

# STUDENT LIFE



## **STUDENT SERVICES**

The purpose of Student Services Division is to design and implement support services and programs for students which enable them to meet their short-term and long-term educational or training goals. These services and programs include: counseling, registration, admissions, testing, financial aid, tutoring, recruitment/retention, childcare, employable skills training, Federal Trio programs, and facilitating the Student Government Association (SGA). Students who take advantage of those services and programs are better equipped to achieve stated goals.

Social development is an important part of James Sprunt's total education program. A planned program of student activities is available to all students, which includes the Student Government Association, clubs, dances, cook-outs, concerts, lectures, and intramural and intercollegiate sports.

The Strickland Student Center, located at the center of the campus, offers dining, movies, TV, as well as areas for study or quiet conversation.

Active participation in extracurricular activities is encouraged as it provides students with many opportunities for leadership and personal growth and enables them to become aware of their fullest potential. Students will not be excluded from membership in any organization because of race, color, religion, age, sex, or disability except in such instances where age, sex, or disability may be a bonafide reason for such exclusion.

## **GUIDANCE AND COUNSELING**

Counseling plays an important part in the student's adjustment to the college environment. It is a means by which the student may integrate those elements of his/her education which lead to personal development and self-evaluation. The counselor attempts to assist students in their individual growth and with the identification of significant patterns of interest and experiences. To accomplish these purposes, individual counseling, objective testing, and special orientation activities aid students with the transition to college and allow them to benefit from their college experience and also to begin the process of sound vocational choices.

## **TESTING**

A battery of placement tests is administered on campus to applicants of all programs. Special students (those not working toward a diploma or degree) may take up to 12 credit hours in courses other than math and English or courses that have math or English prerequisites before being tested. This battery consists of tests designed to measure reading, English and mathematics skills. The results of these tests are used to assist the student and college personnel in planning an appropriate program of study for each student. A testing session is scheduled a minimum of once each month, and applicants are advised in advance by mail of the dates and times of testing.

Diploma or certificate applicants who do not have a high school diploma or the equivalent will be required to complete special aptitude testing.

Scholastic Aptitude Test (SAT) scores of 480 on verbal and 440 on math will be accepted in lieu of the college placement tests **if the SAT scores are not over five years old.**

The ACT Assessment Test may be substituted for the ASSET test if an applicant scores 18 or better on English, mathematics, and reading **if the ACT scores are not over five years old.**

Additional tests in the areas of achievement, intelligence, vocational interest and aptitude, and personality are available and are administered individually on request by the student or by recommendation of a faculty member with the consent of the student. The counselor will interpret these tests upon request.

#### **FACULTY ADVISOR**

Each student will be assigned an advisor in his/her major field who will assist in planning a schedule to meet his/her educational needs and counsel with him/her concerning any related problems that may arise. Evening students on campus are normally assigned as their advisor the lead instructor of the program in which they are enrolling. The evening students at the Wallace-Rose Hill Center are normally assigned as their advisor a full-time instructor who is assisted by the Coordinator of Evening and Weekend Services. Students are encouraged to visit their advisor periodically. Full-time faculty have regular office hours each week to meet with students. The days and times are posted on office doors. Advisors may be available at other times by appointment.

#### **STUDENT RECORDS**

The Family Educational Rights and Privacy Act of 1974 is a Federal law which states (a) that a written institutional policy must be established and (b) that a statement of adopted procedures covering the privacy rights of students be made available. The law provides that the college will maintain the confidentiality of student educational records.

James Sprunt Community College accords all the rights under the law to students who are declared independent. No one outside the College shall have access to nor will the college disclose any information from students' educational records without the written consent of students except to personnel within the college, to officials of other institutions in which students seek to enroll, to persons or organizations providing students financial aid, to accrediting agencies carrying out their accreditation function, to persons in compliance with a lawfully issued judicial or *Ex Parte* order, and to persons in an emergency in order to protect the health or safety of students or other persons. All of these exceptions are permitted under the Act.

Within the James Sprunt Community College community, only those members, individually or collectively, acting in the student's educational interest are allowed access to student educational records. These members include personnel in the Student Services Office, the Office of the Vice President of Curriculum Services, the Office of the Vice President of Administrative and Fiscal Services, the Office of the Vice President of College

Advancement, instructors and advisors, the President and members of the Board of Trustees, contracted law enforcement officers and other academic personnel within the limitations of their need to know.

