



SNEAD STATE COMMUNITY COLLEGE

WWW.SNEAD.EDU



STUDENT HANDBOOK





# Table of Contents

A. Welcome to SSCC	
• Message from the President .....	2
• Message from the Vice President for Student Services .....	2
B. Academic Calendar .....	3
<b>Top 10 Tips for Success .....</b>	<b>6</b>
C. FYI	
• Snead State on the Web .....	7
• Student Success and Career Center.....	7
• College Facilities.....	8
• Campus Security .....	9
• Awards/Recognitions .....	9
• Distance Education .....	10
• ADA/Disability Services .....	11
<b>Top 10 Things You Need to Know .....</b>	<b>12</b>
D. Now That You're a Parson	
• Where to Go For Assistance.....	13
• Student Resources.....	16
• Student Life.....	17
• mySnead .....	21
• Student E-mail .....	21
• How Will I Know....	21
• Finish What You Start .....	23
<b>Top 10 Reasons to Earn an Associate Degree .....</b>	<b>24</b>
E. Two-Year Plan.....	25
F. Students' Rights and Responsibilities	
• College Policies/Regulations .....	31
• Student Policies .....	34
• Grievance Procedures .....	42
G. Campus Map .....	Inside Back Cover

# Welcome to Snead State

## Welcome from the President



Dr. Robert  
J. Exley

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President

Welcome to Snead State Community College, where our mission is to educate men and women to lead responsible and productive lives.

Snead State is unique because of its rich heritage. Snead State is the oldest two-year college in the State of Alabama to offer an Associate Degree program. The College was founded in 1898 and was built upon a commitment to excellence in education. That commitment continues today.

Our students demonstrate the potential to be motivators, leaders, and world-changers. They come to Snead State searching for knowledge and support to pursue the career and life plans they have chosen. We are ready and willing to equip them to be successful and productive members of the workforce.

Snead State is the place for you! Thank you for joining us in preparing you for the future you have always dreamed of.

A handwritten signature in cursive script that reads "Robert J. Exley".

## Welcome from Student Services



Mr. Jason  
Cannon

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Vice  
President,  
Student  
Services

Snead State offers a complete college experience. We seek to challenge you academically, socially, physically, and emotionally by providing new experiences.

We want our students to appreciate the quality education available through the curriculum but also to experience new opportunities to create memories and friendships. It is important for our students to know they are a critical part of the Snead State tradition, and we want them to use their talents and skills to make a difference on our campus and in the community.

We are committed to offering assistance to you to finish what you start. We want to arm you with an Associate Degree and send you out to your next course in life as an enlightened and empowered individual.

The Student Handbook is one resource to prepare you for your time as a Snead State student. The information provided here will help to make your time at Snead State an investment well made.

Welcome to Snead State! We hope you're ready to discover your potential and achieve success.

A handwritten signature in cursive script that reads "Jason L. Cannon".

# 2013-2014 Academic Calendar

## **FALL SEMESTER 2013**

**Aug. 19-Dec. 13**

July 15-24 .....Parson Days  
Required for First-Time Students; By Appointment Only  
July 8 .....Registration Opens/Returning Students  
July 15 ..... Registration Opens/First-Time Students  
Aug. 12, 13 ..... \*Professional Development  
Aug. 14 ..... \*Faculty Duty Day  
Aug. 15 ..... Dormitory Opens  
Aug. 19 ..... Classes Begin  
Aug. 20 ..... Late Registration Fee Begins  
Aug. 22 ..... Last Day to Register or Add a Class  
Sept. 2 ..... \*Labor Day Holiday  
Oct. 22 ..... 60% Day of the Term  
Nov. 11 ..... \*Veterans Day Holiday  
Nov. 25, 26 ..... \*Professional Development  
Nov. 27-29 ..... \*Thanksgiving Holidays  
Nov. 22 ..... Last Day to Withdraw from a Class  
Dec. 6 ..... Last Class Day  
Dec. 9-13 ..... Final Examinations  
Dec. 16 ..... Dormitory Closes  
Dec. 16, 17 ..... \*Faculty Duty Days

## **FALL MINI I TERM 2013**

**Aug. 19-Oct. 8**

July 8 .....Registration Opens/Returning Students  
July 15 ..... Registration Opens/First-Time Students  
Aug. 12, 13 ..... \*Professional Development  
Aug. 14 ..... \*Faculty Duty Day  
Aug. 15 ..... Dormitory Opens  
Aug. 19 ..... Classes Begin  
Aug. 20 ..... Last Day to Register or Add a Mini I Class  
Aug. 20 ..... Late Registration Fee Begins  
Sept. 2 ..... \*Labor Day Holiday  
Sept. 18 ..... 60% Day of the Term  
Sept. 30 ..... Last Day to Withdraw from a Mini I Class  
Oct. 7 ..... Last Class Day  
Oct. 8 ..... Final Examinations

## **FALL MINI II TERM 2013**

**Oct. 10-Dec. 13**

July 8 .....Registration Opens/Returning Students  
July 15 ..... Registration Opens/First-Time Students  
Oct. 10 ..... Classes Begin  
Oct. 11 ..... Last Day to Register or Add a Mini II Class  
Oct. 11 ..... Late Registration Fee Begins  
Nov. 11 ..... \*Veterans Day Holiday  
Nov. 12 ..... 60% Day of the Term  
Nov. 25, 26 ..... \*Professional Development  
Nov. 27-29 ..... \*Thanksgiving Holidays  
Nov. 22 ..... Last Day to Withdraw from a Mini II Class  
Dec. 5 ..... Last Class Day  
Dec. 9-13 ..... Final Examinations  
Dec. 16 ..... Dormitory Closes  
Dec. 16-17 ..... \*Faculty Duty Days

*\* No classes will be held. No food service.*



# 2013-2014 Academic Calendar

## **SPRING SEMESTER 2014**

### **Jan. 13-May 8**

Nov. 18..... Advisement Begins  
 Nov. 18..... Registration Opens  
 Jan. 2.....\*Professional Development  
 Jan. 3-8..... \*Faculty Duty Days  
 Jan. 9..... Dormitory Opens  
 Jan. 13..... Classes Begin  
 Jan. 14 .....Late Registration Fee Begins  
 Jan. 16 ..... Last Day to Register or Add a Class  
 Jan. 20 .....\*Martin Luther King/Robert E. Lee Holiday  
 March 17 ..... 60% Day of the Term  
 March 24-28.....\*Spring Break  
 April 24 ..... Last Day to Withdraw from a Class  
 April ? .....\*Faculty Duty Day  
 May 1..... Last Class Day  
 May 2-8.....Final Examinations  
 May 8..... Commencement  
 May 9..... Dormitory Closes  
 May 9-13 ..... \*Faculty Duty Days

## **SPRING MINI I TERM 2014**

### **Jan. 13-March 4**

Nov. 18..... Advisement Begins  
 Nov. 18..... Registration Opens  
 Jan. 2.....\*Professional Development  
 Jan. 3-8..... \*Faculty Duty Days  
 Jan. 9..... Dormitory Opens  
 Jan. 13..... Classes Begin  
 Jan. 14 .....Late Registration Fee Begins  
 Jan. 14 .....Last Day to Register or Add a Mini I Class  
 Jan. 20 .....\*Martin Luther King/Robert E. Lee Holiday  
 Feb. 12..... 60% Day of the Term  
 Feb. 24 .....Last Day to Withdraw from a Mini I Class  
 March 3 ..... Last Class Day  
 March 4.....Final Examinations

## **SPRING MINI II TERM 2014**

### **March 10-May 8**

Nov. 18..... Advisement Begins  
 Nov. 18..... Registration Opens  
 March 10 ..... Classes Begin  
 March 11.....Last Day to Register or Add a Mini II Class  
 March 11.....Late Registration Fee Begins  
 March 24-28.....\*Spring Break  
 April 9..... 60% Day of the Term  
 April 24 .....Last Day to Withdraw from a Mini II Class  
 May 1..... Last Class Day  
 May 2-8.....Final Examinations  
 May 8..... Commencement  
 May 9..... Dormitory Closes  
 May 9-13 ..... \*Faculty Duty Days

*\* No classes will be held. No food service.*



# 2013-2014 Academic Calendar

## **SUMMER SEMESTER 2014**

### **May 27-Aug. 5**

April 14 ..... Advisement Begins  
 April 14 ..... Registration Opens  
 May 21 ..... \*Faculty Duty Day  
 May 22 ..... Dormitory Opens  
 May 26 ..... \*Memorial Day Holiday  
 May 27..... Classes Begin  
 May 28.....Late Registration Fee Begins  
 May 28..... Last Day to Register or Add a Class  
 July 4..... \*Independence Day Holiday  
 July 8..... 60% Day of the Term  
 July 25..... Last Day to Withdraw from a Class  
 Aug. 1..... Last Class Day  
 Aug. 4-5.....Final Examinations  
 Aug. 6..... Dormitory Closes  
 Aug. 21.....\*Faculty Duty Day

## **SUMMER MINI I TERM 2014**

### **May 27-June 26**

April 21..... Advisement Begins  
 April 21..... Registration Opens  
 May 21 ..... \*Faculty Duty Day  
 May 22 ..... Dormitory Opens  
 May 26 ..... \*Memorial Day Holiday  
 May 27..... Classes Begin  
 May 28.....Last Day to Register or Add a Mini I Class  
 May 28.....Late Registration Fee Begins  
 June 14 ..... 60% Day of the Term  
 June 18 ..... Last Day to Withdraw from a Mini I Class  
 June 25 ..... Last Class Day  
 June 26 ..... Final Examinations

## **SUMMER MINI II TERM 2014**

### **July 2-Aug. 5**

April 21..... Advisement Begins  
 April 21..... Registration Opens  
 July 2 ..... Classes Begin  
 July 3.....Last Day to Register or Add a Mini II Class  
 July 3.....Late Registration Fee Begins  
 July 4..... \*Independence Day Holiday  
 July 22..... 60% Day of the Term  
 July 25.....Last Day to Withdraw from a Mini II Class  
 July 31..... Last Class Day  
 Aug. 4-5.....Final Examinations  
 Aug. 6..... Dormitory Closes

\* No classes will be held. No food service.

# SSCC Top 10

## Tips for Success

### **1. Check your student e-mail account regularly (at least once a day).**

You will receive official notices and communication regarding classes, financial aid, registration, etc., through your student e-mail account.

### **2. Go to class.**

Every class is valuable, and attendance goes a long way to helping you understand the material, to helping you learn and to helping you find success.

### **3. Know your syllabus.**

At the beginning of each semester, you'll receive a syllabus that will outline the objectives of the class, give you a timeline of assignments and exams, and provide other valuable information.

### **4. Manage your time wisely.**

Set up a schedule that will allow you to devote an appropriate amount of time to your coursework (studying, completing assignments, etc.) while you are juggling your other responsibilities, such as work, family, or extracurricular activities. Avoid over-scheduling yourself.

### **5. Get to know your instructors.**

Our faculty want you to be successful in their classes. If you find that you are having difficulty with an assignment or the material reviewed in class, schedule an appointment with your instructor or go by your instructor's office during the office hours.

### **6. Get to know your academic advisor.**

As you plan your course schedule each semester, your advisor can aid you in determining which classes will better prepare you for your future.

### **7. Develop a two-year plan of your classes.**

Developing a two-year plan will help you understand the number of credit hours you must take each semester to earn your Associate Degree in a timely manner. You may need to adjust your two-year plan as your goals change (such as changing your major and choosing a different transfer school), so review your plan regularly. For sample worksheets to develop your plan according to your course of study, see Pages 25-30.

