

# WILKES

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# COMMUNITY COLLEGE

2011/2012



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# WELCOME TO WILKES COMMUNITY COLLEGE

I welcome and thank you for choosing Wilkes Community College for continuing your education. Whether you are new to our campus or a familiar face; taking a full course load or just one course; you are important to us. We at WCC believe that education is a journey that continues throughout one's lifetime. You have taken an important step toward personal success by furthering your education and we are glad you are here. It is our goal to meet your educational needs and we are committed to that purpose.


Our faculty and staff take this responsibility seriously; realizing that your success is our success. You will find us eager to assist you as you make decisions concerning your future. We want to continue to be a part of your future as you follow an educational path throughout your lifetime.

We take pride in the exemplary education provided by our faculty. They are recognized leaders in education who strive continually to stay current and knowledgeable in their fields of study. The support staff is committed to a single goal – to assist and serve our students. Please do not hesitate at anytime to ask anyone of our highly qualified faculty and staff for assistance.

Attending Wilkes Community College has never been easier. The semester calendar is user-friendly with transfer to a senior college or university "hassle-free." The cyber classrooms and courses "on-line" make scheduling easy and courses are available from limitless locations. Our Student Success Center provides services to assist you throughout every aspect of your learning experience. The state-of-the-art learning center is staffed with qualified personnel who are eager to assist with making assignments and research stress-free.

Attending WCC has also never been more fun! Our beautiful Alumni Hall houses a café, game room, wellness center and social areas. A variety of student activities such as intramurals, hiking trips, festivals, intercollegiate athletics and MerleFest ensure that there is something of interest for everyone.

So again, welcome. You won't regret your decision to make WCC your college!



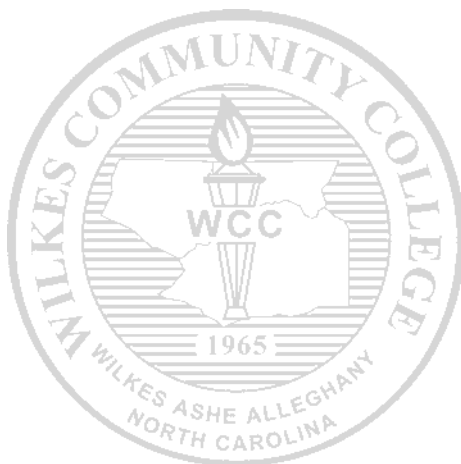
Dr. Gordon Burns  
President

# WILKES COMMUNITY COLLEGE COLLEGE CALENDAR SCHOOL YEAR 2011-2012

## FALL SEMESTER 2011

June 20-June 24.....	Returning Student Registration for Fall Semester
July 6-July 15.....	New* Student Orientation & Registration for Fall Semester
July 18-July 22.....	Open Registration for New* & Returning Students for Fall Semester
August 15, Monday (9am – 4pm).....	Late Registration for Fall Semester
August 16, Tuesday (9am - 7pm).....	Late Registration for Fall Semester
August 16, Tuesday.....	Last Day to Drop to Receive a 100% Refund
August 18, Thursday.....	First Day of Classes Fall Semester
August 18-August 22.....	Drop/Add Period
August 18-October 18.....	First Session Fall Semester
August 29, Monday.....	Last Day to Withdraw to Receive a 75% Refund
September 5, Monday.....	Labor Day Holiday
September 6, Tuesday.....	Classes Resume
October 10-October 12.....	Fall Break
October 13, Thursday.....	Classes Resume
October 19-December 16.....	Second Session Fall Semester
November 1, Tuesday.....	Last Day to Withdraw from a Class
November 15, Tuesday.....	No Classes – Open Registration for New* & Returning Students for Spring
November 16, Wednesday.....	Classes Resume
November 16-November 18.....	Open Registration for New* & Returning Students for Spring Semester
November 24-November 25.....	Thanksgiving Holiday
November 28, Monday.....	Classes Resume
December 16, Friday.....	Last Day of Classes Fall Semester

\*Placement test must be completed prior to scheduling an appointment for orientation and registration.



## SPRING SEMESTER 2012

November 15, Tuesday.....	No Classes-Open Registration for New*&Returning Students for Spring
November 16-November 18 ....	Open Registration for New* & Returning Students for Spring Semester
January 3, Tuesday (9am – 7pm).....	Late Registration for Spring Semester
January 3, Tuesday .....	Last Day to Withdraw to Receive a 100% Refund
January 5, Thursday.....	First Day of Classes Spring Semester
January 5-January 9.....	Drop/Add Period
January 5-March 2.....	First Session Spring Semester
January 16, Monday.....	Martin Luther King Jr. Holiday
January 17, Tuesday.....	Classes Resume
January 17, Tuesday.....	Last Day to Withdraw to Receive a 75% Refund
February 21, Tuesday.....	Spring Break / Snow make-up days **
February 22, Wednesday.....	Classes Resume
March 5-May 9.....	Second Session Spring Semester
March 8-March9 .....	Spring Break/Snow make-up days**
March 12, Monday.....	Classes Resume
March 20, Tuesday.....	Last Day to Withdraw from a Class
April 3-April 4.....	Registration for Summer Term
April 6-April 9.....	Easter Holiday
April 10, Tuesday.....	No Classes-Registration for Currently Enrolled Students for Fall Semester
April 11, Wednesday.....	Classes Resume
April 11-April 12 .....	Registration for Currently Enrolled Students for Fall Semester
April 25-April 29.....	MerleFest (No Classes)
April 30, Monday.....	Classes Resume
May 9, Wednesday.....	Last Day of Classes Spring Semester
May 11, Friday (6pm).....	Graduation

\*Placement test must be completed prior to scheduling an appointment for orientation and registration

\*\*Priority of snow make-up days will be: 1<sup>st</sup>- March 8, 2<sup>nd</sup> – March 9, 3<sup>rd</sup>-February 21

## \*DATES FOR SUMMER TERM 2012 ARE SUBJECT TO CHANGE DUE TO IMPLEMENTATION OF ONLINE REGISTRATION

### SUMMER TERM 2012

April 10, Tuesday.....	No Class – Registration for Currently Enrolled Students for Fall Semester
April 11-April 12 .....	Registration for Currently Enrolled Students for Fall Semester
May 30, Wednesday (9am -7pm) .....	Late Registration for Summer Term
June 4, Monday.....	First Day of Classes Summer Term
June 4, Monday.....	Drop/Add Period
June 4-June 29.....	First Session Summer Term
June 18-June 22....	On Campus Registration for Currently Enrolled, Admitted, and Readmitted Students
June 18-June 22....	Online Registration Available for Currently Enrolled and Admitted Students for Fall
July 2-July 6.....	Summer Break
July 9, Monday .....	Classes Resume
July 9-August 3.....	Second Session Summer Term
July 10-July 27.....	New Student Orientation and Registration for Fall Semester 2012
July 23-July 27.....	On Campus Registration for Currently Enrolled, Admitted and Readmitted Students
July 23-July 27.....	Online Registration Available for Currently Enrolled and Admitted Students for Fall
August 3, Friday .....	Last Day of Classes Summer Term

# IMPORTANT CONTACTS FOR NEW STUDENTS

WHAT	WHO	WHERE	PHONE	EMAIL ADDRESS
Accommodations/ AccessAbility Services	Sherry Thompson	Student Success Center	838-6560	sherry.thompson@wilkescc.edu
Admissions	Scott Johnson	Student Services	838-6141	scott.johnson@wilkescc.edu
Alleghany Center	Jayne Phipps-Boger	Alleghany Center	336-372-5061	jayne.boger@wilkescc.edu
Ashe Campus	Chris Robinson	Ashe Campus	336-846-3900	chris.robinson@wilkescc.edu
Bookstore	Lynn Osborne	Thompson Hall	838-6175 838-6174	lynn.osborne@wilkescc.edu
Business Office, Pay Tuition	Jenni Wingler	Thompson Hall	838-6106	jenni.wingler@wilkescc.edu
Career Counseling	Michael Roope	Student Services	838-6147	michael.roope@wilkescc.edu
Financial Aid, Veterans	Vickie Call Amy Killian Doug Eller Lana Younger	Student Services	838-6146 838-6492 838-6462 838-6144	vickie.call@wilkescc.edu amy.killian@wilkescc.edu doug.eller@wilkescc.edu lana.younger@wilkescc.edu
Health Science Admissions	Elisabeth Blevins	Student Services	838-6145	elisabeth.blevins@wilkescc.edu
Housing	Roberta Harless	Student Services	838-6139	roberta.harless@wilkescc.edu
Job Placement	Debbie Furr	Student Services	838-6545	debbie.furr@wilkescc.edu
Placement Testing	Valdete Fejzullahu	Student Services	838-6136	valdete.fejzullahu@wilkescc.edu
Registration /Records	Melissa Hill Melonie Kilby Cindy Livingston Nina Miller	Student Services	838-6171 838-6489 838-6137 838-6134	melissa.hill@wilkescc.edu melonie.kilby@wilkescc.edu cindy.livingston@wilkescc.edu nina.miller@wilkescc.edu
Security	Jamie McGuire	Security	838-6274 838-6275	jamie.mcguire@wilkescc.edu
Sports-Athletic Director	Wes Scroggs	Randolph Hall	838-6189	wes.scroggs@wilkescc.edu
Student Activities, SGA, Intramurals	Jane Bowman	Student Services	838-6142	jane.bowman@wilkescc.edu
Student Services – Ashe Campus	Bob Paisley Heather Cook	Ashe Campus	846-3116 846-3127	bob.paisley@wilkescc.edu heather.cook@wilkescc.edu
Student Services – Alleghany Center	Student Services Personnel from Wilkes Campus	Alleghany Center	336-372-5061 Alleghany	lynda.black@wilkescc.edu
Transfer to Senior Institution	Blair Hancock Cinnamon Martin	College Transfer Advising Center	838-6230 838-6488	blair.hancock@wilkescc.edu cinnamon.martin@wilkescc.edu
Tutoring	John Hawkins	SAGE (Supporting Academic Goals for Education)	838-6557	john.hawkins@wilkescc.edu

## ACADEMIC DEPARTMENTS

Arts & Sciences Division	Cynthia Alford	Hayes Hall	838-6229	cynthia.cox@wilkescc.edu
Business & Public Service Technologies Division	Kathy Johnson	Thompson Hall	838-6157	kathy.johnson@wilkescc.edu
Advanced Health Technologies Division	Brenda Bryson	Beacon Building	838-6249	brenda.bryson@wilkescc.edu
Advanced Industrial Technologies Division	Bretta Gardner	Daniel Hall	838-6218	bretta.gardner@wilkescc.edu

# ORIENTATION INFORMATION FOR NEW STUDENTS

1. **Program Requirements:** All degree, diploma, and certificate requirements are listed in the college catalog. Please refer to the catalog for a listing of all courses that you must successfully complete for your particular program of study. A complete listing of course descriptions along with course prerequisites is included at the back of the catalog. The college catalog is available on the college website at [www.wilkescc.edu](http://www.wilkescc.edu).

2. **Tuition and Fees: (Cost info listed below is based upon 2010-2011 rates and is subject to change.)**

*Business Office:* Tuition and fees must be paid in the business office located in Thompson Hall. The regular operating hours for the business office are Monday through Friday from 8:30 a.m. until 4:30 p.m.

*Tuition:* Tuition for full-time, in-state students carrying 16 or more semester credit hours will not exceed \$904.00 per semester. Students taking less than 16 hours will pay \$56.50 per semester hour. **Tuition must be paid (or arrangements made with the business office) by the posted purge date set by the Registrar's Office. Students who have not paid or made arrangements to pay by the posted purge date will be purged from class rolls.**

*Activity Fee:* There is a \$3.25 per semester credit hour activity fee. This fee is charged for each credit hour up to 10 credit hours for fall and spring semesters. (\$32.50 maximum)

*Parking Fee (\$10)/Accident Insurance (\$1.25):* These fees are charged to all students each semester.

*Technology Fee:* There is a \$2.00 per credit hour technology fee. This fee is charged for each credit hour up to 8 credit hours each semester including summer semester. (\$16.00 maximum)

3. **Parking Regulations:** All students pay a \$10.00 fee for parking lot and sidewalk upkeep for fall, spring, and summer semesters. Everyone parking a motor vehicle on campus is required to display a WCC parking permit. See the college catalog for the campus parking & driving policy.
4. **Bookstore:** The college bookstore is located in Thompson Hall. Regular operating hours for the bookstore are from 8:45 a.m. until 6 p.m. Monday through Thursday. Operating hours on Friday's are 8:45 a.m. until 3 p.m.
5. **Drop/Add:** Students must complete a drop/add form when changing their course schedule. The official registration period for making such changes is published in the college calendar. For each course dropped after registration ends and through the tenth week of the semester, students must complete a drop form by obtaining the advisor's and instructors' signatures. The completed form must be returned to the registrar's office for processing.
6. **Computer Access:** The Open Computer Lab (OCL) is in the Academic Support Center in Thompson Hall. The lab has forty-seven computers that are loaded with many programs that support your courses. There are lab instructors available to help you with Internet research, office systems technology, computer science, math, distance learning, Blackboard, Gmail, etc. The Pardue Library also has a computer lab open to students during library hours.
7. **SAGE (Supporting Academic Goals for Education):** A federally funded TRiO program (Student Support Services) that provides comprehensive academic support services to students who qualify. Services include tutoring, advising, scholarships, and college transfer advising with opportunities for campus visits. Please call the SAGE office at 838-6557 for more information.
8. **AccessAbility Services:** Students may receive assistance with academic and physical accommodations if they qualify for services under the ADA as amended. Students who would like to receive accommodations from Wilkes Community College may initiate requests for services by contacting the Director of AccessAbility Services, Sherry Thompson by email: [sherry.thompson@wilkescc.edu](mailto:sherry.thompson@wilkescc.edu) or call 336-838-6560 or 336-838-6212. The AccessAbility Services Director's office is located in the Student Success Center in Thompson Hall, room 252-A.
9. **Learning Resources Center-Pardue Library/ ID Cards:** Students are required to present identification cards to check out materials in the library and are encouraged to have them available when participating in book buy back in the bookstore. Identification cards are issued in the Learning Resources Center (LRC) located on the 2nd floor of Alumni Hall. Students should take a copy of their class schedule with an attached receipt from the business office to the Pardue Library when requesting an ID card. This should be completed prior to the end of the first week of classes. The

library houses print and audio-visual media, including 60,000 volumes of books, microfilms, videos, current periodicals, 13 newspapers, and access to research through the internet and NC LIVE.

10. **Student Center:** The 1st floor of Alumni Hall houses many services for students. The resources that are available include food services, a game room, student commons, wellness center, office of the Student Government Association and newspaper staff, computer lab located in the Pardue Library, first aid room, meeting rooms and the Student Services Office. A valid student id is required for use of the Game Room and Wellness Center.
11. **Developmental Studies:** The developmental studies program is designed to help students improve skills in reading, English, and mathematics. The main objective is to provide students with training (or retraining) in these basic skills so that they have a solid foundation for achieving a successful academic future. Depending on test scores, students will be assigned to appropriate developmental studies courses. Developmental studies course grades are not computed into grade point averages and do not count toward hours required for degree, diploma or certificate programs. **Please note: Completion of or exemption from developmental courses is a prerequisite for many courses. Please consult the WCC catalog to determine prerequisite information for courses.**
12. **Adverse Weather:** See the WCC Catalog or the college website ([www.wilkescc.edu](http://www.wilkescc.edu)) for information on school closing or delays due to adverse weather.
13. **Minimum Course Requirements (MCR):** The UNC system has Minimum Course Requirements (MCR) for undergraduate admission. You can find out if you meet the MCR by comparing your high school courses to the minimum course requirements listed at this website: <http://www.northcarolina.edu/aa/admissions/requirements.htm>. If you are deficient in one or more areas, you can overcome the deficiency at WCC through one of three options:

Option 1 – Complete the A.A. or A.S. degree

Option 2 – Complete the 44 hour general education core of the A.A. or A.S. degree.

Option 3 - Complete all of the following at a community college:

6 hours of English

6 hours of a language other than English

6 hours of math

6 hours of science and

6 hours of social studies

\*Exceptions to the MCR policy may apply. Students who graduated before 2005-2006 should check the requirements in effect at that time.

