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**STUDENT RESOURCE MANUAL  
2023-2024**





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We Are Happy That You Are Here!



# Message from the President

Students,

Thank you for choosing McDowell Technical Community College! We know you have many college choices, and we are pleased you are here to learn and grow with us!

In this publication, you will discover information about our credential offerings, services, publications, an events calendar and more that can help you plan. If you find yourself searching for answers, please do not hesitate to pick up the phone, or contact us electronically. You will find names and phone numbers of people in our online Faculty and Staff Directory who are willing to assist you in any way possible.

Here at McDowell Tech, we live by the motto *Learning for Life!* Our job is to enrich our community with access to student-centered, affordable, high-quality, lifelong learning opportunities that promote workforce development. We strive to help you *Learn* and *Grow* to accomplish your goals. Our faculty work closely with employers to provide the most up-to-date curricula in preparation for the job market. We also work with partners in the University of North Carolina system and area private colleges for our transfer students who want to pursue higher degrees.

We look forward to seeing you walk across the graduation stage, and we are dedicated to helping support you to reach this important milestone! Throughout your journey through MTCC, always feel free to reach out for help. We are here for you!

Sincerely,



Brian S. Merritt, Ph.D.



# Academic Calendar

## Fall 2023

All FT Faculty Return	August 1
Convocation & Faculty/Staff Development	August 11
New Student Orientation	August 10
Classes Begin	August 14
End of Drop/Add: 16-week/1st 8-week Classes	August 16
Tuition Refund Deadline/10%	August 23
End of Drop/Add: 14-week Classes	August 30
Labor Day (Holiday)	September 4
Fall Break (Work/Annual Leave)	October 9-10
End of Drop/Add: 2 <sup>nd</sup> 8-week Classes	October 13
Spring Advising Begins	October 15
Fall Festival (SGA Event)	October 19
Spring Registration Begins	November 1
Work/Annual Leave	November 22
Thanksgiving (Holidays)	November 23-24
End of Fall Term	December 11
Grades Due	December 12
Work/Annual Leave	December 14, 15, 18, 19
Campus Closed (Holidays)	December 20-22, 25,26
Campus Closed (Mandatory Annual Leave)	December 27-29

## Spring 2024

All FT Faculty Return	January 2
New Student Orientation	January 4
Classes Begin	January 8
End of Drop/Add: 16-week/1st 8-week Classes	January 10
Martin Luther King Jr. Day (Holiday)	January 15
Tuition Refund Deadline/10%	January 18
End of Drop/Add: 14-week Classes	January 25
End of Drop/Add: 2 <sup>nd</sup> 8-week Classes	March 6
MTCC Fire Rescue College	March 14-17
Advising for Summer/Fall 2024 Begins	March 18
Good Friday (Holiday)	March 29
Spring Break (Work/Annual Leave)	April 1-5
Summer/Fall Registration Begins	April 8
Spring Fling (SGA Event)	April 16
End of Spring Term	May 6
Grades Due	May 7
Graduation	May 10

## Summer 2024

New Student Orientation	May 16
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Classes Begin	May 20
End of Drop/Add	May 22
Tuition Refund Deadline/10%	May 24
Memorial Day (Holiday)	May 27
Summer Break	July 1-3
Independence Day (Holiday)	July 4
End of 8-week Classes	July 22
End of Summer Term	August 5
Grades Due	August 6

#### **Fall 2024**

All FT Faculty Return	August 1
Convocation & Faculty/Staff Development	August 6
New Student Orientation	August 15
Classes Begin	August 19
End of Drop/Add: 16-week/1 <sup>st</sup> 8-week Classes	August 21
Tuition Refund Deadline/10%	August 28
Labor Day (Holiday)	September 2
End of Drop/Add: 14-week Classes	September 5
Fall Break (Work/Annual Leave)	October 7-8
Spring Advising Begins	October 15
End of Drop/Add: 2 <sup>nd</sup> 8-week Classes	October 18
Fall Festival (SGA Event)	October 24
Spring Registration Begins	November 1
Work/Annual Leave	November 27
Thanksgiving (Holidays)	November 28-29
End of Fall Term	December 16
Grades Due	December 17
Work/Annual Leave	December 18-20
Campus Closed (Holidays)	December 23-26
Campus Closed (Mandatory Annual Leave)	December 27, 30-31

# Important MTCC Phone Numbers

MTCC's Main Number: 828-652-6021

Fax: 828-652-1014

Academic Resource Center (ARC): 828-659-0408  
Associate Dean of Business, Arts and Sciences 659-0488  
Associate Dean of Career and Technical Education: 828-652-0641  
Bookstore: 828-652-0678 or 828-652-0613  
Business Office: 828-652-0696  
Career & College Readiness (Basic Skills & GED): 828-659-6001  
Continuing Education: 828-652-0675 or 828-652-0662  
Cosmetology (for appointments): 828-652-0687  
Childcare: 828-652-0637  
Dean of Students: 828-659-0459  
Developmental Studies: 828-652-0650  
Disability Services: 828-659-0489  
Distance Learning: 828-652-0651  
Early College Secretary: 828-659-0411  
Enrollment/Admissions: 828-652-0622 or 828-659-0444  
Esthetics (for appointments): 828-652-0640  
Financial Aid: 828-652-0624 or 828-652-0602  
Financial Aid Hotline: 828-659-0450  
Information/Reception Desk: 828-652-0623  
NC Works / Ford Miller Employment and Training Center: 828-659-6001  
Nurse Aide Information Line (CNA): 828-652-0639  
Nursing Information Line (LPN & RN): 828-652-0611  
Placement Testing: 828-659-0418  
President's Office: 828-652-0630  
Director of Student Services and Registrar: 828-652-0629  
Security: 828-652-0673 or 828-442-1084  
Small Business Center: 828-652-0634  
Smith Academic Resource Center: 828-652-0604  
Student Enrichment Center: 828-659-0467  
Student Government Association: 828-659-0467  
Student Services: 828-652-0622 or 828-659-0444  
Veteran's Services: 828-652-0624  
Vice-President of Academics and Student Services: 828-652-0699  
Weather (MTCC schedule/delays): 828-659-0419

# Mission of McDowell Technical Community College

## **Mission Statement**

MTCC enriches our community with access to student-centered, affordable, high-quality, lifelong learning opportunities that promote workforce development.

## **Graduate Competencies**

McDowell Technical Community College strives to prepare graduates to:

1. Students will demonstrate the ability to develop, support, and communicate ideas to a particular audience through writing.
2. Students will demonstrate the ability to develop, support, and communicate ideas to a particular audience through reading.
3. Students will demonstrate the ability to develop, support, and communicate ideas to a particular audience through speech.
4. Students will apply quantitative reasoning to solve problems, interpret answers, and communicate results.
5. Students will demonstrate the basic computer skills necessary to function in a technological world.
6. Students will be able to employ effective processes for resolving and making decisions.

# General Information

## **Bulletin Boards**

Students may post notices on bulletin boards subject to the approval of the Student Government Advisor.

## **Catalog and Student Handbook**

The MTCC Catalog and Student Handbook may be found in its entirety at [www.mcdowelltech.edu](http://www.mcdowelltech.edu). It is the student's responsibility to become familiar with this important document.

## **Cell Phones and Beepers**

Cell phones, beepers, two-way radios and similar devices may cause distraction and/or disruption of the learning environment. Students are to keep all such devices turned off during class and in the MTCC Library and Academic Resource Center. Students with extenuating circumstances must seek permission of the individual instructor or staff members to have such devices turned on in these locations.

## **Children on Campus**

It is College policy that children may not accompany students to class. Children who are brought to campus for other reasons must be closely supervised by a responsible adult and may be asked to leave if they become disruptive. Children enrolled in the MTCC Child Development Center are allowed on campus when supervised by College staff.

## **Dress**

Students are to exercise judgment in dressing appropriately for classes or laboratory work. Students in certain curriculum programs may be required to wear particular items of clothing for safety and/or designation of their course of study.

## **Hours of Operation**

In general, the College will offer day and night curriculum classes in technical, vocational, general education and college transfer programs from approximately 8:00 am to 10:30 pm Monday through Friday. Occasionally, classes will begin or end an hour earlier or later than these parameters. Weekend and summer semester classes may vary from this schedule.

- Administrative offices: 8:00 am to 5:00 pm Monday through Thursday and 8:00 am to 4:30 pm on Friday.
- Bookstore: 8:00 am to 5:00 pm Monday through Thursday and 8:00 am to 2:00 pm on Friday.

- Continuing Education classes will be offered across campus and throughout the community at varying times throughout the week. Consult the Continuing Education Schedule of Classes for class times.
- Smith Academic Resource Center: 8:00 am to 7:00 pm Monday through Thursday and 8:00 am to 1:00 pm on Friday.
- Information/Reception Desk: 8:00 am to 5:00 pm Monday through Thursday and 8:00 am to 4:30 pm on Friday.

## **Inclement Weather**

When it becomes necessary to cancel or delay classes, an announcement will be made to local and regional radio and television stations (a complete list of radio and television stations is listed in the MTCC Catalog) as well as on Facebook and at [www.mcdowelltech.edu](http://www.mcdowelltech.edu). Students may also access a recorded closing/delay message by calling the College at **828-659-0419** or by signing up for text alerts while on campus (visit [www.mcdowelltech.edu](http://www.mcdowelltech.edu) for more information).

Every effort will be made to make an announcement in a timely manner. Morning announcements will be made about 6:15 am for day classes. Should it become necessary to change from the delayed class schedule to class cancellation, the stations will be notified by around 8:00 am. All day classes will operate according to the announcement and will either be canceled for the day or begin at 10:00 am.

Evening announcements will be made over the same stations during the afternoon around 3:00 pm. There is no abbreviated schedule for evening classes.

If classes are missed due to inclement weather, the classes must be made up in a manner determined by the Chief Academic Officer.

## **Lost and Found**

All lost or found items should be reported to the Information/Reception Desk in Building 11 (Cedar) 828-652-6021. The receptionist will post information on items that have been turned in.

## **Noise**

Students are to be considerate of classes which are in session and keep hallway noise to a minimum.

## **Social Media Guidelines for Students**

Online behavior that violates the college's Student Code of Conduct or the Acceptable Use of Computer Resources, Internet, and Network Policy which is brought to the attention of the Chief Academic Officer, will be treated as any other violation of the Student Code of Conduct.

The following types of content are prohibited from the MTCC social networking sites:

1. Derogatory language, demeaning statements about, or threats to any third party;
2. Lewd, indecent, or incriminating images or information depicting hazing, sexual harassment, vandalism, stalking, underage drinking, illegal drug use, or any other inappropriate behavior or inappropriate language;
3. Content that violates local, state, or federal law;
4. Online gambling;
5. Content that harasses any third party or personal attacks of any kind;
6. Selling goods or services for personal financial profit;
7. Comments or posts that are unrelated to MTCC;
8. Spam;
9. Infringement on copyrights or trademarks; and/or
10. Offensive comments that target or disparage any ethnic, racial, religious, or other group of people.

NOTE: Refer to Individual Program handbook for potentially more stringent policy and consequences.

## **Tobacco Use**

McDowell Technical Community College is a tobacco-free campus (includes cigarettes, chewing tobacco, and e-cigarettes). Those who violate this policy will receive a verbal warning for the first offense. Continued violation of this policy will result in disciplinary action. If you would like assistance with smoking cessation, please contact QuitlineNC at 1-800-QUIT-NOW or 1-800-784-8669.

# Student Expenses/Financial Aid

MTCC receives financial support from local, state and federal sources, allowing educational opportunities at a minimum cost. Tuition fees are set by the State Board of Community Colleges and are subject to change without notice. Costs of textbooks and supplies are additional expenses which vary according to the program of study. The payment of tuition and all required fees must be made at the time of registration unless payment plan arrangements have been made with the Business Office.

\*Students are not officially registered until tuition payment and fees have been received in the Business Office or deferred by Financial Aid or a payment plan is in place.

## Activity Fee

All curriculum students are required to pay the Student Government Activity Fee as follows:

\$20.00 per semester

These fees are non-refundable except when approved by the Vice President for Finance and Administration according to Business Office policy.

## Additional Expenses

Some curricula or programs require students to purchase additional supplies, equipment and/or uniforms. Students should contact the instructor/advisor in the curriculum or program they plan to enter for more information.

