



## General Information

## General Information

# Selected Telephone Directory

(Area Code - 256)

	<b>Shoals</b>	<b>Phil Campbell</b>
General Information	331-5200	331-5200
ADA Coordinator	331-5262	-----
Admissions/Records	331-5363	331-6219/6227
Adult Education	331-5440	331-5440
Advising Center	331-5221	331-6353
Assistant Dean of Admissions/ Recruitment	331-5263	-----
Bookstore	331-5227	331-6213
Campus Security	627-1526	417-4731
Cashier's Office	331-5226	331-6382
Center for Environmental Technology - ATN	331-5422	-----
Child Development	331-5245	-----
Discrimination/Sexual Harassment Grievance - Assistant Dean of Admissions/Recruitment	331-5262	331-5262
Distance Education Office	331-5395	-----
FAX (Switchboard)	331-5222	331-6272
Financial Aid	331-5364	331-6332
GED Testing	331-5443	331-6297
Library	331-5283	331-6271/6288
Office of the President	331-5215	-----
Office of the Vice President	331-5217	331-6270
Student Success Center	331-5207/5243	331-6353
Testing Center	331-5282	331-6297
Workforce Development Center	331-5277	-----
Workforce Solutions	331-5289	-----

## Addresses

### Northwest-Shoals Community College

#### College Mailing Address

P.O. Box 2545

Muscle Shoals, Alabama 35662

**Phil Campbell Campus**  
2080 College Road  
Phil Campbell, Alabama 35581  
256.331.5200

**Shoals Campus**  
800 George Wallace Boulevard  
Muscle Shoals, Alabama 35662  
256.331.5200

**Website:** [www.nwscc.edu](http://www.nwscc.edu)

**E-Mail:** [nwscc@nwscc.edu](mailto:nwscc@nwscc.edu)

# Catalog Disclaimer

## 2019-2020 GENERAL CATALOG

(Includes Student Handbook)

The catalog is the official announcement of the College calendar, programs, requirements, and regulations of Northwest-Shoals Community College, hereinafter referred to as the College. Students enrolling in the College are subject to the provisions stated herein. Statements regarding procedures, policies, the calendar, courses, fees, and conditions are subject to change without advance notice. Check the on-line version of the catalog for changes.

Every effort is made to insure that courses and programs described in this catalog are offered to students in an appropriate and reasonable sequence. Students should be aware, however, that admission to the College or registration for a given semester does not guarantee the availability of a specific course. Course availability is determined by student demand and instructor availability.

## Accreditation

Northwest-Shoals Community College is accredited by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) to award the Associate in Arts, Associate in Science, Associate in Applied Science and Associate in Occupational Technology degrees as well as certificates in specific occupational areas. Contact SACSCOC at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404.679.4500 for questions about the accreditation of Northwest-Shoals Community College.

## Nondiscrimination Policy

It is the official policy of the Alabama Community College System and Northwest-Shoals Community College that no person in Alabama shall on the grounds of race, color, disability, sex, religion, creed, national origin, or age, be excluded from participation, be denied the benefits of, or be subjected to discrimination under any program, activity, or employment. The College complies with nondiscriminatory regulations under Title VI and Title VII of the Civil Rights Act of 1964; Title IX Education Amendment of 1972; Section 504 of the Rehabilitation Act of 1973; and the Americans with Disabilities Act (ADA) of 1990.

Women and members of minority groups are encouraged to participate in college activities.

The College is committed to a Drug Free learning and work environment through education, intervention, and enforcement.

# Board of Trustees for the Alabama Community College System

Northwest-Shoals Community College is a part of the Alabama Community College System under the control of The Alabama Community College System Board of Trustees.

## President

Governor Kay Ivey  
Alabama State Capitol  
600 Dexter Avenue  
Montgomery, AL 36130  
Phone: 334.242.7100

## Chancellor

Jimmy H. Baker

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## District 6

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 miltonadavis2@gmail.com

District 7

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 Demopolis, AL 36732  
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Member-at-Large

Blake McAnally  
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State Board of Education Ex-officio Member

Jeffery Newman  
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# Calendar 2019-2020

All dates are tentative and subject to change. Check the NW-SCC website for changes.

## Fall Semester 2019

August 12	College Open ONLY to Employees
August 12	Professional Development
August 14	Last Day of Regular Registration Period
August 14	Faculty Preparation Day
August 15	Full Term and First Mini-Term Classes Begin
August 19	Last Day of Add/Drop Period
September 2	Labor Day - State Holiday
September 30	Last Day to Withdraw from First Mini-Term with a grade of "W"
October 7	First Mini-Term Final Exams
October 7	First Mini-Term Ends
October 8	Second Mini-Term Begins
November 11	Veteran's Day - State Holiday
November 21	Last Day to Withdraw from Full and Second Mini-Term with a grade of "W"
November 25-26	ACCA Professional Development
November 27	Local Professional Development
November 28-29	Thanksgiving - State Holiday
December 5	Full and Second Mini-Term Ends
December 6, 9-12	Full Term Final Exams
December 13	Grades Due by 9:00 a.m.
	Faculty Duty Day/Student Holiday
December 17-20	Faculty Duty Day/Student Holiday
December 23-January 1	Holidays - College Closed

## Spring Semester 2020

January 2	College Open ONLY to Employees
January 2	Professional Development
January 6	Last Day of Regular Registration Period
January 6	Faculty Preparation Day
January 7	Full Term and First Mini-Term Classes Begin
January 9	Last Day of Add/Drop Period
January 20	Dr. Martin Luther King, Jr. Birthday - State Holiday
February 21	Last Day to Withdraw from First Mini-Term with a grade of "W"
February 28	First Mini-Term Final Exams
February 28	First Mini-Term Ends
March 2	Second Mini-Term Begins
March 23-27	Spring Break
March 30	Classes Resume
April 21	Last Day to withdraw from Full and Second Mini-Term with a grade of "W"
April 28	Second Mini-Term Final Exams
April 28	Full and Second Mini-Term Ends
April 29-30, May 1, 4-5	Full Term Final Exams
May 6	Grades Due by 9:00 a.m.
	Faculty Duty Day
May 7	Commencement/Graduation
May 8, 11	Faculty Duty Day

## Summer Term 2020

May 20	Faculty Duty Day
May 22	Last Day of Regular Registration Period
May 22	Faculty Preparation Day
May 25	Memorial Day - State Holiday
May 26	Full Term and First Mini-Term Classes Begin
May 28	Last Day of Add/Drop Period
June 2	Eight-Week Term Begins
June 17	Last day to Withdraw from First Mini-Term with a grade of "W"
June 24	First Mini-Term Final Exams
June 24	First Mini-Term Ends
June 25	Second Mini-Term Begins
July 3	Independence Day (observed) - State Holiday
July 21	Last Day to withdraw from Full, Eight-Week and Second Mini-Term with a grade of "W"
July 28	Eight-Week Term Final Exams
July 28	Eight-Week Term Ends
July 28	Second Mini-Term Final Exams
July 28	Second Mini-Term Ends
July 29-31, August 3-4	Full term Final Exams
August 5	Grades Due by 9:00 a.m./Faculty Duty Day

# Institutional Mission

Northwest-Shoals Community College provides career technical, academic, and lifelong educational opportunities using varied delivery systems; promotes economic growth; and enriches the quality of life for people of the Northwest Alabama region.

# Institutional Philosophy and Goals

The College is dedicated to the belief that all people should have an equal opportunity to develop and expand their skills and knowledge throughout their lives. The College promotes this concept by making higher education available to all who can benefit through its open door admission policy, affordable tuition, and a wide variety of financial aid opportunities. The College is committed to providing an educational environment where opportunities for successful advancement will be available for all students, but particularly those who have historically been underserved. Instruction is delivered in various formats including on campus, online, and at convenient off-campus locations throughout the College's service area. Through its programs and services, the College contributes to the quality of life in the community, supports economic development in the region, and reinforces the concept of learning as a lifelong pursuit.

The College offers educational programs and services which enable students to achieve their potential, better understand themselves and others, seek continued higher education, gain applied technology skills required for employment or career growth, and improve their quality of life. Educational opportunities provided by the College include courses for transfer, associate degrees, applied technology program certificates, training programs, developmental studies, adult education, and Ready to Work programs. Working in partnership with area universities, businesses, and industries, the College strives to support economic development by keeping the curriculum current.

Through Dual Credit/Dual Enrollment arrangements with local school systems, eligible high school students may complete courses offered by the College and receive college credit for their work. College credits and training programs are also available to those requiring college courses for promotion and/or professional certification.

The College recognizes the need to provide student support services. A Student Success Center is housed on each campus to assist students with a variety of college success initiatives. Professional advisors help students succeed and manage their lives and careers through financial aid assistance, and personal and academic advisement. Students with additional needs have access to a variety of services provided by the College. The College also provides appropriately furnished and well maintained physical facilities, classroom equipment, and grounds. In addition, extra-curricular activities expand and enrich student experiences at the College.

## Goal 1

To ensure access to education for all people throughout their lives with special efforts made to seek diversity of population and to support the historically underserved;

## Goal 2

To continuously improve the quality of our varied educational offerings which lead to certificates, associate degrees, transfer to baccalaureate institutions, the general educational development of students, and immediate employment in an occupational field, the College strives to meet the following general educational outcomes.

1. Students will demonstrate proficiency in communication.
2. Students will demonstrate proficiency in problem-solving skills.
3. Students will demonstrate proficiency in quantitative reasoning.

These outcomes are used to assess the general education competencies for all students.

## Goal 3

To build community partnerships which support economic development.

## Goal 4

To keep the curriculum current in order to strengthen the bridge for students to pursue further education and/or the workforce;

## Goal 5

To meet the needs of a variety of community based populations by designing credit, non-credit, and CEU courses, using varied delivery systems and by making available services, activities, and other resources of the College;

## Goal 6

To offer support services and extracurricular activities which enrich the student learning experience and help students formulate and achieve their goals;

## Goal 7

To establish an environment which is safe, healthy, aesthetically pleasing, accessible to students, and otherwise learning centered;

## Goal 8

To develop faculty and staff who are proficient, professional, and enthusiastic in advancing the mission of the College; and

## Goal 9

To become a model of institutional effectiveness and advancement through decision-making based on research, planning, on-going assessment, and adequate and equitable budgeting and distribution of funds.

# History of the College

Northwest-Shoals Community College is a comprehensive two-year public institution of higher learning providing vocational, technical, academic and lifelong educational opportunities for the northwest Alabama Region. The College is part of the Alabama College System, a statewide system of postsecondary colleges, governed by the Alabama Board of Education. Northwest-Shoals derives its original charter from the Alabama legislature through the Alabama Trade School and Junior College Authority Act of 1963.



The Northwest-Shoals service area is comprised of the counties of Colbert, Franklin, Lauderdale, Lawrence and the western portion of Winston. The College operates two campuses – the Shoals Campus in Muscle Shoals and the Phil Campbell Campus in Phil Campbell.

The Phil Campbell Campus was founded in 1963 as Northwest Alabama State Junior College to provide access to postsecondary education for citizens of the rural counties of northwest Alabama. It was the first public junior college in what was to become the Alabama College System and was accredited by the Commission on Colleges of the Southern Association of Colleges and Schools in 1967. The Shoals Campus, founded in 1966 as Joe Wheeler State Trade School, provided occupational and technical training.

Both institutions recognized that the narrowness of their focus did not meet their constituents' educational needs. In 1973 Muscle Shoals State Technical Institute enhanced its curriculum and obtained accreditation from the Commission on Occupational Education Institutions. In 1977, with the approval of the Alabama State Board of Education, Northwest Alabama State Junior College established a branch campus in Tuscumbia primarily to offer first and second-year college courses.

In 1989 the Alabama State Board of Education created Northwest Alabama Community College through the consolidation of Northwest Alabama State Junior College in Phil Campbell and Northwest Alabama State Technical College in Hamilton. Shoals Community College was created through consolidating Muscle Shoals State Technical College and the Tuscumbia Campus of Northwest Alabama State Junior College. The Commission on Colleges of the Southern Association of Colleges and Schools granted accreditation to Northwest Alabama Community College in 1990. Shoals Community College received its accreditation in 1991.

Northwest-Shoals Community College was formed in 1993 by the Alabama State Board of Education through the merger of Northwest Alabama Community College's Phil Campbell Campus and Shoals Community College. The merger was enacted in order to provide more effective and efficient educational services to residents of rural northwest Alabama and the Shoals area.

Additionally, the merger provided business and industry with a single focal point for addressing educational and training needs and provided a single workforce development center to assist communities with economic development activities. The merger was reviewed and approved by the Commission on Colleges of the Southern Association of Colleges and Schools. Reaffirmation of accreditation was granted by SACSCOC in December, 2009. Northwest-Shoals Community College, composed of two campuses, has adequate physical facilities to support an environment in which academic, social, physical, and emotional development may be fostered. The two campuses are located in Muscle Shoals and Phil Campbell. The campus in Muscle Shoals is designated as the Shoals Campus.

## College Campuses

### *Phil Campbell Campus*

The Phil Campbell Campus is located approximately 30 miles south of the Shoals campus. It is easily accessible from either U.S. Highway 43 or Alabama Highway 5/ AL Hwy 13. Located on a scenic 100-acre site one mile southwest of the town of Phil Campbell, the campus provides academic and applied technology programs and a full complement of student and community services. The Bevill Fine Arts Center is among the premier cultural centers in northwest Alabama and the home of numerous concerts, musicals and special events for both the College and local communities.

### *Shoals Campus*

The 110-acre Shoals Campus houses academic and applied technology programs. The Patriot Center, a multipurpose facility, offers the largest seating capacity in Colbert County. A child development center with a

qualified staff to care for children is available to students and the community. Also housed on the Shoals Campus are allied health programs, science labs, special programs such as adult basic education, and Alabama Technology Network.

## Grants and Contracts

In all cases of external grants and contracts, Northwest-Shoals Community College will maintain full control of instructional and other institutional activities. The College assures that any external grant or contract shall comply with the overall mission of the institution and that the College will comply with all pertinent state and federal regulations, legislation, and procedures. The College shall in no way compromise its commitment to maintain legal and ethical administrative practices as well as accreditation standards.

## Commitment to Institutional Integrity

Northwest-Shoals Community College complies with the Alabama Ethics Commission's advisory opinions concerning private consulting that may be conducted by full-time employees. The Chancellor's guidelines in regard to "conflict of interest" issues require the approval of the President, Vice President, Deans and Department or Division Chairperson for outside, compensated consulting activities.

## Admission to the College

## Student Recruitment

The mission of student recruitment is to help make the general public and prospective students aware of the College's many programs which are available to help each individual meet his or her needs. The College is committed to seeking out members of diverse groups and providing an educational environment where opportunities for successful advancement will be available to those who have historically been underserved.

The College representatives provide information to prospective students by working with community and non-traditional groups, visiting high schools, selected clubs and agencies, minority groups, retirees and other citizens in the College service area.

Contact recruitment personnel to arrange for campus tours or visits to area high schools or other community events: Shoals 256.331.5333, Phil Campbell 256.331.6261 or the College's Recruitment Manager, Lindsey Oliver at 256.331.6239.

## Admission Process

Northwest-Shoals Community College has an open-door admission policy for all U.S. Citizens and eligible Non-Citizens that provides higher education for individuals who meet minimum admission requirements as set forth by the policies of the Alabama Community College System (ACCS). No student shall be discriminated against on the basis of any impermissible criterion or characteristic including, but not limited to, race, color, national origin, religion, marital status, disability, gender, age or any other protected class as defined by federal and state law.

# Required Admission Documentation:

**1. Northwest-Shoals Community College application for admission** (may be submitted electronically via the MyNW-SCC portal found on the NW-SCC website or mailed to the Admissions Office on either the Muscle Shoals Campus or Phil Campbell Campus)

**2. One of the following forms of primary identification**

(Legible identification may be presented to the Admissions Office in person, by mail or electronically submitted to admissions@nwscce.edu)

- Unexpired Alabama Driver's License or instruction permit
- Unexpired Alabama identification card
- Unexpired U.S. Passport
- Unexpired U.S. Permanent Resident Card
- Resident Alien Card – Pre-1997
- Unexpired Driver's License or instruction permit from another state or possession that verifies lawful presence, dated 2000 and beyond
- U.S. Alien Registration Receipt Card (Form I-151) prior to 1978
- BIA or tribal identification card with photo
- I-797 Form with expiration date
- Voter identification card from a state that verifies lawful presence

**3. Official high school transcript with posted graduation date or GED certificate with passing scores**

(students who have earned a Baccalaureate Degree are not required to submit a high school transcript)

**4. Official college transcripts (if applicable)**

**5. Approved Transient Letter (if applicable)**

Applicants who fail to satisfy the forms of identification requirement will not be admitted to Northwest-Shoals Community College.

Admission to the College does not mean acceptance or admission to certain health education programs in the College such as Nursing, Emergency Medical Services or Medical Assisting Technology, which may have additional standards for admission and progression.

Applicants should refer to the program descriptions in this Catalog and/ or contact the specific program director/ chairperson for additional information. Any and all elements of admission requirements are subject to change with prior notice.

## Admission Status:

There are two types of admission status: unconditional and conditional.

**1. Unconditional status (AD):** Students who have submitted all required documentation may be admitted unconditionally.

**2. Conditional status (CA):** Students who have not submitted all required documentation may be admitted as conditional status. Failure to provide documentation by the end of the first semester of enrollment will prevent a student from future registration and official transcript release. Students with a conditional admission status are not eligible for federal financial

# Admission Classification

**Accelerated:** A secondary education student who is earning college credit while still in high school. Accelerated credit may not substitute for high school requirements.

**Audit:** An applicant who wishes to enroll for classes only on an audit basis.

**Dual Enrollment/Dual Credit:** A secondary education student who is earning college credit while still in high school. Dual enrollment credit may be applied toward high school and college.

