

Academic Calendar

Fall Semester 2009

Monday, November 16
Monday, Nov. 23 – Friday, Nov. 27
Thursday, Nov. 26 – Friday, Nov. 27
Tuesday, December 1

Tuesday, December 1
Tuesday, December 1
Thursday, Dec. 10 – Tuesday, Dec. 15
Wednesday, Dec. 23 – Friday, January 1

Web Registration Opens for Spring Semester
Thanksgiving Holidays for Students
Thanksgiving Holidays – Entire College Closed
Graduation application deadline for certificate programs and those completing plan of study in May 2010
Web Registration Closes for Spring Semester
Financial Aid Priority Deadline for Spring Semester
Final Exams
Christmas Holidays – Entire College Closed

Spring Semester 2010

Friday, January 8
Tuesday, January 12
Wednesday, January 13
Wednesday, January 13
Thursday, January 14
Monday, January 18
Thursday, January 21
Monday, February 15
March 1
Wednesday, March 10
Monday, March 15 – Friday, March 19
Wednesday, March 31
Thursday, April 15
Thursday, April 29 – Saturday, May 1
Thursday, May 6 – Tuesday, May 11
Wednesday, May 12
Friday, May 14

Tuition and fees must be cleared by 2 p.m. or schedule will be dropped
College Closed, Faculty & Staff Professional Development
Late Registration for Spring Semester – All campuses
Online Course Orientation, 2 p.m.
Classes begin for Spring Semester
Martin Luther King Jr. Holiday – Entire College Closed
Last Day to Register/Change a Schedule for Spring Semester
All Scholarship Applications due for Fall Semester 2010
RN & LPN Application deadline for Fall Semester 2010
Mid-term
Spring Break for Faculty and Students
Last day to withdraw without a penalty
Financial Aid Priority Deadline for Summer Semester
Alabama Writers Symposium
Final Exams
Graduation Practice, Monroeville
Graduation Ceremony, Monroeville, 7 p.m.

Summer Semester 2010

Friday, May 21
Wednesday, May 26
Wednesday, May 26
Thursday, May 27
Monday, May 31

Tuition and fees must be cleared by 2 p.m. or schedule will be dropped
Late Registration for Summer Semester - All campuses
Online Course Orientation, 2 p.m.
Classes begin for Summer Semester
Memorial Day Holiday – Entire College Closed

Steps to Admission

Follow these steps to Start Strong at Alabama Southern!

Complete an Alabama Southern Admissions Application

All forms are available in the Student Development Office or online in the Admissions section at www.ascc.edu. See pages 4-5 for ASCC Online instructions to make sure you are in the system.

Complete a Financial Aid Application

Applying for financial aid is easy. Come by our office or attend one of our Financial Aid Workshops for assistance. Workshops are scheduled each semester prior to the Financial Aid Priority Deadline. All forms are available in the Financial Aid Office or online in the Financial Aid section at www.ascc.edu. See pages 10-11 for more information.

Take Your Placement Test

Make an appointment early to take your Placement Test. Advisors need these scores to help you select your classes. If you want to improve your scores check out the Start Right Program. See page 21 for Placement Testing information.

Meet with your Advisor & Select your Classes

Your advisor will work with you prior to registration to assist with selecting your classes. The Schedule of Classes is posted online at www.ascc.edu under the Current Students section and the Future Students section. During registration there is also a direct link to the schedule posted on the homepage. Consult your STARS guide prior to your advising session. See page 17 for STARS instructions.

Attend New Student Orientation

New Student Orientation is mandatory for all new students. Sessions are scheduled for each campus, and the dates are posted online at www.ascc.edu.

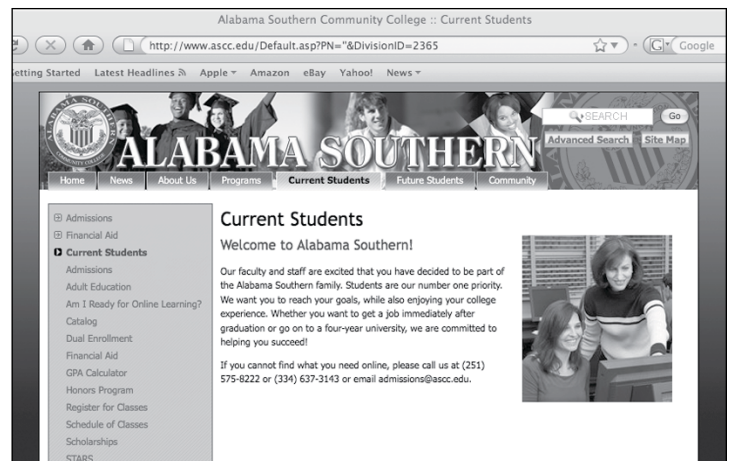
Register for Classes

Students may register online by following the steps on pages 4-5. On-campus registration dates are posted on the Academic Calendar on page 2.

