



*to* **MY GUIDE**  
**ALABAMA**  
**SOUTHERN**  
2016-17



# TOP SIX ASCC INFO SOURCES

## 1. [www.ascc.edu](http://www.ascc.edu)



Visit [www.ascc.edu](http://www.ascc.edu)! Announcements are on banner at top of page and in the middle column. News and calendar are found in right column.

## 2. Twitter



Follow us: **@ASCCNews!**

Receive text messages by clicking "turn on mobile notifications."  
All announcements will come to your phone and you will never miss another event!

## 3. Facebook



Friend us at: "Alabama Southern Community College - Official College Page."

Keep current with future events AND see photos from previous events!

## 4. Eagles' Web



Announcements will be when you login to your CANVAS portal. Pay attention so that you don't miss important information!

## 5. Eagle Alert



The School Cast Rapid Communication System, know as the Eagle Alert System, is the primary means of emergency notification at ASCC. This system is intended for the immediate transmission of specific information regarding an emergency to all affected areas of the campus or campuses through voice, text, and/or email transmissions. Students may opt out of the emergency notification process by completing an Opt Out / Opt In Form from the student development office.

You will be automatically registered to receive phone calls at home and text messages to your cell phone based on information submitted to admissions. If information has changed, or if you would like to opt out, please contact Kristi Smith at [ksmith01@ascc.edu](mailto:ksmith01@ascc.edu) or (251) 575-8202.

## 6. ASCC Online



# [www.ascc.edu](http://www.ascc.edu)



Monroeville  
P.O. Box 2000  
2800 South Alabama Ave.  
Monroeville, AL 36461  
(251) 575-3156

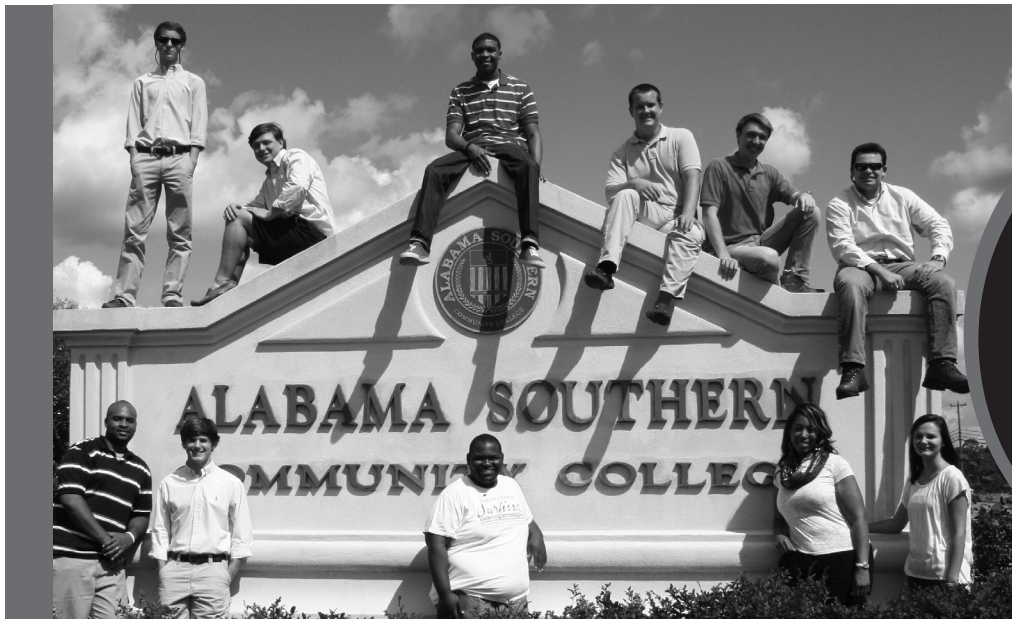
Thomasville  
P.O. Box 2000  
30755 Hwy. 43 South  
Thomasville, AL 36784  
(334) 636-9642

Gilbertown  
P.O. Box 2000  
251 College St.  
Gilbertown, AL 36908  
(251) 843-5265

Jackson  
P.O. Box 2000  
235 College Ave.  
Jackson, AL 36545  
(251) 246-0010



Alabama Southern Community College is an equal opportunity employer. It is the official policy of the Alabama Community College System, including postsecondary institutions under the control of the Alabama Community College System Board of Trustees, that no person shall, on the grounds of race, color, handicap, gender, religion, creed, national origin, or age, be excluded from participation in, be denied benefits of, or be subjected to discrimination under any program, activity, or employment. Alabama Southern Community College will make reasonable accommodations for qualified disabled applicants or employees.



to **WELCOME**  
**ALABAMA**  
**SOUTHERN**

## CONTACT US

www.ascc.edu • admissions@ascc.edu

### Monroeville

(251) 575-3156 • Fax: (251) 575-5356

#### MONROEVILLE EXTENSIONS

Call (251) 575 + the extension number

Academic Affairs	Ext. 8202
Admissions	Ext. 8222
Adult Education	Ext. 8246
Bookstore	Ext. 8220
Business Office	Ext. 8275
Financial Aid	Ext. 8256
Library	Ext. 8271
Registrar	Ext. 8252
Scholarships	Ext. 8265
Student Support Services	Ext. 8280
Switchboard	Ext. 3130
Testing Center	Ext. 8314

### Thomasville

(334) 636-9642 • Fax: (334) 636-1380

#### THOMASVILLE EXTENSIONS

Call (334) 637 + the extension number

Academic Affairs	Ext. 3167
Admissions	Ext. 3143
Adult Education	Ext. 3181
Business Office	Ext. 3167
Bookstore	Ext. 3133
Financial Aid	Ext. 3168
Library	Ext. 3146
Switchboard	Ext. 3130
Testing Center	Ext. 3182
Student Support Services	Ext. 3217

### Gilbertown

(251) 843-5265 • Fax: (251) 843-2420

### Jackson

(251) 246-0010 • Fax: (251) 246-9998



## ALABAMA SOUTHERN

### 2016-17 **MY GUIDE**

*Table of Contents*

Message from Roger Chandler.....	2
College Calendar.....	3
Academic Advising.....	4
Programs of Study.....	5
Financial Aid Announcements.....	6
Tuition & Fees/Pell Grant Policy.....	7
ACES Center.....	8
Refund Policy.....	8
Online Classes.....	9
STARS Transfer Guide.....	9
ASCC Online.....	10-11
Nursing Application Deadlines.....	12
Technology Programs.....	12
Graduation Application.....	13
Free Tutoring.....	13
Accelerated High School Students.....	13
Dual Enrollment/Dual Credit.....	13
Student Support Services.....	14
Book Information for Scheduled Courses.....	15
Student Organizations.....	16-17
Fine Arts Programs.....	18
ASCC Libraries.....	19
Locations.....	20-21
Important Policies.....	22
Key Policies & Procedures.....	23-24
Alabama Southern Placement Guide.....	25
Alabama Southern Schedule Block.....	26
ASCC QEP.....	27

## Message from ROGER CHANDLER



Welcome to Alabama Southern! This guide provides information about our college and the guidance you need to make the most of your education. Alabama Southern is a fully accredited, multi-location, comprehensive, open-door community college located in southwest Alabama – and we are excited you have chosen to become a part of our ASCC family.

In these tough economic times, Alabama Southern offers a smart alternative to traditional four-year programs. A small initial investment in your education can pay big financial returns in your career. We offer many highly successful programs: associate degree, certificate, liberal arts, dual enrollment, adult education and continuing education.

Alabama Southern is committed to serving our community by offering convenient, affordable courses to help you reach your career and personal goals. Our small classes and personal attention to the success of each student provide a rewarding and enjoyable college experience. We are here with the support and resources you need to succeed in every area of your life!

Whether your goal is to transfer to a four-year university, earn an associate's degree or certificate, enhance your job skills, train for business and industry, or continue your pursuit of life-long learning; Alabama Southern can help you get there!

Thank you for choosing Alabama Southern – where we are committed to your success!

Thank you!

