

# WAYNE

## COMMUNITY COLLEGE



*Student Handbook*

2011-2012

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

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# WAYNE

## COMMUNITY COLLEGE

3000 Wayne Memorial Drive | P.O. Box 8002 | Goldsboro, NC 27533-8002  
919-735-5151 | [www.waynecc.edu](http://www.waynecc.edu)



# *Student Handbook*

## 2011-2012



**WAYNE COMMUNITY COLLEGE**  
W h e r e F u t u r e s G r o w

This student handbook is current as of July 1, 2011. Check the WCC on-line student handbook at [www.waynecc.edu/catalog-schedules/](http://www.waynecc.edu/catalog-schedules/) for the most up-to-date information.

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## CREATING SUCCESS FOR YOU! HOPE, OPPORTUNITY, AND JOBS

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Wayne Community College is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to award associate degrees. Contact the Commission at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404-679-4500 with questions about this college's accreditation. Student Right-to-Know: Information regarding the persistence rate of enrolled students toward graduation and transfer-out-rate is available in the Office of Admissions and Records. Student rights under FERPA are available at <http://www.ed.gov/policy/gen/guid/fpco/ferpa/index.html> or in the Office of Admissions and Records and in the Office of Counseling Services.

The College's annual security report is available online at [www.waynecc.edu/administration/security/securityreport](http://www.waynecc.edu/administration/security/securityreport) or in the Office of Public Safety and Security.

Wayne Community College is committed to providing students, employees and visitors with a clean, safe and healthy environment. As of August 1, 2009, the Wayne Community College campus is tobacco free.

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This Student Handbook is provided to students as a reference. The handbook includes information on policies, finances, student activities, publications, and organizations. The handbook also includes a campus map and a calendar of events. The Student Handbook is provided annually by the College and is compiled by the Student Activities Office with the assistance of students, faculty, and administrators.

## THIS HANDBOOK BELONGS TO:

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Alternate Phone: \_\_\_\_\_

My Advisor is: \_\_\_\_\_

**Campus Number: 919-735-5151**  
**The Office of Public Safety and Security: 919-739-7050**  
**After Hours: 919-739-7050**

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## CAMPUS EXTENSIONS

Academic Skills .....	6746, 6748	Distance Education/Campus Cruiser....	7027, 7029
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Admissions.....	6719, 6720	Job Referral.....	7005
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## WELCOME TO WCC

Welcome to Wayne Community College! On behalf of the trustees, faculty and staff, thank you for attending WCC. All college employees are here to provide quality programs and services for you as you work toward successfully completing your college goals.

The 2011-12 Student Handbook is a valuable resource that provides you with a variety of college information. The calendar of events will be useful for noting important college dates such as registration, pre-registration and exams. In addition, the handbook includes information related to student services, activities, rights and responsibilities, and disciplinary and appeals processes. Information found in the handbook is subject to change without notice.

Wayne Community College is as unique as you and your aspirations. I encourage you to take advantage of all of the opportunities we provide to achieve your personal goals and create your success. WCC is indeed a place “where futures grow.”



Kay H. Albertson  
President

## COLLEGE MISSION STATEMENT

Wayne Community College is a learning-centered, public, two year college with an open door admissions policy. Through its programs and services, the College develops a highly skilled and competitive workforce for Wayne County. The College offers high quality, affordable, and accessible learning opportunities to those it serves.

In order to fulfill our mission most effectively, the College strives to:

- a. Assist students in developing both personal and marketable skills through lifelong learning.
- b. Enable students to continue their education at other institutions.
- c. Increase the global and cultural awareness of our students and the greater community.
- d. Provide training for local businesses, industries, and government.
- e. Enhance the quality of life in the community.

Revised 3/2010

## WAYNE COMMUNITY COLLEGE 2011-2016 GOALS

**Students** - Enhance student success through college-wide programs and services.

**Educational Programs** - Provide opportunities for excellence in learning through accessible, high quality educational experiences.

**Personnel** - Enhance the effectiveness of employees through enrichment opportunities.

**Administration and Finance** - Improve the efficient use of all available resources through a comprehensive planning and management system.

**Facilities** - Provide an attractive, flexible, and accessible learning environment that meets the needs of the community served.

**Institutional Advancement** - Enhance the effectiveness and accountability of the college through integrated planning, research, marketing, resource development, and management.

**Community** - Strengthen the partnership between the college and the community through programs and services.

**Technology** - Integrate state-of-practice technology in all aspects of the college's programs, services, and operations.

**Diversity** - Provide programs and services that respond to the diversity within the college, local community, and global community.

## Wayne Community College 2011-12 Calendar

<b>FALL SEMESTER 2011</b>	August	15	8:30 a.m. - 4:00 p.m.	Faculty/Staff Convocation
		16	8:00 a.m. - 7:00 p.m.	Registration
		17	8:00 a.m. - 4:00 p.m.	Registration
		18	7:00 a.m.	Classes Begin (Campus, Base)
	September	5		Labor Day Holiday
	October	10	1:00 p.m. - 7:00 p.m.	Open Priority Registration for Fall II Classes
		12		Midterm
		13-14		Students Fall Break
		17		Fall I Classes End
		18		Fall II Classes Begin
	November	1	5:00 p.m.	Last Day to Withdraw from Classes
		11		Veteran's Day
		14-17	8:00 a.m. - 4:00 p.m.	Priority Registration for Students Enrolled in Fall 2011*
		18	8:00 a.m. - 12 noon	Open Priority Registration for New and Current Students
		21	1:00 p.m. - 7:00 p.m.	Open Priority Registration for New and Current Students
		23-25		Thanksgiving Holidays for Students
	December	14		Last Day of Classes
		14	8:00 a.m. - 4:00 p.m.	Open Priority Registration for New and Current Students
		15		Reading Day
		16, 19	8:00 a.m. - 6:00 p.m.	Exams

<b>SPRING SEMESTER 2012</b>	January	5	8:00 a.m. - 7:00 p.m.	Registration
		6	8:00 a.m. - 12 noon	Registration
		9	7:00 a.m.	Classes Begin (Campus, Base)
		16		Martin Luther King Holiday
	February	29		Midterm
		29	1:00 p.m. - 7:00 p.m.	Open Priority Registration for Spring II Classes
	March	5		Spring I Classes End
		6	1:00 p.m. - 7:00 p.m.	Open Priority Registration for Spring II Classes
		7		Spring II Classes Begin
		20	5:00 p.m.	Last Day to Withdraw from Classes
	April	6		Easter Holidays
		9-13		Spring Break
		16-18	8:00 a.m. - 4:00 p.m.	Priority Registration for Students Enrolled in Spring 2012*
		19	1:00 p.m. - 7:00 p.m.	Open Priority Registration for New and Current Students
	May	3	8:00 a.m. - 4:00 p.m.	Open Priority Registration for New and Current Students
		4		Last Day of Classes
		7		Reading Day
		8-9	8:00 a.m. - 6:00 p.m.	Exams
		10	TBA	BSP Graduation
		11	TBA	Curriculum Graduation

<b>SUMMER SEMESTER 2012</b>	May	21	8:00 a.m. - 7:00 p.m.	Registration
		22	7:00 a.m.	Classes Begin (Campus, Base)
		28		Memorial Day
	June	25		Midterm
		28	5:00 p.m.	Last Day to Withdraw from Classes
	July	4		July 4th Holiday
		5		Summer Break
		9-12	8:00 a.m. - 4:00 p.m.	Priority Registration for Students Enrolled in Spring 2012 and Summer 2012 Classes*
		16	1:00 p.m. - 7:00 p.m.	Open Priority Registration for New and Current Students
		17-19	8:00 a.m. - 4:00 p.m.	Open Priority Registration for New and Current Students
		30		Last Day of Classes
		30	8:00 a.m. - 4:00 p.m.	Open Priority Registration for New and Current Students
		31		Reading Day
	August	1-2	8:00 a.m. - 6:00 p.m.	Exams

\*Contact the Office of Admissions and Records for Preregistration Schedule. **CALENDAR SUBJECT TO CHANGE.**

# SJAFB Education Center Academic 2011-12 Calendar

**FALL I  
2011**

Active Duty Registration:  
August 2 - August 18  
Campus Registration: August 16 and 17  
Term Dates: August 18 - October 17  
Drop/Add: August 18 - August 24

Federal Holidays/Breaks:  
September 5 (Labor Day)  
October 13 and 14 (Fall Break)  
October 10 (Columbus Day)  
See "NOTE" below

*NOTE: Base M and W night classes will meet on Campus Columbus Day, see instructor for details.*

Last day to drop with a "W" September 27

**FALL II  
2011**

Active Duty Registration:  
October 4 - October 18  
Campus Registration: October 10  
Term Dates: October 18 - December 19  
Drop/Add: October 18 - October 24

Federal Holidays/Breaks: November 11 (Veteran's Day)  
Make-Up Days: None  
November 23 - 25 (Thanksgiving)  
Make-Up Days: None

Last day to drop with a "W" November 30

**SPRING I  
2012**

Active Duty Registration:  
December 7 - January 5  
Campus Registration: January 5 and 6  
Term Dates: January 9 - March 5  
Drop/Add: January 9 - January 12

Federal Holidays/Breaks: January 16 (MLK)  
Make-Up Days: None  
February 20 (President's Day)  
See "NOTE" below

*NOTE: Base M and W night classes will meet on Campus President's Day, see instructor for details.*

Last day to drop with a "W" February 15

**SPRING II  
2012**

Active Duty Registration:  
February 21 - March 9  
Campus Registration: March 6  
Term Dates: March 7 - May 9  
Drop/Add: March 7 - March 13

Federal Holidays/Breaks:  
April 6 - April 13 (Easter Break)  
Make-Up Days: None

Last day to drop with a "W" April 24

**SUMMER  
2012**

Active Duty Registration:  
May 9 - May 22  
Campus Registration: May 21  
Term Dates: May 22 - July 23  
Drop/Add: May 22 - May 30

Federal Holidays/Breaks:  
July 4 (Independence Day)  
Make-Up Days: None

Last day to drop with a "W" June 28

**FALL I  
2012**

Active Duty Registration:  
August 1 - August 16  
Campus Registration: August 14 and 15  
Term Dates: August 16 - October 15  
Drop/Add: August 16 - August 22

Federal Holidays/Breaks:  
September 3 (Labor Day)  
October 11 and 12 (Fall Break)  
October 8 (Columbus Day)  
See "NOTE" below

*NOTE: Base M and W night classes will meet on Campus Columbus Day, see instructor for details.*

Last day to drop with a "W" September 30

**FALL II  
2012**

Active Duty Registration:  
September 24 - October 16  
Campus Registration: October 15  
Term Dates: October 16 - December 12  
Drop/Add: October 16 - October 22

Federal Holidays/Breaks: November 12 (Veteran's Day)  
Make-Up Days: None  
November 21 - 23 (Thanksgiving)  
Make-Up Days: None

Last day to drop with a "W" November 27

## SJAFB EDUCATION CENTER NOTES

1. Classes will meet on Productivity/Goal/Down/Family days.
2. Food or drink not allowed in classrooms.
3. Cell phone use is illegal unless you have a "hands free" device.
4. Speed limit is 30 MPH and strictly enforced.

**\*\*Special Note\*\*** Students must have a current background security check on file to attend classes. (go to: waynecc.edu and click on the SJAFB link for instructions).

**YOU MUST BE ABLE TO DRIVE YOURSELF TO AND FROM BASE CLASSES. PASSES WILL NOT BE ISSUED FOR "DRIVERS ONLY" UNLESS THE STUDENT HAS A DISABILITY.**



# August 2011

wayne community college

Sunday	Monday	Tuesday
	Last Day of Classes Open Registration 8am-4pm <b>1</b>	Reading Day <b>2</b>
<b>7</b>	<b>8</b>	<b>9</b>
<b>14</b>	<b>15</b>	Registration 8am-7pm <b>16</b>
<b>21</b>	<b>22</b>	Last Day for 75% Refund (Fall I Classes) <b>23</b>
<b>28</b>	Last Day for 75% Refund (Full Term Classes) <b>29</b>	<b>30</b>

## Note:

- Work Study time sheets are due by the 4th of each month.
- TBA: Financial Aid Bookstore charges.
- TBA: SGA Meeting

Wednesday	Thursday	Friday	Saturday																																																																																												
Final Exams <b>3</b>	Final Exams <b>4</b> Fall Tuition Due by 4pm	<b>5</b>	<b>6</b>																																																																																												
<b>10</b>	<b>11</b>	<b>12</b>	<b>13</b>																																																																																												
Registration <b>17</b> 8am-4pm New Student Orientation 1pm Tuition Due by 4pm	Classes <b>18</b> Begin	<b>19</b>	<b>20</b>																																																																																												
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# September 2011

wayne community college

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## Note:

- Work Study time sheets are due by the 4th of each month.
- TBA: Constitution Day Activity
- TBA: Financial Aid checks mailed.
- TBA: SGA Meeting

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Wednesday	Thursday	Friday	Saturday
	1	2	3
7	8	9	10
14	15	16	17
21	22	23	24
28	29	30	

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# October 2011

wayne community college

Sunday	Monday	Tuesday																																																																																				
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23	24	25																																																																																				
30	Halloween	31																																																																																				

## Note:

- Work Study time sheets are due by the 4th of each month.
- TBA: SGA Meeting
- TBA: Fall Fest

Wednesday	Thursday	Friday	Saturday
			1
5	6	7	8
Midterm 12	Fall Break No Classes 13	Fall Break No Classes 14	15
19	20	Last Day for 75% Refund (Fall II Classes) 21	22
26	27	28	29

# November 2011

wayne community college

Sunday	Monday	Tuesday																																																																																											
<p>October 2011</p> <table border="1"> <tr><td>S</td><td>M</td><td>T</td><td>W</td><td>T</td><td>F</td><td>S</td></tr> <tr><td></td><td></td><td></td><td></td><td></td><td></td><td>1</td></tr> <tr><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td></tr> <tr><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td></tr> <tr><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td></tr> <tr><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td></tr> <tr><td>30</td><td>31</td><td></td><td></td><td></td><td></td><td></td></tr> </table>	S	M	T	W	T	F	S							1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31						<p>December 2011</p> <table border="1"> <tr><td>S</td><td>M</td><td>T</td><td>W</td><td>T</td><td>F</td><td>S</td></tr> <tr><td></td><td></td><td></td><td></td><td>1</td><td>2</td><td>3</td></tr> <tr><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td></tr> <tr><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td><td>17</td></tr> <tr><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td><td>23</td><td>24</td></tr> <tr><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td><td>30</td><td>31</td></tr> </table>	S	M	T	W	T	F	S					1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	<p>Last Day to Drop (Full Term Classes) <b>1</b></p>
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## Note:

- Work Study time sheets are due by the 4th of each month.
- TBA: SGA Meeting

Wednesday	Thursday	Friday	Saturday
2	3	4	5
9	10	Veteran's Day Campus Closed 11	12
Priority Registration for Spring 8am-4pm 16	Priority Registration for Spring 8am-4pm 17	Open Registration for Spring 8am-12pm 18	19
Thanksgiving Holiday Campus Closed 23	Thanksgiving Holiday Campus Closed 24	Thanksgiving Holiday Campus Closed 25	26
Last Day to Drop (Fall II Classes) 30			

# December 2011

wayne community college

Sunday	Monday	Tuesday																																																																																				
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## Note:

- Work Study time sheets are due by the 4th of each month.
- TBA: Financial Aid Bookstore Charges
- TBA: SGA Meeting
- TBA: Holiday Music Concert

Wednesday	Thursday	Friday	Saturday
	1	2	3
7	Spring Tuition Due by 4pm 8	9	10
Last Day of Classes Open Registration 8am-4pm 14	Reading Day 15	Final Exams 16	17
21	22	Christmas Holiday Campus Closed 23	24
28	29	30	New Year's Eve 31

# January 2012

wayne community college

Sunday	Monday	Tuesday
1	New Year's Holiday Campus Closed	2 3
8	Classes Begin	9 10
15	Dr. Martin Luther King, Jr. Holiday Campus Closed	16 17
22	23	24
29	30	31

## Note:

- Work Study time sheets are due by the 4th of each month.
- TBA: Financial Aid Bookstore Charges
- TBA: SGA Meeting
- TBA: Dr. Martin Luther King, Jr. Celebration

Wednesday	Thursday	Friday	Saturday
4	Registration 8am-7pm	5 Registration 8am-12pm Tuition Due by 12pm	6 7
11	Last Day for 75% Refund (Spring I Classes)	12	13 14
18	Last Day for 75% Refund (Full Term Classes)	19	20 21
25	26	27	28
		December 2011 S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	February 2012 S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29

# February 2012

wayne community college

Sunday	Monday	Tuesday
January 2012 S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	March 2012 S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	
5	6	7
12	13	14
19	20	21
26	27	28

## Note:

- Work Study time sheets are due by the 4th of each month.
- TBA: Financial Aid Checks Mailed
- TBA: SGA Meeting
- TBA: Give Kids a Smile Day - Dental Hygiene Clinic

Wednesday	Thursday	Friday	Saturday
1	2	3	4 Carolina Game Summit 10am-9pm WCC Campus
8	9	10	11
Last Day to Drop (Spring I Classes) 15	16	17	18
22	23	24	25
Midterm 29			

# March 2012

wayne community college

Sunday	Monday	Tuesday																																																																																				
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## Note:

- Work Study time sheets are due by the 4th of each month.
- TBA: SGA Meeting
- Wayne County Career Day Job Fair April 21st

Wednesday	Thursday	Friday	Saturday
	1	2	3
Spring II Classes Begin 7	8	9	10
Last Day for 75% Refund (Spring II Classes) 14	15	16	17
21	22	23	24
28	29	30	31

# April 2012

wayne community college

## Note:

- Work Study time sheets are due by the 4th of each month.
- TBA: SGA Meeting
- TBA: Spring Fling/ SGA Elections
- TBA: Spring Concert
- TBA: Recognition Ceremony
- TBA: Health Fair

Sunday	Monday	Tuesday
1	2	3
8	Spring Break No Classes 9	Spring Break No Classes 10
15	Priority Registration for Summer Classes 8am-4pm 16	Priority Registration for Summer Classes 8am-4pm 17
22	23	24
29	Fall 2012 Financial Aid Priority Deadline 30	

Wednesday	Thursday	Friday	Saturday																																																																																				
4	5	6 Good Friday Campus Closed	7																																																																																				
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# May 2012

wayne community college

Sunday	Monday	Tuesday
		1
6	Reading Day Summer Tuition Due by 4pm 7	Final Exams 8
13	14	15
20	Registration 8am-7pm Tuition Due by 7pm 21	Classes Begin 22
27	Memorial Day Campus Closed 28	Last Day for 75% Refund (Full Term Classes) 29

## Note:

- Work Study time sheets are due by the 4th of each month.
- TBA: Financial Aid Book Store Charges

Wednesday	Thursday	Friday	Saturday																																																																																				
2	Open Registration 8am-4pm 3	Last Day of Classes (Full Term Classes) 4	5																																																																																				
Final Exams 9	Basic Skills Graduation 10	Curriculum Graduation 11	12																																																																																				
16	17	No Classes Campus Closed 18	19																																																																																				
23	24	No Classes Campus Closed 25	26																																																																																				
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# June 2012

wayne community college

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## Note:

- Work Study time sheets are due by the 4th of each month.
- TBA: Financial Aid Checks Mailed

Wednesday	Thursday	Friday	Saturday
		No Classes Campus Closed 1	2
6	7	No Classes Campus Closed 8	9
13	14	No Classes Campus Closed 15	16
20	21	No Classes Campus Closed 22	23
27	Last Day to Drop 28	No Classes Campus Closed 29	30

# July 2012

wayne community college

Sunday	Monday	Tuesday
1	2	3
8	9 Priority Registration for Fall 8am-4pm	10 Priority Registration for Fall 8am-4pm
15	16 Open Registration for Fall 1pm-7pm	17 Open Registration for Fall 8am-4pm
22	23	24
29	30 Last Day of Classes (Summer Term Classes)  Open Registration 8am-4pm	31 Reading Day

## Note:

- Work Study time sheets are due by the 4th of each month.

Wednesday	Thursday	Friday	Saturday																																																																																				
Independence Holiday Campus Closed <b>4</b>	<b>5</b>	No Classes Campus Closed <b>6</b>	<b>7</b>																																																																																				
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# August 2012

wayne community college

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26	27 Last Day for 75% Refund (Full Term Classes)	28																																																																																											

## Note:

- Work Study time sheets are due by the 4th of each month.
- TBA: Financial Aid Book Store Charges
- TBA: SGA Meeting

Wednesday	Thursday	Friday	Saturday
Final Exams <b>1</b>	Final Exams Fall Tuition Due by 4pm <b>2</b>	No Classes Campus Closed <b>3</b>	<b>4</b>
<b>8</b>	<b>9</b>	No Classes Campus Closed <b>10</b>	<b>11</b>
Open Registration for Fall 8am-4pm Tuition Due by 4pm <b>15</b>	Classes Begin <b>16</b>	<b>17</b>	<b>18</b>
<b>22</b>	<b>23</b>	<b>24</b>	<b>25</b>
<b>29</b>	<b>30</b>	<b>31</b>	

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## **GENERAL WCC INFORMATION**

### **ACADEMIC SKILLS CENTER**

The Academic Skills Center offers a wide array of educational services for College students and the general public. These services include instruction by professional educators in subjects including reading, English, mathematics, computers, and the sciences. A peer tutoring program is available for students, enabling them to receive one-on-one instruction from a student who has already excelled in a particular class. The Academic Skills Center staff and the Wayne Community College faculty cooperate to provide supplementary materials and instruction to ease student learning and to facilitate the student's maximum potential. Programs for the general public include individualized study programs to assist prospective students who are preparing for college entrance. These programs are also ideal for students who need to meet the limited admission requirements for health occupations. Self-improvement study programs in mathematics, reading comprehension, English grammar, and writing are available as well.

Hours of operation are: 7:45 a.m. - 8:00 p.m. Monday - Thursday  
7:45 a.m. - 1:00 p.m. Friday (Summer schedules may vary.)

The Academic Skills Center is located on the third floor of the Wayne Learning Center Building in room 322B. For more information call (919) 739-6746 or (919) 739-6748.

### **ACADEMIC TESTING CENTER**

The Academic Testing Center is located in WLC 218 and is available to students and faculty for proctored tests and make-up tests. Students must present a valid picture I.D. before being allowed to test.

### **ACCIDENT/ILLNESS PROCEDURE**

Wayne Community College has a student health service that provides first aid and emergency care. The health service also provides a place for students to rest in the Student Activities Office should they become ill while on campus.

If an emergency requiring medical attention or illness arises while on campus or at a WCC-sponsored activity, follow these procedures:

1. Do not move the injured person unless you are certain about the condition of the patient or unless the patient is in more danger where he or she is at the time of the accident,
2. Call the E.M.S. immediately at 911,
3. Call ext. 0 or 7050 to notify the Office of Public Safety and Security of patient's location and nature of illness.
4. ALL ACCIDENTS MUST BE REPORTED TO THE STUDENT ACTIVITIES COORDINATOR AND THE BUSINESS OFFICE immediately (prior to transport if possible) so that appropriate reports may be filed and the proper persons and agencies may be notified.

### **ATTENDANCE POLICY**

Wayne Community College expects students to gain skills, competencies and an awareness of a workplace ethic that emphasizes responsibility and commitment. Refer to the Wayne Community College catalog and course syllabi for additional information.

### **BOOKSTORE**

Wayne Community College maintains a bookstore for the convenience of students. Course supplies and required textbooks, novelties, clothing, and graduation attire may be purchased in the bookstore. Visit our website at [www.waynecbookstore.com](http://www.waynecbookstore.com) for fast and easy textbook information and ordering. Our hours of operation are Monday and Thursday from 8:30 a.m. to 4:00 p.m., Tuesday and Wednesday from 8:30 a.m. to 6:30 p.m. and Friday from 8:30 a.m. to 1:00 p.m. Summer hours will vary. Our return policy allows a student two days from the purchase date to return merchandise with the original receipt. Books must be in the same condition as purchased and original shrink wrap. Students may sell books back at any time during the year except at the beginning of each semester

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while financial aid is open for charging. Let us help you with your textbook needs. Stop by, call (919) 731-2271, or visit our website.

### **CAFETERIA**

The cafeteria food service is provided by contracted vendors. Breakfast and lunch is available on regularly scheduled class days.

### **CAMPUS CRUISER**

WCC Campus Cruiser is a Web-based portal that enables WCC to electronically share information, syllabi, campus calendars, student support, registration services, and more.

The portal enables students to access online services such as: WCC e-mail, Campus Announcements and News, Calendars, Class Schedules, GPA, Transcripts, Online Course Searches and Registration, etc. Refer to the College Website at [www.waynecc.edu](http://www.waynecc.edu) for more information.

### **CHILD CARE CENTER**

Wayne Community College operates a State-licensed child care facility offering full-time care for children ages 6 weeks to 5 years. The WCC Child Care Center is open to the public, but placement preference is given to WCC students, faculty, and staff. The center is open Monday through Friday, 7:00 a.m. to 6:00 p.m. For enrollment information, students should contact the center at (919) 739-6750.

### **CHILDREN ON CAMPUS**

Children not enrolled in a college program are not permitted on campus other than while in the company of a parent or guardian who is conducting business with the College. Children are not allowed in classrooms, laboratories, offices or the student lounge without permission of a college Vice President or the President. Children should not be left unattended in vehicles at any time. The College will not assume responsibility or liability for any minor children. Students bringing minors to class will be asked to leave and will be immediately referred to the Associate Vice President or the Director of Counseling Services.

Programs sponsored/co-sponsored or approved by the College to use facilities will be exempt from this procedure if the children are supervised by designated adults. Campus tours and student groups visiting the College must be accompanied by a college staff member.

### **COLLEGE TRANSFER ADVISING CENTER**

The College Transfer Advising Center offers students pursuing Associate of Arts and Associate of Science degrees a central location to seek academic advising. The goal of the Advising Center is to serve, guide, and support students preparing to transfer to a four-year college. For more information, call (919) 739-6755. The center is located in the Wayne Learning Center, room 137.

### **COMMUNICABLE DISEASE POLICY FOR STUDENTS**

Wayne Community College is committed to assuring, as much as possible, that each student enjoys safe and healthful study conditions. To this end, the College offers the following information.

A student infected, or reasonably believed to be infected, with a communicable disease shall not be excluded from enrollment or employment, or restricted in his/her access to the institution's services or facilities unless medically-based judgements in individual cases establish that exclusion or restriction is necessary to the welfare of the individual or the welfare of other members of the institution and community.

A student who knows, or has a basis for believing, that he/she has a communicable disease or has been exposed to a communicable disease that may pose a threat to others, has an obligation to conduct him/herself in accordance with such knowledge, so as to protect him/herself and others. In this respect, a curriculum student should report this information to the Department Chair for the program in which he/she is enrolled, and a continuing education student should report this information to his/her Program Coordinator. All information will be kept confidential except to those persons determined by

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the appropriate Department Chair/Program Coordinator as having a need to know. These persons will be informed after the student is advised that such action will be taken.

A person who may pose a threat to others will be assessed by a licensed healthcare provider (physician, nurse practitioner or physician's assistant) in keeping with current standards, requirements and recommendations of the Center for Disease Control (CDC) and the Occupational Safety and Health Act (OSHA). The evaluation of the student must include a statement of his/her health status as it relates to his/her ability to safely accomplish the objectives of the declared program of study. Decisions regarding the student's enrollment or access to facilities and/or services on campus will be made based on the recommendations of the licensed healthcare provider.

Students enrolled in the following programs must comply with additional policies related to their risk of exposure to blood or other infectious body fluids: Dental Hygiene, Dental Assisting, Associate Degree Nursing, Practical Nursing, Nurse Aide, Medical Assisting, Pharmacy Technology, Phlebotomy, Emergency Medical Services, Early Childhood, Basic Law Enforcement, Forestry (optional), and courses in biology and physical education. Orientation to the aforementioned programs and courses will include established policies and procedures.

### **COOPERATIVE EDUCATION**

Cooperative Education (Co-op) is designed to give students enrolled in many of the curriculum programs an opportunity to work on a job, which must be related to their major, while completing their degree.

Co-op students work from one to three semesters, depending on their program, in a paid or volunteer part-time or full-time job with selected and/or approved employers. Academic credit is given for the learning gained during the Co-op work experience.

### **COUNSELING SERVICES**

Counselors are available to assist students with academic and personal concerns and to facilitate educational and career planning. Information about programs of study, disability services, recruiting, short-term clinical counseling and community referrals, and placement testing is provided by the counseling staff. For additional information or to schedule an appointment, call (919) 739-6732.

### **DENTAL HYGIENE CLINIC**

The Wayne Community College Dental Department operates a hygiene clinic for students, faculty, staff, and the general public. The days of operation of the clinic vary from semester to semester. Patients should be prepared to remain in the clinic for a morning appointment from 9:00 a.m. to 12:00 p.m. and for an afternoon appointment from 1:00 to 4:00 p.m. For an appointment, call (919) 739-6780 or come by the clinic Monday through Thursday.

### **GENERAL WCC POLICIES AND INFORMATION**

Refer to the Wayne Community College Catalog and the College Website at [www.waynecc.edu](http://www.waynecc.edu).