Pay Tuition and Fees

Registration is NOT complete until students pay tuition and fees in the Business Office. If tuition and fees are not paid by deadline dates your schedule will be deleted.

Find more information and download forms at www.ascc.edu. Log on and visit the Current Students and Future Students sections to find everything you need to get started at Alabama Southern!



Admission Policy

- Our requirements for admission are: Graduation from a regionally accredited high school, graduation from a nonaccredited high school and a minimum ACT composite score of 16 or the equivalent score on the SAT, or passed the High School Equivalency test (GED).
- Former Alabama Southern Community College students must apply for readmission if not enrolled at Alabama Southern during the previous semester with the exception of those students enrolled during Spring Semester and skipping only the Summer Semester; these students need not reapply for Fall Semester.

REGISTER ONLINE & MORE WITH ASCC Online

ASCC ONLINE PUTS YOU IN CONTROL!

With ASCC Online it's easy to register online, view your degree plan, change your schedule and more – all from your home computer! Contact your advisor to have your PIN activated and get started with ASCC Online today. Enjoy the freedom and flexibility that web registration offers in selecting the class schedule that best suits your busy lifestyle.

- Returning students may contact their advisors by telephone to set-up an appointment for advising or work through an advising session on the phone. Please note that your assigned advisor is listed on your Degree Plan. See the list of advisors on pages 6-7.
- Once a student has completed an advising session advisors will activate students for online registration.
- Prepare for your advising session by obtaining a copy of your Degree Plan from ASCC Online.
If you are planning to transfer to a four year college or university you should visit the STARS website to obtain a copy of your STARS agreement.

STEP 1 – GETTING STARTED

- You must see your advisor.
- You must complete an advising session.
- You must not be on academic suspension.
- You must not have any outstanding fees or “holds” on your account.
- Your advisor will activate your PIN.

STEP 2 – GO ONLINE

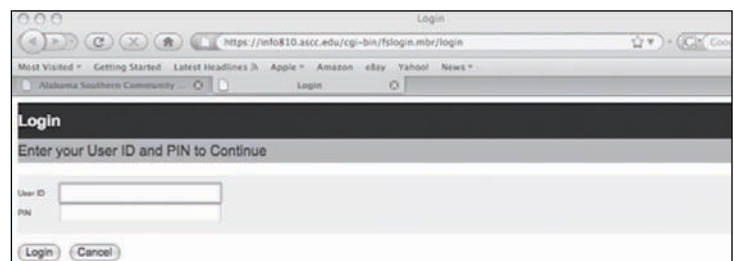
- Visit www.ascc.edu
- Click ASCC Online.
- Click the Student LOGIN button on the right side of the screen.


STEP 3 – LOGIN SCREEN

- Enter your student number (this is your social security number without the dashes).
- Enter your PIN. New students must see an advisor prior to online registration to have the PIN activated. Unless you have made changes, your PIN is your date of birth. Example: May 14, 1981 would be 051481.

STEP 4 – ASCC ONLINE MENU OPTIONS

- Display Courses – Allows you to view courses online.
- Pre-Registration – Allows you to Pre-Register, Drop/Add, and pay tuition for the upcoming semester. Click here to begin the registration process.
- Pay Outstanding Charges – Allows you to view outstanding fees or tuition.
- My Grades – Allows you to view/print your current semester grades.



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- Degree Plan – Allows you to view/print your current degree plan.
 - My Schedule – Allows you to view/print your current schedule.
 - Unofficial Transcript – Allows you to view/print your unofficial transcript.
 - View Receipts – Allows you to view/print payment receipts generated by ACCESS.
 - Change Your PIN – Allows you to change your personal ID number.
 - To begin the registration process, click on Pre-Registration.
 - If you have outstanding fees or are on processing hold, you will not be allowed to register, check grades, or obtain a copy of your transcript.
 - If your advisor has not activated your PIN, you must see your advisor.