**First Time:** A student who has no prior postsecondary experience.

**International:** A student who is a citizen of another country.

**Returning (Readmit):** A student who has previously attended Northwest-Shoals Community College as a credit student and is returning after a break in continuous enrollment.

**Transfer:** A student who previously attended another college or university

**Transient:** A student enrolled at another college or university who is taking classes at Northwest-Shoals Community College for the express purpose of transferring credit to the home college or university.

## Classification Requirements

### Accelerated High School Student

This admission status is available to students attending public, private, parochial, or church/religious schools, or who are receiving instruction from a home school offering educational instructions in grades K-12, home schooled students and those receiving instruction through private tutors. Accelerated students receive college credit but not high school credit. High school approval is required.

#### Required Admission Documentation:

1. Northwest-Shoals Community College application for admission
2. One primary form of ID (government issued ID) OR a certified copy of birth certificate and a student INOW profile sheet, signed and dated by the high school principal
3. Accelerated Recommendation Form signed by the high school principal or designee

#### Minimum Requirements:

A student is eligible for admission as an accelerated student if he/she meets all of the following criteria:

1. The student has completed the 10th grade;
2. The high school principal or his/her designee certifies the student has a minimum cumulative 3.0 average and recommends the student be admitted;
3. The student enrolls only in postsecondary courses for which high school prerequisites have been completed.

Students may enroll in academic, career and technical, or health profession courses/programs in accordance with additional written guidance issued by the Chancellor. Enrolled students must pay tuition and fees as required by Northwest-Shoals Community College.

Exceptions may be granted by the Chancellor for a student documented as gifted and talented. Exceptions apply only to minimum requirements 1 and 3 listed above.

## Audit Student

An audit student is an applicant who wishes to enroll for classes only on an audit basis. The applicant must comply with the college admission requirements. Audit students must abide by class attendance policy and all standard course requirements, excluding the completion of course examinations. The cost of auditing a course is the same as enrolling for credit.

### Required Admission Documentation:

1. Northwest-Shoals Community College application for admission
2. One primary form of ID (government issued ID)
3. Official high school transcript/GED documenting graduation\*
4. Official college transcripts from all previously attended institutions\*

\*Students who have achieved a minimum of a baccalaureate degree are only required to submit a transcript from the granting institution for admission to the college but may need to submit other transcripts for evaluation of transfer credit for financial aid purposes.

## Dual Enrollment/Dual Credit High School Student

Dual Enrollment for Dual Credit is an enrichment opportunity allowing eligible high school students to earn high school and college credits for courses taken through an Alabama Community College System (ACCS) institution while still enrolled in high school.

### Required Admission Documentation:

1. Northwest-Shoals Community College application for admission
2. One primary form of ID (government issued ID) OR a certified copy of birth certificate and a student INOW profile sheet, signed and dated by the high school principal

### Required Dual Enrollment Forms:

1. Eligibility Form signed by student, a parent and high school counselor (once every academic year)
2. Dual Enrollment registration form signed by high school counselor and student (once every semester).

### Minimum Requirements:

1. The student must satisfy the requirements prescribed in Procedure 801.01: Admission: General, with the exception of proof of high school graduation or GED completion.
2. The student must be in grade 10, 11, or 12. An exception may be granted by the Chancellor for students documented as gifted and talented in accordance with Alabama Administrative Code 290-8-9.12.
3. The student seeking enrollment in Dual Enrollment for Dual Credit coursework must have a minimum cumulative (unweighted) high school grade point average of 2.5 on a 4.0 scale for initial admission in completed high school courses.
4. To maintain continuous eligibility, student must earn a 'C' or better in all attempted college courses. Students who fail to meet this minimum GPA or withdraw from a course will be suspended from the program for a minimum one term. The one-term suspension may not be served during the summer.
5. The student must have written approval of the appropriate principal or career and technical education program representative (if applicable) and counselor. Dual enrollment for Dual Credit eligibility for students enrolled in

private, home school/private tutor, parochial, or church/religious secondary educational entities must be documented in writing by an appropriate school official. Approval from secondary school officials indicates that the student has demonstrated both academic readiness and social maturity.

6. All dually enrolled students must take a state-approved college placement test, where minimum placement is required, specifically for college-level English, math or reading courses. Students in the 10th or 11th grade registering only for career and technical courses may take a state-approved placement test but are not required to do so. All students in the 12th grade must take a state-approved college placement test prior to registering for dual enrollment courses.
7. Students must meet all applicable pre-requisites prior to enrolling in courses.
8. Developmental courses (those numbered below 100) are not offered through dual enrollment.
9. See Dual Enrollment for Dual Credit Handbook for more details.

## First Time Freshman

This admission status applies to students who have not previously attended any college after graduation from high school/GED.

### Required Admission Documentation:

1. Northwest-Shoals Community College application for admission
2. One primary form of ID (government issued ID)
3. Official high school transcript/GED documenting graduation

## International

This admission status applies to students who are citizens of another country.

NW-SCC is authorized by the United States Citizenship and Immigration Services to admit international students. Admission to NW-SCC does not ensure admission to any individual program or course. All international students must report immediately to the Registrar/Primary Designated School Officer upon arrival to the College. It is extremely important that a non-immigrant maintain their status (F1) while in the United States. F1 status can be properly maintained by registering as a full-time student each semester, maintaining a successful GPA, and following the correct transfer policies. Registration/completion of a minimum 12 semester credit hours is required. All required documents must be on file with the Registrar at least 30 working days prior to the registration dates for fall and summer semesters. All spring documents must be submitted by the last class day in November. The college reserves the right to limit the number of international students admitted during any academic year.

### Required Admission Documentation:

1. Northwest-Shoals Community College application for admission
2. A certified original translated and evaluated copy of the high school transcript
3. A certified original translated and evaluated copy of the student's college transcript\*
4. Original transcripts from all US institutions attended
5. A current and valid passport/Visa
6. A current photo (passport-size, preferred)
7. A minimum score of 5.5 on the International English Language Testing System (IELTS), a total score of 61 on the Internet-based Test of English as a Foreign Language (TOEFL), a 2A on the Step EIKEN Test in Practical English Proficiency, or a total score of 500 on the paper-based TOEFL. Students may not enroll in regular college courses until the English Language requirement is met. (The ESL exam may be waived for students from all English speaking countries including but not limited to: Anguilla, Antigua and Barbuda, Australia-Australian English, the Bahamas, Barbados, Bermuda, Belize-Belizean Kriol, the British Indian Ocean Territory, the British Virgin Islands, Canada-Canadian English, the Cayman Islands, Dominica, the Falkland Islands, Gibraltar, Grenada, Guam, Guernsey-Channel Island English, Guyana, Ireland-Hiberno English, Isle of Man-Manx English, Jamaica-Jamaican English, Jersey, Montserrat, Nauru, New Zealand-New Zealand English,

Nigeria, Pitcairn Islands, Saint Helena, Saint Kitts and Nevis, Saint Lucia, Saint Vincent and the Grenadines, Tanzania, Singapore, South Georgia and the South Sandwich Islands, Trinidad and Tobago, the Turks and Caicos Islands, The Gambia, the United Kingdom, the U.S. Virgin Islands, and the United States.

8. A signed notarized statement verifying adequate financial support
9. Receipt of payment of I-901 Student Exchange Visitor Information System (SEVIS) fee.
10. A medical health history with proof of vaccination
11. Documentation demonstrating adequate accident, sickness and life insurance that includes evacuation repatriation. Students must maintain insurance coverage throughout the duration of their I-20.

\*The criteria for awarding credit for work completed in foreign colleges and universities will be the same as for other institutions within the United States. Students wishing to receive transfer credit for such foreign study must provide an English translation and a detailed course-by-course evaluation report. The reports must outline recommendations for awarding specific credit for specific courses. Students must request an official course-by-course evaluation from a National Association of Credential Evaluation Services (NACES) approved agency. For a comprehensive list of approved agencies, please visit [www.naces.org](http://www.naces.org).

## Returning (Readmit)

This admission status applies to any student who has previously attended Northwest-Shoals Community College as a credit student and is returning after a break in continuous enrollment. The summer term is excluded. Students who only attended Northwest-Shoals Community College as a dual enrollment student should apply as a first-time freshman if he/she plans to attend Northwest-Shoals Community College after high school graduation.

### Required Admission Documentation:

1. Northwest-Shoals Community College application for admission
2. One primary form of ID (government issued ID)
3. Official high school transcript/GED documenting graduation (if not previously received)
4. Official college transcripts from all previously attended institutions (if not previously received)

## Transfer

This admission status applies to any student who has previously attended any college after graduation from high school/GED.

### Required Admission Documentation:

1. Northwest-Shoals Community College application for admission
2. One primary form of ID (government issued ID)
3. Official high school transcript/GED documenting graduation\*
4. Official college transcripts from all previously attended institutions\*

\*Students who have achieved a minimum of a baccalaureate degree are only required to submit a transcript from the granting institution for admission to the college but may need to submit other transcripts for evaluation of transfer credit for financial aid purposes.

### Initial Academic Status of a Transfer Student:

- Good Standing – A transfer student whose cumulative grade point average at the transfer college(s) is 2.0 or above on a 4.0 scale will be admitted with a status of Good Standing.
- Academic Probation – A transfer student whose cumulative grade point average at the transfer college(s) is less than a 2.0 on a 4.0 scale will be admitted on Academic Probation. The applicant's transcript will read Admitted on Academic Probation for the appropriate term.

- Suspension – An applicant who has been academically suspended at another accredited postsecondary college may be admitted as a transfer student only upon appeal to the Admissions Committee of the College. A student admitted upon appeal will enter on Academic Probation. The transcript will read Admitted Upon Appeal – Academic Probation.

## General Principles for Transfer Credit:

1. Coursework transferred or accepted for credit toward an undergraduate program must represent collegiate coursework relevant to the formal award with course content and level of instruction resulting in student competencies at least equivalent to those of students enrolled in the institution's own undergraduate formal award programs.
2. Courses successfully completed in compliance with required standards at other regionally accredited postsecondary institutions will be accepted for transfer as potentially creditable toward graduation requirements.
3. A transfer student from a collegiate institution not accredited by the appropriate regional association may request an evaluation of transfer credits after completing 15 semester hours with a cumulative GPA of 2.0 or above at Northwest-Shoals Community College.
4. A transfer grade of 'D' will be accepted only when the transfer student's cumulative transfer GPA is 2.0 or above. If the student has a cumulative transfer 2.0 or above, the grade of 'D' will be accepted the same as that for a native students.
5. Credit may be extended based on a comprehensive evaluation of demonstrated and documented competencies and previous formal training.

## Transient

This status applies to any student who is currently enrolled at another postsecondary college/university and seeks credit that will transfer back to his/her primary college. It is the student's responsibility to formally request the Northwest-Shoals Community College transcript be sent to their primary institution. Transient students are not eligible for federal financial aid.

## Required Admission Documentation:

1. Northwest-Shoals Community College application for admission
2. One primary form of ID (government issued ID)
3. Transient letter from primary college listing approved courses.

## Admission of Students to Special Programs, and Community Services Students

Applicants to customized training for business and industry programs, community services and courses not creditable toward an associate degree may be admitted, provided they complete the application for admission for special programs and provided they are at least 17 years of age. Admission requirements are established appropriate to the the nature of the particular course. Students may request Special Enrollment status for these programs. Applicants not meeting the minimum admission requirements may be admitted only to non-credit programs. Additional information may be obtained by contacting the Director of Training for Existing Business and Industry at 256.331.5289.

## Admission of Distance Education Students

Students interested in taking distance education courses should follow the regular admissions and financial aid processes. Students may contact these offices by phone, email or in-person for assistance. New or returning



students who have never taken a distance education course at the College should complete the distance education orientation by the first day of class. This orientation gives students valuable information about the learning management system (Moodle), technology requirements, student services, learning resources, and how to be a successful online student. After completing the orientation, students may work with their assigned advisor or advising center via the college website, email or phone for assistance with advising or registration. Additional information on technical support, student services, and a variety of other resources for distance education students is available to all current students through a Technology Resources site linked on the College website homepage.

Students will be provided with a secure login to access Moodle and myNW-SCC. Distance education courses are not self-paced; assignment deadlines are given throughout the semester. Different states require that the College seek authorization or exemption to offer distance education courses to students in those states. Students residing in states other than Alabama should verify via the College website that the College has authorization to offer courses in their state of residency. Students pursuing certification or licensure for a program in a state other than Alabama should also verify the acceptance of course work in their state of residency. For further information, visit the College website at [nwsccl.edu](http://nwsccl.edu) or contact the Distance Education Office at 256.331.5395 or [cookson@nwsccl.edu](mailto:cookson@nwsccl.edu).

## Admission Appeals

The College Admissions Committee verifies the eligibility of students seeking admission or readmission to the College through the appeals process and to Health Related Programs with special admission criteria. Applicants subject to review upon appeal initiated by the student include:

1. Prospective students who are on academic suspension or dismissal from another postsecondary institution;
2. Any prospective student who has been denied admission to the College;
3. Prospective students who have been denied admission to a particular program;
4. Students requesting readmission to the College after being placed on academic suspension from the College;
5. Students who have been suspended from a particular program.

Students or prospective students seeking an appeal must submit their request in writing to the Assistant Dean of Recruitment, Admissions and Financial Aid no later than 3 days prior to the start of the term (see College Catalog or Semester Course Schedules for dates).

A student seeking admission may have his/her case presented before the Committee in absentia or in person. The meeting of the Admissions Committee shall not be considered a due process hearing, but rather a petition for admission/readmission. For further information, please contact the Assistant Dean of Recruitment, Admissions and Financial Aid.

## Expenses and Financial Assistance

## Tuition and Fees

The following information reflects the current tuition and fee schedule approved by the Alabama Community College System Board of Trustees. Regular courses are defined as day, night, weekend, off-campus, mini-terms, videoconferencing, and web-assisted. Distance Education courses are defined as blended or online, and with the exception of remote test proctoring fees, tuition and fees are equivalent to those for regular courses. Please see additional information below the chart on distance education test proctoring fees. The College reserves the right to change, modify, or alter fees, charges, expenses, and costs of any kind without notice as approved by the Alabama Community College System Board of Trustees.

Tuition and fees above 19 semester hours will be calculated at the current, appropriate rate. The in-state tuition rate shall be extended to students who reside outside of Alabama in a state and county within fifty (50) miles of either campus. See chart on Page 16 and contact the Business Office for details.

**NOTE:** Tuition and fee charges are those in effect for 2019-2020 academic year. They are subject to change, so for current charges, contact the Business Office at either campus.

**STUDENT INSURANCE FEES (See page 174)**

- \$7.50 - Fall Semester
- \$7.50 - Spring Semester
- \$5.00 - Summer Semester

**PARKING DECAL FEE**

- \$8.00 - Fall Semester
- \$8.00 - Spring Semester
- \$4.00 - Summer Semester

1. Late Registration Fee \$25.00 (non-refundable)
2. Replacement ID Cards \$5.00
3. Course Placement Retesting Fee \$8.00
4. Returned Check (non-refundable) \$30.00

## Alabama Residents

Credit Hours	Tuition	Technology Fee	Facility Renewal Fee	Building Fee	Bond Surety Fee	Total
1	131.00	9.00	9.00	8.00	1.00	158.00
2	262.00	18.00	18.00	16.00	2.00	316.00
3	393.00	27.00	27.00	24.00	3.00	474.00
4	524.00	36.00	36.00	32.00	4.00	632.00
5	655.00	45.00	45.00	40.00	5.00	790.00
6	786.00	54.00	54.00	48.00	6.00	948.00
7	917.00	63.00	63.00	56.00	7.00	1,106.00
8	1,048.00	72.00	72.00	64.00	8.00	1,264.00
9	1,179.00	81.00	81.00	72.00	9.00	1,422.00
10	1,1310.00	90.00	90.00	80.00	10.00	1,580.00
11	1,441.00	99.00	99.00	88.00	11.00	1,738.00
12	1,572.00	108.00	108.00	96.00	12.00	1,896.00
13	1,703.00	117.00	117.00	104.00	13.00	2,054.00
14	1,834.00	126.00	126.00	112.00	14.00	2,212.00
15	1,965.00	135.00	135.00	120.00	15.00	2,370.00
16	2,096.00	144.00	144.00	128.00	16.00	2,528.00
17	2,227.00	153.00	153.00	136.00	17.00	2,686.00
18	2,358.00	162.00	162.00	144.00	18.00	2,844.00
19	2,489.00	171.00	171.00	152.00	19.00	3,002.00

Distance Education students are required to take at least one proctored exam on campus in order to verify student identity. Some courses require multiple proctored exams. Although we make every effort to accommodate distance education students with low cost or no cost test proctoring services, students who are unable to take exams at either of the NW-SCC campus testing centers will be responsible for any charges incurred at remote test proctor sites and will pay any required fees directly to these sites. Many courses utilize ProctorU, a remote test proctoring service where students connect online with a proctor via webcam and microphone. Proctoring fees with ProctorU typically range from \$15-\$25 per exam, and students are required to have an webcam with microphone and a high speed internet connection. Please contact the NW-SCC Distance Education Office at 256.331.5395 if you need assistance or have questions about using a remote proctor.

