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

www.southwest.tn.edu
901-333-STCC (local) • 1-800-717-STCC (out-of-state)
Southwest Tennessee Community College • P.O. Box 780
Memphis, Tennessee 38101-0780

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

To fulfill its multipurpose mission, the college:

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

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

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

**VALUES**

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

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

**HISTORY**

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

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

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

ADVANTAGES

Southwest offers its diverse student population such advantages as:

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

ACCREDITATION

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

Accrediting Agencies

- Business Programs:
  Association of Collegiate Business Schools and Programs (ACBSP)
  - Accountancy
  - Business Administration
  - Court Reporting
  - Fire Science
  - General Technology/Business
  - Hospitality Management
  - Mid-Management
  - Paralegal Studies
  - Office Administration
  - University Parallel/Business

- Tutoring Programs:
  Certification by College Reading and Learning Association (CRLA)

- Dietetic Technician Program:
  Commission on Accreditation Approval for Dietetics Education (CADE)
  The American Dietetic Association
  216 W. Jackson Blvd.
  Chicago, IL 60606-6995
  1-800-877-1600

- Emergency Medical Technology-Paramedic:
  Accreditation of Allied Health Education Programs
  1248 Harwood Rd.
  Bedford, TX 76021

- Engineering Technology Programs: Technology Accreditation Commission (TAC) of the Accreditation Board for Engineering and Technology, Inc. (ABET):
  - Architectural Engineering Technology
  - Civil/Construction Engineering Technology
  - Computer Engineering Technology
  - Electrical Engineering Technology
  - Industrial Engineering Technology
  - Mechanical Engineering Technology
  - Telecommunication Engineering Technology

- Ford and GM Programs:
  National Automotive Technicians Education Foundation, Inc.
  840 West Bryn Mawr, Suite 670
  Chicago, IL 60631
  773-714-8880

- Laboratory Phlebotomy Technician:
  The National Accrediting Agency for Clinical Laboratory Sciences
  840 West Bryn Mawr, Suite 670
  Chicago, IL 60631
  773-714-8880

- Laboratory Technician Program:
  The National Accrediting Agency for Criminal Laboratory Sciences
  840 West Bryn Mawr, Suite 670
  Chicago, IL 60631
  773-714-8880

- Paralegal Studies:
  American Bar Association

- Physical Therapy Assistant Program:
  The Commission on Accreditation in Physical Therapy Education
  1111 North Fairfax Street
  Alexandria, VA 22314
  703-706-3245

- Radiologic Technology:
  The Joint Review Committee on Education in Radiologic Technology
  20 N. Wacker Drive, Suite 900
  Chicago, IL 60606
  312-704-5300
INSTITUTIONAL NOTICE

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

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

Current information can be obtained from the following sources:

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

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

EEO/ TITLE IX/ SECTION 504/ ADA

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

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

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

WORLDWIDE WEB

Southwest Tennessee Community College maintains a Home Page on the World Wide Web. Information about the College and its academic programs and policies is available. The Academic Calendar that contains dates important to registration, admissions, special events, etc., is an important web resource for students and potential enrollees. Persons with access to the Web are encouraged to visit the STCC Home Page for the latest information. The Web address is www.southwest.tn.edu
Fall Semester 2002

July 19 – August 16  Fall Term Early Registration
August 16  Last Day to Pay Early Registration Fees
August 22-23  Regular Registration and Fee Payment
August 26  Faculty Development Day (NO REGISTRATION OF STUDENTS – Drops and Withdrawals only)
August 27  Last Day to Drop Fall Courses or Withdraw with 100% Refund (NO REGISTRATION OF STUDENTS – Drops and Withdrawals only)

August 27  Faculty Planning/Preparation Day
August 27  Telecourse Orientation (6 p.m.)
August 28  Classes Begin
August 28  Late Registration and Fee Payment
August 29  Last Day to Register or Add a Class
September 2  Holiday – Labor Day (Classes Dismissed Aug. 31, Sept. 1, 2)
September 10  Last Day to Drop Fall Courses or Withdraw With 75% Refund
September 20  Last Day to Drop Fall Courses or Withdraw With 25% Refund
September 27  Last Day to Submit Applications for Degree for Fall Completers

October 4  College Convocation
October 15  Nursing (Spring Class) Application Deadline
October 15  LPN Mobility Track Nursing Application Deadline
October 28 – November 15  Academic Advising for Spring 2003
November 1  Dietetic Technician (Spring Class) Application Deadline
November 1  Phlebotomy Clinical (Spring Class) Application Deadline
November 1  Medical Laboratory Technology (Spring Class) Application Deadline
November 1  Last Day to Withdraw From Fall Courses With a Grade of “W”
November 1  Candidates for Spring Commencement Initiate Application for Graduation with Academic Advisor

November 8, January 3  Spring Early Registration
November 27 – December 1  Classes Dismissed
November 28-29  Holiday – Thanksgiving (Offices Closed)
December 6  Last Day of Classes
December 7 – 13  Final Exams Week *
December 17  Grades Due in Records Office by Noon
December 17  Date Spring and Summer “I” Grades Change to “F”
December 23  Grades Available Via Telephone

* PLEASE NOTE: Faculty will not be available for advising during Final Exams Week
### Spring Semester 2003

**June**
- Last Day to Pay Fees for Spring Early Registration
- Summer/Fall Early Registration Begins
- Radiologic Technology (Fall Class) Application Deadline
- Good Friday (Classes Dismissed)
- Last Day of Classes
- Final Exams Week
- Grades Available Via Telephone
- Last Day to Pay Fees for Summer Early Registration

**July**
- Faculty Planning/Preparation Day
- Telecourse Orientation
- Classes Begin
- Last Day to Register or Add a Class
- Holiday-Dr. Martin Luther King Jr. Day (Offices Closed Jan. 18, 19, 20)
- Last Day to Drop Spring Courses or Withdraw With 75% Refund
- Last Day to Submit Applications for Spring Graduation to Records Office
- Nursing (Fall Class) Application Deadline
- Last Day to Drop Spring Courses or Withdraw With 100% Refund
- Spring Break
- Faculty Development Day **(NO REGISTRATION OF STUDENTS – DROPS AND WITHDRAWALS ONLY)**
- First Day of Classes
- Late Registration and Fee Payment
- Classes Begin
- Last Day to Register or Add a Class
- Holiday-Independence Day (Offices Closed)
- Grades Due in Records Office
- Last Day to Pay Fees for Summer Early Registration

**August**
- Last Day to Submit Applications for Degree for Summer Completers to Records Office
- Application Deadline
- Application Deadline
- Application Deadline
- Holiday - Independence Day (Offices Closed)
- Grades Due in Records Office by Noon
- Last Day to Pay Fees for Summer Early Registration

**September**
- Nursing (Fall Class) Application Deadline
- Last Day to Drop Spring Courses or Withdraw With 25% Refund
- Application Deadline
- Spring Break
- Last Day to Drop Spring Courses or Withdraw With 75% Refund
- Last Day to Submit Applications for Spring Graduation to Records Office
- Last Day to Submit Applications for Degree for Summer Completers to Records Office
- Application Deadline
- Application Deadline
- Holiday-Good Friday
- Last Day of Classes
- Final Exams Week

**October**
- Last Day to Pay Fees for Summer Early Registration
- Faculty will not be available for advising during Final Exams Week

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### Summer 2003

**Summer I 2003**

**May**
- Last Day to Pay Summer Early Registration Fees
- Regular Registration and Fee Payment
- Last Day to Drop Summer I Courses or Withdraw with 100% Refund
- Memorial Day – Offices Closed
- Classes Begin
- Late Registration and Fee Payment
- Last Day to Register or Add a Class
- Last Day to Drop Summer I Courses or Withdraw with 75% Refund
- Last Day to Drop Summer I Courses or Withdraw with 25% Refund
- Last Day to Withdraw from Summer I Courses with a Grade of “W”
- Last Day of Classes
- Final Exams
- Medical Laboratory Technology (Fall Class) Application Deadline
- Laboratory Phlebotomy Technician (Fall Class) Application Deadline
- Pharmacy Technician Application Deadline
- Emergency Medical Technician Paramedic Application Deadline
- Holiday-Independence Day (Offices Closed)
- Grades Due in Records Office
- Last Day to Submit Applications for Degree for Summer Completers to Records Office

**June**
- Last Day to Pay Summer Early Registration Fees (By 4 p.m.)
- Medical Laboratory Technology (Fall Class) Application Deadline
- Laboratory Phlebotomy Technician (Fall Class) Application Deadline
- Pharmacy Technician Application Deadline
- Emergency Medical Technician Paramedic Application Deadline
- Holiday-Independence Day (Offices Closed)
- Grades Due in Records Office
- Last Day to Submit Applications for Degree for Summer Completers to Records Office

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*PLEASE NOTE: Faculty will not be available for advising during Final Exams Week*
### Summer II 2003

- **July 3**: Regular Registration and Fee Payment
- **July 3**: Last Day to Drop Summer II Courses or Withdraw with 100% Refund
- **July 4**: Holiday-Independence Day (Offices Closed)
- **July 7**: Classes Begin
- **July 7**: Late Registration and Fee Payment
- **July 7**: Last Day to Register or Add a Class
- **July 11**: Last Day to Drop Summer II Courses or Withdraw with 75% Refund
- **July 14**: Last Day to Drop Summer II Courses or Withdraw with 25% Refund
- **July 15**: Last Day to Submit Applications for Degree for Summer Completers to Records Office
- **July 25**: Last Day to Withdraw from Summer II Courses with a Grade of “W”
- **August 6**: Last Day of Classes
- **August 7-8**: Final Exams
- **August 7**: Grades Due in Records Office by Noon
- **August 15**: Last Day to Pay Fees for Fall Early Registration
- **August 18**: Grades Available Via Telephone

### Extended Summer 2003

- **May 16**: Last Day to Pay Summer Early Registration Fees
- **May 22-23**: Registration and Fee Payment
- **May 23**: Last Day to Drop Summer I and Extended Summer Courses or Withdraw with 100% Refund
- **May 26**: Memorial Day – Offices Closed
- **May 27**: Telecourse Orientation (6 p.m.)
- **May 27**: Classes Begin
- **May 27**: Late Registration and Fee Payment
- **May 27**: Last Day to Register or Add a Class
- **June 9**: Last Day to Drop Extended Summer Courses with 75% Refund
- **June 13**: Last Day to Drop Extended Summer Courses with 25% Refund
- **June 14**: Medical Laboratory Technology (Fall Class) Application Deadline
- **July 1**: Pharmacy Technician Application Deadline
- **July 1**: Emergency Medical Technician Paramedic Application Deadline
- **July 1**: Phlebotomy Laboratory Technician Application Deadline
- **July 4**: Holiday-Independence Day (Offices Closed)
- **July 14**: Last Day to Withdraw from Summer Courses with a Grade of “W”
- **July 15**: Last Day to Submit Applications for Degree for Summer Completers to Records Office
- **August 5**: Last Day of Classes
- **August 6-7**: Final Exams
- **August 12**: Grades Due in Records Office by Noon
- **August 18**: Grades Available Via Telephone

**Note:** The calendar is subject to change at any time before or during an academic term due to emergencies or causes beyond the reasonable control of the college, including severe weather, loss of utility services, or orders by federal or state agencies.
The Tennessee Board of Regents, with recommendations of Southwest Tennessee Community College, establishes the admission policies of the college. Implementation of admission policies is the responsibility of College administration and faculty. The Admissions and Records Office is the unit responsible for administering admission policies of the College. The Admissions and Records Office coordinates both general and program-specific admission policies.

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

Requirements for Degree and Certificate Seeking Students

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

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

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

Requirements for Non-Degree Students

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

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

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

1. Admission of Non-Tennessee Residents
   Admission requirements for non-Tennessee residents are the same as those for Tennessee residents.

2. Residency Classification
   Each student shall be classified as a resident or non-resident of the state of Tennessee according to TBR Policy No. 3:03:01:00.

3. Admission of Foreign Non-Immigrant Applicants
   An application for admission to Southwest Tennessee Community College and a $5 non-refundable application fee are required along with documentation to support the following:

   a. Educational Level
      The educational level of foreign non-immigrant applicants must be at least equivalent to that of a U.S.A. high school graduate. Certified translations of foreign high school and college transcripts are required; transcripts from U.S.A. high schools and colleges must also be submitted. Applicants under age 21 must submit ACT test scores (SAT also accepted).
b. Test of English as a Foreign Language (TOEFL)
   If the applicant's native language is not English, a Test of
   English as a Foreign Language (TOEFL) score of 500 pencil-
   based test or 173 computer-based test is required. If the
   applicant has completed coursework for regular academic
   credit at another U.S.A. institution, it may be used in lieu of
   the standardized examination score.

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

d. Immigration Service Regulations
   The College shall adhere to all Immigration Service
   regulations in the admission, enrollment, and readmission
   of foreign non-immigrant applicants.

e. Certification of Freedom from Tuberculosis and Proof of
   MMR2 Vaccination
   All foreign non-immigrant students applying for admi-
   ssion pursuant to a student visa shall submit within thirty
   (30) days from the first day of classes a certificate from a
   licensed physician or other qualified medical authority
   verifying freedom from tuberculosis. Failure to submit
   such certification shall result in denial of admission or
   continued enrollment. In the event that a student has
   tuberculosis or has potential tuberculosis requiring
   medical treatment, continued enrollment will be condi-
   tioned upon the determination by a licensed physician that
   further enrollment is not a risk to others and upon the
   student's compliance with any prescribed medical
   treatment program. Proof of two doses of Measles,
   Mumps and Rubella (MMR) is also required.

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

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

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

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

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

5. Admission to Nursing and Allied Health Programs
   The Allied Health and Nursing programs require that all
   persons admitted:

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

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

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

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

8. Application Fee
   Southwest, with the approval of the Tennessee Board of
   Regents, charges a one-time non-refundable application fee
   of $5. This fee is waived for students who formerly attended
   Shelby State Community College or State Technical Institute
   at Memphis.

B. UNDERGRADUATE ADMISSION
   Applicants for Admission to Southwest must submit an applica-
   tion, pay a one-time $5 non-refundable fee and meet require-
   ments in an appropriate category as noted below.

1. Admission of First-Time Freshmen
   Applicants for degree admission as first-time freshmen shall
   be admitted using the following four (4) criteria:

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

      The transcript of graduates of Tennessee public high
      schools since 1983 must include a notation indicating that
      the student passed the required Proficiency Examination.
The transcript of a Home Schooled applicant must be an official copy from an affiliated organization as defined by State law (TCA 49-50-801) or be accompanied by a certificate of registration with the superintendent of the local education agency where the student would otherwise have attended.

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

b. General Educational Development (GED) Certificate
   Applicants for degree admission as first-time freshmen may present a GED Certificate in lieu of a high school diploma provided that their score is passing as indicated by the administering agency.

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

d. High School Course Requirements
   It is the policy of the College that the 14 high school unit requirements designated by the Tennessee Board of Regents be met prior to the awarding of a transfer degree.

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

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

       (a) Applicants who graduated from high school or who earned a General Educational Development certificate prior to 1989.

       (b) Applicants with an Honors Diploma in general education from a Tennessee public high school are considered to have met all high school unit requirements.

       (c) Applicants who graduated from high school and have an Enhanced ACT Composite Score of 26 or higher are considered to have met all high school unit requirements except those in foreign language and visual or performing arts.