## Book Costs

Students are required to purchase the necessary textbooks for courses. Copying of textbooks is not allowed and is a violation of copyright laws in most cases. The average book cost ranges from \$500 to \$800 per semester, depending on the student's chosen curriculum. Workbooks and certain text materials which are expendable items may be required by some instructors.

## Financial Aid

Students who have satisfactory academic records and are in need of aid may qualify for financial assistance. Eligibility requirements for receiving financial aid may change from year to year. Specific requirements are established by the U.S. Department of Education for federally funded aid programs. The North Carolina State Education Assistance Authority and the North Carolina Community College System determine eligibility for state funded programs. Any local and/or private scholarship sources determine the eligibility for awarding funds from their respective programs.

Students must be in a program leading to a degree, diploma, or eligible certificate (at least 16 semester hours and/or 38 contact hours in length) to be eligible for federal financial aid. Therefore, students enrolled as Special Credit/Visiting Students are not eligible to receive federal financial aid. In addition, any student in default of a student loan or owing a repayment of Pell Grant funds will not be awarded financial aid. Students must have a high school diploma, or GED certificate or adult high school diploma in order to receive federal and/or state financial aid.

All students receiving financial aid must maintain satisfactory academic progress. At MTCC, students must maintain a grade point average of 2.0 and complete 67% of all credit hours attempted. Students who receive financial aid and subsequently withdraw from classes before the end of the semester may be required to repay a portion of their Pell Grant and SEOG. Students falling below the minimum standard for

academic progress and/or are in ineligible status due to overpayment of Pell Grant funds or student loan default should contact the MTCC Financial Aid Office to determine how their eligibility may be regained.

The MTCC Catalog contains a detailed list of the types of financial aid available and how and when to apply for financial aid.

### **Veterans Benefits**

MTCC is approved by the North Carolina State Approving Agency for the enrollment of persons eligible for education assistance benefits from the U.S. Department of Veterans Affairs (DVA): entitled veterans, participants in the Montgomery G.I. Bill™ contributory program, active duty military personnel in voluntary educational programs, active members of the National Guard who are drilling, and eligible spouses and children. Students wishing to receive VA benefits must be enrolled in an approved program of study. They will be certified to the U.S. DVA Regional Office as enrolled each semester.

Public Law 93-508 requires that each educational institution approved for veterans to receive educational benefits (GI Bill™) must establish written policies that clearly state what is expected of the veteran in the areas of academic progress, class attendance and conduct. Many of these expectations are required of all students, veterans and non-veterans, and are covered in the MTCC Catalog and Student Handbook. Further requirements include that any recipient of veteran's benefits: (1) who withdraws from all subjects undertaken will have his or her educational benefits terminated from the last date of attendance; (2) who drops any of his or her courses may have benefits reduced; and (3) must maintain a level of satisfactory academic progress. Students are considered to be making unsatisfactory progress if they have not achieved a level of progress consistent with their time in the program. Veterans who are making unsatisfactory progress will be terminated by the Veterans Certifying Official. When performance meets the level of satisfactory progress, the recipient may be recertified. Recipients of DVA benefits need to consult the Veteran's Certifying Official before enrolling in telecourses, Cooperative Education classes, Internet classes, or making course substitutions.

For accuracy, a veteran should contact the U.S. Department of Veterans Affairs at 1-888-442-4551 for an assessment of benefits which they may receive. Benefits will vary according to many criteria. For more information about programs available at this institution, contact the campus Veterans Certifying Official in the MTCC Financial Aid Office. Further information is available in the MTCC Catalog and at [www.va.gov](http://www.va.gov).

### **Fees for Special Purposes-Student Success Fee**

All curriculum students are required to pay a Student Success Fee of \$5.00 per semester. This fee pays for the printed diploma, diploma cover, and large mailing envelope. Additionally, students are required to purchase a cap/gown/tassel if they participate in the graduation ceremony. The Student Success Fee funds may also be utilized to pay for services or equipment that will benefit all students.

### **Identification Badge**

All curriculum students are required to purchase a picture identification badge to be on his/her person at all times while on the campus grounds for a fee of \$5.00 for the academic year.

### **Liability Insurance**

Students enrolled in Practical Nursing Education, Associate Degree Nursing, Nurse Aide, Teacher



Associate, Cosmetology, Esthetics, Nail Technology, Health Information Technology, Phlebotomy, and Early Childhood Associate are required to purchase professional liability insurance coverage. The cost of liability insurance is \$14.50 per year.

### **Campus Access Parking and Security Fee (CAPS)**

Parking facilities are available for students, visitors, staff and faculty. All Curriculum students are required to pay a \$20.00 per semester CAPS fee. CAPS fee receipts are utilized for student parking, campus security costs, including but not limited to, salaries, related benefits and operating costs associated with security personnel; contracted security services; vehicles, equipment and capital improvements necessary to secure college property.

### **Past Due Accounts**

Students may not register for a semester, receive transcripts or participate in graduation until deferred or past due charges are paid in the Business Office.

### **Residency Status for Tuition Purposes**

Under North Carolina law, persons must qualify as state residents for a tuition rate lower than that for nonresidents. A centralized process for determining residency for the purpose of tuition and administration of state financial aid (Residency Determination Service) was created and implemented in March 2017. The Residency Determination Service will provide separate processes to reach a residency classification. Most students will only be required to complete the Initial Consideration process. The Reconsideration and Appeal processes are for those students who experience a change in circumstances (Reconsideration) or who have not had a change in status and believe their residency classification is incorrect (appeal). It is a student's responsibility to notify the MTCC Student Services office of any changes in residency status.

All students, parents, faculty, staff, and constituents of the North Carolina Community College System should refer to the Residency website at [www.ncresidency.org](http://www.ncresidency.org) for more current details regarding the North Carolina Residency Determination Service, processes and required residency guidelines.

### **Refund Policy**

Tuition refunds are not automatic; it is the **student's responsibility** (do not leave paperwork for an advisor/instructor to process) to file a request. Tuition refunds for students shall not be made unless the student is, in the judgment of the institution, compelled to withdraw for unavoidable reasons. A 100% tuition refund can be made to a student who withdraws by registration day. A 75% tuition refund can be made to a student who withdraws before the 10% point of the course. An official withdrawal must be made by completing the "Add/Drop/Withdrawal" form and submitting it to the Student Services Office for processing. Tuition refunds will not be considered after the 10% point in the semester. There is no refund made on any fee unless the class is cancelled. The "Add/Drop Withdrawal" form may be obtained in the Student Services Office.

Students will receive a copy of the textbook refund policy when textbooks are purchased in the College Bookstore. Books must be returned within ten days of registration for consideration of refund. All refunds are subject to the terms and conditions stated on the textbook refund policy.

## **Returned Check Fee**

A \$35.00 service charge is assessed for each returned check.

## **Student Insurance Fee**

In order that every student may be covered by insurance in case of an accident, institutional policy requires that each student enroll in the accident insurance program at registration. The established fee is \$1.30 per semester. This fee is non-refundable.

## **Technology Fee**

In order to offset the costs of copies, toner, state-of-the-art computer labs, and other technology made available to students, a fee of \$1.50 per credit hour, up to a maximum of \$24.00 per semester, is charged to each student at the time of registration. This fee is non-refundable.

## **Testing Fee**

Students enrolled in the Practical Nursing Education and Associate Degree Nursing Programs are charged an educational testing fee each semester. There are testing fees for PNE and ADN students. Information about these fees will be provided at student orientation.

## **Transcript Copy Fee**

Students should go to Student Services to request a transcript. A fee of \$3.00 is charged for copies of official MTCC transcripts.

## **Tuition**

Tuition fees are set by the State Board of Community Colleges and are subject to change without notice.

TUITION (In-State): \$76.00 per credit hour, up to a maximum tuition charge of \$1,216.00 per semester. [16 or more credit hours=\$1,216.00]

TUITION (Out-of-State): Any student whose legal residence is outside the State of North Carolina, or, in the case of students who are boarding or living with relatives in the community, whose parents or guardians are living outside the State, shall pay tuition fees as follows: \$268.00 per semester credit hour, up to 16 credit hours; maximum tuition charge of \$4,288.00 per semester.

**NOTE: Once a student processes a payment in the business office, either by paying in full or by a payment plan being in place, he/she will be responsible for 100% of the tuition if course(s) are not dropped before the first day of class. This is even if a student does not show up on the first day of class.**

# Academics

## Academic Advisement/Probation

The cumulative GPAs under the Standards of Progress (found in the MTCC catalog) are the minimums which must be attained in order for a student to make reasonable progress toward graduation. A 2.00 GPA is required for graduation. Students who fall below the specified minimum will be placed on Academic Probation for the following semester and will be required to reduce their course loads.

## Academic Recognition

### Graduation with Honors and High Honors

A graduate who completes two-thirds of his or her curriculum program at MTCC with an accumulated GPA of 3.50 to 3.79 on a 4.0 scale will be graduated with "honors." Graduates with an accumulated GPA of 3.80 to 4.0 will graduate with "high honors." These distinctions will be noted on the diploma and on the student's permanent record. These students may also purchase and wear honor cords for the graduation ceremony.

### Recognition of Academic Honor Students

Students enrolled full-time (12 credit hours or more) who receive no incompletes during a semester are eligible for the following academic honor's lists:

President's List - Grade point average of 4.00

Dean's List - Grade point average of 3.75 to 3.99

Honor List - Grade point average of 3.50 to 3.74

Academic honor lists are posted on-campus and provided to newspapers each semester.

## Academic Suspension and Readmission

Students who fail to earn a 2.00 GPA during any semester of academic probation may be suspended from their program of study. The period of suspension will not be less than one semester or more than one year. Students who have been suspended for academic deficiencies should submit requests for readmission to the Chief Academic Officer. Requests for readmission will be considered in light of the applicant's ability, evidence of growth and maturity, time elapsed since suspension and other extenuating circumstances. Additional consideration will be given to those who have completed course pre-requisites. Enrollment limits and class sequencing will also be considered in evaluating a request for readmission.

## Academic Advisement/Probation

The above cumulative grade point averages are the minimums which must be attained in order for a student to make reasonable progress toward graduation. A 2.00 grade point average is required for graduation. Students who fall below the specified minimum will be placed on Academic Probation for the following semester and will be required to reduce their course loads.

## **Admissions**

As a member of the North Carolina Community College System, MTCC operates under an “open door” admissions policy. Open door admissions means, “Any person who is a high school graduate or at least 18 years old has the opportunity to pursue the various educational opportunities that are offered by institutions in the system.” Special admission requirements, such as educational qualifications, physical abilities, assessment scores and State Board policy restrictions, are attached to certain curriculums. Applicants scoring below specified minimums on entrance exams will be counseled and required to enroll in classes designed to eliminate their admission deficiencies. For a complete list of admissions requirements, refer to the MTCC Catalog.

## **Onboarding and Faculty Advisors**

Each student enrolled at MTCC will be assigned a faculty advisor and a success coach. The success coach will provide each student personal assistance in orientation to MTCC’s policies and procedures, confirm the student’s program major, and help the student register for first semester classes. The success coach will assist the student for the student throughout the duration of enrollment at MTCC.

The student’s faculty advisor will work with the student after initial enrollment in classes at MTCC. The faculty advisor will provide assistance in developing an educational plan, evaluating the student’s progress, and registration for courses for the remaining semesters at MTCC. The student’s faculty advisor may be consulted regarding various problems, but must, in all cases, be consulted by the student in the following instances:

1. When planning each semester’s schedule (after the first semester).
2. When changing courses within the current program.
3. When changing programs of study.
4. When preparing to enter a final semester of studies to determine graduation eligibility.

If a student is unsure who his or her current faculty advisor or success coach is, the student should contact Student Services at 828-652-0622 for the advisor name, location, phone number and email address. Advisors maintain office hours as posted on their office doors.

## **Class Attendance Policy**

The following attendance requirements shall apply to all college students. Faculty members are responsible for administering these attendance rules for their respective courses, for excusing absences, for determining how missed work should be made up, and for assessing grade penalties. Departments and programs may establish stricter attendance policies as required by program accreditation or secondary approving agencies.