Roger Chandler  
Interim President  
Alabama Southern Community College

# COLLEGE CALENDAR 2016-17

<b>2016</b>	August 17-18	Registration for Fall Semester
	August 22	First Day of Class Full Term/Term I
	August 19-24	Drop/Add Full Term/Term I
	September 5	Labor Day Holiday – College Closed
	October 12	Last Day to Withdraw from Term I
	October 13-14	Final Exams Term I
	October 14	Last Day Term I
	October 17	First Day Term II
	October 17-18	Drop/Add Term II
	November 11	Veterans Day Holiday – College Closed
	November 24-25	Thanksgiving Holidays – College Closed
	December 2	Last Day to Withdraw Full Term/Term II
	December 9	Last Day of Class for Full Term/Term II
	December 12-16	Final Exams for Day, Night and One-day a Week Classes
	December 19-31	Student Christmas Holidays
	December 23-31	Christmas Holidays – College Closed
<b>2017</b>	January 2	State Holiday – College Closed
	January 4	Registration
	January 9	First Day of Class Full Term/Term I
	January 9-10	Drop/Add Full Term/Term I
	January 16	Martin Luther King Jr. Holiday – College Closed
	March 1	Last Day to Withdraw from Term I
	March 2-3	Final Exams Term I
	March 3	Last Day Term I
	March 6	First Day Term II
	March 6-7	Drop/Add Term II
	March 27-31	Student Spring Break
	April 14	Good Friday Holiday – College Closed
	May 2	Last Day of Class Full Term/Term II
	May 3-4	Final Exams Term II
	May 3-9	Final Exams Day, Night, One Day a Week Classes
	May 12	Graduation

# 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 Kristi Smith at (251) 575-8202.
- 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 Jackson directly at (251) 246-0010.
- To call the Monroeville location dial (251) 575 + the extension number. To call the Thomasville location dial (334) 637 + the extension number.

## MONROEVILLE

8388	Lakeshia Boykin	General Studies
8244	Alma Susan Brown	Art/Liberal Arts
8290	Candis Busby	General Studies
8210	Lee Conerly	English/Speech
8281	Rhonda Dees	Counselor
8233	Wendy Dees	Math
8235	Trent Eager	Men's & Women's Basketball
8239	Samantha Frye	English/Liberal Arts
8296	Terry Galbraith	English
8397	Marcus Gordon	History/Liberal Arts
8259	Daniel Head	Baseball/Athletic Director
8225	Brittany Hendrix	Assoc. Degree Nursing
8280	Loretta House	Student Support Services
8211	Wanda Hudson	Office Technology
8279	Lindsay Hutcherson	Academic Affairs
8238	Dr. Corine January	Associate Degree Nursing
8201	Vince Jaye	English
8285	Regina Johnson	Associate Degree Nursing
8251	Toni Kelly	Math/Liberal Arts
8382	Janet McIntosh	Student Support Services
8240	Dr. Barbara McMillan	Associate Degree Nursing
8278	Kiki Moore	Psychology/Sociology/ Liberal Arts
8249	Vijay Patel	Student Support Services
8381	Brooke Powell	Chemistry/General Studies
8265	Maconica Sawyer	Softball
8242	Linda Scruggs	Cheerleading & General Studies
8248	Allisa Shewbart	ACES
8219	Portia Stallworth	Biology/General Studies
		General Studies

## JACKSON

(251) 246-0010

Liberal Arts

## THOMASVILLE

3213	Mary Beth Brasell	Education/Liberal Arts
3189	Lee Conerly	English/Speech
3157	Lynn Counselman	Practical Nursing
3140	Rhonda Dees	Counselor
3162	Scott Dees	Industrial Maintenance
3153	Robert Denton	Instrumentation & Electronics
3175	Alisha Eager	General Studies
3131	Tommy Gaillard	Computer Applications
3188	Ginger Glass	Humanities/English
3187	Marcus Gordon	History/Liberal Arts
3160	Joy Harrison	Practical Nursing
3193	Brooke Head	Retention Specialist
3138	Wanda Hudson	Office Technology
3195	Vince Jaye	English
3210	Mattie Kohen	Biology/General Studies
3136	John Lehning	Business
3135	John Long	Math/General Studies
3176	Vicky Long	Math/General Studies
3149	Brian McIntosh	Welding
3150	Kiki Moore	Student Support Services
3222	Rachel Powell	Liberal Arts/Accelerated
3154	Christie Prout	Paper & Chemical Technology
3137	Alesia Savage	Liberal Arts
3144	Maconica Sawyer	General Studies
3179	Dr. Charles Shepherd	Dual Enrollment
3180	Lyn Smith	Cosmetology
3215	Gene Tindle	Machine Tool Technology
3165	Sarah Valine	Practical Nursing
3155	Augusta Watters	Business

## GILBERTOWN

4428	Dana Lolley	General Studies
4423	Shelia Skelton	Education
4422	Ken Turner	English/General Studies
4427	Debbie Jimerson	General Studies



# PROGRAMS OF STUDY

*University Transfer. Career Programs. Flexible Schedules.*

## UNIVERSITY TRANSFER

The first two years of any four-year major can be completed at Alabama Southern. Associate in Arts and Associate in Science degrees require two years to complete. Alabama Southern has developed a university transfer guide with curricula that correspond to the first two years of various majors at senior institutions. The Associate in Arts and Associate in Science degrees enable students to transfer to any four-year college as a junior with all general requirements fulfilled. Typical majors in degrees are listed below.

**ASSOCIATE IN ARTS:** Art • Early Childhood Education • Elementary Education • Health, Physical Education & Recreation • Liberal Arts • Music • Pre-Law • Secondary Education • Special Education • Social Services • Speech • Theatre

**ASSOCIATE IN SCIENCE:** Agricultural Business and Economics • Agricultural Science • Biological Services • Business Administration • Chemistry • Computer Information Systems • Criminal Justice • Pre-Dentistry • Pre-Engineering • Mathematics • Medical Technology • Pre-Medicine • Nursing • Pre-Pharmacy • Pre-Veterinary Medicine

## CAREER TECHNICAL PROGRAMS

### **BUSINESS TECHNOLOGY – Associate in Applied Science Degree**

- Computer Applications Option
- Office Technology Option

#### **Short Term Certificates: (STC)**

- Computer Applications
- Management and Supervision
- Computerized Accounting
- Office Technology

### **ADVANCED TECHNOLOGY – Associate in Applied Science Degree (AAS)**

- Paper and Chemical Technology (STC or AAS)
- Industrial Engineering Technology
  - Industrial Maintenance Technology Option
  - Electrical and Instrumentation Technology Option
  - Machine Technology and Millwright Option
  - Welding Technology

#### **Short Term Certificates:**

- Construction Electricity
- Electrical Technology
- Basic Plate Welding
- Industrial Engineering Technology
- Industrial Maintenance Technology
- Machine Technology
- Pipe Welding

## **NURSING**

- Associate Degree Nursing (RN)
- Upward Mobility (LPN to RN)
- LPN Nursing – Certificate

## **COSMETOLOGY**

- Certificate



# FINANCIAL AID ANNOUNCEMENTS

## Apply for Financial Aid today and make your college dreams a reality!

More than 85 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](http://www.fafsa.ed.gov).
- ▶ Applications should be submitted online. (Allow two to three weeks for the application process.)
- ▶ Submit any other information requested by the Office of Financial Aid.
- ▶ You will be notified by mail of your eligibility for Pell awards. For eligible students at ASCC, the award will detail the maximum amounts of federal aid for the award year. All awards are based on full-time attendance (min. 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!** File all financial aid paperwork by the deadline to find out your status before school starts.  
Spring Semester: December 1 • Summer Semester: April 15 • Fall Semester: July 1
- ▶ **Check ASCC Online for your financial aid status.**

## Non-Traditional and Returning Student Scholarship Applications

Alabama Southern awards up to 25 scholarships each year for returning and non-traditional in-state 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. *\*These scholarships are awarded only after all Pell grant and other outside scholarship funds have been exhausted.*

### 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 10500.
- ▶ Students must not have previously earned a degree or certificate.

### 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 10500.
- ▶ Students must maintain at least a 2.5 GPA after the scholarship is awarded.
- ▶ Students must not have previously earned a degree or certificate.

Visit the financial aid link at [www.ascc.edu](http://www.ascc.edu) for more information on financial aid options. For further assistance please call Amy Rowell, (251) 575-8256, or Kathryn Fuller, (251) 575-8230, in the Monroeville Financial Aid Office, or LaSha Nelson in Thomasville, (334) 637-3168.



# TUITION & FEES

## PELL GRANT POLICY



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

### 1. Tuition (per semester/term)

- A. In-State Rate: The tuition for Alabama residents is \$117 per credit hour
- B. Out-of-State Rate: The tuition rate for out-of-state students is \$234 per credit hour

### 2. Technology Fee (per semester/term)

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

### 3. Facility Renewal Fee (per semester/term)

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

### 4. Bond Surety Fee (per semester/term)

The Bond Surety Fee is \$1 per credit hour for all courses.

### 5. Debt Building Fee (per semester/term)

The Debt Building Fee is \$10 per credit hour for all courses.

### 6. Other Fees

- A. Returned Check Fee: \$30
- B. Late Registration Fee: \$25

## 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. 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 or online at [www.ascc.edu](http://www.ascc.edu)

You may make your payment using a major credit card or debit card.

