



South Louisiana  
Community College



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# Student Handbook

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**2017-2018**

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### **South Louisiana Community College Student Handbook**

A printed version of the Student Handbook is made available annually prior to Fall Semester. South Louisiana Community College makes every effort to present current information at the time of the handbook's publication. However, the college reserves the right to make changes to the information in the handbook as necessary. These changes will be reflected in the online version, <http://solacc.edu/students/student-life/student-handbook>

*South Louisiana Community College does not discriminate on the basis of race, color, national origin, gender, disability, or age in its programs and activities.*

## **History of SLCC**

On July 1, 2012, South Louisiana Community College (SLCC) merged with Acadiana Technical College (ATC), making it one of Louisiana's largest, most comprehensive community colleges. Governor Bobby Jindal made the merger official when he signed it into law. Academic offerings today include technical diplomas, workforce training, high school dual enrollment and two-year degree programs that transfer to four-year universities.

SLCC, established in 1997, was created as a public, two-year institution of higher learning with campuses in Lafayette and New Iberia. Upon its inception, SLCC was a member of the University of Louisiana System. In 1999, it joined other community and technical colleges in the state as part of the Louisiana Community and Technical College System.

SLCC's first chancellor was Dr. Ned Doffoney. He served from 1998 to 2002. Dr. Doris Chretien served as interim chancellor until Dr. Jan Brobst was hired as chancellor in 2002. Current Chancellor Dr. Natalie Harder assumed the responsibilities as the SLCC chancellor in 2011, filling the vacancy left by Dr. Brobst, who retired in 2010. Harder also served as interim director of ATC following the retirement of Dr. Phyllis Dupuis, a longtime ATC administrator and interim SLCC chancellor.

Louisiana's present day Technical College System began in 1930. Funding for the first school was provided by local citizens in response to their desire to expand course offerings of the local school system to include training in automotive mechanics and woodworking. Louisiana's technical college campuses serve more than 60,000 daytime, extension (evening), and industry students. Since 1999, Louisiana's technical colleges have been governed by the Louisiana Community and Technical College System. LCTCS comes under the Louisiana Board of Regents for Higher Education.

The mission of the LCTCS is to improve the quality of life of the state's citizens through educational programs offered through its colleges. LCTCS strives to increase the opportunities for Louisiana's workforce to succeed through skills training programs. And, it works to provide citizens the opportunity to learn continuously. LCTCS is committed to teaching what is needed, when it is needed, and where it is needed within available resources.

### **Mission Statement**

South Louisiana Community College's mission is to transform and enrich the lives of individuals and communities. SLCC commits to providing skills and knowledge through a dynamic learning environment where students realize their potential, compete in today's global economy and perpetuate to solve the complex problems of tomorrow.

### **Accreditation**

South Louisiana Community College is accredited by the Southern Association of Colleges and Schools Commission on Colleges to award the associate degree. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404-679-4500 for questions about the accreditation of South Louisiana Community College.

# Academic Calendar



**South Louisiana  
Community College**  
Know. Know How.®

## SPRING 2018 CALENDAR (Subject to Change)

Calendar Key Information	15-Week Jan 8-Apr 28	1st 8-Week Jan 8-Mar 5	2nd 8-Week Mar 6-May 4	12-Week Jan 29-May 2	18-Week Jan 2-May 3	1st 4-Week Jan 8-Feb 2	2nd 4-Week Feb 5-Mar 5	3rd 4-Week Mar 6-Apr 9	4th 4-Week Apr 10-May 4
Deadline To Pay Tuition/Fees And Retain Schedule	Jan 2	Jan 2	Jan 2	Jan 2	Jan 2	Jan 2	Jan 2	Jan 2	Jan 2
Classes Begin	Jan 8	Jan 8	Mar 6	Jan 29	Jan 2	Jan 8	Feb 5	Mar 6	Apr 10
Add/Drop and Late Registration Period	Jan 8-13	Jan 8-13	Mar 6-12	Jan 29 - Feb 3	Jan 2 - 8	Jan 8 - 9	Feb 5 - 6	Mar 6 - 7	Apr 10 - 11
Last Day to Petition to Audit	Jan 13	Jan 13	Mar 12	Feb 3	Jan 8	Jan 9	Feb 6	Mar 7	Apr 11
<b>Dr. King Holiday - College Closed</b>	Jan 15	Jan 15				Jan 15			
50% Refund Period	Jan 14-20	Jan 14-15	Mar 13	Feb 4-7	Jan 9-13	Jan 10	Feb 7	Mar 8	Apr 12
25% Refund Period	Jan 21-24			Feb 8-9	Jan 14-18				
<b>Mardi Gras Holiday - College Closed</b>	Feb 12-13	Feb 12-13		Feb 12-13	Feb 12-14		Feb 12-13		
Priority Registration Period for Fall 2018	Mar 12-23	Mar 12-23	Mar 12-23	Mar 12-23	Mar 12-24	Mar 12-23	Mar 12-23	Mar 12-23	
Last Day for Student-initiated Withdrawal	Mar 9	Feb 9	Apr 9	Mar 21	Feb 28	Jan 24	Feb 21	Mar 22	Apr 26
<b>Graduation Applications Due for Spring</b>	Mar 5	Mar 5	Mar 5	Mar 5	Mar 6	Mar 5	Mar 5	Mar 5	Mar 5
Open Registration Period for Fall 2018	Mar 26	Mar 26	Mar 26	Mar 26	Mar 26	Mar 26	Mar 26	Mar 26	Mar 26
<b>Good Friday - College Closed</b>	Mar 30-31		Mar 30-31	Mar 30-31	Mar 30-31			Mar 30	
<b>Spring Break - No Classes</b>	Apr 2-6		Apr 2-6	Apr 2-6	Apr 2-6			Apr 2-6	
Last Day of Classes	Apr 28	Mar 5	May 4	May 2	May 3	Feb 2	Mar 5	Apr 9	May 4
Final Examinations	Apr 30-May 5	Mar 5	May 4	May 2 - 5	May 3	Feb 2	Mar 5	Apr 9	May 4
Last Day for Faculty to Submit Final Grades to Registrar's Office (9am deadline)	May 8	Mar 8	May 8	May 8	May 5	Feb 6	Mar 8	Apr 12	May 8
<b>Spring Commencement Exercise</b>				<b>Thursday, May 10</b>					

