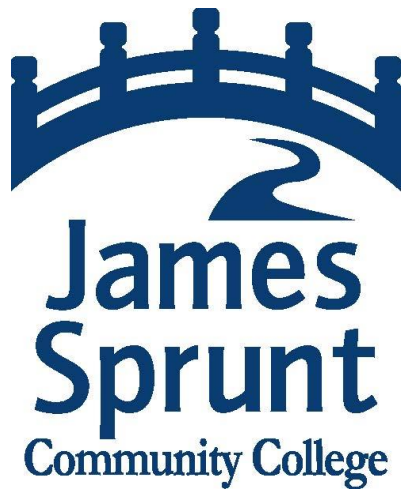


***Student
Handbook - Planner
Fall 2016 – Summer 2017***



**YOUR BRIDGE
TO SUCCESS**

**Dr. Lawrence L. Rouse, President
PO Box 398
Kenansville, NC 28349
(910) 296-2400**

www.jamessprunt.edu

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Welcome to James Sprunt Community College!!



As the President of JSCC, I am delighted that you chose our College to serve your educational needs and to assist you in reaching your academic and career goals. Our motto at James Sprunt Community College is that we are “Your Bridge to Success”. We take our motto very seriously as we want you to be successful in whatever your goals in life may be. We can be your bridge to success to obtain a meaningful career, transfer to a four year university, obtain short term occupational training, receive certification for progression in your career, or complete your high school diploma. However you define success, James Sprunt Community College can help you obtain your goal.

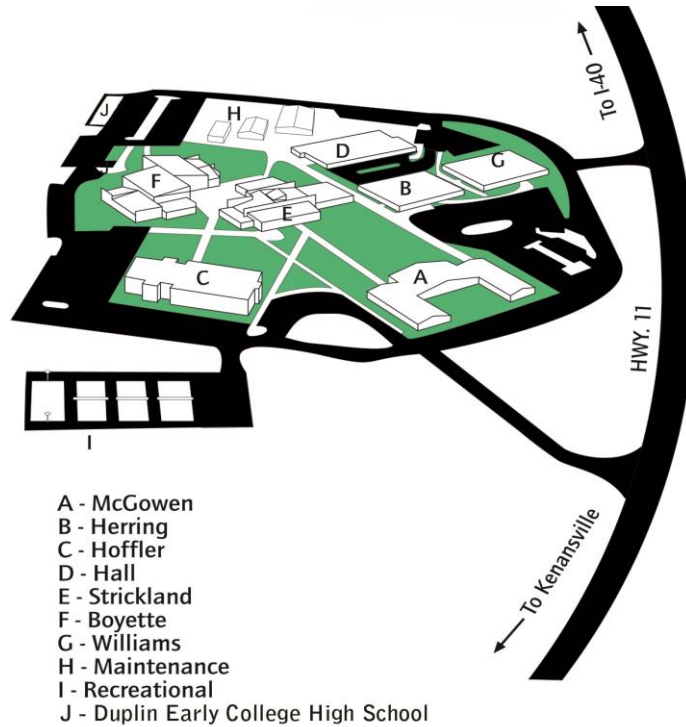
As your local institution of higher education for the past fifty plus years, we have a friendly student oriented environment that allows you to explore your capabilities and expand your horizons. We also offer career focused programs of studies, courses and responsive student services all focused on your success.

At James Sprunt Community College, you can start here and go anywhere your talents and imagination can take you! JSCC is your bridge to success!

Dr. Lawrence L. Rouse
President

James Sprunt Community College offers equal employment and educational opportunities to all employees and students, without regard to race, color, national origin, religion, creed, gender, age, disability, medical condition, veteran status, political affiliation, and all other categories protected by federal, state, and local anti-discrimination laws.

All inquiries and questions about James Sprunt Community College’s compliance with Title VI and VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990, and/or the College’s Equal Opportunity Policy may be addressed to the Associate Vice President of Student Services and Vice President of College Advancement/Human Resources, JSCC, P.O. 398, Kenansville, NC 28349.



**James Sprunt Community College
Campus Locator Map**

2016 – 2017 Academic/SGA Calendar of Events

AUGUST	DECHS IDs	SGA AWARENESS MONTH
	Aug. 8	Duplin Early College IDs Issued
	Aug. 9	New Student Orientation – 9:00 am or 5:30 pm
	Aug. 9 - 18	Student IDs Issued – Times Will Be Posted
	Aug. 10	New Student Orientation – 9:00 am; Faculty Work Day
	Aug. 11	Fall Semester Registration – 9:00 am – 1:00 pm; 4:00 pm – 7:00 pm
	Aug. 15	Classes Begin
	Aug. 22-25	SGA Awareness Week
SEPTEMBER	CONSTITUTION DAY	ALCHOHOL-AIDS-DISABILITY AWARENESS MONTH
	Sept. 5	MUSCADINE FESTIVAL Labor Day Holiday – College Closed
	Sept. 12	SGA Meeting – 12:00 Noon
	Sept. 15	Constitution Day Celebration
	Sept. 23-24	Muscadine Festival
	Sept. 26	SGA Meeting – 12:00 Noon
	Sept. 26	Last Day To Withdraw From A 1 st Session Class
	OCTOBER	FALL FEST
Oct. 3		SGA Meeting – 12:00 Noon
Oct. 10 – 11		Fall Break for Students Faculty Development Days NCCCS Conference
Oct. 12		Mid-Semester
Oct. 17		SGA Meeting – 12:00 Noon Call for Mr. & Ms. JSCC Letters of Intent
Oct. 20		Fall Fest
Oct. 28-30		N4CSGA Fall Conference – Atlantic Beach
Oct. 31-Nov. 3		Early Web Registration for Spring Semester (Student makes appointment with Advisor)
NOVEMBER	FACULTY/STAFF APPRECIATION DAY	INTERNATIONAL EDU. WEEK
		WARSAW VETERAN'S PARADE

		NATIONAL NATIVE AMERICAN HERITAGE MONTH
	Nov. 7	SGA Meeting – 12:00 Noon Deadline for Mr. & Ms. JSCC Letters of Intent
	Nov. 7 – 10	Early Registration For Spring Semester (Student Makes Appointment With Advisor)
	Nov. 9	Last Day to Withdraw From a Class
	Nov. 14	Faculty/Staff Appreciation Day
	Nov. 21	SGA Meeting – 12:00 Noon
	Nov. 23	Break Day Students/Faculty
	Nov. 24 – 25	Thanksgiving Holiday – College Closed
	Nov. 28	Last Day to Withdraw From a 2 nd Session Class
DECEMBER	MR. & MS. JSCC CORONATION CEREMONY	BEULAVILLE CHRISTMAS PARADE WALLACE CHRISTMAS PARADE ROSE HILL CHRISTMAS PARADE
	Dec. 2	Mr. & Ms. JSCC Pageant
	Dec. 5	SGA Meeting – 12:00 Noon
	Dec. 6 – 12	Final Exams During Class Periods
	Dec. 12	Last Day of Classes
	Dec. 13	Grade Day
	Dec. 13 – Jan. 3	Student Christmas Holiday
	Dec. 15 – Jan. 3	Faculty Christmas Holiday & Semester Break
	Dec. 22 – Jan. 2	College Christmas Holiday
JANUARY	SLI	GOV. ROBERT W. SCOTT LEADERSHIP AWARD 2017 NOMINEES
	Jan. 2	New Year's Holiday
	Jan. 4	New Student Orientation 9:00 am Or 5:30 pm
	Jan. 5	Spring Semester Registration 9:00 am–1:00 pm; 4:00 pm – 7:00 pm
	Jan. 5 – 19	Student IDs Issued....Times will be posted.
	Jan. 9	Classes Begin
	Jan. 9	SGA Meeting – 12:00 Noon

