

SOUTHWEST TENNESSEE COMMUNITY COLLEGE

2001-2002 ACADEMIC CATALOG



Committed to anticipate and respond to the educational needs of students, employers, and communities in the Shelby and Fayette counties and the surrounding Mid-South region, Southwest Tennessee Community College continues its tradition of excellence in education, expanded programs and enhanced services.

www.stcc.cc.tn.us

1-877-717-STCC (out-of-state) • 901-333-STCC (local)

Southwest Tennessee Community College • P. O. Box 780

Memphis, Tennessee 38101-0780

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Table of Contents

General Information	3	Academic Programs	43
The Mission of Southwest Tennessee Community College .	3	General Education Core	44
Accreditation	4	A.A.S. Core	46
Notices	4	A.A. and A.S. Core	47
Academic Calendar	6	Removing High School Deficiencies	48
Admission to STCC	8	Business, Career Studies and Technology	49
General Admission Policies	8	Division Directory	50
Registration	12	General Information	51
Student Records	14	Academic Program Outlines	52
Grading System	16	Liberal Studies and Education	85
Academic Honors	17	Division Directory	86
Academic Policies and Procedures	17	General Information	87
Academic Load	17	Academic Program Outlines	88
Alternative Credit	18	Mathematics, Natural Sciences and Health	
Approval for Overloads	19	Sciences	109
Graduation	20	Division Directory	110
Expenses and Financial Aid	21	General Information	111
Fees and Charges	21	Academic Program Outlines	114
Refunds	23	Course Descriptions	129
Financial Aid	24	Administration and Faculty Directories	184
Veterans Affairs	27	Maps	196-197
Student Services	27	Index	198
Academic Advising	27		
Career Services	27		
Counseling, Advising and Articulation	28		
Learning Centers	29		
Library Services	30		
Testing Centers	30		
Student Activities	31		
Special Programs and Services	32		
Distance Learning	32		
Evening and Weekend College	33		
Mid-South Quality and Productivity Center	34		
Workforce Development and Continuing			
Education	34		
Continuing Education and Economic Development (CEED)	34		
Licensing and Certification	35		
Technical Skills Training	36		
CEED Policies	37		
Community Programs	37		
Computer Resource Center	38		
Business Education Collaboratives	38		
Workforce Development Center	40		
Targeted Programs	42		
Upward Bound	42		
MAMP	42		
MAPS/Gear-up	42		

MISSION

Southwest Tennessee Community College is the comprehensive, multicultural, public, open-access college whose mission is to anticipate and respond to the educational needs of students, employers, and communities in Shelby and Fayette counties and the surrounding Mid-South region. The college provides citizens with an effective teaching and learning environment designed to raise educational levels, enhance economic development, and enrich personal lives.

To fulfill its multipurpose mission, the college:

- Offers a broad range of learning opportunities in technical, career, general, transfer, developmental and continuing education
- Offers associate degrees, certificates, and courses to prepare students for employment, career advancement, personal enrichment and college and university transfer
- Increases educational access through technology-assisted instruction, distance learning opportunities and multiple locations
- Initiates partnerships and public service activities for workforce development and lifelong learning throughout the community
- Implements articulation agreements and collaborative activities with high schools, technology centers, colleges and universities
- Attracts and retains diverse faculty, staff and students
- Delivers effective academic programs, student support services, and administrative services through quality personnel, current technology, and continuous planning, evaluation and improvement

Southwest Tennessee Community College is committed to the education of a non-racially identifiable student body and promotes diversity and access without regard to race, gender, religion, national origin, age, disability or veteran status.

Southwest Tennessee Community College is a member of the State University and Community College System of Tennessee under the governance of the Tennessee Board of Regents.

IMPLEMENTATION OF MISSION

Implementation of this mission requires specific activities carefully designed to ensure that the mission is accomplished. These activities are grounded in the college's basic values and are continuously evaluated and improved. As a current implementation strategy, the college:

- Offers Associate of Applied Science, Associate of Arts, and Associate of Science degrees, academic and technical certificate programs, and courses that prepare students for transfer, employment, and career advancement in areas that include allied health sciences, nursing, business, computer technologies, criminal justice, education, and engineering and related technologies, while continually developing new programs in emerging fields
- Offers a general education program to improve student communication and mathematical skills, critical thinking, cultural awareness and personal and civic responsibility
- Provides customized training, specialized courses, continuing education and assessment services to meet personal, career, and workforce development needs
- Provides developmental education to strengthen basic academic skills
- Develops articulation agreements and collaborative activities with high schools, technology centers, colleges, and universities to

ensure smooth educational transitions for students

- Develops and sustains effective partnerships with business, industry, and community agencies to foster economic development and workforce preparation
- Initiates public service activities and educational collaboratives dedicated to life-long learning and the improvement of the community at large
- Creates opportunities for enrichment and personal growth through social, cultural/artistic, multi-cultural, and athletic activities
- Utilizes technology reflecting current business and industry standards
- Provides student support services to increase opportunities for success
- Promotes academic excellence by supporting effective learning with quality instruction, a free exchange of ideas, and enhanced educational experiences through honors programs

VALUES

As a college community, the faculty and staff of Southwest Tennessee Community College commit to the following values as guides for their professional practice:

- Learning
- Student success
- Academic excellence
- The uniqueness and worth of each individual
- Dedicated faculty and staff
- Responsible learners
- Diversity
- Personalized instruction and hands-on learning
- Open communication, teamwork and participatory management
- Academic freedom
- Ethical and professional behavior
- Community involvement
- Continuous improvement

HISTORY

Southwest Tennessee Community College draws on the legacies of two colleges, Shelby State Community College, founded in 1970 and State Technical Institute at Memphis, founded in 1967, which were consolidated July 1, 2000. The College was authorized when House Bill Number 1742 was passed by the General Assembly on May 28, 1999, and approved by the Governor on June 17, 1999.

Dr. Nathan Essex was appointed Interim President of Southwest Tennessee Community College on February 17, 2000. The Tennessee Board of Regents selected him as the first President of STCC on June 7, 2001.

VISION

Southwest Tennessee Community College will become the college of choice and a national model for technical, career, and transfer education by fostering student success, transforming lives and strengthening the diverse community.

STCC ADVANTAGES

Southwest Tennessee Community College offers its diverse student population such advantages as:

- Fully accredited programs

- Small class sizes
- Quality faculty
- Nominal costs
- Open and early admissions
- Broad range of degree programs
- Broad range of certificate programs
- Accessibility through multiple campuses, centers and teaching locations
- Advanced studies through an Honors Program
- Strong program of academic developmental services
- Comprehensive support services
- Special programs in fine arts, criminal justice, the allied health sciences, nursing, information technologies, engineering technologies, automotive technology and business studies
- A variety of noncredit continuing education courses offered throughout the year
- A variety of workshops and seminars on various topics
- The Continuing Education and Economic Development Center (CEED) providing business, industry and individuals with hands on training and skills

ACCREDITATION

Southwest Tennessee Community College is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools (1866 Southern Lane, Decatur, Georgia 30033-4097; Telephone number 404-679-4501) to award associate degrees.

Accrediting Agencies

- Business Programs:
Association of Collegiate Business Schools and Programs (ACBSP)
 - Accountancy
 - Business Administration
 - Court Reporting
 - Fire Science
 - General Technology/Business
 - Hospitality Management
 - Mid-Management
 - Paralegal Studies
 - Office Administration
 - University Parallel/Business
- College Reading and Learning Association (CRLA) Tutoring Certification
- Dietetic Technician Program:
Commission on Accreditation Approval for Dietetics Education
The American Dietetic Association
- Emergency Medical Technology-Paramedic:
Joint Review Committee on Educational Program EMT/ Paramedics
- Emergency Medical Technology:
The Emergency Services Division-Tennessee Department of Health
- Engineering Technology Programs: Technology Accreditation Commission (TAC) of the Accreditation Board for Engineering and Technology, Inc. (ABET):
 - Architectural Engineering Technology
 - Biomedical Engineering Technology
 - Chemical Engineering Technology
 - Civil/Construction Engineering Technology
 - Computer Engineering Technology
 - Electrical Engineering Technology
 - Industrial Engineering Technology
 - Mechanical Engineering Technology
 - Telecommunication Engineering Technology
- Ford and GM Programs:
National Automotive Technicians Education Foundation, Inc.
- Laboratory Phlebotomy Technician:
The National Accrediting Agency for Clinical Laboratory Sciences

- Legal Assistant Studies American Bar Association
- Medical Laboratory Technician:
The National Accrediting Agency for Clinical Laboratory Sciences
- Nursing:
National League for Nursing Accrediting Commission
Tennessee Board of Regents
61 Broadway - 33rd Floor
New York, NY 10006
(212) 363-5555 ext. 153
- Physical Therapy Assistant Program:
The Commission on Accreditation in Physical Therapy Education
- Radiologic Technology:
The Joint Review Committee on Education in Radiologic Technology

INSTITUTIONAL NOTICE

The course offerings and requirements of Southwest Tennessee Community College are continually under examination and revision. This catalog presents the offerings and requirements in effect at the time of publication, but is no guarantee that they will not be changed or revoked. However, adequate and reasonable notice will be given to students affected by any changes. This catalog is not intended to state contractual terms and does not constitute a contract between the student and Southwest Tennessee Community College.

Southwest Tennessee Community College reserves the right to make changes as required in course offerings, curricula, academic policies and other rules and regulations affecting students to be effective whenever determined by the institution. These changes will govern current and formerly enrolled students. Enrollment of all students is subject to these conditions.

Current information may be obtained from the following sources:

Admissions Requirements	Admissions and Records Office
Course Offerings	Department offering course
Degree Requirements	Provost / Executive Vice President for Academic and Student Affairs
Fees and Tuition	Vice-President for Business and Finance

Southwest Tennessee Community College provides the opportunity for students to increase their knowledge by providing programs of instruction in the various disciplines and programs through faculty who, in the opinion of Southwest Tennessee Community College, are qualified for teaching at the college level. The acquisition and retention of knowledge by any student is, however, contingent upon the student's desire and ability to learn and his or her application of appropriate study techniques to any course or program. Thus, Southwest Tennessee Community College must necessarily limit representation of student preparedness in any field of study to that competency demonstrated at that specific point in time at which appropriate academic measurements were taken to certify course or program completion.

EEO / TITLE IX / SECTION 504 / ADA

Southwest Tennessee Community College does not discriminate on the basis of race, sex, color, religion, national origin, age or disability. This policy extends to employment by, admission to, or educational opportunities and benefits provided by the college.

Inquiries concerning EEO, Title IX, the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990 should be directed to the EEO Officer. For specific information on services for students with disabilities, refer to that section.

Southwest Tennessee Community College is an equal opportunity/affirmative action college. It is committed to the education of a non-racially identifiable student body.

WORLD WIDE WEB

Southwest Tennessee Community College maintains a Home Page on the WORLD WIDE WEB. Information about the College and its academic programs and policies is available. The Academic Calendar that contains dates important to registration, admissions, special events, etc. is an important web resource for students and potential enrollees. Persons with access to the web are encouraged to visit the STCC Home Page for the latest information. The web address is www.stcc.cc.tn.us.

Academic Calendar

2001						
August						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	
September						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						
October						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			
November						
S	M	T	W	T	F	S
						1
						2
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	
December						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

July 20 – August 17
 August 17
 August 21
 August 22
 August 23, 24, 27, 28
 August 25
 August 28
 August 29
 August 29-31
 September 3
 September 4-5
 September 5
 September 11
 September 21
 September 21
 October 15
 October 15
 November 1
 November 1
 November 1
 November 2
 November 5
 Nov. 9 - Jan. 4
 Nov. 21-25
 Nov. 22 & 23
 December 7
 Dec. 8-14
 December 17
 December 17
 December 21

Fall Semester 2001

Fall Term Early Registration
 Last Day to Pay Early Registration Fees
 College Convocation
 Faculty Planning/Development Day
 Regular Registration and Fee Payment
 Telecourse Orientation (8:00 A.M. – NOON)
 Last Day to Drop Fall Courses with 100% Refund
 Classes Begin
 Late Registration and Fee Payment
 Holiday – Labor Day (Classes Dismissed Sept. 1, 2, 3)
 Late Registration and Fee Payment Continues
 Last Day To Register Or Add A Class
 Last Day to Drop Fall Courses With 75% Refund
 Last Day to Submit Fall Applications for Graduation
 Last Day to Drop Fall Courses With 25% Refund
 Nursing (Spring Class) Application Deadline
 LPN Mobility Track Nursing Application Deadline
 Dietetic Technician (Spring Class) Application Deadline
 Phlebotomy Clinical (Spring Class) Application Deadline
 Medical Laboratory Technology (Spring Class)
 Application Deadline
 Last Day to Withdraw From Fall Courses With a Grade of “W”
 Candidates for Spring Commencement Initiate
 Application for Graduation with Academic Advisor
 Spring Early Registration
 Classes Dismissed
 Holiday – Thanksgiving (Offices Closed)
 Last Day of Classes
 Final Exams Week
 Grades Due In Records Office By Noon
 Date Spring and Summer “I” Grades Change to “F”
 Grades Available Via Telephone

2002						
January						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		
February						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28		
March						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						
April						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				
May						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

Spring Semester 2002

Nov. 9-Jan. 7
 January 7
 January 8
 January 9
 January 10,11,14,15
 January 12
 January 15
 January 16
 January 16,17,18,22
 January 21
 January 22
 January 29
 January 31
 February 1
 February 5
 February 11
 March 1
 March 11-17
 March 25-29
 March 27
 March 28
 March 29
 April 12
 April 15
 May 1
 May 1
 May 2-8
 May 10
 May 10
 May 11
 May 17
 May 17

Early Registration
 Last Day to Pay Fees for Spring Early Registration
 College Convocation
 Faculty Planning/Development Day
 Regular Registration and Fee Payment
 Telecourse Orientation (8:00AM – NOON)
 Last Day to Drop Spring Courses with 100% Refund
 Classes Begin
 Late Registration and Fee Payment
 Holiday-Dr. Martin Luther King Jr. Day (Offices Closed Jan. 19, 20, 21)
 Last Day to Register Or Add a Class
 Last Day to Drop Spring Courses With 75% Refund
 Last Day to Submit Spring 2002 Applications for Graduation to Records Office
 Nursing (Fall Class) Application Deadline
 Carter G. Woodson Award of Merit Program
 Last Day To Drop Spring Courses With 25% Refund
 Physical Therapist Assistant (Summer Class) Application Deadline
 Spring Break
 Honors Week
 Last Day To Withdraw From Spring Courses With a Grade of “W”
 Honors Convocation
 Holiday-Good Friday (Classes Dismissed March 29, 30, 31)
 Summer/Fall Early Registration Begins
 Radiologic Technology (Fall Class) Application Deadline
 EMT Paramedic (Fall Class) Application Deadline
 Last Day of Classes
 Final Exams Week
 Date Fall “I” Grades Change To “F”
 Grades Due In Records Office by Noon
 Spring Commencement Exercises
 Grades Available Via Telephone
 Last Day to Pay Fees for Summer Early Registration (By 4:00 PM)

2002						
August						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	
September						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						
October						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			
November						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	
December						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

Summer 2002

Summer I 2002

- May 15 Last Day to Pay Summer Early Registration Fees
- May 22 Regular Registration and Fee Payment
- May 24, 27 Last Registration and Fee Payment
- May 27 Last Day to Register or Add a Class
- May 27 Last Day to Drop Summer I Courses with 100% Refund
- May 28 Classes Begin
- June 3 Last Day to Drop Summer I Courses with 75% Refund
- June 4 Last Day to Drop Summer I Courses with 25% Refund
- June 17 Last Day to Withdraw from Summer I Courses with a Grade of "W"
- June 28 Last Day of Classes
- July 1 Medical Laboratory Technology (Fall Class) Application Deadline
- July 1 Laboratory Phlebotomy Technician (Fall Class) Application Deadline
- July 1 Pharmacy Technician Application Deadline
- July 1 Emergency Medical Technician Paramedic Application Deadline
- July 1, 2 Final Exams
- July 4 Holiday-Independence Day (Offices Closed)
- July 9 Grades Due In Records Office By Noon
- July 15 Last Day To Submit Summer 2002 Applications For Graduation To Records Office

Summer II 2002

- July 3 Regular Registration and Fee Payment
- July 5 Last Day to Drop Summer Courses with 100% Refund
- July 8, 9 Late Registration & Fee Payment
- July 8 Classes Begin
- July 9 Last Day To Register or Add a Class
- July 12 Last Day to Drop Summer II Courses with 75% Refund
- July 15 Last Day to Withdraw from Summer II Courses with 25% Refund
- July 15 Last Day To Submit Summer 2002 Applications For Graduation To Records Office
- July 29 Last Day to Withdraw from Summer II Courses with a Grade of "W"
- August 7 Last Day of Classes
- August 8, 9 Final Exams
- August 13 Grades Due in Records Office by Noon
- August 15 Last Day to Pay Fees for Fall Early Registration
- August 19 Grades Available Via Telephone

Extended Summer 2002

- May 15 Last Day to Pay Summer Early Registration Fees
- May 22 Registration and Fee Payment
- May 23 & 24 Late Registration and Fee Payment
- May 24 Last Day to Register or Add a Class
- May 25 Telecourse Orientation
- May 27 Last Day to Drop Summer I and Extended Summer Courses with 100% Refund
- May 28 Classes Begin
- June 3 Last Day to Drop Summer I and Extended Summer Courses with 75% Refund
- June 14 Last Day to Drop Summer I and Extended Summer Courses With 25% Refund
- July 1 Medical Laboratory Technology (Fall Class) Application Deadline
- July 1 Pharmacy Technician Application Deadline
- July 1 Emergency Medical Technician Paramedic Application Deadline
- July 1 Phlebotomy Laboratory Technician Application Deadline
- July 4 Holiday-Independence Day (Offices Closed)
- July 5 Classes Dismissed
- July 15 Last Day to Withdraw from Summer Courses with a Grade of "W"
- July 15 Last Day To Submit Summer 2002 Applications For Graduation To Records Office
- August 6 Last Day of Classes
- August 7, 8 Final Exams
- August 13 Grades Due in Records Office by Noon
- August 19 Note: The calendar is subject to change at any time before or during an academic term due to emergencies or causes beyond the reasonable control of the college, including severe weather, loss of utility services, or orders by federal or state agencies.

Grades Available Via Telephone

Note: The calendar is subject to change at any time before or during an academic term due to emergencies or causes beyond the reasonable control of the college, including severe weather, loss of utility services, or orders by federal or state agencies.

2002						
August						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	
September						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						
October						
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7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			
November						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	
December						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
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16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

GENERAL ADMISSIONS

The Tennessee Board of Regents, with recommendations of Southwest Tennessee Community College, establishes the admission policies of the college. Implementation of admission policies is the responsibility of administration and faculty of Southwest Tennessee Community College. The Admissions and Records Office is the unit responsible for administering admission policies of Southwest Tennessee Community College. The Admissions and Records Office coordinates both general and program-specific admission policies.

The Admission Policies of Southwest Tennessee Community College (STCC) support the mission of the college and are consistent with the educational purposes of the institution. Procedures for implementation of this policy are followed in the admission of all students. Students may enroll, however, for one term without having all credentials on file with the college. The following requirements are listed in the general admissions policy that is published in detail and are hereby categorized for the convenience of the groups noted:

Requirements for Degree and Certificate Seeking Students

- Application for admission to STCC
- \$5 non-refundable application fee (not required of readmitted students)
- High school transcript or equivalent
- College transcripts from all higher education institutions previously attended
- Proof of MMR - two doses (If born after 1956 and full-time student)

Note: The following testing requirements may not be applicable to students who are only seeking technical certificates.

- ACT Test Score (If under age 21)
- COMPASS Test Score (Required of applicants age 21 or older unless both college level English and mathematics courses have been successfully completed; and of applicants under age 21 with an ACT composite score or sub-score in mathematics or English that is less than 19)
- For additional requirements for foreign students, please see detailed general admission policy.

Requirements for Non-Degree Students

- Application for admission to STCC
- \$5 non-refundable application fee (not required of readmitted students)
- Documentation of course prerequisites
- Proof of MMR - two doses (If born after 1956 and full-time student)

Transient Students (A transient student is one who is enrolled at another institution and plans to enroll at STCC for one semester and then return to the home institution.)

- Application for admission to STCC
- \$5 non-refundable application fee (not required of readmitted students)
- Documentation of course prerequisites
- College Transcript from home institution
- Proof of MMR - two doses (If born after 1956 and full-time student)

GENERAL ADMISSIONS POLICY

I. PROVISIONS FOR ALL TBR INSTITUTIONS

A. POLICY DEVELOPMENT

The Southwest Tennessee Community College admission policies are consistent with the provisions of the Tennessee Board of Regents (TBR) Academic Policy No. 2:03:00:00 and section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990. Policies are submitted to TBR for approval.

Tennessee legislation prohibits enrollment in a state-supported, post-secondary college of a student who has not met Federal draft requirements. Eligible applicants must enroll for the draft.

B. POLICY REVISIONS

Changes to this policy shall, prior to implementation, be submitted to TBR for review and approval. The academic and administrative staff of STCC shall review the policy at least annually. Any proposed change shall be accompanied by a desegregation impact analysis.

C. MEDICAL OR HEALTH INFORMATION

Proof of immunization with two doses of Measles, Mumps and Rubella (MMR) vaccines, administered on or after the first birthday, is required from full time students born after December 31, 1956, unless contraindicated because of pregnancy, allergy to a vaccine component, or other valid medical reason. By State law (TCA 49-6-5001), immunizations are not required if they "conflict with the parents' or guardians' (or individual's over 18) religious tenets and practices, affirmed under penalties of perjury." They are also not required if a qualified physician shall certify that administration of such immunization would be in any manner harmful to the person involved.

Applicants for admission to STCC may volunteer information as to their medical or health conditions for the purpose of obtaining reasonable assistance in mitigating the effects of conditions that may otherwise limit participation in STCC programs. The information shall be reported to the Student Disability Services Office and shall remain confidential. The student has the option to accept or decline any recommended program or service offered.

II. PROVISIONS FOR SOUTHWEST TENNESSEE COMMUNITY COLLEGE

A. GENERAL PROVISIONS

1. Admission of Non-Tennessee Residents
Admission requirements for non-Tennessee residents are the same as those for Tennessee residents.
2. Residency Classification
Each student shall be classified as a resident or non resident of the state of Tennessee according to TBR Policy No. 3:05:01:00.
3. Admission of Foreign Non-Immigrant Applicants
An application for admission to Southwest Tennessee Community College and a \$5 non-refundable application fee are required along with documentation to support the following:
 - a. Educational Level
The educational level of foreign non-immigrant applicants must be at least equivalent to that of a U.S.A. high school graduate. Certified translations of foreign high school and college transcripts are required; transcripts from U.S.A. high schools and colleges must also be submitted. Applicants under age 21 must submit ACT test scores (SAT also accepted).
 - b. Test of English as a Foreign Language (TOEFL)
If the applicant's native language is not English, a Test of English as a Foreign Language (TOEFL) score of 500 pencil-based test or 173 computer-based test is required. If the applicant has completed coursework for regular academic credit at another U.S.A. institution, it may be used in lieu of the standardized examination score.
 - c. Financial Statement

The applicant must provide evidence of financial capability to pay registration fees, non-resident fees, living and other expenses.

d. Immigration Service Regulations

Southwest Tennessee Community College shall adhere to all Immigration Service regulations in the admission, enrollment, and readmission of foreign non-immigrant applicants.

e. Certification of Freedom from Tuberculosis and Proof of MMR2 Vaccination

All foreign non-immigrant students applying for admission pursuant to a student visa shall submit within thirty (30) days from the first day of classes a certificate from a licensed physician or other qualified medical authority verifying freedom from tuberculosis. Failure to submit such certification shall result in denial of admission or continued enrollment. In the event that a student has tuberculosis or has potential tuberculosis requiring medical treatment, continued enrollment will be conditioned upon the determination by a licensed physician that further enrollment is not a risk to others and upon the student's compliance with any prescribed medical treatment program. Proof of two doses of Measles, Mumps and Rubella (MMR) is also required.

f. Medical and Hospitalization Insurance

(1) Foreign non-immigrant applicants with J, F, or M visas must have Accident and Sickness insurance with provisions for hospitalization, basic injury and sickness treatment, medically supervised repatriation, return of mortal remains and emergency evacuation. The Accident and Sickness Insurance for Students Attending Member Institutions of the State University and Community College System of Tennessee is recommended at annual approximate costs of \$466/student, \$1140/spouse, \$566/each child.