### ► 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 at the location you attend and pay your tuition and fees.

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

## Pell Grant Policy

Federal regulations require that all students receiving federal aid must make satisfactory academic progress toward completion of a degree or certificate. Academic progress must be monitored for all terms of enrollment, whether or not financial aid was received. Students receiving pell grant will now have satisfactory academic progress checked once during the academic year. A student will be evaluated each time he/she applies for financial aid (and/or at the end of spring term) which will be at least annually. Due to the change of only checking once a year, there will be no warning periods. If a student is not meeting satisfactory academic progress, they are not eligible to receive pell grant.

For more information on the Higher Education Opportunity Act and policies applying to students please visit [www.ascc.edu/HEOA](http://www.ascc.edu/HEOA).



The purpose of the ACES Center is to provide learning support services and resources to students and to provide instructors and student development staff with support for retention efforts. These services and resources include but are not limited to the following:

- a. Referral of students to Student Support Services for tutoring and/or services
- b. Referral of students to the school counselor, student development office, or other persons for requested academic and support services
- c. Instruction on the use of Eagle's Web, ASCC Online, and computer tutorials
- d. Online supplemental instruction and resources for coursework
- e. Coordinating and providing a location for the meeting of study groups, seminars, and tutorial sessions
- f. Identification and contacting of at-risk students

1. Students will document attendance with sign in sheets.
2. Students will record the purpose of their visit to the center.
3. Students must sign in and out any resources used in the center, including videos, CDs, etc. These resources must be used in the center. Resources that may be checked out for home use will be housed in the campus libraries.
4. Students will use the center resources for studying, reading, or completing assignments.
5. Students may use the center to meet with tutors or with study groups or to work on projects.
6. Students will NOT be allowed to use the center or its resources for non-educational purposes.

# ALABAMA SOUTHERN 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 will be refunded according to the official withdrawal date, as follows:

### Withdrawal Dates, Fall Semester 2016

Withdrawal by August 19	100%
Withdrawal by August 26	75%
Withdrawal by Sept. 2	50%
Withdrawal by Sept. 9	25%
Withdrawal after Sept. 9	No Refund

### Withdrawal Dates, Spring Semester 2017

Withdrawal by Jan. 6	100%
Withdrawal by Jan. 13	75%
Withdrawal by Jan. 20	50%
Withdrawal by Jan. 27	25%
Withdrawal after Jan. 27	No Refund

An administrative fee not to exceed 5% of tuition and fees or \$100, the minimum of those amounts, shall be assessed for each withdrawal during the refund period. The refund policy is applicable to tuition, the technology fee, the facility renewal fee, the special building 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.

**Please note that all previously published "Guarantees of Success" are no longer valid.**

# *Your Guide to* **ONLINE CLASSES & STARS**

## **ONLINE CLASSES - A 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](http://www.ascc.edu) to take the distance learning readiness survey. (Click Are You Ready for Online Learning?)

All online classes offered are listed in the Schedule of Classes posted on [www.ascc.edu](http://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:

- ◆ Internet connection
- ◆ An e-mail account (email will be provided in Eagle's Web)
- ◆ Web-browser software – at least Internet Explorer 11.0 (do not use Firefox or Mozilla)
- ◆ Microsoft Office 2013 is required for CIS 146 and Microsoft Office 2010 is recommended for online students (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 and a microphone

## **STARS**

STARS is a web-accessible database system which provides guidance and direction for prospective transfer students from two-year colleges to four-year universities in Alabama. STARS stands for Statewide Transfer/Articulation Reporting System.

- ◆ **How does STARS help you?** You can be sure that your courses will transfer to universities in the State of Alabama.
- ◆ **How do you reach STARS?** Go to [www.ascc.edu](http://www.ascc.edu) and select Current Students. The STARS link is on the left-hand menu bar in the Current Students Section. You can also find STARS directly at <http://stars.troy.edu>.
- ◆ **Why should you check out STARS?** You can print a copy of the contract between you and the university. This is a guarantee of credit acceptance.
- ◆ **Who should check out STARS?** Anyone who plans to transfer to a public university in the State of Alabama.
- ◆ **How often should you check STARS?** As often as you like, as often as you change your major, or as often as you change your mind as to where you wish to transfer.
- ◆ **What do you do after STARS?** You should keep the printed copy of your contract so that you can refer to it when you register for classes.
- ◆ **What about when you get to your transfer university?** Take contract to advisor at transfer institution.

It is the expectation of the Articulation and General Studies Committee (AGSC) that questions/issues pertaining to student transfer of academic credit will be resolved by the institutional contact person who was appointed by the College President to manage transfer credit matters. The Alabama Southern contact person is Rhonda Dees, (251) 575-8281.

# ASCC ONLINE

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 current list of advisors.
- 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

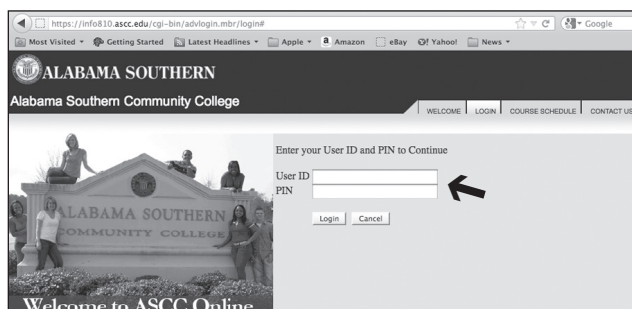
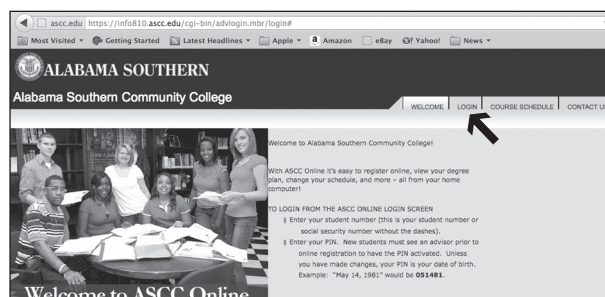
- You must see your advisor.
- You must complete an advising session.
- You must not be on academic suspension.
- You must not have any outstanding fees or “holds” on your account.
- Your advisor will activate your PIN.

## STEP 2 – GO ONLINE

- Visit [www.ascc.edu](http://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 ID number or 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.



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.



#### **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.
- 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**

- Payment of tuition and fees is the final step in the registration process, and a student is not registered until payment has been made in full.
- You can complete payment of charges on the web but you must pay the entire balance. This may be done by using any major credit card or by using available financial aid. If paid on the web, it is not necessary to come by the business office. If not paid on the web, payment must be made in the business office by the date published each semester.
- If tuition and fees are not paid by the designated date each semester, all classes for the student will be removed from the computer system and the student must register again. If classes are removed from the computer system, there is no guarantee that the same classes will be available.
- Once total payment has been made, the classes for which a student has registered cannot be changed except by going through the formal drop/add process.



# NURSING *and* TECHNICAL PROGRAMS

## APPLY EARLY TO BEGIN YOUR CAREER IN NURSING!

Admission to the Associate Degree in Nursing Program is competitive, and the number of faculty and clinical facilities available limits the number of students accepted. Meeting minimal requirements does not guarantee acceptance.

For more information about the nursing program admission standards, applications and course recommendations please call Regina Johnson at (251) 575-8285 or Lynn Counselman at (334) 637-3157.

### PROGRAM OPTIONS

**The Alabama Community College System has implemented a new nursing curriculum beginning fall 2016.**

#### Program Completion Options:

1. Students completing NUR 112, NUR 113, NUR 114, and NUR 115 and required academic courses will be awarded the Practical Nursing Certificate (PN, One Year Program)
2. Students who have completed required academic courses and continue in the program through completion of NUR 211 and NUR 221 will be awarded an Associate Degree in Applied Science Degree (ADN, Two Year Program)
3. Upward Mobility Program – Associate Degree Nursing (ADN) program admission Spring Semester (One Year Program)

### APPLICATION DEADLINES:

**All applications must be received by the end of business day in order to be considered**

- April 1 – June 1 for the ADN program starting fall semester, Monroeville Campus
- August 1 – October 1 for the ADN program starting Spring semester, Thomasville Campus
- August 1 – October 1 for the Upward Mobility – Associate Degree Nursing (ADN) program.

## START YOUR CAREER IN SOUTHWEST ALABAMA'S BEST TECHNOLOGY JOBS



Alabama Southern has built strong partnerships with businesses and industries throughout Southwest Alabama to ensure that our graduates have the skills employers want.

On our Thomasville campus, the Alabama Southern Industry partnerships helped build the best industrial technology labs in the South. Alabama Southern offers programs to prepare students for local industry jobs.