1. Students are expected to attend and be on time for all classes, lab or shop sessions and clinical, preceptor, work-based learning and apprenticeship. Students should refer to each course syllabus for individual course attendance requirements. At the instructor’s discretion, students may make up missed class, lab, shop or clinical work. When students must be absent, it is vital that they remain in contact with their instructors. Students who are absent for high-school or college related extracurricular activities, sports, clubs, etc. and are current in their class assignments shall be allowed to make up missed work at the instructor’s discretion.
2. Any student who has not attended at least one seated class or completed and submitted one assignment in an online course by the date in which ten percent (10%) of the class has passed will be reported by the instructor as a “no show”. A student who has never attended a course by the ten percent (10%) date is no longer enrolled in the class and will not earn credit or receive a tuition refund for the course.

3. The instructor may withdraw any student who has been absent from a course for fourteen (14) consecutive days in a 16-week term or seven (7) consecutive days in a shorter academic term. A student in an online, hybrid, blended, or hy-flex course will be withdrawn following fourteen (14) consecutive days in a 16 week term (or seven (7) consecutive days in shorter academic terms) of missed assignments, missed attendance (for hybrid, blended and hy-flex), and lack of communication with the instructor regarding course participation. Holidays, breaks and weekends are not included when calculating consecutive days. Consistent with policies establishing attendance in online courses, logging into a course site but failing to submit completed work does not constitute attendance.

Please note: Under extenuating circumstances, a student who has never attended by the ten percent (10%) date may petition for reinstatement in the class and earn course credit. The student should notify the instructor, in writing, of the extenuating circumstances prior to the ten percent (10%) date of the class and provide compelling documentation to support the request for reinstatement. Reinstatement will only be considered by the instructor when the absences were due to unforeseeable and uncontrollable circumstances. Reinstatement requires the recommendation of the instructor of the course, the consent of the appropriate dean, and the approval of the chief academic officer.

4. A student's absence while participating in a college-sponsored, school-sponsored or approved activity will be considered an excused absence for participating students. Such excused absences will not be considered in the student's class attendance for withdrawal purposes, nor will excused absences be included in the determination grade for "participation" of which class attendance is a part. The responsibility for making up missed work rests entirely with the student. All assignments, tests, labs, class time and final exams to be missed will be rescheduled prior to the excused absence or otherwise rescheduled at the discretion of the instructor.
5. **Withdrawals:** If a withdrawal is processed prior to the 75% point of a course, a grade of "W" (Withdrawn) will be assigned. After the 75% point, the student will receive the grade earned, including coursework for the remaining portion of the semester. (For Individualized Instruction, a student must complete 100% of required hours.)

#### 6. **Absences for Religious Observance**

In compliance with North Carolina Administrative Code, Title 23, Chapter 2, Sub-Chapter 2C, Section .0213 requirement as authorized by Section 115D of the NC General Statutes, McDowell Technical Community College will grant any student of the College two excused absences each academic year for religious observances required by the faith of the student. The college provides reasonable accommodations including a minimum of two (2) excused absences each academic year, for religious observances required by a student's religious practice or belief.

- a. An academic year shall be defined as starting on July 1 in one year and ending on June 30 in the following year. The Academic Term consists of fall, spring and summer semesters.
- b. The two excused absences may be taken at any time during the academic year either on separate days or on two consecutive days.
- c. The excused absences shall be taken within the absences allowed in the College's approved attendance policy as published in the Academic Information Section of the MTCC Catalog and Student Handbook.
- d. The student must submit a "Request to be Excused for Religious Observance Form" to the Chief Academic Officer or his/her designee for the excused absences at least two (2) weeks prior to the date the student intends to be absent for the religious observance.

- e. A "Request to be Excused for Religious Absence Form" must be completed for each class missed. Forms may be obtained from the Student Services office.
- f. The Chief Academic Officer or their designee shall notify appropriate faculty within 72 hours of receiving the request. Faculty members are expected to note the excused absences as appropriate in class record documents.
- g. Students granted an excused absence for the purpose of religious observance shall be given the opportunity to make up any work or tests missed due to an excused absence within a reasonable accommodation and without undue hardship.
- h. No more than two tests per day may be given to a student who is making up a test or tests due to the excused absence(s).
- i. Instructors/faculty are prohibited from implementing unnecessary sanctions, requiring additional work, or making unreasonable requests of students who are duly granted excused absences for religious observance.
- j. Should other provisions of the NC Administrative Code or the General Statutes apply, the College shall implement requirements to comply with those provisions

**Reasonable accommodation:** Any change in an academic course or program of study with respect to the ways tasks or responsibilities are customarily done that enables a student to observe his/her religious practice or belief without creating an undue hardship.

**Religious practice or belief:** A practice or observance that is sincerely held within the tenets of that religious belief.

**Undue hardship:** An accommodation that would require significant expense or difficulty for the college or would result in the inability of the student to perform an essential function of his or her course/program of study. The determination of undue hardship is dependent on the facts of each individual situation.

- 7. **Absences for Active Military Duty:** The college shall allow any enrolled student who is in the United States Armed Forces who has received temporary or permanent reassignment as a result of military operations and a National Guard service member placed onto active duty status during an academic term to be given an excused absence for the period of time the student is on active duty.
  - a. The college shall provide the student the opportunity to make up any test or other work missed during the excused absence.
  - b. The college shall give the student the option, when feasible, to continue classes and coursework during the academic term through online participation for the period of time the student is placed on active duty.
  - c. The college shall give the student the option of receiving a temporary grade of "incomplete" or "absent from the final exam" for any course that the student was unable to complete as a result of being placed on state active duty status; however, the student must complete the course requirements within one (1) semester following their return from action service to avoid receiving a failing grade for the course.
  - d. The college shall permit the student to drop, with no penalty, any course that the student was unable to complete as a result of being placed on state active duty status.



## **Auditing Courses**

Students who wish to audit courses must register and pay the same tuition and fees as students taking courses for credit. Unless the instructor makes an exception, auditing students are subject to the attendance policy (as stated in the *College Catalog and Student Handbook*). Students auditing courses which involve laboratory work may work in labs only during the course's scheduled laboratory hours and under the direct supervision of the instructor. Otherwise, labs are closed to auditing students.

No financial aid is received for audited classes. Audited courses are not eligible for Veteran's educational benefit payments.

Note: If auditing a course that is a pre-requisite, a student cannot receive credit and progress to the next course. Contact your advisor for additional questions.

When registering for an audit class in Self Service, make sure that when you choose the Action for that course, you click Audit.

## **Change of Program**

All MTCC students wishing to change their program of study must complete and submit a Change of Major Form located in the Student Services Office. A change of major will be applied at the beginning of each semester. Once your program change has been processed, a new advisor will be assigned for the purpose of re-evaluating your new program and transferring applicable credits. There is a process in Self Service under "View Your Progress" that gives the student an opportunity to review credits applied to a current program or view a new program. \*\*Students who request a major change from a certificate or diploma program to an associate degree program will have to update placement tests through the Student Enrichment Center.

## **Code of Student Conduct**

McDowell Technical Community College strives to maintain a safe, nurturing, and orderly learning environment that supports students, faculty and staff. This includes providing a healthful and safe environment, protecting property and records, and supporting the laws of the community, state and nation. In order to maintain an appropriate learning environment, the College expects students to conduct themselves as mature, responsible adults.

The Code of Student Conduct applies throughout the academic year as well as before classes begin or after classes end for the semester, and during periods of time between actual enrollment. The Code of Student Conduct shall apply to a student's conduct even if the student withdraws from classes while a disciplinary matter is pending. When, in the judgment of College administration, the student's conduct disrupts or threatens to disrupt the College community, appropriate disciplinary action will be administered in accordance with *BP 4.5 and CP 4.5.1 Levels of Discipline and Appeal: Student*. Students have the right to due process when accused of a violation of the Code of Student Conduct. All matters related to alleged Title IX violation shall be referred to the college's Title IX Coordinator. For all matters regarding alleged discrimination and harassment, please refer to the Non-Discrimination Policy.

A student who is in possible violation of the Code of Student Conduct will be referred to the Dean of Students or designee. If the Dean of Students or designee determines the students' alleged actions are egregious and/or potentially threatening to the learning environment or to campus safety, the student may be immediately suspended for up to ten business days, pending a due process hearing or Behavioral Intervention Team review under the BIT Team Policy.

Students who have been found responsible for a violation of the Code of Student Conduct may be assigned consequences based upon the seriousness of the offense. Sanctions for violations may include but not be limited to: verbal warning, written warning, a failing grade for an assignment, examination or course, administrative withdrawal from courses or academic program, restitution for damages, probation including mandatory periodic progress reports, consequences adapted to the specific violation, suspension, or expulsion. The President shall have final approval in the suspension of a student.

Jurisdiction of the Code of Student Conduct is in effect on College premises, in online classes conducted by the College, on property owned or leased by the College and at functions sponsored by or participated in by the College regardless of the locations. Violations of any federal, state, or local laws may lead to legal actions as well as College discipline. Violations of federal, state or local laws off campus may result in disciplinary action if the student's continued presence on campus constituted a threat to the safety and order of the campus. If a student is charged with a felony that may compromise the safety and order of campus, then the College has the right to suspend the student pending the outcome of the criminal charges. If the student is convicted, then the student may be limited in class location and course delivery options, and/or recommended for suspension or expulsion.

High School students who are dually enrolled at the College are also subject to the Code of Student Conduct. Students are expected to follow the behavior guidelines for their high school as well as the College. Therefore, high school students shall conduct themselves in accordance with the Code of Student Conduct of their school system as well as those rules and regulations set forth in the College Code of Student Conduct and published annually on the College website, in the Catalog, and Student Handbook.

**Note: Refer to Individual Program handbook for potentially more stringent guidelines and policies.**

### ***Sexual Misconduct, Dating Violence, Domestic Violence and Stalking Policy***

McDowell Technical Community College provides and is committed to maintaining programs, activities, and an educational and work environment founded on civility and respect, where no one is unlawfully excluded from participation in, denied the benefits of, or subjected to discrimination in any College program or activity on the basis of sex.

Sexual Misconduct, dating violence, domestic violence, and stalking are forms of sex discrimination that may deny or limit an individual's ability to participate in or benefit from College programs or activities and thus are inconsistent with the values and standards of the College community; incompatible with the safe, healthy environment that the College community expects and deserves; and will not be tolerated.

It is the policy of the College to provide educational, preventive, and training programs regarding sexual misconduct, dating violence, domestic violence, and stalking; encourage reporting of these behaviors; take appropriate action to prevent incidents from denying or limiting an individual's ability to participate in or benefit from the College's programs; make available timely services for those who have been affected; and provide prompt and equitable methods of investigation and resolution to stop discrimination, remedy any harm, and prevent its recurrence.

The College is committed to fostering a community that promotes timely and fair resolution of sexual misconduct, dating violence, domestic violence, and stalking allegations. To that end, the College has appointed a Title IX Coordinator to oversee the investigation and resolution of such allegations and has adopted investigation and resolution procedures. Any allegation of sexual misconduct, dating violence, domestic violence, or stalking involving any member of the College community, occurring on College property, and/



or occurring off of College property (if the conduct giving rise to the allegation is related to the College's programs or activities) will be investigated by the College's Title IX Coordinator pursuant to the appropriate procedures.

The Title IX Coordinator is Breanna Wilson, Business Office and Human Resource Manager, who can be reached at 828-652-0618.

### ***Policy on Publications- Classroom use of equipment/materials/supplies***

McDowell Technical Community College strives to maintain up-to-date computers, printers, supplies and materials to be utilized by instructors and students. MTCC's equipment, including computers, printers, laboratory equipment, shop equipment, and supplies and materials are to be used for curriculum-coursework projects only. Any equipment/materials/supplies utilized by students or staff for personal use or monetary gain are prohibited.

Any work produced must have the approval of the instructor and/or administration to be displayed within any area on campus.

Any student observed not following the above regulations may be subject to suspension or dismissal from the College for the semester or longer.

### ***Dress Code Policy for Students***

The following expectations for student dress have been established and approved by the McDowell Technical Community College Administration and the McDowell Technical Community College Board of Trustees.

The following dress code shall be observed by all McDowell Technical Community College students:

1. Any clothing or accessory that is deemed offensive causing a distraction and hampering the learning environment is prohibited.
2. Clothing and accessories must be appropriate to the classroom/lab setting to provide a safe learning environment.
3. Footwear is required and must be safe and appropriate for classroom/lab activities.
4. Jewelry and accessories that are safety hazards or could be used as weapons are prohibited.

