

Bevill State Community College

Student Handbook

2004-2005

The Student Handbook is prepared under the supervision of the Associate Dean for Student Services. The purpose of this publication is to assist all students in becoming acquainted with Bevill State Community College. It is designed to orient all students to the College's functions, organizations, policies, and regulations. Each student is held responsible for information contained in this handbook and in the College Catalog.

The Handbook does not contain all the standards or regulations of the College. Students should be familiar with information provided by organizations on campus and the academic departments. The College Catalog is the official announcement of program requirements and academic regulations of Bevill State Community College.

The information provided in this Handbook is accurate and current; however, changes may occur. The College reserves the right to make changes in regulations, policies, procedures and other matters as necessary without prior notice.

It is the policy of the Alabama State Board of Education and Bevill State Community College, a postsecondary institution under its control, that no person shall, on the grounds of race, color, disability, sex, religion, creed, national origin, or age, be excluded from participation in, be denied the benefit of, or be subjected to discrimination under any program, activity, or employment. Anyone who has a disability that might require special materials, services, or assistance, should contact Sam Sullivan (Fayette Campus), Sara Franks (Hamilton Campus), Robeana Green (Jasper Campus), or Suzanne Light (Sumiton Campus), at least 48 hours in advance. For TDD users in Alabama, the Alabama Relay Center is available by calling (800) 548-2546. All materials related to compliance with the Americans with Disabilities Act and Section 504 are maintained by the College coordinator, Suzanne Bush.

Jasper Campus - Irma D. Nicholson Library

For more information: (205) 387-0511 ext. 5748

Monday - Thursday 7:30 a.m. - 8:30 p.m.

Friday 7:30 a.m. - 3:30 p.m.

Sumiton Campus - First floor of Building 1200

For more information: (205) 648-3271 ext. 5241

Monday - Thursday 7:30 a.m. - 8:30 p.m.

Friday 7:30 a.m. - 3:30 p.m.

Times are subject to change.

LOST AND FOUND

Inquiries about lost articles should be made in the Office of Student Services. Because the College is not responsible for students' personal property, books and supplies should be locked in a safe place when not in use. An identifying name or mark should be placed on all books and other personal property.

PARKING AND TRAFFIC REGULATIONS

All faculty, staff, or students (full or part-time) having a motor vehicle or the use of one on campus must register it with the Campus Business Office. Students attending continuing education classes must see the instructor to obtain a special parking pass. Vehicles can be registered by submitting a *Vehicle Registration Card* to the campus business office. *The Vehicle Registration Card* may be obtained in either the Campus Business Office or the Student Services Office. The Campus Business Office will issue two types of parking hangtags: (1) Faculty/Staff and (2) Student. The fee for a student hangtag is \$10.00 and is payable at the time the student registers. Hangtags are to be hung from your inside rearview mirror. It is the student's responsibility to keep the hangtag available for use in the vehicle you park on campus. The hangtag is designed to move from vehicle to vehicle. If you lose your hangtag or if it is stolen, you must purchase a replacement hangtag. The replacement fee for students and faculty/staff is \$10.00. Parking permits will be valid for the academic year beginning with the fall semester. An academic year consists of fall, spring, and summer semesters. Parking permit fees will not be prorated during the academic year. A student to whom the hangtag has been issued will be held responsible for any violation in which the vehicle is involved. In the event of mechanical failure of a vehicle, the owner/driver will be responsible for its removal as soon as available services will permit. The Campus Associate Dean's Office should be advised of its location. In an effort to maintain a safe and orderly campus, the College requires all drivers to park only in designated parking areas. Drivers not adhering to parking regulations will be ticketed. Citations will be issued for the following offenses:

1. No hangtag;
2. Parking in disabled space;
3. Parking in staff parking space;
4. Parking in loading zone;
5. Parking in fire lane;
6. Blocking fire hydrant;
7. Parking in a no-parking area (sidewalks, streets, campus lawn);
8. Parking over the line (taking more than one parking space);
9. Blocking through traffic;

contact the Campus Associate Dean's office. Additionally, violations such as parking in disabled parking space, parking in a loading zone, parking in fire lane, blocking a fire hydrant, and parking in a no-parking area may result in the vehicle being towed at the owner's expense. In case of vehicle towing, immediately contact the Campus Associate Dean's office. The Campus Associate Dean's office reserves the right to cancel the registration of any vehicle on campus. Citations not cleared at the Campus Business Office will be posted to the student's account, which **must** be cleared before he or she will be allowed to register for future classes. **Bevill State Community College assumes no responsibility for damage to any vehicle brought to campus or any vehicle towed due to violations of policy.**

NOTE: In addition to Bevill State parking and traffic regulations and policies, the 1975 Code of Alabama including provisions of Title 32 will be enforced.

SMOKING/TOBACCO POLICY

The use of tobacco products (smoking, chewing, dipping) is strictly prohibited in any College-owned or College-controlled facility or vehicle, including residence halls/dorms and on athletic trips. Smoking poses a significant health risk to both smokers and non-smokers. In addition, smoking can damage sensitive technical equipment and can be a safety hazard. Second-hand smoke can be annoying and is hazardous to non-smokers. The Office of Student Services should be contacted for information regarding the designated smoking areas located on the campus. Anyone interested in a program to stop the use of tobacco or tobacco products may contact the Director of Student Services on any campus.

STUDENT CENTERS

Student centers are provided on the Fayette, Hamilton, Jasper, and Sumiton campuses for the convenience of students. The centers are designed for student use; therefore, ID cards will be checked.

STUDENT SUPPORT SERVICES

(Fayette and Hamilton Campuses)

The federally funded Student Support Services program provides support and assistance in addressing academic deficiencies for students who meet eligibility criteria. The program provides support services including financial aid counseling, mentoring, tutoring, academic advising, and computerized instruction. To receive these services, students must meet eligibility criteria.

For more information on Student Support Services, contact Dr. Thomas Ware (Fayette Campus) or Judy Barnes (Hamilton Campus).

NOTE: Similar services are available on the Jasper Campus and the Sumiton Campus through the Office of Student Services.

TELEPHONE

Pay telephone stations are located throughout College facilities for the convenience of all students. Office telephones are reserved for official business *only* and are to be used by students *only* in emergency situations. The College will accept only emergency messages for students such as family illness, accident, or death. In