### **8. Get involved.**

There are a number of programs, clubs, and organizations with which students can get involved outside of the classroom. Extracurricular activities can add to the college experience through the development of relationships and through leadership opportunities.

### **9. Connect with the Student Success and Career Center.**

The Student Success and Career Center offers a variety of services - from tutoring to career coaching - to equip students with the tools to be successful at Snead and with their future endeavors.

### **10. Know we are here to help you find success!**

Having difficulty with a class? Unsure of a course of study? Unsure of what you'll need to transfer? Our faculty and staff are here to help!





# FYI (For Your Information)

## **SNEAD STATE ON THE WEB**

Snead State Community College utilizes the Internet to provide useful, valuable information to students while informing them of the latest news and events.

The College website, [www.snead.edu](http://www.snead.edu), is the primary source for information. The home page has menus for News, a Calendar of Events, a Campus Directory with contact information, and Current Students, which links to mySnead, the College Catalog, etc. Take time to familiarize yourself with the website.

Snead State also utilizes social media outlets that help students stay up-to-date with campus activities, deadlines, information, and pictures from events. Students are able to keep up with the College through Facebook, Twitter, and the College's blog, The Snead State Experience.

Visit the sites at:

- [facebook.com/sneadstatecc](https://facebook.com/sneadstatecc)
- [twitter.com/sneadstatecc](https://twitter.com/sneadstatecc)
- [sneadstateexperience.blogspot.com](http://sneadstateexperience.blogspot.com)

## **STUDENT SUCCESS AND CAREER CENTER**

Snead State Community College is dedicated to the enrichment and success of our students. As a representation of Snead State's commitment to that success, we have created the Student Success and Career Center @ Snead State Community College (SSCC@SSCC).

The original intention behind SSCC@SSCC was to create a place where a new student could come and receive everything that they might need to do in order to attend College, as well as offering a space to provide exceptional student service to enrolled students. The Student Success and Career Center is located in the McCain Center and has many departments represented inside: Admissions, Records, Campus Engagement, Financial Aid, Testing, Career Services, Tutoring, and the Business Office. In addition to these, many services are available to students at the Student Success and Career Center. These services include access to a computer lab, an online career center, career interest testing, peer tutoring, intake advising, and general academic advising.

The Student Success and Career Center is staffed with a help desk to guide individuals in their pursuit for information and/or assistance. SSCC@SSCC has a large open area that is used for multiple events, including speakers, club meetings, study hall, receptions, and workshops. Success is the responsibility of the student, but the Student Success and Career Center is available to provide the support necessary to achieve that goal.

# FYI (For Your Information)

## COLLEGE FACILITIES

The Snead State campus, one of the older and more attractive campuses in the State, is located on approximately forty-three acres, two blocks west of the main business section of the city of Boaz, Alabama. On this plot are nineteen major buildings, athletic facilities, a cafeteria and an annex. A gazebo, lawns, shrubbery, and wooded groves are interspersed.

- **The Robert B. Aderholt Health Science Center** is located on the north side of the campus across the street from the Bevill Center and houses SSCC's nursing program.
- **The Administration Building**, located on Walnut Street, houses classrooms, Fielder Auditorium, a cyber library, a Heritage Room, commons room, and administrative offices. The mathematics faculty also has offices in this building.
- **The Alumni House** is located on West Mann Avenue and houses the offices of Public Relations/Marketing/Alumni Affairs.
- **The Arab Instructional Site** is located at 261 S. Main Street in Arab. Various courses from academic/technical departments are offered at the site each semester. Courses offered at the instructional site meet the same academic requirements as on-campus courses. This site offers a convenience to SSCC students who live in the western part of the service area.
- **The Art Annex** adjoins the cafeteria and houses art classrooms and ceramics laboratories.
- **The Tom Bevill Continuing Education Center**, completed in the fall of 1992, is used for cultural, educational, and entertainment events. The facility encompasses almost 50,000 square feet and houses a banquet hall, meeting rooms, galleries, and a state-of-the-art auditorium. It is located on Usry Avenue between the Business Building and the Technology Center.
- **The Cafeteria** is located on Elder Street and is open for students and the community.
- **The Chalmus L. Weathers Business Building** houses a small auditorium, faculty offices, and five class/laboratory rooms used for business classes. The Business Building is located beside the Bevill Center on Usry Avenue.
- **The Claude M. Elrod Science Building** is one of the premier state-of-the-art science facilities in the State. The Science Building contains three floors of classrooms, offices and a lecture hall. It is located on Walnut Street.
- **Conway Boatman Hall** is a two-story complex located on the corner of Walnut Street and Mann Avenue that was formerly the President's home.
- **Elder Hall**, located on West Mann Avenue, serves as the student resident facility.
- **The Elrod Hospitality Center**, located on Mann Avenue, serves as the home of the President.
- **The Lady Parsons Softball Field** was constructed in 2011 and is located on College Street next to the baseball field.
- **The Maintenance Building**, which is located on the north side of the campus, houses the Operations and Maintenance Department.
- **The Glenn L. Maze Music Building**, which is acoustically treated and well-equipped, contains six teaching studios, two classrooms, three rehearsal rooms, and six sound module practice rooms. The building is located behind the cafeteria and faces Elder Street.
- **The Virgil B. McCain Student Success and Career Center** once served as a library but now houses critical functions to aid students. The building has two floors with the Information Technology and Business Offices located on the bottom floor. The top floor houses the Student Services Office, the Office of the Vice President for Student Services, the Office of Campus Engagement, Testing Office, and offices for Recruiting/Retention.

# FYI (For Your Information)

- **The Norton Social Sciences Building** once served as the library and a museum to house the history of Snead State and the surrounding area. The renovated building reopened in 2010 to house classrooms and offices of the Social Sciences Division. It is located at the corner of Elder and College Streets.
- **The William H. Osborn English Building** is a Georgian style instructional building completed in the spring 1988. It contains faculty offices, a computer lab and four classrooms. It is located on College Avenue in front of the cafeteria.
- **The Emmett Plunkett Baseball Field** is located on College Street beside the softball field.
- **The Emmett Plunkett-Lurleen B. Wallace Gymnasium** is used for varsity basketball and volleyball, intramural sports and physical education activities and classes.
- **The Joe Starnes Memorial Chapel** is used for College religious activities and has, on several occasions, been the scene of weddings. It is located inside the cafeteria.
- **The Student Union Building** contains the TRiO Upward Bound and Student Support Services Offices as well as meeting and classroom space. A cafe-type area in the SUB is used for special events or fundraisers. The main area contains recreational games, vending machines, and televisions for student use. It serves as a general gathering area for students. It is located between the Administration Building and the gym.
- **The Technology Center** provides modern laboratories in computer graphics, electronics, engineering technology, office administration, and computer science. It is located beside the Bevill Center.
- **The Tennis Courts** are located beside the Maintenance Building, next to the parking lot for the McCain Student Success and Career Center.

## **CAMPUS SECURITY**

Snead State Community College has security personnel who routinely patrol the campus and are accessible to students, faculty/staff, and members of the public who spend time on campus.

Security personnel conduct routine duties such as building security checks, lighting checks, student welfare checks, and communicate security concerns to students and College personnel as needed. The Office of Security is happy to provide escorts for staff/faculty and students as requested and as deemed appropriate.

The Snead State Community College Office of Security works closely with the Boaz Police Department to share relevant information concerning campus activities, complaints, and potential security concerns.

Snead State Community College Security Personnel have the authority to ask persons for identification and to determine whether individuals have lawful business at the College. They have the authority to issue parking citations to students, faculty, visitors and staff. Criminal incidents and/or motor vehicle accidents are referred to the local police who have jurisdiction on campus for report purposes.

All crime victims and witnesses are strongly encouraged to immediately report the crime to the local police department by calling 256-593-6812, or 911 for emergencies, and Security personnel by calling 256-840-4167 (office), or 256-264-5060 (cell).

## **AWARDS AND RECOGNITIONS**

Snead State Community College recognizes student achievement and awards student successes throughout the year. Each spring, the College hosts an Awards Day ceremony, during which the academic divisions, campus departments, clubs and organizations present student awards. Other colleges and universities who award scholarships to Snead students are also invited to attend to make formal presentations.

# FYI (For Your Information)

In addition to the awards given during Awards Day, Snead State also has the following annual recognitions of students:

- **Civitan Award:** The Boaz Civitan Club Award is presented annually to the “Best All-Around Student” of the graduating class of Snead State Community College. To be eligible for this award, the student must have attended Snead State Community College for at least three (3) semesters and attained a minimum cumulative academic average of 3.0. In addition, the student should have participated in extracurricular and community activities. The student is elected by a vote of the faculty from a list of eligible graduates who are participating in graduation ceremonies.
- **James B. Allen Award:** This award is presented annually to the “Outstanding Student” of the graduating class of Snead State Community College. This award is given in loving memory of United States Senator James B. Allen and Jack L. Ray, Chairman and CEO, The Exchange Bank of Alabama. To be eligible for this award, the student must have exhibited outstanding qualities of leadership and service, attained a minimum cumulative academic average of 3.5, and attended Snead State for a minimum of three (3) semesters. The student is elected by a vote of the faculty of Snead State from a list of eligible graduates who are participating in the graduation ceremonies.
- **President’s Award:** This award is presented annually to the full-time sophomore student with the highest grade point average on the greatest number of credit hours completed at Snead State Community College.
- **Dean’s Award:** This award is presented annually to the full-time freshman student with the highest grade point average on the greatest number of hours (between 24 and 32) earned at Snead State Community College.

- **Who’s Who Among Students in American Universities and Colleges:** Each fall semester faculty select second-year students who meet these qualifications: scholarship, citizenship, participation, leadership in academic and extracurricular activities, and general promise of future usefulness to society.
- **All-Alabama Academic Team:** Two Snead State Community College students are selected annually by a committee to be part of the All-Alabama Academic Team. To be eligible, students must possess a minimum GPA of 3.25, be involved in campus activities, and have completed a minimum of 12 semester hours at Snead State Community College. This event is sponsored by the Alabama Community College System and Phi Theta Kappa Honor Society.

## **DISTANCE EDUCATION**

Through distance education, Snead State Community College is teaching beyond its campus into homes and workplaces to help students overcome the obstacles of time, geography, career, and family commitments. The distance education courses are based on the same instructional outcomes and objectives as on-campus courses. These courses have been developed using technologies to aid in student-teacher interaction and enhance learning experiences. A majority of on-campus courses have the ability to provide content via the Internet.

**Blackboard (Online) Courses** – Blackboard courses offer online instruction delivered through the World Wide Web directly to the student’s home or corporate desktop. Students receive instruction, interact with instructors, and complete assignments and exams via the Internet. Not all courses are suitable for an online format. Certain online courses require on-campus meetings and/or examinations. Students should check the course schedule to determine whether on-campus meetings are required.

# FYI (For Your Information)

Students register for distance education courses during the regularly scheduled registration period.

To login to the Blackboard system, students may follow the following steps:

- Your User ID is your “S” number.
- Your default password is your date of birth in the format mmddyy.
- You are encouraged to change your password upon your first log in.

For any technical problems associated with the Blackboard system, please contact Blackboard Support at [bbsupport.snead.edu](http://bbsupport.snead.edu) or 855-699-0734.

## **ADA/DISABILITY SERVICES**

Snead State Community College is committed to providing programs and services accessible to students with disabilities. The Alabama Community College System provides environmental and programmatic access for persons with documented disabilities as defined in Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990. Contact the Director of Testing Office located on the bottom floor of the McCain Student Success and Career Center for more information. You must present documentation of disability to receive ADA services.