### **GRADUATION REQUIREMENTS**

Refer to the Wayne Community College Catalog and the College Website at [www.waynecc.edu](http://www.waynecc.edu).

### **IDENTIFICATION CARD AND PARKING DECAL INFORMATION**

All WCC curriculum students are required to obtain and maintain an identification card and a parking decal. Students on the WCC campus should have a valid parking decal and a WCC ID at all times. Periodic ID checks are conducted by the Office of Public Safety and Security.

Each student receives only one free ID and parking decal. Damaged or lost IDs will be replaced at a cost of \$5.00 per ID and \$2.00 for additional parking decals. Call the Student Activities office at (919) 739-6740 or (919) 739-6742 for office hours and other information.

***STUDENT ID CARDS ARE VALIDATED EACH SEMESTER IN THE BUSINESS OFFICE OR STUDENT ACTIVITIES OFFICE UPON PAYMENT OF FEES.***

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## **INCLEMENT WEATHER POLICY**

When inclement weather threatens, the President of the College or her designee will make any necessary decisions to cancel classes, delay classes, or close the college and its operations. The decision will be announced on area radio and television stations, the college Website at [www.waynecc.edu](http://www.waynecc.edu), message at the college's main phone number, and Campus Cruiser and CruiserAlert messages. Every attempt will be made to have the announcement aired by 6:00 a.m. on the day of the closing or delay. If the college is already operating when inclement weather forces such a decision, these same college and public methods will be used to announce the decision.

Decisions regarding closings and delays will be made on a day-to-day basis, taking into consideration local conditions as well as weather forecasts. Often, decisions about evening classes are made independently. In those cases, every attempt is made to notify the media by 3:30 p.m. If the main campus is closed, all off-campus sites are closed with the possible exception of SJAFB and the WCC Child Care Center. Status for SJAFB classes will be determined in conjunction with the Base Education Office.

In times of inclement weather, radio and television stations will normally make announcements only about delays or cancellations. Therefore, the absence of an announcement means that the college is operating on a normal schedule.

Inclement weather information is provided to the following radio and television stations. Web sites for those that post the announcements are noted.

Radio: WAGO-88.7 FM, WEQR-97.7 FM, WPMC-730 AM, WGBR-1150 AM, WRNS-95.1 FM, Public Radio East stations: 88.1, 88.5, 89.3, 90.3 and 91.5 FM ([www.publicradioeast.org](http://www.publicradioeast.org)), WRAL-101.5 FM

Television: WRAL-5 and Fox 50 ([www.wral.com](http://www.wral.com)), WITN-7 ([www.witntv.com](http://www.witntv.com)), WNCT-9 ([www.wnct.com](http://www.wnct.com)), WTVD-11 (<http://abclocal.go.com/wtvd>), WCTI-12 ([www.wcti12.com](http://www.wcti12.com)), News 14 Carolina (<http://news14.com>), WNCN-17 ([www.nbc17.com](http://www.nbc17.com)), Education Channel 18\* (\*Time Warner Cable in Wayne County only)

Do not call the media. If you don't find an announcement on radio or TV broadcasts or their Web sites, check the WCC Web site, phone message, or e-mail. If there is no announcement, the College is operating on a normal schedule.

## **JOB REFERRAL SERVICE**

Wayne Community College offers a job referral service for part-time or full-time employment while attending the College. The services of the referral office are available to curriculum students and graduating students, alumni, and prospective employers.

Information pertaining to job opportunities is provided, along with assistance in gathering and presenting material and information to prospective employees. For additional information, call the Cooperative Education and Job Referral office at (919) 739-7005.

## **LIBRARY**

Welcome to the WCC Library, located on the third floor of the Wayne Learning Center building. Part of the Community College Libraries in North Carolina (CCLINC) consortium, with a shared online catalog, the WCC Library collections include nearly thirty-six thousand books, over thirteen thousand videorecordings, eighteen research databases in addition to the NC LIVE aggregate database, and over one hundred periodical and newspaper subscriptions.

Offerings of the library include the following:

- 35,000 reference and circulating print materials
- More than 100 magazines and journals
- One computer to search the online library catalog
- Access to NCLIVE, and 18 other online resources offering full text articles and ebooks
- 13,000 AV materials for faculty and in-library use
- 17 computers for research and homework
- Tours and information literacy sessions
- Reference and research assistance

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Library hours of operation: 7:45 a.m. - 8:00 p.m. Monday through Thursday  
7:45 a.m. - 1:00 p.m. Friday  
(Hours may vary during Summer Term.)

The Library is located on the third floor of the Wayne Learning Center building. For more information, call (919) 739-6891 or visit online at the library website: [www.waynecc.edu/library](http://www.waynecc.edu/library).

### **LOST AND FOUND**

Lost and found articles are kept in the Public Safety and Security Office. Articles that are not reclaimed will be disposed of or turned over to appropriate agencies after 30 days.

### **N.C. CAREER READINESS CERTIFICATE**

How can you prove that you have the skills necessary to be work-ready and career-ready?

North Carolina's Career Readiness Certification (CRC) is a recognizable skills credential that facilitates job placement, retention, and advancement by proving certain skills to a national standard. You can earn a Bronze, Silver or Gold CRC signed by the Governor of NC based on your scores on three WorkKeys assessments: Reading for Information, Locating Information and Applied Mathematics. Because approximately 85% of the jobs in the US require proficiency in these three areas, the test results provide valuable information for individuals, employers, schools, colleges, state and local governments, and training programs.

CRC helps to ensure a community workforce that is prepared for the jobs of the future, as well as for the jobs that sustain the current economic base. CRC can be used by any individual concerned about their own employability skills or by any employer concerned about the employability skills of the current or future workforce.

And NC's CRC is portable, too, because it is part of the National Career Readiness Certificate initiative. For information about preparing for the assessments or to schedule your CRC testing appointment at Wayne Community College, contact Wayne Occupational Readiness Keys for Success (WORKS) at (919) 739-7003.

### **OPEN COMPUTER LAB**

The Open Computer Lab is located in Magnolia 215 and is available to WCC students with a valid ID card. It contains 50 PCs, printers and a scanner. All instructional software offered by the College, along with Internet connection, is available. The operating hours are from 8:00 a.m. - 8:00 p.m. Monday through Thursday, 8:00 a.m. - 12:45 p.m. on Friday, and 10:00 a.m. - 2:00 p.m. on Saturday. Summer hours may vary. For more information, call (919) 739-7032.

### **ONLINE COURSES WITH MOODLE**

Online Courses are similar to traditional college courses except students learn by employing computer technologies and the World Wide Web to access the academic information. Online courses are offered as part of the college's regular scheduled classes.

The College's online platform, Moodle, is a software program used for online delivery of course material. Moodle allows instructors to put their syllabi, lecture notes, PowerPoint presentations, and assignments online for students to access at anytime. The program also includes interactive features such as discussion boards and a virtual chat room. More information and support documentation about this software can be obtained online from <http://moodle.waynecc.edu>. Students must have access to the Internet through the College or at home in order to receive and complete assignments and communicate with the course instructor.

### **PAYMENT OF FEES**

Payment dates are listed in the registration instructions published prior to each registration period.

A student who has an outstanding balance due to the College is not eligible for registration. This includes any outstanding balance at another institution of the North Carolina community college system.

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No student will be allowed to graduate or to receive a diploma, certificate, or transcript of his/her record, nor will any information concerning his/her record be forwarded to any other institution or other person, as long as the delinquent account is outstanding.

## **REFUNDS**

### **Tuition Refund Policy - Curriculum Students**

In accordance with NCAC 2D.0202, a refund can not be made except under the following circumstances:

- A 100 percent refund shall be made if the student officially withdraws prior to the first day of class(es) of the academic semester as noted in the college calendar. Also, a student is eligible for a 100 percent refund if the class in which the student is officially registered is cancelled due to insufficient enrollment.
- A 75 percent refund shall be made if the student officially withdraws from the class(es) prior to or on the official 10 percent point of the semester.
- For classes beginning at times other than the first week (seven calendar days) of the semester, a 100 percent refund shall be made if the student officially withdraws from the class prior to the first class meeting. A 75 percent refund shall be made if the student officially withdraws from the class prior to or on the 10 percent point of the class.
- For contact hour classes, ten calendar days from the date of the first class meeting is the determination date.

To comply with applicable federal regulations regarding refunds, federal regulations will supersede the state refund regulations stated in this rule.

If a student should die during the semester (prior to or on the last day of examinations), having paid the required tuition for a semester, all tuition and fees for that semester may be refunded to the estate of the deceased.

Note: Tuition refunds and student activity refunds will not be considered for amounts of \$5 or less, except when a course fails to materialize; then all the students' tuition shall be refunded.

### **Financial Aid Title IV Refund**

If students withdraw or reduce course load during the drop/add period of the semester, they may be required to repay some or all of their student financial aid. If students withdraw from college or cease attending classes prior to the 60 percent point of the semester, they will be responsible for the repayment of the Federal Pell Grant and any other Title IV grants received. Failure to repay student financial aid can result in a "tagged record." Having a "tagged record" prevents students from receiving financial aid in future semesters.

### **Student Activity Fee Refund Policy - Curriculum Students**

A 100 percent refund shall be made if the student officially withdraws prior to the first day of class(es) of the academic semester as noted in the college calendar. Also, a student is eligible for a 100 percent refund if the class in which the student is officially registered is cancelled due to insufficient enrollment.

## **STUDENT LOUNGE**

The College provides a Student Lounge for the convenience of curriculum students. Included in the lounge are a recreational area, a television area, and informal meeting areas. Throughout the year, the Student Activities Office sponsors student programs in the Lounge. Students are expected to follow rules as posted in the lounge.

## **STUDENT RIGHT-TO-KNOW**

Wayne Community College is committed to informing enrolled and prospective students about the probability of success in our programs as well as current job market information. The United States Department of Education requires that each institution of higher education publish completion rates for individuals who entered as full-time students and who completed their curriculum programs within one and one-half times the time allowed for the program in the academic catalog. The average rate of

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persistence toward degree completion of students in each curriculum at WCC is available in the Office of Admissions and Records. The Office of Cooperative Education and Job Referral can provide current job market information.

### **STUDENTS WITH DISABILITIES**

In accordance with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disability Act, Wayne Community College ensures that qualified students with disabilities have equal access to and participation in each service, program, and activity operated by the college. Individuals with disabilities should contact the Disability Services Counselor and present documentation of the disability. Accommodations will be determined by the documentation and in consultation with the student. **Students needing accommodations should make arrangements with the Disability Services Counselor 30 days prior to enrolling in order to provide ample time for arrangements to be made. Call (919) 739-6729 or TTY (919) 583-8544.**

Wayne Community College has adopted an internal grievance procedure providing for prompt and equitable resolution of complaints that arise from any action prohibited by the Americans with Disabilities Act. Students with complaints should contact the Disability Services Counselor.

### **TECHNOLOGY AT WAYNE**

Wayne Community College provides educational support technology services to all students, faculty and staff. Those services include open computer labs, WCC Campus Cruiser, Moodle, WCC WebAdvisor, WebAssign, the WCC Library online, and the Online Resource Center. Students are expected to adhere to the WCC Technology Acceptable Use Policy (TAUP). For more details on services and the TAUP, go to [www.waynecc.edu/techatwayne/](http://www.waynecc.edu/techatwayne/). Each student who registers for six or more semester hours credit is required to pay a \$16.00 technology fee; each student who registers for less than six semester hours credit is required to pay a \$8.00 technology fee during the Fall, Spring and Summer semesters.

### **TELEPHONE**

Pay telephones are conveniently located in various places for local and long distance calls. **Business telephones are not for student use.**

### **WRITING CENTER**

The Writing Center offers individual assistance in the writing process to curriculum students in all programs. The Center attempts to help students improve their thinking and writing skills. The Center asks questions to help students think; encourages and guides student writers; explains grammar problems; offers assistance in organizing, developing, editing and revising papers; demonstrates research procedures; and assists students with word processing. Students may schedule an appointment by calling (919) 739-6898 or come by the Center. The Writing Center is located in Wayne Learning Center, room 220.

## **STUDENT HONORS**

### **DEAN'S LIST**

Wayne Community College recognizes outstanding academic achievement through the Dean's List. The Dean's List is composed of students who are enrolled for at least 12 semester hours and earn a grade point average of at least 3.60 for the semester, with no grade below "C." A grade of I (incomplete) or X (credit by exam) will exclude the student from the Dean's List.

### **HONORS PROGRAM**

The purpose of the Honors Program is to offer a challenging educational atmosphere of enrichment and exploration for students of high academic achievement. The program is designed for students who have excelled in the classroom, who have proven to be self-disciplined in their studies, and who have demonstrated a commitment to learning. The Honors Program includes opportunities for service-learning, leadership training, and extended studies. The aim for Wayne Community College is to help accelerated students better prepare themselves for leadership roles in their profession and in the

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community. For more information, contact Brandon Jenkins, Honors Coordinator. Call 919-739-6841, e-mail: bmjenkins@waynecc.edu, or visit Azalea 321.

### **KAPPA DELTA PI**

Kappa Delta Pi, International Honor Society in Education, is dedicated to scholarship and excellence in education and is committed to recognizing excellence and fostering mutual cooperation, support, and professional growth for educational professionals. Alpha Gamma Mu, the Wayne Community College/Partnership East chapter of the organization, is only the third chapter granted to a community college in the world. To be eligible for membership in the organization, a student must:

- Maintain a 3.0 grade point average,
- Have completed 50 hours of college level work, and
- Be enrolled in or planning to enroll in a four-year college or university with the intention of working in the field of education.

Kappa Delta Pi holds two inductions per year and is active in various service projects throughout Wayne County and Eastern North Carolina.

### **PHI THETA KAPPA**

Phi Theta Kappa is the largest honor society in American higher education with more than 1.5 million members and 1,200 chapters. The Phi Theta Kappa is a nationally recognized scholastic organization whose purpose is to encourage scholarship in junior colleges. The Wayne Community College Chapter, Upsilon Chi, was chartered on January 26, 1970.

To be eligible for membership in the Upsilon Chi Chapter, a student must meet the following requirements:

1. Complete at least 16 semester hours in an associate degree curriculum,
2. Attain a minimum overall grade point average of 3.50, and
3. Demonstrate good citizenship characteristics.

Upsilon Chi members are active in numerous campus and community service projects. They participate in regional and national conventions of Phi Theta Kappa and maintain close social ties with their fellow scholars on campus.

### **PRESIDENT'S LIST**

Wayne Community College recognizes outstanding academic achievement through the President's List. The President's List is composed of students who are enrolled for at least 12 semester hours and earn a grade point average of at least 4.0 for the semester. A grade of I (incomplete) or X (credit by exam) will exclude the student from the President's List.

