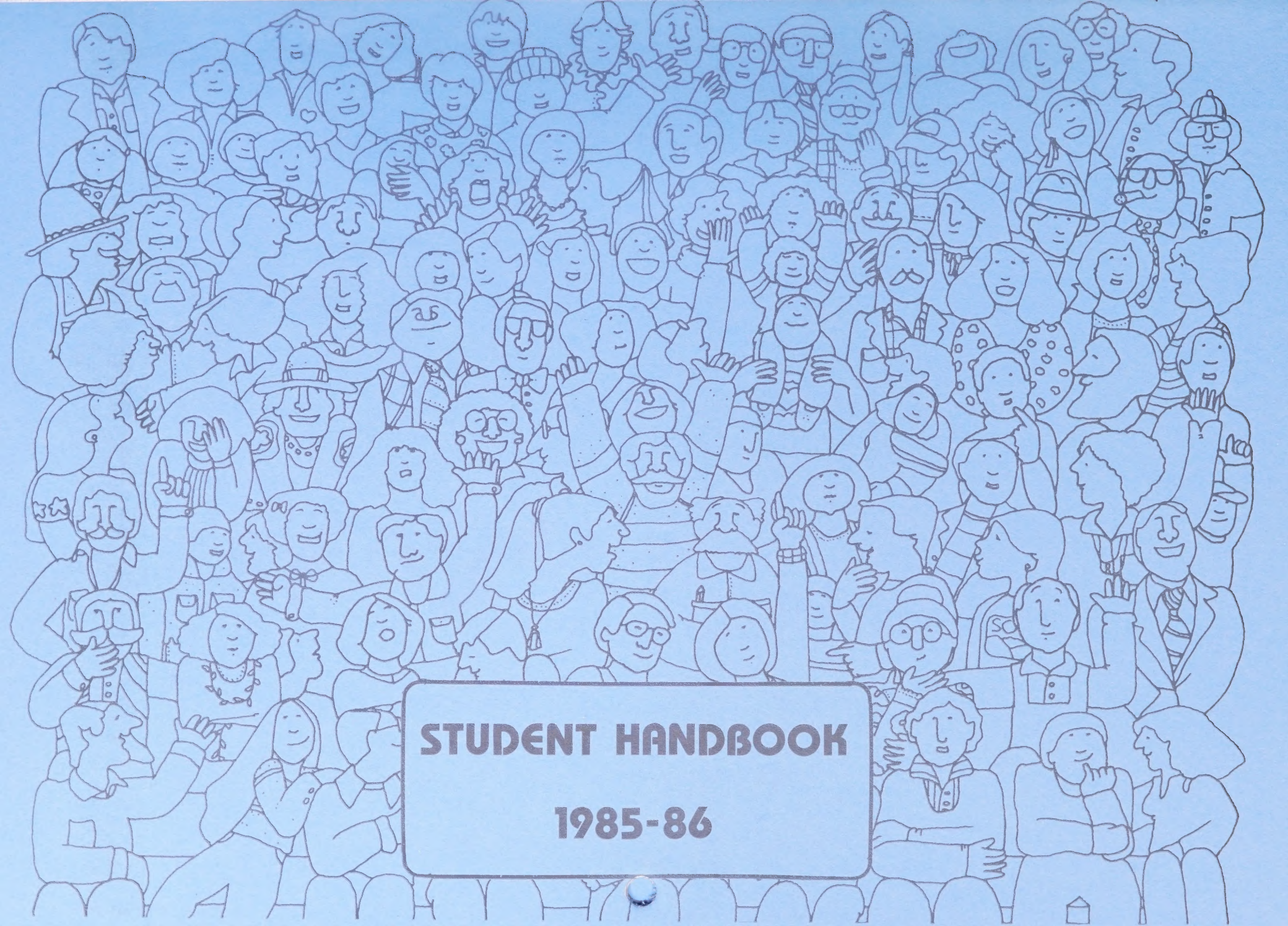


STUDENT HANDBOOK

1985-86

Welcome to Southwestern Technical College! We hope you will enjoy this calendar/handbook, and that it will answer most of the questions you might have about the College. We encourage you to use all the services offered at Southwestern Tech in order to make your educational experience here as fulfilling and rewarding as possible.

STUDENT SERVICES

Student Services provides a number of services. Counseling is available from several sources. At the Cherokee Center you can see Jan Carroll. On the Sylva campus see Steve Conlin, Drucilla Sharpe or Jean Magers. Parking permits and housing information are available through Student Services. The Student Services offices are located on the first floor of the Technical Building. If you need help while you're in school, chances are that Student Services is a good place to visit.

Richard Wilson is the Dean of Student Services. If you have questions regarding residency, student conduct, commencement, or parking, see Dean Wilson. He is responsible for student, social and academic problems as well as the entire Student Services Division.

Jean Ellen Magers is the Director of Admissions. Jean is responsible for your admission to the College. She will also be happy to help with career counseling, or if you want to change majors while attending Southwestern Tech, you will need to clear it through the Admissions Office. You will also need to let the Admissions Office know if you change your name or address. If you have questions concerning transfer credit, (from another college) see Jean.

David McClure is the Director of Records and Placement. David is responsible for all student records and job placement. That includes grades, questions about enrollment, adding and dropping classes and transcripts. If you need your transcripts sent to another college, go to the registrar's office. David's office also offers resume service, and he also has information concerning jobs.

Steve Conlin is Director of Counseling, Financial Aid and Student Activities. If you have personal problems, or problems with college, counseling is available to you through Steve's office. Career counseling is also available if you can't decide what you want to major in. Southwestern Tech also has a very active Student Government. If you want to get involved, see Steve.

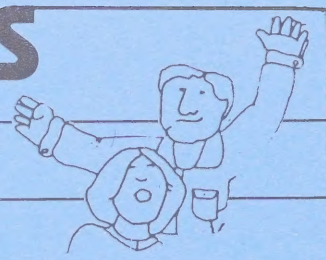
Reta Denton is Coordinator of Financial Aid. Many types of financial aid are available to you at Southwestern Tech. Reta is the person to see if you have questions or problems concerning financial aid, scholarships, or loans.

Jean Painter is Coordinator of Veteran's Affairs. If you are a veteran receiving benefits, keep in close contact with Jean Painter to insure that you are in compliance with the Veteran's Administration rules. Jean is also in charge of GED testing. If you don't have your high school diploma, or know someone who doesn't Jean Painter will be happy to help you.

