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STUDENT  
SERVICES

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### **GENERAL**

The purpose of Sampson Community College's Student Services Division is to provide service and support for the student beginning with the student's initial contact with the college and continuing throughout the student's educational experience and occupational development. Various offices within the Student Services Division are open Monday through Thursday, 8:00 a.m. to 8:00 p.m. and Friday, 8:00 a.m. to 4:00 p.m.

### **COUNSELING**

The Counseling Services in the Student Services Division offers academic, career, and personal counseling by trained counseling professionals. Counseling services are available to students from preadmission through graduation including transferring to a four-year college and transitioning from school to work. Counseling services are free and walk-ins are welcome.

Students are invited to come to a Counselor's office when a personal problem arises that interferes with learning or progress in school. Faculty members are asked to encourage students to use this service. Individual academic counseling appointments are scheduled at intervals throughout the year to discuss a student's educational program and academic progress.

#### **Career Services**

Career Services at Sampson Community College provides opportunities for students and alumni to develop their career plans through individual resume writing, interview preparation, job application completion and job search referrals. A Career Center, located within the Student Services Division, contains up-to-date occupational and educational information, in addition to the DISCOVER program, a computerized career guidance system. The DISCOVER program is designed to help students identify careers that closely matches their interests, skills and values. It also has a resume building component and provides current information on all colleges and universities in the United States .

Through communications with area businesses, industrial firms and public agencies, the Career Services Coordinator posts job opportunities that are referred to the college. To receive assistance, students should contact the Career Services Coordinator in the Student Services Division at

### **Advisory System**

The faculty advisement program constitutes an integral part of the student's educational experience. It is designed to draw upon the expertise of the total academic community in providing academic, personal, and vocational advisement and to improve coordination between students, faculty, and student services personnel.

All program students are assigned to a faculty advisor who assists them with specific course planning and registration. A complete description of the program including objectives, guidelines, and procedures is available in the Faculty Advisor Handbook.

### **Orientation**

All new students enrolled in diploma or degree programs are required to complete **ACA 111 - College Student Success**. This course is designed to assist students in establishing and successfully meeting academic goals. Areas addressed in the course include college information, study skills, library skills, test taking skills, interpersonal skills, and time management.

The objectives of the orientation course are to:

1. Acquaint students with the physical, academic, and social environment of the college.
2. Present college policies, regulations, and procedures to students.
3. Assist the student in taking full advantage of the opportunities offered by the college.

### ***STUDENT SUPPORT SERVICES***

The Federal Trio STUDENT SUPPORT SERVICES program is designed to help students who have a need for academic support to successfully complete college. Participants must be dedicated to achieving their educational potential and must qualify by meeting one or more of the guidelines established by the U. S. Department of Education. The purpose of the program is to assure that eligible students have the assistance needed to overcome the obstacles that often prevent them from completing or benefiting from their educational experience. A student must be enrolled at the

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college or accepted for enrollment before being invited to join the program. Students are identified and contacted each semester, and participation is voluntary. Students interested in enrolling in the Student Support Services program should contact the Student Support Services office.

### **CHILD CARE SERVICES**

Any student who has child care concerns should contact the Child Care Coordinator located in the Student Services Division. While the college does not provide a child care facility, it does offer a limited amount of child care awards to offset child care costs incurred while students attend college. Also, a current list of licensed day care centers and day care homes is available to students. Students are made aware of other subsidized child care resources programs and are referred to apply for assistance.

To qualify to apply for a child care award, applicants must be in good academic standing. Priority is given to single parents, homemakers lacking job skills, and displaced homemakers. Awards are based on student need and the availability of funds.

### **DISABILITY SERVICES**

Disability Services at Sampson Community College is committed to creating an accessible community where students with disabilities have an equal opportunity to participate in, contribute to and benefit from its academic programs. Some of the services offered include priority registration, reduced course load, priority seating, enlarged print, alternative testing, note-taking services, tape recording privileges, readers, interpreters, counseling and referrals.

To receive such accommodations, students must complete the standard college admissions process. It is the student's responsibility to contact the Disability Services Coordinator and request his/her need for accommodations. Professional documentation must be provided for verification purposes. Once appropriate, confidential documentation is received, a counseling session is scheduled with the student to discuss his/her need for accommodations and arrange for accommodation services with his/her instructors. Located in the Student Services Division, students should make periodic contact with the Disability Services Coordinator at (910) 592-8084, extension 2025 or TTY users may call (910) 596-0406.

## FINANCIAL AID

The student financial aid program at Sampson Community College is designed to assist deserving students in meeting the costs of attending college. The program consists of four major types of aid: grants, scholarships, loans, and student employment. An eligible student may receive one or more of these types of financial aid.