       (d) Applicants who received a General Educational Development (GED) certificate in 1989 and thereafter are considered to have met all high school unit requirements except those in foreign language and visual or performing arts.

       (e) Handicapped applicants who volunteer information to the Office of Disabled Student Services about a special condition will be assessed on an individual basis and any exceptions warrant will be made.

       (f) Out-of-state Applicants are subject to the same high school unit requirements as in-state applicants.

2. Early Admission of First-Time Freshmen
   For the admission of applicants who have completed their junior year in high school, the College requires:

   a. High School GPA
      Applicants must have completed the 9th, 10th and 11th grades with a minimum grade point average of 3.2 based on a 4.0 scale or the equivalent.

   b. Standardized Examination Score
      Applicants must have an Enhanced ACT composite score of at least 22.

   c. Prescribed Courses
      Applicants must provide a written statement from their high school principal specifying the college courses that will be substituted for the remaining high school courses needed for high school graduation.

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

3. Admission of Transfer Students
   a. The applicant must provide official transcripts of credits attempted from all institutions of higher education previously attended. Courses equivalent to Southwest’s will be accepted in the student’s major if the grade of “C” or higher was earned. A maximum number of credit hours equivalent to two-thirds of the student’s academic program will be accepted.

   b. The applicant’s grade point average on transferable courses must be at least equal to that which the College requires for the readmission of its own students. Applicants who do not meet the Southwest standards may be admitted on scholastic probation. Please see Southwest Policy No. 2:03:01:01/10, entitled Retention and Progression Standards.

   c. Southwest awards transfer credit from collegiate and non-collegiate institutions, examinations, military training and experiential learning. Policies and procedures are consistent with national standards of good practice and the requirements of appropriate accrediting bodies and are outlined in this catalog.

   d. Applicants with college credit earned prior to Fall 1989 are admissible to Southwest without regard to the minimum high school unit requirements.

   e. Applicants with 60 or more transferable semester hours are eligible for degree admission at STCC without regard to the minimum high school unit requirements.

   f. Applicants with an associate degree designed for transfer to baccalaureate institutions are eligible for degree admission without regard to the minimum high school unit requirements.

   g. Applicants who enrolled in college for the first time in Fall 1989 or thereafter, and have 39 or fewer semester hours of transferable credit, are eligible for degree admission to programs designed for transfer to baccalaureate institutions, provided that any high school unit deficiency be removed within the first 30 semester hours after initial enrollment. These applicants must submit a high school transcript in addition to college transcripts.
4. Alternative Standards for Degree Admission

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

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

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

6. Admission to Nursing Programs

a. Accreditation and professional certification standards, limited clinical and classroom space, faculty availability and a concern for appropriate student progress influence the selective admissions process to Southwest nursing programs. Students must meet the application criteria outlined in Southwest Policy No. 2:03:00:00/7 entitled Admission to Allied Health and Nursing Programs, be reviewed and accepted for admission, and make satisfactory progress to be continued in nursing programs.

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

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

Core Performance Standards for Admission and Progression

(1) Critical thinking ability sufficient for clinical judgment

(2) Interpersonal abilities sufficient to interact with individuals, families, and groups from a variety of social, emotional, cultural, and intellectual backgrounds

(3) Communication abilities sufficient for interaction with others in verbal and written form

(4) Physical abilities sufficient to move from room to room to maneuver in small spaces

(5) Gross and fine motor abilities sufficient to provide safe and effective nursing care

(6) Auditory abilities sufficient to monitor and assess health needs

(7) Visual ability sufficient for observation and assessment necessary in nursing care

(8) Tactile ability sufficient for physical assessment

C. GRADUATE AND PROFESSIONAL DEGREE ADMISSION

Southwest does not have graduate and professional degree programs.

D. NON-DEGREE ADMISSION

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

1. Persons Not Previously Enrolled in College

a. High school graduates.

b. Persons 21 years of age or older who have not earned a high school diploma and are not currently enrolled in high school.

c. Persons 18 years of age or older who have not earned a high school diploma or are not currently enrolled in high school and wish to enroll in GED preparatory courses only.

d. High School students who meet the following criteria as specified in Chapter 395 of the Public Acts of 1983:

“Academically talented/gifted students enrolled in grades 9, 10, 11, or 12 in public or private schools in Tennessee may, with the recommendation and approval of the high school principal and appropriate higher education institution personnel, enroll in and receive regular college degree credit from a Tennessee post secondary institution; if such a student has a grade point average equivalent to 3.2 on a 4.0 maximum basis and if such placement is a part of the student’s planned Individual Education Program (IEP) as established by the multi-disciplinary team process.”

e. High school students who have completed their sophomore year of high school. Such students may be admitted for either joint enrollment or dual enrollment or both. For the purposes of this policy, the terms joint and dual enrollment are defined as follows:

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

2. Persons with College Credit but not a Degree

Persons with college credit but no degree who are eligible for readmission to the last institution attended. Those who do not meet the readmission standards of the last institution attended may be admitted on scholastic probation.

E. AUDIT AND NO-CREDIT ADMISSION

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

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

2. Senior Citizens

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

3. Disabled Persons

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

F. GED PREPARATORY STUDENT

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

G. CONTINUING EDUCATION AND ECONOMIC DEVELOPMENT (CEED) STUDENT

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

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

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

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

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

H. STUDENT IDENTIFICATION NUMBER

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

I. RESIDENCY

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

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

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

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

J. ACADEMIC FRESH START

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

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

Students must take these steps to register:

• File an application in the Admissions and Records Office (new students)
• Complete admission and testing requirements
• Clear registration holds or outstanding debts to the College
• Review College’s Academic Calendar or Schedule of Classes for registration dates, times and locations
• Attend orientation (required of new, full-time, degree seeking students)
• Meet with an academic advisor to:
  • Discuss goals
  • Select major
  • Select courses for the term
  • Choose class schedule for the term
• Register on line (www.stcc.tn.edu), call the Telephone Registration and Voice Information System (TRAVIS) at (901) 333-4REG (4734) or come to the main campuses or either off campus center to have courses loaded into the computer system
• Pay fees

Students who apply for admission late (less than a month prior to regular registration) and students who have not received admission letters should contact the Admissions and Records Office for registration instructions. Some students may be allowed to register for one term without having all admission requirements met. The student’s registration for future terms will be placed on hold until the admissions file is complete. All required documentation must be on file to receive Veteran’s benefits and federal financial aid.

Where to Register

Students at Southwest may register on line, by telephone or on-site. To use our web-based registration system, visit: www.stcc.tn.edu. The Telephone Registration And Voice Information System (TRAVIS) is available by calling (901) 333-4REG (4734) or come to the main campuses or either off campus center to have courses loaded into the computer system.

Registration and Voice Information System (TRAVIS) at 901-333-4REG (4734) or come to the main campuses or either off campus center to have courses loaded into the computer system.

Select courses for the term
Choose class schedule for the term

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

- Macon Cove Campus: 5983 Macon Cove (901) 333-4190
- Union Avenue Campus: 737 Union Avenue (901) 333-5924
- Southeast Center: 5396 Mendenhall at Winchester (901) 333-6005
- Whitehaven Center: 3035 Directors Row, Bldg. 6 (901) 333-6450
- Millington Center: NSA Mid-South, Building 5-241, Rm 125 (901) 872-8117
- Gill Center: 3833 Mountain Terrace (901) 333-5970
- Fayette Center at Somerville: 13520 Highway 59 West (901) 465-9838

Registration Periods

Southwest Tennessee Community College has three registration periods:

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

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

Students who need additional information about registration may call the College at (901) 333-4190 or (901) 333-5924.

Registering to Audit a Course

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

Change of Registration

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

• Adding a Class - Throughout the last day of late registration, a student may add classes. The last date that a student may add classes is published on the College’s Academic Calendar in the front of this Catalog. A student who attends a class without officially registering or following the prescribed procedures for adding a class will not receive credit for that class. To add a class the student must access our web-based registration system at www.stcc.tn.edu, call TRAVIS at 901-333-4REG (4734) or:
  • Obtain a Change of Registration Form from an academic advisor or other designated STCC personnel
  • Complete the form with the assistance of the advisor or other designated STCC personnel
  • Deliver the Change of Registration Form to the Admissions and Records Office for processing being sure that the signature or initials of the person processing the form is affixed to the form
• Pay any additional fees required (Fees are due and payable at the time the class is added)
• Withdrawing from the College - When a student must stop attending classes, the student must inform the College by following these steps:
  - Obtain a Change of Registration Form from an academic advisor or other designated College personnel.
  - Complete the form with the assistance of the advisor or other designated Southwest personnel. Students enrolled in remedial or developmental (R/D) courses must obtain permission to drop R/D courses from Developmental Studies departmental personnel.
  - Deliver the Change of Registration Form to the Admissions and Records Office for processing. The form must be submitted within the prescribed time period allowable as published in the Academic Calendar in the front of this catalog. Withdrawals from courses occurring after the published last date to withdraw with a grade of “W” will result in the grade of “F” being assigned for each course. When the student stops attending classes and fails to submit the Change of Registration Form, the student’s responsibility to withdraw. When extenuating circumstances prevent the student from carrying out this responsibility in person, the student should immediately contact a counselor in the Counseling Center for appropriate procedures to follow. To withdraw from the College, the student must access our web-based registration system at www.southwest.tn.edu, call TRAVIS at (901)-333-4REG (4734) or:
  - Obtain a Change of Registration Form from an academic advisor or other designated STCC personnel.
  - Complete the form with the assistance of the advisor or other designated Southwest personnel. Students enrolled in remedial or developmental (R/D) courses must obtain permission to drop R/D courses from Developmental Studies departmental personnel.
  - Deliver the Change of Registration Form to the Admissions and Records Office for processing. The form must be submitted within the prescribed time period allowable as published in the Academic Calendar in the front of this catalog. Withdrawals from courses occurring after the published last date to withdraw with a grade of “W” will result in the grade of “F” being assigned for each course.
  - Wait for any refund due to be mailed by the Bursar’s Office.
  - Obtain a Change of Registration Form from an academic advisor or other designated STCC personnel.
  - Complete the form with the assistance of the advisor or other designated Southwest personnel. Students enrolled in remedial or developmental (R/D) courses must obtain permission to drop R/D courses from Developmental Studies departmental personnel.
  - Deliver the Change of Registration Form to the Admissions and Records Office for processing. The form must be submitted within the prescribed time period allowable as published in the Academic Calendar in the front of this catalog. Withdrawals from courses occurring after the published last date to withdraw with a grade of “W” will result in the grade of “F” being assigned for each course.
  - Wait for any refund due to be mailed by the Bursar’s Office.

• Waiting for any refund due to be mailed by the Bursar’s Office.

• Class Cancellations - The College reserves the right to cancel classes from time to time due to unforeseen circumstances such as insufficient class enrollments, the availability of qualified instructors, and/or appropriate facilities. Each student who enrolls in a class, which is later cancelled, will have an opportunity to drop the cancelled class and add another class in its place. This opportunity is available throughout the last published day to add a class as noted on the College’s Academic Calendar in the front of this catalog. When the student does not drop the cancelled class, the College can, without consent of the student, drop the student from the class. Any fee amount due to the student resulting from the cancelled class will be mailed, and federal financial aid will be adjusted as required by regulations.

• Waiting for any refund due to be mailed by the Bursar’s Office.

• Registration Purges – The College has the right to delete the enrollment of any student who has not paid the total amount due for classes and has outstanding debts to the College. When students are deleted from their classes for non-payment of fees, the process is called a “purge.” The registration purge usually occurs after the last day to pay fees for early registration and before regular registration; and usually, after the regular registration and late registration periods. Registration fees due during regular and late registration are due at the time of registration. Each student should be prepared to pay when he or she registers for classes or adds classes.

**STUDENT RECORDS**

**PERMANENT RECORD**

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

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

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

**REQUESTING A TRANSCRIPT**

Students who attended Shelby State Community College, State Technical Institute at Memphis or Southwest Tennessee Community College, may request a copy of the permanent record (transcript) by sending a written request to the Admissions and Records Office. The request must include the student’s name, social security number or student identification number, and signature. Additionally, the student should include the name and address of the person or agency to which the record is to be sent.

**Southwest Tennessee Community College**
A log of where and when academic records were sent will be maintained on the College's computerized Student Information System. The student's academic record may also be released to the College's Electronic Data Interchange (EDI) trading partners. Students who do not want records traded must follow procedures listed in the Confidentiality of Student Records policy below. Additionally, Southwest will from time to time request the transcripts of enrolled students from trading partners.

CONFIDENTIALITY OF STUDENT RECORDS

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

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

FERPA covers all records that are directly related to a student and maintained the College. Student includes current and former students but does not include applicants for admission who have never attended the College. FERPA does not cover

1) personal records of college personnel which are in the sole possession of the maker thereof and which are not revealed to any other individual with the exception of a temporary substitute;
2) records of the Security Department which are maintained apart from other student records, are used solely for the purpose of law enforcement and are not disclosed to anyone other than law enforcement officials of the same jurisdiction, and when other educational records are not disclosed to Security Department personnel;
3) employment records made and maintained in the normal course of business, related exclusively to an individual, in that individual’s capacity as an employee which are not available for use for any other purpose;
4) records related to medical or psychiatric treatment of a student age 18 or older if only used in connection with treatment and disclosed only to persons providing treatment; and
5) records that only contain information about an individual after he or she is no longer a student at the College.

The institution reserves the right to disclose directory information. Directory information may be released without the student’s consent. Any student who does not want the following directory information disclosed, must complete a Suppression of Directory Information Request form (Forms are available in the Admissions Office. The following information is considered directory information disclosed, must complete a Suppression of Directory Information Request form.

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

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

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

1. Emergency Situations - Should a threat to the safety or health of a student or another exist and it becomes necessary to disclose information without the consent of the student, needed information will be disclosed to persons who can render assistance.
2. Officials of the Institution and General Counsel for the Institution - Student records will be made available to officials of the Institution and to General Counsel for the institution on a genuine need to know basis. Officials, in this instance will include those persons officially authorized to operate on behalf of the institution (Volunteer Coaches, Advisors to Organizations/Groups, Academic Advisory Committee Members, etc.), auditors and persons on the College's payroll. The genuine need to know shall be based on a legitimate educational interest, which stems from the fulfillment of assigned responsibilities. Further, information will be limited to only that needed to fulfill those responsibilities.
3. Pursuant to a Subpoena - Upon receipt of a lawfully issued subpoena or judicial order, the institution shall examine the subpoena or order to verify that it has been executed by an officer of the court or other authorized official. The Office of General Counsel for the Tennessee Board of Regents may be contacted for assistance and verification.) Prior to releasing the student’s records, the institution will make a reasonable attempt to notify the student of its intent to comply. Oral notifications will be followed by written confirmations that shall be maintained along with a copy of the subpoena and record of the disclosure.
4. Parents of Dependent Students - The institution reserves the right to disclose student records to parents of dependent students as defined in Section 152 of the Internal Revenue Code.
5. Officials of Other Schools/School Systems - The institution reserves the right to disclose student records to officials of other schools or school systems in which the student is enrolled or seeks to be enrolled. Copies of the records transferred will be provided to the student upon request. Additionally, all rights of the student to have the record amended will be sustained.
6. Parents or legal guardians of students under the age of 21 may be contacted regarding the student’s violation of drug or alcohol laws and rules.
7. Exceptions - Other disclosures made without the student’s written consent are narrow in scope according to the Act and will be made, most often, with the advice of General Counsel.