(2) Acceptable proof of insurance coverage shall be a canceled check or money order from the recommended provider; a payment at STCC for the TBR insurance program; or an insurance card or policy from any other provider.

(3) A student will be enrolled automatically in the TBR insurance program if no proof of adequate coverage is available and the enrollment fees will be added to other College fees. For the purposes of this policy "adequate coverage" shall mean that the student's coverage meets or exceeds the level of coverage provided to participants in the TBR's Accident and Sickness Insurance for Students Attending Member Institutions of the State University and Community College System of Tennessee plan.

g. Holders of Visas Other than J, F, or M

Southwest Tennessee Community College is authorized to accept holders of visas other than J, F and M. Applicants with other visas must meet admission requirements in an appropriate category according to intended enrollment. A copy of the applicant's visa, I-94 (for refugees), or resident alien card is an admission requirement and must be on file in the Admissions and Records Office.

4. Admission to Specialized or Limited-Enrollment Programs

Southwest Tennessee Community College has specific admission policies and procedures for admission of students to these programs: Dietetic Technician, Emergency Medical Technician - Paramedic, Medical Laboratory Technician, Laboratory Phlebotomy Technician, Medical Assistant, Pharmacy Technician, Physical Therapist Assistant, Radiologic Technology, and Nursing. Limitations are based upon selective criteria appropriate to each program and apply equally to all prospective students, provided that preference for admission, when all else is equal is given to residents of the State of

Tennessee. See the catalog section of each program for specific admission requirements.

5. Admission to Nursing and Allied Health Programs

The allied health and nursing programs of Southwest Tennessee Community College require that all persons admitted:

a. Provide evidence through a health verification form that they are in good health and free from communicable diseases.

b. Are, with reasonable accommodation, physically and mentally capable of performing the essential functions of the program as defined in writing by the academic department.

6. Advanced Standing and Placement

Southwest Tennessee Community College has policies and procedures for granting admission with advanced placement or standing based on examination, experiential learning, active duty in the armed services, credit earned in armed services schools, and credit earned through non-collegiate sponsored instruction. See the catalog section entitled Alternative Credit.

7. Readmission

Southwest Tennessee Community College requires a former student who has not been enrolled for consecutive spring and fall terms to submit an application for readmission. Degree seeking students must have all credentials on file prior to being readmitted. Each readmit applicant who is degree seeking must submit official transcripts from all institutions attended during the period of non-enrollment. If the student is returning in a different admission category, he or she must meet requirements of the new category. Applicants must meet academic standards consistent with TBR Policy No. 2:03:01:01 and Southwest Tennessee Community College Policy No. 2:03:01:01/10 entitled Retention and Progression Standards.

8. Application Fee

Southwest Tennessee Community College with the approval of the Tennessee Board of Regents charges a one-time non-refundable application fee of five dollars. This fee is waived for students who formerly attended Shelby State Community College or State Technical Institute at Memphis.

B. UNDERGRADUATE DEGREE ADMISSION

Applicants for Admission to Southwest Tennessee Community College must submit an application, pay a one-time \$5 non-refundable fee and meet requirements in an appropriate category as noted below.

1. Admission of First-Time Freshmen

Applicants for degree admission as first-time freshmen shall be admitted using the following four (4) criteria:

a. High School Graduation

Except as provided for in the next section (b), applicants for degree admission as first-time freshmen must provide an official transcript showing graduation from high school.

The transcript of graduates of Tennessee public high schools since 1983 must include a notation indicating that the student passed the required Proficiency Examination.

The transcript of a Home Schooled applicant must be an official copy from an affiliated organization as defined by State law (TCA 49-50-801) or be accompanied by a certificate of registration with the superintendent of the local education agency where the student would otherwise have attended.

The transcript of an American Council on Education (ACE) External Diploma awarded by a state-approved high school will also be accepted.

b. General Educational Development (GED) Certificate

Applicants for degree admission as first-time freshmen may present a GED Certificate in lieu of a high school diploma

provided that their score is passing as indicated by the administering agency.

c. Standardized Examination Scores

Applicants for admission as first-time freshmen who are 20 years of age or younger must present Enhanced ACT or SAT scores. Southwest Tennessee Community College will not use scores for the purpose of admission but for advisement and as a component in the placement decision.

d. High School Course Requirements

It is the policy of Southwest Tennessee Community College that the 14 high school unit requirements designated by the Tennessee Board of Regents be met prior to the awarding of a transfer degree.

(1) Minimum Unit Requirements

The high school units required are Algebra I, II; Geometry; English I, II, III, IV; Foreign Language I, II; Natural/Physical Sciences I, II (one laboratory course); U.S. History; One of these Social Studies Courses - World Geography; World, Ancient, European or Modern History; Visual or Performing Arts.

(2) Limitations of Applicability

All units are required of students graduating in 1989 or thereafter who plan to earn a transfer degree except as noted below:

- (a) Applicants who graduated from high school or who earned a General Educational Development certificate prior to 1989.
- (b) Applicants with an Honors Diploma in general education from a Tennessee public high school are considered to have met all high school unit requirements.
- (c) Applicants who graduated from high school and have an Enhanced ACT Composite Score of 26 or higher are considered to have met all high school unit requirements except those in foreign language and visual or performing arts.
- (d) Applicants who received a General Educational Development (GED) certificate in 1989 and thereafter are considered to have met all high school unit requirements except those in foreign language and visual or performing arts.
- (e) Handicapped applicants who volunteer information to the Office of Disabled Student Services about a special condition will be assessed on an individual basis and any exceptions warranted will be made.
- (f) Out-of-state Applicants are subject to the same high school unit requirements as in-state applicants.

2. Early Admission of First-Time Freshmen

For the admission of applicants who have completed their junior year in high school, Southwest Tennessee Community College requires:

- a. High School GPA
Applicants must have completed the 9th, 10th and 11th grades with a minimum grade point average of 3.2 based on a 4.0 scale or the equivalent.
- b. Standardized Examination Score
Applicants must have an Enhanced ACT composite score of at least 22.
- c. Prescribed Courses
Applicants must provide a written statement from their high

school principal specifying the college courses that will be substituted for the remaining high school courses needed for high school graduation.

d. Endorsements

Applicants must provide written endorsements from their high school counselors and from their parents or guardians.

3. Admission of Transfer Students

- a. The applicant must provide official transcripts of credits attempted from all institutions of higher education previously attended. Courses equivalent to STCC's will be accepted in the student's major if the grade of "C" or higher was earned. A maximum number of credit hours equivalent to two-thirds of the student's academic program will be accepted.
- b. The applicant's grade point average on transferable courses must be at least equal to that which Southwest Tennessee Community College requires for the readmission of its own students. Applicants who do not meet the STCC standards may be admitted on scholastic probation. Please see STCC Policy No. 2:03:01:01/10, entitled Retention and Progression Standards.
- c. Southwest Tennessee Community College does award transfer credit from collegiate and non-collegiate institutions, examinations, military training and experiential learning. Policies and procedures are consistent with national standards of good practice and the requirements of appropriate accrediting bodies and are outlined in this catalog.
- d. Applicants with college credit earned prior to Fall 1989 are admissible to STCC without regard to the minimum high school unit requirements.
- e. Applicants with 60 or more transferable semester hours are eligible for degree admission at STCC without regard to the minimum high school unit requirements.
- f. Applicants with an associate degree designed for transfer to baccalaureate institutions are eligible for degree admission without regard to the minimum high school unit requirements.
- g. Applicants who enrolled in college for the first time in Fall 1989 or thereafter and have 59 or fewer semester hours of transferable credit are eligible for degree admission to programs designed for transfer to baccalaureate institutions, provided that any high school unit deficiency be removed within the first 30 semester hours after initial enrollment. These applicants must submit a high school transcript in addition to college transcripts.

4. Alternative Standards for Degree Admission

Southwest Tennessee Community College has an open admission policy and does not need to grant degree admission by TBR alternative standards.

5. Admission of Non-Degree Students to Degree Admission Status

To be eligible for Degree Admission status at STCC, non-degree students, as defined in Section II. D. below, must meet all the applicable provisions of Section II. B.1.a-d (Admission of First-Time Freshmen) or II. B.3 .a-g (Admission of Transfer students)

6. Admission to Nursing Programs

- a. Accreditation and professional certification standards, limited clinical and classroom space, faculty availability and a concern for appropriate student progress influence the selective admissions process to Southwest Tennessee Community College nursing programs. Students must meet

the application criteria outlined in STCC Policy No. 2:03:00:00/7 entitled Admission to Allied Health and Nursing Programs, be reviewed and accepted for admission, and make satisfactory progress to be continued in nursing programs. Requirements at STCC are based on the College's analysis of student success characteristics. Admission is based on the requirements set and the available spaces in the nursing class.

- b. Southwest Tennessee Community College has adopted core performance standards proposed by the Southern Council on Collegiate Education for Nursing (1993). Admission to and progression in nursing programs are not based on these standards; instead, they will be used to assist each student in determining whether accommodations or modifications are necessary. Each of these standards is reflected in nursing course objectives and provides an objective measure for students and advisors to make informed decisions regarding whether the student is "qualified" to meet requirements. Copies of these standards are available to every applicant and student.

If a student believes that he or she cannot meet one or more of the standards without accommodations or modifications, the nursing faculty or the ADA Officer will determine, on an individual basis, whether or not the necessary accommodations or modifications can be made reasonably. Students will be provided assistance and guidance by the ADA Officer should they identify potential difficulties with meeting the standards.

Core Performance Standards for Admission and Progression

- (1) Critical thinking ability sufficient for clinical judgment.
- (2) Interpersonal abilities sufficient to interact with individuals, families, and groups from a variety of social, emotional, cultural, and intellectual backgrounds.
- (3) Communication abilities sufficient for interaction with others in verbal and written form.
- (4) Physical abilities sufficient to move from room to room to maneuver in small spaces.
- (5) Gross and fine motor abilities sufficient to provide safe and effective nursing care.
- (6) Auditory abilities sufficient to monitor and assess health needs.
- (7) Visual ability sufficient for observation and assessment necessary in nursing care.
- (8) Tactile ability sufficient for physical assessment.

C. GRADUATE AND PROFESSIONAL DEGREE ADMISSION

Southwest Tennessee Community College does not have graduate and professional degree programs.

D. NON-DEGREE ADMISSION

Southwest Tennessee Community College admits applicants who do not qualify for or do not wish to apply for degree admission. Non-degree students are not eligible to receive Federal financial aid. Non-degree students who wish to change to degree seeking status must meet all requirements as stated in section II.B.5, including high school units. Students must meet all course prerequisites and may enroll in an unlimited number of credit hours provided that no more than 18 are taken each semester or 15 during the summer. Applicants who are eligible for non-degree admission include:

1. Persons Not Previously Enrolled in College

- a. High school graduates.
- b. Persons 21 years of age or older who have not earned a high school diploma and are not currently enrolled in high school.
- c. Persons 18 years of age or older who have not earned a high school diploma or are not currently enrolled in high school and wish to enroll in GED preparatory courses only.
- d. High School students who meet the following criteria as specified in Chapter 395 of the Public Acts of 1983:

"Academically talented/gifted students enrolled in grades 9,10, 11, or 12 in public or private schools in Tennessee may, with the recommendation and approval of the high school principal and appropriate higher education institution personnel, enroll in and receive regular college degree credit from a Tennessee post secondary institution; if such a student has a grade point average equivalent to 3.2 on a 4.0 maximum basis and if such placement is a part of the student's planned Individual Education Program (IEP) as established by the multi-disciplinary team process."
- e. High school students who have completed their sophomore year of high school. Such students may be admitted for either joint enrollment or dual enrollment or both. For the purposes of this policy, the terms joint and dual enrollment are defined as follows:

Dual enrollment is the enrollment of a high school student in one or more specified college courses for which the student will be awarded both high school and college credit. And, joint enrollment is the enrollment of a high school student in one or more college courses for which the student will earn only college credit.

2. Persons with College Credit but not a Degree

Persons with college credit but not a degree who are eligible for readmission to the last institution attended. Those who do not meet the readmission standards of the last institution attended may be admitted on scholastic probation.

E. AUDIT AND NO-CREDIT ADMISSION

Students who wish to audit and receive no credit for a course must meet requirements. The following provisions shall apply to those applicants who wish to audit or take courses at STCC on a no-credit basis:

1. Space Available Basis

Admission will be limited or denied based on the availability of space in the individual classroom. Registration for audit at STCC can be accomplished only during the late registration period.

2. Senior Citizens

Senior citizens age 60 or older may audit and take credit courses on a no credit basis free. Students must pay application and campus access fees.

3. Disabled Persons

Totally and permanently disabled persons may audit and take credit courses on a no credit basis free. Students must pay application and campus access fees. In the case of disabled persons, to audit a course free of charge, STCC requires an affidavit or certificate of disability from a physician or from the agency compensating the disabled person to be on file in the Office of Disabled Student Services.

F. GED PREPARATORY STUDENT

The GED Preparatory Program is open to persons 18 years of age or older. The non-credit study course reviews all subject matter covered in the General Educational Development (GED) test. Students are not required to meet regular admission standards to participate in the GED Preparatory Program. GED students are not eligible to receive federal financial aid.

G. CONTINUING EDUCATION AND ECONOMIC DEVELOPMENT (CEED) STUDENT

A CEED student is one who is not a candidate for a degree, is 18 years of age or older and enrolls at Southwest Tennessee Community College in a course, seminar, or workshop offered through CEED. CEED students are not eligible to receive federal financial aid or veteran's benefits.

To be admitted as a CEED student, the applicant must submit:

- A completed application for admission/readmission
- A \$5 non-refundable application fee (unless readmitting)
- Proof of two doses of MMR vaccine if enrolling as a full-time student

For additional information, refer to the section titled "Continuing Education and Economic Development."

To become a degree-seeking student, a CEED student must apply for regular admission and meet the requirements of a "first-time college student" or a "transfer student".

H. STUDENT IDENTIFICATION NUMBER

The applicant's Social Security Number will be used as his or her permanent Student Identification Number at Southwest Tennessee Community College. If an applicant does not have a Social Security Number, the individual should obtain one from the local Social Security Office. Members of the Admissions and Records Office will assign an identification number for students who are not eligible for social security numbers or for any student requesting not to use his or her Social Security Number. Students seeking federal financial aid must use social security numbers. Students choosing not to use social security numbers must always remember the assigned ID number and must use it when requesting academic records.

I. RESIDENCY

Information provided on the admissions application will be used to determine the initial residency classification of a student. Such items as graduation from a Tennessee high school, parent's legal state of residence, military service discharge honor of records, and reasons for being in Tennessee will be reviewed. Any student who is classified as a non-resident but who claims to be a resident, may request a review of documented evidence to prove his/her claim. All claims are to be filed in the Admissions Office prior to the first term of enrollment. An Application for Residency Classification form is available to assist in this process. Residency, for the purpose of fee-payment, is considered to be the permanent domicile of an applicant.

When admissions to academic areas of study is competitive, if all else is equal, residents of Tennessee receive priority.

Under provisions of the work rule, non-residents who are employed full-time in the state of Tennessee and who wish to pay at the in-state rate may do so provided that they enroll part-time. Students must provide a statement of full-time employment from employers as evidence. Non-residents who are employed full-time in the state of Tennessee and enrolled full-time must pay out-of-state tuition.

Non-residents who live in Crittenden or Mississippi counties in Arkansas or in Desoto or Marshall counties in Mississippi may be considered for certain fee waivers. Waiver request forms are

available in the Admissions and Records Office and should be completed prior to enrollment for the term. Students who live in one of the four counties and work full-time in the state of Tennessee must provide proof of employment along with the waiver request form. There are a limited number of fee waiver slots available each term. A new waiver request must be submitted each academic term. Fee waivers are granted on a first-come, first-serve basis. The first day of early registration for a term is the first day that applications for fee-waivers will be accepted. Please refer to the college's academic calendar in the front portion of this catalog for applicable dates.

J. ACADEMIC FRESH START

Students who have at one time attended a college or university but have not been enrolled for at least four years may be eligible for degree admission under the provisions of Southwest Tennessee Community College's Academic Fresh Start. As the name implies, Academic Fresh Start allows the individual to begin his or her college level studies anew and without consideration of past academic performance. The following conditions pertain:

- Applicants must apply for a fresh start prior to the end of their first term of eligible enrollment. It is highly recommended that students see an advisor or counselor to discuss this matter prior to enrollment. Veterans applying for benefits and financial aid applicants must notify the appropriate office before making application for Fresh Start to determine how financial benefits may be affected.
- Academic Fresh Start, once granted, is irrevocable and will be noted on the student's official transcript and permanent academic record. Academic Fresh Start can only be granted once.
- All college courses previously attempted or completed at Southwest Tennessee or at any other higher education institutions accepted in transfer will continue to appear on the student's official transcript, but they will not be included in the calculation of the student's grade point average nor can they be used to satisfy any course requirement.
- In granting Academic Fresh Start, Southwest Tennessee Community College gives no assurance or warranty that it will be accepted by any other higher education institution at which the student may later enroll.
- To be approved for Academic Fresh Start, the student must successfully pass at least 15 semester hours of college level courses with a minimum cumulative grade point average of 2.0 for all work attempted.

REGISTRATION

How to Register

Students at Southwest Tennessee Community College must take these steps to register:

- Complete admission and testing requirements
- Clear any outstanding debts to the College or registration holds
- Review College's Academic Calendar or Schedule of Classes for registration dates, times and locations
- If new, attend orientation
- Meet with an academic advisor
 - Discuss goals
 - Select major
 - Select courses for the term
 - Choose class schedule for the term
- Call the Telephone Registration and Voice Information System known as TRAVIS or come to the College and have courses loaded to the computer system
- Pay fees

Students who apply for admission late (less than a month prior to regular registration) and students who have not received admission letters should contact the Admissions and Records Office for

registration instructions. Some students may be allowed to register for one term without having all admission requirements met. The student's registration for future terms will be placed on hold until the admissions file is complete.

Where to Register

Students at Southwest Tennessee Community College may register on-site or by telephone for a number of identified courses. The Telephone Registration And Voice Information System known as TRAVIS is available by calling 901 333-4REG (333-4734). The student identification number is usually the social security number and the personal access code is usually the birth date, zero filled (Example: 012475 is January 24, 1975).

The following are locations where registration will take place. Students should contact the location for dates and times of registration at that location or check the Schedule of Classes booklet for the term.

Macon Cove Campus 5983 Macon Cove (901) 333-4190	Union Avenue Campus 737 Union Avenue (901) 333-5660
Southeast Center 5396 Mendenhall at Winchester (901) 333-6005	Whitehaven Center 3035 Directors Row, Bldg. 6 (901) 398-0901
Millington Center NSA Mid-South, Building S-241, Rm 125 (901) 872-8117	Gill Center 3833 Mountain Terrace (901) 333-5970
Fayette Center at Somerville 13520 Highway 59 West Evenings Only (901) 465-9838	

Registration Periods

Southwest Tennessee Community College has three registration periods:

- **Early Registration** - During this period students have first choice of class sections offered. Students are able to enroll in the more popular courses which usually close early, enroll in courses at times compatible with their work schedules or enroll in classes back-to-back to have more time available for other activities. The most important thing to remember about early registration is that the fees must be paid by the published deadline date or the registration will be deleted and the student must register again. The class schedule may change when the student re-registers because some classes may already have the maximum number of students allowable.
- **Regular Registration** - This period occurs after early registration and before classes begin. Fees during regular registration are due at the time the student enrolls in courses. Students who have not paid fees by the end of regular registration may be purged from their classes and they may re-register for classes during the late registration period. Students who register during this period sometimes find it difficult to enroll in classes at times most convenient because they are already filled with students who register early.
- **Late Registration** - This period occurs just prior to and during the first days of classes. A limited number of courses are available for scheduling. Students are responsible for making up any class work missed due to registering and starting attendance in class late. In addition to the College's normal fees and tuition, a student who registers late must pay an additional fee.

Students must check the College's Academic Calendar for registration dates. If extenuating circumstances warrant the registration of a student after the last day of the late registration period, approval of the Dean of Students is required.

Students who need additional information about registration may call the College at (901) 333-4190 or 333-5660.

Registering to Audit a Course

A student may enroll in a limited number of credit courses on a non-credit basis if space is available. Some laboratory and all basic and developmental courses may not be audited. A student who registers to audit is expected to attend class but is not required to hand in assignments or take examinations. The student must demonstrate that prerequisites have been met and that sufficient prior knowledge exists to warrant auditing the course. An audit may not be converted to credit after the last published date of late registration. Registration for credit may not be converted to audit. To enroll in a course for audit, the student must register during the late registration period by obtaining permission for audit privilege from the Admissions and Records Office.

Change of Registration

A student may change his or her original class schedule by dropping, adding or withdrawing from classes.

- **Adding a Class** - Throughout the last day of late registration, a student may add classes. The last date that a student may add classes is published on the College's Academic Calendar in the front of this Catalog. A student who attends a class without officially registering or following the prescribed procedures for adding a class will not receive credit for that class. To add a class the student must:
 - Obtain a Change of Registration form from an academic advisor or other designated STCC personnel
 - Complete the form with the assistance of the advisor or other designated STCC personnel
 - Deliver the Change of Registration form to the Admissions and Records Office for processing being sure that the signature or initials of the person processing the form is affixed to the form
 - Pay any additional fees required (Fees are due and payable at the time the class is added)
- **Dropping a Class** - When a student no longer wants to be enrolled in a given class, the student may officially drop or withdraw from the class within the prescribed time allowed for dropping or withdrawing from a class as noted on the College's Academic Calendar in the front of this catalog. The date on which the student drops or withdraws from class impacts the amount of refund to which the student may be entitled. Classes dropped by the 14th day of classes are dropped from the academic record. Courses from which a student withdraws after the 14th day of classes are graded with the grade of "W" and are listed on the student's permanent academic record. To drop or withdraw from a class, the student must:
 - Obtain a Change of Registration form from an academic advisor or other designated STCC personnel
 - Complete the form with the assistance of the advisor or other designated STCC personnel. Students enrolled in remedial or developmental (R/D) courses must obtain permission to drop R/D courses from Developmental Studies departmental personnel.
 - Deliver the Change of Registration form to the Admissions and Records Office for processing being sure that the signature or initials of the person processing the form is affixed to the form
 - Wait for any refund due to be mailed by the Bursar's Office (Drop or withdrawal dates, credit hours dropped and number of remaining class hours impact refunds due. Refunds are not due in many instances.)
- **Withdrawing from the College** - When a student must stop attendance in all classes or withdraw from the one and only class in which he or she is enrolled, a Change of Registration form must be submitted to the Admissions and Records Office for processing. The student must withdraw within the prescribed time period allowable as published on the College's Academic Calendar in the front of this catalog. Withdrawals from courses occurring after the published last date to withdraw with a grade of "W" will result in the grade of "F" being assigned for each course. When the student stops attending classes and/or fails to submit the Change of Registration Form to the Admissions and Records

STUDENT RECORDS

Office, a grade of “F” will be assigned for each class. It is the student’s responsibility to withdraw. When extenuating circumstances prevent the student from carrying out this responsibility in person, the student should immediately contact a counselor in the Counseling Center for appropriate procedures to follow. To withdraw from the College the student must:

- Obtain a Change of Registration Form from an academic advisor or other designated STCC personnel
 - Complete the form with the assistance of the advisor or other designated STCC personnel. Students enrolled in remedial or developmental (R/D) courses must obtain permission to withdraw from R/D courses from Developmental Studies departmental personnel.
 - Deliver the Change of Registration Form to the Admissions and Records Office for processing being sure that the signature or initials of the person processing the form is affixed to the form
 - Wait for any refund due to be mailed by the Bursar’s Office (The date of withdrawal and the class(es) from which you withdraw are factors in determining whether or not you are entitled to a refund.)
- Unofficial Withdrawals and Class Attendance - When a student enrolls in a course or courses and stops attending the course or courses, the student is considered as unofficially withdrawn. A grade of “F” will be assigned to the course at the end of the term. Attendance is monitored by each faculty member and is reported according to federal requirements. Faculty must report “no shows” (students who never attend class) and the last date of attendance for any student who is determined to have stopped attending class. Students receiving federal financial aid and/or veterans educational benefits may be required to repay such funds when classes are not properly attended.