### **WHO'S WHO AMONG STUDENTS AT WCC**

Who's Who Among Students at WCC honors Wayne Community College's leading students for their individual excellence and the contributions they make to the college and community. Recognition is highly selective; less than one percent of the student body is selected for this honor annually.

Qualifications for consideration for inclusion in Who's Who include the following:

1. Candidates must have been enrolled during the current academic year.
2. Candidates must have earned a minimum GPA of 2.50 in a minimum of 18 semester hours credit during the semesters of eligibility.
3. Candidates must have participated in campus and community activities and demonstrated outstanding diligence, maturity, leadership, and potential for future success.

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## STUDENT ORGANIZATIONS AND CLUBS

Wayne Community College encourages students to be active in affairs of the institution. Through student clubs and organizations, the student will find opportunities for entertainment, friendships, leadership, and service to the college and community.

All student clubs and organizations must be approved by the administration and the Student Government Association. Each student club and organization must meet and adhere to the guidelines established by the SGA and the Office of Student Activities. Any student club or organization failing to observe such rules will be subject to appropriate sanction including having its charter suspended.

The following are Wayne Community College student clubs and organizations that have indicated they will be active in the 2011-2012 school year - pending official approval. Students can contact the advisors to learn more about these student clubs and organizations.

- Associate Degree Student Nurse Association Level I
- Associate Degree Student Nurse Association Level II
- BUDO Club
- Criminal Justice Club
- Dental Hygiene Club
- Diving Bison Club
- History Club
- International Students Club
- Medical Assisting Students Association
- Minority Male Mentoring Group
- Motorsports Club
- Phi Beta Lambda
- Phi Theta Kappa Honor Society
- Practical Nursing Club

In order for a student club to be approved by and afforded membership in the SGA, the following stipulations must be met:

- (a) Maintain an active membership of at least 12 activity fee-paying students.
- (b) Maintain a functional constitution which
  - 1) assures against discrimination based on race, color, creed, handicap, age, sex, or national origin, and
  - 2) does not violate college policy or local, state, or federal laws.
- (c) Maintain at least two active faculty/staff advisors who have been approved by the Associate Vice President or his/her designee.
- (d) Submit a list of club officers to the SGA and Student Activities Coordinator annually with updates during the year if changes occur.
- (e) Perform at least one SGA approved on-campus and one off-campus service project per academic year.
- (f) Student clubs and organizations may maintain separate bank accounts, but these must not be a part of Wayne Community College nor may the account be listed with Wayne Community College as the responsible party.
- (g) Student clubs and organizations must submit a Presidential Report to the SGA by the second week in April.
- (h) Student club and organization representatives must attend all SGA monthly meetings and official club activities as deemed by the Executive Board.
- (i) Student representatives cannot officially represent multiple student clubs or organizations at SGA monthly meetings or official club activities.
- (j) SGA officers can only officially represent SGA at the SGA monthly meetings (although they can be members of other student clubs and organizations).
- (k) Student clubs and organizations who meet all of the above stipulations are eligible for club seed money.

The Student Council shall grant official approval and annual reapproval of all student clubs and organizations and projects as above.

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# STUDENT RIGHTS, RESPONSIBILITIES, AND JUDICIAL PROCEDURES

## **I. PREAMBLE**

Academic institutions exist for the transmission of knowledge, the pursuit of truth, the development of students, and the well-being of society. Free inquiry and free expression are indispensable to the attainment of these goals. As members of this academic community, students are encouraged to develop the capacity for critical judgment and to engage in a sustained and independent search for truth.

Freedom to teach and freedom to learn are inseparable facets of academic conditions in the classroom, on the campus, and in the community. Students should exercise their freedom with responsibility. As members of the academic community, students are subject to the obligations that accrue to them by virtue of this membership. As members of the larger community of which the college is a part, students are entitled to all rights and protection accorded them by the laws of that community.

By the same token, students are also subject to all laws, the enforcement of which is the responsibility of duly constituted authorities. When students violate laws, they may incur penalties prescribed by legal authorities. In such instances, college discipline will be initiated only when the presence of the student on campus will disrupt the educational process of the college. However, when a student's violation of the law also adversely affects the college's pursuit of its recognized educational objectives, the college may enforce its own regulations. When students violate college regulations, they are subject to disciplinary action by the college whether or not their conduct violates the law. If a student's behavior simultaneously violates both college regulations and the law, the college may take disciplinary action independent of that taken by legal authorities.

## **II. STUDENT RIGHTS**

- A.** All rights and privileges guaranteed to every citizen by the Constitution of the United States and by the state of North Carolina shall not be denied any student.
- B.** Students are free to pursue their educational goals. Appropriate opportunities for learning in the classroom and on the campus shall be provided for by the college. Student performance will be evaluated solely on an academic basis, not on opinions or conduct in matters unrelated to academic standards.
- C.** Students have the right to freedom of expression, inquiry, and assembly without restraint or censorship subject to reasonable and non-discriminatory rules and regulations regarding time, place, and manner.
- D.** Students have the right to inquire and to propose improvements in policies, regulations and procedures affecting the welfare of students through established student government procedures, campus committees, and college offices.
- E.** The Family Educational Rights and Privacy Act of 1974 provides safeguards regarding the confidentiality of and access to student records, and this Act will be adhered to by the college. Students and former students have the right to review their official records and to request a hearing if they challenge the contents of these records. No records shall be made available to unauthorized personnel or groups outside the college without the written consent of the student involved, except under legal expulsion.
- F.** No disciplinary sanctions other than immediate dismissal from class or activity (only for duration of said activity) may be imposed upon any student without due process. Due process procedures are established to guarantee a student accused of a Student Code of Conduct violation the right of a hearing, a presentation of charges, evidence for charges, the right to present witnesses on one's behalf and to hear witnesses on behalf of the accuser(s), the right to counsel, and the right to appeal.

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### **III. ACADEMIC INTEGRITY**

Wayne Community College expects all students to maintain the highest standards of academic integrity. A violation of academic integrity includes but is not limited to the following:

- Acquiring or attempting to acquire possession of any academic material not intended for students (test information, research papers, notes, etc.)
- Receiving or giving help or attempting to receive or give help during a test
- Submitting papers or reports (that are supposed to be original work) which are not entirely the student's own, not giving credit for others' work (plagiarism), etc.
- Permitting one's academic work to be represented as the work of another in traditional, hybrid, and online courses
- Substituting for another student in order to meet course requirements in traditional, hybrid, and online courses
- Use of cell phones, beepers, walkie-talkies, or other electronic communication devices in the classroom, lab or library setting. All systems of communication are required to be turned off during instructional, lab, or library time.

Intentional plagiarism is a form of intellectual theft that violates widely recognized principles of academic integrity. Plagiarism may occur with respect to unpublished as well as published material. Intentional plagiarism is the act of representing the words, ideas, or data of another as one's own without providing proper attribution to the author through quotation, reference, or footnote.

At the discretion of the instructor, any student who violates the academic integrity of the college will be subject to one or more of the following sanctions:

- Student receives a grade of "0" on the assignment or test in traditional, hybrid, and online courses
- Student receives "F" in course
- Student is removed from program if they are enrolled in a limited enrollment program.

All violations of academic integrity must be reported to the instructor's immediate supervisor. Students may be subject to the disciplinary procedures and sanctions described in Section V and VI. All students have the right to appeal any decision by the instructor, division chair, or designee according to the grade appeal process.

### **IV. STUDENT CODE OF CONDUCT**

The college reserves the right to maintain a safe and orderly educational environment for students and staff. Therefore, when, in the judgment of college officials, a student's conduct disrupts or threatens to disrupt the college community, appropriate disciplinary action will be taken to restore and protect the sanctity of the community. Students are expected to conduct themselves in accordance with generally accepted standards of scholarship and morality. The purpose of this code is not to restrict student rights but to protect the rights of individuals in their academic pursuits.

The following regulations set forth rules of conduct which prohibit certain types of student behavior. Violation of one or more of the following regulations may result in one or more of the sanctions described in section VI.

- A. Academic Dishonesty - taking or acquiring possession of any academic material (test information, research papers, notes, etc.) from a member of the college staff or student body without permission; receiving or giving help during tests; submitting papers or reports (that are supposed to be original work) that are not entirely the student's own; not giving credit for others' work (plagiarism).
- B. Theft of, misuse of, or damage to college property; or theft of or damage to property of a member of the college community or a campus visitor on college premises or at college functions; unauthorized entry upon the property of the college or into a college facility or a portion thereof which has been restricted in use and thereby placed off limits; unauthorized presence in a college facility after closing hours.
- C. Possession of or use of alcoholic beverages or being in a state of intoxication on the college campus or at college-sponsored or supervised functions off campus or in college-owned vehicles.

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Possession, use or distribution of any illegal drugs, except as expressly permitted by law. Any influence which may be attributed to the use of drugs or of alcoholic beverages shall not in any way limit the responsibility of the individual for the consequences of his/her actions.

- D. Lewd or indecent conduct including public, physical or verbal action (profanity) or distribution of or wearing clothes bearing obscene or libelous written material.
- E. Mental or physical abuse of any person on college premises or at college-sponsored or college supervised functions, including verbal or physical actions which threaten or endanger the health or safety of any such persons or which promote hatred or racial prejudice.
- F. Any act, comment, or behavior which is of a sexually suggestive or harassing nature and which in any way interferes with a student's or an employee's performance or creates an intimidating, hostile or offensive environment.
- G. Intentional obstruction or disruption of teaching, research, administration or disciplinary proceedings, or other college activities, including public service functions, and other duly authorized activities on college premises.
- H. Occupation or seizure in any manner of college property, a college facility or any portion thereof for a use inconsistent with prescribed, customary, or authorized use.
- I. Participating in or conducting an assembly, demonstration or gathering in a manner which threatens or causes injury to person or property; which interferes with free access to, ingress or egress of college facilities; which is harmful, obstructive or disruptive to the educational process or institutional functions of the college; remaining at the scene of such an assembly after being asked to leave by a representative of the college staff.
- J. Possession or use of a firearm, incendiary device or explosive, except in connection with a college approved activity. This also includes unauthorized use of any instrument designed to inflict serious bodily injury to any person.
- K. Setting off a fire alarm or using or tampering with any fire safety equipment, except with reasonable belief in the need for such alarm or equipment.
- L. Gambling.
- M. Smoking or use of tobacco products on the WCC campus. This includes all buildings, facilities, College vehicles, walkways, out-of-door areas, campus grounds, parking lots and the instructional areas of off-campus college programs and courses.
- N. Violation of college regulations regarding the operation and parking of motor vehicles.
- O. Forgery, alteration, or misuse of college documents, records, or instruments of identification with intent to deceive. Falsification of admissions documents resulting in incorrect information which could be used in the consideration of admissions to the college, financial aid, or limited admissions programs.
- P. Failure to comply with instructions of college officials acting in performance of their duties.
- Q. Violation of the terms of disciplinary probation or any college regulation during the period of probation.
- R. Fiscal irresponsibility such as failure to pay college-levied fines, failure to repay college-funded loans, or the passing of worthless checks to college officials.
- S. Violation of a local, state, or federal criminal law on college premises adversely affecting the college community's pursuit of its proper educational purposes.

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- T. Use of cell phones, beepers, walkie-talkies, or other electronic communication devices in the classroom, lab or library setting. All systems of communication are required to be turned off during instructional, lab, or library time.
  - U. Eating and drinking in classrooms, laboratories, shops and the Library is prohibited. Any exceptions must be requested in writing (WCC Room Reservations Form) and pre-approved by the appropriate person.
  - V. Computer misconduct including any activity that violates college computer and internet usage policies (eg.TAUP) including any prohibited internet activities.

## **V. DISCIPLINARY PROCEDURES**

(The Director of Counseling Services as designated by the Associate Vice President and hereafter referred to as Director will be responsible for handling judicial procedures. The Associate Vice President may handle judicial procedures in the absence of the Director).

- A. Immediate Dismissal** - If an act of misconduct threatens the health or well-being of any member of the academic community or seriously disrupts the function and good order of the college, an instructor or college employee may direct student(s) involved to cease and desist such conduct and advise them that failing to cease and desist will result in immediate dismissal. If the student(s) fail to cease and desist, the instructor or college employee may then dismiss the student(s) from the event, activity, or the class (until the next class meeting). The instructor or college employee may dismiss the student(s) from either the class or the college until a resolution of the matter can be made. The instructor or college employee invoking such dismissal shall make a formal charge in writing to the Director of the individual(s) involved and the nature of the infraction as soon as possible but no more than five (5) business days following the incident. The Director shall resolve the matter in a timely fashion utilizing the steps outlined below in section V, C.
- B. Responsibility for Implementation** - The Director is responsible for implementing student discipline procedures.
- C. Disciplinary Procedures** - In order to provide an orderly procedure for handling student disciplinary cases in accordance with due process and justice, the following procedures will be followed:
  - 1. **Charges:** Any administrative official, faculty member, or student may file charges with the Director against any student or student organization for violations of college regulations. The individual(s) making the charge must complete a charge form (available from the office of the Director) stating:
    - a. name of the student(s) involved,
    - b. the alleged violation of the specific Code of Conduct,
    - c. the time, place, and date of the incident, and
    - d. names of person(s) directly involved or witnesses to the infractions,
    - e. any action taken that relates to the matter,
    - f. desired solution(s).

The completed charge form should be forwarded to the Director within five (5) business days of the incident.

- 2. **Investigation and Decision:** Within five (5) business days after the charge is filed, the Director shall complete a preliminary investigation of the charge and shall schedule a meeting with the student. After discussing the alleged infraction with the student, the Director may act as follows:
  - a. Drop the charges.
  - b. Impose a sanction consistent with those shown in Section VI.
  - c. Refer the student to a college office or community agency for services.
- 3. **Notification:** The Director shall send a certified letter to the student's last known address on file with the Office of Admissions and Records providing the student with a list of the charges,

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the Director's decision, and instructions governing the appeal process (Section VII). A copy will also be sent to the complainant. Failure of the student to accept receipt of the letter within (6) six business days of letter postmark ends the appeal procedure and the student forfeits his her right to further appeal.

## **VI. SANCTIONS**

A student who disagrees with the decision of the Director of Counseling Services regarding a disciplinary sanction may request a hearing before the College's Disciplinary Review Committee. This request must be submitted in writing and received by the Director within three (3) business days of receipt of the Director's decision. The Director shall refer the matter to the Disciplinary Review Committee together with a report of the nature of the alleged misconduct, the name of the complainant, the name of the student against whom the charge has been filed, and the relevant facts revealed by the Director's investigation.