STUDENT SERVICES OBJECTIVES

1. To recruit students into educational training programs that are commensurate with their interests and needs.
2. To provide a program of guidance and counseling which will meet the student's needs at the pre-entry level, while in training, and upon completion of training.
3. To coordinate and assist students in maintaining a Student Government Association that represents the interests of the student body.
4. To provide an adequate system of maintaining permanent student records which will insure accuracy, security, and confidentiality.

NOTES



SEPTEMBER 1985

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
1	2 LABOR DAY	3	4	5	6	7
8	9 STUDENT ORIENTATION Professional Development Day	10 PSO Day for Area High Schools	11 REGISTRATION	12 CLASSES BEGIN DROP-ADD BEGINS	13	14
15	16 ROSH HASHANAH	17 GED TESTING	18	19	20 DROP-ADD ENDS	21
22	23	24	25 YOM KIPPUR	26 Salute To Industry Convocation Opportunity Day Students	27	28
29	30					

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5. Coordinate the disposition of disciplinary matters.
6. To administer a program of financial assistance.
7. To advise and assist the Student Government Association in coordinating student activities which will provide for social and recreational fulfillment within the limits of the purpose of this institution.
8. To coordinate health services for students with the local hospitals, the local health departments, clinics, and other agencies.
9. To coordinate a program of student orientation.
10. To provide an efficient system for procuring V.A. benefits for students who are veterans of military service.
11. To provide a standardized testing program that meets the needs of students, faculty, and admissions.
12. To provide prospective students an efficient and accessible system for admission into the college.

COLLEGE SERVICES

The BOOKSTORE is open Monday through Friday from 9 until 12 and from 1 until 5, and each evening from 6 until 9. You'll be able to purchase the textbooks you need for your courses as well as other supplies you might need for college. The bookstore is where you will purchase your cap and gown for graduation. Classrings are also available.

The COLLEGE DINING ROOM is open for breakfast Monday through Friday at 7:45. The dining room serves lunch from 11 until 12:30 daily.

The STUDENT SUCCESS CENTER is designed for students who need assistance with math and English skills. It will help you to gain the basic knowledge you need before you plunge into college level courses. The center is open from 8 until 3 Monday through Friday and from 6 until 9 P.M. Monday through Thursday.

The JOB PLACEMENT OFFICE serves a very important function at Southwestern Tech. They maintain lists of current job openings in the area as well as the region. This service is available to students and graduates.

You can also get valuable information on resume writing and job interviewing in the Job Placement Office. They will print resumes for you to send to prospective employers.

The LEARNING RESOURCES CENTER houses about 23 thousand volumes and about 226 periodicals. The LRC is open from 8 A.M. until 9 P.M. Monday through Thursday and from 8 A.M. until 5 P.M. on Fridays. The LRC is a good place to study, to check out books for research in various classes, or your own reading pleasure. Most of your favorite magazines are also available in the LRC.

CONTINUING EDUCATION at Southwestern Tech offers classes in many non-credit categories. You might take courses in stained glass, basketweaving, or first aid. Continuing Ed class schedules are found in the TABLOID each quarter, or you can get more information by calling or stopping by the Continuing Ed offices located on the first floor of the Vocational Building. Continuing Ed also offers Adult Basic Education courses for adults who may not know how to read, or may not read as well as they would like. If you know people who would like to learn basic skills, they can call Sharon Ridley in the Continuing Ed Department at Southwestern Tech.

Southwestern Tech has two other centers where you can take classes. The Cherokee Center is located on the Acquoni Road near the Cherokee Boys Club. The Franklin Center is located on West Main Street in Franklin.

NOTES

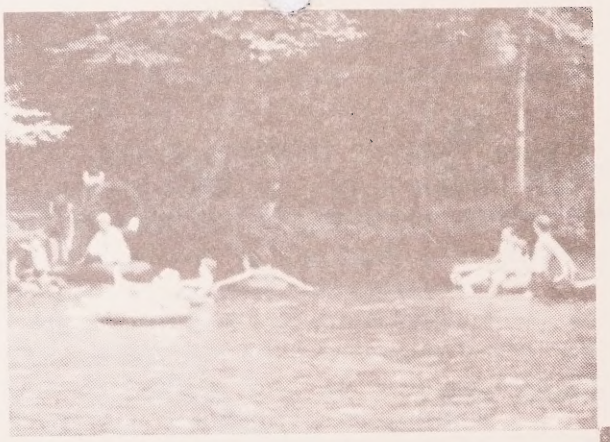
OCTOBER 1985

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
		1	2	3 PTK INITIATION 7:30 PM	4	5
6	7 GED TESTING	8	9	10 Fall Fling	11	12 COLUMBUS DAY
13	14 COLUMBUS DAY Observed	15	16	17 S.T.C. Board of Trustees Meeting	18	19
20	21 PRE-REGISTRATION BEGINS	22	23	24 UNITED NATIONS DAY	25	26
27	28	29 Career Day	30	31 HALLOWEEN		

STUDENT ACTIVITIES AT STC

STUDENT GOVERNMENT ASSOCIATION

Southwestern Technical College has a very active Student Government Association. You are encouraged to get involved while you are attending the College. The SGA is designed to promote the general welfare of the College and to promote communication between the student body, the faculty and the administration. The SGA sponsors dances, flings, and other activities. The SGA is also a good place to learn leadership skills that will be so valuable to you when you enter the workforce.



PHI THETA KAPPA

Phi Theta Kappa is the National Scholastic Honor Fraternity for Community and Junior Colleges. Southwestern Tech has an active chapter. To be considered for membership you must be enrolled, have a 3.5 QPR, have established academic excellence as judged by the faculty, be of good moral character, and have recognized leadership qualities. Phi Theta Kappa is a good place to make new friends and to develop new ideas and ideals.

You can enjoy a variety of activities at STC. Maybe as an SGA officer, at a Halloween costume dance, tubing, rollerskating or just talking with friends. Opportunities for fun and learning are waiting for you!

SPORTS

There are a number of intramural sports opportunities available for you in volleyball, basketball, and softball.

The gym on the second floor of the Services Building is a good place for basketball, ping-pong, and other athletic activities.

NOVEMBER 1985

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
					1	2
3	4	5 ELECTION DAY	6 Convocation Opportunity Night Students	7	8	9
	GED TESTING					
10	11 VETERANS DAY Convocation Opportunity Day Students	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27 FALL QUARTER ENDS PRE-REG[illegible]TION ENDS	28 THANKSGIVING DAY	29	30

GENERAL INFORMATION

ACCREDITATION

Southwestern Technical College operates under the North Carolina Department of Community Colleges. The College is accredited by the Southern Association of Colleges and Schools and by the North Carolina State Board of Community Colleges. The College is also approved and recognized by the North Carolina State Board of Registration for Professional Engineers and Land Surveyors, The North Carolina Board of Cosmetic Arts, and the State Board of Nursing.

