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.

This publication is from the Community Relations and Marketing Department. Southwest Tennessee Community College, a Tennessee Board of Regents institution is an affirmative action/equal opportunity college. 0110306/REV05179
TABLE OF CONTENTS

GENERAL INFORMATION

About the College ..................................... 4
   The Mission, History, Accreditation, Institutional Notice, Web Address
Academic Calendar .................................. 9
General Admissions .................................. 13
   Policy, General Admissions Information, Residency, Academic Fresh Start
Registration .......................................... 22
Student Records ..................................... 24
   Permanent Record, Transcript Requests, Confidentiality, Transfer Credits, Grading System
Academic Standing and Retention .......... 28
Academic Honors .................................... 29
   Honors Academy, Dean's List, Commencement Honors
Academic Policies and Procedures ........... 30
   Academic Calendar, Academic Load, Academic Misconduct, Student Academic Success Seminar, Alternative Credit, Approval of Class Overloads, Change of Major, Course Prerequisites and Corequisites, Orientation
Graduation ............................................. 35
   Eligibility, Procedures Catalog Limitations, Withholding Degree or Certificate, Honors, Limitations on Degrees and Certificates
Certificate of Credit Requirements for Graduation ......................................................... 38
Fees and Charges ..................................... 39
   Refunds ................................................ 42
Financial Aid .......................................... 43
   Application Procedures, Deadline Dates, Verification of Data, Sources of Financial Assistance, Service Scholarships, Ambassador Scholarships, Foundation Scholarships, DUCKS Student Tutors, Satisfactory Academic Progress, Refund and Repayment Policy, Return of Federal Funds
Student Services ..................................... 48
   Advising, Counseling and Articulation, Veteran Affairs, Career Services, Student Disability Office, Academic Support Center, Library Services, Testing Centers
Student Activities .................................. 56
Special Programs ..................................... 57
   Distance Education - Online, Regents Online Degree Program, Telecourses, Evening and Weekend College and Mid-South Quality and Productivity Center
Workforce Development and Continuing Education ............................................. 61
   Continuing Education and Community Partnerships, Policies, Community Partnerships, Workforce Development Center, Southwest Tennessee Educational Opportunity Center, Targeted Programs - Upward Bound, MAMR MAPS/GEAR-UP

ACADEMIC PROGRAMS

General Education .................................... 75

Business, Career Studies and Technologies Division .................................. 79
   Division Directory .................................. 81
   Programs ................................................ 82
   Accountancy, Office Administration and Career Studies, Business Administration and Paralegal Studies, Computer/Information Technology and Graphic Arts Technology, Engineering Technologies, Industrial and Environmental Technologies

Liberal Studies and Education Division .. 117
   Division Directory .................................. 119
   Programs ............................................... 120
   University Parallel Degree Program, Planning for Transfer, Preparing for Baccalaureate Degree, Developmental Studies

Mathematics, Natural Sciences and Health Sciences Division ............................. 143
   Division Directory .................................. 145
   Health Sciences Application Deadlines and Admission Dates ................................. 146
   Programs ............................................... 147
   Mission, University Parallel Degree, Associate of Applied Science Degrees, Technical Certificates of Credit

COURSE DESCRIPTIONS ................................ 169

Personnel .............................................. 227
   Tennessee Board of Regents, Administration, Faculty Directory, Administrative Staff

Maps ................................................... 240
   Macon Cove, Union Avenue, Gill, Millington, Southeast, Whitehaven

Student Handbook ..............................  247

Index .................................................. 285

Directory of Programs .............................. 286
   Associate of Applied Science, Associate of Arts, Associate of Science, Technical and Academic Certificates
Mission

Southwest Tennessee Community College is the comprehensive, multi-cultural, 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.

Implementation of Mission

Implementation of this mission requires specific activities carefully designed to ensure that the mission is accomplished. These activities are grounded in the College's basic values and are continuously evaluated and improved. As a current implementation strategy, the College:

- Offers Associate of Applied Science, Associate of Arts, and Associate of Science degrees, academic and technical certificate programs, and courses that prepare students for transfer, employment, and career advancement in areas that include allied health sciences, nursing, business, computer technologies, criminal justice, education, and engineering and related technologies, while continually developing new programs in emerging fields
- Offers a general education program to improve student communication and mathematical skills, critical thinking, cultural awareness and personal and civic responsibility
- Provides customized training, specialized courses, continuing education and assessment services to meet personal, career, and workforce development needs
- Provides developmental education to strengthen basic academic skills
- Develops articulation agreements and collaborative activities with high schools, technology centers, colleges, and universities to ensure smooth educational transitions for students
- Develops and sustains effective partnerships with business, industry, and community agencies to foster economic development and workforce preparation
- Initiates public service activities and educational collaboratives dedicated to lifelong learning and the improvement of the community at large
- Creates opportunities for enrichment and personal growth through social, cultural/artistic, multi-cultural, and athletic activities
- Utilizes technology reflecting current business and industry standards
• Provides student support services to increase opportunities for success
• Promotes academic excellence by supporting effective learning with quality instruction, a free exchange of ideas, and enhanced educational experiences through honors programs

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

Since its establishment in July 2000, Southwest has melded the legacies of two institutions into a twenty-first century college that truly is “greater than the sum of its parts.” The largest community college in the Tennessee Board of Regents system, its multiple locations include two main campuses, four center locations and several teaching sites.

Southwest offers more than 100 university transfer and career degree programs, and more than 20 academic and technical certificate programs for fast career entry-level skills. Greatly expanded technological capability reaches into every corner of the College, including registration and classes via internet, intra-college communications, and programs that give our students skills for careers that are new today or coming tomorrow.

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 Community Partnerships Center provides business, industry and individuals with hands-on training and skills
Accreditation

Southwest 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 Approved Agencies

- Business Programs:
  Association of Collegiate Business Schools and Programs (ACBSP)
  7007 College Blvd., Suite 420
  Overland Park, K A 66211
  (913) 339-9356
  Accountancy
  Business and Commerce
  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

- 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:
  Commission on Accreditation of Allied Health Education Programs
  1248 Harwood Rd.
  Bedford, TX 76021

- Emergency Medical Technology:
  The Emergency Medical Service Division
  Cordell Hull Building
  426 5th Avenue, N.
  Nashville, TN 37247
  (615) 741-2584

- Engineering Technology Programs:
  Accredited by the Technology Accreditation Commission of the Accreditation Board for Engineering and Technology
  111 Market Place, Suite 1050
  Baltimore, MD 21202
  (410) 347-7700
  Architectural Engineering Technology
  Civil/Construction Engineering Technology
  Computer Engineering Technology
  Electrical Engineering Technology
  Industrial Engineering Technology
  Mechanical Engineering Technology
  Telecommunication Engineering Technology

- 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

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

- Nursing:
  National League for Nursing Accrediting Commission
  Website: www.nlnac.org
  Address: 61 Broadway - 33rd Floor
  New York, NY 10006
  (800) 669-1656 ext. 153
  (212) 363-5555 ext. 153
  (212) 812-0390

  The Southwest Nursing Program is approved by the:
  Tennessee Board of Nursing
  Department of Health
  First Floor, Cordell Hull Building
  425 Fifth Avenue North
  Nashville, TN 37247-1010
  (615) 532-5166 (CRLA)
• The Southwest Paralegal Studies program is approved by:
  American Bar Association
  Standing Committee on Paralegals
  321 North Clark Street
  Chicago, IL  60610
  (312) 988-5000

• 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 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.

Southwest 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, Records and Recruitment Office
Course Offerings ............ Contact the department offering the course
Degree Requirements .... Contact the academic department offering the degree
Fees and Tuition ............... Office of the Vice President for Financial and Administrative Services

Southwest 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 students desire and ability to learn, and his or her application of appropriate study techniques to any course or program. Thus, Southwest 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 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 is an equal opportunity/affirmative action college. It is committed to the education of a non-racially identifiable student body.

World Wide Web

Southwest maintains a Home Page on the World Wide Web. Information about the College and its academic programs and policies is available on the web site. 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 Southwest Home Page for the latest information. The Web address is www.southwest.tn.edu.
ACADEMIC CALENDAR

Fall Semester 2005

April 1  Financial Aid Application Priority Deadline for Fall 2005
(For more information, please visit www.southwest.tn.edu
and click on Financial Aid.)
April 4 - August 26  RODP Registration Dates for Fall 2005
April 4-8  Priority Advising/Registration for Fall 2005 continuing
students
April 4-28  Optimum period to see faculty advisors
April 11 - August 4  Web Registration available for continuing students
July 11 - First Class Meeting  Continuing Education Registration for Fall 2005 non-credit
classes
August 1  Admission Application deadline for Fall 2005 priority
consideration
August 1  Readmission Application deadline for Fall 2005 former
students and students on suspension
August 12  Last Day to Pay Fall 2005 Early Registration Fees
(Students who have not paid will be dropped from their
classes.)
August 15  Financial Aid File Completion deadline for Fall 2005
(Students must have submitted all documents to the
Financial Aid Office.)
August 19  Registration at Gill, Fayette, Millington, Southeast and
Whitehaven locations, 8 a.m. – 4 p.m.
August 22-23  Regular Registration and Fee Payment
August 24-25  Late Registration and Fee Payment
August 26  Drop/Withdrawals only. No new registrations.
August 28  Last Day to Drop Fall 2005 Courses or Withdraw with
100 percent Refund
August 29  Classes Begin
September 5  Holiday – Labor Day (Offices Closed)
September 3-5  Classes Dismissed
September 11  Last Day to Drop Fall 2005 Courses or Withdraw with
75 percent Refund
September 24  Last Day to Drop Fall 2005 Courses or Withdraw with
25 percent Refund
September 29 – October 31  Initiate Spring 2006 Application for Graduation form
with a faculty advisor
October 17-18  Fall 2005 Break – Offices Open/Classes Dismissed
(October 15-16 classes will meet)
November 9  Last Day to Withdraw from Fall 2005 Courses with a
Grade of “W”
November 14-18  Priority Advising/Registration for Spring 2006
continuing students
November 14  RODP Registration for Spring 2006 continuing students
November 21 – December 8  Spring 2006 Early Advising/Registration
November 24-27  Holiday - Thanksgiving (Offices Closed)
November 23-27  Classes Dismissed
December 8  Last Day of Classes
December 9-15  Final Exams (Faculty are not available for advising
during Final Exams.)
December 19  Date Spring and Summer “I” Grades Change to “F”

NOTE: Students should use my.southwest.tn.edu for after hours, weekend and
holiday registration activity and to view financial aid status. Students enrolled
in classes meeting 7 weeks follow a different calendar they may obtain from their
instructor, the Millington Center, or by using www.southwest.tn.edu/academics,
or www.southwest.tn.edu/millington.
Spring Semester 2006

November 14 – January 13
RODP Registration Dates for Spring 2006
November 14-18
Priority Advising/Registration for Spring 2006 continuing students
November 14 – December 8
Optimum period to see faculty advisors
November 14 – First Class Meeting
Continuing Education Registration for Spring 2006 non-credit classes
November 15
Financial Aid Application Priority Deadline for Spring 2006
(For more information, please visit www.southwest.tn.edu and click on Financial Aid.)
November 21 – December 8
Early Advising/Registration for Spring 2006 non-credit classes

January 3
Last Day to Pay Spring 2006 Early Registration Fees
(Students who have not paid will be dropped from their classes.)
January 6
Registration at Gill, Fayette, Millington, Southeast and Whitehaven locations, 8 a.m. – 4 p.m.
January 9-10
Regular Registration and Fee Payment
January 11-12
Late Registration and Fee Payment
January 13
Drops/Withdrawals only. No new registrations.
January 16
Last Day to Drop Spring 2006 Courses or Withdraw with 100 percent Refund
January 16
Holiday - Dr. Martin Luther King Jr. (Offices Closed)
January 17
Classes Begin
January 30
Last Day to Drop Spring 2006 Courses or Withdraw with 75 percent Refund
February 12
Last Day to Drop Spring 2006 Courses or Withdraw with 25 percent Refund
February 17 – March 20
Initiate Summer/Fall 2006 Application for Graduation form with a faculty advisor
March 6-12
Spring 2006 Break – Offices Open/Classes Dismissed
March 27
Last Day to Submit Applications for Spring Commencement to Records Office
March 29
Last Day to Withdraw from Spring 2006 Courses with a Grade of "W"
April 3
RODP Registration for Summer and Fall 2006 begins
April 3-7
Priority Advising/Registration for Spring 2006 continuing students
April 3-27
Optimum period to see faculty advisors
April 3 – August 4
Web Registration available for continuing students
April 10-27
Early Advising/Registration for Summer 2006
April 14
Holiday – Good Friday (Offices Closed)
April 14-16
Classes Dismissed
April 27
Last Day of Classes
April 28 – May 4
Final Exams (Faculty are not available for advising during Final Exams.)
May 8
Date Spring and Summer "I" Grades Change to “F”
May 13
Commencement
May 16
Last Day to Pay Summer Early Registration Fees

NOTE: Students should use my.southwest.tn.edu for after hours, weekend and holiday registration activity and to view financial aid status. Students enrolled in classes meeting 7 weeks follow a different calendar they may obtain from their instructor, the Millington Center, or by using www.southwest.tn.edu/academics, or www.southwest.tn.edu/millington.
Summer I 2006