Note \*Classes operate on a Monday Schedule for Feb 14\*

REV 01/10/2018



## **Chapter 1- Online Resources**

### **LOLA ID**

LoLA stands for “Log On Louisiana.” The LoLA ID is the student’s unique identification number in the Louisiana Community and Technical College system-wide information software. Students are notified via email of their LoLA ID when it is first created. Staff members at South Louisiana Community College use a student’s LoLA ID to access information about the student. Any student should be able to provide their LoLA ID to staff members at any time. Your LoLA ID is **NOT** the same as the username or password that a student uses to login to LoLA. The username and password are used by the student to access their information and should be kept confidential.

### **LOLA Account**

The Student ID Number is the student’s unique identification number in the Louisiana Community and Technical College system-wide information software.

Students are notified via email of their Student ID Number when it is first created. Staff members at South Louisiana Community College use the Student ID Number to access information about the student. Any student should be able to provide their Student ID Number to staff members at any time.

Your Student ID Number is **NOT** the same as the username or password that a student uses to login to LoLA. The username and password are used by the student to access their information and should be kept confidential.

### **CANVAS**

CANVAS serves as the institution’s online learning management system. CANVAS provides students with the opportunity to message instructors, find courses, view grades, and submit assignments.

### **Student Email**

South Louisiana Community College’s official communication method to students is through SLCC e-mail addresses. Students are assigned e-mail addresses after they are registered for classes at SLCC. Official communications concerning students or the student communicating with the college, should occur using this e-mail address only. The College reserves the right to not communicate or respond to alternative e-mail addresses. Students are therefore encouraged, and reminded that it is their responsibility to check their SLCC e-mail account daily for announcements, communications or advice during emergencies. Students who have questions regarding SLCC e- mail may contact the IT Helpdesk at [itsupport@solacc.edu](mailto:itsupport@solacc.edu).



## Chapter 2- Resources for Success

### **Academic Advising**

Academic advising is a shared responsibility between students and advisers. Together students and advisers will set realistic goals, identify campus resources and support services, understand the requirements for majors, and develop a two- or three-year graduation plan. Ultimately, students will make informed and responsible choices that will impact their own success.

SLCC has both faculty advisers and student success center advisers. Student success advisers assist all new, returning, and transfer students during student success live sessions (initial registration). Some students will continue to be advised during their first semester by the student success center. Most students will be advised by a full-time faculty member in their major or program.

The student success center assigns advisers based on students' majors/programs and home campuses. The center assigns advisers to new students during the first month of the student's enrollment at SLCC. Once assigned, students may determine their adviser by following these three easy steps:

- Login to LoLA.
- Click "Student" in the upper menu bar.
- In the "Academic Profile" box, select the current term from the "Select Another Term" drop-down menu.

The adviser's name will display at the bottom of the "Academic Profile" box.

Some advisers may moderate a Canvas advising class. This class will include resources for academic planning, including how to register for classes, instructions on understanding degree plans, and graduation requirements. New students will be added to their advisers' Canvas advising classes (if applicable) during the first month of the students' enrollment.

The student success center provides additional support to students, including assisting with major exploration, hosting workshops on academic success, conducting academic counseling sessions with students on financial aid probation, and providing individual appointments on various study skill topics.

### **Developmental Education**

The Learning Foundation courses include courses and support services designed to prepare students for college-level studies. These developmental studies include courses and individualized instruction in writing skills, quantitative skills, and academic and personal skills. Students who score below the minimum required ACT scores, the ACCUPLACER or appropriate placement test scores are offered semester-length developmental courses in English and Mathematics. Based upon placement test results, a degree-seeking student must take one or more of these developmental courses, during the first semester enrolled, if taking more than four (4) semester hours. If a student is required to take two developmental courses, that student, if degree-seeking and enrolled full time, must enroll in those developmental courses during the first semester enrolled. A student who is placed in more than one developmental course may not



enroll in more than fifteen (15) total semester hours. Developmental education courses will not satisfy any requirement for degree programs.

### **Testing Services**

The Student Success Center coordinates and administers all testing services and assessments. Currently, the following tests are being administered:

- CLEP (College Level Examination Program)
- ACCUPLACER (Placement Test)
- HiSET (Louisiana High School Equivalency Exam)
- Louisiana State Board of Licensed Contractors Exams
- Pearson Vue Exams
- TEAS (Test of Essential Academic Skills)

### **Test Center Hours**

- Monday 8:00 AM - 7:00 PM
- Tuesday 8:00 AM – 5:00 PM
- Wednesday 8:00 AM – 5:00 PM
- Thursday 8:00 AM - 7:00 PM
- Friday 8:00 AM – 5:00 PM
- **Latest start time** for Monday and Thursday is 4:00 PM
- **Latest start time** for Tuesday, Wednesday, and Friday is 2:00 PM

### **Disability Services**

Students with disabilities are encouraged to contact the ADA Counselor in the Student Success Center to discuss their needs. SLCC is in compliance with the regulations of the Americans with Disabilities Act. Reasonable accommodations for qualified persons with disabilities are made, provided the students have self-identified with the ADA Counselor and have provided required documentation. For documentation requirements and forms visit the [www.solacc.edu](http://www.solacc.edu) website. For further information email [ada@solacc.edu](mailto:ada@solacc.edu).