		Call for N4CSGA Spring Conference & Spring Fling T-Shirt Design
	Jan. 16	Martin Luther King, Jr. Holiday
	Jan. 23	SGA Meeting – 12:00 Noon
FEBRUARY	VALENTINE'S DAY CELEBRATION	BLACK HISTORY MONTH
	Feb. 1 – 28	Black History Celebration
	Feb. 6	SGA Meeting – 12:00 Noon
	Feb. 14	Valentine's Day Celebration
	Feb. 20	SGA Meeting – 12:00 Noon Deadline for N4CSGA Conference and Spring Fling T-Shirt Design / Last Day To Withdraw From A 1st Session Class
	Feb. 27	T-Shirt Winner Notified
MARCH		WOMEN'S HISTORY MONTH JSCC TRIO PROGRAMS MONTH
	Mar. 6	SGA Meeting – 12:00 Noon Call for Letter of Intent To Run For SGA Officer Nomination of Employee Excellence Award / Mid Semester Break Days for Students/Faculty
	Mar. 7 – 8	
	Mar. 20	SGA Meeting – 12:00 Noon Deadline for SGA Officers Letters of Intent Voting for Employee Excellence Award
APRIL	SPRING FLING	COMMUNITY COLLEGE MONTH GREENEVERS FIREMEN'S DAY PARADE STUDENT AWARDS CEREMONY
	Apr. 3	SGA Meeting – 12:00 Noon
	Apr. 3 – 4	Early Registration For Summer Semester (Student Makes Appointment With Advisor)
	Apr. 5	Last Day To Withdraw From A Class
	Apr. 6	Spring Fling
	Apr. 10	SGA Candidate Speeches
	Apr. 10 – 12	Early Web Registration For Fall Semester (Student Makes Appointment With Advisor)

	Apr. 11	Voting for SGA Officers
	Apr. 13	Break Day for Students/Faculty
	Apr. 14	Easter Holiday
	Apr. 17	SGA Meeting – 12:00 Noon
	Apr. 17 – 20	Early Registration For Fall Semester (Student Makes Appointment With Advisor)
	Apr. 20	Last Day To Withdraw From A 2 nd Session Class
	Apr. 24	Student Awards Ceremony – 2017-2018 SGA New Officers Swearing-In Ceremony
MAY	Apr. 28-May 4	Final Exams
	MEMORIAL DAY	GRADUATION EXERCISES
	May 4	Last Day of Classes
	May 8	Grade Day
	May 9	Faculty Development Day Graduation Rehearsal – 7:00 pm
	May 10	Faculty Work Day Graduation Ceremony – 6:00 pm
	May 15	Registration Summer Semester
	May 15 – 25	Student IDs Issued – Times Will Be Posted
	May 16	Classes Begin
	May 29	Memorial Day Holiday – College Closed
JUNE	SGA OFFICER'S TRAINING	ICE CREAM SOCIAL SLI PROGRAM WILLIAM PEACE UNIVERSITY RALEIGH, NC
	June 22	Mid – Semester INDEPENDENCE DAY HOLIDAY
JULY	July 3	Break Day for Students & Faculty
	July 4	Independence Day Holiday – College Closed
	July 13	Last Day To Withdraw From A Class
	July 27 – Aug. 2	Final Exams During Class Periods
AUGUST	Aug. 2	Last Day of Classes
	Aug. 3	Grade Day

**PLEASE NOTE:
N4CSGA DATES WILL BE ANNOUNCED.
SGA EVENTS AND DATES MAY CHANGE.**

CAMPUS SERVICES

Office Hours and Contact Information

STUDENT SERVICES

The purpose of the 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, employable skills training, Federal Trio programs, and the Student Government Association (SGA). Students who take advantage of those services and programs are better equipped to achieve their 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, lectures, and intramural sports.

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

STUDENT SERVICES

All offices below are located in the Strickland Building. Please follow the operating schedule below unless otherwise indicated.

Associate Vice President's Office - (910) 296-2505 or (910) 296-2504

Fall/Spring Semester – Mon.-Thurs. - 8:00 am – 5:00 pm; Fri. – 8:00 am – 12:00 pm

Summer Semester – College officially closed on Fridays; Mon. – Thurs. – 8:00 am-5:00 pm

Financial Aid

(910) 296-2502

Enrollment Services

Admissions, Registrar, Academic Records,
Withdrawals, etc.

(910) 296-2500

Career Planning

(910) 296-6003

Tutoring

(910) 296-2427

Veterans' Affairs & Work Study

(910) 296-2087

Testing Services

(910) 296-2506

Student Activities/SGA

(910) 296-2507

Services For Students With

Disabilities

(910) 296-2506

OTHER ACADEMIC AND STUDENT SERVICES

Administrative Services/Business Office

Located in the McGowen Building
(910) 296-2435

Library

Located in the Boyette Building
Reference Desk – (910) 296-2519
jsclibrary@jamesprunt.edu

Fall/Spring Semester

Mon. - Thurs. – 8:00 am – 6:30 pm
Fri. - 8:00 am – 12:00 pm

Summer Semester

Mon. – Thurs. – 8:00 am – 6:30 pm

Distance Learning

Located in the Boyette Building
(910) 296-1334

Fall/Spring

Mon. – Thurs. – 8:00 am – 5:00 pm
Fri. – 8:00 am – 12:00 pm

Public Safety Services

Located in the McGowen Building
(910) 296-2487

Workforce Innovation Opportunity Act (WIOA)

Located at NC Works
(Formerly named Employment
Security Commission)
160 Mallard St., Kenansville NC 28349
(910) 296-1478

College Advancement/Foundation

Located in the McGowen Building
Obtain Student Scholarship Information
(910) 296-2416; (910) 296-2417

Bookstore

Located in the Strickland Building
(910) 296-2510 – Closed 1:00 - 2:00
Please refer to the above schedule
unless otherwise posted.

Curriculum Services

Located in the McGowen Building
(910) 296-2421

Student Success Center

Located in the Hoffer Building
(910) 296-2490

Fall/Spring Semester

Mon. – Thurs. – 8:00 am – 9:00 pm
Fri. – 8:00 am – 12:00 pm

Summer Semester

Mon. – Thurs. – 8:00 am – 6:00 pm

Evening Services

Located in the Strickland Building
(910) 296-2400; (910) 296-2403
(910) 296-1974

Fall/Spring/Summer Semester

Mon. – Thurs. – 5:00 pm – 10:30 pm

Security Services

Located in the McGowen Building
Day: (910) 296-2013
(910) 375-2150
(910) 296-2400
(910) 296-2487
Evening:
(910) 296-2400
(910) 296-1974

Fall/Spring/Summer Semester

Mon. – Thurs. – 8:00 am – 10:30 pm
Fri. – 8:00 am – 4:00 pm
Sat. - 8:00 am – 5:00 pm

STUDENT ORGANIZATIONS

STUDENT GOVERNMENT ASSOCIATION (SGA)

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 SGA 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 SGA 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 will assist 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 an interview with the screening committee, have at least a 3.0 grade point average, and be a full-time student.