**For more information contact Dr. Charles Shepherd:  
(334) 637-3179/cshepherd@ascc.edu**



## GRADUATION APPLICATION

- ▶ Individuals planning to graduate should make application for graduation to the office of Student Development at least one term prior to the expected term of graduation. Compliance with this deadline will allow the College to evaluate the student's record through a graduation check and notify the student concerning remaining graduation requirements.
- ▶ Deadlines for filing the Intent to Graduate Application:
  - For students completing their certificate program or plan of study in May, deadline is October 1.
  - For students completing their certificate program or plan of study in August, deadline is February 25.
  - For students completing their certificate program or plan of study in December, deadline is June 1.
- ▶ Deadlines will be waived only with the approval of the Dean of Instruction. Although students may complete requirements for graduation during any term, degrees and certificates will not be officially conferred until the commencement ceremonies are held. The official date that the student has completed requirements for the degree will be specified on the student's permanent transcript.

## FREE TUTORING

We want you to reach your academic goals, and we care about your success. That is why we offer free tutoring for Alabama Southern students for most courses that we offer. Contact the location nearest you for an appointment!

- ▶ Gilbertown • Debbie Jimerson: (251) 843-5265, ext. 4427 • [djimerson@ascc.edu](mailto:djimerson@ascc.edu)
- ▶ Monroeville • Loretta House: (251) 575-8280 • [lhouse@ascc.edu](mailto:lhouse@ascc.edu)
- ▶ Thomasville • Brooke Head: (334) 637-3193 • [bhead@ascc.edu](mailto:bhead@ascc.edu)

## ACCELERATED HIGH SCHOOL STUDENTS

A student who has completed the tenth grade, has maintained a B average, and has a written recommendation from the high school principal may enroll in Alabama Southern under the accelerated high school student program. College credit may be earned while still attending high school.

## DUAL ENROLLMENT/DUAL CREDIT

Alabama Southern provides postsecondary instructional opportunities to eligible high school students enrolled as Dual Enrollment/Dual Credit students. Eligible high school students can enroll in college classes concurrently with high school classes, and receive both high school and college credit where appropriate. Eligibility is determined by articulated agreements between school systems and Alabama Southern.

# TRiO

STUDENT SUPPORT SERVICES

Alabama Southern Community College

## STUDENT SUPPORT SERVICES

Student Support Services is a federally funded program designed to assist eligible students in acquiring the necessary academic, personal, and social skills to succeed in college. The program's goal is to increase the retention, transfer, and graduation rate of participants.

Students qualify for student support services by meeting one of the following criteria:

- ◆ First-generation college student (parents did not graduate from a four-year college)
- ◆ Financial aid recipient who meets income requirements
- ◆ Physical or learning disabled

### FREE SERVICES IN SSS:

**Tutoring:** Tutors are available for those participants who may be having problems in any of their courses. Tutoring will be one-on-one or group.

**Academic Advising:** Our staff will carefully advise participants in selecting courses to ensure that degree requirements are met and courses will transfer.

**Transfer Advising:** Trips to four-year institutions within our state give participants the opportunity to tour campuses, talk to admission representatives, and ask questions concerning the institution to which they plan to transfer.

**Success Seminars/Workshops:** Seminars and workshops are designed to provide participants with information that will be beneficial to them in various facets of their college experience.

**Cultural Enrichment:** Opportunities to visit cultural sites both in and out of state are provided. The sites are those where the essence of different cultures is emphasized and exhibited.

**Financial Advising:** Participants will receive financial advise about securing money for tuition and living on a budget.

**Career Advising:** Participants will receive career advising.

**Personal Advising:** A project specialist is available to provide personal and relationship advising.

**Mentoring:** All faculty members serve as mentors to the SSS participants.

**Supplemental Grant Aid:** Additional grant aid is available to participants who have met Pell eligibility and who meet criteria established by the SSS program.

### For more information about SSS, please contact:

Student Support Services  
Alabama Southern Community College  
Administrative Building – Thomasville  
Library Building – Monroeville  
P. O. Box 2000  
Monroeville, AL 36461/Thomasville, AL 36784  
(251) 575-8251/(334) 637-3193

Paid for by U. S. Department of Education Funds. Alabama Southern and the SSS program assure that no student on the basis of race, color, religion, sex, age, national origin, disability, veteran, or disabled veteran will be denied opportunity to make application for the SSS program.



# STEPS TO LOCATE BOOK INFORMATION *for Scheduled Classes*

**1** Visit [www.ascc.edu](http://www.ascc.edu) and click “Login to ASCC Online,” found in the far right column on the homepage.



**2** Under the “Scheduling” heading, click on “Display Course.”



**3** You can narrow the display of offered courses by selecting a specific campus, instructor, department, meeting dates, etc. Choose your desired selections, then click on “Submit.”

**4** Courses matching the selections you chose in step three will display. To view the book information for a desired course, click “View” under the book column.

Display Courses - SU2015-16														
Course	# Enr	Status	Cr Hrs	Mini-Term	Seats Avail	Campus	Bld/Rm	Instructor	Start Date	End Date	Days of Wk	Time	Description	Books
ART100 101	29	Open	3.0		1	MONROEVILLE	ADM122	BROWN ALMA	05/26/2016	08/08/2016	M & W	08:00A 10:05A	ART APPRECIATION	<a href="#">View</a>
*ART203 101	1	Closed	3.0		0	MONROEVILLE		BROWN ALMA	05/26/2016	08/08/2016	TBA	TBA	ART HISTORY I	<a href="#">View</a>
*INDEPENDENT STUDY COURSE														
BIO103 101	11	Open	4.0		13	MONROEVILLE	SCI101	JONES JOSEPH B	05/26/2016	08/08/2016	M & W	07:55A 11:40A	PRINCIPLES OF BIOLOGY I	<a href="#">View</a>
*BIO201 101	10	Open	4.0		14	MONROEVILLE	SCI101	SHEWBART ALISSA	05/26/2016	08/08/2016	THURSDAY THURSDAY	07:55A 10:10A 12:30P 03:30P	HUMAN ANATOMY AND PHYS I	<a href="#">View</a>

**5** This will display a pop-up window displaying all book requirements for the course selected. Notice that the Book Title, Price, Author, Edition, Copyright Yr, and ISBN are shown.

Book(s) for ART100 101								
Bookstore Campus	Title	Author	Publisher	Edition	Copyright Yr	ISBN	Price	Used Price
MONROEVILLE	GATEWAY TO ART: UNDERSTANDING	SHIELDS W W	NORTON	1	2011	9780500289563	133.75	100.00
MONROEVILLE	D2 SKETCH DIARY ART 100						5.00	.00

# STUDENT ACTIVITIES & ORGANIZATIONS

College life is much more than sitting in class, studying textbooks, taking tests, and making top grades. It's also about having fun and learning to lead. Alabama Southern offers students an exciting college experience. Our active locations give you dozens of chances to become involved in social and leadership activities. Activities include concerts, multi-cultural celebrations, sporting events, and holiday celebrations. Student government, scholastic honorary societies, service clubs, arts and music organizations, and career clubs are just some of our activities.

## SCHOLARSHIP ORGANIZATIONS

**Art Scholars:** Student in this organization provide visual examples of artwork for the College and community. They host student and professional art student and professional art exhibits. For more information, contact Susan Brown in the Art Department, 251-575-8244.

**Alabama Southern Ambassadors:** The Ambassadors serve as official hosts and hostesses for college-sponsored events, lead tours of the campus, and serve as student recruiters. For more information, contact Maconica Sawyer in Monroeville, 251-575-8265.

**Southern Exposé:** Members of Exposé belong to the musical group of Alabama Southern Community College. Participants perform at local high schools, civic, and community events. For more information, contact Terry Galbraith in the Music Department, 251-575-8296.

## STUDENT ORGANIZATIONS

**Campus Ministries:** Provides an opportunity for fellowship, Bible Study, service, and leadership development for students interested in Christian activities. Weekly meetings are held, and membership is open to all students regardless of denomination or religious background. For more information, contact Stacia Richerson in Monroeville, 251-575-8209, Martha Thomas in Thomasville, 334-637-3207, or Debbie Jimerson in Gilbertown, 251-843-5265.

**Circle K:** Circle K is the world's largest collegiate service organization and promotes and develops service, fellowship and leadership. Alabama Southern Circle K is sponsored by the Kiwanis club of Monroeville and regularly participates in a variety of service activities in the Monroeville community. For more information, contact Alisha Linam, 251-575-8271.

**Phi Beta Lambda:** Students interested in the fields of business and economics are urged to join this organization. The purpose of this organization is to develop competent, aggressive business leadership and to create more interest and understanding in the intelligent choice of business occupations. Membership in PBL is unified on the local, state, and national levels. For more information, contact Wanda Hudson in the Business Technology Department, 334-637-3138.

**Phi Theta Kappa:** PTK is an international honor society that recognizes academic excellence and promotes scholarship, leadership, service, and fellowship. Invitations for membership in Alabama Southern's chapter, Phi Upsilon, are extended to returning full-time students who have a minimum of 3.5 cumulative GPA. Part-time students with a 3.5 cumulative GPA who have completed at least 20 semester hours including ENG 101 and are eligible for MTH 112 are also invited for membership. For more information, contact Lee Conerly in Thomasville, 334-637-8210.