STEP 5 – AT PRE-REGISTRATION PAGE/ TO ADD OR DROP A COURSE

- Type the course number as printed in the Alabama Southern schedule. If you do not want to type in the course number, use the SELECT COURSE button to search current course schedule. Once you find the course you need, search current course schedule. Once you find the course you need, click PUSH and it will automatically insert the call numbers for you.
- Click the ADD/DROP COURSE button to add the course to your listing.
- To view your schedule, scroll to the bottom of the page.
- To drop a course you have added, click the CLICK TO DROP button to the right of the course.
- Continue the process of dropping and adding until your schedule is complete.
- Once your schedule is complete, click the COMPLETE REGISTRATION button.
- You will now see a screen that provides information related to the tuition amounts that you are to pay for the schedule you have chosen. Available financial aid coverage will also be displayed on the screen.
- To complete the entire registration process, you must pay the amount in the CASH DUE column by the due dates published by Alabama Southern. Failure to do so will result in removal from the class.
- If you feel that the financial aid amount applied to your account is incorrect, please call the Financial Aid Office in Monroeville at (251) 575-8256 or in Thomasville at (334) 637-3168.

STEP 6 – PAYING YOUR TUITION

- If you plan to pay your tuition and fees by check, click the PRINT PRE-REGISTRATION MAILER button. This will print only if your PC is connected to a printer. This will print a copy of your schedule, plus all tuition and fees owed. Follow the directions on the mailer and send a check for the amount shown to Alabama Southern Community College.
- You may pay in person during regular business hours at the Alabama Southern Business Office by check, cash, VISA, or MasterCard. To ensure complete registration, full payment must be received by the posted payment deadlines.
- If you register AFTER the early registration payment deadline, you can pay your tuition using VISA or MasterCard at that time. If you do not settle your account at that time, your schedule will be dropped.

STILL HAVE QUESTIONS OR PROBLEMS?

- If you have a technical problem while trying to register or have a question about a hold on your account, please call the Admissions Office at (251) 575-8222 or (334) 637-3143.
- For questions about your tuition bill, please call the Business Office at (251) 575-8275 or (334) 637-3167.
- For questions about financial aid, please call the Financial Aid Office at (251) 575-8256 or (334) 637-3168.



Academic Advising

Alabama Southern’s academic advising services are designed to help students achieve their goals. You will be assigned an advisor, who will assist you in course selection, academic and career goals and more.

- Please call your assigned advisor to schedule an advising session. If an advisor does not answer, please leave a voicemail. Remember to leave a phone number and a time to return a call in your message. If an advisor has not contacted you within two working days after you leave a message, contact Ginger Bell at (334) 637-3167 or Toni Kelly at (251) 575-8251.
- Students may dial (251) 575-3156 and leave a voice mail message 24 hours a day at any of the extensions listed below.
- Students may dial (334) 636-9642 during normal business hours and the operator will transfer you to the requested extension number. Students may dial Demopolis directly at (334) 287-0174 or Jackson directly at (251) 246-0010.
- To call the Monroeville campus dial (251) 575 + the extension number. To call the Thomasville campus dial (334) 637 + the extension number.

MONROEVILLE CAMPUS

8248	Susan Boothe	Biology/General Studies
8213	Linda Joiner	Math/General Studies
8244	Alma Susan Brown	Art/Liberal Arts
8226	Melinda Byrd-Murphy	Humanities/Liberal Arts
8381	Elaine Covin	Softball
8232	Frances Craven	Computer Applications/ Office Technology
8281	Rhonda Dees	Student Support Services/ Liberal Arts/Athletics
8233	Wendy Dees	Math/Pre Nursing
8210	Crystal Fleeton	Humanities/Liberal Arts
8239	Samantha Frye	Liberal Arts/Humanities
8259	Daniel Head	Baseball
8229	Ben Hicks	Men’s Basketball
8252	Jana Horton	Registrar/Dual Enrollment/ Accelerated
8280	Loretta House	Student Support Services
8211	Wanda Hudson	Business/Liberal Arts
8231	Joe Hugener	General Studies/Physics
8270	Rosalind Jennings	Women’s Basketball
8285	Regina Johnson	Associate Degree Nursing
8274	Kay Lett	Law/Liberal Arts
8249	Ron Marcy	Chemistry/General Studies
8382	Janet McIntosh	Associate Degree Nursing
8240	Barbara McMillan	Psychology/Sociology/ Liberal Arts
8276	Tamekia Randall	Student Support Services/ Liberal Arts
8296	Nathan Shiver	Music
8243	Leta Stephens	Humanities/Liberal Arts
8238	Brenda Rigsby	Associate Degree Nursing
8286	Jeanne Sewell	Associate Degree Nursing
8251	Nancy Torrey	Associate Degree Nursing

