

# **SOUTHWEST**

**TENNESSEE COMMUNITY COLLEGE**

## **ACADEMIC ADVISING HANDBOOK**

**2011**

# Southwest Tennessee Community College

## Academic Advising Handbook

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# Southwest Tennessee Community College

## Academic Advising Handbook

### Mission

**S**OUTHWEST TENNESSEE COMMUNITY COLLEGE, founded July 1, 2000, is a comprehensive, multicultural, public, open-access college. It is the largest community college in the Tennessee Board of Regents system.

Southwest awards Associate of Arts and Associate of Science degrees for transfer to four-year colleges and universities, Associate of Applied Science degrees for immediate career entry, and Technical certificates to prepare for entry-level positions. Areas of study include liberal studies, fine arts and humanities, natural and physical sciences, allied health sciences, nursing, business studies, computer technologies, engineering and related technologies, criminal justice and education. The College is ever vigilant to incorporate new technologies and disciplines into the curriculum to serve new educational needs as they arise and are recognized by the community.

It is the College's mission to anticipate and respond to the educational needs of students, employers and communities in Shelby and Fayette counties and the surrounding Mid-South region; and to provide an effective teaching and learning environment designed to raise educational levels, enhance economic development and enrich personal lives.

Southwest, accredited by the Commission on Colleges of the Southern Association of Colleges and Schools, has two main campuses: the Union Avenue Campus near the downtown area, and the Macon Cove Campus in the City's east/northeast sector. Centers and teaching sites throughout the metropolitan area place the College's educational opportunities within easy reach of students in Shelby and Fayette counties.

# Southwest Tennessee Community College

## Academic Advising Handbook

### Southwest's Definition of Academic Advising

Academic advising is an on-going and engaging process, based on a high level of quality customer service. It is a key link to student satisfaction, success, and retention. The primary purpose of academic advising is to assist students in developing and achieving their educational and career goals.

### Advising and Counseling Staff

Nikita L. Ashford, Director

Elaine Garmon, Secretary

Mechelle Harrison, Secretary

Carmaneeche S. Amos-Stuckey, Advisor

Tonya Birdsong, Advisor

Patricia Burnette, Advisor

Betty Kimbrough, Advisor

Lashelle T. McCarley, Evening P/T Advisor

Bryan K. Porter, Coordinator – Veterans

Beverly Sakyi, Counselor

Joy Strong, Advisor

Kathy Walker, Advisor

George W. Williams, P/T Advisor

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### General Information

#### ***Admissions and Records***

As a prospective student you are required to submit the following documents for admissions.

- Online Application for Admissions to Southwest
- \$10 non-refundable application fee (not required of readmitted students)
- Official high school transcript or equivalent
- Official college transcripts from any higher education institution previously attended
- Proof of MMR – two doses (if born after 1956 and full-time student)
- Official ACT test score (if under age 21)
- COMPASS test score (required of applicants age 21 or older unless both college-level English and Mathematic courses have been successfully completed)

#### **Mailing Address:**

Southwest Tennessee Community College  
Admissions and Records Office  
P.O. Box 780  
Memphis, TN 38101-0780  
(901) 333-5924

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### ***Academic Advising***

Macon Cove Campus  
Farris Building, Room 2140  
Telephone: (901) 333-4594  
Fax: (901) 333-4458

Union Avenue Campus  
M Building, Room 110  
Telephone: (901) 333-5122  
Fax: (901) 333-5711

The success of all students depends on their involvement in the learning and academic process. Academic advising is a vital part of this process. Students can obtain advising services and information in the following areas: Change of Major, Drop/Add, Transferring, Degree Evaluations, Student Complaints and Counseling.

#### **What you need to know about Academic Advising:**

- Returning/Continuing students who have selected a specific academic program are assigned to a faculty advisor in that program. Faculty members are the core providers of advising for students who have declared a major.
- New/Undecided students will see advisors in the Advising and Counseling Department.
- New students who have declared a major will be assigned a faculty advisor at the end of the first semester of enrollment by their major department.
- It is the responsibility of the student to meet with his/her advisor at least once prior to each registration. This is to make sure that the student's course selections fit their career path for the next term. Students who take advantage of an early advising session also have the opportunity to select the most ideal course schedules.
- During Early Registration, new students should make an appointment to attend a new student advising session at either the Macon Cove or Union Avenue campus. Continuing students should see their assigned faculty advisor.
- Students should meet with their faculty advisor at least once a term to review their academic progress.

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### ***Online Advising***

Online advising is designed to assist students in meeting their educational goals at Southwest Tennessee Community College. Online advising is a standalone service and a supplement to an in-person meeting. Online advising is generally best suited to questions about concrete, specific issues related to the College. However, most questions can be answered by going to the Advising and Counseling Website or the College's Website by clicking on the appropriate links.

[www.southwest.tn.edu/counseling/](http://www.southwest.tn.edu/counseling/)

#### ONLINE ADVISING CAN:

- Provide students with program or degree requirements
- Answer general academic advising questions
- Provide information about registering for classes
- Give information about College resources including helpdesk information
- Give information about general policies and procedures at the College

#### ONLINE ADVISING CANNOT:

- Provide extensive advising service
- Serve as an alternative to meeting with an assigned advisor
- Provide personal counseling
- Provide advising on weekends, holidays, or during registration
- Take a message for your instructors, such as "I will be late for class today."

Answers to questions about advising and other services can be found at

[www.southwest.tn.edu/counseling/](http://www.southwest.tn.edu/counseling/) :

- Online Advising Request
- Helpful Links

Advisors at Southwest Tennessee Community College are dedicated individuals who want to help students succeed in reaching their academic goals.



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### ***Advising and Counseling***

- Academic Advisors advise all new, first-time students and undecided students.
- During their first semester, students are assigned to faculty advisors by the major department.
- New Student Advising Sessions
  - Advise
  - Inform
  - Register
- Kuder Career Planning System is used to assist undeclared students.
- Students are advised based on test scores and transcripts.
- SZADEF is the Banner Form used to determine required developmental courses.

The Advising and Counseling Department has two main offices, the Macon Cove Campus and the Union Avenue Campus. However, advising personnel are located at our satellite centers: Gill Center, Maxine A. Smith Center, and the Whitehaven Center.

#### Hours of Operation:

Macon Cove Campus and Union Avenue Campus

Monday – Thursday: 8 a.m. – 6:30 p.m.

Friday: 8 a.m. – 4:30 p.m.

#### Satellite Hours of Operation:

Gill Center, Maxine A. Smith Center, and the Whitehaven Center

Monday – Friday: 8 a.m. – 4:30 p.m.

Gill Center	(901) 333-5970
Macon Cove Campus	(901) 333-4594
Maxine A. Smith Center	(901) 333-6005
Union Avenue Campus	(901) 333-5122
Whitehaven Center	(901) 333-6463

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### ***Advising and Counseling Information***

The Advising and Counseling Department at Southwest is committed to providing the best possible service to students, especially those who are entering college for the first time and those who have not committed themselves to a particular career pursuit.