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.

SCHOLARLY MEN OF SUCCESS ACADEMY

This organization provides awareness of health issues that are important to this population during the funding period, a weekly seminar to be taught by JSCC faculty and staff which will include the following topics: learning styles, goal setting, time management, career planning, diversity, budgeting, note and test taking, reading for understanding and study skills, career and educational mentoring through opportunities to shadow successful minority male college students, specialized supportive counseling and activities that increase their chances for completing higher education and obtaining a degree, financial aid, grant, and scholarship information. Contact 910-296-1011.

Academic Policies and Procedures

Registration/WebAdvisor

WebAdvisor is an online tool that allows currently enrolled students to access information and register for classes via the internet. A link to WebAdvisor can be found on the James Sprunt Community College website at www.jamessprunt.edu. Students new to WebAdvisor can access "I'm New to WebAdvisor" on the WebAdvisor home page to get their User ID and Password. Student email must be operational for WebAdvisor password notification.

Some of the tasks students will be able to access are:

- Search and Register for Classes (**after meeting with advisor**)
- View Class Schedule
- View Transcripts and Grades
- Perform Program Evaluations
- Check Financial Aid Status by Term
- View Account Summary by Term

Class Attendance

Students are expected to be present at all scheduled classes and examinations. The instructor will inform the student when the student's success in the course is jeopardized by excessive absences. The number of absences allowed for a course is determined by the individual instructor who is responsible for informing the students in the course syllabus during the first week of class about his/her policies concerning class attendance and grading. Students are responsible for making up all work missed. If the student's absence is due to extenuating circumstances, it is the student's responsibility to contact the appropriate instructor(s).

Adding or Dropping Courses

No student will be allowed to register after classes begin, unless registering for a class that has not met. A drop/add period for registered students will be held for two days to accommodate students that need to make necessary changes. These two days are the first and second day of the semester.

Course Load

The maximum course load by program area, for students is as follows:

Program Area	Maximum Hours Per Semester
College Transfer	21 Credit Hours
General Education	21 Credit Hours
Associate in Applied Science Degree	21 Credit Hours
Diploma and Certificate Programs	21 Credit Hours

A student must register for 12 semester hours to be considered a full-time student.

Approval from the Executive Vice President is required to register for more than the maximum number of hours (including those being taken at other institutions) unless it is required in the typical course sequence of the major. The student's academic advisor should notify the Executive Vice President of the student's desire to enroll in more than the maximum number of allowed hours. A student may be enrolled only for those courses approved by his/her advisor. Students who are placed on academic probation may be required to register according to the probation policy as stated in the catalog or by the college counselor.

Semester Hours

The school year is normally divided into two semesters of eighty school days each and a summer session. The semesters usually begin in August, January and May. Credits earned are in semester hours, a unit of measurement for credit purposes. One semester hour represents the credit earned in a scheduled course for one hour of lecture per week or two hours of lab per week or three hours of shop per week for sixteen weeks. Students will normally need to study two clock hours in preparation for one class hour.

Withdrawal

Courses may be withdrawn only through the 75% point of the semester or class. A grade of "W" (withdrawn) may be given when withdrawal takes place after the 10% point but prior to or on the 75% point of the semester or class. Later withdrawals, except for extenuating circumstances approved by the appropriate Department Head, may result in a grade of "F". (See other information on Withdrawal in the college catalog.)

Students who must withdraw from one or more classes during the semester have the responsibility of notifying each instructor, and completing a withdrawal form which may be obtained through the Student Services office. Notification of withdrawal from a course must be received within ten (10) working days of the last date of attendance or as specified by the instructor in the course syllabus or the course instructor may withdraw the student and a grade of "F" may be assigned for that course. Students may officially withdraw through the twelfth week of the semester (or 75% of the allotted time for any shorter session). Beyond the twelfth week (or after the 75% point), students may officially withdraw only when extenuating circumstances occur and such withdrawals must be approved by the appropriate Department Head.

The appropriate college official to contact in order to officially withdraw is:

1. **Each course instructor.** Each course instructor will complete a drop form for their class(es) indicating the date of notification by the student, and forward the original to the Student Services Office; or
2. **The student's academic advisor.** The advisor will complete a drop form, as in Number 1 above; or

3. **The appropriate Department Head.** These officials will complete a drop form as in Number 1.

Official withdrawals through scheduled withdrawal dates may result in a grade of "W" unless the student is withdrawing due to cheating (see Academic Dishonesty Policy) or other circumstances as approved by the Department Head. Later withdrawals, except for extenuating circumstances, will result in a grade of "F". A student who registers for a class, but does not attend, must officially drop the class to avoid receiving a grade of "F". A student who registers for a class, but withdraws prior to the 10% point of a semester, will have no entry on his/her transcript. Please refer to the section "Curriculum Refunds" for other information.

Courses in which grades of "W" are received will not be counted as hours attempted and will not affect a student's grade point average. Associate Degree nursing students should also refer to the section "Involuntary Withdrawal from Health Education Programs".

FEES AND FINANCIAL AID

Expenses at James Sprunt Community College are held to a minimum because of support from local, state, and federal sources. These fees are payable each semester upon registration. These fees are set each year by the General Assembly of the State of North Carolina and are subject to change.

TUITION AND FEES

Tuition (Per Semester)

Maximum In-State Tuition (16 or more semester hours).....	\$1216.00
Part-Time, In-State Students (Per Semester hour)	\$ 76.00
Maximum Out-of-State Tuition (16 or more hours).....	\$4288.00
Part-time, Out-of-State Students (Per Semester hour)	\$268.00

Note: For most purposes (financial aid, insurance coverage, etc.) 12 semester hours credit constitutes full-time attendance.

Student Activity Fee *(Per Semester, Fall and Spring Semesters Only)

0-6 Semester Hours Credit	\$15.00
7-11 Semester Hours Credit	\$17.00
12 or more Semester Hours Credit.....	\$19.00

Computer Use and Technology Fee – Curriculum

0-6 Semester Hours Credit	\$8.00
7-11 Semester Hours Credit	\$12.00
12 or more Semester Hours Credit.....	\$16.00

Computer Use and Technology Fee – Continuing Education

Technology-Related Occupational Continuing Education Class	\$5.00
Transcript Fee	\$5.00

Books and Supplies (Estimated).....\$800.00
 (May be purchased from the Bookstore, and total cost will depend upon program and course load.)

Graduation Fee (Estimated).....\$50.00

Liability Insurance Fee (Health Education students, estimated)\$15.00

To receive additional information on fees for the Health Education Department, please call (910) 296-2451.

Career and College Promise: High school students enrolled in the Career and College Promise program pay no tuition. Fees are paid by the Duplin County Board of Education. Some textbooks may need to be purchased by the student.

Refund Policy for Curriculum Students

A refund shall be given only under the following circumstances:

- A. A 100% refund shall be made if the student officially withdraws prior to the first day of class(es) of the academic semester as noted in the college calendar. Also, a student is eligible for a 100% refund if the class in which the student is officially registered fails to "make" due to insufficient enrollment. A 100% refund includes all tuition and fees paid.
- B. A 75% refund shall be made if the student officially withdraws from the class(es) prior to or on the official 10% point of the semester. A 75% refund includes tuition only. Fees are not included in the 75% refund.
- C. For classes beginning at times other than the first week (seven calendar days) of the semester, a 100% refund shall be made if the student officially withdraws from the class prior to the first class meeting. A 75% refund shall be made if the student officially withdraws from the class prior to or on the 10% point of the class.

