

Certificate in Welding Technology, WCCS

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A.S., Maui Community College
B.A., Chaminade University of Honolulu

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B.A., Troy University
M.Ed., Georgia Southern University
Ed.S., Georgia Southern University

Walker, Jane**AMSTI Director**

B.S., Tuskegee University
M.Ed., Alabama State University

Walker, Shermanita**AMSTI Science Specialist**

B.S., Concordia College

Wallace, Connie**Cosmetology Instructor**

A.A.S., WCCS
B.S., Athens State University

Welch, Gordon**Music Instructor**

B.M.E., University of Montevallo
M.C.M., New Orleans Baptist Theological
Seminary

Wilder, Donald E.**Mathematics Instructor**

B.A., Alabama State University
M.S., Alabama State University

Williamson, Fred A., Jr.**Mathematics Instructor**

B.S., Auburn University
M.S., Troy University

Yeager, Cynthia**Nursing Instructor (ADN)**

B.S.N., University of Alabama, Birmingham
M.S.N., Troy University at Montgomery

SUPPORT STAFF**Austin, Tampatha**

Secretary to Physical Plant

Bell, Vicki

AMSTI Secretary

Bradsell, Karen

Secretary to Arts and Sciences

Burton, Andrew

Web Developer/Network Assistant

Butler, Peggy

Security Monitor

Carmichael, Pamela

Secretary to Vice President for Instruction

Coleman, Steffan

AMSTI Warehouse Manager

Coleman, Myron

Campus Police Officer

Combs, Lori Ann

Payroll Clerk

Cosby, Helen

Personnel Specialist

Craig, Ben

Print Shop/Inventory Control

Davis, Mary

Restricted Program Accountant

Deavers, Lori

Financial Aid Administrative Assistant

Dixon, Colleen

Secretary to LPN/NAS Programs

Evans, Naopi

Accounts Payable

Ford, Audrey

Adult Education Instructional Assistant

Glover, Virginia

Secretary to the President

Goldsby, Jimmie

Physical Plant Director

Green, Willie

Building Maintenance

Gutheridge, Nigel

AMSTI Warehouse Worker

Haralson, Isaiah

Maintenance Technician

Harvell, Robert

Maintenance

Heard, Anthony
Building/Custodial Maintenance

Headley, Linda
Student Services

Helms, Tammy
AVC Secretary

Hicks, Jean
Secretary to Student Support Services

Hill, Mark
Welding Assistant

Hopkins, Patricia
Secretary to Adult Education

Jackson, Jean
Testing Specialist for Student Services

Jefferson, Shelia
Secretary to Student Services

Jones, Natasha
Secretary to Talent Search

Light, Suzanne
ADN Secretary

McCree, Monroe
Building Maintenance Supervisor

Marshall, Wilsunya
Cashier/Accounts Receivable

Moore, Derrick
AMSTI Warehouse Worker

Moore, Timothy
Building Maintenance

Moultrie, Eddie
Transportation Supervisor

Newman, Sunette
Secretary to the Dean of Students/
Student Services Office Manager