The Department provides professional advisors and counselors who assist students with a variety of services. The following are links to Advising/Counseling information and services:

- Find My Advisor!
- How to Read a Schedule
- Academic Advising
- Counseling
- Transient Students
- Office Hours
- Departmental Phone Numbers
- Transfer Programs
- Suspension/Probation
- Online Advising
- Helpful Links
- Veterans Affairs

These links may be found on our website: [www.southwest.tn.edu/counseling/](http://www.southwest.tn.edu/counseling/)

# Southwest Tennessee Community College Academic Advising Handbook

## **Banner Screens for Faculty and Advisors**

### **SOATEST**

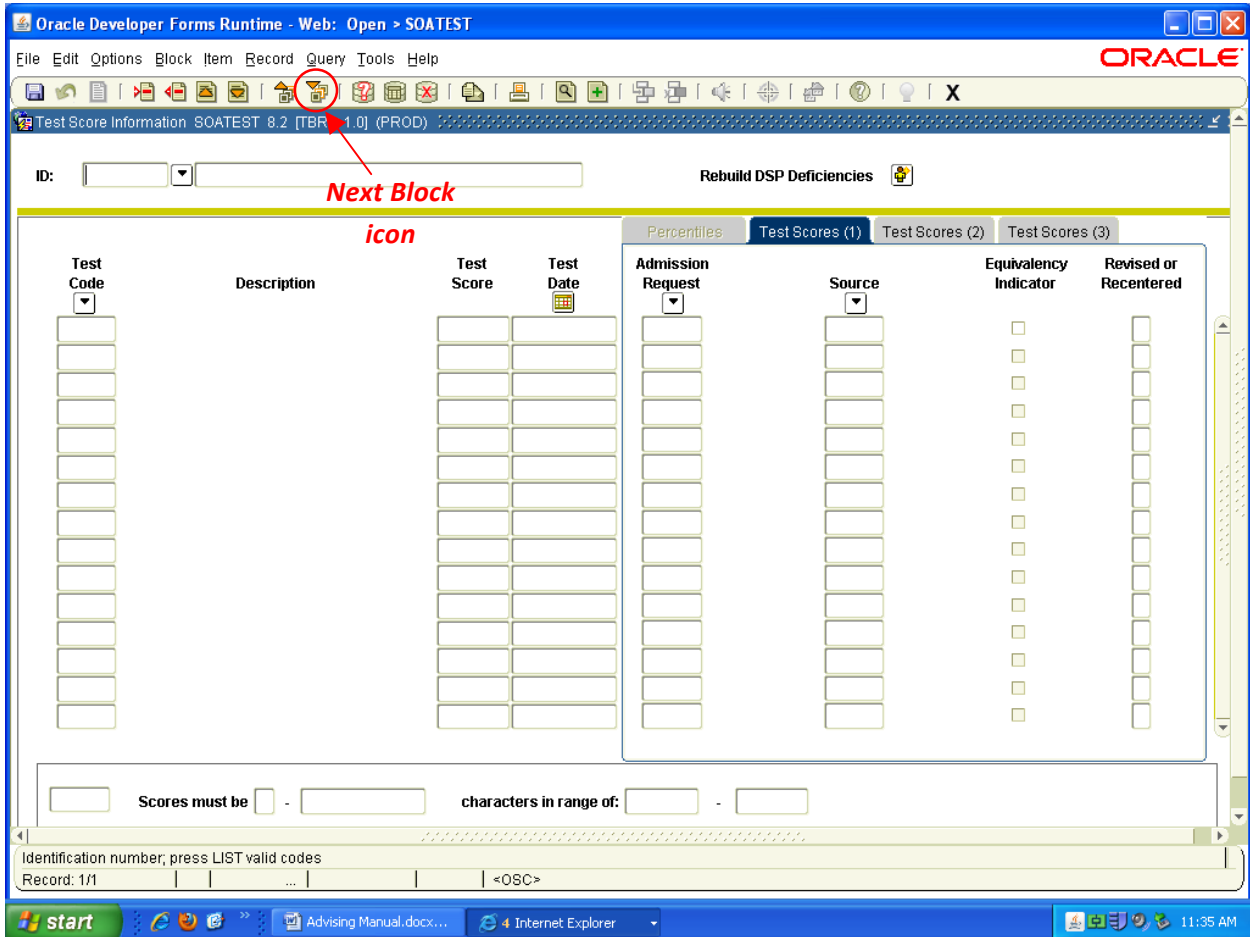
This screen is used to review ACT or COMPASS test scores, only by Faculty and Advisors.

1. Access the Oracle website in Banner
2. Type "SOATEST" in the Go to field, and press the [Enter] key
3. Type in the student's I.D., and press the [Enter] key
4. Click the *Next Block* icon

This will show test scores information for (ACT or COMPASS test)

The following numbers located under 'Test Score' convey what Basic/Developmental level the student was placed into based upon the ACT or COMPASS test scores:

1 = Basic                      2 = Developmental                      3 = Intermediate                      4 = College level



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### SZAADEF

This screen is used to review remedial/developmental courses that students are placed in by the ACT or COMPASS test.

1. Access the Oracle website in Banner
2. Type "SZAADEF" in the *Go to* field, and press the [Enter] key
3. Type in the student's I.D., and press the [Enter] key
4. Click the *Next Block* icon

This will show the required remedial/developmental courses needed.

The screenshot displays the Oracle Developer Forms Runtime interface for the SZAADEF form. At the top, there is a search bar for the ID field. To the right of the search bar is a 'Next Block' icon circled in red. Below the search bar are buttons for 'Update Deficiency Requirement Status', including 'Create A89', 'Delete A89', 'Create DSP', and 'Delete DSP'. The main area is divided into two sections: 'High School Course Deficiency' and 'Test Score Deficiency'. Both sections contain a table with columns for 'Academic Deficiency Code', 'Description', 'Record Creation Source', 'Status', 'Status Date', 'Term', 'CRN', 'Course Subject', 'Course Number', 'Transfer Course', and 'Comments'. The 'Test Score Deficiency' section has a red arrow pointing to the 'Description' column with the text 'Required courses will be displayed here'. The bottom of the screen shows the Oracle Developer Forms Runtime status bar with the text 'ID: Press LIST for Name/ID search, COUNT HITS for Alternate ID search' and 'Record: 1/1'. The Windows taskbar at the bottom shows the Start button, Internet Explorer, and the time 11:41 AM.

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### Faculty and Advisors Services

- Student Information Menu
- Term Selection
- CRN Selection
- Faculty Detail Schedule
- Week at a Glance
- Detail Class List
- Summary Class List
- Final Grades
- Look Up Classes
- Active Assignments
- Assignment History
- Class Schedule
- Course Catalog
- Syllabus Information
- Office Hours
- Attendance Reporting
- Registration Reinstatement Authorization

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### ***Cashier's Office***

**Margaret S. Hillman, Bursar**

The Cashier's Office is responsible for the assessment and collection of student tuition, student fees and other college-related revenue. We are also responsible for disbursing all college funds such as student refunds, financial aid, college payroll, and vendor and travel checks. Our goal is to provide friendly and professional service to students, faculty, staff and guests of Southwest.