When a student, having paid the required tuition for a semester, dies during that semester (prior to or on the last day of examinations of the College the student was attending), all tuition and fees for that semester may be refunded to the estate of the deceased.

Acceptable Use Policy

Purpose

College owned or operated computing resources are reserved for educational, instructional, research, and administrative computing needs of the faculty, students, staff, and other individuals authorized by the College. The College's computing resources include but are not limited to all College computers and hardware, access to the Internet or access to any College intranet provided through College owned or operated computers, online and offline storage, and network and communications facilities including cloud accessible hardware or software provided by the College. **Access to these computing resources is a privilege and, therefore, it is essential that all users exercise responsible, ethical, and lawful behavior when using these resources.** Users are expected to read, understand, and comply with the College's Acceptable Use Policy.

The College monitors access to the computing resources and reserves the right, without prior notice to users, to access these resources and to use any and all information retrieved from the computing resources. **Users do not have an expectation of privacy regarding their use of the computing resources**, and by accessing and using the College's computing resources, users expressly consent to such monitoring, access, and use by the College. Information contained on the College's computing resources and in College accounts, including but not limited to e-mail, may be subject to inspection under the Public Records Law of the State of North Carolina.

The College does not attempt to articulate all required or unacceptable behavior by its users. Therefore, each user's judgment on appropriate conduct must be relied upon. To assist in such judgment, users will follow this policy:

Acceptable and Unacceptable Uses

1. Use should be consistent with the Acceptable Use Policies (AUP) for the North Carolina Research and Education Network (NCREN), operated by MCNC and consistent with the mission of James Sprunt Community College.
2. **College computing resources** are to be used only for educational, research, instructional or college administrative purposes for which access is provided, and **are not to be used for any unauthorized purpose**, including but not limited to commercial purposes, unauthorized access to remote computers or non-College related activities.
3. **An access account assigned to a user must not be used by any other individual.** Users are responsible for the proper use of their accounts, including proper password protection and appropriate use of the College's computing resources. Obtaining another user's password, allowing friends, family, co-workers, and any other individual use of your or another user's account, or other unauthorized use of an access account, is a serious violation of this policy.
4. **Users shall not create, display, transmit, or make accessible threatening, racist, sexist, obscene, offensive, annoying or harassing language in e-mail message or material, including broadcasting unsolicited message, sending unwanted e-mail, or impersonating other users.** Remember – the College's policies against discrimination and harassment apply to communications through the College's computing resources.
5. **All computer software is protected by federal copyright law.** In addition, most software is proprietary and protected by legal licensing agreements. Users are responsible for being aware of the licensing restrictions for any software used on the College's computing resources. Software that is not owned by the College cannot be installed on College equipment.
6. **Users shall not download, reproduce and/or distribute copyrighted or licensed materials without proper authorization from the author or creator.** Additionally, users shall not publish information, messages, graphics, or photographs on any web page without the express permission of the author or creator.
7. **Users shall not engage in activities to damage or disrupt the hardware, software, or any communication** associated with the College's computing resources, such as virus creation and propagation, wasting system resources, overloading networks with excessive data, or any attempt to circumvent data protection schemes or uncover security loopholes.
8. **Users shall not access or damage any portion of the College's computing resources** or other College property, such as College records, or use the College's computing resources for illegal activities.
9. **Users learning of the misuse of the College's computing resources or violations of this Acceptable Use Policy should notify a College faculty member or College official immediately.**

Enforcement:

Anyone found to have violated this policy may be subject to disciplinary action including but not limited to suspension or revocation of computing privileges, disciplinary review, dismissal from class with a grade of "F", and/or termination. Any conduct, which violates

local, state or federal laws, will result in the immediate loss of all access to the college computing resources and will be referred to appropriate college offices and/or law enforcement authorities. James Sprunt Community College is not liable for actions of anyone connected to the internet through the college's computing resources. All users will assume full liability (legal, financial or otherwise) for their actions.

Modifications:

JSCC reserves the right to modify this policy at any time.

Academic Dishonesty Policy

Academic Dishonesty Defined

James Sprunt Community College is committed to providing an academic environment conducive to learning. The college does not condone academic dishonesty to any degree. To ensure students understand the college's expectations, definitions, and examples of plagiarism and cheating, reference is provided below. Students are accountable to the policies and are expected to conduct themselves in such a manner as to be a credit to themselves and the college.

Plagiarism

Plagiarism is defined as presenting someone else's work, including the work of other students, as one's own. Students have plagiarized when they have failed to properly document the original ideas of others. Any ideas or wording taken from an original source for written or verbal use **must** be cited within the assignment. Examples of possible resources may include: books, newspaper/magazine articles, course material, other students' projects, email messages, and Internet resources including books, fine art, graphics, photographs, websites, video production, films, CDs, design projects, compositions, lyrics, music, sound bites, speeches, audio recordings, lectures, interviews, etc. When you are in doubt about the need to cite information, ask your instructor.

Cheating

Cheating is defined as obtaining information in a dishonest manner. Some examples of cheating are: obtaining and using all or part of someone else's work and turning it in as one's own, allowing someone else to obtain and use your work, several people completing one assignment and submitting multiple copies represented (implicitly or explicitly) as individual work, submitting material(s) obtained from the Internet and/or World Wide Web as one's own work without proper acknowledgement of the source, and letting a tutor complete an assignment and submitting it as one's own.

Consequences

If a student commits any act of academic dishonesty, the instructor may assign a zero grade on the assignment or assign a grade of "F" in the course. The instructor must file an academic dishonesty incident report describing the alleged violation with the Executive Vice President and provide a copy to the student. The student may appeal the grade assigned by the instructor if; (1) the student believes the penalty is unfair or (2) the student does not agree with the evidence presented by the instructor. Guidelines for student appeals are provided in the current James Sprunt Community College catalog.

Repeated offenses of the college's academic dishonesty policy will result in the student being referred to the Associate Vice President of Student Services.

Academic and Non-Academic Appeals

Any student has the right to appeal grievances resulting from any action taken by the college which affects a student's academic standing or the student's status within the academic program. Additionally, any student has the right to appeal grievances resulting from any non-academic action

taken by the college. The proper procedures for academic and non-academic appeals are outlined in the college catalog.

Consumer Information

James Sprunt Community College is required to provide to enrolled students the procedures for obtaining consumer information. The following is provided on the James Sprunt website (www.jamessprunt.edu) and catalog as well as other locations listed below:

Financial Aid Information:

- The cost of attending the college.
- The need-based and non-need based federal financial aid.
- The need-based and non-need based state and local aid programs, school aid programs, and other private aid programs.
- How students apply for aid and how eligibility is determined.
- How the school distributes aid among students.
- The rights and responsibilities of students receiving aid.
- How and when financial aid will be disbursed.
- The terms and conditions of any employment that is part of the financial aid package.
- The terms of, the schedules for, and the necessity of loan repayment and required loan exit counseling.
- The criteria for measuring satisfactory academic progress, and how a student who has failed to maintain satisfactory progress may reestablish eligibility for federal financial aid.
- A statement of the requirements for the return of FSA funds when a student withdraws from school,
- Information about any refund policy with which the school must comply, and the requirement for officially withdrawing from the school.
- Whom to contact for information on student financial assistance and who for general school issues.

