



STUDENT HANDBOOK 2009 - 2011

Learning Comes to Life in Pursuit of Excellence

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Foreward

This handbook provides students additional information about Halifax Community College-its policies, procedures, and primary activities. Items in this handbook highlight and reinforce information presented in the HCC Catalog, as well as other publications issued by the College. This handbook describes Halifax Community College’s policies, procedures, and services, which apply to all students. Students are responsible for knowing and adhering to its content.

Nondiscrimination Policy Notice

Halifax Community College is an affirmative action, equal opportunity institution and welcomes students and employees without regard to race, color, national origin, religion, sex, age, or disability.

Americans with Disabilities Act (ADA)

Halifax Community College complies with the regulations of the American with Disabilities Act. Anyone with special needs should contact the Counseling Department, Room 312, for information on disabilities, services, and facilities.

Disability Services

Halifax Community College adheres to the policies set forth in Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990, which mandates that individuals with a disability be granted equal access to all educational opportunities. Additionally, Halifax Community College adheres to the North Carolina Community College Disability Services Resource Guide.

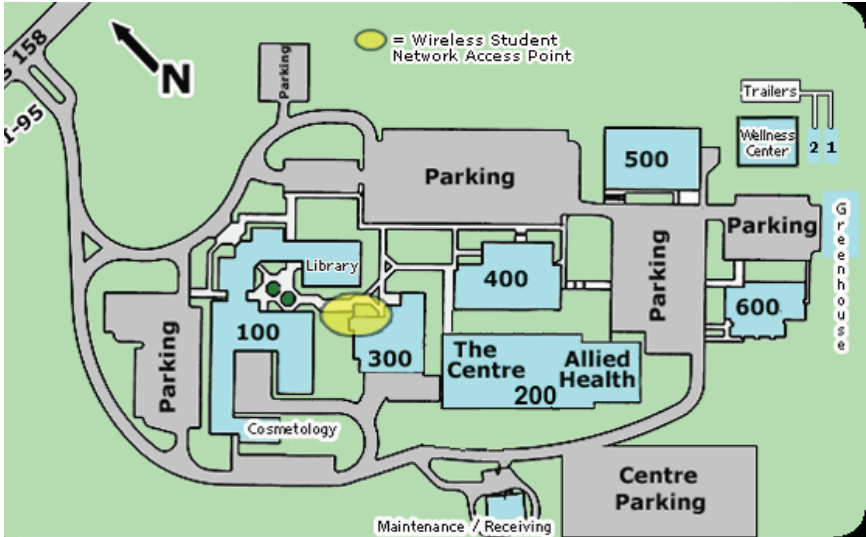
Halifax Community College, in accordance with Section 504 of the Rehabilitation Act of 1973, seeks to provide equal access to education for students with a disability. In accordance with Section 504 of the Rehabilitation Act of 1973, federal law states:

“No otherwise qualified person with a disability in the United States ...shall, solely by reason of ... disability, be denied the benefits of, be excluded from participation in, or be subjected to discrimination under any program or activity receiving federal financial assistance.”

A person with a disability includes “any person who (1) has a physical or mental impairment which substantially limits one or more major life activities, (2) has a record of such impairment, or (3) is regarded as having such impairment.” A “qualified person with a disability” is defined as one “who meets the academic and technical standards requisite to admission or participation in the educational program or activity.”

Information relating to disability services may be obtained in the Counseling Center, Room 312.

CAMPUS MAP



Accreditation

Halifax Community College is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools [1866 Southern Lane, Decatur, Georgia 30033-4097; 404-679-4501] to award the associate degree. The following agencies accredit or approve specific programs:

- North Carolina State Board of Community Colleges
- North Carolina Board of Nursing
- National Accrediting Agency for Clinical Laboratory Sciences (NAACLS); 8410 West Bryn Mawr Avenue; Suite 670; Chicago, IL 60631; (773) 714-8880
- American Dental Association; 211 E. Chicago Ave. Chicago, IL 60611

GREETINGS FROM THE PRESIDENT



*Dr. Ervin V. Griffin, Sr.
President/CEO*

Dear HCC Student:

On behalf of our Board of Trustees, faculty, students, staff, and administration, I want to welcome you to Halifax Community College (HCC). We are pleased that you have chosen HCC to continue your higher education goals and vision for your life. I believe that you will find HCC a very warm and vibrant college that has one main goal – **Student Success!**

HCC students must abide by rules and regulations while on campus and at all campus activities. This HCC Student Handbook will provide you with information concerning the rules and regulations that govern our academic community. It will also provide you with a roadmap to practice good citizenship in all activities while on campus.

I encourage you to read the HCC Student Handbook and ask questions, if you do not understand any of its content. We want you to take advantage of the many academic and student activities that are available on our campus. Students who are involved on our campus tend to be those students who achieve their educational goals, and they develop lifelong relationships with their peers, as well as with faculty, staff, and administrators.

Again, I encourage you to make student success, both in the classroom and in student leadership activities, your top priority while enrolled at HCC. I believe you will find, indeed, HCC to be the place where **Learning Comes to Life In Pursuit of Excellence!**

Sincerely,

A handwritten signature in black ink that reads "Ervin V. Griffin, Sr." The signature is written in a cursive style.

Dr. Ervin V. Griffin, Sr.
President/CEO

Mission

HCC strives to meet the diverse needs of our community by providing high-quality, accessible, and affordable education and services for a rapidly changing and globally competitive marketplace.

Vision

HCC will continue to be a catalyst for educational, cultural, and economic progress in the Roanoke Valley by anticipating and responding to the needs of an evolving global community.

Values

Integrity: We live by a code of ethics, which includes truth, humility, respect, and fair-mindedness to all people.

Service: We actively support the growth and development of a culture of service in our community by word, example, and collaboration.

Continuing Learning: We value and promote the process of reaching our individual and community-related potential through a life-long pursuit of education, both formal and informal.

Collaboration: We promote the combined efforts of all stakeholders in accomplishing common goals of government, education, industry, and the public.

Accessibility: We provide opportunity and support to all who seek personal enrichment or a higher quality of life.

Innovation: We embrace new and creative approaches to continually improve the quality of our education and services.

Diversity: We believe an appreciation of differences adds to the richness of the learning environment and the personal development of all.

Accountability: We take responsibility for continuous quality improvement, serving the needs of our community, utilizing our fiscal and educational resources wisely, and providing quality education and services with strategic outcomes.

ACADEMIC SCHOOLS AND MAJORS

There are five academic schools at Halifax Community College offering a broad range of curriculum programs leading to certificates, diplomas, and associate degrees.

School of Arts and Sciences

Associates in Arts
Associates in Science
Associates in General Education

School of Business

Accounting
Advertising and Graphic Design
Advertising and Graphic Design - Computer Graphics
Business Administration
Computer Information Technology
Interior Design
Medical Office Administration
Networking Technology
Office Administration

School of Legal and Public Service

Basic Law Enforcement Training
Criminal Justice Technology
Cosmetology
Early Childhood Associate Education
Early Childhood Associate Education/Teacher Associate
Greenhouse and Grounds Maintenance
Human Services Technology
Paralegal Technology

School of Vocational and Industrial Technology

Automotive Systems Technology
Industrial Systems Technology
Welding Technology

School of Nursing and Allied Health

Associate Degree Nursing
Dental Hygiene
Medical Laboratory Technology
Phlebotomy
Practical Nursing Education

DIRECTORY

Main Number	(252) 536-2551 OR 536-4221
Admissions	(252) 536-7225 OR 536-7220
Bookstore	(252) 536-7255
Business Office	(252) 536-6360
Campus Police Officer	(252) 538-4317
Cashier	(252) 536-7224
Continuing Education	(252) 535-7216
Counseling or Disability Services	(252)536-7207 OR (252)536-7203
Dean of Curriculum Programs	(252) 536-7256
Dean of Student Services	(252) 536-6386
Distance Learning	(252) 536-7299
Financial Aid	(252) 538-4334
Freedom to Learn	(252) 536-7275
JobLink	(252) 536-7280
Learning Assistance Center (LAC)	(252) 536-7233
Learning Resource Center (LRC; library)	(252) 536-7236
President	(252) 536-6399
Registrar/VA Services	(252) 536-7221 OR 536-7227
Student Accounts Receivable	(252) 538-4304
Student Government Association	(252) 536-7298
Student Services	(252) 536-7232
Student Support Services	(252) 536-7208
Testing/Job Placement	(252) 536-7254
Vice President of Academic Affairs	(252) 536-7226

GENERAL ADMISSION REQUIREMENTS

Applicants to Halifax Community College must submit the following documents to be considered for admission:

- Complete admissions application and a signed copy of Social Security card
Note: The application for admissions must be submitted with sufficient information to determine the state of residency.
- Official high school transcript in a sealed envelope or copy of official GED scores; official transcripts from other colleges/universities attended
- Placement test scores or a copy of official SAT scores unless you have college credits that may waive you from taking the placement test

Note: Transfer and re-entry students must provide official transcripts from all institutions attended. HCC's registrar will evaluate the official transcript before any placement testing waiver is granted.