COMPLIANCE

Southwestern Technical College operates in compliance with Title VI of the Civil Rights Act of 1964. No qualified person shall, on the grounds of race, color, national origin, age, sex or handicap, be excluded from participation in, be declined the benefits of, or be subjected to discrimination under any program or activity.

The College complies with Section 504 of the Rehabilitation Act of 1973 and makes every effort to insure that handicapped persons are recruited, admitted and have equal access to all services and facilities.

The College complies with Title IX of the Educational Amendments of 1972 in that no person shall be subjected to discrimination or excluded from participation in any program or activity on the basis of sex.

Southwestern Tech is an equal employment opportunity college.

ADVISORS

When you enroll at Southwestern Tech, you will be assigned an advisor. This advisor will help plan your academic program. It is important to make periodic appointments with your advisor to make sure that you are taking the courses you need to graduate.

PARKING INFORMATION

All vehicles operated on the campus must be registered. You may buy a parking sticker at registration. If you do not buy a sticker at registration, stickers are available at the Student Services Office. Parking stickers cost one dollar, and they need to be displayed on the rear bumper of your car.

You are expected to park in the designated parking areas from 7:30 A.M. until 3:00 P.M. and from 6:00 until 10:00 P.M. Students may park in lots A, B, C, or D.

Neither staff nor students should park in spaces designated as "Visitor Parking," or "Handicapped Parking." Parking is not permitted in loading zones or fire lanes.

Students or staff using designated Handicapped Parking spaces on campus are required to display one of the following on their vehicles:

a. North Carolina Handicapped license plate
b. Disabled Veteran's license plate
c. Vocational Rehabilitation Handicapped window placecard

Physically handicapped students and staff may be granted special parking privileges by applying to the Dean of Student Services.

Parking will not be permitted on any grassed areas.

If you violate the parking regulations, you will be given a ticket. There are two options for a ticket:

a. Pay the $5.00 fine (at the Business Office)
b. Appeal to the Student Court. Appeals must be made within ten days of the date you got the ticket.

Parking regulations are handled by the Dean of Student Services.

IN CASE OF FIRE

1. Turn off lights
2. Close windows and doors
3. Evacuate area immediately

NOTES

DECEMBER 1985

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
1	2 WINTER REGISTRATION	3 CLASSES BEGIN DROP-ADD BEGINS	4	5	6	7
8 HANUKKAH ✡	9 GED TESTING	10 GED TESTING	11	12 DROP-ADD ENDS	13	14
15	16	17	18	19 Christmas Dance 8:00-12:00 PM	20	21
22	23 CHRISTMAS RECESS BEGINS	24	25 CHRISTMAS DAY	26	27	28
29	30	31				

4. Remain at least 30 yards from the building
5. Stay clear of all driveways
6. Wait for a continuous ring of the bell to signal that danger is over, and it is safe to enter the building

EVACUATION ROUTES

Building Trades Center: Students will use the nearest exit

Learning Resources Center: Students will use the nearest exit

Services Building: Students will use the nearest exit

Technical Building: Students will use the nearest exit. The Computer Center has an outside exit

Vocational Building: Classes in Auto Mechanics, Machine Shop, and Law Enforcement have their own outside room exits. Other students in the Vocational Building should use the end door nearest their classroom.

ACCIDENTS & MEDICAL EMERGENCIES

If an accident occurs while you are attending Southwestern Tech

1. Report all accidents to the instructor in the class where the accident occured.
2. If you purchased insurance, claim forms are available in the Student Services Office.
3. Limited first aid is available.

First Aid kits are available in the following locations:

VOCATIONAL BUILDING: Automotive Mechanics, Electronics Office, Law Enforcement

TECHNICAL BUILDING: Business Department Office, Commercial Art, Vault

SERVICES BUILDING: Instructional Services, Dining Room

BUILDING TRADES CENTER: Faculty Offices, Welding Lab

MAINTENANCE SHOP: Supervisor's Office

LEARNING RESOURCES CENTER: Technical Processing Room

If a medical emergency occurs while you are attending Southwestern Tech

1. Contact Student Services immediately. Student Services will contact parents or nearest relative and provide transportation to the hospital.
2. If there is any question about moving the person a doctor or an ambulance will be called.
3. A person who has been injured should not be allowed to leave the campus unaccompanied in a motor vehicle.
4. The Jackson County Ambulance Service number is 586-2458 or 586-2459

Smoking, food, and beverages are prohibited in all classrooms, shops and laboratories for all students and staff. Smoking is permitted in areas designated. Food and beverages are permitted in the snack or lounge areas.

VETERANS

Veterans who enter the College under Chapter 31, Title 38, U.S. Code Vocational Rehabilitation for Disabled Veterans, and have the approval of the Veterans Administration will have their College fees paid directly to the College by the Government.

Veterans eligible for the G.I. Bill, Chapter 34, Title 38, U.S. Code effective June 1, 1966, must make application for their benefits. For information regarding eligibility or application forms, contact Jean Painter in the Veteran's Services Office. Transfer students on the G.I. Bill should complete VA Form 21E-1955, Request for Change of Program or Place of Training, prior to the time they plan to transfer.

Once the veteran is enrolled, classes must be attended regularly to continue receiving benefits.

NOTES

JANUARY 1986

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
			1 NEW YEAR'S DAY	2	3 CHRISTMAS RECESS ENDS	4
5	6	7	8	9	10	11
12	13	14	15 MARTIN LUTHER KING, JR'S BIRTHDAY Rollerskating 11:00-4:00	16 S.T.C. Board of Trustees Meeting	17	18
19	20	21	22	23 REGISTRATION BEGINS Orientation - Opportunity Night Students	24	25
26	27	28	29	30	31	

Veterans enrolled in Vocational programs are responsible for furnishing the VA Office with an accurate attendance report signed by all instructors. This report must be turned in no later than the fifth class day of the month for the preceding month. Blank forms are available in the VA Office.

Full-time veterans are allowed approximately thirty absences per calendar year. This rate is broken down for veterans attending less than five days per week. Days of quarter break on which the student's classes would normally meet are counted as absences.