March 27 - Last Day to Submit Application for Graduation form for Summer 2006 to Records Office
April 3 - August 4 - Web Registration available for continuing students
April 3-7 - Priority Advising/Registration for Summer 2006 continuing students
April 3-27 - Optimum period to see faculty advisors
April 10-27 - Early Advising/Registration for Summer 2006
April 15 - Financial Aid Application Priority Deadline for Summer 2006
May 1 - Admission Application deadline for Summer 2006 priority consideration
May 1 - Readmission Application deadline for Summer 2006 former students and students on suspension
May 11 - Last Day to Pay Summer 2006 Early Registration Fees (Students who have not paid will be dropped from their classes.)
May 25-26 - Regular Registration and Fee Payment
May 29 - Holiday - Memorial Day (Offices Closed)
May 29 - Last Day to Drop Summer 2006 Courses or Withdraw with 100 percent Refund
May 30 - Late Registration and Fee Payment
May 30 - Last Day to Register or Add a Class
May 30 - Classes Begin
June 2 - Last Day to Drop Summer 2006 Courses or Withdraw with 75 percent Refund
June 6 - Last Day to Drop Summer 2006 Courses or Withdraw with 25 percent Refund
June 19 - Last Day to Withdraw from Summer 2006 Courses with a Grade of "W"
June 28 - Last Day of Classes
June 29-30 - Final Exams (Faculty are not available for advising during Final Exams.)
July 4 - Holiday - Independence Day (Offices Closed and Classes Dismissed)

Summer II 2006

March 27 - Last Day to Submit Application for Graduation form for Summer 2006 to Records Office
April 3-7 - Priority Advising/Registration for Summer 2006 continuing students
April 3-27 - Optimum period to see faculty advisors
April 3 - First Class Meeting
April 4 – August 4 - Continuing Education Registration for Summer and Fall 2006 non-credit classes
April 10-27 - Web Registration available for continuing students
April 15 - Early Advising/Registration for Summer 2006
April 15 - Financial Aid Application Priority Deadline for Summer 2006
May 1 - Last Day to Pay Summer 2006 Early Registration Fees (Students who have not paid will be dropped from their classes.)
May 1 - Admission Application deadline for Summer 2006 priority consideration
May 1 - Readmission Application deadline for Summer 2006 former students and students on suspension
July 4 - Holiday - Independence Day (Offices Closed and Classes Dismissed)
July 5 - Regular Registration and Fee Payment
July 5 - Last Day to Drop Summer II Courses or Withdraw with 100 percent Refund
July 6 - Classes Begin
July 6 - Late Registration and Fee Payment
July 6 - Last Day to Register or Add a Class
July 7 - August 4 - Early Registration for Fall 2006
July 10 - Last Day to Drop Summer II Courses or Withdraw with 75 percent Refund
**Summer II 2006 (continued)**

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>July 14</td>
<td>Last Day to Drop Summer II Courses or Withdraw with 25 percent Refund</td>
</tr>
<tr>
<td>July 26</td>
<td>Last Day to Withdraw from Summer II Courses with a Grade of &quot;W&quot;</td>
</tr>
<tr>
<td>August 4</td>
<td>Last Day of Classes</td>
</tr>
<tr>
<td>August 7-8</td>
<td>Final Exams (Faculty are not available for advising during Final Exams.)</td>
</tr>
<tr>
<td>August 12</td>
<td>Last Day to Pay Fall 2006 Early Registration Fees (Students who have no paid will be dropped from their classes.)</td>
</tr>
</tbody>
</table>

**Extended Summer 2006**

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>March 27</td>
<td>Last Day to Submit Application for Graduation form for Summer 2006 to Records Office</td>
</tr>
<tr>
<td>April 3 – June 2</td>
<td>RODP Registration Dates for Summer 2006</td>
</tr>
<tr>
<td>April 3-7</td>
<td>Priority Advising/Registration for Summer 2006 continuing students</td>
</tr>
<tr>
<td>April 3-27</td>
<td>Optimum period to see faculty advisors</td>
</tr>
<tr>
<td>April 3 – First Class Meeting</td>
<td>Continuing Education Registration for Summer and Fall 2006 non-credit classes</td>
</tr>
<tr>
<td>April 10 – May 16</td>
<td>Early Registration for Summer 2006</td>
</tr>
<tr>
<td>April 15</td>
<td>Financial Aid Application Priority Deadline for Summer 2006</td>
</tr>
<tr>
<td>May 1</td>
<td>Admission Application deadline for Summer 2006 priority consideration</td>
</tr>
<tr>
<td>May 1</td>
<td>Readmission Application deadline for Summer 2006 former students and students on suspension</td>
</tr>
<tr>
<td>May 11</td>
<td>Last Day to Pay Summer 2006 Early Registration Fees (Students who have not paid will be dropped from their classes.)</td>
</tr>
<tr>
<td>May 25-26</td>
<td>Regular Registration and Fee Payment</td>
</tr>
<tr>
<td>May 29</td>
<td>Holiday – Memorial Day (Offices Closed)</td>
</tr>
<tr>
<td>May 29</td>
<td>Last Day to Drop Extended Summer Courses or Withdraw with 100 percent Refund</td>
</tr>
<tr>
<td>May 30</td>
<td>Late Registration and Fee Payment</td>
</tr>
<tr>
<td>May 30</td>
<td>Last Day to Register or Add a Class</td>
</tr>
<tr>
<td>May 30</td>
<td>Classes Begin</td>
</tr>
<tr>
<td>June 5</td>
<td>RODP Summer 2006 classes begin</td>
</tr>
<tr>
<td>June 7</td>
<td>Last Day to Drop Extended Summer Courses or Withdraw with 75 percent Refund</td>
</tr>
<tr>
<td>June 16</td>
<td>Last Day to Drop Extended Summer Courses or Withdraw with 25 percent Refund</td>
</tr>
<tr>
<td>July 4</td>
<td>Holiday – Independence Day (Offices Closed and Classes Dismissed)</td>
</tr>
<tr>
<td>July 7 – August 4</td>
<td>Early Registration for Fall 2006</td>
</tr>
<tr>
<td>July 12</td>
<td>Last Day to Withdraw from Summer 2006 Courses with a Grade of &quot;W&quot;</td>
</tr>
<tr>
<td>August 4</td>
<td>Last Day of Classes</td>
</tr>
<tr>
<td>August 7-8</td>
<td>Final Exams (Faculty are not available for advising during Final Exams.)</td>
</tr>
</tbody>
</table>

**NOTE:** Students should use my.southwest.tn.edu for after hours, weekend and holiday registration activity and to view financial aid status. Students enrolled in classes meeting 7 weeks follow a different calendar they may obtain from their instructor, the Millington Center, or by using www.southwest.tn.edu/academics, or www.southwest.tn.edu/millington.
The Tennessee Board of Regents, with recommendations of Southwest Tennessee Community College (Southwest), establishes the admission policies of the College. Implementation of admission policies is the responsibility of College administration and faculty. The Admissions, Records and Recruitment Office is the unit responsible for administering admission policies of the College. The Admissions, Records and Recruitment 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, which is published in detail, and are hereby categorized for the convenience of the groups noted:

Requirements for Degree 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)
- Students who are under 21 must submit official ACT National test scores or pay to take the ACT Residual Test before enrolling (cannot be used for lottery certification). ACT scores will be used for placement in college-level or college-preparatory course work. Placement decisions will be based on valid scores less than three years old.
- Students who are 21 or older will be required to take the COMPASS test in reading, writing and math.
- 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)
- High school transcript or equivalent
- Proof of MMR - two doses (If born after 1956 and full-time student)

Requirements for Certificate Seeking Students
- Application for admission to Southwest
- $5 non-refundable application fee (not required of readmitted students)

Requirements for Non--Degree Students
- Application for admission to Southwest
- $5 non-refundable application fee (not required of readmitted students)
- High school transcript or equivalent
- Documentation of course prerequisites (i.e.: official transcript)
- Proof of MMR - two doses (If born after 1956 and full-time student)

Requirements for Transient Students
Transient Students are those students who are enrolled at another institution and plan to enroll at Southwest for one semester and then return to the home institution. To be admitted to Southwest, Transient students must submit:
- Application for admission to Southwest
- $5 non-refundable application fee (not required of readmitted students)
- Documentation of course prerequisites
- Official college transcript from home institution and documentation of prerequisite
- Proof of MMR – two doses (If born after 1956 and full-time student)
GENERAL ADMISSIONS POLICY

I. Provisions for all TBR Institutions

A. Policy Development

College admission policies are consistent with the provisions of the Tennessee Board of Regents (TBR) Academic Policy No. 2:03:00:00 and section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990. Policies are submitted to TBR for approval.

Tennessee legislation prohibits enrollment in a state supported, post-secondary college of a student who has not met federal draft requirements. Eligible applicants must enroll for the draft.

B. Policy Revisions

Changes to this policy shall, prior to implementation, must be submitted to TBR for review and approval. The academic and administrative staff of Southwest shall review the policy at least annually. Any proposed change shall be accompanied by a desegregation impact analysis.

C. Medical or Health Information

Proof of immunization with two doses of Measles, Mumps and Rubella (MMR) vaccines, administered on or after the first birthday, is required from full-time students born after December 31, 1956, unless contraindicated because of pregnancy, allergy to a vaccine component, or other valid medical reason. By State law (TCA 49-6-5001), immunizations are not required if they “conflict with the parents’ or guardians’ (or individuals over 18) religious tenets and practices, affirmed under penalties of perjury.” They are also not required if a qualified physician shall certify that administration of such immunization would be in any manner harmful to the person involved. Applicants for admission to Southwest may volunteer information as to their medical or health conditions for the purpose of obtaining reasonable assistance in mitigating the effects of conditions that may otherwise limit participation in Southwest programs. The information shall be reported to the Student Disability Services Office and shall remain confidential. The student has the option to accept or decline any recommended program or service offered.

II. Provisions for Southwest Tennessee Community College

A. General Provisions

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. 3:05:01:00.

3. Admission of Foreign Non-Immigrant

Applicants: An application for admission to Southwest 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, and 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 applicants native language is not English, a 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 admission 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 conditioned 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 MMR is also required.

f. **Medical and Hospitalization Insurance**

I. 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.

II. Acceptable proof of insurance coverage shall be a canceled check or money order from the recommended provider, a payment at Southwest for the TBR insurance program, or an insurance card or policy from any other provider.

III. 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 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**

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, Medical Laboratory Technician, Laboratory Phlebotomy Technician, Pharmacy Technician, Physical Therapist Assistant, Paramedic, 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, and 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 requirements of the new category. Applicants must meet academic standards consistent with TBR Policy No. 2:03:01:01 and Southwest Policy No. 2:03:01:01/10 titled Retention and Progression Standards.

In accordance with the American Association of Collegiate Registrars and Admissions Officers (AACRAO) and TBR, Southwest does not maintain records (e.g. transcripts, applications, immunization records, etc.) five years after graduation or last date of attendance. Students applying for readmission after a five year separation from the college must submit all admissions documents required for their field of study.

8. **Application Fee:**
Southwest, with the approval of TBR, charges a one-time non-refundable application fee of $5.

B. **Undergraduate Degree Admission**

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 TBR be met prior to the awarding of a transfer degree.

I. **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.

II. **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 GED 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 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 Disabled Student Services Office about a special condition will be assessed on an individual basis and any exceptions warranted 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 ninth, tenth and eleventh 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, titled 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. The maximum number of credit hours of legal specialty courses a student may transfer to the Associate of Applied Science degree in Paralegal Studies in fifteen (15) credit hours. The legal specialty credit hours to be transferred must have been earned from a fully accredited institution of higher learning and must be approved by the program coordinator or a qualified full-time faculty member of the Paralegal Studies program to ensure that the credit can be classified as legal specialty and is comparable to course work offered within the program. The Paralegal Studies program does not award legal specialty credit by examination.

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

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

h. Applicants who enrolled in college for the first time in Fall 1989 or thereafter, and have 59 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 is removed within the first 30 semester hours after initial enrollment. To make this determination, these applicants must submit a high school transcript in addition to college transcripts. Therefore, a transfer applicant whose high school graduation date was in 1989 or later should have an official high school transcript mailed to the Office of Admissions, Records and Recruitment.

i. Concealment of previous college or university attendance may be cause for rejection or cancellation of admission.

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 the Southwest nursing program. 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 continue in the nursing program. Requirements at Southwest are based on the College’s analysis of student success characteristics. Admission is based on the requirements set and the available spaces in the nursing class.

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.

c. **Core Performance Standards for Admission and Progression (Nursing)**

   I. Critical thinking ability sufficient for clinical judgment

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

   III. Communication abilities sufficient for interaction with others in verbal and written form

   IV. Physical abilities sufficient to move from room to room and to maneuver in small spaces

   V. Gross and fine motor abilities sufficient to provide safe and effective nursing care

   VI. Auditory abilities sufficient to monitor and assess health needs
VII. Visual ability sufficient for observation and assessment necessary in nursing care

VIII. 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 fall or spring semester or a total of 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. 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 may be admitted to non-degree status that is 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 may wish to audit and receive no credit for a course. The following provisions shall apply to those applicants who wish to audit or take courses at Southwest on a non-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 (non-credit) is limited to the late registration period. Registration for audit can be changed to credit no later than the last day of late registration. Registration for credit cannot be changed to audit.

2. Senior Citizens
Senior citizens age 60 or older may audit and take credit courses on a non-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 non-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 Disabled Student Services Office.

F. GED Preparatory Student
The General Education Development Preparatory Program is open to persons 18 years of age or older. The non-credit study course reviews all subject matter covered in the 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 Community Partnerships (CECP) Student
A CECP 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 CECP. CECP students are not eligible to receive federal financial aid or veterans benefits.

To be admitted as a CECP 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 Community Partnerships.”

To become a degree-seeking student, a CECP 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, Records and Recruitment 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, parents 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, Records and Recruitment 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 admission 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, Records and Recruitment Office and should be completed after enrollment for each 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. A limited number of fee waiver slots are 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 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 Academic 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 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, Southwest gives no assurance or warranty that transcripts 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.
REGISTRATION

How to Register

New Students
You must submit your high school transcript or GED certificate. You should plan to have your transcripts forwarded to Southwest well before regular registration. If you are under 21, you must submit official ACT/SAT National Test scores prior to being admitted or pay to take the ACT Residual Test before enrolling. Students applying for lottery scholarships must take the National ACT exam.

ACT/SAT scores will be used for placement in college-level or college-preparatory course work. Placement decisions will be based on valid scores less than three years old. If you are 21 or older, you will be required to take the placement test in reading, writing and math.

Before attempting to register, verify that your transcripts have arrived at Southwest. You may wish to bring copies of transcripts and National ACT scores.