The President, Chief Academic Officer, and Deans may allow exceptions to the dress code only on special occasions, such as Student Government activities. Further dress requirements may be prescribed by the above persons for certain classes, such as physical education, vocational, and health science classes.

Violations of the dress code procedures and regulations shall result in disciplinary action as follows:

1st violation: Verbal warning by instructor. Instructor will document the offense and forward a referral to the appropriate Dean and Chief Academic Officer for the record.

2nd violation: After speaking with the student and the situation cannot be resolved, the instructor will present an official letter stating concerns and suggested actions to the appropriate Dean, the Chief Academic Officer and the President.

3rd violation: Administration will investigate the situation. Depending on the results of the investigation, the student may be subject to suspension and/or dismissal from the college for the duration of the semester or longer.

## ***Violations for which disciplinary proceedings may be initiated are as follows:***

### **Academic Dishonesty:**

Academic Dishonesty includes, but is not limited to, submitting someone else's work as one's own; using notes or other material without permission from the faculty on an exam, homework, or other assignments; receiving information from another student during an exam; obtaining a copy of an exam or questions from an exam prior to taking the exam; having someone else take one's exam and submitting it as their own, or using a commercial online learning platform to produce work and then submitting it as your own. Academic dishonesty includes any student who has someone else use an account and password for the purpose of submitting work as one's own.

**Plagiarism:** the intentional theft or unacknowledged use of another's words or ideas. Plagiarism includes, but is not limited to paraphrasing or summarizing another's words or works without proper acknowledgement; using direct quotes of material without proper acknowledgement; or purchasing or using a paper or presentation written or produced by another. If a student is uncertain about what constitutes plagiarism, he or she should discuss this with the class instructor. Submission of previously used work as an original work on subsequent assignments or in multiple courses is not acceptable unless the resubmitted work is substantially different and appropriately cited as previous work.

**Cheating:** Using Notes or other material on an exam or classwork without permission from the class instructor; receiving information from another student during an exam; obtaining a copy of an exam or questions from an exam prior to taking the exam; submitting someone else's work as one's own; submitting written work, other artistic work, or assignment that was created or generated, in whole or in part, by an artificial intelligence tool or technology, platform, or software as one's own work; or having someone take one's exam and submitting it as his/her own.

**Aiding Acts of Academic Dishonesty:** Providing information to another student with the awareness that the student intends to use it for deceptive purposes. Students are prohibited from sharing, distributing, uploading, or downloading course materials, including outlines, teaching materials, labs, videos, lectures, tests, exams, or other course material including note sharing or commercial study prep services without the permission of the instructor.

**Alcoholic Beverages:** Students may not possess or use alcoholic beverages on campus. Students may not be under the influence of alcoholic beverages on campus or at College-affiliated activities. Possession, use or distribution of any substance is prohibited, except as expressly permitted by law. Any influence which may be attributed to the use of a substance shall not in any way limit the responsibility of the individual or the consequences of their actions.

**Animals:** Students may not have an animal of any kind on campus, or at any College affiliated activities, sites or events. This includes animals left within a vehicle. Limited exceptions in cases of a certified service animal.

**Assault:** Students may not assault or threaten to assault another person for any reason whatsoever.

**Behavioral Intervention:** The College is committed to providing a safe learning and working environment. Mental or physical abuse (hazing) of any person on college premises, or at College sponsored or supervised functions; conduct which threatens or endangers the health or safety of any such persons. As such, the College utilizes a behavioral intervention team approach to assess and determine whether or not a student's behavior constitutes a potential safety risk to the individual or others. Matters that rise to the level of a potential threat will be handled by the Behavioral Intervention Team. If the potential violation of this procedure includes other behaviors or conduct that may also violate the Code of Student Conduct, the violations will also be handled through the Behavioral Intervention team assessment.

**Bullying:** Students may not intimidate or threaten with harm any other individual. Bullying is defined as “any pattern of gestures or written, electronic or verbal communications, or any physical act or any threatening communication that takes place on College premises or at any College sponsored function that: (a) places a person in actual and reasonable fear of harm to his or her person or damage to his or her property; or (b) creates or is certain to create a hostile environment by substantially interfering with or impairing a student’s educational performance, opportunities or benefits, or a College employee’s ability to perform the essential functions of their job.”

**Communicating Threats:** Students may not verbally, in writing, through a third party, or by any other means threaten to physically injure another person or that person’s child, sibling, spouse or dependent or willfully threaten to damage the property of another.

**Copyright Infringement and Peer-to-Peer File Sharing:** Students may not violate the College’s Copyright Infringement and Peer-to-Peer File Sharing Policy through the act of violating, without permission or legal authority, one or more of the exclusive rights granted to the copyright owner under section 106 of the Copyright Act (Title 17 of the United States Code). These rights include the right to reproduce or distribute a copyrighted work. In the file-sharing context, downloading or uploading substantial parts of a copyrighted work without authority constitutes an infringement.

**Damage to Property:** Students may not damage property of the College or of any other person working at or attending the College. Theft from, misuse of or damage to College property; theft of or damage to property of a member of the College community or a campus visitor, whether on College premises or at a College function. Unauthorized entry upon the property of the College, including entry after closing hours, unauthorized use of a key or entry into a restricted area is forbidden. Occupation or seizure in any manner of College property, a College facility or any portion thereof for a use inconsistent with prescribed, customary or authorized use; preventing, obstructing or substantially interfering with the use of a facility or a portion thereof by those persons to whom the space is assigned.

**Demonstration:** Participating in or conducting an assembly, demonstration or gathering in a manner which threatens or causes injury to persons or property; which interferes with free access of College facilities which is harmful, obstructive or disruptive to the educational process or institutional functions of the College or remaining at the scene of such an assembly after being asked to leave by a representative of the College.

**Disorderly Conduct:** Students may not conduct themselves in a way which will interrupt the academic mission of the College or which will disturb the peace of the College. Lewd or indecent conduct, including public physical and/or verbal actions and distribution of obscene or libelous written materials.

**Disrespect:** Students are expected to treat all College employees with respect and courtesy, particularly when and if disagreements arise.

**Disruption:** Students may not disrupt the normal activities of the College by physically or verbally interfering with instruction, meetings, traffic, or scheduled administrative functions. Intentional obstruction or disruption of teaching, research, administration, disciplinary proceedings or other College activities, including public service functions and other duly authorized activities on College premises. Setting off a fire alarm or using or tampering with any fire-safety equipment, except with reasonable belief in the need for such an alarm or equipment use.

**Drugs:** Students may not possess, use, or be under the influence of any narcotic or illegal drugs on campus or at any College-affiliated activities or event. Possession, use or distribution of any substance is prohibited, except as expressly permitted by law. Any influence which may be attributed to the use of a substance shall not in any way limit the responsibility of the individual or the consequences of their actions. This is in violation of the laws of the state of North Carolina of the United States.

**Failure to Comply:** Students must comply with the directives of College officials or law enforcement officers during the performance of their duties. Students must identify themselves to these persons when requested to do so. Failure to respond to notifications of conduct charges is also prohibited.

**False information:** Students may not present to the College or its employees false information; neither may they knowingly withhold information which may have an effect on their enrollment or their status in the institution and which is properly and legally requested by the College. Willfully representing the College or a student organization without the group's permission or representing improperly the identity of any other member of the campus community. Forgery, alteration or misuse of College documents, records or instruments of identification with intent to deceive.

**Gambling:** Students may not gamble on campus or at any College affiliated activities or events.

**Internet and Campus Network Acceptable Use:** The College has an extensive policy for appropriate use of the Internet. Users of the College computers acknowledge the policy whenever they sign on. Students may not use the College's access to the Internet for access to sexually explicit material or for downloading music. Email accounts are provided for student use; however, no right of privacy exists for use of email. Students may not share their account and password nor may they access another student's account.

**Possession of Weapons:** Students may not have a weapon of any kind, including a knife, stun gun, or any firearm in their possession on campus or at any College-affiliated activities or events except handguns as allowed by NC GS §14-269.2(k). Handguns are permitted under these circumstances:

- The person has a concealed handgun permit that is lawfully issued.
- The handgun is in a closed compartment or container within the person's locked vehicle.
- The handgun is in a locked container securely affixed to the person's vehicle.
- A person may unlock the vehicle to enter or exit the vehicle provided the handgun remains in the closed compartment at all times.
- The vehicle is locked immediately following the entrance or exit.

Law enforcement officers are exempt from this prohibition.

**Public Laws:** Violations of any federal, state or local laws occurring while on campus may lead to legal actions as well as College discipline. Violations of federal, state or local laws occurring off campus may result in disciplinary action if the student's continued presence on campus constitutes a threat to the safety and order of the campus.

**Retaliation:** Retaliation against any person submitting a report of possible violation(s) of the Code of Student Conduct against another person is strictly prohibited. Retaliation includes, but is not limited to, any form of intimidation, punitive actions from authority figures or peers, reprisal (acts of vengeance) or harassment. Retaliation is a serious violation and should be reported immediately. The College will take appropriate disciplinary action against students found to have retaliated against another.

**Skate Boards, Hoverboards, and Roller Skates:** Skate boards, hoverboards, and roller skates are not permitted to be used on campus outside College sanctioned events

**Theft:** Students may not steal the property of another individual or of the College. Students who are caught stealing will be required to make restitution and may be eligible for civil or criminal prosecution as well as College discipline.

**Threats:** Students may not engage in any behavior that constitutes a clear and present danger to the physical and/or emotional well-being of the student and/or other students, faculty and staff.

**Trespass:** Students are trespassing if in an unauthorized area of the College campus or remain on the College campus after having been directed to leave by a College official.

**Vaping, E-cigarettes and Tobacco:** Students may not use vaporizing devices, use e-cigarettes, or tobacco of any form, on campus or at any College-affiliated activity, sites, or events (*BP 1.8 and CP 1.8.1 Tobacco Free Facilities*)

**Unauthorized Access to Records:** Students may not access, view, copy or change official college records without official authorization. (*BP 4.16 and CP 4.16.1 Student Records and Confidentiality*)

**Use of Social Media:** Students should obey their social media platforms terms' of use. Students may not make, or cause to be made, communications (including electronically or through social media) to another person in any manner likely to seriously annoy or cause alarm. Social media may not be used to breach privacy, discriminate or harass. Students may not make, transmit, or attempt to transmit audio or video of any person(s) on College property where there is an explicit expectation of privacy. Any posts or tweets deemed inappropriate on a MTCC social web site or blog will be deleted immediately and may result in having access to the site blocked permanently. (*BP 1.18 and CP 1.18.1 Social Media Guidelines and Procedures*)

**Violations of Expected Classroom or Learning Environment Behaviors:** May include, but not limited to, being disobedient, disrespectful, disruptive to the classroom or learning environment, or not abiding by professional conduct standards.

### ***Levels of Discipline and Appeal***

(*BP 4.5 and CP 4.5.1 Levels of Discipline and Appeal: Student*)

The following disciplinary actions are authorized for use by faculty and administrators of the College:

1. Oral warning
2. Written warning
3. Restriction, in writing, specifying the deprivation of privilege or other terms of restriction
4. Disciplinary probation, the conditions of which are expressed in writing, with an acknowledgement of notice signed by the individual placed on probation.
5. Oral suspension and immediate exclusion from specific institutional facilities or from all institutional facilities shall not exceed three school days unless superseded by suspension with written notice stating cause.
6. Suspension with written notice stating cause and specifying any conditions or terms of the suspension. Suspension with written notice shall be exercised only by the President, or in his absence, by his designated representative. The length of suspension will be identified in any written notice provided to the student.

Expulsion or dismissal for cause. This disciplinary action shall be taken only with approval of the Board of Trustees by formal resolution of motion adopted. Prior thereto, the individual shall be in a status of suspension with written notice stating cause. The Board of Trustees shall notify the individual, who shall be offered a full and fair hearing before the Board of Trustees or an impartial panel constituting a quorum of the Board, and shall have the right to be represented by counsel for defense, to bring witnesses for his defense, to confront, examine and cross-examine the witnesses against him, and to be provided at least five days before such hearing with a detailed statement of the charges against him and copies of document which may be presented as evidence against him. A record of hearing proceedings shall be kept.