### **Disability Services Grievance Procedure**

The Office of Disability Services is identified by SLCC as the office responsible for reviewing and approving reasonable accommodations for students with disabilities. Students who have questions or concerns regarding the accommodation process and/or a specific outcome, including but not limited to the denial of an accommodation request, may request a review of the situation by contacting the DS.

This review will include consultation with Kimberly Lachney, ADA Counselor, and may involve others as the situation dictates. Any information the student has in writing from the DS, SLCC faculty or staff or email conversations/summaries that the student sent to others as part of a note-taking process is extremely helpful in any situational review. If, after this review, a student remains concerned and believes he or she has been discriminated against on the basis of disability, he or she may file a complaint.

If you have any questions, please contact the DS at 337-521-6915 or at [ada@solacc.edu](mailto:ada@solacc.edu).

Any current South Louisiana Community College student, who believes that he/she has been subject to discrimination on the basis of disability or has been denied access to accommodations by the Disability Office, shall have the right to invoke the college's grievance procedure. The grievance procedure addresses the following types of concerns:

- Denial of a request for accommodations, auxiliary aids, and/or services.
- Claims of inaccessibility of a college program, activity or facility.
- Alleged harassment or discrimination on the basis of a disability.

Students are encouraged to consult with the Director of Student Engagement (Judicial Officer) regarding the most appropriate college policies or procedures to address a particular concern. During the grievance process, all procedures, meetings, names and related information will be kept confidential except to the extent that release of information is necessary to investigate the particular grievance. Consultation by the Director of Student Engagement, a site director or any investigator appointed by the Disabilities Advisory Board will be limited to those students, faculty or staff who have information about the complaint, who need to know that a complaint/ grievance has been filed, or whose job responsibilities include arranging reasonable accommodations for students with disabilities. No person shall be subjected to retaliation for having utilized or having assisted others in the utilization of this grievance process. If you have questions or concerns contact 337-521-6985 or email at [solomon.tention@solacc.edu](mailto:solomon.tention@solacc.edu).

To learn more about Disability Services, please visit the Disability Services Webpage: <http://solacc.edu/students/student-success-center/disability-services>

### **Tutoring Services**

SLCC's Tutoring Lab provides one-on-one and group tutoring to students in: Math 0083, 0093, 1105, English 0083, 0093, 1010, 1020. A session with one of our Peer Tutors is available by appointment only. To make an appointment visit the [www.solacc.edu](http://www.solacc.edu) page. In-person tutoring sessions are only available on the Lafayette Campus. Appointments via SKYPE are available for all other campuses. SmartThinking is also available through CANVAS for online tutoring. Call us at (337) 521-8961 or email [tutor@solacc.edu](mailto:tutor@solacc.edu) for further information.

When attending a tutoring session, make sure you bring your course materials, assignment sheets and other class handouts, specific questions, and, most importantly, a good attitude and an open mind.

### **Career, Transfer and Advising Services**

Career, Transfer and Advising Services provides comprehensive career development and transfer services to ensure students successfully achieve their life long educational and career goals. These services are designed to ensure students are prepared to successfully transfer to 4-year institutions and enter the work force upon completion of their educational goals. The staff is committed to ensuring our students have the necessary skills needed to enter the workforce and to compete in today's economy.



**Career Development services** include career counseling, career assessment and exploration, job placement assistance, an internship program, career fairs, employer visits, resume and cover letter assistance, professional development workshops, mock interviews, an online job board, portfolio assistance, and veteran career resources.

**Transfer services** include degree planning assistance, transfer advising, application assistance, transfer workshops, transfer fairs, and transfer recruiter visits.



## Chapter 3-Academic Procedures for Success

### **Grade point Average (GPA)**

Transfer Adjusted Cumulative Grade Point Average – This grade point average (GPA) is based on the grades earned on course work taken at other colleges and universities which the student has transferred to SLCC, adjusted for repeats. Since SLCC implements the repeat/delete rule for its courses, it will calculate or accept the transfer cumulative GPA using the same criteria applied to its courses.

The transfer adjusted cumulative GPA is used to determine the academic status of transfer students with college credits from other institutions once they declare themselves as degree-seeking at SLCC or as transferring students. This could be at the point of initial enrollment at SLCC, at the point of re-entry, or at the point at which 15 hours have been attempted. The transfer cumulative GPA is entered on the transcript of degree-seeking students once they declare a major or the intent to seek a degree at SLCC.

SLCC Adjusted Cumulative Grade Point Average – This grade point average (GPA) is based on the grades earned in all course work taken at SLCC after the repeat/delete rule is applied. This GPA is reflected on the semester grade reports and on transcripts and is used to determine academic status of students at the College each semester after they have been enrolled for one semester or more (for students initially admitted as first-time students, beginning at the end of the first semester in which 15 hours or more have been attempted). It is also used to determine eligibility for graduation from SLCC (in conjunction with the degree program adjusted cumulative GPA)

### **Academic Standing**

There are three categories of academic status: *academic good standing*, *academic probation*, and *academic suspension*. Students will receive official notification of their academic status. Such notice is not a prerequisite to students' placement in one of the above categories. The College will attempt via registered mail or other written or electronic means to inform students of any changes in academic status. Students have the responsibility to ascertain their academic status prior to the beginning of the next enrollment period. Each category is determined by evaluating the appropriate cumulative and/or semester grade point average.