- A. Reprimand:** A written communication which gives official notice to the student that any subsequent offense against the Student Code of Conduct will carry heavier penalties because of this prior infraction.
- B. General Probation:** An individual may be placed on General Probation when involved in a minor disciplinary offense; General Probation has two (2) important implications: the individual is given a chance to show capability and willingness to observe the Student Code of Conduct without further penalty; secondly, if the individual errs again, further action will be taken. This probation will be in effect for no more than two (2) semesters.
- C. Restrictive Probation:** Restrictive Probation becomes a matter of record and results in limitations being placed on the student and/or loss of good standing. Restrictive conditions may limit the student's access to physical locations on the campus, dates and times the student can be on the campus, or activity in the college community. If the individual is restricted from activity in the college community they will not be eligible for initiation into any local or national organization, and may not receive any college award or other honorary recognition. The individual may not occupy a position of leadership or responsibility with any college or student organization, publication, or activity. This probation will be in effect for not less than two (2) semesters. Any violation of Restrictive Probation may result in immediate SUSPENSION.
- D. Restitution:** Paying for damaging, misusing, destroying or losing property belonging to the college, college personnel, or students.
- E. Withholding transcript, diploma, right to register, or participate in graduation ceremonies:** Imposed when financial obligations are not met. (Will not be allowed to register until all financial obligations are met.)
- F. Loss of Academic Credit or Grade:** Imposed as a result of academic dishonesty.
- G. Interim Suspension:** Exclusion from class and/or other privileges or activities as set forth in the notice, until a final decision has been made concerning the alleged violation.
- H. Suspension:** Exclusion from class(es), and/or all other privileges or activities of the college for a period of not less than two (2) semesters. This sanction is reserved for those offenses warranting discipline more severe than probation or for repeated misconduct. Students who receive this sanction must get specific written permission from the Director before returning to campus and are placed on two (2) semesters of probation upon their return.
- I. Expulsion:** Dismissing a student from campus for an indefinite period losing student status. The student may be readmitted to the college only with the approval of the President.
- J. Group Probation:** This is given to a college club or organized group for a specified period of time. If group violations are repeated during the term of the sentence, the charter may be revoked or activities restricted.

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**K. Group Restriction:** Removing college recognition during the semester in which the offense occurred or for a longer period (usually not more than one (1) other semester). While under restriction, the group may not seek or add members, hold or sponsor events in the college community, or engage in other activities as specified.

**L. Group Charter Revocation:** Removal of college recognition for a group, club, society, or other organizations for a minimum of two (2) years. Recharter after that time must be approved by the President.

**NOTE: Failure to Comply:** Failure to comply with the rules of the college may result in charges filed against the student(s). Statute 14-288.4 of the North Carolina Criminal Law forbids disorderly conduct in any educational institution. The first offense under this statute would be a Class 2 misdemeanor; a second offense would be a Class 1 misdemeanor; a third offense or subsequent offense would be a Class 1 felony.

## **VII. APPEALS PROCEDURE**

A student who disagrees with the decision of the Director may request a hearing before the Disciplinary Review Committee. This request must be submitted in writing and received by the Director within three (3) business days after receipt of the Director's decision. The Director shall refer the matter to the Disciplinary Review Committee together with a report of the nature of the alleged misconduct, the name of the complainant, the name of the student against whom the charge has been filed, and the relevant facts revealed by the Director's investigation.

**A. Committee Composition, Role, and Authority** - The composition, role and authority of the Disciplinary Review Committee shall be as follows:

1. Committee membership will consist of:
  - a. A minimum of three faculty/staff members appointed by the President of the college.
  - b. Three student members appointed by the Student Government Association and approved by the President of the college.
  - c. The President will appoint one employee to serve as committee chairperson who will vote only in case of a tie.
  - d. The Director as an ex-officio, non-voting member.
2. The Role of the committee:
  - a. Committee members will serve one year from the beginning of fall semester through summer semester with replacements appointed by the President as necessary.
  - b. At least two faculty/staff members and two students plus the chairperson must be present in order for the Committee to conduct business.
  - c. The Committee shall hear and render decisions concerning student appeals.
3. The Authority of the committee:
  - a. The Committee shall have the authority to adopt temporary rules of procedure consistent with this code.
  - b. The Committee shall have the authority to render written advisory opinions to the Associate Vice President concerning student rights, responsibilities and judicial procedures.

## **B. Procedures for Hearing Before the Disciplinary Review Committee**

1. Procedural Responsibilities of the Director. The Review Committee must meet within ten (10) business days of receipt of a request for a hearing (excluding school breaks). A postponement may be granted by the chairperson upon written request of either party, if the reason stated justifies such action.

At least five (5) business days prior to the date set for the hearing, the Director shall send a certified letter to the student's last known address on file with the Office of Admissions and Records providing the student with the following information:

- a. A restatement of the charge or charges.

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- b. The time and place of the hearing.
  - c. A statement of the student's basic procedural rights.
  - d. A list of witnesses.
  - e. The names of committee members.

In addition, if the student(s) decides to have counsel and/or witnesses present at the hearing he/she must provide (in writing) to the Director the name of the counsel and/or witness at least two (2) business days prior to the scheduled hearing. If not properly submitted, it is at the discretion of the Committee to allow the counsel and/or witnesses to be present for the hearing or not.

On written request of the student, the hearing may be held prior to the expiration of the five-day (5) notification period, if the Director concurs with this change.

2. Basic procedural rights of students include the following:
    - a. The right to counsel. The role of the person acting as counsel is solely to advise the student. The counsel shall not address the Committee. An individual serving in the role of counsel cannot be a witness during the hearing.
    - b. The right to produce witnesses on one's behalf. Individuals serving in the role of witness cannot serve in the role of counsel.
    - c. The right to request, in writing, the President to disqualify any member of the Committee for prejudice or bias. (The request must contain reasons). A request for disqualification, if made, must be submitted at least three (3) business days prior to the hearing. If such disqualification occurs, the appropriate nominating body shall appoint a replacement to be approved by the President.
    - d. The right to present evidence.
    - e. The right to know the identity of the person(s) bringing the charge(s), unless there is sufficient cause for the person bringing the charge to fear (as determined by the appropriate area Vice President) reprisal.
    - f. The right to hear witnesses on behalf of the persons bringing the charges, unless there is sufficient cause for the person bringing the charge to fear (as determined by the appropriate area Vice President) reprisal.
    - g. The right to testify or to refuse to testify without such refusal being detrimental to the student.
    - h. The right to appeal the decision of the Committee to the President who will review the official record of the hearing. The appeal must be in writing and must be received within three (3) business days of the completion of the hearing receipt of the Committee's decision. If the student fails to submit the appeal by the deadline the appeal procedure ends, and the student forfeits his/her right to further appeal.
    - I. If a student fails to attend the hearing (the Committee will wait 10 minutes), the appeal procedure ends, and the student forfeits his/her right to further appeal.
  3. Prohibitions - Neither the student, nor his/her representatives (counsel, family, friends, etc.) shall contact a Disciplinary Review Committee member, the College witnesses, the President, members of the Board of Trustees, or other community constituents prior to the Disciplinary Review proceedings. Such contact constitutes a breach in the disciplinary process and may adversely affect the hearing.
  4. The Conduct of the Committee Hearings
    - a. Hearings before the Committee shall be confidential and shall be closed to all persons except the following:
      - (1) The student.
      - (2) Counsels.
      - (3) Witnesses who shall:
        - (a) Give testimony singularly and in the absence of other witnesses.
        - (b) Leave the committee meeting room immediately after completion of the testimony.
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- (4) Security - the Committee has the right to have members of the Campus Public Safety and Security Office present at the hearing.
  - b. The hearing will be recorded. Recordings will become the property of the college, and access to them will be determined by the Chairperson of the Committee and the Director. All recordings will be filed in the office of the Director.
  - c. Upon completion of a hearing, the Committee shall meet in executive session to determine concurrence or non-concurrence with the original finding and to recommend sanction, if applicable.
  - d. Decisions of the Committee shall be made by majority vote.
  - e. Within two (2) business days after the decision of the Committee, the Director shall send a certified letter to the student's last known address on file in the Office of Admissions and Records providing the student with the Committee's decision. A copy of this letter will be sent to the complainant. Failure to accept receipt of the letter within (6) six business days of letter postmark ends the appeal procedure and the party forfeits his/her right to further appeal.

**C. Appeal to the President** - If the student or the complainant refuses to accept the findings of the Committee either may appeal in writing to the President within three (3) business days after receipt of the Committee's decision. If the written appeal is not received by the President within the time frame the appeal process ends and they forfeit their right to further appeal. The President shall have the authority to:

1. Review the findings of the proceedings of the Committee.
2. Hear from the student, the Director, the complainant and the members of the Committee before ruling on an appeal.
3. Approve, modify, or overturn the decision of the Committee.
4. Inform the student and the complainant in writing of the final decision within ten (10) business days of the receipt of the appeal. Failure to accept receipt of the letter within (6) six business days of letter postmark ends the appeal procedure and the party forfeits his/her right to further appeal.

**D. Appeal to the Board of Trustees** - If either the student or the complainant refuses to accept the findings of the President either may appeal in writing to the Board of Trustees within three (3) business days of receipt of the President's decision.

If the written appeal is not received by the Board of Trustees within the time frame the appeal process ends and they forfeit their right to further appeal. The Board of Trustees or a committee of the Board may review information to date and render a decision without the personal appearance before them of the parties of the Review Committee hearing or they may choose to have the parties involved in the hearing appear before them before rendering a decision. The decision of the Board will be made within twenty (20) business days of receipt of the appeal and will be final.

## **VIII. STUDENT GRIEVANCE PROCEDURE**

**A. Purpose** - The purpose of the Student grievance Procedure is to assure students that their grievances will be considered fairly, rapidly, and in a non-threatening atmosphere.

Students have the right to grieve when they have reason to believe that a condition, situation, or action affecting them is unjust, inequitable, and/or a hindrance to effective performance.

A grievable action is an action that is in violation of written campus policies or procedures or constitutes arbitrary, capricious, or unequal application of written campus policies or procedures. This would include alleged discrimination on the basis of age, sex, race, handicap or other conditions, preferences or behaviors (excluding sexual harassment complaints, which, due to its sensitive nature, would first be directed to the grievance officer appointed by the President, and only if not resolved by meeting with the grievance officer would then follow the remainder of the grievance procedure). This would also include academic matters (excluding individual grades except where the above conditions apply).

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**B. Procedures** - These procedures are not intended to initiate disciplinary action against a member of the faculty, staff or administration, or to alter college policy.

1. **First Step** - The student must go to the instructor or staff member where the alleged problem originated. An attempt will be made to resolve the matter equitably and informally at this level. The conference must take place within five (5) business days of the incident which generated the complaint.
2. **Second Step** - If the grievance is not resolved at the informal conference, the student must talk with the faculty/ staff member's immediate supervisor (e.g. department chair) who will attempt to resolve the issue. This discussion must take place within five (5) business days of completion of step one.
3. **Third Step** - If the grievance is not resolved within the department, the student may file a written grievance. The student would obtain the grievance form from the Director of Counseling Services who will explain the grievance process to the student. The completed grievance form must be returned to the Director within five (5) business days of completion of step two. The Director will then refer the grievance to the appropriate administrator (e.g. division chair) involved. The administrator shall respond in writing to the student within ten (10) business days of receipt of the grievance form.
4. **Fourth Step** - If the written statement of the administrator does not satisfy the grievant, the student may request to appear before the Student Grievance Committee. The student must submit a written request to the Director of Counseling Services and be received within three (3) business days of receipt of the administrator's statement. The request shall include a copy of the original grievance form, a copy of the administrator's written response, and the reason why the administrator's response is unsatisfactory.

The Director shall immediately notify the President who shall insure that the Committee is organized in a manner consistent with Section C of this procedure (The Student Grievance Committee). The Director will send copies of the appeal to the members of the Committee, the employee, and the employee's supervisor. The employee against whom the grievance was filed shall be given an opportunity to respond in writing to the chairperson of the committee.

The Student Grievance Committee shall meet between five (5) and fifteen (15) business days of receipt of the request (excluding school breaks). A postponement may be granted by the Chairperson upon written request of either party, if the reason stated justifies such action.

The Committee shall function by the guidelines outlined in Section VII for the Disciplinary Review Committee.

The Committee shall decide by a majority vote the resolution of the grievance. In case of a tie, the chairperson shall vote to break the tie. The chairperson shall forward a copy of the Committee's decision to all parties involved and to the office of the President within two (2) business days of the Committee's decision.

5. **Fifth Step** - The Committee's decision may be appealed by either party involved to the President of the College within three (3) business days of receipt of the Committee's decision. Failure of the student to accept receipt of the letter within (6) six business days of letter postmark ends the appeal procedure and the student forfeits his/her right to further appeal. If the written appeal is not received by the President within the time frame the appeal process ends and they forfeit their right to further appeal. The President shall review the Committee's findings, conduct whatever additional inquiries deemed necessary, and will render a decision within ten (10) business days of receipt of the appeal.
6. **Sixth Step** - The President's decision may be appealed by either party involved to the

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Board of Trustees within three (3) business days of receipt of the President's decision. Failure of the student to accept receipt of the letter within (6) six business days of letter postmark ends the appeal procedure and the student forfeits his/her right to further appeal. If the written appeal is not received by the Board of Trustees within the time frame the appeal process ends and they forfeit their right to further appeal.

The Board of Trustees or a committee for the Board shall review any information to date, conduct whatever additional inquiries deemed necessary, and render a decision within twenty (20) business days of receipt of the appeal. The decision of the Board will be final.

**C. The Student Grievance Committee** - The Disciplinary Review Committee may serve as the Student Grievance Committee or, at the direction of the President, a new Committee may be formed for each grievance. Committee makeup and method of appointment will be the same as for the Disciplinary Review Committee.

**D. Right of Parties Involved in a Grievance** - When a grievance committee meeting is scheduled, the parties involved are entitled to:

1. A written notice of the complaint.
2. A written notice of the time and place of the meeting. This notice shall be forwarded to all parties at least five (5) business days prior to the meeting unless they waive this requirement.
3. Review all available evidence, documents, or exhibits that each party may present at the meeting.
4. Have access to the names of the witnesses who may testify.
5. Appear in person and present information on his or her behalf, call witnesses, and ask questions of any person present at the meeting.
6. The right to counsel. The role of the person acting as counsel is solely to advise the client. The counsel shall not address the Committee.
7. The student will provide the Director of Counseling Services the name of the student's counsel and the list of student's witnesses at least two (2) business days prior to the scheduled meeting.
8. If the grievant fails to attend the meeting (the committee will wait ten (10) minutes from the scheduled meeting time), the grievance procedure ends and the student forfeits their right to further appeal.

**E. Prohibitions** - Neither the student, nor his/her representatives (counsel, family, friends, etc.), shall contact a Student Grievance Committee member, the College witnesses, the President, members of the Board of Trustees, or other community constituents prior to the student grievance proceedings. Such contact constitutes a breach in the grievance process and may adversely affect the meeting.