Point of Contact: Financial Aid Staff; Scholarship Committees; Foundation; Business Office; Work Study Program.

Other Locations: www.ncccs.cc.nc.us/; www.FederalStudentAid.ed.gov/; www.fafsa.ed.gov/; www.cfnc.org/; www.finaid.org/; www.mappingyourfuture.org/; www.ncc.edu/; brochures, flyers, handouts, scholarship applications, mail notifications, emails, bulletin boards, and workshops.

Academic Programs and Student Attainment

- The names of associations, agencies, and/or governmental bodies that accredit, approve, or license the school and its programs, and the procedures by which a student may receive a copy for review of the school's accreditation, licensure, or approval.
- The special facilities and services available to disabled students.
- The degree programs, training, and other education offered, and any plans the school has for improving the academic programs.
- The instructional, laboratory, and other physical plant facilities associated with the academic programs.
- A list of the faculty and other instructional personnel.
- The terms and conditions under which students receiving federal education loans may obtain deferments.
- School policies on transfer of credit, including the criteria it uses regarding the transfer of credit earned at another school, and a list of any schools with which it has established an articulation agreement.
- Information on student body diversity in the categories of gender and ethnicity of enrolled, full-time students who receive Federal Pell Grants.

Information on placement of employment obtained by graduates of the school's degree or certificate programs.

Retention rates of certificate- or degree-seeking first-time full-time undergraduate students.

Point of Contact: Executive Vice President; Associate Vice President of Student Services; Counselors; Admissions; Director of Physical Facilities; Financial Aid Staff; Registrar; and Director of IE and Program Management.

Other Locations: www.ncccs.cc.nc.us/; www.fafsa.ed.gov/; www.mappingyourfuture.org/; MAPS, brochures, and flyers.

Facilities, Services, and Campus Policies:

Campus security statistics and campus security policies.

Emergency response and evacuation procedures to reach students and staff.

Policies and sanctions related to copyright infringement and liabilities students may face for unauthorized distribution of copyrighted materials.

Point of Contact: College Resource Officer (CRO); Director of IE and Program Management; Associate Vice President of Student Services; Vice President of Fiscal Services; Director of Public Safety; and Executive Vice President.

Policy on Closure of the College Due to Adverse Weather and Other Conditions

The following is an excerpt from the "Policy on Closure of the College Due to Adverse Weather and Other Conditions":

General Policy

When inclement weather prevails (ice, snow, or natural disaster) or other hazardous conditions exist, the President or his designee will determine whether the college will be closed and/or what activities of the college will be canceled or postponed. The President's designee is the Vice President of College Advancement. Announcements about the closing and reopening of the college, cancellations or postponements of classes and other activities, and whether college personnel and students should report to work will be made over radio and television stations, Spartan Alert System (SAS), and social media outlets. The Public Relations Specialist will make contact with the radio and television stations and update the website. The Director of Public Safety will maintain the SAS and the College Counselor will maintain Facebook. Activities of the college will proceed as scheduled unless specifically announced otherwise. The college will reschedule classes canceled because of inclement weather as necessary. For additional information, please visit the JSCC website at: www.jamesspunta.edu/inclement-weather.

**Obtaining An
Associate In Applied Science Degree?**



It is required that you must have this:

ACA 115

This Success and Study Skills Course will provide you with the necessary tools and skills to be successful during your college career. This course was developed by asking students, faculty, and staff about what would help a student to be successful. They identified a number of topics which have been incorporated into the course to enhance student learning. Some of these include:

Study Skills	College Resources
Time Management	Test-taking Strategies
Note-taking Skills	Reading Strategies
Developing Education & Career Goals	Memory Techniques
Learning Styles	Stress Management

Associate In Applied Science degree students are highly encouraged to take this course during their first semester.

Research has shown that students who take a course such as this one are much more likely to complete their degree.

Obtaining An Associate In Arts or Associate in Science Degree?



It is required that you must have this:

ACA 122

This Success and Study Skills Course will provide information and strategies necessary to develop clear academic and professional goals beyond the community college experience. Topics include the Comprehensive Articulation Agreement (CAA) college culture, career exploration, gathering information on senior institutions, strategic planning, critical thinking, and communication skills for a successful academic transition. Upon completion, students should be able to develop an academic plan to transition successfully to senior institutions. *This course has been approved for transfer under the Comprehensive Articulation Agreement and ICAA as a pre-major and/or elective course requirement.*

Make sure your advisor signs you up today!

Services for Students with Disabilities

The purpose of James Sprunt Community College's program for students with special needs is to provide **reasonable accommodations** for students with various disabilities so that they may derive equal benefits from attending JSCC. This program provides numerous services that assist students in reaching their academic goals. It is the student's responsibility to advise a counselor or advisor if he/she has special needs and to provide documentation relating to those needs. If additional assistance is needed, please contact, (910) 296-2506.

Students wishing to file a Complaint under Title IX of the Education Amendments of 1972, Title 504 Of the Disabilities Act of 1990 May contact:

**Director of Human Resources
McGowen Building
(910) 296-1429**

Gender Discrimination and Sexual Harassment

Students have a right to study in an environment free of discrimination which encompasses freedom from gender discrimination and sexual harassment. JSCC prohibits gender discrimination and sexual harassment of its students in any form. Such conduct may result in disciplinary action up to and including dismissal. Other sexually harassing conduct, whether physical or verbal, committed by instructional or non-instructional personnel, is also prohibited. Students wishing to file grievances on the basis of gender discrimination or sexual harassment may file their grievance through the office of Associate Vice President of Student Services. Each grievance will receive prompt and due process. Students are also afforded an appeals process (if necessary) as outlined in the non-academic appeals procedures in the catalog.

Student E-mail

Students are provided an email account through Google applications for their use at James Sprunt Community College. These accounts are Free and are available to you in accordance with our Google agreement. All communication from various departments on campus, (Admissions, Registrar's Office, Financial Aid., etc.), will be through your assigned student e-mail account. It is very important that you check this e-mail account **frequently**. Usernames will be assigned from the first letter of your first name, the first letter of your middle (or maiden) name (as it appeared on your college application), last name, and the last three digits of your student ID number. You will also be assigned a temporary password which will be your birthday (mm/dd/yyyy). You will be required to change your password the first time you log on. To access student e-mail go to <http://students.mail.jamessprunt.edu> or through a link on www.jamessprunt.edu. If you have questions or need assistance with your Google e-mail account, please call Just Ask Tech Support at 910-296-1367.

Campus Policies and Procedures

Identification (ID) Cards

All JSCC students must obtain a JSCC photo identification (ID) card. Students must present one form of government issued photo ID and their class schedule at the time the ID is made. Cards for Curriculum students are issued in the Student Activities Office (Strickland Center) at registration and

as needed. Cards for Continuing Education students are issued in the Continuing Education Office (Boyette Building) at registration and as needed.

JSCC ID cards must be visible at all times while on campus, and under no circumstances should they be altered or lent to another person. Presentation of the ID card may be required for identification or participation in various student activities or events. Persons who do not have proper identification may be asked to leave. Students who withdraw before the semester ends must turn their ID cards into the Student Activities Office.

Lost ID cards must be replaced, and a fee of \$5.00 is charged for each duplicate card. Students will need to pay the fee at the Business Office and bring the receipt to the Student Activities Office in order to have their ID card replaced.