#### **Contact Information:**

<b>Gill Center</b>	<b>Macon Cove Campus</b>
Phone: (901) 333-5970 Fax: (901) 333-5984 Office: Room 110	Phone: (901) 333-4210 Fax: (901) 333-4384 Office: Farris Room 2032
<b>Maxine A. Smith Center</b>	<b>Union Avenue Campus</b>
Phone: (901) 333-6005 Fax: (901) 333-6103 Office: Room 124 <i>*Online Payments Only*</i>	Phone: (901) 333-5292 Fax: (901) 333-5598 Office: M Building Room 107

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### ***Counseling Services***

Macon Cove Campus  
Farris Building, Room 2140  
Telephone: (901) 333-4594  
Fax: (901) 333-4458

Union Avenue Campus  
M Building, Room 110  
Telephone: (901) 333-5122  
Fax: (901) 333-5711

The Advising and Counseling Department at Southwest strives to provide comprehensive counseling services to students with diverse needs. The department has offices at both the Union Avenue and Macon Cove campuses, which serve as the primary student counseling centers for all Southwest area teaching sites. Counseling services are available on a limited basis at off-campus sites.

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

- Personal counseling and referral to community services
- Academic counseling
- Career counseling
- Admission counseling

### **Confidentiality**

Students should feel free to consult with the counselors whenever they need assistance regarding any area or subject. Conferences between students and counselors are always treated as confidential.

Note: Please refer to the next page for a list of referral agencies for additional resources.

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### Social Services Agencies

#### Alcohol and Drug Counseling – Outpatient Care

AA (Alcohol Anonymous)	726-6750
Harbor House, Inc	743-1836
Teen Challenge of Memphis Inc	272-2308

#### Alcohol and Drug Treatment – Inpatient Care

Charter Lakeside Behavioral Health System	377-4700
Crisis Center	274-7477
Delta Hospital - Chemical Dependency Unit	369-8100
Grace House of Memphis	722-8460
Harbor House, Inc	743-1836
Midtown Mental Health – Alcohol and Drug Unit	524-1317
Teen Drug Hotline	527-3784

#### Family Counseling

A Counseling Place	767-2965
Agape Child and Family Services	323-3600
Counseling and Education Center	756-7666
Hanna’s Hope	327-5560
Midtown Counseling Center	726-4586
Youth Villages	725-6911

#### Financial and Housing Emergency Assistance

American Red Cross	726-1690
MIFA	527-0208
Salvation Army	531-1750
Urban League Inc	272-2491
Young Women’s Christian Agency	527-9622



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### ***Registration***

#### **Q. How to register for classes**

#### **A. Students must take these steps to register:**

- File an **application** online at [www.southwest.tn.edu](http://www.southwest.tn.edu)
- Complete admission and testing requirements
- Clear registration holds (admissions, campus security, Cashier's Office, etc.) or outstanding debts to the College
- Review the College Academic Calendar or Schedule of Classes for registration dates, times and locations
- Meet with an academic advisor to:
  - a. Discuss goals
  - b. Select a major
  - c. Select courses for the term
  - d. Develop class schedule for the term
- Register online at <http://my.southwest.tn.edu>
- Pay fees

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### ***Role of the Advisee***

- Clarify personal values, abilities, interests, and goals
- Contact and make an appointment with the advisor when required or when in need of assistance
- Keep the appointment
- Become knowledgeable and adhere to institutional policies, procedures and requirements; follow processes and procedures for problem resolution as outlined under Student Rights and Responsibilities on the College website
- Prepare for advising session and bring appropriate resources or materials
- Follow through on actions identified during each advising session
- Evaluate the advising system, when requested, to strengthen the advising process
- Accept final responsibility for all decisions

### ***Role of the Advisor***

- Help students define and develop realistic educational career goals
- Assist students in planning a program consistent with their abilities, interests and resources
- Assist students with monitoring progress toward educational/career goals
- Discuss linkages and relationships between instructional programs, careers, and other educational pursuits
- Inform students of the nature of the advisor/advisee relationship
- Interpret and provide rationale for academic policies, procedures and requirements
- Refer students to other sources when educational, attitudinal, attendance, financial, employment, or other personal problems require the service of other professionals
- Proactively contact students on a regular basis
- Maintain confidential information discussed in the advising sessions
- Document your advising sessions

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### Academic Policies and Procedures

- Academic Probation/Suspension
- Confidentiality of Student Records – Family Education Rights and Privacy Act (FERPA)
- Early Intervention and the Primary Role of the Faculty in the Process
- Graduation
- New Student Advising Sessions
- Student Academic Success Seminar (ACAD 1100)
- Transfer Information/Partnership Enrollment Program (PEP)

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### ***Academic Probation/Suspension***

Southwest Tennessee Community College students have the right to know and understand the reasons for decisions affecting their academic standing and their progress through the curriculum; however, the burden of proof rests with the student.

#### **Matters Appealable**

Students may appeal decisions of faculty or other college personnel affecting the following:

1. Course Grades
2. Academic Probation or Suspension from the College

#### **Course Grade Appeals**

This appeal process recognizes the instructor's right to assign a grade based on any method which is professionally acceptable, submitted in writing as a part of the class syllabus to everyone in the class, and applied equally to all members of the class.

Students have the right to review their examinations and assignments, to know the correct answers to test and examination questions, and to understand how grades were assigned. In matters of interpretation; however, the judgment of the faculty member as the professional in discipline shall prevail. Should instances arise in which a student has evidence that a mistake has been made in calculating or recording his/her grade or that his/her grade has been assigned based on arbitrary or capricious deviation from the instructor's stated grading policy, he/she has the right to appeal the assigned grade. This includes:

1. The assignment of a course grade to a student on some basis other than performance in the course
2. The assignment of a course grade to a student by resorting to standards different from those which were applied to other students in the class or
3. The assignment of a course grade by an unannounced departure from the instructor's previously articulated standards. Factual and computational errors are included in this definition.

#### **Academic Probation or Suspension Appeals**

Students placed on academic probation or suspension may appeal to the Readmission Committee concerning readmission to the college. In the absence of the Readmission Committee, students may appeal to the Provost/Executive Vice President and/or the Vice President for Student Services/Enrollment Management or their designee.

- <http://www.southwest.tn.edu/documents/counseling/readmissionappeal.pdf>  
(Readmission Appeal)

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### ***Confidentiality of Student Records (FERPA)***

The Family Education Rights and Privacy Act of 1974, commonly known as FERPA, is a federal law that protects the privacy of student education records. Students have specific, protected rights regarding the release of such records and FERPA requires that institutions adhere strictly to these guidelines. Therefore, it is imperative that the faculty and staff have a working knowledge of FERPA guidelines before releasing educational records.

#### **Educational Records**

FERPA gives students the following rights regarding educational records:

- The right to access educational records kept by the school
- The right to demand educational records be disclosed only with student consent
- The right to amend educational records
- The right to file complaints against the school for disclosing educational records in violation of FERPA

Students have a right to know about the purpose, content, and location of information kept as a part of their educational records. They also have a right to expect that information in their educational records will be kept confidential unless they give permission to the school to disclose such information. Therefore, it is important to understand how educational records are defined under FERPA. Educational records are defined by FERPA as records that are kept in the sole possession of the institution, are used only as a memory aid, and are not accessible or revealed to any other person except a temporary substitute for the maker of the record.

Educational records are directly related to the student and are either maintained by the school or by a party or organization acting on behalf of the school. Such records may include:

- Written documents (including student advising folders)
- Computer media
- Microfilm and microfiche
- Video or audio tapes or CD's
- Film
- Photographs

Any record that contains personally identifiable information that is directly related to the student is an educational record under FERPA. This information can also include records kept by the school in the form of student files, student system databases kept in storage devices such as servers, or recordings or broadcasts which may include student projects.