**Rotaract:** The purpose of Rotaract is to provide an opportunity for young men and women to enhance the knowledge and skills that will assist them in personal development, to address the physical and social needs of their communities, and to promote better relations between all people worldwide through a framework of friendship and service. For more information, contact Barbara McMillian, 251-575-8240.

**SkillsUSA:** SkillsUSA is a partnership of students, teachers and industry working together to ensure America has a skilled workforce. SkillsUSA is a national organization serving teachers and students who are preparing for careers in trade, technical and skilled service occupations. SkillsUSA helps students to excel by providing the training for members to compete in technical contests and earn national recognition. For more information, contact Chips Shepherd, 334-637-3179.

**Student Government Association:** The purpose of this organization should include the promotion of harmonious relations throughout the College, assist in the planning of student activities, promotion of student, College and community activities, and the improvement of student and faculty relations throughout the College. For more information, contact Maconica Sawyer, 251-575-8265, or Dana Lolley in Gilbertown, 251-843-4428.

**Technical Association of the Pulp and Paper Industry:** TAPPI membership provides members a world of flexible benefits and opportunities to create solutions through information sharing, knowledge development and interaction with other individuals working in the pulp, paper, and converting industries. Specific benefits for members include numerous periodicals, technical journals, and newsletters, access to [www.tappi.org](http://www.tappi.org), opportunities to participate in a wide range of member groups, and special savings on all of TAPPI's products and services. For more information, contact Christie Prout, 334-637-3154.



## ATHLETIC ORGANIZATIONS

**Cheerleading:** This highly visible, co-ed cheerleading squad can be seen at basketball games and many other campus events. Cheerleaders are expected to perform well in the classroom and on the floor. Tryouts are conducted on a scheduled basis and scholarships are available. For more information, contact Brittany Mattox, 251-593-0536.

**Intercollegiate Athletics:** Alabama Southern is a member of the National Junior College Athletic Association and the Alabama Community College Conference. The College competes in intercollegiate athletics in women's basketball and softball and men's basketball and baseball. The College competes with other members of the conference and junior colleges from other states. The coaches recruit and award an allotted number of scholarships per sport. Tryouts are also conducted on a scheduled basis. The Alabama Community College Board of Trustees requires drug testing for all student athletes. Copies of guidelines related to drug testing are available in the Athletic Director's Office. Title IX requires a gender equity report as it relates to intercollegiate athletics. Copies of this report are available in the Athletic Director's Office. For more information, contact the specific coach or Daniel Head, Athletic Director, 251-575-8259.

## HONORS & AWARDS

**In order for students to be eligible for awards, students must be participating in spring commencement.**

**The Most Outstanding Scholar Awards:** The faculty annually nominates to the Honors and Awards Committee names of students who have distinguished themselves with at least a 3.50 cumulative grade point average and who are outstanding in character and scholarship as candidates for selection of this award. These awards are presented annually to an Associate in Arts/Associate in Science Degree, Associate in Applied Science and a Certificate graduate at the spring commencement exercises.

**The Most Outstanding Leader Awards:** These awards are presented annually to one student who has earned the majority of his/her credits at the Thomasville location, one who has earned the majority of his/her credits at the Monroeville location and one who has earned the majority of his/her credits at the Gilbertown location. Criteria for selection include, but are not restricted to, at least a 3.00 cumulative grade point average, leadership, character, sportsmanship, and citizenship. These awards are presented to the graduates at the spring commencement exercises.

**Who's Who Among Community Colleges:** The Honors and Awards Committee invites students who have distinguished themselves with at least a 3.00 cumulative grade point average and who are outstanding in character, leadership, citizenship, and sportsmanship as candidates for selection of this award. This award is presented at the end of the fall term.

**President's List:** The President's List recognizes students who were enrolled for a minimum of 12 semester hours (excluding Institutional Credit Hours) during a term and earned a grade point average of 4.00.

**Dean's List:** The Dean's List recognizes students who were enrolled for a minimum of 12 semester hours (excluding Institutional Credit Hours) and earned a grade point average of 3.50 to 3.99.

**Academic Achievement List:** The list recognizes students who were enrolled for a minimum of 12 semester hours (excluding Institutional Credit Hours) and earned a grade point average of 3.20 to 3.49.

# FINE ARTS PROGRAMS

## JOIN IN THE FUN WITH ASCC ART AND MUSIC

- Programs provide excitement and notoriety
- Annual Productions open to the public
- Great companion to your academic courses
- Scholarships offered in each program to incoming freshmen – Apply in Student Development



### VISUAL ART

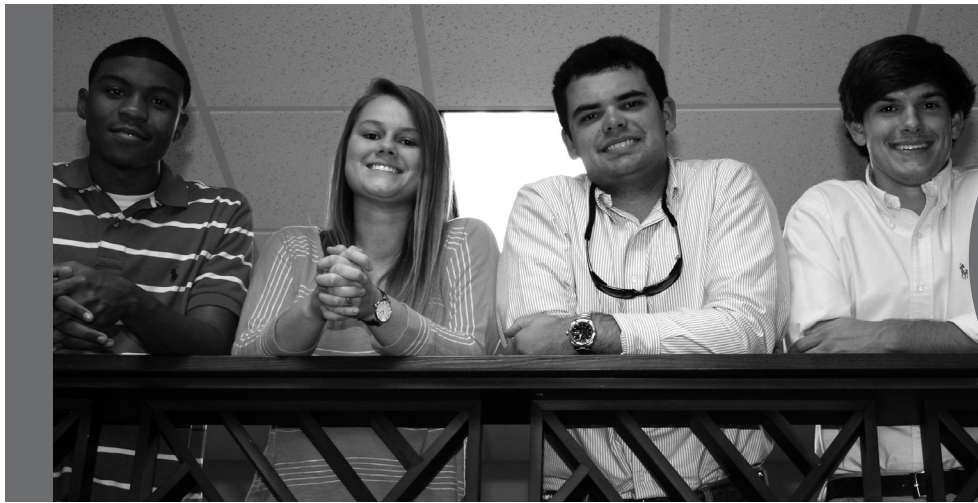
For over thirty years the Art Department has provided visual support through student involvement on all of our campuses (exhibits, museums) and in the communities we serve (murals, plays).

- **Take an art class** – Compliment your hectic schedule with a relaxing, creative class such as Art Appreciation, Art History, Two Dimensional Design, or Drawing.
- **Art Appreciation and Art History I & II:** Find out why they did what they did (artists & their styles), Dabble to see what you can do (mediums & materials), share your experiences (art shows & adventures).
- **Two-Dimensional Composition I and II:** Hands on course to work with multiple mediums such as cut paper, paint, and ink; Students create eight pieces of art and a sketchbook full of ideas for more! An art show at the end of each semester features the student work!
- **Drawing I and II:** Students begin from the beginning-scribbling. You do not need to know how to draw before the class! Ending projects include realistic and abstract still life's, landscapes, and portraits in various mediums.

### MUSIC

Southern Exposé is a show choir that provides our students with the opportunity to learn and perform music of high quality for our service area. Working with other disciplines in the Fine Arts Department, Exposé plays an important role in representing the quality of the educational experiences afforded by ASCC.

- Southern Exposé performs various types of music at schools, community events, churches and college functions. Our purpose is to support the mission of Alabama Southern Community College and to represent the college in recruiting students to ASCC.
- Students who are interested in singing and dancing are encouraged to audition for a position in Southern Exposé, but there are also positions for those who are interested in technical jobs such as running lights and sound.
- A limited number of scholarships are offered to qualified students. Join us as we seek to carry on the tradition of excellence as members of Southern Exposé. It's a Southern Thing!



# ASCC LIBRARIES

The Alabama Southern Libraries are committed to supporting the mission of Alabama Southern Community College as a student-centered institution which embraces academic excellence and meets the learning needs of the college and greater community. The John Dennis Forte Library in Monroeville, the Kathryn Tucker Windham Library in Thomasville, and the W.H. Pat Lindsay Library in Gilberttown all provide access to a variety of print and electronic resources. Many of Alabama Southern Libraries' resources are available 24/7 at [www.ascc.edu/libraryservices](http://www.ascc.edu/libraryservices).

### **Library services include:**

- Over 30,000 academic and recreational titles
- Over 52,000 eBooks
- Access to over 25 databases of electronic journals and resources
- Atrium Online Public Access Catalog available 24/7 on the library website
- Research assistance
- Study areas
- Desktop and laptop computers
- Wi-Fi
- Printing and copier/scanner access
- 100s of DVDs
- Webcams and headphones
- TVs for DVD viewing and practicing presentations
- Student IDs

### **Alabama Virtual Library**

The Alabama Virtual Library (AVL) provides online access to over 25 databases which include a range of information resources. Databases included vary from Encyclopedia Britannica to the latest news from national newspapers to academic journals and eBooks housed in EBSCOhost and Gale. AVL is a free service available to all Alabamians from any computer within Alabama.