The vocational veteran will receive an absence card once a quarter usually along with a check from the VA. The student should sign this card and turn it in to the VA Office within five days after receiving it.

The VA Office also handles the North Carolina Department of Administration scholarships awarded to veterans and their dependents.

Children of disabled or deceased veterans may be eligible for benefits. Inquire at the VA Office.

STUDENT LOUNGES

There are refreshment areas in each building equipped with a variety of vending machines. The first floor of the Services Building contains a student lounge with a T.V., game tables, video games, and vending machines. In addition, the Student Government Association has a variety of games which may be checked out at the switchboard.

TELEPHONES

You will not be called out of class to receive personal telephone calls. In an emergency, a message will be taken for you and every effort will be made to reach you. Telephones are available in the Technical Building and in the Vocational Building for personal calls. You will not be allowed to use the office telephones except in an emergency.

HOUSING

Since Southwestern Tech is designed primarily to serve students within commuting distance, there are no dormitory or housing facilities on campus. However, the Student Services Department will assist students in locating housing.

STUDENT ID'S

Student ID's will be made at registration. The cost is $1.00. If you cannot get your ID made at registration, a make-up day for ID's will be announced over the public address system.

ACADEMIC INFORMATION

Southwestern Technical College offers several educational options. The College offers an Associate of Applied Science degree in the name of the State Board of Community Colleges when you complete a Technical Curriculum. This is generally a two year program.

The College offers a diploma in the name of the Southwestern Technical College Board of Trustees for any vocational level curriculum four or more quarters in length and a certificate for a curriculum less than four quarters in length.

GRADING INFORMATION

Official grades are issued at the end of each quarter. Your grade report will be sent to you in the mail. Curriculum courses will be graded by the letter grade system and assigned a quality point ratio (QPR) for each quarter. The QPR is determined by dividing the total number of credit hours attempted. A QPR of 2.00 is required for graduation. Transfer credits are not included in the QPR computation. The grading system is defined below.

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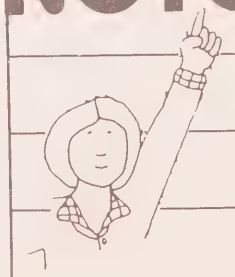


FEBRUARY 1986

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
						1
2	3	4	5	6	7	8
9	10	11	12 LINCOLN'S BIRTHDAY	13	14 VALENTINE'S DAY	15 N.A.C.A. National Convention
16	17 WASHINGTON'S BIRTHDAY	18	19 N.A.C.A. National Convention	20	21	22 WASHINGTON'S BIRTHDAY
23	24	25	26	27	28	

GRADE	DEFINITION	QUALITY POINTS PER QTR. HR.
A (93-100)	The student has, in a superior way, met the objectives established for the course.	4
B (85-92)	The student has more than adequately met the objectives established for the course.	3
C (77-84)	The student has adequately met the objectives established for the course.	2
D (70-76)	The student has minimally met the objectives established for the course.	1
F (Below 70)	The student has failed to meet the objectives.	0
I	An "I", or Incomplete, indicates that a student has been doing acceptable work in the course but has not completed all required work. A minimum of 80% of course requirements must have been completed for the student to be eligible for an I contract. Less than this would automatically result in an F. It is the student's responsibility to have this deficiency removed in two weeks. When in the judgement of the instructor a student is not making a reasonable effort to remove the incomplete, the grade will automatically be changed to an F.	0
N	Given for courses below 100 level. This symbol does not count as hours attempted or as hours earned.	0
AU	Audit. This symbol does not count as hours earned.	0
W	The student withdrew during the first four weeks of the quarter. This symbol does not count as hours attempted or as hours earned (Given at any time for extenuating circumstances as determined by the Dean of Instruction.)	0
WP	The student withdrew after the fourth week or its equivalent while doing satisfactory work. This symbol does not count has hours attempted or as hours earned.	0
WF	The student withdrew after the fourth week or its equivalent while doing unsatisfactory work. Also to be used for students who fail to withdraw but do not attend class. This symbol counts as hours attempted but not as hours earned.	0
S	Credit by exam. The student received credit for course through proficiency examination. This symbol counts as hours earned but not has hours attempted. Not more than one-half of the required credit for a degree or a diploma may be earned through a "Credit by Exam" unless otherwise approved by the Dean of Instruction.	0
P	Passing. Awarded upon successful completion of a Continuing Education Course, where CEU credit is involved, an 80% attendance requirement pertains.	

STEPS FOR GRADE APPEAL

If you receive a grade while attending Southwestern Technical College that you feel is unfair, you may appeal the grade. This procedure outlines the steps to appeal a grade.

Step 1. Appeal the grade to the instructor who gave you the grade.

If the problem still is not resolved —

Step 2. Appeal the grade to the Department Chairperson and the appropriate Assistant Dean.

If you still are not satisfied —

Step 3. Appeal the grade to the Dean of Instructional Services. The decision of the Dean of Instructional Services is final.

ACADEMIC PROBATION AND SUSPENSION

Probation: A student performing below the minimum satisfactory level as determined by the schedule detailed below will automatically be placed on academic probation status for the following quarter.

Suspension: A student, at the end of the academic probation quarter with a cumulative QPR below the minimum satisfactory level as shown in the schedule below will automatically be suspended for one quarter. Upon re-enrollment the student will be placed on academic probation until the minimum cumulative QPR level is attained or the student is suspended.

Exception: A student who acquires a quarterly QPR of 2.5 or higher during a probationary quarter and still has a cumulative QPR below

NOTES

MARCH 1986

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
						1
2	3 WINTER QUARTER ENDS	4	5	6	7	8
9	10 SPRING REGISTRATION	11 DROP-ADD BEGINS	12	13	14	15
16	17 ST. PATRICK'S DAY	18	19 Talent Show	20 DROP-ADD ENDS	21	22
23 30	24 31	25	26	27	28 GOOD FRIDAY EASTER BREAK BEGINS	29

the minimum satisfactory level as shown in the schedule below may not be suspended.

THE CUMULATIVE QPR SCHEDULE:

Cumulative Qtr. Hours Attempted	QPR Satisfactory Level
26 - 40	1.75
41 - 60	2.00
61 - 85	2.00
85 - 95	2.00
96 - More	2.00

ACADEMIC HONORS

Southwestern Tech offers various honors if you excel academically. The requirements for the President's List are as follows:

1. Only full time students are considered. (A full time student is defined as a student enrolled in a curriculum program, carrying a minimum of 12 quarter hours.)
2. The student is to have a minimum quarterly 3.85 to qualify for the quarter under consideration.
3. I, F, and WF grades will automatically eliminate a student from this list for that particular quarter. Credit for a course by examination or transfer does not affect eligibility.