THOMASVILLE CAMPUS

3195	Butch Brackin	Math/General Studies
3213	Mary Beth Brasell	Education/Liberal Arts
3160	Mary Elizabeth Christian	Practical Nursing
3157	Lynn Counselman	Practical Nursing
3212	Christine Denish	Liberal Arts
3153	Robert Denton	Instrumentation & Electronics
3163	Larry Doggette	Paper and Chemical Technology
3131	Tommy Gaillard	Computer Applications
3188	Ginger Glass	Humanities/Education
3187	Marcus Gordon	Humanities/Liberal Arts
3151	Linda Grant	Office Technology
3158	Deborah Hunt	Practical Nursing
3210	Mattie Kohen	Liberal Arts/General Studies
3135	John Long	Math/General Studies
3138	Richard Martindale	Humanities/Liberal Arts
3149	Brian McIntosh	Welding
3162	Chester Moore	Industrial Maintenance & Electricity
3148	Donna Nelson	Liberal Arts
3222	Rachel Powell	Liberal Arts/Accelerated
3137	Alesia Savage	Liberal Arts
3179	Charles Shepherd	Dual Enrollment
3154	Dale Smith	Paper Chemical Technology
3215	Gene Tindle	Machine Tool Technology
3165	Sarah Valine	Associate Degree Nursing
3180	Ruby Ward	Cosmetology
3155	Augusta Watters	Business

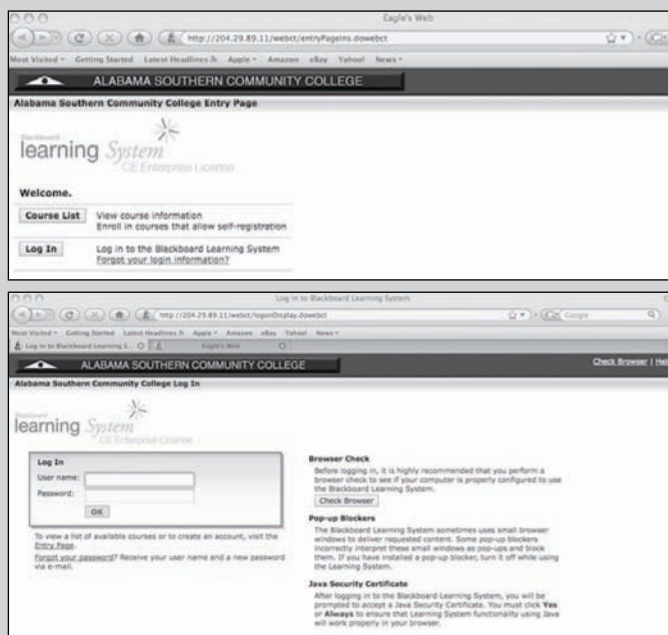
continued on page 7

YOUR GUIDE TO WebCt/Eagle's Web

formerly known as WebCT

Eagle's Web is Alabama Southern's system for delivering online education. It provides online tools that instructors can use to facilitate internet courses or enhance classroom courses, such as class e-mail, chat, discussion boards, quizzing, etc. You may enter Eagle's Web only if you are enrolled in a class. Once you register, your Eagle's Web will be accessible to you three days before the class begins.

- Enter Eagle's Web from the Alabama Southern homepage at <http://www.ascc.edu>.



- Click on the Eagle's Web icon to get started.
- Eagle's Web IDs are the first letter of the first name (capitalized), the first three letters of the last name (first one capitalized), year of birth and day of birth (two digits).
- Your password is your student ID number.