At its discretion the college may provide Directory Information in accordance with the provisions of the Act to include: student name, address, telephone number, date and place of birth, major field of study, dates and/or days of attendance, fulltime/parttime enrollment, degrees and awards received, President's and Dean's List, the most recent previous educational agency or institution attended by the student, participation in officially recognized activities and sports, and weight and height of members of athletic teams. Students may withhold Directory Information by notifying the Admission Specialist in writing within two weeks after the first day of class for a fall term or for the first term in which the student is enrolled.

***Request for non-disclosure will be honored by the institution for only one academic year;*** therefore, authorization to withhold Directory Information must be filed annually in the Office of Admissions. The college assumes that failure on the part of any student to file a request for nondisclosure indicates approval for disclosure.

The student's permanent record normally contains the application, transcript(s), transfer credit evaluation (if applicable), test scores, registration forms, grade reports, and may contain some financial aid information. Requests to review educational records shall be made in writing by the student to the Vice President of Student Services.

Any additional information concerning the Family Educational Rights and Privacy Act of 1974 may be obtained in the Office of Admissions.

#### **RETENTION AND DISPOSITION OF RECORDS**

Retention and Disposition of records maintained by the Registrar's Office is handled in accordance with the schedules published in the ***Public Records Retention and Disposition Schedule*** as prepared by the North Carolina Community College System and the State Board of Community Colleges for institutions in the Community College System. A copy of this document is maintained in the Registrar's Office.

#### **HOUSING FACILITIES**

The college does not have dormitory facilities. Students wishing to live away from home must arrange their own living accommodations.

#### **PLACEMENT**

James Sprunt Community College provides both educational and job search assistance. These services are provided to assist the student and graduate in obtaining employment with industry, business, and other areas. The Career Center maintains an active file on prospective employers and current job opportunities. Prospective employers are invited to the campus to present their employment opportunities.

Students interested in securing part-time employment off campus should contact or visit the Career Center in the Strickland Building. Every effort is made to assist the student with employment needs. The college provides these services without regard to age, race, color, religion, sex, disability, political affiliation or national origin. Please contact the Career Counselor for further information.

Educational placement is available to those transferring to other colleges within the North Carolina Community College System, to junior or senior colleges or universities, and other institutions. A lifetime Educational Placement Service is available to all students at any time without cost.

### **HEALTH SERVICES AND INSURANCE**

The college does not provide medical, hospital, or surgical services and does not assume responsibility for injuries incurred by students when taking part in sports, physical activity courses, class or student activities. Medical services are available at the emergency room in the nearby Duplin General Hospital in Kenansville. Ambulance service will be available upon request. A doctor is on call 24 hours a day at the hospital.

All curriculum students are covered under a group accident policy funded by student activity fees and vending revenues. Contact the Vice President of Student Services for information. Coverage is available to Continuing Education students at minimum cost. All Health Education students at the college will carry individual liability insurance paid for by the individual. First aid kits are located in the Student Services Office and in the shop areas for minor treatment.

### **STUDENT GOVERNMENT ASSOCIATION**

The Student Government Association represents one of the most active organizations on campus where students receive practical experience in responsible democratic citizenship through participation in a program of self-government. The Student Government Association is designed to promote the general welfare of the college in a democratic fashion and to facilitate communication between the student body, the faculty, the staff, and the administration. The Student Government Association provides a means through which students can promote interest in student activities both on and off campus.

The student body elects a president, vice president, and secretary in the spring semester of each year. A senate of representatives from each program of study is elected in the fall to serve with the executive leadership. All students who have paid the student activity fee are members of the Student Government Association.

### **AMBASSADOR PROGRAM**

The James Sprunt Community College Ambassador Program consists of an honorary group of students who have been nominated by faculty and staff to

represent the college at special events on campus and in the community. Each Ambassador must have completed a successful interview with the screening committee, have at least a 3.0 grade point average, and be a full-time student.

### **STUDENT ORGANIZATIONS**

The following organizations are active on campus:

**STUDENT NURSES ASSOCIATION**—The Student Nurses Association is an organization affiliated with state and national associations designed to help future nurses develop an interest in their profession. The organization aims to encourage the student nurse to promote and maintain high educational and professional standards and provides opportunity for exchange of ideas and broadening the scope of education among students. Members are invited to attend and take part in local meetings and state and national conventions.