DEAN'S LIST

To qualify for the Dean's List a student needs to meet the following requirements:

1. Only full time students are considered. (A full time student is defined as a student enrolled in a curriculum program carrying a minimum of 12 quarter hours.)
2. The student is to have a minimum 3.5 quality point ratio to qualify for the quarter under consideration.
3. I, F, and WF grades will automatically eliminate a student from this list for that particular quarter. Credit for a course by examination or transfer does not affect eligibility.

GRADUATING WITH HONORS

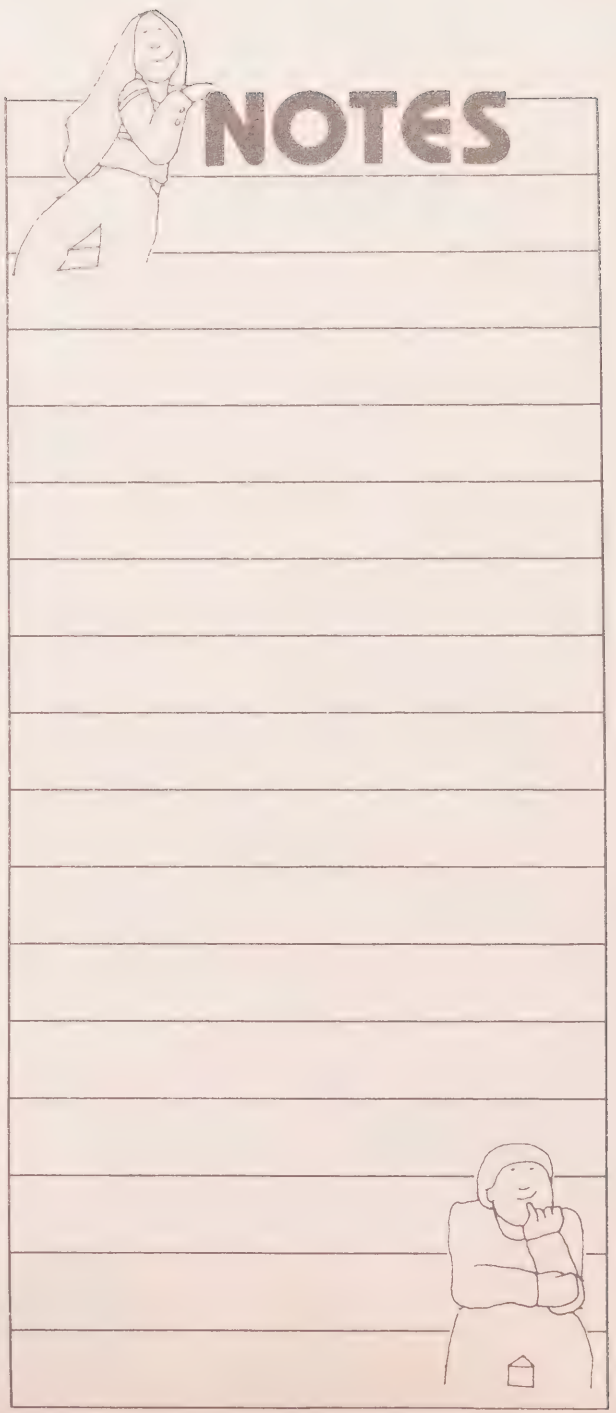
1. During the final week of the spring and summer quarters, the Director of Records and Placement will rank the candidates for Associate Degrees or Diplomas according to their cumulative quality point ratio for the previous quarters of work.
2. The candidate with the highest cumulative QPR will graduate summa cum laude.
3. The candidate with the second highest cumulative QPR will graduate magna cum laude.
4. The next ten candidates in the ranking will be graduated cum laude. No candidate with a cumulative QPR less than 3.85 shall be considered.
5. If there is a tie in any of the categories, the candidates will share in the honors.
6. When the Director of Records and Placement has made the selections, he will contact the instructors of those selected to see if the candidate is maintaining the same quality of work during the last quarter as in all the previous quarters.
7. Candidates who are failing or doing poor work in the final quarter will be excluded from the list when the instructor sends written notice to the Director of Records and Placement.
8. When a candidate is removed another will be placed in the ranking if there are remaining candidates with 3.85 QPR or higher.

ANNUAL HONORS BANQUET

If you make the President's List, the Dean's List, or any combination of either for both fall and winter quarters, you will be invited to the Annual Honors Banquet that is held every spring quarter.

WHAT IS A QUALITY POINT RATIO?

The quality point ratio is a way of calculating



APRIL 1986

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
		1	2	3	4	5
6	7	8 Academic Olympics GED TESTING	9 Convocation Opportunity Night Students	10	11	12
13	14	15	16	17 Convocation Opportunity Day Students S.T.C. Board of Trustees Meeting	18	19
20	21 PRE-REGISTRATION/TESTING	22	23	24 PASSOVER	25	26
27	28	29	30			

your grade point average. It is done by dividing your total quality points per quarter hour by total credit hours attempted. A certain number of quality points are assigned to each grade. The number of points are listed in the grade explanation.

WHAT ABOUT REPEATING A COURSE IF I DO NOT LIKE MY GRADE?

If you want to repeat a course while you are attending Southwestern Technical College because you have failed it or made a low grade you may do so. The first course (both grade and hours) will appear on your transcript, but it will not be included in your cumulative grade point ratio.

TRANSFER OF EARNED CREDIT BETWEEN PROGRAMS WITHIN THE COLLEGE

When a student transfers from one curriculum to another, the courses previously taken that are applicable to the new program will be recognized as grades and hours earned toward the appropriate degree, diploma or certificate will be calculated in the cumulative QPR for the program.

TRANSFER OF EARNED CREDIT BETWEEN INSTITUTIONS

Applicants for day and night classes, either full-time or part-time, who have attended other colleges, universities, or technical institutes, are responsible for having a transcript from each institution submitted directly to the Admissions Office. All courses in which passing grades were received are customarily accepted if they are applicable to the program selected at this college and if they were earned at an accredited college or university, at an institution within the North Carolina Community College System, or at an institution approved by the Dean of Instruction.

Credits transferred to STC from another institution will be recognized as hours toward the appropriate degree, diploma, or certificate but will not be calculated toward the cumulative QPR for that program.