## GRADE APPEAL PROCESS

### **PURPOSE**

The purpose of this section is to describe the process by which a student may appeal the final grade given by an instructor for completion of a curriculum course. A student who wishes to appeal a grade given for assignments, rather than for the completion of a course, should see the appropriate instructor and/or department chair.

### **PROCEDURE**

A student has the right to appeal a course grade when he/she believes that his/her performance in a course has been incorrectly evaluated by the instructor. Any such appeal should be initiated no later than two business weeks following the completion of the course.

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The first level of appeal, in all cases, should be to the instructor involved. Only if the issue cannot be resolved between the instructor and student should further appeals be made.

In that case, a student should make his/her appeal, in writing, to the appropriate department chair and should clearly set forth the basis for the student's belief that the evaluation is incorrect. The department chair will work with the instructor and, where appropriate, with the division chair, to review the student's appeal. The department chair, with the division chair's input, will make a response to the student within one business week of the date of appeal.

If the student is not satisfied with the department and division chairs' decision, the student has the right to appeal that decision, in writing, for review by the Vice President of Academic Services. The Vice President of Academic Services may communicate with the instructor, department chair, and appropriate division chair in order to fully understand the basis for appeal. The Vice President of Academic Services may appoint a peer review committee of curriculum faculty to act in an advisory capacity.

At the completion of this review and within one business week of the student's appeal, the Vice President of Academic Services will make a decision and convey that decision to the student, the instructor, department chair and division chairs involved. The decision of the Vice President of Academic Services is final.

## **POLICIES EFFECTING STUDENTS**

Policies included in this manual shall supersede all previous policies and shall take immediate effect unless otherwise stated. Policies shall be from three sources:

- 1) Student Government Association actions
- 2) Board of Trustees actions
- 3) Administration actions

### **1. Student Fees and Finance**

1.1 Each student who registers for six or more semester hours credit during the Fall or Spring Semesters is required to pay a \$30.00 student activity fee; each student who registers for less than six semester hours credit during the Fall or Spring Semesters is required to pay a \$15.00 student activity fee. There is no activity fee during the Summer Term. Each student who registers for six or more semester hours credit is required to pay a \$16.00 technology fee; each student who registers for less than six semester hours credit is required to pay a \$8.00 technology fee during the Fall, Spring and Summer Semesters.

### **2. WCC Identification Cards**

2.1 All activity fee-paying students are given student identification cards.

2.11 A receipt showing payment of tuition and activity fee must be shown.

2.12 These cards are valid from the semester of entry until graduation; semesterly validation stamps must be affixed upon payment of fees. These cards are used as proof of payment of the activity fee and for eligibility to participate in various student activities.

2.13 In order to use the IDs as library cards, students must have their cards bar coded.

2.14 Student Replacement IDs cost \$5.00.

2.2 Student IDs are used for the following purposes:

- a. Admission to student activities
- b. Library card
- c. Participation in intramurals
- d. Check cashing
- e. ID for bookstore and business office
- f. General identification

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### 3. Scheduled Student Events

- 3.1 Only activity fee-paying students who present valid WCC identification cards shall be permitted to attend any activity sponsored by the WCC Student Government Association.
- 3.2 Any organization which plans to have a social gathering or fund raising activity should observe the following procedures and instructions:
  - a. The Schedule Event Form or the Fund Raising Form must be turned in to the Coordinator of Student Activities at least three weeks prior to the event for review and approval/denial. Failure to meet this deadline may result in denial of the request.
  - b. The place and date for the event must be reserved and any necessary deposit paid. Campus facilities, in general, must be reserved through the Chief of Administrative Services. Student Lounge facilities must be reserved through the Student Activities Coordinator.
  - c. At least one advisor must be present and his/her name given to the Coordinator of Student Activities at least three weeks prior to the event.
- 3.21 College rules and regulations governing students are applicable to all social functions. The following should be kept in mind:
  - a. The sponsoring organization will be held responsible and accountable for the behavior and activities of all people attending the event.
  - b. Failure to follow the above procedure and instructions will result in the postponement or cancellation of the event.
  - c. A social function which, in the judgement of the advisors and administration, does not adhere to Wayne Community College standards is subject to immediate termination.
- 3.3 No group may sell food on campus during the hours of operation of the cafeteria line without permission of the Chief of Administrative Services -- at least three weeks in advance -- or the Coordinator of Student Activities.
- 3.31 (On Campus) SGA approved organizations must schedule all food sales, events, and/ or solicitations with the Coordinator of Student Activities. All other organizations must receive approval from the Chief of Administrative Services or his/her designee.
- 3.32 (Off Campus) SGA approved organizations must have prior approval for off-campus functions by the Coordinator of Student Activities.

## **CAMPUS PUBLIC SAFETY AND SECURITY**

CAMPUS SECURITY ACT: In 1990, The Campus Security Act was signed into law. The implications of the law affect, to some extent, all post secondary institutions. More importantly, it involves the entire campus community, not just the Office of Public Safety and Security, in responding to crime incidents that occur on campus. In 1998, the Campus Security Act was amended and renamed The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act. The Act requires WCC to prepare and distribute to all current faculty, staff, and students an annual report setting forth polices on crime prevention issues and providing statistics on the number of specific, violent crimes (murder and non-negligent manslaughter and negligent manslaughter, forcible and non-forcible sexual offenses, robbery, aggravated assault, burglary, arson, motor vehicle thefts, and hate crimes) which have occurred on campus and also the number of arrests on campus for liquor law violations, drug law violations, and weapons possessions. The annual report is available at [www.waynecc.edu/administration/security/securityreport](http://www.waynecc.edu/administration/security/securityreport). Copies are available from the Office of Public Safety and Security.

Wayne Community College's Office of Public Safety and Security is on duty 24 hours a day, 7 days a week, protecting both school and student property. The force also cites vehicles for traffic and parking violations. The Office of Public Safety and Security is located in WLC 140.

Illegal acts include but are not limited to the following:

1. Knowingly possessing, using, transmitting, or being under the influence of any narcotic drug, hallucinogenic drug, alcoholic beverage, amphetamine, barbituate, marijuana, or intoxicant of any kind at any school-sponsored event. Use of a drug authorized by a medical prescription from a registered physician is not considered a violation of this rule.
2. Stealing any item of property from any member of the student body, faculty, staff, or the college itself.
3. Malicious and unwarranted destruction of property belonging to the college or to any member of the student body, faculty, or staff.
4. Bringing a weapon on campus (i.e., firearm, knife, razor, B.B. gun, etc.). This includes weapons stored in any vehicle on campus property.

**ANYONE SUSPECTED OF INVOLVEMENT IN ILLEGAL ACTS SHOULD BE REPORTED TO THE PUBLIC SAFETY AND SECURITY OFFICE AS QUICKLY AS POSSIBLE. IF PUBLIC SAFETY AND SECURITY PERSONNEL ARE NOT AVAILABLE, ANY COLLEGE EMPLOYEE MAY BE CONTACTED. THE OFFICE OF PUBLIC SAFETY AND SECURITY CAN BE REACHED THROUGH THE SWITCHBOARD OPERATOR BY DIALING 0 OR 7050. AFTER 9:30 P.M., DIAL (919) 739-7050 TO REACH SECURITY ON WEEKDAYS AND ANYTIME ON WEEKENDS.**

Following these rules will help prevent thefts:

1. Always lock your vehicle, even for brief periods of time.
2. Do not leave anything of value in sight in your vehicle.
3. Do not leave personal belongings, such as books or handbags, unattended at any time.

**EMERGENCY CALL BOXES ARE LOCATED IN ALL PARKING LOTS AS WELL AS THE TENNIS COURTS. LOOK FOR THE BLUE LIGHT AND PUSH THE BUTTON ON THE BOX. THIS WILL ALERT SECURITY.**

**REWARDS**

**THE STUDENT GOVERNMENT ASSOCIATION HAS ESTABLISHED A REWARD OF UP TO \$100.00 FOR INFORMATION LEADING TO THE APPREHENSION OF ANYONE INVOLVED IN ILLEGAL ACTS COMMITTED ON CAMPUS.**

**ANYONE SUSPECTED OF INVOLVEMENT IN ILLEGAL ACTS SHOULD BE REPORTED TO THE OFFICE OF PUBLIC SAFETY AND SECURITY AS QUICKLY AS POSSIBLE. IF PUBLIC SAFETY AND SECURITY PERSONNEL ARE NOT AVAILABLE, ANY COLLEGE EMPLOYEE MAY BE CONTACTED.**

**EMERGENCY PHONE NUMBERS**

THE OFFICE OF PUBLIC SAFETY AND SECURITY.....	(919) 739-7050
EMERGENCY.....	911

**CAMPUS PARKING**

**PARKING REGULATIONS**

DISPLAY PARKING DECAL AS SHOWN ON LEFT SIDE OUTSIDE OF BACK GLASS (LEFT BOTTOM CORNER)

- Students may park in any undesignated parking spaces.
- Visitor parking spaces are not for student, faculty, or staff use.
- Should you need a temporary parking pass, contact the Office of Public Safety and Security through the switchboard.
- Motorcycles/mopeds must have parking decals visibly displayed.



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## **CLINIC PATIENT PARKING**

Student parking is permitted ONLY on Friday in the “clinic patient” parking spaces provided in the Holly Building parking lot.

# **TRAFFIC AND PARKING POLICY**

General Provisions - Under the provisions of North Carolina Statute 115D-21, the following Traffic and Parking Policy shall be enforced at the college:

- A. Citations will be issued for violations of the college’s Traffic and Parking Policy.
- B. The person to whom a vehicle parking decal is issued, as herein provided, shall be responsible for all parking and traffic violations of the vehicle for which the permit is issued. Obtaining a parking decal is the responsibility of the person bringing the vehicle on campus, and failure to do so constitutes a violation of the Traffic and Parking Policy. Motorcycles and mopeds shall be considered vehicles subject to this same policy.
- C. Specific violations of the Traffic and Parking Policy include the following:
  1. Parking in a restricted parking lot or zone.
  2. Parking in “handicapped parking” without a proper handicapped decal or license plate displayed.
  3. Parking on grass (unless signs indicate this is permissible).
  4. Blocking any legally parked vehicle.
  5. Not displaying a current parking decal/permit.
  6. Not affixing parking decal to the rear of the vehicle.
  7. Parking in a “no-parking” zone.
  8. Parking in a “visitor” zone.
  9. Affixing a parking decal/permit to a vehicle other than that for which it was issued.
  10. Parking against traffic flow.
  11. Reckless driving.
  12. Blocking or obstructing traffic, street, crosswalk, sidewalk, fire hydrant, building entrance or exit, or another vehicle properly parked.
  13. Protruding into lane of traffic.
  14. Double parking.
  15. Parking on shoulder of road (except where parking is indicated by official signs).
  16. Driving in excess of posted speed limits.
  17. Failure to obey traffic signs.
  18. Failure to obey directions of Public Safety and Security Officers.
  19. Failure to yield right-of-way at pedestrian crossings.
  20. Following too closely.
  21. Driving under the influence of alcohol or narcotics.
  22. Operating vehicle causing loud and unnecessary noise, such as mufflers, horns, public address systems, stereos, etc.
  23. Failure to yield right-of-way to emergency vehicles.
  24. Failure of two-wheeled vehicles to park in areas designated for them (Magnolia and Wayne Learning Center south lots).
  25. Operating or parking a vehicle in any manner that creates a safety hazard.
  26. Leaving a vehicle on campus overnight without notifying a Public Safety and Security Officer.

## **Article I**

All of the provisions of Chapter 20 of the General Statutes relating to the use of the highways of the State of North Carolina and the operation of motor vehicles thereon shall apply to the streets, roads, alleys, and driveways on the campus of the college along with other rules and regulations approved by the Board of Trustees.

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## **Article II**

These rules and regulations shall apply on a 24-hour basis to operators of all vehicles, public or private, while operating a vehicle on the campus of the college.

## **Article III**

The operator of any vehicle on the campus of the college shall comply with the legal instructions of any campus security officer and all traffic signs in accordance with the provision of these regulations. The responsibility of finding a legal parking space rests with the motor vehicle operator. Lack of space is not considered an excuse for violation of parking regulations. The college shall be responsible for ensuring that the necessary signs are erected and maintained to carry out the intent of these regulations.

## **Article IV**

All vehicles to be operated on campus must be properly registered and display a parking decal on the rear of the vehicle. (The left rear bumper is the preferred location). Students, faculty, and staff shall be required to register their vehicles. Failure to comply with the vehicle registration procedure constitutes an offense equal to a parking violation. Parking decals are obtained normally during registration but may be purchased from the Business Office for staff and the Student Activities Office for students.

## **SPECIFIC PROVISIONS**

### **Article VI**

The following system of citations and fines shall be used:

- A. The Office of Public Safety and Security shall be responsible for issuing citations for improper parking and other Traffic Code violations.
- B. Vehicle Fines
  1. Violations of the Traffic and Parking Policy carry a \$5.00 fine for each citation.
  2. Fines shall be made payable to the Business Office and receipted by the cashier.
  3. Fines must be paid immediately after all appeals have been exhausted; or if the person has not filed notification of the intent to appeal, immediately following his/her last hearing; or ten (10) calendar days after the ticket was issued and the time for appeal has expired; whichever is greater.
- C. When a vehicle which is improperly parked so as to obstruct the flow of traffic or movement of other vehicles is identified, the driver of the vehicle will be notified immediately. This may require calling the student out of class. If a student is notified more than once to move his/her improperly parked vehicle, his driving privileges on the college campus may be revoked.

### **Article VII**

In addition to the standard fines imposed for violations of the Traffic Code, the following penalties may also be imposed:

- A. All of those provisions detailed in North Carolina General Statute 115D-21 and Section 20.
- B. The college shall prohibit a student from registering for classes for the next semester if the student owes fines from the previous semester.
- C. The college shall withhold transcripts and deny graduation for students for failure to pay fines.
- D. Faculty and staff will be subject to disciplinary procedures in accordance with college policy.
- E. Delinquent fines will be added to the student's financial account with the college. The student will not be permitted to re-enroll until fines are paid.
- F. Students who accumulate five or more traffic citations for parking and traffic violations will lose their parking and driving privileges on campus for the remainder of the semester in which the violations have occurred and the following semester.
- G. Any vehicle left on campus for one week or more without properly notifying the Office of Public Safety and Security will be considered abandoned and towed at the owners expense.

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## **APPEAL PROCESS**

### **Article VIII**

Students receiving citations or penalties resulting from alleged violations of the Traffic and Parking Policy may do any of the following:

- A. Pay the fine.
- B. File written appeal with the Director of Counseling Services within three business days of receipt of a citation. A ruling on the appeal will be made within five business days and the student will be notified in writing.
- C. Students dissatisfied with the decision of the Director of Counseling Services may make further appeal to the Chief of Administrative Services within three business days.