Example: Jane McDoe born 090288: WebCT ID: JMcD8802/ Password: 1234567
 or Example: Jane Doe born 090288: WebCT ID: JDoe8802/ Password: 1234567

Eagle's Web/WebCT assistance is available for students several ways. Contact your instructor for immediate assistance. If the instructor is unavailable, please email Frances Craven at webhelp@ascc.edu or call (251) 575-8232 and leave a detailed message. In your message, whether by voice or email include the following information that applies to the problem: name, Eagle's Web/WebCT user name, where you can be reached and type of problem (example: forgot my password). If this is your first time logging on to Eagle's Web/WebCT, view the Log on for Instructions.

Note: If you are not currently a registered student at Alabama Southern you will not have a Eagle's Web/ WebCT id. If you are trying to request a transcript you need to go to the Home page and select Admissions.

Academic Advising

continued from page 6

GILBERTTOWN CAMPUS

4428	Dana Lolley	General Studies
4423	Shelia Skelton	Education
4426	Angie Williams	General Studies

JACKSON CAMPUS

(251) 246-0010	Kiki Moore	Liberal Arts/ Healthcare Alliance
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DEMOPOLIS CAMPUS

(334) 287-0174	John Lehning	Business
(334) 287-0174	Vicky Long	
(334) 287-0174	Tamika Dial	Liberal Arts



Financial Aid Announcements

Apply for financial aid today and make your college dreams a reality!

More than 75 percent of Alabama Southern's students receive some type of financial assistance, including scholarships, work study, Pell Grants and other supplemental grants. Financial aid is available for almost every program offered at Alabama Southern, and our friendly financial aid staff can help you secure the aid you need to pay for college. Financial assistance is meant to supplement your resources — it is not intended to be the only means of funding your education. A level of self-help is expected from all students.

Follow the Steps for Financial Aid Success

- Complete a free Application for Federal Student Aid. Students can apply for financial aid (at no cost) online at www.fafsa.ed.gov.
- Applications should be submitted online. (Allow two to three weeks for the application process.)
- Submit an Institutional Application, verification worksheet, most recent income taxes and new information requested by the Office of Financial Aid.
- You will be notified by mail of your eligibility for Pell awards. For eligible students at Alabama Southern, the award will detail the maximum amounts of federal aid for the award year. All awards are based on full-time attendance (minimum 12 hours). The amount credited to your account is based on the number of credit hours for which you are enrolled. Pell refund checks are released on the 14th day after classes have started. Students must have attended all their classes to receive a check.
- **Remember the Financial Aid Priority Deadlines!**
Spring Semester: December 1 • Summer Semester: April 15 • Fall Semester: July 15
File all financial aid paperwork by the deadline to find out your status before school starts.

Visit the financial aid link at www.ascc.edu for more information on financial aid options. For further assistance please call Amy Rowell in the Monroeville Financial Aid Office, (251) 575-8256 or LaSha Nelson in Thomasville, (334) 637-3168.

Non-Traditional and Returning Student Scholarship Applications

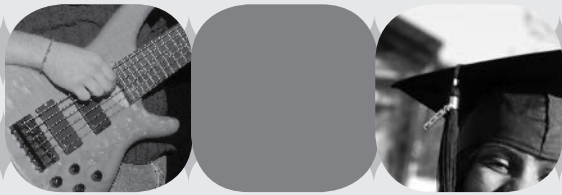
Alabama Southern awards up to 25 scholarships each year for returning and non-traditional students. The college evaluates scholarship applications as they are received. All students who meet the following criteria are eligible to apply and be considered for these scholarships.

Returning Student Applicants:

- Students must have completed 24 hours of degree credible coursework.
- Students must currently have and maintain at least a 3.0 GPA.
- Students must be receiving a degree from Alabama Southern.
- Students must fill out the FAFSA and have EFC less than 9300.

Non-Traditional Student Applicants:

- Students must meet either of the following two categories:
 - 25 years or older, returning to school for a degree OR
 - Male or female majoring in a field where they are a minority in the major
- Students must fill out the FAFSA and have EFC less than 9300.
- Students must maintain at least a 2.5 GPA after the scholarship is awarded.



Scholarships

All Alabama Southern Scholarship Applications are due February 15

Alabama Southern Community College evaluates scholarship applications as they are received. These scholarships are designated for graduating high school seniors in our service area. Scholarships are not additive – only one scholarship may be awarded to a student. All scholarships are based on the applicant's academic record, ability and/or leadership achievement or capability.