### **What is a disability?**

Under the Americans with Disabilities Act of 1990 (ADA) a disability is defined as a “mental or physical impairment which substantially limits one or more major life activities.” Walking, eating, talking, breathing, writing, listening, and learning are examples of major life activities. If you have a documented physical or mental impairment, you may be entitled to certain accommodations and/or academic adjustments under the ADA. (<http://www.accs.edu/student-services.aspx>)

### **What does “substantially limited” mean?**

A person can be substantially limited in performing a major life activity if they are:

- unable to perform the major life activity, or

- significantly restricted as to the condition, manner, or duration under which the activity can be performed when compared to the average person or most people. (<http://www.accs.edu/student-services.aspx>)

## **Documentation Required**

Request for documentation forms are available at [www.snead.edu](http://www.snead.edu) for the following conditions:

- Attention Deficit Hyperactivity Disorder
- Learning Disability
- Mobility, Sensory, and/or Systemic Disorder
- Psychiatric Disabilities
- Traumatic Brain Injury

After your completed documentation is received, you will meet individually with the ADA Coordinator to discuss your accommodations. ADA services are not retroactive; therefore, students are advised to register with ADA coordinator before they begin classes.

To ensure that ADA services are continued, it is the student’s responsibility to contact the ADA coordinator at the beginning of each semester. ADA does not provide financial aid, attendant (personal) care, transportation services, or tutoring.

For more information about ADA services, please contact Jessamine Huffman at [jhuffman@snead.edu](mailto:jhuffman@snead.edu) or (256) 840-4151.

# SSCC Top 10

## Things You Need To Know

- 1. To complete your Associate Degree in a timely fashion, it is recommended that you take 15 credit hours per semester.**

Students must take a minimum of 12 credit hours to be considered full-time. However, since a majority of Snead classes are 3 credit hours each, taking the minimum amount of credit hours could extend your time at Snead beyond the typical two years.

- 2. Earning an Associate Degree could earn you more money than just having a high school diploma.**

Students armed with an Associate Degree can expect to earn as much as \$8,000 more per year and about \$400,000 more in a lifetime than a high school graduate.

- 3. Many activities or club meetings will occur during "break."**

If you hear someone refer to an event or meeting happening at "break," they are referring to the 10:30-11 a.m. time period set aside for activities Monday through Thursday.

- 4. Being an SSCC student makes you a "Parson."**

The College mascot is the Parson, a holy person who teaches independently of a larger organization. The student cheering section at athletic events is referred to as the "Parson Pit."

- 5. Though parking is available close to many of the academic buildings, you might consider parking in one location and walking to your classes.**

The Boaz campus is condensed enough where students could easily walk from building to building to their classes. If students drive from building to building between classes, not every student will be able to find a "close" parking spot at the time he or she wants it, and the increase in traffic flow may create a delay in reaching your class on time.

- 6. Snead State offers two mini-terms during each full semester.**

A regular semester lasts approximately 16 weeks, and a mini-term lasts about 8 weeks. Typically, full semester classes meet twice a week while mini-term classes meet each day. It is recommended students only take 1-2 classes during a mini-term because of the amount of material covered in a smaller time frame.

- 7. Your photo student ID badge may be used to gain FREE admission to Snead athletic events, fine arts events, and other student events.**

Some local businesses also provide student discounts when students present their Student IDs.

- 8. Snead is over 100 years old!**

The College was founded in 1898 as a seminary school and is named for businessman John H. Snead, who made contributions of land, money and leadership to the school.

- 9. Ninety percent of classrooms are completely wireless, and hotspots are available in most buildings on campus.**

Computer labs are also available for student use in the Student Success and Career Center, the SUB and some classroom buildings. Laptops are available for student use at the Career Center.

- 10. You can join the Alumni Association BEFORE you graduate.**

Current Snead students can join for half the cost - \$5 for an annual membership and \$50 for a lifetime membership.



# Now That You're a Snead Parson

## WHERE TO GO FOR ASSISTANCE

- Academic Advising..... Student Success and Career Center, McCain Building, Top Floor
- Adding/Withdrawing from Class.....Student Services Office, McCain Building, Top Floor
- Admissions.....McCain Building, Top Floor
- Alcohol and Drug Prevention .....Vice President for Student Services, Student Success and Career Center, McCain Building, Top Floor
- Alumni Affairs.....Alumni House
- Athletics
  - Athletic Director... McCain Building, Bottom Floor
  - Men's Basketball Coach.....Gym
  - Women's Basketball Coach.....Gym
  - Women's Volleyball Coach .....Off Campus
  - Women's Softball Coach.....Gym
  - Men's Baseball Coach.....Off Campus
  - Women's Tennis.....See Athletic Director
  - Dance Team Coach ....McCain Building, Top Floor
  - Cheer Coach.....Off Campus
- Auditing a Course..... Student Services Office, McCain Building, Top Floor
- Bevill Center Coordinator .....Bevill Center, Top Floor
- Blackboard Assistance..... McCain Building, Bottom Floor
- Books/Supplies..... Bookstore, Boaz Outlet Center
- Business Faculty..... Weathers Business Building
- Campus Security .....Elder Hall Dorm
- Change of Address..... Student Services Office, McCain Building, Top Floor
- Change of Major ... Student Success and Career Center, McCain Building, Top Floor
- Child Development Faculty.....Norton Social Sciences Building
- Clubs/Organizations..... Director of Campus Engagement, McCain Building, Top Floor
- Community Resources..... Student Success and Career Center, McCain Building, Top Floor
- Computer Science Faculty ..... Technology Center
- Disability Services..... ADA Coordinator, Student Success and Career Center, McCain Building, Bottom Floor
- Electronic Engineering Faculty ..... Technology Center
- English Faculty..... English Building
- Fees..Business Office, McCain Building, Bottom Floor
- Financial Assistance..... Financial Aid Office, McCain Building, Top Floor
- Fines..... Business Office, McCain Building, Bottom Floor
- Forming a Club ..... Director of Campus Engagement, McCain Building, Top Floor
- Grades.....Student Services Office, McCain Building, Top Floor
- Graduation.....Student Services Office, McCain Building, Top Floor
- Grants.....Student Services Office, McCain Building, Top Floor
- Grievances ..... Vice President for Student Services, McCain Building, Top Floor
- Health/P.E. Faculty .....Gym
- Housing..... Secretary to the Vice President for Student Services, McCain Building, Top Floor



# Now That You're a Snead Parson

- Intramurals.. Women's Basketball Coach, Gym
- Job Placement .....Office of Campus Engagement, Student Success and Career Center, McCain Building, Top Floor
- Library Services ..... Administration Building, Bottom Floor
- Loans .... Financial Aid Office, McCain Building, Top Floor
- Lost and Found ..... Student Success and Career Center, McCain Building, Top Floor
- Mailboxes ... Secretary to the Vice President for Student Services, McCain Building, Top Floor
- Math Faculty.....Administration Building, Top Floor
- Meal Tickets.....Secretary to the Vice President for Student Services, McCain Building, Top Floor
- Music Faculty ..... Music Building
- Nursing Faculty .....Health Science Center
- Office Administration Faculty..... Business Building
- Orientation ..... Director of Campus Engagement, Student Success and Career Center, McCain Building, Top Floor
- Parking Permits .....McCain Building, Top Floor
- Placement Tests ..... Director of Testing, McCain Building, Bottom Floor
- Probation.....Student Services Office, McCain Building, Top Floor
- Programs of Study ..... Student Services Office, McCain Building, Top Floor
- Ready to Work Program..... Bevill Center, Bottom Floor
- Refunds.....Business Office, McCain Building, Bottom Floor
- Registration .....Student Services Office, McCain Building, Top Floor
- Reserving School Facilities ..... Student Success and Career Center, McCain Building, Top Floor
- Residence Hall .....McCain Building, Top Floor
- Schedule .....Student Services Office, McCain Building, Top Floor
- Science Faculty ..... Science Building, Top Floor
- Scholarships .....Financial Aid Office, McCain Building, Top Floor
- Social Functions..... Director of Campus Engagement, McCain Building, Top Floor
- Social Sciences Faculty .. Norton Social Sciences Building
- Speech Faculty .....Bevill Center, Top Floor
- Student Government..... Director of Campus Engagement, McCain Building, Top Floor
- Student IDs ..... Student Success and Career Center, McCain Building, Top Floor
- Student Support Services ..... TRiO Office, Student Union Building
- Suspension.....Student Services Office, McCain Building, Top Floor
- Testing
  - ACT ..... Bevill Center, Bottom Floor
  - GED ..... Student Success and Career Center, McCain Building, Bottom Floor
- Transcripts.....Student Services Office, McCain Building, Top Floor
- Transferring Courses..... Student Services Office, McCain Building, Top Floor
- Tuition.....Business Office, McCain Building, Bottom Floor
- Tutoring ..... TRiO Office, SUB, or Student Success and





# Now That You're a Snead Parson

Career Center, McCain Building, Top Floor

- Veteran's Affairs..... Student Services Office,  
McCain Building, Top Floor
- Withdrawal from School.....Student Services  
Office, McCain Building, Top Floor
- Workforce Development.....  
Bevill Center, Bottom Floor
- Work-Study Program ..... Financial Aid Office,  
McCain Building, Top Floor

# Now That You're a Snead Parson

## STUDENT RESOURCES

- **New Student Orientation:** New student orientation, called Parson Days, provides students with an introduction to college life at Snead State Community College and prepares students to adequately plan their course schedules while they are a student. Parson Days introduces students to the services provided by the College to assist him/her in being a successful student. An emphasis is placed on the College Completion Campaign and the Complete College Experience. Students who are unable to attend Parson Days may communicate with an intake advisor via telephone or e-mail correspondence.
- **Library Services:** Library services are located in the Administration Building. The primary purpose of Snead State's Learning Resources is to provide academic library and media services to support the educational programs of the college and to maintain an organized and readily accessible collection of materials and equipment to support the needs of its users. Students can access the learning resources through Snead's website at [www.snead.edu/library](http://www.snead.edu/library) or by going by the Library Monday-Thursday from 7:30 a.m. until 4:30 p.m. and Friday from 7:30 a.m. until noon.  
  
Library services available to students include more than 70,000 ebooks and online resources, computers with Internet access and laptops with WiFi access available for student use within the cyber library, study space for individuals or study groups, and a study room with PowerPoint capabilities that may be reserved and used by students.
- **Bookstore:** The Snead State Bookstore is operated by Barnes and Noble College. Located in the Boaz Outlet Center, the bookstore provides textbooks and resources materials, school supplies, electronics, Snead Wear, a collection of books and movies, and more. Through the bookstore, students have

many options in regard to their textbooks: etextbooks, textbook rental, new or used textbooks, and more. Contact the Bookstore at (256) 593-1861.

- **Cafeteria:** The Snead State Cafeteria serves meals to students, employees, and members of the community. The cafeteria is open for lunch from 10:30 a.m. until 1:30 p.m. Monday through Friday and from 10:30 a.m. until 2 p.m. on Sunday. The cafeteria is closed on Saturday. The cafeteria is located at 101 Elder Street, Boaz, AL 35957.
- **TRiO Student Support Services:** Funded by the United States Department of Education and hosted by Snead State Community College, the TRiO Student Support Services Program provides opportunities for academic development, assists students with basic college requirements, and serves to motivate students toward the successful completion of their postsecondary education. The goal of SSS is to increase the college retention and graduation rates of its participants and help students make the transition from one level of higher education to the next. Services available to active participants of the TRiO Student Support Services Program include tutoring, Lending Resource Library, laptop computer loan program, grant aid scholarships, printer and copier service, university and cultural events, EAP (Educational Action Plan), academic advising, workshops, mentoring, and transfer assistance.
- **Community Resources:** Snead State Community College recognizes that students may experience external obstacles that may interfere with educational goals. Students may dial 211 for assistance. Sponsored by the United Way of Marshall County, 2-1-1 is an easy-to-remember, free-to-the-user phone number linking people with the health and human services they need through a referral process. Students experiencing personal crisis may also call 1-800-273-TALK. Additional

# Now That You're a Snead Parson

resources are available by contacting the Office of the Vice President for Student Services.