In making award decisions, the Financial Aid Office first determines the student's financial need for college attendance. The need is the difference between the resources of the student and his parents and the costs of attending school. Any student who has completed the financial aid application procedures is considered for all types of financial aid without regard to the student's sex, race, color, or national origin. In all financial aid awards, the student has the right to accept, reject, or appeal the aid he has been offered.

### Eligibility

All students may be eligible for some type of financial aid and all are encouraged to apply.

### Application Procedures

1. Obtain a free application for Federal Student Aid (FAFSA) from the Financial Aid Office or a high school guidance counselor.
2. Complete and mail the FAFSA. Include Sampson Community College's code (007892) in Step 6.
3. FAFSA's should be completed and mailed at least eight weeks prior to enrollment. The FAFSA is also available on the ~~Internet~~ at [www.fafsa.ed.gov](http://www.fafsa.ed.gov)
4. The Financial Aid Office will give written notice of eligibility.
5. Scholarship applications are available in September from the Financial Aid Office and the high school guidance offices.
6. Scholarship applications must be received by the Financial Aid Office by March 15.

**Types of Aid**

1. Federal Pell Grant Program - The Pell Grant is a federal aid program which provides (to eligible students) awards ranging from \$400 to \$4,000 per year. Application for the Pell Grant is made by completing the Free Application for Student Aid (FAFSA). All students must apply for this grant in order to be considered for other financial aid.
2. Federal Work-Study Program - The Federal Work-Study Program provides part-time jobs to students who demonstrate financial need. Application for Work-Study is made by completing the FAFSA and an application for Work-Study obtained from the Financial Aid Office.
3. Federal Supplemental Opportunities Grant Program - The Federal Supplemental Opportunities Grant Program (FSEOG) is designed to provide grants to exceptionally needy students. Application for this grant is made by completing the FAFSA.
4. NC Incentive Grant Program - The NC Incentive Grant Program provides financial assistance to the neediest students whose FAFSA is processed by March 15.
5. NC Community College Grant - The North Carolina Community Grant program provides funds for North Carolina residents attending community colleges who qualify for a limited amount of Pell Grant funds or are not eligible for Pell Grant. Application for the North Carolina Community College Grant Program is the FAFSA.
6. Sampson Community College Foundation Work-Study Program - This program provides part-time jobs on campus for students who may not qualify for Federal Aid.
7. Local Scholarships - A partial list of scholarship programs administered by SCC follows. For information on additional scholarships and application procedures, contact the Financial Aid Office.
  - Charles Collier Scholarship
  - N.C. Nurse Education Scholarship Loan Program
  - North Carolina Nurse Scholars Program
  - SCC Foundation Academic Scholarships
  - SCC Foundation Endowed Scholarships
  - SCC Foundation General Scholarships

Sprint Telephone Scholarships  
State Employees Association of N.C. Scholarship  
Wachovia Technical Scholarship

8. Loans - Sampson Community College provides small, short-term loans for students who are expecting other financial aid or who have emergencies while enrolled. Application for these loans are available in the Financial Aid Office and are limited by availability of funds.
9. Other - Sampson Community College cooperates with other federal, state, and local agencies for other types of assistance. For information, contact the agency or the SCC Financial Aid Office:
  - North Carolina Commission of Indian Affairs
  - North Carolina Employment Security Commission
  - North Carolina National Guard
  - Sampson County Department of Social Services
  - Sampson County Office of Employment and Training
  - Telamon
  - Veterans Administration
  - Vocational Rehabilitation Services

### **VETERANS AFFAIRS**

The Veterans' Benefits Law provides financial assistance to any veteran who is eligible for benefits under the G.I. Bill. When veterans enroll in an approved curriculum, they must provide the Department of Veterans Affairs with records of attendance and must maintain satisfactory academic progress, attendance, and conduct for continuing eligibility for payments.

To initiate application procedures for Veterans' Educational Benefits, the student veterans should contact the Director of Financial Aid at the school, who coordinates matters on campus pertaining to educational benefits from the Department of Veterans Affairs.

### **STUDENT RECORDS**

All student records are held in confidence by the college. A transcript will be made available only upon the written request of the student. A statement or release must be signed by the student before a transcript or any other nondirectory information can be sent to other colleges, employers, or other agencies. Request for information forms are available in the Registrar's Office.

When a student changes his/her name or address, he/she should give this change in writing to the Student Services Division. Forms are available in the Student Services Division for this purpose.

### **RELEASE OF INFORMATION**

Sampson Community College supports the rights and privacies afforded each student by the Family Educational Rights and Privacy Act of 1974 and is in compliance with its provisions.