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

Grading occurs at the end of each semester. The performance level of each student is designated on the permanent Southwest uses a 4.0 quality point grading system. The academic forms of credit (see Alternative Credit). Only courses for which the student has earned a grade of “C” or better will be considered for graduation purposes. In cases where the accused is the Dean of Students and Enrollment Management, the report shall be made to the Provost/Executive Vice President for Academic and Student Affairs. Further, complaints of violations by the institution, may be filed with the Office of the Secretary, United States Department of Education.

Transfer Credits

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

Grading System

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

Grades Used in Calculating the Quality Point Average

<table>
<thead>
<tr>
<th>Grade</th>
<th>Per Credit Hour</th>
<th>Quality Points Designated Performance Level</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>4</td>
<td>Excellent</td>
</tr>
<tr>
<td>B</td>
<td>3</td>
<td>Good</td>
</tr>
<tr>
<td>C</td>
<td>2</td>
<td>Average</td>
</tr>
<tr>
<td>D</td>
<td>1</td>
<td>Poor</td>
</tr>
<tr>
<td>F</td>
<td>0</td>
<td>Failing</td>
</tr>
</tbody>
</table>

Grades Not Used in Calculating the Quality Point Average

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

Calculating the Quality Point Average

Southwest, at the end of each semester, calculates each student’s cumulative Quality Point Average (QPA). The QPA is calculated by dividing the total quality points earned by the total quality hours attempted. Quality points are calculated by multiplying the course credit hours times the quality point value of the letter grade assigned for the course (Example - History is a 3 credit hour course. If the student earns a “B” grade, the total quality points earned for the course is 3 X 3 = 9). Effective Fall 2003 only course grades earned at Southwest will be used in calculating each students Quality Point Average.

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

Repeated Courses

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

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

Grade Changes

At Southwest, when available, only the instructor of record may change an officially posted grade. The instructor of record has until the deadline given in the Academic Calendar to change an “I” grade. Before a grade change is posted however, it must have the endorsement of the department chair, dean and chief academic officer of the college.
Grade Appeals

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

Should instances arise in which a student believes that he or she has been treated unfairly or capriciously, the student has the right to appeal. The student begins the appeal by meeting with the instructor’s supervisor and obtaining the appropriate form. The form will list the appropriate procedures to follow. The initial written appeal must be made by the student in accordance with the procedures, within the specified time limit.

Obtaining Grades For The Term

Students may obtain their grades at the end of each term on line at www.stcc.tn.edu or by calling the telephone information system (TRAVIS). The telephone number is (901)-333-4REG or (901)333-4734.

A student may request a printed copy of term grades by contacting the Admissions and Records Office.

ACADEMIC STANDING AND RETENTION

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

Good Standing

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

<table>
<thead>
<tr>
<th>Attempted Semester</th>
<th>Minimum Quality Point Average Required</th>
</tr>
</thead>
<tbody>
<tr>
<td>Credit Hours</td>
<td></td>
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<tr>
<td>00.0 - 14</td>
<td>No Minimum</td>
</tr>
<tr>
<td>14.1 - 26</td>
<td>1.0</td>
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<tr>
<td>26.1 - 40</td>
<td>1.4</td>
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<tr>
<td>40.1 - 48</td>
<td>1.7</td>
</tr>
<tr>
<td>48.1 - 56</td>
<td>1.9</td>
</tr>
<tr>
<td>56.1 - and above</td>
<td>2.0</td>
</tr>
</tbody>
</table>

Academic Standards for Allied Health Sciences and Nursing Programs

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

Academic Probation

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

Academic Suspension

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

Appeal of Academic Suspension

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

ACADEMIC HONORS

The Honors Academy

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

The Honors program includes curricular offerings, special recognition programs, travel/study, and interdisciplinary and extracurricular activities to:

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

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

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

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

The Honors Advantage: Participation in the Honors Academy creates a variety of opportunities and benefits. Among these are enhanced transfer/scholarship opportunities, study/travel, participation in college days and professional conferences, special registration, the chance to meet and work with community leaders on significant social issues, library privileges at area colleges, networks with students across the country, use of the Honors Resource Center and an Honors degree.

The Honors Resource Center: The Center provides resources and is a place for collaborative learning outside the classroom. In addition to lounge space for informal faculty student interaction, it provides meeting space for processing and transfer information. Facilities exist on both major campuses.
The Honors Degree: To graduate with an Honors degree, a student must complete a minimum of 15 hours with Honors credit, including HONR 1110. Other credits can be gained either through courses or Honors contracts.

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

Dean’s List

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

Commencement Academic Honors

A candidate for graduation who has completed requirements for an associate degree may earn the distinction of graduating “Cum Laude,” “Magna Cum Laude” or “Summa Cum Laude.” A college level quality point average from 3.25 to 3.49 is used for the “Cum Laude” distinction. A college level quality point average between 3.50 and 3.79 is used for the “Magna Cum Laude” distinction and a college level quality point average of 3.80 to 4.0 is used for the “Summa Cum Laude” distinction. Effective Fall 2003 only course grades earned at Southwest will be used in calculating each student’s Quality Point Average. Students graduating with honors will wear gold tassels during the graduation ceremony.

ACADEMIC POLICIES AND PROCEDURES

ACADEMIC CALENDAR

- Southwest operates on an early semester calendar system.
- The Fall Semester begins late August and ends mid-December.
- The Spring Semester begins mid-January and ends mid-May.
- Each semester is approximately 15 weeks long.
- Within the Summer Semester, which is fast tracked, are two Summer Sessions each, approximately five weeks in length, and an Extended Summer term of approximately 10 weeks.
- The Academic Calendar is published in the front of this catalog and by term in the Schedule of Classes.

ACADEMIC LOAD

- Full-time – A student who enrolls in 12 or more semester hours of credit is considered to be full-time.
- Part-time – A student who enrolls in less than 12 semester hours of credit is considered to be part-time.
- Maximum Load – The maximum number of semester hours of credit in which a student may enroll Fall or Spring Semester at Southwest Tennessee Community College is 18. The maximum number for summer is 15.

ACADEMIC MISCONDUCT

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

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

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

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

STUDENT ACADEMIC SUCCESS SEMINAR

(ACAD 1100)

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

ALTERNATIVE CREDIT

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

Advanced Placement (AP) Examination

Students who successfully complete the Advanced Placement Examination may receive credit for required or elective courses in their programs of study in the subject areas of biology, chemistry, English, history, mathematics, and physics. Students desiring to apply for advanced placement credit must contact the Admissions and Records office, which will accept the appropriate documents and subsequently post the credit to the record of the student.

Armed Services

Credit may be granted for any military service school or for any USAF/DANTES Subject Standardized Test that has been satisfactorily completed and determined to have an equivalent at Southwest, appropriately related to the student’s academic program of study. Test results may be submitted to the Admissions and Records office for evaluation and possible
application to the student’s program of study. Students desiring to take the above mentioned tests should contact the local director of the Navy College Program at Millington, Mrs. Thelma Cooper, Director of the Navy College, (901) 874-5290.

Veterans having 12 months continuous service are exempt from taking a physical education activity course and will receive two semester hours of credit in lieu of the physical education course. To receive the credit, veterans are to contact the Veteran’s Counselor in room B-225 at the Union Campus or the Veteran’s Counselor in the Farris Building, room 2040, on the Macon Cove Campus.

**Challenge Examination**

Any student who is enrolled in good standing at Southwest may, by passing a challenge examination, earn credit for some courses offered by the College. Not all departments participate in this program.

**Conditions and Restrictions**

A. Some laboratory, clinical, and performance courses require long-term evaluation of competence and cannot, therefore, be challenged for credit by exam.

B. A student will be allowed only one attempt per course to pass a challenge exam.

C. Challenge examinations are developed and graded by faculty assigned to do so by the chair of the department offering the course.

Students who pass challenge examinations will receive a grade of “ES.” A student who fails the examination will receive a grade of “EU.”

**Procedures for Challenge Examinations**

A. A student may apply for a challenge examination at any time after he or she has registered for the course but not later than the last official day to drop a course.

B. A student wishing to attempt a challenge examination must:
   1. Have the endorsement of his or her academic advisor and pay a fee of $15.
   2. Submit to the Department Chair a completed Petition for Credit by Examination form. The Petition for Credit by Examination form can be acquired from the Admissions and Records office.

C. Once approved, the Department Chair will schedule the challenge examination at a time mutually convenient to the student and the department faculty.

D. Students may not accumulate through challenge examinations more than two-thirds of the total credits required for graduation nor more than two-thirds of the total hours required for a particular major or concentration.

**College-Level Examination Program (CLEP)**

Equivalent college credit may be awarded to a student who has earned an acceptable score on the subject examination of the College Level Examination Program (CLEP). The awarding of CLEP credit is subject to the following conditions and limitations:

1. Credit awarded through CLEP by other institutions must meet the minimum standards set forth for Southwest students to be acceptable for transfer.

2. The course equivalencies, number of Semester Credit Hours awarded, and minimum scores required for each subject.

**Experiential Learning**

Southwest believes that students should be able to receive credit for college-level learning that has taken place outside of college or university classrooms before students enroll in the College. The learning may have taken place on jobs or in other life situations. This credit is awarded when students explain and document in a portfolio that they have already learned in life what a particular course at the College is designed to teach. Students should contact the chair of the department that houses the course(s) in which credit is awarded. No entry is made on the student’s transcript for unsatisfactory portfolios when no credit is awarded.

- Request for credit by the portfolio method can come from almost any area of the curriculum (core, concentration or electives) unless a specific career-accrediting agency does not allow portfolio or alternative credit.
- Students wishing to apply for Portfolio Credit must be registered as students in the College during the semester in which they are applying for credit.
- Students must have taken necessary placement exams and must have completed any developmental studies courses in reading and writing.
- Students must apply for Portfolio Credit at least two semesters prior to graduation and must submit portfolios at least one semester before graduation.
- Students must be able to demonstrate and document how all courses for which Portfolio Credit is requested relate to their educational goals and the learning outcomes for each course that the student desires to replace with Portfolio Credit.
- Students who have failed courses cannot challenge them by portfolios and no course already taken can be replaced with Portfolio Credit.

**Table:**

<table>
<thead>
<tr>
<th>Subject</th>
<th>Standard</th>
<th>Southwest</th>
<th>Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>Exam</td>
<td>Score</td>
<td>Course</td>
<td>Hours</td>
</tr>
<tr>
<td>American Government</td>
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<td>POLI 210</td>
<td>3</td>
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<tr>
<td>American Literature</td>
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<td>ENGL 2110 &amp; ENGL 2120</td>
<td>3-6</td>
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<tr>
<td>Business Law</td>
<td>50</td>
<td>FINR 2300</td>
<td>3</td>
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<td>Calculus with Elem. Functions</td>
<td>50</td>
<td>MATH 1830</td>
<td>3</td>
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<td>MA 1130</td>
<td>3</td>
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<td>College Algebra/Trig</td>
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<td>MA 1740</td>
<td>3</td>
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<tr>
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<td>FREN 1010 &amp; FREN 2010</td>
<td>6</td>
</tr>
<tr>
<td>College French - Level 2</td>
<td>50</td>
<td>FREN 2010 &amp; FREN 2020</td>
<td>6</td>
</tr>
<tr>
<td>College Spanish - Level 1</td>
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<td>SPAN 1010 &amp; SPAN 2010</td>
<td>6</td>
</tr>
<tr>
<td>College Spanish - Level 2</td>
<td>50</td>
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<td>English Literature (essay required)</td>
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<td>ENGL 2210 &amp; 2220</td>
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<td>ENGL 1010</td>
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<td>General Biology</td>
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<td>BIOL 1110 &amp;BIOL 1120</td>
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<td>General Psychology</td>
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<td>6</td>
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<tr>
<td>History of US II</td>
<td>50</td>
<td>HIST 2020</td>
<td>3</td>
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<td>Human Growth &amp; Development</td>
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<td>PSYC 1040</td>
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<td>ACCT 1210 &amp; ACCT 1220</td>
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<tr>
<td>Intro to Business</td>
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<td>MGMT 1000</td>
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<tr>
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<td>EDUC 2130</td>
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<td>Intro to Management</td>
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<tr>
<td>Principles of Accounting I</td>
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<td>ACCT 1210</td>
<td>3</td>
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<tr>
<td>Principles of Accounting II</td>
<td>63</td>
<td>ACCT 1220</td>
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<tr>
<td>Statistics</td>
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<td>MATH 1510</td>
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<td>Supervisory Management</td>
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<td>MGMT 2070</td>
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<td>Trigonometry</td>
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<td>MA 1131</td>
<td>3</td>
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<tr>
<td>Western Civilization I</td>
<td>50</td>
<td>HIST 1110</td>
<td>3</td>
</tr>
<tr>
<td>Western Civilization II</td>
<td>50</td>
<td>HIST 1120</td>
<td>3</td>
</tr>
</tbody>
</table>
Independent Study
A student who exhibits the capability of mastering the content of a given course by self-study and who meets the normal prerequisite requirements may request independent study. The student must obtain approval of both the advisor and the department chair. Independent study is also subject to the availability of faculty. Students may not pursue courses in which they have received a grade, or earned credit in an equivalent or more advanced standing course. The independent study may be for one school calendar semester, designated as a section G99 course, or for a period of six months, designated as a section G99. Only grades of “A”, “B”, “C”, “F” and “W” will be assigned to independent study. The student should first contact his or her academic advisor.

Servicemembers Opportunity College (SOC)
The U.S. Department of Defense (DOD) has designated as a Servicemembers Opportunity College (SOC). SOC, a consortium of National Higher Education Associations and more than 1,350 institutional members, functions in cooperation with the DOD and the military services to help meet the voluntary higher education needs of service members. SOC institutional members subscribe to certain principles, criteria, and guidelines as outlined in the SOC Guide to ensure that high quality academic programs are available to military students. Southwest, as an institutional member of SOC, is committed to uphold these principles, criteria, and guidelines and to ensure a high level of institutional compliance. Southwest grants academic credit to military personnel for military training and experience plus knowledge acquired through other educational methods of training. Such credit is always granted based on recommendations made by the American Council on Education (ACE) and may be applied to degree requirements when applicable to a service member’s program. For more information regarding this program, please contact Ray Ward, SOC representative at (901) 872-8117.

APPROVAL FOR CLASS OVERLOADS
In a minimal number of special cases, the dean for the student’s major may permit students to exceed the academic maximum load for the term. A request to exceed the maximum class load may not be made by students enrolled in developmental studies courses. Permission of the dean is required for any student who wants to enroll in more than 18 semester hours of credit in the Fall or Spring semester or for more than 15 hours Summer. The appropriate form indicating the dean’s permission must be submitted to Admissions and Records Office personnel.

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

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

CLASSROOM BEHAVIOR
The instructor has the primary responsibility for control over classroom behavior. Any student engaged in disruptive conduct or conduct violating the general rules or regulations of the College may be ordered to temporarily leave the classroom. Extended or permanent exclusion from the classroom can be effected only through appropriate procedures of the College. When extended or permanent exclusion is warranted, the instructor should seek immediate resolution through the Dean of Student Services and Enrollment Management and/or the Provost/Executive Vice President for Academic and Student Affairs. Appropriate College procedures will be followed.