Scholarships Available

■ Academic Scholarships (Based on Academic Record)

President's Scholarship – Minimum ACT composite score of 28 and grade point average of 90

Pays tuition, fees, and books.

Dean's Scholarship – Minimum ACT composite score of 24 and grade point average of 85

Pays tuition and fees.

■ Ambassador Scholarships

Applicants are required to attend an Alabama Southern Leadership Retreat, write an essay and interview. Students will contract service hours through hosting college events, student activities, community service, recruiting, tutoring and public information. Minimum grade point average of 80. Pays \$5,000. The monetary value of the scholarship increases the second year upon successful completion of service hours.

■ Performing Arts Scholarships

Performing Arts Scholarships are awarded in both Art and Music (Monroeville Campus only.) Applicants are required to produce a portfolio of their work for an Art Scholarship, and they are required to audition for a Music Scholarship. Applicants will be contacted by the instructors to arrange audition/ interview times and dates. Please include a resume.

Art Scholarship – Minimum grade point average of 80. Pays tuition and fees.

Music Scholarship – Minimum grade point average of 80. Pays tuition and fees.

■ Leadership Scholarships

Must be a senior class president, SGA president, County Jr. Miss contest winner or yearbook editor. Leadership Scholarships are available in University Transfer, Technical and AVC areas. Applicants should submit a resume. Minimum grade point average of 80. Pays \$2,500.

■ Technical Scholarships

Available in Cosmetology, Business Technology, Machine Technology, Nursing or Welding. Students are eligible for consideration upon completion of application and an interview. Maintain a 3.0 GPA once enrolled in the Technical Area designated by the scholarship. Pays tuition and fees.

Scholarships are also available for Industry Alliance.

For information on Industry Alliance contact Dr. Charles Shepherd, (334) 637-3193/cshepherd@ascc.edu

Athletic Scholarships are awarded by the Athletic Department.

For information on athletic scholarships contact the head coach for your area of interest.



Guarantees of Success

**A great value...a great college...
a great education... at Alabama
Southern we guarantee it!**

Credit Transfer: In accordance with Alabama Legislative Act 94-202, for each student who declares a major and a transfer university, every course the College advises the student to take in the curriculum guide will transfer to that university in that major or the College Foundation will give the student a cash award equal to the tuition and fees for that course.

Job Placement: For a graduate of any occupational Associate in Applied Science Degree program who does not have a job offer in-field or related within six months after graduation, the College Foundation will award a full tuition scholarship for an additional 30 credit hours in any program the student chooses.

Job Placement for Nursing: For a graduate of our Associate in Applied Science Degree in Nursing who does not have a job offer in-field or related within six months after graduation and successful completion of the national exam, the College Foundation will award a full tuition scholarship for an additional 30 credit hours in any program the student chooses.

Employer Satisfaction: If an employer states that the technical skills are inadequate in any area for a graduate of one of our technical or occupational certificate programs, the College will retrain that student at no cost to the graduate or the employer.

Refund Policy

Partial Withdrawal

Students who do not completely withdraw from the College but drop a class during the regular drop/add period will be refunded the difference in the tuition paid and the tuition rate applicable to the reduced number of hours, including fees appropriate to the classes dropped. There is no refund due to a student who partially withdraws after the official drop/add period.

Complete Withdrawal

Students who officially withdraw from all classes for which they registered before the first day of class will be refunded the total tuition and other refundable fees. Students who officially withdraw completely after classes begin but prior to the end of the third week of classes will be refunded according to the official withdrawal date, as follows:

Withdrawal Dates, Spring Semester 2010

Withdrawal by January 13	100%
Withdrawal by January 20	75%
Withdrawal by January 27	50%
Withdrawal by February 3	25%
Withdrawal after February 3	No Refund

Withdrawal Dates, Summer Semester 2010

Withdrawal by May 26	100%
Withdrawal by June 1	75%
Withdrawal by June 7	50%
Withdrawal by June 11	25%
Withdrawal after June 11	No Refund

A week is defined as seven consecutive days including weekends beginning with the first instructional day of class. For classes meeting one time per week, refunds are based on each class meeting being counted as one week.