## Non-Residents of Alabama and Foreign Students

Credit Hours	Tuition	Technology Fee	Facility Renewal Fee	Building Fee	Bond Surety Fee	Total
1	262.00	9.00	9.00	8.00	1.00	289.00
2	524.00	18.00	18.00	16.00	2.00	578.00
3	786.00	27.00	27.00	24.00	3.00	867.00
4	1,048.00	36.00	36.00	32.00	4.00	1,156.00
5	1,310.00	45.00	45.00	40.00	5.00	1,445.00
6	1,572.00	54.00	54.00	48.00	6.00	1,734.00
7	1,834.00	63.00	63.00	56.00	7.00	2,023.00
8	2,096.00	72.00	72.00	64.00	8.00	2,312.00
9	2,358.00	81.00	81.00	72.00	9.00	2,601.00
10	2,620.00	90.00	90.00	80.00	10.00	2,890.00
11	2,882.00	99.00	99.00	88.00	11.00	3,179.00
12	3,144.00	108.00	108.00	96.00	12.00	3,468.00
13	3,406.00	117.00	117.00	104.00	13.00	3,757.00
14	3,668.00	126.00	126.00	112.00	14.00	4,052.00
15	3,930.00	135.00	135.00	120.00	15.00	4,335.00
16	4,192.00	144.00	144.00	128.00	16.00	4,624.00
17	4,454.00	153.00	153.00	136.00	17.00	4,913.00
18	4,716.00	162.00	162.00	144.00	18.00	5,202.00
19	4,978.00	171.00	171.00	152.00	19.00	5,491.00

## Terms and Conditions for Assessing Tuition

For purposes of assessing tuition, applicants for admission shall be classified in one of three categories as outlined below:

### Resident Student

A Resident Student shall be charged the in-state tuition rate established by the ACCS Board of Trustees.

A Resident Student is an applicant for admission who is a citizen of the United States or a duly registered resident in the State of Alabama for at least 12 months immediately preceding application for admission or whose non-estranged spouse has resided and had habitation, home, and permanent abode in the State of Alabama for at least 12 months immediately preceding application for admission. Consequently, an out-of-state student cannot attain Resident Student status simply by attending school for twelve months in the State of Alabama.

In the case of minor dependents seeking admission, the parent(s) or legal guardian of such minor dependent must have resided in the State of Alabama for at least 12 months immediately preceding application for admission. If the parents are divorced, residence will be determined by the residency of the parent to whom the court has granted custody.

**MINOR:** An individual who because of age, lacks the capacity to contract under Alabama law. Under current law, this means a single individual under 19 years of age and a married individual under 18 years of age, but excludes an individual whose disabilities of non-age have been removed by a court of competent jurisdiction for a reason other than establishing a legal residence in Alabama. If current law changes, this definition shall change accordingly.

**SUPPORTING PERSON:** Either or both parents of the student, if the parents are living together or if the parents are divorced or living separately, then either the parent having legal custody or, if different, the parent providing the greater amount of financial support. If both parents are deceased or if neither has legal custody, supporting person shall mean, in the following order: the legal custodian of the student, the guardian, and the conservator.

In determining Resident Student status for the purpose of charging tuition, the burden of proof lies with the applicant for admission.

A. Students participating in the Southern Regional Electronic Campus (or any successor organization) shall be considered Resident Students for tuition purposes.

B. An individual claiming to be a resident shall certify by a signed statement each of the following:

1. A specific address or location within the State of Alabama as his or her residence.
2. An intention to remain at this address indefinitely.
3. Possession of more substantial connections with the State of Alabama than with any other state.

C. Though certification of an address and an intent to remain in the state indefinitely shall be prerequisites to establishing status as a resident, ultimate determination of that status shall be made by the institution by evaluating the presence or absence of connections with the State of Alabama. This evaluation shall include the consideration of all the following connections:

1. Consideration of the location of high school graduation;
2. Payment of Alabama state income tax as a resident;
3. Ownership of a residence or other real property in the state and payment of state ad valorem taxes on the residence or property;
4. Full-time employment in the state;
5. Residence in the state of a spouse, parents, or children;
6. Previous periods of residency in the state continuing for one year or more;
7. Voter registration and voting in the state; more significantly, continuing voter registration in the state that initially occurred at least one year prior to the initial registration of the student in Alabama at a public institution of higher education;
8. Possession of state or local licenses to do business or practice a profession in the state;
9. Ownership of personal property in the state, payment of state taxes on the property, and possession of state license plates;
10. Continuous physical presence in the state for a purpose other than attending school, except for temporary absences for travel, military service, and temporary employment;
11. Membership in religious, professional, business, civic, or social organizations in the state;
12. Maintenance in the state of checking and savings accounts, safe deposit boxes, or investment account;
13. In-state address shown on selective service registration, driver's license, automobile title registration, hunting and fishing licenses, insurance policies, stock and bond registrations, last will and testament, annuities, or retirement plans.

Students determined to be eligible for resident tuition will maintain that eligibility upon re-enrollment within one full academic year of their most previous enrollment unless there is evidence that the student subsequently has abandoned resident status for example, registering to vote in another state. Students failing to re-enroll within one full academic year must establish eligibility upon re-enrollment.

## Non-Resident Student

A non-resident student, one who does not meet the standard of having resided in the State of Alabama for at least 12 continuous months immediately preceding application for admission, shall be charged the in-state tuition rate established by the State Board of Education if the student satisfies one of the following criteria, or, if the student is a dependent (as defined by the Internal Revenue Code), then the person supporting the student satisfies one of the following criteria under the following circumstances:

1. The student or the person(s) supporting the student is a full-time permanent employee of the institution at which the student is registering; OR
2. The student or the person(s) supporting the student can verify full-time permanent employment in Alabama and will commence said employment within 90 days of registration; OR
3. The student or the person(s) supporting the student is a member of the United States military on full-time active duty stationed in Alabama under orders for duties other than attending school, as required by ACT 2013-423; OR
4. The student or the person(s) supporting the student is an accredited member of a consular staff assigned to duties in Alabama.

The student is eligible for in-state tuition if the student resides outside of Alabama in a state and county within 50 miles of a campus of the Alabama Community College System institution which the student plans to attend, provided, however, that the campus must have been in existence and operating as of October 1, 2008. **PLEASE NOTE THAT THE DESIGNATIONS ARE BY CAMPUS AND NOT BY INSTITUTIONS.**

College	Campus	Adjacent State	County
NW-SCC	Phil Campbell	Mississippi	Chickasaw Clay Itawamba Lee Lowndes Monroe Pontotoc Prentiss Tishomingo
NW-SCC	Phil Campbell	Tennessee	Lawrence Wayne
NW-SCC	Shoals	Mississippi	Alcorn Itawamba Prentiss Tishomingo
NW-SCC	Shoals	Tennessee	Hardin Giles Lawrence McNairy Wayne

## Out-of-State Student

Any applicant for admission who does not fall into one of the categories noted above shall be charged a minimum tuition of two times the resident tuition rate charged by that institution.

Students initially classified as ineligible for resident tuition will remain that classification for tuition purposes until they provide documentation that they have qualified for resident tuition.

## Refunds to Students

Northwest-Shoals Community College strives to improve the service provided to our students and prospective students. The U.S. Department of Education recognizes the need for improving disbursement methods and made changes to its policy, 34 CFR 668.164, allowing institutions to require banking information from all students. The information will be solely used for refund disbursement and will remain completely confidential as required by FERPA. All refunds from Northwest- Shoals are electronic.

# Refund Policy

## Refund for Complete Withdrawal

A student who withdraws or is withdrawn from **ALL** classes **before** the first day of class will be refunded the total tuition and other institutional charges.

A student who withdraws or is withdrawn **COMPLETELY** on or after the first day of class but prior to the end of the third week of class will be refunded according to the official withdrawal date as follows:

### Percent of tuition refunded

- Withdrawal during first week: 75% of net tuition
- Withdrawal during second week: 50% of net tuition
- Withdrawal during third week: 25% of net tuition
- Withdrawal after end of third week: No refund

Withdrawal periods for refunds during mini-terms may be prorated.

## Administrative Fee

An administrative fee not to exceed 5 percent of tuition and other institutional charges or \$100, whichever is smaller, shall be assessed for each withdrawal within the period beginning the first day of class and ending at the end of the third week of class.

## Refund for Partial Withdrawal

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

## Refund for Alabama National Guard and Reservist Called to Active Duty

Students who are active members of the Alabama National Guard or reservists who are active duty military and are called to active duty in the time of national crisis shall receive a full tuition refund at the time of withdrawal, if such students are unable to complete the term due to active duty orders or assignment to another location.

## Return to Title IV Policy

The College complies with Federal regulations for the Return of Title IV Funds. When a student withdraws during a payment period or period of enrollment, the amount of Federal Title IV aid program assistance earned up to that point is determined by a specific formula on a pro-rata basis.

If a student completed 30 percent (30%) of the payment period or period of enrollment, he or she earns 30 percent (30%) of the assistance the student was originally scheduled to receive. Once the student completes more than 60 percent (60%) of the payment period or period of enrollment, he or she earns all for the assistance. **The 60% date will be published in each semester schedule.**

The withdrawal date is the date the student submits a completed withdrawal form to the Admissions Office. For students who unofficially withdraw without notification, the return is calculated based on the last date of attendance reported by the instructor at the end of the payment period, or if there is no recorded last date of attendance, the withdrawal date is the mid-point (50%) of the term.

If the student receives more assistance than earned, the excess funds must be returned. The school must return a portion of the excess equal to the lesser of the institutional charges multiplied by the unearned percentage of the funds, or the entire amount of the excess funds. Students will be required to repay the College any funds the institution had to pay the USDE as a result of their withdrawal. Any loan funds that the student must return must be repaid in accordance with the terms of the promissory note. That is, the student makes scheduled payments to the holder of the loan. Students who do not meet the policy guidelines and have charged registrations to financial aid will be notified that they must pay the cashier in order to maintain their class schedule.

Students who fail to pay for their classes will be administratively withdrawn for the semester.

The student will be notified in writing within 30 days of the withdrawal. The Cashier's office will place the student on hold until the balance is paid in full.

If the student received (or the College received on the student's behalf) less assistance than the amount earned, the student may receive a post withdrawal disbursement (PWD). The College will notify students in writing regarding the type and amount of PWD funds available. The student may accept or decline all or part of the disbursement and must notify the school within 30 days.

Return of Title IV funds are calculated and returned to USDE within 30 days of notification of withdrawal. Title IV funds are returned in the following order: Direct Unsubsidized Loans, Direct Subsidized Loans, then Pell Grants.

## Books and Supplies

(see College Bookstore page 163)

**Note: A sample of how the tuition refunds are calculated can be obtained by contacting the Business Office at the College.**

## Guidelines and Definitions for Refunds

### **I. Refund for Complete Withdrawal**

A student who officially or unofficially withdraws from all classes before the first day of class will be refunded the total tuition and other institutional charges.

### **II. Unofficial Withdrawal**

In the case of an unofficial withdrawal, the withdrawal date is the last recorded date of class attendance (as documented by the College). Further, the College is required to determine the withdrawal date for an unofficial withdrawal within 30 days of the end of the period of enrollment, the academic year, or the program, whichever is earliest

### **III. First Day of Class - Definition**

The first day of class is the official instructional day of class as stated in the College calendar. There is only one first day for all classes in any term.

### **IV. Other Institutional Charges**

Other institutional charges during the first, second, or third week of class include room, board, and fees as defined in the State Board Policy Manual 804.01.

### **V. Week - Definition**

First day of class (See III) running seven calendar days (inclusive of Saturday and Sunday).

## VI. Net Tuition

Net tuition charges are the sum of tuition and all other institutional charges less the Refund Administrative Fee.

# Student Financial Services

## Financial Assistance

Offices are located in the Student Services Building on the Shoals Campus and the Administration Building on the Phil Campbell Campus. Additional information on the Financial Aid Programs may be obtained by calling the Office of Student Financial Services at 256.331.5364, Shoals Campus, or 256.331.6332, Phil Campbell Campus.

## Student Rights and Responsibilities

Students have the responsibility of knowing the following:

1. Requirements for applying for financial aid;
2. College refund and repayment policies;
3. Guidelines affecting a financial aid award;
4. Guidelines for disbursing financial aid refunds.

Students have the right to discuss and to appeal financial aid decisions in writing with personnel in the Office of Student Financial Services.

## Eligibility

To receive Federal Title IV student financial assistance, a student must meet the following requirements:

1. Be unconditionally admitted to the College;
2. Be a high school graduate or have a GED.
3. Be a United States citizen or an eligible noncitizen;
4. Be registered with Selective Service, if required;
5. Be in need financially;
6. Be enrolled at the College as a regular student in an eligible degree or program.
7. Be making satisfactory academic progress;
8. Be in nondefault on a federal student loan and not owe a refund on a federal grant. See page 19 on Federal Aid Refund Policy.

# Federal Student Aid

## Basis of Awards

The Student Financial Aid Program at the College is administered in accordance with policies and guidelines that are typical of most colleges and universities in the United States. The College bases its awards on demonstrated financial need which is defined as the difference between a family's expected contribution and the student's yearly educational expenses (cost of attendance). The student, his/her family, and his/her spouse are expected to make a maximum effort to assist with educational expenses. The basis on which need-based programs are built is that the family is primarily responsible to the extent they are able for financing the student's education.



The amount of family contribution is determined by a careful analysis of financial information submitted on the Free Application for Federal Student Aid (FAFSA).

# Federal Financial Aid Programs

## IMPORTANT NOTICE

Any information concerning the Federal Title IV Financial Aid programs presented herein is subject to all regulations published by the U.S. Department of Education and other Federal regulatory agencies. Since this information is subject to change, any information presented which is in conflict with existing regulations or is superseded by such changes in the regulations will be considered null and void.

The four Federal Student Financial Aid Programs are (a) Federal Pell Grants, (b) Federal Supplemental Educational Opportunity Grants (SEOG), (c) Federal Work-Study (FWS), and (d) Federal Direct Student Loans. Students should apply for Federal Student Aid online at [www.fafsa.gov](http://www.fafsa.gov).

## Federal Pell Grant

Pell Grant are awards to help undergraduates pay for their postsecondary education. The Pell Grant Program is the largest federal student aid program and does not have to be repaid. For many students, these grants provide a foundation of financial aid. The Pell Grant award is based on the student's expected family contribution (EFC) and enrollment status. If the student is less than full time and eligible based on the EFC, the Pell grant is prorated (3/4, 1/2 or less than 1/2). If the EFC is too high, the student may not be eligible. Students may also receive aid from other federal and non-federal sources. Recipients may charge their tuition, fees and books to the Pell Grant. The College disburses all remaining balances. The Business Office disburses all NW-SCC refunds of any excess funds.

## Federal (FSEOG)

FSEOG is for undergraduates with exceptional financial need (with priority given to Pell Grant recipients), and the grant does not have to be paid back. The College will distribute FSEOG money to students based on need and available funds.

## Federal Work-Study

Students demonstrating a need may be eligible to work parttime. To determine a student's need, the student must apply through FAFSA need analysis. Students receive payment monthly at the current minimum wage rate. Applications are available in the Student Financial Services Office.

## Federal Direct Student Loan Program

The Federal Direct Student Loan Program makes low interest loans available to students through the Federal Government to help students pay for education after high school. Several income sources are used to determine eligibility including the family financial resources and other financial assistance the student may be receiving. Federal Aid (FAFSA) must be completed to see what the student is eligible for in direct loans. A student who qualifies may borrow up to the following:

	Subsidized	Unsubsidized
<b>Independent</b>		
1st year	\$3,500	\$6,000

2nd year	\$4,500	\$6,00
<b>Dependent</b>		
1st year	\$3,500	\$2,000
2nd year	\$4,500	\$2,000

- Federal policy does not permit new first-time borrowers to receive a federal student loan until after 30 days of enrollment. Student loans for one (1) semester will be disbursed in two payments. The second disbursement will be made at the 50% point of the semester.
- Students must be meeting Satisfactory Academic Progress (SAP) and be enrolled in at least 6 credit hours to be eligible to receive student loans. Transfer students are not considered new and must have all transcripts on file in order to receive a loan. If a student does not meet the SAP requirements they are allowed one warning semester in which he/she will be eligible to receive aid. There is no warning period for Max Timeframe.

Steps to accepting loans:

1. Complete FAFSA
2. Complete Verification (if selected)
3. Accepting Loans in NW-SCC banner account
4. Master Promissory Note (MPN)
5. Entrance Counseling

To complete loan entrance counseling and the MPN, the student must go to [www.studentloans.gov](http://www.studentloans.gov) and log in to complete both. Once it has been completed the school will be notified within two (2) business days.

A student must also complete exit counseling at [www.studentloans.gov](http://www.studentloans.gov), exit counseling prepares a student to repay their student loans. A student must complete exit counseling each time they drop below half-time enrollment, graduate, or leave school.

Students may contact the Student Financial Services Office for additional information.

## Subsidized Loans

A dependent or independent student who qualifies may borrow up to \$3,500 the first year and \$4,500 the second year from the Federal Government

## Unsubsidized Loans

Students not qualifying for full or partial Subsidized Direct Loans may qualify for Unsubsidized Direct Loans. A dependent student can borrow up to \$2000 the first year and \$6000 the second year. An independent student can borrow up to \$6000 both the first and second year.

Disbursement of loan funds is as follows: The Federal Government electronically transfers loan funds to the Business Office; the funds are recorded and eligibility is checked by the Student Financial Services Office before funds are available for disbursement. Within approximately 14 days the Business Office will refund the credit balance to the student.

## Alabama Student Assistance Program (ASAP)

The Federal Government, through a matching grant program with the State of Alabama, provides grants to students who demonstrate substantial financial need and who meet residency requirements for Alabama. The minimum award per year is \$300 for qualified students. The Student Financial Services Office will award the Alabama Grant based on available funds

# Federal Financial Aid Application Procedures

To be considered for Federal Pell Grant, Direct Loans, FSEOG, FWS and ASAP a student must complete the Free Application for Federal Student Aid (FAFSA). The student's and/or parents' prior prior year's income and any current assets determine the applicant's financial aid need. Student's must submit a FAFSA every year at [www.fafsa.gov](http://www.fafsa.gov) to be considered for Federal Aid.