Recipients of V.A. benefits must submit official copies of all post secondary education transcripts before they can receive V.A. benefits. Veterans are also urged to submit transcripts of any educational work completed through the armed services. Recipients of V.A. benefits will not receive such benefits if these transcripts are not submitted.

WHAT ABOUT WITHDRAWING FROM THE COLLEGE?

If you want to withdraw from the College you must see you advisor who will help fill out a Registration Change Notice. You will need to get initials from the instructors from whose classes you are withdrawing. You will then need to get signatures from the Financial Aid Office, the Library, and the Veteran's Office. Bring your completed Registration Change Notice to the Records and Placement Office for processing.

An Official Withdrawal entitles you to a W, WP, or WF grade.

ADMINISTRATIVE WITHDRAWAL

It is important to officially withdraw from the College. If you do not, and you miss ten consecutive class days without notifying your instructors, the instructors must fill out a Registration Change Notice (withdrawal form) on you. If this happens you will not be eligible for a W, WP, or WF grade. You will receive a failing grade.

COMMENCEMENT PROCEDURE

Between the first and the 35th class day of the quarter you think you are going to graduate, you must make application for graduation.

NOTES

MAY 1986

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
				1	2	3
4	5	6 GED TESTING	7	8	9	10
11 MOTHER'S DAY	12	13	14	15 Spring Fling 11:00-4:00	16	17 ARMED FORCES DAY
18	19	20	21	22	23	24
25	26 MEMORIAL DAY	27	28	29 SPRING QUARTER ENDS COMMENCEMENT PRE-REGISTRATION ENDS	30 MEMORIAL DAY	31

Steps for application are listed below.

1. Get an application for commencement (graduation) at the Records and Placement Office.
2. Complete the candidate's section of the application.
3. Pay commencement fee and any other debts you might owe to the College. Pay commencement fees at the Bookstore. Pay any other debts at the Business Office.
4. Take commencement fee receipt to the Secretary to the Dean of Student Services, so your degree, diploma, or certificate can be ordered.
5. Take application to your advisor.

*If you are a student at the Cherokee Center or the Franklin Center, you may get an application for commencement from the Director of the Center and pay your fees there.

You are required to participate in commencement in order to receive your degree, diploma, or certificate.

You must maintain an overall average of "C" in order to graduate. A "C" average is a 2.0 on a 4.0 quality point system.

FINANCIAL INFORMATION

COST OF ATTENDANCE

Tuition per quarter - NC Resident:

Full-time student	$51.00
Part-time (per quarter hour)	$ 4.25
Activity Fee (per quarter)	
12 credit hours	$ 4.00
9 - 11 credit hours	$ 3.00
6 - 8 credit hours	$ 2.00
1 - 5 credit hours	$ 1.00

Tuition per quarter - Non-Resident:

Full-time student	$255.00
Part-time (per quarter hour)	$21.25

Other Expenses

Accident Insurance (optional)	$ 7.25
Parking Decal (per year)	$ 1.00
I.D. Card (Full-time students) (optional for part-time)	$ 1.00

Supplies and Books are another expense. The cost varies per program, and the cost is your responsibility.

In addition to the actual cost of going to college, there will, of course, be other living expenses. You will need to provide for meals and transportation, and if you do not live at home, room and board.

OBLIGATION TOWARD TUITION AND FEES

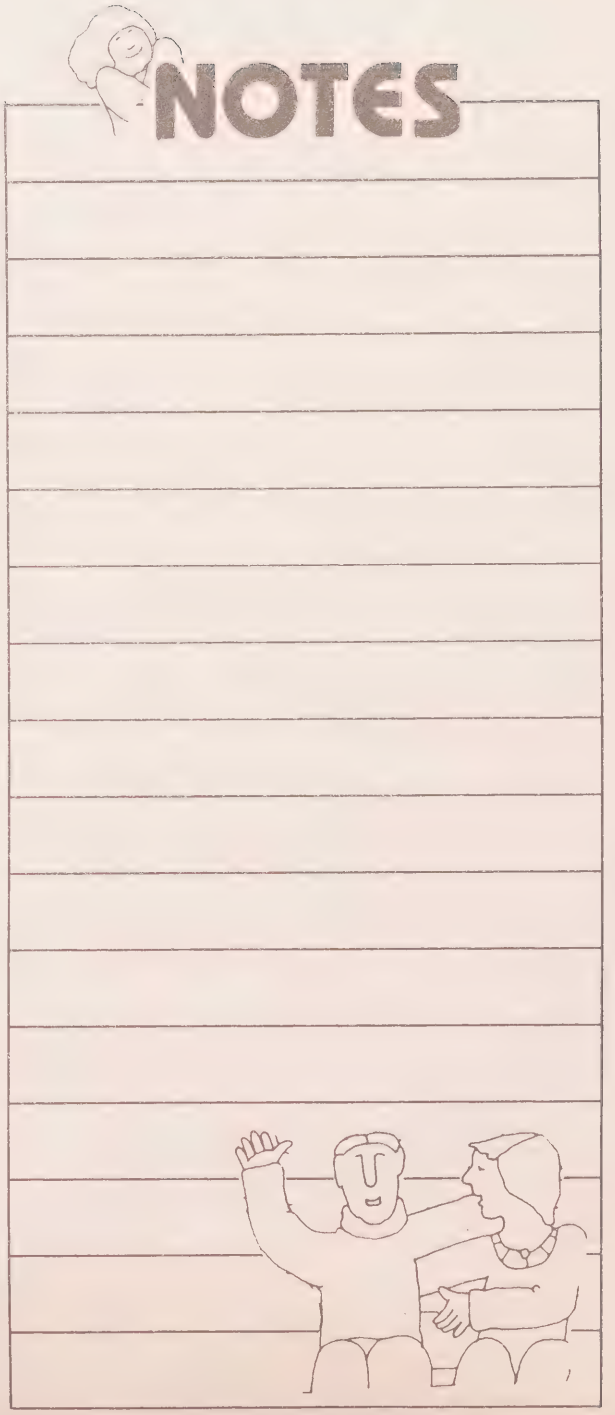
Tuition and fees are due and payable at the time of registration. You will not be permitted to register for a new quarter or graduate if you owe the College any money. An exception may be made to this rule only if payment of the debt has been guaranteed in writing by a financially responsible person or organization.

If you have special difficulties, arrangements might be made with the Business Manager.

If you complete registration and withdraw before paying your fees and tuition, STC will make three attempts during the current year by letter or phone to collect your debt. If these efforts are not successful, Southwestern Technical College will turn your account over to the Attorney General's Office for disposition.