The refund policy is applicable to tuition, the technology fee, the facility renewal fee, and the bond surety fee. Refunds will be made in whole dollars and calculated by rounding down to the nearest dollar.

ALL COLLEGE WITHDRAWALS MUST BE HANDLED PERSONALLY AT THE ADMISSIONS OFFICE. THE TUITION AND FEE REFUNDS ARE COMPUTED ACCORDING TO THE DATE THE STUDENT ACTUALLY CONTACTS THE ADMISSIONS OFFICE AND COMPLETES THE COLLEGE WITHDRAWAL PROCESS AND NOT ACCORDING TO HIS OR HER LAST DAY OF ATTENDANCE.

Alabama Southern Community College complies with Federal regulations relative to the return of tuition and other institutional charges for the Title IV (Federal Financial Aid) recipients. Please contact the financial aid office for additional information prior to a complete withdrawal.



Tuition and Fees

The College reserves the right to change, modify, or alter fees, charges, expenses, and costs of any kind without notice as approved by the State Board of Education. Permission to take 18-21 hours must be granted by the Vice President of Academic Affairs. The in-state rate applies to Alabama residents only.

1. Tuition (per semester/term)

- A. In-State Rate: The tuition for Alabama residents is \$71 per credit hour, \$90 per credit hour for online courses
- B. Out-of-State Rate: The tuition rate for out-of-state students is \$142 per credit hour, \$180 per credit hour for online courses

2. Technology Fee (per semester/term)

The College charges a technology fee of \$9 per credit hour for all courses except online courses.

3. Facility Renewal Fee (per semester/term)

The Facility Renewal Fee is \$9 per credit hour for all courses except online courses

4. Other Fees

- A. Graduation Fee: \$40
- B. Returned Check Fee: \$25
- C. Bond Surety Fee: \$1 per credit hour for all courses except online courses

Three Easy Ways to Clear Tuition and Charges

After you have seen your advisor and registered for classes, the final step is paying for classes. All fees and tuition are due and payable at the time of registration except for fees of sponsored students on financial aid. No student will be admitted to classes until such payments are made. Checks or money orders should be made payable to Alabama Southern Community College for the exact amount of the charge. Visa and Mastercard credit cards may be used for payment of fees, tuition and bookstore purchases. **If you are on scholarship or financial aid, please check with the business office to make sure all of your charges are cleared.**

■ Pay by Phone

You may call and make your payment using a credit card or debit card. All major credit cards are accepted.

■ Pay by Mail

You may mail your check or money order to:

Alabama Southern Community College • Attn: Business Office • P.O. Box 2000 • Monroeville, AL 36461

■ Pay in Person

Go to the business office on the campus/center you attend and pay your tuition and fees.

Alabama Southern accepts cash, checks, money orders, credit cards, and debit cards.

Senior Adult Free Tuition Scholarship

Alabama Southern offers a free tuition scholarship to area residents who are sixty years or older and who meet admission requirements. A Senior Adult Scholarship student will receive free tuition for all credit courses taken in which space is available. Students will be responsible for paying fees and books.

Important Policies

Bookstore Policies

- Books and supplies may be charged to Pell Grant or other approved scholarships if cleared by the financial aid office and the business office. Students may purchase books anytime during the semester; however, students with certain scholarships and other financial aid may charge only through the specified dates. The bookstore will be open until 7 p.m. the first week of classes for each term to accommodate evening students. Regular bookstore hours are Monday-Thursday 7:45 a.m. - 4:15 p.m. and Friday 7:45 a.m. - 4 p.m. **BOOKSTORE HOURS ARE SUBJECT TO CHANGE! PLEASE CALL THE BOOKSTORE TO CHECK HOURS BEFORE DRIVING TO CAMPUS! MONROEVILLE BOOKSTORE: (251) 575-8220 • THOMASVILLE BOOKSTORE: (334) 637-3133**
- A student may be entitled to a full refund during the drop/add period. Full refunds will be given for new books only if the books have not been used. Used books are refunded at the purchased price. Receipts are required for refunds. Credits will be issued on the student's account that may be applied to the purchase of other books and supplies. A check will be issued by the business office for any unused credits on the student's account. Allow two weeks to process the check.
- At the end of each semester during final exam days, the Bookstore will buy back textbooks. Students receive 50% of the new or used price for each textbook that is sold to the bookstore. However less may be given depending on the book's condition. Exceptions to this policy include: Old editions • Textbooks no longer being used • Damaged textbooks • Bookstore personnel discretion. As with the refunds, credits will be issued on the student's account that may be applied to the purchase of other books and supplies. A check will be issued by the business office for any unused credits on the student's account. Two weeks should be allowed for processing the check.
- Students who are on Athletic or President's scholarships, which pay for books, must turn in their books at the end of each term during the days of final exams. This includes all textbooks, study guides, and solutions manuals. **ALL BOOKS RECEIVED MUST BE RETURNED.** Students not complying will be placed on Bookstore Processing Hold. This will place a hold on transcripts, registration, grades, and student pay. This will prevent a student from being allowed to register for the following term. Any books damaged, in any manner, must be paid for at this time.