Students who qualify may apply for financial aid at any time. However, processing time can be from three to four weeks; therefore, the application process should begin as early as possible. **Please apply for aid and follow up with the Student Financial Services Office well before the semester begins.**

## Verification of Financial Aid Eligibility

The FAFSA determines the initial eligibility for the student. The Student Financial Services Office determines whether an eligible student (based on need) is also eligible to receive payment. Federal regulations require verification of adjusted gross income, tax paid, household size, untaxed income, and other items. If a student's application is selected for verification:

1. He/she will be required to submit a verification worksheet.
2. He/she could be required to submit a copy of a tax return transcript for the student, his/her parents (if he/she applies as a dependent student) and his/her spouse's transcript (if he/she is married and his/her spouse filed a separate return). Call 1.844.545.5640 or go to the IRS website at [www.irs.gov](http://www.irs.gov) to obtain tax return transcripts.
3. He/she must provide records of benefits received from the Social Security Administration, Veterans' Administration, and other agencies that might pay non-taxable benefits upon request. If he/she is considered a dependent student, they must provide the following information on their parents.

Student must check with the Student Financial Services Office to inquire about any other additional requirements. This documentation must be received before the financial services personnel can complete the processing of the application.

## Satisfactory Academic Progress Requirements for Financial Aid

Federal, Title IV Student Financial Aid Regulations require that all students who receive financial assistance maintain minimum standards of satisfactory academic progress (SAP).

### Minimum Standards of Satisfactory Academic Progress:

**Time Frame:** Each student receiving financial assistance will be expected to complete his/her course of study within a period not to exceed 1.5 times the length of his/her program of study; e.g. a two-year program of study (4 semesters, 64 hours) must be completed within 3 years (6 semesters, 96 hours) of attendance.

**Qualitative (GPA) Measures:** Each student will be expected to meet or exceed the following GPA values and pass two thirds of hours attempted based on the chart below when SAP is checked:

Hours Attempted	GPA	Completion Rate
1-21	1.50	58%
22-32	1.75	62%
33 and above	2.00	67%

### **Quantitative Measure:**

The Completion Rate is defined as the pace the student must progress through their program of study. The Completion Rate is determined by dividing the total number of attempted hours by the total hours passed. Example: If a student attempted 25 hours and passed 19, the completion rate would be 76% ( $19/25 = 76$ ). Students will be expected to meet or exceed the Completion Rate values based on the chart above when SAP is checked.

## *Additional Regulations:*

1. All prior coursework at NW-SCC will be included in completion rate, GPA and time frame. Satisfactory progress is not "reset" for a change of major or degree completion.
2. If a student doesn't meet SAP requirements they are allowed one warning semester in which he/she will be eligible to receive aid. There is no warning period for Max Timeframe. After their second consecutive semester of NOT maintaining SAP their financial aid is suspended. Not attending one or more semesters will not affect or change SAP status.
3. Information as to the treatment of repeat, incompletes, withdrawals, transfer credit, bankrupted, forgiven and transitional (remedial) classes is as follows:
  - Repeat classes will be factored into the GPA, completion rate, and maximum time frame calculations. In addition, a student can only repeat a successfully passed class using federal aid once.
  - Incompletes will be factored into the completion rate and maximum time frame calculations.
  - Withdrawals will not be factored into the GPA calculation but will be included in the completion rate and maximum timeframe calculations.
  - Transfer credits from an accredited college(s) will not be factored into the GPA calculation but will be included in the completion rate and maximum timeframe calculations. Bankrupted classes will be factored into the GPA, completion rate and maximum timeframe calculation.
  - Forgiven classes will be factored into the GPA, completion rate and maximum timeframe calculations.
  - Developmental Education Classes will be factored into the GPA, completion rate, and maximum timeframe calculations.
  - Dropped courses during the add/drop period will not be factored into GPA, completion rate, or maximum timeframe calculations.

## Satisfactory Academic Progress Review Process

Each student's SAP will be evaluated at the end of each semester. A student whose progress has been determined to be unsatisfactory and who elects to re-enroll at his or her own expense will have his/her progress re-evaluated at the end of each semester to see if he/she has regained satisfactory academic progress by achieving the required GPA and completion rate.

## Satisfactory Academic Progress Appeal Process

Students may submit a Financial Aid Appeal if he/she can provide documented proof of mitigating circumstances.

**Mitigating Circumstances are those that are beyond the student's control.** For example: Serious illness or injury to student that required extended recovery time. Death or serious illness of an immediate family member. Significant trauma in student's life that impaired the student's emotional and/or physical health. Student must submit the appeal form and all documentation pertaining to the appeal, by the published appeal deadline. Submitting a Financial Aid Appeal is NOT an automatic approval. The Appeals Committee will meet each semester to consider completed appeals. Student's will be notified by email of the decision. The decision of the Appeal Committee is final. If the student is granted an appeal he/she will be placed on financial aid probation. Students on financial aid probation must meet the requirements of their academic plan every semester. If the student fails to meet the terms of the academic plan their financial aid will be suspended.

# Scholarship Programs

The following is a listing of our institutional scholarships available at the college. Students must apply each spring. Please visit our website at [www.nwscc.edu](http://www.nwscc.edu) for details about each scholarship and the online application process.

**Academic Scholarship** – online application

**Val/Sal Scholarship** – given by High School counselor

**Applied Technology Scholarship** – online application

**Opportunity Scholarship**– online application

**Performing Arts Scholarship** – online application

**General Scholarships** – online application

**College Bowl Scholarship** – online application

## Scholarship Policies and Procedures

Students on two year institutional scholarships must complete 30 credit hours per year (fall, spring, summer) and maintain the appropriate CGPA as outlined below. Scholarships will be cancelled for students who fail to meet the minimum qualifications after the first year.

Val – Sal: 3.0 GPA

Academic: 3.0 GPA

Applied Technology: 2.5 GPA

GED Leadership: 2.5 GPA

## Shoals Scholar Dollars

Students must be from Lauderdale and Colbert counties who recently graduated high school and meet the required criteria. Students must have a high school average of 75 or higher, 98% high school attendance, and no major disciplinary actions. Must be enrolled full-time and maintain a 2.5 college GPA. No probationary period is granted if guidelines are not met.

## Senior Adult Scholarship Program

Students who meet College admission requirements and who are 60 years of age or older are eligible for the Senior Adult Scholarship program. The award is based upon space availability in each course. The scholarship covers tuition only in college-credit courses (defined as courses measured in both credit hours and scheduled weekly contact hours that are part of an organized and specified program leading to a formal award-associate degree or certificate).

## Ready to Work Program

These scholarships are based on recommendations from the Director of the Ready to Work Program. Recipients receive up to 4 credit hours of instruction on this scholarship which is also authorized by the Alabama Department of Postsecondary Education.

## GED Free Class

Based on authorization from the Alabama Department of ACCS Education, all Alabama students receiving their GED are allowed up to 4 credit hours of instruction.

## Franklin County Scholarship

Scholarship funds are paid on an annual basis by August 1. The amount is determined annually by the Franklin County Scholarship Board - based on funds available and the number of applications received.

### Requirements:

1. Franklin County, Alabama resident for the past two consecutive years.
2. Submit applications each year by June 30 to Franklin County Commission Office, P.O. Box 1028, Russellville, Alabama 35653.
3. Applicant must have been enrolled as an undergraduate student at a college within the state of Alabama.
4. Complete twelve (12) credit hours per semester and maintain a 2.0 GPA.
5. Provide proof of attendance and coursework including GPA for each term as soon as possible after the Spring Semester ends but no later than June 30 to the Franklin County Commission Office.

## Third Party Scholarships

These are scholarships received on behalf of a student from an outside party. NW-SCC must receive payment from the third party before any funds are applied to a student's account.

## Northwest-Shoals Community College Foundation, Inc.

Northwest-Shoals Community College Foundation, Inc. exists for the sole purpose of providing support for programs and activities which enhance the quality of education and expand the educational opportunities for students enrolled at Northwest-Shoals Community College. To achieve this purpose, the Foundation seeks to heighten community awareness of the mission and accomplishments of the College and to secure contributions and bequests which will be used to support academic and technical programs as well as scholarships

The Board of Directors of Northwest-Shoals Community College Foundation is composed of business and community leaders who are residents of the College service area which includes the following counties: Lauderdale, Lawrence, Colbert, Franklin, and Winston. These individuals have a strong interest in the College and are committed to using their talents, energy, and influence to generate community support for the College and Foundation.

The Foundation offers a variety of scholarships for students in the College's service area. Online applications are available at the College's website: [nwsc.edu](http://nwsc.edu) beginning January of each year. The deadline for application submissions is around the middle of March of each year. For more information on these scholarships, please contact the Foundation Office by e-mail [teresah@nwsc.edu](mailto:teresah@nwsc.edu).

## Foundation Scholarships:

Aaron B. Singleton Memorial Scholarship  
Alan Bragwell Memorial Scholarship

Ashley Darby Memorial Scholarship  
 Barry "Tyler" Rhea Memorial Scholarship  
 Bill Lucas Memorial Scholarship  
 Billy Bowling Memorial Scholarship  
 Broughton Isom Memorial Scholarship  
 Bruce Crowe Memorial Scholarship  
 Cecil Earl Clapp, Sr. Memorial Scholarship  
 Cliff and Mabel Brown Memorial Scholarship  
 D. Mitchell Self Memorial Scholarship  
 Diana Ashe-Clayton Memorial Scholarship  
 Dual Enrollment / Dual Credit Scholarship  
 Edward Fennel Mauldin Memorial Endowed Scholarship  
 Esther McAfee Flippo Hunt Memorial Scholarship  
 Franklin A. Lenfesty Memorial Scholarship  
 General Foundation Scholarship  
 Homajean Grisham Memorial Scholarship  
 Howell Heflin Memorial Scholarship  
 Humphrey Lee Phi Theta Kappa Scholarship  
 Integrated Corporate Solutions Scholarship  
 Joseph W. Wade Memorial Scholarship  
 Joshua "Josh" Green Memorial Scholarship  
 Karen Thompson Memorial Scholarship  
 Lockheed Martin Scholarship for Veterans  
 Martha Isbell Memorial Scholarship  
 Marvin E. Daly Memorial Scholarship  
 Mattie Lou Gist Memorial Scholarship  
 Michael Denton Memorial Scholarship  
 NW-SCC Faculty and Staff Scholarship  
 Nursing Alumni Scholarship  
 Orben F. Gist Memorial Scholarship  
 Percy Sledge Memorial Scholarship  
 Sam Beau Barron Memorial Book Scholarship  
 Shelby Grissom Memorial Scholarship  
 Shoals Home Builders Association Scholarship  
 Susan M. Holcomb Memorial Scholarship  
 Tusculumbia Kiwanis Club Scholarship  
 VFW Post 5140/Paul W. Shockley, Sr. Memorial Scholarship  
 Walston and Jewel Hester Memorial Scholarship  
 Wayne County Bank Scholarship  
 William F. "Bill" Gardiner Memorial Scholarship  
 William M. "Bill" Gough, III Memorial Scholarship  
 William and Mammie Simms Memorial Scholarship

The Foundation shall award scholarships based upon donated funds and/or accrued interest in scholarship account.

## Other Financial Aid Programs

### Workforce Investment Opportunity Act (WIOA)

The Workforce Investment Opportunity Act assists with training or retraining of citizens who qualify as being either economically disadvantaged or as a dislocated worker. For further information, contact the Sheffield CareerLink at 256.383.5610 or the Hamilton CareerLink at 205.921.5672.

## Trade Adjustment Assistance (TAA)

This program is designed to retrain persons who have lost their jobs because of certain trade agreements. For further information, contact the Shoals Career Center at 256.383.5610.

## Vocational Rehabilitation Program

Under this program, disabled persons or persons with vocational limitations may qualify for financial assistance. For information, contact the Muscle Shoals Rehabilitation Agency at 256.381.1110 of the Jasper Rehab at 1.800.671.6841.

## Prepaid Affordable College Tuition (PACT)

The Prepaid Affordable College Tuition Program is a state program through which accounts are purchased to pay undergraduate tuition and qualified fees at public institutions in Alabama. Our resource for PACT information is [treasury.alabama.gov/pact/](https://treasury.alabama.gov/pact/).

## Veterans Programs

### CHAPTER 33 - POST 9/11 GI BILL

Individuals who have served at least 90 aggregate days on active duty after September 11, 2001 may be eligible for this program. Individuals who were in a selected reserve component and served on active duty on or after September 11, 2001 for at least 90 consecutive days may be eligible for this program.

Application package includes:

- Form 22-1990 – Application of Education Benefits (Can be found online <https://www.ebenefits.va.gov/ebenefits/vonapp>)
- Certificate of Eligibility

### CHAPTER 31 - VOCATIONAL REHABILITATION

This benefit is designed to assist veterans with a service-related disability in obtaining and maintaining employment. A service-related disability rating of 20% or more is required as part of the eligibility requirements.

- Veterans should apply for vocational rehabilitation through the County Veterans Service Office and must follow guidelines from the Vocational Rehabilitation and Counseling Division of the DVA regarding application and admission requirements

### CHAPTER 1606 - SELECTED RESERVE EDUCATIONAL ASSISTANCE PROGRAM

Individuals who have agreed to serve six years, on or after July 1, 1985, or extended an enlistment for a period of at least six years in the selected reserve may be eligible for this program.

Application package includes:



- Form 22-1990 – Application of Education Benefits (Can be found online <https://www.ebenefits.va.gov/ebenefits/vonapp>)
- Certificate of Eligibility or Notice of Basic Eligibility (NOBE) (Copies are obtained from your National Guard or Reserve component)

## CHAPTER 35 - SURVIVORS AND DEPENDENT'S EDUCATIONAL ASSISTANCE

Surviving spouses and children of veterans who meet the following criteria may be eligible for this program:

- Suffered a service-related death,
- Died as a result of a service-related disability or
- Receive a 100% permanent and total service-related disability.

Application package includes:

- Form 22-5490 -- Application for Survivor's and Dependent's Educational Assistance (Can be found online at <https://www.ebenefits.va.gov/ebenefits/vonapp>)
- Certificate of Eligibility

## ALABAMA G.I. DEPENDENT'S SCHOLARSHIP PROGRAM

Children and spouses of veterans who meet the following criteria may be eligible for this program:

- Must have honorably served at least 90 or more days of continuous active federal military service or be honorably discharged by reason of service-connected disability after serving less than 90 days of continuous active federal military service during wartime
- Must be rated 20% or more disabled due to service-connected disabilities or have held the qualifying rating at the time of death, a former Prisoner of War (POW), declared Missing in Action (MIA), died as a result of a service-connected disability, or died while on active military service in the line of duty
- Must be a permanent civilian resident of the State of Alabama for at least one year immediately prior to (a) the initial entry into active military service, or (b) any subsequent period of military service in which a break (one year or more) in service occurred and the Alabama civilian residency was established.

### To Apply:

Contact your county's Veterans Affairs Office, or call 334- 242-5077.

- If the student is deemed eligible, the Alabama Department of Veterans Affairs will send a certificate of eligibility to the student and to the approved school

### ALABAMA NATIONAL GUARD EDUCATIONAL ASSISTANCE PROGRAM (ANGEAP)

Students in the Alabama National Guard may be eligible for up to \$5,232.00 per semester minus other aid. All Alabama National Guard Members are encouraged to apply by filling out the ANGEAP request each semester and turning it in to the VA School Certifying Official in the Office of Student Financial Services. The stipend is not set for any period of time during the semester, and the Office of Student Financial Services cannot provide information regarding the time of payment.

Once the ANGEAP request is turned in, the SCO will forward it to the Alabama National Guard office. When all required channels have approved the request, the Alabama Commission on Higher Education (ACHE) will send the school a check for the approved amount. The ANGEAP is a Limited Funded Program, and submission of this application does not ensure that funds will be available when application arrives at ACHE.

# TUITION ASSISTANCE (TA)

Tuition assistance (TA) is a Department of Defense (DOD) program. GoArmyEd is the virtual gateway for all eligible Active Duty, National Guard, and Army Reserve soldiers to request tuition assistance (TA) online, anytime, anywhere, for classroom and distance learning. It allows soldiers to manage their education records, including college classes, testing, on-duty classes, and Army education counselor support. Soldiers may request TA through [www.GoArmyEd.com](http://www.GoArmyEd.com) prior to the course start date. GoArmyEd will notify the soldier whether the TA is approved or not. If the TA request is not approved, GoArmyEd will advise the soldier of the reason and next steps. All drops/withdrawals must be handled through GoArmyEd. Soldiers who do not successfully complete a class due to military reasons must request a Withdrawal for Military Reasons through GoArmyEd and complete all required steps to ensure that they will not be charged. Students have 14 days from the start of the semester to input information into the GoArmyEd system for TA approval.

# VA POLICY ON TUITION AND FEE RATE

The following individuals shall be charged a rate of tuition not to exceed the in-state rate for tuition and fees purposes:

- A Veteran using educational assistance under either chapter 30 or chapter 33, of title 38, United States Code, who lives in Alabama while attending a school located in Alabama (regardless of his/her formal State of residence) and enrolls in the school within three years of discharge or release from a period of active duty service of 90 days or more.
- Anyone using transferred chapter 33 benefits (38 U.S.C. 3319) who lives in Alabama while attending a school located in Alabama (regardless of his/her formal State of residence) and enrolls in the school within three years of the transferor's discharge or release from a period of active duty service of 90 days or more.
- Anyone described above while he or she remains continuously enrolled (other than during regularly scheduled breaks between courses, semesters, or terms) at the same school. The person so described must have enrolled in the school prior to the expiration of the three-year period following discharge or release as described above and must be using educational benefits under either chapter 30 or chapter 33, of title 38, United States Code.
- Anyone using benefits under the Marine Gunnery Sergeant John David Fry Scholarship (38 U.S.C. 3311 (b)(9)) who lives in Alabama while attending a school located in Alabama (regardless of his/her formal State of residence).
- Anyone using transferred chapter 33 benefits (38 U.S.C. 3319) who lives in Alabama while attending a school located in Alabama (regardless of his/her formal State of residence) and the transferor is a member of the uniformed service who is serving on active duty.

The policy shall be read to be amended as necessary to be compliant with the requirements of 38 U.S.C. 3679 as amended.

