

Virginia College  
2970 Cottage Hill Road  
Mobile, Alabama 36606

Phone #: (251) 471-6722  
Fax #: (251) 471-6773

### **Library/Resource Center**

The Virginia College Resource Centers are available to all students. The resource center maintains an up-to-date collection of books, periodicals, and audio-visual materials which support the subject areas covered by the campuses' curriculum and for research and study. Virginia College provides access to the internet and other online electronic services and databases.

### **Parking**

Student parking is limited to designated parking both on and off campus. Violation of parking rules results in the towing of vehicles at the owner's expense. The policy is strictly enforced without exception.

### **Holidays**

Classes will not be held on the following holidays:

|                                     |                  |
|-------------------------------------|------------------|
| New Year's Day                      | Independence Day |
| Martin Luther King, Jr.'s, Birthday | Labor Day        |
| Mardi Gras                          | Thanksgiving     |
| Good Friday                         | Christmas        |
| Memorial Day                        |                  |

### **Records**

The campuses maintain complete records covering areas such as grades, attendance, prior education, and subjects studied. Transcripts will be sent to properly-qualified individuals upon written request of the student, once all financial obligations are met with Virginia College.

### **Student Dress Code**

Virginia College is a career-oriented College and, therefore, strives to create a professional atmosphere. Because representatives of companies which can provide employment opportunities for Virginia College graduates are frequently on campus, either announced or unannounced, it is very important that they see their potential future employees in an acceptable mode of dress. A Dress Code Policy for each program of study will be provided at orientation. Any student who refuses to comply with the dress code may be asked to leave the College.

### **Eating**

Students are welcome to pause, relax, and eat in designated areas before or after classes. **NO FOOD, BEVERAGES, OR OTHER CONSUMABLES ARE ALLOWED IN CLASSROOMS OR LABS.**

### **Smoking**

Each campus is a **smoke-free environment**. Current regulations state **NO SMOKING ANYWHERE INSIDE THE BUILDINGS OR AT THE FRONT ENTRANCE.** Smoking is permitted in designated campus areas outside the campus buildings.

### **Telephone**

Pay phones are conveniently located for student use. Students may not use administrative phones except in cases of emergency.

### **Discipline**

The act of registration is considered a pledge on the part of the student to abide by the rules and regulations set forth by the administration and faculty. The campuses reserve the right to place on probation, suspend, or expel from the College any student who willfully violates any rule or regulation of Virginia College. Students who are placed on probation for unsatisfactory progress or unsatisfactory conduct are not permitted to represent Virginia College in any student function, program, or other College-sponsored activity.

## **Student Disciplinary Code**

### **Regulations**

When Campus Rules Govern – Students who are enrolled at Virginia College are subject to the rules and regulations of the College.

Penalties – Penalties for violation of College regulations may include one or a combination of the following:

1. Reprimand
2. The imposing of specified restrictions
3. Conduct probation
4. Temporary suspension
5. Dismissal

### **Appeals**

Appeals from a student must be in the form of a letter of appeal written and signed by the student. The letter should include, but not be limited to, the following:

1. Substantiated records in support of the student's reasoning and appeal for withdrawing the student's pending action
2. The student's perspective and documentation (if appropriate) challenging the penal action

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