Students are expected to attend all classes as scheduled. Each instructor may determine how absences and tardiness will affect the student’s overall grade. This information is to be included on the course syllabus. Students are responsible for reading the course syllabus. Regardless of the reason or nature of the absence, students are responsible for the work covered by the instructor and for timely submission of all assignments. The instructor may, at his or her discretion, allow the student to hand in assignments late, make up work, quizzes, examinations or presentations missed.

- Class Cancellations - Southwest Tennessee Community College reserves the right to cancel classes from time to time due to unforeseen circumstances such as insufficient class enrollments, the availability of qualified instructors, and/or appropriate facilities. Each student who enrolls in a class, which is later cancelled, will have an opportunity to drop the cancelled class and add another class in its place. This opportunity is available throughout the last published day to add a class as noted on the College’s Academic Calendar in the front of this catalog. When the student does not drop the cancelled class, the College can, without consent of the student, drop the student from the class. Any fee amount due to the student resulting from the cancelled class will be mailed, and federal financial aid will be adjusted as required by regulations.
- Registration Purges - Southwest Tennessee Community College has the right to delete the enrollment of any student who has not paid the total amount due for classes and has outstanding debts to the College. When students are deleted from their classes for non-payment of fees, the process is called a “purge.” The registration purge occurs after the last day to pay fees for early registration and before regular registration; and usually, after the regular registration and late registration periods. Registration fees during regular and late registration are due at the time of registration. Each student should be prepared to pay when he or she registers for classes or adds classes.

PERMANENT RECORD

The permanent record of a Southwest Tennessee Community College credit student shall consist of: student name, social security number or student identification number, courses enrolled each term, cumulative quality point average (qpa), term qpa, hours attempted, hours earned, grades, quality points earned, degrees and certificates earned, academic program(s), honors, academic status, and transfer credit. The permanent record will be maintained on-line and will be available on-campus in the Admissions and Records Office as well as stored to disc at varying locations. On-line processes are backed up nightly.

The permanent record of a Southwest Tennessee Community College non-credit, continuing education (CEU) student shall consist of: student name; student social security number or student identification number; courses enrolled in each term by course title, number and continuing education units and grades.

Southwest Tennessee Community College also has responsibility for the permanent records of Shelby State Community College and State Technical Institute at Memphis.

REQUESTING A TRANSCRIPT

Students who attended Shelby State Community College, State Technical Institute at Memphis or Southwest Tennessee Community College, may request a copy of the permanent record (transcript) by sending a written request to the Admissions and Records Office. The request must include the student’s name, social security number or student identification number, and signature. Additionally, the student should include the name and address of the person or agency to which the record is to be sent. A log of where and when academic records were sent will be maintained on the College’s computerized Student Information System. The student’s academic record may also be released to the College’s Electronic Data Interchange (EDI) trading partners. Students who do not want records traded must follow procedures listed in the Confidentiality of Student Records policy below. Additionally, STCC will from time to time request the transcripts of enrolled students from trading partners.

CONFIDENTIALITY OF STUDENT RECORDS

It is the policy of Southwest Tennessee Community College to comply with the Family Educational Rights and Privacy Act (FERPA), also known as the “Buckley Amendment,” and all provisions and amendments thereto. In so doing, the College will protect the confidentiality of students and former students’ records.

Each faculty and staff member of the College is individually responsible for complying with FERPA, and violations of the Act will subject the employee to disciplinary actions. Except for authorized administrative units that have responsibility for maintaining student records, no unit, component, staff or faculty member may disclose personally identifiable information.

FERPA covers all records that are directly related to a student and maintained by Southwest Tennessee Community College. Student includes current and former students but does not include applicants for admission who have never attended the College. FERPA does not cover 1) personal records of college personnel which are in the sole possession of the maker thereof and which are not revealed to any other individual with the exception of a temporary substitute; 2) records of the Security Department which are maintained apart from other student records, are used solely for the purpose of law enforcement and are not disclosed to anyone other than law enforcement officials of the same jurisdiction, and when other educational records are not disclosed to Security Department personnel; 3) employment records made and maintained

in the normal course of business, related exclusively to an individual, in that individual's capacity as an employee which are not available for use for any other purpose; 4) records related to medical or psychiatric treatment of a student age 18 or older if only used in connection with treatment and disclosed only to persons providing treatment; and 5) records that only contain information about an individual after he or she is no longer a student at the College.

The institution reserves the right to disclose directory information. Directory information may be released without the student's consent. Any student who does not want the following directory information disclosed, must complete a Suppression of Directory Information Request form (Forms are available in the Admissions and Records Office) and submit it to the Admissions and Records Office. The following information is considered directory information at Southwest Tennessee Community College:

1. Name
2. Address
3. Telephone Number
4. Major Field of Study
5. Participation in Officially Recognized Activities and Sports
6. Weight and Height of Athletic Team Members, Sports Statistics
7. Dates of College Attendance
8. Degrees, Certificates and/or Awards Received
9. Other Institutions Previously Attended

The College will also disclose information to the military as required by the Solomon Amendments unless the student has completed a Suppression of Directory Information Request form. Except as is otherwise provided by this policy, all personally identifiable records directly related to a student or former student shall be kept confidential unless the student signs a consent form authorizing the release of such records, or as otherwise provided by law.

Student records may be disclosed in the following situations without the consent of the student:

1. Emergency Situations - Should a threat to the safety or health of a student or another exist and it becomes necessary to disclose information without the consent of the student, needed information will be disclosed to persons who can render assistance.
2. Officials of the Institution and General Counsel for the Institution - Student records will be made available to officials of the Institution and to General Counsel for the institution on a genuine need to know basis. Officials, in this instance will include those persons officially authorized to operate on behalf of the institution (Volunteer Coaches, Advisors to Organizations/Groups, Academic Advisory Committee Members, etc.), auditors and persons on the College's payroll. The genuine need to know shall be based on a legitimate educational interest, which stems from the fulfillment of assigned responsibilities. Further, information will be limited to only that needed to fulfill those responsibilities.
3. Pursuant to a Subpoena - Upon receipt of a lawfully issued subpoena or judicial order, the institution shall examine the subpoena or order to verify that it has been executed by an officer of the court or other authorized official. (The Office of General Counsel for the Tennessee Board of Regents may be contacted for assistance and verification.) Prior to releasing the student's records, the institution will make a reasonable attempt to notify the student of its intent to comply. Oral notifications will be followed by written confirmations that shall be maintained along with a copy of the subpoena and record of the disclosure.
4. Parents of Dependent Students - The institution reserves the right to disclose student records to parents of dependent students as defined in Section 152 of the Internal Revenue Code.
5. Officials of Other Schools/School Systems - The institution reserves the right to disclose student records to officials of other schools or school systems in which the student is enrolled or seeks to be enrolled. Copies of the records transferred will be provided to the student upon request. Additionally, all rights of the student to have the record amended will be sustained.

6. Parents or legal guardians of students under the age of 21 may be contacted regarding the student's violation of drug or alcohol laws and rules.
7. Exceptions - Other disclosures made without the student's written consent are narrow in scope according to the Act and will be made, most often, with the advice of General Counsel.

A record of requests for disclosures and disclosures made will be retained with the record and may be inspected by the student, officials responsible for the records and by auditors. The institution will comply with student requests to inspect or review their educational records and will provide an explanation or interpretation of the records. The institution will also comply with student requests for copies of the records. The requests will be honored in a timely manner not to exceed 45 days from the request date. Exceptions to student access rights include 1) records which contain information about more than one student, 2) financial records or statements of his/her parents and any information contained therein, 3) confidential statements of recommendation solicited with written assurance of confidentiality and used only for the purposes intended which were placed in the file prior to January 1, 1975, and 4) confidential statements of recommendation placed in the file after January 1, 1975, when the student signed a written consent waiving his/her rights to review or inspect the statement; and the recommendation is concerning admission to an educational institution, an application for employment, or the receipt of an honor or honorary recognition; and the recommendations received under the waiver are only used for the purposes designed on the waiver.

Each student has the right to request an amendment to his/her record if it is felt that the record is inaccurate, misleading, or in violation of his/her rights. The request is to be submitted on a Record Amendment Request form (Forms are available in the Admissions and Records Office), with any supporting documentation, to the individual responsible for the record. The form must be signed and dated by the student. The student will receive a signed copy of the form indicating approval or denial of the request within 45 days of the request date. In cases of denial, the student may follow hearing procedures printed on the Record Amendment Request form. The Record Amendment Request form is limited to the issues of whether the record is accurate or misleading in recording the underlying action taken by the institution or whether the placement of the information in the student's record is in violation of the student's rights. In cases of denial which proceed through the appeals process, the student shall have the right to place a statement in the file commenting on the information in the file and setting forth any reasons for disagreeing with the decision. In these cases, the College will maintain the statement with the record and will send it out to everyone who receives a copy of the record.

Any violations of FERPA, better known as the Buckley Amendment, shall be reported to the Dean of Students and Enrollment Management at Southwest Tennessee Community College. In cases where the accused is the Dean of Students and Enrollment Management, the report shall be made to the Provost/Executive Vice President for Academic and Student Affairs. Further, complaints of violations by the institution, may be filed with the Office of the Secretary, United States Department of Education.

TRANSFER CREDITS

The academic credits earned in a student's chosen academic program will be accepted from institutions of higher education when the course content and teaching faculty can reasonably be assumed or determined to be equal to that at STCC. Only the courses, credits and grades applicable to the student's academic program at STCC will be accepted. Once the credit becomes a part of the student's official record at STCC, it will not be removed. Transfer credit hours and grades will be used when calculating the cumulative quality point average. The maximum number of credit hours acceptable in transfer towards a student's academic program is two-thirds of the required program credit hours. The maximum number includes credit hours for alternative forms of credit (see Alternative Credit). Only courses for which the student has earned a grade of "C" or better will be considered for evaluation and acceptance at STCC with one exception. Exception: Former Shelby State Community College and State Technical Institute at Memphis students may have courses graded with "D" accepted to meet catalog requirements (catalogs 1996-97 forward) for graduation purposes.

GRADING SYSTEM

Southwest Tennessee Community College uses a 4.0 quality point grading system. The academic performance level of each student is designated on the permanent record by a letter grade which has an assigned quality point value. Grading occurs at the end of each semester.

Grades Used In Calculating The Quality Point Average

Grade Per Credit Hour	Quality Points	Designated Performance Level
A	4	Excellent
B	3	Good
C	2	Average
D	1	Poor
F	0	Failing

Grades Not Used In Calculating The Quality Point Average

Grade	Definition / Use
P	Passing - Used for special courses or to indicate student completed coursework by an alternative method.
U	Failing - Used for special courses or to indicate that the student does not meet sufficient standards for credit to be earned through an alternative method.
ES	Credit-By-Examination Satisfactory
EU	Credit-By-Examination Unsatisfactory
E	Credit given for experiential learning, portfolio satisfactory
W	Withdrawal - Used to indicate that the student officially withdrew from the course.
WD	Withdrawal - Used to indicate that a student enrolled in a Developmental studies course has been approved for withdrawal.
I	Incomplete - Used to indicate that the student has not completed the coursework due to extenuating circumstances and he/she is being allowed an opportunity to complete the work because of previous satisfactory performance. The student has until the end of the next regular semester (Fall/Spring) to complete the work or the "I" grade will change to an "F" grade.
AU	Audit - Used to indicate that no grade or credit is assigned because the student was not required to turn in assignments or take exams.
N	No credit, no grade - assigned for developmental studies courses. This grade indicates that the student has made progress but has not fully mastered course materials. The "N" grade is non-punitive.
X	No grade submitted

Calculating the Quality Point Average

Southwest Tennessee Community College, at the end of each semester, calculates each student's term and cumulative Quality Point Average (QPA). The QPA is calculated by dividing the total quality points earned by the total quality hours attempted. Quality points are calculated by multiplying the course credit hours times the quality point value of the letter grade assigned for the course (Example - History is a 3 credit hour course. If the student earns a "B" grade, the total quality points earned for the course is $3 \times 3 = 9$).

The transcript will include the following: (1) a quality point average for college level courses only, and (2) a quality point average with a combination of college level, remedial and developmental courses. Only college level QPA will be used for graduation and for determining term and graduation honors. The combined QPA will be used for determining suspension and probation, financial aid eligibility and athletic eligibility.

Repeated Courses

A student may automatically repeat any course for which an "A" or "B" grade was not earned. If the grade of "A" or "B" was earned in a course, permission from the chief academic officer is needed to repeat the course; or repeating the course must be required for entry into one of the college's academic programs.

The QPA will be calculated using the last grade assigned to the repeated course (even if the last grade is lower than the previous grade) and the attempted credit hours will be counted only once for the course with one exception. If the course is repeated three times, the third grade and each subsequent grade and credit hours for the third and each subsequent attempt will be used in calculating the Quality Point Average.

Grade Changes

At Southwest Tennessee Community College, when available, only the instructor of record may change an officially posted grade. The instructor of record has one semester to change an "I" grade. Before a grade change is posted however, it must have the endorsement of the department chair, dean and chief academic officer of the college.

Grade Appeals

STCC students have the right to know and understand the reasons for decisions affecting their academic standing and their progress through the curriculum. Students have, for example, the right to review their examinations and assignments, to know the correct answers to tests and to understand how grades were assigned to them. Instructors at STCC will correct any grade erroneously calculated or assigned. In matters of interpretation, however, the judgement of the faculty member, as the professional in the discipline, shall prevail.

Should instances arise in which a student believes that he or she has been treated unfairly or capriciously, the student has the right to appeal. The student begins the appeal by meeting with the instructor's supervisor and obtaining the appropriate form. The form will list the appropriate procedures to follow.

Obtaining Grades For The Term

Southwest Tennessee Community College students may obtain their grades at the end of each term by dialing into the telephone information system. The telephone number may be obtained from the College's operator or from a member of the Admissions and Records Office.

If a student needs a printed copy of the term grades, he or she may request one from the Admissions and Records Office.

ACADEMIC STANDING AND RETENTION

The Admission and Records Office is the administrative unit responsible for implementing retention standards.

Good Standing

Southwest Tennessee Community College students must at least meet the following standards for continued enrollment in good standing with the college.

Attempted Semester Credit Hours	Minimum Quality Point Average Required
00.0 - 14	No Minimum
14.1 - 26	1.0
26.1 - 40	1.4
40.1 - 48	1.7
48.1 - 56	1.9
56.1 - and above	2.0

Academic Standards for Allied Health Sciences and Nursing Programs

The satisfactory progress and retention standards for students enrolled in Southwest Tennessee Community College Allied Health Sciences and Nursing Programs are listed in the Allied Health Sciences and Nursing sections of this catalog.

Academic Probation

A student whose cumulative “combined” Quality Point Average falls below the minimum required standard for good standing will be placed on academic probation for the subsequent term of enrollment. A student who fails on the first attempt of a developmental studies course will be placed on academic probation. Students on academic probation may not register early for the next term.

Academic Suspension

A student, who either fails at the end of the probationary term to meet minimum required standards for good standing or fails to earn at least a 2.0 quality point average during the probationary term will be suspended for one regular semester. The summer term is not counted as a regular semester. Students suspended in spring may not enroll for summer or fall. After the period of suspension, the student may re-enroll.

Appeal of Academic Suspension

A student who has extenuating circumstances may appeal the academic suspension and be readmitted upon the recommendation of the Readmission Appeal Committee. To make the appeal, the student must submit appropriate paperwork to the Counseling, Advising and Articulation Center before the first day of late registration. The late registration fee will be waived for students approved to readmit.

ACADEMIC HONORS

The Honors Academy

The Honors Academy offers enhanced educational opportunities both to serve select students and to raise the intellectual and cultural climate of the entire college. The Academy coordinates all honors-related activities.

Honors at Southwest Tennessee Community College includes curricular offerings, special recognition programs, travel/study, and interdisciplinary and extracurricular activities to:

- Challenge students to perform at the upper limits of their abilities
- Engage the creative and intellectual talents of students and faculty
- Make service an integral part of academics
- Highlight academic achievement

Honors is aimed at students who want more out of college than mere grades. Using eclectic, student-centered approaches to teaching/learning, students and faculty explore significant issues in the context of scholarly activities both on and off campus. Students learn to think critically, make informed inquiries, and become leaders. Using original documents and following interdisciplinary themes and inquiry assignments, Honors courses meet requirements for general education, areas of concentration, or elective credit.

Honors furthers the institutional goal of serving diverse students at all STCC locations. Students are selected for their abilities and potential to expand and improve the scholarly community. Although the Honors Academy itself is open only to select students, individual Honors courses and experiences are available to others who have unique abilities and cultivated interests.

All students must complete an application of admission and be recommended for participation. To remain in the program, all students must maintain a 3.00 GPA. Continuing students must have completed all developmental studies requirements. Part-time students, in addition to having completed developmental studies requirements, must have completed at least 12 college-level credit hours of study. High school students must have a 3.0 GPA and an ACT of 21 or better. All high school valedictorians and salutatorians are eligible to participate in the Honors Program.

The Honors Advantage: Participation in the Honors Academy creates a variety of opportunities and benefits. Among these are

enhanced transfer/scholarship opportunities, study/travel, participation in college days and professional conferences, special registration, the chance to meet and work with community leaders on significant social issues, library privileges at area colleges, networks with students across the country, use of the Honors Resource Center and an Honors degree.

The Honors Resource Center: The Center provides resources and is a place for collaborative learning outside the classroom. In addition to lounge space for informal faculty student interaction, it provides meeting space for processing and transfer information. Facilities exist on both major campuses.

The Honors Degree: To graduate with an Honors degree, a student must complete a minimum of 15 hours with Honors credit, including HONR 1110. Other credits can be gained either through courses or Honors contracts.

Memberships: Southwest Tennessee Community College is a member of National Collegiate Honors Council (NCHC), the Southern Regional Honors Council (SRHC), and the Tennessee Honors Council (THC). It is affiliated with the National Association of African American Honors Programs (NAAAHP). For further information, contact the Honors Office at 901/333-5203 or 901/333-4604.

Dean's List

At the end of each term a Dean's List is compiled recognizing those students who have distinguished themselves by an outstanding record of academic achievement for the semester just ended. To qualify for the Dean's List, a student must have completed at least 12 credit hours of college-level courses during the term and earned a gpa of 3.0 or higher with no grade of “F.” This accomplishment will be noted on the permanent academic record.

Commencement Academic Honors

A candidate for graduation who has completed requirements for an associate degree may earn the distinction of graduating “Cum Laude,” “Magna Cum Laude” or “Summa Cum Laude.” A college level quality point average from 3.25 to 3.49 is used for the “Cum Laude” distinction. A college level quality point average between 3.50 and 3.79 is used for the “Magna Cum Laude” distinction and a college level quality point average of 3.80 to 4.0 is used for the “Summa Cum Laude” distinction. Students graduating with honors will wear gold tassels during the graduation ceremony.

ACADEMIC POLICIES AND PROCEDURES

ACADEMIC CALENDAR

- Southwest Tennessee Community College operates on an early semester calendar system.
- The Fall Semester begins late August and ends mid-December.
- The Spring Semester begins mid-January and ends mid-May.
- Each semester is approximately 15 weeks long.
- Within the Summer Semester, which is fast tracked, are two Summer Sessions approximately five weeks in length.
- The STCC Academic Calendar is published in the front of this catalog and by term in the Schedule of Classes.

ACADEMIC LOAD

- Full-time - A student who enrolls in 12 or more semester hours of credit is considered to be full-time.
- Part-time - A student who enrolls in less than 12 semester hours of

credit is considered to be part-time.

- **Maximum Load** - The maximum number of semester hours of credit in which a student may enroll Fall or Spring Semester at Southwest Tennessee Community College is 18. The maximum number for summer is 15.

ACADEMIC MISCONDUCT

Plagiarism, cheating and other forms of academic dishonesty are prohibited. A student guilty of academic misconduct, either directly or indirectly through participation or assistance, is immediately responsible to the instructor of the class. In addition to other possible disciplinary sanctions that may be imposed through regular College procedures as a result of academic misconduct, the instructor has the authority to assign an “F” grade or a zero for the exercise or examination or to assign an “F” grade for the course. College sanctions for academic misconduct may include suspension or dismissal from the College.

When a student believes that he or she has been wrongfully accused of academic misconduct, he or she should:

- seek resolution with the instructor; if resolution is unacceptable
- seek resolution from the Department Head of the instructor; if resolution is unacceptable
- seek resolution from the Academic Dean of the department; if resolution is unacceptable
- file a grievance by presenting the facts of the case in writing, with any supporting documentation, to the Provost/Executive Vice President for Academic and Student Affairs, who will schedule a hearing before the Academic Appeals Committee

The student is responsible for moving through the process as expeditiously as possible and the grievance must go to the Academic Appeals Committee within thirty (30) days of the incident. The instructor charging the student with academic misconduct must report the incident, including all pertinent facts, to the Department Head within five (5) calendar work days (M-F) after the charge has been made. The incident report must include any action taken against the student by the instructor for the academic misconduct. Members of the Academic Appeals Committee will review the incident report if the student files a grievance.

STUDENT ACADEMIC SUCCESS SEMINAR (ACAD 1100)

This course is required for all first-time, full-time, degree seeking STCC students. These seminars are designed to assist students in making the transition to college during the freshman year. Students are introduced to college functions and resources. Additionally the student receives survival skills necessary to prepare for career preparation, academic expectations, time management, test anxiety, and life outside the classroom as well as personal values and relationships. Although this course is not required of all students, it is highly recommended that new students register for the course.

ALTERNATIVE CREDIT

Students at Southwest Tennessee Community College include adults who have previous work or military experience applicable to a degree program. Therefore, Southwest Tennessee Community College offers several programs designed to give an adult student “advanced standing” in a specific associate degree program. The maximum number of alternative credits acceptable towards the student’s academic program is equivalent to two-thirds of the program credit hour requirement. The two-thirds equivalent includes credit hours accepted in transfer from other institutions of higher education (see Transfer Credit). Credit is only awarded in areas of offered within the curriculum of STCC and must be appropriately related to the student’s educational program. Alternative credit programs are described below.