Steps for registration are:
1. File an application in the Admissions, Records and Recruitment Office
2. Pay $5 non-refundable application fee
3. Complete admission and testing requirements
4. Review the schedule of classes and select courses/times for which you wish to enroll

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. See the academic calendar for the last date to add classes. 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 my.southwest.tn.edu or call TRAVIS at (901) 333-4REG and follow instructions, or:
• Obtain a Change of Registration Form from an academic advisor or other designated College personnel and
• Complete the form with the assistance of the advisor or other designated College personnel
• Deliver the Change of Registration Form to the Admissions, Records and Recruitment Office for processing, being sure that the signature or initials of the person processing the form are affixed to the form
• Pay any additional fees required (Fees are due and payable at the time the class is added.)

Dropping a Class – A student may officially drop or withdraw from a class within the prescribed time allowed for dropping or withdrawing as noted in the College academic calendar. The date on which the student drops or withdraws from class affects the amount of refund to which the student may be entitled. The withdrawal or drop date also affects the student’s permanent record. Classes dropped by the census date are eliminated from the academic record. Courses from which a student withdraws after the census date are graded with the grade of W and are listed on the student’s permanent academic record.

To drop or withdraw from a class, the student must:

• Access our Web-based registration system at my.southwest.tn.edu or call TRAVIS at (901) 333-4REG and complete instructions, or:
• Go to a campus or center, obtain a Change of Registration Form from an academic advisor or other designated College personnel, and
• Complete the form with the assistance of an advisor or other designated College personnel
• Deliver the Change of Registration Form to the Admissions, Records and Recruitment Office for processing, being sure that the signature or initials of the person processing the form are affixed to the form
• Wait for any refund due you to be mailed by the Cashier’s Office. (Drop or withdrawal dates, credit hours dropped and number of remaining class hours affect refunds due; refunds are not due in many instances.)

NOTE: See section on refunds in this class schedule.

Withdrawing from the College – A student withdrawing from the College must submit a Change of Registration Form to the Admissions, Records and Recruitment Office. The student must withdraw within the prescribed time period allowable as published in the College academic calendar. Withdrawals 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.

If the student stops attending classes and/or fails to submit the Change of Registration Form to the Admissions, Records and Recruitment Office, a grade
of “F” will be assigned for each class. It is 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 Advising, Counseling and Articulation Office for appropriate procedures to follow.

To withdraw from the College, access our Web-based registration system at my.southwest.tn.edu or call TRAVIS at (901) 333-4REG and follow instructions, or visit any campus or center and complete the following steps:

- Obtain a Change of Registration Form from an academic advisor or other designated Southwest personnel and
- Complete the form with the assistance of the advisor or other designated Southwest personnel
- Deliver the Change of Registration Form to the Admissions, Records and Recruitment Office for processing, being sure that the signature or initials of the person processing the form are affixed to the form
- Wait for any refund due to be mailed by the Cashier’s Office (The date of withdrawal and the class(es) from which you withdraw are factors in determining whether or not you are entitled to a refund.)

NOTE: See section on refunds in this Catalog.

Unofficial Withdrawals and Class Attendance

When a student enrolls in a course and stops attending the class, the student is considered as unofficially withdrawn. A grade of F will be assigned to the course at the end of the term. Attendance is monitored by each faculty member and is reported according to federal requirements. Faculty must report “no-shows” (students who never attend class) and the last date of attendance for any student who has been determined to have stopped attending class. Students receiving federal financial aid and/or veterans educational benefits may be required to repay such funds when classes are not properly attended (see Financial Aid Refund and Repayment section of this catalog).

Students are expected to attend all classes as scheduled. Each instructor may determine how absences and tardiness will affect the student’s overall grade. This information is to be included on the course syllabus. Students are responsible for reading the course syllabus. Regardless of the reason or nature of the absence, students are responsible for the work covered by the instructor and for timely submission of all assignments. The instructor may, at his or her discretion, allow the student to hand in assignments late or make up work, quizzes, examinations or presentations missed.

Class Cancellations

The College reserves the right to cancel courses due to insufficient class enrollment or lack of availability of qualified instructors, and/or appropriate facilities, due to unforeseen circumstances.

A student who enrolls in a class that 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 in the College academic calendar.

When the student does not drop the cancelled course, the College can, without consent of the student, drop the student from the course. Any fee amount due to the student resulting from the cancelled course will be mailed and federal financial aid will be adjusted as required by regulations.

Registration Purges

Registration fees during regular and late registration are due at the time of registration. Students should be prepared to pay when they register for or add classes. Southwest reserves the right to delete the enrollment of any student who has not paid the total amount due for courses and outstanding debts to the College. When students are deleted from courses for nonpayment of fees, the process is called a “purge.”
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 online and will be available on campus in the Admissions, Records and Recruitment Office as well as stored to disc at various locations. Online 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, may request a copy of their permanent record (transcript) by sending a written request to the Admissions, Records and Recruitment Office. The request must include the students' name, social security number or student identification number, signature, and the name and address of the person or agency to which the record is to be sent. A log of where and when academic records were sent will be maintained on the College's computerized Student Information System.

The students' 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.

Southwest will, from time to time, request the transcripts of enrolled students from trading partners. Student records will not be issued whose financial obligations to the College have not been satisfied. Ordinarily, transcripts will be issued within two business days. However, at least one week should be allowed when requests are made at the end of the term or during periods of registration.

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. 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 by 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 individuals 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 students' 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, Records and Recruitment Office) and submit it to that office. The following information is considered directory information at Southwest:

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
10. Institutional e-mail address

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 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 TBR may be contacted for assistance and verification.) Prior to releasing the

students 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,
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 review or inspect the statement; and the recommendation is concerning admission to an educational institution, an application for employment, or the receipt of an honor or honorary recognition; and the recommendations received under the waiver are used only for the purposes designed on the waiver.
Each student has the right to request an amendment to his/her record if it is felt that the record is inaccurate, misleading, or in violation of his/her rights. The request is to be submitted on a Record Amendment Request form (forms are available in the Admissions, Records and Recruitment Office), with any supporting documentation, to the individual responsible for the record. The form must be signed and dated by the student. The student will receive a signed copy of the form indicating approval or denial, of the request within 45 days of the request date. In cases of denial, the student may follow hearing procedures printed on the Record Amendment Request form. The Record Amendment Request form is limited to the issues of whether the record is accurate or misleading in recording the underlying action taken by the institution, or whether the placement of the information in the student's record is in violation of the student's rights. In cases of denial, which proceed through the appeals process, the student shall have the right to place a statement in the file commenting on the information in the file and setting forth any reasons for disagreeing with the decision. In these cases, the College will maintain the statement with the record and will send it out to everyone who receives a copy of the record.

Any violations of FERPA, shall be reported to the Dean of Students and Enrollment Management of the College. 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. If credit for a particular course is not accepted by Southwest, the student may appeal to the appropriate department head for analysis and reconsideration of acceptance of the credits. 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 section). 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>Quality Points</th>
<th>Designated Performance</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**

- **P**: Passing – Used for special courses or to indicate completed coursework by an alternative method
- **S**: Satisfactory – Used for special courses or to indicate that the student meets sufficient standards for credit to be earned through an alternative method
- **U**: Unsatisfactory – 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 Satisfactory.
- **EU**: Credit-By-Examination Unsatisfactory.
- **E**: Credit given for experiential learning, portfolio satisfactory
- **W**: Withdrawal – Used to indicate that the student officially withdrew from the course
- **WD**: Withdrawal – Used to indicate that a student enrolled in a Developmental studies course has been approved for withdrawal
- **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 must complete the work by the deadline published in the academic calendar, or the incomplete ("I") grade will change to an "F" grade
- **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
N No credit, course must be repeated – assigned for developmental studies courses. This grade indicates that the student has made progress but has not fully mastered course materials
X No grade submitted

Calculating the Quality Point Average

Southwest, at the end of each semester, calculates each student's term and cumulative Quality Point Average (QPA). The QPA is calculated by dividing the total quality points by the total quality hours. 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 are complete 3 X 3 = 9).

The transcript will include the following:

1. a QPA for college-level courses only, and
2. a QPA with a combination of college-level, remedial and developmental courses. Only the 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 attempted 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 QPA.

Grade Changes

At Southwest, when available, only the instructor of record may change an officially posted grade. The instructor of record begins the process by completing the Change of Grade Form and submitting the form to the department chair and appropriate dean for endorsement. With all appropriate endorsements, the completed form should be submitted to the Office of Admissions, Records and Recruitment for posting to the student's academic record.

Grade of Incomplete

The grade of “I” (Incomplete) may be assigned when the student is passing a course but is prevented by documented extraordinary circumstances from completing a course on schedule. The instructor of record determines whether such circumstances pertain. A student who receives an “I” grade must complete all required work and remove the incomplete “I” grade by the deadline indicated on the academic calendar. Failure to complete work by the deadline results in automatic failure and a grade of “F” will be posted for the course on the student's permanent academic record. Upon the student's completion of the required work, the instructor of record will calculate and post the student's earned grade by filing a Change of Grade Form with the Admissions, Records and Recruitment Office.

Obtaining Grades For The Term

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

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

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. In 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 should begin 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.
The Admissions, Records and Recruiting Office is the administrative unit responsible for implementing retention standards.

**Good Standing**

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

<table>
<thead>
<tr>
<th>Quality Semester</th>
<th>Minimum QPA Required</th>
</tr>
</thead>
<tbody>
<tr>
<td>00.0 - 14</td>
<td>No Minimum</td>
</tr>
<tr>
<td>14.1 - 26</td>
<td>1.0</td>
</tr>
<tr>
<td>26.1 - 40</td>
<td>1.4</td>
</tr>
<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” QPA 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 QPA 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. Transfer students who have been suspended from a previous institution will not be allowed to enroll until the period of suspension has expired. A student who has extenuating circumstances may appeal and be admitted upon the recommendation of the Academic Appeals Committee.

**Appeal of Academic Suspension**

A student who has extenuating circumstances may appeal the academic suspension and be readmitted upon the recommendation of the Readmission Appeals Committee. To make the appeal, the student must submit appropriate paperwork to the Advising, Counseling and Articulation Center before the first day of regular registration. The late registration fee will be waived for students approved to readmit.
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. To be eligible for admission 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 are located on both main 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 Honors courses or Honors contracts.

Memberships: Southwest is a member of the National Collegiate Honors Council, the Southern Regional Honors Council, and the Tennessee Honors Council. It is affiliated with the National Association of African American Honors Programs. 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 QPA 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 with honors. To graduate *cum laude*, a student is required to have a Quality Point Average of 3.25 to 3.49 in all college-level courses. A QPA of 3.50 to 3.79 is required for the *magna cum laude* designation; and 3.8 to 4.0 QPA for *summa cum laude* distinction. Effective Fall, 2003, only course grades for college-level courses earned at Southwest will be used in calculating each student's QPA.
ACADEMIC POLICIES AND PROCEDURES

Academic Calendar

- Southwest operates on a 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.

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 Fall and Spring - The maximum number of semester hours of credit in which a student may enroll Fall or Spring Semester at Southwest is 18. Exceptions to these limits must be approved by the appropriate dean.
- Maximum Load Summer - The maximum number for Summer is a total of 15 semester hours with no more than 8 semester hours in any one of the 5-week sessions. Exceptions to these limits must be approved by the appropriate dean.

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. If a grade of "F" is assigned to a course as a result of academic misconduct, a student may not withdraw from or drop that course.

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

- seek resolution with the instructor; if resolution is unacceptable
- seek resolution from the department chair 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 chair 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 awarded only 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, Records and Recruitment 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 USAFI/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, Records and Recruitment 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 Veterans Counselor in room B-225 at the Union Avenue Campus or the Veterans 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/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 appropriate academic department.
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:

A. Credit awarded through CLEP by other institutions must meet the minimum standards set forth for Southwest students to be acceptable for transfer.
B. The course equivalencies, number of semester credit hours awarded, and minimum scores required for each subject. CLEP examinations are:
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 they wish to earn experiential credit for the applicable policies and procedures.

- Credit earned through the portfolio is not included in the calculation of the student's Quality Point Average (QPA). The student receives a grade of “E” (Experimental Credit) for the equivalent course when 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 required 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 may be replaced with portfolio credit.

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 G98, 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/her academic advisor.

Servicemembers Opportunity College (SOC)

The U.S. Department of Defense (DOD) has designated Southwest 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 upholding 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 nontraditional modes of training. Such credit is always granted based on recommendations made by the American Council on Education and may be applied to meet degree requirements when applicable to a service member's program. For more information regarding this program, please call an 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 a total of 15 semester hours in the Summer term, with no more than 8 semester hours in any one of the 5-week sessions. The appropriate form indicating the dean's permission must be submitted to Admissions, Records and Recruitment 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 chair is required. Usually, permission is not granted when special labs, equipment, classroom size, etc., are determining factors. The appropriate form indicating the appropriate department chair's permission must be submitted to Admissions, Records and Recruitment Office personnel.

Change of Major

Each student should discuss academic goals and programs with his/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, Records and Recruitment 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 Corequisites

Some courses require specific prior knowledge or skills to be successful. To assist students in obtaining the skill or knowledge required, 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 corequisites. Corequisites usually provide for the development of competencies that support comprehension, or reinforcement of materials presented in the other course(s). Course corequisites are listed in the Course Descriptions section of this catalog.

Students who want relief from taking a prerequisite or corequisite course must obtain approval from the department chair. The appropriate approval must be presented to personnel in the Admissions, Records and Recruitment Office before the student will be enrolled in a course without meeting prerequisite and/or corequisite requirements.

Name, Address and/or Telephone Number Changes

The Admissions, Records and Recruitment 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, Records and Recruitment 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 complete 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. Orientation may be completed online at http://www.southwest.tn.edu/orientation. Contact the Admissions, Records and Recruitment Office at (901) 333-5924 for details.

**Student Classification**  
**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 admissions or readmission to degree status, who have earned at least 30 semester hours of college level credit are classified as sophomores. Generally speaking, sophomores are second-year, degree-seeking college students.