#### **Academic Good Standing:**

- *Non-Transfer Student* – A continuing SLCC non-transfer student is considered to be in good standing if s/he is not on probation or was not admitted provisionally. A student placed in good standing at the end of his/her first semester at SLCC remains in good standing until the SLCC adjusted cumulative grade point average falls to the probation level. This occurs when the SLCC adjusted cumulative average is at or less than the minimum standard reflected in the SLCC scale.

- *Transfer Student* – A transfer student who has a 2.0 or higher transfer, adjusted cumulative grade point average, at entry into SLCC is considered to be in good standing. A transfer student who has a SLCC cumulative grade point average of 2.0 or higher at the end of the first semester of enrollment at SLCC is continued in good standing. (A 2.0 average occurs when the number of quality points is twice the number of quality hours attempted.) The transfer student's academic status at the end of each subsequent semester of attendance at SLCC will be based on the SLCC adjusted cumulative grade point average only.

#### Academic Probation:

- *Non-Transfer Student* – A student who enters SLCC as a first-time freshman and continues at SLCC is placed on academic probation if after attempting a total of 15 hours or more, the adjusted SLCC cumulative average is at or below the minimum standard reflected in the SLCC sliding scale.
- *Transfer Student* – A transfer student enters SLCC on probation if the transfer adjusted cumulative average is less than 2.0. Also, a transfer student who appeals and is admitted to SLCC while on suspension from another higher education institution is admitted on probation. EXCEPTION: No student will be placed on probation before s/he has attempted at least 15 credit hours of college courses.

#### Academic Suspension:

- A student must enter on academic probation or be placed or continued on academic probation at the end of a given semester before being at risk of earning an academic suspension at the end of the following semester. A student on academic probation will be suspended from the institution for one semester at the conclusion of any semester in which s/he fails to earn a semester grade point average of 2.0. The notation "Academic Suspension" will be placed on the student's permanent academic record.

At the end of his/her first semester at SLCC, the student admitted on probation will:

- Be placed in good standing if his/her first semester GPA (at SLCC) is 2.0 or higher;
  - Be suspended if s/he does not achieve a SLCC semester grade point average of 2.0 or higher
- **Please refer to the college catalog or contact the Registrar's Office for more details on academic standing.**

## **Transcript Request**

The Registrar's Office processes all requests for official transcripts for students who have attended South Louisiana Community College or Acadiana Technical College (formerly Louisiana Technical College) in Abbeville, Crowley, Franklin, New Iberia, Opelousas, St. Martinville, or Ville Platte. We also process requests for transcripts for students who attended NEMSA through SLCC; however, if you were enrolled in the Paramedic Basic course after 2015, you must contact the Corporate College for verification/documentation. Transcripts are issued at a minimum cost of \$7.25 per copy payable by debit or credit card ONLY. Students who attended Acadiana Technical College or Louisiana Technical College prior to 2004 are not eligible to receive electronic transcripts. Those transcripts are delivered by U.S. mail or the student may request to pick it up.

South Louisiana Community College has authorized the National Student Clearinghouse to provide transcript ordering for all transcript requests. You can order transcripts using any major credit or debit card. Your card will only be charged after your order has been completed.

To order an official transcript, login to the National Student Clearinghouse secure site.

- The site will walk you through placing your order, including delivery options and fees. You can order as many transcripts as you like in a single session. Base cost is \$5.00 per transcript with a \$2.25 per transaction processing fee.
- Transcript requests will be processed immediately after the order is received through the Clearinghouse; however, the processing time for students who have a Hold on their records, or students who attended ATC/LTC prior to 2004, is 2-5 business days minimum. You can check order status and history online to see the progress of your request form. To check your status you will need the order ID for your request. You can locate the order ID in the emails sent to you by clearinghouse when you submitted your request. To check the status of your request click [here](#). You will see a box on the right side of the screen with the heading "Track Your Order."

You may come in person to request an official transcript; however, you will be directed to a computer to submit your request and MUST have a valid credit/debit card with you to complete the process, as well as a picture ID to pick up the transcript. Transcripts can be picked up ONLY at the Ardoin Building in Lafayette. The Registrar's Office hours are 8 am to 7 pm Mondays and Thursdays, and 8 am to 5 pm Tuesdays, Wednesdays, and Fridays. One-day processing may not be applicable to students who attended ATC/LTC prior to 2004.

## **Student Classification**

A credit of one semester hour usually represents one hour of class work or two/three laboratory sessions per week for a semester together with the necessary outside preparation.

A student's classification is determined upon registration and again at the end of each semester according to the number of credit hours earned. A student who has earned fewer than 30 credit hours is classified as a freshman. A student is classified as a sophomore after earning at least 30 credit hours.

A student is also classified as full-time or part-time in accordance with the number of credit

hours pursued during a semester. Twelve hours constitute a full-time schedule in a regular semester and in summer session. However, a student in his/her graduating semester may be considered full-time with fewer hours than those listed above.

### **Change of Major**

A degree-seeking student may transfer from one-degree program to another. A non-degree seeking student may declare a major after meeting the admission requirements for a degree-seeking student. A student wishing to change his or her major may do so in the Registrar's Office by completing the change of major form.

### **Transfer Credit**

Transfer credit is determined through current articulation agreements or through other evaluation processes. Official transcripts from each post-secondary institution previously attended must be submitted. An official audit of courses will be conducted by the Dean and Registrar's Office. Once a new, returning, or transfer student attends Student Success Live, equivalent credits are applied to the student's transcript.