Advanced Placement (AP) Examination

Students who successfully complete the Advanced Placement Examination may receive credit for required or elective courses in their programs of study in the subject areas of biology, chemistry, English, history, mathematics, and physics. No fees will be charged for awarding this credit.

Armed Services

Credit may be granted for any military service school or for any USAFI/DANTES Subject Standardized Test that has been satisfactorily completed and determined to have a Southwest Tennessee Community College equivalent needed in the students academic program of study.

Veterans having 12 months continuous service are exempt from taking a physical education activity course and will receive two semester hours of credit in lieu of the physical education course. To receive this credit, veterans are to contact the Veteran’s Counselor in Room M-126 at the Union Avenue Campus or the Veteran’s Counselor in the Farris Building, Room 2040, on the Macon Cove Campus.

Challenge Examination

Any student who is enrolled and in good standing may, by passing a challenge examination, earn credit for some courses offered by STCC.

Conditions and Restrictions

- Some laboratory, clinical, and performance courses require long-term evaluation of competence and cannot, therefore, be challenged for credit by exam.
- A student will be allowed only one attempt per course to pass a challenge exam.
- Challenge examinations are developed and graded by faculty assigned to do so by the chair of the department offering the course.
- Students who pass challenge examinations receive a grade of “ES.” A student who fails the examination will receive a grade of “EU.” The course may be challenged by examination only once.

Procedures for Challenge Examinations

- A student may apply for a challenge examination at any time after he or she has registered for the course but not later than the last official day to drop a course.
- A student wishing to attempt a challenge examination must:
 - Have the endorsement of his or her academic advisor and pay a \$15 fee.
 - Submit to the Department Chair a completed Petition for Credit by Examination form.
- Once approved, the challenge examination will be scheduled by the Department Chair at a time mutually convenient to the student and the department faculty.
- Students may not accumulate through challenge examinations more than two-thirds of the total credits required for graduation nor more than two-thirds of the total hours required for a particular major or concentration course.

College-Level Examination Program (CLEP)

Equivalent college credit may be awarded to a student who has earned an acceptable score on either the general or subject examinations of the College Level Examination Program (CLEP). The awarding of CLEP credit is subject to the following conditions and limitations: 1) credit awarded through CLEP examinations by other institutions must meet the minimum standards set forth for Southwest Tennessee Community College students to be acceptable for transfer, and 2) the course equivalencies, number of Semester Credit Hours awarded, and minimum scores required for each subject and general CLEP examinations are listed as follows:

Subject Exam	Standard Score	STCC Course	Credit Hours
American Government	50	POLI 2010	3
American Literature	50	ENGL 2110 & ENGL 2120	3-6

(essay required)			
Business Law	50	FINR 2300	3
Calculus with Elem. Functions	50	MATH 1830	3
College Algebra	50	MA 1130	3
College Algebra/Trig	50	MA 1740	3
College French - Level 1	50	FREN 1010 & FREN 1020	6
College French - Level 2	50	FREN 2010 & FREN 2020	6
College Spanish - Level 1	50	SPAN 1010 & SPAN 1020	6
College Spanish - Level 2	50	SPAN 2010 & SPAN 2020	6
English Literature	50	ENGL 2210 & 2220	6
(essay required)			
English Composition	48	ENGL 1010	3
(w/essay)			
Introduction to Chemistry	50	CHEM 1010 & CHEM 1020	8
General Biology	50	BIOL 1110 & BIOL 1120	8
General Psychology	50	PSYC 1010 & PSYC 1020	6
History of US I	50	HIST 2010	3
History of US II	50	HIST 2020	3
Human Growth & Development	50	PSYC 1040	3
Info Systems & Computer Apps	50	CMPT 1010	3
Introductory Accounting	63	ACCT 1210 & ACCT 1220	6
Intro to Business	50	MGMT 1000	3
Intro to Educational Psychology	50	EDUC 2130	3
Intro to Management	50	MGMT 2010	3
Intro to Sociology	50	SOCI 1010	3
Marketing	50	MRKT 2000	3
Prin of Macro Econ.	50	ECON 2010	3
Prin of Micro Econ	50	ECON 2020	3
Principles of Accounting I	63	ACCT 1210	3
Principles of Accounting II	63	ACCT 1220	3
Statistics	60	MATH 1530	3
Supervisory Management	50	MGMT 2070	3
Trigonometry	50	MA 1131	3
Western Civilization I	50	HIST 1110	3
Western Civilization II	50	HIST 1120	3
CLEP General Examinations			
English Composition	50	EN 1010	3
(with essay)	421-500		
Mathematics	421-500	MATH 1130 & MATH 1720	6
Natural Science	421-500	PSCI 1410 & PSCI 1420	8
Social Science/History	421-500	SOCI 1010 & HIST 1510	6

Experiential Learning

Southwest Tennessee Community College believes that students should be able to receive credit for college-level learning that has taken place outside of college or university classrooms before students enroll in the College. The learning may have taken place on jobs or in other life situations. This credit is awarded when students explain and document in a portfolio that they have already learned in life what particular courses at the College are designed to teach. Students should contact the department chair of their major or area of interest for the policies and procedures for experiential learning credit. Conditions and restrictions:

- Credit earned through portfolio development is not included in the calculation of the student's Quality Point Average (QPA). The student receives a grade of E (Experiential Credit) for the equivalent course when credit is awarded. No entry is made on the student's transcript for unsatisfactory portfolios when no credit is awarded.
- Request for credit by the portfolio method can come from almost any area of the curriculum (core, concentration or electives) unless a specific career accrediting agency does not allow portfolio or alternative credit.
- Students wishing to apply for Portfolio Credit must be registered as students in the College during the semester in which they are applying for credit.
- Students must have taken necessary placement exams and must have completed any developmental studies courses in reading and writing.
- Students must apply for Portfolio Credit at least two semesters prior to graduation and must submit portfolios at least one semester before graduation.
- Students must be able to explain how all courses for which Portfolio Credit is requested relate to their educational goals.

- Students who have failed courses cannot challenge them by portfolios.

Independent Study

A student who exhibits the capability of mastering the content of a given course by self-study and who meets the normal prerequisite requirements can request independent study. The student must obtain approval of both the advisor and the department chair. Independent study is also subject to the availability of faculty. Students may not pursue courses in which they have received a grade, or earned credit in an equivalent or more advanced standing course. The independent study may be for one school calendar semester or six months. Only grades of "A," "B," "C," "F" and "W" will be assigned to independent study. The student should first contact his or her academic advisor.

Servicemembers Opportunity College (SOC)

Southwest Tennessee Community College (STCC) is designated by the U.S. Department of Defense (DOD) as a Servicemembers Opportunity College (SOC). SOC, a consortium of National Higher Education Associations and more than 1,350 institutional members, functions in cooperation with the DOD and the military services to help meet the voluntary higher education needs of service members. SOC institutional members subscribe to certain principles, criteria, and guidelines as outlined in the SOC Guide to ensure that high-quality academic programs are available to military students. STCC, as an institutional member of SOC is committed to uphold these principles, criteria, and guidelines and to ensure a high level of institutional compliance. STCC grants academic credit to military personnel for military training and experience plus knowledge acquired through other nontraditional modes of training. Such credit is always granted based on recommendations made by the American Council on Education (ACE) and may be applied to meet degree requirements when applicable to a service members' program.

APPROVAL FOR CLASS OVERLOADS

In a minimal number of special cases, the Academic Dean will permit students to exceed the academic maximum load for the term. A request to exceed the maximum class load may not be made by students enrolled in developmental studies courses. Permission of the Academic Dean is required for any student who wants to enroll in more than 18 semester hours of credit fall or spring semester or for more than 15 hours summer. The appropriate form indicating the Dean's permission must be submitted to Admissions and Records Office personnel.

APPROVAL TO ENROLL IN CLOSED CLASSES

When the maximum number of students allowable in a particular class section has been reached and a student has special circumstances that warrant consideration for approval to enroll in the class section, permission of the academic department head is required. Usually, permission is not granted when special labs, equipment, classroom size, etc., are determining factors. The appropriate form indicating the Department Chair's permission must be submitted to Admissions and Records Office personnel.

CHANGE OF MAJOR

Each student should discuss academic goals and programs with his or her academic advisor. When it is necessary for a student to change his or her major, the appropriate form should be completed by the student and academic advisor and delivered to the Admissions and Records Office for processing. The academic advisor may recommend that the student request a different academic advisor who teaches in the newly selected major program.

CLASSROOM BEHAVIOR

The instructor has the primary responsibility for control over classroom behavior. Any student engaged in disruptive conduct or conduct violating the general rules or regulations of the College may be ordered to temporarily leave the classroom. Extended or

permanent exclusion from the classroom can be effected only through appropriate procedures of the College. When extended or permanent exclusion is warranted, the instructor should seek immediate resolution through the Dean of Student Services and Enrollment Management and/or the Provost/Executive Vice President for Academic and Student Affairs. Appropriate College procedures will be followed.

COURSE PREREQUISITES AND CO-REQUISITES

Some of the courses offered at Southwest Tennessee Community College require specific prior knowledge or skills to be successful. To assist students in obtaining the skill or knowledge required, courses are offered at the College in a sequence that provides the best chance of student success. Some courses must be completed prior to enrolling in other courses. These courses are identified as prerequisites. Students should read the Course Descriptions section of this catalog for a listing of prerequisites. Students must meet the prerequisite requirement before being enrolled in the higher level course.

Some courses must be taken along with other courses. These courses are called co-requisites. Co-requisites usually provide for the development of competencies that support comprehension, or reinforcement of materials presented in the other course(s). Course co-requisites are listed in the Course Descriptions section of this catalog.

Students who want relief from taking a prerequisite or co-requisite course must obtain approval from the Department Chair. The appropriate approval must be presented to personnel in the Admissions and Records Office before the student will be enrolled in a course without meeting prerequisite and/or co-requisite requirements.

NAME, ADDRESS and/or TELEPHONE NUMBER CHANGES

The Admissions and Records Office should be informed of all changes in the student's legal name, mailing address and/or telephone number. Southwest Tennessee Community College is not responsible for a student's failure to receive official information due to the failure to notify Admissions and Records Office personnel of any changes. A copy of legal records should be submitted to document a name change.

ORIENTATION

Each full-time, degree-seeking student enrolling in college for the first time is required to attend orientation. Orientation is also recommended for other students enrolling at the College for the first time. The purpose of orientation is to introduce students to Southwest Tennessee Community College. During the orientation program, students will meet College administrators and faculty, be introduced to academic programs and services, learn about financial aid and registration procedures, and learn of the various facilities available throughout the College's service area. Students who have completed admissions may also be allowed to actually register for classes.

STUDENT CLASSIFICATIONS (Freshman, Sophomore, Special)

- Freshman - Students admitted to the College in degree admissions or readmission to degree status who have earned less than 30 semester hours of college level credit are classified as freshmen. Generally speaking, freshmen are first-year, degree-seeking college students.
- Sophomore - Students admitted to the College in degree admissions or readmission to degree status, who have earned at least 30 semester hours of college level credit are classified as sophomores. Generally speaking, sophomores are second-year, degree seeking college students.
- Special Undergraduates - Students admitted to the College in the non-degree admission category are classified as special undergraduates.

GRADUATION

GRADUATION CEREMONY

Southwest Tennessee Community College conducts one graduation ceremony each academic year. The commencement exercise occurs in mid-May. Participation in the ceremony does not guarantee the awarding of the degree or diploma. If the student should fail one of the last courses needed to meet requirements, the degree will not be posted nor will a diploma be issued. Students enrolled in certain Allied Health and Nursing programs who fail a final course must have the permission of the Department Chair to participate in the ceremony. The written authorization to allow participation must be filed in the Admissions and Records Office prior to the day of commencement.

ELIGIBILITY FOR PARTICIPATION IN THE GRADUATION CEREMONY

To be eligible for participation in the graduation ceremony, each student must meet the following requirements:

- Have filed an *Application for Graduation* with the Admissions and Records Office
- Have completed all courses needed for the academic program or is currently enrolled in the final course needed to complete the academic program (Exception: RADT candidates)
- Have at least a minimum 2.0 cumulative higher education Quality Point Average
- Have completed the College's graduates testing requirements
- Have completed the College's graduates survey
- Have submitted written authorization from Department Head permitting participation in the ceremony if a final Allied Health or Nursing course is failed

GRADUATION PROCEDURES

Each student who would like to graduate should follow these steps:

- Review the College's Academic Calendar in the front portion of this catalog for dates applicable to graduation and meet deadline dates
- Meet with his or her academic advisor
- Complete *Application for Graduation* form
- Attach copy of degree or certificate plan to the *Application for Graduation* form
- Check for 2.0 higher education quality point average
- Check for completion of high school unit requirements if AA or AS degree
- Check for computer literacy requirement
- Determine the need for and complete *Graduation Requirements Alternative Determination (GRAD)* forms for course substitutions/waivers
- Schedule missing course requirements to be completed during the perceived final term of enrollment
- Discuss required graduates tests
- Schedule and complete any required graduates test
- Complete the graduates survey in the Job Placement Office if AAS degree or certificate
- Pay \$25 graduation application fee
- File the completed *Application for Graduation* form with the Graduation Analyst located in the Admissions and Records Office

GRADUATION CATALOG LIMITATIONS

Students may graduate under any catalog in effect during their enrollment at Southwest Tennessee Community College (Shelby State and State Tech included) as long as it is not more than five (5) years old. Variations in catalog program requirements result from program upgrades and enhancements as well as accreditation standards. In most cases, for employment and continued education purposes, it is to the student's benefit to graduate according to the latest program requirements.

WITHHOLDING OF DEGREE OR CERTIFICATE

For graduation, a student's financial and academic record must be cleared of all encumbrances. This includes payment of outstanding debts to the college, earning the appropriate number of credit hours, completing specific courses required for the degree/certificate (includes high school unit requirements) and maintaining at least a 2.0 college level quality point average. If for any justifiable reason, students who have filed Applications for Graduation are found to be missing any of these requirements, the degree or certificate will be withheld. This means that the diploma will not be issued and the degree will not be posted to the student's transcript.

DEGREES, CERTIFICATES AND THE DIPLOMA

The actual degree or certificate earned will be posted to the student's permanent record immediately following the term in which the student completes all procedures and requirements for graduation as stated above. Diplomas will be sent by registered mail to Southwest Tennessee Community College students within two (2) weeks of commencement exercises. The diplomas of honor students will be mailed later if the academic honor status is changed (Example: Student moves from Magna Cum Laude to Summa Cum Laude status or vice versa). Diplomas not received by the end of the next term following the graduation ceremony should be reported to the Graduation Analyst in the Admissions and Records Office. Students have one year from the date of commencement exercises to notify the Graduation Analyst of any error on the diploma or of non-receipt of the diploma. After the one-year period, the diploma will not be reordered.

GRADUATION WITH ACADEMIC HONORS

Graduation with academic honors is reserved for students who have completed associate degree requirements. Honor students wear gold tassels during the graduation ceremony. Students who have been inducted into Phi Theta Kappa honor society wear special gold stoles engraved with the society's Greek symbols and gold tassels. Academic honors are announced during the commencement exercise along with the student's name, degree and academic program. Usually, the student with the highest quality point average who participates in the graduation ceremony is presented a special award during the program. Each honor student must have at least a 3.25 college level quality point average. See the section of this catalog entitled Commencement Academic Honors.

LIMITATIONS ON DEGREES AND CERTIFICATES TO BE EARNED

A student may earn one Associate of Arts Degree, one Associate of Science Degree and any number of Associate of Applied Science Degrees and Certificates while enrolled at Southwest Tennessee Community College. Students seeking more than one Associate of Applied Science Degree must meet all requirements for the second and each subsequent major. A minimum of 16 additional semester hours of credit beyond the requirements of the first major must be completed for each new major.

Students seeking more than one concentration in a major must meet all requirements for the second and each subsequent concentration. A minimum of 12 additional semester hours of credit beyond the requirements of the first concentration must be completed. Students who receive a second concentration within a single major will not be issued an additional diploma; however, the concentration area will be posted on the academic transcript.

DEGREE AND CERTIFICATE REQUIREMENTS

The Admission and Records Office is the administrative unit responsible for implementing graduation policies. Each student seeking a degree or certificate from Southwest Tennessee Community college must meet the following requirements:

Associate Degrees

- Be admitted to degree status at the College by fulfilling all requirements
- Earn a minimum of at least 60 college level semester hours of credit
- Satisfy all requirements of an A.S. or A.A. degree area of interest or those of a specific A.A.S. degree major as listed in the catalog
- Successfully complete all minimum degree requirements as specified for the degree by Tennessee Board of Regents policy
- Fulfill the residency requirement by completing the final 21 semester hours of credit at STCC
- For the A.A. degree, satisfactorily complete six (6) hours of a single foreign language
- For A.A. and A.S. degrees, complete high school unit requirements
- Have an accumulative quality point average of at least 2.0
- Be free of debt to Southwest Tennessee Community College
- Be approved by the faculty in the area offering the selected degree
- File an *Application for Graduation* form with the Admissions and Records Office
- Take the required graduation examination and authorize the release of scores to the College

Academic Certificate of Credit

- Be admitted to degree status at the College by fulfilling all requirements
- Earn at least the minimum number of required semester hours of credit as stated in the catalog
- Satisfy all requirements specified in the College's catalog for the particular Academic Certificate of Credit
- Have an accumulative quality point average of at least 2.0
- Be debt-free to the College
- Be approved by the faculty in the area offering the selected certificate
- File an Application for Graduation form with the Admissions and Records Office

Technical Certificate of Credit

- Be admitted to either degree or non-degree status at the College by fulfilling all requirements
- Earn at least the minimum number of required semester hours of credit as stated in the catalog
- Satisfy all requirements specified in the College's catalog for the particular Technical Certificate of Credit
- Have an accumulative quality point average of at least 2.0
- Be debt-free to the College
- Be approved by the faculty in the area offering the selected Technical Certificate
- File an *Application for Graduation* form with the Admissions and Records Office

FEES AND CHARGES

Maintenance and other applicable fees are payable at registration each semester and are to be paid in cash, by check, or by VISA or MasterCard or Discover Card. Students who have not met their financial obligations will not be admitted to class. If students' fees are to be paid by someone other than themselves (vocational rehabilitation, private scholarship, employer, etc.) arrangements should be made at the Business Office before registration.

The Tennessee Code Annotated, TCA 49-9-108, states that all colleges and universities of the Tennessee Board of Regents are authorized to issue diplomas, transcripts or grade reports only to students who have satisfied all debts or obligations owed the college or university. Therefore, students may not re-enroll, graduate, or receive transcripts or grade reports until all financial obligations (returned-check charges, library fines, traffic fines, etc.) are paid to STCC.

Maintenance and Tuition Fees
(Fees are subject to change)

Residents of Tennessee*
 Full-time students (12 or more hours) \$647 per semester
 Part-time students \$ 56 per credit hour

Non-residents of Tennessee
 Full-time students (12 or more hours) \$2,585 per semester
 Part-time students \$ 224 per credit hour

- The definition of resident and non-resident established by the Tennessee Board of Regents will apply. Information about residence classification may be obtained from the Associate Director of Admissions and Records.

Deferred Payment

STCC offers deferred payment to eligible students. The plan will allow students to make an initial payment of one-half their fees when they enroll and defer the balance due until later in the semester. To be eligible, students must enroll in six credit hours or more. Students will be required to pay 50 percent of eligible charges (which include maintenance, tuition, technology access, campus access and student activity fees) plus any other fees due, such as application and late registration fees, at the time of registration. The remainder of the charges can be paid in two equal installments on established due dates within the term.

Students must be in good academic standing at the College, sign a deferred payment contract and pay a \$10 non-refundable service fee to participate in the program.

The deferred payment plan is available for the fall and spring semesters only. For more information, call the Cashiers' Office at (901)333-5296 or (901)333-4210.

Non-Credit Courses

Non-credit courses include seminars, workshops, and Continuing Education Unit (C.E.U.) classes. Fees for those non-credit courses are established individually for each class and are in addition to fees for credit classes.

Senior Citizens and/or Students with Disabilities

Persons who live in Tennessee and are 60 years of age or older and persons who live in Tennessee and who are totally disabled, as defined by the Tennessee Board of Regents, may audit credit courses without payment of a maintenance fee or technology fee. The campus access fee is not waived. Persons who live in Tennessee and are 65 years of age or older and persons who live in Tennessee who are totally disabled, as defined by the Tennessee Board of Regents, may enroll for credit courses without payment of the full maintenance fee but will be assessed a service fee of 50 percent of the semester hour rate up to a maximum of \$45 per semester plus a campus access fee of \$10 per semester. Enrollment without payment of the full maintenance fee will be subject to the availability of space in the class being requested. Registrations under these provisions will be processed during late registration only.

Audited Course Fees

Except for the special cases listed above, students who audit regular courses pay the same fees as those enrolling for credit.

Other Fees and Charges

ACT Residual Fee	\$31
Allied Health Program Fees	
EMT Malpractice Insurance	\$61
MLT Malpractice Insurance	\$25
Health Occup. Aptitude Exam (HOEA)	\$22
Paramedic Pre-Exam	\$25
Accuplacer (Devry students only)	\$20
Application Fee	\$ 5
Campus Access Fee	
Student (per semester fee)	\$10
Faculty/Staff (annual fee)	\$30
Campus Child Care Fee	see below
CLEP Service Fee	\$60
Correspondence Exam (non-student)	\$15

COMPASS/ASSET (Retesting fee)	\$20
Credit by Exam Fee	\$15
Deferred Payment Plan Service Fee	\$10
Deferred Payment Plan Late Charge	\$25
GED Test Fee	\$35
Per part	\$ 7
Graduation Fee	\$25
ID Replacement	\$ 5
Laboratory Fees:	
Food Preparation	\$35
Foundations of Nursing	\$15
Adult Health Nursing I	\$15
Adult Health Nursing II	\$15
Quantity Cookery	\$40
Catering/Special Food Services	\$40
Late Registration Fee	\$10
Library Fines	
Music Fees for Individual 30-minute lessons:	
One per week	\$45
Two per week (same medium)	\$55
Two per week (different media)	\$60
Nursing Programs Fees	
Nursing Student Government Association	\$40 yr. (optional)
Pre-exam.	\$45
Achievement Exam	
1 Part	\$11
2 Parts	\$22
Malpractice Insurance Charge	\$14.50
HESI Comprehensive Exam	\$30
HESI Customized Exam	\$35
15 week online NCLEX Course	\$189
Paramedic Pre-Exam	\$25
Returned Check Charge	\$20
Student Activity Fee	\$ 3
Technology Access Fee	\$10/credit hour

Residual ACT Fee

Individuals under 21 years of age needing to take the ACT for admissions to STCC must pay a \$31 fee in the campus Business Office and have a STCC admission application on file with the College. The ACT fee is non-refundable and non-transferable. (NOTE: STCC offers the Resident ACT and National ACT. Residual test scores are not transferable; therefore, only those individuals who will be enrolling in STCC courses will be allowed to register for the Residual ACT at STCC.)

Allied Health Program Fees

Application Fee

Each new student submitting an application for admission to the College must pay a one-time, non-refundable fee of \$5.

Campus Access Fee

Students registering for classes at any location are charged a campus access fee to help cover maintenance costs of facilities. Campus access fees are refundable only if the total maintenance fees are refunded at 100 percent.

Campus Child Care Fee

Interested parents should check with the center director for fee information.

CLEP Examination Fee

Equivalent college credit may be awarded to any bona fide STCC student who has earned an acceptable score on either the general or subject examinations of the College Level Examination Program (CLEP). Credit awarded through CLEP examinations by other institutions must meet the minimum standards set forth for STCC students to be acceptable for transfer. This fee is refundable up to \$46 under extenuating circumstances only. For additional information contact the Admissions and Records Office.