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### Records Not Considered As Educational Records

The following items are not considered educational records under FERPA:

- Private notes of individual staff or faculty (NOT kept in student advising folders)
- Campus police records
- Medical Records
- Statistical data compilations that contain no mention of personally identifiable information about any specific student

Faculty notes, data compilation, and administrative records kept exclusively by the maker of records that are not accessible or revealed to anyone else are not considered educational records and, therefore, fall outside of the FERPA disclosure guidelines. However, these records may be protected under other state or federal laws such as the doctor/patient privilege. An attorney would recommend that you check to make sure that you fully comply with these disclosure guidelines before disseminating any of this information.

### Two Types of Educational Records

There are two types of educational records as defined under FERPA. Each type of educational record is afforded different disclosure protections. Therefore, it is important for faculty and staff to know the type of educational record that is being considered for disclosure.

### Directory Information

Some Information in a student's educational record is defined as directory information under FERPA. Under a strict reading of FERPA, the school may disclose this type of information without the written consent of the student. However, the student can exercise the option to restrict the release of directory information by submitting a formal request to the school to limit disclosure. Directory information may include:

- Name
- Address
- Phone number and email address
- Dates of attendance
- Degree(s) awards
- Enrollment status
- Major field of study

Though it is not specifically required by FERPA, institutions should always disclose to the student that such information is considered by the school to be directory information and, as such, may be disclosed

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to a third party upon request. Institutions should err on the side of caution and request, in writing, that the student allow the school to disclose directory information to third parties.

### Non-directory Information

Non-directory information is any educational record not considered directory information. Non-directory information must not be released to anyone, including parents of the student, without the prior written consent of the student. Further, faculty and staff can access non-directory information only if they have a legitimate academic need to do so. Non-directory information may include:

- Social Security numbers
- Student identification number
- Race, ethnicity, and/or nationality
- Gender
- Transcripts, grade reports

Transcripts are non-directory information and, therefore, are protected educational records under FERPA. Students have a right to privacy regarding transcripts held by the school where third parties seek transcript copies. Institutions should require that students first submit a written request to have transcripts sent to any third party as the privilege of privacy of this information is held by the student under FERPA. An attorney would advise that schools should refuse fax transcripts because this process cannot guarantee a completely secure transmission of the student's grades to third parties.

### Prior Written Consent

In general, a student's prior written consent is always required before institutions can legitimately disclose non-directory information. Institutions may tailor a consent form to meet their unique academic needs. However, prior written consent must include the following elements:

- Specification of the records to be disclosed
- Statement of the purpose for the disclosure
- The identity of the party or class of parties to whom the disclosure is to be made
- The date
- The signature of the student whose record is to be disclosed
- The signature of the custodian of the educational record

Prior written consent is not required when disclosure is made directly to the student or to other school officials within the same institution where there is a legitimate educational interest. A legitimate educational interest may include enrollment or transfer matters, financial aid issues, or information requested by regional accrediting organizations.

Institutions do not need prior written consent to disclose non-directory information where the health and safety of the student is at issue, when complying with a judicial order or subpoena, or where, as a

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result of a crime of violence, a disciplinary hearing was conducted by the school, a final decision was recorded, and the alleged victim seeks disclosure. In order for institutions to disseminate non-directory information in these instances, FERPA requires that institutions annually publish the policies and procedures that the institutions will follow in order to meet FERPA guidelines.

FERPA has strict guidelines regarding disclosing the educational records of dependent students. Though FERPA allows such disclosure, the act mandates that the institution first publish clearly delineated policies and procedures for the disclosure of these records. The institution must publish these guidelines annually in a format that is easily accessible to interested parties. An attorney would recommend that both the dependent student and parents sign written disclosure agreements stating, at minimum, the following:

- The dependent student understands and allows parental access to these educational records
- The dependent student and his/her parents have been given a copy of the institution's policies and procedures for the disclosure of student's records

Most institutions charge their registrar's office with the responsibility to determine how their institutions will comply with FERPA disclosure requirements. Registrars commonly work with legal counsel in fashioning and publishing these guidelines. As advisors, it is advisable to check with your registrar's office if you have any questions or concerns before disclosing any student information to third parties.

### Conclusion

The Family Education Rights and Privacy Act was enacted by Congress to protect the privacy of student educational records. This privacy right is a right vested in the student. Generally:

- Institutions must have written permission from the student in order to release any information from a student's educational record.
- Institutions may disclose directory information in the student's educational record without the student's consent.
- It is good policy for the institution to notify the student about such disclosure and to seek the written permission of the student to allow disclosure of any educational records, including directory information.
- Institutions should give the student ample opportunity to submit a written request that the school refrain from disclosing directory information about them.
- Institutions must not disclose non-directory information about students without their written consent except in very limited circumstances.
- Institutions should notify students about their rights under FERPA through annual publications.
- When in doubt, it is always advisable to err on the side of caution and to not release student educational records without first fully notifying the student about the disclosure.



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- Finally, the school should always seek a written consent from the student before disseminating educational records to third parties.

### ***Early Intervention***

Early Intervention is a process devised by faculty and staff to provide an early warning to identify students experiencing some type of difficulty which might ultimately affect their academic progress. The forms, flow charts, and interplay of faculty and students occur as part of the strategy to provide solutions to problems.

An initial cursory assessment is made by the faculty member after association with the students, usually in the classroom setting. Observable behavior is noted which the faculty member (or counselor in some instances) deems worthy of note for intervention and treatment.

### **Rationale for Implementing Early Intervention at Southwest**

Historically, the College has attempted to implement activities, strategies or processes which would assist students exhibiting problems with attendance or academically related issues. These initiatives resulted in mixed levels of success and eventually were totally abandoned.

The implementation of the Early Intervention process, as detailed herein, represents another attempt to assist students but with a decidedly different “twist.” This effect has been carefully designed by both faculty and staff. The process itself should result in a positive impact upon the student and also create for the institution a database upon which to build similar supportive endeavors. Because of the “early” beginning of informal assessment by faculty members, the identified students should have a larger window of time in which to make corrective changes to external and internal factors impacting their personal and academic success.

### **Benefits of Early Intervention**

- Provides a systematized process by which students with identified problems might be detected and problems addressed in timely fashion.
- Allows faculty the opportunity of offering introductive measures in hopes of thwarting counterproductive behavior.
- Reinforces communication between student and faculty and/or student and counseling personnel
- Establishes a necessary communication link between faculty and student or support personnel
- Offers students alternatives to “stopping out” or dropping out of classes
- Quantifies types of problems and suggested solutions
- Establishes an evaluative process to statistically measure effectiveness of intervention efforts for current and future use
- Provides a much needed database upon which to build future initiatives
- Promotes institutional effectiveness in a demonstrable manner

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### ***Graduation***

**For a degree to be posted at the end of term:**

Summer

Fall

Spring

**Apply by:**

June 15

October 15

February 15

1. Students meet with their advisor to receive an Application for Graduation. The student completes the upper portion of the application before submitting. The advisor reviews the Degree Audit Sheet to verify degree requirements.