# VA COMPLAINT POLICY

- "Any VA Complaint against the school should be routed through the VA GI Bill Feedback System by going to the following link: <http://www.benefits.va.gov/GIBILL/Feedback.asp>. The VA will then follow up through the appropriate channels to investigate the complaint and resolve it satisfactorily."

# CERTIFYING ENROLLMENT

Certification is the process by which the College verifies to the VA a student's dates of attendance, degree program and number of credit hours taken. The VA will not pay any student without receiving this certification. VA students must bring their schedule each semester to Student Financial Services and complete the Enrollment Certification Request before being certified for that semester to ensure all classes meet requirements. VA students must also notify the School Certifying Official of any changes in their schedule (adding/ dropping courses).

The VA Certifying Official will process all certifications within two business days of the paperwork being turned in. The Certifying Official will follow up weekly on the student's account, and contact students when changes are made.

**NOTE: All courses taken must be in your selected program. VA students will not be certified for, nor paid by the VA, for courses that are not in their program, audited classes, withdrawals or non-required courses.**

## CHANGES IN SCHEDULE

All add/drop changes after initial certification should be reported by the student to the Northwest-Shoals Community College Student Financial Services and are forwarded to the VA Regional Office. Withdrawing or adding classes may change the eligible monthly rate received by the student, and if not reported in a timely manner could lead to an underpayment or overpayment of benefits. Students are encouraged to report these changes in a timely manner to avoid these situations. The VA Certifying Official should report all changes to the VA within 30 days of the date of the change.

## CHANGING MAJOR

Students must report a change of major to the VA Certifying Official in the College's Student Financial Services at the beginning of the semester in which the change occurs. Students will be required to complete a change of program request, VA Form 22-1995 (chapters 33, 30, 1606 and 1607) or 22-5495 (chapter 35). For chapter 31 students, see your case manager.

## PAYMENT OF TUITION AND FEES

All VA students are responsible for making payment for tuition and fees by the payment due date to avoid being dropped from courses. Chapter 33, Chapter 31 and Alabama G.I. students will only have to pay the balance of what their benefit level does not cover at the time tuition and fee payment is due.

## Academic Procedures and Requirements

### Placement Testing

All new enrollees who have not successfully completed college-level English and mathematics courses or taken the ACT exam within the last three years must take a placement exam before registering for classes. This test indicates the beginning levels of math, English, and reading courses. This test allows calculator usage on the algebra portions. The following types of calculators are not permitted: pocket organizers, handheld or laptop computers, electronic writing pads or pen-input devices, models with a QWERTY (typewriter) keypad, and models with built-in capability to simplify algebraic expressions, multiply polynomials, or factor polynomials. Specifically prohibited models: CFX-9970G, Casio Algebra fx 2.0, TI-89, and TI-92. Any four function, scientific, or graphing calculator, except as specified, may be used.

\*There is a retesting fee.

### Developmental Education

Students who score below the standard placement score established by the College will be required to enroll in related developmental education courses. Developmental education instruction is designed to remediate prior deficiencies in knowledge and skills judged necessary for a student to progress satisfactorily through a college level program or course of instruction. Credit earned for developmental education courses shall not satisfy requirements

for graduation in degree, certificate or diploma programs. A student may enroll in college level courses while enrolled in developmental education courses as long as the discipline is different than the discipline in which the student scores below the standard placement score. Any student enrolled in two or more developmental education courses shall not enroll in more than a total of 12 credit hours that semester. Any student who scores below the standard placement score and is placed into developmental education course instruction in a given discipline must remain in such instruction in that discipline until academic deficiencies are remediated. The College shall maintain data files on each student enrolled in developmental education courses.

## Academic Advising

Academic advising is an extension of the educational process and is considered an essential part of the student's educational experience. Its primary purpose is to assist students in the development of meaningful educational plans which are compatible with their life goals. While the academic advisor assists the student by helping identify and assess alternatives and consequences of decisions, the student has the ultimate responsibility for making these decisions.

The College maintains an advising process for the benefit of students. Every student enrolled will be assigned a faculty advisor. Each student is encouraged to discuss plans, problems, and needs with the faculty advisor. If students do not know who their advisor is, they should call the Advising Center at 256.331.5221.

Advisors aid students in verifying that all educational requirements of both the College and their specific programs are met. Advisors are available during advising days and regular office hours throughout the semester. Students are encouraged to make an appointment with their advisor prior to registering for classes each term. Distance education students may seek advising assistance by contacting their assigned advisor or Advising Center staff by phone or email.

Students experiencing academic difficulty or considering withdrawal from the College for any reason are encouraged to contact their advisor, counselor, advising coordinator, or the assistant dean.

## Registration

Registration dates are listed on the College Academic Calendar as well as in each semester's class schedule. Currently enrolled students may register through the myNWSCC portal. The student is responsible for completing the registration process correctly and for attending classes as scheduled.

All course changes must be completed by the end of the day given as the deadline date for add/drop in the College Academic Calendar. Students may register for credit courses after the last day of add/drop only with special permission from the Vice President 's office or appropriate designee.

New students are invited to small group registration dates as determined by NW-SCC each term. All students will be assigned an advisor, which will assist with registration.

## Credit Hour Definition and Policy

Northwest-Shoals Community College (NW-SCC) defines a credit hour in accordance with federal regulations 34 CFR 600.2 and the converting Contact Hours to Credit Hour Equivalencies.

Alabama Community College System requires institutions operate on a semester system. Semester hours of credit are then based upon the average number of hours of instruction weekly during a 15-week period, with an hour of instruction defined as not less than 50 minutes of instructor/student contact. A variety of class meeting schedules that fall within this structure may be present within the institutions.

# Maximum and Minimum Credit Hour Load

The Northwest-Shoals Community College Academic year is 32 credit hours and the normal credit hour load is 16 to 18 credit hours. Total credit hours above 19 credit hours constitutes a student overload. A student desiring to take more than 19 credit hours must obtain special permission from the Vice President's office. A maximum load of 24 credit hours may be taken by a student in extraordinary circumstances and only with special permission. No student will be approved for more than 24 credit hours in any one semester for any reason. Students must have a 2.00 GPA or higher to request a course overload. The minimum load for a regular full-time student is 12 hours. A typical student will earn 32 semester hours in two semesters or 16 hours each semester (fall and spring).

## Auditing a Course

1. A student who desires to audit a course must be admitted to the College and meet the pre-requisites for that course or have the permission of the instructor;
2. The student's intent to audit a course must be made at the time of registration. The Registrar will designate on the class roll that the student is auditing the course. "AU" is assigned upon completion of the course and will appear on the official transcript;
3. The student who audits a course will complete the same course work as students who register for credit with the exception of tests and examinations;
4. Once the grade of "AU" has been established, it will not be changed.
5. The cost of auditing a course is the same as that for taking a course for credit.

## Cancellation of Classes

Every effort is made to insure that courses and programs described in the College Catalog are offered to students in an appropriate and reasonable sequence. Students should be aware, however, that admission to the College or registration for a given semester does not guarantee the availability of a specific course. Course availability is determined by student demand and instructor availability. Northwest-Shoals Community College reserves the right to cancel or modify any class scheduled.

## Schedule Changes

### Adding or Dropping a Course (Add/Drop)

Students may make schedule changes during the designated Add/Drop period by accessing the myNWSCC portal.

**Students may not add classes after the end of the Add/ Drop period without approval of the Vice President's office and the instructor for each course to be added.**

Any change to the student's schedule after Add/Drop must be processed by admissions staff. Students adding a course after the Add/Drop period must pay tuition and fees for the course (or courses) added.

### Withdrawal from a Course

A student who is unable to complete a course is expected to withdraw from that course by proper withdrawal procedures with the instructor, a Student Success Coach, Financial Aid Office and the Admissions Office.

A grade of “W” will be assigned for the course, a student withdraws prior to the last day to withdraw date published in each semester schedule. This grade will have no effect on the student’s GPA. The grade of “W” is allowed regardless of the student’s grades to the point of withdrawal. This withdrawal may only be by student request.

Students receiving financial aid should consider the impact of their withdrawal on their financial aid status before withdrawal from a course.

**Withdrawal from a class will not be approved after the posted last day to withdraw.**

## Withdrawal from College

A student may initiate withdrawal upon request at any time during the term by obtaining the proper forms from the Admissions Office and completing the forms according to the instructions given. The official withdrawal date will be the date these forms are completed and submitted to the Cashier’s Office on the Shoals or Phil Campbell Campuses.

A grade of “W” will be assigned as the final grade if a student withdraws prior to the last day to withdraw date published in each semester schedule. A grade of "F" will be assigned if a student withdraws after the published date.

Students receiving financial aid should consider the impact of their withdrawal on their financial aid status before withdrawal from College.

## Administrative Withdrawal From a Course or From College

A student may be withdrawn administratively from any course for:

1. Failure to complete College registration properly.
2. Failure to fulfill a financial obligation to the College.
3. Failure to fulfill conditions of registration in those cases in which a student was admitted on conditions.
4. Failure to fulfill other conditions of admission and/or registration.
5. Failure to meet standards of progress requirements.
6. Failure to attend class during the first week of the semester, if the student is receiving a Federal Pell Grant or Federal Stafford Loan.

## Grading System

Each course for which a student has registered must be assigned one of the letter grades as follows. The numerical scale applies to all courses except NUR, LPN, EMS, DMS, RAD, and MAT.

Grade	Definition	Numerical Scale	Quality Points
A	Excellent	(90-100)	4 points
B	Good	(80-89)	3 points
C	Average	(70-79)	2 points
D	Poor	(60-69)	1 point
F	Failure	(below 60)	0 points
S	Satisfactory		0 points

U	Unsatisfactory		0 points
IP	In Progress		0 points
I	Incomplete. Class work must be made up no later than the end of the following semester, or the grade automatically becomes an F.		0 points
AU	Audit. Course taken for non-credit. Credit hours will not be averaged into the GPA. Must be declared by the end of the registration period and may not be changed thereafter.		0 points
W	Official withdrawal from a course within a time period designated by the College, but not to exceed 60 percent of the semester time; or withdrawal from the College within a time period designated by the College. Credit hours will not be averaged into the GPA.		

Satisfactory grades are “A,” “B,” and “C”. While a grade of “D” is considered passing at the College, senior colleges and universities may not grant credit for a course in which the student has made a grade of “D”.

A final grade of “I” may be assigned if a student fails to complete all course requirements because of illness or other extenuating circumstances that occur near the close of a term which prevent a student whose performance has otherwise been satisfactory from completing the requirements of a course. Unless extenuating circumstances are present, a student’s failure to submit required work when it is due does not provide a basis for the grade of “I”. In such cases, a grade of “F” is usually appropriate.

## Final Exams

Final exams are administered in all courses. They are to be given during the dates scheduled or the last scheduled class meeting for the course. Requests for permission to take or to give final exams early must be approved by the Vice President’s Office in writing.

In cases where early exams are permitted, it is expected that all course requirements will be met and/or appropriate additional assignments will be completed to account for the time missed.

If a student fails to report for a final exam without known cause, the grade to be reported should be determined as follows: If the student has done satisfactory work to that point, a grade of “I” may be reported on the assumption that the student is ill or will otherwise present sufficient reason for an official excuse. If the student’s work has been unsatisfactory to that point, the grade of “F” should be reported. A grade of “I” automatically becomes a grade of “F” unless it is removed during the next semester.

## Grade Appeal

It is preferred that all grade appeals be handled in an informal manner between the student and the instructor. If the discussion between the two does not result in a resolution, a formal grade appeal may be initiated.

The grade appeal procedure must be initiated by the end of the drop/add period of the term following the term in which the grade was awarded. There can be no formal grade appeal for any grade other than a final grade; however, lab grades, project grades, tests, and other assignments which may adversely affect the final grade may be appealed by the student.

Since the first level of appeal is between the student and the instructor of the course, it is necessary that the student confer with the instructor to gain understanding of the procedure used in awarding the grade. Preferably any disagreement will be resolved at this level. If a resolution is impossible at this level, the student may make a formal grade appeal to the Division Chairperson. The student should obtain a form from the Vice President’s Office to formally request a grade appeal.

Upon completion of the Grade Appeal form, the student should return the form to the Vice President’s Office. The Vice President’s Office will then inform the Division Chairperson of the appeal and will request that the Chairperson meet with the student to discuss the problem. If the matter can be resolved at this level, it should be done in writing

on the Grade Appeal form. If no resolution is reached, the student will meet with the Grade Appeal Committee. This committee is selected by the Division Chairperson to hear this appeal only. (If the Division Chairperson is the instructor of the course, the Vice President will appoint another Division Chairperson to handle the Grade Appeal Committee.)

The committee will be headed by the Division Chairperson or his/her designee and will consist, if possible, of at least one faculty member from the discipline of the course in dispute. All committees should consist of no fewer than three faculty members. The committee will be objective and even-handed as it reviews the grade appeal.

The committee may request any documentation necessary from the student and/or the instructor. The committee will interview the student and may wish to interview the instructor. Based on the findings from the information and the interview, the committee will make a formal recommendation to the Vice President of Instruction.

The Vice President's Office may accept the recommendation, request further information, or reject the committee's recommendation. In all cases, the Vice President's Office will inform the student in writing of the findings.

## Class Attendance Policy

Because class attendance is considered to be essential to the accomplishment of course objectives, excessive absences, more than 20% of the class meetings for a course, are discouraged. These absences also include any absences accrued during late registration. Failure to adhere to the 20% policy may result in a failing grade based on academic performance. Any variation of this policy must be approved through the Vice President's Office. A student who is absent due to required participation in a school activity must be allowed to make up work according to guidelines issued by individual instructors.

Attendance for distance education courses may be determined by academically-related course work completed in the learning management system, by initiating contact with a faculty member to ask a course-related question, or if in a blended course format, by participation in a class or lab activity. This may include discussion postings, quizzes, or other assignments as noted by the course instructor. Instructors have access to detailed course logs to track student activity in distance courses.

## Excused Absences

The only excused absences that the College recognizes are absences from classes due to students representing the College in some official capacity such as a scholarly competition sponsored by the College or attending documented required military duties. Absences are excused only with written permission of the Vice President's Office. Students are responsible for making prior arrangements for class assignments.

## The Semester System

The academic year is divided into two semesters of approximately sixteen weeks and a summer term of eleven weeks. Credit is awarded based on standard criteria of hours students receive instruction in a semester.

### **Quality Points and Grade Point Average - (GPA)**

- A - 4 quality points per hour
- B - 3 quality points per hour
- C - 2 quality points per hour
- D - 1 quality point per hour



F - 0 quality points per hour

The student's scholastic standing or GPA is obtained by dividing the total number of quality points earned by the total number of semester hours attempted for which the grades of A, B, C, D, or F are assigned.

## Standards of Academic Progress: General

Required GPA levels for students according to number of hours attempted at the College.

A student will attain clear academic status provided he or she:

1. Attempts 12-21 credit hours and maintains a 1.5 GPA or
2. Attempts 22-32 credit hours and maintains a 1.75 GPA or
3. Attempts 33 or more credit hours and maintains a 2.0 GPA

### DEFINITION OF TERMS:

**Grade Point Average (GPA)** - Using a 4-point scale, the grade point average based on all hours attempted during any one semester at the College.

**Cumulative Grade Point Average (GPA)** - Using a 4-point scale, the grade point average based on all hours attempted at the College.

**Clear Academic Status** - The status of a student whose GPA is at or above the level required by this policy for the number of credit hours attempted at the College.

**Academic Probation** - The status of a student whose Cumulative GPA falls below the level required for the total number of credit hours attempted at the College or the status of a student who was on Academic Probation the previous semester and whose Cumulative GPA for that semester remained below the level required for the total number of credit hours attempted at the College but whose GPA for that semester was at least 2.0.

**One Semester Academic Suspension** - The status of a student who was on Academic Probation the previous semester but who has never been suspended or who, since suspension, had achieved Clear Academic Status and whose Cumulative GPA that semester was below the level required for the total number of credit hours attempted at the College and whose GPA for that semester was below 2.0.

**One Year Academic Suspension** - The status of a student who was on Academic Probation the previous semester and who had been previously suspended without since having achieved Clear Academic Status and whose Cumulative GPA that semester remained below the level required for the total number of credit hours attempted at the College and whose GPA for that semester was below 2.0.

**Appeal of Suspension** - The process by which the College shall allow a student suspended for one semester or one year (whether "native" student or a transfer student) to request readmission without having to serve the suspension.

**Intervention for Student Success** - When a student is placed on academic probation, one-semester academic suspension or on one calendar year academic suspension, college officials may provide intervention for the student by taking steps including, but not limited to, imposing maximum course loads, requiring a study skills course, and/or prescribing other specific courses.

# Application of Standards of Progress

1. When the Cumulative GPA is at or above the GPA required for the total number of credit hours attempted at the College, the student's status is **Clear**.
2. When a student's Cumulative GPA is below the GPA required for the number of credit hours attempted at the College, the student is placed on **Academic Probation**.
3. When the Cumulative GPA of a student who is on Academic Probation remains below the GPA required for the total number of credit hours attempted at the College but the semester GPA is 2.0 or above, the student remains on **Academic Probation**.
4. When the Cumulative GPA of a student who is on Academic Probation remains below the GPA required for the total number of credit hours attempted at the College and the semester GPA is below 2.0; the student is suspended for one semester. The transcript will read **SUSPENDED-ONE SEMESTER**.
5. The student who is suspended for one semester may appeal. If, after appeal, the student is readmitted without serving the one semester suspension, the transcript will read **SUSPENDED-ONE SEMESTER/READMITTED UPON APPEAL**. The student who is readmitted upon appeal re-enters on Academic Probation.
6. A student who is on Academic Probation after being suspended for one semester (whether the student has served the suspension or has been readmitted upon appeal) without having since achieved Clear academic status and whose Cumulative GPA falls below the level required for the total number of hours attempted at the College but whose semester GPA is 2.0 or above will remain on Academic Probation until the student achieves the required GPA for the total number of hours attempted.
7. A student returning from a one semester or one-year suspension and while on academic probation fails to obtain the required GPA for the number of hours attempted and fails to maintain a semester GPA of 2.0 will be placed on a **one year suspension**.
8. A student may appeal a one-semester or a one-year suspension. The permanent student record will reflect the student's status (except when the status is clear). When appropriate, the record will reflect **ACADEMIC PROBATION, ACADEMIC SUSPENSION-ONE TERM, ACADEMIC PROBATION-ONE YEAR, ONE TERM SUSPENSION-READMITTED ON APPEAL, or ONE-YEAR SUSPENSION-READMITTED ON APPEAL**.