Credit by Examination Fee

A \$15 non-refundable fee is assessed in addition to regular per semester hour rate for each examination. However, the maintenance

fee charges for any one term shall not exceed the full-time rate.

Deferred Payment Late Charge

A non-refundable \$25 late charge will be assessed for each fee payment not received by the due date under the Deferred Payment Plan.

Deferred Payment Service Fee

A non-refundable service fee of \$10 will be assessed each semester for students electing to participate in the Deferred Payment Plan.

GED Test Fee

Individuals desiring to register to take the GED test battery at STCC will pay a \$35 non-refundable fee in the STCC Business Office prior to the date of the test. A non-refundable fee of \$7 will be charged for individuals repeating a part(s) of the test battery. If the entire test is being repeated, the \$35 fee is in effect. GED fees are non-refundable and non-transferable.

Graduation Fee

Students are required to pay a non-refundable \$25 graduation fee that includes rental of caps and gowns for commencement. Graduation invitations may be purchased in the STCC bookstores.

I.D. Replacement Fee

Student identification cards are issued to all students. There is no charge for the initial card. However, the fee for replacing a lost student card is \$5. Information about obtaining or replacing an ID card is available in Student Services. The \$5 charge is non-refundable.

Laboratory Fees

Students who enroll for courses requiring special supplies are assessed a laboratory fee. Laboratory fees are refundable on the same basis as maintenance fees.

Late Registration Fee

All maintenance and tuition fees must be paid at registration. A non-refundable charge of \$10 will be assessed to all students registering during late registration.

Library Fines

Overdue Fines:

Books and periodicals	\$1 per item (\$1 maximum)
Audiocassettes	\$1 per day (\$1 maximum)
Compact Discs.	\$1 per day (\$1 maximum)
Videocassettes	\$2 per day (\$12 maximum)
Telecourse tapes	\$2 per day (\$12 maximum)
Slides	\$1 per day (\$12 maximum)

Lost or Damaged Items:

(all items overdue 60 days are considered lost)

Books and periodicals	Current price plus processing fee*
Audiocassettes	Current price plus processing fee*
Compact Discs	Current price plus processing fee*
Videocassettes	Current price plus processing fee*
Telecourse tapes	\$25 plus processing fee*
Slides	Current price plus processing fee*
Reserve materials	Current price plus processing fee*

*Processing fee - \$10

Other Charges:

Missing bar code	\$1.25
Damaged cassette case	\$3.00
Missing CD case	\$2.50

Appeals for a library fine should be directed to library personnel. If the person appealing is not satisfied with the resolution, a written appeal on the Library Appeals form can be made to the Administrative Head of Library Services. Further appeals can be made to the Provost/Executive Vice President of Academic and Student Affairs and then to the President of the College.

Music Fees

The fee for individual music lessons is \$30 per term for one 30-minute lesson per week. Two 30-minute lessons per week in the same medium are \$55 per term. Two 30-minute lessons per week in different media are \$60 per term. Music fees are refundable on the same basis as maintenance fees.

Nursing Program Fees

Nursing fees are listed above under Other Fees and Charges. Nursing fees are refunded on the same basis as maintenance fees.

Returned Check Charge

If a check presented for registration is returned by the bank, a \$20 non-refundable penalty is assessed. The student will be withdrawn from school if the check is not redeemed and the \$20 penalty fee paid (in cash) within 10 days. All other returned checks are also subject to a \$20 penalty fee.

Student Activity Fee

A \$3 non-refundable student activity fee is collected each term from all students to fund broad-based student activities. Student activity fees are refundable only if the total maintenance fees are refunded at 100 percent.

Technology Access Fee

The Technology Access Fee is \$10 per credit hour for one through six hours and \$62.50 for seven hours or more. The Technology Access Fee is refunded on the same basis as maintenance fees. Fees are subject to change.

The fees and fines above are subject to change by policy of the Tennessee Board of Regents.

REFUNDS

Maintenance, Tuition and Technology Access Fees

STCC will refund to any student who officially drops or withdraws during the refund period, any unused portion of the maintenance, tuition and technology access fees paid. The amount of refund will be computed as indicated below.

Classes Refund:

After pre-registration but before the first official day of the term
100%*

Last Day of 100% Refund Period:

2001 Fall semester	August 28
2002 Spring semester.	January 15
2002 Summer semester, Extended	May 27
2002 Summer I	May 27
2002 Summer II.	July 5

On the official day of the term through the 14th calendar day from the beginning of classes refund 75%*

Last Day of 75% Refund Period:

2001 Fall semester	September 11
2002 Spring semester	January 29
2002 Summer semester, Extended	June 3
2002 Summer I	June 4
2002 Summer II	July 12

On the 15th calendar day from the beginning of the term through 25 percent of the semester calendar days refund 25%*

Last Day of 25% Refund Period:

2002 Fall semester	September 21
2002 Spring semester	February 11
2002 Summer semester, Extended	June 14
2002 Summer I	June 4
2002 Summer II	July 15

After 25 percent period refund 0%*

All refund periods will be rounded up or down to the nearest whole day if necessary.

- * A 100 percent refund will be provided on behalf of a student whose death occurs during the semester; to students who are compelled by the College to withdraw; or, upon submission of required forms, to students absent from the College in excess of 30 days while on active military duty.

STCC complies with all federal regulations regarding refunds for financial aid recipients, including specific requirements for first-time students.

When the beginning and ending dates for a special course are different from the published dates, the 75/25 percent refund provision will be adjusted accordingly.

Non-Credit Courses

STCC will refund to any student who officially drops or withdraws from any non-credit course 100% of the fee paid if the drop or withdrawal occurs before the first day of class. A 100% refund will also be provided if the course is cancelled by the College. If the class exceeds five calendar days in length, the 75%/25% refund will be prorated based on the length of the class.

Appeal Procedures for Fees and Refunds

A student may appeal the assessment, application, calculation or interpretation of any STCC fee, charge, deposit, or refund, or any action by the college connected with fees and charges. Questions should be directed to personnel in the Business Office. If a student is not satisfied with the resolution made by the Business Office, a written appeal, on forms available in the Business Office, can be made to the Bursar and Director of Fiscal Operations. Further appeals may be made to the Vice President for Business, Finance and Information Systems and then to the President of the College.

FINANCIAL AID

General Information

The primary purpose of financial aid is to provide assistance to students who, without such aid, would find it difficult to attend college successfully. Southwest Tennessee Community College adheres to a nationally established policy and philosophy of financial aid for post-secondary education. This policy is that student and parents have the first responsibility for financing an education. However, when it is determined that a family cannot meet the educational costs, then financial assistance may be available. All students are encouraged to apply for aid if they feel they have a need. To determine if there is need for assistance, Southwest Tennessee Community College uses the [Free Application for Federal Student Aid](#) (FAFSA), which takes into consideration all factors that affect a family's financial status.

Application Procedures

To apply, obtain a financial aid application-the Free Application for Federal Student Aid from our Financial Aid Office or any high school guidance office. Complete the Free Application for Federal Student Aid and list our college code 010439 in Step 6. If you need assistance or have questions about how to complete the application, please contact our office and make an appointment with a financial aid counselor. It is important that the application be completed correctly. Applications with incorrect information must be sent back to the federal processor. Some corrections can be made by calling 1-800-4FEDAID. Corrections submitted to the Financial Aid Office can be processed within 7 to 10 days. Corrections sent by mail may create a delay of three to six weeks.

As an applicant, you will receive your federal Student Aid Report (SAR) within four to six weeks from the time the application is mailed to the federal processor. Once you receive your SAR, you need to review the data immediately and forward all parts of the SAR to the Financial Aid Office if corrections are needed.

If you are selected for verification by the Federal processor, as indicated on the SAR, you must submit a verification form and a copy of the appropriate tax return within 30 days. If these forms are not submitted within 30 days you may forfeit your right to receive federal financial assistance. If additional information and/or forms are needed, a notice will be sent to you indicating what is needed in order to complete your file. You must comply with all requests for information or documents within 30 days or you may forfeit your right to receive federal financial aid.

Financial Aid Office Location

The Financial Aid Offices are located in the Farris Building, Room 2102 on the Macon Cove Campus, and in Building M, Room 132 on the Union Avenue Campus. The Financial Aid Office staff is available during posted hours to discuss any student's financial need with him or her and to help with necessary aid application forms.

Financial aid application forms can be obtained in the Financial Aid Office or in a local high school guidance office. All information received in this office is kept in strictest confidence.

The college provides financial assistance to students through three basic sources: grants, employment and scholarships. Most of these funds come from programs sponsored by the federal and state governments. In order to be eligible to receive federal and/or state student assistance benefits, a student must maintain satisfactory academic progress and be admitted as a degree-seeking student in the course of study he or she has selected. Attendance is monitored to assure that students earn the funds they receive.

Application Deadlines Dates

Students who wish to receive financial aid should submit an application and have the Student Aid Report on file in the Financial Aid Office no later than March 15 in order to be sure of priority consideration for any financial aid for the next school year.

Applications will be considered if received after March 15; however, some funds will have been fully awarded. Awards will not be processed for students who have not completed all admission and program requirements. Students who apply late or have incomplete files must be prepared to pay their own expenses to start college and receive their aid at a later date.

Verification of Application Data

Please note that a select number of students who apply for federal financial aid must verify the information submitted on the FAFSA application. Therefore, students must be prepared to submit income documents to the Financial Aid Office. All requested documents must be turned in within 30 days or a student may forfeit his/her eligibility to receive federal aid. Also, the student must not be in default on a federal student loan or owe a repayment on a federal grant.

SOURCES OF FINANCIAL ASSISTANCE

The following sources of financial assistance are available through the Financial Aid Offices at Southwest Tennessee Community College:

Federal College Work-Study Program

The Federal College Work-Study Program provides jobs on campus for students who need financial assistance. This program gives students an opportunity to work up to 20 hours per week and earn a part of their educational expenses. Students are paid, by check, for the hours they work each pay period.

Campus Work Program

A limited number of campus jobs are available to full-time students who are pursuing a degree program. This program gives students an opportunity to work up to 20 hours per week. Students are paid, by check, for the hours they work each pay period.

Federal Pell Grant Program

The Federal Pell Grant Program, a federal student aid program, provides money to help undergraduates pay for their education. Eligibility is determined by the federal government using a standard formula to evaluate the information provided on the Free Application For Federal Student Aid. These grants provide the “foundation” of financial aid to which other aid may be added. All aid applicants must, therefore, apply for this grant.

Federal Supplemental Educational Opportunity Grants

The Federal Supplemental Educational Opportunity Grant is an award to help students with exceptional financial need pay for their education. It is for undergraduates only and it does not have to be repaid.

Tennessee Student Assistance Award

This state grant award is available to undergraduate residents of Tennessee who are enrolled in an eligible Tennessee college. Funds are appropriated annually by the Tennessee General Assembly and administered by the Tennessee Student Assistance Corporation. Eligibility is based on financial need as determined by the Free Application For Federal Student Aid using the federal Pell Grant Formula. All Tennessee residents who complete the Free Application for Federal Student Aid will automatically be applying for this grant. Funds are limited so students should apply early, at least by March 15, in order to be considered for this program.

Southwest Tennessee Community College Academic Service Scholarships

An academic service scholarship shall involve a work obligation to the college of 75-hours per term. Awards to first-time freshmen are limited to students who were in the upper quartile of their high school graduation class and who have a minimum high school average of 2.9 or the equivalent. Awards to transfer students will require a minimum cumulative college GPA of 2.5 earned on the basis of at least 12 credit hours. Students who have completed less than 12 credit hours shall, for the purpose of this policy, be considered first-time freshmen. Renewal of academic work scholarships will require a GPA of 2.5 each term. Failure to maintain a satisfactory average or satisfactory standard of conduct, or failure to fulfill the required work obligation, will result in the automatic forfeiture of the academic service scholarship.

The maximum amount of an academic service scholarship shall be the amount of the maintenance fees and a \$100 book allowance for each term. As long as all criteria for continuation of the scholarship are met, the award is renewable. Exceptions to the above requirements may be reviewed on an individual basis when admitting freshmen who have not attended high school or another post-secondary institution for a least four years.

Applications are available from the Admissions and Recruitment Office.

Southwest Tennessee Community College Student Ambassador Scholarships

The STCC Ambassadors are a group of students who serve as official goodwill representatives of the college. The duties of a Southwest Tennessee Community College Ambassador are very broad. They generally fall into three main categories—recruiting, hospitality, and public relations.

Southwest Tennessee Community College Ambassadors must meet the following criteria:

- be free of any disciplinary action by the college
- be willing to work in all areas of the college
- have at least a 2.8 grade point average
- be familiar with Southwest Tennessee and its activities
- be of good moral character and respectful to others
- have an outgoing and energetic personality
- be supportive of and loyal to Southwest Tennessee

Ambassadors will receive a Southwest Tennessee Community College Academic Service Scholarship that pays tuition (in-state only) plus a \$100 book allowance each semester, based on full-time enrollment. A 75 hour per semester service obligation to the college is required of all recipients enrolled full-time. For part-time students, the maximum amount awarded and the service obligation hours are prorated.

Applications are available from the Admissions and Recruitment Office.

Foundation Scholarships

Southwest Tennessee Community College Foundation scholarships are available in certain discipline areas. For information concerning these scholarships, contact the Financial Aid Office. The application deadline for most scholarships is March 15 for the fall term.

- Alumni Scholarship - Full-time student
- Alumni Scholarship - Part-time student
- Minnie Ash Scholarship
- Barlett Lions Club Scholarship
- BancorpSouth West Tennessee Educational Scholarship
- Cable vision - James R. Collins Scholarship
- East Memphis Business and Professional Women Scholarship
- Executive Women International Scholarship
- William W. and Jimmie Farris Endowed Scholarship
- 5K Scholarship
- Folk's Scholarship
- Frances M. Fulton Scholarship
- General Advisory Council Working Scholars
- The Greater Memphis Insurance Council (GMIC) Working Scholars
- Sandra Thomas Halfacre Scholarship
- Nolan Henrich Accounting Scholarship
- Russell W. Hughs Memorial
- Hospitality Management
- International Association of Administrative Professionals (IAAP)
- International Student Scholarship
- Insouth Bank Scholarship
- Alvin O. Jackson Scholarship
- Kimberly-Clark Corp. Working Scholar
- Dempsie B. Morrison Memorial Scholarship
- NAREB/Lewis Harris Memorial Scholarship
- Naval Air Arm Memorial Scholarship
- Ed Powell Scholarship
- Mandy C. Powell Endowed Memorial Scholarship
- Presidential Scholarship
- Davis C. Scott Memorial Scholarship
- Scott Paper Company Working Scholars
- Smith & Nephew Inc.
- John L. Thornton Memorial Scholarship

DUCKS Student Tutors

Student tutors who are called DUCKS (Dynamic Use of Collaborative Knowledge and Skills) assist with all academic majors and work individually with students developing academic and independent study skills. The DUCKS student tutors are available to all students, by appointment, on a one-to-one basis and are able to provide a unique student perspective.

The DUCKS Tutor Program is certified by the national organization, College Reading and Learning Association, at three levels of Regular, Advanced and Master Tutor.

The Academic Resource Center chooses new tutors at the end of each semester. Requirements for student tutors are as follows:

- A 3.0 grade point average
- Twenty hours of completed college level courses
- A faculty recommendation

Students selected receive a Southwest Tennessee Community

College Academic Service scholarship, which pays the tutor's full tuition (in-state only) and also provides for a \$100 book allowance for each semester, based on full-time enrollment. Each tutor is required to tutor five hours per week in the Center.

Satisfactory Academic Progress

The following regulations apply to all students receiving federal student financial assistance:

A. Financial aid recipients must maintain the following cumulative grade point average as considered to be making satisfactory progress in order to retain Federal Title IV Student Financial Assistance.

Total Hours Attempted	Minimum Required GPA
0-14.99	No minimum
15-25.99	1.0
26-40.99	1.4
41-48.99	1.7
49-56.99	1.9
57 or more	2.0

Financial aid recipients will be evaluated each semester based on their grade point average as defined above.

1. Financial aid recipients who fall under the academic probation category for will be considered as being on financial aid probation and may continue to receive financial assistance.
2. Financial aid recipients who fall under the academic probation category for two successive terms will not be considered to be making satisfactory progress and will not be eligible for continued financial aid. In order to restore their eligibility for financial aid, students must attend school on their own (paying their own expenses) and achieve satisfactory progress.
3. Financial Aid recipients who receive "I" grades due to incompletes will be considered to be on unsatisfactory progress until a grade is posted for the course or courses.

B. Students who are suspended from Southwest Tennessee Community College will not be eligible for any student financial assistance during the time of suspension. Suspended students who are readmitted to Southwest Tennessee Community College will be ineligible for federal student financial aid for the returning semester and until such time as satisfactory academic progress has been established.

C. Students who receive a 0.0 grade point average (due to all "F" grades) for a semester will not receive federal or state financial aid the following term. In addition, students who stopped or never attended will be asked to repay the federal financial aid funds received for the semester based on the last documented date of attendance.

D. Financial aid recipients who fail to complete any credit hours (due to all "W" grades) will not be eligible to receive federal or state financial aid the following term. If a student is determined to have achieved satisfactory academic progress at the end of the subsequent term of attendance, then student financial assistance can be continued for the following terms.

E. At the end of each award year the financial aid recipients will be evaluated to determine if minimum acceptable program progress has been achieved in meeting the requirements of their degree. Minimum acceptable program progress is defined as passing two-thirds of the hours or classes attempted during the award year. "I" grades and "W" grades do not count as passed courses in the two-thirds calculation, but are counted as courses attempted. All grades are defined in the Southwest Tennessee Community College catalog.

F. Once students lose eligibility for financial aid because of not

meeting satisfactory academic progress standards, they may restore their eligibility by attending on their own (paying their own expenses) and achieving satisfactory progress. Students desiring to attend the term immediately after making unsatisfactory progress should be prepared to pay their own fees at registration. If a student on unsatisfactory academic progress believes he or she has mitigating circumstances, he or she may present a written appeal to the Director of Financial Aid. If the appeal is granted, the student may continue to receive student aid. If the appeal is not granted, the decision of the Director of Financial Aid may be appealed to the Dean of Student Services.

G. In order to insure that a student completes his or her degree within a reasonable time period, a maximum time frame has been established by STCC. Students are expected to complete their designated program of study in 150% of the time normally required for graduation.

Financial Aid Refund and Repayment Policy

Last Day of Attendance

The United States Department of Education requires an institution to determine the last day of attendance for federal financial aid recipients who stop attending or never attend classes during a semester. These students have unofficially withdrawn from the college because the student did not complete a withdrawal form with the College.

When a student who receives federal financial aid receives all F's for a semester, the College determines if the F's are for unofficial withdrawal from the college based on non-attendance information submitted to the Records Office by the student's instructors. If a student stops attending or never attends a class during the semester, the student may owe funds to the College and/or the federal financial aid program from which the student received financial aid. Southwest Tennessee Community College faculty are required to maintain attendance records and must indicate the last day of attendance for each student who earns an F grade.

RETURN OF FEDERAL FUNDS—REFUNDS AND REPAYMENTS

When a student who receives financial aid officially withdraws from the College, never attends classes, or ceases attending classes during a semester, the College performs refund and repayment calculations to determine if any financial aid funds need to be refunded to the financial aid program by the College and/or repaid by the student. If the student has received federal Title IV financial aid such as Federal Pell Grant, Federal Supplemental Employment Opportunity Grant (SEOG), or Tennessee Student Assistance Association Grant (TSAA), the institution must calculate the amount of Title IV financial aid the student has earned. This is accomplished by multiplying the percent (%) of the semester completed by (X) the amount (\$) of federal Title IV financial aid that was disbursed. This calculation provides the "earned" amount. The earned amount is subtracted from the total financial aid disbursed as of the date the College has determined that the student withdrew. The difference is the unearned amount which must be returned to the Title IV programs.

The portion of the unearned amount which paid institutional charges is repaid by the institution. The portion of the unearned amount which was disbursed to the student must be repaid by the student. Any amount returned by the institution will be charged to the student's account as "unpaid tuition".

Federal regulations require that repayment of Title IV financial aid funds be distributed in the following order:

1. Federal Pell Grant
2. Federal Supplemental Opportunity Grant
3. Tennessee Student Assistance Corporation Grant
4. Other State, private or institutional aid
5. The student.

Initial billing and collecting activities for required repayments are performed by the College. A student, who fails to repay to the college an amount of Title IV financial aid which the student owes, will be referred to the U.S. Department of Education. A student who does not make repayment will not be eligible to receive further federal student financial aid at this college or any college until the repayment has been made.

Examples of refund and repayment calculations are available upon request.

VETERANS AFFAIRS

A full-time Office of Veterans Affairs is available on both main campuses of Southwest Tennessee Community College. Veterans, active duty service members, and other persons eligible for veterans' benefits may obtain information and the forms necessary to apply for benefits from either office. Veterans are required to provide a copy of their DD-214 (Certificate of Release or Discharge from Active Duty), a "Member Copy 4." An original or certified copy of the DD-214 is not required.

The VA requires that persons receiving VA educational benefits receive maximum credit for prior education (civilian/military) and military training/work experience. Transcripts must be obtained from each civilian school attended. The Department of Defense, specifically the branch of service, provides documentation of military education/training/work experience. This may be in the form of an AARTS Transcript (Army), CCAF Transcript (Air Force) or a SMART Transcript (Navy/Marines). A DD-295 (application for the Evaluation of Learning Experiences during Military Service) or a DD2586 (skill verification document) may be substituted for the aforementioned forms, for all branches of service.

In order to receive VA Educational Assistance at Southwest Tennessee Community College, eligible persons must be enrolled in a program leading to a specific degree or certificate. To be certified for educational benefits for a course(s), the course(s) must be included in the requirements for the degree program being pursued. If indicated as necessary by the results of the COMPASS/ASSET, an individual may be certified for remedial and/or developmental courses. (These courses may not be taken as an online or telecourse.) Individuals receiving Veteran's Educational Benefits may not decline to have previously earned credits, as appropriate, applied to their program. Status as a "Special Non-Degree" or "Undeclared Major" student is not permissible for those receiving VA Educational Benefits.

For more information, call a veterans' counselor at (901) 333-4185 or (901) 333-5115.

STUDENT SERVICES

ACADEMIC ADVISING

The success of all students depends to a large extent upon their involvement in learning and academic processes. One vital process of educational involvement is academic advising. The Advising, Counseling and Articulation Center at Southwest Tennessee Community College has as its goal the full realization of the student's academic aspirations. To that end, the activities of the Center, along with assigned faculty advisors, will assure that students receive the caliber of advising essential for their academic success.

Faculty members are the core providers of effective academic advising. Students who have selected a specific academic program are assigned to a faculty advisor in that program. Students who are undecided are assigned to an advisor qualified to assist with schedules based on core courses. When an undecided student selects an academic program, the student will usually be reassigned to an

advisor in that program.

It is the responsibility of the student to meet with his/her advisor at least once prior to each registration to plan a course schedule for the next term. This academic advising session, preferably scheduled during the Early Advising/Early Registration period, assures the student that course selections fit career plans, and assists the student in monitoring academic progress. Students who take advantage of an early advising session also have the opportunity to select the most ideal course schedules.

Members of the Advising, Counseling and Articulation Center also assist students who plan on transferring to other colleges and universities with articulation issues. These services support the belief that the total growth of the student is beneficial to both the student and Southwest Tennessee Community College.