Remember, you will not be granted a degree, diploma, or certificate, nor will you be granted course credit, nor will your transcript be released until all financial obligations to the College, other than student loans, have been paid.

All previously incurred expenses and accounts, including library fines, must be paid before you can re-enter at the beginning of any quarter.



JUNE 1986

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
1	2	3	4	5	6	7
8	9	10	11	12	13	14 FLAG DAY
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

REFUND POLICY

Tuition refunds will not be made unless you are, in the judgement of the College, compelled to withdraw for unavoidable reasons. In such cases, two-thirds of your tuition may be refunded if you officially withdraw within 10 calendar days after the first day of classes. Tuition refunds will not be considered after that time. Tuition refunds will not be considered for tuitions of five dollars ($5.00) or less unless a course or program fails to materialize.

FINANCIAL AID REPAYMENT POLICY

If you are receiving financial aid and you withdraw from the College, you are responsible for repaying any overpayment which may result. Overpayment letters will be written to let you know how much the overpayment is.

STUDENT, DISCIPLINE, JUDICIAL AND APPEALS INFORMATION

GRIEVANCE PROCEDURE

Students having complaints which cannot readily be resolved through normal channels may bring their complaint to the Dean of Student Services.

If the Dean of Student Services cannot satisfactorily resolve the complaint, the student may request that the matter be referred to the College Student Services Committee, a committee made up of trustees, faculty, administrators and students. The chairperson will convene the committee. The committee will hear the complaint and make recommendations for a solution to the College President.

The decision of the College President shall be final.

AUTHORITY: Authority for the Student Judicial System is derived from the Board of Trustees which operates under general supervision of the North Carolina Department of Community Colleges.

CONDUCT: Each Southwestern Technical College student is expected to conduct himself in such a manner as to uphold, not detract from the good name of the College and fellow students by full recognition of his responsibilities under the law, and the moral and social standards of the community, state, and nation. The Constitution and laws of the State of North Carolina confer on the Governing Board of the Department of Community Colleges legal authority to regulate student life, guided by constitutional standards. In exercising this authority, the College is also guided by considerations of educational policy. All students and student organizations are subject to the rules and regulations of the College. The President and/or his delegated official may counsel, admonish, suspend, expel, or otherwise appropriately discipline any student for violating regulations and standards of the College. While students have the rights and obligations of citizens, admission to the College is a privileged status and involves special, additional obligations to the College community. The College, within the authority vested by law in the North Carolina Community College's Board of Trustees, has the obligation to determine the standards of conduct appropriate for those who become its members. Neither individual students nor organized student groups may act on behalf of, or speak for, or in the name of Southwestern Technical College.

Southwestern Technical College students, as members of the academic community, shall exercise due regard for law and the rights of others. Circumstances which may lead to disciplinary action, including dismissal from the College, are:

1. Serious infractions of the law duly established by evidence or as determined by legal enforcement agencies of the city, county, state, and

NOTES

JULY 1986

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
		1	2	3	4 INDEPENDENCE DAY INDEPENDENCE DAY BREAK BEGINS	5
6	7	8	9	10	11 INDEPENDENCE DAY BREAK ENDS	12
13	14	15	16 PRE-REGISTRATION BEGINS	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

2. Endangering or threatening the life or physical safety of others or self.
3. Action, individual or group, involving destruction of property, endangering life, or disturbing the orderly and necessary peaceful processes of the College.
4. Sexual immorality as defined by the General Statutes of North Carolina.
5. Failure to meet just financial obligations to the College.
6. Violation of the College regulations, federal, state, and local laws regarding the use of firearms, drugs, or intoxicants. The possession or use of intoxicants, or drugs, is prohibited on College property and at functions sponsored by College organizations.

Students shall be responsible for the knowledge of the College rules and regulations as set forth in the College Student Handbook.

JUDICIAL SYSTEM: The Dean of Student Services is charged with the responsibility of enforcing the college code of student conduct. In each case of social misconduct brought to the attention of the Director of Student Services, the Director shall make a determination as to the seriousness of the offense and shall rule on referral to the student Judicial System as he/she deem appropriate.

STUDENTS RIGHTS AND DUE PROCESS PROCEDURE: The Board of Trustees, Administration, and Faculty recognize the right of a Southwestern Technical College student, as an adult member of society and as a citizen of the United States of America, to the constitutionally guaranteed freedoms of speech, assembly, and peaceful association which shall be diligently protected. Southwestern Technical College will, indeed, guard these rights in behalf of all persons associated with the institution and will not tolerate contrary actions by any other individual or group. If disciplinary action against a Southwestern Technical College student is initiated he is guaranteed a speedy and fair hearing before the appropriate college official and/or committee. Certain decisions of officials and/or committees charged with disciplinary responsibilities may be appealed through the appropriate process and channeled to the president of the College.

PROCEDURES FOR STUDENT DUE PROCESS ARE:

A. Hearing - The Dean of Student Services personally informs the student(s) of the nature of the charge against him/her, the name of the Person(s) making the charge, and the evidence which supports the charge(s). The Dean of Student Services shall investigate the charge(s) and circumstances and is authorized to make a decision and to take appropriate disciplinary action. However, the student(s) is entitled to appeal the decision if the student(s) considers the sanction to be unreasonable or inappropriate. In matters referred to the Student Court, the Dean of Student Services will notify the Chief Justice in writing, giving the name of the student(s), the nature of the charge against him/her, the name of the person(s) making the charge, and the evidence which supports the charge(s). The Chief Justice shall schedule the Court within five (5) days and shall notify the parties involved of the date, location, and the time the Court will convene. Copies of proceedings from the actions shall be sent to the Dean of Student Services and placed in the Student Court Proceedings Book by the Chief Justice.

B. APPEALS:
   1. SANCTION BY DIRECTOR OF STUDENT SERVICES
      Submission of a written statement within five (5) days to the Dean of Student Services by the student(s) wishing to appeal the Dean of Student Services decision indicating the name of student(s), the nature of alleged misconduct, and the decisions rendered by the Dean of Student Services, the date and signature of the person making the request.
   2. SANCTION BY DEAN OF STUDENT COURT
      Same procedures as in number B-1, with the exception that the written statement is sent to the Dean of Student Services who will hear the appeal.