2. The student takes the Application for Graduation to Career Services for signature.

Macon Cove Campus – Farris Building, Room 2160

Union Avenue Campus – M Building, Room 110

3. Student registers in person with the Testing Center to schedule Exit Exam(s).

Macon Cove Campus – Farris Building, Room 2182

Union Avenue Campus – C Building, Room 204

4. Student pays \$25 Application Fee at the Cashier's Office and receives payment receipt.

Macon Cove Campus – Farris Building, Room 2032

Union Avenue Campus – M Building, Room 107

5. Student submits Application for Graduation to the Admissions and Records Office, along with Degree Audit Sheet, after the above steps have been completed.

Macon Cove Campus – Farris Building, Room 2040

Union Avenue Campus – M Building, Room 110

**NOTE:** Failure to complete any of the above requirements will delay the posting of the degree.

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## Academic Advising Handbook

### ***New Student Advising Sessions (NSA)***

Once you have completed the COMPASS or ACT test and your admission requirements have been met, your next step toward becoming a Southwest student is to sign up for a New Student Advising Session. At the New Student Advising Session, you will have the opportunity to meet with an advisor, register for classes, speak with a Financial Aid representative, as well as receive important information pertaining to your college career.

On the Advising and Counseling webpage, you will find a link for the current schedule of New Student Advising Sessions. These sessions are conveniently located at the major campuses and satellite centers.

<http://www.southwest.tn.edu/orientation/>

Please call one of the following phone numbers to reserve your seat during one of these sessions. For reservations on the Macon Cove Campus call (901) 333-4594 or for reservations on the Union Avenue Campus call (901) 333-5122.

# Southwest Tennessee Community College

## Academic Advising Handbook

### ***Student Academic Success Seminar (ACAD 1100)***

#### **ACAD1100**

This course provides an orientation to the College environment with emphasis on academic skills necessary for college success. This is a one-credit-hour course limited to degree-seeking students who have accumulated fewer than 25 semester hours. This is a seven-week course.

#### **Benefits of Academic Success**

Students will:

- Be made aware of the services, resources, and activities at Southwest
- Understand and apply concepts, strategies, assessment results, etc. to diversity issues, time management, stress management, learning styles, and personality inventories as needed to succeed in college
- Achieve the ability to use problem-solving and decision-making strategies
- Use technology as a resource
- Explore career options as needed

# Southwest Tennessee Community College

## Academic Advising Handbook

### ***Transfer Information***

Southwest Tennessee Community College has a Transfer Center to meet the transfer needs of students and to provide a smooth transition to four-year institutions. Southwest has partnered with various four-year colleges and universities to assist students with their prospective transfer.

The Transfer Center is located at the Macon Cove Campus, Farris Building, Room 2131. The office hours are 8 a.m. to 4:30 p.m., Monday-Friday.

Some features of the Transfer Center include:

- Admissions applications and course catalogs from various colleges will be on file.
- An open computer lab will enable students to research up-to-date transfer and college admissions information.
- Representatives from area four-year colleges will be available to meet with students.

For more information or to speak with the Transfer Advisor, students may contact the Transfer Center at (901) 333-4386.

### **Transfer Programs**

Students who plan to transfer to other Tennessee Board of Regents institutions and local colleges and universities may review Equivalency Tables and/or Articulation Agreements below.

- Austin Peay
- University of Memphis
- University of Tennessee-Chattanooga
- University of Tennessee-Knoxville
- University of Tennessee-Martin

#### **University of Tennessee Chattanooga**

[http://www.utc.edu/Administration/Records/tranartic\\_southwesttn.php](http://www.utc.edu/Administration/Records/tranartic_southwesttn.php)

#### **Middle Tennessee State University**

<http://www.mtsu.edu/cgi-bin/users/webprod/admissions/trequiv.pl?st=TN&scode=000274>

#### **Christian Brothers University**

<http://www.cbu.edu/evening/SWTCC2002.htm>

#### **Tennessee State University**

[http://www.tnstate.edu/records/transfer\\_to\\_tsu.aspx](http://www.tnstate.edu/records/transfer_to_tsu.aspx)

#### **Tennessee Technological University**

<http://www.tntech.edu/transfers/transfertablesagreements/>

#### **East Tennessee State University**

# Southwest Tennessee Community College

## Academic Advising Handbook

<http://www.etsu.edu/admissions/admtransfer/default.aspx>

### University of Memphis

[http://www.memphis.edu/admissions/equivalency\\_table.htm](http://www.memphis.edu/admissions/equivalency_table.htm)

Students who need assistance with transfer issues may contact advisors in their University Parallel Program or the Advising and Counseling Staff.

### **Partnership Enrollment Program (PEP)**

Beginning in fall 2009, Southwest Tennessee Community College and the University of Memphis (U of M) collaborated to offer a Partnership Enrollment Program that guarantees university admission to any student who completes the associate degree university track (A.A. or A.S.). The agreement benefits students by reducing the total cost of higher education by encouraging students to complete the associate degree at the community college. Students also benefit from improved and collaborative academic advising and by completion of partnership contracts. This agreement provides only for general admission to the U of M. Requirements for admission to individual academic programs may vary. By making this choice early in their academic career, students will receive advising and access to some U of M services and activities prior to their admission to the university.

# Southwest Tennessee Community College

## Academic Advising Handbook

### Academic Support

- Career Services
- Distance Education
- Financial Aid
- Student Disabilities Services
- Testing Center
- Veterans Affairs

### ***Career Services***

#### Contact Information:

##### [Macon Cove Campus](#)

Phone: (901) 333-4180

Fax: (901) 333-4505

Office: Farris Room 2160

##### [Union Avenue Campus](#)

Phone: (901) 333-5379

Fax: (901) 333-5392

Office: M Building Room 110

#### Hours of Operation:

Monday - Friday

8 a.m. to 4:30 p.m.

With Career Services offices on both the Macon Cove and Union Avenue campuses, Southwest offers comprehensive career services to students, graduates, and alumni in addition to area employers.

The centers at Southwest serve all students who request assistance with job-search strategies, resumé writing, interviewing techniques, and career counseling.

The department maintains a list of Memphis-area full-time and part-time positions that students can access online. Individuals interested in applying for a position on the list should follow the employer directives given at the end of each job listing.

# Southwest Tennessee Community College

## Academic Advising Handbook

### ***Distance Education***

#### **Online Courses**

An online course is conducted via the Internet with no on-campus instruction and no on-campus classroom time, but may utilize online or proctored testing. Students access course material online and follow instructions provided by an instructor. Courses may be structured so that students work independently or may involve significant interaction among students. Most courses have set schedules and due dates. Southwest online courses are identified in the schedule by a section beginning with 'L' (Example: ACAD1100 L01).

#### **Split Courses**

A split course is a blend of face-to-face instruction with online learning, and are also called hybrid or blended courses due to the nature of the learning environment. In a split course, a significant part of the course learning is online and as a result, the amount of classroom time is reduced but not eliminated. This allows coursework to be scheduled flexibly, promotes independent learning and decreases time spent commuting. Southwest split courses are identified by a section that includes 'H' (Example: DSPM0800 1H1).

#### **Web-Assisted Courses**

A Web-assisted course meets in a traditional classroom setting but course assignments outside of class may require use of the Internet. Class time is supplemented with online activities and information. Be sure to check the course syllabus for more information.

