

educational interest if the official has a need-to-know information from your educational record in order to fulfill his or her official responsibilities. Northeast Alabama Community College may release a student's educational records without his or her approval as follows:

- To NACC faculty and staff with legitimate educational interests
- To representatives of agencies under contract with NACC
- To certain federal and state educational authorities for purposes of enforcing legal requirements in federally supported educational programs
- To persons involved in granting financial aid for which the student has applied
- To testing, research, and accrediting organizations
- In compliance with a court order or lawfully issued subpoena
- In very narrowly defined emergencies affecting the health and safety of the student

In addition, Directory Information, which is defined by FERPA as information contained in an education record that would not generally be considered harmful or an invasion of privacy if disclosed, can be disclosed to outside organizations or agencies upon request unless the student specifies otherwise. Directory information may include the following:

- Name
 - Home address
 - Email address
 - Telephone Number
 - Date and place of birth
 - Major field of study
 - Enrollment status (e.g. full-time or part-time)
 - Withdrawal status
 - Honors, degrees, and awards received
 - Participation in and personal statistics associated with officially recognized activities and sports
 - Photograph
 - Most recent educational institution attended
 - Dates of attendance – The term "dates of attendance" refers to general periods of time, such as an academic year or a specific semester. It does not include specific daily records of a student's attendance, which may not be disclosed without consent under FERPA.
4. The right to file a complaint with the U.S. Department of Education concerning alleged failure by NACC to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202

Students at NACC have the right to withhold the release of directory information. To do so, you must contact the Admissions Office to place a "No Release" on your record. Please note an important detail regarding placing a "No Release" on your record: NACC received many inquiries for directory information from a variety of sources outside the institution, including prospective employers, the news media and honor societies, parents, and relatives. Having a "No Release" on your record will preclude release of such information, even to those people.

Any additional questions concerning FERPA should be referred to the registrar's office.

REGISTRATION

The Admissions Office assigns each student to an academic advisor according to the student's college major program. Each semester, the academic advisor assists the student in preparing a class

schedule that is appropriate to the student's major, monitors academic progress and helps ensure that the advisee meets requirements for the associate's degree. Students should change advisors if they change their college major.

Students who intend to transfer to a public 4-year college in Alabama are responsible for obtaining a transfer guide from <http://stars.troy.edu>. All students must bear final responsibility for completing all requirements for a degree and selecting the correct courses for transfer.

RESTROOMS

Restrooms are designated separately for men and women unless otherwise posted.

REVERSE TRANSFER

NACC participates in the Reverse Transfer Program. Reverse Transfer allows student to complete their Associate's Degree at NACC by the reverse transfer of college credits from other two and four year institutions. Each student's credits will be evaluated to see if the combined credits meet the degree and graduation requirements. There is no cost for awarding of the degree. However, students that wish to receive a printed diploma or to participate in graduation ceremonies must pay required fees. All paperwork for the associate degree will be completed by the Reverse Transfer Specialist. Any questions may be directed to the Reverse Transfer Specialist at reversetransfer@nacc.edu or ext. 2207.

SCHOLARSHIPS

Institutional scholarships are provided by Northeast, as authorized by the Alabama Community College System. Sherie Grace, Dean of Student Services, disseminates scholarship information to area high schools.

Scholarships that are funded by private donations, civic clubs, churches, corporations and businesses are selected by those enterprises.

SEQUENCE COURSES

Sequence courses permit students to complete an academic year's worth of work in a subject during the summer term. These courses are scheduled so that students may take additional NACC courses chosen from the regular class schedule. Students should consult the class schedule to determine the sequence courses offered each term.

SMOKING

Smoking or the use of tobacco products shall be prohibited in any enclosed, indoor area of any building or other educational facility owned or operated by the institution, and no area therein may be designated for smoking or the use of tobacco products.

SOCIAL EVENT GUIDELINES

1. Any student or visitor attending a social function under the influence of alcohol or drugs or having either in their possession will be turned over to the proper law officials. Offending students may be suspended after a proper hearing.
2. Visitors may attend social functions only by invitation which must be approved by the Social Committee. Students will be held accountable for the actions of their guests.
3. All social events at the College are sponsored and attended by certain faculty/staff members.
4. All visitors and students attending social events will be expected to attend in the building housing the social event and there only.