14. **WCC College Transfer Advising Center:** The WCC College Transfer Advising Center located in Room 413 Hayes Hall provides ongoing assistance to WCC students enrolled in the AA, AS, AFA and AGE programs to facilitate successful transition to a senior institution. Transfer advisors are available throughout the semester to assist students with development of academic goals related to intended majors/careers, planning course schedules and understanding transfer requirements at four year institutions.

Transfer students are encouraged to meet with transfer advisors as often as they would like. However, each transfer student will have a required meeting with an advisor in the College Transfer Advising Center to prepare for registration and to discuss progress toward academic goals and schedule planning.

WCC transfer advisors are committed to providing appropriate, accurate and timely information at every stage of a student's academic career. Students, however, are ultimately responsible for understanding college regulations and for meeting graduation and transfer requirements.

15. **Academic Advising System:** To help meet your educational goals at Wilkes Community College, an academic advisor will be assigned to you. A space for your advisor's name and other information is listed below and will be provided to you at your new student orientation session.

Students seeking a degree, diploma or certificate are assigned an academic advisor from among the faculty, counselors or educational support staff. Advisors assist students in meeting their educational and career goals, planning class schedules, and reviewing progress toward graduation. Advisors' signatures are required on students' registration forms each semester for the approval of courses scheduled and for add/drop forms. Advisors provide students with information about careers and the transfer of Wilkes Community College credits to senior colleges.

Students must contact their academic advisor each semester before registering. Advisors have posted office hours so that students may arrange conferences as needed. Two weeks prior to each early registration period, advisors will post times when they will be available to help students with schedule planning. WCC advisors are committed to providing appropriate, accurate and timely information at every stage of a student's career. Students, however, are ultimately responsible for understanding college regulations and for meeting graduation requirements.

**Advisor Office Location:**

**Administrative Assistant Contact:**

Thompson Hall - Room 101	Kathy Johnson 838-6157
Thompson Hall – Academic Support Center and AccessAbility Services	Denna Parsons 838-6140
Thompson Hall-SAGE	John Hawkins 838-6557
Hayes Hall - Room 404	Cynthia Alford 838-6229
Daniel Hall	Bretta Gardner 838-6218
Beacon Building (upstairs)	Brenda Bryson 838-6249
Student Services	Wanda Shore 838-6135
Alleghany Center	Kathryn Abernathy 336-372-5061 ext. 229
Ashe Campus	Loretta Johnson 336-846-3900 ex. 3113
Other _____	

**WHERE TO GO FOR HELP AND INFORMATION**

Absences Information .....	Instructor
Academic Advising .....	Academic Advisor or Student Services
Academic Honors .....	WCC Catalog
Academic Probation .....	WCC Catalog or Student Services
ADA Accommodations .....	Sherry Thompson, AccessAbility Services
Admissions .....	Scott Johnson or Wanda Shore, Student Services
Add a Course .....	Academic Advisor or Student Services
Address Change .....	Student Services
Advanced Placement .....	Melonie Kilby, Student Services
Athletics .....	Wes Scroggs, Randolph Hall
Attendance Policy .....	Instructor and WCC Catalog
Auditing a Course .....	Student Services
Career Planning .....	Michael Roope, Student Services
Change Program/Major .....	Student Services
Clubs and Organizations .....	Jane Bowman, Student Services
Computer Instruction .....	Academic Success Center
Course Selection .....	Academic Advisor or Student Services

Distance Learning.....	Debi McGuire, Thompson Hall
Drop a Course .....	Academic Advisor and Student Services
Drug Education .....	Michael Roope, Student Services
Emergencies/First Aid .....	Security
Fees .....	Business Office
Financial Aid .....	Vickie Call or Amy Killian, Student Services
General Interest Courses .....	Continuing Education
Grading System.....	WCC Catalog or Student Services
Graduation.....	WCC Catalog or Student Services
Housing .....	Roberta Harless, Student Services
I.D. Card .....	Library
Insurance .....	Business Office
Intramurals.....	Jane Bowman or Erin Murray, Student Services
Job Placement.....	Debbie Furr, Student Services
Lost and Found .....	Student Services
Math Assistance .....	Academic Success Center
Personal Counseling .....	Student Services
Placement Testing .....	Valdete Fejzullahu, Student Services
Prowler (WebAdvisor, Gmail, BB) .....	Academic Success Center, 838-6485
Refunds .....	Student Services
Registration .....	Student Services
Student Activities/SGA .....	Jane Bowman, Student Services
Transfer Advising.....	Blair Hancock, Cinnamon Martin, Hayes Hall 2 <sup>nd</sup> Floor
Tutoring .....	Academic Success Center and SAGE
VA Educational Benefits .....	Amy Killian, Student Services
Writing Assistance .....	Academic Success Center

### **ACADEMIC AND SERVICES DIVISIONS**

Blair Hancock .....	Dean, Arts and Sciences
Robin Phillips-Hauser.....	Dean, Business & Public Service Technologies
Debbie Woodard.....	Dean, College Readiness
Joyce Minton .....	Dean, Health Sciences
John Hauser .....	Vice President, Industrial and Workforce Development
Kim Faw.....	Vice President, Instructional Support and Student Services
Scott Johnson.....	Dean, Student Services

### **ALLEGHANY CENTER**

Chris Robinson.....	Assoc. Vice President, Ashe Campus and Alleghany Center
Jayne Phipps-Boger .....	Director, Alleghany Center
Kathryn Abernathy.....	Administrative Assistant

### **ASHE CAMPUS**

Chris Robinson.....	Assoc. Vice President, Ashe Campus and Alleghany Center
Jennifer Peña .....	Faculty Chair
Loretta Johnson.....	Administrative Assistant
Rebecca Scott .....	Administrative Assistant
Bob Paisley.....	Counselor
Heather Cook .....	Counselor

## **BLACKBOARD AND GMAIL**

Here at WCC WebAdvisor Blackboard and Gmail work together to provide students with course content and email and other services. WebAdvisor provides information such as your class schedule, billing information and final grades. Blackboard provides a central location for accessing all of your courses by providing grades, journals, assignments, tests, discussion boards and course content. Using Blackboard you can get caught up on your classes, get in touch with your instructor and check your grades. Gmail provides each student a permanent email account to stay in touch with other students, family, friends and WCC instructors. With over 7 GBs of storage space, a web based calendar, and Google Docs Gmail offers more than just email service.

### **HOW DO YOU LOG IN TO WEBADVISOR, BLACKBOARD AND GMAIL?**

Students can access all 3 systems by going to <http://www.wilkescc.edu/WCCProwler>.

The User ID for WebAdvisor, Gmail, and Blackboard will be in the following format (all lowercase and run together):

First initial - middle initial - last name – last 3 digits of student's college ID number

For example: John William Student (college ID number 0001234) will have the following user ID: jwstudent234

His temporary password will be the six digits of his birth date in mmddyy format. His birthday is December 09, 1966 so his temporary password will be 120966

In order to sign into WebAdvisor, Gmail and Blackboard he will use jwstudent234 for his user ID and 120966 for his password.

Recommendation: Since you are prompted to change your temporary password it is suggested that you use the same password in all 3 systems in order to simplify the log-in process.

There are tutorials available from the Prowler page to help students with the process and students can email.

The WCC Prowler Help Desk is now available via email at [prowlerhelp@email.wilkescc.edu](mailto:prowlerhelp@email.wilkescc.edu) or by phone at 336-838-6485.

### **NEED HELP WITH WEBADVISOR, BLACKBOARD OR GMAIL?**

Contact the WCC Prowler Help Desk (838-6485) to report any problems with WebAdvisor, Blackboard or Gmail. You can also email your questions to [prowlerhelp@email.wilkescc.edu](mailto:prowlerhelp@email.wilkescc.edu)

## **POLICIES AND PROCEDURES CONCERNING ACCESS TO AND RELEASE OF STUDENT INFORMATION**

The Family Educational Rights and Privacy Act of 1974, as amended, sets forth requirements designed to protect the privacy of student educational records. The law governs access to records maintained by educational institutions and the release of information from those records. Copies of the act, the federal regulations adopted pursuant to it, and this notice are available for persons to examine in the Registrar's Office.

Notices are published annually in the college catalog and student handbook to explain the rights of students with respect to records maintained by the college. It also outlines the college's procedures to comply with the requirements of the act.

Educational records are those records, files, documents, and other materials which contain information directly related to students, and are maintained by the college. These are official college records, and as such, remain the property of the college. Information contained in educational records will be fully explained and interpreted to students upon request. Students have the right to review only their own records. When a record contains information about more than one student, disclosure cannot include information regarding the other students.

Consent must be obtained from students for the release of information from educational records, specifying what is to be released, and to whom, with a copy of the record sent to students if they desire.

The requirement for consent does not apply to the following:

- a. Requests from faculty and staff of Wilkes Community College who have a legitimate educational interest on a "need to know" basis, if necessary to conduct official business. In certain situations the "need to know" basis may involve the release of information to outside organizations that have contracted with the college to provide a service for students. Outside organizations include, but are not limited to, companies that manufacture class rings or provide textbooks. Legitimate educational interest includes performing tasks related to the regular duties of the employee, the student's education, the discipline of students, services or benefits for students, or maintaining safety and security of the campus;
- b. Requests in compliance with a lawful subpoena or judicial order;
- c. Requests in connection with students' applications for or receipt of financial aid;
- d. Requests by state or federal authorities and agencies specifically exempted from the prior consent requirements by the act; and organizations conducting studies on behalf of the college, if such studies do not permit the personal identification of students to any persons other than to representatives of such organizations and if the personal identification data is destroyed when no longer needed;
- e. Information submitted to accrediting organizations;
- f. Requests by parents of dependent students, as defined in Section 152 of the Internal Revenue Code of 1954;
- g. In the case of emergencies, the college may release information from educational records to appropriate persons in connection with an emergency, if the knowledge of such information is necessary to protect the health or safety of students or other persons;
- h. To authorized federal officials who have need to audit and evaluate federally-supported programs;
- i. The results of any disciplinary proceedings conducted by the college against alleged perpetrators of a crime of violence to the alleged victims of that crime; and
- j. Requests for "directory information" as listed below.

Wilkes Community College has designated the following information as Directory Information which may be made available to the public:

1. Names of students;
2. WCC student e-mail address;
3. Major field of study;
4. Most recent previous school attended;
5. Full or part-time enrollment status;
6. Terms and dates of enrollment;
7. President's list and Dean's list; and other officially recognized student honors, awards and special achievement;
8. Participation in officially recognized student activities and sports;
9. Weight, height, and hometown of members of athletic teams;
10. Photograph;
11. Graduation list; and
12. Degrees, diplomas and certificates received.

In addition, Wilkes Community College is required by the Solomon Amendment (a federal law) to provide military recruiters, upon request, with the names, addresses, telephone numbers, age or date of birth, level of education, and major unless students have advised the college that they do not want their information disclosed without prior written consent. Students, who do not wish any or all of this information to be released, must notify in person or in writing the Office of Student Services each semester.

# **IMPORTANT INFORMATION FOR STUDENTS**

## **ACTIVITY FEE**

There is a \$3.25 per credit hour (max. \$32.50 per semester) activity fee for all students enrolled in an on-campus course in the fall semester and the spring semester. This fee supports the Student Government Association, student activities, athletic programs and the student newspaper.

## **ADMISSIONS**

Wilkes Community College operates under an "open door" admissions policy. Admission is open to any individual who is a high school graduate or at least 18 years of age. Students are admitted regardless of race, national origin, religion, sex, handicap, age or political affiliation. High school students and home school applicants who are 16 years of age or older may be admitted into college credit and continuing education courses in accordance with the dual enrollment policies adapted by the state of NC. Intellectually gifted and mature students who are under 16 years of age may be admitted under other special guidelines established by the state of NC.

## **CLASS RINGS**

Students enrolled in any college program are eligible to purchase class rings through the College Bookstore. A representative will be on campus each semester. Dates will be posted on the bulletin boards a week in advance.

## **COLLEGE BOOKSTORE**

The College Bookstore is located on the second floor of Thompson Hall. Bookstore hours are 8:45 a.m. until 6:00 p.m. Monday through Thursday and 8:45 a.m. until 3:00 p.m. on Friday. Required and suggested new and used textbooks are available. A large display of college supplies, book bags, WCC clothing, study aids, gifts (everyday and seasonal), greeting cards, and a wide variety of snacks and beverages are available for students, faculty, and staff. The College Bookstore's major book buy backs are held the last 2-3 days of each semester. However the bookstore will continue to buy books back throughout the semester except the 3-4 weeks surrounding registration. Many services are offered such as the sale of postage stamps and special orders for books that are not carried in stock.

## **COLLEGE CLOSING**

The decision to close the college during inclement weather or other emergencies is the responsibility of the president or his designated representative. The college shall make every effort to reschedule curriculum or continuing education classes missed or to establish alternate arrangements to make-up classes. The decision to close the college will be on a day-to-day basis. The decision to close the Ashe Campus and/or Alleghany Center will be made independent of the termination of operations in Wilkes County. When the decision is made to close the college, it will be announced through the news media, facebook and the college web site as early as possible.

During adverse weather of uncertain duration, the college may announce a delayed opening. If conditions improve and the college is able to open safely, students should report to the class that would normally be in session at that time.

**Cyber classes will meet on a normal schedule.**

## **DEBTS TO THE COLLEGE**

No student will be allowed to graduate, to receive transcripts, or to register for a new semester if he/she has an unpaid balance due for any previous semester.

## **GRADUATION**

It is the responsibility of the student to complete the graduation procedure. See the Registrar's Office for more details.

## **HOUSING**

Wilkes Community College does not provide on-campus housing. It is the responsibility of individual students who require housing to arrange their own accommodations. Upon request, the Student Services staff will provide information to assist students in locating suitable accommodations.

## **IDENTIFICATION/LIBRARY CARDS**

New students are required to have identification/library cards made upon registering. Students must present identification/library cards to check out media from Learning Resources- Pardue Library, to be admitted to

college activities, and to vote in student elections. The bookstore also encourages students to have their identification card available when participating in book buy-back.

## **INSURANCE**

All curriculum students enrolled in a class taught on a Wilkes Community College campus are charged a student accident insurance fee each semester and the summer term. For information concerning the accident insurance coverage, please contact the Business Office at (336) 838-6106.

## **MALPRACTICE INSURANCE**

Students enrolled in the Associate Degree Nursing (Integrated), Emergency Medical Science, Dental Assisting, Medical Assisting Technology, Respiratory Therapy, Emergency Medical Technician (Basic, Intermediate, and Paramedic), Nursing Assistant programs and Phlebotomy must purchase the college's malpractice insurance. This is charged one time a year upon initial enrollment for the school year. The insurance must be purchased prior to students doing any clinical work. This coverage protects the students and the college while the students are in their clinical courses of study.

## **JOB PLACEMENT SERVICES**

Job placement services are available to WCC students, alumni, and prospective employers. Services include assistance with resumes and cover letters, interview preparation, on-line resources, job search strategies, and job listings. Website: [www.wilkescc.edu/jobplacement](http://www.wilkescc.edu/jobplacement)

## **LOST AND FOUND**

Anyone finding or losing items of value on campus should contact the Student Services Office.

## **ACADEMIC SUPPORT CENTER**

All WCC students are welcome in the Academic Support Center (ASC) in Thompson Hall. The ASC contains the Open Computer Lab which has forty-seven computers that are loaded with many programs that support your courses. There are lab instructors available to help you with Internet research, office systems technology, computer science, math, distance learning, Blackboard, Gmail, etc. The Writing Center (WC) is another service of the ASC. All WCC students are welcome to come to the front desk and ask an instructor to go over any writing assignment. We will teach you how to improve your immediate assignment and your overall writing ability. Hours of operation for the ASC are posted at the entrance.

## **PLACEMENT TESTING PROGRAM**

### **Testing Requirements**

Prior to enrollment at Wilkes Community College, placement testing is required for the following:

1. All degree, diploma and certificate seeking applicants whose program of study requires a reading, English and/or mathematics course.
2. Applicants registering for a course that has a reading, English, or mathematics prerequisite.