#### **Telecourses (Tele-Web)**

A telecourse is an alternative method of delivering instruction and is based on a series of television programs. A telecourse is a regular college-credit course incorporating video/television to teach concepts and supplement textbook information. The telecourse programs may be viewed over local cable stations or on the Internet. Program tapes may be rented for an entire semester and some are available for checkout. Some telecourses also have a website for students to access course material. Telecourses may utilize online or proctored testing. Southwest telecourses are identified by a section beginning with 'T' (Example: MUS 1030 T01).



# Southwest Tennessee Community College

## Academic Advising Handbook

### **RODP: Regents Online Degree Program (RODP)**

The Tennessee Board of Regents (TBR) offers courses statewide through the RODP. All of the institutions are fully accredited. RODP courses are administered entirely online and transferable among all the participating institutions. Students are able to choose the college or university (home school) for their admission, registration, and the award of their degree. Course sections are designated with an 'R' (Example: DSPR0700 R01). Course fees and schedules vary, so be sure to check for current information.

Additional information may be obtained from the Distance Education website:

<https://deit.southwest.tn.edu>

# Southwest Tennessee Community College

## Academic Advising Handbook

### ***Financial Aid***

- Students must first apply for admission to the College. To be considered for financial aid, the student must complete all admission requirements and be admitted to an eligible degree or certificate program, and maintain satisfactory academic progress once enrolled.
- Students requesting financial aid are required to first apply online at <http://www.fafsa.ed.gov> and select the appropriate academic year option. (Note: Students who applied for financial aid for the previous school year may use the same PIN number and complete the FAFSA renewal online. If using the FAFSA renewal, students must update all income to reflect the previous tax year income amounts.)
- Approximately two weeks after applying, the student will receive an e-mail notification from the Department of Education. This should be read immediately and entirely to see if additional information is needed or if corrections are required. If selected for a process called “verification,” the financial aid office will ask the student and family to submit copies of the previous year’s federal income tax return or proof that no return was filed for the previous year.
- Students wishing to be considered for an academic or service scholarship must complete the FAFSA. A separate application is needed only for Foundation Scholarships. Foundation Scholarship applications are available online at the following secure address: [https://apps.southwest.tn.edu/scholarship/Form\\_Application.asp](https://apps.southwest.tn.edu/scholarship/Form_Application.asp).
- If the student is a resident of Tennessee, the FAFSA information will automatically be released to the state’s grant agency, Tennessee Student Assistance Corporation (TSAC). The student will be considered for the Tennessee Student Assistance Award (TSAA) after filing the FAFSA. However, as funds are limited, application should be made online as soon as possible, and no later than February 15. TSAC will then send an award or non-award letter.

Students who have any questions or need help completing the FAFSA should call or stop by the Financial Aid Office.

Union Avenue Campus: M – Building, Room 112 (901) 333-5960

Macon Cove Campus: Farris Building, Room 2102 (901) 333-5960

# Southwest Tennessee Community College

## Academic Advising Handbook

### **Student Disability Services (SDS)**

[Verties Sails III](#), Coordinator

Accommodations arranged through the office of Student Disability Services (SDS) are intended to provide flexibility and equalize opportunities for success for students with disabilities. All students with a disability who would like to receive special services must provide appropriate documentation. When academic modifications are required, it is the student's responsibility to present the updated accommodation form to each of his/her professors at the beginning of the semester.

Contact Information		
Campus	Phone/Fax	Hours
<a href="#">Macon Cove Campus</a> Farris Room 2194 (Inside Testing Center Suite 2182)	(901) 333-4223/ (901) 333-4788	Monday, Wednesday and Thursday 8 a.m. to 4:30 p.m.
<a href="#">Union Avenue Campus</a> M Building Room 112A (Inside Admissions Suite - M Building 110)	(901) 333-5116/ (901) 333-5200	Tuesday and Friday 8 a.m. to 4:30 p.m.

Students with a documented disability are encouraged to register with the SDS at least three weeks before the beginning of the semester in order to obtain accommodations and support services.

All information related to a student's disability is kept confidential and may be accessed only by the [SDS staff](#). Students may sign a Release of Information Authorization form so that the SDS may work with students by working with faculty, tutors, and any other individuals for the benefit of the student.

Southwest Tennessee Community College is committed to serving all students, including students with disabilities, and adheres to the guidelines set forth in [Title II of the Americans with Disabilities Act](#) (ADA).

The College assures that discrimination (or the potential for discrimination) on the basis of disability does not exist related to student programs, activities, and services, including those related to academic programs, research, occupational training, admissions, counseling, financial aid, and extracurricular activities.

# Southwest Tennessee Community College

## Academic Advising Handbook

### ***Testing Center***

The Testing Center provides a variety of services that promote academic success, personal growth, and career development. Examinations and tests offered by the Testing Center are available to students, faculty, staff and professionals.

The Testing Center will be responsible for proctoring examinations (midterms, finals, and quizzes) to special needs students in a distraction free environment. Students are responsible for scheduling an appointment with the Testing Center.

Testing hours for Special Accommodations Students are represented in the tables below or by appointment.

Macon Cove Campus		Union Avenue Campus	
Date	Time	Date	Time
Tuesdays	8:30 a.m. - 1:30 p.m.	Tuesdays	8:30 a.m. - 1:30 p.m.
Wednesdays	8:30 a.m. - 3 p.m.	Wednesdays	8:30 a.m. - 1:30 p.m.
Thursdays	8:30 a.m. - 1:30 p.m.	Thursdays	8:30 a.m. - 1:30 p.m.

Faculty members are responsible for providing the Testing Center with the examinations and instructions on how to administer these examinations in person or by e-mail. Three days advance notice is requested when students are allowed to test.

The Southwest Testing Center is a member of the Consortium of College Testing Centers and the National College Testing Association. The Testing Center is also an authorized LaserGrade and Microsoft Office Specialist testing site.

# Southwest Tennessee Community College

## Academic Advising Handbook

### ***Veterans Affairs (VA)***

#### **Macon Cove Campus**

Phone: (901) 333-4185

Fax: (901) 333-4458

Office: Farris Room 2140

**Bryan Porter**, Coordinator

#### **Union Avenue Campus**

Phone: (901) 333-5115

Fax: (901) 333-5711

Office: M Building Room 110

Veterans Affairs (VA) provides counseling and outreach services to assist veterans in becoming acclimated to college life while obtaining veterans education benefits and/or other available resources. This office, the link between the College and the Department of Veterans Affairs, assists eligible veterans, dependents, reservists, guardsmen and disabled veterans (military service-connected disabilities) with applying for educational funding and offers guidance on VA regulations.

In order to receive VA Educational Assistance, eligible persons must be enrolled in a VA approved program leading to a specific degree or certificate. The VA does not certify payment for non-degree seeking students unless in a transient status. Transient students must provide an authorization letter from the VA official at their primary institution. In addition, all previously earned credits, as appropriate, must be applied to the enrolled program. Only course(s) included in the requirements for the degree program being pursued will be certified for educational benefits. Developmental courses may be certified if indicated, as necessary, by the results of the COMPASS/ASSET. These courses may not be taken online or as a telecourse.

Service members, veterans and dependents of veterans who are eligible for VA benefits or other governmentally funded educational assistance may submit an application to defer payment of tuition and fees until the final day of the requested semester.