## Process for Appeal for Readmission

If a student declares no contest of the facts leading to suspension but simply wishes to request consideration for readmission, the student may submit a request in writing for an "appeal for readmission" to the Assistant Dean no later than the close of open registration (see College Catalog or Semester Course Schedules for dates). During the meeting of the Admissions Committee, which shall not be considered a "due process" hearing but rather a petition for readmission, the student shall be given an opportunity to present a rationale and/or statement of mitigating circumstances in support of immediate readmission. The decision of the Admissions Committee, together with the materials presented by the student, shall be placed in the College's official records. Additionally, a copy of the written decision shall be provided to the student. Equity, reasonableness, and consistency should be the standards by which such decisions are measured. If the student is readmitted without serving the one-semester suspension or the one-calendar-year suspension, the transcript will read SUSPENDED-ONE SEMESTER or ONE YEAR/READMITTED UPON APPEAL.

## Standards of Academic Progress: Transfer Students

1. A transfer student who is admitted on Clear academic status is subject to the same standards of academic progress as a "native" student. Grades accrued at other regionally accredited postsecondary institutions are not included in GPA calculation.

2. A transfer student who is admitted on Academic Probation retains that status until the student has attempted at least 12 credit hours at the College. If at the conclusion of the term in which the student has attempted a total of 12 or more credit hours at the College the Cumulative GPA is below 2.0, the student is suspended for one term. The transcript will read SUSPENDED—ONE SEMESTER.
3. If, at the conclusion of the semester in which the transfer student admitted on Academic Probation has attempted a total of 12 or more credit hours at the College the Cumulative GPA is 2.0 or above, the student's status is Clear.

## Repetition of Courses and Course Forgiveness

Course forgiveness is implemented when a student repeats a course and the last grade awarded (excluding grades of W and WP) replace the previous grade in the computation of the cumulative grade point average. The grade point average during the term in which the course was first attempted and will not be affected. The official transcript will list the course and grade each time it is attempted.

When a student completes a course more than once, all grades for the course (excluding the first grade) will be used in computing the cumulative grade point average. Official transcripts will list each course in which a student was enrolled.

A student may repeat a course more than once, but that course may be counted only once toward fulfillment of credit hours for graduation.

NOTE: Students should check financial aid regulations regarding repetition of courses.

## Academic Bankruptcy Policy

Academic bankruptcy is the removal of one to three semesters of grades from the calculation of a student's cumulative grade point average (GPA). Students should consult the Financial Aid Office for any affects the academic bankruptcy policy may have on their financial aid status. The following apply to any request for academic bankruptcy:

1. Academic bankruptcy is initiated by a written request from the student to the registrar/records official.
2. Academic bankruptcy may only be declared once and may be applied to no more than three (3) semesters, which do not have to be consecutive.
3. The bankrupted courses and grades remain on the transcript but are not calculated in the student's cumulative GPA.
4. None of the coursework taken during a semester for which academic bankruptcy is declared, including hours completed satisfactorily, will be used to fulfill degree requirements.
5. Developmental courses successfully completed during a period of academic bankruptcy can be used to fulfill prerequisites.
6. To be eligible for academic bankruptcy, the student must have completed 12 semester credit hours of coursework at the college since the most recent semester for which the academic bankruptcy is requested. A grade of 'C', 'S', or higher is required in each course in 12 semester credit hours in the post-bankruptcy period.
7. When a student receives a declaration of academic bankruptcy, a permanent notation of "Academic Bankruptcy" will be reflected on the transcript for each semester affected.
8. Approval of the academic bankruptcy status at Northwest- Shoals Community College does not guarantee other institutions will honor that status. This determination will be made by the respective transfer institution(s).

# Student Records Policy

As provided by Public Law 93-380, Protection of Rights of Privacy of Parents and Students, Northwest-Shoals Community College maintains information about students which facilitates the educational development of the student and the effective administration of the College in order to guarantee the rights of privacy and access as provided by the Family Educational Rights and Privacy Act of 1974 (FERPA). The College has formulated the following policies and procedures:

## A. General Policy

It is the policy of Northwest-Shoals Community College that all student records are maintained for five years after the student graduates or leaves the institution. Records are then stored in a fireproof alphabetical filing system in the records room at each campus and only the official permanent record (official application for admission, official transcript containing grades and credit and other official transcripts/GED) is maintained. Other information contained in the student record is destroyed in keeping with the State Record Manual published by the Alabama Department of Archives and History, Montgomery, Alabama. No information from records, files, or other data directly related to a student other than public information defined below shall be disclosed to individuals or agencies outside the College without the written consent of the student except pursuant to a lawful subpoena or court order or except in the case of educational or governmental officials as provided by law. Information contained in such records may be shared within the College.

Students shall have access to all such information with the exceptions set out below in accordance with the procedure outlined within this policy statement.

## B. Definition of Student

For the purpose of this policy, a “student” is defined as “any individual currently or previously enrolled in any course(s) offered by the College.”

## C. Definition of Educational Records

Student educational records are defined as those records, files, documents, and other material which contain information directly related to students. Records of instructional, supervisory, and administrative personnel which are the sole possession of the maker and accessible only to the maker or a substitute are specifically excluded from this definition of educational records.

Records which are made or maintained by institutional counselors or other professionals or paraprofessionals, and which are maintained in connection with personal treatment or personal counseling and are not available to anyone not involved officially within the College are also excluded from a student’s educational records. Such records, however, are available to a physician or appropriate professional of the student’s choice, if requested.

## D. Public Information

The following is a list of public information which may be made available by the College without prior consent of the student and is considered part of the public record of the student’s attendance:

1. Student’s name
2. Student’s address (local and permanent)
3. Student’s telephone number
4. Date and place of birth of student
5. Major field of study

6. Student's participation in officially recognized activities, clubs, organizations, and weight and height of members of athletic institution teams
7. Dates of attendance of student
8. Degrees and awards received by student
9. The institution most recently previously attended by the student

If any student has an objection to any of the aforementioned information being released during any given term or academic year, the student should notify, in person or in writing, the Assistant Dean.

## E. Location of Individuals Responsible for Student Records

The College has designated the following officials as being responsible for students' records within their respective areas:

**Assistant Dean** - The Assistant Dean will see that all students upon acceptance to the institution will have an individual student record file containing all admissions criteria needed for acceptance to the institution. The Assistant Dean is charged with the responsibility of continuously maintaining all students' files in a safe and orderly manner, updating all records needed on the individual student, and updating and maintaining an adequate backup system for all student records.

**Chief Fiscal Officer** - The Chief Fiscal Officer will have the responsibility of seeing that all provisions as set forth in this policy are applied to the release of financial information concerning individual students.

## F. Disclosure of Student Records to the Student

The student is accorded the right to inspect in the presence of the appropriate official as stated in section "E" of this policy statement records, files, and data primarily and directly related to the student. In order to inspect one's file, the student should go to the office of the appropriate official, present a valid photo identification, and initiate a written request. If the named student cannot personally appear, the student must submit a notarized request to the appropriate official. The request for inspection shall be granted by the College within forty-five (45) days of the time of the receipt. If in the opinion of the appropriate official inspection can reasonably be accomplished only by providing copies of documents, such copies shall be made and provided to the student. The right of inspection does not include financial statements of parents, confidential recommendations placed in the file prior to January 1, 1975, other confidential recommendations, nor access to items waived by the student in accordance with paragraph H.

## G. Challenging the Contents of the Record

The College will respond to any reasonable request for an explanation or interpretation of any item in a student's file. Requests for such explanation or interpretation should be addressed in writing to the appropriate official.

If after inspecting a record a student wishes to challenge any part of the file's content, a written request for a hearing should be addressed to the President, who will set a date and time for the hearing within forty-five (45) days of receiving the written request. The request for a hearing should identify the item or items in the file to be challenged and state the grounds for challenge, i.e., inaccuracy, misleading nature, inappropriateness. The President with the appropriate records official as stated in section E shall examine the contested item(s) in the file and shall examine any documents or hear any testimony the student wishes to present. The President and the records official may decide that the items should be retained or that they should be deleted or altered. There may be a decision that the material is accurate and appropriate but that the student should be allowed to place a written explanation in the file. The President shall issue a written decision within ten (10) days of the conclusion of the hearing.

## H. Waiver of Access

The College may request that a student waive his/her right to inspect confidential recommendations regarding that student's application for admission, application for employment, the receipt of an honor, or other recognition. If a student receives a request for waiver, the student may sign and return the waiver, may request a list of names of persons who will be asked for recommendations before signing, or may refuse to waive the right to access.

Such a waiver shall not be a condition for admission to the institution, financial aid assistance, or any other benefits received by students at the College.

## I. Providing Records to Third Parties

The general policy of the College is to refuse access to a student's records to third parties without the written consent of the individual student. Should a student wish to have such records released, a written request must be directed to the proper official specifying the records to be released, the person to whom records are to be released, and a request for copies to the student if desired. The College will then transfer or grant access to the information. The established service fee for producing photocopies of records will be assessed against the person whose record is involved.

Transcripts are not provided for noncredit courses. A student's records may be available to the following persons under conditions noted without written consent of the student:

1. School officials including administrators, instructors, department heads, counselors, and staff designated by such persons within the College who have a legitimate educational interest.
2. Official representatives of federal departments or agencies, or state education authorities for purpose of audits, evaluative studies, etc. Data collected will be protected to prevent personal identification except when specifically authorized by federal law. The data or copies that may be on file at the College will be destroyed when no longer needed.
3. Financial aid officers when such information is relevant to financial aid needs analysis or other aspects of determining and/or renewing financial assistance to the individual student.
4. Release of educational records of deceased students may only be released to the student's parents or the executor/executrix of the deceased student's estate. A record of requests for access, the legitimate interest involved, and action taken will be placed in the student's file for all requests of the file except those from school officials as noted in paragraph one above. Inspection of individual student records other than by the personnel noted in paragraph one above will be supervised by the appropriate official or designee. The student's record shall not be taken from the designated official's office area.
5. Officials of other educational or governmental agencies based on the case of need.

## J. Student Issued Records-Transcripts

The transcript policy of Northwest-Shoals Community College includes the following:

- In compliance with the Family Educational Rights and Privacy Act, the Admissions/Records Office must have written/electronic student consent to issue official Northwest-Shoals Community College transcripts to institutions, companies, agencies, etc. Records officials will not copy or otherwise reproduce copies of official student transcripts and other information obtained from transfer students as official transcript requirements.
- Official transcripts may be issued from Northwest-Shoals Community College in electronic form through Parchment (charge of \$2.50), by regular mail or by student pick-up in the Admissions Office.
- Transcript request forms can be accessed within our website. From the menu, select Current Students, NWSCC Transcript Release.
- Official transcript requests are processed as they are received. Processing times are longer at the end of each academic semester. To ensure timely delivery, requests should be made at least two working days before the transcripts are needed.

- Transcripts will not be issued for students who have outstanding admission or financial obligations to the College or any disciplinary action.

Methods for submitting requests for official transcripts:

**Online**

MyNW-SCC student portal ([www.nwscc.edu](http://www.nwscc.edu))

**Mail**

Northwest-Shoals Community College  
 Admissions Office  
 P.O. Box 2545  
 Muscle Shoals, AL 35662

Northwest-Shoals Community College  
 Admissions Office  
 2080 College Road  
 Phil Campbell, AL 35581

**Email**

[transcripts@nwscc.edu](mailto:transcripts@nwscc.edu)

Fax

256.331.5366 (Muscle Shoals Campus)

256.331.6292 (Phil Campbell Campus)

## K. Changes in the Policy

This policy statement is subject to change by additional federal regulations or court decisions that may modify and/or negate any portion of the regulations in Public Law 93-380. This statement of policy will be published in the future in appropriate college publications. To provide additional notice of the policy, copies will be posted on bulletin boards on all campuses of the College.

# Credit from Non-Traditional Sources

The College provides an opportunity for students to earn a reasonable amount of credit toward the associate degree through methods other than formal classroom instruction.

While non-traditional credit applies toward degrees granted by the College, it should not be assumed that such credit will automatically be accepted by other institutions. Students are advised to consult a counselor to obtain information regarding policies at other institutions. A maximum of 25 percent of credit toward any degree may be earned from non-traditional sources.

The types of non-traditional credit and procedures are listed below:

## A. Course Credit by Departmental Challenge Examination

Students may be awarded credit for documented competencies and previous formal training by demonstrating their competencies on departmental challenge exams. These departmental exams are generally used as credit for experience or as credit earned in programs at area vocational schools. These departmental exams are not available for core courses in Associate in Arts or Associate in Science degrees. The guidelines and procedures for obtaining credit by departmental examination are:

1. The maximum number of semester hours a student can challenge is 9.

2. A student may not challenge a lower level course in a sequence in which he/she has passed a higher level course in the sequence.
3. A student cannot challenge a course he/she has already completed.
4. Prerequisites for a course must be completed before the course may be challenged.
5. A course may be challenged only once.
6. The student must register and pay for the course he/ she is planning to challenge.
7. The student must make arrangements within the first five (5) HOURS of class meeting time (i.e. within first week for a M-F class; within the first two (2) class meetings for M-W or T-TH classes) with the division chairperson to challenge a course.
8. The student must attend class until the results of the challenge examination are determined.
9. The challenge examination results should be made known to the student within three (3) school days of the administration of the examination (to allow for schedule alteration if desired and possible).
10. A student cannot withdraw from the class after taking the challenge exam.
11. The challenge examination grade will serve as the course grade. The student may remain in the challenged course and complete the course for a second course grade. If this occurs, the instructor will complete a change of grade form reflecting the new grade. This will replace the earlier grade on the student's transcript.
12. Challenge examinations will be constructed by full-time faculty teaching within the challenged area; securely maintained in the division office; administered by the division office; and graded on a rotating basis by fulltime faculty teaching in the area challenged. For more information, contact the appropriate divisional chairperson.

## B. Specialized Military Training

The College adheres to policies prescribed by the "Guide to the Evaluation of Educational Experiences in the Armed Services" in granting credit for military course work. The student should consult the Director of Admissions for information regarding the type and amount of credit which can be granted. United States Armed Forces Institute (USAFI/DANTES) Credit earned under the auspices of USAFI/DANTES may be granted by the College. The policy which applies to the CLEP program also applies to USAFI/DANTES credit. Consult the Director of Admissions for a full evaluation of USAFI/DANTES credit.

## C. Advanced Placement

Students who have completed college-level courses offered by high schools through the CEEB Advanced Placement Program and who have passed the National Examinations of the CEEB Advanced Placement Program with a score of three (3) or higher will be awarded advanced placement credit in the equivalent courses at the College. Advanced Placement scores must be received for CEEB after the student applies for admission but prior to the beginning of the semester in which the student wants the credit to be applied. It is the student's responsibility to have the College Entrance Examination Board forward reports to the College Office of Admissions. The student should be aware that some universities may require a score of four (4) for advanced placement. Acceptance of a score of three (3) by the College will not assure that the senior institution will award advanced credit for the course credit through advanced placement by the College. A maximum of 20 semester hours credit may be awarded by state community and junior colleges.

## D. Articulated Credit

Articulation is a planned process that allows a high school student enrolled in certain Occupational/Technical Programs, the opportunity to progress from secondary to postsecondary in a sequential manner without duplication of instruction. Students may receive up to one semester of postsecondary course credit for skills and theory received at a high school. Applicants seeking credit transfer from high school should contact the Occupational Program Instructor or contact the Admissions Office at the College for specific instructions.



## E. College Level Examination Program

(CLEP) is a National System of credit by examination. The College is an open test center.

The College honors credit earned through CLEP examinations provided appropriate scores are achieved, and certain conditions are met. A minimum score at or above the 50th percentile on both general examinations and subject examinations is required for specific course credit.

Any elective credit earned by nontraditional means may apply toward the total number of hours required for graduation but may not apply toward specific requirements in particular subject area. For example, elective credit in English will not meet degree requirements of composition or literature.

Credit for SUBJECT EXAMINATIONS is granted provided the student has not been enrolled for more than one week in the course for which credit is to be earned. CLEP credit is not granted for college level courses previously failed, for courses in which credit for higher level course work has been earned, or for both subject examination and its course equivalent.

The policy of granting credit through CLEP at the College may differ from policies at other colleges. CLEP Tests are administered by appointment. Tests will not be scheduled during final exams or during official registration dates. For more information, contact Carolyn Fincher, Phil Campbell Campus at 256.331.6297 or go to [www.collegeboard.com/clep](http://www.collegeboard.com/clep).

## F. Biology Placement Examination

The state of Alabama has developed a Placement Exam for the Biology Department. The exam is an internet based 75-question, multiple choice placement test which covers the objectives of BIO 103. Students who must take BIO 104 to satisfy degree requirements will not be allowed to substitute the test for the BIO 103 pre-requisite course.

A student who passes this examination may proceed directly to BIO 201. For information on this exam, contact the Science Department Chairperson or the Division Chairperson.