The statute governs access to records maintained by certain educational institutions and the release of such records. In brief, the statute provides:

1. That such institutions must provide student access to official records directly related to the student and an opportunity for a hearing to challenge such records on the grounds that they are inaccurate, misleading, or otherwise inappropriate.
2. That institutions must obtain the written consent of the student before releasing personally identifiable data about the student with the exception of directory information.

Directory information is defined as the student's name, address, telephone listing, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, date of attendance, degrees, and awards received, class schedule, and the most recent previous educational agency or institution attended by the students.

Any student who does not wish the college to release any or all of the

information designated as directory information without the student's written consent must notify the Registrar's Office in the Student Services Division.

## **STUDENT ACTIVITIES**

Student activities are an integral part of the total development of the individual. The Student Government Association (SGA) Constitution provides for these events through standing committees. The Student Activities Coordinator assists students in the coordination of events. All students are encouraged to participate in the planning and evaluation of activities by interest/evaluation surveys passed out during registration. In addition to these surveys, the SGA has a summer committee whose responsibility is to evaluate the previous year's activities and implement a calendar of activities for the upcoming year. Financing of student activities is derived primarily from the budget adopted annually by the SGA Senate.

### **Student Government Association**

The Student Government Association was organized in 1968 under a student government constitution. The purpose of this organization is to preserve an atmosphere of free discussion, inquiry and self-expression, cultural enrichment, and to insure the personal freedom and general welfare of the members of the student body. The SGA develops students' awareness of personal capabilities and assists in personal and leadership development. All curriculum students who pay activity fees are members of the SGA. Officers are elected each year and include a president, vice-president, and secretary.

## **STUDENT CLUBS**

### **African-American Student Union**

The purpose of the African-American Student Union is to support within the College an atmosphere of equality, free discussion, self-expression, and to insure the personal freedom, success, and general welfare of the African-American students of the student body.

The objectives of the African-American Student Union are as follows:

- To promote the welfare of the African-American students at the College.
- To give African-American students a forum by which to

present their grievances.

- To advise and work with the administration to enhance opportunities for African-American students.
- To establish a scholarship fund for outstanding and needy African-American students.
- To promote a greater awareness and appreciation of the culture and achievements of African-American people.

The African-American Student Union accepts and welcomes all undergraduate students without regard to race, religion, color, creed, national origin, gender, or disability.

### **Cosmetology Alliance Club**

The purpose of the Cosmetology Alliance Club is to provide activities for students in addition to general classroom instruction that will enhance their knowledge of the art of cosmetology. As members, students are offered special training sessions which enable them to gain additional experience in current hair designing. The club also provides assistance for students who are financially unable to participate in these activities.

### **Criminal Justice Club**

The Criminal Justice Club was organized in March of 1983. The objectives of the organization are to encourage/support:

- Harmony among the students in the Criminal Justice curriculum.
- Support for the Criminal Justice program at the College.
- A good working relationship through individual output and training.
- Assistance to students who are financially unable to attend projects and field trips.
- Participation and involvement in the N. C. Criminal Justice Association of Educators.

### **College Transfer Club**

The purpose of the College Transfer Club is to encourage a lasting relationship among students enrolled in the College Transfer program; a basis from which to culturally enrich our community; enhance harmony among students in the College Transfer curriculum; support of the College

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Transfer program at the College; and assist students who are financially unable to participate in projects and field trips offered by the College.

### **Horticulture Club**

The Horticulture Club was formed to offer students in the Horticulture program additional opportunities to study plant materials that are not growing on our campus. The club conducts projects to raise money for educational field trips to nursery shows and gardens for horticulture students.

### **Livestock and Poultry Technology**

The Livestock and Poultry Technology Club was established to promote better relationships between students and the livestock industry in Sampson County. The club will promote harmony among program students and involve them in extracurricular activities such as fundraisers and projects. Club participation will enhance a student's awareness of the college, county, and career opportunities available in the livestock industry.

### **SCC Association of Nursing Students**

The purpose of SCCANS is to foster responsibility and concern for nursing as a profession. The club promotes the highest level of wellness for all individuals. Ongoing educational programs are scheduled to promote interest in professional organizations and to keep the student informed about professional issues and current trends in the health care field. SCCANS provides avenues of communication with nursing students from other schools. Legislative issues which affect health care are of primary concern. Activities are designed to promote individual growth and maturity.