### **Course Substitutions**



Students may be allowed to substitute one course for another to meet graduation requirements. The substituted course must contribute to the goals of the degree program equally as well as the original course. Students must obtain approval from the instructor, advisor, Dean of Business, Arts and Sciences or Dean of Career and Technical Education and the Vice President of Academics to gain approval. A Course Substitution Form may be obtained in the Student Services Office.

### **Credit by Examination**

A student may pass a specially prepared exam and receive credit for a course without having to do the normal course work. The student must enroll in the course and present evidence of his or her knowledge of the subject matter to the instructor prior to requesting credit by exam. The student must then present a Credit by Examination Request Form to the instructor to begin the process. This form may be picked up in the Student Services Office.

If a student sufficiently passes the exam, he or she will receive a grade of "CR" which will be recorded on the transcript. The hours will be counted toward graduation but will not be used in the calculation of GPA.

A student may earn up to 20% of course requirements for any curriculum program through credit by examination.

### **Distance Learning**

Teaching & learning across geographical distance through Open LMS (Learning Management System). For general information about Distance Learning courses at MTCC, please visit MTCC's Website at <http://www.mcdowelltech.edu/>.

### **Distance Learning Orientation**

An Orientation for online classes is provided and is recommended for new online students. The orientation will provide useful information, resources, and tutorials that can help a student succeed in distance learning courses. By completing the orientation prior to taking an online course, a student will be better prepared and ready to concentrate on the course content, rather than logistics and software issues. Distance Learning Orientation is offered the first day of classes for each semester located on the main campus and it is offered online (go to MTCC's website and click on the Open LMS icon).

### **Distance Learning Attendance**

Distance Education courses have the same learning objectives as traditional seated classes. Students must complete examinations, assignments, homework and class participation, just as in a traditional class. Students must communicate with instructors on a regular basis. A student must complete at least one activity each week that documents attendance and log into an online course at least twice a week. If a student fails to participate in an activity for two consecutive weeks, the student will be withdrawn from the class with the last date of attendance equal to the last documented activity.

### **Open LMS Login**

Many of the Distance Education classes at MTCC are offered through Open LMS. "Online" Open LMS classes are available the first day of the semester. First-time online students must complete Open LMS Orientation before entering their course (see Distance Learning Orientation).

### **Open LMS Login Steps**

On the Internet, go to <https://mcdowelltech.mrooms.net> or click the Open LMS Icon on MTCC's home page ([www.mcdowelltech.edu](http://www.mcdowelltech.edu)).

1. Click the Open LMS Icon on MTCC's home page ([www.mcdowelltech.edu](http://www.mcdowelltech.edu)). (It is located in the upper right corner of the page.)
2. Type in your User ID login information (see instructions below).
3. Type in your password (see instructions below).

User Login: follow these steps:

User ID: First Letter of First Name, First Letter of Middle Name, then Last Name and the last two digits of your Student ID.

Password – Sent to your MTCC Gmail account.

Example:

Jane Mary Donovan | Student ID 123456

Username: jmdonovan56

Password: Sent to your MTCC Gmail Account

If you are unable to log-in to your online course, please contact Distance Learning.

Email: [jeweler25@go.mcdowelltech.edu](mailto:jeweler25@go.mcdowelltech.edu)

Phone: 828-652-0651

### **E-Mail (Gmail account)**

MTCC provides all registered students with a Gmail account. This Gmail account is to be used when performing any MTCC correspondence through email. Students are responsible for receiving, reading, responding to, and complying with official email communications sent by the College. Because information may be time-sensitive, students are encouraged to check their email regularly (daily, several times weekly) throughout the semester. Students may opt to redirect their college Gmail account to another personal email account. The College is not responsible for email that is not delivered to a forwarded address or for spam filters that may block email messages. The student's failure to receive or read email communications does not constitute an excuse for missing College communications or meeting College deadlines.

To set up your Gmail account, go to MTCC's home page ([www.mcdowelltech.edu](http://www.mcdowelltech.edu))

1. Click on the Gmail Icon. Follow the instructions to set up your account using the following steps:
2. User ID will be: First Letter of First Name, First Letter of Middle Name, then Last Name and the last two digits of your Student ID followed by [@go.mcdowelltech.edu](mailto:@go.mcdowelltech.edu)

3. Password - This is your student ID, adding preceding zeros until you have 8 digits

Example:

Jane Mary Donavan | Student ID 123456

Username: jmdonavan56@go.mcdowelltech.edu

Password: 00123456

## Final Grade Reports

Final grade reports may be accessed through Self Service by the student. If a student has any outstanding debt to the college, the grade report will be held until the debt is resolved.

## Grading System

MTCC is on a semester system. Grades will be issued at the conclusion of each semester based on the following system:

Grade Numerical Range			Significance
A	90-100	Excellent	4 Quality Points
B	80-89	Above Average	3 Quality Points
C	70-79	Average	2 Quality Points
D*	60-69	Below Average	1 Quality Point
F	Below 59	Failure	0 Quality Points (punitive)
W	Withdrawal		0 Quality Points (non-punitive)
I	Incomplete		Treated as "F" until removed
IE	Incomplete Emergency		Treated as "F" until removed
AU	Audit		No effect on grade point average
CR	Credit by Exam		No effect on grade point average
NS	No Show (never attended class)		No effect on grade point average
P	Pass Developmental		No effect on grade point average
P1	Pass Developmental-Tier 1		No effect on grade point average
P2	Pass Developmental-Tier 2		No effect on grade point average
P3	Pass Developmental-Tier 3		No effect on grade point average
R**	Repeat Developmental		No effect on grade point average

\* \*The above numerical grade does not apply to the Cosmetology and Esthetics Programs. Please see individual program handbooks for program requirements.

\*\* An 80 or above is required for the HIT, Nurse Aide, Practical Nurse, ADN programs and all developmental courses.



## **Graduation Requirements**

It is the responsibility of each student to know and to meet the graduation requirements of the College in her/his particular program of study and to maintain the minimum required grade average. Counselors and faculty advisors are available to work with individual students, but the final responsibility for meeting graduation requirements lies with the student. The following list constitutes the minimum requirements for graduation:

To keep things simple, there are only a few tips to remember:

- McDowell Tech confers degrees three times a year: December (Fall), May (Spring), and August (Summer). Degrees can only be conferred once a student applies to graduate.
- Students should apply to graduate one semester "prior" to graduation. Graduation applications can be submitted in your Self-Service portal.
- The graduation ceremony is held in May. If you are taking summer classes and want to participate, as long as you are within 10 hours or one semester of completing degree, you may participate.
- There are additional costs for the cap, gown, tassel, and honor cords.

## **Incompletes**

The grade "I," incomplete, may be assigned when a student is unable to complete a course by the end of the semester. The student must present valid reasons why the course cannot be completed and obtain the instructor's approval to receive an incomplete grade. This grade will be replaced with the grade earned when the work to be completed is satisfactorily accomplished prior to the first day of class in the following semester. If the incomplete course is a pre-requisite to a course the student is registered for in the following semester, and if the student is unable to complete the requirements to satisfy the incomplete grade, then the student will be withdrawn from the subsequent course. An incomplete grade is treated as a failing grade in GPA computation after the first day of the subsequent semester when the work has not been completed. The faculty member of the course will complete a Change of Grade Form to document that the incomplete has, in fact, been satisfied.

Only under extenuating circumstances may the Chief Academic Officer extend the deadline for the completion of an incomplete grade. In such a rare case, the student, faculty and Chief Academic Officer will sign a memorandum of understanding outlining the parameters of the extension.

## **Maximum Course Load**

Students are encouraged not to enroll in more courses than they can successfully complete. Students enrolling for 19 credit hours up to 22 maximum credit hours must have special permission from the faculty advisor and Chief Academic Officer and have a GPA of 3.00 or higher.

## **Registration**

MTCC operates on the semester system (Fall, Spring, and Summer). All students are expected to register during the time set aside for that purpose. MTCC offers Pre-Registration dates to give students more time and flexibility to register and meet with their advisors as well as offering a one-time Late Registration Day. These dates are listed in the MTCC Catalog, the Schedule of Classes, and the MTCC website.

Students may not register for a semester until they have met with their advisor and paid any deferred or past due charges owed to the College. These fees are paid through the Business Office. Students are responsible for obtaining registration clearance each semester before they are permitted to register for classes.

\*Note: A student may not register for classes until **all** outstanding fees are paid to the College. These include library fees, parking fees, childcare fees, returned checks and past due tuition/fees.

## **Repeating Courses**

A course may be repeated for credit for the purposes of obtaining certification hours, gaining additional knowledge, improving a grade or for the purposes of auditing a class. A student may receive credit hours toward graduation only once for a course. In the case of a course which has been repeated, only the quality points and hours earned in the most recent enrollment will be used in the calculation of GPA. However, all grades will be shown on the transcript during the semester in which the course was taken.

Students may receive financial aid one additional time for a repeated course that was previously passed if the student is attempting to better that grade. Students may also receive financial aid for a repeated course in which they previously received a grade of "F," regardless of the number of prior attempts, as long as they are maintaining satisfactory academic progress per financial aid guidelines. Veteran's benefits may not be received by students repeating a course unless it is to achieve the minimum grade required for graduation.

## **Schedule Changes**

Students may change their academic schedules during the prescribed Add/Drop period without scholastic penalty. Courses dropped after the 10% point in the semester are not subject to a refund. Courses dropped after the 10% point will be marked with a "W" (withdrawal). Students may not drop a course after the 75% point.

### **Procedures for Schedule Changes**

These steps must be followed before schedule changes are official:

1. The student picks up a Add/Drop Withdrawal Form from the Student Services Office.
2. Students must obtain approval and a signature from the appropriate instructor.
3. Student must speak to appropriate success coach for assistance and final approval.
4. Students are responsible for taking the Add/Drop Withdrawal Form back to the Registrars Office.

### **OR**

During the drop/add period:

1. Student logs in to Self Service account.
2. Click "Plan Your Degree and Register for Classes," "Schedule."
3. Check "Drop" box next to course.

**\*If student is dropping all classes, an Add/Drop Withdrawal Form must be submitted to the Registrar's Office.**

### **Standards of Progress**

Students are expected to make progress toward graduation. Since a 2.00 cumulative GPA is required for graduation, the acceptable grade point averages which students are expected to maintain vary with the number of hours which they have accumulated.

#### **ASSOCIATE DEGREE PROGRAMS**

Cumulative Semester Hours	Minimum Grade Point Average
0 - 10	1.00
11 - 20	1.25
21 - 30	1.50
31 - 40	1.75
41 - 50	1.90
51 - Completion	2.00

#### **VOCATIONAL DIPLOMA PROGRAMS**

Cumulative Semester Hours	Minimum Grade Point Average
0 - 10	1.00
11 - 20	1.35
21 - 30	1.75
31 - Completion	2.00

**\*\***There are additional regulations for Nursing, HIT, BLET and other specific curriculums. Check with the Student Services Office, the Nursing Department, or your advisor for these regulations. Also, see Graduation Requirements in the MTCC Catalog.

## **Student Classification**

\*Full-Time Student: A student enrolled for 12 or more credit hours.

\*Part-Time Student: A student enrolled for less than 12 credit hours.

Freshman: A student with fewer than 32 semester hours of credit.

Sophomore: A student with 32 or more semester hours of credit.

Since the summer semester is an abbreviated term, 9 or more credit hours are considered full-time during the summer; less than 9 hours is considered part-time. \*For financial aid purposes, a student must be enrolled for 12 semester hours of credit during any semester for which he/she wishes to be considered full-time, including the summer semester.

## **Student Grievance Procedures**

A formal complaint may be filed any time by students who believe that a personal right has been violated. The following procedure is established to provide prompt and equitable resolution as they relate to claims of discrimination based on age, sex, (including sexual harassment) religion, race, color, national/ethnic origin, disability or political affiliation, or have been excluded from participation in, been denied admission to or the benefits of, or been subjected to discrimination in his/her education program. (Because of the private and sensitive nature of certain incidents, an aggrieved student may choose a third party mediator to help resolve complaints on an informal basis.)