- **Special Undergraduates** - Students admitted to the College in the non-degree admission category are classified as special undergraduates.
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, Records and Recruitment 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, Records and Recruitment 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 QPA
- 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 Procedures

Each student who would like to graduate should follow these steps:

- Review the academic calendar in the front of this catalog for dates applicable to graduation and meet deadline dates
- Meet with his/her academic advisor
- Complete Application for Graduation form
- Attach copy of degree or certificate plan to the Application for Graduation form
- Check for 2.0 higher education QPA
- Check for completion of high school unit requirements if A.A. or A.S. degree
- 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
- Schedule and complete any required graduates test
- Complete the graduate survey in the Career Service Centers if receiving an A.A.S. degree or certificate
- Pay $25 graduation application fee
- File the completed Application for Graduation form in the Admissions, Records and Recruitment office and 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.

Graduation Catalog Limitations

Students may graduate under any catalog in effect during their enrollment at the College 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 QPA. 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 four to six weeks of the semester of degree completion. 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, Records and Recruitment 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. Each honor student must have at least a 3.25 college level QPA. Effective Fall 2003 only course grades earned at Southwest will be used in calculating each students QPA. 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
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>Requirements met by mandatory COMPASS assessment and placement</td>
</tr>
<tr>
<td>English</td>
<td>Requirements met by mandatory COMPASS assessment and placement</td>
</tr>
<tr>
<td>Foreign Language</td>
<td>FREN1010 Elementary French I (and)</td>
</tr>
<tr>
<td></td>
<td>FREN1020 Elementary French II or SPAN1010 Elementary Spanish I (and)</td>
</tr>
<tr>
<td></td>
<td>SPAN1020 Elementary Spanish II</td>
</tr>
<tr>
<td>Mathematics</td>
<td>MATH0980 Geometry I Intro to Geometry (MATH 0980 offered during Fall semester only)</td>
</tr>
<tr>
<td>Natural/Physical Sciences I</td>
<td>Select one: CHEM 1010 Introduction to Chemistry I BIOL 1010 Introduction to Biology I PHYS 1010 Introduction to Physics PHYS 1030 Introduction to Astronomy GEOG 1010 Physical Geography I NSCI 1030 Natural Sciences PHYS 2010 General Physics I PSCI 1010 Physical Science I</td>
</tr>
<tr>
<td>Natural/Physical Sciences II</td>
<td>Select one: BIOL 1020 Introduction to Biology II CHEM 1020 Introduction to Chemistry II GEOG 1020 Physical Geography II PHYS 2020 General Physics II PSCI 1020 Physical Science II</td>
</tr>
<tr>
<td>Social Studies</td>
<td>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</td>
</tr>
<tr>
<td>U.S. History</td>
<td>Select one: HIST 2010 Survey of United States History I HIST 2020 Survey of United States History II</td>
</tr>
</tbody>
</table>

**Associate Degrees**

- Be admitted to degree status at the College by fulfilling all requirements
- Earn a minimum of 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 QPA 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, Records and Recruitment 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 QPA 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, Records and Recruitment 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 QPA 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, Records and Recruitment 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, 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 and tuition are subject to change. They will be updated on the web site at:

The definition of resident and non-resident established by the Tennessee Board of Regents will apply in determining fees and tuition. Check with the Admissions, Records and Recruitment Office for residency classification.

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 6 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 Cashier’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 course and are in addition to fees for credit classes.

Senior Citizens and/or Students with Disabilities

A Tennessee resident 60 years of age or older, or permanently disabled Tennessee resident may audit courses without paying any maintenance fees. However, the student will be assessed a $5 application fee (if not previously paid) and a $10 campus access fee.

A Tennessee resident 65 years of age or older, or a permanently disabled resident may take classes for credit at a reduced rate of one half the semester hour rate up to a maximum of $75, plus a $5 application fee (if not previously paid) and $10 campus access fee. Enrollment without payment of the full registration fee will be subject to the availability of space in the class being requested. Students can register for classes no earlier than four weeks prior to the first day of classes.

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

ACT Residual Fee ................................................. $33
Allied Health Program Fees
Malpractice Insurance ................. $14.50/year
Health Occup. Aptitude Exam (HOAE) ..... $25
Paramedic Pre-Exam ................................. $25
Application Fee ..................................................... $ 5
Campus Access Fee
Student (per semester fee) ...................... $10
Faculty/Staff (annual fee) ......................... $30
Campus Child Care Fee .............................. see below
CLEP Registration Fee ......................... $15
CLEP Test Fee ............ up to $55, payable at time of test
Correspondence Exam (non-student) ........ $15/hour
COMPASS/ASSET (Retesting fee) ..................... $20
Credit by Exam Fee .............................................. $15
Deferred Payment Plan Service Fee ............... $10
Deferred Payment Plan Late Charge ............ $25
GED Test Fee ............................................................. $55
  Per part ................................................................. $11
  GED transcript ........................................................ $5
Graduation Fee .................................................. $25
ID Replacement ..................................................... $5
Laboratory Fees:
  Food Preparation .................................................. $35
  Foundations of Nursing ......................................... $15
  Adult Health Nursing I ......................................... $15
  Adult Health Nursing II ....................................... $15
  Quantity Cookery ................................................ $40
  Catering/Special Food Services .................. $40
Late Registration Fee ........................................ $10
Library Fines .................................................. See fines below
Music Fees for Individual 30-minute lessons:
  One per week .................................................. $45
  Two per week (same medium) ....................... $55
  Two per week (different media) ................. $60
Nursing Programs Fees (All nursing program fees are nonrefundable)
  Nursing Student Government Association .... $40/yr.
  NLN Pre-exam .................................................. $45
  Malpractice Insurance Charge ................. $14.50/year
  Proficiency and Exit Exam ......................... $35/semester
  Random Drug Testing ........................................ $40 per test
Returned Check Charge ..................................... $20
Student Activity Fee .............................................. $3
TABE ................................................................. $10
Technology Access Fee ................................. $18 per credit hour
  (not to exceed $112.50)

Residual ACT Fee

Individuals under 21 years of age needing to take the ACT for admission to Southwest must pay a $33 fee in the campus Cashier'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 Residual 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, TABE 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 bonafide 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 $55 under extenuating circumstances only. For additional information contact the Admissions and Records Office.

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 Cashier'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 $55 fee is in effect. GED fees are non-refundable and non-transferable.
GED Transcript Fee

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 or paying after official 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*
Telecourse tapes $25 plus processing fee*
Slides 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 Administrative Head of Library Services. Further appeals 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 $18 per credit hour (not to exceed $112.50). 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.

Regular Credit Courses:

After pre-registration but before the first official day of the term 100 percent*

Last Day of 100 percent Refund Period*:
2005 Fall semester .................................. August 28
2006 Spring semester ................................ January 16
2006 Summer semester, Extended ............. May 29
2006 Summer I ............................................. May 29
2006 Summer II ........................................... July 7

On the first official day of the term through the 14th calendar day from the beginning of classes refund period will be ................................................... 75%*

Last Day of 75 percent Refund Period*:
2005 Fall semester .................................. September 11
2006 Spring semester ................................ January 30
2006 Summer semester, Extended ............. June 7
2006 Summer I ............................................. June 2
2006 Summer II ........................................... July 10

On the 15th calendar day from the beginning of the term through 25 percent of the semester calendar days refund ...................................................... 25%*

Last Day of 25 percent Refund Period*:
2005 Fall semester .................................. September 24
2006 Spring semester ................................ February 12
2006 Summer semester, Extended ............. June 16
2006 Summer I ............................................. June 6
2006 Summer II ........................................... July 14
After 25 percent period refund ............................ 0%*

All refund periods will be rounded up or down to the nearest whole day if necessary.

*A 100 percent refund will be provided on behalf of a student whose death occurs during the semester; to students who are compelled by the College to withdraw; or, upon submission of required forms, to students absent from the College in excess of 30 days while on active military duty.

Southwest complies with all federal regulations regarding refunds for financial aid recipients, including specific requirements for first-time students. When the beginning and ending dates for a special course are different from the published dates, the 75/25 percent refund provision will be adjusted accordingly.

Non-Credit Courses

Southwest will refund to any student who officially drops or withdraws from any non-credit course 100 percent of the fee paid if the drop or withdrawal occurs before the first day of class. A 100 percent refund will also be provided if the course is cancelled by the College. If the class exceeds five calendar days in length, the 75 percent/25 percent refund will be prorated based on the length of the class.

Appeal Procedures for Fees and Refunds

A student may appeal the assessment, application, calculation or interpretation of any College fee, charge, deposit, or refund, or any action by the College connected with fees and charges. Questions should be directed to personnel in the Cashier's Office. If a student is not satisfied with the resolution made by the Cashier's Office, a written appeal, on forms available in the Cashier's Office, can be made to the Cashier and Director of Fiscal Operations. Further appeals may be made to the Vice President for Finance and Administrative Systems and then to the President of the College.
FINANCIAL AID

General Information

Southwest Tennessee Community College
School Code: 010439

FAFSA Application: www.fafsa.ed.gov

Application Deadlines for Academic Year 2005-2006

Fall 2005 Priority Deadline: April 1, 2005 - Applications received by this date will be considered for all available funds. Some sources of funding are depleted early in the year, so it is important to apply by April 1, 2005. All requested documents must be in the financial aid office in order to be processed. Students must be fully admitted into a degree program in order for a financial aid award to be made. Students who are readmitting must follow the same deadline dates.

Fall 2005 Completion Deadline: August 15, 2005 - FAFSA Applications received or are still incomplete after this date will not be processed until later in the fall term. Students who have not met the deadline must pay their own tuition and fees.

Spring 2006 Deadline: November 15, 2005 - FAFSA Application must be on file and completed by this date. Students must be fully admitted into a degree program in order for a financial aid award to be made. Students who are readmitting must follow the same deadline dates.

Summer 2006 Deadline: April 15, 2006 - FAFSA Application must be on file and completed by this date. Students must be fully admitted into a degree program in order for a financial aid award to be made. Students who are readmitting must follow the same deadline dates.

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 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

Students may apply for financial aid by completing a Free Application for Federal Student Aid (FAFSA) online at FAFSA@ed.gov

Students may contact the financial aid office for assistance in completing the application. Corrections can be made online or may be made by the financial aid office on line once all documents are received. Some corrections can be made by calling 1 (800) 433-3243 (1 (800) 4FEDAID).

Applicants will receive a Student Aid Report (SAR) from the federal processor. If the application is selected for verification you will be asked to submit a verification form and a copy of the appropriate tax return. All additional forms must be submitted to the Financial Aid Office within thirty (30) days or you may forfeit your right to receive federal financial aid. The thirty day period will begin from the date requested and will be tracked through the financial aid management software.

Students should access the Southwest student web at www.southwest.tn.edu to view information about financial aid requirements.

Accessing Your Financial Aid Information

The Financial Aid offices are located in the Farris Building, Room 2102 on the Macon Cove Campus, and in Building M, Room 112 on the Union Avenue Campus. The Financial Aid Office staff is available during posted hours to discuss any student's financial need with him/her and to help with necessary aid application forms.

When you complete the FAFSA online, you will receive a PIN number. It is important that you keep the number so that you may return to the application to make corrections or to view your information. Information regarding FAFSA PIN numbers is available at www.PIN.ED.gov

The FAFSA PIN number will be different from the PIN number you will be assigned by Southwest to be used in the initial login for my.southwest. Students may view their financial aid information in my.southwest, as well as print form and view individual information requests. Once an award has
been made, the information will be posted online in my.southwest.

It should be noted that it is the responsibility of the applicant to view all information related to financial aid, admission, registration, fee payment and grade posting available in my.southwest. Although the financial aid office regularly attempts to contact students by traditional mail based on the most currently available address, it is the responsibility of each student to log in and read e-mail messages from the College.

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 he or she has selected. Attendance is monitored to assure that students earn the funds they receive.

**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 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.

**Tennessee Education Lottery Scholarship**
The Tennessee Education Lottery Scholarship Program is available for use by any student who meets the criteria determined by the State of Tennessee and has been certified by the Tennessee Student Assistance Corporation, the Southwest Records Office, and the Southwest Financial Aid Office. Students interested in applying for the Lottery Scholarship Program must first complete a Free Application for Federal Student Aid (FAFSA). The FAFSA is available online at www.fafsa.ed.gov or a paper FAFSA may be obtained from the Financial Aid Office. Priority dates for application processing are given consideration and deadlines must be met for submitting the FAFSA and obtaining certification from the Offices of Admissions, Records and Recruitment and Financial Aid.

For more information concerning eligibility and guidelines, please visit the Tennessee Education Lottery Scholarship Program Web site at www.TNscholardollars.com or the Tennessee Student Assistance Corporation website at www.state.tn.us/tsac. You may also call 1 (800) 342-1663.
Southwest 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 combined undergraduate and remedial/developmental GPA or 2.5 each term. Failure to maintain a satisfactory GPA, a 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 for regular course work plus a book allowance based on enrollment status 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 a least four years.

Applications are available from the Admissions, Records and Recruitment Office.

Southwest 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 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, Records 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 February 15 for the Fall term.