Applicants may go to the Student Services Office any time between 8:30 a.m. and 3:00 p.m., Monday through Wednesday; 8:30 a.m. and 6:00 p.m. on Thursday; and 8:30 a.m. and noon on Friday. No appointment is necessary. These hours are subject to change before, during and just after holidays, special events, and system maintenance days. Applicants are encouraged to check the placement testing page of the college website for a listing of dates that the placement test will be unavailable <http://www.wilkescc.edu/placementtesting>. **Proof of identity is required for applicants wishing to take the placement test. Applicants must show photo identification, such as driver's license.** The test is computerized and is not timed. Students will be tested in reading, English and mathematics. Placement test scores are recognized for a period of five (5) years.

### **Ashe Campus and Alleghany Center**

Students are required to schedule an appointment to take the placement test at the Ashe Campus and Alleghany Center. Appointments can be scheduled with one of the following people:

Ashe Campus: Becky Scott

(336) 846-3900 ext. 227

Alleghany Center: Kathryn Abernathy

(336) 372-5061 ext. 229

## **Testing Preparations**

Applicants wishing to review their skills in reading, mathematics and writing may view sample questions to prepare for the placement test at [www.studyguidezone.com/accuplacer.htm](http://www.studyguidezone.com/accuplacer.htm), [www.testprepreview.com](http://www.testprepreview.com) – select accuplacer, [www.collegeboard.com/student/testing/accuplacer](http://www.collegeboard.com/student/testing/accuplacer), [www.google.com](http://www.google.com) – type accuplacer practice, [www.purplemath.com](http://www.purplemath.com), or [www.khanacademy.org](http://www.khanacademy.org)

A test preparation booklet is available in Student Services or on the college website at: <http://www.wilkescc.edu/placementtesting>.

The mathematics portion of the test consists of basic arithmetic, elementary algebra, and college level algebra.

## **Testing Accommodations**

Applicants requiring special testing accommodations due to a disability must contact AccessAbility Services at (336) 838-6560 at least 10 working days prior to testing. Appropriate documentation will be required prior to allowance of accommodations. Placement testing accommodations for applicants enrolling only in distance learning activities (internet courses, teleconferences and cyber classroom) will be handled on an individual basis. Applicants enrolling in any distance learning activity should contact Student Services Office at (336) 838-6136 for further information.

## **Exemptions**

Exemptions to the placement testing policy are as follows: 1) Applicants transferring from another regionally accredited institution who have successfully completed a transferable freshman English, reading, or mathematics course may be exempt from the placement test for the subject area upon application. However, students must meet the prerequisites for all courses taken at WCC, which may involve selected placement testing if the previous coursework does not clearly include prerequisite courses. 2) Applicants who have earned an associate or higher degree from an accredited institution may exempt from placement testing upon application, if an official transcript is on file to document degree completion. However, students must meet the prerequisites for all courses taken at WCC, which may involve selected placement testing if the previous coursework does not clearly include prerequisite courses. 3) Applicants who have a reading score of 480 or higher on the SAT or 19 or higher on the ACT are exempt from the reading placement test; and 4) Applicants who have a writing score of 480 or higher on the SAT or 19 or higher on the ACT are exempt from the English placement test. 5) Applicants who have a mathematics score of 520 or higher on the SAT or 22 or higher on the ACT are exempt from the mathematics placement test. SAT and ACT scores are recognized for five (5) years.

Applicants eligible to exempt one or more of the placement tests based on any of the above exemptions must provide the Student Services Office with official documentation (official copy of high school transcript and/or official copy of SAT/ACT scores from College Board) to be exempt from placement testing. Applicants who are exempt from placement tests must contact the Registrar's Office for a new student orientation appointment.

## **Placement Testing for Health Sciences Technologies**

**All of the above exemptions do not apply to nursing, dental assisting, emergency medical science or respiratory therapy applicants. These applicants should refer to the applicable admission packet for possible exemption options.**

## **Computerized Retesting**

Students may retest once per developmental studies subject (math, reading, and English) within a five year period. To retest, students must schedule through the Student Services office. (Nonrefundable fee required.)

## **Testing for Advanced Placement in Foreign Language**

Students at WCC may pursue their study of foreign language to meet deficiencies in foreign language under the MCR requirements, as a humanities course, or as an elective in any program of study. The elementary college-level 111/118 courses are open to all students who have completed ENG 090 and RED 090, or placed into ENG 111.

Students who are native speakers, have taken foreign language in high school, or who have studied or lived abroad are eligible to take a placement test for a foreign language. They may test to place out of the 111/118 level, or take a more extensive placement test into higher levels beyond 112/182. Placement testing is encouraged to help ensure that students begin their foreign language study at an appropriate level. Those who complete one or more courses of a foreign language at WCC will be ready to continue

their language studies in the US or abroad. Please consult the lead instructor of foreign language for further information.

### **Additional Information**

For more information concerning the placement testing program, come by the Student Services Office on the first floor of the Alumni Hall, call (336) 838-6136 or email the Testing & Services Specialist at valdete.fejzullahu@wilkescc.edu.

### **REFUND POLICY**

Tuition refunds are made based upon Title 23 of the N.C. Administrative Code (23 NCAC) guidelines. A refund shall be not be made except under the following circumstances:

- a. A 100 percent refund shall be made if the student officially withdraws prior to the first day of class(es) of the academic semester as noted in the college calendar. Also, a student is eligible for a 100 percent refund if the class in which the student is officially registered fails to 'make' due to insufficient enrollment.
- b. A 75 percent refund shall be made if the student officially withdraws from the class(es) prior to or on the official 10 percent point of the semester.
- c. For classes beginning at times other than the first week (seven calendar days) of the semester, a 100 percent refund shall be made if the student officially withdraws from the class prior to the first class meeting. A 75 percent refund shall be made if the student officially withdraws from the class prior to or on the 10 percent point of the class.

The above policy may differ for financial aid recipients. For example, refunds may not be made to students, but may be credited to the appropriate financial aid program. For a more detailed explanation, contact the financial aid director.

In all refund cases, students must initiate the withdrawal through the Registrar's Office. The Business Office will make the allowable refund only after written request is received from the Registrar's Office.

Beginning on the semester's first day of classes through 10% point of the semester (eighth day for fall and spring semesters; fourth day for summer term), students will be charged 25% of the cost of any course dropped. The charge does not apply if a course with equal or more credit hours is added at the same time. For example, if students drop a 3-credit hour course and add a 3-credit hour course on the first day of classes in the same transaction, the 25% charge will not be applied. However, if students drop a 3-credit hour course on the first day of classes and add a 3-credit hour course on the first day of classes at a later time, then the 25% charge will be applied for the course dropped. Therefore, if students need to make changes to their original schedule, they should see their advisor on or before Registration Day to drop a course in order to avoid paying the 25% charge. After the 10% point of the semester, students will be responsible for 100% of the costs of courses on their schedule. For more details, please contact the Registrar's Office.

### **REGISTRATION**

All students are to complete the registration process on the days designated in the college calendar. Exact dates and times are announced in advance through campus publications and the media.

Steps in the registration process are as follows:

1. Complete application for admission;
2. Complete placement testing requirements;
3. Complete New Student Orientation;
4. Meet with advisor to select courses and for schedule approval;
5. Pay tuition and fees in the Business Office; and
6. Purchase books in the College Bookstore.

Students who enter after classes have begun are at a disadvantage and are responsible for all work prior to their entrance. Classes missed due to late registration or by adding/dropping courses will be considered as absences and will be deducted from the total hours of absences allowable for each course.

Students are not considered registered until all procedures have been completed by established deadlines, including payment of tuition, fees, and other financial obligations.

To register for classes, students must first meet with their academic advisor to arrange class schedules for the upcoming semester, obtain computerized class schedule, and review their progress toward graduation.

## **REPORTING OF ACCIDENTS/HEALTH SERVICES**

All accidents are to be reported immediately to security (6275). Faculty and staff may administer first aid for minor accidents. Serious accidents/injuries are to be reported to the local emergency medical service and then security. First aid kits are located in all shops, labs, student services, and most office areas. Faculty/staff are to stay with the injured person until proper medical assistance is obtained.

Security is required to report in writing any accidents involving students or other persons to the business manager within twenty-four (24) hours of the accident.

The business manager shall maintain the documentation of all accidents and shall assimilate the data and complete required accident reports.

Please encourage students with special health problems to bring these to the attention of the Student Services staff, and to explore the possibility of accommodations with the AccessAbility Services Office. Diabetics and others generating hazardous wastes through blood tests or the injection of medication are required to keep these materials in their possession and take them home for proper disposal. Improper disposal of these materials may result in disciplinary action.

Ashe Campus: Contact the front office (dial 0 on an in-house phone or notify reception).

Alleghany Center: Notify reception at the front office.

## **ACCOMMODATIONS/ACCESSABILITY SERVICES**

Wilkes Community College and all employees shall operate programs, activities, and services to ensure that no qualified individuals with a disability shall be excluded from participating in, be denied the benefit of, or be subjected to discrimination under any such program, activity, or service solely by reason of their disability.

Students may receive assistance with academic and physical accommodations based upon documentation of disability. It is the students' responsibility to initiate requests for services by contacting AccessAbility Services, located in the Student Success Center, Room 252-A of Thompson Hall, and by completing the accommodation request form obtained in that office. The request for accommodations should be made no later than ten working days prior to the need. After initial approval for accommodations, students are responsible for arranging the accommodations with their instructors, and for informing the AccessAbility Service Director if accommodations are not met. The AccessAbility Service Director will assist with arranging accommodations if requested by the student and/or the instructor.

In making reasonable accommodations, the college shall use (as feasible) existing resources, such as rehabilitation agencies for educational auxiliary aids (i.e. interpreters). In circumstances where the college provides the educational aids, the college shall maintain the right to choose the methods by which the aids will be supplied. The institution assumes no responsibility in the provision of services of a personal nature.

## **TRANSFER ADVISING**

Transfer advising is available to bridge the transition to another institution through identification of schools offering programs or majors of interest and exploration of transferability of courses. To learn more about the Comprehensive Articulation Agreement (an agreement on transfer of credits between the North Carolina public four-year schools and the North Carolina community colleges), contact Blair Hancock or Cinnamon Martin in the College Transfer Advising Center in Hayes Hall.

For students who complete courses outside of the North Carolina Community College System and the North Carolina four year institutions participating in the CAA, the CAA does not apply. For those students, it is especially important to work with the four year institution of choice to determine course selection.

# **STUDENT RIGHTS, RESPONSIBILITIES AND COLLEGE POLICIES**

## **STUDENT CONDUCT**

Students are to conduct themselves as mature adults and to respect the rights, privileges, and personal property of others. Disorderly conduct, willful acts that might cause bodily injury to others, physical abuse, verbal abuse, or harassment of students, faculty, staff, or visitors to the campus are considered violations of the student conduct code. Disruption or obstruction of teaching, administration, or other college functions is prohibited. Students are not to cause harm or destruction to college facilities or property nor are they to steal or otherwise make facilities or property inaccessible to others. Students may not cause damage to or steal private property either on the campus or during a college function off campus.

Violation of any of the above standards of conduct while on campus or while participating in a college-sponsored activity off campus may result in disciplinary actions including dismissal from the college. Students are expected to be aware of and abide by all rules and regulations of the college. Violation of any rules and regulations of the college may result in disciplinary action, including dismissal from the college.

## **SEXUAL HARASSMENT**

In compliance with federal and state statutes, Wilkes Community College is committed to maintaining a work and study environment free of sexual harassment.

Sexual harassment is defined as deliberate, unsolicited, and unwelcomed verbal and/or physical conduct of a sexual nature or with sexual implications. No official, employee or student shall exhibit coercion, restraint, or reprisal against anyone complaining of alleged sexual harassment and no personnel or academic decisions shall be made on the basis of the granting or denial of sexual favors. For a complete copy of the college's sexual harassment policy, contact the Student Services Office.

Employees who feel that they have been sexually harassed in violation of this policy may file a grievance with the director of human resources in accordance with the sexual harassment grievance procedures. Students are to follow the Student Grievance Process or contact the Vice President of Instruction and Student Services for a complete description of the process. Violation of this policy shall constitute possible disciplinary action up to and including dismissal of the involved party.

## **CRIME AWARENESS AND CAMPUS SECURITY**

Wilkes Community College collects certain information concerning campus crime and security. This information is prepared, published, and distributed to all current students and employees, and to any applicant for enrollment or employment, upon request. For a copy of this information, contact the Safety and Security Manager, Vice President of Instruction and Student Services, HR officer or visit the college's web site at <http://www.wilkescc.edu>.

## **CAMPUS SEX CRIMES PREVENTION ACT**

In compliance with the Campus Sex Crimes Prevention Act, individuals may request information on registered sex offenders at <http://sbi.jus.state.nc.us/DOJHAHT/SOR/> or by calling the Wilkes County Sheriff's Office at 903-7600, the Alleghany County Sheriff's Office at 372-4455, or the Ashe County Sheriff's Office at 846-5633.

## **STUDENT RIGHT-TO-KNOW**

Information concerning the Student Right-To-Know completion, graduation, and transfer-out rates for Wilkes Community College is available to current and prospective students. Anyone interested in viewing this information can visit [www.wilkescc.edu/consumerinformation](http://www.wilkescc.edu/consumerinformation). A paper copy of the information is available upon request from the Student Services Office.

## **USE OF FOOD & DRINK POLICY**

Food products and non-alcoholic drinks may be consumed in instructional areas under the direction of the instructor or college employee in charge. The instructor or employee in charge shall be responsible for the proper disposal of any and all residue of food and/or drink products. The college reserves the right to restrict the consumption of food and drinks in certain areas as deemed necessary.

## **TOBACCO FREE CAMPUS**

Wilkes Community College became tobacco-free effective August 1, 2010. The use of tobacco products in campus buildings, facilities (including athletic facilities), vehicles, or on grounds and property owned or leased by Wilkes Community College is prohibited. The advertising, distribution, and sale of tobacco products on college property or through college media outlets are prohibited. Tobacco cessation information is made available to students and employees upon request. Ensuring compliance to the policy is the shared responsibility of all college employees.

Any student or college employee may provide, in a courteous manner, a verbal reminder to persons not in compliance with the policy. Students who repeatedly violate the policy shall be referred to the appropriate administrator for action in accordance with the student conduct code. College employees who repeatedly violate the policy shall be referred to their supervisor for appropriate action in accordance with personnel policies. Visitors unwilling to comply with the policy may be asked to leave.

For a complete copy of the tobacco free college policy and procedure, 7.15 and 7.15A, visit the college's website under WCC Information.

## **COMPUTER AND NETWORK USAGE POLICY**

As an institution of higher education, Wilkes Community College encourages and supports an open environment to pursue scholarly inquiry and to share information. The college shall not limit adult users voluntary access to any information due to its content when it meets the standard of legality as long as this use is consistent with the goals of the academic programs. However, use of the computing and network resources is limited to authorized purposes, and any unlawful or malicious use of these resources are strictly prohibited. For additional information concerning the appropriate use of computers and the college network, refer to the college policy titled Use of Internet and College Computer Network which is available in the Learning Resources Center.

## **RESPONSIBILITIES RELATED TO ELECTRONICALLY DISTRIBUTED INFORMATION**

Students in curriculum classes at Wilkes Community College are responsible for all college related information distributed through the college's website, e-mail, and course management systems. Failure to utilize these resources to obtain such information does not relieve the student of his/her responsibility nor prevent the consequences that may result. This information includes syllabi, course content, notifications, warnings, announcements, etc., that are routinely transmitted to students. Students who cannot locate information or have a demonstrated hardship in accessing information electronically are responsible for identifying their needs to appropriate college personnel in the college's open computer lab.

## **WEAPONS AND EXPLOSIVE DEVICES**

North Carolina General Statute 14-269.2 prohibits the possession on any Wilkes Community College property or at any Wilkes Community College activity, whether openly or concealed any firearm, incendiary device, explosive, or any weapon, except in connection with a college-approved instructional activity. This also includes unauthorized use of any instrument capable of inflicting bodily injury to any person. For a copy of GS 14-269.2, please contact the Security Office.