### **College Withdrawal Policy**

Students who wish to officially withdraw from SLCC must complete the withdrawal form. The form can be found on LoLA under the Student Home Tab. Official withdrawal is not complete until the withdrawal process is completed on LoLA or the Withdrawal Form is submitted to the Registrar. Keep in mind that simply ceasing attendance does not constitute an official withdrawal but will be considered an unofficial withdrawal. Students who withdraw officially or unofficially (stop attending classes without completing a withdrawal form) may be subject to repay Federal Student Aid funds received for the semester. Students who fail to officially withdraw may also receive an "F" for each course for which an official withdrawal was not submitted.

### **Course Incompletes**

An "I" (Incomplete) grade is worth 0 points toward GPA completed courses, but the course is still counted as attempted. Students who receive an "I" at the end of the term will have a period in which they may turn in all missing assignments and receive a grade based on an agreement between the student and the instructor. Failure to turn in the assignments in accordance with the "I" contract will result in a grade of "F" for that class, which also carries 0 points.

### **Course Withdrawal**

A "W" (Withdrawal) grade is worth 0 points toward GPA completed courses, but the course is still counted as attempted.

### **Class Attendance Policy**

The College recognizes the correlation between attendance and both student retention and achievement. Any class session or activity missed, regardless of cause, reduces the opportunity for learning and may adversely affect a student's achievement in the course. Class attendance is

regarded as an obligation as well as a privilege, and all students are expected to attend regularly and punctually all classes in which they are enrolled. Failure to do so may result in missed content and course work, possibly jeopardizing a student's scholastic standing.

### **Justification for Absences**

Absences are considered unauthorized unless the absences are due to illness, personal or family emergencies, or sanctioned school activities. Students may be asked to produce documented evidence of the event or incident leading to the absence. Whenever an absence is excused, the student will be permitted to make up the work without penalty. Excused absences may not be treated punitively by the instructor.

Requests for excused absences must be submitted to each instructor within three days after the student returns to classes for classes meeting on a three (3) day-a-week or two (2) day-a-week schedule. For classes meeting on a one (1) day-a-week schedule, documentation must be submitted at the next class meeting following the absence. However, if the student has prior knowledge that s/he will miss certain classes, justification should be submitted to these Instructors in advance of the absences.

Absences for sanctioned school activities will be excused when the student presents a confirmation signed by an appropriate College official.

### **Effects of Excessive Absences**

When a student accumulates excessive absences, the instructional sanctions involved will follow the Instructor's developed and stated attendance policy. This policy however cannot be applied if the absences involved are less than ten percent of class-time. Faculty are unable to withdraw students, as the responsibility for course withdrawal, within the approved period, resides with individual student.

### **Graduation Application**

Graduates should continue to work with their specific academic advisor. The advisor's role is to work with you to ensure you are on track to meet graduation requirements. The Registrar's Office will conduct an audit during the graduation term listed on your application and will inform you of any remaining requirements through your college e-mail.

Students are eligible to apply for graduation if they meet the minimum criteria (refer to catalog for complete requirements):

Must have a minimum degree-program adjusted SLCC cumulative GPA of 2.0

Definition: The degree-program adjusted grade point average is based on grades on all courses (adjusted for repeats) that are applied to a degree to meet graduation requirements at SLCC. The courses included may be from both transfer work and SLCC or only SLCC.



## **Academic Integrity**

An essential rule in every class of the College is that all work for which a student will receive a grade or credit be entirely their own or be properly documented to indicate sources. When a student does not follow this rule, this is dishonest and undermines the goals of the College.

Cheating in any form, therefore, cannot be tolerated, and the responsibility rests with the student to know the acceptable methods and techniques for proper documentation of sources and to avoid cheating and/or plagiarism in all work submitted for credit, whether prepared in or out of class. Definitions of cheating and plagiarism:

Cheating in the context of academic matters is the term broadly used to describe all acts of dishonesty committed in the taking of tests or examinations and the preparation of assignments. Cheating includes, but is not limited to, such practices as:

- Gaining help from another person
- Using unauthorized notes or other resources when taking a graded assessment
- Distributing/previewing copies of the test/quiz
- Having someone else pose as you to complete work
- Relying on a calculator/smartphone if such aid has been forbidden
- Preparing an assignment in consultation with another person when the instructor expects the work to be done independently
- Turning in an assignment already written/submitted for another course without instructor permission

In other words, cheating occurs when a student makes use of any unauthorized aids or materials or falsely represents themselves or their work, in all class formats - whether face-to-face, video-conference, online or hybrid. Furthermore, any student who provides unauthorized assistance in academic work is also guilty of cheating.

Plagiarism is a specific type of cheating.

Plagiarism occurs when a student passes off as their work the ideas, concepts, words or products of another person. This includes, but is not limited to, such practices as:

- Presenting as a new and original idea or product anything which in fact is derived from an existing work
- Making use of any work or production already created by someone else without giving credit to the source
- Purchasing or obtaining an essay or any written material from any source that is presented as one's own work
- Making use of or copying work completed by another student currently or previously taking the class
- Turning in work directly copied from a website
- Copying or paraphrasing ideas from a work of literary criticism or study aid when outside sources are not permitted
- Appropriating the writing style of an author

In short, plagiarism is the use of unacknowledged materials in the preparation of assignments.

Thus, the student must take care to avoid plagiarism in research or term papers, art projects, science reports, laboratory experiments, and the like.

SLCC considers both cheating and plagiarism serious offenses. Penalties are at the discretion of the Faculty member and are stated in the course syllabus. Penalties may include a grade of “zero” for the assignment in question, a reduction of the grade in the course, or an “F” in the course. Faculty members may also refer the student for a student code of conduct violation, which could result in dismissal from the College. Students sanctioned for an academic integrity violation with an F in the course before the add/drop or withdrawal period will not be permitted to drop or withdraw from the course; the grade of F will stand. The Student Code of Conduct is available in the SLCC Catalog.