### **EBSCO Community College eBook Collection**

Focused on the academic and trade information needs of community colleges, this multidisciplinary collection contains more than 52,000 eBook titles, with content spanning a range of topics, programs, and fields of study and varying from introductory/basic content to higher-level content, all with a user-friendly search experience and simple download process.

### **LearningExpress Library**

Offering skill-building and test preparation materials for standardized tests, LearningExpress Library includes practice exams based on official exams; scoring and analysis of practice test responses; and basic skills, college preparatory, civil service, GED, and some specific careers. The service is made possible by the Alabama Public Library Service. Please see a librarian to register.

### **Locations and Hours**

**Monroeville:** Monday – Tuesday, 7:30am – 6:30pm; Wednesday – Thursday, 7:30am – 5:00pm;  
Friday, 7:30am – 2:00pm

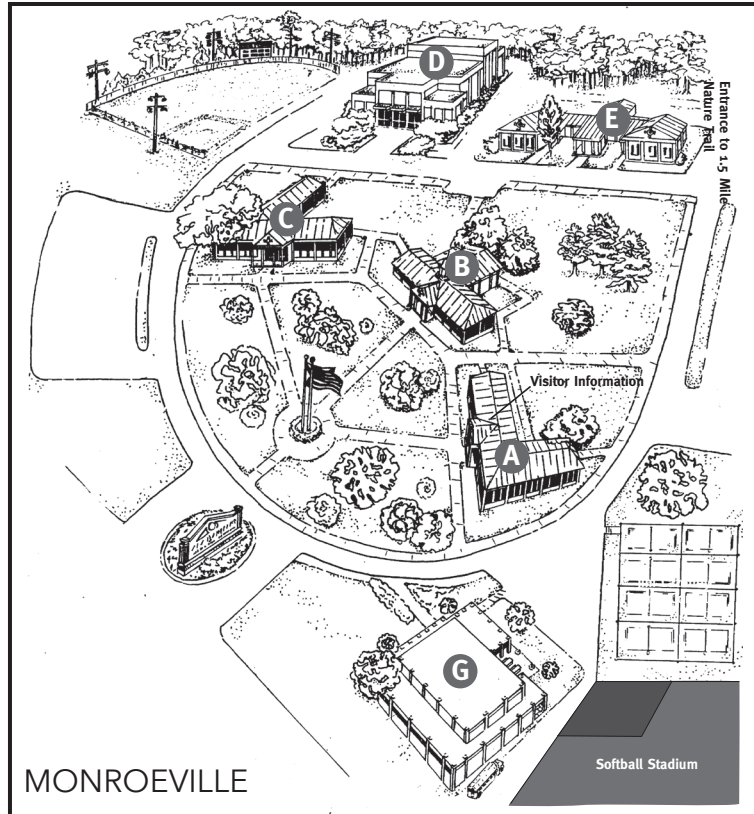
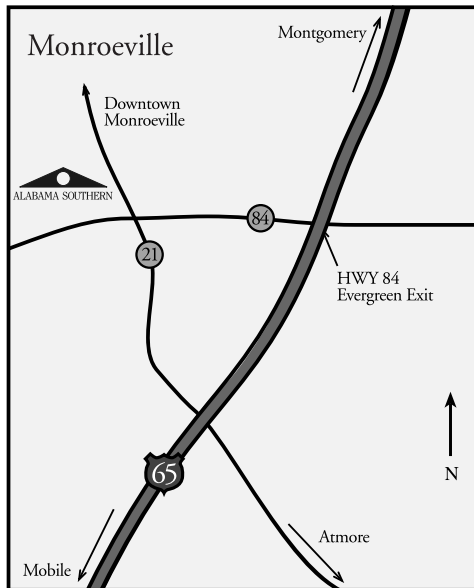
**Thomasville:** Monday – Thursday, 7:30am – 6:00pm; Friday, 7:30am – 12:30pm

**Gilberttown:** Monday – Thursday, 9:00am – 5:00pm

# LOCATIONS

Visit [www.ascc.edu](http://www.ascc.edu) & select the About Us section for more details on each location.

## MONROEVILLE



MONROEVILLE

**Building A: George C. Wallace Administration Building**  
 President's Office & Conference Room  
 Business Office  
 Academic Instructional Offices  
 Student Development Suite  
 Admissions, Financial Aid, Registrar,  
 Classrooms  
 Computer Labs  
 Faculty Offices

**Building B: Library Building**  
 John Dennis Forte Library  
 Southwest Alabama Regional Arts  
 Museum  
 ACES  
 Student Success Center  
 Testing Center  
 Student Support Services

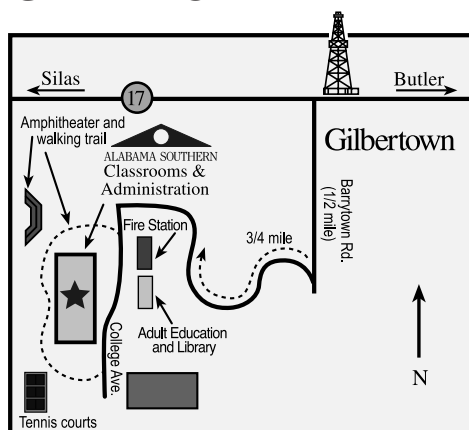
**Building C: Ernest Stone Science Bldg.**  
 Biology Lab  
 Chemistry Lab  
 Physics Lab  
 Classrooms  
 Faculty Offices

**Building D: James D. Nettles Auditorium**  
 Auditorium (Seats 900+)  
 Executive Gallery  
 Music Classroom/ Studio  
 Faculty Office

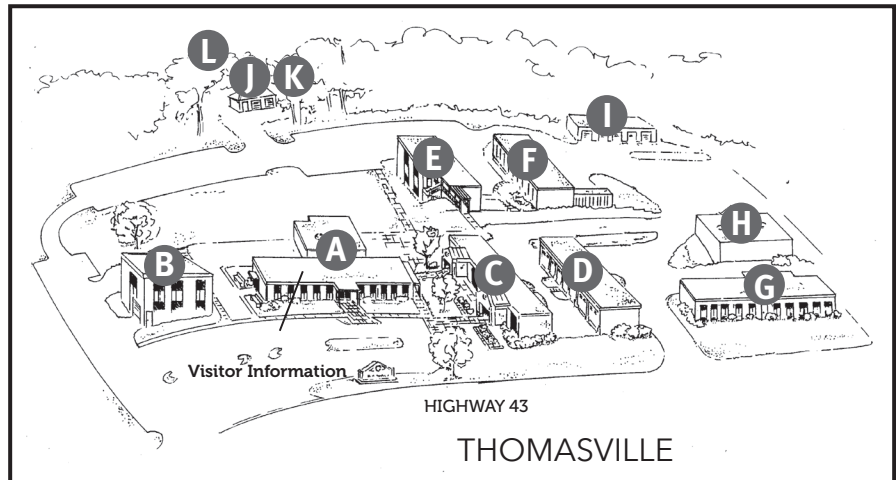
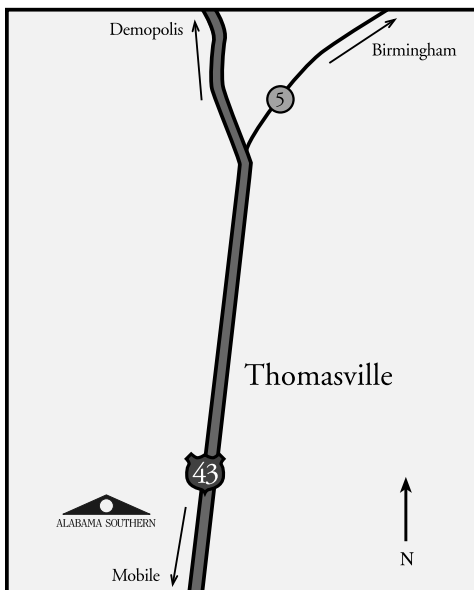
**Building E: Nursing Building**  
 Bookstore  
 Classrooms  
 Nursing Clinical Lab  
 Faculty Offices

**Building G: Roland Cooper Gymnasium**  
 Southern Networks Student Center  
 Basketball Sports Center  
 Fitness Center  
 Faculty Offices

## GILBERTOWN



## THOMASVILLE



### 1000/2000 • Building A: Administration/ Alabama Tombigbee Conference Center

President's Office  
Executive Conference Room  
Academic Instructional Offices  
Business Office  
Student Development Suite  
Admissions, Financial Aid,  
Registrar  
ACES  
Classrooms  
Testing Center  
Computer Labs  
National Center for Pulp and Paper  
Technology Training  
Conference Center  
Student Support Services  
Southern Networks Student Center