## **ACADEMIC INTEGRITY**

The Wilkes Community College academic integrity policy sets forth the standards of academic honesty and integrity for students in any of the college's academic offerings. Violations of the academic integrity policy include: cheating; fabrication or falsification of information; plagiarism; signature forgery; intentionally destroying, stealing or making inaccessible library/resource material or equipment; and knowingly helping another to commit one of the above acts. Penalties for these offenses vary according to the severity of the action and include: a formal warning; reduced grade for the assignment or course; dismissal from the class with a failing grade; disciplinary suspension from the college; and civil prosecution, if appropriate. Students suspecting that a violation of the academic integrity policy has occurred should contact a member of the faculty or administration.

For a complete copy of the policy on academic integrity, contact the Student Services Office.

## **STUDENT GRIEVANCE PROCESS**

The purpose of the Student Grievance Process is to determine equitable solutions to problems that might arise and to deal with these problems in a fair and just manner. This process is open to students and/or employees seeking a resolution for what is perceived to be unfair treatment in student-student or student-faculty/staff interaction.

The grievance process must be initiated within five school days after the aggrieved party becomes aware of the unfair treatment. For academic issues for curriculum courses, students are asked to attempt to resolve the matter by first talking with the faculty member involved then the division dean or designee, and lastly the senior academic officer. For academic issues for continuing education courses, students are asked to attempt to resolve the matter by first talking with the instructor involved then the senior continuing education officer. For all other issues, students are asked to attempt to resolve the situation with the other party involved and, if unsuccessful, contact the student services dean and lastly the senior student services officer. Whenever possible, the senior officer will make contact with the person(s) named in the complaint and, within three school days, try to resolve the problem. If the issue is not resolved at that level, a grievance committee may be convened to resolve the issue.

For a complete description of the grievance process, please contact the Student Services Office.

## **NON-DISCRIMINATION POLICY**

Wilkes Community College is an equal opportunity institution, in compliance and agreement with the provisions set forth in Title VI of the Civil Rights Act of 1964, Title IX of the Educational Amendments of 1972, Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990. No person shall be discriminated against on the basis of race, color, religion, national origin, political affiliation, gender, age or disability.

Applicants, students and employees of Wilkes Community College who have inquiries or complaints should contact Tracy McEntire, Title IX Coordinator / Affirmative Action Officer in the Human Resources Office, located in Thompson Hall, or by phone at 336-838-6422.

## **SOLICITATION**

Commercial solicitation and canvassing are not permitted on campus. Students and employees are encouraged to report unauthorized solicitation activity to campus security or the Student Services Office. Vendors wishing to advertise their products or services must get permission to do so in the Student Services Office.

## **TELEPHONE SERVICES**

Telephone calls will not be transmitted to students except in cases of extreme emergency. Pay telephones are available for students to use on the second floor of Thompson Hall, the first floor of Randolph Hall, first floor of Alumni Hall, restroom area at tennis courts, and the first floor of the Beacon Building. Courtesy phones are located in each building for on-campus and emergency calls only.

## **VENDING**

The college contracts with commercial companies to provide and operate vending machines. WCC Hospitality Services also operates a mini-cafeteria. Foods and drinks must meet all municipal, county and state health and sanitation laws. Vending areas are located in most campus buildings. The mini-cafeteria is located in Alumni Hall and is open daily from 7:30 a.m. to 1:30 p.m. Monday through Thursday (when college is in session). The Student Government Association and the administration expect students to DEPOSIT WASTE IN THE CONTAINERS provided.

## **VETERAN EDUCATIONAL ASSISTANCE**

The VA Certifying Official will assist all persons who have questions concerning eligibility, admissions, program counseling, tutorial services and academic counseling. All persons receiving VA Educational Benefits must pursue the exact curriculum listed in the college catalog unless a change is approved by the registrar or designee. Individualized Studies classes are not approved by the State Approval Agency for VA Educational Benefits. Certified transcripts of high school and college credits are required before any person can be certified to receive his/her VA benefits.

# **OFFICE OF STUDENT SERVICES**

The purpose of Student Services at Wilkes Community College is to support the instructional programs, respond to student needs, and foster students' academic, personal, and social development. Counselors and professional support staff assist students with all aspects of their education from admissions through graduation and job placement. Among the services provided are: admissions, counseling, academic advising, housing information, placement testing, registration and student records, drug education, transfer information, job placement, and student activities/organizations. These services are explained in detail on the pages that follow. The Student Services Office is located in Alumni Hall. The regular hours of operation are Monday through Thursday, 8:00 a.m. to 7:00 p.m., and Friday 8:00 a.m. to 5:00 p.m. For assistance between the hours of 7:00 p.m. and 9:00 p.m., contact the security office at 838-6274. An abbreviated schedule is followed during the summer term.

## **COUNSELING AND CAREER SERVICES**

The counseling center provides services and programs to assist individual and group growth, wellness issues, career development, academic and transfer planning, and personal adjustment. In addition, the center also conducts workshops designed to meet educational, psychological and social needs.

Counseling contacts are treated confidentially. Confidentiality does not apply when disclosure is required to prevent clear and imminent danger to the client or others, or when legal requirements demand that confidential information be revealed. The counseling staff adheres to the Ethical Standards of the American Counseling Association.

**Personal counseling** is provided to students, including mental health and substance abuse assessments, free of charge. Appointments are preferred, but drop-ins are welcome. Sessions are available at no cost, but are limited to short-term treatment needs. Short term issues can range from depression and anxiety to relational issues or adjustment problems. If issues cannot be resolved within a few sessions, a counselor will speak to you about a referral to a more comprehensive community program.

**Career counseling** assists individuals in exploring interests, values, skills, personality, and aptitudes through personal counseling sessions, classroom presentations, use of the career resource collection,

and use of on-line resources. The administration of career inventories provides an additional method of self-exploration. Utilization of these services early in students' academic endeavors is encouraged. Services are also available to alumni and members of the community.

**Job placement** services are available to Wilkes Community College students and alumni. Assistance is provided with job applications, resume preparation, interview skills, and job search strategies to individual students and as class presentations and workshops. For current job listings, go to [www.collegecentral.com/wilkescc](http://www.collegecentral.com/wilkescc).

**Retention** services are available to assist students having difficulty succeeding academically. Assistance to students may come as a referral to other WCC employees who are skilled in the area of need or referral to community agencies that may have additional resources.

## SERVICES FOR DISTANCE LEARNING STUDENTS

Access and delivery of these services may take place through one or more of the following resources:

- ◇ The instructor of the course;
- ◇ Contact with staff at one of the WCC sites;
- ◇ Communication by telephone (336) 838-6141;
- ◇ Fax (336) 903-3210;
- ◇ Email ([scott.johnson@wilkescc.edu](mailto:scott.johnson@wilkescc.edu));
- ◇ By accessing online resources, including the college catalog, available on the college's website ([www.wilkescc.edu](http://www.wilkescc.edu));

### STUDENT SERVICES STAFF

Scott Johnson ..... Dean of Student Services

### COUNSELING AND CAREER SERVICES

Lynda Black..... Director of Counseling and Career Services

Debbie Furr ..... Job Placement Counselor

Michael Roope ..... Career Counselor

Bob Paisley ..... Counselor—Ashe

Heather Cook ..... Counselor—Ashe

Roberta Harless ..... Retention Coordinator

### ENROLLMENT MANAGEMENT AND STUDENT LIFE

Scott Johnson ..... Dean /Director of Enrollment Management and Student Life

Sherry Gore ..... Receptionist / Switchboard Operator

Elisabeth Blevins..... Health Technologies Admissions Coordinator

Valdete Fejzullahu..... Testing and Services Specialist

Erin Murray..... Admissions Representative/Student Life Assistant

Wes Scroggs..... Director, Athletics

Wanda Shore ..... Admissions Assistant

Jane Bowman..... Student Activities Coordinator/Admissions Representative

### FINANCIAL AID

Vickie Call ..... Director of Financial Aid

Amy Killian ..... Assistant Director of Financial Aid

Doug Eller ..... Financial Aid Coordinator

Lana Younger..... Financial Aid Administrative Assistant

### REGISTRATION SERVICES

Melonie Kilby..... Director of Registration Services / Registrar

Melissa Hill..... Registration and Records Coordinator

Cindy Livingston..... Administrative Assistant

Nina Miller..... Scanning Specialist

## STUDENT SERVICES OFFICE HOURS

Monday - Thursday

8:00 a.m. - 7:00 p.m.

Friday

8:00 a.m. - 5:00 p.m.

## FINANCIAL AID

Wilkes Community College believes that no person having the ability and motivation should be deprived of a college education due to a lack of funds. The college provides assistance in the form of grants, scholarships, part-time employment and loans. Any student enrolled in a degree or diploma program may apply for aid. Student aid is awarded on the basis of financial need and academic potential. Information and applications may be obtained from the Financial Aid Office, which is located on the first floor of Alumni Hall. Applications must be filed annually. All information received will be kept confidential. It is recommended that applications for federal student aid and WCC scholarships be submitted by April 1 preceding fall semester enrollment at the college. Funding for many programs is limited. Late applicants (after June 1) may find that funds for some programs are obligated and award packages will be finalized after the applicant enrolls and pays the required tuition and fees. Financial aid will not be awarded to any student until all admissions requirements have been completed.

### WHAT'S AVAILABLE?

Financial aid programs available through the college include grants, scholarships, part-time employment and loans. See the list below for specific programs offered.

### WHO'S ELIGIBLE?

Awards are made to students based on financial need (living and educational costs less family contribution) and academic potential. Also, students not eligible for grants, scholarships or part-time work usually are eligible for loans.

### HOW DO YOU APPLY?

Complete the normal admissions process to enter the college. Complete the Free Application for Federal Student Aid at <http://www.fafsa.ed.gov/>. Students will be considered for all aid programs available through the college (as described in this section) except certain scholarship or loan programs. Continuation of financial aid from one academic year to the next is not automatic. Any student with plans to enroll in college for another year must re-apply for financial aid. Applications for financial aid ([www.fafsa.ed.gov/](http://www.fafsa.ed.gov/)) and scholarships ([www.wilkescc.edu](http://www.wilkescc.edu)) will be available after January 1st for the next fall.

### FINANCIAL AID PROGRAMS AVAILABLE AT WILKES COMMUNITY COLLEGE

**Federal Pell Grants** provide "free" money to eligible students based on financial need. For 2009–2010 the maximum Pell Grant will be \$5,350 and the minimum Pell Grant will be \$976 per year. Eligible applicants must be working toward a degree or diploma.

**Federal Supplemental Educational Opportunity Grants** are awarded to students based on financial need. Unlike Pell Grants, funding is limited for Supplemental Grants and awards cannot be made to all eligible students. Students are encouraged to apply early. In making awards, preference will be given to full-time students demonstrating financial need.

**NC Grants** are available to many eligible degree or diploma seeking students who are enrolled for six or more credit hours and have applied for the Federal Pell Grant, but did not receive sufficient funds to cover the cost of tuition.

**Academic Competitiveness Grant (ACG)** is a Federal grant program designed to encourage high school students to participate in a rigorous high school curriculum in order to be better prepared for college. It is only available to eligible students in their first or second academic year of a two- or four-year degree program. Grants are need based. For first year grants, students must have graduated from high school after January 1, 2009 and for the second year students must have graduated from high school after January 1, 2008.

**Scholarships** are available from many sources to help students meet basic educational costs. Awards are made on the basis of academic ability and financial need. Scholarship awards range from \$50 to \$1,250 per semester. All degree seeking students are encouraged to apply. The scholarship applications are available between November 1 and April 1 in the financial aid office or apply online at <http://www.wilkescc.edu>.

**Federal College Work-Study** provides part-time employment to students demonstrating financial need. Students work on campus in jobs related to their major if possible. The current pay rate is \$7.25 per hour with a \$2,000 per year maximum.

**Federal Stafford Loans and Alternative Loans** may be available to qualified students if their educational costs exceed the amount of financial aid they are awarded. Inquire in the Financial Aid Office.

**Other Sources** of assistance outside the WCC Financial Aid Office may be available. Inquire in the Financial Aid Office.

## **FINANCIAL AID STAFF**

Vickie Call, Director (838-6146),

Amy Killian, Assistant Director (838-6492),

Doug Eller, Financial Aid Coordinator (838-6462)

Lana Younger, Administrative Assistant (838-6144)

## **SCHOLARSHIPS**

James Richard Absher Memorial

William J. Alexander Memorial

J. Jay Anderson

Ashe County D.A.R.E. Program

Opal Triplett Ashley Memorial

Chris Austin Memorial

George Cornelius Barber Memorial

Zola Gage Barber Memorial

Billy & Carolyn Bare in Memory of: Gurney Miller,  
James Taylor, and Charlie & Sadie Lovette

Lois C. Beale

Dr. Seth M. Beale Memorial

Blue Ridge Electric Membership Corporation

Blue Ridge Shoe

Thomas C. Bowie Memorial

W.A. Brame, Sr. and W. A. Brame, Jr.

Hubert Douglas Brewer Memorial

Leon & JoAnn Brewer

Joe Oliver and Lillie Bryan Brewer

Frank W. Burrell Memorial

Randall C. Cupp Memorial

Ron and Ennis Davis Memorial

Joseph Robert and Roxine Early DeMaio

H. V. & Betty H. Douglas

Jim Eads Memorial

Charles Elledge Memorial

Millard Hansford Eller

Gertrude Elliott Allied Health

Agnes Faw

Joe E. Faw Memorial – Wilkes City Homebuilders

Norma Jean Faw Building Industry

Fred "Sonny" Gaither Memorial

Gaither Linney Memorial

Judge & Mrs. Robert M. Gambill

Edd F. Gardner

Coot Gilreath Memorial

James R. Graham Vocational

Bill Greene Memorial

Carl W. Haigh Memorial

J.B. Hash

Lucy S. Hamby Memorial

Margaret Hayes Memorial

Samuel E. and Jean E. Hoss Memorial

Dr. Fred C. Hubbard

Tommy Huskey

John Idol Memorial

Milton James Ingram, Sr.

The Jeffersons Rotary Club

Jessica Jenson Memorial

George P. & Cordia H. Johnson Memorial

Rebecca Johnson Memorial

Y.B. Johnson Memorial

Pat Lewis Johnston Memorial

R. Don & Dora Laws Loan Fund

Louisiana Pacific

Fred Lovette Memorial

Margaret R. Lovette Memorial

Lucille Green Lowe Nursing

Lowe's Charitable and Educational Foundation

Beulah H. Maury

Edwin McGee Memorial

Tommy McLean Memorial

Blanche P. McNeil Memorial

Chelsie & Dare Edmiston McNeil Memorial

Christopher & Gary McNeil Memorial	Ray G. Stroud Memorial
Robert B. McNeill Memorial	Dr. Bob C. Thompson
The Melton Foundation Nursing Scholarship Program	Charles Scott Thompson Memorial
Lawrence A. Miller Memorial	Townes Family
Joel Motsinger Memorial	Tyson Foundation, Inc.
Mulberry - Fairplains Ruritan Club	Wachovia Technical
Edith Murphy Memorial	Watauga/Ashe/Wilkes Foundation
Lura Myers Memorial	Merle Watson
Adrienne Louise Necessary Memorial	WCC Alleghany Center
New Century Scholars Program	WCC Ashe Center
Dwight Vance Nichols Memorial	WCC Auto Tech. – Brown Automotive
Ted Roosevelt Nichols Memorial	WCC Auto Tech. – Douglas & Sons
North Carolina Association of Broadcasters	WCC Auto Tech. – Junior Johnson
North Wilkesboro Elks Lodge	WCC Auto Tech. – McNeill/NW Toyota
North Wilkesboro Junior Woman's Club	WCC Auto Tech. – Salem Leasing
Jane Ogburn Memorial	WCC Auto Tech. – Odell Whittington Memorial
Lt. Colonel & Mrs. James F. Payne	WCC Autobody
Pleasant Hill Baptist Church	WCC Building Construction Tech.
Robert L. and Martha M. Proffit Memorial	WCC Culinary
Tony Randall	WCC Drama
Ambrose Reeves Memorial	WCC Horticulture
Rendezvous Mountain Charter Chapter of the Daughters of the American Revolution	WCC Human Services
Bonnie Rhodes	WCC Information Tech. Professionals
Roaring Gap Fund	WCC Science/Technologies
Dr. C. L. Robbins	WCC Student Support Services
Ruritan National Foundation	WCC Transportation Occupations
Skyline Telephone-Frank James Memorial	Wilkes Business Women's Club
Dr. J. Hugh Sowder Memorial	Wilkes Chamber of Commerce
Sprint Telephone	Wilkes Community College
Parker Steele Memorial	Wilkes County Cruisers
State Employees Credit Union Foundation	Wilkes County Home Builders Association – Women's Aux.
N.B. and Hattie E. Smithey Loan Fund	Wilkes Educational Foundation
T. E. Story, Jr. Memorial	Wilkesboro High School Class of 1950
T. E. Story, Sr. Memorial	Lewis Williams Memorial
	Rex Williams Memorial
	Blair C. Yale
	Bill Young

**For more information contact Vickie G. Call at 838-6146, Amy Killian at 838-6492, Doug Eller at 838-6462, or Lana Younger at 838-6144.**

# ACADEMIC INFORMATION

## ACADEMIC ADVISING

Students seeking a degree, diploma or certificate are assigned an academic advisor from among the faculty, counselors or educational support staff. Advisors assist students in meeting their educational and career goals, planning class schedules, and reviewing progress toward graduation. Advisors' signatures are required on students' registration forms each semester for the approval of courses and for add/drop forms. Advisors provide students with information about careers and the transfer of Wilkes Community College credits to senior colleges.