## **CAMPUS SAFETY**

### **DISCOVERY OF A FIRE**

Immediately give the alarm by shouting “Fire! Fire! Fire!” and proceed to pull the nearest fire wall alarm. Notify the switchboard operator by dialing ext. 0 or the Office of Public Safety and Security by dialing ext. 7050. When the building fire alarm sounds, walk quickly to the nearest exit and alert others to do the same. Once outside, go to the parking lots away from the building.

### **MEDICAL EMERGENCIES**

Should a medical emergency arise, do not move the injured person unless you are certain about his/her condition or unless the person is in more danger where they are. Call EMS immediately by dialing 911. Call ext. 0 or ext. 7050 to notify the Office of Public Safety and Security of the person’s location and nature of illness or injury.

### **CAMPUS “LOCK DOWN”**

If ever a dangerous situation develops that poses a serious threat to the college and jeopardizes the safety of students or employees, the President or his/her designee will initiate campus “Lock Down.” “Lock Down” will be announced either by college personnel in a building or over the public address system and will remain in effect until terminated by law enforcement. If you are in a classroom when you hear the “Lock Down” announcement, close the classroom door, move away from the door and close the window blinds. Keep low to the floor and out of line of sight with the door. If anyone in the room has been injured or immediate assistance is needed, slide the placard, RED side up, under the door. If immediate assistance is not needed, slide the placard under the door GREEN side up. Do not let anyone in the classroom. Stay there until instructed to do otherwise by law enforcement or until the “ALL CLEAR” is sounded.

If you are in a hallway or outside when “LOCK DOWN” is announced, please take cover immediately by getting into a building and into a room. If you can’t do either, take cover behind any object you can find. Stay there until instructed otherwise by law enforcement.

### **POLICE K-9 UNIT PATROL**

Wayne Community College is routinely patrolled by Police K-9 Units. All staff, students, visitors and vehicles on WCC property are subject to K-9 exposure.

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## 2011 - 2012 SGA OFFICERS



**PRESIDENT**  
*Michael Best*



**VICE-  
PRESIDENT**  
*Wilson Hines*



**SECRETARY**  
*Alma Islas*



**LOCAL  
INTERACTION**  
*Majesty York*



**PUBLIC  
INFORMATION**  
*Kimberly  
Harville*



**SPECIAL  
POPULATIONS**  
*Reshaw Butler*

## WAYNE COMMUNITY COLLEGE *Student Government Association Constitution*

### PREAMBLE

We, the students of Wayne Community College, in order to foster a spirit of cooperation and sense of community among students, faculty, staff, and other community residents; coordinate and regulate student activities; maintain a high standard for the college by upholding high standards of personal conduct; and develop good citizens through practical experiences, do hereby establish this Constitution for the Student Government Association of Wayne Community College.

### ARTICLE I

**Name** - The name of this organization shall be the Student Government Association of Wayne Community College.

### ARTICLE II

**Purpose** - The Student Government Association of Wayne Community College shall serve as the official organization conducting the affairs of its members. The Student Government Association shall provide forums for students to engage in out-of-class student development activities and shall serve as direct liaison to the administration of the college.

### ARTICLE III

**Principles and Policies** - The Student Government Association shall at all times uphold the principles and policies of Wayne Community College.

### ARTICLE IV

**Membership** - The membership shall consist of all students who pay the student activity fee.

### ARTICLE V

**Administration** - The Student Government Association shall be divided into two branches: Legislative and Executive.

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Section A. The Student Council shall serve as the legislative branch of the Student Government Association.

Section B. The Executive Board shall serve as the executive branch of the Student Government Association.

### **ARTICLE VI**

**Business and Finance** - All business and financial affairs of the Student Government Association shall be conducted through the two branches as provided for within this constitution and bylaws or within the policy manual adopted and maintained by the Legislative branch.

### **ARTICLE VII**

**Meetings** - The branches of the Student Government Association shall hold meetings as set forth in the bylaws or as necessary to discharge the duties assigned to it. Such meetings shall be announced by generally accepted means at least forty-eight hours in advance. Robert's Rules of Order will be used and all questions of order shall be decided by Robert's Rules of Order Revised.

### **ARTICLE VIII**

**Advisors** - The advisors to the Student Government Association shall be the Vice President for Student Services and the Coordinator of Student Activities or each one's designated faculty or staff representative. Advisors will have access to and speaking privileges at all legislative and executive functions of the Student Government Association but will not be allowed to vote.

### **ARTICLE IX**

**Amendments** - This constitution and bylaws and its accompanying policy manual may be amended through action by the Student Council; also, this constitution and bylaws must be in conformity with state and school policies, and any conflict will be construed in favor of the state and/or school policy. Any amendments or revisions must be approved by a majority of those attending a Student Council meeting except in cases as otherwise stipulated.

## **BYLAWS OF THE STUDENT GOVERNMENT ASSOCIATION**

### **ARTICLE I. LEGISLATIVE BRANCH (STUDENT COUNCIL)**

**A. MEMBERSHIP** - Full voting membership in the Student Council is offered to all representatives of curricular departments and approved student clubs. These representatives shall have their names recorded and participation noted. These representatives shall have full voting privileges on the Student Council. Their names shall be submitted to the Student Government Association (SGA) secretary at the first meeting of the Fall Semester and as often as necessary.

1. Department Representatives - Two representatives will be selected or appointed from each academic department listed in the Organizational Chart of the college. New students (students who have completed less than one semester) may be selected or appointed to the Student Council and will be considered a student in good standing by the Student Government Association (see ARTICLE I, Section G, entitled "Grade Point Average" of the Bylaws.)
2. Club Representatives - Three representatives will be selected or appointed from each approved student club that is within good standing. New students (those who have never been previously enrolled at WCC) may not represent clubs.
3. Term of Office - One term is to be considered one academic calendar year. No Student Council member can be in office more than three consecutive terms.

**B. ATTENDANCE** - Members of the Student Council must maintain regular attendance at all Student Council meetings. Any Student Council member who misses three or more Student Council meetings in a given semester shall be suspended from the Council except under extenuating circumstances. Extenuating circumstances include but are not limited to illness, death in immediate family, work conflict, or class conflicts. The Student Council, at its

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regularly scheduled meetings, shall determine legitimacy of excuses for absences for its voting membership.

All activity fee-paying students retain their rights to attend Student Council meetings and may express their ideas but will not have voting privileges on any matter before the Council unless they are a representative or an executive officer.

**C. MEETINGS** - The Student Council shall meet monthly (September-May) to adequately conduct the business of the SGA.

**D. VACANCIES** - Vacancies may occur automatically under the following conditions:

1. Failure to register as a student.
2. Voluntary withdrawal from the college.
3. Suspension from the college.
4. Written resignation.
5. Resigning from office.
6. Student not in good standing.

All vacancies should be filled within thirty days of the announcement of the vacancy or at the next regularly scheduled Student Council meeting.

**E. GRADE POINT AVERAGE** - All Student Council members shall maintain a minimum overall cumulative GPA of 2.25 with no semester GPA falling below 2.00. If a cumulative GPA falls below 2.25, the individual is automatically placed on probation by the advisor(s) of the SGA. After one semester of probation, if the individual's GPA is not above 2.25, the individual is then automatically removed from office and the vacancy is filled (see ARTICLE I, Section A of the Bylaws). If the GPA (cumulative or semester) falls below 2.00 at any point, the individual is immediately removed from office. The advisor(s) will be responsible for obtaining and keeping abreast of all GPA averages of all voting delegates of the SGA. Any new student (students completing less than one semester) seeking an office on the Student Council will be considered to have adequate GPA but will be placed on compulsory probation. If this GPA is not above 2.25 after the first semester, they will be removed from office. New students are not allowed to seek Executive Office.

**F. CODE OF CONDUCT** - Because Student Council members are in a leadership capacity, they should conduct themselves in a proper manner at all times. Any action that would bring discredit to the Student Council, student body, faculty, staff, administration or Wayne Community College in general, whether he or she is serving in an official capacity of the SGA or not, could result in impeachment action being brought before the executive officers, advisors, and WCC Administration.

## **ARTICLE II. EXECUTIVE BOARD (OFFICERS)**

**A. MEMBERSHIP** - The Executive Board is made up of the president, vice president, secretary, standing committee chairpersons, and advisors. These officers and advisors are considered the Executive Board of the full SGA and ex-officio members of all committees. The term of office will be first day of Fall Semester until graduation.

**B. ATTENDANCE** - Executive Board is expected to attend all Executive Board and Student Council meetings. Officers must have all absences approved by the SGA advisors. Executive officers will meet all conditions set forth in ARTICLE I, Section C of the Bylaws.

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## C. DUTIES, POWERS, RESPONSIBILITIES, PRIVILEGES

1. President - The president shall:
  - a. be the official spokesperson for the SGA.
  - b. preside over all meetings of the Student Council and Executive Board.
  - c. serve as a non-voting member of the Board of Trustees of Wayne Community College.
  - d. appoint all committee chairpersons except chairperson of the Nominating Committee.
  - e. meet with the advisor(s) of the SGA on a regular basis.
  - f. receive a scholarship in the form of a stipend equal to one-fourth of the in-state tuition reimbursed monthly during the term of office. This amount does not include student fees.
  - g. not vote in either the Student Council or Executive Board meetings unless to break a tie vote.
  - h. attend all state and district SGA meetings.
  - i. be responsible for items appearing on the agenda to come before the Executive Board and Student Council.
  - j. be responsible to assume all deadlines are being met by all committee chairpersons.
  - k. foster a spirit of unity among the Student Council and Executive Board, committees, and the student body in general.
  - l. perform all other duties assigned by the Student Council and/or Executive Board.
  - m. not serve as an officer of any other organization on campus while in office.
2. Vice President - The vice president shall:
  - a. serve in any capacity the president is unable to attend.
  - b. serve as parliamentarian for the Student Council and Executive Board.
  - c. assume all duties, responsibilities, powers, and privileges of the president, if the president's office is vacated.
  - d. receive a scholarship in the form of a stipend equal to one-fourth of the in-state tuition reimbursed monthly during the term of office. This amount does not include student fees.
  - e. assist the president in his or her duties and responsibilities.
  - f. be ex-officio member of all standing committees.
  - g. be responsible for all physical arrangements at all Student Council and Executive Board meetings.
  - h. meet with the president and advisor(s) on a regular basis.
  - i. attend all state and district SGA meetings.
  - j. foster a spirit of unity among the Student Council and Executive Board, committees, and student body in general.
  - k. perform all other duties assigned by the Student Council, Executive Board, and/or president of SGA.
3. Secretary - The secretary shall:
  - a. be responsible for all written communication and maintenance of records for the Student Council and the Executive Board as well as for the Executive Officers.
  - b. record attendance and minutes at both Student Council and Executive Sessions.
  - c. attend all state and district SGA meetings.
  - d. receive a scholarship in the form of a stipend equal to one-fourth of the in-state tuition reimbursed monthly during the term of office. This amount does not include student fees.
  - e. foster a spirit of unity among Student Council and Executive Board, committees, and the student body in general.
  - f. meet with the president, vice president and advisor(s) on a regular basis.
  - g. perform all other duties assigned by the Student Council and Executive Board and president of SGA.
4. Treasurer - The treasurer shall:
  - a. keep accurate and daily financial records for the SGA.
  - b. compile and report the financial transactions to the Executive Board and Student Council.

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- c. meet with the Executive Board on a regular basis.
  - d. attend all state and district SGA meetings.
  - e. foster a spirit of unity among the Student Council and Executive Board.
  - f. perform all other duties assigned by the Student Council and Executive Board of the SGA.
  - g. receive a scholarship in the form of a stipend equal to one-fourth of the in-state tuition reimbursed monthly during the term of office. This amount does not include student fees.
- NOTE: Advisor to the SGA acts in the capacity of treasurer.

#### **D. STANDING COMMITTEES**

1. Public Information chairperson shall:
  - a. solicit help and support from other members of the SGA and student body to create posters and informative literature for upcoming events.
  - b. alert the news media of any events that are deemed necessary and advantageous to the student body by the SGA.
  - c. submit for publication all necessary SGA news to be printed on the CamNet in a timely manner.
  - d. communicate with WCC public information officer to develop effective media releases before submission to media sources.
  - e. chair any committee meeting deemed to be a public information related project.
  - f. give a report at all SGA meetings on committee activities.
  - g. receive a scholarship in the form of a stipend equal to one-fourth of the in-state tuition reimbursed monthly during the term of office. This amount does not include student fees.
2. Special Populations chairperson shall:
  - a. recongize all special populations on the WCC campus, and give a report at all meetings related to the status of special needs students.
  - b. reaffirm, through planning of student activities, WCC's policy related to equal opportunities: (Wayne Community College is an Equal Opportunity/Affirmative Action College and accommodates the needs of individuals with disabilities.)
  - c. chair any committee meeting deemed to be a special populations concern.
  - d. relay any information to the public information officer that is deemed necessary to report to the student body of WCC related to special populations.
  - e. receive a scholarship in the form of a stipend equal to one-fourth of the in-state tuition reimbursed monthly during the term of office. This amount does not include student fees.
3. Local Interactions chairperson shall:
  - a. chair any committee meeting deemed to be a local interaction concern.
  - b. be aware of and report on situations and opportunities available both on campus and in the community at large that are deemed advantageous or of importance to the student body of WCC.
  - c. maintain communication with the Greater Goldsboro Chamber of Commerce related to identifying service opportunities in the Goldsboro/Wayne County area.
  - d. identify, plan, and organize participation in events on and off campus that are related to the service (service projects) of the community population as well as the WCC student body.
  - e. relay any local interactions information to the public information officer that is deemed necessary to report to the student body.
  - f. receive a scholarship in the form of a stipend equal to one-fourth of the in-state tuition reimbursed monthly during the term of office. This amount does not include student fees.

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**E. VACANCIES** - Vacancies may occur automatically under the following conditions:

1. Failure to register as a student.
2. Voluntary withdrawal from the college.
3. Suspension from the college.
4. Written resignation.
5. Student is not in good standing.

All vacancies should be filled within thirty days of the announcement of the vacancy or at the next regularly scheduled Student Council meeting.

**F. GRADE POINT AVERAGE** - All Executive officers shall maintain a cumulative and semesterly quality point average of 2.50.

1. If the semesterly GPA falls below 2.50, the officer(s) will be placed on probation.
2. If the semesterly GPA falls below 2.00, officer(s) must be removed from office.
3. All officers shall maintain a minimum of nine semester hours each semester. If an officer drops below nine hours, the officer will be removed from office.