An applicant who was home-schooled must also provide official high school transcripts for the course work completed.

Change of Major

Students wishing to change their majors should complete the following steps:

1. Current advisor will print out the Change of Major Form.
2. Current advisor will sign off on the Change of Major Form.
3. Student will take signed form to new advisor.
4. New advisor will sign off on Change of Major Form.
5. After obtaining current and new advisor signatures on the Change of Major Form, the student will take the form to the Admissions Office.

Students who do not know what they wish to major in or what career they want to choose should go to the Counseling Center for advisement.

Assessment and Placement

ASSET, COMPASS, and SAT scores will be used for initial placement in English, reading and math. Applicants who provide SAT scores more than five years old and with scores less than 500 on each section of the SAT will be asked to take the ASSET or COMPASS placement tests. Students should contact the Enrollment Office (Room 307) to schedule the placement test. Former students or students taking classes in which they will not receive a grade may not be required to take the placement test if they have already successfully completed the prerequisite course work.

GENERAL INFORMATION

Developmental Education Courses

Halifax Community College is committed to student success in collegiate-level course work and occupational programs. Developmental courses are required for students who do not have the minimum placement scores necessary to take English or math. Once the developmental sequence is begun, students may not test out of the next level developmental course. It is imperative that students complete all developmental courses in a timely fashion.

Continuing Education

Continuing Education is defined as those activities engaged in by adults for the purpose of learning a trade, upgrading a skill, personal improvement, or cultural enrichment. Continuing Education infers the concept of life-long learning. In order to meet the desired goals and objectives of the college, the Department of Continuing Education offers a variety of courses and programs. These non-curricular activities vary in length and are offered during the day and evening hours both on and off campus.

The development of continuing education activities for adults is based upon:

1. Interest shown by the community
2. Availability of qualified instructional personnel
3. Availability of equipment, adequate teaching facilities, and funds.

Whenever possible, courses are scheduled based on community needs and interests. Other courses and programs are developed at the request of individuals, businesses, industries and agencies.

Student Financial Aid

The primary purpose of the financial aid program at Halifax Community College is to provide assistance to students who, without aid, would be unable to continue their education. Through a program of grants, scholarships, loans, and employment, students enrolled at Halifax Community College are able to supplement their resources and those of their family to complete a course of study. The primary responsibility for financing the student's education rests with the family. The family is expected to contribute according to its income and assets, just as the student is expected to contribute to educational costs.

General Student Eligibility Criteria for Financial Aid

Students must be accepted for admission to the College before any action can be taken on their application for financial assistance, including grants, scholarships, student employment, or loans. A student must meet the following eligibility requirements to receive federal assistance.

- Have a high school diploma or GED
- Be enrolled or accepted for enrollment in an eligible program
- Be a U.S. citizen or eligible non-citizen
- Have a valid social security number
- Be registered with the Selective Service Administration (males only)
- Not be in default on a Title IV loan
- Not owe a repayment on a Title IV grant or loan at any educational institution
- Maintain satisfactory academic progress
- Not be enrolled concurrently in an elementary or secondary school
- A federal or state drug conviction may disqualify a student for Title IV funds
- Incarcerated students are ineligible for Title IV funding

Financial Aid Priority Dates

In order to provide adequate time for processing and awarding financial aid prior to class starting, priority dates are identified for each semester. If you submit your financial aid application after the established priority dates, you must be prepared to pay for tuition, fees, and books. Your award notification will be mailed in approximately two weeks once your file is complete.

Priority Dates

Fall Semester – June 1

Spring Semester – October 15

Summer Semester – April 1

How to Apply For Financial Aid

On an annual basis, students should complete the Free Application for Federal Student Aid (FAFSA). Students may apply in one of two ways: (1) using the paper FAFSA or (2) apply electronically via FAFSA on the Web at www.fafsa.ed.gov. For faster processing, students applying on the Web should first apply for a federal pin number at www.pin.ed.gov, though it is not required. The federal pin number is used as your signature when applying electronically.

The financial aid award year runs from July 1st to June 30th. Applications for the upcoming school year are available in the Financial Aid Office after January 1st. Students are required to complete an application for financial aid each year. If Web access is unavailable, one can utilize the computers in the Financial Aid Lab to complete and transmit the application.

Please include Halifax Community College's Title IV Code #007986 and address (100 College Drive, Weldon, NC 27890) on the FAFSA. The U. S. Department of Education's number to call concerning application status, requesting a duplicate student aid report, or adding another college is 1.800.4FED.AID.

A Student Aid Report (SAR) will be mailed to the student once the FAFSA is submitted and processed. Applicants should review the SAR carefully and make all corrections. If no corrections are necessary, the SAR should be retained and financial aid will be awarded based on this information. If there are corrections, applicants should go to www.fafsa.ed.gov to make the needed changes on the SAR. The Financial Aid Office will receive the student's record electronically from the federal processor.

Special Circumstances: If the student and/or family has unusual or extenuating circumstances that are not reflected on the FAFSA, he or she should contact the Financial Aid Office in 337. Supporting documentation is required.

Enrollment Status

The table below outlines the enrollment status based on the number of credits a student enrolls in during a semester.

CREDIT HOURS	ENROLLMENT STATUS
0-5	Less than half-time
6-8	Half-time
9-11	Three-quarter-time
12 or more	Full-time

Impact of Transferring Schools on the Federal Pell Grant Program

If a student transfers from one school to another, the financial aid does not automatically transfer with the student. To receive aid at HCC, the student should check with the Financial Aid Office to find out what programs are available and what steps must be taken. If a student attended another institution and decides to transfer to HCC, transcripts from ALL institutions attended must be submitted.

Workstudy

The Federal Work-Study program provides part-time employment to students with financial need to help meet their educational expenses. Employment is determined by the student's total financial need, class schedule, and academic progress. Students are paid monthly for hours worked.

Workshops and Internships

P.R.I.D.E. Learning Coaches, in partnership with the College's JobLink office, assist students with becoming involved in workshop and/or internship experiences.

Students participate in an on-campus (workshops) job fair to identify work opportunities. During the first year, students work 10 hours per week and receive training in hard and soft skills in the workplace.

During the second year, placement will be at a business location (internship) external to the College. Efforts will be made to place students in his/her area of academic study. Information may be obtained in Room 303.

Transcripts

A student may request a copy of an official transcript by filling out the proper form from the Registrar. An Official Curriculum Transcript costs \$4.00. A Student Copy-Unofficial on plain paper costs \$2.00. If the student is indebted to the College, all debts must be cleared before the transcript will be released

Grading System

HCC uses the following grading system. Students can calculate their grade point average by dividing the number of credit hours into the total grade points.

Grade	Explanation	Grade Points Per Credit
A	Excellent	4
B	Above Average	3
C	Average	2
D	Passing	1
F	Failure	0
AU	Audit	0
CE	Credit by Exam	0
CT	Credit Transfer	0
I	Incomplete	0
W/WD	Withdrew	0
WF	Withdrew Failing	0
WP	Withdrew Passing	0

“I” indicates that students have not completed some phase of the course work assigned, or that they have an excused absence for a test or examination (which will be administered at a later date).

A grade of “I” will not be given unless the student satisfactorily completes over seventy-five (75%) of the course requirements and has a passing grade.

Note: A letter grade may be based on a 7-point scale or a 10-point at the instructor’s discretion.

Academic Integrity

Plagiarism and cheating will not be tolerated. Halifax Community College is responsible as an accredited institution for guaranteeing academic integrity. Cheating and plagiarism destroy academic integrity.

Cheating is the intent to deceive the instructor in his or her effort to evaluate fairly an academic assignment. Cheating includes copying another student’s homework, class work, or project (partly or entirely) and submitting it as his or her own; giving, receiving, offering, and/or soliciting information on a quiz, test, or exam; or plagiarism.

Plagiarism is the copying of any published work such as books, magazines, audiovisual programs, electronic media, and films or copying the essay or any written work of another student. Plagiarism occurs when a student uses direct quotations without proper credit and proper punctuation and when a student uses the ideas of another without giving proper credit.

Contact Information

If a student’s mailing address, name, or phone number changes after registration, the Admission’s Office must be notified at once. Students are responsible for all communications sent by College offices to the last address provided by the Admission’s Office.

G-Mail

All registered HCC students are issued a Gmail account, which is required for use in all HCC course communications between students and instructors. HCC Gmail accounts are created when a student registers for a course and can be used indefinitely.