- **Job Placement and Career Services:** Snead State Community College employs a Career Coach that assists students in developing career plans and portfolios as well as shares information on career pathways. Students who are unsure of a career path may take the Kuder Journey, which assesses interests to suggest education and career options. Students who are taking courses via distance education and unable to visit the main campus may contact the Career Coach for remote access. Assistance in writing resumes or job interviewing skills is also available. The Career Coach is located on the top floor in the McCain Student Success and Career Center. Job postings sent to the College by local businesses and industry are posted in the Student Success and Career Center and the Student Union Building (SUB). In addition, job announcements are routinely forwarded to all students via their Snead student e-mail accounts. A Career Expo is hosted by the Snead State Workforce Development Department each April, and students are encouraged to attend and participate.
- **Tutoring:** In addition to the tutoring services available to qualified students through the TRiO Student Support Services program, the Student Success and Career Center provides tutoring to students upon request. Contact the Student Success and Career Center at (256) 571-0600 or go by its location on the top floor of the McCain Building.
- **Health Services/First Aid:** Students needing emergency medical treatment while on campus should contact a member of the administration or a faculty member. A student suspected of being seriously ill or injured (broken bones, unconsciousness, etc.) will be sent by ambulance to Marshall Medical Center South. The expense of transportation,

hospitalization, or emergency treatment will be borne by the student.

- **Student Insurance:** The College makes available to students information about an accident and sickness medical expense plan. Information may be obtained from Office of the Vice President for Student Services. It is recommended that students make arrangements for insurance coverage.
- **Voter Registration:** Snead State Community College encourages eligible students to register to vote and exercise their right to have a voice in democracy. Information may be obtained at [www.sos.state.al.us](http://www.sos.state.al.us). Voter registration forms are also available in the Student Success and Career Center.

## **STUDENT LIFE**

- **Housing:** Snead State provides campus housing for students. Snead students living away from home are encouraged to live on campus. Residence life can be a rewarding and educational experience. Lifelong friendships frequently begin among dormitory residents. Independence is fostered at the same time dependence upon others is being taught. Habits of health, cleanliness, study, and social living are established. It requires, however, a give-and-take attitude, a strong respect of the rights of others, a thorough knowledge of the rules required when people live together in close quarters, and a cooperative attitude that works for the general good of all residents. Residents must furnish their own light bulbs, bed linens, blankets, pillows, toiletry articles, and lamps. Each room has a desk, chair, bed, mattress, and individual closets. The rooms have individual heating and air-conditioning units. A room inventory record is made prior to the student's occupying the room. This record is signed by the student and should note any missing or damaged items. Residents will be held liable for willfully changing locks or

# Now That You're a Snead Parson

damaging College property including the windows, doors and/or contents of the rooms. Repairs or replacements required will be charged to the resident or responsible party. An application for housing and a copy of the Resident Housing Handbook are available on the College's website, [www.snead.edu](http://www.snead.edu).

- **Athletics:** Snead State has a tradition of athletic excellence. The Parsons compete in Division I of the Alabama Community College Conference and the National Junior College Athletic Association. Several athletes have continued to play past Snead State and onto university and professional levels. Snead State coaches are not only the top in their sports, but they also take pride in the academic success of their athletes. Special tutoring and study halls are available for all athletes to ensure excellence in academics and athletics. Athletic facilities include the Plunkett-Wallace Gymnasium, the tennis courts, the Emmett Plunkett Baseball Field, and the new Lady Parsons Softball Field, constructed and opened in 2011. Snead State offers the following athletic programs: Men's and Women's Basketball, Women's Volleyball, Women's Tennis, Men's Baseball, Women's Softball, Women's Dance Team and co-ed Cheerleading Squad. Scholarships are available for these programs. Snead State students receive free admission to all athletic games with their valid student IDs. For the latest Snead State athletic schedules, visit [www.snead.edu](http://www.snead.edu).
- **Intramural Sports:** The Intramural Sports Program is an essential component to the overall mission of SSCC. The primary goal is to support the total development and well-being of our students, faculty and staff with a wide range of opportunities to help foster personal, educational, ethical and physical development. The intramural program is committed to offering safe and quality programs to the SSCC community. To participate in any of the Intramural

programs, students must complete the entry form and waiver available online at [www.snead.edu](http://www.snead.edu) and submit it to Coach Jarrod Plummer by e-mail at [jplummer@snead.edu](mailto:jplummer@snead.edu) or in person. Coach Plummer's office is located inside the gymnasium. If you are interested in working with the Intramural program, fill out the student worker application and submit it to Coach Jarrod Plummer.

- **Parking Permits/Student IDs:** Students are required to have a valid Student ID when they enroll at Snead State. The Student IDs may be used to gain free admission to athletic events, fine arts events, and any other student activity sponsored by Snead State. Some local businesses also provide discounts to students when they present the photo ID as proof of enrollment. Parking permits are also required for students attending on-campus classes. Student IDs and parking permits may be obtained at the McCain Student Success and Career Center, located at 102 Elder Street on the Boaz campus.
- **Student Clubs and Organizations:** Snead State Community College encourages students to be active outside of the classroom in order to have a complete college experience. Snead State offers the following clubs and organizations to students:
  1. **Ambassadors:** The Snead State Ambassadors is a service organization that assists school groups with projects that require contact with off-campus visitors. The Ambassadors, a vital part of Snead State's activity program, assist with such events as Counselors Day, High School Scholars Bowl, campus tours, Commencement, and College Day. Membership is limited to those selected by a screening process. Ambassadors must maintain a 2.0 cumulative grade point average, and their conduct must be above reproach.

# Now That You're a Snead Parson

- College Bowl:** The College Bowl team of Snead State Community College competes in the academic-type contests held among various community, junior, and senior colleges each year. Team members are selected through a competitive screening process in the fall semester. Snead State's College Bowl teams have enjoyed wide success and in the past were State Champions in the Alabama Junior College contest.
- Digital Media Club:** The Digital Media Club is a group of students, faculty and staff who have an interest in web design, digital photography, video production, video game design, Web 2.0, audio recording and other digital media. The club meetings consist of hands-on workshops, field trips and guest speakers.
- Fellowship of Christian Athletes (FCA):** FCA's purpose, at its absolute core, is to combine people's passion for sports with their passion for Christ and teach them that those two worlds don't have to be separate. FCA wants to give meaning to the athletic nature that all of us are born with and use it for something that stretches beyond sports. Every student at Snead State Community College is welcome to join the FCA.
- Gay-Straight Alliance:** The purpose of the Gay-Straight Alliance is to recognize the differences in students by acceptance and non-judgmental behavior and to promote tolerance within the campus environment. The club is made up of diverse and accepting students who form together to provide a place for everyone. The membership is open to all students no matter what race, ethnicity, sexual orientation, political affiliation, or socioeconomic class.
- History@Snead:** The purpose of History@Snead is to promote the historical significance of western culture and its impact on our life today. The club will participate in activities that will expand and explore historic ideals and will include trips to historic sites and of historic significance. History@Snead is open to all students of Snead State Community College.
- Pan Latino Student Organization:** The Pan Latino Student Organization was established in 2009. The goals of the organization are vested in community service, learning about the diverse cultures that make up the Pan Latino experience, and encouraging our Latino/Latina students toward academic and personal success in their endeavors.
- Parson Pit:** The purpose of the Parson Pit is to serve as Snead States' athletic fan base. Parson Pit members attend all home athletic events to exhibit student support and school spirit. Membership is open to all students at Snead State.
- Phi Beta Lambda (PBL):** Students interested in the fields of business and economics are encouraged to join this club. The purposes of this organization are to develop competent, aggressive business leadership and to create more interest and understanding in the intelligent choice of business occupations. Membership in PBL is unified on the local, state, and national levels and is not available separately.
- Phi Theta Kappa (PTK):** The purpose of Phi Theta Kappa is to recognize and encourage scholarship among two-year college students. To achieve this purpose, Phi Theta Kappa attempts to provide opportunity for the development of leadership and service and for stimulation of interest in continuing academic excellence. To be eligible for membership in the Theta Iota chapter, a student must have completed at least 12 semester hours and must have earned a cumulative grade point average of at least 3.5.

# Now That You're a Snead Parson

Remedial courses or courses below 100 level are excluded when number of hours and grade point average are determined. Induction is held during the fall and spring semesters.

11. **Sigma Kappa Delta:** Sigma Kappa Delta was chartered at Snead State Community College in 2012 as the Iota Epsilon Chapter. The purpose of the local chapter is to reward and encourage outstanding student achievement in language and literature. Students may have opportunities in an informal setting to talk about creative writing and modern fiction, meet famous writers, submit writing for publication, pursue scholarships, and possibly even attend special events that promote literature and writing. Being a member also adds distinction to a student's resume.

The group has meetings or programs about once a month. Requirements for membership include completion of 12 hours of transferable college credit with a 3.30 or better average, including a B or better in all English courses. Members do NOT have to be English majors.

12. **Snead Campus Ministry:** The purpose of the SCM is to bring people into a dynamic, lifelong relationship with God through practices of fellowship, commitment to Snead State and the community. Membership is open to all enrolled SSCC students without payment of dues.
13. **Snead State Art Guild:** The purpose of the Snead State Art Guild is to promote the fine arts among the Snead State student body and the surrounding community. This undertaking includes the encouragement of individual artistic endeavors, participation in the fine arts, and a general appreciation of the arts in an atmosphere that promotes friendship and cooperation among the

student body and faculty. All persons registered at Snead State Community College are eligible for membership in this organization.

14. **Snead State Collegiate Chapter of the MENC: The National Association for Music Education (CMENC):** The purposes of CMENC are to make available to members opportunities for professional development, to acquaint students with privileges and responsibilities of the music education profession, and to provide all members with the opportunity to become acquainted with leaders in the music education profession through participation in various activities planned by the chapter, the state music educators association, and the National Association for Music Education. The organization will also assist the College in various projects throughout the year and provide members the opportunity to have contact with collegiate members from other schools. Membership is open to any student enrolled at Snead State Community College who is interested in teaching music and who is not employed full-time in the field of music education.
15. **Snead State College Democrats:** The Snead State College Democrats provide a political forum for all Democrats at SSCC and encourages the development of an intelligent, dynamic, and cooperative group. The membership is open to all students of Snead State Community College.
16. **Snead State College Republicans:** The Snead State College Republicans are affiliated with the College Republican Federation of Alabama and the College Republican National Committee. The organization provides a political forum for all Republicans at SSCC and encourages the development of an intelligent, dynamic, and cooperative group. The

# Now That You're a Snead Parson

membership is open to all students of Snead State Community College.