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

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

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

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

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

STUDENT CLASSIFICATIONS (Freshman, Sophomore, Special)

• Freshman – Students admitted to the College in degree admissions or readmission to degree status who have earned less than 30 semester hours of college level credit are classified as freshmen. Generally speaking, freshmen are first-year, degree-seeking college students.

• Sophomore – Students admitted to the College in degree
GRADUATION

GRADUATION PROCEDURES

Each student who would like to graduate should follow these steps:
- Review the Academic Catalog in the front of this catalog for dates applicable to graduation and meet deadline dates
- Meet with his or her academic advisor
- Complete Application for Graduation form
- Attach copy of degree or certificate plan to the Application for Graduation form
- Check for computer literacy requirement
- Determine the need for and complete Graduation Requirements Alternative Determination (GRAD) forms for course substitutions/waivers
- Schedule missing course requirements to be completed during the perceived final term of enrollment
- Discuss required graduates tests
- Complete the graduate survey in the Job Placement Office if receiving an AAS degree or certificate
- Pay $25 graduation application fee
- File the completed Application for Graduation form in the Admissions and Records Office

GRADUATION CEREMONY

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

ELIGIBILITY FOR PARTICIPATION IN THE GRADUATION CEREMONY

To be eligible for participation in the graduation ceremony, each student must meet the following requirements:
- Have filed an Application for Graduation with the Admissions and Records Office
- Have completed all courses needed for the academic program or is currently enrolled in the final course needed to complete the academic program (Exception: RADT candidates)
- Have a minimum 2.0 cumulative higher education Quality Point Average
- Have completed the College’s graduates testing requirements
- Have completed the College’s graduates survey
- Have submitted written authorization from department head permitting participation in the ceremony if a final Allied Health or Nursing course is failed

GRADUATION CATALOG LIMITATIONS

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

WITHHOLDING OF DEGREE OR CERTIFICATE

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

DEGREES, CERTIFICATES AND THE DIPLOMA

The actual degree or certificate earned will be posted to the student’s permanent record immediately following the term in which the student completes all procedures and requirements for graduation as stated above. Diplomas will be sent by registered mail to students within two (2) weeks of commencement exercises. The diplomas of honor students will be mailed later if the academic honor status is changed (Example: Student moves from magna cum laude to summa cum laude status or vice versa). Diplomas not received by the end of the next term following the graduation ceremony should be reported to the Graduation Analyst in the Admissions and Records Office. Students have one year from the date of commencement exercises to notify the Graduation Analyst of any error on the diploma or of non-receipt of the diploma. After the one-year period, the diploma will not be reordered free of charge. Applicable reordering charges will be the responsibility of the student when errors are reported after a year.

GRADUATION WITH ACADEMIC HONORS

Graduation with academic honors is reserved for students who have completed associate degree requirements. Honor students wear gold tassels during the graduation ceremony. Students who have been inducted into Phi Theta Kappa honor society wear special gold stoles engraved with the society’s Greek symbols and gold tassels. Academic honors are announced during the commencement exercise along with the student’s name, degree and academic program. Each honor student must have at least a 3.25 college level quality point average. Effective Fall 2003 only course grades earned at Southwest will be used in calculating each students Quality Point Average. See the section of this catalog entitled Commencement Academic Honors.

LIMITATIONS ON DEGREES AND CERTIFICATES TO BE EARNED

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

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

DEGREE REQUIREMENTS FOR GRADUATION

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

COMPUTER COMPETENCY REQUIREMENTS FOR GRADUATION

All degree seeking students are expected to possess computer competency prior to graduation from the college. This requirement may be satisfied by one of the following methods:

1. Successful completion of the Computer Competency Examination developed and administered by Southwest Tennessee Community College.
2. Documentation of successful completion of the computer competency requirement at another accredited institution.
3. Successful completion of one of the following courses: COMP 1010, CMPT 1010, ITEC 1001, OFAD 1510, ARCH 2644, GART 1000, INET 1004, CPET 1104.

These courses are offered by Southwest to aid the student in meeting the College's computer competency requirement only, and are not designed for transfer to four-year institutions. Individual academic programs, degrees, or majors may require specific or additional technical or media courses.

REMOVING HIGH SCHOOL DEFICIENCIES FOR A.A. and A.S. DEGREES

In order to graduate with either an Associate of Arts Degree or an Associate of Science Degree, students must have removed any high school course deficiencies designated by the Admissions Office. College courses taken to remove a high school unit deficiency may not be counted toward an A.A. or A.S. Degree.

High school graduates from Spring 1989 and thereafter seeking admission to A.A. or A.S. Degree programs may take the following elective courses to remove any high school unit deficiencies. This same requirement also applies to all students seeking a baccalaureate degree at any Tennessee Board of Regents College or University.

The following high school subjects and units are required for all A.A. and A.S. Degree students.

<table>
<thead>
<tr>
<th>Required Subject</th>
<th>Unit</th>
</tr>
</thead>
<tbody>
<tr>
<td>Algebra I, II</td>
<td>2</td>
</tr>
<tr>
<td>Requirements met by mandatory COMPASS assessment and placement</td>
<td></td>
</tr>
<tr>
<td>English</td>
<td>4</td>
</tr>
<tr>
<td>Requirements met by mandatory COMPASS assessment and placement</td>
<td></td>
</tr>
<tr>
<td>Foreign Language</td>
<td></td>
</tr>
<tr>
<td>FREN 1010</td>
<td>2</td>
</tr>
<tr>
<td>Elementary French I (and)</td>
<td></td>
</tr>
<tr>
<td>or FREN 1020</td>
<td></td>
</tr>
<tr>
<td>Elementary French II</td>
<td></td>
</tr>
<tr>
<td>and SPAN 1010</td>
<td>2</td>
</tr>
<tr>
<td>Elementary Spanish I (and)</td>
<td></td>
</tr>
<tr>
<td>or SPAN 1020</td>
<td></td>
</tr>
<tr>
<td>Elementary Spanish II</td>
<td></td>
</tr>
<tr>
<td>Mathematics</td>
<td>1</td>
</tr>
<tr>
<td>MATH 0980</td>
<td></td>
</tr>
<tr>
<td>Geometry I</td>
<td></td>
</tr>
<tr>
<td>(MATH 0980 offered during Fall semester only)</td>
<td></td>
</tr>
<tr>
<td>Natural/Physical Sciences I</td>
<td>1</td>
</tr>
<tr>
<td>Select one:</td>
<td></td>
</tr>
</tbody>
</table>

Required Subject | Unit
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>BIOL 1110</td>
<td>General Biology I</td>
</tr>
<tr>
<td>BIOL 1120</td>
<td>General Biology II</td>
</tr>
<tr>
<td>CHEM 1110</td>
<td>General Chemistry I</td>
</tr>
<tr>
<td>GEOG 1010</td>
<td>Physical Geography I</td>
</tr>
<tr>
<td>NSCI 1030</td>
<td>Natural Sciences</td>
</tr>
<tr>
<td>PHYS 2010</td>
<td>General Physics I</td>
</tr>
<tr>
<td>PSCI 1010</td>
<td>Physical Science I</td>
</tr>
</tbody>
</table>

Natural/Physical Sciences II | 1
| Select one:      |      |
| BIOL 1020       | Introduction to Biology II |
| BIOL 1120       | General Biology II |
| CHEM 1120       | General Chemistry II |
| GEOG 1020       | Physical Geography II |
| PHYS 2020       | General Physics II |
| PSCI 1020       | Physical Science II |

Social Studies | 1
| Select one:      |      |
| ECON 2010       | Principles of Macroeconomics |
| HIST 1110       | Survey of World Civilization I|
| POLI 2010       | American National Government |
| PSYC 1010       | General Psychology I |
| SOCI 1010       | Introduction to Sociology |

U.S. History | 1
| Select one:      |      |
| HIST 2010       | Survey of United States History I |
| HIST 2020       | Survey of United States History II |

Visual Arts | 1
| Select one:      |      |
| ART 1550        | Drawing I |
| ART 1910        | Painting I |
| MUS 1050        | Fundamentals of Music |
| THEA 1510       | Basic Acting |
| or Select two:   |      |
| MUS 1300        | Jazz Ensemble |
| MUS 1450        | STCC Singers |
| PHED 1270       | Modern Dance |
| PHED 1730       | Modern Jazz Dance |

Associate Degrees

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

**Academic Certificate of Credit**

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

**Technical Certificate of Credit**

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

**FEES AND CHARGES**

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

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

**Maintenance and Tuition Fees**

(Fees are subject to change)

<table>
<thead>
<tr>
<th>Status</th>
<th>Fee Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Residents of Tennessee*</td>
<td></td>
</tr>
<tr>
<td>Full-time students (12 or more hours)</td>
<td>$744 per semester</td>
</tr>
<tr>
<td>Part-time students</td>
<td>$ 62 per credit hour</td>
</tr>
<tr>
<td>Non-residents of Tennessee</td>
<td></td>
</tr>
<tr>
<td>Full-time students (12 or more hours)</td>
<td>$2,973 per semester</td>
</tr>
<tr>
<td>Part-time students</td>
<td>$ 248 per credit hour</td>
</tr>
</tbody>
</table>

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

**Deferred Payment**

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

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

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

**Non-Credit Courses**

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

**Senior Citizens and/ or Students with Disabilities**

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

**Audited Course Fees**

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

**Other Fees and Charges**

<table>
<thead>
<tr>
<th>Fee Description</th>
<th>Fee Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACT Residual Fee</td>
<td>$31</td>
</tr>
<tr>
<td>Allied Health Program Fees</td>
<td></td>
</tr>
<tr>
<td>EMT Malpractice Insurance</td>
<td>$61</td>
</tr>
<tr>
<td>MLT Malpractice Insurance</td>
<td>$25</td>
</tr>
<tr>
<td>Health Occup. Aptitude Exam (HOAE)</td>
<td>$25</td>
</tr>
<tr>
<td>Paramedic Pre-Exam</td>
<td>$25</td>
</tr>
<tr>
<td>Accuplacer (Devry students only)</td>
<td>$20</td>
</tr>
<tr>
<td>Application Fee</td>
<td>$ 5</td>
</tr>
<tr>
<td>Campus Access Fee</td>
<td></td>
</tr>
<tr>
<td>Student (per semester fee)</td>
<td>$10</td>
</tr>
<tr>
<td>Faculty/Staff (annual fee)</td>
<td>$30</td>
</tr>
<tr>
<td>Campus Child Care Fee</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>CLEP Registration Fee</td>
<td>$14</td>
</tr>
<tr>
<td>CLEP Test</td>
<td>$46</td>
</tr>
<tr>
<td>Correspondence Exam (non-student)</td>
<td>$15</td>
</tr>
<tr>
<td>COMPASS/ASSET (Retesting fee)</td>
<td>$20</td>
</tr>
<tr>
<td>Credit by Exam Fee</td>
<td>$15</td>
</tr>
<tr>
<td>Deferred Payment Plan Service Fee</td>
<td>$10</td>
</tr>
<tr>
<td>Deferred Payment Plan Late Charge</td>
<td>$25</td>
</tr>
<tr>
<td>GED Test Fee</td>
<td>$35</td>
</tr>
</tbody>
</table>
Credit by Examination Fee

A $15 non-refundable fee is assessed in addition to regular per semester hour rate for each examination. However, the maintenance fee charges for any one term shall not exceed the full-time rate.

Deferred Payment Service Fee

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

Deferred Payment Late Charge

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

GED Test Fee

Individuals desiring to register to take the GED test battery at Southwest will pay a $55 non-refundable fee in the Southwest Bursar’s Office prior to the date of the test. A non-refundable fee of $11 will be charged for individuals repeating a part(s) of the test battery. If the entire test is being repeated, the $35 fee is in effect. GED fees are non-refundable and non-transferable.

GED Transcript

A non-refundable $5 fee will be assessed to all students requesting a duplicate copy of GED test results.

Graduation Fee

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

ID Replacement Fee

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

Laboratory Fees

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

Late Registration Fee

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

Library Fines

Overdue Fines:

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

Lost or Damaged Items:

(All items overdue 60 days are considered lost)

- Books and periodicals ............ Current price plus processing fee*
- Audiocassettes ..................... Current price plus processing fee*
- Compact Discs ...................... Current price plus processing fee*
- Videocassettes ..................... Current price plus processing fee*

Residual ACT Fee

Individuals under 21 years of age needing to take the ACT for admission to Southwest must pay a $31 fee in the campus Bursar’s Office and have a Southwest admission application on file with the College. The ACT fee is non-refundable and non-transferable.

(Note: Southwest offers the Resident ACT and National ACT. Residual test scores are not transferable; therefore, only those individuals who will be enrolling in Southwest courses will be allowed to register for the Residual ACT at Southwest.)

Allied Health Program Fees

HOAE and the Paramedic test fees are non-refundable and non-transferable.

Application Fee

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

Campus Access Fee

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

Campus Child Care Fee

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

CLEP Examination Fee

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

Southwest Tennessee Community College
Telecourse tapes ................... $25 plus processing fee*
Slides .......................... Current price plus processing fee*
Reserve materials ........ Current price plus processing fee*
*Processing fee - $10

Other Charges:
- Missing bar code ........................................ $1.25
- Damaged cassette case ................................. $3.00
- Missing CD case .............................................. $2.50

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

Music Fees

The fee for individual music lessons is $45 per term for one 30-minute lesson per week. Two 30-minute lessons per week in the same medium are $55 per term. Two 30-minute lessons per week in different media are $60 per term. Music fees are refundable on the same basis as maintenance fees.

Nursing Program Fees

Nursing fees are listed above under Other Fees and Charges. Nursing program fees are non-refundable and non-transferable.

Returned Check Charge

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

Student Activity Fee

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

Technology Access Fee

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

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

REFUNDS

Maintenance, Tuition and Technology Access Fees

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

Classes Refund:

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

**General Information**

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

**Application Procedures**

To apply, obtain a financial aid application—the Free Application for Federal Student Aid from our Financial Aid Office or any high school guidance office. Complete the Free Application for Federal Student Aid and list our college code 010439 in Step 6. If you need assistance or have questions about how to complete the application, please contact our office and make an appointment with a financial aid counselor. It is important that the application be completed correctly. Applications with incorrect information must be sent back to the federal processor. Some corrections can be made by calling 1-800-4FEDAIL (1-800-433-3243). Corrections submitted to the Financial Aid Office can be processed within 7 to 10 days. Corrections sent by mail may create a delay of three to six weeks.

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

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

**Financial Aid Office Location**

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

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

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

**Application Deadline Dates**

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

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

**Verification of Application Data**

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

**Sources of Financial Assistance**

The following sources of financial assistance are available through the Financial Aid Offices of the College:

**Federal College Work-Study Program**

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

**Campus Work Program**

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

**Federal Pell Grant Program**

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

**Federal Supplemental Educational Opportunity Grants**

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

**Tennessee Student Assistance Award**

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

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

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

Applications are available from the Admissions and Recruitment Office.

Southwest Tennessee Community College Student Ambassador Scholarships

The Southwest Ambassadors are a group of students who serve as official goodwill representatives of the college. The duties of an Ambassador are very broad, generally falling into three main categories – recruiting, hospitality, and public relations.

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

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

Applications are available from the Admissions and Recruitment Office.