Here are the instructions to access the HCC Gmail portal:

Open your Web browser and go to this site: <http://email.halifaxcc.net>

NOTE: You can also access this page from HCC's homepage:

www.halifaxcc.edu

Click the link to Student E-mail located in the lower left-hand corner of the screen.

- Key-in your username using this format: first initial (followed by) full last name (followed by) the last 3 digits of your Colleague student ID.

Example for Jane Doe whose Colleague student ID is 1234567: `jdoe567`

- Key-in your password using this format: two (2) zeros (followed by) the last 4 digits of your SSN

Example for Jane Doe whose last 4 digits of her SSN are 1234: `001234`

- Click Sign-in.

Refer to this Web site for more information: <http://www.halifaxcc.edu/StudntRe/Email/pickmail.htm>

Veterans Affairs

The Registrar serves as the Director of Veterans Affairs at Halifax Community College to help assimilate the veteran into the campus. The Registrar's office provides a variety of services, all designed to assist the veteran in the pursuit of his/her educational objectives. Students applying for VA benefits must meet admission requirements. Please refer to the Admission section of the Halifax Community College catalog. Information may also be obtained in the Registrar's Office, Room 326.

Attendance Regulations

Halifax Community College is committed to the principle that class attendance is an essential part of an educational program. Regular attendance is required in all courses. At the beginning of each course, the instructor will announce the College's attendance regulations and any attendance requirements specific to each course. Instructors are required to keep a daily record of attendance. Each instructor will determine attendance requirements for each class; however, a student who discontinues attending class without communicating with the instructor will be withdrawn from the class.

Any student not officially on the class roster will not be permitted to sit in the class. The student must take appropriate steps to be officially enrolled in the class.

Instructors are required to officially certify attendance of students in their courses two times per semester—at the 10% mark and the 60% mark. Students who do not attend any classes during the first 10% of the semester will be administratively withdrawn from the course(s). Students who do not attend classes for an extended period during the withdrawal period and/or perform academically-related activities will be administratively withdrawn from the course and will not receive a refund.

Student Adding Courses

A student may add a course to his/her schedule only during the add period. The following procedures must be followed when adding a course:

- The student and the advisor will complete a drop/add form, listing which courses are to be added.
- After signatures have been obtained, the student will take the form to the Office of the Registrar where the drop/add process will be completed. The student will be directed to the Cashier's Office if adjustments require additional tuition fees

Student Withdrawal from Courses

Students may withdraw from a course by completing a Drop/Add Form and submitting it to their instructor, advisor, or the Dean of Curriculum Programs.

Students who do not submit the appropriate forms for withdrawal or who do not attend classes within the guidelines outlined in this policy may have adverse transactions occur on their record, which may include removal from the course or a grade of W, WF, or F in the course. Students who are withdrawn from all courses may have adverse transactions occur with their financial aid status, including owing a repayment of disbursed financial aid funds.

Never-attended Withdrawal

Students who register for a class and do not attend at least one class or participate at least once in a distance learning class by the census date (within the first 10% of the course) are considered "never-attended." Instructors will certify attendance and report never-attended students on the census date by using the HCC Never Attended Certification Form.

Withdrawal by Faculty

By the 60% date of the semester, instructors will identify students who have not been attending a traditional class or participating in distance learning class and

those students who have stopped performing academically-related activities since the census date. Instructors will use the HCC 60% Attendance Certification Form to withdraw these students and report the last day of attendance.

Student Conduct

Since entrance into an institution of higher learning is voluntary, it is inherent that upon entrance to the institution students assume certain responsibilities and obligations. These responsibilities include academic performance and social behavior consistent with the lawful purpose of the College. The standards of behavior and performance may be higher than is required by law of the general public. Therefore, upon voluntary entrance into Halifax Community College, students have an obligation to adhere to College standards.

Students will be expected to conduct themselves at all times as mature and responsible individuals and should show a high regard for college facilities and property and for the personal property of others.

All college regulations must be observed. Students may be reprimanded, suspended, or dismissed from the College for conduct, which is considered incompatible with good judgment while on campus and/or participating in college-sponsored activities, either on or off campus.

Violations of the student conduct policy will be referred to the Dean of Enrollment Management and Student Services. Disciplinary action will be taken when any student, group of students, or student organization:

1. Fails to observe the general standards of conduct or any specific policy, rule, regulation, or college procedure adopted by the college.
2. Acts in a manner not in the best interest of the college community.

In all proceedings, the principle of due process is guaranteed to the student. The student has the opportunity to fully respond to any charge of misconduct.

A student who violates federal, state, or local criminal or civil laws while on campus, while at any college facility, or while attending any activities that are sponsored, initiated, authorized, or supervised by the College, or when representing the College will be referred to local authorities. In addition, the student may be subject to disciplinary proceedings by the College. The College reserves the right to take immediate action should the presence of the student on campus be considered a

serious and substantial danger to the operation of the College or to the welfare of the college community.

Student Conduct Charges

Faculty members have ultimate control over classroom behavior and may remove any student who is engaged in disruptive conduct for that class period with/without issuing a Student Misconduct Report. Faculty members are encouraged to discuss the situation with the student and the department head. For repetitive violations, a Student Misconduct Report should be filed.

Any member of the College may file a Student Misconduct Report for any student who violates College policy or who is behaving in a disruptive manner. Charges of misconduct shall be prepared in writing and directed to the Dean of Student Services and Enrollment Management within one (1) day of the violation.

Student Conduct Policy 510.00 Codes and Violations

1. All forms of academic dishonest including cheating, collusion, plagiarism, and forgery.
2. Knowingly furnishing false information to the College; forgery, alteration of documents with intent to fraud.
3. Physical abuse or intimidation of any person
4. Theft, attempted theft, or damage to the College's property or to property of anyone on the College's premises.
5. Littering
6. Failure to comply with the directions of College officials
7. Unauthorized sale, solicitation, or distribution of goods or services on College property.
8. Possessing, using, transmitting, or being under influence of any non-prescription drug or illegal drug; unlawful use, possession, manufacture, sale, or distribution of any illegal or controlled substance.
9. Use of alcoholic beverages, including the purchase, consumption, possession, or sale of such items, except where specifically authorized within regulations of the College.
10. Disruption or obstruction of College or College-sponsored activities which may include, but are not limited to, teaching, administration, disciplinary proceedings, studying, cultural events, fire, police, emergency services, or other college activities.
11. Physical and/or psychological abuse, assault and battery, molestation, or threat of such actions against any member of the College community

visitors; endangering the health or safety of any such person

12. Acts of harassment, written, verbal, or physical, that stigmatizes or victimizes an individual on the basis of, but not limited to, the following: race, ethnicity, religion, sex, sexual orientation, creed, national origin, ancestry, age, mental status, or disabilities.
13. Engaging in any form of forcible or non-forcible sexual offense and/or sexual harassment.
14. Indecent, lewd, disorderly, or obscene conduct or expression.
15. Profanity.
16. Participating in or inciting a riot or an unauthorized or disorderly assembly.
17. Unauthorized entry into or presence in a College facility.
18. Refusing to depart from any property or facilities of the College upon direction by a College official.
19. Refusing to vacate a classroom upon order of the instructor of record, police staff, or executive cabinet member.
20. Gambling or holding a raffle or lottery on the campus or at any College function without proper College approval.
21. Using, possessing, or storing illegal or unauthorized arms classified as weapons, fireworks, explosives, or dangerous chemicals.
22. Physically detaining or restraining any other person; unauthorized obstructing the free movement of persons or vehicles on College premises or at College activities.
23. Abuse of computer and network access.
24. Unauthorized or fraudulent use of College facilities and/or equipment; including, but not limited to, the telephone system, mail system, computer system, transportation system, or use of any of the above for an illegal act.
25. Using sound amplification equipment, systems, or devices, except as permitted by the College; excessively loud music in parking lots or other areas of the College
26. Violating fire and other safety regulations which include the misuse or damage of safety equipment.
27. Knowingly violating the terms of any disciplinary sanction imposed as a result of official findings of a violation of the conduct policy.
28. Violation of campus or College parking regulations.
29. Violation of College policy on smoking
30. Violation of local, state, and/or federal laws.
31. Abuse of the student discipline system that includes, but is not limited to: failure to appear for a hearing; falsification, distortion, or misrepresentation

of information before the hearing officer or committee; disruption or interference of the orderly conduct of student conduct hearings; false accusation of student misconduct, knowingly without cause; attempting to influence impartiality of a member of the hearing committee prior to and/or during the hearing process; harassment of witnesses or members of hearing committees, and the like.