Students must contact their academic advisor each semester before registering. Advisors have posted office hours so that students may arrange conferences as needed. Two weeks prior to each registration period, advisors will post times when they will help students with schedule planning. WCC advisors are committed to providing appropriate, accurate and timely information at every stage of a student's career. Students, however, are ultimately responsible for understanding college regulations and for meeting graduation requirements.

## ACADEMIC PROGRESS AND STANDARDS

The policy governing academic progress at Wilkes Community College is intended to assist students in successfully completing their chosen program of study within a given period of time. A cumulative grade point average of 2.00 on all course work, excluding developmental courses, is required for graduation. This policy does not apply to students classified as non-degree seeking. (*See the WCC catalog for information on academic warning, academic probation, academic suspension, standards, and appeals.*)

## ADDING/DROPPING COURSES AND WITHDRAWAL FROM THE COLLEGE

Students may add or drop courses during the official registration and drop/add periods as published in the college calendar. These changes will not be reflected on grade reports and transcripts. Students should contact the Registrar's Office or academic advisor for forms and assistance.

For each course dropped after drop/add ends and through the tenth week of the semester, students must complete a drop form by obtaining the advisor's and instructors' signatures. The instructor will indicate the last date of attendance. The form is then returned to the Registrar's Office for processing. A withdrawal grade will then be recorded on the grade reports and transcripts. Failure to properly file a drop form may result in a failing grade. Students who do not meet the withdrawal deadline should contact the instructor to discuss the final grade.

Students wishing to withdraw from the college must submit a properly completed drop form and meet with the Retention Coordinator in Student Services.

## ATTENDANCE

Class attendance is considered to be an important part of students' educational experiences. Students are responsible for attendance and are expected to be punctual and to attend every class session. Regardless of the reasons for absences, students will be held accountable for all academic activities. Faculty members may require make-up assignments or tests to compensate for absences. Faculty members who choose or are required by outside agencies to include class attendance as a factor in determining students' final grades will include this requirement in their course syllabi.

For example, students enrolled in Basic Law Enforcement Training must attend 100% of the total contact hours for the course as mandated by the NC Criminal Justice Education and Training Standards Commission.

### *College Activities:*

In general, absences due to official college activities and events will not be included as absences within an individual instructors' attendance policy, provided that the student submits appropriate documentation to the instructor a minimum of five business days prior to an event, permission for the absence will be at the discretion of the instructor. In addition, if a student has an excessive number of absences or has unsatisfactory academic performance in the course at the time of the absence, the instructor will inform the student whether he or she will be permitted to miss class.

Students missing a class due to official college activities and events bear the responsibility of contacting the instructor regarding advanced submission or make-up work. Once the absence has been approved, the student will be allowed a reasonable opportunity to complete all work missed as a result of the missed class. Official college activities and events include participation in the following: field trips in connection

with courses; intercollegiate athletic contests; state-wide, regional and/or national organization events; scholarship events; and student academic competitions and award ceremonies.

Pursuant to G.S. 115D-5, students may request two excused absences per academic year for religious observances. Curriculum students may obtain a form from the office of the chief academic officer for instruction. Continuing education students may obtain a form from the chief academic officer for continuing education. Students attending classes at the Ashe Campus or Alleghany Center may obtain a form from the chief administrator at that location. The student must provide a written request to each instructor five business days prior to an absence for religious observance(s). (If the day(s) of observance fall within the first four days of class, such request shall be made to the senior administrator office for curriculum or continuing education courses.) Instructors will forward the request to the office of either the senior administrative officer for curriculum or continuing education as appropriate for filing. Students requesting absences as required by their faith shall be given the opportunity to make up any tests or other work missed. The instructor, in consultation with the student, will identify a deadline for submission of the work that is appropriate for the requirements of the course.

## AUDITING COURSES

An "AU" grade will be recorded when students audit a course. Students who wish to audit a course must register through normal channels and pay regular tuition and fees. Auditing students must meet all course prerequisites and co-requisites. Students must declare audit status in the Registrar's Office by the end of the drop/add period for the semester of enrollment. An audit cannot be changed to credit after the drop/add period ends. Students who are auditing are encouraged to attend classes regularly and to participate in class discussions and evaluation sessions.

## COURSE LOAD

Students enrolled for 12 or more semester hours of credit will be classified as full-time students. The average course load is 16 to 18 semester hours of credit depending on the program of study. Students planning to carry more than 21 credit hours must obtain permission from their advisor and the division dean.

## CREDIT BY EXAMINATION

Degree-seeking students currently enrolled at Wilkes Community College may apply for credit by examination for courses in which they can demonstrate the required level of proficiency based upon course objectives. Credit by examination is unavailable to students who have previously enrolled in the course and have attended more than one class meeting or submitted more than one assignment for online courses. Some courses are excluded from credit by examination. A maximum of 25% of the program requirements may be met through credit by examination. *(For details refer to the Wilkes Community College catalog)*

## GRADING SYSTEM

At the end of each semester students will receive final grades based upon the following seven-point system unless noted otherwise in the course syllabus:

Numerical Grade	Grade	Explanation	Grade Points
93-100	A	Excellent	4 per hour
85-92	B	Above Average	3 per hour
77-84	C	Average	2 per hour
70-76	D	Below Average	1 per hour
0-69	F	Failure	0 per hour

Note: Developmental courses (any course that has 0 as the first number in the 3 digit course number) do not earn credit hours or quality points, but may be used for financial aid and athletic eligibility.

Curriculum course grades with no grade points awarded include: *(These special grades are defined in the catalog.)*\*

TR	Transfer Credit
CS	Continued Studies
I	Incomplete
P	Pass (Credit by Exam)
R	Repeated course, GPA recalculated
AR	High School Credit
W	Withdrawal
WA	Administrative Withdrawal (student never attended)
AU	Audit

After drop/add ends, a withdrawal grade of "W" or "WA" is given when a course is officially dropped. A withdrawal grade is awarded through the ninth week of the semester. After the ninth week and prior to final examinations, students must have permission from their instructor to drop a course with a withdrawal.

### COMPUTATION OF GRADE POINT AVERAGE (GPA)

The measure of students' overall academic achievement will be based upon a cumulative grade point average using a 4.00 scale. To compute the GPA

1. multiply the credit hours attempted for each course (excluding withdrawal and continued studies grades) by the number of grade points assigned for the grade received; then
2. divide the total grade points earned by the total credit hours attempted.

Example:

A student with 13 credit hours receives an A, B, C, D, and F.

The grade point average will be computed as follows:

$$A = 4 \text{ quality points} \times 3 \text{ credit hours} = 12$$

$$B = 3 \text{ quality points} \times 4 \text{ credit hours} = 12$$

$$C = 2 \text{ quality points} \times 2 \text{ credit hours} = 4$$

$$D = 1 \text{ quality point} \times 1 \text{ credit hour} = 1$$

$$F = 0 \text{ quality points} \times 3 \text{ credit hours} = 0$$

$$\frac{29}{13} = 2.23 \text{ GPA}$$

29 / 13 = 2.23 GPA

### REPEATING COURSES

Courses may be repeated as deemed necessary by students. When a course is repeated, a "R" notation is made on the transcript. The last grade is considered in computing the cumulative grade point average to meet graduation requirements. A student who receives a passing grade in a course and re-enrolls for a third time must submit a written statement of the reason for re-enrolling. This written statement will be maintained in the Student Services Office.

### REQUIREMENTS FOR GRADUATION

To graduate, students must:

1. Apply for graduation in the Office of Student Services during the registration period prior to the spring semester for which graduation is expected;
2. Complete all required courses for the degree, diploma, or certificate; (Associate degree graduates may participate in the annual spring graduation exercise if they have no more than two courses to complete during the summer term. Students needing more than two courses during the summer term must receive approval from the division dean and registrar. However, the college cannot guarantee courses needed for graduation will be offered.)
3. Attain a cumulative grade point average of "C" (minimum of 2.00) in all work attempted in a degree, diploma, or certificate program;
4. Complete no less than 25% of the semester hours required in the program of study at Wilkes Community College; and

5. Satisfy all financial obligations to Wilkes Community College.

Students who will complete all required coursework for graduation during the subsequent summer term may participate in graduation exercises if the following conditions are met:

1. Students have satisfied the criteria stated in 1, 3, 4, & 5 above;
2. Students have **registered** for all courses required to complete the degree, diploma or certificate for the subsequent summer term and **paid the tuition** for the summer term; and
3. Students have been granted permission from the appropriate division dean. (Diploma seeking students are excluded.)

Students should plan carefully for summer term as only a limited number of courses are offered, and students may not be able to take the courses needed for graduation.

In addition, students scheduled to participate in the annual graduation exercise must pay a graduation fee which covers the cost of the cap, gown, and the degree, diploma, or certificate. Also, graduating students are encouraged to participate in the commencement exercise, but attendance is not required. However, an additional fee to cover processing and mailing costs will be charged to those students who do not participate in the graduation exercise. In addition, every attempt will be made, but the college will not be responsible for degrees, diplomas, or certificates damaged during mail delivery.

## **STUDENT CLASSIFICATION**

Freshman - a student who has earned fewer than 30 semester hours.

Sophomore - a student who has earned 30 or more semester hours.

Students enrolled in a diploma or certificate program are classified as freshmen.

## **STUDENT HONORS**

The following are official methods by which the institution recognizes outstanding academic achievement of students. The list of students who earn recognition as a member of the President's List or the Dean's List will be posted and published locally each semester.

### **President's List**

Full-time students completing 12 or more semester hours of college-level courses (excluding credit by examination) during the fall and/or spring semesters and being awarded all A's are recognized each semester.

### **Dean's List**

Full-time students completing 12 or more semester hours of college-level courses (excluding credit by examination) in the fall and/or spring semesters with a grade point average of 3.50 or higher, with no grade below a "C," are recognized each semester.

### **Graduation with Honors**

Students who graduate from a degree, diploma or certificate program with a grade point average of 3.50 or higher at the end of fall semester prior to graduation, will be recognized as Graduating with Honors. A notation to this effect will be noted in the graduation program.

### **Commencement Marshals**

The fifteen rising sophomores having maintained the highest scholastic averages during their freshman year are honored by being named Commencement Marshals. The marshal who has the highest academic record is designated chief marshal.

### **National Technical Honor Society**

The National Technical Honor Society recognizes students who have achieved scholastic excellence and have consistently demonstrated critical workplace values: honesty, responsibility, technical skill, teamwork, initiative, leadership, and good citizenship.

*Membership is by invitation and is extended to students who 1) are enrolled in a technical or vocational degree program at Wilkes Community College; 2) have accumulated 24 semester hours; 3) have achieved a grade point average of 3.50 or greater; and 4) are recommended by a faculty member. Freshmen who have been enrolled in a high school chapter are automatically accepted into the WCC chapter and must meet WCC criteria after one semester with a minimum of 12 credit hours to maintain membership.*

### **Phi Theta Kappa - Alpha Kappa Omega Chapter**

Phi Theta Kappa is the international honor society of two-year colleges. The purpose of Phi Theta Kappa is to recognize and to encourage scholarship, leadership, fellowship and service among two-year college students. Its members enter into an intellectual and cultural fellowship that extends beyond a particular

campus to regional and national networks. Through the achievement of these goals, Phi Theta Kappans continue to enrich themselves, their communities and society.

*Membership is extended by invitation. To be considered for membership, a student must 1) be enrolled at Wilkes Community College, 2) have accumulated 12 credit hours that can be applied to an associate degree, 3) have achieved a grade-point average of 3.50 or greater, and 4) enjoy full rights of citizenship of one's country. To maintain membership, a minimum of 3.40 is required. Phi Theta Kappa members in good standing are eligible to wear the gold honors stole and tassel during the commencement ceremony.*

## **STUDENT RECORDS**

All student records are held in confidence by the college. The following documents will be maintained and will be subject to all state and federal regulations governing the safety and confidentiality of those records: applications, transcripts, placement test information and graduation readiness reports. Grade reports are released to students at the end of each scheduled school term and will not be issued to students having unsettled accounts with the college.

### **Transcripts**

Transcripts for curriculum courses must be requested in writing to the Registrar's Office. Requests are accepted in person, by mail, or by facsimile. Transcripts of classes taught by the Office of Continuing Education must be requested from that department. Transcripts will not be issued to students having unsettled accounts with the college. It is recommended that at least one week be allowed for the processing and mailing of transcripts.

## **TRANSFER CREDIT AND ADVANCED STANDING**

Wilkes Community College has an advanced standing program which allows previous academic study, examination, or military experience to be evaluated for possible college credit. To obtain transfer credit or advanced standing, students must submit official documentation to the Registrar's Office. (*See the WCC catalog for more information.*)

# **LEARNING RESOURCES: PARDUE LIBRARY**

## **MISSION STATEMENT**

The mission of Wilkes Community College Learning Resources/Pardue Library is to support the college in its educational, research, and cultural endeavors through information literacy, critical thinking, and research instruction; orientations; selections, acquisition, organization and circulation of information resources. Cooperative agreements are in place with Alleghany and Ashe Public Libraries to support off-campus centers and distance learning.

## **JAMES LARKIN PEARSON COLLECTION**

The James Larkin Pearson Collection contains Mr. Pearson's private books and letters, personal memorabilia and printing press. It is located on the first floor of Lowe's Hall.

## **PARDUE LIBRARY**

The library, located on the second floor of Alumni Hall, houses print and audio-visual media including 60,000 volumes of books, microfilms, newspapers, and magazines. In the library, students may access the internet including NCLIVE; NCLIVE provides access to many resources, including ebooks, periodical article, and videos. Students also have access to CCLINC, the on-line public access catalog, which is an index to the collections of 44 community college libraries ([www.cclinc.ncccs.cc.nc.us](http://www.cclinc.ncccs.cc.nc.us)).

## **CIRCULATION OF MEDIA**

Students may use their student ID to borrow up to six books from Pardue Library for a period of two weeks. Reserve books may be checked out for one hour during the day or one hour prior to closing time and must be returned to the librarian by 9am the following day. Some reserve material may be limited to use in the library. DVD and VHS videos (with the exception of the oral history collection) may be checked out any time and returned by 9am the following day. Reference media is restricted to in-house use and includes books having an R preceding the Dewey Decimal number, some magazines, vertical files, VTOHs, CDs, and DVDs.

## **RESHELVING MEDIA**

Students are asked to return all media used in-house to its proper location, or if in doubt, to the circulation desk.

## RETURN OF CHECKED-OUT MEDIA

Students may return books by the due date at the library circulation desk or in the outside book return. If materials are overdue, students should inform staff and pay the overdue fine. If the fine cannot be paid at the time the book is returned, a fine slip will be kept on file and the account must be cleared before the end of the semester.

## IDENTIFICATION CARDS (ID)

ID Cards are made in the library. Students are required to have ID cards to check out media from the library, for admission to college activities, and to vote in student elections. The first card is free and replacement cards cost \$2.00

## FINES, LOST MEDIA, DAMAGED MEDIA

Fines are charged to encourage timely return of media.