17. **Student Government Association:** The Student Government Association (SGA) is the voice of students at Snead State Community College. Its purpose is to promote the general welfare of students, to cultivate friendship and cooperation among the students and faculty, and to encourage participation in individual and group responsibilities in a democratic atmosphere. All persons registered at Snead State Community College may be members of this organization and are encouraged to take an active part in its function.
18. **Student Nurses' Association:** The purpose of the Student Nurses' Association is to organize, represent and mentor students preparing for initial licensure as registered nurses, to promote development of skills needed to be responsible and accountable members of the nursing profession, and to advocate high quality health care. Students who are actively enrolled in the Snead State Nursing Program, as well as those enrolled in baccalaureate completion programs, are encouraged to join the Student Nurses' Association as well as The National Student Nurses' Association (NSNA). Involvement in the NSNA prepares students for involvement in professional associations upon graduation. Students who join the Snead State Nurses' Association are enabled to make professional contacts, have the opportunity to network with people who can impact the nursing profession and give the student access to new opportunities, friends, jobs, and information.

## **my\$NEAD**

The mySnead system is a multi-purpose system that students will use throughout their time at Snead State. Once the admission process is complete, students will receive their login information for mySnead. They can use their login information to access the following functions:

- Contact Information for Students
- Admissions
- Registration (including adding or withdrawing from a class and class schedule)
- Grades
- Transcripts
- DegreeWorks
- Financial Aid
- Tuition Payments

DegreeWorks is a self-service tool that aids students in staying on track for earning an Associate Degree. Advisors can assist students in learning how to use DegreeWorks and how to best utilize this tool.

## **Student E-mail**

At Snead State Community College, every student is assigned a student e-mail account. SSCC uses this for all official communications with students. The accounts are assigned using the SSCC student number, which is referred to as an "S" number. This becomes the User Name for the account. Student e-mail is hosted and powered by Google's e-mail service, Gmail. This allows students to use the other services provided by Google, such as the Calendar and the cloud storage feature drive. Student e-mail is accessible from the main page of the Snead State Community College website.

## **HOW WILL I KNOW**

Snead State has a variety of ways to notify students of specific announcements, emergency situations, or school closings/cancellations.

The College has a CAMPUS ALERT SYSTEM in place. The Campus Alert System is set to distribute prepared messages in one or more than one of the

# Now That You're a Snead Parson

following ways, as designated by the student: e-mail (to one or multiple accounts), home or cell phone (to one or multiple numbers), and text message (to one or multiple numbers). The messages will inform you of the pertinent information in regard to closing: day, time of closing, time of reopening, which classes it affects, etc.

Students will have an opportunity to provide phone numbers and/or e-mail addresses as methods of contact for them in the event of emergency situations or school closings/cancellations. The notification system utilizes automated phone messages, text messages and e-mails to contact students.

Announcements are also regularly posted to the College's website ([www.snead.edu](http://www.snead.edu)), Facebook page ([facebook.com/sneadstatecc](https://facebook.com/sneadstatecc)), and Twitter account ([twitter.com/sneadstatecc](https://twitter.com/sneadstatecc)). Students who do not have social media accounts can still access the College's social media sites by using the URL addresses, but they will not be able to post any questions or send messages without a personal account.

The website and social media sites are **not** monitored 24 hours a day, but any questions posted to the sites will be addressed in a timely manner.

The College also has monitors placed at most buildings on the Boaz campus. Announcements and other information are posted on the monitors for students' information.

- **Severe or Inclement Weather:** The College also utilizes local media outlets to inform students of any school closings/cancellations due to severe or inclement weather. Those outlets include:
  1. WAFN-WRAB, Arab
  2. WAVU-WQSB, Albertville
  3. WBSA, Boaz
  4. WAAX-WKXX, Gadsden
  5. WGSV-WTWX, Guntersville
  6. WCRL-WKLD, Oneonta

7. Channel 33/40 and Channel 13, Birmingham
8. Channel 19, Channel 31, and Channel 48, Huntsville

Unless closing information is provided through the methods outlined above, the College will resume its regular daily schedule as normal.

Do not assume that if the local K-12 school system is closed, that Snead State will be closed as well. The local K-12 schools have factors to consider when closing school that do not affect Snead State, such as the condition of bus routes. Therefore, there may be occasions when the College is holding class with the local schools are closed.

If you have to miss class due to inclement weather or if you cannot access your online class due to power or Internet outages, contact your instructor as soon as you possibly can. Instructors are affected by power/internet outages or inclement weather the same as students, so keep this in mind if you do not receive a response from your instructor right away. They will contact you as soon as they able, and they will work with students on any work or exams missed within reason due to these circumstances.

- **Fire and/or Other Emergencies:** In case of fire or other emergencies, all personnel should evacuate all buildings. College officials will be in front of the Administration Building to give current information. Any person who detects a threatening fire or other danger should notify the switchboard operator or other College personnel. In accordance with State Board of Education policy, periodic fire drills will be held to ensure proper preparation in the event of a real fire emergency.



# Now That You're a Snead Parson

## **FINISH WHAT YOU START**

Finish what you start. It's a concept adopted by Snead State Community College, but what does it actually mean? Why is it important?

Snead State was the first two-year college in Alabama to sign on to the College Completion Agenda, which is an initiative to increase the number of graduates receiving their Associate Degree.

Armed with an Associate Degree or certificate, students can expect to earn as much as \$8,000 more per year and about \$400,000 in a lifetime than a high school graduate, according to U.S. Census Bureau data. Having the two-year degree will also give students an advantage over high school graduates when seeking employment, and unemployment of Associate-Degree holders is typically 30 percent lower than that of high school graduates.

So as you register for classes and plan what classes to take each semester, keep your eye on the finish line - earn your Associate Degree!

- Graduation: A student shall be awarded the Associate in Science or Associate in Applied Science degrees upon satisfactory completion of the requirements of the specific program as specified by Snead State Community College and the State Board of Education.

A student must:

- Satisfactorily complete a minimum of 60 semester hours of college credit in an approved program of study, including prescribed general education courses.
- Earn a 2.0 cumulative grade point average in all courses attempted at the College. The calculation of the grade point average for graduation shall not include grades earned in developmental courses. A course may be counted only once for purposes of meeting graduation requirements.
- Complete at least 25 percent of semester credit hours at Snead State Community College.

- Meet all requirements for graduation listed in the student's course catalog plan. Students who petition to receive an award after last attending Snead State for more than one academic year must meet all requirements in effect at the time of graduation.
- Submit a formal application for graduation.
- Fulfill all financial obligations to the College.
- Clear all requirements in the Student Services Office.

### ● **Graduation Honors for Degree**

Superior academic achievement by graduating students shall be recognized by the following designations on transcripts:

1. Graduation with Highest Honors (or Summa Cum Laude) - 3.90 to 4.00 GPA
2. Graduation with High Honors (or Magna Cum Laude)- 3.70 to 3.89 GPA
3. Graduation with Honors (or Cum Laude)- 3.50 to 3.69 GPA

### ● **Graduation Honors for Other Formal Awards (Certificate)**

1. Graduation with Distinction - 3.50 to 4.00 GPA

NOTE: Calculation of the grade point average (GPA) for graduation honors shall be identical to that method used to calculate the GPA to fulfill graduation requirements for the degree or certificate being earned. In addition, in order to be eligible for a graduation honor, a student in a degree program must have completed a minimum of 32 semester credit hours at Snead State Community College. A student in a certificate program must have completed a minimum of one-half the semester credit hours required in the certificate program at Snead State Community College.

## SSCC Top 10

# Reasons to Earn An Associate Degree

### **1. You'll earn more!**

Students who complete their Associate Degree or certificate can expect to earn as much as \$8,000 more per year and about \$400,000 more in a lifetime than a high school graduate.

### **2. You'll be prepared!**

People change jobs up to 10 times in their working lives – and when you are job-hunting, a college credential will always give you an edge.

### **3. Credential holders also are more likely to retain jobs.**

Unemployment for community college graduates is typically 30 percent lower than for high school grads.

### **4. You'll encounter fewer barriers to transfer!**

Many state college systems have articulation agreements that guarantee transfer of community college credits when Associate Degree students enter state universities. You'll save time and money by not having to repeat courses or take courses you did not know you needed.

### **5. You'll have the personal satisfaction of reaching your educational goal!**

And you will have something tangible to show for it – something valued by employers, scholarship officials and transfer recruiters.

### **6. You'll help reverse a national trend in the declining number of college graduates.**

You'll also open doors for your children. Children of college graduates are more likely to graduate themselves.

### **7. You and your family's health will improve.**

Research links greater educational attainment to longer life, healthful eating, exercising and avoiding risk factors. Better educated people are quicker to change behaviors in response to new evidence. Better educated people have higher incomes, making them more likely to have health insurance and live in safer neighborhoods with better access to recreational facilities and grocery stores.

### **8. You will be more likely to promote environmental sustainability.**

### **9. You'll be more likely to volunteer, vote, contribute to charity, serve on boards and run for office.**

### **10. You'll be an educated, prepared and higher-paid employee.**

You will be providing support for federal, state and local governments and helping the national workforce be competitive and productive in the global economy.

# Two-Year Plan Worksheet

## Sample Two Year Schedule

*For Transfer and Associate in Science Degree Students*

### Fall Year I

\*English 101  
\*\*Math 110 or 112  
History  
Fine Art Elective  
Lab Science

### Spring Year I

English 102  
Lab Science  
Social Behavioral Science Elective  
Humanities Elective  
Area V Elective

### Summer Year I (Optional)

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### Fall Year II

Literature  
Social Behavioral Science Elective  
Area V Elective  
Area V Elective  
Area V Elective

### Spring Year II

Humanities Elective  
Social Behavioral Science Elective  
Area V Elective  
Area V Elective  
Area V Elective

***This plan is intended to be a guide only.*** The order in which you take courses will be altered by availability of courses each term and specific courses you may need that are unique to your degree plan.

\*Prerequisite courses for ENG 101 include: RDG 085 and/or ENG 093. Placement is determined by ACT, SAT or COMPASS scores. Additional terms may be needed to complete prerequisite courses.

\*\*Prerequisite math courses for MTH 110 or 112 include: MTH 091, MTH 098, and MTH 100. Placement is determined by ACT, SAT or COMPASS scores. Additional terms may be needed to complete prerequisite courses.



# Two-Year Plan Worksheet

*For Transfer and Associate in Science Degree Students*

## YOUR Two Year Schedule

Using your degree plan and STARS guide, you can use this page to create your own two-year plan. This personalized plan can assist you in determining which courses you need to take each term to complete your degree at Snead State.

### Fall Year I

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### Spring Year I

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### Summer Year I (Optional)

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### Fall Year II

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### Spring Year II

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# Two-Year Plan Worksheet

*For Associate in Applied Science Students*

**Following the degree plan outlined in the Snead State Community College Catalog in addition to consulting an advisor, you can use the following pages to create your own two-year plan for the appropriate course of study in your chosen Career Technical or Health Science field. This personalized plan can assist you in determining which courses you need to take each term to complete your degree at Snead State.**

For students pursuing Associate in Applied Science degrees in **Office Administration** or **Nursing**, please consult an advisor for assistance in developing a two-year plan.

# Two-Year Plan Worksheet

*For Associate in Applied Science Students*

## Child Development Advising Four Semester Plan

### Semester One

CHD 100  
CHD 201  
CHD 202  
CHD 209  
ENG 101  
CIS 146

### Semester Two

CHD 203  
CHD 204  
CHD 206  
CHD 222  
ENG 102  
MTH 100

### Semester Three

CHD 217  
CHD 210  
PSY 200  
SOC 200  
HED 231  
Fine Art Elective

### Semester Four

CHD 215  
CHD 205  
CHD 208 or HEC 140  
SPH 106 or 107  
Lab Science

Students enrolled in the two-year degree program who wish to finish a short certificate should take the recommended CHD courses first in order to be awarded the certificate within one year of enrollment.