32. Willfully encouraging others to commit any of the acts that have been herein prohibited.

The Dean will conduct an investigation of the charges. As with any disciplinary matter, a student will be afforded due process rights. Based on the findings of the investigation, the Dean may take any one of the following actions:

- a. Dismiss the charge for lack of merit
- b. Issue a warning notice in writing
- c. Remove the student from one (1) or more class periods
- d. Deny specified privileges for a designated period of time
- e. Deny permission to be present in specified campus locations or college functions
- f. Assess restitution; compensation for loss, damage, or injury
- g. Impose discretionary sanctions; work assignments, service to the College or other related discretionary assignments
- h. Place the student on temporary suspension from the College
- i. Dismiss the student from the College

Student Appeal

Any student may appeal any disciplinary action by notifying the Dean of Student Services and Enrollment Management in writing within three (3) days of the disciplinary action. The Dean will schedule a hearing within ten (10) days; within two (2) days for suspensions. The appeal will be heard by the Student Appeal Committee. The student should notify the Dean in advance of any parties who may be accompanying him/her at the hearing. This committee will conduct the proceedings and file a record of the appeal hearing and its recommendation with the Vice President of Academic Affairs, who will inform the student of the decision of the appeal.

Any student wishing to see a further review of his/her case may do so by submitting a written request to the President. The President will meet with the student within five (5) days and render a final disposition. The disposition of the President will

be final, except in cases involving suspension or dismissal. In these cases, should the student not find satisfaction in the action taken by the President, he/she may appeal to the Board of Trustees (refer to policy 510.01 suspension/dismissal).

Student Grievance Procedure

Halifax Community College is committed to mutual respect among all constituents. The College is committed at all levels to a fair and reasonable resolution of issues through a formal grievance process guided by the information and documentation provided in the process. These procedures assure that all matters relating to present and prospective students will be handled fairly and equally without regard to race, color, sex, age, political affiliation, religion, disability, national origin, or other non-merit factors. The grievance procedures described below apply to academic and non-academic student grievances. Student Grievance Forms may be found on the College's website under Student Resources. Proceed by clicking on the Forms icon. These forms are also located in the offices of the Dean of Student Services and Dean of Curriculum Programs.

Definitions

Student - The term student is used herein to mean any person who is officially registered at Halifax Community College during the specific academic semester or term in which the grievance occurs.

Academic Grievance - An academic grievance is any difference of opinion or dispute between a student and a faculty member about learning activities as they affect the student. This may include grading, instructional procedures, attendance, instructional quality, and situations where the student believes he/she is being treated arbitrarily.

Non-Academic Grievance - A non-academic grievance is any difference of opinion or dispute between a student and an instructor, administrator, staff member, or another student pertaining to the interpretation and/or application of the policies and procedures of the College. In addition, non-academic grievances may pertain to student governance issues, student activities, disability issues, and other concerns that students might present for redress.

Level I – This is the first level of the formal grievance. The grievant will meet with the respondent(s) and try to seek resolution. All attempts should be made to resolve the grievance at this level.

Level II – The second level of the formal grievance involves a conference with the respective Dean, the grievant, and the respondent(s).

Level III – This is the highest and final level of the College’s formal grievance procedures. At this level, the grievance is presented to the Student Appeals Committee, who presents a recommendation to the Vice President of Academic Affairs.

Student Appeals Committee

The Student Appeal Committee will hear appeals of students who have submitted a written appeal after exhausting Levels I and II of the formal grievance procedure. The committee is composed of one division chair, two faculty, one staff, and one student. In all cases, the membership of the committee is individuals not directly working in the division of the complaint or directly involved with the grievance.

Informal Resolutions

Every attempt should be made to resolve conflicts informally. The formal grievance procedure should be the last option. The grievant should discuss the issue with the person(s) responsible for the action or decision being grieved. This is not required in cases where the grievant believes that efforts at informal resolution may result in retaliation or other unfair treatment or when the accusation is sexual harassment. At the request of the grievant or respondent, the division chair in the school in which the student is enrolled, campus advocate, or other college personnel will arrange for a meeting of the parties, attend such meeting(s), and attempt to aid in the resolution. This meeting should take place within twenty (20) working days of any occurrence giving rise to the grievance. Although it is encouraged to have disagreements resolved at this level, any student may choose to file a formal grievance without exercising the informal process.

Formal Resolutions

If the grievance is not resolved informally, the grievant should request a formal resolution by filing a formal grievance. The formal grievance procedure begins with the student’s preparation of a written statement of the grievance. This written grievance is lodged in the Dean’s office overseeing that area. This written grievance must be lodged no more than thirty (30) working days of any occurrence giving rise to the grievance. The student will present a written statement that clearly the issue(s) grieved and the resolution the student wishes to occur. The written statement will describe the facts and evidence supporting the alleged violation and provide a brief history of the attempts to resolve the grievance. The Dean receiving the written grievance will provide all the parties involved with a copy of this record and begin the resolution by scheduling a Level I meeting for the parties involved.

Level I

The Level I meeting will take place within ten (10) working days of the student

filing the formal grievance. At the Level I meeting, the student lodging the grievance must meet and discuss the grievance with his/her instructor or non-instructional party whose actions he/she is grieving except in the instance of a sexual harassment grievance, in which case a student may be accompanied by the division chair in the school in which the student is enrolled, campus advocate, or other college personnel. Otherwise, no other parties will be present for either party. Every reasonable effort should be made by both parties to resolve the matter at this level. Both parties are encouraged to make notes as they feel appropriate. Within three (3) working days of the Level I meeting, the respondent will provide in writing to the student a disposition of the grievance. A copy of the Level I disposition will be sent to the respective Dean. If the student is not satisfied with the disposition of his/her grievance at Level I, he/she may continue to Level II.

Level II

If the student is not satisfied with the disposition of his/her grievance at Level I, he/she may file a written appeal of the Level I grievance decision with the respective Dean within five (5) working days. Upon receiving the appeal to Level II, the Dean will schedule a conference with the parties in an effort to resolve the grievance. This conference will occur within ten (10) working days of receiving the appeal to Level II. The role of the Dean is to chair the meeting, facilitate the discussion, seek to mediate a resolution between the parties, ensure that College policies have not been violated, and render a decision concerning the matter. Both parties are encouraged to make notes as they feel appropriate. Within three (3) days after the conference, the Dean will prepare a report of the disposition of the matter with copies to the student, the faculty member or non-instructional party, and the administrative record. If the student is not satisfied with the disposition at Level II, he/she may continue to Level III.

Level III

If the student is not satisfied with the disposition of his/her grievance at Level II, he/she may file a written appeal of the Level II grievance decision with the respective Dean within five (5) working days. Upon receiving the appeal to Level III, the Dean will schedule a conference for the Student Appeal Committee. This conference will occur within ten (10) working days of receiving the appeal to Level III.

At the Level III meeting both parties may bring persons to provide testimony that support their position. Additionally, both parties must notify the Dean in advance of any persons, witnesses, or others that will be attending the Level III conference. The parties are responsible for collecting all pertinent documents and presenting the documents to the Dean 48 hours prior to the meeting. The Dean will distribute

the information to the chair of the Student Appeals Committee. The Dean will also provide for the audio taping or other recording method of the meeting and may provide a copy to either party upon request.

The chair of the Student Appeals Committee is responsible for conducting the meeting in an orderly, efficient, and equitable manner. At the beginning of the meeting, the chair will review the issues of the case to the group and establish the procedure by which testimony will be presented. He/she may decide on the length of time needed to explore an issue, set time limits for speakers, and ask for testimony by any person deemed important to the investigation of the facts.

Disruptive persons may be asked to leave the room by the chair. Additionally, the chair prepares the recommendation(s) of the committee and presents it (them) to the Vice President of Academic Affairs for action within five (5) working days of the meeting.

Within five (5) working days of receiving the recommendations of the Student Appeals Committee, the Vice President of Academic Affairs will prepare a report of the disposition of the matter with copies to the student and all other parties as appropriate. This decision rendered by the Vice President of Academic Affairs is final.

Smoking

All Halifax Community College buildings (on and off campus sites) and College vehicles are designated smoke-free.

Cell Phones and Electronic Devices

Students are required to set cell phones and pagers on vibrate or turn them off when in a classroom. Students are not permitted to talk or text on cell phones during class.

Laptop Computers

Student Support Services (SSS) and P.R.I.D.E. provide a laptop loan program for eligible students in need of computers to complete assignments and research. Laptops for SSS are located in room 322. P.R.I.D.E. laptops are located in the library and may be checked out at the circulation desk.

Student Property

Students should not leave their belongings or valuables unattended. HCC is not

responsible for loss of or damage to student property.

Educational Support

Halifax Community College offers a variety of programs and services to assist students in reaching their educational goal.

New Student Orientation

Prior to beginning each semester, HCC offers an orientation program which is required for all first- time and transfer freshman. Through this program, the College provides information important to students and assists them in making the transition to college. Students are presented with a brief overview of College policies, services, and regulations. Faculty and staff of the College are available during the orientation period to answer questions and alleviate concerns that students may have concerning attending college. Information may be obtained in the Dean of Students Office, Room 309.