Academic advising is available from 8 am to 6:30 pm on the Macon Cove Campus and from 8 am to 4:30 pm on the Union Campus. Academic advising, along with other vital services, are also offered from 4:30 pm to 6:30 pm Monday-Thursday on the Union campus. Additionally, evening services are offered from 4:30 pm to 6 pm at the Southeast Center on Mondays and from 4:30 pm to 6:30 pm on Tuesdays at Gill Center. Students are encouraged to visit. Appointments are recommended but they are not required. It is the desire of the Center to assist the students in the shared responsibility of achieving academic success.

For further information contact:

The Advising, Counseling and Articulation Center
Southwest Tennessee Community College
5983 Macon Cv.
Memphis, TN 38134
(901) 333-4170
or
737 Union Ave.
Memphis, TN 38103
(901) 333-5122

CAREER SERVICES

Job Placement Services

The STCC Career Services Centers offer job-related services for undergraduates, graduating students, and alumni. The Centers at STCC will serve all students who request assistance with their job readiness skills including: job-search strategies, resume construction, and interviewing techniques.

The Centers have a web-based program for handling resumes of students and alumni. Those wishing to use this service, complete a resume for review to be placed on the web. Employers will review resumes and contact students directly for interviews. Resumes will be sent via web or fax from the system to requesting employers. The Centers are prohibited from providing resume referral service for anyone without an active file.

Listings of available full-time and part-time jobs for graduates and undergraduates are listed on the web, posted on bulletin boards at all campuses and shown on the television monitors located in each building throughout each campus. For additional information on jobs, all students and alumni are invited to visit or call the Career Services Centers:

Macon Campus	Union Campus
Farris 2160	B-224
5983 Macon Cove	737 Union Avenue
Memphis, TN 38134	Memphis, TN 38103
Phone: (901) 333-4180	Phone: (901) 333-5379

http://www.stcc.cc.tn.us/career_services

Cooperative Education

Cooperative Education (Co-op) is a program in which the College and the local business community continue their efforts to provide students with a more relevant and meaningful educational experi-

ence. The purpose of Cooperative Education is to train students for their future roles in the job world and to enable them to lead their lives as fully as possible. The step, however, between classroom theory and actual job reality is a big one. The Co-op Program combines the lessons of both environments during the students' learning years and helps them see the relationship between their classroom work and their future professions.

Students reap many benefits from participating in the Co-op Program. Co-op adds relevance to education, increases motivation, develops maturity, introduces the student to the world of work, and gives the student a chance to earn while learning.

The Career Services Centers will interview and screen applicants for the program. Only students who exhibit sincerity, adequate skills, and ability to fill a Co-op position will be recommended to employers. The College will assist in establishing the training program and will help oversee students' progress during their terms of employment. The College will provide guidance and counseling to both students and employers as requested.

Options I and I-A earn three and four semester credit hours, respectively.

A minimum of 12 semester credit hours must be completed by the students with a grade point average of 2.5 or higher before they are eligible for either Option I or I-A. Students register for Cooperative Education Work Experience I, II, III, and pay tuition/fees for a three- or four-hour class. Course designations are listed under each major participating in the program. Hourly compensation is provided with this option.

Options II - Technical Scholarship Program

Students who have met all entrance requirements for STCC and have at least a 2.5 grade point average may apply. Once selected by the employer, scholars are expected to maintain grade point average approved by the sponsoring organizations. Technical scholars are expected to register for at least eight semester hours of academic course work plus the Technical Scholarship Program course. Scholars are enrolled as full-time, degree-seeking students and work, an average of 20 hours per week each semester for sponsoring organizations. The scholars will be given a letter grade for four semester hours, upon satisfactory completion of the work experience and submission of required documentation. These hours are utilized in the computation of semester and cumulative grade point average, and may be used for completion of degree requirements with the approval of an academic dean. Course descriptions are listed under each major participating in the program. Tuition, fees, textbooks and an hourly rate are provided with this option.

Types of Co-op Schedules

A. Alternating Plan

The Co-op program places the student on a schedule alternating semesters of full-time work and full-time study. Students enrolled under the alternating plan are required to register for Co-op class during the semester they are working. They must be full time students the semester prior to and the semester immediately after the work experience.

B. Parallel Plan

Students enrolled under the parallel plan work a minimum of 20 hours per week and must register for minimum of eight semester credit hours of classes in addition to the Co-op class.

C. Variations of Plans

In addition to the alternating and parallel plans, variation of either plan may be used to accommodate the needs of the employer and/or student. Some students may choose to enroll in the Co-op Program in their last semester of attendance after they have completed all, or nearly all, of their degree requirements. The Co-op Program is flexible enough to allow for this and many other options and alternatives.

Enrollment Information

Students interested in enrolling in the Co-op Program should contact

a Career Services Center.

COUNSELING, ADVISING AND ARTICULATION CENTERS

The Counseling, Advising and Articulation Centers at Southwest Tennessee Community College strive to provide comprehensive counseling services to students with diverse needs. The Centers, located at both the Union Avenue and Macon Cove campuses, serve as the primary student counseling centers for all Southwest Tennessee Community College area teaching sites.

Employing a variety of methods, counseling services include, but are not limited to:

- * Personal counseling
- * Academic counseling
- * Career counseling

For further information contact:

The Counseling, Advising and Articulation Center
Southwest Tennessee Community College
5983 Macon Cove
Memphis, TN 38134
Phone: (901) 333-4170
or
737 Union Ave.
Memphis, TN 38103
(901) 333-5122

Counseling for students with disabilities

Southwest Tennessee Community College is committed to serving all students, including students with disabilities, and adheres to the guidelines set forth in Title II of the Americans with Disabilities Act (ADA). The College assures that discrimination (or the potential for discrimination) on the basis of disability does not exist related to student programs, activities, and services, including those related to academic programs, research, occupational training, admissions, counseling, financial aid, and extracurricular activities. Specifically, students with disabilities should be aware of the following:

A. The Law

Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act which became effective January 25, 1992, legislates the following:

1. that no student may be excluded from any course or any course of study solely on the basis of disability;
2. that modifications in degree or course requirements may be necessary to meet the requirement of some students with disabilities;
3. that prohibitive rules, such as banning tape recorders from the classroom, must be waived for some students with disabilities;
4. that auxiliary aids must be permitted in the classroom when they are required to ensure the full participation of students with disabilities;
5. that alternate testing and evaluation methods for measuring student achievement may be necessary for students with impaired sensory, manual, or speaking skills;
6. that classes may have to be rescheduled (moved to an accessible location) to permit access for students with mobility impairments;
7. that special equipment or devices used in the classroom (and in some cases teaching techniques that rely upon sight, learning or mobility of students) may require adaptation in individual cases; and

8. that it is discriminatory to counsel students with disabilities toward more restrictive careers than students without disabilities, unless such counsel is based on strict licensing or certification requirements in a profession.

B. Procedures for Accommodating Students With Disabilities

1. A discount of maintenance fees is available for those individuals with total disability, as defined by the Tennessee Board of Regents, and who are not being sponsored by Vocational Rehabilitation. Contact the Counseling, Advising, and Articulation Centers for further information.
2. Alternate means of testing are available for the ACT (Residual) and the Compass/ESL/Asset Placement exams for students with documented disabilities. Contact the Testing Centers for additional information.
3. Students with disabilities who anticipate a problem going through the regular registration process should contact the Counseling, Advising, and Articulation Centers for assistance.
4. **Off-Campus Excursions**
Academic areas that have requirements for off-campus excursions will provide special accommodation for students with disabilities when possible. If accommodation cannot be provided, the experience will be waived and a closely related experience within the student's capability will be substituted.
5. **Student/Faculty Schedule Conflicts**
If a student with a disability has a problem meeting with an instructor or advisor during the instructor's or advisor's scheduled office hours because of the student's disability, an appointment will be made outside of the normal office hours. The student may make the appointment with the individual concerned or the division secretary.
6. **Inaccessible Offices**
If a student with a mobility disability desires to meet with an instructor or advisor and the instructor's or advisor's office space is inaccessible, the student should make an appointment with the individual concerned or the division secretary to meet in an accessible location.
7. **Inaccessible Classrooms**
It is the instructor's responsibility to identify the situation where a student with a mobility disability has been assigned to a class that meets in an inaccessible area. The instructor then contacts the scheduling director to reschedule the class to an accessible area. This reassignment is given top priority. If the student identifies the problem prior to the instructor, the student should contact the Counseling, Advising, and Articulation Centers. The Counseling, Advising and Articulation Centers will in turn notify the instructor of the problem. The instructor will then make the necessary rescheduling of the class.

NOTE: No arbitrary or automatic rescheduling of classes should be initiated without first consulting with the student on his/her desires.

8. **Library Services**
Students with vision and mobility disabilities may make appointments to use special and/or reserved materials, equipment and conference rooms. Assistance in material retrieval is available as needed.
9. **Alternate Testing and Evaluation**
The student must take the initiative to request an alternate means of testing or evaluation. The request may be directed to the faculty member involved or the Disability Counselors. In either case it is the responsibility of the Disability Counselors to determine if an alternate testing

or evaluation is warranted. When the Disability Counselors have established a documented need, the faculty member is notified. The faculty member, in consultation with the student, attempts to determine an alternate means of testing or evaluation acceptable to both parties. In most cases this is accomplished satisfactorily with very little disruption to either's schedule. However, some cases may require means beyond the capability of the faculty member. In these cases the faculty member requests assistance from the Disability Counselors to provide whatever means possible to resolve the problem, including the administration of the test or evaluation, if necessary.

10. Request for Auxiliary Aids

The student must first declare the need for auxiliary aids to the instructor or the Counseling, Advising and Articulation Centers. If the instructor is approached first, the instructor will refer the student to the Counseling, Advising and Articulation Centers. The student then must provide documentation of the disability or must sign the necessary forms to allow the Counseling, Advising and Articulation Centers to document the disability and/or verify participation with Vocational Rehabilitation Services.

C. Grievance Procedures

In accordance with Southwest Tennessee Community College Affirmative Action and Equal Employment Opportunity policies, any student with a disability who believes he or she has been the subject of discrimination shall present the charge to the Affirmative Action Officer who is responsible for compliance with Title VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990.

D. Other Procedures

For additional procedures concerning students with disabilities, contact the Disability Counselors in the Counseling, Advising and Articulation Centers.

THE LEARNING CENTER

The Learning Centers support the college's mission by providing academic assistance and enrichment for all students through the use of technology and professional resources. All services are free to Southwest Tennessee Community College Students. The Learning Centers are the Learning Assistance Center on the Union Avenue Campus and the Academic Resource Center on the Macon Cove Campus. Tutoring programs at both centers are certified by the College Reading and Learning Association (CRLA). Computer labs in the centers provide English and mathematics instruction in conjunction with wordprocessing, database and spreadsheet programs and access to the Internet.

Learning Assistance Center:

Union Avenue Campus / Room F-213 - Phone 901/544-5254

MTWR	8:00 am to 9:00 pm
F	8:00 am to 12:00 pm
S	9:00 am - 4:00 pm

Gill Center / Room 211

MTWR	9:00 am to 1:00 pm
	4:30 pm to 7:30 pm

Southeast Center / Room 211

MW1	0:00 am to 3:00 pm
TR	11:00 am to 3:00 pm

The Learning Assistance Center will provide tutoring assistance to students needing additional help understanding how to work assignments in the following courses:

Basic Math
 Concepts of Algebra
 Elementary Algebra
 Concepts of Numbers
 Intermediate Algebra
 Elementary Calculus
 College Algebra
 Statistics
 Plane Trigonometry
 Intro to Geometry
 Analytical Geometry
 Calculus I

Academic Resource Center

Macon Cove Campus / Nabors Building - Phone 901 / 333-4107

MTWR	7:30 am to 10:00 pm
F	7:30 am to 7:30 pm
S	8:00 am to 1:00 pm

- One-to-one tutoring for STCC students by professional and student tutors in English, mathematics and other courses in STCC majors is available. Online tutoring is available, which is particularly helpful to online and telecourse students.
- Instructional videotapes supplement classroom instruction in all technologies and general studies.
- Videotapes of telecourses are housed in the Center for viewing and checkout by students enrolled in telecourses.
- Computer-based career exploration and learning styles programs provide awareness of individual preferences.
- Handouts, books and learning packets are available in most academic areas.

The Academic Resource Center offers a preparatory assistance and practice program for students preparing to take the placement test. Basic Skills testing and computer instruction with coursework for students who need review in pre-college basic mathematics, reading and writing skills are available in addition to regular Center services. Students who have made application to the college and paid the \$5.00 fee are eligible to work in the Academic Resource Center as a student.

LIBRARY SERVICES

To support the College's academic programs and community development, the Southwest Tennessee Community College libraries:

- Meet the needs of a diverse and multicultural community
- Provide an environment conducive to study and research
- Access virtual learning
- Expand the educational needs of our users through networking
- Encourage life-long learning
- Offer a broad range of learning opportunities and resource sharing
- Promote positive and innovative programs

The Library's collection provides research opportunities resources that support the academic divisions of the college as well as life-long learning. The Library staff provides reference and reader assistance to users as well as instruction in the practical utilization of library resources. Details on reciprocal borrowing agreements with other libraries and fines are available at the library.

The Library is open from 7 a.m. to 9 p.m., Monday through Thursday, 7 a.m. to 5 p.m., Friday and 8 a.m. to 12 noon, Saturday. Hours may vary at the libraries.

TESTING CENTERS

The Testing Center provides equitable services that promote academic success, personal growth and career development. All tests are scheduled by appointment and are on a first-come, first served basis. Seating is limited at all sites. You must bring to the test site

two forms of identification (one must be a photo ID such as a driver's license, student ID, state ID, etc.). Certain programs may require you to bring your social security card as well. All test dates, times, and fees are subject to change without prior notice. Special accommodations are made for individuals with documented disabilities through Disabled Student Services at 333-4594. Study guides are available for most tests. For additional information concerning test fees and scheduling, please call (901) 333-4170 Macon or (901) 333-5127 Union or visit our website at www.stcc.cc.tn.us/testing/. The following tests are administered on predetermined test dates:

ACT - National

All degree-seeking applicants under age 21 must submit official ACT-National Test scores prior to being admitted or pay to take the ACT-Residual Test before enrolling.

ACT - Residual

The ACT assessment test is restricted to applicants under age 21 for admission to STCC who were unable to take the ACT-National Test. Scores from this test will not be transferred to other institutions.

Certified Financial Planner (CFP)

The CFP exam is given three times a year. For more information concerning this exam, please contact the Chauncey Group at (609)720-6692.

CLEP

College-Level Examination Program is a national program of credit-by-examination that offers individuals the opportunity to obtain recognition for college-level achievement acquired through formal study, personal reading, on-the-job experience, etc. Students enrolled in R/D courses must complete the required developmental level courses to be eligible to take specific CLEP exams (i.e., English, math, natural science, social science, and history).

COMPASS/ASSET

The COMPASS/ASSET test is designed to assess the student's level of preparedness for college-level classes. Additionally, the results are used to assist academic advisors in placing students in appropriate college courses. All students 21 years of age or older and those under age 21 who do not meet minimum ACT requirements are required to take all or parts of the placement test.

Distance Learning Exam

Students who are taking correspondence courses at other institutions can contact the Testing Center for assistance in completing Correspondence Examinations. A minimal fee for this community service is charged.

Certified Professional Secretary EXAM (CPS)

The CPS rating is the achievement of internationally recognized standard of proficiency as a professional secretary. It is obtained by passing a three part, one-day and a half examination. The examination is based on the premise that a competent secretary should know how to apply the principles of good human relations and have basic knowledge of finance, economics, business law, communications, and management. The CPS exam is given the first Saturday in May and in November of each year. Persons eligible to apply for CPS examination candidacy are:

- (a) an experienced secretary
- (b) a full-time employed secretary
- (c) a college/university student
- (d) a business educator

General Education Development (GED)

STCC is committed to providing the GED test. Applicants must be

at least 17 years of age, residents of Tennessee, have no high school diploma or high school equivalency certificate and presently not be enrolled in high school.

Graduate Exam

All candidates for graduation who are completing an associate's degree must take a general education test. Prospective graduates are required to take this exam as a condition of graduation. In certain career programs, prospective graduates may also be required to take a departmental exam in their area of study.

Health Occupations Aptitude Examination (HOAE)

The HOAE is restricted to applicants seeking admission to the Radiologic Technology Program at STCC. Students are required to submit a score on this test as part of the admission process.

LaserGrade

STCC is an Authorized LaserGrade Testing Center offering computer-based testing for many clients including: FAA, FCC, International Society of Certified Electronics Technician (ISCET), Nokia, Siebel, National Association of Boards of Pharmacy, and several others. For information contact Registration at 1-800-211-2754.

Microsoft Office User Specialist (MOUS)

The MOUS program offers two levels of proficiency: Microsoft Office Proficient Specialist and Microsoft Office Expert Specialist. The individual exams require demonstration of proficiency in various Microsoft applications. Please visit www.mous.net for extensive information on these exams.

National Institute for Certification in Engineering Technologies (NICET)

The purpose of the NICET credentialing examinations is to assist in determining that an individual's competence meets or exceeds a prescribed level of technical knowledge and ability.

National League for Nursing (NLN)

Students desiring consideration of admission to various schools of registered nursing are required to submit scores on the NLN Pre-Admission Exam.

Paramedic Pre-Admissions Exams

Students desiring admission into the Emergency Medical Technology Paramedic Program at STCC may be required to take three tests as part of the department's special admissions process.

Prometric Testing

The STCC Testing Center is an Authorized Prometric Testing Center (APTC). Certification and licensure exams are administered for over forty clients. These clients include A+, Adobe, Air Conditioning Contractor of America (ACCA), Borland, Cisco, CNX, Compaq, Corel, Hewlett-Packard, IBM, Microsoft, National Glass Association, Novell and Oracle; just to name a few. Over 800 different exams are provided for the clients listed. The hours of operation for this service are every Thursday and Saturday from 9 a.m. - 3 p.m. For more information or to register for an exam, please call (901) 333-4569 or visit our Website at www.stcc.cc.tn.us/testing/.

Test for Adult Basic Education (TABE)

The TABE is restricted to applicants seeking admission to the Pharmacy Technician Program at STCC. The program begins in the fall semester. Students are required to submit a score on this test as

part of the special admission application process.

Travel Agent Proficiency Test (TAP)

STCC has very recently become a national test site for the TAP test. This exam is the first step for professionals in the travel industry who wish to become a Certified Travel Associate (CTA) or a Certified Travel Counselor (CTC). Call the Testing Center for scheduling information.

For further information contact:

The Testing Center
5983 Macon Cove
Memphis, TN 38134
(901) 333-4170

or
The Testing Center
737 Union Avenue
Memphis, TN 38103
(901) 333-5127

STUDENT ACTIVITIES

Bulletin Boards-All posting must be approved by the Student Activities Office.

Bus Schedules-The Memphis Area Transit Authority maintains on-campus service. Rider's guides may be obtained in the Student Activities Office. For specific information about the schedule, call MATA at 274-6282.

Health Services-Southwest Tennessee Community College does not provide on-campus health services for the student body. In emergency situations, faculty, staff and students should contact the Campus Police. The Campus Police will call for ambulance service, and College personnel will attempt to notify the student's family regarding his or her condition and the hospital of destination. The student is responsible for expenses incurred for ambulance and other emergency services.

Identification Cards-All students must obtain a permanent Southwest Tennessee Community College identification cards. Official guests will be issued temporary identification cards. Upon initial registration to Southwest Tennessee Community College each student is issued an identification card, which exhibits a personal photograph and a bar code. This identification card must be presented for identification purposes upon the request of an official of the College.

Usage-The identification card is required for borrowing books from the library and selling textbooks. The identification card is also required for completing registration and other purposes that may be authorized.

Fraudulent Usage- Fraudulent use of the identification card will result in disciplinary action. The card is issued to the individual student and must not be loaned to another for any reason.

Lost, Stolen, Damaged, Change in Data- The replacement fee for a lost, stolen, damaged or change in data is \$5, payable in the Business Office on each campus.

Insurance-Health insurance is available through a private agency authorized and approved by the Tennessee Board of Regents. Transactions are made between the student and the insurance company. Information and application may be obtained from the Student Activities Office.

Intramurals-Intramurals are designed to create a collegiate atmosphere that will allow non-athletic scholarship students to showcase their talents in various sports. The Student Activities Office governs all intramural activities. For more information contact the Student Activities Office.

Lockers-To obtain a locker, contact the Student Activities Office-Macon Campus. Lockers are available in the following buildings: Jennings, Parrish, Whitehead and Fulton. Students must provide their own locks.

Lost and Found-This service is available through the Student Activities Office on Union Ave., Public Safety at Macon Cove and at

the administrative offices at the centers. Articles should be turned in or claimed in that office.

Student Activities-This office's activities include cheerleading squad, intramural competition, recreational facilities and student organization cultural events and social events.

Student Center- Areas have been set aside for students to relax, study and visit with friends. For locations on each campus contact the Student Activities Office.

Student Government Association (SGA)-Guidelines for the SGA are coordinated through the Student Activities Office.

Student Clubs and Organizations-There are a variety of clubs and organizations available to all students. These include honors and leadership organizations, academic-related organizations, and special interest groups (political, religious, etc.). All students are encouraged to participate in clubs and organizations. Current student organizations:

- Alpha Beta Gamma
- American Institute of Architects
- Baptist Student Union
- Beta Beta Beta
- Black Students Association
- Chess Club
- Collegiate Secretaries International
- Hospitality Management Society
- Institute of Electrical and Electronic Engineers
- International Student Club
- NAACP
- Phi Beta Lambda
- Phi Theta Kappa
- Pierian Society
- PREP Alumni Group
- Ragtime Players
- Rainbow Society
- Science Club
- Sigma Theta Phi
- Society of Manufacturing Engineers
- Southwest Tennessee Gospel Choir
- Student Dietetic Association
- Student Nursing Government Association
- Student Police Science Association
- United Christian Association
- VET Club
- Young Democrats

Social Events and Activities-A variety of social events are an important part of the total student life experience at STCC. Activities are planned by students for their enjoyment. Any student interested in planning or promoting social events should contact the Student Activities Office.

A social event is defined as any dance, party, activity, or entertainment sponsored by a college approved student group. Social events must be scheduled with and approved by the Student Activities Office. Activity request forms, which are available in the Student Activities Office, must be submitted to the Director for approval. The event must not be publicized until final approval has been granted. All social events must have chaperones approved by the Student Activities Office. These chaperones must be present throughout the entire activity.

Student Newspaper-The student newspaper serves as a vital communication system for students. It is edited and published by students with the mission of increasing student awareness of campus life. The student newspaper is assisted financially by the College and is provided at no charge to the students.

The student newspaper will serve as a forum to express ideas of interest, including ideas that do not necessarily represent the views of the student body as a whole, the College, or the Tennessee Board of Regents.

Traffic Appeals-If a student believes that he/she has justification, a traffic citation may be appealed within 72 hours after it is issued

(Saturday, Sundays and holidays excepted). Appeals forms are available from the Campus Police, in the Student Activities Office, or at the center offices. The Traffic Committee is comprised of four students (2 members of the SGA and 2 student organization representatives to be recommended by their faculty advisor) and the Director of Student Activities.

Alumni Association

The purpose of the Southwest Tennessee Alumni Association is to promote interest in the general welfare of the college, its student body, faculty and staff and promote the college in business and industrial circles and other areas of potential growth.

Specific activities that support the purpose include:

- A. Forming a network for dispensing information about jobs and career opportunities
- B. Helping recruit students for STCC
- C. Serving as an "information bank" about jobs for STCC students
- D. Providing scholarships for STCC students and/or other fundraising activities, and
- E. Helping track alumni and keeping alumni records up to date.

All graduates and students-former and current-are eligible for membership. All members will receive the STCC Alumni News, a bi-annual newsletter that focuses on STCC and graduates of STCC. For more information about the Alumni Association, contact the Alumni Office at 901/333-4504 or 333-5275.