Patterson, Ray
Audio Visual Technician

Pearson, Andre
AMSTI Warehouse Worker

Perry, Earnestine
Evening Coordinator

Pettway, Alonzia
Custodian

Pettway, Charles
Building Maintenance

Pullum, Quanda
Secretary to Dean of Business and Finance

Purifoy, James
Welding Assistant

Reynolds, Jennifer
Switchboard Operator

Roberson, Erika
AMSTI Bookkeeper

Sanders, Felicia
E-Learning Specialist

Shanks, Reese
Welding Assistant

Smith, Leigh Ann
Bookstore Manager

Spears, Brandi
Secretary to Gear Up

Stevenson, Donte
Electrical Assistant

Thomas, Gloria
Secretary to Business and Computer Science

Vance, Laura
Comptroller

Walker, Sharon
Secretary to Library Director

Waller, Kamala
Campus Police Officer

Weatherspoon, Norman
Maintenance

Whatley, Andrew
Night Security Monitor

Williams, Matilda
Welding Assistant

Zimmerman, Sheri
Secretary to Student Services

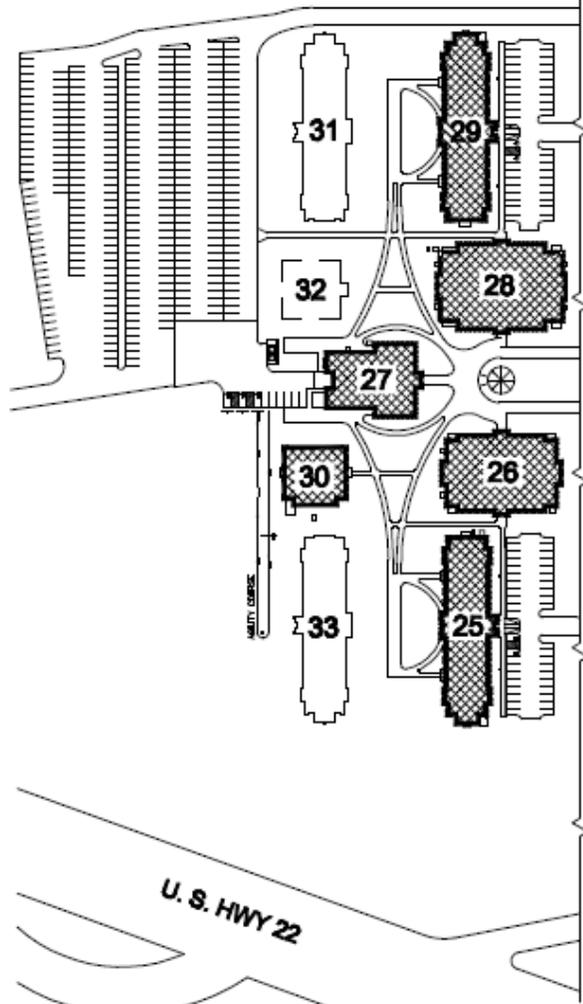
Map Legend

Wallace Campus Buildings

- 1 GOODWIN THEATRE, ADVANCED VISUALIZATION CENTER (AVC) OFFICES, EXPERIENCE & DISCOVERY LAB, IMMERSIVE FLOATING MODEL LEARNING LAB, BROADCAST & STUDIO LAB, 3D OBJECT DEVELOPMENT LAB, TELECONFERENCING LAB
- 2 CAFETERIA
- 3 ADMINISTRATION BLDG.- ADMISSIONS, STUDENT SERVICES, FINANCIAL AID, TUTORING, TESTING LAB
- 4 ADMINISTRATION BLDG.- CAMPUS SECURITY
- 5 BOOK STORE, STUDENT SUPPORT SERVICES
- 6 COSMETOLOGY PROGRAM
- 7 INDUSTRIAL MAINTENANCE TECHNOLOGY PROGRAM
- 8 ELECTRICAL TECHNOLOGY PROGRAM
- 9 WELDING TECHNOLOGY PROGRAM
- 10 PRINT SHOP & RECEIVING
- 11 VACANT
- 12 WELDING TECHNOLOGY PROGRAM
- 13 GREENHOUSE
- 14 MASONRY & BUILDING TRADES PROGRAM
- 15 CLASSROOM BLDG.- VICE PRESIDENT COMMUNICATION SKILLS LAB, *WRITE NOW!* DIRECTOR & COORDINATOR OFFICES, *WRITE NOW!* TUTORING LABS, OPEN COMPUTER LAB, MATH LAB, CB CLASSROOMS
- 16 DRAFTING & DESIGN TECHNOLOGY PROGRAM CB 7 & 8 RAPID PROTOTYPING LAB CB 6
- 17 STUDENT CENTER
- 18 LIBRARY & CLASSROOMS LG 1 - LG 4
- 18A AVC- USE OF FORCE LAB LG 12
- 19 GYMNASIUM & CLASSROOMS LG 5 - LG 8
- 20 VACANT
- 21 CHARLES M. BYRD S/N BLDG.- CLASSROOMS, SCIENCE LABS, FACULTY OFFICES
- 22 FACULTY OFFICES
- 23 HANK SANDERS TECHNOLOGY BLDG.-PRESIDENT BUSINESS EDUCATION PROGRAM, IT DEPARTMENT
- 24 HEALTH SCIENCES BLDG.- ADN NURSING PROGRAM, LPN NURSING PROGRAM, NURSING ASSISTANT PROGRAM, FACULTY OFFICES

Criminal Justice Academy Buildings

- 25 DEPT. OF CORRECTIONS DORM
- 26 DEPT. OF CORRECTIONS ACADEMY
- 27 CRIMINAL JUSTICE ACADEMY CAFETERIA
- 28 DEPT. OF PUBLIC SAFETY ACADEMY
- 29 DEPT. OF CORRECTIONS DORM
- 30 CRIMINAL JUSTICE ACADEMY FITNESS CENTER
- 31 *FUTURE DEPT. PUBLIC SAFETY DORM*
- 32 *FUTURE CRIMINAL JUSTICE ACADEMY AUDITORIUM*
- 33 *FUTURE DEPT. OF CORRECTIONS DORM*



Main Campus Map