**"JSCC Student", for the purposes of this policy, is defined as a student who attends James Sprunt Community College for at least five (5) consecutive days.*

I. Purpose

- a. To enhance the safety and security of all personnel on James Sprunt Community College's campus, **ALL** students will be required to obtain a photo identification card.
- b. This student ID will serve as the official means of identification for James Sprunt Community College.
- c. Unless a student loses/misplaces their ID card, it will only need to be issued once.
- d. The first issued student ID is **FREE**. All replacements will cost \$5.00.
- e. The student ID must be visible at all times while on campus.
- f. Individuals not wearing proper identification will be asked what business they have on campus. If the answer is satisfactory (i.e. potential applicant filing for admissions/financial aid, visitors on campus tour), that individual will be allowed to continue with his or her business and immediately leave campus upon completion of that business.
- g. If an individual states they are a student, college officials shall ask for their student ID. If none can be provided, the individual will be asked to leave campus until they can return with a valid JSCC student ID. Those who resist will be escorted off campus by the College CRO and further disciplinary action may be taken if necessary.

II. Scope

- a. JSCC students will be required to obtain a student ID card within the first two weeks of each semester.
- b. Dates and times of photo ID drives will correspond with this time frame and will be announced at the beginning of each term.

III. Photo ID Policy

- a. Students will be required to present one form of government-issued photo identification before an ID card is issued.
- b. For ID pictures, James Sprunt Community College requires individual to remove any items not worn as part of their daily appearance (i.e., prescription eyeglasses). The only exceptions are items worn for cultural or religious purposes.
- c. All bandanas, hats, sunglasses, visors, etc. are to be removed before picture is taken.

Parking Hanger

At the time the ID is issued, a permanent parking hanger will also be given. Students must display the JSCC parking hanger, and it must be visible hanging from the rearview mirror facing outward at all times. Failure to do so may result in a student not being allowed to park on campus grounds. Lost hangers must be replaced, and a fee of \$5.00 is charged for each hanger. Students will need to pay the fee at the Business Office and bring the receipt to the Student Activities Office in order to have their hanger replaced.

Traffic /Parking Regulations

Students are expected to drive carefully, courteously, and abide by all North Carolina and James Sprunt Community College traffic regulations while on campus. A Speed Limit of 15 miles per hour will be observed by all vehicles while on campus. Parking tickets are issued by the JSCC Security staff. A copy of the ticket is kept in the office of the College Resource Officer. Students are expected to display the JSCC parking tag at all times.

Parking **is not** acceptable in the following:

- Parking on grass unless designated.
- Parking in Disabled/Handicapped parking without proper tag being visible in windshield hanging from rear view mirror.
- Parking in **No Parking** space/area (Highlighted in yellow).
- Taking up 2 parking spaces. Only one (1) space per vehicle.
- Parking in **College Vehicle Only** designed parking spaces.
- Blocking other vehicles.
- Blocking driveways.
- Parking in **Recognition Parking** spaces (i.e., Faculty Council, Phi Theta Kappa, or College Security).
- Piggy-back Parking - 2 small vehicles in same space.

Children on Campus

Children are not allowed in classes, classrooms, or labs even when accompanied by a parent. Children are also not allowed in a reception area unaccompanied by a parent or left unsupervised while a parent is in class. If a child is brought to a class, the instructor has the right to ask the student to leave the class.

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.

Conduct

Students are expected to conduct themselves as responsible adults with dignity and to maintain high standards of responsible citizenship. Students, as all citizens, are subject to civil authority on campus as well as off campus.

James Sprunt Community College honors the right of free discussion and expression and the right to petition. However, it is clear that, in a community of learning, willful disruption of the educational process, destruction of property and interference with the rights of other members of the college will not be tolerated. Accordingly, it shall be the policy of the college to deal with such disruption, destruction, or interference promptly and effectively, but also fairly and impartially without regard to race, religion, sex, political beliefs, national origin, or handicap. Infractions that violate this policy will be reported to the Associate Vice President of Student Services for appropriate disciplinary actions.

Definition of Disruptive Conduct

Any student who, with the intent to obstruct or disrupt any normal operation or function of the college or any of its components, engages, or invites others to engage, in individual or collective conduct

which destroys or significantly damages any college property, or which impairs or threatens impairment of the physical well-being of any member of the college community or which because of its violent, forceful, threatening or intimidating nature prevents any member of the college community from conducting his/her normal activities within the college, shall be subject to prompt and appropriate disciplinary action, which may include suspension, expulsion, or dismissal from the college.

The following, while not intended to be exclusive, illustrates the offenses encompassed therein, when done for the purpose of obstructing or disrupting any normal operation or function of the college or any of its components:

- (1) Occupation of any campus building or part thereof with intent to deprive others of its normal use;
- (2) Blocking the entrance or exit of any campus building, corridor or room therein with intent to deprive others of lawful access to or from, or use of, said building, corridor or room;
- (3) Setting fire to or by any other means of destroying, tampering, or substantially damaging any campus building or property, or the property of others on school premises;
- (4) Any possession or display of, or attempt or threat to use, for any unlawful purpose, any weapon, dangerous instrument, explosive or inflammable material in any campus building or on any campus grounds;
- (5) Prevention of, or attempt to prevent by physical act, the attending, convening, continuation, or orderly conduct of any class or activity or any lawful meeting or assembly in any building;
- (6) Blocking normal pedestrian or vehicular traffic on or into the campus;
- (7) Disorderly, lewd, or indecent conduct which includes offensive and profane language; as well as, distribution of obscene written materials;
- (8) Failure to comply with instructions of college officials acting in performance of their duties, including failure to provide student ID in timely manner when requested;
- (9) Theft of, misuse of, or damage to college property, or theft of or damage to property of a member of the college community or at college functions;
- (10) Possession of or use of alcoholic beverages or being in a state of intoxication on the college campus or at a college-sponsored or supervised function off campus to include college vehicles;
- (11) Any act, comment, or behavior which is of a sexually suggestive or harassing nature and which in any way interferes with a student's or an employee's performance that creates a hostile, intimidating or offensive environment.
- (12) Forgery, alteration, or misuse of college documents, records, or instruments of identification with intent to deceive, making a knowingly false statement, either orally or in writing to college officials.
- (13) Operating a motor vehicle without proper license and registration.
- (14) Operating a motor vehicle in an unsafe manner.
- (15) Inappropriate dress that is not conducive to the educational environment of the institution.

Infractions that violate this policy will be reported to the Associate Vice President of Student Services for appropriate disciplinary actions.

Drug and Alcohol Policy

I. PURPOSE

James Sprunt Community College is committed to the maintenance and protection of an environment in which students and faculty members "can responsibly pursue their goals through learning, teaching, research, and discussion, free from internal or external restraints that would unreasonably restrict their academic endeavors." Additionally, it is the obligation of all members of the college community — students, faculty, administrators, and other employees — to help maintain an atmosphere where academic freedom thrives and in which the rights of each person within the college community are respected.