SPECIAL PROGRAMS

DISTANCE LEARNING

Southwest Tennessee Community College offers access to higher education through the World Wide Web (WWW) and broadcast television. These distance learning technologies provide students alternatives to the traditional classroom schedule, location and pace. Distance learning courses offer the same instructional outcomes delivered through a different medium. For students who are independent learners and who have access to the World Wide Web and/or cable television, distance learning courses are ideal. Working adults, employees who travel, persons with disabilities, the homebound, those with long commutes, schedule conflicts or other barriers to college attendance are a few of the many who can benefit from distance learning.

Online Courses

STCC offers a wide array of college credit courses through the World Wide Web (WWW). Online courses require students to have access to a personal computer equipped for the web and the skills to use it. Students working from home will need a personal computer, connection to the web by a reliable Internet Service Provider (ISP) and Internet Explorer 4.0 or higher as their web browser. A personal e-mail account is also required. In addition, some courses will require students to have specific software applications or utilities installed. See course descriptions or contact the instructor for specific software requirements.

Before registering for online courses, students must complete the online orientation at <http://ww2.stcc.cc.tn.us>, obtain a permit to register and have it signed by an advisor. You can then register by fax, mail, TRAVIS (901-333-4734) or in person. A copy of the registration form can be printed from the site above.

After registering, contact your instructor by e-mail for more information. Textbooks and other course materials should be purchased at the STCC bookstores (901-333-4227 or 901-333-5452) promptly. Unsold books and materials are returned three weeks after the beginning of the semester. The toll-free number for online students to use in accessing services is 1-866-ASK-STCC.

The following courses are offered online over the internet.

However, not all courses are offered each semester and new courses are added periodically.

Accounting for Managers	Life Safety Education
Auditing	Legal Aspects Hosp.
Money and Banking	Intro to Micros
Principles of Macro-Economics	Concepts Comm/Net
Principles of Micro-Economics	Win Visual Basic I & II
Bank Management	Intro to Web Page Development
Intro to Business	Win Database Application
Using Internet for Business	Evidence
Principles of Marketing	Foundations of Math I and II
Human Resources Management	College Algebra
Leadership Skills	Statistics
Financial Management	Keyboarding I and II
Operations Management	Excel I and II
eBusiness Security	Microsoft Word I and II
Business Statistics I	Small Business Management
Human Growth & Development	International Business
Academic Success Seminar	E Commerce
Intro to Criminal Justice	Organizational Behavior
Computer Literacy	Introduction to MIS
Principles of Nutrition	Business Ethics World
Literature I and II	U.S. History before 1877
Principles of Management	Developmental Writing
U.S. History Since 1877	Basic Mathematics
Concepts of Fitness/Wellness	Elementary Writing
Business Communication	Fire Officer Leadership
Music Appreciation	Fire-Officer Mid-Level Mngmt.
Environmental Science & Lab	Intermediate Algebra
Developmental Reading	English Composition I
Introductory Sociology	Technical Writing
Public Speaking	Developmental Study Skills
Library Research Skills	

Regents Online Degree Program

STCC is a participant in the statewide Regents Online Degree Program (RODP). The RODP offers degrees and courses totally online to any interested student with reliable access to the Internet. STCC will offer courses leading to the following degrees:

- Associate of Arts
- Associate of Science
- Associate of Applied Science in Professional Studies with a concentration in Information Technology

These associate degree will be totally transferable into the RODP Bachelor's degrees offered by six Tennessee Board of Regents universities. Additional information including a list of courses and corresponding syllabi, system requirements, fees, an online learning orientation and other information may be found on the web page for this online learning program: <http://www.tn.regentsdegrees.org>. Students interested in registering for these courses at STCC would go to the following web address: <http://ww2.stcc.cc.tn.us/rodp/>.

Telecourses

STCC provides college-credit courses delivered by cable television. Telecourse students view content broadcasts complete textbook readings and assignments. Telecourses are broadcast on Memphis Cablevision and from the Germantown High School studio. Students must have access to cable television or be able to view tapes of the broadcast at STCC telecourse locations.

Students enrolled in telecourses are required to attend an orientation session on campus at the beginning of each semester. At the orientation, they will receive the viewing schedules and class information as well as review and exam dates. Orientation schedules will be published in the STCC semester course bulletin. The orientation counts as the first class meeting with the instructor. During the semester, telecourse students will come on campus for review sessions, tests, and the final exam. For more information, call 901-333-4612 or 901-333-5081. A viewing schedule and other telecourse information can be found at <http://ww2.stcc.cc.tn.us>.

The following courses are available in telecourse format for college credit. However, not all courses are offered each semester and new courses are added periodically.

Music Appreciation

Child Psychology

Business Law
American National Government
Principles of Management
United States History to 1877
United States History Since 1877
Cultural Anthropology
General Psychology I and II
World Literature I and II
Personal Finance Management
Introduction of Sociology
Introduction to Exceptional Leadership
Elementary Spanish I and II
Art Appreciation
World Geography Regions
English Composition I and II
Principles of Macroeconomics
Economic Survey of World Regions

Business Ethics
Personal Health
Survey of World Regions
Introduction to Business
Principles of Marketing
Principles of Supervision
Small Business Mgmt.
Ethics
Professional Selling
Introduction to Film/Lab
Elementary Spanish II
Intermediate Spanish I
Technical Writing
Nutrition
Principles of Microeconomics
Child Development and Services

Interactive Classroom

Interactive classroom technology can connect STCC's ITV classroom with similar facilities at other TBR schools, the UT systems, community rooms in Tennessee, and business and industry sites. The rooms are available for credit courses, non-credit courses, seminars, workshops, and videoconferences.

EVENING AND WEEKEND COLLEGE

Some degree programs offered by STCC are available during both day and evening, and on the weekend. Students may select classes offered on any day, at any time and at any location and the same classes are considered to be equivalent. Any combination of such courses is applicable toward graduation.

The Admissions and Records Office processes all applications and other requirements for admissions and maintains the records for all students, day and evening, and off-campus. Entrance and graduation requirements for evening students are the same as for those who attend during the day. Prospective students who desire to study in the evening and on the weekend should be guided by the academic requirements contained elsewhere in this catalog, and they should address all correspondence, admission papers and other requirements to the Admissions and Records Office.

The Evening/Weekend College office on the Macon Cove Campus provides administrative support for the campus in the evenings and on Saturday. The office, which serves both students and adjunct faculty, is located in the Farris Building, Room FA-2115. It is open from 1 p.m. to 9:30 p.m., Monday-Thursday; from 12:00 noon to 8:30 p.m. Friday; and from 7:30 a.m. to 3:30 p.m. Saturday. For more information, call 333-4243.

Evening and Weekend College classes provide additional flexible scheduling opportunities for all students. In addition to a variety of class offerings, students may enroll in either of two Southwest Tennessee Community College degree programs, Mid-Management and Office Systems, and earn an Associate of Applied Science degree on weekend.

MID-SOUTH QUALITY AND PRODUCTIVITY CENTER

The Mid-South Quality-Productivity Center (MSQPC) is a joint program of Southwest Tennessee Community College and the Memphis Area Chamber of Commerce. MSQPC is dedicated to providing Mid-South area businesses and organizations with the finest in quality-productivity education, training and materials. Additionally, the MSQPC provides a variety of services to businesses and organizations at the regional, national and international levels. MSQPC also serves as a clearinghouse for a vast array of individual quality-productivity programs, and it frequently delivers custom-tailored programs to businesses and organizations.

These programs include:

- Malcolm Baldrige National Quality Award assessments and assessment training
- Process Activated Training System (PATS)
- Implementation of process documentation and cycle time reduction systems. The system uses existing employees known as subject matter experts (SME's) to identify and teach "Best Practices" throughout the organization
- "Best Practice Tours" benchmarking trips to organizations such as Saturn Corporation and Federal Express Corporation
- SO/QS 9000 and ISO 14000 workshops, in-house consultation and training
- Professional consulting that includes, but is not limited to, quality awareness sessions, steering committee training and quality function deployment
- Quality award training and application writing for the Malcolm Baldrige National Quality Award and Tennessee Quality Award
- Quality improvement project team training, a quick and easy way for organizations to get their employees involved in the Total Quality Management process
- On-site credit courses through STCC that offer hands-on training on quality-productivity "tools" necessary to support Total Quality Management

To learn more about the Mid-South Quality-Productivity Center and its many services, call 901/543-3551 or 901/543-3528. The Center is located at the Memphis Area Chamber of Commerce, 22 North Front Street in downtown Memphis.

WORKFORCE DEVELOPMENT AND CONTINUING EDUCATION

Continuing Education and Economic Development (CEED)

Lifelong Learning for Business and Community
Professional and technical workforce training is essential in

today's ever-changing business world. The Continuing Education and Economic Development (CEED) Center is a leader in providing business, industry and individuals with hands-on training and skills for the competitive work environment. The CEED Center welcomes opportunities to develop effective partnerships with business, industry, and community agencies to foster economic development and workforce preparation.

Major Areas of Service:

- Corporate Training Services
- Career Development
- Computer Resource Center

Corporate Training Services

The Continuing Education and Economic Development (CEED) Center extends the resources of the college to companies, organizations and groups to provide customized training programs. The center is highly proactive in the delivery of credit and non-credit courses and programs. A training program can be designed that is practical, up-to-date, and tailored to the client to meet specific training needs. These programs are offered at competitive prices, delivered on-site, and at other locations at convenient times for employees. The instructors are experienced and current in their knowledge of the subject matter and the working environment. Full-time instructors, as well as experienced part-time faculty, are utilized. A staff of trained professionals assists the corporate community and industry in determining both short- and long-term training needs.

Specialized services for the Corporate Community:

- Contract Training
- Customized Training Programs
- Partnerships
- Training Assessments

For more information, call the CEED Center office at 901/333-4207, 901/333-4455, or 901/333-4510.

Career Development

The CEED Center recognizes the importance of providing career and professional development opportunities to help individuals advance or change careers. More than 400 popular credit and non-credit courses, seminars and workshops are offered each semester and advertised in the Continuing Education and Economic Development Schedule. These courses help individuals expand their knowledge and increase their skills in such areas as computer applications, management/leadership development, and professional and technical skills. These programs are offered to the general public and are conducted at both main campuses and at various locations in the community.

Training services include but are not limited to:

- Professional/Technical Licensing
- Certifications
- Basic Skills Training
- Computer Training
- Management/Leadership Training
- Technical Skills Training
- C.E.U. and Credit Opportunities

Economic Development

The CEED Center plays a vital role in economic development for the community and works closely with the Memphis/Shelby County economic and development team that recruits prospective companies to the Memphis area. Training is coordinated and closely aligned with the Workforce Development Initiative in the Memphis 2005, and the Tennessee Industrial Training Service (ITS). The CEED Center also participates in One-Stop Shop company presentations.

Competitive Edge

The Competitive Edge is a semi-annual newsletter serving as the source of information about current developments in the CEED Center. The Competitive Edge provides information on the latest courses and services available to business and industry. Become a

subscriber to the newsletter today! Call 901/333-4207.

Basic Skills Training

General Educational Development (GED) Preparation: The CEED Center offers an intensive review course entitled "GED for Self Improvement" to assist students to pass the GED test and obtain a high school equivalency diploma. This course is open to persons 18 years of age and older. Southwest Tennessee Community College is an official GED testing center. Call (901)333-4170 for complete information on GED testing.

Computer Training

The CEED Center offers a wide variety of computer application classes to the general public and to business on a contract basis. The Center can customize training programs to meet specific company needs at competitive prices. Training can be delivered on-site or at other locations on days and times convenient for employees. Computer application courses include: introduction to computers, operating systems and environments, spreadsheets, word processing, databases, the internet, programming, and communications/networking. For more information, call 901/333-4207.

Professional / Technical Licensing and Certifications

Certified Professional Secretary (CPS) Program

Southwest Tennessee Community College and the Memphis Chapter of International Association of Administrative Professionals (IAAP), the association for office professionals, have developed a multi-course program that is specifically designed to enhance preparation for the CPS exam given in May and November. STCC is an official testing site for the CPS exam.

The program of study consists of the following:

Finance and Business Law
Office Systems and Administration
Management

Based upon successful completion of the CPS examination and award of CPS Certification, the student will be eligible for 22 hours of college credit toward the STCC's Office Administration associate degree in the Administrative Assistant Concentration, if he or she has completed at least nine credit hours required in the Office Administration Degree at STCC and is currently enrolled in a program of study leading toward a degree. Please note, the nine credit hours do not include the six credits awarded for the CPS Overview courses. A record of the CPS examination scores, award of CPS Certificate and a written request for conversion to college credit must be provided to the Records Office. The courses for which credit will be awarded are:

Principles of Accounting I	3 Hours
Business Law	3 Hours
Keyboarding I	3 Hours
Keyboarding II	3 Hours
Microsoft Word I	4 Hours
Records Management	3 Hours
Administrative Office Mgmt	3 Hours
TOTAL 22 Hours	

Manufacturing Certificate Program

In response to requests from local manufacturing and service industries, STCC is offering three state-approved certificates. The certificates are outlined below.

Manufacturing Fundamentals Certificate

This certificate consists of four courses that can be completed in one semester. It is designed to teach basic manufacturing skills to those entering industry for the first time. Subject areas include:

- Engineering Materials

- Basic Machine Processes
- Computer-Aided Design (CAD) Concepts and Applications
- Current Computer Software
- Spreadsheets and Databases

Manufacturing Graphics Certificate

This certificate consists of six courses that can be completed in two semesters. The Manufacturing Fundamentals certificate should be completed prior to this certificate. This certificate emphasizes developing CAD and graphics skills for use in engineering and industrial applications. It includes the study of computer graphics and 3D models, as well as how to develop technical slide shows, WEB pages and other professional presentations. Major areas of study include:

- Advanced 2D and 3D graphics
- 3D Prototyping
- Rendering and Animation
- 2D and 3D Facility Design and Layout
- Technical Multimedia Presentation
- Internet Applications

Manufacturing Quality Assurance Certificate

This certificate consists of six courses that can be completed in two semesters. The Manufacturing Fundamentals certificate should be completed prior to this certificate. The certificate provides the students with intensive measuring and testing skills, as well as how to inspect and collect quality control data for all areas of industry with standard instruments. Major areas of study include:

- Precision Measuring
- Computer Inspection
- Quality Control Charts
- Non-Destructive and Destructive Testing

Quality and Productivity Certificate Programs

Quality and Productivity Technical Certificate (Basic)

The Quality and Productivity Certificate Program is designed for students with varied backgrounds. The Quality and Productivity Certificate (Basic) is for students who are entering the Business profession or are new to the Quality field. The certificate provides education and training in the practical knowledge and skills needed in today's ever-changing workforce.

The certificate program requires 12 semester hours for completion. The certificate is not a major or a substitute for the A.A.S. degree. The courses can be tailored to the needs of the student and local businesses. Each student should assure that he or she has met prerequisites before attempting to register for a course.

Candidates who already hold a degree may qualify for the technical certificate of credit. Candidates must also meet the requirements of a First-time College Student or Transfer Student. See the Admission to STCC section for more information.

Quality and Productivity Technical Certificate (Advanced)

The Quality and Productivity Certificate Program is designed for students with varied backgrounds. The Quality and Productivity Certificate (Advanced) is for students who are already working in the Quality field. The certificate provides education and training in the practical knowledge and skills needed in today's ever-changing workplace.

The certificate program requires 12 semester hours for completion. The certificate is not a major or a substitute for the A.A.S. degree. The courses can be tailored to the needs of the student and local businesses. Each student should assure that he or she has met prerequisites before attempting to register for a course.

Students who already have a degree may still qualify for the technical certificate of credit. Candidates must also meet the requirements of a First-time College Student or Transfer Student. See the Admission to STCC section for more information.

Memphis/Shelby County/State License Preparation

The CEED Center offers various courses for contractors and trade personnel to help prepare them for licensing exams in the mechanical, electrical and plumbing trades. These licenses include:

- Class “A” or “B” Master Gas Contractor and Gas Installer
- State Business and Law Exam
- Journeyman and Master Electrician
- Journeyman and Master Plumber
- Refrigeration Operating Engineer First and Third Class
- Refrigerant Proficiency (Contractor) First and Third Class
- Residential/Small Commercial Building Contractor License Preparation
- Steam Operating Engineer First and Third Class

Real Estate

Courses offered through the CEED Center are approved to meet the educational requirements of the Tennessee Real Estate Commission and the Tennessee Real Estate Appraiser Commission. The courses are designed to prepare students to become brokers, affiliate brokers and appraisers, and to provide continuing education to area agents.

Other Certification License/Preparation Courses

- A+ Certification Review
- Applied Food Service Sanitation Certification
- ASME Welding Certification Preparation
- Backflow Testers Certification Program
- Confined Space Entry
- Control System Technician Level I Certification Preparation
- MCSE and MCP
- Hazardous Materials Team Operations (29CFR 1910.120)
- Hazardous Waste Operations-Emergency Response
- Material Handling-Equipment Operator
- National Counselor Exam Preparation
- Society of Manufacturing Engineers Certification Preparation
- USL Certification of Unix System Preparation

Management and Leadership Training

The CEED Center offers a wide variety of courses, seminars and workshops that can be customized to meet an organization’s performance needs. Courses prepare employees who are potential leaders or provide basic supervisory skills to those who have been recently promoted. This training is designed to increase awareness of the corporate culture, provide essential human relations and communication skills, and give the employee an understanding of finance and budgets in the workplace. Workshops and seminars include, but are not limited to:

- Diversity in the Workplace
- Presentation Skills
- Effective Performance Appraisals
- Time Management
- Listening
- Team Building
- Working with Difficult People
- Foreign Languages
- Conflict Management
- Business Writing

Supervisory Institute

The Supervisory Institute is a joint venture of the Memphis Area Chamber of Commerce and STCC to provide prospective entrepreneurs, owners and managers of any size business with high quality training on how to manage and operate effectively and to be more profitable. Students of the Supervisor/Institute will receive two hours of college credit upon successful completion of each course. After all five courses are completed, students will receive a certificate from the

Memphis Area Chamber of Commerce.

Achieve Global (formerly Zenger-Miller)

The CEED Center is an educational partner with Achieve Global, an award-winning international firm specializing in business training and consulting services that help organizations enhance individual job performance, teamwork and overall competitiveness. Achieve Global training emphasizes respect for the individual, maintaining long-term relationships, leading by example, and taking initiative. Workshops and seminars include, but are not limited to:

- Frontline Leadership
- Team Effectiveness
- Working
- Leadership 2000
- Team Leadership
- QUEST (Quality Enhancement through Skills Training)
- Customer Satisfaction

Technical Skills Training

Engineering/Facilities Maintenance

STCC offers courses that are designed for engineers; general contractors; apprentice- and journeymen-level technicians; building, mechanical, plumbing, and electrical trade personnel; and building maintenance technicians. Courses include but are not limited to:

- Heating, Air Conditioning and Refrigeration
- Boilers and Heating
- Personal Computer (PC) Servicing
- Blueprint Reading
- Electrical and Electronics
- Control Systems Technician
- Welding

Occupational Safety and Environmental Health Training

The CEED Center offers a variety of credit and non-credit courses and training activities in this area that can be customized to meet individual and organizational needs. The courses are designed to provide the knowledge base and technical skills required by the safety and environmental workforce. The courses focus on the application of the attained knowledge in such tasks as monitoring, surveying and inspecting safety and health conditions in the workplace. Courses include but are not limited to:

Credit Courses / C.E.U.s

- Occupational Safety
- General Industry Safety
- Hazard Communication and Multimedia Reporting
- OSHA Logout/Tagout
- OSHA Hazardous Waste Operations
- OSHA Confined Spaces
- Ergonomics
- Process Safety Management
- Solid and Hazardous Waste Management
- DOT/HAZMAT Training
- Fire Protection and Accident Prevention
- HAZWOPER Refresher
- Industrial Hygiene

Quality & Productivity Training

The CEED Center, in collaboration with the Business Studies Division, offers credit and non credit courses for business and management professionals seeking a concentrated training package on quality and productivity topics. Courses include but are not limited to:

- Project Management
- Leadership Skills
- Building Performance Teams
- Performance Management
- Quality for Project Managers
- Managing for Quality

Medical Transcription Program

Medical transcriptionists work in a variety of settings, including medical clinics, doctors' offices, hospitals, private transcriptionist businesses and home offices. There is a shortage of qualified medical transcriptionists locally and nationwide, and they are always in great demand. STCC's medical transcriptionist program is a comprehensive approach to train and produce highly qualified medical transcriptionists. This career requires highly skilled, educated professionals to transcribe doctors' audiotapes describing patient care, surgical procedures, autopsies and laboratory reports. This is a full-time program consisting of 32 semester hours that are completed in three semesters. Prior to entering this program, students should be able to type 45 wpm and have experience using word processing systems. An above-average level of competence in English grammar, spelling, and punctuation is strongly recommended. You must enroll in all the courses offered each semester. New students are only accepted in the Fall semester.

Fall Semester	
Title	Credits
Human Body	3
Medical Terminology	3
Pharmacology	2
Lab Procedures	2
Medical Transcription Methods	3
Practice I	1
Total	14

Spring Semester	
Title	Credits
Human Body Ext.	1
Pharmacology II	1
Lab Procedures II	1
Medical Transcription Methods II	2
Practice II	1
Medical Terminology II	2
Medical Terminology Ext.	3
Human Disease & Surgical Procedures I	1
Medical Transcription Methods Ext.	3
Total	15

Summer Semester First Short Term	
Title	Credits
Medical Terminology II Ext.	1
Practice III	1
Human Dis. & Surgical Proc. I Ext.	1
Total	3

COURSE OFFERINGS

The following is a partial list of special courses offered through the CEED Center.

Access
 Achieve Global (formerly Zenger-Miller)
 Air Conditioning and Refrigeration
 Appraisal Licensure
 Art of Team Building
 AS/400
 AutoCAD
 Automotive Diagnosis and Repair
 Backflow Tester Certification Program
 Basic Skills Training
 Boilers and Heating Operations
 Building Code
 Certified Internet Webmaster Prep
 Computer Fundamentals Using Windows
 Counselor Licensure
 Customer Service
 Desktop Publishing-IBM/Mac
 Electricity and Electronics
 Electrical Code
 Excel
 Flash
 Gas Code
 Horticulture
 HTML
 Leisure/Life Enrichment
 Mac-Based Graphics
 Management Theories and Practices
 Microsoft Office
 Occupational Safety/Environmental Health
 PC Servicing

Pest Control Management
 Plumbing Code
 Power Point
 Problem Solving Using Charts/Graphs
 Programmable Logic Controllers
 Quickbooks
 Real Estate Licensure
 Small Business Management
 Statistical Process Control
 Supervisory Training
 Teller/Cashier Training
 Time Management
 Transportation and Distribution
 Welding
 Word

Landscaping and Horticulture

The landscape and horticulture industry and STCC are unifying efforts to promote a high level of competence in the landscape and turfgrass industry. Students can enroll as non-degree or work toward one of our certificate or degree programs. STCC offers a Certificate in Landscape Management, Certificate in Turfgrass Management, and an Associate Degree in Landscape and Turfgrass Management. Information on STCC's Landscape and Turfgrass programs is located in the certificate and degree sections of this catalog.

Continuing Education and Economic Development (CEED) Policies

Registration

The CEED Center can register employees on-site for company-sponsored courses. Registration for courses announced to the general public may be completed by mail, facsimile, or in person.