Academic Advising

Academic advising is available to all new students at HCC and is provided by the faculty. This process is ongoing, multifaceted, and the responsibility of both the student and advisor. Each faculty advisor will seek to provide the most current and accurate information to support the advising process. The student is responsible for seeking academic advising, for knowing and complying with HCC requirements, for knowing the requirements of degree programs, and for taking courses in the proper sequence to ensure orderly and timely progress toward the student's goals.

Tutorial Services

Student Support Services (SSS) assists in the overall goals of increasing retention/ graduation rates and in helping students attain academic, social, and personal success. SSS is designed to provide activities and services which will improve the student's skills and knowledge in curriculum academic subjects. SSS recognizes that students learn differently and are ready to offer a variety of tutoring options in order to build academic confidence. With the assistance and proper guidance from the SSS staff and tutors, students are empowered to succeed on their own and become successful independent learners and productive citizens in the workforce.

Prospective applicants may obtain a Tutor Application from the Basic Skills Specialist or SSS office in the 300 Building in Room 319 or 322.

Qualified tutors must meet the following criteria:

- 3.0+ Grade Point Average (CGPA)
- Grade of “A” or “B” in classes you desire to tutor
- Academic transcript(s) from college or institute attended
- Faculty recommendation (depends on academic background)
- Completed at least one semester at HCC or another accredited college/university
- Patience and dedication

Counseling Center Services

The Counseling Center at Halifax Community College assists current and prospective students with making smooth transitions from high school and/or a work setting to an educational program and college life. Services offered through the Counseling Center include academic early alerts, student success plans, career advising, college transfer, disability services, distance counseling (done via email), and personal counseling. Counselors assist students in dealing with various issues such as time management, study skills, test-taking, test anxiety, stress management, and decision-making skills. The counselors are also available to assist with the admission application process. The counseling staff can also assist students with assessments and referrals to other local human service agencies.

Additionally, through the Counselor/Recruiter/High School Liaison, services are provided to each of the high schools within the HCC service area. Such services include monthly recruitment, assisting with the admission application process, assisting with selecting courses that a high school would like to have offered to their students, and registering students. Assistance may be obtained in the Counseling Center, Room 312.

Career Services

Students are assisted in selecting an appropriate program of study based on their desires and academic abilities. Since making a career choice is such an important decision, the information in the Counseling Center is periodically updated and accessible to all current and prospective students. Available resources on career information and materials include books, catalogs, pamphlets, interest inventories, and a computerized career guidance program. Counselors are available throughout each semester to assist students with educational and career goals and are always available to students with academic concerns.

Job Placement

The Job Placement Office assists curriculum students, alumni, and employers. The Job Placement Office works with curriculum students and alumni to enhance their job search and career plan and to locate employment opportunities. Curriculum students receive assistance in resume writing, application completion, and interview techniques, as well. The Job Placement Office assists employers in recruiting students and graduates of HCC. Assistance may be obtained in the Office of the Testing Coordinator, Room 307.

JobLink Services

JobLink works with curriculum students and alumni to enhance their job search and career plan and assists in resume writing, application completion, and interview techniques. JobLink also works with curriculum students and alumni to locate employment opportunities. They assist employers in recruiting students and graduates of HCC, as well. Assistance may be obtained in the JobLink office, Room 344.

Student Support Services

The Student Support Services Beacon Program is federally funded and designed to provide tutoring, counseling, mentoring, laptop loan and career advising, and cultural activities for students needing additional support services in order to succeed in college. Federal guidelines mandate that program participants be academically, financially, and/or culturally disadvantaged. The program also serves students with disabilities. Students who meet the above requirements may receive academic support services based on their needs. Participation in the program is voluntary. Applications may be obtained in the Office of Student Support Services, Room 322.

Freedom to Learn Program

The Halifax Community College P.R.I.D.E. of Halifax Male Mentoring Program (**P**reparing men for **I**ntellectual, **a**ca**D**emic, & **E**ducational success) is a college success and leadership program that is designed to enhance student satisfaction, success, retention, and graduation rates. P.R.I.D.E. fosters partnerships between students, learning coaches (academic success counselors trained in mentoring, counseling, developmental advising, instruction, career exploration, financial planning, etc.), faculty, staff, and administrators.

P.R.I.D.E. also offers two (2) professional development components. The student development component provides opportunities for men to participate in paid on-campus and community-based internships, college and business visits, and attend professional conferences. The faculty development component provides financial support and training opportunities designed to enhance teaching and

learning effectiveness strategies that enhance student performance, success, retention, and graduation rates. Applications may be obtained in the Office of P.R.I.D.E., Room 303.

Student Auxiliary Services

Services such as fax, copying, and laminating materials are available for students in the library for a fee.

The fees for services are posted in the library. Requests should be made at the circulation desk. Please allow LRC Staff sufficient time to provide sufficient services

A coin-operated photocopy machine is available in the library. It operates with nickels, dimes, quarters, or one-dollar bills. Patrons may make either 8 1/2 x 11" or 11 x 17" copies at ten cents per page. The library also has a coin-operated microform reader/printer.

Library Services

The Learning Resources Center (LRC) is a vital resource that supports Halifax Community College's instructional programs, providing services to the faculty, staff, administration, students, and members of the community. As such, it provides resources and facilities for study, research, and browsing for information and/or enjoyment.

The library charges a late fine of five cents per book per school day for overdue materials. A twenty-five cents per day fine is charged for overdue reserved items. Fines do not accrue when the library is closed.

The library's hours of operation are 8:00 a.m.-9:30 p.m. Monday – Thursday and 8:00 a.m.-4:00 p.m. on Friday during fall and spring semesters. Summer semester hours are Monday through Thursday from 8:00 a.m. to 5:00 p.m. and Friday 8:00 a.m. to 4:00 p.m. Hours vary during student breaks and holidays. Any change in hours of operation will be posted on the door of the LRC.

Electronic Resources Center (ERC)

The Electronic Resources Center (ERC) is a staffed computer lab providing technical support to those who need minimal instruction. Students who require one-on-one assistance are referred to the Learning Assistance Center (LAC). There are 67 computers located in the ERC with software, including Windows 2000, Internet browsers (e.g., Mozilla Firefox and Internet Explorer), and Microsoft Office Suite 2007, which provides students access to word processing, database, spreadsheet, and multimedia presentation capabilities. This is a quiet study area. Conversation is limited to outside the lab.

Use of Computers

Use of HCC computers in classrooms or computer labs (with the exception of the ERC) is limited to use of software and Internet sites determined by the instructor to be appropriate. Accessing any Web site or using any software not authorized by the instructor is prohibited and will result in dismissal, referral to the Dean of Student Services, or both

Learning Assistance Center

The Learning Assistance Center (LAC) operates as a staffed, academic resource lab to serve currently enrolled HCC students and currently employed faculty and staff. It houses computers, a black and white printer, a scanner, audio/visual equipment, and courseware selected by instructors to support their curriculum.

The LAC is located in the Library in Room 149. The LAC is considered an extension of the classroom; therefore, children are not permitted and students are not permitted to talk on cell phones. Students are required to set cell phones and pagers on vibrate or turn them off before entering the LAC.

For students, the LAC provides tutorial software to improve basic skills, multimedia software, and required supplemental courseware specific to class assignments. The LAC furnishes an audio/visual area for viewing videos and DVDs, as well as provides accommodations for makeup and retests requested by instructors. However, assessments are not administered prior to one hour of the LAC scheduled closing time. Upon request, proctoring is also available for students from other institutions during the designated proctor's scheduled work time and with no assessments being administered during the last hour of the proctor's work schedule. Testing is available until one hour before the LAC is scheduled to close. LAC personnel are available to assist students with Microsoft applications, such as Word, Excel, Access, and PowerPoint. Staff assistance is available with Blackboard usage, Internet research, scanning, CD burning, digital picture retrieval, and Print Artist applications related to coursework. Various workshops are also offered to students as requested and scheduled by instructors.

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Distance Learning

Distance Learning is teaching and learning across geographical distances through the use of electronic technology. Students use computers and the Internet to

access course materials, lectures, notes, assignments, and tests using special software called Blackboard®.

Online Orientation

All HCC courses that use Blackboard have an online orientation, which is mandatory for first time HCC Blackboard users. This online orientation is available at this Web site: <http://halifaxcc.edu/online/>. Click the link “Online Orientation.”

Types of Distance Learning Courses

Online Course: An online course does not meet on campus. All course work is delivered electronically via the internet. Online classes begin the first day of each semester.

Hybrid Course: A hybrid course has an on-line component and a scheduled, mandatory class that meets at specific times. Refer to the schedule for details regarding dates and times a class meets.

Web-Assisted: A Web-assisted course is a seated course that meets at specific times and on specific days on campus. Students are required to have Internet access. Refer to the schedule for details regarding dates and times a class meets.