Advisors should encourage CHD students to meet with the CHD director as soon as possible to design a plan that will suit their individual needs and meet standards for employment.

# Two-Year Plan Worksheet

*For Associate in Applied Science Students*

## Computer Science Technology

<b>Fall 1st-year Students</b>	
<b>Course</b>	<b>Hours</b>
CIS 146	3
CIS 269	3
CIS 270	3
CIS 165 (Lab to CIS 270)	1
MTH116t	3
Fine Art/Humanities Elective	3
<b>Subtotal</b>	<b>16</b>
<b>Spring 1st-year Students</b>	
CIS 130	3
CIS 161	3
CIS 268	3
CIS 271	3
CIS 274 (Lab to CIS 271)	1
MTH 131, MTH 100, BIO, CHM, GEO 101, PHS, or PHY	3
ENG 100 or 101	3
<b>Subtotal</b>	<b>19</b>
<b>Fall 2nd-year Students</b>	
CIS 117	3
CIS 207	3
CIS 212 Mini I	3
CIS 213 Mini II	3
CIS 272	3
CIS 288 (Lab to CIS 272)	1
<b>Subtotal</b>	<b>16</b>
<b>Spring 2nd-year Students</b>	
CIS 147	3
CIS 251	3
CIS 280	3
CIS 273	3
CIS 293 (Lab to CIS 273)	1
WKO 101	1
Social Science Elective	3
<b>Subtotal</b>	<b>17</b>
<b>Total Hours</b>	<b>68</b>



# Two-Year Plan Worksheet

*For Associate in Applied Science Students*

## Electronic Engineering Technology

### *1st Year*

#### Fall

EET 100	Introduction to Engineering Technologies	3
EET 103	DC Fundamentals	3
CIS 146	Microcomputer Applications	3
MTH 131	Introductory Mathematics I	3
Elective	History, Social, and Behavioral Sciences	3
<b>Total</b>		<b>15</b>

#### Spring

EET 104	AC Fundamentals	3
EET 105	Solid State Fundamentals	3
EET 207	Introduction to Robotics	3
Elective	Humanities or Fine Arts	3
ENG 100	Vocational English	3
MTH 116t	Mathematical Applications	3
<b>Total</b>		<b>18</b>

### *2nd Year*

#### Fall

EET 224	Elements of Industrial Control	3
EET 229	Elements of Industrial Control Lab	2
EET 109	Blueprint Reading	3
EET 206	Digital Fundamentals	3
EET 203	Electronic Circuits I	3
EET 286	Microcomputers Repair	3
<b>Total</b>		<b>17</b>

#### Spring

EET 119	Circuit Fabrication	1
EET 213	Instrumentation	3
EET 276	Elements of industrial Control II	3
EET 277	Elements of industrial Control Lab II	2
EET 238	Instrumentation Lab	2
INT 118	Fundamentals of Hydraulics and Pneumatics	3
ELT 122	Advanced AC/DC Machines	3
WKO 101	Workplace Skills	1
<b>Total</b>		<b>18</b>

EET294	Co-op Education may be substituted for any advanced course	3
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**Total: 68**



# Students' Rights & Responsibilities

## **COLLEGE POLICIES AND REGULATIONS**

### • **Academic Advising Policy**

Snead State Community College recognizes academic advising as an essential part of the educational process and an important component in college completion. The primary focus of academic advising at SSCC is to facilitate the student's establishment and pursuit of realistic academic and career goals by providing the student with accurate information and guidance to support him/her in the decision making process. Academic Advising is designed to assist students in recognizing and accepting responsibility for their own choices about their educational program. It is not meant to replace or supersede the student's right to choose. Advisors offer suggestions and information to assist students in making informed decisions.

To be truly effective, academic advising must be taken seriously by students, advisors, and the College with an understanding that advising is more than the completion of a simple clerical function. Effective academic advising requires an open environment in which the advisor is concerned about the student's welfare in relation to his/her pursuit of academic and career goals. In addition to establishing an educational or career plan, academic advising assists students with evaluation and reevaluation of continued progress toward said goals.

Snead State Community College has established that the College, advisor, and students have individual responsibilities with regards to the advising process and these must be fulfilled if students are to receive the full benefit of an effective academic advising process. Academic advising is an ongoing, continuously evolving process.

### • **Responsibilities of the Student**

1. Ensure that all academic records from other educational Colleges have been sent to Snead State.
2. Know the academic advisor's identity, office location, office telephone number,

and office hours. The student must also be aware of which advising group he/she fits and where that advising group may be found.

3. Schedule an advising appointment at least once per term with the advisor apart from the scheduling/registration process.
4. Keep appointments. If the student is unable to keep an appointment, it is the student's responsibility to notify the advisor as soon as possible before the actual appointment time. The student should reschedule a new appointment.
5. Discuss academic and career goals with the academic advisor.
6. Develop educational and career goals.
7. Be aware of College policies and procedures, program requirements, and graduation requirements of both SSCC and the intended transfer institution.
8. Complete, print, and keep a copy of the STARS Guide or Degree Plan appropriate for the student's intended major. If the student changes his/her program of study, it is the student's responsibility to obtain a new STARS Guide or Degree Plan for the new program.
9. Be prepared for the advising appointment for the scheduling of classes before meeting with the advisor. Study the class schedule, know courses needed, have a list of alternatives, know which courses are offered at convenient times he/she can attend, and have a list of any questions for the advisor. The advisor is there to assist the student and offer advice and guidance.
10. Accept responsibility for academic choices. The advisor may discuss options with the student, but the student must make the decision.
11. Maintain personal records of academic activities and progress.

# Students' Rights & Responsibilities

12. Seek help from advisors when needed. Consult with the faculty advisor or a general advisor in the Student Success and Career Center when not certain of the best academic action and before making changes in the program of study. Academic Advising is a continuous process that spans the entirety of a student's stay at the College, not just when selecting courses.
  13. Prior to attending classes, verify that the class schedule is accurate.
- Responsibilities of the Advisor
    1. Be accessible to students.
    2. Be aware of advisee's educational and career goals, and assist in formulation and clarification of these goals.
    3. Guide students in obtaining accurate information about transfer institutions.
    4. Provide students with information about alternatives, limitations, and possible long and short range consequences of academic choices.
    5. Refer students to appropriate college services or off-campus agencies.
    6. Strongly encourage students to obtain a STARS Guide for their intended course of study.
    7. Schedule appointments to ensure adequate time is provided for discussion of each advisee's progress.
    8. Assist students in making long range plans concerning courses to be scheduled.
    9. Focus on what courses should be taken and be prepared to provide reasons why a particular course is needed.
    10. Verify the accuracy of the class schedule prior to registration.
  - Responsibilities of the College
    1. Provide advisors with accurate and complete information on College policies and procedures, programs of study requirements, and courses of instruction.
    2. Provide advisors with all student data needed, accurate transcripts, and evaluation of transfer credit.
    3. Provide advisors with forms and reference materials needed in the advising process.
    4. Assign advisors and inform students of the identity, office location, telephone numbers, and e-mail addresses of advisors.
    5. Provide new students with an orientation to the College.
    6. Administer placement tests to new students upon admission, including partial batteries of tests to transfer students when needed.
    7. Provide advising services to students with special needs, particularly those students covered by the Americans with Disabilities Act (ADA).
    8. Conduct advising orientation for new advisors and workshops for training and updating all advisors periodically.
- **Grade Appeal Process**

Students may contest a grade for up to 30 days from the last day of the term in which the course was taken. For the purposes of this policy, the "last day of the semester" is the last day on which final exams are scheduled for the Fall, Spring, or Summer term in which the course was taken. Mini-term classes are treated as full-term classes for the purpose of this policy.

Students who believe their grade is incorrect may ask the instructor to recalculate their grade. If the given grade is found to be in error, the instructor will submit a change-of-grade form. Situations where the grade was calculated wrong are not technically appeals.

If a student believes a grade to be unfair, the student should first contact the instructor and share that concern. If the student is not satisfied with the instructor's response, the student may bring the matter to the Division Director for that division. If the student is not satisfied after discussing the matter with the Division Director, the student may file a formal grade appeal, but the appeal must be

# Students' Rights & Responsibilities

filed prior to the midpoint of the next semester, including summer. The appeal will be heard by the Grade Appeal Committee during the semester when the appeal is filed.

The only grounds for appeal are:

- The student's grade is based on factors other than performance in the course and/or adherence to course requirements.
- The instructor placed more demanding standards on one student than others in the same section of the course.

A Grade Appeal Committee will be appointed to hear grade appeals on an as-needed basis. The committee:

- Three full-time faculty members – One from the General Studies (transfer) program, one from a Career/Technical Program, and a third instructor preferably from the academic discipline involved in the appeal (if possible).
- One representative from Student Services
- One student representative chosen from the Student Government Association

The formal grade appeals process is as follows:

- The student submits the grade appeal form and includes a written description of the grounds for the appeal, which must be based on the criteria above.
- The instructor may submit a written response to the student's claims.
- The burden of proof lies with the student.
- A majority vote of the committee will determine whether the assigned grade should stand or should be changed.
- In the event that the committee decision is that the grade should be changed, the instructor will be notified of the decision and the committee will work with the instructor to determine the student's new grade.
- The committee's findings will be filed in the office of the Chief Academic Officer.

- The decision of the committee shall be final.

## • **Drug and Alcohol Free Campus**

As required by Section 22 of the Drug Free Schools and Communities Act of 1989 (Public Law 101-226) and in recognition of this institution's responsibility to serve as a beneficial influence on its students, its employees, and the community at large, Snead State Community College is designated as a drug and alcohol free campus and will comply with all the provisions of Public Law 101-226.

## • **Tobacco Free Policy**

Effective January 2, 2013, Snead State Community College is a tobacco free campus. Smoking and use of tobacco products will not be permitted anywhere on campus. This tobacco-free policy includes instructional sites, centers, campus buildings, sidewalks, grounds, parking lots, building entrances, common areas, and college-owned vehicles.

**Why a "smoke-free/tobacco-free" Campus?** Snead State Community College is committed to providing a safe, healthy, and clean environment for its employees, students, community members, and visitors. The College has an obligation to provide a safe, healthy, and clean learning and working environment. Second-hand smoke can be the cause of asthma attacks, lung cancer, cardiovascular and other lung diseases. Every student, employee and visitor to our campus has the right to breathe clean air and not be exposed to the harmful effects of smoke and tobacco. Likewise, tobacco excrement such as smokeless tobacco receptacles ("spittoons") are a blemish on the campus and will not be tolerated on the grounds or in buildings.

**What do we consider "tobacco"?** A "tobacco product" is defined to include any lighted or unlighted cigarette, cigar, pipe, bidi, clove cigarette, and any other smoking product (to include electronic or otherwise "smokeless" cigarettes), as well as smokeless, leaf, or "spit" tobacco products (often known as dip, chew, or snuff, in any form).

**Where can I smoke or use tobacco products?** As stated, smoking or the use of any to-

# Students' Rights & Responsibilities

tobacco product is prohibited on campus grounds, to include buildings, grounds, parking lots, and breezeways. There ARE NO AUTHORIZED areas designated for the use of tobacco on campus.

**Can I smoke in my car?** The use of tobacco is prohibited on ALL property owned by Snead State Community College.

**Caught Smoking or Using Tobacco on Campus?** Achieving a tobacco-free environment requires time and patience. Snead State Community College believes self-enforcement is an effective way to change this behavior and its perception by students, faculty, staff and visitors on campus. It is the intent of Snead State Community College to emphasize the value of such a policy and to encourage all individuals to cooperatively work together in implementing and complying with this policy. Any staff member on this campus may and should enforce, notify, and raise awareness of this campus policy. The College appreciates and expects full compliance. If any violator should seek to circumvent this policy, additional consequences (to potentially include fines and disciplinary measures) may result.