**G. CODE OF CONDUCT** - Because Executive officers are in a leadership position, they must conduct themselves in a proper and acceptable manner at all times. If an Executive Officer commits any action(s) that would bring discredit to the student body, Student Council, Executive Board, faculty, staff, administration, or to Wayne Community College in general, whether serving in an official capacity or not, this could result in impeachment.

**H. CANDIDATES, FILING PROCEDURES, ELECTION**

1. Candidates
  - a. All Executive Officer candidates must have a 2.75 cumulative grade point average at the time of petitioning for an office.
  - b. All candidates must have been enrolled as curriculum students at least one semester prior to date of petition.
2. Filing Procedures
  - a. Candidates must submit a petition containing a minimum of 100 names of activity fee-paying students to demonstrate sufficient support to actively seek office.
  - b. Petition to seek office can be acquired from the advisor(s) and must be submitted two weeks prior to elections. No petition will be accepted after the two-week deadline.
  - c. Candidates must present in writing to the advisor(s) reasons why he/she wants to seek office. These must be made public during the running for office by some approved forum.
3. Elections
  - a. Advisor(s) will determine eligibility of all candidates and assure no guidelines have been breached. Any breach will result in the ineligibility of the candidate.
  - b. Advisor(s) of the SGA will determine the date for the election. Elections must be completed by the end of the last week of April in case a runoff election is required.
  - c. Results will be announced by 10 am the following school day.
  - d. A runoff election may be called for by an unsuccessful candidate. If they are within five percent of the winning candidate in relation to the number of votes and only if there are three or more candidates seeking the same office. Advisor(s) will notify an unsuccessful candidate if they are qualified for a runoff election prior to posting the results of the election.

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## I. OATH OF OFFICE

1. Executive Officers - Executive officers shall take their oaths of office prior to the last day of classes during Spring Semester.
2. Student Council Members - Student Council members shall take their oaths of office as they fill Student Council vacancies.
3. The oath of office shall be as follows: I pledge to uphold the Student Government Association's Constitution and Bylaws and to abide by the regulations and policies as prescribed by the Trustees and Administration of Wayne Community College.

I pledge to be fair in all my endeavors and to promote goodwill for Wayne Community College.

I pledge to carry out the responsibilities for my office to the best of my ability and to promote harmony among all segments of the student body.

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Wayne Community College is concerned with the health, safety and wellness of all employees, students and visitors to the campus. Being aware of the health hazards associated with smoking and the use of other tobacco products, the College provides a smoke-free and tobacco-free environment.

As of August 1, 2009 no smoking or use of tobacco products is permitted on the WCC campus. This includes all buildings, facilities, College vehicles, walkways, out-of-door areas, campus grounds and parking lots.

For College programs and courses offered off campus in public or private locations, the instructional area shall be smoke-free and tobacco-free, and to the extent possible, the area immediately in front of the doors entering off-campus instructional areas shall be smoke free and tobacco free.

Enforcement of all College policies and procedures is the responsibility of all faculty and staff members.

Violation of this policy may subject students to disciplinary action as outlined in the Student Code of Conduct.

## DRUGS AND THEIR RISKS

### TYPES OF DRUGS:

**Schedule I:** Heroin, LSD, Peyote, Mescaline, Psilocybin (Shrooms), Other Hallucinogens, Methaqualone (Quaaludes) Phencyclidine (PCP), and MDA

**Schedule II:** Morphine, Demerol, codeine, Percodan, Percocet, Fentanyl, Dilaudid, Secondal, Nembutal, cocaine, Amphetamines, and other opium and opium extracts and narcotics.

**Schedule III:** Certain barbiturates such as amobarbital and codeine containing medicine such as Fiorinal #3, Doriden, Tylenol #3, Empirin #3, and codeine-based cough suppressants such as Tussionex and Hycomine

**Schedule IV:** Barbiturates, narcotics and stimulants including valium, Talwin, Librium, Equanil, Darvon, Carvocet, Placidyl, Tranzene, Serax, Ionamin (yellow jackets)

**Schedule V:** Compounds that contain very limited amounts of codeine, dihydrocodeine, ethylmorphine, opium, and atropine, such as Terpine Hydrate with codeine, Robitussin AC

**Schedule VI:** Marijuana, THC, Hashish, Hash Oil, Tetrahydrocannabinol

### HEALTH RISKS:

Psychologically and physically addictive; depression, withdrawal symptoms, convulsions, death, unpredictable behavior with hallucinogens; possible damage to unborn fetus.

Psychologically and physically addictive; withdrawal symptoms, convulsions, respiratory failure, frequent accidents; possible damage to unborn fetus; death; cocaine and amphetamines increase blood pressure which can lead to irregular heartbeat and death; amphetamines can cause agitation, increase in body temperature, hallucinations convulsions, possible death

Psychologically and physically addictive; potential liver damage, nausea and vomiting, dizziness, disorientation, shallow breathing, cold and clammy skin, coma, possible death; withdrawal symptoms include anxiety, tremors, insomnia, convulsions, possible damage to unborn fetus

Psychologically and physically addictive; drowsiness, withdrawal symptoms, tremors, abdominal and muscle cramps, insomnia, anxiety, convulsions, possible death; possible damage to unborn fetus

Psychologically and physically addictive; nausea, gastrointestinal symptoms, drowsiness, withdrawal symptoms including runny nose, watery eyes, panic, chills, cramps, irritability, nausea; possible damage to unborn fetus

Psychologically addictive; increased risk of lung cancer, bronchitis, and emphysema; contributes to heart disease, fatigue, paranoia, possible psychosis; withdrawal symptoms including insomnia, hyperactivity and decreased appetite; depression of the immune system; decreased sperm count in men and irregular ovulation in women

**NOTE:** Wayne Community College property includes both a child care center and a secondary school.

North Carolina General Statute 90-95 (e)(8) classifies the manufacture, sale or delivery, or possession with intent to manufacture, sell or deliver, a controlled substance on property used for a child care center, or secondary school or within 1,000 feet of the boundary of real property used for a child care center, or secondary school as a Class E felony.

## ALCOHOL AND ITS RISKS

### **TYPES OF ALCOHOL:**

**Malt Beverage** is beer, 1/2 of 1% to 6% alcohol  
**Unfortified Wine** is wine not more than 17% alcohol  
**Fortified Wine** is wine of not more than 24% alcohol  
**Spirituos Liquor** is distilled spirits of ethyl alcohol, including spirits of wine, whiskey, rum, brandy, gin, etc. Mixed Beverage is a drink composed in whole or part of spirtuous liquor and served at restaurants, hotels and private clubs licensed by the State.

### **HEALTH RISKS:**

Psychologically and physically addictive; respiratory depression; depression of the immune system; increased risk of heart disease, cancer, accidents, hypertension; brain damage; damage to unborn fetus; impotence at high dosage levels

*For Additional Information, Contact Your Local Health Care Provider or Pharmacist.*

## NORTH CAROLINA LAWS

### **TO POSSESS:**

**Maximum Penalty:** Five (5) years in prison and/or fine  
*(Felony)*

**Maximum Penalty:** Two (2) years in prison and/or \$2,000 fine (Misdemeanor) -- UNLESS--  
 1. Exceeds (4) tablets, capsules, other dosage units or equivalent quantity of Hydromorphone  
 2. Exceeds (100) tablets, capsules, other dosage units or equivalent quantity  
 3. One gram or more of Cocaine. Maximum Penalty: Five (5) years in prison and/or fine *(Felony)*

**Maximum Penalty:** To possess less than (100) tablets, capsules, other dosage units or equivalent quantity: Two (2) years in prison and/or fine *(Misdemeanor)*

**Maximum Penalty:** Same as Schedule III.

**Maximum Penalty:** Six (6) months in prison and/or fine (Misdemeanor)

**Maximum Penalty:** To possess less than 1/2 ounce of Marijuana or 1/20 ounce Hashish: Thirty (30) days in prison and/or \$100 fine *(Misdemeanor)*  
 To possess more than 1/2 ounce of Marijuana or 3/20 ounce of Hashish or consists of any quantity of synthetic Tetrahydrocannabinols or synthetic Tetrahydrocannabinols or Tetrahydrocannabinols isolated from the resin of Marijuana: Five (5) years in prison and/or fine *(Felony)*

### **TO POSSESS WITH INTENT TO SELL OR DELIVER: TO MANUFACTURE OR SELL AND/OR DELIVER:**

**Maximum Penalty:** Ten (10) years in prison and/or fine  
*(Felony)*

**Maximum Penalty:** Ten (10) years in prison and/or fine *(Felony)*

**Maximum Penalty:** Five (5) years in prison and/or fine  
*(Felony)*

**Maximum Penalty:** Five (5) years in prison and/or fine  
*(Felony)*

**Maximum Penalty:** Five (5) years in prison and/or fine  
*(Felony)*

**Maximum Penalty:** Five (5) years in prison and/or fine  
*(Felony)*

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## NORTH CAROLINA LAWS

**TO POSSESS, ATTEMPT TO PURCHASE OR PURCHASE; TO SELL OR GIVE: Malt Beverages, Unfortified Wine, Fortified Wine, Spirituous Liquor or Mixed Beverages to Anyone Under Twenty-one (21) Years Old:**

**Maximum Penalty:** Imprisonment for a term not exceeding two (2) years or a fine, or both, in the discretion of the court (*Misdemeanor*), However, to possess, attempt to purchase, or purchase by 19 or 20 Year Old is an infraction punishable by a fine not to exceed twenty-five dollars (\$25)

**AIDER AND ABBETTOR:**

1. By any person who is under (21) years of age to purchase and who aids or abets another to attempt to purchase, purchase or to possess; sell or give shall be guilty of a misdemeanor punishable by imprisonment for not more than six (6) months and/or a fine up to five hundred dollars (\$500).
2. By any person over (21) years of age to purchase and who aids or abets another to attempt to purchase, purchase or to possess; sell or give shall be guilty of a misdemeanor punishable by imprisonment for not more than two (2) years and/or a fine up to two thousand dollars (\$2,000). General status 186-302.

*For Additional Information, Contact Your Local Law Enforcement Agency or District Attorney's Office*

### ORGANIZATIONS AND AGENCIES - LOCAL

Alcoholics Anonymous - 919-735-4221

Goldsboro Police Department - 919-705-6572

Narcotics Anonymous - 919-734-2965

East Point of Goldsboro - 919-705-1788

Wayne County Health Department - 919-731-1000

Wayne County Sheriff's Office - 919-731-1481

### ORGANIZATIONS AND AGENCIES - NATIONAL

Drug-Free Workplace Help Line  
1-800-967-5752 • [www.drugfreeworkplace.gov](http://www.drugfreeworkplace.gov)

Cocaine Hotline - 1-800-688-4232

Al-Anon - 1-800-356-9996

National Institute on Drug Abuse Hotline - 1-800-662-HELP

American Council on Alcoholism - 1-800-527-5344

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## **WAYNE COMMUNITY COLLEGE DRUG AND ALCOHOL PREVENTION PROGRAM**

The abuse and use of drugs and alcohol are subjects of immediate concerns in our society. These problems are extremely complex and ones for which there are no easy solutions. The college strives to encourage prevention of drug and alcohol abuse to the extent possible. The college's prevention program includes an educational program aimed at preventing drug abuse and illegal drug use, therapeutic support through short-term clinical counseling and appropriate referrals, and deterrence through an active public safety and security department which works closely with local law enforcement. From a safety perspective, the users of drugs or alcohol may impair the well-being of all employees, students, and the public at large; drug and alcohol use may also result in damage to college property. Therefore, in compliance with the Federal Drug-Free Workplace and Drug-Free Schools and Communities Act of 1988 (Public Law 101-690), it is the policy of this college that the unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance or alcohol, is prohibited while in the workplace, on college premises, or as part of any college-sponsored activities. Any employee or student violating this policy will be subject to disciplinary action up to and including termination or expulsion and referral for prosecution. The specifics of this policy are as follows:

1. Wayne Community College does not differentiate between unlawful users, pushers, or sellers of drugs or alcohol. Any employee or student who possesses, uses, sells, gives, or in any way transfers a controlled substance or alcoholic beverage to another person, or manufactures a controlled substance while in the work place, on college premises, or as part of any college sponsored activity, will be subject to disciplinary action up to and including termination or expulsion and referral for prosecution.

2. The term "controlled substance" means any drug listed in 21 CFR Part 1308 and other federal regulations, as well as those listed in Article V, Chapter 90 of North Carolina General Statutes. Generally, these are drugs which have a high potential for abuse. Such drugs include, but are not limited to, Heroin, Marijuana, Cocaine, PCP, and Crack." They also include "legal drugs" which are not prescribed by a licensed physician.

The term alcoholic beverage includes beer, wine, whiskey and any other beverage listed in Chapter 18B of the General Statutes of North Carolina.

3. If any employee or student is convicted of violating any criminal drug or alcoholic beverage control statute while in the workplace, on college premises, or as part of any college-sponsored activity, he or she will be subject to disciplinary action up to and including termination or expulsion. Alternatively, the college may require the employee or student to successfully finish a drug abuse program sponsored by an approved private or governmental institution as a precondition for continued employment or enrollment at the college.

4. Each member or student is required to inform the college in writing, within five (5) days after he or she is convicted for violation of any federal, state, or local criminal drug or alcoholic beverage control statute where such violation occurred while in the work place, on college premises, or as part of any college-sponsored activity. A conviction means a finding of guilt (including a plea of nolo contendere) or the imposition of a sentence by a judge or jury in any federal or state court.

5. Convictions of employees working under federal grants, for violating drug laws in the workplace, on college premises, or as part of any college sponsored activity, shall be reported to the appropriate federal agency. The Office of Human Resources must notify the U. S. Government agency, with which the grant was made, within ten (10) days after receiving notice from the employee or otherwise receives actual notice of a violation of a criminal drug statue occurring in the workplace. The college shall take appropriate disciplinary action with 30 calendar days from receipt of notice. As a condition of further employment on any federal government grant, the law requires all employees to abide by this policy.

6. A description of applicable state sanctions and the health risks associated with the use of both illicit drugs and alcohol is in the previous part of this section.









**Azalea:** Mechanical and Social Studies

**Cedar:** Energy Plant

**Dogwood:** Administration, Arts, Business Office, College Transfer, and Mathematics

**Hocutt:** Auto, Engineering, Welding, and WEMCHS

**Holly:** Dental Clinic and Science

**Magnolia:** Agriculture, Automotive, and Open Computer Lab

**Maple:** Auto Body Shop

**Oak:** Child Care Center

**Pine:** Allied Health and Public Safety

**Spruce:** Business and Computer Technologies, CAD Drafting, and Mechanical Engineering

**Walnut:** Continuing Education, Basic Skills, and Small Business Center

**Wayne Learning Center (WLC):** Bookstore, Cafeteria, Library, and Student Services