Distance Learning Homepage

Go to the Distance Learning homepage (<http://halifaxcc.edu/Online/>) for links to these areas:

- ◆ Blackboard
- ◆ Calendars
- ◆ Course Schedules
- ◆ Online Orientation
- ◆ Remote Access
- ◆ Technical Assistance
- ◆ DL Courses in North Carolina
- ◆ DL Faculty
- ◆ Gmail
- ◆ FAQs
- ◆ Getting Started
- ◆ Types of DL Courses

Note: All courses have a Blackboard site. Students should log on frequently to the Blackboard site to retrieve notes and class announcements.

Bookstore

The HCC bookstore is located in the Student Center (Building 300). It provides new and used books, as well as supplies for most courses. The store also carries novelty and seasonal gifts and an assortment of college souvenirs and apparel.

Hours of Operation:

Monday through Thursday	8:30 a.m. – 4:00 p.m. 5:30 p.m. – 7:00 p.m.
Friday	8:30 a.m. - 4:00 p.m.

All hours are subject to change as needed.

Refunds/Exchanges

No refunds will be given without a cash register receipt. Books should be returned within the first week of class and in the same condition as purchased to receive a 100% refund. Do not write or mark in your books, until you are sure you will need them. Books may not be returned for credit once the shrink-wrap has been removed. New books found to be defective will be replaced. Any books returned to the bookstore after the first week of class will be subject to regular buy-back procedure.

Book Buy-Backs

Buy-backs are conducted at the end of fall and spring semesters during the last two days of class. Two weeks prior to buy-back, the specific date and time will be posted through-out campus. Books must be in saleable condition. Prices are determined by the used book company that is buying the books.

Student ID Cards

All students attending Halifax Community College will be provided a student I.D. which must be revalidated each semester. The activity fee covers the cost of the I.D. card. However, there will be a \$5 charge for a replacement card. The I.D. card must be worn and visible at all times while on campus. Students who cannot show the I.D. card when asked to do so may be asked to leave the campus immediately.

Student Center

The Student Center serves as a social area for students. Students may relax, eat, and chat in a pleasant atmosphere. Vending machines provide snacks and drinks. The Student Center is located in the 300 building and is open from 8:00 a.m. until 9:00 p.m. Monday through Thursday and 8:00 a.m. until 6:00 p.m. on Friday. Students are expected to exhibit appropriate social behavior and language in the Student Center.

Student Dining

Clem's Garden Cafe provides hot breakfasts and lunches for students, faculty, and staff. The hours of operation are 8:00 a.m.-2:30 p.m. Monday through Friday, and 5:30 p.m. - 8:00 p.m. Monday through Thursday.

Student Quiet Room

The Student Quiet Room is located across the hall from the Bookstore. Students may utilize the Quiet Room for studying. Students are expected to exhibit appropriate social behavior and language in the lounge area.

Childcare Services

The Halifax Community College Child Care Center is open Monday through Friday, 7:30 a.m. to 5:30 p.m. The Child Care Center is designed to meet the developmental needs of young children, ages 2-5. The staff serves as positive role models and provides care that is supportive, nurturing, warm, and responsive to each child's individual needs.

Student Organizations

There is more to life than books and classes at Halifax Community College. Activities outside the classroom are also very important. The College offers a wide variety of social and cultural opportunities, which, as well as being enjoyable, highlight the learning experience. Halifax Community College offers its students the opportunity to participate in several student organizations. The following organizations are on campus:

- Student Government Association (SGA)
- Cosmetology Club
- Design Club
- Human Services Club
- HCC-AEYC Association for the Education of Young Children
- Men of Distinction
- Phi Beta Lambda
- Phi Theta Kappa
- Teacher Prep Club
- Women of Excellence

Student Government Association (SGA)

Students are encouraged to plan activities and programs through the Student Government Association. Curriculum students currently enrolled at Halifax Community College are members of the SGA and have the opportunity to participate in the organization and student activities. The membership of the SGA is composed of all regularly enrolled students of HCC. The executive board is composed of the President, Vice President, Secretary/Treasurer, and Public Information Officer. The student body elects the officers who serve for a one-year term. Elections are held during the spring semester of each academic year. Membership in the

SGA provides an opportunity to learn responsible citizenship and gain practical experience in the democratic process. The constitution and activities of the SGA are subject to the approval of College administration.

Cosmetology Club

The Cosmetology Club was established in 2004. The purpose of the club is to:

- provide needed supplies to cosmetology students who cannot afford the supplies for cosmetology class
- purchase flowers for sick students or family members of students, as well as deceased family members of students
- provide class trips that provide meaningful and helpful experiences in the field of cosmetology
- celebrate special events, such as birthdays, for participating cosmetology members

The annual fee is \$5.00 and your fees must be current to participate.

Design Club

HCC Design club members are students who are passionate about design. We welcome you regardless of the level of education in design. If you are not a design student and have design interests or professional aspirations, HCC Design Club will enrich your educational experience and prepare you for the possibilities that await you in any endeavor. You will establish an early connection with individuals from many areas of the design community. You will have the opportunity to express your creativity, practice your leadership skills, and most importantly, build your foundation for the future. HCC Design Club will open the door to many opportunities.

Human Services Club

The Human Services Club, originally called the Social Services Club, was formed in 1986 for students enrolled in the Human Services Program. With the motto of “Helping Hands Bring Hope to Our Future,” the club seeks to improve the lives of those less fortunate through donations, education, and outreach. Members participate in several fundraisers each year to support the club’s efforts. The Human Services Club also provides support to its members through peer mentoring and socialization opportunities, such as field trips and other organized events.

HCC-AEYC Association for the Education of Young Children

The Early Childhood Club was established in 1999 as the Halifax Community College-Association for the Education of Young Children. The name has since

changed, but our purpose and mission remain the same. The purpose of the Early Childhood Club is to identify and act on behalf of the needs and rights of young children and their families. Our mission is to advocate for the needs of young children and their families and promote awareness concerning the importance of high quality early childhood services within our various communities. Our membership is open to any HCC student. You do not have to be the Early Childhood program to participate.

Men of Distinction (M.O.D.)

The Men of Distinction is an organization designed from North Carolina's Community College Minority Male Mentoring Initiative. The organization was specifically designed as a support system for males as they strive for academic excellence and social growth. Mentors are provided for our young male students who will track them and provide support until they complete their respective program. Men of Distinction (M.O.D.) participate in numerous activities which promote giving back to the community in which the members live. Workshops, such as career skills, business etiquette, and men's health care are provided during the course of each semester to better prepare our men for the working world once their journey at Halifax Community College is complete. Participants enter our mentoring program to learn with knowledge obtained, which will allow them to depart Halifax Community College and serve.

For additional information, please contact Brian Hopkins at 252-536-7203.

Phi Beta Lambda(PBL)

Future Business Leaders of America-Phi Beta Lambda is a nonprofit 501(c)(3) education association with a quarter million students preparing for careers in business and business-related fields. If you are interested in developing leadership, communication, and team skills, or simply looking for an organization to meet and network with others at the local, state, or national levels, PBL is the organization for you.

Phi Theta Kappa

Phi Theta Kappa is an international honor society at Halifax Community College whose purpose as a national affiliate is to recognize and promote academic excellence in junior and community colleges. The campus Alpha Eta Phi chapter was chartered in 1982, and members pledge to serve the community through leadership, scholarship, service, and fellowship activities.

Teacher Prep Club

Halifax Community College (HCC) Teacher Prep Partnership (TPP) with Elizabeth City State University (ECSU) is a club that recognizes all students who are in

the TPP program. It provides support for the students and gives them the opportunity to interact with ECSU faculty, staff, and students as students at HCC while in the first two years of the associate degree program . Students receive advice and counseling before they enter the ECSU two-year program that leads to the Bachelor Degree in Education. Any student who majors in the college transfer program of Arts and Science is able to transfer to ECSU and continue taking classes on HCC's campus. The club serves as a channel for students to get the academic support of the ECSU staff while remaining at their home location. All students in the HCC-ECSU TPP are encouraged to become active members.

Women of Excellence (WOE)

We set the standards for excellence! WOE is designed specifically for the female student population at HCC. Women of Excellence hold true to the vision and mission of HCC through its ongoing efforts to demonstrate an appreciation of and respect for diversity not only reflected in HCC's students and employees but throughout the community, as well. Additionally, Women of Excellence serve as a catalyst for educational and cultural development in the community. All female students who currently hold a 2.5 grade point average (GPA) are eligible to join the organization.

Student Leadership

The HCC Ambassadors are an honorary group of students who have been nominated by faculty and staff to represent the College at special events on campus and in the community.