# Southwest Tennessee Community College

## Academic Advising Handbook

### Referral Directory

#### ***Important Telephone Numbers***

*All Southwest telephone numbers have the prefix of (901) 333-*

Area	Macon Cove		Union Avenue	
	Location	Phone 333+	Location	Phone 333 +
Admissions and Records	FA-2040	5924	M-110	5924
Advising and Counseling	FA-2140	4594	M-110	5122
Athletics	VS-101	5145		
Bookstore	FA-1114	4227	C-205	5452
Career Services	FA-2160	4180	M-110	5379
Cashier's Office	FA-2032	4210	M-107	5292
Child Care	Child Care Bldg.	4500	F-113	5234
Distance Education	MS 220	4612	B-206	5080
Evening Services	Freeman 100	4243	B-206	5528
Financial Aid Office	FA-2102	4184	M-110	5960
Honors Academy	MA B-139	4705	B-210	5203
Library	Bornblum	4706	Parrish	5135
Police/Public Safety	FA-1107	4242	J-102	5555
Registration Information	FA-2040	5924	M-110	5924
Student Activities Office	FA-1105	4178	B-106	5380
Student Disability Services	FA-2194	4223	M-110	5116
Student Government Association	FA-1105	4196	B-106	5546
Study Abroad	L-238	4250	E-210B	5215
Testing Center	FA-2182	4170	C-204	5127
Transcripts	FA-2040	5924	M-110	5924
Transfer Office	FA-2131	4386		
Tutoring Information	Nabors	4107	F-319	5254
Veterans Affairs	FA-2150	4185	M-110	5115

# Southwest Tennessee Community College

## Academic Advising Handbook

### **Arts and Sciences**

Division Directory		
Name/Title	Phone Number	Location
<a href="#">Loretta McBride</a> , Interim Dean Arts and Sciences	333-4444 333-5240	<a href="#">Macon</a> , Whitehead 43 <a href="#">Union</a> , C-202
<a href="#">Carolyn Qualls</a> Secretary	333-5240	<a href="#">Union</a> , C-202
<a href="#">Patsy Fancher</a> Department Chair, Communications, Graphics and Fine Arts	333-4151	<a href="#">Academic Building</a> B271D
<a href="#">Shannon Little</a> Department Chair, Social and Behavioral Sciences	333-4125 333-5628	<a href="#">Macon</a> , Whitehead 37 <a href="#">Union</a> , A-216B
<a href="#">Jacqueline Hale</a> Secretary	333-5195	<a href="#">Union</a> , A-216
<a href="#">Thad Cockrill</a> Interim Department Chair, Languages and Literature	333-4604 333-5210	<a href="#">Macon</a> , Whitehead 23 <a href="#">Union</a> , E-223
<a href="#">Lubecca Douglas</a> Secretary	333-5208	<a href="#">Union</a> , E-223
<a href="#">Betty Rosenblatt</a> Department Chair, Natural/Physical Sciences	333-5229	<a href="#">Union</a> , M-235
<a href="#">Ora Harris</a> Secretary	333-5220	<a href="#">Union</a> , M-238
<a href="#">Tamara McColgan</a> Department Chair, Mathematics	TBA 333-4325	<a href="#">Union</a> , F-216 <a href="#">Macon</a> , Whitehead 39
<a href="#">Alicia Toliver</a> Secretary	333-4474	<a href="#">Macon</a> , Whitehead 39

# Southwest Tennessee Community College

## Academic Advising Handbook

### ***Career Studies***

Division Directory		
Name/Title	Phone Number	Location
<a href="#"><u>Brenda A. B. Smith</u></a> , Interim Dean Business, Career Studies and Technologies	333-4703	<a href="#"><u>Academic Building</u></a> B269B
<a href="#"><u>Karen Campbell</u></a> Secretary	333-4121	<a href="#"><u>Academic Building</u></a> B269
<a href="#"><u>Lisa Hadley</u></a> Interim Department Chair, Business Studies	333-4536	<a href="#"><u>Academic Building</u></a> B271D
<a href="#"><u>Niki Free</u></a> Secretary	333-4130	<a href="#"><u>Academic Building</u></a> B271
<a href="#"><u>Mary Vines</u></a> Department Chair, Nursing	333-5425	<a href="#"><u>Union</u></a> , N-123
<a href="#"><u>Monica Crawford</u></a> Secretary	333-5425	<a href="#"><u>Union</u></a> , N-123
<a href="#"><u>Deborah Whitelo</u></a> Secretary	333-5425	<a href="#"><u>Union</u></a> , N-123
<a href="#"><u>Anne Mitchell-Hinton</u></a> Department Chair, Allied Health Sciences	333-5407	<a href="#"><u>Union</u></a> , H-106
<a href="#"><u>Barbara Loft</u></a> Secretary	333-5400	<a href="#"><u>Union</u></a> , H-106
<a href="#"><u>Linda McNally</u></a> Secretary	333-5345	<a href="#"><u>Union</u></a> , A-220
<a href="#"><u>Garry Spencer</u></a> Interim Department Chair, Technology Studies	333-4288	<a href="#"><u>Macon</u></a> , Fulton 331
<a href="#"><u>Bernice Neal</u></a> Secretary	333-4150	<a href="#"><u>Macon</u></a> , Fulton 310



# Southwest Tennessee Community College

## Academic Advising Handbook

### Advising Forms

- Early Intervention ..... Appendix A
- Kuder Career Planning ..... Appendix B
- Online Advising Request ..... Appendix C
- Readmission Appeal for College Level Courses ..... Appendix D
- Student Complaint Form ..... Appendix E
- Student Online Registration Guide ..... Appendix F

# Southwest Tennessee Community College

## Academic Advising Handbook

# SOUTHWEST

## TENNESSEE COMMUNITY COLLEGE

### EARLY INTERVENTION FORM

Students who withdraw, perform poorly, or fail to complete courses, show signs ("early warning") that they may be experiencing difficulty. The faculty should use the following statements to help identify students who may need assistance from the College's support programs (counseling, advising, and tutoring). Faculty should complete the form, make the student aware of observations, and have the student sign the form. Send this document to the Advising and Counseling offices: Union Avenue Campus, M Building, Room 110; or Macon Cove Campus, Farris Building, Room 2140. Check "Yes" or "No" as you feel the statements below are relevant to the issue.

ID No. \_\_\_\_\_ Student Name (Last, First) \_\_\_\_\_

Course (Dept./No./Sect.) \_\_\_\_\_ Course Name \_\_\_\_\_ Academic Term \_\_\_\_\_

Student signature/Date \_\_\_\_\_ Faculty signature/Date \_\_\_\_\_

---

#### Academic

- Yes  No      1. Student displays positive, cooperative attitude toward the class, activities, or faculty.
- Yes  No      2. Student pays attention to class presentation and actively engages in class activities.
- Yes  No      3. Student contributes appropriately to classroom discussion and recitations.
- Yes  No      4. Student reads assigned materials.
- Yes  No      5. Student brings materials needed for class.
- Yes  No      6. Student arrives at class on time.
- Yes  No      7. Student attends class regularly.
- Yes  No      8. Student asks questions or seeks help with difficult assignments.
- Yes  No      9. Student hands in assignments on time.
- Yes  No      10. Student made passing grades on recent assignments or exams.