### Regular Check-Out Media

The fine is ten cents per day for each day a stet book is overdue; weekends, holidays, and semester breaks are included. The fine may accumulate to \$4.50. If the book is lost, it should be reported immediately for the daily fines to stop. All media are due five school days before the semester ends. Books may still be checked out with proof of paid pre-registration for the next semester.

### Reserve Media

The fine is 10 cents per hour, or part thereof, that reserve media are overdue.

### Damaged Media

An assessment of damages incurred is determined by the director.

### Lost Media

Lost media are subject to fines and replacement charges that include both the current purchase price and \$5.00 for partial payment for the re-order and processing. If the media are found and returned during the semester, replacement cost less fines and processing will be refunded. Payment of Learning Resources accounts for overdue fines, lost or damaged media is required before a student may register for another semester at Wilkes Community College, be awarded a degree, diploma, certificate, or obtain a transcript.

### Library Hours

*(While classes are in session.)*

**Monday - Thursday** 8:00 a.m. - 9:00 p.m.

**Friday** 8:00 a.m. - 5:00 p.m.

**Saturday –By appointment** 9:00 a.m. - noon

### Summer Schedule

**Monday – Thursday** 8:00 a.m. – 6:00 p.m.

**Friday** 8:00 a.m. – 3:00 p.m.

**No Saturday Schedule**

## ASHE CAMPUS AND ALLEGHANY CENTER

Ashe and Alleghany public libraries provide library services and computers for students to access the Internet and NC LIVE. Students are encouraged to attend orientations at the public libraries. Students may request books through interlibrary loan for a period of three weeks.

## DISTANCE LEARNING

Distance Learning instructions and student who cannot travel to Wilkes Community College library may borrow books from the library by first locating the books on the library catalog and submitting a request to the library. To access the library catalog, patrons should visit [www.wilkescc.edu](http://www.wilkescc.edu) and click the link to the library. Instructors and students have access to e-books, periodical articles, videos and more though NC LIVE. Use of NC LIVE requires a password that is available by contacting the library.

### LEARNING RESOURCES STAFF

Christy Earp, Interim Director/Librarian

Misty Bass, Librarian

Vickie Cothren, Library Assistant

Rebecca Queen, Administrative Assistant

# SAGE

## SUPPORTING ACADEMIC GOALS FOR EDUCATION

SAGE is a Student Support Services federal TRiO program funded through a grant by the U.S. Department of Education, whose purpose is to increase the retention, graduation and transfer rates of eligible participants. Eligible participants are first generation college (meaning neither parent has a 4-year degree), of limited income, and/or with a document disability. The Department of Education established the criteria for participation in SAGE to encourage and assist students who are traditionally under-represented in post-secondary education.

Once accepted for enrollment into SAGE, students are encouraged to utilize the following services:

**Academic Advising** helps students select appropriate classes that will enhance skills and satisfy career goals;

**Academic Luncheons** give students time to socialize and gain information for opportunities to turn their 2-year degree into a 4-year degree;

**Academic Skills Building** helps students strengthen skills such as test taking, study skills, goal setting, time management and assertiveness;

**Campus Visits** help students navigate the university system and make connections with key departments and personnel;

**Career Exploration** provides students the opportunity to explore their interests, skills and values so they can make informed career decisions;

**College Transfer Advising and Advocacy** provides individual assistance with college selection, completing applications, gathering information on housing and financial aid, campus visits and networking with other TRiO programs;

**Computer Lab** provides Internet connected computers equipped with a variety of software and staffed by lab assistants;

**Financial Aid Advising** helps students secure all possible means of financial assistance so they can afford to stay in school;

**Financial and Economic Literacy** education and counseling assists students with personal budgeting, money management, locating financial aid and scholarships;

**Grant Aid Scholarships** provide students with additional financial assistance;

**Learning Styles Inventories** give students feedback about how they learn and what motivates them to learn;

**Lending Library** provides students the opportunity to borrow textbooks, calculator and laptops;

**Life Coaching** facilitates collaborative goal-setting for successful academic, personal, and career outcomes;

**Peer Mentors** are second year SAGE members who serve as a vital link to navigating the college experience and network with others;

**Personal Counseling** provides a safe and confidential environment where student can talk about issues which may impede educational success;

**Progress Reports** provide mid-semester information about grades and class performance;

**Tutoring** provides individual and/or group assistance that supplements classroom instruction to help students master concepts.

### Hours

8:00 AM – 5:00 PM Monday – Thursday

8:00 AM – 3:00 PM Friday

### Location

Room 257, in the  
Student Success Center  
Upper Thompson Hall

**For information or assistance call**  
(336) 838-6557

### SAGE Staff

Angela Scheuermann, Director  
Kim Perkins, Educational Advisor  
Becky Kennedy, Academic Specialist  
John Hawkins, Administrative Assistant

# PROGRAM TO PREVENT USE OF ILLEGAL DRUGS AND ALCOHOL ABUSE

## STUDENTS

### *Policy*

The unlawful manufacture, distribution, dispensation, sale, possession, and/or use of alcohol, drugs, controlled substances, and/or illegal substances is prohibited on college premises or as a part of any of its activities. Equally, being under the influence or intoxicated on alcohol, drugs, controlled substances, and/or illegal substances is prohibited on college premises or as part of any of its activities. Exceptions to the alcohol possession and use provision may be made by the president in accordance with local, state, and federal laws in specific circumstances and designated areas. Violation of this policy may result in consequences such as but not limited to: a counseling assessment, required treatment, probation, dismissal, suspension or expulsion from the college.

It is the responsibility of each student to comply with all provisions of the Drug and Alcohol Policy, while participating in college sponsored events, athletics, student activities, and instructional activities. The scope of the policy includes all WCC campuses and centers, off-campus instructional sites, clinical sites, athletic fields, college sponsored transportation (including, but not limited to WCC vans and rented or chartered buses) and any other property that is owned, leased, or controlled by WCC.

Students engaged in off-campus instructional or clinical activities (including internships, practicums, externships, and co-ops) may expect to be subjected to the additional drug and alcohol policies of those sites. Those policies may include provisions for drug and alcohol testing prior to and during placement at those sites. Those policies are enacted and enforced by the management of those specific facilities. Violations of a specific site's policy does not exclude consequences under WCC's drug and alcohol policy, as clinical placement for academic credit is considered a college-sponsored activity.

The illegal use of drugs and alcohol constitutes a serious crime under federal, state and local laws. Convictions may result in imprisonment, fines and/or mandatory community service.

Every student is entitled to procedural due process; these procedures are published and accessible to students in the general catalog of the college, published under the heading "Student Grievance Process."

### *Legal Consequences*

North Carolina law makes it illegal to possess, to manufacture, to sell or deliver, to possess with intent to sell or deliver, or to traffic in controlled substances. Violations of North Carolina law may result in imprisonment, fine, court costs, mandatory community services, and/or loss of driving privileges. Individuals convicted of drug or alcohol violations may have a criminal history that would affect them for the rest of their lives. Graduate schools, limited admissions programs, professional organizations, and employers could use such a record to reject an applicant. The following information is not meant to be an inclusive list of NC law but represents some of the laws pertaining to substance use:

### *Underage drinking and drunk driving*

- The drinking age in North Carolina is 21. The legal blood alcohol limit to drive on the highway or state right-of-way is .08%. Driving with any amount of alcohol in the body is illegal for those under 21. A person can be charged with driving while impaired with blood alcohol concentrations less than .08% if law enforcement observes erratic driving and/or the driver fails field sobriety tests.
- Driving-Under-Influence convictions carry a range of sentences and fines, depending on prior convictions. Penalties can include: from 24 hours to two years in prison, between \$100 and \$2000 court fines, and from one year to permanent suspension of license. If someone is injured or dies as a result of your drunk driving, you can face additional criminal and civil charges and go to jail for much longer.
- If you are under 21 years of age, it is illegal to purchase, attempt to purchase or possess alcohol (including beer, fortified wines, spirits, and mixed drinks). The legal penalties include fines, court costs, and possible imprisonment.
- It is a criminal offense to aid or abet in the purchase of alcoholic beverages or give alcoholic beverages to anyone under the age of 21. If you buy an underage person alcohol you can face fines, court costs, possible imprisonment, and loss of driver's license for a year. Additionally, if you serve underage persons alcohol while under your supervision, or provide or aid underage

persons in consuming alcohol resulting in death or serious injury, North Carolina laws allow suit for civil damages up to \$500,000.00 per occurrence.

- If you use a fake, altered, or borrowed ID to buy alcohol (including at concerts), or lend your ID to someone, you risk criminal charges and having your own driver's license suspended.
- It is illegal to have an open container of alcohol in any part of a vehicle's passenger area if the driver has any blood alcohol content. Open containers of spirituous liquors or fortified wine in the passenger area are unlawful, regardless of driver consumption. It is illegal to transport spirituous liquors or fortified wine in any container other than in the manufacturer's original unopened container.

For more complete information on laws and consequences pertaining to alcohol, contact NC Highway patrol, local DMV, or visit the following websites: [www.ncga.state.nc.us/gascripts/Statutes/Statutes.asp](http://www.ncga.state.nc.us/gascripts/Statutes/Statutes.asp) (keyword search: alcohol); [www.ncabc.com](http://www.ncabc.com), [www.nccrimecontrol.org](http://www.nccrimecontrol.org).

### *Illegal Possession of a Controlled Substance*

- The Controlled Substance Act is the federal law that prohibits the manufacture, importation, possession, distribution, and use of certain substances. The CSA created five schedules of substances, ranked according to the substance's potential for abuse and accepted medical use. Schedule I drugs rank high in potential for abuse with no accepted medical value (e.g., marijuana and heroin). Schedule V drugs rank low in abuse and dependence potentials and high in medical value (e.g., anticonvulsants, cough medicine).
- Controlled substances include narcotics, hallucinogens, stimulants, depressants, anesthetics, opiates, and steroids. They are all ranked in the CSA Schedule I–V classification system.
- The federal penalties and sanctions depend upon the drug schedule, prior convictions, and type of use (i.e., trafficking vs. personal use).
- Based on these factors, legal consequences can include: between 15 days and 20 years in prison; fines between \$1000 and \$250,000; forfeiture of housing, vehicles, boats or aircraft used to possess or transport, and civil fines of up to \$100,000.
- For more information concerning schedules of drugs and penalties, please see [www.deadiversion.usdoj.gov/schedules/index.html](http://www.deadiversion.usdoj.gov/schedules/index.html) or Title 18 (Section 922) and Title 21 (Sections 844, 853, 881) of the United States Code at: <http://uscode.house.gov/search/criteria.shtml>

Additionally, if convicted of an alcohol or drug-related offense, there can be other tangible consequences. Federal and state sanctions can cause revocation of certain

licenses such as pilot licenses, public housing tenancy, and professional licenses. There may be increases in insurance premiums, or denial of benefits in such areas as student loans, grants, contracts, and professional and commercial licenses. A record of a misdemeanor or felony conviction may prevent a person from entering a chosen career.

### *Health Risks*

No illicit drug is free of health risks. Most carry the danger of psychological or physical addiction. All cause distortion of brain functioning and can alter thinking, perception, and memory, as well as affect behavior.

The use of intravenous drugs also presents the risk of infection with potentially deadly diseases (e.g. AIDS and hepatitis). Generalized health problems may also develop as result of damage to the respiratory, circulatory, and other body systems. Every illicit drug has the potential to result in death—whether from the body's own reaction to the abuse of drugs or from accidents caused by persons who are impaired.

Although alcohol is not an illegal substance when consumed by adults over the age of 21, it presents many of the same health risks as illicit drugs. Alcohol consumption causes a number of marked changes in behavior. Even low doses significantly impair the judgment and coordination required to drive a car safely, increasing the likelihood that the driver will be involved in an accident. Low to moderate doses of alcohol also increase the incidence of a variety of aggressive acts, including spouse and child abuse. Moderate to high doses of alcohol cause marked impairments in higher mental functions, severely altering a person's ability to learn and remember information. Very high doses cause respiratory depression and death. If combined with other central nervous system depressants, much lower doses of alcohol will produce the effects just described. Repeated use of alcohol can lead to dependence. Sudden cessation of alcohol intake is likely to produce withdrawal symptoms, including severe anxiety, tremors, hallucinations, and convulsions. Alcohol withdrawal can be life-threatening. Long-term consumption of large quantities of alcohol, particularly when combined with poor nutrition, can also lead to permanent damage to vital

organs such as the brain and the liver. Mothers who drink alcohol during pregnancy may give birth to infants with fetal alcohol syndrome. These infants have irreversible physical abnormalities and mental retardation. In addition, research indicates that children of alcoholic parents are at greater risk than other youngsters of becoming alcoholics.

#### *Available Resources and Treatment*

Student Services provides mental health and substance abuse assessments for students free of charge. Appointments are preferred, but drop-ins are welcome. Sessions are available at no cost, but are limited to short-term treatment needs. Short term issues can range from depression and anxiety to relational issues or adjustment problems. If issues cannot be resolved within a few sessions, a counselor will speak to you about a referral to a more comprehensive community program. For faculty and staff, the college maintains an Employee Assistance Program (EAP), which provides three treatment sessions with a community provider at no cost to the employee. Staff or faculty requesting EAP assistance can contact the director of human resources at 838-6422.

Resources include public and private agencies for those needing assistance with drug or alcohol issues. Public resources have 24-hour emergency care services. The following numbers reach the public mental health system serving our region:

- Wilkes County: 667-5151
- Alleghany County: 372-4095
- Ashe County: 246-3844
- 24-hour, toll-free crisis number: 1-877-492-2785.

Another resource is the Federal Government Hotline: 1-800-662-HELP. This is the Drug Abuse Information and Treatment Referral Line where individuals can get information and referrals to appropriate treatment facilities. The National Alliance on Mental Illness (NAMI) maintains a website that includes links to a helpline and screening facilities in NC: [www.naminc.org](http://www.naminc.org). Additionally, a variety of referral information is available on the college website at [www.wilkescc.edu/personalcounseling](http://www.wilkescc.edu/personalcounseling). WCC's website provides free alcohol and depression screening tools. For lists or discussion about treatment options and help in determining the most appropriate actions, contact a Student Services Counselor at 838-6135.

Drug-free events abound throughout the year. The college has a game room, walking trails, student commons, a gymnasium, and a wellness center that are drug and alcohol-free and promote wellness. Additionally, any student activities sponsored through WCC (Spring Fling, Fall Festival, outings, SGA and club events) are drug and alcohol-free.

Educational activities and information are provided for students and employees to stress prevention. These activities are highlighted each October during Drug and Alcohol Awareness Week. Events are promoted through local media, electronic media, and via advertisements throughout the college. Events include guest speakers, interactional demonstrations, and promotional items that encourage a drug and alcohol-free lifestyle. Counselors are available throughout the year for classroom educational presentations, based on instructor request. Student and college personnel participation is encouraged in all aspects of WCC's program to prevent illegal drug and alcohol abuse.

## **EMPLOYEE**

### *Policy*

The unlawful manufacture, distribution, dispensation, sale, possession, and/or use of alcohol, drugs, controlled substances, and/or illegal substances is prohibited on college premises or when serving in a work capacity in any other location. Equally, being under the influence or intoxicated on alcohol, drugs, controlled substances, and/or illegal substances is prohibited on college premises or when serving in a work capacity in any other location.

An employee who violates any of these prohibited acts is subject to disciplinary actions such as but not limited to: a counseling assessment, required treatment, probation, suspension, or dismissal from the college. An exception to the alcohol possession and use provision may be made by the president in accordance with local, state, and federal laws in specific circumstances and designated areas.

It is the responsibility of each employee to comply with all provisions of the Drug and Alcohol Policy, while participating in college sponsored events, athletics, student activities, and instructional activities. The scope of the policy includes all WCC campuses and centers, off-campus instructional sites, clinical sites, athletic fields, and college sponsored transportation (including, but not limited to WCC vehicles, rented/charted vans/buses and any other property that is owned, leased, or controlled by WCC). Employees

shall not report to or remain at the campus or any campus worksites when unable to adequately perform their duties because of the effect of any alcoholic beverage, controlled substances, and/or drugs whether illegal, prescribed or over-the-counter.