Foundation Scholarships

Southwest Tennessee Community College Foundation scholarships are available in certain discipline areas. For information concerning these scholarships, contact the Financial Aid Office. The application deadline for most scholarships is March 15 for the Fall term.
- Alumni Scholarship – Full-time student
- Alumni Scholarship – Part-time student
- Minnie Ash Scholarship
- Bartlett Lions Club Scholarship
- BancorpSouth West Tennessee Educational Scholarship Fund
- Reverend and Mrs. P.E. Brooks Scholarship
- Cablevision – James R. Collins Scholarship
- Coors Scholarship
- Department Scholarships
- Tommy Deutsch Memorial Scholarship
- East Memphis Business and Professional Women Scholarship
- William W. (Bill) and Jimmie W. Farris Endowed Scholarship
- STCC 5K Scholarship
- Folk’s Folly Scholarship
- Frances M. Fulton Memorial Scholarship
- STCC Foundation Board Scholarship
- The Greater Memphis Insurance Council (GMIC) Working Scholars Scholarship
- Sandra Thomas Halfacre Scholarship
- Nolen Henrich Accounting Scholarship
- Russell W. Hughes Memorial Scholarship
- Hospitality Management Scholarship
- Mildred Hunt Scholarship
- International Association of Administrative Professionals Scholarship
- International Student Scholarship
- INSOUTH Bank Scholarship
- Iranian Association of Memphis Scholarship
- Alvin O. Jackson Scholarship
- Kimberly-Clark Corporation Working Scholars Scholarship
- Dr. Martin Luther King Jr. Scholarship
- Dempsie B. Morrison Memorial Scholarship
- NAREB/Lewis Harris Memorial Scholarship
- Ed Powell Scholarship
- Mandy C. Powell Endowed Memorial Scholarship
- Presidential Scholarship
- Luis C. Prieto Jr., M.D. Endowed Memorial Scholarship
- David C. Scott Memorial Scholarship
- Scott Paper Company Workshop Scholars Scholarship
- Smith & Nephew Inc., Scholarship
- Southwest Tennessee Academic Service Scholarship
- Mark Stansbury Scholarship
- Technical Scholars Program
- John L. Thornton Memorial Scholarship
- William W. Wannamaker Scholarship

DUCKS Student Tutors

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

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

The Academic Resource Center chooses new tutors at the end of each semester. Requirements for student tutors are as follows:
- A 3.0 grade point average
- Twenty hours of completed college level courses
- A faculty recommendation

Students selected receive a Southwest Tennessee Community College academic service scholarship, which pays the tutor’s full tuition (in-state only) and also provides for a $100 book allowance for each semester, based on full-time enrollment. Each tutor is required to tutor five hours per week in the Center.

Satisfactory Academic Progress

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

A. Financial aid recipients must maintain the following cumulative grade point average to be considered as making satisfactory progress in order to retain Federal Title IV Student Financial Assistance:
Financial aid recipients will be evaluated each semester based on their grade point average as defined above.

1. Financial aid recipients who fall under the academic probation category for one semester will be considered as being on financial aid probation and may continue to receive financial assistance.

2. Financial aid recipients who fall under the academic probation category for two successive terms will not be considered to be making satisfactory progress and will not be eligible for continued financial aid. In order to restore their eligibility for financial aid, students must attend school on their own (paying their own expenses) and achieve satisfactory progress.

3. Financial Aid recipients who receive “I” grades due to incompletes will be considered to be on unsatisfactory progress until a grade is posted for the course or courses.

B. Students who are suspended from the College will not be eligible for any student financial aid for the returning semester and until such time as satisfactory academic progress has been established.

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

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

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

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

G. In order to insure that a student completes his or her degree within a reasonable time period, a maximum time frame has been established by Southwest. Students are expected to complete their designated program of study in 150% of the time normally required for graduation.
The Advising, Counseling and Articulation Center at Southwest Tennessee Community College has as its goal the full realization of the student’s academic aspirations. To that end, the activities of the Center, along with assigned faculty advisors, will assure that students receive the caliber of advising essential for their academic success.

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

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

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

Academic advising is available from 8 a.m. to 6:30 p.m. on the Macon Cove and Union campuses Monday-Thursday. Evening services are offered from 4:30 p.m. to 6 p.m. at the Southeast Center on Mondays and from 4:30 p.m. to 6:30 p.m. on Tuesdays at Gill Center. Students are encouraged to visit. Appointments are required during early registration but not at other times. It is the desire of the Center to assist the students in the shared responsibility of achieving academic success.

For further information contact:
The Advising, Counseling and Articulation Center
5983 Macon Cove
Memphis, TN 38134
(901) 333-4170
or
737 Union Ave.
Memphis, TN 38103
(901) 333-5122

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

In order to receive VA Educational Assistance at Southwest, eligible persons must be enrolled in a program leading to a specific degree or certificate. To be certified for educational benefits for a course(s), the course(s) must be included in the requirements for the degree program being pursued. If indicated as necessary by the results of the COMPASS/ASSET, an individual may be certified for remedial and/or developmental courses. (These courses may not be taken as an online or telecourse.)

Individuals receiving Veteran’s Educational Benefits may not decline to have previously earned credits, as appropriate, applied to their program. Status as a “Special Non-Degree” or “Undeclared Major” student is not permissible for those receiving VA Educational Benefits.

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

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

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

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

Macon Campus
Farris 2160
5983 Macon Cove
Memphis, TN 38134
Phone: (901) 333-4180

Union Campus
B-206
737 Union Avenue
Memphis, TN 38103
Phone: (901) 333-5379

http://www.southwest.tn.edu/career_services

Through the Cooperative Education (Co-op), the College and the local business community continue their efforts to provide students with a more relevant and meaningful educational experience. The purpose of Cooperative Education is to train students for their future roles in the job world and to enable them to lead their lives as fully as possible. The step, however, between classroom theory and actual job reality is a big one. The Co-op Program combines the lessons of both environments during the students’ learning years and helps them see the relationship between their classroom work and their future professions.
Students reap many benefits from participating in the Co-op Program. Co-op adds relevance to education, increases motivation, develops maturity, introduces the student to the world of work, and gives the student a chance to earn while learning.

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

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

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

Options II - Technical Scholarship Program

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

Types of Co-op Schedules

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

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

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

Enrollment Information

Students interested in enrolling in the Co-op Program should contact a Career Services Center.

### Counseling, Advising, and Articulation Centers

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

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

- Personal counseling
- Academic counseling
- Career counseling

For further information contact:
The Counseling, Advising and Articulation Center
Southwest Tennessee Community College
5983 Macon Cove
Memphis, TN 38134
Phone: (901) 333-4594
or
737 Union Ave.
Memphis, TN 38103
(901) 333-5122

Counseling for students with disabilities

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

Specifically, students with disabilities should be aware of the following:

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

1. That no student may be excluded from any course or any course of study solely on the basis of disability

2. That modifications in degree or course requirements may be necessary to meet the requirements of some students with disabilities

3. That prohibitive rules, such as banning tape recorders from the classroom, must be waived for some students with disabilities

4. That auxiliary aids must be permitted in the classroom when they are required to ensure the full participation of students with disabilities

5. That alternate testing and evaluation methods for measuring student achievement may be necessary for students with impaired sensory, manual, or speaking skills

6. That classes may have to be rescheduled (moved to an accessible location) to permit access for students with mobility impairments
B. Procedures for Accommodating Students With Disabilities

1. A discount of maintenance fees is available for those individuals with total disability, as defined by the Tennessee Board of Regents, and who are not being sponsored by Vocational Rehabilitation. Contact the Counseling, Advising, and Articulation Centers for further information.

2. Alternate means of testing are available for the ACT (Residual) and the Compass/ESL/Asset Placement exams for students with disabilities. Contact the Testing Centers for additional information.

3. Students with disabilities who anticipate a problem going through the regular registration process should contact the Counseling, Advising, and Articulation Centers for assistance.

4. Off-Campus Excursions: Academic areas that have requirements for off-campus excursions will provide special accommodation for students with disabilities when possible. If accommodation cannot be provided, the experience will be waived and a closely related experience within the student's capability will be substituted.

5. Student/Faculty Schedule Conflicts: If a student with a disability has a problem meeting with an instructor or advisor during the instructor's or advisor's scheduled office hours because of the student's disability, an appointment will be made outside of the normal office hours. The student may make the appointment with the individual concerned or with the division secretary.

6. Inaccessible Offices If a student with a mobility disability desires to meet with an instructor or advisor and the instructor's or advisor's office space is inaccessible, the student should make an appointment with the individual concerned or with the division secretary to meet in an accessible location.

7. Inaccessible Classrooms It is the instructor's responsibility to identify the situation where a student with a mobility disability has been assigned to a class that meets in an inaccessible area. The instructor then contacts the scheduling director to reschedule the class to an accessible area. This reassignment is given top priority. If the student identifies the problem prior to the instructor, the student should contact the Counseling, Advising, and Articulation Centers. The Counseling, Advising and Articulation Centers will in turn notify the instructor of the problem. The instructor will then make the necessary rescheduling of the class.

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

8. Library Services Students with vision and mobility disabilities may make appointments to use special and/or reserved materials, equipment and conference rooms. Assistance in material retrieval is available as needed.

9. Alternate Testing and Evaluation The student must take the initiative to request an alternate means of testing or evaluation. The request may be directed to the faculty member involved or the Disability Counselors. In either case it is the responsibility of the Disability Counselors to determine if an alternate testing or evaluation is warranted. When the Disability Counselors have established a documented need, the faculty member is notified. The faculty member, in consultation with the student, attempts to determine an alternate means of testing or evaluation acceptable to both parties. In most cases this is accomplished satisfactorily with very little disruption to the schedule of either. However, some cases may require means beyond the capability of the faculty member. In these cases the faculty member requests assistance from the Disability Counselors to provide whatever means possible to resolve the problem, including the administration of the test or evaluation, if necessary.

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

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

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

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

**Learning Assistance Center:**
Union Avenue Campus Room F-213 - Phone 901/544-5254
MTWRF 8 a.m. - 9 p.m.
F 8 a.m. - noon
S 9 a.m. - 4 p.m.
The Learning Assistance Center will provide tutoring assistance to students needing additional help understanding how to work assignments in the following courses:

- One-to-one tutoring for Southwest students by professional and student tutors in English, mathematics and other courses in SCC majors is available.
- Instructional videotapes supplement classroom instruction in most technologies and general studies.
- Videotapes of telecourses are housed at the ARC for viewing and checkout by students enrolled in telecourses.
- Computer-based career exploration and learning styles programs provide awareness of individual preferences and are available via the Internet.
- Handouts, books and learning packets are available in most academic areas.
- The Academic Resource Center offers a preparatory assistance and practice program for students preparing to take the placement test. Basic Skills testing and computer instruction with coursework for students who need review in pre-college basic mathematics, reading and writing skills are available via the Skills Bank computer based instructional program. Students who have filed their application to the college and have paid their fees are eligible to work in the Academic Resource Center computer labs.

**LIBRARY SERVICES**

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

- meet the needs of a diverse and multicultural community
- provide an environment conducive to study and research
- access virtual learning
- expand the educational needs of our users through networking
- encourage life-long learning
- offer a broad range of learning opportunities and resource sharing
- promote positive and innovative programs

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

The Library is open from 7 a.m. to 9 p.m., Monday through Thursday, 7 a.m. to 5 p.m., Friday and 8 a.m. to noon, Saturday. Hours may vary at the libraries.
examination is based on the premise that a competent secretary should know how to apply the principles of good human relations and have basic knowledge of finance, economics, business law, communications, and management. The CPS exam is given in May and in November of each year. Persons eligible to apply for CPS examination candidacy are:
(a) an experienced secretary
(b) a full-time employed secretary
(c) a college/university student
(d) a business educator

General Education Development (GED)
Southwest is committed to providing the GED test. Applicants must be at least 17 years of age, residents of Tennessee, have no high school diploma or high school equivalency certificate and not presently enrolled in high school.

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

Health Occupations Aptitude Examination (HOAE)
The HOAE is restricted to applicants seeking admission to the Radiologic Technology Program at Southwest. Students are required to submit a score on this test as part of the admission process.

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

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

National Institute for Certification in Engineering Technologies (NICET)
The purpose of the NICET credentialing examinations is to assist in determining that an individual's competence meets or exceeds a prescribed level of technical knowledge and ability.

National League for Nursing (NLN)
Students desiring consideration for admission to schools of registered nursing are required to submit scores on the NLN Pre-Admission Exam.

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

Prometric Testing
The Southwest Testing Center is an Authorized Prometric Testing Center (APTC). Certification and licensure exams are administered for over 40 clients. These clients include A+, Adobe, Air Conditioning Contractors of America (ACCA), Borland, Cisco, CNX, Compaq, Corel, Hewlett-Packard, IBM, Microsoft, National Glass Association, Novell and Oracle, etc. The hours of operation for this service are every Thursday and Saturday from 9 a.m. - 3 p.m. For more information or to register for an exam, call (901) 333-4569 or visit our Website at www.southwest.tn.edu/testing/.

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

For further information contact:
The Testing Center
5983 Macon Cove or 737 Union Avenue
Memphis, TN 38134 or Memphis, TN 38103
(901) 333-4170 or (901) 333-5127

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

Bus Schedules – The Memphis Area Transit Authority maintains on-campus service. Rider’s guides may be obtained in the Student Activities Office. For specific information about the schedule, call MATA at (901) 274-6282.

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

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

Usage – The student ID is required for borrowing books from the library, selling textbooks, completing registration and other purposes that may be authorized.

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

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

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

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

Lockers – To obtain a locker, contact the Student Activities Office at Macon Cove Campus. Lockers are available in the following buildings: Jennings, Parrish, Whitehead and Fulton. Students must provide their own locks.
Lost and Found – This service is available through the Student Activities Office on both main campuses and at the administrative offices at the centers. Articles should be turned in or claimed in that office.

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

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

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

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

- Alpha Beta Gamma
- American Institute of Architects
- Baptist Student Union
- Black Students Association
- Cheerleaders
- Dietetic Association
- Fellowship of College Christians
- Gospel Choir
- Hospitality Management Society
- Institute of Electrical and Electronic Engineers
- International Associates of Administrative Professionals (IAAP)
- International Student Club
- NAACP
- Phi Beta Lambda
- Phi Theta Kappa
- Pierian Society
- Police Science Association
- PREP Alumni Group
- Radiologic Technology Student Association
- Ragtime Players
- Science Club
- Sigma Theta Phi
- Society of Manufacturing Engineers
- Student Nursing Government Association
- United Christian Association
- Young Democrats

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

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

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

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

Traffic Appeals – If a student believes that he/she has justification, a traffic citation may be appealed within 72 hours after it is issued (Saturdays, Sundays and holidays excepted). Appeal forms are available from the Campus Police, in the Student Activities Office, or at the center offices. The Traffic Committee is composed of six students recommended by the Coordinator of Student Activities.

Alumni Association

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

Specific activities that support the purpose include:

A. forming a network for dispensing information about jobs and career opportunities
B. helping recruit students
C. serving as an “information bank” about jobs for students
D. providing scholarships for students and other fund-raising activities, and
E. helping track alumni and keeping alumni records up to date.

All graduates and former or current students are eligible for membership. All members will receive the Southwest Alumni News, a bi-annual newsletter that focuses on Southwest and graduates of the College.