### **Phi Theta Kappa**

The purpose of Phi Theta Kappa shall be to recognize and encourage scholarship among two-year college students. To achieve this purpose, Phi Theta Kappa shall provide opportunities for the development of leadership and service, for an intellectual climate for exchange of ideas and ideals, for lively fellowship for scholars, and for stimulation of interest in continuing academic excellence. To be eligible, a student must be enrolled in a regionally accredited institution offering associate degree programs. In addition to meeting membership eligibility requirements as stated in Article IV and Chapter 1 of the Phi Theta Kappa Constitution and By-laws, each candidate

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for membership must have completed 12 semester hours of associate degree course work, with a Grade Point Average of 3.5 on a 4.0 scale, adhere to the Sampson Community College conduct code, and possess recognized qualities of citizenship.

### **Practical Nursing Student Association**

The purpose of PNSA is:

- To assume responsibility for contributing to nursing education and influence the educational process.
- To provide programs representative of fundamental and current professional interest and concerns.
- To aid in the development of the whole person, his/her professional role, and his/her responsibility for the health care of people of all walks of life.

### **Future Business Leaders of America-Phi Beta Lambda**

Future Business Leaders of America - Phi Beta Lambda (PBL) of America is a national nonprofit, educational association made up of students pursuing careers in business or business education. Phi Beta Lambda is open to all students enrolled in business courses at the College. The objectives of Phi Beta Lambda are to:

- Develop character and self-confidence.
- Provide competent, aggressive business leaderships.
- Foster an understanding of the American free enterprise.
- Help students establish career goals.
- Develop character and self-confidence.

## **PUBLICATIONS**

### **Student Handbook**

The Student Handbook is prepared by Student Services with the assistance of the students, faculty, and staff. The handbook is a guide for students and is intended to acquaint them with procedures, policies, and college regulations. Copies are available in the Student Activity Coordinator's Office.

### **Newsletters**

The Viking Voice, a bi-monthly student newsletter is published in the Student Services Division and edited by the Student Activities Coordinator. This publication includes news of general student interest and is intended to inform students of campus events and special activities.

The Insider, a weekly account of college announcements and news, is published by the Public Information Office and is intended to improve communication among faculty and staff members. Faculty and staff are encouraged to contribute items of interest.

### **IDENTIFICATION CARDS**

All curriculum students, basic skills students and GED students are to have a standard identification card with a current semester validation sticker that is to be carried and visible at all times on campus and presented for access to SCC facilities, services and activities. The ID cards are valid from the semester of entry until graduation, each semester a different color-coded validation sticker must be affixed upon the card to validate current semester enrollment.

The schedule for ID card pictures to be taken is as follows:

Monday - Thursday

10:00 a.m. - 1:00 p.m./4:00 p.m. - 6:00 p.m.

A receipt showing payment of fees must be shown before being issued an ID card. The Coordinator of Student Activities/Athletic Director will be the contact person if individuals have a need for a valid ID or if there is a need to execute ID issuance for a class at a certain time that is not posted.

Continuing Education students will be given temporary IDs and parking authorizations produced in-house. The only groups of Continuing Education students to be issued the standard ID badges should have a written request from the Dean of Continuing Education, directed to the Coordinator of Student Activities/Athletic Director prior to having standard IDs made. Due to the cost associated with the parking stickers, no Continuing Education students will be issued a standard parking sticker. All students at the college are considered responsible individuals. It is expected that they will conduct themselves in accordance with generally accepted standards of conduct and will fulfill the responsibilities incumbent upon a society which guarantees the freedom of each individual.

In the interest of all students, the college reserves the right to decline admission, to reprimand, to place on probation, to suspend, or to require withdrawal of a student when such action is deemed to be for just cause and in the best interest of the college. In all cases, the right of due process is the student's prerogative.

Students have a legal and moral right to know prohibited conduct and to be judged impartially if charged with violating regulations.

These regulations are outlined in detail in the SCC Student Handbook, along with the procedures pertaining to their enforcement.

### **INTERCOLLEGIATE ATHLETICS**

The College's intercollegiate athletic program contributes to the personal development of the students and is designed to promote total growth, including academic success, social, physical and emotional well-being. In recognizing its obligation to develop and deliver a comprehensive educational program, the College acknowledges that academic study taken solely and apart from other activities may limit the achievements of the individual student later in life. Accordingly, the trustees direct the President and his staff to pursue a viable student development program, which may include intercollegiate athletics, with the limitations imposed by college resources and the students themselves. Ultimate responsibility for control of the athletics program rests with the President.

The athletic program provides an opportunity for students to participate in some type of competitive sports activity as regularly as their interests, abilities, and time will permit. Students wishing to participate on the various athletic teams must be in good academic and disciplinary standing. The academic standards are published in the Student Handbook and the college catalog.

Recruiting, admissions, financial aid, and academic eligibility is the same for all students. The College does not provide athletic scholarships.