- Academic Departmental Scholarship
- Alumni Scholarship – Full-time student
- Alumni Scholarship – Part-time student
- Alvin O. Jackson Scholarship
- BancorpSouth West Tennessee Educational Scholarship Fund
- Baptist Memorial Hospital Paralegal Studies Scholarship
- Bartlett Lions Club Scholarship
- Bornblum Brothers Endowed Scholarship
- Coors Brewing Company Scholarship
- David C. Scott Memorial Scholarship
- Dempsie B. Morrison Memorial Scholarship
- Department Scholarships
- Dr. Martin Luther King Jr. Scholarship
- East Memphis Business and Professional Women Scholarship
- Ed Scholar Scholarship
- Frances Cleo Long Scholarship
- Frances M. Fulton Memorial Scholarship
- INSOUTH Bank Scholarship
- International Association of Administrative Professional Scholarship
- International Student Scholarship
- John L. Thornton Memorial Scholarship
- Kimberly-Clark Corporation Working Scholars
- Luis C. Prieto Jr., M.D. Endowed Memorial Scholarship
- Mandy C. Powell Endowed Memorial Scholarship
- Mildred Hunt Scholarship
- Minnie Ash Scholarship/ILSM.art.com
- NAREB/Lewis Harris Memorial Scholarship
- Navel Air Arm Memorial Scholarship
- Wright Medical Technology, Inc. Scholarship
- The Saint Francis Hospital Auxiliary Scholarship Endowment
- William W. Wannamaker Scholarship
- Kelly Wilson Memorial Scholarship
- Mark Stansbury Scholarship
- Nolen Henrich Accounting Scholarship
- Nursing Alumni Scholarship
• Presidential Scholarship
• Reverend and Mrs. P.E. Brooks Scholarship
• Russell W. Hughes Memorial Endowed Scholarship
• Sandra Thomas Halfacre Scholarship
• Scott Paper Company Workshop Scholars Scholarship
• Smith & Nephew Orthopedic Endowed Scholarship
• Southwest Foundation Board Scholarship
• Southwest Tennessee Academic Service Scholarship
• Technical Scholars Program
• The Med/Kirk Franklin Nursing Scholarship
• Time Warner – James R. Collins Scholarship
• Tommy Deutsch Memorial Scholarship
• William (Bill) and Jimmie W. Farris Endowed Scholarship
• Steve Katz – Amro Music Piano Excellence 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 Support 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 Academic Service scholarship, which pays the tutor's full tuition (in-state only) and 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.

<table>
<thead>
<tr>
<th>Total Hours Attempted</th>
<th>Minimum Required GPA</th>
</tr>
</thead>
<tbody>
<tr>
<td>0-14.99</td>
<td>No minimum</td>
</tr>
<tr>
<td>15-25.99</td>
<td>1.0</td>
</tr>
<tr>
<td>26-40.99</td>
<td>1.4</td>
</tr>
<tr>
<td>41-48.99</td>
<td>1.7</td>
</tr>
<tr>
<td>49-56.99</td>
<td>1.9</td>
</tr>
<tr>
<td>57 or more</td>
<td>2.0</td>
</tr>
</tbody>
</table>

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 to be 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 assistance during the time of suspension. Suspended students who are readmitted to the College will be ineligible for federal 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/she has mitigating circumstances, he/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/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 percent of the time normally required for graduation.

Financial Aid Refund and Repayment Policy

Last Day of Attendance

The United States Department of Education requires an institution to determine the last day of attendance for federal financial aid recipients who stop attending or never attend classes during a semester. These students have unofficially withdrawn from the College because the student did not complete a withdrawal form with the College.

When a student who receives federal financial aid receives all Fs for a semester, the College determines if the Fs are for unofficial withdrawal from the college based on non-attendance information submitted to the Admission, Records and Recruitment Office by the student’s instructors. If a student stops attending or never attends a class during the semester, the student may owe funds to the College and/or the federal financial aid program from which the student received financial aid. Faculty are expected to maintain attendance records and must indicate the last day of attendance for each student who earns an “F” grade.

Return of Federal Funds—Refunds and Repayments

When a student who receives financial aid officially withdraws from the College, never attends classes, or ceases attending classes during a semester, the College performs refund and repayment calculations to determine if any financial aid funds need to be refunded to the financial aid program by the College and/or repaid by the student. If the student has received federal Title IV financial aid such as Federal Pell Grant, Federal Supplemental Employment Opportunity Grant (SEOG), or Tennessee Student Assistance Association Grant (TSAA), the institution must calculate the amount of Title IV financial aid the student has earned. This is accomplished by multiplying the percent (%) of the semester completed by (X) the amount ($) of federal Title IV financial aid that was disbursed. This calculation provides the “earned” amount. The earned amount is subtracted from the total financial aid disbursed as of the date the College has determined that the student withdrew. The difference is the unearned amount that must be returned to the Title IV programs.

The portion of the unearned amount that paid institutional charges is repaid by the institution. The portion of the unearned amount that was disbursed to the student must be repaid by the student. Any amount returned by the institution will be charged to the student’s account as “unpaid tuition”.

Federal regulations require that repayment of Title IV financial aid funds be distributed in the following order:

1. Federal Pell Grant
2. Federal Supplemental Opportunity Grant
3. Tennessee Student Assistance Corporation Grant
4. Other state, private or institutional aid
5. The student

The College performs initial billing and collecting activities for 45 days as required. A student who fails to repay to the College an amount of Title IV financial aid which the student owes will be referred to the U.S. Department of Education. A student who does not make repayment will not be eligible to receive further federal student financial aid at this College or any college until the repayment has been made.

Examples of refund and repayment calculations are available upon request.
Advising, Counseling and Articulation

The Advising and Counseling Centers at Southwest 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
- Admission counseling

The success of all students depends to a large extent upon their involvement in learning and academic processes. One vital process of educational involvement is academic advising. The Advising and Counseling Center at Southwest 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/counselor in the centers. When an undecided student selects an academic program, the student will be reassigned to an advisor in that program. Students should see an advisor in their program of study until they graduate.

It is the responsibility of the student to meet with his/her assigned advisor 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 and Counseling 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 on the Macon Cove Campus from 8 a.m. to 6:30 p.m. Monday-Thursday. Contact the Union Avenue Campus and the Southeast, Gill and Whitehaven centers for hours of operation.

Appointments are required for Center staff during early advising/registration.

It is the desire of the Center to assist the students in the shared responsibility of achieving academic success.

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

Veterans Affairs

A full-time coordinator of Veterans Affairs is available on both main campuses of the College. Veterans, active duty service members, and other persons eligible for veterans’ benefits may obtain information and the forms necessary to apply for benefits from either main campus. Veterans are required to provide a copy of their DD-214 (Certificate of Release or Discharge from Active Duty), a “Member Copy 4.” An original or certified copy of the DD-214 is not required.

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 DD-2586 (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.

Service members, Veterans, and dependents of veterans who are eligible beneficiaries of U.S. Department of Veterans Affairs education benefits or other governmentally funded educational assistance, subject to the conditions and guidelines set forth in Tennessee Code Annotated 49-7-104 as amended, may elect, upon formal application, to defer payment of required tuition and fees until the final day of the term for which the deferment has been requested. Application for the deferment must be made no later than 14 days after the beginning of the term, and the amount of the deferment shall not exceed the total monetary benefits to be received for the term. Students who have been granted deferments are expected to make timely payments on their outstanding tuition and fees balance once education benefits are being delivered, and eligibility for such deferment shall terminate if the student fails to abide by any applicable rule or regulation, or to act in good faith in making timely payment. This notice is published pursuant to Public Chapter 279, Acts of 2003, effective July 1, 2003.

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

Career Services

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:

<table>
<thead>
<tr>
<th>Campus</th>
<th>Address</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Macon Cove Campus</td>
<td>5983 Macon Cove</td>
<td>(901) 333-4180</td>
</tr>
<tr>
<td>Union Avenue Campus</td>
<td>737 Union Avenue</td>
<td>(901) 333-5379</td>
</tr>
</tbody>
</table>

For further information refer to the Student Handbook or the following web site, www.southwest.tn.edu/career-services

Cooperative Education

Through the Cooperative Education Program (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 Co-op 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 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. 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 GPA 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 these options.

Option II - Technical Scholarship Program

Students who have met all entrance requirements for Southwest and have at least a 2.5 GPA may apply. Once selected by the employer, students are expected to maintain a GPA approved by the sponsoring organization. Technical scholars are expected to register for at least eight (8) 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 these options.

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 should be full-time students the semester prior to and the semester immediately after the work experience. Students who participate in the alternating plan are considered full-time students.

B. Parallel Plan
   Students enrolled under the parallel plan work a minimum of 20 hours per week and should register for a minimum of eight (8) 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 in their last semester of attendance after they have completed all, or nearly all, of their degree requirements. The Co-op is flexible enough to allow for this and many other options and alternatives.

Enrollment Information

Students interested in enrolling in the Co-op should contact the Career Services Center at (901) 333-4180.

Student Disability Services

Southwest 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 ADA which became effective January 25, 1992, legislate 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
   7. That special equipment or devices used in the classroom (and in some cases teaching
techniques that rely upon sight, learning or mobility of students) may require adaptation based on individual cases.

8. That it is discriminatory to counsel students with disabilities toward more restrictive careers than students without disabilities, unless such counsel is based on strict licensing or certification requirements in a profession.

B. Student Disability Services Office

The office of Student Disability Services arranges and provides a variety of support services designed to provide equal opportunity and access to students with disabilities. Specific accommodations and services are determined on an individual basis and are related specifically to one's disability related needs. Services include:

- Pre-enrollment management
- Early registration
- Assistance with scheduling
- Note takers
- Assessment of special needs
- Letters to instructors about disability needs
- Information and referral
- DVR Liaison
- Enlarged and Braille material
- Permission to tape lectures
- Preferential classroom seating
- Tutors/Readers
- Independent Test takers
- Adaptive Technology Information Academic Support Center
- Interpreters for hearing impaired students
- Special advising
- Disability support group

The Student Disability Services staff is responsible for receiving and reviewing all medical and psycho-educational documentation to determine if students meet the legal definition of having a disability and to determine eligibility to specific academic accommodations. SDS retains all disability information in the student's confidential file and the information is not released without the consent of the student. Faculty members and other staff do not have access to the medical and psycho-educational reports. With the student's consent, SDS staff may interpret the information to faculty or other staff in the course of arranging special accommodations or support services. Disability information is not included on academic transcripts. The confidential files are maintained in SDS for a period of 5 years after the student leaves the College and are then shredded.

The Student Disability Services office is usually a very busy place. This is especially true during the month before and after the beginning of a semester and during exams. It is necessary for SDS staff to work by appointment, and students are responsible for scheduling their appointments.

Locations include:

Student Disability Services Office
Macon Cove Campus
Farris Building, Room 2140
Maxine Ford, Director (901) 333-4223 or (901) 333-4594
e-mail: mford@southwest.tn.edu

or

Student Disability Services Office
Union Avenue Campus
Building B, Room 124
Verties Sails, III (901) 333-5116;
e-mail: vesails@southwest.tn.edu

C. Procedures for Accommodating Students With Disabilities

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

2. Alternate means of testing are available for the ACT (Residual) and the Compass/ESL/Asset Placement exams for students with documented 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 Advising, Counseling and Articulation offices 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. 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.
6. 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 Advising, Counseling and Articulation offices. The office will in turn notify the instructor of the problem. The instructor will then perform 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.

7. 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.

8. Alternate testing and evaluation:
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 accommodations for students with disabilities. Faculty is asked to find a quiet location and a proctor (if desired) for students who need extended time. Faculty is asked to contact the representative within their department who works with scheduling in order to reserve a test site. Other options include reserving space within a department, such as a conference room. Exams should be administered in a private room without interruptions or distractions, such as ringing telephones and conversations going on nearby. Usually, this is accomplished satisfactorily with very little disruption to either's schedule.

9. Request for accommodations:
The student must first declare the need for accommodations to the Student Disability Services office. If the instructor is approached first, the instructor will refer the student to the office. The student then must provide documentation of the disability or must sign the necessary forms to allow the center to document the disability and/or verify participation with Vocational Rehabilitation Services.

10. Request for auxiliary aids:
The student must first declare the need for auxiliary aids to the instructor or the Student Disability Services Office. If the instructor is approached first, the instructor will refer the student to the Student Disability Services office. The student then must provide documentation of the disability or must sign the necessary forms to allow the Student Disability Services Office to document the disability and/or verify participation with Vocational Rehabilitation Services.

D. Procedures for Providing Accommodations
In order to assist faculty and students, the Southwest has established procedures for requesting accommodation based on a disability:

1. Any students requesting services as a result of a disability should be referred to the Student Disability Services Office.

2. Once referred, the disability counselor responsible for disability services will work with that student to arrange for the appropriate accommodations.

3. Once the accommodation has been decided upon, that student should make an appointment with each instructor and provide a letter from the Student Disability Services Office detailing the identified accommodation.

4. Upon receipt of the letter, if there are any questions, a call should be placed to the letter's author. The process is designed to minimize the impact upon faculty members, while providing the necessary accommodation for the student.

E. Documenting Disabilities
All students with disabilities, whether a visible or hidden disability, are required to provide appropriate documentation of that disability to the disability counselor. At no time is a student required to provide documentation to any other administrator, dean or teacher. Verification of a disability can be provided by contacting the disability counselor. Due to the sensitive nature of some disabilities and the right to privacy, the specific disability may not be mentioned in the Student Disability Services letter of accommodation. It is only necessary to know that the disability counselor has a record of the disability and has approved the student for specific accommodation. The letter serves as the students documentation that they are eligible students with a disability and therefore entitled to effective and reasonable accommodation.
F. Faculty Responsibility
Upon receipt of the letter, each faculty member is responsible for reviewing the information in the letter. At any point that faculty members have questions or concerns about the information contained in the letter, they should immediately contact the disability counselor responsible for the disability services to discuss the question or concern. All questions are to be directed to the disability counselor and not the student. Until the disability counselor is contacted, it can only be assumed that there are not questions with any particular student's accommodation package.

Reasonable accommodation in the classroom is an individual civil right guaranteed by federal legislation (SDA and Section 504). Once the accommodations are identified, the accommodations must be provided. The only option is how the accommodation will be provided. Most classroom accommodations are easy to arrange and will not take much time to administer. If however, assistance is needed, contact the Student Disability Services Office. The Student Disability Services Program will make the accommodation process simple and effective for both student and staff.

G. Student Disability Grievances
Students who have a grievance regarding disability access to facilities, services or accommodations should first seek assistance from the Student Disability Services office located on the Macon Cove and Union Avenue campuses.

If the counselor is unable to resolve the grievance to the student's satisfaction, the student should contact the ADA Compliance Officer located in the Equal Opportunity Affirmative Action Office. If ADA Compliance Officer is unable to satisfactorily resolve the grievance, the student should follow the Student Appeal Procedure for Discrimination outlined in the Student Handbook.