II. UNLAWFUL USE

Illegal drug use poses a threat to higher education communities. Drugs endanger the health and safety of all persons within these communities and jeopardizes the integrity of the pursuit of learning and teaching. Therefore, it is the policy of this college that the unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance or alcohol, is prohibited while in the work place, on college premises or as part of any college-sponsored activities. Any employee or student violating this policy will be subject to disciplinary action up to and including termination or expulsion and referral for prosecution. The specifics of this policy are as follows:

1. James Sprunt Community College does not differentiate between drug users, drug pushers, or sellers. Any employee or student who unlawfully possesses, uses, sells, gives, or in any way transfers a controlled substance or alcohol to another person, or manufactures a controlled substance or alcohol while in the work place, on college premises, or as a part of any college-sponsored activity, will be subject to disciplinary action up to and including termination or expulsion and referral for prosecution.
2. The term "controlled substance" means any drug listed in 21 CFR Part 1308 and other federal regulations; as well as, those listed in Article V, Chapter 90 of the North Carolina General Statutes. Generally, these are drugs which have a high potential for abuse. Such drugs include, but are not limited to, Heroin, Marijuana, Cocaine, PCP, and "Crack." They also include "legal drugs" which are not prescribed by a licensed physician. Alcoholic Beverages include beer, wine, whiskey, and other beverages listed in Chapter 18B of the General Statutes of North Carolina.
3. No employee, student, or guest shall knowingly use or be under the influence of any non-prescribed narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, or intoxicant of any kind on the College campus; however, the legal use of alcoholic beverages may be allowed as appropriate at selected off-campus college-sponsored activities.
4. If any employee or student is convicted of violating any criminal drug or alcoholic beverage control statute while in the college workplace, on college premises, or as a part of any college-sponsored activity, he or she will be subject to disciplinary action up to and including termination or expulsion. Specifically, any such person who is convicted of a felony or a misdemeanor which results in an active prison sentence will, if a student, be expelled, or if an employee, be terminated from employment. Other misdemeanor convictions will be evaluated on a case-by-case basis, and the penalties to be imposed may range from written warnings or mandatory counseling or rehabilitation to expulsion from enrollment or discharge from employment. Any person charged with a violation of these "Unlawful Use" policies may be suspended from enrollment or employment before initiation or completion of disciplinary proceedings if the Vice President of College Advancement and Human Resources determines that the continued presence of such person within the college community would constitute a clear and immediate danger to the health or welfare of other members of the community after an appropriate predetermination inquiry.
5. Each employee or student is required to inform the Vice President of College Advancement and Human Resources, in writing, within five (5) days after he or she is convicted of violation of any federal, state, or local

criminal drug or alcoholic beverage control statute where such violation occurred while in the college workplace, on college premises, or as a part of any college-sponsored activity. A conviction means a plea of or a finding of guilt (including a plea of *nolo contendere*) and the imposition of a judgment by a judge sitting with or without a jury in any federal or state court. If an employee is convicted of violating any criminal drug statute while on the workplace, he or she will be subject to disciplinary action up to and including termination. Alternatively, the college may require the employee to successfully finish a drug abuse program sponsored by an approved private or governmental institution as a precondition for continued employment.

6. The Vice President of College Advancement and Human Resources must notify the U. S. governmental agency from which a grant was made within (10) days after receiving actual notice of a drug conviction. Disciplinary action against the convicted employee must be undertaken by the college within 30 days. As a condition of employment on any federal government grant, the law requires all employees to abide by this policy.
7. A description of applicable state sanctions and the health risks associated with the use of both illicit drugs and alcohol is attached and included as a part of this policy.

III. **DRUG AND ALCOHOL TESTING**

1. The College endeavors to have a drug-free workplace. To support this goal, the College participates in random drug testing, suspicion testing, and follow-up testing. All testing procedures will be administered in accordance with applicable law and regulations.
2. Employees may be asked to take a test at any time to determine the presence of drugs, narcotics, or alcohol, unless the tests are prohibited by law. Employees that agree to take the test must sign a consent form authorizing the test and the College's use of the test results for purposes of administering its discipline policy. It is a violation of this policy to refuse consent for these purposes or to test positive for alcohol or illegal drugs. Policy violations will result in discipline and may result in termination. Tests that are paid for by the College are the property of the College, and the examination records will be treated as confidential and held in the personnel file. However, records of specific examinations will be made available, if required by law or regulation, to the employee, persons designated and authorized by the employee, public agencies, relevant insurance companies, or the employee's doctor.
3. Employees, who notify their supervisors of an abuse problem prior to being discovered, shall be referred immediately to the College's Employee Assistance Program for treatment and rehabilitation. An employee may have to participate in follow-up testing before returning to work.

Policy Concerning Weapons on Campus or Other Educational Property

It is against college policy for any person, while on college property, to possess or carry, with a limited exception, any gun, rifle, pistol, or other firearm; dynamite cartridge, bomb, grenade, mine, powerful

explosive as defined in G.S. 14.284.1; BB gun, stun gun, air rifle, air pistol, bowie knife, dirk, dagger, slingshot, leaded cane, switchblade knife, black jack, metallic knuckles, razor or razor blades (except solely for personal shaving), firework, or any sharp-pointed or edged instrument except instructional supplies, unaltered nail files, clips, and tools used solely for preparation of food, instruction, maintenance, or for school-sanctioned ceremonial purposes, or any other weapon of any kind.

A firearm is permissible on campus only under the following circumstances:

1. The firearm is a handgun; AND
2. The individual has a valid concealed handgun permit or exempt from the law requiring a permit; AND
3. The handgun remains in either: a closed compartment or container within the individual with the permit's locked vehicle; or a locked container securely affixed to the individual with the permit's locked vehicle; AND
4. The vehicle is only unlocked when the individual with the permit is entering or exiting the vehicle; AND
5. The firearm remains in the closed compartment at all times.

College property refers to any college building or vehicle, campus grounds, recreation areas, athletic fields, or other property owned, used or operated by the college Board of Trustees. Any person violating this policy shall be guilty of a felony or misdemeanor depending on the weapon involved and the enrollment status of the individual.

Infractions that violate this policy will be reported to the Associate Vice President of Student Services for appropriate disciplinary actions.

Campus Security and Safety Information

James Sprunt Community College seeks to provide an atmosphere of openness for the encouragement of collegiate activity on campus facilities. However, this policy of promoting openness must be balanced by controls designed to promote security on campus facilities.

The Division of College Advancement and Human Resources is primarily responsible for campus security, and the Director of Public Safety is responsible for campus safety. Statistics on campus crime are gathered and annually published in a document entitled "Annual Security Report". This report is available in the Office of Public Safety. It can also be found on the website at www.jamessprunt.edu.

Crime Prevention

Security's number one priority is to maintain high visibility as a deterrent to crime. Every effort is made to prevent the occurrence of criminal activity through frequent patrolling of all campus buildings, grounds, and parking lots.

All officers are equipped with two-way radios for immediate dispatch to an emergency. When necessary, an outside agency, such as the Duplin County Sheriff's Office or Kenansville Police Department is contacted for assistance.

Students, faculty and staff should report to the JSCC Security incidents and concerns immediately so that response measures may be taken.

Student Injuries and Campus Sickness

Students who are injured on campus should seek urgent medical assistance when the need exist. All injuries should be reported to the College Resource Officer (CRO) who will assist with providing illness and injury updates to the Director of Public Safety and Associate Vice President of Student Services. Students, at their earliest opportunity, should complete JSCC's Student Incident form as well as the required paperwork for filing a student insurance claim. These forms may be obtained in

the Student Services Department located in the Strickland Building. Student should make every effort to accurately report injuries and serious illnesses to the CRO.