**ART CLUB**—The Art Club is a non-profit organization open to students campus wide who are interested in the preservation and appreciation of the arts. Any student with an interest in the arts is encouraged to join. Activities are funded through fund raising events sponsored by the Art Club. The Club is sponsored by the Advertising and Graphic Design Department.

**NATIONAL VOCATIONAL-TECHNICAL HONOR SOCIETY**—The National Vocational-Technical Honor Society is a non-profit organization for outstanding students enrolled in occupational programs. These students may attend secondary schools, vo-tech centers, technical and community colleges, private occupational training institutions or colleges with occupational majors. The purposes of this organization are to reward student achievement; to encourage scholastic excellence, skill development, honesty, service, leadership, citizenship, and individual responsibility; to help member schools build and maintain effective partnerships with local business and industry; and to cultivate and champion a stronger, more positive image for occupational, vo-tech education in America.

**PHI THETA KAPPA**-James Sprunt Community College instituted a chapter of Phi Theta Kappa, an international honor society for two-year colleges, in 1995. In 1929, Phi Theta Kappa was designated as the official honor society of America's two-year colleges by the American Association of Community and Junior Colleges. To be eligible for this honor, a student must be enrolled in a two-year college, have completed at least twelve hours of course work towards an associate degree, have a grade point average of at least 3.50, have established a record of academic excellence, be of good moral character and possess qualities of good citizenship.

### **ATHLETICS AND INTRAMURAL SPORTS**

Intramural sports are encouraged and provided for students by the college. These include co-ed softball and co-ed volleyball. The college also encourages student participation in district field days which are held periodically.

## **BOOKSTORE**

The James Sprunt Community College bookstore is owned and operated by the college for the convenience of students, faculty, and staff. It is operated as a self-supporting department of the school. College textbooks and supplies are handled at the bookstore under the following policies and procedures:

**Sales Returns**—Sales returns will be made only under the following circumstances:

1. A defective book is sold.
2. A book is sold to the student through error by college personnel.
3. A book is returned within two weeks following registration day.

**ALL RETURNED TEXTBOOKS MUST BE IN ORIGINAL CONDITION AND ACCOMPANIED BY A SALES RECEIPT.**

Upon accepting a sales return, the sales personnel will ascertain whether the book was sold for cash or on a third-party account. If the book was sold on a third-party account, credit will be made to the account.

If the book was sold for cash, the sales personnel will complete a "Request for Voucher" form, have the student sign the form, and forward the form to the Business Office. The Business Office will issue a check for the refund during the next regular run of checks. Refunds normally take two to four weeks.

## **STUDENT CENTER AND FOOD SERVICES**

The James F. Strickland Student Center represents a major commitment to improving student life. The Student Center, dedicated in May 1987, houses the college's Student Services division, including curriculum Admissions and Records, Financial Aid, and Counseling offices. Student Government offices and the office of the Student Activities Coordinator are also housed in this building. An addition to the Center completed in 2000 houses the Student Support Services Program and Upward Bound Program.

In the Student Center are rooms for relaxation and study, games, and television and movie viewing. A spacious commons area occupies the center of the building. The east wing of the Student Center houses the student bookstore and the cafeteria. The cafeteria, operated by an independent contractor, normally operates from 8:00 a.m. to 2 p.m. A sandwich menu is available during all these hours. A plate lunch is also available between 11 a.m. and 2 p.m. and vending services are available after 2 p.m. Also located in the Student Center is the office of the Coordinator of Evening and Weekend Services.

The Student Center is open from 7:30 a.m. to 10 p.m. Mondays through Thursdays, and from 7:30 a.m. to 12:00 p.m. on Fridays.

## **DRESS**

Students are expected to maintain good personal dress and grooming that is consistent with college life and/or industry. Students are expected to conform to regulations concerning special dress, grooming, and safety devices as required by the college. A student's dress should not be distracting to the educational environment as determined by college officials.