H. Academic Support Center
The Academic Support Center arranges and provides a variety of support services designed to provide equal opportunity and access to students with disabilities:

- The Reading Edge; for the Visually Impaired
- Disability Computer Station with computer mouse
- Video Tape: "Transitions to Post-secondary Learning," for students with learning disabilities and/or attention deficit
- Tutoring services

The Academic Support Centers (ASC) 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 and available to Southwest students.

Professional and student tutors are available. The College Reading and Learning Association (CRLA) certifies the tutoring Program. ASC provides tutoring for many academic areas.

Computer labs in the centers provide instructional practice for a variety of academic areas as well as software for word processing, database, and spreadsheet. Access to the Internet and study areas, are also available. Other services include instructional and telecourse tapes for checkout and viewing.

Services are provided at Macon Cove and Union Avenue campuses, Gill, Whitehaven, and the Southeast centers. Services and hours may vary by location. Please visit our website at www.southwest.tn.edu/asc for additional information.

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

- meet the needs of a diverse and multi-cultural 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/or 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.
Testing Centers

The Testing Centers provide equitable services that promote academic success, personal growth and career development.

All tests are scheduled by appointment and are on a first-come, first-served basis. Seating is limited at all sites. You must bring to the test site two forms of identification (one must be a photo ID such as a driver's license, state ID, etc.). All test dates, times, and fees are subject to change without prior notice. Test fees are nonrefundable and nontransferable. Special accommodations are made for individuals with documented disabilities through the Student Disability Services Office at (901) 333-4594. Study guides are available for most tests. For additional information concerning test fees and scheduling, call (901) 333-4170 Macon Cove Campus, (901) 333-5127 Union Avenue Campus, or visit our Web site at www.southwest.tn.edu/testing/. The following tests are administered on predetermined test dates:

ACT - National

All degree-seeking applicants under age 21 must submit official ACT-National Test scores prior to being admitted or pay to take the ACT-Residual Test before enrolling. The ACT sub scores will be used to place students in college-level courses or appropriate developmental studies courses.

ACT - Residual

The ACT assessment test is restricted to applicants under age 21 for admission to Southwest who were unable to take the ACT-National Test. Scores from this test will not be transferred to other institutions. The ACT sub scores will be used to place students directly into college-level courses or appropriate developmental studies courses.

Certified Financial Planner (CFP)

The CFP exam is given three times a year. For more information concerning this exam, please contact the Chauncey Group at (609) 720-6692.

Certified Professional Secretary Exam (CPS)

The CPS rating is the achievement of internationally recognized standard of proficiency as a professional secretary. It is obtained by passing a three part, one and a half day examination. The 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 November of each year. Persons eligible to apply for CPS examination candidacy are:

- an experienced secretary
- a full-time employed secretary
- a college/university student
- a business educator

College Level Examination Program (CLEP)

CLEP is a national program of credit-by-examination that offers individuals the opportunity to obtain recognition for college-level achievement acquired through formal study, personal reading, on-the-job experience, etc. Students enrolled in R/D courses must complete the required developmental level courses to be eligible to take specific CLEP exams (i.e., English, math, natural science, social science, and history).

COMPASS/ASSET

The COMPASS/ASSET test is designed to assess the student's level of preparedness for college-level classes. Additionally, the results are used to assist academic advisors in placing students in appropriate college courses. Students 21 years of age or older are required to take all or parts of the placement test.

Distance Learning Exam

Students who are taking distance learning courses at other institutions can contact the Testing Center for assistance in completing their examinations. A minimal fee for this community service is charged.

There will be no charge to Southwest's RODP students for this service.

Drake

Drake is a national program administering certification exams that cover the new industry recognized CIAC competencies for call center professionals. The following assessments are given at Drake's Authorized Testing Centers:

- Customer Relationship Management
- Leadership and Business Management
- Operations Management
- People Management

General Education Development (GED)

Southwest is committed to providing the GED test. Applicants must be at least 18 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 Specialist (MOS)

The MOS 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.certiport.com 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 four tests as part of the department's special admissions process.

ParaPro Assessment

The ParaPro Assessment was developed in response to the federal legislation known as “No Child Left Behind.” The exam measures skills and knowledge in reading, mathematics and writing.

Test for Adult Basic Education (TABE)

The TABE is restricted to applicants seeking admission to the Pharmacy Technician Program at Southwest. The program begins in the Fall semester. Students are required to submit a score on this test as part of the special admission application process.
**Bus Schedules** – The Memphis Area Transit Authority (MATA) maintains on-campus service at both the Macon Cove and Union Avenue campuses. Rider's guides may be obtained in the Student Activities Office on both main campuses. For specific information about the schedule, call MATA at (901) 274-6282.

**Identification Cards** – All students must obtain a permanent Southwest 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 officer of the College. Identification cards are made at the Macon Cove Campus in Farris 2131 and the Union Avenue Campus in B-106. There is a $5 replacement fee for a lost or stolen ID card.

**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 or damaged ID, or change in data, is $5, payable in the Cashier's Office on both main campuses.

**Lockers** – To obtain a locker, contact the Student Activities Office at the Macon Cove Campus. Lockers are available at the Macon Cove Campus in Jennings, Parrish, Whitehead and Fulton buildings. Students must provide their own locks.

**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
- 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
- International Student Club
- NAACP
- Phi Theta Kappa
- Pierian Society
- Police Science Association
- PREP Alumni Group
- Radiologic Technology Student Association
- Ragtime Players
- Science Club
- Society of Manufacturing Engineers
- Student Nursing Government 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.

**Alumni Association** – The Southwest Alumni Association promotes interest in the general welfare of the College, its student body, faculty and staff, and promotes the College in business and industrial circles and other areas of potential growth.

Specific activities that support the purpose include:

- forming a network for dispensing information about jobs and career opportunities
- helping recruit students
- serving as an “information bank” about jobs for students
- providing scholarships for students and other fund-raising activities
- 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 Education

Online Courses, Telecourses, and the Regents Online Degree Program (RODP)

Southwest offers access to higher education through the World Wide Web (WWW) and broadcast television. These distance education technologies provide alternatives to traditional classroom schedules and locations. Distance Education 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 Education courses are ideal. Working adults, employees who travel, persons with disabilities, those with long commutes, schedule conflicts or other barriers to college attendance are a few of the many who can benefit from Distance Education.

Southwest offers five online degrees and over 100 online courses and 28 telecourses:

- Associate of Applied Science in Office Administration
- Associate of Applied Science in Business Administration
- Associate of Arts (RODP)
- Associate of Science (RODP)
- Associate of Applied Science in Professional Studies (RODP)

Online Courses

Southwest offers a wide array of college credit courses through the World Wide Web. Online courses require that students 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 5.0 or higher as their web browser for PC users and 5.1 or higher for Mac users. A personal e-mail account is provided by the College and students are expected to use that account in their correspondence with the College. In addition, some courses will require students to have specific software applications or utilities installed. See course descriptions and syllabi or contact the instructor for specific software requirements. Students who are interested in taking an online course for the first time can preview a sample online course at the following link: http://ww2.southwest.tn.edu. While most of the work in online courses is completed online, many instructors require students to take tests in a proctored environment. Specific guidelines for proctored tests are found at the following address: http://ww2.southwest.tn.edu.

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 e-mail is available at this web address http://ww2.southwest.tn.edu. 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.

Further information can be found at the Distance Education website at http://ww2.southwest.tn.edu or by calling (901) 333-4612 or (901) 333-5080. The long-distance toll-free number for online students to use in accessing services is 1-866-275-7822.

The following courses are offered online. However, not all courses are offered each semester and new courses are added periodically.

- Academic Success Seminar
- Accounting for Managers
- Principles of Accounting I
- Principles of Accounting II
- Auditing
- Special Topics in Allied Health
- Introduction to Anatomy and Physiology
- Intro to Criminal Justice
- Criminology
- Computers in Business
- Machine Shorthand Theory I
- Principles of Nutrition
- Basic Math
- Elementary Algebra
- Intermediate Algebra
- Basic Reading
- Developmental Reading
- Developmental Study Skills
Regents Online Degree Program

Southwest is a participant in the statewide Regents Online Degree Program (RODP) and 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 in General Studies (University Parallel)
- Associate of Science in General Studies (University Parallel)
- 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 TBR 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 should go to the following web address:
http://ww2.southwest.tn.edu/rodp/.

The following courses are offered online through the RODP Program at Southwest:

Advanced Computer Graphics
Advanced Web Page/Site Design
American Literature I & II
Art Appreciation
Astronomy
Basic Mathematics
Basic Reading
Basic Web Design
Basic Writing
Beginning HTML
Biology I and II
Calculus I and II and Analytical Geometry
Classroom Management
College Algebra
The College Experience
Computer Graphics and Animation
Concepts of Fitness and Wellness
Concepts of Geometry
Database Programming
Data Structures
Developmental Reading
Developmental Writing
Ecommerce
Education
Elementary Algebra
English Composition I and II
Finite Mathematics
Foundations of Education
Fundamentals of Public Speaking
General Biology I and II
General Psychology
History (U.S.) I and II
Instructional Technology in Education
Intermediate Algebra
Introduction to Chemistry I and II
Introduction to Cultural Anthropology
Introduction to Literature I: Fiction
Introduction to Micro Computers
Introduction to Research
Introduction to Sociology
Introduction to World Religions
Intuitive Calculus
Java Programming I and II
Legal Issues for the Web
Mathematics for Elementary Education
Music Appreciation
Networking and PC Communication
Orientation
Physics
Precalculus
Principles of Accounting I and II
Probability/Statistics (non-calculus)
Programming in C++
Social Problems
Spanish I and II
State and Local Government
Statistics
Study Skills
Survey of Economics
Technical Editing
Technology for Teachers
Tennessee History
Visual Basic
Web Page Development and Design
Web Page Applications
Western World Literature I and II

Telecourses

Southwest provides college credit courses delivered by TimeWarner cable television. Telecourse students view content broadcasts and complete textbook readings and assignments. All telecourses are broadcast on TimeWarner Cable (5 on basic and 21 on Digital); selected telecourses are broadcast on WKNO and the Germantown High School station. In addition, students may view the tapes at all Southwest libraries and the Academic Support Centers (Union Avenue and Macon Cove), where tapes can also be checked out with a valid ID card.

Students enrolling in telecourses are required to complete an online telecourse orientation, which is linked from the following page: http://ww2.southwest.tn.edu. In the orientation, students will receive information about viewing schedules, contacting their instructors, course syllabi, and course evaluations. Some instructors will also schedule an on-campus orientation during the first two weeks of class. During the semester, telecourse students will come on campus for review sessions, tests, and the final exam. For more information, please call (901) 333-5573.

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 Film and Lab
Introduction to Sociology
Introduction to Business
Music Appreciation
Personal Finance Management
Personal Health
Principles of Macroeconomics
Principles of Management I and II
Principles of Marketing
Principles of Microeconomics
Principles of Nutrition
Professional Selling
Small Business Management
Survey of World Civilization I and II
United States History to 1877
United States History since 1877
World Geographic Regions
World Literature I and II

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 video conferences. For further information, please call (901) 333-5080.

Adjunct Evening Office

The Adjunct Evening Office is located on the first floor of the Thornton Building (T101) on the Macon Cove Campus and B-206 at the Union Avenue Campus and provides a variety of services for adjunct faculty and students. The Evening Office may be reached at (901) 333-4243 (Macon Cove) and (901) 333-5428 (Union Avenue) and is the communications center for adjunct faculty, mainly through the mailbox that is maintained for all on-campus part-time faculty. Students may contact the Evening Office to leave messages for instructors, pick up/drop off assignments or check classroom locations.

Evening temporary class cancellation notifications can be handled by the Evening Office and the office should be advised of the situation.

Mid-South Quality-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 and 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 (SMEs) to identify and teach “Best Practices” throughout the organization
- “Best Practice Tours” bench-marking trips to organizations such as Saturn Corporation and Federal Express Corporation
- SO/QS 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 MSQPC and its many services, call (901) 543-3551 or (901) 543-3528.

MSQPC is located at the Memphis Regional Chamber, 22 North Front Street in downtown Memphis.
CONTINUING EDUCATION AND COMMUNITY PARTNERSHIPS

The Continuing Education and Community Partnerships Department

The Department of Continuing Education and Community Partnerships provides the region with continuing education and lifelong learning opportunities that support professional and technical training as well as providing personal enrichment opportunities. The Department also develops and manages community partnerships, fosters educational reform initiatives, collaboratives, and community-based programs as a way of providing educational opportunities and services to the community and its stakeholders.

Continuing Education and Professional Training

The Department works with business, industry, and individuals to provide hands-on training and skills for the competitive work environment and to enhance local economic development. The Department works closely with various Chambers of Commerce, the Local Workforce Investment Board (LWIB), Tennessee Industrial Training Service, and the Memphis/Shelby and Fayette counties economic and development teams that recruit prospective companies to the region. Training is coordinated and closely aligned with these organizations and their strategic planning and recruitment efforts.

Continuing education professional training is extended to the business and non-profit community organizations and agencies by a staff of trained professionals who can assist customers in determining both short- and long-term training needs. The Department creatively uses different formats for all the courses and programs it offers. Each training course or program is practical, up-to-date, and customized to the specific client training needs. These courses and programs are offered at competitive prices, on site or a choice of locations, and delivered utilizing flexible schedules that are the customer’s choice. The instructors are credentialed and are qualified industry professionals with application level experience in the subject matter.

Continuing Education and Personal Enrichment

The Department presents to the general public a comprehensive array of recreation, life and leisure courses and programs for personal enrichment. Customer demand and interest drive the courses that are offered. As with all Departmental courses and programs, general public offerings are conducted at both main campuses and at various locations in the community.

Community Partnerships

The 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.