College Policy On Campus Crime

In accordance with the Student Right-To-Know, Campus Crime Security Act of 1990, and the Clery Act, JSCC exhibits "zero tolerance" toward violence on campus, including sexual assault, aggravated assault, physical confrontations of any kind, verbal threats of intent to cause harm, harassment designed to intimidate another, hate crimes, robbery, burglary, and property crimes such as destruction, theft, and sabotage. For more information regarding this policy, please feel free to contact the Associate Vice President of Student Services and/or the Director of Public Safety.

Emergency Services

Security and maintenance employees are the primary First Responders. They respond to campus emergencies such as injury, illness, fire, tornadoes, etc. In the event of an emergency, students and campus visitors should follow the instructions of college officials. In addition, emergency instructions are posted throughout the campus.

FOR MEDICAL EMERGENCIES DIAL: 911 Non-Medical Emergency Assistance

Day:

Director of Public Safety – (910) 296-2487 McGowen Building
Security, (910) 296-2013 McGowen Building; Cell – (910) 375-2150
Receptionist, (910) 296-2400 McGowen Building Lobby

Evening:

Security, (910) 296-1974 Evening Coordinator – Strickland Building
Receptionist, (910) 296-2400 Strickland Lobby

Public Safety Concerns:

Director of Public Safety – (910) 296-2487
Assistant Public Safety Officer – (910) 296-2438
College Resource Officer - (910) 296-2013 – Office
College Resource Officer - (910) 375-2150 - Mobile

Please remember:

Safety Tips

- **Park in well-lit areas.**
- **Avoid walking alone in the dark.**
- **Be alert! Your safety depends mostly upon your attitude and actions.**
- **Please report any suspicious individuals or activities to the JSCC Resource Officer (CRO).**

Spartan Alert System (S.A.S.)

The Spartan Alert System (S.A.S.) is a messaging system that is used to send out messages to 1000s of people at one time as emails, text messages and/or voice messages. James Sprunt uses this system for emergency alerts, school closings, and important school information. Registered Students are automatically given an account with S.A.S. and messages are automatically sent to the user's James Sprunt email account. If a student chooses to receive messages as text or voice messages, it is necessary for the student to log into their S.A.S. account and enter the phone number directly.

To log into the alert system, choose the S.A.S. icon on the James Sprunt Community College webpage. Student login is on the left side of the page and provides a means to request a password

for newcomers as well as those that forget their password. Once logged into the account, the user will have access to add and remove phone numbers for texts and voice messages as well as additional email addresses. On the right side of the page, non-curriculum students can create a login and receive any public messages that are transmitted. For assistance, contact the Just Ask Tech Support team (justasktechsupport@jamesprunt.edu); (910) 296-1367 or Room #105 in the Hoffer building.

Admissions Policy

Admission to Colleges 23 NCAC 2C.0301(c)

Pursuant to Chapter 23 of the North Carolina Community College Code 2C.0301(c), the James Sprunt Community College Board of Trustees approves the college to deny admission to an applicant that poses a significant, imminent, articulable threat to the health, safety, and security of James Sprunt Community College Faculty, Staff, and students.

Frequently Called Numbers

Public Safety – College Resource Officer (CRO)
Day: (910) 296-2487; (910) 296-2013; (910) 375-2150
Evening: (910) 296-2400; (910) 296-1974

Student Services Department (910) 296-2500	Financial Aid Department (910) 296-2502	Distance Learning (910) 296-1334	
SGA/SGA Advisor (910) 296-2515; (910) 296-2507	Student Success Center (910) 296-2490	Business Office (910) 296-2435	
Cafeteria (910) 296-2524	Library (910) 296-2519	Bookstore (910) 296-2510	WebAdvisor (910) 296-1367

JAMES SPRUNT COMMUNITY COLLEGE TOBACCO AND SMOKE FREE POLICY

James Sprunt Community College is committed to creating a clean, safe, and healthy learning and working environment, and recognizes its responsibility to promote the health, welfare and safety for students, staff and others on college property. James Sprunt Community College also recognizes that the use of tobacco in any form poses serious and long-term health risks to individuals; therefore, adopts the following Smoking and Tobacco Use policy. By implementing the College Smoking and Tobacco Use Policy, James Sprunt Community College is seeking to enhance the health of our students, faculty, staff and visitors to our campus.

Tobacco Use and Smoking Policy

James Sprunt Community College, in its efforts to create a healthier atmosphere for the campus community, strives to control exposure to secondhand smoke. It emphasizes prevention and education efforts that support non-use and that address the risks of tobacco use. **To protect our students, staff, visitors and guests, James Sprunt Community College prohibits the use of tobacco products.**

1. At James Sprunt Community College, smoking and tobacco use is prohibited in the following locations:
 - A. On all parts of the campus.

- B. Inside all campus buildings (see item #3 for definition of campus).
 - C. In all college owned or leased vehicles.
 - D. Includes all classes taught by JSCC personnel regardless of location.
2. The College is committed to prevention and education efforts that support non-use and address the risk of tobacco use. The College also offers programs and services that include practical steps to quit using tobacco products, including smoking-cessation resources.
 3. Promotional advertising, sale, or free sampling of tobacco is prohibited on campus.
 4. The sponsorship of any campus event by tobacco-promoting organizations is prohibited.
 5. All tobacco advertising in public spaces in College locations, such as billboard and signage, is prohibited.
 6. This policy applies to trustees, administrators, faculty, staff, students, contractors, vendor, clients, and visitors.
 7. Tobacco advertisements are prohibited in College publications.
 8. Organizers and attendees at public events using James Sprunt Community College's facilities, such as conference, meetings, public lectures, athletic events, social and cultural events will be required to abide by the College's Smoking Policy. Organizers of such events are responsible for communicating and enforcing this policy.

Definition of Terms

1. Tobacco Products: For the purposes of this policy, tobacco is defined to include any lit or unlit cigarette, pipe, cigar, cigarillo, or other smoking equipment (whether filled with tobacco or any other type of materials), smokeless tobacco (use of snuff, dip, chew, smokeless pouches, or other forms of loose leaf tobacco, and any other tobacco product in any form. This is to include "e-cigarettes" or any device designed to introduce tobacco into the body.
2. Students: Includes but is not limited to full-time day students, part-time students, commuter students, non-traditional students and other special students.
3. Campus: Includes any and all college owned, leased, or maintained property (includes all classes taught by JSCC personnel regardless of location) including but not limited to buildings, facilities, sidewalks, roadways, parking lots, and grounds.
4. College vehicle: This includes college owned, rented, or leased vehicles.

Policy Implementation and Enforcement

It is the hope of James Sprunt Community College that students, employees, and visitors will recognize the value of this policy and voluntarily comply. Implementation and enforcement of this policy are the shared responsibility of the entire college community to promote a clean, safe, and healthy environment in which to work, study, and live. Enforcement will begin with Campus Security monitoring the campus for violators and notifying offenders of the tobacco policy.

Any faculty member, staff member, or student may ask individuals to comply with this policy.

Violation of any campus policy may result in discipline. Faculty and staff should be referred to their Supervisor and/or to the Vice President of College Advancement and/or Director of Human Resources. Students should be referred to the Associate Vice President of Student Services, or designee, for disciplinary action.

Assistance

To assist those who wish to quit smoking, James Sprunt Community College offers the following support:

1. The James Sprunt Community College Human Resources Department will assist in referring those who wish to quit smoking to the appropriate professional resources.
2. Faculty and staff may avail themselves of EAP resources for referrals to community smoking cessation services.

JSCC Board of Trustees
Date Approved: January 19, 2010
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