Students who receive Academic Sanctions for violating Academic Integrity may appeal the sanction, only after the final Grade is awarded, using the Grade Review and Appeal procedure detailed elsewhere in this catalog.

### *Graduation Exit Survey*

All SLCC graduates are asked to complete the graduation exit survey to provide SLCC with valuable information about their employment and transfer status.

### *Honors*

Students are eligible for academic honors upon the completion of 12 hours at SLCC (exclusive of developmental courses).

- The Chancellor’s List recognizes those students who have a semester grade point average of 4.00.
- The Dean’s List recognizes those students who have a semester grade point average between 3.40 and 3.99.
- The Faculty’s List recognizes those students who have a semester grade point average between 3.00 and 3.39.



## **Chapter 4- Money Matters**

### **Tuition and Fees**

Tuition and fees at South Louisiana Community College are among the most affordable in the State. Payments can be made online, free of charge on your LoLa account (through CashNet, using ACH draft), mailed in to SLCC, Attn: Student Accounts; 1101 Bertrand Drive, Lafayette, LA 70506 (payment must be received in Student Accounts Office by deadline), or paid in person at the Lafayette Ardoin campus. Drop boxes are available at these campuses: C. B. Coreil, T. H. Harris, Teche, Evangeline, Acadian, Gulf, and Lafayette for payments by check or money order. Installment payment plans are only available through your LoLa account.

For payment amount inquiry or scheduled dates and times for cash transactions, please contact the Student Accounts Office at 337-521-8904.

Every student is responsible for understanding all College policies and procedures related to managing their registration and their student account. These policies include, but are not limited to, the College's Add/Drop, Withdrawal, and Refund Policies and the effects on their student account. Please note that SLCC does not automatically drop students for non-attendance.

### **Text Book Return Policy**

#### *Book Return Policy*

1. Do not write your name in the book, or damage or deface the book until you are certain you will remain in the class. All returned books must be in absolutely new condition or you will only receive a 50% refund.
2. Students must present a photo I.D. and current semester cash receipt.
3. Books must be returned within the advertised refund dates. Any over-wrap on the book when originally purchased must be intact.
4. After the refund period, all returns come under the provisions of the Bookstore "Buy-Back Policy."

#### *Book Buy-Back Policy*

1. Book buy back is always conducted during the week of Final Exams each semester.
2. Books containing disks, DVD's, password cards, loose leaf pages, or exercises may or may not be purchased.
3. Text books purchased during the last week of classes or during final exams are not returnable.
4. Shrink-Wrapped text sets must be unopened, all enclosures (CD's etc.) must be included. Software included with textbooks must be unopened.

All other buy back purchases will be made at the end of the semester. Used books needed by the Bookstore will be bought at up to 50% of the retail price. After the Bookstore has

purchased the quantities needed for a future semester, books may be sold at wholesale prices. Textbooks will be purchased during the Final Exam period

### **Refund Policy**

Any student who resigns must complete a resignation form dropping ALL classes in the Registrar's Office. Once the form is completed, the student will be refunded according to the college's refund policy. Refunds will only be processed for students completing this process prior to the designated deadline. If SLCC cancels a class for any reason, students enrolled in the class will receive a full refund of tuition and fees paid for the canceled class.

#### *Refund Procedures*

All refunds are issued to students through a Bank Mobile card. Students usually receive the card by mail approximately seven to 10 business days following the day a student schedules classes. If a card is not received in this time frame, please contact the Student Accounts Department at (337) 521-8904 for assistance. Once the card is received, students follow the literature enclosed with the card to activate the card by choosing a refund preference which best suits the student's needs.

Financial aid is disbursed into the student account at a date determined by the Financial Aid Department each semester. Refunds of financial aid are transferred to Bank Mobile cards usually within three business days following the disbursement date. Funds are available to students depending on the refund option chosen when activating the Bank Mobile card. Refunds will be delayed if no refund option is chosen on the Bank Mobile card.

#### *Collection Procedures*

SLCC expects students to meet their financial obligations in a timely manner and to understand that failure to do so will result in further action to collect the balance due. This may include the transfer of the balance due to the State of Louisiana Office of the Attorney General for collection. An individual with a transferred account is responsible for all collection charges including, but not limited to, attorney and court costs. Additional fees assessed by the Attorney General's Office can increase balances by 33 1/3%.

### **Fee Information**

#### *Academic Excellence Fee*

The Board of Supervisors of Community and Technical Colleges, by R.S. 17:1871 (B) and 3351 (A) (5) and in accordance with Article VII, Section 2.1 (A) of the Constitution of Louisiana, has provided for the assessment of an academic excellence fee at each institution under its management and supervision effective for the Fall 2003 session and thereafter. The board established this fee in addition to other tuition and attendance fees. The purpose of this fee is to promote academic excellence by enhancing instructional programs; however, no proceeds shall be used to pay the salary of any university or university system administrator.

ACTS 2003, No. 1132 Effective July 2, 2003.

The fee amount per student shall not exceed \$7.50 per credit hour per academic session and shall not exceed \$90 per academic session. SLCC charges \$7 for each hour taken during each session. If a student is scheduled for 12 hours or more, this fee is \$84.00. If a student has received an award under the TOPS program, the student must pay for this fee. TOPS does not pay for the Academic Excellence fee.

#### *Building Use Fee*

House Bill 671 of the 2013 regular legislative session allows management boards to establish a college building use fee not to exceed \$48 per semester (or \$4 per student credit hour) to construct, repair, maintain, operate, or improve the facilities and physical infrastructure of colleges.