Students (representing diverse areas of the College, a variety of career goals and experiences) are selected to represent the College. These students possess leadership potential, communication skills, and high academic standards. After the ambassadors are selected, they participate in a seminar that provides guidance in public speaking, hospitality, etiquette and HCC history. The Ambassadors give campus tours, host campus activities, recruit students, speak to community groups, assist with registration and new student orientation, welcome groups to campus, and assist with HCC Foundation activities. Ambassadors are expected to perform these services in both day and evening hours.

Academic Calendar & Class Schedules

Academic calendars and course schedules are posted on the College Web site: www.halifaxcc.edu/schedules.

Campus Police/Security

Campus security is available to assist with all security and law enforcement needs while on campus. The Campus Security Office is located in building 300 beside the Cashier's office, Room 303A. Security can be contacted at 252-536-7286 or by dialing 0 from an in house phone for the receptionist. Campus Police is located in the building 300; Room 302B inside of the Quiet Room, and can be contacted at 252-538-4317.

Weapons On Campus

It is unlawful for any person to possess or to carry, whether openly or concealed, any weapon of any kind not used solely for instructional or school sanctioned ceremonial purposes, on any property owned, used, or operated by Halifax Community College. Any person violating the provision of this section is guilty of a felony, and upon conviction, will be punished at the discretion of the court, with fine or imprisonment, or both; the penalty (fine), not to exceed five hundred dollars (\$500) or 6 months imprisonment.

Campus Safety

The Centre's Emergency Response Plan is a proactive response designed to define an emergency situation in The Centre and to protect students, faculty, staff, the community, our environment, and the facility in the event of an emergency.

This plan facilitates compliance with certain regulatory requirements of federal, state and local agencies and enhances The Centre's ability to quickly return to normal operations following an emergency.

Emergency Quick Reference Guide

The Emergency Quick Reference Guide may be viewed in the Dean of Student Services Office.

Contacting a Student in an Emergency

Classes will not be interrupted for incoming calls for students and messages will not be taken, except in emergency situations. Students should make employers, relatives, or anyone who may try to reach them at the College aware of these rules. In case of an emergency, the staff will make every effort to relay information to students. Emergency messages for students will be forwarded to the Dean of Student Services or the designee for evenings will handle the situation accordingly.

Those calling in an emergency may be asked to state the nature of the emergency and give a name and return telephone number. If warranted, the Dean of Student Services or designee for evenings will locate the student's schedule and forward

the message to security. The only place a student can be located is in class. There is no paging or intercom system at the College.

Public pay telephones, located near the front lobby and in the student lounge, are available to all students.

Weather Delays and Cancellations

Information regarding the closing of the College because of inclement weather will be announced on local radio and television stations and is posted on Halifax Community College’s Web site. In the event that bad weather occurs after the opening of the College, announcement of the dismissal of classes will come from the administrative officer in charge at that time.

Inclement Weather

If the College is closed, all classes are cancelled.

If evening classes are cancelled, all classes are cancelled.

If the College is open but Halifax and Northampton County Schools are closed, Halifax Community College classes scheduled at Halifax and Northampton Schools sites are cancelled.

You can determine if your classes are cancelled by:

- Checking the Halifax Community College’s Web site www.halifaxcc.edu
- By calling (252)536-6351
- Calling the College switchboard at 252-536-4221, or
- Checking local media stations (radio or television) for the latest information.

Motor Vehicles

Motor vehicles registered or operated on the College campus may be subject to a search.

Student Relationships

The College expects its students and employees to conduct themselves in a professional and appropriate manner at all times. Employees are not permitted to engage in romantic or sexual relationships with students or in activities which give the appearance of such inappropriate conduct.

Students who engage in relationships with other students on campus should do so respectfully and observe the codes of student conducts.

Lost and Found

Any “lost and found” items may be retrieved in the receptionist area of the 100 building.

Sex Offender Law (Sex Offenders on Community College Campuses)

Notification of Sex Offender Law

Pursuant to General Statute 14-208.18, it is unlawful for any person required to register as a sex offender under North Carolina law to knowingly be within 300 feet of any location intended primarily for the use, care or supervision of minors, when the place is located on premises that are not intended primarily for the use, care, or supervision of minors. Violation of this statute is a felony. This statute can be read in entirety online at:

<http://www.ncleg.net/EnactedLegislation/Statutes/HTML/BySection/Chapter14/GS14-208.18.html>.

Tuition and Student Fees

Current tuition rates and student fees are available at www.halifaxcc.edu under Student Resources. Tuition is set by the North Carolina General Assembly and is subject to change without notice.

Additional fees charged to all students who register for curriculum classes include Student Activity Fee, Parking Fee, Technology Fee, and fees directly associated with a particular curriculum. Students enrolled in Cosmetology, Dental Hygiene, Nursing, MLT, and Phlebotomy are required to pay a \$16 Malpractice Insurance Fee once each academic year. Fees are approved annually by the HCC Board of Trustees and are subject to change.

Tuition Refunds

Tuition refunds are authorized under regulations set forth by the NC State Board of Community Colleges (23 NCAC 2d.0202 e) which state a tuition refund shall not be made except under the following conditions:

- A 100% tuition refund shall be made if a student officially withdraws prior to the first day of class(es) of the academic term as noted in the College calendar. A 100% tuition refund shall also be made if the class in which a student is officially registered fails to make due to insufficient enrollment.
- A 75% tuition refund shall be made if a student officially withdraws from the class(es) prior to or on the official 10% date of the term.

- For classes beginning at times other than the first week (seven calendar days) of the term, a 100% tuition refund shall be made if a student officially withdraws from the class prior to the first class meeting. A 75% tuition refund shall be made if a student officially withdraws from the class prior to or on the 10% date of the class.

The student must initiate the tuition refund process by seeing their advisor to complete and sign a drop form. The College Business Office will process a tuition refund check only after the Cashier Office receives the completed and approved drop form. Students should allow 4-6 weeks for tuition refund checks to be processed.

Student Accounts Receivable

Students may charge tuition, fees, and books to a sponsor outside the College provided they have met with the Student Accounts Receivable office (Room 303) to establish a sponsor account prior to registration. The establishment of a sponsor account requires an original signed letter of sponsorship detailing the conditions of sponsorship in addition to the sponsor's name, address, and contact information. A new letter of sponsorship is required for each semester a student is enrolled. The student is responsible for contacting his/her sponsor each semester to request a sponsorship letter. The student will be held responsible for any charges applied to the sponsor account that the sponsor refuses to pay.

09-10 ACADEMIC CALENDAR

August 09

1

SATURDAY

2

SUNDAY

3

MONDAY

4

TUESDAY

5

WEDNESDAY

6

THURSDAY

7

FRIDAY

8

SATURDAY

9

SUNDAY

10

MONDAY

11

TUESDAY

12

WEDNESDAY

New Student Orientation - 9 am & 6 pm

Fall Registration - 9 am to 7 pm

13
THURSDAY

Fall Registration - 9 am to 7 pm
(Purge 8/14 after 5 pm)

14
FRIDAY

15
SATURDAY

16
SUNDAY

classes Begin

17
MONDAY

18
TUESDAY

Last Day to Add 8-Week Class

19
WEDNESDAY

20

THURSDAY

21

FRIDAY

Last Day to Add 16-Week Class

22

SATURDAY

23

SUNDAY

24

MONDAY

25

TUESDAY

26

WEDNESDAY

27
THURSDAY

28
FRIDAY

29
SATURDAY

30
SUNDAY

31
MONDAY

SEPTEMBER 09

1

TUESDAY

2

WEDNESDAY

3

THURSDAY

4

FRIDAY

5

SATURDAY

6

SUNDAY

Labor Day Holiday

7
MONDAY

Classes Resume

8
TUESDAY

9
WEDNESDAY

10
THURSDAY

11
FRIDAY

12
SATURDAY

13
SATURDAY

14

MONDAY

Midterm for 8-Week Classes

15

TUESDAY

16

WEDNESDAY

17

THURSDAY

Last Day to Drop 8-Week Class Without Academic Penalty

18

FRIDAY

Constitution Day Activities
(Regular Classes Still Meet)