The following outlines the grievance procedure:

1. Students with concerns should first discuss their problem with the faculty or staff member(s) who are involved. (A third party may be present.) All parties should attempt to resolve the issue in discussion.
2. If the issue is not resolved, the student must talk with the faculty/staff member's immediate supervisor within ten working days, who will attempt to resolve the complaint.
3. In the event that the grievance cannot be resolved within the department, students should submit a written grievance to the Chief Academic Officer within thirty working days after completion of step 2. The complaint should specify the time, place, and nature of the incident that resulted in the complaint. (Forms are available in the Student Services Office and on the MTCC website [www.mcdowelltech.edu](http://www.mcdowelltech.edu))
4. Copies of the complaint will be forwarded to the appropriate administrator of the area involved.
5. Within ten working days, the Chief Academic Officer will contact all parties involved (including third parties) and request a meeting.
6. If the situation cannot be resolved during the meeting in Step 5, the Chief Academic Officer will establish the Grievance Committee within twenty working days. The student or employee may have persons appear on his/her behalf provided that a list of names is given to the Chairperson of the Grievance Committee five school days prior to the meeting. (The Committee with guidance from

the Chair [who will receive appropriate training for the procedure] will investigate and evaluate all information provided. A period of ten days is allowed for this process.) The student or employee portion of the Grievance Committee meeting shall be taped to ensure that a full and accurate record of the information presented is available to the student or employee and committee members and to facilitate the writing of the minutes of the meeting. Copies of the tape may be made for the student at cost. The discussion following the student part of the meeting is considered a closed session. For a list of who the Grievance Committee consists of and the remaining steps of the grievance procedure, please refer to the MTCC Catalog.

## **Suspension/Expulsion from College**

Expulsion, suspension from the College or a lesser sanction may result from the commission of any of the following offenses:

1. Academic Dishonesty (Plagiarism) - Students will not give or receive help during tests; will not submit papers or reports (that are supposed to be original work) which are not entirely their own; and will not cite source materials improperly. Sanctions will include receipt of a failing grade in applicable coursework and disciplinary probation for a first offense. The instructor of the course in which the infraction occurred, or the Associate Dean of Business, Arts and Sciences or the Associate Dean of Career and Technical Education will deal with this offense.
2. Willfully representing the College or a student organization without that group's permission or representing improperly the identity of any other individual member of the campus community.
3. Violation of the terms of disciplinary probation or of any College regulation during the period of probation.
4. Lewd or indecent conduct, including public physical and/or verbal actions and distribution of obscene or libelous written materials.
5. Possession, distribution or use of alcoholic beverages/controlled substances or being in a state of intoxication on the College campus or during a College-sponsored activity.
6. Possession, use or distribution of any narcotic drugs, amphetamines, barbiturates or similar agents except as expressly permitted by law. ("Narcotic" and "dangerous drugs" are as defined by agencies of the State of North Carolina and/or the United States Government.) Any influence which may be attributed to the use of drugs or alcoholic beverages shall not in any way limit the responsibility of the individual for the consequences of his/her actions.
7. Gambling on the College campus.
8. Theft from, misuse of or damage to College property; theft of or damage to property of a member of the College community or a campus visitor, whether on College premises or at a College function. Unauthorized entry upon the property of the College, including entry after closing hours, unauthorized use of a key or entry into a restricted area, is forbidden.
9. Mental or physical abuse (hazing) of any person on College premises, or at College sponsored or supervised functions; conduct which threatens or endangers the health or safety of any such persons.
10. Forgery, alteration or misuse of College documents, records or instruments of identification with

intent to deceive.

11. Intentional obstruction or disruption of teaching, research, administration, disciplinary proceedings or other College activities, including public service functions and other duly authorized activities on College premises.
12. Occupation or seizure in any manner of College property, a College facility or any portion thereof for a use inconsistent with prescribed, customary or authorized use; preventing, obstructing or substantially interfering with the use of a facility or a portion thereof by those persons to whom the space is assigned.
13. Participating in or conducting an assembly, demonstration or gathering in a manner which threatens or causes injury to persons or property; which interferes with free access of College facilities; which is harmful, obstructive or disruptive to the educational process or institutional functions of the College; or remaining at the scene of such an assembly after being asked to leave by a representative of Student Services, the Business Office, Educational Programs Office, or the President's Office.
14. Possession or use of a firearm, incendiary device or explosive, except in connection with a College approved activity. This also includes unauthorized use of any instrument designed to inflict serious bodily injury to any person.
15. Setting off a fire alarm or using or tampering with any fire-safety equipment, except with reasonable belief in the need for such alarm or equipment.
16. Failure to comply with instructions of College officials acting in performance of their duties.
17. McDowell Technical Community College is a tobacco-free campus. Students who violate this policy will receive a verbal warning by College staff for the first offense. Continual use of tobacco products will be considered a violation of this policy and appropriate disciplinary action will be taken.
18. The presence of animals on campus is forbidden, except in the case of certified service animals.
19. Violation of a local, state or federal criminal law on College premises which adversely affects the College community's pursuit of its proper educational purposes.

### **Post-Secondary Education Complaints: Student Complaint Process**

In compliance with state regulations and the rules promulgated by the U.S. Department of Education, the University of North Carolina is committed to implementing a student complaint process that is fair, timely, and effective. This policy establishes a process by which students can initiate complaints against a post-secondary institution offering programs in the State of North Carolina when all other forums at the institutional level have been exhausted. The University of North Carolina System Office, serving as the clearinghouse for complaints concerning post-secondary institutions that are authorized to operate in North Carolina, will act upon those complaints within its purview and forward all other complaints to the appropriate agency.

If you have questions about this process, please email student complaints to <https://studentcomplaints.northcarolina.edu>.

### **Self Service Login**

Self Service is a program used by MTCC in order for students and faculty to have the same information available to them. Students will use Self Service to register for classes, make payments online, look at grades, look at transcripts, etc. Students may log in to Self Service using the following steps:

1. On MTCC's home page ([www.mcdowelltech.edu](http://www.mcdowelltech.edu)), click on Self Service.
2. Click **Log In**
3. Type in your User ID/Password (\*see not below).
4. Click **Submit**

\*Initial User ID/Password: your initial User ID/Password can be found in your MTCC acceptance letter or in the Financial Aid welcome letter. The initial User ID is made of of the first initial, middle initial, last name and 2 digits of student ID. The initial Password is made up of Student ID with preceding zeros until you have 8 digits.

Example of initial login information: Jane Mary Donovan/ id #123456

User ID=jmdonavan56

Password=00123456

Initial Login Process: Once you have logged in with the above initial login information, you will be prompted to make up a new password which consists of 6 to 8 digits, letters/numbers only. It is highly recommended that you key in a hint to remind you what your newly created password is.

If you misplace your information, please go to the Self Service site, click on "Forgot Your Username or Password?"

For other questions, consult the Self Service Instructions pamphlet mailed with the MTCC acceptance letter, go to the ARC for assistance, or call Aprille Bailey at 828-652-0629 or [awbailey29@go.mcdowelltech.edu](mailto:awbailey29@go.mcdowelltech.edu) .

## Self Service Problem Solving

URL Address [ss-prod.mcdowelltech.edu/Student/Account/Login](https://ss-prod.mcdowelltech.edu/Student/Account/Login)

- above URL is case sensitive
- browser may cause issues: suggest using Chrome, Firefox, Safari
- may use the Self Service Icon found on our website ([www.mcdowelltech.edu](http://www.mcdowelltech.edu))

### Password / Login

- forgot password; create a new one using "Forgot your user name or password?" under Self Service login menu
- If you attempt to login too many times and get locked out, wait 30 minutes and try again.
- If you are unable to login, please contact Student Services at 828-652-0622 or 828-659-0444.

### Registration

- To register for classes, make an appointment with your advisor. You will not be able to register without your advisor's approval.
- Click **Student Planning, Go to Plan & Schedule**, and then **Schedule**. Search for available sections of approved courses. Add section and click **Register**.



## Error Messages

- You are not eligible for registration: No Active Program, you need to update application with Student Services.
- Please contact Admissions to Register: Student does not pass the eligibility rules setup for this registration. The Advisor did not give permission for you to register so you will need to call your Advisor for approval.
- You may not drop all your classes using this process. If your intention is to withdraw from the institution, then you must contact the Registrar's office: registrar@go.mcdowelltech.edu
- The following prerequisite for course (ex: HUM-122) is not started: contact your advisor.
- Cannot complete transaction. See Business Office: You must call the Business Office @ 828-652-0696 regarding a hold on your account.
- Section (ex: HUM-122) is "Closed" Enrollment not allowed: The class closed and contact your Advisor to be put on WaitList.

## Withdrawing from a Class or the College

A student may withdraw prior to the 75% point of the semester without scholastic penalty. This procedure, if followed, will entitle the student to have his permanent record show the notation "W" (withdrawn). This notation indicates good standing and the privilege of readmission but may affect financial aid. No withdrawals are allowed after the 75% point.

### **STUDENTS ARE ENCOURAGED TO INITIATE AND FOLLOW THROUGH WITH OFFICIAL WITHDRAWAL PROCEDURES.**

To officially withdraw from the College or from a course, the student must follow these procedures. If the circumstances surrounding the withdrawal process do not allow the student to complete the withdrawal steps, the Student Services office will perform the withdrawal procedure for the student upon request.

1. The student reports to the Student Services Office to obtain a Withdrawal form.
2. The student must get a signature and last date of attendance from each of his/her instructors.
3. The student must take the Withdrawal form back to the Student Services Office to be acknowledged and recorded. If the circumstances surrounding the withdrawal process do not allow the student to do the above, the Student Services Office will perform the withdrawal procedure for the student upon request.





# Services to Students

## Academic Resource Center (ARC) Lab

The Academic Resource Center (ARC) Lab serves as a common computer lab for all students. It provides students free access to computers and the Internet in order to fulfill technological requirements in their courses at MTCC. Students may bring their own laptops to the ARC where they can find power outlets and access to wireless Internet.

The ARC Lab also provides free tutoring by instructors in math and other college subjects during specified times each semester. Students do not need to set up an appointment to receive this free tutoring, but they do need to check on the times of availability each semester. Other resources available to students in the ARC include math DVDs, textbook software, and remedial software that can enhance student learning.

The ARC is located in Building 11 (Cedar) in the Smith Academic Resource Center.

## Virtual Bookstore

Our virtual bookstore is now open for financial aid recipients. To use your financial aid, choose "VOUCHER" as your payment method and enter your student ID! Click on the link at the following URL link to order your books. Pell funds may be used to cover shipping costs, as well as the cost of books themselves.

<https://bncvirtual.com/mcdowelltech>

Students who need assistance or have questions may contact Woods in the bookstore, located in Building 14. She may also be reached by phone or email:

828-659-0442

[bookstore@go.mcdowelltech.edu](mailto:bookstore@go.mcdowelltech.edu)

## Bookstore Hours

The Campus Bookstore is open Monday through Thursday, 9:00 am - 5:00 pm and Friday, 9:00 am - 2:00 pm. (The bookstore is closed on Fridays during the summer semester.)

Materials and supplies may also be purchased during these hours.

## Buy Back Information

Students may use the following link to sell books online. Shipping is free and a printable label is provided. Students will receive a check for any books they sell approximately 3 weeks after shipping.

[www.nebook.com/virtualseedback](http://www.nebook.com/virtualseedback)

## Career Planning and Development

Educational objectives generally are pursued by students for the purpose of preparing themselves for the world of work or for job mobility. The function of all personnel involved in the educational process is to provide ways and means to assist the student in career planning and individual development. Please contact the Student Enrichment Center for career assessments and exploration.

## **Child Development Center**

The McDowell Technical Community College Child Development Center is a 5-star center providing quality care for children 6 weeks to 5 years of age. We provide care during the day with full-time or part-time slots to students, MTCC/MEC/MAI faculty & staff and the community. The center also houses a Pre-K classroom which is led by a NC certified licensed teacher. The Pre-K classroom hours are 8:30-2:30 during the school year and is free to qualifying families. A wrap-around service (2:30-5:30) is available for children enrolled in the Pre-K classroom. The Child Development Center is open from 7:30 am to 5:30 pm Monday through Friday. Financial assistance is available to qualifying applicants. For additional information, fee schedules and application materials, please contact the MTCC Child Development Center at 828-652-0637.

## **Computer Labs**

Open labs, available to all students, are located in the Smith Academic Resource Center and in the ARC Lab in the Cedar building. The computers have Internet access and students can print from the computers.