## "CLEP" Subject Examinations (50th Percentile)

Examinations	Score	Course Equivalencies	Credit Awarded
American Government	50	POL SCI 211	3 Hours
American History I	50	HIS 201	3 Hours
American History II	50	HIS 202	3 Hours
American Literature	50	ENG 251, 252	6 Hours
Biology	50	BIO 103	4 Hours
Calculus with Elementary Functions	50	MTH 125	3 Hours
College Algebra	50	MTH 115	3 Hours
College Composition (with essay)	50	ENG 101, 102	6 Hours
Computers and Data Processing	50	CIS 146	3 Hours
Developmental Psychology	50	PSY 210	3 Hours
English Literature	50	ENG 261, 263	6 Hours
General Chemistry	50	CHM 113, 114	6 Hours
General Psychology	50	PSY 200	3 Hours
Introduction to Business Management	50	BUS 275	3 Hours
Introduction to Accounting	50	BUS 241	3 Hours
Introduction to Business Law	50	BUS 263	3 Hours
Introduction to Macroeconomics	50	ECO 231	3 Hours
Introduction to Microeconomics	50	ECO 232	3 Hours

Introduction to Micro and Macro	50	ECO 231, 232	6 Hours
Introduction to Marketing	50	BUS 285	3 Hours
Introduction to Sociology	50	SOC 200	3 Hours
Spanish I	50	SPA 101	6 Hours
Spanish II	63	SPA 102	12 Hours
Western Civilization I	50	HIS 101	3 Hours
Western Civilization II	50	HIS 102	3 Hours
Principles of Management	50	BUS 275	3 Hours

## Honors

The College recognizes scholastic achievement by publishing the President's List and the Dean's List at the end of each regular semester.

The President's List includes the names of students enrolled in twelve or more hours who have a GPA of 4.0. Developmental courses carrying grades of A-F will be calculated in the term GPA, but will not count toward the minimum course load requirement for honors purposes.

The Dean's List includes the names of students enrolled in twelve or more hours who have a GPA of 3.5 or above but below 4.0. Developmental courses carrying grades of A-F will be calculated in the semester GPA but will not count toward the minimum course load requirement for honors purposes.

## Academic Honors Upon Graduation

Academic honors will be awarded annually to the three students achieving the highest Cumulative GPA as follows:

Highest Academic Achievement in a Degree Program  
 Highest Academic Achievement in a Certificate Program

These awards can be presented only to students having a GPA of 3.75 or higher on all college work. Awards for certificate programs will be made only for programs which are one year or longer. Duplicate awards will be made if necessary.

The attainment of the following Cumulative GPA at the end of the spring term prior to spring graduation entitles the graduating students to honors at the Honor's Day Program.

## Graduation Honors for Degrees

Superior academic achievement by graduating students shall be recognized by the following designations on transcripts:

Graduation with Highest Honors  
 (or Summa Cum Laude).....3.90 to 4.00 GPA

Graduation with High Honors  
 (or Magna Cum Laude).....3.70 to 3.89 GPA

Graduation with Honors  
 (or Cum Laude).....3.50 to 3.69 GPA

# Graduation Honors for Certificates

Graduation with Distinction.....3.5 to 4.00 GPA

NOTE: Calculation of the GPA for graduation honors shall be identical to that method used to calculate the GPA to fulfill graduation requirements for the degree, diploma, or certificate being earned. In addition, in order to be eligible for a graduation honor, the student must have completed a minimum of 32 semester credit hours of college-level courses at the College.

# Graduation Requirements

The College awards the Associate in Arts, the Associate in Science, the Associate in Applied Science, the Associate in Occupational Technology Degrees, or Certificates for non degree programs.

## Degrees

The Associate in Arts and the Associate in Science degrees are awarded to students who complete planned university parallel programs and the General Education Minimum Requirements as outlined in this catalog.

A majority of the Associate in Arts and Associate in Science Degree Programs are designed for those students who plan to transfer to four-year institutions to pursue programs of study requiring little specialization on the freshman and sophomore levels. Substitutions to degree requirements in these programs are possible to afford maximum course transfer to a specific institution. All substitutions must be recommended by the advisor and approved by the appropriate Department Head or Division Chairperson and the Vice President's Office.

The Associate in Applied Science Degree is awarded to students who satisfy the requirements of a specific career, technical, or occupational degree program as outlined in this catalog.

The Associate in Occupational Technology Degree may be awarded to students who satisfy the requirements in both a primary and secondary technical specialty.

## Degree Requirements

1. Meet program requirements. Each student will determine program requirements from the College catalog. (Students who maintain continuous enrollment excluding summer term may elect either to meet graduation requirements specified in the original catalog in effect when they entered, or they may elect to meet graduation requirements listed in the catalog in effect at the time for graduation. Students who do not maintain continuous enrollment may use the catalog in effect at the point of readmission or the one in effect at the time for graduation to determine graduation requirements.)
2. Earn a Cumulative GPA of 2.0 in all courses attempted at the College. When a course (other than one which can be repeated for credit) has been repeated, only the most recent attempt will be used in calculating the Cumulative GPA for graduation. However, a course may be counted only once for purposes of meeting graduation requirements unless specifically noted in the course description.
3. Complete at least 25 percent (25%) of degree requirements at the College.
4. Clear all procedural, operational, and financial obligations to the College.

## Occupational and General Certificate Requirements

Graduation requirements for certificate programs are the same as those described for degrees. In order to graduate from certificate programs, students must complete all program requirements as outlined. Course substitutions are made only with the approval of the Department Head or Division Chairperson and the Vice President's Office.

## Multiple Degrees or Certificates

Students may receive more than one degree or certificate with the following stipulations:

1. Only one transfer degree (Associate in Arts - AA or Associate in Science - AS) will be awarded;
2. All program-specific courses must be completed for each Associate in Occupational Technology Degree and each Associate in Applied Science Degree awarded. Required general education courses (orientation, English, Speech, math, science, etc.) may be used for multiple degrees.
3. The cost for reprinting a degree will be \$17.50.

## Graduation

When a student meets the required number of hours for his or her program of study, the student will automatically be graduated. The degree or certificate will be reflected on the student's transcript. Students who have graduated will receive a printed copy of the award.

Any questions regarding graduation should be directed to the Advising Center at 256.331.5221 or email to [advising@nwsc.edu](mailto:advising@nwsc.edu).

## Reverse Transfer

Northwest-Shoals Community College participates in the statewide initiative to award Associate degrees based on reverse transfer from four-year institutions located within the state of Alabama.

To be eligible for a reverse transfer, students must have earned at least 25 percent of the credits they need for a degree from a community college and have earned at least three semester hours from the four-year institution as part of the overall associate degree requirements.

Questions concerning the reverse transfer program should be directed to the Registrar/Coordinator of Admissions and Graduation at 256.331.5462 or email [transcripts@nwsc.edu](mailto:transcripts@nwsc.edu).

All paperwork for the associate degree will be completed by NW-SCC. Any questions concerning the degree audit should be directed to the Advising Center at 256.331.5221 or email [advising@nwsc.edu](mailto:advising@nwsc.edu).

## Programs of Study

## Methods of Course Delivery

## Off-Campus College Sites

The College may offer courses at off-campus locations. Through off-campus classes, students may pursue a college degree or expand their base of knowledge without driving long distances. See current class schedule for times and sites. Students use library services from the Shoals and the Phil Campbell Campuses. A needs assessment survey will be completed by off-campus students each semester to determine how the College may improve its services. Contact the Vice President's Office at 256.331.5240.

# Videoconference System

The College provides two-way, interactive videoconferences, workshops, and courses through videoconferencing equipment. This system was set up to enable selected Alabama public educational institutions to share resources and to communicate quickly and easily from site to site. The system transmits college courses at the graduate and undergraduate levels, academic meetings, business conferences, technical training, continuing education courses and workshops. The videoconference system enables users at multiple locations to interact as if they were all in the same room. All conference participants see and hear other participants through video monitors.

The College has several videoconference classrooms located on both campuses.

Since videoconference students attend class on-campus, registration and access to student services and other resources is the same as for all other on-campus students. Videoconference students do not have to complete the distance education orientation.

## Distance Education

Through distance education, the College is reaching beyond its campus into homes and workplaces to help students overcome the obstacles of time, geography, and career commitments. Distance education courses are based on the same instructional outcomes and objectives as on-campus courses.

Online courses and blended courses are offered by the College. These courses are listed in the class schedule each semester.

**ONLINE COURSES** - An online distance education course is delivered via the internet using a campus-supported Learning Management System (LMS). With the exception of proctored exams, no on-campus meetings are required.

**BLENDED COURSES** - A blended distance education course replaces the majority of face-to-face and/ or theory time with online instructional time so that at least 75% of the content is provided in an entirely online format.

Students may earn an Associate in Arts or Associate in Science Degree by taking distance education courses.

Students may find additional information on minimum technology and skill requirements as well as other general information on the College website under Online and Distance Education or by contacting the Distance Education Office at 256.331.5395 or [cookson@nwsc.edu](mailto:cookson@nwsc.edu).

## Plans of Study

### General Education/University Transfer

The College is authorized to award the Associate in Arts (AA) and Associate in Science (AS) degrees for students planning to transfer to a four-year college or university. A student who plans to transfer to a senior institution should obtain the current catalog of that institution to use as a check sheet in fulfilling freshman and sophomore course requirements of that institution.

Transfer guides are available in the advising center to help students determine what courses should be taken while at Northwest-Shoals. A student in consultation with an academic advisor usually can develop an educational plan using the transfer guides that parallels the first two years of the program of the four-year institution to which the student plans to transfer. In a few instances, one or two specialized courses may not be taught, but the student can substitute electives that may fulfill the requirements of the institution to which the student will transfer. In summary, individual guides can be produced to meet the needs of the transfer student.

Entering students should be aware that it is quite common that a student will need to take additional pre-requisite courses. For example, the appropriate beginning course in mathematics or English will be determined by placement scores and high school preparation; the beginning course in Computer Information Systems program will depend on the prior experience of the student in computers and mathematics. A student may be required to enroll in a reading course prior to some college courses.

Every effort is made to ensure that the courses and programs described in this catalog are offered to students in an appropriate and reasonable sequence. Students should be aware, however, that admission to the College or registration for a given semester does not guarantee the availability of a specific course or a program of courses that may be under review for continuance. Availability of courses and programs is determined by student demand, instructor availability, and periodic program reviews. Whenever a program is determined to have insufficient numbers to continue institutional support, students currently enrolled will, whenever possible, be given notification of the decision and sufficient time to complete the program with continuous enrollment. If new students are enrolled after this decision, they will be advised of the tentative status of the program and their potential inability to complete the program at this institution.

## STARS (Alabama Articulation Program)

The Alabama Articulation Program (also called STARS – Statewide Articulation Reporting System) is a computerized articulation and transfer planning system designed to inform students who attend Alabama Community Colleges about degree requirements, course equivalents, and other transfer information pertaining to specific majors at each state funded four-year institution. Students planning to transfer to an Alabama public senior institution should print and retain the Transfer Guide for their major along with the transfer institution's Area V courses. Failure to follow this guide may result in courses not being transferable. It is the student's responsibility to become familiar with the requirements of the intended transfer senior institution. Students interested in receiving a STARS Transfer Guide should visit the STARS website at <http://stars.troy.edu> or contact their advisor.

## PLANS OF STUDY

**University Parallel Transfer Guides are available in the Advising Center or by visiting an academic advisor.**

### Associate in Arts Degree

Art  
General Liberal Arts  
Music  
Pre-Law  
Teacher Education  
Pre-Elementary Education  
Pre-Secondary Education

### Associate in Science Degree

Business Administration  
Child Development  
Computer Information Systems  
Environmental Health & Safety  
General Education  
Medical Technology  
Pre-Chemical Laboratory Technician  
Pre-Computer Science  
Pre-Criminal Justice  
Pre-Dentistry

Pre-Engineering  
Pre-Environmental Biology  
Pre-Environmental Science  
Pre-Financial Planning & Counseling  
Pre-Health, Physical Education and Recreation  
Pre-Industrial Hygiene  
Pre-Medicine  
Pre-Nursing (B.S.N.)  
Pre-Optometry  
Pre-Pharmacy  
Pre-Physical Therapy  
Pre-Veterinary Medicine  
Water & Wastewater Management & Technology

## Associate in Arts and Associate in Science Degrees

The Associate in Arts and Associate in Science degrees require a minimum of 60 semester hours credit for completion. These degrees are essentially planned sets of general education courses that make up the first half of a four-year baccalaureate degree. Thus, Associate in Arts and Associate in Science degree students do not officially major in an academic discipline at Northwest-Shoals. Majors are actually defined by the institutions to which these students transfer. However, Associate in Arts and Associate in Science degree students are assigned to an advisor on the basis of an intended major or a field of interest indicated by individual students.

**It is the student's responsibility to become familiar with the requirements of the senior institution to which transfer may occur.** A student planning to transfer should follow a prescribed transfer program in order to prevent loss of credit upon transferring. Students should consult with their advisor or the Advising Center before registering.

**Note 1:** The specific courses are suggested for graduation and transfer requirements. Students should consult the requirements of the senior institution to which they plan to transfer.

Placement in college level English, math, and science courses depends upon scores achieved in placement tests (ASSET, COMPASS, ACCUPLACER, or ACT). Placement in developmental level courses may be required to ensure student success but will not count toward graduation.

**Note 2:** The College recommends that students take a sequence in literature and history. However, the state requirement is that at least one history and one literature must be completed with a sequence in one or the other. If only one literature is completed, the student must take an additional course from Area II to replace it. If only one history is completed, the student must take an additional course from Area IV to replace it. Only ART 100 or MUS 101 will generally meet the fine art requirement at transfer institutions.

**Note 3:** Students may take courses as many times as permissible, credit will not be cumulative.

## Degree Requirements for the Associate in Arts and Associate in Science Degree

The Associate Degree (A.A. or A.S.) is awarded to a student completing a planned university parallel program designed to meet the requirements of the first two years of a Bachelor of Arts Degree or a Bachelor of Science Degree. The requirements vary with individual four-year institutions; therefore, students should consult the catalog of the four-year college to which they plan to transfer, discuss plans with their advisor, and/or consult the Advising Center. ORI107 (Student Success) is a college requirement, not a requirement of a specific program. All associate degrees contain the following core requirements:

Entering students are required to complete ORI 107. Transfer students are exempt from this requirement.

## Area I: Written Composition

\*Keyboarding skills are essential for the successful completion of ENG 101.

Item #	Title	Credits
ENG 101	English Composition I	3
ENG 102	English Composition II	3

## Area II: Humanities and Fine Arts

Students must complete a six-hour sequence in Literature or History.

Item #	Title	Credits
	Literature Elective (6 credits)	6
	Humanities and Fine Arts Elective	3

## Area III: Natural Sciences and Mathematics

Item #	Title	Credits
	Core Science Elective	8
	Core Math Elective	3

## Area IV: History, Social and Behavioral Science

Item #	Title	Credits
	History Elective	6
	Social and Behavioral Sciences Elective	6

## Area V: Pre-Professional, Pre-Major and Elective Courses

19-23 Hours:

- ORI 107 is required for graduation.
- CIS 146 or demonstrated equivalent computer competency skills.
- Choose remaining 15-19 hours from degree requirements and major from elective courses appropriate to individual student and transfer institution.
- NOTE: Students transferring to Engineering Program require Area II (9 hrs), Area IV (9 hrs), and Area V (25-29 hrs).

Item #	Title	Credits
ORI 107	Student Success	1
CIS 146	Microcomputer Applications	3
	<b>Total credits:</b>	<b>60-64</b>

## Course Sequencing



# Career, Technical and Occupational Programs

Plans leading to the Associate in Applied Science and the Associate in Occupational Technology degrees are college-level programs of study designed to prepare students to enter occupational, semi-professional, or para-professional employment. Though many of the courses in these programs transfer to four-year colleges and universities, the primary intent is to prepare students for immediate employment after successful completion of a two-year program of courses.

Certificates are awarded to students who successfully complete the requirements of specific technical or occupational programs. These programs are offered to students who want to prepare for specific occupational employment. These programs vary in length from two to five semesters. Entry into a career, technical, or occupational program is dependent upon the student's ability to perform the essential functions of the program.

The College offers several short certification programs on an "as needed" basis. We refer to these short certification programs as General Certificate Programs. Many of these programs meet the minimum requirements for taking state board or other qualifying examinations.

## Associate in Occupational Technology (AOT) Degrees

These degrees are designed for students seeking to become multi-skilled technicians. The AOT includes both a primary technical specialty and a secondary technical specialty.

**General Education Core for Associate in Occupational Technology Degree Entering students are required to complete ORI 107. Transfer students are exempt from this requirement.**

**General Education Core: 15-21 hours**

**Technical Concentration and Electives: 39-61 hours**

**Total Minimum: 60 hours**

### Area I: Written Composition

3-6 Hours

### Area II: Humanities and Fine Arts

3-6 hours

**\*NOTE: SPH107 or foreign language may NOT be the one course designated to fulfill SACSCOC Core Requirement 2.7.3 for Humanities and Fine Arts.**

### Area III: Natural Sciences and Mathematics

6 hours

Three hours must be in Mathematics and three hours in a Natural Science course: Biological Sciences, Chemistry, Environmental Science, Physics, or Physical Science

## Area IV: History, Social and Behavioral Science

3 hours

## Technical Concentrations and Electives

39-61 hours

A technical major requires a minimum of 27 credit hours in a single content area.

A technical minor has a minimum of 12 credit hours in another related technical area.

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**Total credits:**

**60**

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## Course Sequencing

## Associate in Applied Science (AAS) Degrees

These degrees are designed for students planning to specialize in technical, business, semiprofessional, and supervisory fields that are career-oriented. Portions of this degree may, in selected fields transfer to a senior institutions.

**General Education Core for Associate in Applied Science Degree** Entering students are required to complete ORI 107. Transfer students are exempt from this requirement.

**General Education Core:15-29**

**Technical Concentration and Electives: 31-61**

**Total Minimum: 60**

**Total Maximum: 76**

## Area I: Written Composition

3-6 hours

## Area II: Humanities and Fine Arts

3-6 hours

NOTE: SPH107 or foreign language may NOT be the one course designated to fulfill SACSCOC Core Requirement 2.7.3 for Humanities and Fine Arts.