### 1100 • Building B: Nursing Bldg.

Nursing Classrooms & Lab  
Faculty Offices

### 3000 • Building C: W.J. Paul Bldg.

Kathryn Tucker Windham Library  
and Museum  
Business Technology Classroom/  
Computer Lab  
Faculty Offices  
Classrooms

### 4000 • Building D: AIDT Manufacturing Technology Institute

Machine Technology Classroom and Lab  
Biology Lab, Faculty Offices, ATN Offices

### 1300 • Building E: Industrial Engineering Technology Bldg.

Programmable Logic Control Lab  
Electronics & Instrumentation  
Technology Lab  
Industrial Maintenance Lab  
Faculty Offices  
Talent Search, Upward Bound

### 7000 • Building F: Paper and Chemical Technology Bldg.

Process Industries Lab/Control Room  
PCT Classrooms  
Process Simulation Lab  
Chemistry Lab  
Faculty Offices

### 5000 • Building G: Welding/Technology Lab

### 6000 • Building H: W.H. Pat Lindsey Cosmetology Bldg.

Cosmetology Classroom and Labs

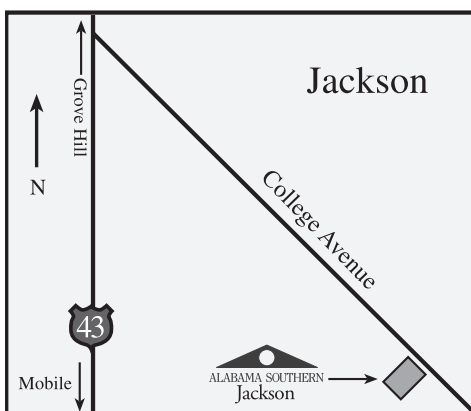
### 9000 • Building I: Maintenance Shed/ Storage

### 8000 • Building J: Bookstore

### 9500 • Building K: Ella B. Bell Clarke County Adult Education Center

### Building L: Maintenance Bldg.

## JACKSON



# IMPORTANT POLICIES

## ADMISSION POLICY

■ Our requirements for admission are:

Graduation from high school 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.

## 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. BOOKSTORE HOURS ARE SUBJECT TO CHANGE! PLEASE CALL THE BOOKSTORE TO CHECK HOURS! 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.
- ▲ See page 15 for Book Information for Scheduled Classes.

## DISABLED STUDENTS POLICY

It is the policy of Alabama Southern to provide reasonable 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 Rhonda Dees, ADA coordinator, (251) 575-8281 or (251) 575-3156.

## NON-DISCRIMINATION POLICIES

It is the official policy of the Alabama Community College System 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, Dr. Melissa Haab.

## 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.



# KEY POLICIES & PROCEDURES

**Academic Appeal:** Any student or potential student at Alabama Southern Community College has the right to appeal their admission status to the Academic Admissions and Appeals committee. As a minimum, the Committee will meet on both the Thomasville and Monroeville campuses during the first week of classes each term to review cases of students who have made an official appeal to the Dean of Students. Appeal information may be obtained from the Registrar's Office.

**Academic Bankruptcy:** A student may request in writing to the Registrar to declare academic bankruptcy under the following conditions:

1. If fewer than three (3) calendar years have elapsed since the term for which the student wishes to declare bankruptcy of all course work taken during that one term provided the student has taken and successfully passed a minimum of 18 semester credit hours of course work at the institution since the bankruptcy term occurred. All course work taken, even hours completed satisfactorily, during the term for which academic bankruptcy is declared will be disregarded in the cumulative GPA.
2. If three (3) or more calendar years have elapsed since the most recent term for which the student wishes to declare bankruptcy, the student may declare academic bankruptcy on all course work taken during 1-3 terms provided the student has taken and successfully passed a minimum of 18 semester credit hours of course work at the College since the bankruptcy term(s) occurred. All course work taken, even hours completed satisfactorily, during semester(s) for which academic bankruptcy is declared will be disregarded in the cumulative GPA.

When academic bankruptcy is declared the transcript will reflect the term "ACADEMIC BANKRUPTCY IMPLEMENTED" after each term for which it is declared. The courses and grades forgiven will not be deleted from the transcript. A student may declare academic bankruptcy only once. Implementation of academic bankruptcy at an institution does not guarantee that other institutions will approve such action. This determination will be made by the respective transfer institution.

**Cell Phone:** Cell phones and their attending noise are distracting to both faculty and students in classrooms, labs, testing centers and libraries. These areas are also inappropriate sites for telephone conversations. In consideration of others and to minimize distractions, all electronic devices must be turned off unless prior approval is obtained by the instructor, Dean of Instruction or designee. Telephone conversations should be conducted in building lobbies or outdoors. The abuse of electronic devices by the students is a violation of the student code of conduct.

**Course Load:** A student enrolled for 12 or more credit hours will be considered a full time student. A student enrolled for fewer than 12 credit hours will be considered a part time student. The maximum course load is 19 hours. Students with a 3.0 GPA may enroll for more than 19 hours. Any student wishing to enroll for more than 19 hours per term must receive approval of the Dean of Instruction. Under no circumstances will a student be allowed to enroll for more than 24 hours per term.

**Drop & Add:** Schedule adjustment or drop & add period will be the first three days of each semester. (Two days in the summer term) The drop & add period begins the first instructional day of the semester term.

**Drugs, Alcohol and Tobacco:** The College adheres to and supports the federal regulations regarding drug and alcohol awareness. Possession, sale, and/or consumption of alcoholic beverages or non-prescribed, controlled drugs on any College property or at any Alabama Southern sponsored function is prohibited according to the ASCC Student Code of Conduct. The use of tobacco products (smoking, chewing, dipping) is strictly prohibited in any College-owned or College-controlled facility or vehicles this includes labs, shops and the gym or in vehicles on athletic trips.

**FERPA:** The Family Educational Rights and Privacy Act (FERPA) is a Federal law that protects the privacy of student education records. The Act establishes the rules and regulations regarding to and disclosure of student records. It provides for the right to inspect and review education records, the right to seek to amend those records, and the right to limit the disclosure of information from the records.

# KEY POLICIES & PROCEDURES

**Firearms:** Possession, while on Alabama Southern or controlled property, of firearms and ammunition is subject to Federal law, Federal regulations, and Alabama Law. Fireworks and other explosives are prohibited on any campus.

**Internet Access:** Access to the internet/network shall be dependent on the availability of the net, computers in the Library or the computer labs, and of individuals on the staff to supervise the use of the computers. All internet/network use shall be for or in support of: 1) research, 2) education, 3) local, state, or national government affairs, 4) economic development, or 5) public service in relation to College supported activities. It is not acceptable to use the internet/network for purposes which violate any federal or state law or College policy. It is not acceptable to use the internet/network in a manner that is harmful or harassing to others. It is also not acceptable to use the internet/network in a manner that disrupts normal network use and service. Such disruption would include but not be limited to the propagation of computer viruses, or the altering of system software and hardware configurations.

**Payment of Tuition and Fees:** All fees and tuition are due and payable before a student can attend class, except for tuition and fees of students sponsored by approved agencies such as WIA, Vocational Rehab, etc. Sponsored students must present written authorization from the sponsoring agency to the Business Office in order to register without personally being obligated for the tuition and fees on the first day of class. Students who are not sponsored by approved agencies will not be admitted to classes until such payments are made.

**Plagiarism:** Plagiarism is defined to include the act of using in one's work, or as one's work, the work of another without clearly indicating that the work is someone else's and stating the source of the other's work. Any form of dishonesty, including cheating, plagiarism, or furnishing false information to the College is prohibited according to the Student Code of Conduct.

**Parking Regulations/Vehicle Registration:** Each student must register his/her vehicle in the Student Development Office. Parking permits will be issued for all registered vehicles and must be on display at all times while parked on campus. Any student violating the parking regulations will receive a ticket.

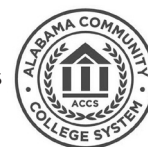
**Student Code of Conduct:** The Student Code of Conduct documents the standard of conduct by which students and organizations are expected to abide. Students and organizations shall be held accountable for compliance with the Code's provisions. By affiliation with the College a student or organization does not escape the responsibility of local, state, or federal laws and regulations. The College is committed to maintaining an environment that contributes to its educational mission, as well as the safety, health, and well-being of all students and other persons at all Alabama Southern locations.

**Testing Center:** Students may schedule to take a placement test by calling Alabama Southern's Student Development Offices. Scheduling is designed to accommodate the student, so convenient hours are offered, days and evenings. Students must present a valid picture ID when they arrive for testing.

**Withdrawal:** A student who wishes to withdraw from the College prior to the start of final exams may do so by completing a "Request for Complete Withdrawal" form. Until the published, Last Day to Withdraw with a W, the student will receive a grade of "W" for any course withdrawn. After this date, the student will receive a grade of "W" if doing satisfactory work at the time of withdrawal or "F" if doing unsatisfactory work at the time of withdrawal.