## **Disability Provisions**

It is the responsibility of the student to make their disability known and to request academic adjustments or modifications each semester. The Disabilities Coordinator advises and assists in securing academic adjustments, support services and other provisions for qualified students with disabilities. Requests for modifications, adjustments or accommodations should be made and submitted to the Disability Services Coordinator (828-659-0489). Students will be asked to provide documentation to justify need of accommodations.

## **Food Services**

A short-order café is located in the Student Commons. The café serves lunch Monday through Thursday during the fall and spring semesters. The café may be closed on certain occasions when the college is holding special events in the Student Commons or when class is not in session. Snacks and soft drinks may also be purchased from vending machines in the Student Commons and in other buildings on campus.

## **Health Services**

The College does not have a health clinic to provide hospitalization or emergency services. The physical location of the College campus is easily accessible to hospital facilities in both Marion and Morganton. In the event of an emergency, EMS ambulances are available on a 24-hour schedule; phone 911. First-aid supplies are available in all shop areas and in each campus building. Any student enrolling in the College may complete a student medical (health) data form. This information may be used for the purpose of referral in the event of an emergency and to notify appropriate personnel of conditions which may affect the student's enrollment in a particular program.

## **Job Placement**

The College offers job placement assistance through the Student Enrichment Center and NC Works (formerly JobLink). A job placement counselor is available for the purposes of referral to NC Works and for various job requests from the student and from community employers. Although employment cannot be guaranteed by MTCC, every effort is made to notify students of job opportunities and assist them in securing positions of employment. NC Works provides resume preparation, counseling, Career Readiness Certification training and assists students in securing employment. Up-to-date job openings are posted and available on-line through resources provided at NC Works. Short-term employability skills classes are available to those seeking employment. Students interested in full or part-time jobs are asked to complete a NC Works Customer Profile and have a conference with NC Works staff. Students are also encouraged to utilize the services of the NC Works located on Baldwin Avenue in Marion, NC for job placement assistance. Call 828-659-6001 for more information.

## **Smith Academic Resource Center**

A wide range of library resources is available to support the curriculum programs of the College including books, audiovisual materials, online databases, computers, and more. A complete list of services available is in the MTCC Catalog. A library account is needed by all patrons who want to use the computers in the library or to check out library materials. The Smith Academic Resource Center can be accessed online through the MTCC website ([www.mcdowelltech.edu](http://www.mcdowelltech.edu)) then by clicking on the "Library" tab under Campus Life.

Library staff members are available to help students and faculty as well as members of the community with library needs.

## **New Student Orientation**

At the beginning of each semester, new students must attend New Student Orientation (NSO) either online or face-to-face. Orientation helps acquaint students with basic ideas, procedures, student supports and learning resources, academic areas, administrative personnel and services of the college.

NSO is mandatory and students who do not attend face-to-face or online will receive a hold on their account, which will prevent future registration. Online NSO can be accessed online through the MTCC website. For additional questions, please email.

## **Placement Tests**

In order to guarantee high program standards and student success, it is important that the academic abilities of students be equal to program entrance requirements. The "open door" policy allows all students the opportunity to obtain higher education; however, program entrance requirements must be met. Each new student is required to take a placement test prior to enrolling in a curriculum at MTCC (unless the student has other qualifying assessments). These tests are administered in the Student Enrichment Center. Testing assures that students will be enrolled in classes appropriate to academic abilities. Student Enrichment Center staff will advise each student according to the results of his/her placement test. Students are recommended to take the test one to two semesters prior to enrollment to provide time to address any academic deficiencies and, prior to testing, to review sample questions and information on the MTCC website [www.mcdowelltech.edu](http://www.mcdowelltech.edu). A more detailed list of the Placement Tests and Testing Rules is found in the MTCC Catalog.

## **Printing**

Printing from computers is available in the Smith Academic Resource Center and the ARC Lab.

## **Security**

The Security Office is located just inside the front entrance of the Cedar Administration Building. Security officers are available to serve you in whatever security situation that arises. They can be reached at 828-442-1084 or 828-652-0673.

## **Student Enrichment Center**

The Student Enrichment Center (SEC) provides a variety of testing and student support services. These include placement testing, career assessments and personality inventories to explore student interests and aptitudes, career counseling services, tutorial assistance services, and job placement in coordination with NC Works (formerly JobLink). All Student Enrichment Center services are free to the MTCC student.

The Student Enrichment Center operates the MTCC Student Tutorial Program. Students interested in participating in the program as a tutor or those desiring tutorial assistance should contact the Center for further details. Tutor.com is also available to students. Tutor.com can be accessed through OpenLMS.

## **Tutoring**

Faculty members are available in the Academic Resource Center (ARC) (between the Library and the Student Enrichment Center in Building 11) for free tutoring in their subject areas. Students do not need to make an appointment to meet with one of these tutors. The tutoring schedule is posted in the ARC each semester.

Also, peer tutoring is available through the Student Enrichment Center. Students may go to the Student Enrichment Center for applications to receive tutoring or to be a peer tutor.

# Student Activities

## **Student Government Association**

On February 5, 1981, the Board of Trustees of McDowell Technical Community College approved granting the existing Student Advisory Council full status as a Student Government Association. The duties and responsibilities of the SGA are to serve in an advisory capacity to the President, Administration and Faculty on matters pertaining to student interest and welfare. Participation in SGA is an important way for students to have input into decision-making at the college. The MTCC Student Government Association actively participates in and supports the state student government organization known as N4CSGA. The academic, educational, career and social needs and concerns of the students at MTCC are addressed and given due consideration through this association both at the local level and state level. The president of the SGA serves as an ex-officio member of the Board of Trustees of MTCC.

Any curriculum student who is attending at least half-time and has at least a 2.5 GPA is eligible to be a voting member of the SGA. Non-SGA members who wish to have input into college decisions or address issues which are of concern to themselves or others should contact an SGA member or the SGA Advisor to express those concerns. To request a time to speak before members of the Student Government Association, a student should contact the SGA advisor or an SGA officer to schedule time on the SGA meeting agenda. The SGA advisor can provide additional information about how to become an SGA member, more complete information about SGA activities, or a list of SGA members and officers. The staff member who is designated as SGA advisor acts only to guide and represent staff and administrative viewpoints.

The Student Government Association sponsors various events, including Spring Fling and Fall Festival. All curriculum students are invited to participate free of charge; these activities are paid for through student activity fees at the beginning of each semester. Students may bring a guest to these events for a nominal charge. This charge covers food for the event.

Occasionally, the Student Government Association will sponsor dances or other events. Announcements of these events will be posted or presented in class. A nominal fee may be charged for guests at these events. Students who wish to form a new club or organization on campus must seek official recognition through the Student Government Association.

## **Phi Theta Kappa National Honor Society-Beta Zeta Lambda Chapter**

A chapter of the Phi Theta Kappa Honor Society was organized at McDowell Tech in 1998. The purpose of Phi Theta Kappa is to recognize and encourage scholarship among associate degree students. To achieve this purpose, Phi Theta Kappa provides opportunities for the development of leadership and service, for an intellectual climate to exchange ideas and ideals, for lively fellowship for scholars, and for stimulation of interest in continuing academic excellence. The Society is recognized by the American Association of Community Colleges as the official general honor society for two-year colleges.

Once yearly, the Beta Zeta Lambda chapter may extend an invitation to MTCC students who have been recommended by their advisors and have completed at least 12 credit hours of course work required for an associate degree and who have a GPA of 3.5 or higher.

## **National Technical Honor Society**

McDowell Technical Community College faculty and staff organized a chapter of the National Technical Honor Society during the 2000-2001 academic year. NTHS, as it is abbreviated, began in 1984 to reward excellence in workforce education. It is an internationally recognized and proven program with over 1,500 member schools and colleges. Student membership in NTHS is available to those who seek to uphold critical workplace

values and high levels of achievement. Once yearly, NTHS may extend an invitation to MTCC students who have completed at least 9 credit hours of course work required for their program of study, have achieved a GPA of at least 3.25, and have been recommended by their faculty advisor.

### **Student Publications**

McDowell Technical Community College recognizes the value of providing opportunities for students and faculty to engage in journalistic endeavors. Under the auspices of the MTCC administration and Student Government Association, manuals, newspapers and other periodicals may be published as sufficient student interest develops.

### **Academic Excellence Award**

McDowell Technical Community College participates with the North Carolina Community College System in selecting an Academic Excellence Award recipient. Each college is asked to select one recipient. The following are recommended criteria for student selection, consistent with Phi Theta Kappa Honor Society criteria:

- Must be currently enrolled.
- Must have completed at least 12 semester hours in an associate degree program .
- Must have a cumulative grade point average of not less than 3.25.

### **North Carolina Community College Student Leadership Institute**

McDowell Technical Community College participates in the Student Leadership Institute. Outstanding students are nominated by faculty/staff members.

### **Kim Ledbetter Food Pantry**

Hours: Monday-Thursday, 9 am to 4 pm; and Friday, 9 am to 1 pm.

Student ID required.

For more information, contact the Director of Student Services at 828-652-0629.





**Ryan Garrison**  
Interim President / Senior Vice President  
Finance & Administration  
828-652-0627  
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Building 11 (Cedar)  
Business Office



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Director  
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Building 4 (Azalea) Room 103



**Valerie Dobson**  
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vbdobson13@go.mcdowelltech.edu  
Building 17 (Dogwood ) Room 102A



**Sam Arrowood**  
In-Service Coordinator of Law  
Enforcement Training  
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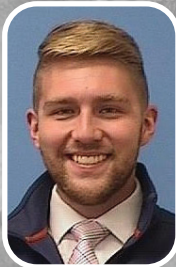
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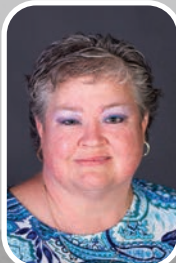
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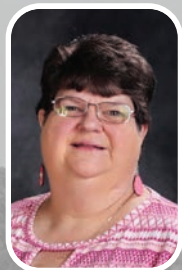
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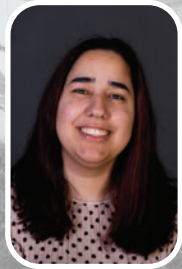
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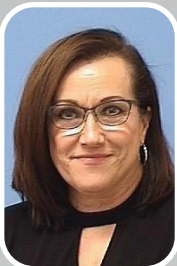


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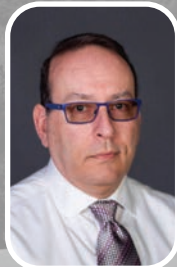
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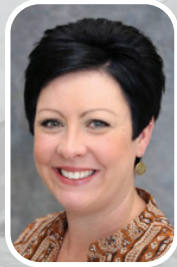
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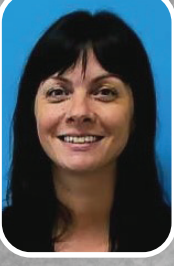
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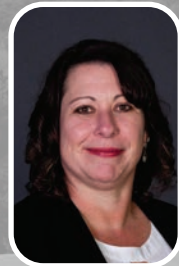
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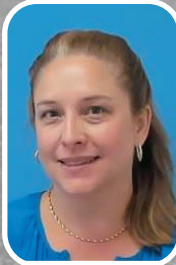
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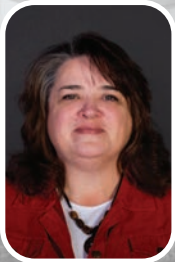
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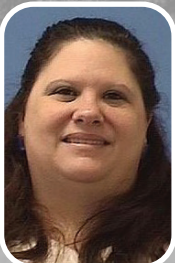
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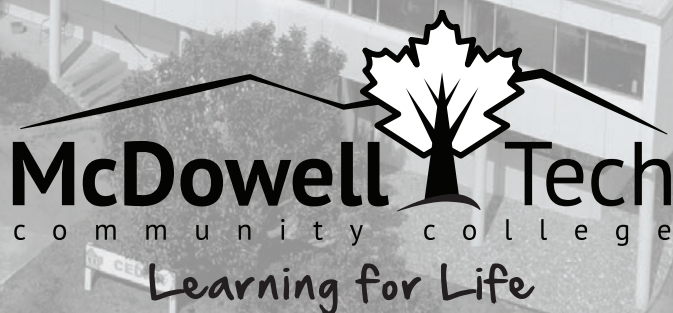
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# 2023-2024 ACADEMIC CALENDAR