For more information about the Alumni Association, contact the Alumni Office at (901) 333-4504.

DISTANCE LEARNING

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

Online Courses

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

Before registering for online courses, students must complete the online orientation at http://ww2.southwest.tn.edu, obtain a permit to register and have it signed by an advisor. The student can then register by fax, mail, TRAVIS (901-333-4734), online, or in person. A copy of the registration form can be printed from the site above.
After registering, the student must contact each of his/her online instructors by e-mail for information on accessing the courses. A link to each semester’s online courses and each instructor’s email is available at this web address. Textbooks and other course materials should be purchased at the Southwest bookstores (901-333-4227 or 901-333-5452) promptly. Unsold books and materials are returned three weeks after the beginning of the semester. The long-distance toll-free number for online students to use in accessing services is 1-(866)-ASK-STCC. The following courses are offered online over the Internet. However, not all courses are offered each semester and new courses are added periodically.

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

Regents Online Degree Program
Southwest is a participant in the statewide Regents Online Degree Program (RODP). The RODP offers degrees and courses totally online to any interested student with reliable access to the Internet. Southwest offers courses leading to the following degrees:
- Associate of Arts
- Associate of Science
- Associate of Applied Science in Professional Studies with a concentration in Information Technology

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

Telecourses
Southwest provides college credit courses delivered by cable television. Telecourse students view content broadcasts and complete textbook readings and assignments. All telecourses are broadcast on Memphis Cablevision; selected telecourses are broadcast on WKNO and the Germantown High School station. Students may also view the tapes at Southwest libraries.

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

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

American National Government
Art Appreciation
Business Ethics
Business Law
Child Psychology
Cultural Anthropology
Economic Survey of World Regions
English Composition I and II
Ethics
General Psychology I and II
Introduction to Sociology
Introduction to Business
Introduction to Film/Lab
Music Appreciation
Personal Finance Management
Personal Health
Principles of Macroeconomics
Principles of Management
Principles of Marketing
Principles of Microeconomics
Principles of Nutrition
Principles of Supervision
Professional Selling
Small Business Management
Survey of World Regions
Technical Writing
United States History to 1877
United States History since 1877
World Geographic Regions
World Literature I and II

Southwest Tennessee Community College
Interactive Classroom

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

EVENING AND WEEKEND COLLEGE

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

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

The Evening/Weekend College office on the Macon Cove Campus provides administrative support for the campus in the evenings and on Saturday. The office, located in the Farris Building, Room FA-2115, serves both students and adjunct faculty. It is open from 1 p.m. to 9:30 p.m., Monday-Thursday; from noon to 8:30 p.m. Friday; and from 7:30 a.m. to 3:30 p.m. Saturday. For more information, call (901) 333-4243.

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

MID-SOUTH QUALITY AND PRODUCTIVITY CENTER

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

These programs include:
- Malcolm Baldrige National Quality Award assessments and assessment training
- Process Activated Training System (PATS)
- Implementation of process documentation and cycle time reduction systems. The system uses existing employees known as subject matter experts (SME’s) to identify and teach “Best Practices” throughout the organization
- “Best Practice Tours” benchmarking trips to organizations such as Saturn Corporation and Federal Express Corporation
- SO/1QS 9000 and ISO 14000 workshops, in-house consultation and training
- Professional consulting that includes, but is not limited to, quality awareness sessions, steering committee training and quality function deployment
- Quality award training and application writing for the Malcolm Baldrige National Quality Award and Tennessee Quality Award
- Quality improvement project team training, a quick and easy way for organizations to get their employees involved in the Total Quality Management process
- On-site credit courses through Southwest that offer hands-on training on quality-productivity “tools” necessary to support Total Quality Management

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

WORKFORCE DEVELOPMENT AND CONTINUING EDUCATION

The Workforce Development & Continuing Education (WFD&CE) Division serves businesses needing to provide ways for employees to enhance their knowledge and skills, individuals desiring to expand their career opportunities, and citizens wanting to explore lifelong learning experiences. The WFD&CE Division provides the ultimate flexibility in serving its customers. Educational opportunities and training services can be custom-designed, delivered at the customer’s preferred location, formatted in an educational/training package that is best suited to the customer’s needs, and is always competitively priced.

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

Services include but are not limited to:

Corporate Training

The CEED Center extends the resources of the College to companies, organizations, and groups by providing a staff of trained professionals to assist in determining both short- and long-term training needs. The Center is highly proactive in the delivery of credit and non-credit courses and programs. Each individually tailored course and/or program is practical, up-to-date, and tailored to the client to meet specific training needs. These programs are offered at competitive prices, delivered at the location and time of the customer’s choice, and staffed with professionals with practical experience in the subject matter.

Specialized services for businesses include:

Continuing Education and Economic Development (CEED)
• Contract Training
• Customized Training
• Partnerships
• Training Assessments

For more information, contact the CEED Center at (901) 333-4207, (901) 333-4455, or (901) 333-4510.

Economic Development

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

Career Development

The CEED Center recognizes the importance of providing career and professional development opportunities for individuals to advance or change careers. The Center offers more than 500 popular credit and non-credit courses, seminars, and workshops that help individuals to expand their knowledge and increase their skills. These general public offerings, which are conducted at both main campuses and at various locations in the community, are advertised each semester in the Workforce Development & Continuing Education Program Brochure.

Training opportunities include but are not limited to:
• Certifications
• Professional/Technical Licensing
• Management/Leadership Training
• Technical Skills Training
• Computer Training
• Basic Skills Training
• Credit, CEU and Non-Credit Opportunities

Certifications

To provide the competitive advantage that is needed in today’s business environment, the CEED Center offers courses and training programs that provide the knowledge and skills for students to prepare for certification in specific fields of study. The following programs and certifications are available.

Certified Professional Secretary (CPS) Program

Southwest and the Memphis Chapter of International Association of Administrative Professionals (IAAP), an association for office professionals, have developed a multi-course program that is specifically designed to prepare individuals for the CPS exam. The exam is given in May and November. Southwest is an official testing site for the CPS exam. Courses are designed to help you become more effective in your present position and to prepare you for advancement. To receive a CPS rating, each student must complete a three-part examination in the following areas:
• Finance and Business Law
• Office Systems and Administration
• Management

Upon successfully completing the CPS examination, the student will be eligible for 19 hours of college credit toward the Office Administration A.A.S. degree in the General Administrative Assistant concentration, if he or she has completed at least nine credit hours at Southwest and is currently enrolled in a program of study leading toward a degree. Please note, the nine credit hours do not include the six credits awarded for the CPS Overview courses. A record of the CPS examination scores, award of the CPS certificate, and a written request for conversion to college credit must be provided to the Records Office. The courses for which credit will be awarded are:

<table>
<thead>
<tr>
<th>Course</th>
<th>Credit</th>
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</thead>
<tbody>
<tr>
<td>ACCT 1210 Principles of Accounting I</td>
<td>3</td>
</tr>
<tr>
<td>OFAD 1110 Keyboarding I</td>
<td>3</td>
</tr>
<tr>
<td>OFAD 1120 Keyboarding II</td>
<td>3</td>
</tr>
<tr>
<td>OFAD 1210 Microsoft Word I</td>
<td>4</td>
</tr>
<tr>
<td>OFAD 1140 Records Management</td>
<td>3</td>
</tr>
<tr>
<td>OFAD 2610 Administrative Office Management</td>
<td>3</td>
</tr>
</tbody>
</table>

Total 19

Certified Internet Webmaster (CIW)

The CIW certification establishes and validates critical job skills for Web team members. CIW certification establishes an individual as an expert in Internet technologies. Like a professional license, the CIW designation offers structured, reliable evidence of Internet skills competency. The CIW certification exams are built on rigorous and standardized criteria.

See page 43 for more details on CIW certification.

Manufacturing Certificates Program

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

Manufacturing Fundamentals Certificate

This certificate consists of four courses that can be completed in one semester. It is designed to teach basic manufacturing skills to those entering industry for the first time. Major areas of study include:
• Engineering Materials
• Basic Machine Processes
• Computer-Aided Design (CAD) Concepts and Applications
• Current Computer Software
• Spreadsheets and Databases

See page 91 for more details on Manufacturing Fundamentals Certificate.

Manufacturing Graphics Certificate

This certificate consists of six courses that can be completed in two semesters. The Manufacturing Fundamentals Certificate should be completed prior to this certificate program. This program emphasizes developing Computer-Aided Design (CAD) and graphics skills for use in engineering and industrial applications. It includes the study of computer graphics and 3D models, as well as how to develop technical slide shows, Web pages, and other professional presentations. Major areas of study include:
• Advanced 2D and 3D graphics
• 3D Prototyping
• Rendering and Animation
• 2D and 3D Facility Design and Layout
• Technical Multimedia Presentation
• Internet Applications

See page 91 for more details on Manufacturing Graphics Certificate.

Quality Assurance Certificate

This certificate consists of six courses that can be completed in two semesters. The Manufacturing Fundamentals Certificate should be completed prior to this certificate. The certificate provides the students with intensive measuring and testing skills, as well as how to use standard instruments to inspect and collect quality control data for all areas of industry. Major areas of study include:
To learn more about these apprenticeship programs, call (901) 333-4158 or go to www.southwest.tn.edu.

Associated Builders and Contractors

The West Tennessee Chapter of the Associated Builders and Contractors (ABC), in partnership with Southwest, offers a four-year, Department of Labor-approved apprenticeship program in Commercial Carpentry as well as Residential, Commercial and Industrial Electricity and other construction trade-related courses. Students accepted into one of the apprenticeship programs attend one class per semester during the fall and spring while working full-time in the related trade for an association employer. Upon completion of one of the programs, graduates may continue their employment with an association member working at the journeyman level.

To learn more about these apprenticeship programs, contact ABC at (901) 794-9212.

Independent Electrical Contractors

The Mid-South Chapter of Independent Electrical Contractors (IEC), in partnership with Southwest, offers a four-year Department of Labor-approved apprenticeship program in Residential, Commercial and Industrial Electricity. Students accepted into the program attend one class per semester during the fall and spring while working full-time for an association employer. Upon completion of the program, graduates may continue their employment with an association member working at the journeyman level.

To learn more about this apprenticeship program, contact Mid-South IEC at (901) 682-3546.

Memphis Light, Gas & Water Division

Southwest, in partnership with Memphis Light, Gas & Water (MLGW) Division, offers two pre-apprenticeship training programs for individuals interested in employment with MLGW or other utility companies as Electrical Utility Construction (Lineman) or Utility workers.

• Electric Utility Construction Worker (Lineman)
  This two-semester program includes 21 college credit hours of instruction. Classroom instruction is reinforced with practical applications. Labs include extensive training “on the poles”. Focus is on electricity, electrical distribution, safety, construction and repair. Students enter the program in the fall semester and complete in the spring semester. This is MLGW’s primary source of electrician (lineman) apprentices.

• Introduction to Utility Technology (Utility Workers)
  This one semester course introduces students to a wide variety of tasks that must be performed for the efficient operation of a utility company. Classroom instruction, reinforced by hands-on training, prepares students for careers in a public utilities’ water, gas or electric department. Topics include safety, power and hand tools, traffic control, and operation of commercial vehicles. This is MLGW’s primary source of utility workers.

To learn more about these apprenticeship programs, call (901) 333-4207.

Quality and Productivity Certificate Programs

Quality and Productivity Technical Certificate (Basic)

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

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

Candidates who already hold a degree may qualify for this technical certificate of credit. Candidates must also meet the requirements of a first-time college student or transfer student.

Required Courses

<table>
<thead>
<tr>
<th>Course</th>
<th>Cr</th>
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<tbody>
<tr>
<td>MGMT 1200</td>
<td>Introduction to Quality</td>
</tr>
<tr>
<td>MGMT 2010</td>
<td>Principles of Management I</td>
</tr>
<tr>
<td>ISDS 2807</td>
<td>Statistical Quality Improvement</td>
</tr>
<tr>
<td>MGMT 2040</td>
<td>Strategic Planning</td>
</tr>
</tbody>
</table>

Quality and Productivity Technical Certificate (Advanced)

The Quality and Productivity Technical Certificate (Advanced) is designed for students with varied backgrounds who are already working in the Quality field. This state-approved certificate provides additional education and training in the practical knowledge and skills needed in today’s ever-changing workforce. This certificate requires 12 semester hours for completion and is not a major or a substitution for the A.A.S. degree.

The courses can be tailored to the needs of the students and local businesses. Each student should insure that he or she has met prerequisites before attempting to register for a course. Students who already have a degree may still qualify for the technical certificate of credit. Candidates must also meet the requirements of a first-time college student or transfer student.

Required Courses

<table>
<thead>
<tr>
<th>Course</th>
<th>Cr</th>
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</thead>
<tbody>
<tr>
<td>ISDS 2806</td>
<td>Supply Chain Management</td>
</tr>
<tr>
<td>MGMT 2000</td>
<td>Project Management</td>
</tr>
</tbody>
</table>

Other Quality & Productivity Training

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

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

See page 71 for more details on the Quality and Productivity Certificate Program.
Real Estate

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

For information on the educational requirements for real estate licensure, call the Tennessee Real Estate Commission at 1-800-342-4031 or go to http://www.state.tn.us/commerce/trec/ For information on the educational requirements for real estate appraisal licensure, call the Tennessee Real Estate Appraiser Commission at (615) 741-1831 or go to http://www.state.tn.us/commerce/trec/ For information regarding the Licensure Examination, call Assessment Systems, Inc. (ASI) at 1-800-274-5312 or go to http://www.asisvcs.com/.

To learn more about these programs and services, contact the CEED Center at (901) 333-4563.

Professional/Technical Licensing

The CEED Center offers a variety of courses and training programs to prepare individuals for licensing exams. The following information details the types of courses and training programs available.

Memphis/Shelby County/State License Preparation

The CEED Center offers various courses for contractors and trade persons to help prepare them for licensing exams in the mechanical, electrical, plumbing, and building trades. These licenses include:
- Class “A” or “B” Master Gas Contractor and Gas Installer
- Contractor’s License Preparation (State Business and Law Exam)
- Journeyman and Master Electrician
- Journeyman and Master Plumber
- Refrigeration Operating Engineer First and Third Class
- Refrigerant Proficiency (Contractor) First and Third Class
- Residential/Small Commercial Building Contractor License Preparation
- Steam Operating Engineer First and Third Class

Additional Certification Preparation Courses
- A+ Certification Review
- Applied Food Service Sanitation Certification
- ASME Welding Certification Preparation
- Backflow Testers Certification Program
- Confined Space Entry
- Control System Technician Level I Certification Preparation
- National Counselor Exam Preparation
- Society of Manufacturing Engineers Certification Preparation

To learn more about these programs and services, contact the CEED Center at (901) 333-4207.

Management/Leadership Training

Businesses needing to provide ways for employees to enhance their knowledge and skills, as well as individuals desiring to expand their career opportunities, are encouraged to take advantage of the extensive management and leadership training offered through the CEED Center. This training can be formatted as courses, seminars, or workshops and customized to meet an organization’s performance needs.