- **Campus Crime Statistics Report**

Snead State Community College is required under Section 668.46(b) of the Campus Security Act to publish and distribute an annual security report. The Campus Crime and Security Survey as required by the United States Department of Education is available at <http://ope.ed.gov/security>. Information concerning security at Snead State is available at <http://www.snead.edu/index.aspx?id=1005> on the College website. The annual report is made available via hard copy and electronic format. Persons desiring a printed copy of the annual report may contact the Office of Campus Security located in Elder Hall or by calling 256-840-4167.

## **STUDENT POLICIES**

- **Student Right-To-Know**

The federal Student Right-to-Know (SRK) Act requires colleges to calculate and disclose the graduation and transfer rates for first-time college students who enroll in the fall term as full-time, degree seeking students. The rates must be calculated after three years from initial entry. This information may be found on the College website in the Consumer Information section. Alternatively, students may receive a printed copy upon request to the Office of the Vice President for Student Services.

- **Transcript Policy**

In accordance with the provisions of Public Law 93-380, the Family Educational Rights and Privacy Act (also known as the Buckley Amendment), the Office of Student Services will release a transcript of a student's academic record only upon written request of the student. The request for the transcript release must bear the signature of the student along with the identifying information. Official transcripts are not issued to the student but to the college, official, or agency listed on the request. Unofficial Snead State Community College transcripts, which are stamped "Student Copy," may be released to a student upon written request. A student may view and print an unofficial transcript by accessing the College website at [www.snead.edu](http://www.snead.edu). Under the Current Student menu, select the mySnead option. Login to the secure site by entering your S number and PIN. Select the Student tab. Select the Student Records tab. Click on View Academic Transcript. Your S number is assigned to you by the College once your admittance application has been processed. Your PIN is your birthday in this format: "MMDDYY."

- **Facsimile (FAX) Transmission of Records**

The Office of Student Services will accept transcript requests by fax. Students wishing to send transcript requests by fax must furnish the following information:

1. full name and any previous names under which enrolled

# Students' Rights & Responsibilities

2. social security number
3. date of birth
4. approximate dates of attendance
5. school or organization where transcript is to be forwarded
6. daytime phone number
7. copy of driver's license
8. signature

The fax number is 256.593.7180.

The Office of Student Services will honor requests to fax transcripts to other colleges provided a written request by the student is on file (a parent may not request the information). Telephone requests are not honored. A student should be aware that the receiving college has the right to decline faxed transcripts. Please be sure to provide the correct fax number when completing the request.

Snead State Community College will accept a faxed transcript only as an unofficial working document pending the receipt of an official transcript with the seal imprint and registrar's signature from the forwarding college. All faxed transcripts must come from the home institution and state on the cover page that "an official transcript is being mailed."

- Transcript requests will not be honored for any student who has outstanding academic or financial obligations in any of the area of the College.
- Any student who withdraws from the College must have completed all admission credentials and have cleared all financial or other obligations in all of the administrative offices before being entitled to an academic transcript.
- Transcripts requests will be processed within 48 hours of the request (except during weekends and holidays). It is the student's responsibility to request the transcript in advance. We cannot provide students with transcripts at the time the request is made to the Office of Student Services.

## • **Class Attendance Policy**

Class attendance is considered an integral part of the educational process at Snead State Community College. The College maintains the philosophy that a student's academic success has a direct correlation to class attendance. A student is expected to attend, as well as, be on time for all class meetings.

Class attendance policies are determined by each instructional division of the College. Individual faculty members will abide by the attendance policy of their division and will make decisions regarding absences. Faculty members will insure that the divisional attendance policy is included in the course syllabus for each of their classes.

If there are questions about the policy, a student should first talk with their individual instructor. The Division Director will make the final decision about any questions or concerns regarding the attendance policy for classes that fall within their division.

## • **Student Intellectual Property Rights**

Snead State students often do creative work as a part of normal coursework. In such cases, all rights to those works are the property of the student and not Snead State. This is outlined in the College's Intellectual Property Rights Policy. Below is the portion of the policy that applies to students:

- The copyright of any works created as part of a course assignment (essays, poetry, musical composition, etc.) remains with the students.
- Students have the right to take class notes and otherwise copy course material for personal use. However, notes and other course materials shall not be used for commercial purposes (e.g. selling exams). The use of course materials for commercial purposes is considered Academic Dishonesty.

# Students' Rights & Responsibilities

## • **Academic Integrity Policy**

Students of Snead State Community College are expected to behave as responsible members of the college community and to be honest and ethical in their academic work. SSCC strives to provide students with the knowledge, skills, judgment, and wisdom they need to function in society as educated adults. To falsify or fabricate the results of one's research; to present the words, ideas, data, or work of another as one's own; or to cheat on an examination corrupts the essential process of higher education and is a disservice to the student and to Snead State. All members of the Snead State Community College community, students, faculty, and staff, share the responsibility and authority to challenge and make known acts of academic dishonesty. Further, students, faculty and staff should ensure that policies regarding academic integrity are clearly outlined in course materials, including course syllabi.

### Guidelines for Academic Integrity

Students assume full responsibility for the content and integrity of the coursework they submit. The following are guidelines to assist students in observing academic integrity:

- Students must do their own work and submit only their own work on examinations, reports, and projects, unless otherwise permitted by the instructor. Students are encouraged to contact their instructor about appropriate citation guidelines.
- Students may benefit from working in groups. However, students must not collaborate or cooperate with other students on graded assignments, examinations, or other academic exercises unless clearly directed to do so by the instructor.
- Students must follow all written and/or verbal instructions given by instructors or designated college representatives prior to taking or during examinations, placement assessments, tests, quizzes, and evaluations.
- Students are responsible for adhering to course requirements as specified by the instructor in

the course syllabus.

### Forms of Academic Dishonesty

Note: Snead State Community College recognizes that when students make a good faith attempt to credit sources, some mistakes in citation format or use of quotations should be viewed as errors in form and mechanics rather than true plagiarism.

Actions constituting violations of academic integrity include, but are not limited to, the following:

- **Cheating:** intentionally using or attempting to use unauthorized materials, information, or study aids in any academic exercise. Examples of cheating include, but are not limited to:
  1. Copying from another's assignment or receiving unauthorized assistance from another during an academic exercise or in the submission of academic material.
  2. Using a calculator, computer or other materials when not authorized by the instructor.
  3. Collaborating with another student or students during an academic exercise without the consent of the instructor.
- **Fabrication:** intentional and unauthorized falsification or invention of any information or citation in an academic exercise.
- **Multiple Submissions:** submission of academic work for which academic credit has already been earned (i.e. submitting the same essay in two different classes) and when such submission is made without authorization from the instructor.
- **Plagiarism:** intentionally or knowingly representing the words or ideas of another as one's own in any academic exercise. The following are considered to be forms of plagiarism:
  1. Word-for-word copying of another person's ideas or words.
  2. Interspersing one's own words within a document while, in essence, copying another's work.

# Students' Rights & Responsibilities

3. Rewriting another's work, yet still using the original author's fundamental idea or theory without giving credit to the original author using a proper citation.
  4. Inventing or counterfeiting sources.
  5. Submission of another's work as one's own.
  6. Neglecting quotation marks on material that is otherwise acknowledged.
- **Misuse Of Academic Materials:** the misuse of academic materials includes, but is not limited to, the following:
    1. Stealing or destroying college or library reference materials, or computer equipment and/or programs.
    2. Stealing or destroying another student's notes or materials, or having such materials in one's possession without the owner's permission.
    3. Receiving assistance in locating or using sources of information in an assignment, when such assistance has been forbidden by the instructor.
    4. Illegitimate possession, disposition, or use of examinations, test banks or answer keys to examinations.
    5. Unauthorized alteration, forgery, or falsification of academic records.
    6. Unauthorized sale or purchase of examinations, papers, projects or assignments.
  - **Complicity In Academic Dishonesty Or Facilitating Academic Dishonesty:** intentionally or knowingly helping or attempting to help another to violate any provision of this policy or otherwise contributing to another's acts of academic dishonesty.

## Academic Dishonesty Documentation

- The faculty member observing or investigating the apparent act of academic dishonesty documents the commission of the act, by writing down the time, date, place, and a description of the act.
- The faculty member collects evidence, often by

photocopying the plagiarized assignment and creating a paper trail of all that occurs after the alleged act of academic dishonesty. The evidence may include various samples of the student's work showing a radical disparity in style or ability.

- The faculty member provides the student an opportunity to explain the incident.
- The faculty member explains to the student the procedures and penalties for academic dishonesty and gives the student a copy of this Academic Integrity Policy.
- The faculty member may resolve the matter by determining an appropriate course of action, which may include a written warning, a grade of "F" on an assignment, project, or examination, or no further action.
- Faculty must report all violations of academic integrity and the course of action taken to the Chief Academic Officer.
- If the accused student contests the faculty member's decision, a meeting with the division director may be requested to informally resolve this matter.
- If this matter cannot be resolved with the division director; or if the student contests the decision made in consultation with the division director; or if the faculty member wishes to initiate further action (e.g. assign a lower grade or a grade of "F" for the course or recommend academic program dismissal based solely on academic dishonesty), the student is entitled to a Disciplinary Committee hearing.

## Penalties for Academic Dishonesty

If a student is found responsible for violating academic integrity policies, any one or a combination of the following penalties may be imposed by the faculty member, or by the faculty member and his/her supervisor:

- Verbal or written warning.
- The student would repeat an assignment, project, or examination under specified conditions.

# Students' Rights & Responsibilities

- A grade of “F” for the assignment, project, or examination.

The Chief Academic Officer or designee may also issue the following disciplinary sanctions:

- Disciplinary written warning to the student.
- Disciplinary probation with or without the loss of privileges for a definite period of time. The violation of the terms of the disciplinary probation or the breaking of any college rule during the probation period may be grounds for suspension or expulsion from the College.
- Suspension from Snead State Community College for a definite period of time.
- Expulsion from Snead State Community College.
- The assignment of a lower grade or a grade of “F” based solely on academic dishonesty.
- Other disciplinary action as deemed appropriate may include, but is not limited to: referral to support services and/or programs; assignment of written apology or essay; participation in community service activities

## Student Due Process: Appeals Procedure

A Disciplinary Committee hearing may be requested by a student who contests the decision made by the faculty member (in consultation with the division director) OR by the faculty member who wishes to initiate further action or cannot resolve the matter as specified above.

- A student request for Disciplinary Committee hearing: the student requesting the hearing must submit a Request for Disciplinary Committee Hearing to the office of the Chief Academic Officer within ten (10) days of the notification of academic dishonesty decision by faculty or division director.
- A faculty request for Disciplinary Committee hearing: The faculty member must report the incident and provide evidence to the Chief Academic Officer within ten (10) working days of the alleged act of academic dishonesty or within ten (10) days of meeting with a division director.

Within ten (10) working days of receiving a request for Disciplinary Committee hearing, the Chief Academic Officer or designee will notify all parties in writing of the date, time and location of the Disciplinary Committee hearing.

The Disciplinary Committee shall be appointed by the Chief Academic Officer ad hoc as cases arise rather than be a standing committee. The committee will be comprised of:

- Three appointed faculty members
- Two appointed student services representatives
- Vice President of SGA
- In addition to the above Disciplinary Committee members, the faculty member who made the allegation shall also be invited to attend.