#### *ERP Fee*

The Board of Supervisors of Community and Technical Colleges approved a fee of \$3 per credit hour (max \$36) effective Fall 2011 to support implementation and continued operation of the Enterprise Resource Planning (ERP) system.

#### *Late Registration Fee*

Any student registering or paying for classes after regular registration will be charged a late registration fee of \$25.

#### *Non-Residents Fee*

Out-of-state residents are charged non-resident tuition, up to a maximum of \$2,760 for 12 hours. Admissions determine eligibility for classification as a Louisiana resident after the application for admission and other related documents have been submitted.

#### *NSF Checks Fee*

If a student presents a check as payment for any tuition and fees owed to SLCC and the check is returned for any reason by the bank, the student will be charged an NSF fee of \$25. Payment of the returned check must be by cash or money order in person at the Ardoin Building on the Lafayette Campus or online by debit or credit card.

#### *Online Registration Fee*

Any student taking a course or courses whose instructional method is considered online will be assessed a one-time registration fee of \$40 for that course during the semester in which the course is being conducted.

### *Operational Fee*

House Bill 1062 imposed a 4% operational fee to be used to cover mandatory higher education increases.

### *Parking Fee & Identification Fee*

Each student will be assessed \$5 per semester for each of these fees. Identification cards can be obtained from the Safety and Security Department located on each campus.

### *Technology Fee*

The Louisiana legislature approved this self-assessed student fee in 1997. The proceeds are for “implementing, replacing, improving, and expanding technologies to benefit student life and learning.” For the purpose of this fee, “technologies” includes, but is not limited to, instructional and laboratory equipment, and the networking and supporting computers and telecommunications infrastructure necessary to support these activities. SLCC students, through a referendum presented by the SGA during the Spring 2000 semester, approved this fee. The LCTCS board also approved this fee in March 2001. This fee became effective during the 2001-2002 academic year.

### *Student Services Fee*

Covers fees for student services such as registration, financial aid, bursar function, security, library, etc.

## **Financial Aid:**

### *Satisfactory Academic Progress*

South Louisiana Community College students maintain eligibility for Federal Student Aid by meeting Satisfactory Academic Progress throughout their time at the college. The Department of Education considers Satisfactory Academic Progress as meeting both the qualitative and quantitative criteria explained in this section. Additionally, students are not eligible for Federal Student Aid once they have attempted 150% of the credits required for graduation with that degree or diploma (Maximum Time Frame).

Satisfactory Academic Progress is monitored by the financial aid office at the end of each term. Students should review their own SAP status by logging onto LoLA and clicking on the Financial Aid tab, then Financial Aid Status. It is the student’s responsibility to check individual Satisfactory Academic Progress at the end of each term to determine current SAP status. The school does not notify students separate from LoLA when SAP requirements have not been met, and will not disburse Federal Student Aid for terms taken after a term for which SAP was not met.



### *Qualitative Progress (Grade Point Average)*

Students must maintain a minimum cumulative Grade Point Average of 2.0. Cumulative means the combined GPA for all terms attended and/or grades transferred in. If a student's Cumulative GPA drops below 2.0 at the end of any one term, the student will be placed on Financial Aid Warning for the next term. A student will still receive Federal Student Aid during a Warning status term. However, failure to bring his or her cumulative GPA back to the minimum 2.0 by the end of that term will result in that student being placed on Financial Aid Suspension. Students on Suspension are not eligible for Federal Student Aid until such time as their GPA returns to a minimum 2.0.

### *Quantitative Progress (Rate of Progression)*

Students must complete a minimum of 67% of all credit hours attempted/started for their degree (Associate Degree, Technical Diploma, or Certificate of Technical Studies). Students may determine whether or not they are meeting Rate of Progression by dividing the total number of credit hours successfully completed with a passing grade of D or better (do not include F, W or I grades) by the total number of credit hours attempted. Students who drop below a cumulative 67% completion rate will be placed on Financial Aid Warning for the next term. A student will still receive Federal Student Aid during a Warning status term. However, failure to bring his or her cumulative rate of completion back to 67% by the end of that term will result in that student being placed on Financial Aid Suspension. Students on Suspension are not eligible for Federal Student Aid until such time as their rate of progression returns to 67%.

GPA and Rate of Progression are affected by course incompletes, withdrawals, repetitions, and transfer credits. All courses attempted, including transfer credits, count toward the Maximum Timeframe requirement (see below) whether those courses were completed or not.

### *Financial Aid Warning*

For the first term in which a student fails to meet one or more of the Satisfactory Academic Progress requirements, the student will automatically be placed on Financial Aid Warning for the next term. The student is still eligible for Federal Student Aid during a term in which he or she is placed on Warning.

### *Financial Aid Suspension*

If a student fails to bring his or her GPA or Rate of Progression in line with the minimum standards by the end of a term during which he or she was on Financial Aid Warning, that student is placed on Financial Aid Suspension and is not eligible for Federal Student Aid for future terms.

### *Financial Aid Probation*

If a student is placed on Suspension and loses Federal Student Aid eligibility, he or she may appeal, but only on the basis of: an injury or illness, the death of a relative, or other special circumstances. The appeal must explain why the student failed to make satisfactory progress and what has changed that will allow the student to make satisfactory progress during the next term.

## *Federal Work Study*

The Federal Work Study Program at South Louisiana Community College affords students the opportunity to have an outstanding educational experience while earning compensation. The focus of the program is to provide students the opportunity to gain the knowledge and skills necessary to succeed in a professional office environment. Working on campus may provide a more flexible schedule than off-campus employment. It also affords students the chance to be more involved in campus activities as well as the opportunity to build on-campus relationships with a wider group of people including faculty, staff and administration. The experience is designed to enable students to develop transferrable work talents which will benefit them in their future career.