## Area III: Natural Sciences and Mathematics

6-11 hours

Three hours must be in Mathematics and three hours in a Natural Science course: Biological Sciences, Chemistry, Environmental Science, Physics, or Physical Science

## Area IV: History, Social and Behavioral Science

3-6 hours

## Area V: Technical Concentration and Electives

31-61 hours

Courses appropriate to the degree requirements, occupational or technical speciality requirements, core courses, and electives

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**Total credits:**

**60-76**

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## Course Sequencing

# Health Studies Programs

Northwest-Shoals Community College (NW-SCC) offers a variety of health programs. Each program seeks national accreditation through its specialty organization to demonstrate the quality of the educational programs. If state or national credentialing is available, the health science program prepares students to take that exam upon program completion.

NW-SCC offers students the ability to earn an Associate in Science degree, Associate in Applied Science degree, career certificate and short term certificate.

## Associate in Applied Science Degree

- Diagnostic Imaging - Radiography: 510911 MRAD
- Diagnostic Medical Sonography: 510910 MDMS
- Emergency Medical Services: 510904 EMP
- Medical Assisting Technology: 510801 MAT
- Registered Nursing: 513801 NUR
  - Nursing Mobility (LPN and Paramedic to ADN): 513801 MOB

## Career Certificates

- Paramedic: 510904 EMS
- Practical Nursing (LPN): 511613 LPN

## Short-Term General Certificates

- EMT: 510904 EMT
- EMT Advanced: 510904 EMA
- Medical Assisting Technology
  - Phlebotomy Option: 510801 PBY
  - Medical Billing and Coding Option: 510801 MCO

## Allied Health - Linkage Programs

- Clinical Laboratory Technician: 510899 GEL
- Dental Assisting: 510899 GEL
- Dental Hygiene: 510899 GEL
- Health Information Technology: 510899 GEL
- Human Services: 510899 GEL
- Occupational Therapist Assistant: 510899 GEL
- Physical Therapist Assistant: 510899 GEL
- Respiratory Therapy: 510899 GEL

Allied Health Linkage Programs are to be completed at Wallace/Hanceville in order to receive degree.

## Special Program

Nursing Assistant: 513902 NAS

## Allied Health Linkage Programs

Northwest-Shoals Community College has established a cooperative linkage program with Wallace State/Hanceville. The first year of general education and prerequisite courses are completed at the NW-SCC on either campus. After acceptance to Wallace State and the desired program, students transfer to Wallace State to complete the course work in the specific area along with clinical experiences to obtain an Associate in Applied Science Degree/and or Certificate.

The following programs are offered through this arrangement:

### **Health Programs / Approximate Length of Study at Wallace State Community College:**

- Clinical Laboratory Technician / 5 semesters
- Dental Assisting / 4 semesters
- Dental Hygiene / 5 semesters
- Health Information Technology / 5-6 semesters
- Human Services / 5 semesters
- Occupational Therapist Assistant / 5 semesters
- Physical Therapist Assistant / 5 semesters
- Respiratory Therapy / 5 semesters

Linkage students should submit an application for admission to Wallace State College as soon as they begin classes at Northwest-Shoals. Separate applications are required by each program. June 1 is the deadline date for program applications. Call (256) 352-8031 to request specific program application.

Students interested in pursuing any of the linkage programs should contact a Northwest-Shoals advisor as early as possible. The student is also strongly advised to contact the Wallace State College linkage program director the first semester at Northwest-Shoals to ensure that the proper courses are taken.

Linkage students will be expected to meet the academic standards of Northwest-Shoals. **Since admission requirements and course requirements at Wallace State are subject to change, please consult with the linkage coordinator at Wallace State.\*** Students who complete these programs are awarded the Associate in Applied Science degree from Wallace State. In addition, the Linkage program offers a certificate program for Dental Assisting.

While attending Wallace State, the student will be responsible for tuition, books, cost of background screening and drug testing fee, an Accident Insurance fee and a Malpractice Insurance fee each semester. Malpractice insurance is available through the College at a low cost. Most programs require students to carry health insurance. All students must have evidence of current immunizations and physical exam.

Linkage scholarships are available. March 1st is the deadline for application.

**\* Contact WSCC for current updates that may have been added to a linkage program after the publication of the NW-SCC catalog.**

Health programs at Wallace State have program admission requirements unique to the individual program. Information on program admission requirements can be obtained through the WSCC catalog, WSCC website ([www.wallacestate.edu](http://www.wallacestate.edu)), or Sharon Watson, Health Linkage advisor located at NW-SCC. Admission requirements may include, but are not limited to CPR certification, ACT scores, Compass testing, and observation hours.

After program admission, all WSCC Health Science Division students are required to submit a physical exam, and to consent to drug testing and criminal background checks to meet clinical agency requirements.

## Special Programs

# Adult Education

The Adult Education Program provides opportunities for learners age sixteen and older, who are not enrolled in a secondary school. Each learner is assessed and placed in a personally-prescribed study program. Services include:

- Earning a high school diploma – Earn your high school diploma if you did not pass graduation exam(s) and/or earned at least ten credits in high school. Must be nineteen years of age to qualify and last high school attended must be an Alabama public high school.
- GED Preparation - Reading, writing, computing mathematically, social studies, science, literature, and the arts for learners to prepare them to earn the State of Alabama High School Equivalency Diploma.
- Accuplacer Preparation – Bypass remedial college courses
- College & Career Preparation - Designed to prepare adult learners to enter postsecondary education, higher education, training programs, and/or to improve their employability.
- Career Pathways – Assistance in identifying and supporting a learner's career pathway. There are many paths to choose from.
- Workforce Credentialing - As part of the workforce credentialing initiative in Alabama, the Adult Education Program prepares and administers WorkKeys assessments resulting in the National Career Readiness Certificate (NCRC).

- English as a Second Language (ESL) - Classes providing non-English speaking individuals with the language skills needed to succeed in other educational/training programs and to cope more effectively with the challenges of their daily lives. Learners are also given information on steps to becoming a U.S. citizen and how to advance their education.
- Digital Literacy – Basic digital literacy skills for living in today’s technologically sophisticated world.

Classes are free of charge on both the Muscle Shoals and the Phil Campbell campuses and at various off-campus sites throughout our five county service area. Day and evening classes are offered, and an on-line option is also available for busy adults whose work schedules or other responsibilities do not allow them to attend classes. For information on current class locations and times, or other questions, please call the Adult Education Office at 256.331.5440 or email at [adulthood@nwsc.edu](mailto:adulthood@nwsc.edu).

## GED Testing

The College offers General Educational Development (GED) testing on both campuses. The four test areas include Language Arts, Social Studies, Science, and Mathematics. Instruction at no charge, through Adult Education classes, is recommended prior to taking the GED exam. For information call 256.331.5443 (Shoals Campus) or 256.331.6297 (Phil Campbell Campus).

## Manufacturing Skills Standards Council (MSSC)

The Manufacturing Skill Standards Council (MSSC) is the nation’s leading industry-led training, assessment and certification organization focused on the core technical competencies needed by industry.

Today’s manufacturing features streamlined production lines, robotics, and computer controlled processes requiring highly developed skills in problem solving, computer and technical training, math skills, and the ability to work in a team environment. These are skills beyond the reading and writing of a standard high school degree.

Northwest-Shoals Community College is preparing and certifying a world-class workforce, and the Certified Production Technician (CPT) program addresses the core technical competencies of higher skilled production workers in all sectors of manufacturing. Certificates are awarded in Safety, Quality Practices & Measurement, Manufacturing Processes & Production, and Maintenance Awareness. Earn all four certificates and receive the full Certified Production Technician Certificate.

Classes are offered in three different tracks: Fast-Track (primarily online), Boot Camp, and Semester Based. Pre-MSSC classes are offered for students needing preparation before entering one of the above mentioned tracks. For more information on classes and financial assistance, please contact the MSSC Training Center Coordinator at 256.331.8092; [msscctraining@nwsc.edu](mailto:msscctraining@nwsc.edu).

## Workforce Solutions

The Workforce Solutions Division, located on the Shoals Campus, works with area companies to meet specific training needs. If traditional classes, whether academic or technical, do not meet the employee development needs of a company, a Workforce Solutions coordinator will work with company representatives to develop training programs, locate a qualified instructor to teach classes, and set the training to the company’s schedule. The coordinator will also monitor the class, along with company representatives, to make sure the employees are reaching the company’s desired outcomes.

New program offerings include:

- Machinist Apprenticeship Program
- CDL Training Program
- Healthcare Re-Certification Training

Visit <https://www.nwscc.edu/workforce-training> for more information or contact [workforcesolutions@nwscc.edu](mailto:workforcesolutions@nwscc.edu) / 256-331-5325.

## WorkKeys®

Across the country, employers, educators, labor organizations, and state agencies are working together to ensure that students and employees in their communities are adequately prepared for higher-skill, higher-wage jobs.

Northwest-Shoals Community College serves as a contact for WorkKeys profiling, assessments, and skill training. WorkKeys®, ACT's comprehensive system for improving the workforce, can serve as a rallying point for these efforts.

Using WorkKeys,

- Employers can identify and develop workers for a wide range of skilled jobs.
- Students and workers can document and advance their employability skills.
- Educators can tailor instructional programs to help students acquire the skills employers need.

By contributing to a stronger workforce, WorkKeys helps strengthen the nation's economic health.

## Workforce Investment Opportunity Act (WIOA)

This program is designed to help persons vocationally displaced who are economically disadvantaged.

Alabama's Career Center Systems was developed to address the WIA principle requiring a One-Stop system of delivering services to customers. This system was designed to offer a variety of services to customers through coordinated efforts of several agencies, including the Alabama Department of Economic and Community Affairs (ADECA), the Alabama Department of Industrial Relations (DIR), the Alabama Department of Rehabilitation Services (DRS), the Alabama Department of Education/Adult Education, the Alabama Department of Human Resources (DHR), the Alabama Department of Senior Services, the Alabama Community College System (ACCS), and Housing and Urban Development (HUD) Employment and Training Activities. Linkages and partnerships among agencies result in a cost-efficient, seamless environment for those customers who desire services.

Customers, as defined in WIA, are job seekers and employers. Job seekers receive services such as training, education, and other employment-related services depending upon their individual need. Employers have a single point of contact to provide information about current and future skills needed by their workers and to list job openings. One of the benefits to employers that this system offers is helping them find ready skilled workers who meet their needs.

For further information, please contact the North Alabama Skills Center at 256.381.0611 (Shoals area) or 256.332.7672 (Russellville area).

## Ready-To-Work Program

The Ready-To-Work Program is a grant-funded, workforce development training program sponsored by Northwest-Shoals Community College. The program is free to residents who live in the College's service area and are ages sixteen years old and above. The Ready to Work program is operated by the Alabama Community College System

in cooperation with Alabama's Industrial Development Training (AIDT). The training curriculum is set to standards cited by business and industry employers throughout the state as well as skills cited in the U.S. Department of Labor's Secretary's Commission on Achieving Necessary Skills (SCANS) Reports.

Upon successful completion of the program, students receive two workforce development credentials: the National Career Readiness Certificate (WorkKeys certification) signed by the Governor of Alabama and the Alabama Certified Worker Certificate (ACW). The Ready to Work credentials show employers a person's abilities and measures the skills that employers seek. The mission of the program is to assist citizens in Alabama to find employment, find better employment and/or continue further education or training. The certifications that are earned improve the marketability and employment opportunities for program graduates.

For more information, please contact the Ready-To-Work Coordinator at 256.331.5248.

## Out-of-School Youth Success Program

The Out-of-School Youth Success Program assists and encourages eligible youth, ages 16-24, in developing an educational and career plan, which may include the achievement of their GED, and/or postsecondary completion to achieve the goal of employment in their chosen field. Career Advisors are located in Colbert, Franklin, Lauderdale, Lawrence and Winston counties.

Program services include assistance with:

- Transition to Adult Education
- College enrollment
- Tutoring
- Personal Development workshops
- Job readiness skills
- Job placement

For more information, call 256.331.5262.

The College administers this Workforce Innovation and Opportunity Act grant through the Alabama Department of Commerce.

## Educational Talent Search

The Educational Talent Search Program is funded through the U.S. Department of Education, sponsored by the College with projects located on both campuses. The program is designed to assist eligible participants to enter, continue in and graduate from high school and to enroll in and complete a program of post-secondary education or training. The program works with students in grades 6 through 12 (ages 11 through 27) as well as dropouts and stop-outs in Colbert, Franklin, Lauderdale, Lawrence, and Winston Counties in Alabama and Lawrence and Wayne Counties in Tennessee. In this program, trained counselors/advisors seek out qualified individuals who need help. Through counseling and advising, they motivate participants to continue their education. Program participants receive academic advising, assistance in course selection, preparation for college entrance exams, assistance with college and student financial aid applications, connections to services to improve financial literacy, personal and career counseling and connections to high quality academic tutoring.

For more information, please contact: Educational Talent Search Director at 256.331.5348



# Upward Bound Program

The Upward Bound Program is funded through the U.S. Department of Education and sponsored by the College, at both the Phil Campbell Campus and the Shoals Campus. The program serves high school students of Colbert, Franklin, Lauderdale, and Winston Counties.

The purpose of this program is to generate in its participants additional academic and motivational skills necessary for success in secondary and postsecondary education. Program participants are selected from area high schools based on criteria mandated by the U.S. Department of Education.

The Upward Bound Program consists of an academic component and a summer component. The academic component focuses on cultural enrichment and supplemental support to assist the students in subject areas in which they may experience the most difficulty (tutoring sessions). The summer component consists of a six-week program which focuses on exposing program participants to college life, and obtaining some college credit.

For further information, please contact the Phil Campbell Campus at 256.331.6277 or the Shoals Campus at 256.331.5357.

## Library Services

Northwest-Shoals Community College has two library locations: the James A. Glasgow Library on the Phil Campbell Campus and the Larry W. McCoy Learning Resources Center on the Shoals Campus. Library services at the Phil Campbell and the Shoals Campuses support the various instructional programs and courses of the College with a total collection of over 64,000 books, several hundred periodicals, newspapers, and vertical file material. The libraries are members of the Library Management Network. Through this network, the holdings of the libraries are available via the Internet. Over 41,000 E-books, electronic versions of printed books, are accessible via the LMN website ([www.lmn.lib.al.us](http://www.lmn.lib.al.us)). Internet access to the Alabama Virtual Library provides a variety of information through periodical indexes and resources. Library orientation is provided through individual or scheduled group sessions. The library is open 56 hours per week, except for holidays. Distance education students may access information on library resources as well as a library orientation on the college library website. The library phone numbers are 256.331.5283 (Shoals Campus) and 256.331.6271 (Phil Campbell Campus).

### *Library Regulations*

Students registered for class at the College may use library materials on presentation of their student ID card. Materials generally circulate for a period of two weeks. Students with overdue materials must clear their obligations at the end of each term; otherwise, the student will not be permitted to register for further studies with the College.

Community citizens who wish to borrow materials may also be issued a library card by simply providing their full name, current address, and phone number. Only two books per person may be checked out at a time.

## Alabama Technology Network Muscle Shoals Center

The Alabama Technology Network of the Alabama College System links two-year colleges, the University of Alabama System, Auburn University and the Economic Development Partnership of Alabama to solve the needs of industry. Each ATN regional center tailors its services to meet local needs, providing innovative and cost-effective solutions to enable Alabama's existing industry to be globally competitive. The network is Alabama's affiliate of the National Institute of Standards and Technology's Manufacturing Extension Partnership, which provides hands-on

assistance and training to smaller manufacturers. The Alabama Technology Network is committed to meeting customer requirements and increasing customer satisfaction through the quality management system. After initially receiving ISO 9001:2000 certification, ATN then transitioned to the ISO 9001:2008 Quality Management System standard. ATN-Muscle Shoals center specializes in environmental, health and safety training and technical assistance. For more information, please contact 256.331.5422 or visit <http://www.atn.org>.

## Shoals Campus Child Development Center

The College Child Development Center is an on-campus child care facility for pre-school children of Northwest-Shoals Community College students, faculty and staff, and for the community. The center is open from 7:00 a.m. until 5:00 p.m. and will operate on the same calendar schedule as the College contingent on adequate enrollment. A parent or guardian must register a child before he/she will be allowed to stay in the care of the center staff. The Shoals Center serves children 2 to 5 years old who are potty trained. To register a child, please obtain a form at the Shoals Campus Child Development Center at 256.331.5245. (N.A.E.Y.C. Accredited Site)

### Discounts:

Children of Northwest-Shoals Community College students, faculty and staff are eligible for a discounted tuition rate. Childcare Management Agency (CMA) assistance is accepted as well as scholarships that are available. For more information on these scholarships, contact the Shoals Campus Child Development Center at 256.331.5245.

### Pre-Kindergarten Program

A state supported pre-K program for 18 children who are four years old is available on the Shoals Campus. A minimal sliding fee for program services is assessed and may be charged. Hours of operation for this program are 7:45 a.m. until 2:15 p.m. Before and after school care are also available for pre-K students. For more information, call the Shoals Campus Child Development Center at 256.331.5245.

### Summer School-Age Child Care

On campus school-age care is offered in the Child Development Center during the summer term for children and serves preschool ages that are potty trained from 2 1/2 years old to age 6. This service will be available from 7:00 a.m. until 5:00 p.m., Monday through Friday for children of students, faculty, staff, and community contingent upon adequate enrollment. Pre-registration is required. For more information and fee rates, contact the Shoals Campus Child Development Center at 256.331.5245.

### Kids In College

Offered through the College's Child Development Program, the "Kids in College" summer education program provides a unique learning opportunity for children who are home or visiting in the summer. "Kids in College" is specially designed for children entering grades K-6. The camp brings children onto the Shoals Campus and into the classroom for lots of fun while learning. Children participate in age-grouped classes that provide hands-on, non-graded academic, creative, physical, and wellness activities. For information and dates contact the Child Development Center at 256.331.5245.