Mail completed Continuing Education registration forms and fees to:
 Southwest Tennessee Community College
 Office of Admissions and Records
 P. O. Box 780
 Memphis, TN 38101-0780

To register in person, submit an application for admission/readmission or the CEED Center registration form and fees during the early registration period and before class starting date to the Admissions and Records Office on the Macon Cove or Union Avenue campuses. For registration information, call (901)333-4207, (901)333-4455, (901)333-4510, or 333-5298.

Refund Policy

STCC will refund to any student who officially drops or withdraws from any credit course 100% of the fees paid if the drop or withdrawal occurs before the first official day of classes. STCC will refund to any student who officially drops or withdraws from any non-credit course 100% of the fees paid if the drop or withdrawal occurs before the first day of the class. A 100% refund will be given if a course is cancelled by the college. Only if a class exceeds five calendar days in length will the prorated 75%/25% refund be applicable.

When official registration dates and/or the beginning and ending days for special courses are different from the published dates, the refund provision will be adjusted accordingly.

Withdrawal Policy

Notification must be made in writing or in person to the STCC Office of Counseling, Advising and Articulation before withdrawal.

Community Programs

Professional Non-Credit Continuing Education Units (C.E.U.'s)

To encourage lifelong learning and to provide professional

development opportunities, STCC has a large array of non-credit offerings. Through conferences, workshops, seminars, and other short courses, individuals can expand their knowledge and increase their skills. These programs are offered to the general public and are conducted at STCC's two main campuses, centers and sites as well as at various locations in the community.

Participants in specially designed non-credit courses can be awarded Continuing Education Units (C.E.U.'s). This is a nationally recognized measure of achievement for completion of professionally planned programs. One C.E.U. is awarded for 10 contact hours of participation in an organized continuing education experience under responsible sponsorship, capable direction and qualified instruction.

Conferences/Workshops/Seminars/Public Forums

To meet the educational needs of those persons desiring non-credit training, STCC offers conferences, workshops, seminars, and public forums that can be custom tailored. In determining the type of educational activity/training that best suits you, please note the following information:

A conference is a general type of meeting, attended by a large number of people over one or more days. It covers a wide range of topics and emphasis is on prepared presentations by authoritative speakers.

A workshop normally meets for a continual period of time over one or more days, offering instruction that includes laboratory or experimental activity. Its emphasis is on skill training rather than on general principles.

A seminar places primary emphasis on discussion between a small group of people guided by a leader or resource person(s). A seminar usually is a one-time offering.

A public forum is a hybrid of the other formats. It offers a topic for discussion and invites the general public, or groups/individuals with an interest in the topic, to attend. A leader, or panel of leaders, offers information, or sometimes opinions, about the topic, and invites general participation and discussion by those attending.

STCC offers all of these educational opportunities to the community as well as specific target audiences.

Community Service /Lifestyle Programs

STCC places a high priority on activities involving all community segments regardless of age, social, ethnic or economic background. In addition to the activities outlined above, the College offers instruction in lifestyle interests such as golf, fly fishing, dance, floral design, motorcycle riding, handgun safety and other leisure and self-improvement courses. The College facilitates informal activities such as community service forums or luncheons to bring various groups into dialogue.

One excellent opportunity offered to the community is the KIDS' COLLEGE, an eight-week summer program for children ages 10-14 years old. This program is designed to introduce your children to a fun-filled summer, offering academic courses in literature, creative writing, math, theater/play, arts and crafts and Spanish. The program also includes sports and recreation, guest speakers and field trips.

STCC invites suggestions for classes and community activities that you might be interested in exploring. For additional information on any of the above programs or to explore offering a new activity, call 333-5298.

Computer Resource Center

STCC's Computer Resource Center (CRC) offers a comprehensive variety of computer applications seminars. Our instructor-led classes provide one computer per student, emphasizing a hands-on learning experience. Seminars are offered on a regular basis

with the schedule published three times a year. These seminars, which award Continuing Education Units (C.E.U.s) and Continuing Professional Education Units (C.P.E.s), are available to the general public or can be customized to meet individual business needs and delivered on a contract basis. The Computer Resource Center is located on the Macon Cove Campus in the Richard D. Sulcer Building at 5983 Macon Cove. A green awning marks the CRC entrance.

To receive a complete schedule of seminars call (901) 333-4277.

Payment Information

Payments can be made by check, credit card, or special invoicing. Please call (901) 333-4277 for more information.

Additional services include:

Self-Paced Lab

Our self-paced lab allows individuals to use STCC's equipment, software and tutorials to polish computer skills at their own pace. There is no charge for the use of this lab, which currently has four PCs and one Macintosh computer.

Help Line

The CRC offers a free telephone "help line" where lab technicians and instructors are on hand to answer computer software questions. In addition, the CRC houses a free reference library containing the latest in computer periodicals. For more information, call (901) 333-4277.

Computer Labs

- 20-station multimedia lab equipped with PCs running Windows Operating System.
- 16-station multimedia lab equipped with PCs running Windows Operating System.
- 12-station state-of-the-art Macintosh PowerPC G4s with 17" monitors.

To receive a complete seminar schedule, to use the "help line", or to take advantage of the self-paced lab, call (901) 333-4277.

Cisco Regional Academy

We are proud to announce that Southwest Tennessee Community College is now a Cisco Regional Academy. As a regional academy, STCC recruits local area high schools or other higher education schools to become local academies. As a local academy, each school teaches four semesters of Cisco Networking which prepares the student for the Cisco Certified Networking Associate (CCNA) certification. STCC will train the instructors and mentor the schools. There is a great demand for CCNAs in the local technology workforce. STCC also serves as a local academy, teaching classes for the CCNA and CCNP (Cisco Certified Network Professional) certificates). For more information, call (901) 333-STCC.

Business-Education Collaboratives

The Business-Education Collaboratives Department develops and manages partnerships, fosters educational reform initiatives, and develops and manages community-based programs. Business-Education Collaboratives is structured to provide educational opportunities and services to the community and its stakeholders.

The Partnership for Preparing a Regional Workforce

The Partnership for Preparing a Regional Workforce is a consortium of businesses, schools and community organizations led by the College. The Partnership includes more than 400 businesses, 10 colleges and universities in southwest Tennessee, three public K-12 systems serving over 160,000 students

(Memphis City Schools, Shelby County Schools, and Fayette County Schools), seven private K-12 schools, and 44 community-based organizations.

The Partnership strives to develop collaborative, public-private, business-driven partnerships around targeted career clusters and industry economies that (1) create educational opportunities that value the needs of all students and adult learners in the workplace; (2) prepare all students and adult learners with both high academic and technical levels of achievement and performance; and (3) help all citizens to secure meaningful lifelong career opportunities.

The Partnership supports five major initiatives:

- Connecting education and the workplace for students, educators, businesses and community stakeholders
- Providing career awareness, exploration and experience for students
- Facilitating curriculum enhancement and reform
- Supporting school reform (e.g. thematic schools, institutes, quality-in-education initiatives and centers of excellence)
- Providing professional development opportunities for teachers, counselors, administrators and educational professionals

For additional information on The Partnership, call 333-5682.

Tech Prep

Tech Prep is an articulation program of study that combines, at a minimum, two years of secondary education with two years of post-secondary education.

Articulation coordinates high school courses with post-secondary programs so students can take courses in high school that may eliminate the need to take some introductory courses in their chosen degree or certificate area. It assures students a seamless transition into college or technical school.

Students who have completed the Technical Pathway or Dual Pathway (which combines the Technical and College Prep pathways) as prescribed by Memphis City and Shelby and Fayette county schools, with an 85% or better grade in specific career technical courses, are eligible to be Tech Prep student. They may earn post-secondary credits for courses completed in high school by meeting all requirements of the Tech Prep program.

Tech Prep programs are offered in Tennessee's Seven Career Clusters:

- Arts and Communications
- Business and Marketing
- Healthcare
- Human Services
- Hospitality and Tourism
- Manufacturing, Construction and Transportation
- Sciences and Technologies

Major activities of Tech Prep include developing and maintaining articulation agreements, providing professional development activities, establishing and maintaining collaborative partnerships, providing in-service training workshops for secondary schools, sponsoring college-wide recruitment activities, monitoring student tracking and advising, and providing campus tours for students.

Specific activities for the Tech Prep Program include:

- Updating and expanding articulation opportunities between secondary and post-secondary consortium members
- Profiling (identify, count, and describe) students who participate in the Tech Prep Program
- Providing quality staff development opportunities to personnel at secondary and post-secondary institutions to improve teaching and advising practices

- Strengthening the consortium's role as a leader in innovative educational initiatives in Shelby and Fayette counties through the process of evaluation and continuous improvement
- Increasing stakeholders' and the general public's awareness of Tech Prep in Shelby and Fayette counties
- Providing leadership in innovative learning opportunities that include reform initiatives, new technologies, and collaborative partnerships to increase student academic performance, work-related skills and attainment of core indicators of performance

For additional information about Tech Prep, call 333-5050.

AmeriCorps

AmeriCorps is a cooperative venture between Southwest Tennessee Community College, the City of Memphis and the Tennessee Commission on National and Community Services. The AmeriCorps program provides volunteers to targeted neighborhoods in Memphis in order to build a stronger, safer community, enhance the neighborhood environment, address safety issues identified by neighborhood residents, and serve the needs of citizens. AmeriCorps presently serves The Hamilton Neighborhood Initiative that covers 13 neighborhoods in the Hamilton community of greater Memphis metropolitan area.

AmeriCorps volunteers work in the community on service projects such as constructing wheelchair ramps for the disabled, completing minor home repairs and executing community improvement projects desired and targeted by neighborhood residents. AmeriCorps also offers training to its members on topics such as leadership, team building, conflict resolution, community development, CPR and first aid.

AmeriCorps volunteers serve a term of 12 months using the College as a center and base for their activities. At the end of their tour of service, full time members who successfully serve at least 1700 hours receive an educational award for \$4,725 while, part-time members who complete 900 hours receive an award of \$2,363. These awards can be used to retire student loans or to attend college. Members also receive a modest living allowance during their service term.

For additional information on AmeriCorps, call 333-5299.

Workforce Investment Area #13 Youth Council

Southwest Tennessee Community College is a member of the state of Tennessee's Workforce Investment system. Local Workforce Investment Area #13 (LWIA13) – southwest Tennessee – has an active Board of Directors, one-stop career system, and youth council.

The department of Business-Education Collaboratives directs the activities of the LWIA13's Youth Council in order to better prepare students in the emerging workforce for lifelong careers and family-sustaining jobs.

The mission of the Youth Council is to work in collaboration with the local workforce investment board to ensure the design and implementation of a comprehensive, coordinated and integrated youth development system/strategy that:

- Utilizes young people as *active* partners with a *strong sense of ownership*
- Rallies committed partners in support of the *vision*
- Establishes a single set of priorities and performance criteria for youth programming within the local area
- Coordinates youth programming across categorical funding streams
- Builds strong connections to public schools
- Responds to business needs

- Infuses youth programming with best practices

The scope and responsibility for the Youth Council is as follows:

- To develop portions of the local plan relating to a comprehensive youth service delivery system for the Local Workforce Investment Board
- To establish criteria and oversight for the Local Workforce Investment Board to award youth provider activity grants
- To conduct oversight of youth activity providers
- To coordinate all youth activities in the local area

The Youth Council's program elements include:

- Systematic and extensive attention (tutoring, study skills training, instruction, dropout prevention strategies) to improving basic educational skills toward the attainment of a high school diploma and perhaps, eventual college enrollment
- Alternative secondary school services
- Summer employment opportunities that are directly linked to academic and occupational learning
- Paid and unpaid meaningful work experiences, including internships and job shadowing, in a well-supervised context that enables youth to learn marketable skills and good work habits while producing something of value
- Occupational/career skills training, as appropriate
- Leadership development activities, which may include community service and peer-centered activities encouraging responsibility and other positive social behaviors during non-school hours
- Supportive services
- Comprehensive guidance and counseling, which may include drug and alcohol abuse counseling and referral, as appropriate
- Adult mentoring for the period of participation and a subsequent period, for a total of no less than twelve months
- Follow-up services for not less than twelve months after the completion of participation

For additional information on the Youth Council, call 333-5682.

Regional Alliance for Workforce Development

Southwest Tennessee Community College, through its Department of Business-Education Collaboratives, is a lead institution in The Regional Alliance for Workforce Development, centered and directed from the Memphis Area Chamber of Commerce.

The purpose of the Alliance is to direct and implement a comprehensive *regional* strategy for the emerging workforce in the Mid-South. As such, the Alliance works to align the transitional, emerging and current workforce initiatives among the various educational institutions, public sector organizations, and businesses within the region.

The Alliance serves as a broker for the stakeholders of the emerging, transitional and current workforce, and works with directors of each sector of the workforce continuum to ensure the alignment of processes, strategies and outcomes.

Further, the Alliance strives to promote achievement of the Memphis 2005 workforce development mission, to provide a clearinghouse for research and best practices in education and workforce investment, and to support the Memphis regional Workforce Investment Board as it develops policy to achieve its mission, goals and objectives.

For additional information about the Alliance, call 333-5682.

Workforce Development Center

“People don’t care how much you know, until they know how much you care”

The Workforce Development Center is the center of choice for individuals, business, and industry in Shelby and Fayette counties, and the surrounding Mid-South region. We are

dedicated to serving our customers with commitment, integrity, and respect in the delivery of quality comprehensive services that lead to job skills, gainful employment, self-sufficiency, and economic development. The Workforce Development Center is committed to delivering the highest level of quality 100% of the time in pursuit of excellence, meeting and exceeding our customers’ expectations.

Service Units

Families First

Families First is Tennessee’s welfare reform initiative that provides core and support services (i.e., child care, transportation, vision, and dental services), to economically disadvantaged individuals who are receiving Temporary Assistance for Needy Families (TANF) benefits. The goal of Families First is to move these recipients from receiving assistance to becoming independent of the TANF system. The Workforce Development Center has been a provider of services to the Tennessee Department of Human Services since 1990.

Core services provided are:

Assessment

The program is assessment-driven, with multiple assessments administered at different points in the program. These include:

- The Home Visit Inventory identifies any barriers in the household to the participant’s success.
- A battery of standardized tests is administered to measure the participant’s aptitude, occupational interests, and learning style.
- Work Keys assessments are administered to participants who are being considered for employment in positions that are screened using criteria from Work Keys profiles. They are designed to identify the level of core academic skills documented by ACT as being important to employers.
- The Work Site Assessment, conducted upon a participant’s placement in employment, gathers information about the work environment and expectations, and identifies unanticipated potential barriers due to the work location or schedule.
- The Advancement Assessment, conducted at 90 days post-employment, involves the program staff member, the employer, and the participant in identifying opportunities and eligibility for promotions and pay raises, training or educational needs, behavioral and attitudinal barriers to advancement, and the participant’s developing interests and attitudes.
- The Job-Loss/Re-Employment Assessment, conducted in the event of the participant’s job loss, identifies the reason for the job loss, the financial impact of the job loss, the impact of eligibility for TANF benefits and unemployment compensation, and the need for additional services that will help the participant regain employment and prevent future job loss.

Career Counseling

Career Counseling serves as the primary point of contact for participants for the duration of pre-employment program services, coordinates participant assessments, provides referral and follow-up for services, assists the participants in developing a career plan

and provides job search coaching.

Job-Readiness Classes

Job-Readiness classes facilitate resume preparation, job search skills, interviewing techniques, and dress for success skills.

Job Search/Job Development

Job Development is aimed at seeking out and developing employment opportunities for participants, developing working relationships with employers, and helping participants to identify employment opportunities that are a good “fit” with participants’ interests, aptitudes, and career goals.

Post-Employment Services

Post-Employment Services serve as the point of contact for participants in the post-employment component. These services include conducting the Home Visit Inventory, the Job Site Assessment, the Advancement Assessment, and the Job Loss/Re-Employment Assessment. Services also include rotating 24-hour on-call coverage, post-employment follow-up and coordination of all post-employment services and communication of all of the follow-up information and assessment results to the Career Counselor if the career plan needs revision.

Fresh Start Training

This component consists of the “Survival Skills for Women” curriculum which includes life skills, parenting, and health and wellness classes. It also focuses on consumer credit services and encourages lifelong learning.

Industry-Specific Training

Industry-Specific training is defined as short-term training that leads directly to employment. The Workforce Development Center has developed, and continues to develop relationships with business and industry to provide these types of opportunities for our participants. Two very successful relationships have proven to be very attractive to our customers; Pharmacy Technology classes that lead to placement with Walgreens and Rite-Aid Pharmacies, and job-specific training that leads to various positions within FedEx Corporation.

Post-Secondary Education

This component provides our participants opportunities to enroll into degree and non-degree courses. The Families First staff at all locations provides case management services for the students and links them to job readiness training and placement opportunities.

For more information about Families First call the Workforce Development Center at 901-333-6200.

Professional Re-Entry Education Program (PREP)

PREP is a free nine-week career counseling program designed to help participants make decisions regarding career directions offered by Southwest Tennessee Community College. The program serves single parents and displaced homemakers who have the potential to succeed in a post-secondary institution, but may lack initial financial resources to get started or the motivation to attend. To enhance their motivation toward achieving career goals, the PREP program includes workshops on college life, positive self-imagining career options, stress management, employability skills training, money management, time management, goal-setting and related topics.

Eligibility requirements are:

- Single parent (with parental custody) or displaced home maker (an individual who has lost their source of income because of divorce, separation, the death or medical disability of a spouse, or the loss of public assistance)
- High school diploma or GED
- Have not previously earned a college degree
- Motivation to succeed

PREP is free.

Services also offered include:

- Assistance in applying for federal financial aid and scholarships
- An on-going counseling relationship with PREP counselors
- The base for a support group that will make the return to school and/or work easier
- Transportation and child care assistance during the day, (as space allows), for children six weeks to 12 years of age
- The opportunity to borrow textbooks, as available, from the PREP library each semester after enrolling

Day and evening workshops are available. For more information about PREP, call 901-333-4145.

Prison Education Program (PEP)

Since 1985, the Workforce Development Center has contracted with the Federal Bureau of Prisons to provide GED and post-secondary educational services for the Federal Correctional Institutions (FCI) in the Memphis area. Currently, GED classes are being taught at the FCI-Millington location and college level credit courses are being taught at the FCI-Memphis location. Degrees offered include Hotel-Restaurant Management, Digital Electronics, and Business and Commerce Technology (Management Concentration).

For more information about PEP, call 901-333-4298.

Work Keys

Work Keys is a comprehensive system for measuring and reporting workplace skills. It was developed by ACT, Inc., formerly American College Testing, Inc. Observing that most jobs today usually require combinations of skills in math, reading, writing, communication, and teamwork, Work Keys provides a skill scale or “common language” that gives teachers, students, workers, and employers a way to establish meaningful standards and help guide the development of workplace skills.

Work Keys consist of the following interrelated elements:

- Assessments that measure people’s workplace skills
- A job analysis or “profiling” system that determines the levels of skills required for competent performance in specific jobs
- Instructional support that helps educators teach necessary skills
- A research and reporting system that links assessment and job profiling data to offer timely and useful information to Work Keys participants
- An information service that provides job profiling, instructional support, and other information

Currently available are assessments in Applied Mathematics, Applied Technology, Listening, Locating Information, Observation, Reading for Information, Teamwork, and Writing.

DACUM

DACUM, a foundation for organizational structure and development, is an acronym that stands for Developing A Curriculum. DACUM is an occupational analysis process that taps the expertise of skilled workers to determine what knowledge, skills, standards, tools, and attitudes are required to perform a specific job.

Use of the DACUM assessment benefits both employers and employees. Through brainstorming, questioning, discussions and content quality reviews, DACUM captures each task in sufficient detail so that training, organizational restructuring, employee recruitment, and career planning models can be devised, then updated as technological development and market conditions require.

For more information about Work Keys and DACUM, call the Workforce Development Center at 901-333-6263.

TARGETED PROGRAMS

UPWARD BOUND

Targeted Group - High School Students, 9th, 10th, and 11th Grade
Upward Bound is a pre-college educational program funded by the U.S. Department of Education. The goal of Upward Bound is to assist eligible students in their efforts to successfully complete high school and obtain a college education. Participants are provided with comprehensive educational services that are specifically designed to enhance learning and self-confidence. During the regular school year, Upward Bound students attend Saturday sessions. Included in the sessions are:

- Classroom Instruction
- Academic and Career Planning
- Tutoring
- College and Financial Aid Advising
- Cultural Enrichment
- Experience living on a College Campus
- Self-Esteem/Self-Awareness
- Small Monthly Stipends

Eligibility is determined for those who:

- Are enrolled in the 9th, 10th, or 11th grade at one of the following high schools:

Frayser	Middle College
Hillcrest	Millington Central
Manassas	Treadwell
Melrose	

- Are U.S. citizens or permanent residents
- Are potential first-generation college students (son/daughter of parents who have not received a four-year college degree)
- Are academically or economically deprived
- Demonstrate an interest in preparing for college while attending high school
- Have a sincere desire to improve grades and take necessary courses to get into college

The student must submit an application along with other documentation that substantiates the eligibility requirements. Applications may be picked up from the Guidance Office in the target schools.

For more information, call Southwest Tennessee Community College at (901)333-5119.

MAMP

Targeted Group - STCC Science, Mathematics and Engineering Students
The Mid-South Alliance for Minority Participation (MAMP) is a combination of efforts of Southwest Tennessee Community College and 10 other institutions of higher education to:

- Increase minority enrollment in the Science, Engineering and Mathematics (SEM) Program at Alliance schools
- Establish bridging mechanisms for SEM students from two-year to

four-year colleges

- Help minority undergraduates successfully complete their baccalaureate degree in science, engineering and mathematics.
- Prepare and assist minority SEM undergraduates' entrance into graduate school to obtain M.S. and Ph.D. degrees
Financial support consists of the following:
 - Paid internship
 - Up to \$500 during pre-freshman programs
 - Up to \$1800 for two years for freshman
 - Up to \$1250 for two years for sophomores
 - Additional institutional grants and scholarships for which MAMP students qualify

Academic and career support includes:

- Minority role models working as academic mentors for cooperative learning during the academic year
- Peer tutorials
- Summer internship in majoring field
- Mentor/student relationship
- Professional role models from local industry
- Other activities that motivate and encourage completion of college and graduate studies in SEM areas

For more information on the Summer Program and Academic Year Program requirements, contact the MAMP Academic Coordinator at (901)333-4174.

MAPS/GEAR-UP PROGRAMS

Targeted Group - Seventh Grade Students and Parents

The MAPS (Making Advanced Plans for Success) Program is made possible through the Memphis City Schools and GEAR-UP (Gaining Early Awareness and Readiness for Undergraduate Programs) grant funds. Southwest Tennessee Community College (STCC), via the MAPS Program, targets seven area middle, junior, and high schools, helping approximately 1,300 seventh grade students.

The overall purpose of the MAPS program is twofold. First, the program is fully committed to helping seventh graders enroll and successfully complete more high level courses, such as Algebra I. To better prepare these students, STCC provides each student with a tutor/mentor to support and guide them through their middle and high school years. Tutors help students develop stronger study habits, as well as provide a living example of what it is like to go to college. Secondly, STCC hosts summer enrichment camps that offer students exposure to college campuses as well as allowing students to further develop those skills needed for college admittance. STCC also coordinates college tours for seventh graders which exposes them to college experiences.

Secondly, the MAPS program provides a number of resources to parents which will help parents better prepare their child for college. MAPS provides parents with:

- Early awareness and information concerning course requirements and college admissions requirements
- An opportunity to visit and tour college campuses and speak with financial aid and admissions officers
- Parent Informational Workshops geared to helping them be more informed and active in their child's education

The GEAR-UP grant, which provides significant funding for the implementation of the MAPS Program is a five-year federal grant, renewable annually.