## ACCREDITATION STATEMENT

Alabama Southern Community College is accredited by the Southern Association of Colleges and Schools Commission on Colleges to award associate degrees and certificates. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404-679-4500 for questions about the accreditation of Alabama Southern Community College.



# PLACEMENT GUIDE

## Writing Placement

COURSE	COMPASS	ACT
ENG 092 – Basic English I	0 – 38	0 – 16
ENG 093 – Basic English II	39 – 61	17 – 19
ENG101 -English Composition I	62 – 99	20–above

## Reading Placement

COURSE	COMPASS	ACT
RDG 083 – Reading	0 – 64	0 – 19
No Reading required	65 – 100	20–above

## Math Placement

COURSE	COMPASS	ACT
MTH 090 – Basic Math	Pre-Algebra 0 – 35	0 – 16
MTH 098 or MTH 116	Algebra 13 – 27	17 – 18
MTH 100	Algebra 28 – 62	19--21
MTH 110 or MTH 112	Algebra 63 – 100	22--26
MTH 113	-	27--28
MTH 125	-	29 – 36

## Cosmetology Placement

COURSE	COMPASS	ACT
ENG 092, Basic English I	Writing 0 – 38	0 – 16
ENG 100 B, Voc Tech English I	Writing 39 – above	17 – 19
RDG 083, Reading	Reading 0 – 64	0 – 19
MTH 090, Basic Math	Pre-Algebra 0 – 35	0 – 16
MTH 101 B, Voc Tech Math I	Pre-Algebra 36 – above	17 – 19

# SCHEDULE BLOCK

Course Number	Section	Class Name	Days of the Week	Time	Credit Hours
<b>ORI 105</b>		<b>Connections</b>			<b>1</b>

# ASCC QEP

## Get in Gear for Critical Thinking

### WHAT IS CRITICAL THINKING?

Critical thinking is the application of core reasoning skills including analysis, interpretation, inference, evaluation, induction and deduction to engage in decision making and thoughtful problem solving.

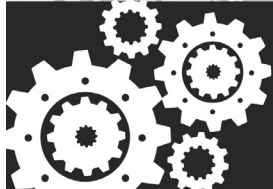


### EVALUATE!

Assess  
and judge

### ANALYZE!

Identify  
patterns and  
relationships



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

YouTube

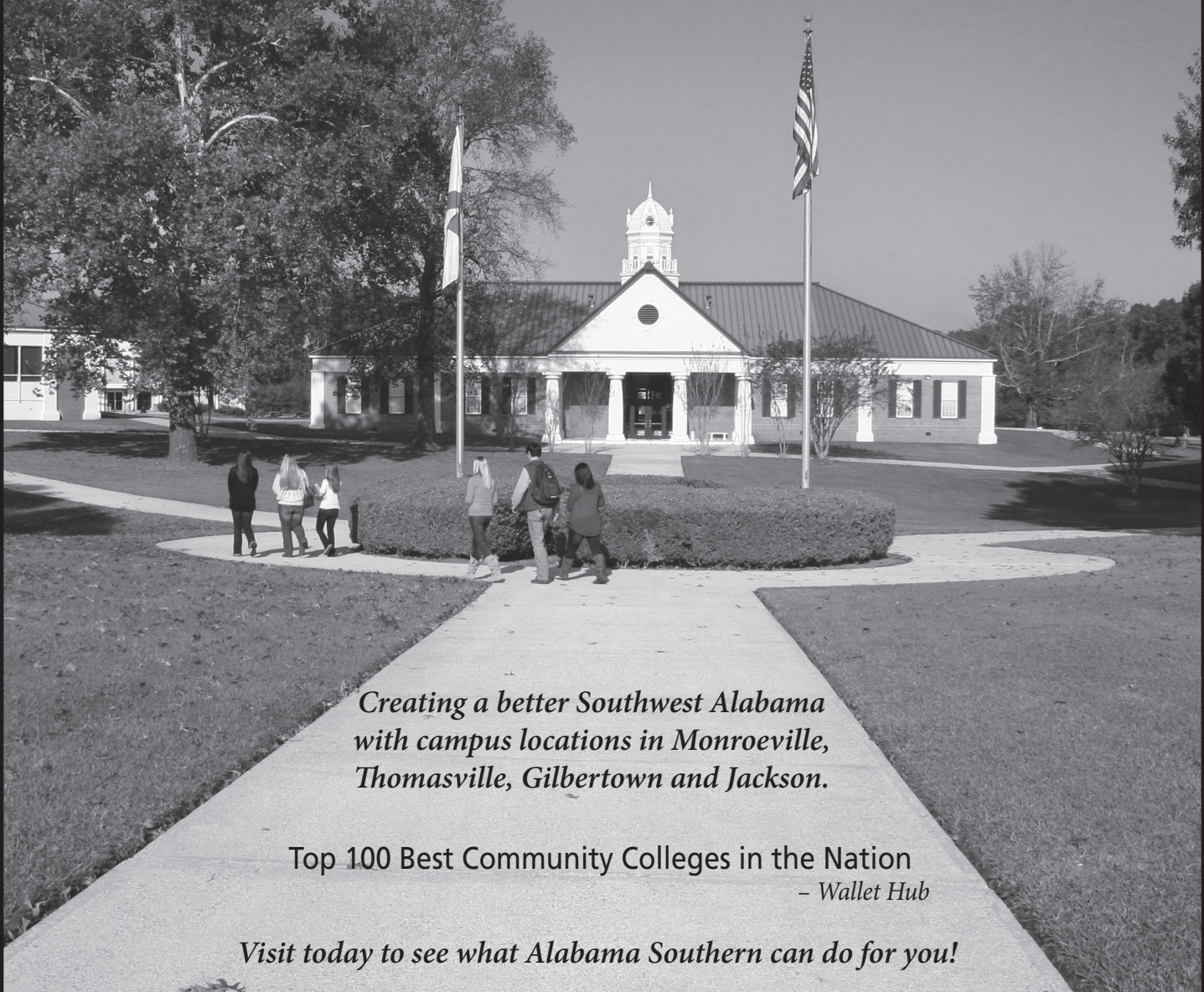
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# ALABAMA SOUTHERN

*Your Community • Your College • Your Future*



*Creating a better Southwest Alabama  
with campus locations in Monroeville,  
Thomasville, Gilberttown and Jackson.*

Top 100 Best Community Colleges in the Nation  
- *Wallet Hub*

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(334) 636-9642

Gilberttown  
(251) 843-5265

Jackson  
(251) 246-0010



Alabama Southern Community College is an equal opportunity employer. It is the policy of the Alabama Community College System, including all postsecondary community and technical colleges under the control of the Alabama Community College System Board of Trustees, that no employee or applicant for employment or promotion, on the basis of any impermissible criterion or characteristic including, without limitation, race, color, national origin, religion, marital status, disability, sex, age, or any other protected class as defined by federal and state law, shall 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 will make reasonable accommodations for qualified disabled applicants or employees.



# TOP TEN

## Reasons to Attend

**1 The money you'll save!**  
ASCC is a fraction of the cost of a four-year college. In fact, start your first two years at ASCC and you'll save enough to pay for your third year at a university!

**2 A top quality education.**  
ASCC graduates who transfer to a university do just as well or better than those who enter a four-year college as a freshman. And, many students in our career technical programs have jobs before they graduate!

**3 Transfer to a university with ease and success.**  
No worries about your academic credits transferring. Complete your first two years of a four-year degree at ASCC and transfer as a junior to a four-year college with all core requirements fulfilled.

**4 It's all about you and your success.**  
You won't get more personalized attention anywhere else. From your first day at ASCC, we get to know you, your goals, your needs and the best way you learn.

**5 Two-year programs lead to big paychecks.**  
Our technical career program graduates earn some of the highest-paying jobs around.

**6 Flexible schedules.**  
Day, evening and online classes are offered to make college more convenient for you.

**7 Instructors know your name.**  
Our top notch instructors focus on you. Small class sizes guarantee you get the attention you deserve.

**8 Friendly financial aid office.**  
Applying for financial aid and scholarships doesn't have to be overwhelming! We're here to make it easier for you to get financial assistance.

**9 Winning school spirit! Go Eagles!**  
ASCC sports teams have a strong winning tradition. Get into the spirit and support the Eagles!

**10 Student life rocks.**  
It's not just about inside the classroom. Socials. Movie nights. Volleyball. Student organizations. Meet new friends and get involved!

# CHEER ON THE EAGLES



# EAGLES

VISIT EAGLE ATHLETICS  
AT [WWW.ASCC.EDU](http://WWW.ASCC.EDU)  
FOR SEASON SCHEDULES