Any employee found in violation of this policy shall be subject to disciplinary action including suspension, termination, or dismissal, at the discretion of the president. Administrative response to such situations shall be in accordance with the requirements and other procedures established in support of this policy:

- a. Any employee determined to be involved in the unlawful manufacture, distribution, dispensing, and/or selling of alcoholic beverages, illegal drugs, and/or controlled substances on the college premises or any college worksite shall be terminated.
- b. Any employee determined to be in possession of alcohol or illegal drugs on the college premises or any college worksite shall receive one written warning unless the offense is so serious that the president determines that it is cause for suspension, demotion, or dismissal. A second offense shall be grounds for dismissal.
- c. Any employee determined to be using or impaired by alcohol on the college premises or any college worksite shall receive a written warning unless the offense is so serious that the president determines that it is cause for suspension, demotion, or dismissal and shall be referred for counseling assistance. If the employee fails to receive counseling or fails to participate in recommended action, he/she may be dismissed. A second offense shall be grounds for dismissal.
- d. Any employee determined to be using and/or impaired by an illegal drug or controlled substance on the college premises or any college worksite shall be subject to drug screening tests. Such determination will be based on reasonable suspicion and such tests will be authorized only by the president/designee. The employee shall be suspended with pay pending the outcome of the test results. The employee will have the right to request a back-up test. The employee will bear the cost of such back-up testing. If test results are positive, the employee shall be given one written warning and will be referred for counseling assistance. If the employee fails to receive counseling assistance and/or fails to participate in recommended action, he/she may be dismissed. Refusal to submit to such test shall result in disciplinary actions which may include dismissal. A second offense shall be grounds for dismissal. Any employee who intentionally tampers with a sample provided for drug screening violates a chain-of-custody or identification procedures, or falsifies a test result shall be subject to dismissal.

The college shall report illegal drug and/or alcoholic use activity defined by this policy to the appropriate law enforcement authority.

Any employee convicted of any criminal drug and/or alcoholic beverage law, statute or regulation occurring on college premises or any college worksite shall notify the president/designee no later than (5) five calendar days after such conviction. Failure to report such information will be grounds for automatic dismissal. When required by federal law, the college administration shall notify the appropriate federal agency of such a conviction within (10) ten days of college notification.

All employees, as a condition of employment, shall be required, upon the request of the president/designee, based on reasonable suspicion of a violation of this policy, to submit to the following: searches of college and personal vehicles brought on or parked on college premises or any college worksite; reasonable searches of all clothing, packages, purses, briefcases, tool boxes, lunch boxes, or other containers on college premises or any college worksite; searches of desks, file cabinets, lockers, or other office or shop equipment in or on college premises or any college worksite. Failure to comply with such a request as part of an administrative investigation shall be deemed grounds for disciplinary actions which may include dismissal.

If the employee has reason to believe that an error was made, an appeal may be made utilizing the due process policy set forth in Section 2 of the policy manual.

The college will maintain an awareness program to inform employees and students about the dangers of alcohol and drug abuse in the workplace. The college maintains an Employee Assistance Program (EAP), which can authorize three treatment sessions with a community provider at no cost to the employee. Staff or faculty needing further information about the EAP can contact the director of human resources at 838-6422. The president shall designate the responsibility of the Drug and Alcohol Prevention Program to the director of human resources and Student Services personnel.

Every employee will be given a copy of this policy regarding an alcohol and drug free worksite.

All employees shall be required to report to their immediate supervisors any observed and/or suspected violations of this policy.

While visiting campus, members of the public are required to adhere to this policy.

The board of trustees shall establish supplemental policies and procedures as necessary to implement and administer this policy. The president/designee shall inform all employees of this policy and any supplemental procedures promulgated hereunder and of their rights and obligations thereunto.

## **ENHANCE YOUR COLLEGE EXPERIENCE**

The Office of Student Activities offers a wide variety of extra-curricular programs for the students at Wilkes Community College. The types of activities that are currently being offered include intramural events, clubs, student government association (SGA), special student activity events, wellness center and game room activities, and various educational/community service programs. These activities are designed to enhance the leadership, intellectual, cultural, and personal development of our students. They also promote and encourage a community atmosphere among the entire student body and provide the students with more opportunities to network with their peers. All activities (clubs or special events) are advised by staff and faculty members who are committed to providing the kind of dedicated leadership which promotes successful achievement of organizational goals, but which also allows ample freedom for student innovation and decision making.

### **STUDENT GOVERNMENT ASSOCIATION**

The Student Government Association (SGA) is the official representative of the student body at Wilkes Community College with branches at the Wilkes Campus, Ashe Campus, and Alleghany Center. Officers are elected each year and work with the students in organizing a variety of activities throughout the year. The SGA is a member of the North Carolina Comprehensive Community College Student Government Association (N4CSGA). Each year students are given the opportunity to attend conferences sponsored by this organization, which allows them to learn more about student activities & student government. Executive officers and sophomore officers are elected in the spring for the upcoming school year. Freshman officers are elected in the fall. Meetings are held on the first and third Thursday of each month at 12:15 p.m. It is not necessary to hold an elected position in order to attend the meetings. The SGA Office is located in Alumni Hall across from the Financial Aid Office. SGA is responsible for many exciting events, including:

\*Comedy Shows

\*Socials (with Free Food)

\*Educational Activities

\*Horseback Riding, Biking & Canoeing Trips

\*Spring Fling

\*Fall Festival

### **INTRAMURALS**

A number of intramural competitions are organized for students by the Student Services Office. Intramural activities can vary according to season and student interest. Types of activities that have been organized in the past include ping-pong, dodge ball, and 3-on-3 basketball. Sign-ups for Intramural Activities are advertised through the college facebook page and Campus News Events & Activities at <http://www.wilkescc.edu> and teams must be officially registered in Student Services during designated sign-up periods.

### **GAME ROOM**

The Game Room is a popular student hangout and is located in Alumni Hall. It has a pool table and a ping pong table, which are available for student use during regular college operating hours. A valid student id is required for use of the Game Room.

### **WELLNESS CENTER**

The Wellness Center is located in Alumni Hall. It contains several types of fitness equipment and is open during regular college operating hours. All users must first attend a 10 minute certification session and opportunities are available for students to serve as supervisors for the center. A valid student id is required for use of the Wellness Center.

All Student Activity Events & All Athletic Events are subject to time, date and location changes. Be sure to check the bulletin board across from the Financial Aid Office in Alumni Hall or Campus News Events & Activities at <http://www.wilkescc.edu>

## DO YOU HAVE ANY IDEAS FOR STUDENT ACTIVITIES?

If you have any questions concerning student activities or any ideas, please stop by Student Services office and talk with Jane Bowman, Student Activities Coordinator/Admissions Representative.

Office Phone #: 336-838-6142

Email: [jane.bowman@wilkescc.edu](mailto:jane.bowman@wilkescc.edu)

# GET CONNECTED WITH A STUDENT ORGANIZATION

## STUDENT ORGANIZATIONS

### Architectural Design Club

Advisors: Tim Lackey, ext. 6226

Email: [tim.lackey@wilkescc.edu](mailto:tim.lackey@wilkescc.edu)

Stacie Taylor, ext. 6551

Email: [stacie.taylor@wilkescc.edu](mailto:stacie.taylor@wilkescc.edu)

### Association of Information Technology Professionals

Advisors: Jere Miles, ext. 6437

Email: [jere.miles@wilkescc.edu](mailto:jere.miles@wilkescc.edu)

### Baptist Student Union

Advisors: Kristen Macemore, ext. 6427

Email: [kristen.macemore@wilkescc.edu](mailto:kristen.macemore@wilkescc.edu)

Tam Hutchinson, ext. 6186

Email: [tam.hutchinson@wilkescc.edu](mailto:tam.hutchinson@wilkescc.edu)

### Culinary Club

Advisor: Kimrey Jordan, ext. 6506

Email: [kimrey.jordan@wilkescc.edu](mailto:kimrey.jordan@wilkescc.edu)

### Dental Assisting Club

Advisor: Jennifer Hastings, ext. 6253

Email: [Jennifer.hastings@wilkescc.edu](mailto:Jennifer.hastings@wilkescc.edu)

### Diesel Tech. Club

Advisor: Ricky Smith, ext. 6225

Email: [ricky.smith@wilkescc.edu](mailto:ricky.smith@wilkescc.edu)

Billy Eller, ext. 6243

Email: [billy.eller@wilkescc.edu](mailto:billy.eller@wilkescc.edu)

### Horticulture Club

Advisor: Ronald Dollyhite, ext. 6281

Email: [ronald.dollyhite@wilkescc.edu](mailto:ronald.dollyhite@wilkescc.edu)

### Human Service Club

Advisor: Erica Sales-Walker, ext. 6523

Email: [erica.walker@wilkescc.edu](mailto:erica.walker@wilkescc.edu)

### Industrial Technology & Electronics Club (ITEC)

Advisors: Chris Bare, 846-3900-Ashe

Email: [chris.bare@wilkescc.edu](mailto:chris.bare@wilkescc.edu)

Eddie Carter, 846-3900-Ashe

Email: [eddie.carter@wilkescc.edu](mailto:eddie.carter@wilkescc.edu)

### Intercultural Club

Advisor: Nathan Richardson, ext. 6183

Email: [nathan.richardson@wilkescc.edu](mailto:nathan.richardson@wilkescc.edu)

Misty Bass, ext. 6115

Email: [misty.bass@wilkescc.edu](mailto:misty.bass@wilkescc.edu)

### Medical Assisting Club

Advisor: Joyce Minton, ext. 6251

Email: [joyce.minton@wilkescc.edu](mailto:joyce.minton@wilkescc.edu)

### National Technical Honor Society

Advisor: John Hauser, ext. 6149

Email: [john.hauser@wilkescc.edu](mailto:john.hauser@wilkescc.edu)

### Phi Theta Kappa

Advisors: Blair Hancock, ext. 6230

Email: [blair.hancock@wilkescc.edu](mailto:blair.hancock@wilkescc.edu)

### Respiratory Therapy

Advisors: Billy Woods, ext. 6496

Email: [william.woods@wilkescc.edu](mailto:william.woods@wilkescc.edu)

Andrea Bailey, ext. 6472

Email: [andrea.bailey@wilkescc.edu](mailto:andrea.bailey@wilkescc.edu)

### Rotaract

Advisor: Beth Foster, ext. 6173

Email: [beth.foster@wilkescc.edu](mailto:beth.foster@wilkescc.edu)

Sherry Thompson, ext. 6560

Email: [sherry.thompson@wilkescc.edu](mailto:sherry.thompson@wilkescc.edu)

### SIFE Club

Advisors: Cindy Killian, ext. 6150

Email: [cindy.killian@wilkescc.edu](mailto:cindy.killian@wilkescc.edu)

Janet Denglar, ext. 6154

Email: [janet.denglar@wilkescc.edu](mailto:janet.denglar@wilkescc.edu)

Robin Phillips-Hauser, ext. 6122

Email: [robin.hauser@wilkescc.edu](mailto:robin.hauser@wilkescc.edu)

Marty Franklin, ext. 6161

Email: [marty.franklin@wilkescc.edu](mailto:marty.franklin@wilkescc.edu)

### **Southern Oriented Culture Organization (SOCO)**

Advisor: Julie Mullis, ext. 6502

Email: [julie.mullis@wilkescc.edu](mailto:julie.mullis@wilkescc.edu)

### **Student Government Association**

**Wilkes**, Advisor: Jane Owens Bowman, ext. 6142

Email: [jane.bowman@wilkescc.edu](mailto:jane.bowman@wilkescc.edu)

**Alleghany**, Advisor: Kathryn Abernathy, 336-372-5061,

Email: [kathryn.abernathy@wilkescc.edu](mailto:kathryn.abernathy@wilkescc.edu)

**Ashe**, Advisor: Heather Cook, ext. 3127

Email: [heather.cook@wilkescc.edu](mailto:heather.cook@wilkescc.edu)

### **Student Nurse Association I**

Advisor: Amy Lankford, ext. 6511

Email: [amy.lankford@wilkescc.edu](mailto:amy.lankford@wilkescc.edu)

### **Student Nurse Association II**

Advisor: Laura Walsh, ext. 6250

Email: [laura.walsh@wilkescc.edu](mailto:laura.walsh@wilkescc.edu)

### **“WCC Presents” Theatre**

Advisor: David Reynolds, ext. 6231

Email: [david.reynolds@wilkescc.edu](mailto:david.reynolds@wilkescc.edu)

### **WCC Skills USA**

Advisor: Hardin Kennedy, ext. 6219

Email: [hardin.kennedy@wilkescc.edu](mailto:hardin.kennedy@wilkescc.edu)

## **INTERCOLLEGIATE ATHLETICS**

Athletic Director:

Wes Scroggs, ext. 6189

Athletics Assistant:

Richard Fink, ext. 6581

Baseball Coach:

Seth Graham, ext 6589

Volleyball Coach:

Leisa Evans, ext. 6487

Look for tryout information and game schedules for each sport to be advertised throughout campus and on the college website at Campus News & Events. Questions regarding intercollegiate sports should be directed to Wes Scroggs or a member of the coaching staff.

# **STUDENT GOVERNMENT CONSTITUTION**

## **CONSTITUTION OF THE STUDENT GOVERNMENT ASSOCIATION OF WILKES COMMUNITY COLLEGE**

Under authority granted by the Board of Trustees, and the Administration, we the students of Wilkes Community College, in order to achieve the goals set forth in the college's Purpose Statement, do ordain and establish this constitution of the Student Government Association, hereafter referred to as the SGA.

### **ARTICLE I: EXECUTIVE COMMITTEE**

Section I. The executive power of the SGA shall be vested in the president, vice president, secretary/treasurer, and the public information officer, hereafter referred to as the Executive Council, as further expressed in this constitution.

Section II. To be eligible to run for an executive office the student must carry the minimum credit hours required for full-time status for Wilkes Community College (with a minimum of at least 6 credit hours on campus), and have a cumulative grade point average of 2.5. (Note: If the student has a lapse in enrollment, only the most recent period of continuous enrollment will be used to calculate his/her grade point average.) He/she must maintain a cumulative grade point average of 2.25 after election. Removal from office will result if the official fails to carry the minimum course load of twelve (12) credit hours or if the cumulative grade point average drops to 2.0. The student will also be asked to submit an application with the SGA advisor prior to the election.

Section III. Each executive office shall begin three (3) weeks prior to the end of the spring semester and terminate at the same time in the spring semester of the following academic year.

Section IV. Duties of the President:

- A. Preside over all meetings of the SGA.
- B. Supervise the Programming Board of the SGA.
- C. Represent the student body at occasions and functions as appropriate.
- D. Maintain at least two (2) office hours per week.
- E. Assume all other powers not granted to other officers elsewhere in this constitution or as specified in the by-laws.
- F. If the office of president is vacated between October and April, the vice president will assume the position. An election will then be held to select a new vice president.

Section V. Duties of the Vice President:

- A. Become familiar with the responsibilities, powers, and duties of the president.
- B. In the absence of the president, carry out the duties of the president.
- C. Coordinate leadership training for the SGA as needed.
- D. Coordinate the preparation of the SGA/Student Activities Scrapbook throughout the school year.
- E. Serve on the Programming Board.
- F. Maintain at least two (2) office hours per week.
- G. Perform any other duties and functions incident to the office of vice president or as specified in the by-laws.

Section VI. Duties of the Secretary/Treasurer:

- A. Record accurately and preserve the minutes of all regular and special sessions of the SGA.
- B. Record attendance of each SGA meeting to be included in the minutes.
- C. Keep volunteer records up-to-date after each event/activity.
- D. Keep up-to-date on the financial status of the SGA accounts.
- E. Serve as parliamentarian at each SGA meeting.
- F. Serve on the Programming Board.
- G. Maintain at least two (2) office hours per week.
- H. Perform all other duties and functions incident to the office of secretary/treasurer or as specified in the by-laws.

Section VII. Duties of the Public Information Officer:

- A. Coordinate publicity for all SGA and student activity events.
- B. Coordinate the recognition program for the SGA.
- C. Write articles for press release in student publications.
- D. Serve on the Programming Board.
- E. Coordinate all elections held throughout the academic year.
- F. Maintain at least two (2) office hours per week.
- G. Perform all other duties and functions incident to the office of public information officer or as specified in the by-laws.

**ARTICLE II: PROGRAMMING BOARD**

Section I. The programming power of the SGA shall be vested in the Executive Council, four (4) programming chairs, and four (4) assistant programming chairs, hereafter referred to as the Programming Board, as further expressed in this Constitution.