Disabled Students Policy

It is the policy of Alabama Southern to provide reason-able accommodations for environmental and program accessibility for persons defined as disabled in Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990 (ADA). Anyone who desires information about accessibility or services should contact Mary Beth Brasell, ADA coordinator, (334) 637-3213.

Non-Discrimination Policies

It is the official policy of the Alabama State Department of Postsecondary Education and Alabama Southern Community College that no person in Alabama shall, on the grounds of race, color, disability, sex, religion, creed, national origin, or age be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program, activity, or employment. Alabama Southern Community College is committed to this policy of non-discrimination and complies with the non-discrimination regulations under Title VI and Title VII of the Civil Rights Act of 1964; Title IX, Education Amendment of 1972; and Section 504 of the Rehabilitation Act of 1973, and Americans with Disabilities Act of 1990. Inquiries concerning this policy may be directed to the Title IX Coordinator, Ms. Ann Clanton.

Accreditation Statement

Alabama Southern Community College is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to award Associate in Arts, Associate in Science, and Associate in Applied Science Degrees and Certificates.

COURSE CANCELLATION POLICY

Alabama Southern reserves the right to cancel any course when insufficient registration occurs. In the event a course is canceled, a student has the option of adding another course that offers the same number of credits or receiving a refund.



Online Classes • Nursing

Online Classes – the perfect solution for your busy schedule!

To find out if online classes are for you, talk with your academic advisor and visit www.ascc.edu to take the distance learning readiness survey. (Click Am I Ready for Online Learning?) **All students registered for any online course must attend a mandatory orientation! See the Academic Calendar for dates. All online class times are listed in the Schedule of Classes posted on www.ascc.edu.**

Technology Requirements for Online Classes:

You should own or have access to a computer with personal access to the Internet (e.g., computer with a modem or cable modem connection). The minimum specifications include:

- AMD or Pentium processor. Minimum 56kbs Internet connection. DSL connection recommended.
- An e-mail account (email will be provided in Eagle's Web)
- Web-browser software - at least Internet Explorer 5.0 (do not use Firefox or Mozilla)
- Windows XP operating system or higher
- Microsoft Office 2003 or higher (this needs to include Word and Powerpoint)
- Virus-checking software
- Plug-ins including Acrobat Reader, Real Player, Shockwave and Flash Player
- Additional hardware including speakers

Apply early to begin your career in Nursing!

Admission to the Associate Degree Nursing Program and the Practical Nursing Program is competitive, and the number of faculty and clinical facilities available limits the number of students. Meeting minimal requirements does not guarantee acceptance. For more information about program admission standards, applications and course recommendations please call Regina Johnson at (251) 575-8285 or Lynn Counselman at (334) 637-3157.

Program Options

- **Practical Nursing (PN) Program:** Courses offered on the Thomasville Campus
Program admission Fall and Spring Term each year (One Year Program)
- **Associate Degree Nursing (ADN) Program:** Courses offered on the Monroeville Campus
Program admission each Fall Term (Two Year Program)
- **Upward Mobility – Associate Degree Nursing (ADN) Program:** Courses offered on the Monroeville Campus
Program admission each Summer Term (One Year Program)

Program	Application Deadline	Enrollment
■ Practical Nursing-PN	March 1	Fall Semester
■ Practical Nursing-PN	August 1	Spring Semester
■ Associate Degree Nursing-ADN Upward Mobility	March 1	Fall Semester
■ Associate Degree Nursing-ADN	March 1	Summer Semester