---

#### Non-Academic

- Yes  No      11. Student seems to be in good health.
- Yes  No      12. Student writes or speaks coherently.
- Yes  No      13. Student seems comfortable with peers.
- Yes  No      14. Student appears preoccupied.
- Yes  No      15. Student behaves rationally and under control.

Comments (subjective observations)	Action Taken (what was done)
_____	_____
_____	_____
_____	_____
_____	_____

The College strongly adheres to the provisions of the Family Educational Rights Acts of 1974, as amended, regarding student educational records, their privacy, the right of inspection, and the appeal rights of students. Refer to Southwest's catalog for additional information.

# Southwest Tennessee Community College

## Academic Advising Handbook



### Individual Registration & Login Instructions

Please follow the instructions below to begin using *Kuder® Journey* — reliable career guidance for today's postsecondary students and adults.

#### Registration

Go to the *Tennessee College & Career Planning System* at: <http://www.planningyourdreams.org/>.

- Select **New Users** from the Login Area to begin the registration process.
- Select **Student** and choose your grade level from the drop down menu. Or, select **Adult** and choose your user type from the drop down menu.
- Click **Continue** to create your account.
- During the process you will need to create a unique user name and password. Write down your user name and password in the space provided for future reference.

**User Name:**\_\_\_\_\_

**Password:**\_\_\_\_\_

- You will also be asked to enter your *J Activation Code* that was provided by your school or agency.  
**J Code: J3256992TZR**
- Be sure to check the box next to "I have read and agree to the terms and conditions of use."
- Click **Create New Account** to complete the process.

#### Journey Home Page

Once you have created your account, you will be directed to your *Journey* home page to access the system's tools and resources via the top navigation menu. Your home page also provides a link to your messages, to do list, recommended links, and account information where you can update your profile, upload a photo, and change your grade level each year or your user type/background information.

#### Taking an Assessment

The first step in the educational and career planning process is learning about yourself.

- Click on **Assessments** from the top navigation menu.
- Choose **Take an Assessment** and click on one of the assessment titles. To get started, you will select your desired education level/degree that you plan to attain.
- Once you complete the assessments, use your results and the other available tools from the top navigation menu to support your ongoing education and career exploration and planning.

#### Logging In

To re- enter your account, go to <http://www.planningyourdreams.org/>, select **Log In**, and enter your user name and password.



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# Southwest Tennessee Community College

## Academic Advising Handbook

Online Advising Request


Webmail | Calendar | My Southwest | PAWS

**SOUTHWEST**  
TENNESSEE COMMUNITY COLLEGE

Google Custom Search

southwestnow

[Future Students](#) | [Current Students](#) | [Faculty and Staff](#) | [Business Solutions](#) | [Community Resources](#)



### Online Advising Request

Need information on specific majors? What about general education requirements? If you've got questions or are interested in courses of study and/or certificates, please complete the following data form and a member of the advising office will contact you regarding your interests.

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

Address 1: \_\_\_\_\_

Address 2: \_\_\_\_\_


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

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

E-mail Address: \_\_\_\_\_

Comments: \_\_\_\_\_

[About Southwest](#) | [Areas of Study](#) | [Class Schedules](#) | [Continuing Education](#) | [Distance Education](#) | [How to Pay](#) | [Financial Aid](#) | [Scholarships](#) | [Athletics](#) | [Alumni and Friends](#) | [Human Resources](#) | [Support Southwest](#) | [Contact Us](#)



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# Southwest Tennessee Community College

## Academic Advising Handbook

# SOUTHWEST

TENNESSEE COMMUNITY COLLEGE

## READMISSION APPEAL FOR COLLEGE-LEVEL COURSES

All suspended students are required to meet with the Academic Appeals Committee.

Student is to complete all information below and submit no later than 4 p.m. the day before scheduled regular registration to: Advising and Counseling, Union Avenue Campus, M Building, Room 110, or Macon Cove Campus, Farris Building, Room 2140. If you have any questions, call (901) 333-5122 or (901) 333-4594.

ID No. \_\_\_\_\_ Name (Last, First) \_\_\_\_\_

Address \_\_\_\_\_

City, State, ZIP \_\_\_\_\_ Telephone ( ) \_\_\_\_\_

When did you last attend Southwest? Year \_\_\_\_\_ Semester \_\_\_\_\_

Have you previously been suspended?  yes  no Year \_\_\_\_\_ Semester \_\_\_\_\_

What extenuating circumstances occurred over the last semester(s) that contributed to your suspension from the college?  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

What remedies have occurred or are in place to solve the problem?  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

---

### Action Taken (This section is to be completed by the Committee Chairperson.)

- Do not recommend that this student be readmitted to college-level courses at Southwest.
- Recommend that student be readmitted to college-level courses at Southwest with no restrictions.
- Recommend that this student be readmitted to college-level courses at Southwest with the following restrictions:

\_\_\_\_\_  
\_\_\_\_\_

Committee Chair Signature \_\_\_\_\_ Date \_\_\_\_\_

---

### Notification (This section is to be completed by Advising, Counseling and Articulation Center staff.)

Student Notified by \_\_\_\_\_ Date \_\_\_\_\_

The College strongly adheres to the provisions of the Family Educational Rights Act of 1974, as amended, regarding student educational records, their privacy, the right of inspection, and the appeal rights of students. Refer to Southwest's catalog for additional information.

Southwest Tennessee Community College, a Tennessee Board of Regents institution, is an affirmative action/equal opportunity college. 0110585 REV 10319

**Southwest Tennessee Community College**  
**Academic Advising Handbook**

**SOUTHWEST**  
**TENNESSEE COMMUNITY COLLEGE**

**STUDENT COMPLAINT FORM**

Complete this form and submit it online or to the Advising and Counseling Office at the Macon Cove Campus, Farris Building, Room 2140, or Union Avenue Campus, M-Building, Room 110. All responses will be sent to your Southwest e-mail account only.

Name \_\_\_\_\_ ID# \_\_\_\_\_  
*First Last Middle Initial*

Address \_\_\_\_\_  
*Street City State ZIP Code*

Home telephone \_\_\_\_\_ Cellular telephone \_\_\_\_\_

Southwest e-mail address ONLY \_\_\_\_\_

<b>Nature of Complaint</b> (check the appropriate box)		
<input type="checkbox"/> Academic	<input type="checkbox"/> Safety	<input type="checkbox"/> Other _____
<input type="checkbox"/> Admissions/Registration	<input type="checkbox"/> Facility	
<input type="checkbox"/> Technology	<input type="checkbox"/> Faculty/Staff	_____

Date of incident \_\_\_\_\_ Location of incident \_\_\_\_\_ Term of incident \_\_\_\_\_

<b>Complaint Summary</b> <i>Please attach a statement describing the nature of the complaint. The statement should include a description of the events or circumstances upon which the complaint is based, and all supporting documentation should be attached.</i>
--

\_\_\_\_\_  
*Student Date submitted*

\_\_\_\_\_  
*Advisor Date received*

Forward to \_\_\_\_\_ Date forwarded \_\_\_\_\_

*Southwest Tennessee Community College, a Tennessee Board of Regents institution, is an affirmative action/equal opportunity college. 0111012 NEW 10216*