This training is designed to enhance the management/leadership skills of employees who are potential leaders as well as provide basic supervisory skills to employees who have recently been promoted. It increases the employee’s awareness of the corporate culture, provides the employee essential human relations and communication skills, and gives the employee an understanding of finance and budget in the workplace. Courses, workshops and seminars include, but are not limited to:
- Diversity in the Workplace
- Presentation Skills
- Effective Performance Appraisals
- Time Management
- Listening
- Team Building
- Working with Difficult People
- Foreign Languages
- Conflict Management
- Business Writing

Supervisory Institute

The Supervisory Institute is a management-training program presented by the CEED Center and the Memphis Regional Chamber. Established in 1984, this program provides a comprehensive study in the development of management and supervisory skills. The Institute is comprised of a series of five courses ranging from basic supervision to interpersonal development as a supervisor.

The courses are applicable to supervisory positions in all types of companies and organizations. Developed jointly by The Chamber and Southwest staff, the courses are geared to “real life” situations and designed to move effectively from the classroom to the workplace. Students enrolled in the Supervisory Institute will receive two hours of college credit upon successful completion of each course. After all five courses are completed, students will receive a Certificate of Achievement from the Memphis Regional Chamber.

Achieve Global (formerly Zenger-Miller)

The CEED Center is an educational partner with Achieve Global, an award-winning international firm specializing in business training and consulting services that help organizations enhance individual job performance, teamwork, and overall competitiveness. Achieve Global training emphasizes respect for the individual, maintaining long-term relationships, leading by example, and taking initiative. Workshops and seminars include, but are not limited to:
- Frontline Leadership
- Team Effectiveness
- Working
- Leadership 2000
- Team Leadership
- QUEST (Quality Enhancement through Skills Training)
- Customer Satisfaction

To learn more about these programs and services, contact the CEED Center at (901) 333-4207.

Technical Skills Training

Engineering/Facilities Maintenance

Southwest offers courses that are designed for engineers; general contractors; apprentice- and journeymen-level technicians; building, mechanical, plumbing, and electrical trade personnel; and building maintenance technicians. Courses include but are not limited to:
- Heating, Air Conditioning and Refrigeration
- Boilers and Heating
- Personal Computer (PC) Servicing
**Occupational Safety and Environmental Health Training**

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

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

**Medical Transcription Program**

Medical transcriptionists work in a variety of settings, including medical clinics, doctors’ offices, hospitals, dictation services, and home offices. There is a shortage of qualified medical transcriptionists locally and nationwide. Southwest’s medical transcription program is a comprehensive and technical approach to training students to become qualified medical transcriptionists. This career requires highly skilled, educated professionals who transcribe doctors’ dictated reports describing patient care, surgical procedures, autopsies, and laboratory reports.

This full-time program consists of 32 semester hours that are completed in three semesters. Prior to entering this program, students should be able to type 45 wpm and have experience using word processing systems. An above-average level of competence in English grammar, spelling, and punctuation is strongly recommended. You must enroll in all courses offered each semester. New students are accepted only in the fall semester.

**Landsaping and Horticulture**

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

**A.A.S. Degree**

**Landscape and Turfgrass Management**

This program provides students the knowledge and skills needed for careers in landscape and turfgrass management. See pages 86-87 for program details.

**Technical Certificate Programs**

**Landscape Management**

This program strengthens students’ knowledge of professional landscape techniques and prepares them for EPA restricted use pesticide certification. Upon completion of this program, students will be eligible for entry-level employment in landscape management, landscape and irrigation installation, lawn maintenance, and chemical application.

<table>
<thead>
<tr>
<th>Course</th>
<th>Credit</th>
<th>Description</th>
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<tbody>
<tr>
<td>HORT 1000</td>
<td>3</td>
<td>Horticulture Plant Science</td>
</tr>
<tr>
<td>HORT 2100</td>
<td>3</td>
<td>Small Engines</td>
</tr>
<tr>
<td>HORT 1200</td>
<td>3</td>
<td>Horticulture Pest Management</td>
</tr>
<tr>
<td>HORT 1310</td>
<td>3</td>
<td>Plant Identification I</td>
</tr>
<tr>
<td>HORT 1400</td>
<td>3</td>
<td>Landscape Maintenance</td>
</tr>
<tr>
<td>HORT 2300</td>
<td>3</td>
<td>Landscape Techniques</td>
</tr>
<tr>
<td>HORT 2210</td>
<td>3</td>
<td>Irrigation Techniques I</td>
</tr>
<tr>
<td>HORT 1510</td>
<td>3</td>
<td>Turfgrass Management I</td>
</tr>
</tbody>
</table>

**Turfgrass Management**

This program provides students knowledge for the management, installation, and renovation of turfgrass areas. The program covers turfgrass management, soils, irrigation, ornamental plant materials, and EPA core certification preparation. Upon completion of the program, students will be eligible for entry-level employment with a lawn care management company, golf course, park department, or sports facility.

<table>
<thead>
<tr>
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<tr>
<td>HORT 1000</td>
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</tr>
<tr>
<td>HORT 1310</td>
<td>3</td>
<td>Plant Identification I</td>
</tr>
<tr>
<td>HORT 1100</td>
<td>3</td>
<td>Soil and Water</td>
</tr>
<tr>
<td>HORT 2210</td>
<td>3</td>
<td>Irrigation Techniques I</td>
</tr>
<tr>
<td>HORT 1510</td>
<td>3</td>
<td>Turfgrass Management I</td>
</tr>
<tr>
<td>HORT 2520</td>
<td>3</td>
<td>Turfgrass Management II</td>
</tr>
</tbody>
</table>

To learn more about these programs and services, contact the CEED Center at (901) 333-4207

**Computer Training**

Just starting out? Upgrading your current skills? The CEED Center offers a class to fit your needs! From introduction to computers, operating systems and environments, spreadsheets, word processing, and databases, to the Internet, programming, and communications/networking, the CEED Center is the place to go for computer skills instruction.

For the student who has little or no experience with an IBM-compatible personal computer (PC), the CEED Center offers basic computer training courses including Computer Fundamentals Using Windows and Keyboarding I. By starting at the beginning, the student can reach a certain level of knowledge and experience relating to computer terminology, software, hardware, and the Windows Operating System. For the student who has been working with computers and has a good working knowledge of his/her personal computer and operating system, the CEED Center offers a wide variety of computer application, programming, and networking classes.

The CEED Center offers its computer classes in both semester length and one-and two-day seminar formats. In all classes and seminars, each student has sole access to a computer during class periods. In addition, computer labs are available for practice sessions.

For the business community, the CEED Center offers computer training on a contract basis. Computer training can be customized, delivered at the customer’s preferred location, formatted in an educational/training package that is best suited to the
customer's needs, and is always competitively priced.

To learn more about these programs and services, contact the CEED Center at (901) 333-4207.

**Basic Skills Training**

**General Educational Development (GED) Preparation**

The General Educational Development (GED) program is designed to assist the non-high school graduate in obtaining a high school equivalency diploma by successfully taking the GED test. The CEED Center offers an in-depth review course entitled “GED for Self Improvement” to assist students in passing the GED test and obtaining a high school equivalency diploma.

The course includes 42 hours of classroom training. The course includes an intensive study of literature, English usage, essay writing, science and mathematics as they appear on the GED. This program is open to persons 18 years of age and older. Southwest Tennessee Community College (Southwest) is an approved testing center for the GED test battery. Individuals interested in taking the GED test must pay the $55.00 by Thursday of the week prior to the day of the test. Fees must be paid in the Business Office located in the Farris Building on the Macon Campus. Individual parts of the test are $11.00 each. **Fees are not refundable and are not transferable.** Walk-ins are not allowed.

To learn more about enrolling in the GED program, contact the CEED Center at (901) 333-4207.

**Credit, C.E.U., and Non-credit Opportunities**

The CEED Center understands today’s business environment and the need to provide ways for employees to enhance their knowledge and skills, thereby expanding their career opportunities. Similarly, the CEED Center recognizes the needs of individuals desiring to participate in life-long learning experiences. To respond to these two important needs, ultimate flexibility is utilized. Educational opportunities and training services are available in credit, continuing education units (C.E.U.s), and non-credit formats. You can select the format that best suits your needs.

For employers, on-site registration is available, and customer-friendly registration procedures are used to enroll your students. The CEED Center staff is always available to assist in designing courses and programs to meet business, personal, and community educational needs. Customers are our #1 priority!

To provide you a sampling of the courses, seminars, and workshops that are available, the following is a partial list of special offerings through the CEED Center. For offerings other than those listed below, simply contact the CEED Center so that your educational/training needs can be met.

A+ Certification Review
Access
Achieve Global
Air Conditioning and Refrigeration
Appraisal Licensure
Architectural Engineering/AutoCAD
Art of Team Building
AS/400
AutoCAD
Automotive Diagnosis and Repair
Automotive Technician Training
Backflow Tester Certification Program
Basic Skills Training
Boilers and Heating Operations
Building Code
Certified Control Systems Technicians
Certified Internet Webmaster Prep
Certified Professional Secretary
Computer Fundamentals Using Windows
Counselor Licensure
Customer Service
Desktop Publishing-IBM/Mac
E-Business
Electricity and Electronics
Electrical Code
EMT Continuing Education
Excel
Flash
Floral Design
General Education Diploma (GED)
Genealogy
Golf
Handgun Safety
Horticulture/Landscaping/Turfgrass
HTML
Leisure/Life Enrichment
Mac-Based Graphics
Manufacturing Certificate Program
Management Theories and Practices
Medical Transcription
Microsoft Office
Motorcycles
National Electric Code
Occupational Safety/Environmental Health
Personal Computer (PC) Servicing
Pest Control Management
Plumbing Design and Code
PowerPoint
Problem Solving Using Charts/Graphs
Professional Development for Business Managers and Professionals
Programmable Logic Controllers (PLC)
Quality and Productivity
QuickBooks
Real Estate Licensure
Small Business Management
Standard Gas Code
Statistical Process Control
Supervisory Training
Teacher Recertification
Time Management
Transportation and Distribution
Welding
Word

To learn more about these programs and services, contact the CEED Center at (901) 333-4207.

**Continuing Education and Economic Development Center Policies**

**Registration Information**

The CEED Center can register employees on-site for company-sponsored courses. Registration for courses announced to the general public may be completed by mail, facsimile, or in person. Mail completed Continuing Education registration forms and fees to:

Southwest Tennessee Community College
CEED Center
5983 Macon Cove
Memphis, TN 38134

To register via fax, submit registration forms and credit card information to (901) 333-4519. Payment must be via credit card
to utilize this form of registration.

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

Refund Policy

Southwest will refund to any student who officially drops or withdraws from any credit course 100% of the fees paid if the drop or withdrawal occurs before the first official day of classes. For the academic term, Southwest will refund to any student who officially drops or withdraws from any non-credit course 100% of the fees paid if the drop or withdrawal occurs before the first day of that specific class. A 100% refund will be given if a course is cancelled by the college. The prorated 75% / 25% refund is only applicable to classes that exceed five calendar days in length.

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

Withdrawal Policy

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

For more information, contact the CEED Center at (901) 333-4207.

Community Programs

Professional Non-Credit Continuing Education Units (CEUs)

The CEED Center encourages life-long learning and provides educational/professional development opportunities to the community as well as specific target audiences. Through an array of non-credit offerings, conferences, workshops, seminars, public forums, and other short courses, individuals can expand their knowledge and increase their skills. These programs are offered to the general public and are conducted at Southwest’s two main campuses, centers, and sites, and at various locations in the community.

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

Conferences/ Workshops/ Seminars/ Public Forums

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

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

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

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

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

The CEED Center offers all of these educational opportunities to the community as well as specific target audiences.

Community Service / Lifestyle Programs

The CEED Center places a high priority on activities involving all community segments regardless of age, social, ethnic, or economic background. Community service and lifestyle programs are an integral part of the offerings to the community. Instruction is offered in lifestyle interests such as golf, dance, floral design, motorcycle riding, handgun safety, and other leisure and self-improvement courses. The Center facilitates informal activities such as community service forums or luncheons to bring various groups into dialogue. Suggestions for new classes and community activities are always welcome.

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

For additional information on these community services/programs or to explore offering a new activity, call (901) 333-5298.

Computer Resource Center

The Computer Resource Center (CRC) offers a comprehensive variety of computer applications seminars. These seminars, which award Continuing Education Units (C.E.U.s) and Continuing Professional Education Units (C.P.E.s), are available to the general public or can be customized to meet individual business needs and delivered on a contract basis. All seminars are instructor-led, provide one computer per student, and emphasize a hands-on learning experience.

Additional services:

Self-Paced Lab
The self-paced lab allows students to use Southwest’s equipment, software, and tutorials to enhance computer skills at their own pace. There is no charge for the use of this lab, which currently has four PCs and one Macintosh computer.

Help Line
The CRC offers a free telephone “help line” where lab technicians and instructors are on hand to answer computer software questions during normal business hours. In addition, the CRC houses a free reference library containing the latest in computer periodicals.
in a recent independent study:
Here is what hiring managers have said about MOUS certification
MOUS certification will give you a recognized credential that assures
comfortable and quiet Testing Center here at Southwest. MOUS
MOUS certification exams. These exams can be taken in our
Word, Excel, PowerPoint, Access, and Outlook to prepare for the
abilities required to be a productive user of the Microsoft Office
How do you show the world you have the knowledge, skills, and
MOUS Certification:
MOUS exam certification classes are available through the CRC.
For more information, contact (901) 333-4277 or go to
www.stcc.tn.edu/crc. For more information about the MOUS
program, go to ft.com/mous” www.microsoft.com/mous. For
information about scheduling a MOUS exam at our Testing
Center, go to www.southwest.tn.edu/testing/mous.htm.

Certifications:
Certified Internet Webmaster
Internet Certification establishes and validates critical job skills for
Web team members. CIW certification establishes an
individual as an expert in Internet technologies. Like a profes-
sional license, the CIW designation offers structured, reliable
evidence of Internet skills competency. CIW certification exams
are built on rigorous and standardized criteria.
Benefits of CIW certification include:
• Objective validation of critical Internet skills.
  For employers, a verification tool to distinguish among
candidates for hiring and promotion.
• For individuals, a worldwide credential attesting to their
  mastery of important skills.
• International acceptance.

CIW Professional Designation
The first step toward CIW certification is the CIW Foundations
series. After successful completion of the Foundations exam,
candidates are awarded a CIW Associate certification. After
achieving CIW Associate status, candidates can choose from four
Master CIW certification tracks. Candidates who pass the CIW
Foundations can earn the CIW Professional designation upon
passing any CIW job role series exam. CIW Professionals may
earn Master CIW Administrator, Master CIW Designer, Master
CIW Enterprise Developer, or Master CIW Web Site Manager
designation after completing all the series in a track.
CIW certification is endorsed by the World Association of
Webmasters (WOW), the Association of Internet Professionals
(AIP), and the Internet Certification Institute International (ICII).
For more information on the CIW programs, please look at http://
www.ciwcertified.com. All certification exams are administered
through Sylvan Prometric worldwide, and are available at the
Macon campus, 901-333-4170.
CIW exam preparation classes are available through the CRC.
For more information, call (901) 333-4277 or go to
www.southwest.tn.edu/crc.