At the Disciplinary Committee hearing, both the faculty member and the student will have the opportunity to hear the charges and present his/her side of the case. The student may bring an advisor, who may advise and support the student but may not present the case. If the student misses the hearing, the Disciplinary Committee may proceed with the process to completion.

Following the Disciplinary Committee hearing, members shall make a recommendation for action to the Chief Academic Officer. This recommendation shall be in writing within five (5) working days of the Disciplinary Committee hearing. The Chief Academic Officer will determine if the action recommended by the Disciplinary Committee is appropriate, and will issue a final decision.

The Chief Academic Officer may issue the following disciplinary sanctions:

- Disciplinary probation with or without the loss of privileges for a definite period of time. The violation of the terms of the disciplinary probation or the breaking of any college rule during the probation period may be grounds for suspension or expulsion from the College.
- Suspension from Snead State Community Col-



# Students' Rights & Responsibilities

lege for a definite period of time.

- Expulsion from Snead State Community College.
- Other disciplinary action as deemed appropriate may include: referral to support services and/or programs; assignment of written apology or essay; participation in community service activities.

Within ten (10) working days of the hearing, the Chief Academic Officer will issue written notification of the decision to the student, faculty member, and division director.

For questions or comments regarding the contents or procedures of this policy, please contact the office of the Chief Academic Officer at Snead State Community College.

## • **Student Discipline**

### Student Job Description

Becoming a successful student is very much like mastering a new job. In order to excel, it is necessary to know what is expected of you.

- Read and understand the Snead State Catalog and Student Handbook.
- Read, understand, and follow the syllabus for each course.
- Become familiar with the College calendar and all semester deadlines.
- Regularly check your student e-mail account for important messages.
- Meet with your advisor regularly.
- Schedule classes so that the most effective learning can occur.
- Allow adequate study time per week for each course.
- Show satisfactory academic progress.
- Be proactive and be an active participant in your own education.
- Be familiar with and make use of Snead's library services.
- Develop a plan for increasing listening skills

and improving study habits.

- Work collaboratively with other students.
- Attend all class sessions and be on time.
- Communicate regularly with your instructors.
- Turn in assignments on time and actively participate in class.
- Complete work without cheating or committing plagiarism.
- Exhibit respectful behavior at all times.

### Student Conduct

Snead State Community College's standard of conduct is congruent with what is normally expected of persons enrolled in a college. Any student proving unwilling to cooperate with the established policies of the College may be required to withdraw from the College. A student, upon registration at Snead State Community College, agrees to conform to the rules and regulations of the College. A person, upon becoming a student, forfeits no constitutional rights and in no way abrogates responsibility as a citizen to obey all public laws. The student is subject to disciplinary action by the College upon violation of any part of the Discipline Code.

### Areas of Disciplinary Concern

A student may be referred to the Vice President for Student Services for possible disciplinary action for conduct that takes place on the college campus, in and around all College buildings, and at College-sponsored activities away from the campus if the following conduct takes place:

- knowingly publishing or circulating false information that is damaging;
- threatening and/or committing physical violence against another person;
- unauthorized entry into rooms, offices, buildings, dormitory, or other College property;
- vandalism, malicious destruction, damage, or misuse of public or private property;
- theft, larceny, or embezzlement of the property of another person or the College;

# Students' Rights & Responsibilities

- intentional disruption of or interference with scheduled college activities;
- disorderly, lewd, or indecent behavior;
- obscene language;
- illegal manufacture, sale, possession, or use of narcotics or other nonprescription drugs;
- public intoxication or illegal possession of alcoholic beverages;
- failure to comply with the official and proper regulation or order of a duly designated, identified authority, agent, or agency;
- unlawful assembly;
- having members of the opposite gender in the dormitory room or being in a dormitory room occupied by a member of the opposite gender;
- gambling in any form;
- having animals in the dormitory;
- possession of unauthorized firearms or other dangerous weapons;
- unauthorized use or possession of all electronic devices in the classroom;
- smoking, chewing, dipping, or other use of tobacco products on College property;
- entering false fire alarms, tampering with fire extinguishers, alarms, or other equipment;
- use of College computer terminals and personal computers or telecommunications equipment on College-owned or College-controlled property, in any manner other than for personal use, or for the purposes of obtaining pornographic or sexually explicit information;
- threatening, harassing, lewd, obscene, or violent communications through text, e-mail, fax, or other methods of data/information transmission;
- terrorist threat to Snead State Community College or the community;
- issuing a bomb threat to Snead State Community College;
- criminal mischief;
- harassment of other students;
- hazing in any form;
- furnishing false information to the College;
- forgery, alteration, or misuse of College documents or records;
- issuing bad checks to the College;
- any other activity or conduct not specifically stated herein that impairs or endangers any person, property, or the educational environment of the College.

## Disciplinary Procedures

1. Any case involving violation of published policies and regulations will be brought to the immediate attention of the Vice President for Student Services.
2. The Vice President for Student Services shall schedule a meeting with the student for an interview at the earliest possible time to discuss an alleged violation of the discipline code. If the student fails to appear for the interview, the Vice President for Student Services may, on the basis of available evidence, impose sanctions or proceed to forward the case to the Discipline Committee. When the student appears for the interview, and before the interview begins, the student shall be informed that the interview is for the purpose of discussing a possible violation of the discipline code. The student shall be presented a written statement of his/her rights of procedural due process.
3. If the Vice President for Student Services determines as a result of the interview and other evidence that there is sufficient reason to present the case to the Discipline Committee, the student shall be asked to enter a plea of guilty, not guilty, or no plea. A date shall be set for the hearing and the student shall be notified of that date.
4. If the student fails to attend the scheduled hearing after notification, the student may forfeit the right to present a defense, and the Discipline Committee may proceed with the

# Students' Rights & Responsibilities

hearing. The committee's recommendation shall be based on the evidence and testimony available.

5. The Discipline Committee shall make every effort to hear the case immediately in order to remove any question the student has about continuance at Snead State. Pending the outcome of the hearing, a hold may be placed on the student's record. If the committee deems that suspension is warranted, the suspension shall become effective the date of the student's notification of the committee's action. The suspension shall apply to the student in or out of school.
6. The decision reached by the Discipline Committee will be by simple majority vote. The decision of the Discipline Committee becomes official when put into writing by the Vice President for Student Services. A copy of the written statement shall be sent to the student, the Discipline Committee, and the College President.
7. The student has five (5) days from receipt of the written statement from the Vice President for Student Services to file a written notice with the Vice President for Student Services appealing the decision of the Discipline Committee.
8. The Appeals Panel is composed of a member of the Student Committee, appointed by the President; the President of the SGA; and the Chief Academic Officer who serves as chairperson. By a majority vote the Appeals Panel may recommend (1) that the decision rendered by the Discipline Committee be affirmed, (2) that the decision be amended, or (3) that a new hearing be held before the Discipline Committee. A written copy of the decision reached by the Appeals Panel shall be sent to the President and the Vice President for Student Services.

## Due Process / Student Rights for Student Discipline Cases

Students are guaranteed procedural and substantive due process in all cases involving formal discipline charges. The College assures each student that no discipline action is taken on grounds that are not supported by substantial evidence.

Students are entitled to procedural due process in all cases brought before the Discipline Committee. The student will be notified in writing by the Vice President for Student Services of the charges against him/her. This notification will also contain the date, time, and location of the Discipline Committee hearing. Discipline Committee hearings shall be private unless the student requests otherwise and the Vice President for Student Services approves the request. In cases where public proceedings become disorderly, the Discipline Committee may close the hearings.

## Right to Request to Waive Hearing by Discipline Committee

In the event that a student wishes to waive the right to a hearing before the Discipline Committee, the Vice President may accept jurisdiction. If the Vice President for Student Services approves a student's request to waive his/her right to Discipline Committee hearing, the Vice President for Student Services shall determine guilt by examination of evidence, testimony, or by admission of guilt by the student and shall impose a sanction.

## Temporary Suspensions

In extreme cases where the action of a student or group of students poses an immediate threat to the well being of the College or there is substantial evidence that the continued presence of the student(s) on the campus shall disrupt the College, the President may temporarily suspend the student(s) pending a hearing before the Discipline Committee.

## Sanctions

The degrees of discipline are as follows:

1. Informal Reprimand – an oral expression of disapproval to the student for violation

# Students' Rights & Responsibilities

of rules and regulations that may require disciplinary action.

2. Formal Reprimand – a written expression of disapproval to the student for violation of rules and regulations that may require disciplinary action.
3. Probation – probation is for a stated period of time. A student on probation may be subject to loss of privilege to represent the College or a College organization.
4. Community Service – performance of duties under the supervision of local agencies or College officials.
5. Restitution – the student may be required to make compensation for certain violations.
6. Suspension – suspension excludes the student from the College for a stated period of time.
7. Expulsion – dismissal from the College for two years after which the student may apply to the Discipline Committee for readmission.

## • **Firearms and Weapons**

Possession of firearms or other weapons on College property at any time, unless properly authorized, is prohibited.

## • **Animals**

Animals, other than animals confined in the lab, or assistance animals for individuals who have an approved accommodation, may not be kept on campus and are not allowed inside any College building.

## • **Guest Speakers and Fundraising**

Student organizations desiring to sponsor a guest speaker on campus or perform fundraising activities must secure approval from the Director of Campus Engagement before scheduling or publicizing the event.

## • **Poster/Flyer Announcements**

Posters, signs, announcements, and other displays should only be placed on the bulletin boards or other pre-approved space provided in the College buildings. Non-students and off-campus organizations must receive approval from the Director of Marketing and Public Relations before

displaying information on campus. Student organizations must receive approval from the Director of Campus Engagement prior to displaying information on campus.

## **GRIEVANCE PROCEDURES**

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

If resolution of the grievance is not possible, the student should make the grievance known to the immediate supervisor of the individual(s) against whom the student has a grievance or to the Vice President for Student Services for a grievance against a student, for resolution of the problem. If resolution is not reached at this level, the Vice President of Student Services will intervene to bring resolution to the problem. In the event that the grievance involves race discrimination, sex discrimination, or violation of the rights of the disabled, and cannot be informally resolved, then formal procedures will be followed (copies of formal procedures can be obtained in the office of the Vice President for Student Services).

These procedures attempt to protect the student's right to file a grievance against another student or against members of Snead State Community College faculty, staff, or administration, while providing the right of due process for the accused. Students and members of the Snead State Community College faculty, staff, or administration are guaranteed procedural due process. In the event that the Alabama State Board of Education or the Department of Post-secondary Education develops a grievance procedure for the Alabama Community College System, any portion of Snead State Community College's grievance procedure that is in conflict with State Board policy shall be severable and superseded by State Board regulations.



# Notes



# Notes

# Snead State Community College Campus Map



**LOCATED IN THE MCCAIN STUDENT SUCCESS CENTER**

- Top Floor
  - \*Admissions/Financial Aid
  - \*Advising
  - \*Testing
  - \*Career Coach
  - \*Athens Center
  - \*Campus Engagement
- \*Student Retention/Recruiting Offices
- Bottom Floor
  - \*Business Office/Cashier
  - \*Informational Technology
  - \*Human Resources

- Located in the Administration Building
- \*Math Classrooms & Faculty Offices
  - \*Cyber Library & Study Room
  - \*Heritage Room
  - \*Fielder Auditorium
  - \*Commons Room
  - \*President's Office
  - \*Academic Offices
  - \*Office of Grant Development
  - \*Office of Institutional Research



— DENOTES STUDENT PARKING



# SNEAD STATE COMMUNITY COLLEGE

[www.snead.edu](http://www.snead.edu)

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