Section II. To be eligible to run for the office of programming chair, the student must carry a minimum course load of nine (9) credit hours and have a cumulative grade point average of 2.25. He/she must maintain a cumulative grade point average of 2.00 after election. Removal from office will result if the official fails to carry the minimum course load of nine (9) credit hours or if the cumulative grade point average drops below 2.0. The student will also be asked to submit an application with the SGA advisor prior to the election.

Section III. The office of programming chair shall begin three (3) weeks prior to the end of the spring semester and terminate at the same time in the spring semester of the following academic year.

Section IV. To be eligible to run for the office of assistant programming chair, the student must be willing to actively participate in the SGA and carry a minimum course load of nine (9) credit hours. If the student has been enrolled for at least 1 previous semester, he or she must have a cumulative grade point average of 2.25. He/she must maintain a cumulative grade point average of 2.00 after election. Removal from office will result if the official fails to carry the minimum course load of nine (9) credit hours or if the cumulative grade point average drops below 2.00. The student will also be asked to submit an application with the SGA advisor prior to the election.

Section V. The office of assistant programming chair shall begin within the first three (3) weeks of the fall semester and terminate three (3) weeks prior to the end of the spring semester in that same academic year.

Section VI. Duties of the Programming Chair:

In conjunction with the SGA advisor and the Executive Council, the programming chair shall:

- A. Assist with selecting activities/events and dates for the student activity calendar.
- B. Represent the SGA at the meetings of other clubs and organizations at Wilkes Community College.
- C. Make recommendations to the Vice President of Instruction and Student Services to promote the general welfare of the student body consistent with state statutes and policies of the Board of Trustees.
- D. Maintain at least one (1) office hour per week.
- E. Perform all other duties and functions incident to the office of programming chair or as specified in the by-laws.

Section VII. Duties of the Assistant Programming Chair:

In conjunction with the SGA advisor, the Executive Council, and the programming chairs, the assistant programming chair shall:

- A. Assist with the selection of activities/events and dates for the student activity calendar.
- B. Represent the SGA at the meetings of other clubs and organizations at Wilkes Community College.
- C. Make recommendations to the Vice President of Instruction and Student Services to promote the general welfare of the student body consistent with state statutes and policies of the Board of Trustees.
- D. Maintain at least one (1) office hour per week.
- E. Perform all other duties and functions incident to the office of assistant programming chair or as specified in the by-laws.

## **ARTICLE III: SENATE**

Section I. To help with recruitment and encourage students to join and participate in SGA, there will be five (5) sophomore and five (5) freshmen senators.

Section II. To be eligible to run for the office of senator, the student must be willing to actively participate in SGA and volunteer at various activities/events. He/she must be in good academic standing and carry a minimum course load of nine (9) credit hours. Any student seeking a position as a sophomore senator must also have a 2.25 cumulative grade point average and be eligible for sophomore status at the end of the current semester. Students filling both the freshmen and sophomore senator seats must maintain a cumulative grade point average of 2.0 after election. The student will also be asked to submit an application with the SGA advisor prior to the election.

Section III. The office of freshmen senator shall begin immediately after elections are held in the fall semester and terminate three (3) weeks prior to the end of the spring semester in that same academic year.

Section IV. The office of sophomore senator shall begin three (3) weeks prior to the end of the spring semester and terminate at the same time in the spring semester of the following academic year.

## **ARTICLE IV: MEMBERSHIP**

### **Section I. Voting Membership**

The voting membership of the SGA shall be composed of the Executive Council, the Programming Board, the Senate and the Club Representatives.

### **Section II. General Membership**

The general membership of the SGA shall be composed of any curriculum students who wish to participate in the SGA.

### **Section III. Meetings**

The president of the SGA shall preside over the SGA meetings. In the absence of the president, the vice president shall lead the meeting. All meetings shall be conducted according to the parliamentary procedures as outlined in Robert's Rules of Order. A fifty percent (50%) majority of the voting members must be present to conduct business.

### **Section IV. By-laws**

Any part of the by-laws can be amended by a two-thirds (2/3) majority vote of the quorum of the current voting membership of the SGA.

### **Section V. Vacancy of Office**

Guidelines for filling the president's office are listed under the duties of the president. Any other position that becomes open during the academic year will be filled by a vote of the voting membership of SGA. The vacancy must first be announced in an SGA meeting and voting upon candidates for the position cannot occur until at least the following SGA meeting. Qualifications for each office will be followed according to the guidelines previously listed in this document. The candidate receiving a simple majority of the votes of the quorum of the voting membership shall assume the office.

## **ARTICLE V: ELECTIONS**

### **Section I. Qualifications for Voting**

Any student paying Student Activity fees shall be entitled to vote in any student body election.

### **Section II. Power to Administer Laws**

The power to conduct elections shall be vested in the public information officer serving on the Executive Council of the SGA. Along with the SGA advisor, he or she will have supervision over all campus elections.

### **Section III. Dating of Elections**

- A. The elections to determine the Executive Council, the four (4) programming chairs, and the five (5) sophomore senators shall be held within the last two (2) weeks of March during the spring semester of each academic year.
- B. The elections to determine the four (4) assistant programming chairs and the five (5) freshmen senators shall be held sometime during September of each academic year.

### **Section IV. Procedure of Elections**

- A. Eligible students may become candidates by complying with aforementioned qualifications at a time designated specifically by the public information officer.

- B. No one working the voter table may assist or advise the voter while in the process of voting.
- C. No candidates may campaign within 50 feet of the voting table.
- D. The SGA advisor shall be custodian of the ballot box.
- E. The candidate receiving a simple majority of votes cast shall be named the winner of the election.
- F. In case no candidate receives a simple majority, the two candidates receiving the most votes will enter into a run-off election within the following week.
- G. Any office not filled in the March elections or any office vacated after the March elections shall be voted upon during the September elections.

#### Section V. Impeachment

- A. The voting membership of SGA shall have the power to consider motions of impeachment of any WCC-SGA officer, elected or appointed.
- B. Grounds for impeachment include but are not limited to the following:
  1. Violations of the Code of Conduct
  2. Failure to fulfill the duties of office
  3. Abuse of the powers of office
  4. Misuse of funds or other acts of dishonesty
  5. Misrepresentation of the SGA
- C. Any member of SGA may initiate impeachment proceedings by filing a petition of grievances signed by twenty-five percent (25%) of the current SGA voting membership with the SGA advisor. The SGA advisor will then appoint an investigation committee. The investigation committee, which shall include a minimum of 3 voting members and no more than 4 voting members, shall review the case and present its findings to the SGA. Impeachment will require a 2/3 majority vote of the quorum of the voting members, to be made by secret ballot.
- D. Members appointed to an impeachment investigation committee by the SGA advisor will serve on that committee for an entire academic year.
- E. Any member that acquires five (5) absences must appear before the investigation committee. The investigation committee will evaluate the information presented by the member and if their review is unsatisfactory, will then present the information to the SGA. The voting members of SGA will then vote to determine if the member should be impeached. Impeachment will require a 2/3 majority vote of the quorum of the voting members, to be made by secret ballot.

### **ARTICLE VI: AMENDMENTS**

Section I. A petition signed by one hundred (100) members of the student body may suggest an amendment to the constitution. The SGA may also initiate amendment proceedings. The proposed amendment must then be approved by a two-thirds (2/3) majority vote of the current SGA membership, administration, and the student body. If the proposed amendment receives the two-thirds (2/3) majority vote of the previously mentioned entities, the Constitution may then be amended by a two-thirds (2/3) majority vote of the board of trustees.

### **ARTICLE VII: RATIFICATION**

Section I. A simple majority vote of the members present of the SGA, administration, and the Board of Trustees shall be necessary for ratification of the Constitution.

**WILKES COMMUNITY COLLEGE  
STUDENT GOVERNMENT ASSOCIATION  
BY-LAWS**

- I. Additional Position Duties
  - A. The duties of the office of president will also include:
    - 1. Preparation of the agenda before each SGA meeting.
    - 2. Beginning and closing meetings in a timely manner.
    - 3. Introduction of business in proper order.
    - 4. Setting of time and date for next meeting before adjournment.
    - 5. Speaking at graduation in the spring semester at the end of term as president.
  - B. The duties of the office of vice president will also include:
    - 1. Assisting the SGA advisor with the SGA Summer Leadership Retreat.
    - 2. Assisting with the planning and conducting of occasional leadership lessons at specific SGA meetings.
    - 3. Maintaining a filing system for the pictures taken by the Office of Student Activities.
    - 4. Organizing and tracking of each member's volunteer credit during the year.
  - C. The duties of the office of secretary/treasurer will also include:
    - 1. Notifying or reminding members of SGA meetings.
    - 2. Notifying current SGA members via email of the minutes of each SGA meeting.
    - 3. Posting of the minutes of each SGA meeting on the SGA Bulletin Boards.
  - D. The duties of the office of public information officer will also include:
    - 1. Maintaining and updating SGA Bulletin Boards and posting events/activities throughout campus weekly.
    - 2. Maintain the SGA Facebook page and act as SGA spokesperson for media.
    - 3. Writing "SGA Update" articles for Wilkes Community College publications.
  - E. The duties of the office of programming chair will also include:
    - 1. Coordinating one or two campus activities/events per semester.
    - 2. Notifying members as needed to remind them of times they have volunteered to help with each activity/event.
- II. Elections
  - A. Candidates will have their pictures and excerpts from their application displayed at the voter table to help voters with the selection process.
  - B. For each election, the public information officer supervising the election shall hold at the voter table an alphabetical listing of eligible voters. The name of each voter shall be checked before the ballot is issued to the voter. Voting is by secret ballot.
- III. Mission Statement
  - A. The voting members of the SGA shall have the power to adopt a mission statement for the SGA. The mission statement must be approved by 2/3 of the quorum of the voting members before it can be adopted.

# TRAFFIC RULES AND REGULATIONS

## FOR WILKES COMMUNITY COLLEGE CAMPUS AREA, PARKING LOTS AND ACCESS ROADS

Effective Date - August 1, 2004

This policy applies to all individuals who operate a motor vehicle on the Wilkes County campus of Wilkes Community College.

1. Register Vehicle – It is mandatory that all students, faculty and staff register their vehicle in the business office. You will need license plate number, state, etc. (helpful to bring vehicle registration card). \$5.00 fine
2. Parking Decal – All students, faculty and staff are issued parking decals. These decals must be displayed on driver's rear view mirror. Motorcycles must display decal on rear or front fender. \$5.00 fine  
If you drive a different vehicle or forget your decal then leave a note in the dash (driver's side) stating so with your first and last name. Still, you must park in appropriate parking lot as a student, faculty, or staff member. (Not visitors or reserved)
3. Special Parking Permit – Special parking permits are issued by the business office for individuals who have special parking needs. These permits may be used to park in reserved or visitors spaces – not disabled spaces. Failure to park in appropriate space will be subject to fine. \$5.00 fine
4. College access roads from Hwy # 268 (Collegiate Drive and Meadow View Drive) are under jurisdiction of the Town of Wilkesboro. Maximum speeds are posted and established by state and town ordinance.
5. Campus Speed Limit – 15 mph. Speeding and/or reckless driving are subject to fine. \$5.00 fine
6. Disabled Parking- All vehicles must have the international symbol of access displayed on their rear view mirror or a legal license plate in order to use this space. Failure to do so will result in a fine up to \$250.00
7. Visitors Parking – (marked with appropriate signage) These spaces are for persons temporarily visiting the campus to conduct official business. Students, faculty, or staff are not considered visitors and should not park in these spaces. Parking is limited to 30 minutes. \$5.00 fine.
8. Reserved Parking – (marked with yellow lines) Parking spaces have been provided for employees and/or special activities. Included, but not limited to, are spaces for faculty, staff, college service vehicles, autobody, automotive, construction (not for students attending class) and other special parking permits. \$5.00 fine
9. Improper Parking – Vehicles parked improperly are subject to fine. Improper parking includes, but is not limited to, taking two or more spaces (parked across lines so other vehicles can not park beside you), blocking loading docks/sidewalks, parking where curb is painted yellow, parking on grass or other un-graveled areas and blocking fire lanes/hydrants. \$5.00 fine
10. After 5:00pm Parking – Students, faculty and staff may park in any parking space after 5:00pm EXCEPT: disabled, autobody, automotive and construction. Never park in loading dock areas or fire lanes/hydrant.
11. Vehicles with Mechanical Problems/Overnight Parking – Vehicles may not be left on campus overnight without prior permission from the Safety and Security Manager. If your vehicle becomes disabled you must notify security for documentation. Towing will be enforced if notification is not documented.
12. Ashe and Alleghany Students – You must display parking decal when on any Wilkes Community College campus.
13. Habitual Offenders – If any vehicle is cited for parking violations of more than three (3) times in any one semester, the persons name who the vehicle is registered to will be given to the Vice President of Instruction and Student Services for appropriate action. Repeated violations of the traffic rules and regulations may result in disciplinary action including probation or suspension.
14. Appeals – Students, faculty and staff who desire to appeal a parking ticket must file an appeal application in the office of student services within 96 hours. Recipients of any violation shall have the right to be present during the presentation of evidence.

Security Officer on Duty – a security officer is on duty to help ensure the safety of everyone on campus and to assist you when possible. Also, they are to enforce traffic rules and regulations as stated above. When an individual is stopped by a security officer, they must show their drivers' license and student ID card.

**Fines**

All fines are payable in the business office within 96 hours. (All fines must be paid before the student will be allowed to register for the next semester, graduate or be issued an official transcript.)

**Illegal Parking**

- Disabled space ..... \$100.00 - \$250.00
- Faculty/Staff space .....5.00
- Reserved space.....5.00
- Visitor space .....5.00
- Blocking Fire Lane/Fire Hydrant .....5.00

**Driving**

- Speeding/Reckless Driving.....5.00

**Other**

- Failure to register vehicle .....5.00
- Noise – loud music .....5.00
- Improper/not displaying decal.....5.00

- Littering**.....10.00



# CALENDAR YEARS

## 2011

January	S	M	T	W	T	F	S	February	S	M	T	W	T	F	S	March	S	M	T	W	T	F	S	April	S	M	T	W	T	F	S
	2	3	4	5	6	7	8		6	7	8	9	10	11	12		6	7	8	9	10	11	12		3	4	5	6	7	8	9
	9	10	11	12	13	14	15		13	14	15	16	17	18	19		13	14	15	16	17	18	19		10	11	12	13	14	15	16
	16	17	18	19	20	21	22		20	21	22	23	24	25	26		20	21	22	23	24	25	26		17	18	19	20	21	22	23
23	24	25	26	27	28	29	27	28	27	28	29	30	31	27	28	29	30	31	24	25	26	27	28	29	30						
30	31																														
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	8	9	10	11	12	13	14		12	13	14	15	16	17	18		10	11	12	13	14	15	16		7	8	9	10	11	12	13
	15	16	17	18	19	20	21		19	20	21	22	23	24	25		17	18	19	20	21	22	23		14	15	16	17	18	19	20
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	11	12	13	14	15	16	17		9	10	11	12	13	14	15		13	14	15	16	17	18	19		11	12	13	14	15	16	17
	18	19	20	21	22	23	24		16	17	18	19	20	21	22		20	21	22	23	24	25	26		18	19	20	21	22	23	24
25	26	27	28	29	30	23	24	25	26	27	28	29	27	28	29	30	27	28	29	30	31	25	26	27	28	29	30	31			

## 2012

January	S	M	T	W	T	F	S	February	S	M	T	W	T	F	S	March	S	M	T	W	T	F	S	April	S	M	T	W	T	F	S		
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	15	16	17	18	19	20	21		19	20	21	22	23	24	25		18	19	20	21	22	23	24		15	16	17	18	19	20	21		
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	13	14	15	16	17	18	19		10	11	12	13	14	15	16		17	15	16	17	18	19	20		21	2	3	4	5	6	7	8	
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## 2013

January	S	M	T	W	T	F	S	February	S	M	T	W	T	F	S	March	S	M	T	W	T	F	S	April	S	M	T	W	T	F	S		
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	13	14	15	16	17	18	19		10	11	12	13	14	15	16		10	11	12	13	14	15	16		7	8	9	10	11	12	13		
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