MOUS Certification:
Microsoft Office User Specialist
How do you show the world you have the knowledge, skills, and
abilities required to be a productive user of the Microsoft Office
suite of products? Become MOUS certified! Take our seminars in
Word, Excel, PowerPoint, Access, and Outlook to prepare for the
MOUS certification exams. These exams can be taken in our
comfortable and quiet Testing Center here at Southwest. MOUS
certification will give you a recognized credential that assures
employers of your real-world skills necessary to be productive in
today’s competitive workplace.
Here is what hiring managers have said about MOUS certification
in a recent independent study:
• 71 percent said that MOUS certification gives prospective
  employees an advantage in the hiring decision
• 86 percent found MOUS-certified individuals to be more
  productive
• 82 percent found MOUS-certified individuals directly benefit
  their organization

Registration Information
A registration form along with payment must be completed to
enroll in a CRC seminar. Payment can be made by check, credit
card, or special invoicing. Registration forms can be obtained at
the CRC office or online at www.stcc.cc.tn.us/crc. No
registrations will be processed until receipt of payment and a
completed registration form is received. Should you not hear
from us after submitting your application, please call us at
(901) 333-4277 to register. Persons requiring assistance due to a
disability should call for more information.

Refund Policy
To withdraw from a class with 100% refund, written notice of
your intent to withdraw must be received in the Computer
Resource Center no later than one (1) Full Business Day before
the first day of the class.

Class Changes
To change from one class to another, written notice of your intent
must be received in the Center no later than one (1) Full Business
Day before the first day of the class.

Parking Information
The parking permit is valid for one semester. Tape the permit to
the front windshield. Always use designated student-parking
spaces. The parking permit can be obtained at the CRC office or
online at www.southwest.tn.edu/crc/parking.htm.

Location
The Computer Resource Center is located on the Macon Cove
Campus in the Richard D. Sulcer Building at 5983 Macon Cove.
A green awning marks the CRC entrance.

To receive a complete seminar schedule, to utilize the “help line,”
to use the self-paced lab, or to learn more about the services
available through the CRC, call (901) 333-4277.

Cisco Networking Academy Program
Southwest Tennessee Community College has partnered with
Cisco Systems, Inc., the worldwide leader in internetworking, to
provide the highest level of technology curricula to students in the
Memphis region. The program teaches high school and college
students how to design, build, and maintain computer networks,

Southwest’s Cisco Networking Academy Program (CNAP)
employs an innovative e-learning model, using a combination of
web-based, instructor-led and hands-on labs to teach students
networking and information technology. The CNAP curricula are
the only official curricula sanctioned by Cisco Networking
Academy. Upon completion of this nine-month program, students
will be eligible to take the Cisco Certified Network Associate
(CCNA) certification test. Southwest facilitates student intern-
ships and job placement opportunities with area business and
industry.

To learn more about the Cisco Networking Academy Program,
call (901) 333-4207.
The Business-Education Collaboratives Department develops and manages partnerships, fosters educational reform initiatives, and develops and manages community-based programs. It provides educational opportunities and services to the community and its stakeholders.

**The Partnership for Preparing a Regional Workforce**

The Partnership for Preparing a Regional Workforce (The Partnership) is a consortium of businesses, schools and community organizations led by the College. It includes more than 400 businesses, 10 colleges and universities in southwest Tennessee, three public K-12 systems serving more than 160,000 students (Memphis City Schools, Shelby County Schools, and Fayette County Schools), seven private K-12 schools, and 44 community-based organizations.

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

The Partnership supports five major initiatives:

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

For additional information on The Partnership, call (901) 333-5682.

**Tech Prep**

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

Articulation coordinates high school courses with post-secondary programs to allow students to take courses in high school that may eliminate the need to take some introductory college courses. It assures students a seamless transition into college or technical school.

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

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

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

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

Specific activities for the Tech Prep Program include:

- Updating and expanding articulation opportunities between secondary and post-secondary consortium members
- Profiling (identify, count, and describe) students who participate in the Tech Prep Program
- Providing quality staff development opportunities to personnel at secondary and post-secondary institutions to improve teaching and advising practices
- Strengthening the consortium’s role as a leader in innovative educational initiatives in Shelby and Fayette counties through the process of evaluation and continuous improvement
- Increasing stakeholders’ and the general public’s awareness of Tech Prep in Shelby and Fayette Counties
- Providing leadership in innovative learning opportunities that include reform initiatives, new technologies and collaborative partnerships to increase student academic performance, work-related skills and attainment of core indicators of performance

For additional information about Tech Prep, call (901) 333-5050.

**AmeriCorps**

AmeriCorps is a cooperative venture between Southwest Tennessee Community College, the Tennessee Commission on National & Community Service, and the communities of Memphis. The AmeriCorps program provides volunteers to targeted neighborhoods in Memphis in order to build a stronger, safer community, enhance the neighborhood environment, address safety issues identified by neighborhood residents, and serve the needs of citizens. AmeriCorps presently has several targeted neighborhood initiatives, but serves the community needs of all the greater Memphis metropolitan area.

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

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

For additional information on AmeriCorps, call (901) 333-5299.

**Workforce Investment Area #13 Youth Council**

The College is a member of the state of Tennessee’s Workforce Investment System designated as Area #13. Workforce Investment Area #13 Youth Council works in collaboration with the local workforce investment board to ensure the design and implementation of a comprehensive, coordinated, and integrated youth development program.
The Business-Education Collaboratives Department currently chairs the Youth Council, helping to better prepare students in the emerging workforce for life-long careers and family sustaining jobs.

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

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

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

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

The Youth Council’s program elements include:

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

For additional information on the Youth Council, call (901) 333-5682.

The Regional Alliance for Workforce Development

The Regional Alliance for Workforce Development directs and implements a comprehensive regional strategy for the emerging workforce in the Mid-South. The Alliance is centered and directed from the Memphis Area Chamber of Commerce with the Business-Education Collaboratives Department as a lead institution. The Alliance serves as a broker for the stakeholders of the emerging, transitional and current workforce, and works with directors of each sector of the workforce continuum to ensure the alignment of processes, strategies and outcomes.

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

For additional information about The Alliance, call (901) 333-5682.

Workforce Development Center

“Developing Today’s Workforce for Tomorrow’s Workplace”

The Workforce Development Center is the center of choice for individuals, business, and industry in Shelby and Fayette counties, and the surrounding Mid-South region. We are dedicated to serving our customers with commitment, integrity, and respect. The Center provides a variety of quality services designed to develop technical job skills and lead to gainful employment, self-sufficiency, and economic development. The Workforce Development Center is committed to delivering the highest level of quality in meeting and exceeding our customers’ expectations.

Service Units

Families First

Families First is Tennessee’s welfare reform initiative that provides core and support services to economically disadvantaged individuals who are receiving Temporary Assistance for Needy Families (TANF) benefits. The goal of Families First is to move recipients from public assistance to independency. The services provided under this program include case management; intensive abilities, interests, and skills assessments; soft and job skills training; and employment and career services.

Families First, under the auspices of the Workforce Development Center (WDC), is operated at 3523 Lamar Avenue. The WDC is partially funded by the Tennessee Department of Human Services to assist Families First customers in the following core services:

Career Assessment

Career Assessment is a series of assessments and seminars administered at different points in the program.

- The Home Visit Inventory given to identify barriers that impede success.
- A battery of standardized tests administered to measure aptitude, occupational interests, and learning style.
- WorkKeys® assessments designed to identify and measure the competency level of core academic skills needed for workplace success.
- The Work Site Assessment conducted upon job placement.
- The Advancement Assessment conducted at 90 days post-employment.
- The Job-Loss/Re-Employment Assessment conducted in the event of job loss.
- “Change Is An Inside Job” seminar

Training

Training encompasses a variety of core services that include life skills, industry-specific training, and post-secondary training.

- Fresh Start Training
  The “Survival Skills for Women” curriculum includes topics on life skills, parenting, and health and
wellness. It also focuses on consumer credit services and encourages life-long learning.

- **Industry-Specific Training**
  Industry-Specific training is designed to meet employer needs. The Workforce Development Center has developed and continues to develop partnerships with business and industry to provide training opportunities that prepare participants for targeted technical skills.

- **Post-Secondary Education**
  This component provides participants opportunities to enroll in degree and non-degree courses. The Families First staff at all locations provides case management services for students and links them to job readiness training and placement opportunities.

**Employment and Career Services**

Employment and Career Services provides “hands on” training that facilitates the acquisition of employment.

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

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

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

**Retention and Career Advancement Services**

Services conducted to provide follow-up information and assessment results.

- **Post-Employment Services**
  These services include conducting the Home Visit Inventory, the Job Site Assessment, the Advancement Assessment, and the Job Loss/Re-Employment Assessment.

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

**Professional Re-entry Education Program (PREP)**

PREP is a free eight-week career-counseling program offered by STCC designed to help participants make decisions regarding career directions.

The program serves single parents, displaced homemakers, and dislocated workers who have the potential to succeed in a post-secondary institution, but may lack the financial resources to get started or the motivation to attend. To enhance their motivation toward achieving career goals, PREP includes workshops on college life, positive self-imaging career options, stress management, employability skills training, money management, time management, goal-setting and related topics.

PREP eligibility requirements:

- Must be a single custodial parent or displaced homemaker
- Must have high school diploma or GED
- Have not previously earned a college degree
- Motivation to succeed

The PREP program includes:

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

Day and evening workshops are available. For more information about PREP, call the Workforce Development Center at (901) 333-4145.

**Workforce Investment Network**

The Workforce Investment Network (WIN) serves as a comprehensive “one stop shop” that provides a full range of services pertaining to employment, training and education for youth ages 14-21.

**WIN Components**

- Tutoring, study skills training, and instruction leading to completion of secondary school, including dropout prevention
- Alternative secondary school services
- Summer employment opportunities directly linked to academic and occupational learning
- Paid/unpaid work experiences
- Occupational skills training
- Leadership development opportunities that include community service projects, volunteerism, and peer mentoring
- Supportive services
- Adult mentoring
- Follow-up services
- Comprehensive guidance and counseling

**Enrollee Eligibility Requirements**

- Economically disadvantaged
- Deficient in basic literacy skills
- A school dropout
- Homeless, runaway or foster child
- Pregnant or a parent
- An offender
- Require additional assistance (includes youths with disabilities) to complete an educational program or to secure and hold employment

To learn more about this program and its services, contact the Workforce Development Center at (901) 333-6254.

**Prison Education Program (PEP)**

Since 1985, the Workforce Development Center has contracted with the Federal Bureau of Prisons to provide post-secondary educational services for the Federal Correctional Institutions (FCI) in the Memphis area. Currently, college level credit courses are being taught at the FCI-Memphis location. A Business and Commerce Technology degree (Management Concentration) or an Accounting Technician certificate is offered under this program.

For more information about PEP, call the Workforce Development Center at (901) 333-4298.
WorkKeys® Service Center

The Workforce Development Center operates the WorkKeys Service Center. WorkKeys, developed by ACT, Inc., is a comprehensive system for measuring and assessing workplace skills. Most jobs today require a combination of skills in communication, problem solving, and teamwork. WorkKeys provides a “common language” that gives educators, students, individuals, and employers a way to establish meaningful standards and to help guide the development of workplace skills.

WorkKeys consists of the following interrelated elements:

- Assessments that measure workplace skills in the following areas: Applied Mathematics, Applied Technology, Listening, Locating Information, Observation, Reading for Information, Teamwork and Writing
- A job analysis or “profiling” system that determines the levels of skills required for competent performance in specific jobs
- Instructional support that helps educators teach necessary skills
- A research and reporting system that links assessment and job profiling data

For more information about this program and its services, contact the Workforce Development Center at (901) 333-6253.

DACUM

DACUM, an acronym for Developing A Curriculum, is a foundation for organizational structure and development. DACUM is an occupational analysis process that taps the expertise of skilled workers to determine what knowledge, skills, standards, tools, and attitudes are required to perform a specific job. Use of the DACUM assessment benefits both employers and employees. Through brainstorming, questioning, discussions and content quality reviews, DACUM captures each task in sufficient detail so that training, organizational restructuring, employee recruitment, and career planning models can be devised, then updated as technological developments and market conditions require. Major manufacturing and service corporations, public educational systems, and governmental agencies both nationally and internationally have successfully applied DACUM to their organizations.

For information on this program and its services, contact the Workforce Development Center at (901) 333-6251.

Interactive Videoconferencing

The Workforce Development Center offers a number of videoconferencing options through the use of a state-of-the-art system. With this system, just pressing the touch screen can control an array of communication tools. Videoconferencing allows for eye-to-eye contact with customers, employees, business partners, or job applicants while saving costs related to air travel.

Videoconferencing options include:

- Rooms to match the number of participants in your conference, no matter whether you are holding a conference for one or for one hundred.
- Ceiling mount microphones, document cameras, PC-to-TV converter, VCR, projectors, and PC’s with the latest office software.
- Multipoint conferences with several locations.
- An official Sprint and Proximity affiliate allowing videoconferencing capabilities with thousands of sites around the world.

For information, contact the Workforce Development Center at (901) 333-6249.

Targeted Group – high school students, 9th, 10th, and 11th grade

Upward Bound is a pre-college educational program funded by the U.S. Department of Education. The goal of Upward Bound is to assist eligible students in their efforts to successfully complete high school and obtain a college education. Participants are provided with comprehensive educational services that are specifically designed to enhance learning and self-confidence.

During the regular school year, Upward Bound students attend Saturday sessions. Included in the sessions are:

- Classroom instruction
- Academic and career planning
- Tutoring
- College and financial aid advising
- Cultural Enrichment
- Experience living on a college campus
- Self-esteem/self-awareness
- Small monthly stipends

Eligibility is determined for those who:

- Are enrolled in the 9th, 10th, or 11th grade at one of the following high schools:
  - Frayser Middle College
  - Hillcrest
  - Millington Central
- Are U.S. citizens or permanent residents
- Are potential first-generation college students (son/daughter of parents who have not received a four-year college degree)
- Are academically or economically deprived
- Demonstrate an interest in preparing for college while attending high school
- Have a sincere desire to improve grades and take necessary courses to get into college

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

For more information, call the Upward Bound office at (901) 333-5119.

MAMP

Targeted group – Southwest Science, Mathematics and Engineering Students

The Mid-South Alliance for Minority Participation (MAMP) is a combination of efforts of Southwest and 10 other institutions of higher education to:

- Increase minority enrollment in the Science, Engineering and Mathematics (SEM) Program at Alliance schools
- Establish bridging mechanisms for SEM students from two-year to four-year colleges
- Help minority undergraduates complete their bachelor’s degree in science, engineering, and mathematics
- Prepare and assist minority SEM undergraduates’ entrance into graduate school to obtain M.S. and Ph.D. degrees

Financial support consists of the following:

- Paid internship
- Up to $500 during pre-freshman programs
- Up to $1800 for two years for freshman
- Up to $1250 for two years for sophomores
- Additional institutional grants and scholarships for which MAMP students qualify

Academic and career support includes:

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

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

**MAPS/GEAR-UP PROGRAMS**

Targeted group – seventh grade students and parents

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

The overall purpose of the MAPS program is twofold. First, the program is fully committed to helping seventh graders enroll and successfully complete more high level courses, such as Algebra I. To better prepare these students, Southwest provides each with a tutor/mentor to support and guide them through their middle and high school years. Tutors help students develop stronger study habits, as well as provide a living example of what it is like to go to college.

Southwest hosts summer enrichment camps that offer students exposure to college campuses as well as allowing students to further develop those skills needed for college admittance. Southwest also coordinates college tours for seventh graders to expose them to college experiences.

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

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

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