## **STUDENT PARTICIPATION IN SCHOOL ACTIVITIES**

Students are encouraged to participate in institutionally sanctioned activities. It is recognized that the participation in extra-curricular activities is of paramount importance to the total education of the student. Nevertheless, guidelines should be established which may aid both the student and the faculty/staff in establishing the acceptable limits of participation. The following items are established as the general guidelines affecting student participation in school-sanctioned activities:

1. The student must remain in good academic standing as indicated by the current institutional catalog;
2. Students must obtain prior approval from each instructor to be excused from class. Events will be publicized in the staff bulletin one week prior to the event. A list of participants who were present at the event will be publicized in the next staff bulletin or circulated to appropriate college personnel.
3. It is expected that activities scheduled by the college will be held during times which conflict less with scheduled classes. It is realized that games played at other institutions are scheduled at the convenience of that institution. Care should be taken to avoid missing classes in scheduling the departure time for travel to games at other institutions.
4. A student may be excused for sanctioned student activities for no more than 20 per cent of classes of each course in which he/she is enrolled each semester. Students are responsible for all materials and work missed.

## **GRADUATION ORDERS**

Orders for class rings, caps and gowns, and graduation invitations may be made through the Student Services Office. Notices will be posted for ordering dates.

## **SOCIAL AND CULTURAL ACTIVITIES**

Social events are a very important part of college life, and these events, such as informal dances, are planned and sponsored each semester by the Student Government Association. Clubs and professional organizations are encouraged and may be a part of the student's total cultural and professional development.

Students are encouraged to participate in the cultural activities sponsored by the Student Government Association. Art exhibits are displayed periodically by the art students of James Sprunt Community College. James Sprunt

Community College encourages each student to participate in the cultural events provided for them.

### **STUDENT ACTIVITIES**

Each student is given the opportunity to participate in extra-curricular activities in the areas of education, athletic, and other student activities. James Sprunt Community College encourages each student to participate in the events provided for them.

### **STUDENT ID PROCEDURES**

#### **Student ID's**

All students (including on campus ABE/GED/Adult High School, EMT-Basic, EMT-Intermediate, EMT-Paramedic, CNA and Pharmacology students) **must** have a picture ID.

The first JSCC student ID is issued free of charge to the student.

The student ID **must be worn at all times** (picture facing outward) while on campus.

The ID's will be made during the first two (2) weeks of initial enrollment. Students must go to the SGA Office and see the Recruiter/SGA Advisor for an ID. Posters will be placed around campus to alert students of available days and times for ID appointments.

The student ID is used for Library services and **must be shown for attendance at events and activities** (i.e., Fall Fest and Spring Fling).

At the time the ID is issued, a parking tag will also be issued.

#### **Student ID Replacement Cost**

\$5.00

- Replacement student ID.
- Replacement of parking tag.

#### **Student ID Fines**

\$5.00

- Student having ID but not visible for security.
- Student having parking tag not visible for security.

### **HONORS AND AWARDS**

**PRESIDENT'S LIST**—A student who has earned a grade point average of 4.0 (all "A"'s) and has earned a minimum of 12 semester hours of credit in any one semester will qualify for the President's List . Grades of "B", "C", "D", "F", "CS", and "I" will exclude a student from this list.

**DEAN'S LIST**—A student who has earned a grade point average of 3.50-3.99 and has earned a minimum of 12 semester hours of credit in any one semester with no grade below a "B" will qualify for the Dean's List. Grades of "C", "D", "F", "CS", and "I" will exclude a student from this list.

**HONOR ROLL**—A student who has earned a grade point average of 3.00-3.49 and has earned a minimum of 12 semester hours of credit in any one semester with no grade below a "B" will qualify for the Honor Roll. Grades of "C", "D", "F", "CS", and "I" will exclude a student from this list.

**HIGHEST HONOR STUDENT—DIPLOMA PROGRAMS**—This award is given to the graduating student in a diploma program who has earned the highest grade point average in all class work required in the student's major at James Sprunt Community College.

**HIGHEST HONOR STUDENT—ASSOCIATE DEGREE PROGRAMS**—This award is given to the graduating student in an associate degree program who has earned the highest grade point average in all class work required in the student's major at James Sprunt Community College.

**FAISON W. MCGOWEN SCHOLARSHIP AWARD**—This award is given to the graduating student who, in the opinion of the James Sprunt Community College faculty, has best exemplified the characteristics of scholarship, leadership, and citizenship, and has steadfastly stood as a true example of the spirit of James Sprunt Community College.

**WHO'S WHO AMONG STUDENTS IN AMERICAN JUNIOR COLLEGES**—Students selected for this honor are chosen on the basis of academic performance, service to the community and College, and potential for future social contribution. Nominees, who are recommended by the faculty, must be second- year students in an associate degree program who will be graduating during the current academic year in which they are nominated.