Two successful community partnerships that the Department provides are:

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 agreements coordinate 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 Schools, Shelby County Schools or Fayette County Schools, with an 85 percent 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
• Hospitality and Tourism
• Manufacturing, Construction and Transportation
• Sciences and Technologies

Major activities of Tech Prep include development and maintenance of articulation agreements, LEA grants, 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) 333-4358 during regular business hours.

Professional Re-entry Education Program (PREP)

PREP is a free eight-week career counseling program offered by Southwest 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:

• Be a single custodial parent, displaced homemaker or dislocated worker
• Have high school diploma or GED
• Have not previously earned a college degree
• Have motivation to succeed

PREP program services:

• Assistance applying for federal financial aid and scholarships
• On-going counseling relationship with PREP counselors
• 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
• Opportunity to borrow textbooks as available from the PREP library each semester after enrollment.

Day and evening workshops are available. For more information about PREP, call the PREP Office at (901) 333-5493 or 333-5342 during regular business hours.

The Department also provides marketing for several of the credit courses and certificate programs that are available to non-degree seeking students. A complete list of these courses and program are available on Southwest’s web site under “Academics – Programs of Study or Course Descriptions.”

For more information about any of the courses or services offered by the Department of Continuing Education and Community Partnerships, call (901) 333-4207 during regular business hours.

General Policies

CEUs and Credits

The Department awards Continuing Education Units (CEUs) for its non-credit courses, workshops, conferences, seminars, and specially formatted educational offerings. Continuing Education Units (CEUs) are a nationally recognized standard of educational attainment. In this regard, CEUs are portable and are recognized by other accredited Colleges and universities. Additionally, CEU training is widely recognized by professional associations and credentialing bodies for purposes of certification. The Department also works cooperatively to market and jointly manage several programs in conjunction with the College’s academic departments who award academic credit for courses in their degree programs.
Registration

There are four ways to register for Continuing Education courses: (1) on the Department's website at http://www.southwest.tn.edu - click on "My Southwest"; (2) by faxing a Continuing Education Registration Form (available in the Department's program brochure, WFD&CE Continuing Education) to (901) 333-4519; (3) by completing a Continuing Education Registration Form in the Continuing Education Office – Macon Campus, Farris Building, Room 2001 – between 8 a.m. and 4:30 p.m., Monday through Friday; or (4) through the College's Admissions, Records and Recruitment Office regular registration procedure. For company training, on-site registration is available, and customer friendly registration procedures are used to enroll students. Persons requiring assistance due to a disability should call for more information. The Department staff is always ready to assist in registration and is available by calling the Continuing Education Office at (901) 333-4207 or the CRC at (901) 333-4277.

Tennessee residents who are 60 years of age or older or permanently disabled as defined under T.C.A., Section 497-113, may audit credit courses without paying maintenance fees. Students will be assessed a $5 application fee and a $10 campus access fee. Tennessee residents who are 65 years of age or older or permanently disabled can take one or more classes for credit at a reduced rate to a maximum of $75 per semester, a $5 application fee, and a $10 campus access fee. Students seeking registration under these provisions must register during the late registration period on a space available basis. Discounts do not apply for non-credit classes.

Class Changes

Continuing Education reserves the right to cancel, postpone, limit enrollment, split or combine classes, and change instructors and class locations when necessary. Intent to change from one class to another must be received no later than one full business day before the first day of class.

Refunds

The policy regulating refunds for credit courses is outlined for students in the Admissions, Records and Recruitment section of this catalog. Refunds of 100 percent for non-credit classes are made providing the class is canceled by the College or a student's intent to withdraw is received no later than one full business day before the first day of class. If the class exceeds five calendar days in length, the 75/25 percent refund will be prorated based on the length of the class.

Returned Check Fee

For any check that is returned for insufficient funds, a $20 penalty is assessed and the student is withdrawn from school. For reinstatement to class, the student must redeem the check and pay the $20 penalty fee in cash within 10 banking days.

Parking/Vehicle Registration

All main campus students are required to register their vehicles with the campus Public Safety Office and obtain a decal to display in their cars. In addition, students who are enrolled in course(s) at other locations who wish to use the services of the main campuses are also required to obtain the decal. To pick up a decal, students should take their tuition receipt to the campus Public Safety Office. Students will need to know their tag number, make and model of vehicle. A special Computer Resource Center (CRC) parking permit is available to students enrolled in computer courses and is valid for one semester. A CRC parking permit can be obtained at the CRC office or online at www.southwest.tn.edu/crc/parking.htm. Students should tape the CRC permit to the front windshield of their vehicle and always use designated student parking spaces.

Textbooks

If textbooks are required for classes they may be purchased in the campus bookstores. (Note: Courses offered through the CRC usually provide books as a part of the class for no extra charge.) Students should call the Macon Cove Campus Bookstore at (901) 333-4227 or the Union Avenue Campus Bookstore at (901) 333-5452 with book-related questions during regular business hours.

Withdrawal

The policy regulating withdrawal from credit courses is outlined for students in the Admissions, Records and Recruitment section of this catalog.

Courses Offered

For a complete listing of course offerings, customers are directed to the Department’s web page at http://www.southwest.tn.edu (click on ‘Continuing Education’) or should consult our program brochure, WFD&CE Continuing Education, published three times a year. To learn more about these programs, call (901) 333-4207.

Following is a partial list of program areas and course offerings that are offered by the Department or managed/marketed for various academic departments by Continuing Education:
Air Conditioning and Heating (HVAC) - The Department, in conjunction with the academic faculty, offers technical courses for engineers, general contractors, apprentice and journeyman-level technicians, building, mechanical, plumbing, and electrical trade personnel, and building maintenance technicians. Also, anyone who is seeking to acquire the technical knowledge and skills of a particular craft is welcome to enroll in one of the basic courses (those without prerequisites) described below:

- The Air Conditioning Principles I (INMT 1110) course is designed for individuals who are interested in entering the trade, home owners, and those with some practical AC&R experience who want more formal training in theory and practice. This 75-hour, hands-on course covers air conditioning and cooling.
- Air Conditioning Principles II (INMT 1120) focuses on heating systems and is normally the next course for students who have completed INMT 1110.
- The Advanced Fundamentals of Air Conditioning and Refrigeration (INMT 1622) courses is an intermediate-level course designed for individuals with some HVAC experience or for those who have completed INMT 1110, Air Conditioning Principles I. This 45-hour, hands-on course concentrates on troubleshooting electrical problems in HVAC systems.
- The Centrifugal Chillers and Industrial Refrigeration (INMT 1625) course is a specialized course designed for engineers, building engineers, and industrial maintenance personnel concerned with operating and maintaining centrifugal chillers. It is a 75-hour course with lab sessions conducted in the College's modern power plant.
- The HVAC Controls (INMT 1613) course is a specialized course for experienced technicians and individuals who have completed the Air Conditioning Principle courses or equivalent training. This 60-hour, hands-on course concentrates on the various types of HVAC controls and control systems.

For additional information about Air Conditioning and Heating courses, call (901) 333-4207 during regular business hours.

Business - 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 Department. 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 with 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
- Performance Based Supervision
- Time Management
- Listening Skills
- Management Best Practices
- Human Resources Principles And Practices
- Team Building
- Working With Difficult People
- Foreign Languages
- Conflict Management
- Business Writing

The Department 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 for a quarter of a century. Achieve Global training emphasizes respect for the individual, maintaining long-term relationships, leading by example, and taking initiative. The training modules are strongly aligned to business issues and needs, resulting in on-the-job application of learned skills. Workshops and seminars include, but are not limited to:

- Frontline Leadership
- Increasing Team Effectiveness
- Working Productively
- Learning To Lead
- Team Leadership
- QUEST (Quality Enhancement Through Skills Training)

For additional information about Automotive courses, call (901) 333-4152 or (901) 333-4207 during regular business hours.

Automotive - The Department, in conjunction with the academic faculty, offers technical courses in automotive technology:

- Automotive Electrical and Electronics Systems I
- Automotive Engines I
- Suspension and Steering Systems
- Manual Transmissions and Drive Trains
• Customer Satisfaction
• Managing Priorities

For more information about these programs and services, call (901) 333-4207 during regular business hours.

**Business – Quality and Productivity Training** - The Department, in collaboration with the Business, Career Studies, and Technology Division, offers credit and non-credit courses for business and management professionals who are 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
• Quality for Project Managers
• Strategic Planning
• Project Management
• Physical Distribution & Logistics
• Management Principles
• Statistical Quality Improvement

For more information about these programs and services, call (901) 333-4207 during regular business hours.

**Business – Small Business Succe$$ Series** - The Small Business Succe$$ Series is a training program for entrepreneurs, aspiring entrepreneurs, and small business owners to develop the decision-making and management skills needed to grow and sustain a small business. The courses help students apply practical business applications to their day-to-day operations. Courses include:

The Start-Up Series - These courses are designed for persons who are interested in starting their own business and includes a self-assessment to determine if entrepreneurship is right for you. Different types of business structures and the benefits of each are discussed. Through self-discovery, students develop their own business plan. Courses include:

• Essentials for Business Start-Up
• Developing a Successful Business Plan

Series for Business Growth - Courses in this series are designed for businesses that are experiencing “growing pains.” Students will learn how to use various management and analysis tools to make decisions and manage business operations. Courses include:

• Strategic Planning for Small Business
• Accounting Fundamentals for Small Business
• Financial Analysis for Non-Accountants

Questions or inquiries about the Department's Small Business Succe$$ Series can be made by calling (901) 333-4207 during regular business hours.

**Computer Services – Computer Resource Center (CRC)**

The Department offers a comprehensive variety of computer applications seminars through its Computer Resource Center (CRC). The Computer Resource Center is located at the Macon Cove Campus, 2nd floor – Sulcer Building. The CRC also has training facilities at the MLGW Training Center and the Agricenter. A special service of the CRC is its free telephone “help line” where technical clerks and instructors are on-hand to answer computer software questions during regular business hours. For specific questions about computer courses or to receive a complete CRC seminar schedule, call (901) 333-4277, go to [www.southwest.tn.edu/crc](http://www.southwest.tn.edu/crc) or consult the program brochure, WFD&CE Continuing Education.

Certifications offered by the CRC include:

Certified Internet Webmaster (CIW) – 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 professional 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

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 Association of Internet Professionals (AIP) and the International Webmasters Association (IWA). For
more information on the CIW programs, please look at [http://www.ciwcertified.com](http://www.ciwcertified.com). All certification exams are administered through Sylvan prometric worldwide, CIW exam preparation classes and are available through the CRC.

For more information, call (901) 333-4277 or go to [www.southwest.tn.edu/crc](http://www.southwest.tn.edu/crc).

**MOS Certification (Microsoft Office 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 MOS certified! Take our seminars in Word, Excel, PowerPoint, Access, and Outlook to prepare for the MOS certification exams. These exams can be taken in our comfortable and quiet Testing Center here at Southwest. MOS 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 MOS certification in a recent independent study:

- 71 percent said that MOS certification gives prospective employees an advantage in the hiring decision.
- 86 percent found MOS-certified individuals to be more productive.
- 82 percent found MOS-certified individuals directly benefit their organization.

MOS exam certification classes are available through the CRC. For more information, contact (901) 333-4277 or go to [www.southwest.tn.edu/crc](http://www.southwest.tn.edu/crc). For more information about scheduling a MOS exam at our Testing Center, go to [www.southwest.tn.edu/testing/mos.htm](http://www.southwest.tn.edu/testing/mos.htm).

Cisco Networking Academy Program – Southwest 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, enabling them to develop the skills they need to compete in an increasingly technology-dependent workplace.

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 approximately nine-month program, students will be eligible to take the Cisco Certified Network Associate (CCNA) certification test. Southwest facilitates student internships and job placement opportunities with area business and industry.

For more information about earning CEUs in the Cisco Networking Academy Program through the Computer Resource Center, call (901) 333-4277.

**A+ Certification** – A+ Certification is a CompTIA-sponsored testing program that certifies the competency of entry-level (six months’ experience) computer service technicians. The certification covers a broad range of hardware and software technologies, but is not bound to any particular vendor’s products. To earn the A+ certification, students must pass two exam modules: the Core Hardware Exam (Exam 220-2301), and the O/S Technologies Exam (Exam 220-2302).

**Construction** – The Department, in conjunction with the academic faculty, offers three technical certificate programs: Architectural/Construction Fundamentals, Industrial Computer Fundamentals, and Electrical/Electronic Fundamentals.

**Architectural/Construction Fundamentals Technical Certificate** – This technical certificate emphasizes the basic skills needed to begin a career in architecture and building construction. Certificate holders can work as technicians with architects, engineers, building component manufacturers, real estate developers, facility managers, commercial and service industries, residential and commercial contractors, and government agencies. The courses include ENTC 1124 Engineering Technology Techniques, INET 1004 Technical Computer Applications for Technicians, ARCH 1124 Architectural Drawing, ARCH 1244 Materials and Methods, ARCH 2644 Computer Aided Drawing (CAD), and CCET 1010 Surveying.

Questions or inquiries about the Department’s construction classes can be made by calling (901) 333-4207 during regular business hours.

**Education/GED** – The Department offers an in-depth review course to assist students in passing the GED test and obtaining a high school equivalency diploma. The course includes 42 hours of classroom training and 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 or older. Southwest is an approved testing center for the GED test battery. For information about enrolling in the GED Preparation Class, call (901) 333-4207 during regular business hours.

**Electrical/Electronics** – The Department, in conjunction with the academic faculty, offers an Electrical/Electronic Fundamentals Certificate and an
Industrial Computer Fundamentals Certificate. The Educational/Electronics Fundamentals Certificate program consists of six courses that can be completed in two semesters. The program emphasizes the basic skills needed to begin a career in the electrical/electronic engineering technology field. Designed for high school graduates or those entering industry for the first time, the program covers several essential areas. These areas include: (a) introduction to electrical/electronic technology; (b) engineering technology techniques, microcomputer applications such as word processing and spreadsheets; (c) introduction to electric circuits; (d) digital circuits; (e) introduction to C++ programming.