# AUGUST

**SUNDAY**

**MONDAY**

**TUESDAY**

**WEDNESDAY**

**31**

**1**

All FT Faculty Return

**2**

**6**

**7**

**8**

**9**

**13**

**14**

**Classes Begin**

**15**

**16**

End of Drop/Add  
(16wk & 1<sup>st</sup> 8wk)

**20**

**21**

**22**

**23**

10% Attendance for 16-wk  
online course and tuition  
refund deadline

**27**

**28**

14 Week  
Classes Begin

**29**

**30**

End of Drop /Add  
(14 Week)

# 2023

THURSDAY

FRIDAY

SATURDAY

NOTES

3

4

5

10

New Student Orientation

11

12

17

10% Attendance for Complete  
Online Course  
(1<sup>st</sup> 8wk)

18

19

24

25

26

31

# SEPTEMBER

SUNDAY

MONDAY

TUESDAY

WEDNESDAY

3	4 Labor Day Holiday (Campus Closed)	5	6 10% Attendance for 14-Week Online Course
10	11	12	13
17	18	19	20
24	25 Last day to Receive Non-punitive Grade of "W" for 1 <sup>st</sup> 8-week classes	26	27

# 2023

# THURSDAY

# FRIDAY

# SATURDAY

# NOTES

	1	2	
7	8	9	
14	15	16	
21	22	23	
28	29	30	

# OCTOBER

**SUNDAY**

**MONDAY**

**TUESDAY**

**WEDNESDAY**

**1**

**2**

**3**

**4**

**8**

**9**

Fall Break

**10**

Fall Break

**11**

End of 1<sup>st</sup> 8 weeks  
Classes

**15**

Spring 2024  
Advising Begins

**16**

**17**

**18**

**22**

**23**

**24**

**25**

**29**

**30**

**31**

# 2023

THURSDAY

FRIDAY

SATURDAY

NOTES

5

6

7

12

Start 2<sup>nd</sup> 8 weeks  
Classes

13

14

19

Fall Festival  
SGA Event

20

21

26

27

28

# NOVEMBER

SUNDAY

MONDAY

TUESDAY

WEDNESDAY

			<b>1</b> Registration for Spring Semester Begins
<b>5</b>	<b>6</b>	<b>7</b>	<b>8</b> Last day to Receive Non-punitive Grade of "W" for 16-week classes
<b>12</b>	<b>13</b> Last day to Receive Non-punitive Grade of "W" for 14-week classes	<b>14</b>	<b>15</b>
<b>19</b>	<b>20</b>	<b>21</b>	<b>22</b> Work/Annual Leave
<b>26</b>	<b>27</b> Last day to Receive Non-punitive Grade of "W" for 2 <sup>nd</sup> 8-week classes	<b>28</b>	<b>29</b>



# 2023

THURSDAY

FRIDAY

SATURDAY

NOTES

2

3

4

9

10

11

16

17

18

23

24

25

Thanksgiving Holidays (Campus Closed)

30

# DECEMBER

SUNDAY

MONDAY

TUESDAY

WEDNESDAY

3	4	5	6
10	11 Last Day	12 Grades Due at Noon	13
17	18 Work/Annual Leave	19 Work/Annual Leave	20 Campus Closed
24	25 Campus Closed	26 Campus Closed	27 Campus Closed, Mandatory Annual Leave
31			

# 2023

THURSDAY

FRIDAY

SATURDAY

NOTES

	1	2	
7	8	9	
14 Work/Annual Leave	15 Work/Annual Leave	16	
21 Campus Closed	22 Campus Closed	23	
28 Campus Closed, Mandatory Annual Leave	29 Campus Closed, Mandatory Annual Leave	30	

# JANUARY

**SUNDAY**

**MONDAY**

**TUESDAY**

**WEDNESDAY**

	<b>1</b> Holiday	<b>2</b> Return to Campus	<b>3</b>
<b>7</b>	<b>8</b> Classes Begin	<b>9</b>	<b>10</b> End of Drop/Add (16wk-1 <sup>st</sup> 8-wk)
<b>14</b>	<b>15</b> Martin Luther King, Jr. Holiday (Campus Closed)	<b>16</b>	<b>17</b>
<b>21</b>	<b>22</b>	<b>23</b> 14 week classes begin	<b>24</b>
<b>28</b>	<b>29</b>	<b>30</b>	<b>31</b> 10% Attendance for 14-wk online courses and tuition refund deadline

# 2024

THURSDAY		FRIDAY		SATURDAY		NOTES
4 New Student Orientation		5		6		
11 10% Attendance for 1 <sup>st</sup> 8 week online classes and tuition refund deadline		12		13		
18 10% Attendance for 16 week online classes and tuition refund deadline		19		20		
25 End Drop / Add (14 weeks)		26		27		

# FEBRUARY

**SUNDAY**

**MONDAY**

**TUESDAY**

**WEDNESDAY**

**4**

**5**

**6**

**7**

**11**

**12**

**13**

**14**

**18**

**19**

**20**

**21**

Last Day to Receive Non-Punitive  
Grade of "W" for 1<sup>st</sup> 8 week classes

**25**

**26**

**27**

**28**

# 2024

THURSDAY	FRIDAY	SATURDAY	NOTES
1	2	3	
8	9	10	
15	16	17	
22	23	24	
29			

# MARCH

**SUNDAY**

**MONDAY**

**TUESDAY**

**WEDNESDAY**

<b>3</b>	<b>4</b> End 1 <sup>st</sup> 8 week classes	<b>5</b> Start 2 <sup>nd</sup> 8-week classes	<b>6</b> End Drop/ Add 2 <sup>nd</sup> 8-week classes
<b>10</b>	<b>11</b>	<b>12</b>	<b>13</b>
<b>17</b> MTCC Fire Rescue College	<b>18</b> Advising for Summer/Fall Semesters begins	<b>19</b>	<b>20</b>
<b>24</b>	<b>25</b>	<b>26</b>	<b>27</b>
<b>31</b>			





# APRIL

SUNDAY

MONDAY

TUESDAY

WEDNESDAY

1

Spring Break

2

Spring Break

3

Spring Break

7

8

9

Last Day to Receive  
Non-Punitive Grade of "W"  
for 16 week classes

10

14

15

16

Spring Fling SGA Event

17

21

22

Awards Day

23

Last Day to Receive  
Non-Punitive Grade of "W"  
for 2<sup>nd</sup> 8 week classes

24

28

29

30



# MAY

SUNDAY

MONDAY

TUESDAY

WEDNESDAY

1

5

6

End of Spring Term

7

Final Grades Due at Noon

8

12

13

14

15

19

20

Start Summer Term

21

22

End Drop/Add

26

27

28

29

# 2024

THURSDAY		FRIDAY		SATURDAY		NOTES
2		3		4		
9		10 GRADUATION MTCC		11		
16  New Student Orientation		17		18		
23  10% Attendance for 8-week online classes and tuition refund deadline		24  10% Attendance for 10-week online classes and tuition refund deadline		25		
30		31				

# JUNE

**SUNDAY**

**MONDAY**

**TUESDAY**

**WEDNESDAY**

**2**

**3**

**4**

**5**

**9**

**10**

**11**

**12**

**16**

**17**

**18**

**19**

**23**

**24**

**25**

**26**

**30**



# JULY

**SUNDAY**

**MONDAY**

**TUESDAY**

**WEDNESDAY**

	<b>1</b>  Work/Annual Leave Day Summer Break	<b>2</b>  Work/Annual Leave Day Summer Break	<b>3</b>  Work/Annual Leave Day Summer Break
<b>7</b>	<b>8</b>	<b>9</b>	<b>10</b>
<b>14</b>	<b>15</b>	<b>16</b>  Last Day to Receive Non-Punitive Grade of "W" for 10 week classes	<b>17</b>
<b>21</b>	<b>22</b>  End of 8 wk classes	<b>23</b>  8 week classes Grades due at Noon	<b>24</b>
<b>28</b>	<b>29</b>	<b>30</b>	<b>31</b>



# 2024

THURSDAY

FRIDAY

SATURDAY

NOTES

4

4th of July Holiday

5

Work/Annual Leave Day  
Summer Break

6

11

12

13

18

19

20

25

26

27

# AUGUST

**SUNDAY**

**MONDAY**

**TUESDAY**

**WEDNESDAY**

**4**

**5**

End of Summer Term

**6**

10 Week Grades  
due at noon

**7**

**11**

**12**

**13**

**14**

**18**

**19**

Fall Classes begin

**20**

**21**

End Drop/add  
(16wk, 1<sup>st</sup> 8wk)

**25**

**26**

**27**

**28**

10% Attendance for 16 week  
online classes and tuition refund  
deadline

# 2024

THURSDAY		FRIDAY		SATURDAY		NOTES	
1		2		3			
8		9		10			
15		16		17			
New Student Orientation							
22		23		24			
29		30		31			

## **In Case of Emergency**

EMERGENCY – Dial 911

FIRE/POLICE – Dial 911

SECURITY OFFICE 828-652-0673 or 828-442-1084

SWITCHBOARD 828-652-6021 (ext. 0)

- In the event of an emergency, EMS ambulances are available on a 24-hour schedule; phone 911. **In the event of a true emergency please do not hesitate to call 911.**
- First-aid supplies are available in all shop areas and in each campus building. AEDs (Automated External Defibrillator) are located in each building.

### **In Case of Fire**

- If you see a fire or smoke, pull the nearest Fire Alarm and Dial 911
- Call Security/Switchboard immediately if you discover a fire.
- If you are in a classroom, evacuate the building by following the Primary Exit route posted by the door. If you are not in a classroom, evacuate through the nearest exit. **Exit the building as quickly as possible.**
- Go directly to the designated evacuation area (these are identified by posts with numbers on the campus grounds).

### **Fire Drills**

Fire drills are held periodically in order to prepare everyone for an emergency. Students are expected to participate in all fire/tornado/lockdown drills and to follow the instructions given by MTCC faculty and staff.

### **Illness**

If a student becomes ill during class and is unable to go by him/herself to the first aid station, it is the responsibility of the individual's instructor to accompany the student there. If the student is unable to contact a parent, spouse or relative, then the instructor should contact the Student Services Office (or the Receptionist/Switchboard operator after 5:30PM), who will contact the parent, spouse, or relative.

If you become ill outside of class but on the MTCC campus, please tell a MTCC employee so that he/she can help you.

## **Serious Injury or Illness**

In the event of a **Serious Injury or Illness**, the following procedures should be followed:

1. Summon EMS ambulance service by calling 911.
2. Make the person as comfortable as possible WITHOUT MOVING HER/HIM UNTIL HELP ARRIVES.
3. As soon as possible, notify the Security Office at 828-442-1084, 828-652-0673 or the Receptionist/Switchboard operator at 652-6021 (extension 0).

\*Note: Additional information about Safety and Security is available on the college's website ([www.mcdowelltech.edu](http://www.mcdowelltech.edu)) under Services > Safety and Security.

## Notes

[illegible]







# CAMPUS MAP



4

## Azalea Building (4)

Child Development Center, College Transfer, Early Childhood Education, Early College.

5

## Maple Building (5)

Automotive Systems Technology.

11

## Cedar Building (11)

Academic Resource Center Administration, Advertising & Graphic Design, Cafe', Crane Resistoflex Auditorium, Library, Photography Student Enrichment Center, Student Services.

14

## Hemlock Building (14)

Bookstore, Carpentry, Simulation Lab, IT Department.

17

## Dogwood Building (17)

Biology/ Anatomy & Physiology, Dialysis Technology Health Information Technology, Learning Lab Nursing Assistant, Practical Nursing, Surgical Technology.

18

## Magnolia Building (18)

Basic Law Enforcement Training.

19

## Harold Smith Building (19)

Adult High School, Business Administration, Continuing Education Information Systems Technology, Office Systems Administration, Networking Technology, Web Technologies.

22

## Universal Advanced Manufacturing Center(22)

Computer Integrated Machining, Costruction Train Academ, Electrical/Electronics Technology, HVAC, Industrial Maintenance, Small Business Center, Welding Technology.

23

## Willow Building (23)

Cosmetology, Esthetics Technology.

Maintenance

Walking