19

SATURDAY

20

SATURDAY

21
MONDAY

22
TUESDAY

23
WEDNESDAY

24
THURSDAY

25
FRIDAY

26
SATURDAY

27
SATURDAY

28

MONDAY

29

TUESDAY

30

WEDNESDAY

OCTOBER 09

1

THURSDAY

2

FRIDAY

3

SATURDAY

4

SUNDAY

5

MONDAY

6

TUESDAY

7

WEDNESDAY

8

THURSDAY

9

FRIDAY

10

SATURDAY

11

SUNDAY

12

MONDAY

Fall Break - No Classes
Faculty Workday

13

TUESDAY

Fall Break - No Classes
Faculty Workday

Classes Resume **14**
Midterm for 16-Week Classes **WEDNESDAY**

15
THURSDAY

16
FRIDAY

17
SATURDAY

18
SUNDAY

19
MONDAY

20
TUESDAY

21

WEDNESDAY

Last Day to Drop 16-Week Classes Without Academic Penalty

22

THURSDAY

23

FRIDAY

24

SATURDAY

25

SUNDAY

26

MONDAY

27

TUESDAY

28

WEDNESDAY

29

THURSDAY

30

FRIDAY

31

SATURDAY

NOVEMBER 09

1
SUNDAY

2
MONDAY

3
TUESDAY

4
WEDNESDAY

5
THURSDAY

6
FRIDAY

7
SATURDAY

8
SUNDAY

9
MONDAY

Early Registration for Spring 2010 - 9 am to 7 pm
No Classes **10**
TUESDAY

Veteran's Day Holiday **11**
WEDNESDAY

Classes Resume **12**
THURSDAY

13
FRIDAY

14

SATURDAY

15

SUNDAY

16

MONDAY

17

TUESDAY

18

WEDNESDAY

19

THURSDAY

20

FRIDAY

21

SATURDAY

22

SUNDAY

23

MONDAY

24

TUESDAY

Student Break/Inclement Weather Make-up
Faculty Workday

25

WEDNESDAY

Thanksgiving Holiday

26

THURSDAY

Thanksgiving Holiday

27

FRIDAY

28

SATURDAY

29

SUNDAY

30

MONDAY

Classes Resume

DECEMBER 09

1

TUESDAY

2

Last Day for Submission of Drop Forms for Any Reason

WEDNESDAY

3

THURSDAY

4

FRIDAY

5

SATURDAY

6

SUNDAY

7

MONDAY

8

TUESDAY

9

WEDNESDAY

10

THURSDAY

11

FRIDAY

12

SATURDAY

13

SUNDAY

14
MONDAY

15
TUESDAY

Classes End **16**
WEDNESDAY

17
THURSDAY

18
FRIDAY

19
SATURDAY

20
SUNDAY

21

MONDAY

22

TUESDAY

23

WEDNESDAY

24

THURSDAY

25

FRIDAY

26

SATURDAY

27

SUNDAY

28

MONDAY

29

TUESDAY

30

WEDNESDAY

31

THURSDAY

JANUARY 10

1

FRIDAY

2

SATURDAY

3

SUNDAY

4

MONDAY

5

TUESDAY

6

WEDNESDAY

New Student Orientation - 9 am & 6 pm

Spring 2010 Registration - 9 am to 7 pm

7
THURSDAY

Spring 2010 Registration - 9 am to 5 pm
(Purge 1/8 after 5 pm)

8
FRIDAY

9
SATURDAY

10
SUNDAY

Classes Begin

11
MONDAY

12
TUESDAY

Last Day to Add 8-Week Class

13
WEDNESDAY

14

THURSDAY

Last Day to Add 16-Week Class

15

FRIDAY

16

SATURDAY

17

SUNDAY

18

MONDAY

Martin Luther King, Jr. Holiday

19

TUESDAY

20

WEDNESDAY

Classes Resume

21
THURSDAY

22
FRIDAY

23
SATURDAY

24
SUNDAY

25
MONDAY

26
TUESDAY

27
WEDNESDAY

28

THURSDAY

29

FRIDAY

30

SATURDAY

31

SUNDAY

FEBRUARY 10

1

MONDAY

2

TUESDAY

3

WEDNESDAY

4

THURSDAY

5

FRIDAY

6

SATURDAY

7

SUNDAY

8

MONDAY

Midterm for 8-Week Classes

9

TUESDAY

10

WEDNESDAY

Last Day to Drop 8-Week Class Without Academic Penalty

11

THURSDAY

12

FRIDAY

13

SATURDAY

14
SUNDAY

15
MONDAY

16
TUESDAY

17
WEDNESDAY

18
THURSDAY

19
FRIDAY

20
SATURDAY

21

SUNDAY

22

MONDAY

23

TUESDAY

24

WEDNESDAY

25

THURSDAY

26

FRIDAY

27

SATURDAY

28
SUNDAY

MARCH 10

1

MONDAY

2

TUESDAY

3

WEDNESDAY

4

THURSDAY

5

FRIDAY

6

SATURDAY

7
SUNDAY

Midterm for 16-Week Classes

8
MONDAY

9
TUESDAY

10
WEDNESDAY

11
THURSDAY

Juniors Learning About Careers Day
(No Classes)

12
FRIDAY

13
SATURDAY

14

SUNDAY

15

MONDAY

Last Day to Drop 16-Week Classes Without Academic Penalty
Classes Resume

16

TUESDAY

17

WEDNESDAY

18

THURSDAY

19

FRIDAY

20

SATURDAY

21
SUNDAY

22
MONDAY

23
TUESDAY

24
WEDNESDAY

25
THURSDAY

26
FRIDAY

27
SATURDAY

28

SUNDAY

29

MONDAY

30

TUESDAY

31

WEDNESDAY

APRIL 10

Friday Classes Meet

1
THURSDAY

Spring Holiday

2
FRIDAY

3
SATURDAY

4
SUNDAY

Spring Holiday

5
MONDAY

Early Registration for Summer & Fall 2010 - 9 am to 7 pm
(No Classes)

6
TUESDAY

7

WEDNESDAY

Classes Resume
Monday Classes Meet

8

THURSDAY

9

FRIDAY

10

SATURDAY

11

SUNDAY

12

MONDAY

13

TUESDAY

14
WEDNESDAY

15
THURSDAY

16
FRIDAY

17
SATURDAY

18
SUNDAY

19
MONDAY

20
TUESDAY

21

WEDNESDAY

22

THURSDAY

23

FRIDAY

Last Day for Submission of Drop Forms for Any Reason

24

SATURDAY

25

SUNDAY

26

MONDAY

27

TUESDAY

28

WEDNESDAY

29

THURSDAY

30

FRIDAY

MAY 10

1

SATURDAY

2

SUNDAY

3

MONDAY

4

TUESDAY

5

WEDNESDAY

6

THURSDAY

Classes End

7
FRIDAY

8
SATURDAY

9
SUNDAY

10
MONDAY

11
TUESDAY

12
WEDNESDAY

13
THURSDAY

14

FRIDAY

Graduation Rehearsal

15

SATURDAY

Graduation

16

SUNDAY

17

MONDAY

18

TUESDAY

19

WEDNESDAY

20

THURSDAY

21
FRIDAY

22
SATURDAY

23
SUNDAY

Registration for Summer 2010 - 9 am to 3 pm
(Purge 5/24 after 3 pm) **24**
MONDAY

Classes Begin **25**
TUESDAY

26
WEDNESDAY

Last Day to Add a Class **27**
THURSDAY

28

FRIDAY

29

SATURDAY

30

SUNDAY

31

MONDAY

Memorial Day Holiday

JUNE 10

Classes Resume
Monday Classes Meet

1

TUESDAY

2

WEDNESDAY

3

THURSDAY

4

FRIDAY

5

SATURDAY

6

SUNDAY

7

MONDAY

8

TUESDAY

9

WEDNESDAY

10

THURSDAY

11

FRIDAY

12

SATURDAY

13

SUNDAY

14
MONDAY

15
TUESDAY

16
WEDNESDAY

17
THURSDAY

18
FRIDAY

19
SATURDAY

20
SUNDAY

21
MONDAY

22 Midterm
TUESDAY

23
WEDNESDAY

24 Last Day to Drop Without Academic Penalty
THURSDAY

25
FRIDAY

26
SATURDAY

27
SUNDAY

28

MONDAY

29

TUESDAY

30

WEDNESDAY

JULY 10

1

THURSDAY

2

FRIDAY

3

SATURDAY

4

SUNDAY

5

MONDAY

Independence Day Holiday

6

TUESDAY

Summer Break

Summer Break **7**
WEDNESDAY

Summer Break **8**
THURSDAY

9
FRIDAY

10
SATURDAY

11
SUNDAY

Classes Resume **12**
MONDAY

13
TUESDAY

14

WEDNESDAY

15

THURSDAY

Last Day for Submission of Drop Form for Any Reason

16

FRIDAY

17

SATURDAY

18

SUNDAY

19

MONDAY

20

TUESDAY

Registration for Fall 2010 - 8 am to 7 pm
(No Classes)

21
WEDNESDAY

Registration for Fall 2010 - 8 am to 7 pm
(No Classes)

22
THURSDAY

23
FRIDAY

24
SATURDAY

25
SUNDAY

26
MONDAY

27
TUESDAY

28

WEDNESDAY

29

THURSDAY

Classes End

30

FRIDAY

31

SATURDAY

10 - 11 ACADEMIC CALENDAR

The 2010 - 2011 academic calendar will be printed as an addendum and distributed to students after approval by the HCC Board of Trustees.