C. COMMITTEE HEARING
   1. Calling the Student Services Committee meet-

NOTES

AUGUST 1986

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
					1	2
3	4	5	6	7	8	9
	GED TESTING					
10	11	12	13	14	15	16
17	18	19	20	21	22	23
		SUMMER QUARTER ENDS COMMENCEMENT PRE-REGISTRATION ENDS				
24 / 31	25	26	27	28	29	30

ing for hearing by the Committee Chairman with ten (10) days

2. Committee Chairman informs involved student(s) in writing, of reasons for such hearing, nature of charge against him/her, the name of persons making the charge, circumstances or acts which support the bringing of charge, name of the body which will hold the hearing, and the date, time and place of hearing.
3. Hearing by Committee with involved student(s) present, if they so desire.
4. A complete admission of guilt at the hearing before the Committee will require no further proceeding except that the student shall be offered the opportunity to present any evidence of character, scholarship or previous record of good conduct bearing only upon the extent of the penalty to be determined.

D. DEAN OF STUDENT SERVICES HEARING

1. The Dean of Student Services arranges for a hearing within ten (10) days after receiving written notice of appeal and notifies the student(s) involved.
2. The Hearing will be conducted according to steps in items one (1) through four (4) in item C above with the exception that it will be conducted by the Dean of Student Services.

E. FINAL DETERMINATION

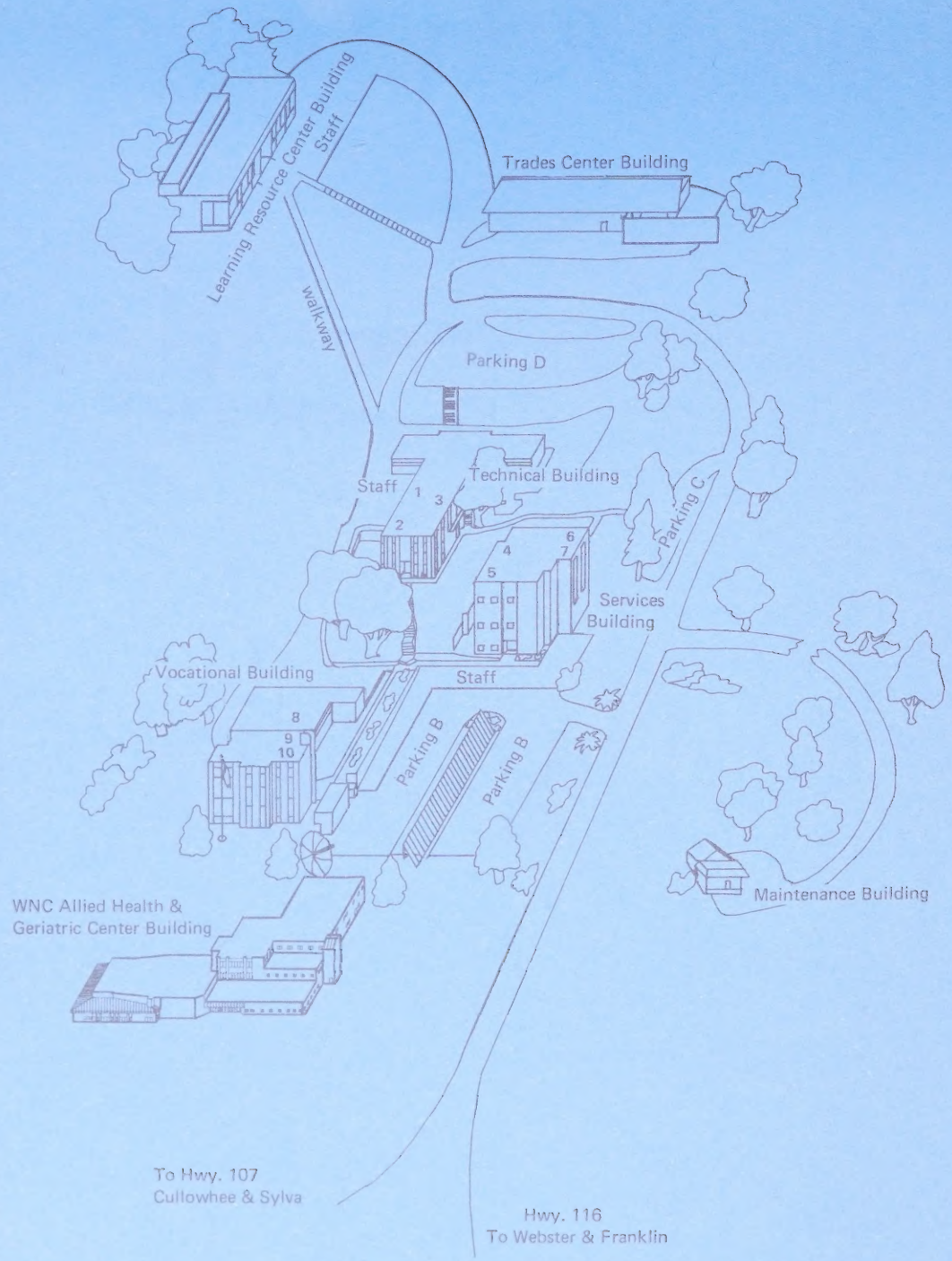
1. Committee Chairman informs the Dean of Student Services and President and involved student(s) in writing, of Committee's recommended action. The report shall be signed by all voting Committee members and any member may append in the report his/her dissent or non-concurrence with the majority. Reports from Student Court appellate hearings are signed by the Dean of Student Services and sent to the President.
2. The College President shall approve, disapprove, or modify the Committee recommendation or the Dean of Student Services' recommendation within ten (10) days and inform all parties of the decision. The Dean of Student Services shall take the necessary and appropriate action and shall inform the student of such action in writing.

CONTACT TO INITIATE DUE PROCESS PROCEDURES: Chairman of the Student Services Committee.

Students enjoy musical entertainment over lunch.

Commencement! Last minute preparations for the highlight of your academic experience at Southwestern Technical College.

CAMPUS MAP



1. Bookstore (1st Floor)
2. Admissions Office (1st Floor)
3. Placement and Records (1st Floor)
4. Business Office (3rd Floor)
5. Instructional Administration (Deans) (3rd Floor)
6. Auditorium (2nd Floor)
7. Dining Room (1st Floor)
8. Continuing Education (1st Floor)
9. Personnel Office (1st Floor)
10. Presidents Office (1st Floor)

SOUTHWESTERN TECHNICAL COLLEGE

CREDITS

The Calendar/Handbook is a publication of the Student Services Division

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Dates & times of events are subject to change, without notice

SOUTHWESTERN TECHNICAL COLLEGE