Four of the courses in the certificate program (CPET1104, ELET 1110, TLET 1010, AND TLET 2233) apply to the Electrical Engineering Technology associate degree program.

For more information about the Electrical/Electronics Fundamentals Certificate, call (901) 333-4159 or 333-4207 during regular business hours.

The Industrial Computer Fundamentals Certificate program consists of six courses that can be completed in two semesters. The program emphasizes the basic skills needed to begin a career in the computer engineering technology field. Designed for high school graduates or those entering industry for the first time, the program covers several essential areas. These areas include: (a) introduction to engineering technology; (b) microcomputer applications such as word processing and spreadsheets; (c) introduction to electric circuits; (d) digital circuits; (e) introduction to C++ programming.

Four of the courses in the certificate program (CPET 1104, ELET 1110, CPET 1124, and CPET 1144) apply to the computer Engineering Technology associate degree program.

Health – The Department, in conjunction with the National Safety Council First Aid and Cardiopulmonary Resuscitation (CPR) programs, has developed and designed courses that will provide participants with the skills and knowledge to prevent and care for injuries and illnesses in an emergency. The National Safety Council First Aid and CPR program courses are specifically developed to fit the identified training needed for parents, school teachers, day care workers, business and industry employees, emergency response groups, ski patrol, lifeguards, and other professionals who provide quality care to the general public. Continuing Education Units (CEUs) will be awarded to registrants who successfully complete course requirements for New, Renewal and Recertification of instructors and CPR. Participants who successfully complete a course taught by an authorized instructor are eligible to receive a national Safety Council Course Completion Card. The certificate is a two-part document. The main record indicates the course title, date of completion, expiration date, hours of instruction, and participant information. An employer or other party
that needs to maintain course completion records can keep this section on file.

Certificate for participants who complete a CPR course is valid for up to two years. The First Aid course card is valid for up to three years. Participants who complete a First Aid and CPR program receive two cards: a CPR card valid for up to two years and a First Aid card valid for up to three years. Participants completing the Heartsaver FACTS course receive a card valid for two years.

In some instances, participants may be taking a first aid or CPR course just to become familiar with the skills needed in an emergency or to expand their knowledge. These individuals may not desire a Course Completion Card and will not need to complete any written or practical skills evaluation.

Courses include:

- National Safety Council First Aid and CPR
- First Aid and CPR Standard
- Pediatric First Aid and CPR
- Automated External Defibrillator
- Professional Development for Medical Personnel and Other Professionals

The Department also offers Emergency Medical Services (EMS) refresher/updates that are designed to be consistent with the current standards of the field. These courses are:

- EMS Operations Update/Refresher
- EMS Medical Update/Refresher
- EMS Trauma Update/Refresher
- EMS Special Needs Update/Refresher
- Tennessee EMT-B/I.V. Extended Skills

For more information about these and other health courses, call (901) 333-5414 or 333-4207 during regular business hours.

**Landscaping/Turfgrass** - The Department, in conjunction with the academic faculty, offers a Certificate in Landscape Management and a Certificate in Turfgrass Management.

The Certificate in Landscape Management includes 24 credit hours in the following courses:

- Horticulture Plant Science
- Small Engines
- Horticulture Pest Management
- Plant Identification I
- Landscape Maintenance
- Landscaping Techniques
- Irrigation Techniques I
- Turfgrass Management I

The Certificate in Turfgrass Management includes 24 credit hours in the following courses:

- Horticulture Plant Science
- Small Engines
- Horticulture Pest Management
- Plant Identification I
- Soil and Water
- Irrigation Techniques I
- Turfgrass Management I
- Turfgrass Management II

Additional information about the Certificate in Landscape Management or Turfgrass Management is available by calling (901) 333-4151 or 333-4207 during regular business hours.

**License and Exam Preparation** - The Department 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
- 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 include:

- A+ Certification Review
- Applied Food Service Sanitation Certification
- ASME Welding Certification Preparation
- Backflow Testers Certification Program
- Confined Space Entry
- Control System Technician Level 1 Certification Preparation
- Hazardous Waste Operations-Emergency Response
- National Counselor Exam Preparation
- Society of Manufacturing Engineers Certification Preparation

Questions or inquiries about the Department’s license and exam preparation classes can be made by calling (901) 333-4207 during regular business hours.

**Manufacturing and Trades** - A variety of CEU training courses are available through the CECP Department and include courses which prepare
groups and individuals to take certification examinations. These courses include the American Society for Quality (ASQ) Certified Quality Manager exam, ASQ’s Certified Quality Auditor exam and others. Additionally, skill training courses such as pipefitting, plumbing practices, blueprint reading and others are offered through company contracting and general public offerings. The Department also partners with the academic degree and certificate program to offer and promote credit programming – Manufacturing Fundamentals (5 courses); Manufacturing Graphics (6 courses); and Quality Assurance (6 courses).

**Occupational Safety and Hazard Agency (OSHA)** - Southwest and Georgia Tech have joined together to provide comprehensive training activities for the area's industries and safety professionals. The Department, in partnership with Georgia Tech Research Institute – Region IV OSHA Training Institute, offers the following courses:

- OSHA 30-hour Construction/Industry Safety
- OSHA 10-hour Construction/Safety
- OSHA Hazardous Waste Operations (40-hour requirement)
- General Industry Safety – OSHA’s Top Ten
- OSHA Hazwoper Refresher (CFR 1910.120)
- Hazmat/DOT Training (title 49 CFR.172)
- The OSHA Inspection
- OSHA’s Lockout/Tagout

Questions or inquiries about the Department’s OSHA classes can be made by calling (901) 333-4207 during regular business hours.

**Occupational Safety and Environmental Health** - The Department 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 Logout/Tag out
- 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

**Online Courses** - The Department offers an array of online courses for students. Sample course offerings include:

**Business Management**
- Creating a Successful Business Plan
- Project Management Fundamentals
- Distribution and Logistics Management

**Computer Courses**
- Creating Web Pages
- PC Trouble Shooting
- Quicken For Windows

**Certification Preparation Programs**
- Six Sigma Greenbelt
- Project Management
- eBusiness

**Database Management**
- Project Management @ e-Speed
- Managing Technical Professionals
- PMP Certification Prep I

**Health Care Professional**
- Certificate in Spirituality, Health and Healing
- Preceptor Training Program
- Ethics for Today’s Nurse

**MCSE Certification Prep Series**
- MCSE Certification Prep I-Exam 70-210
- MCSE Certification Prep II-Exam 70-215
- MCSE Certification Prep III-Exam 70-216

**Personal and Career Development**
- Writing Effective Grant Proposals
- A to Z Grant Writing
- Starting Your Own Consulting Practice

**Writing**
- Fundamentals of Technical Writing
- Correcting Oral and Written Errors
- Business Marketing Writing

Questions or inquiries about the Department’s online courses can be made by calling (901) 333-4207 during regular business hours.

**Real Estate** - Real Estate courses offered through the department 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 a broker, 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/boards/trtec/. For information regarding the Licensure Examination, call Assessment Systems, Inc. at 1-800-274-5312 or go to http://www.asisys.com/. For more information about these programs and services, contact the Department at (901) 333-4207.

Recreation, Life and Leisure – The Department offers an array of personal enrichment courses for students. Courses on various topics are offered throughout the year and include:

- American Sign Language
- Ballroom Dancing
- Cake Decorating
- Classical, Creative and Modern Dance for Children
- Chess for Adults and Children
- Floral Design
- Freelance Writing
- Golf
- Instant Piano
- Motorcycle
- Parents, Children and Divorce

Questions or inquiries about the Department’s personal enrichment classes can be made by calling (901) 333-4207 during regular business hours.

Teacher Recertification – The Department offers a variety of recertification courses to teachers needing assistant in renewing their professional license. Both Instructional and Online classes are available.

Instructional Courses
- Introduction to Computers
- Power Presentations Using PowerPoint
- Microsoft Excel

Online Courses
- Using the Internet in the Classroom
- The Classroom Computer
- Introduction to Word

Questions or inquiries about the Department’s online courses can be made by calling (901) 333-4207 during regular business hours.

Welding – The Department, in conjunction with the academic faculty, offers the following classes in welding:

- Welding Processes
- ASME Welding Certificate Preparation

For more information about the welding courses, call (901) 333-4207 during regular business hours.

Location

The Computer Resource Center is located at the Macon Cove Campus. It has another at MLGW Training Center.

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

Workforce Development Center

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

Workforce Development is a department within the Division of Workforce Development and Continuing Education. Workforce Development advances the economic well being of the region by helping businesses and industries develop and maintain a quality workforce. The Department of Workforce Development at Southwest serves as a focal point for regional workforce development initiatives in support of the college’s strategic goal of increasing college-wide responsiveness to regional workforce development needs. We provide a myriad of services designed to deliver the highest level of quality in meeting and exceeding customer’s 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 economic self-sufficiency. The services provided under this program include case management and career counseling; vocational, skill competency and work readiness assessments.

Career Assessment

Career Assessment is a series of assessments and seminars administered at different points in the program.
• 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
• Work Readiness Seminars and Employability Training

Training

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

• Life Skills
The Life Skills curriculum includes topics on life skills, parenting, and health and wellness. It also focuses on consumer credit services and encourages lifelong learning

• Industry-Specific Training
Industry-Specific training is designed to meet employer needs. The Department of Workforce Development has developed and continues to develop partnerships with business and industry to provide training opportunities that prepare participants for targeted technical skills, including healthcare technical support, computer technology, educational assistants, hospitality and tourism, and manufacturing.

• Post-Secondary Education
This component provides participants opportunities to enroll into degree and non-degree programs at post-secondary institutions. The Families First staff provides case management services for students; links them to educational support resources; and facilitates successful enrollment at post-secondary institutions.

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 the Families First program, call (901) 333-6090.

Youth Services

Youth Services is supported by two grants awarded by the Workforce Investment Network (WIN), the local Workforce Investment Act (WIA) agency which is the administrative arm of the City of Memphis’ WIA programming. Youth programming provides a full range of services pertaining to job placement and training, academic enrichment, leadership development, and guidance/career counseling for youth ages 14-21.

Youth Services Program Components include:

• Tutoring, study skills training, and instruction leading to completion of secondary school
• Alternative secondary school services
• Summer employment opportunities directly linked to academic and occupational learning
• Occupational skills training
• Leadership development opportunities that include community service projects, volunteerism, and peer mentoring
• Supportive services
• Adult Mentoring
• Comprehensive career guidance and counseling
• Internships
Developing A Curriculum (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.

Wisconsin Instructional Design System (WIDS)

WIDS allows trainers and other Human Resources practitioners to design competency-based training curriculum and programs to keep pace with the dynamic skill training requirements occurring due to technological changes, downsizing, work re-engineering and a host of other variables.

KeyTrain

KeyTrain is a comprehensive system for improving basic workplace skills. It includes targeted, self-paced instruction, an occupational job profile database, a complete learning management system and pre- and post-assessments. These components help employees learn, practice, and demonstrate the skills needed to succeed on the job in the careers they have chosen.

Customized Training

Customized Training is a service to companies that are looking to either establish or maintain a competitive edge. This training is specifically tailored to meet individual company needs. A highly trained workforce is essential in today's marketplace. This program offers practical, hands-on, and participant involved training. The advantages of Customized Training include increased productivity, enhance efficiency and customer-focused design.

Interactive Video Conferencing

Video conferencing is a state-of-the-art communications technology that allows eye-to-eye contact with customers, employees, business partners or job

For information about Youth Services, call (901) 333-5596.

Prison Education Program

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 the Prison Education Program, call (901) 333-5596.

Employer Services Network

The Employer Services Network (ESN) provides business and industry with the necessary tools to ensure that current employees and job seekers are qualified, capable and multi-skilled. ESN bridges the gap between employers and employees by focusing on workforce needs in recruiting, training/re-training and retention of a qualified workforce.

WorkKeys® Assessments and Profiling

The Department of Workforce Development operates a Work Keys 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.

The WorkKeys system 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
applicants while saving costs related to travel. With this system, just pressing the touch screen can control an array of communication tools. Video conferencing allows for eye-to-eye contact with customers, employers, or job applicants while saving money related to air travel.

For information about the Employer Services Network, call 333-6453.

Southwest Tennessee
Educational Opportunity Center
www.southwesteoc.org

The Educational Opportunity Center (EOC) is an enrollment student services program for adults interested in attending college or obtaining vocational training or GED preparation through any of the institutions or organizations in the greater Memphis metropolitan area. The purpose of the Educational Opportunity Center program is to assist adults in selecting their appropriate educational or training options, completing admissions processes, and securing funding to cover costs. The EOC offers services in the community, online, and in its offices.

Services
Career Exploration
Career Assessment
Counseling and Educational Planning
Educational and Training Information
Academic Advising
Assistance in Completing Admissions and Financial Aid Applications
Assistance in preparing to take placement tests
Assistance in preparing to take College Placement and GED Tests
Academic Assessment
Study Groups and Peer Counselors
Online Services

The EOC serves all students 19 and older who want to return to school for a higher education certificate or degree and/or GED.

The Educational Opportunity Center is located in southeast Memphis at 5396 Mendenhall Square Mall where Mendenhall and Winchester intersect. The Center is open from 8 a.m. to 4:30 p.m. Monday through Friday; evenings and Saturdays, by appointment. Call (901) 333-6048 for more information or visit Live Help online at www.southwesteoc.org.

Targeted Programs

Upward Bound

Targeted Group: high school students, ninth, tenth, and eleventh 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 ninth, tenth, or eleventh grade at one of the following high schools:
  
  Frayser Manassas
  Hillcrest Treadwell
  Millington Central
  Middle College

- 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 successfully complete their baccalaureate 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 to eleventh grade students.

The MAPS (Making Advanced Plans for Success) Program is made possible through the Memphis City Schools and GEARUP (Gaining Early Awareness and Readiness for Undergraduate Programs) grant funds. Southwest targets seven area middle, junior, and high schools, helping approximately 9,230 students in grades seven to eleven.

The overall purpose of the MAPS program is two fold. 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 for post-secondary education. 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 help 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.