By participating in the program, Federal Work Study students will acquire the knowledge and skills necessary to improve future employability. Topics to be covered in the program include: professionalism, punctuality, proper attire, outstanding customer service, confidentiality, and workplace etiquette.

Federal Work Study provides opportunities for students to also work in Community Service positions. Roughly seven-percent of our positions represent opportunities that include working as tutors, assistants, and/or mentors in the Early College Academy located on the Lafayette Campus.

## *Eligibility*

Students who wish to participate in the Federal Work Study (FWS) Program must complete the Free Application for Federal Student Aid ([fafsa.ed.gov](https://fafsa.ed.gov)) and indicate on the application an interest in participating in FWS, be enrolled in at least six credits at SLCC during the semester of employment. Additionally, students must be eligible to work in the United States and successfully submit all paperwork required by Human Resources. Continuing Student Workers must maintain a 2.0 GPA and complete a minimum of 67% of all classes attempted at South Louisiana Community College to participate in the program and must maintain this minimum level for continued employment eligibility.

## *Hiring Process*

Effective Summer 2015, students eligible to participate in the FWS program will be notified by email (sent to @my.solacc.edu address). Students must complete the online employment application (link to the application is on the email) to be considered for employment. After completing the application, students may contact the hiring supervisor for any of the departments shown below to express an interest in working in that department and request an interview. If a student is selected for an interview, s/he must print the email notification and take it to the interview.

If you are selected for an opportunity to work in a department, the hiring supervisor will notify the Human Resources department, who will then contact you for additional steps that must be completed before you are officially hired.



## Chapter 5-Military and Veterans Services

### **VA Benefits**

We proudly serve our active duty and veteran military students as they pursue a college education. Let us help navigate the resources you've earned. If you are a new VA student, we've developed a checklist on the SLCC Veteran Affairs Webpage to help with understanding your benefits.

SLCC participates in the following veteran education benefits programs:

Montgomery GI Bill – Active Duty (MGIB-AD)  
Montgomery GI Bill – Selected Reserve (MGIB-SR)  
The Post 9/11 GI Bill  
Reserve Educational Assistance Program (REAP)  
Survivors' and Dependents' Educational Assistance Program (DEA) (Ch 35)k  
Veterans Retraining Assistance Program  
Veteran's Vocational Rehabilitation Program

To apply for Veteran Education Benefits with SLCC, you will need to complete BOTH of the following applications:

**VA Benefits Application-** If you have not yet applied on VONAPP, click above. If you have already received your Certificate of Eligibility, attach it to your SLCC VA Online Application.  
**Request to Certify Enrollment Application-** All Veterans and Active Duty Military must complete this form at the beginning of their first term and submit it, along with the Certificate of Eligibility to the Financial Aid Office. VA Benefits will be certified once classes are scheduled. Should you need to change the status of your enrollment or a change in your tuition and fees assessment, you can simply fill out the enrollment change form SLCC Veteran Affairs Webpage and submit it to Financial Aid.

SLCC Veteran Affairs Webpage: <http://solacc.edu/admissions/financial-aid/veterans-affairs>

### **Governor's Military Friendly**

ACT 232, co-authored by Rep Burns and other legislators, directs the Board of Regents to establish a process for designating an institution as a Governor's Military & Veteran Friendly Campus, and it included specific requirements for eligibility. The purpose of the legislation was to encourage a statewide system of support to aid veteran students in their transition from military service to college/university enrollment. The "Friendly Campus" designation, then, provides formal recognition to campuses that create a supportive environment for military veterans – and their spouses & families.

The law includes nine criteria for eligibility, of which the institution must meet the entire first five and at least three of the “Additional” criteria. The eligibility requirements focus on supporting military veterans during their transition to becoming students. South Louisiana Community College's commitment to serving veterans includes; *providing special orientation programs for veterans, providing a veterans specific Seminar in First Year Experience Course, offering priority class scheduling, free tutoring, and career guidance.*



*"Proud to be a Governor's Military Friendly School"*



## **Chapter 6- Student Life**

### *Student Government Association*

The Student Government Association supports the mission of the College. The Student Government Association is composed of elected representatives from the student body. Collectively they are the voice of the students and promote campus activities that enhance intellectual, physical, social, and cultural atmosphere of SLCC. This is done by providing vital co-curricular activities that enhance individual student development. SGA also promotes participation in self-governance and upholds the high standards of education at South Louisiana Community College

### *Student Development & Leadership*

The Student Leadership & Development component of the Student Engagement Office offers co- curricular programs and educational modules designed to assist students in developing leadership, social, emotional, and intercultural competencies.

### *Civic & Service Learning*

Civic & service learning advances the education of our students. SLCC students become civic- minded, actively engaged, life-long scholars and leaders on campus, locally, throughout the nation and globally.

### *Student Groups and Organizations*

SLCC offers clubs/organizations that cover a wide range of interests, including academic, religious, recreational, political and service. If you decide to join a club, you may enjoy being a member who attends the meetings and participates in club activities, or you may decide to take a leadership role and become an officer.

### *Diversity and Multicultural Programming*

Multicultural Programs facilitates the creation of an affirming and equitable community of care while supporting and engaging in the development of students of all racial identities. Core values of this component of student programming include, identity affirmation, cross-cultural engagement, and cultural humility. Through multicultural programming, the Office of Student Engagement serves as a model of inclusion and cultural humility that empowers students.

### *International Student Programming*

The Student Engagement Office is proud to have our students refer to us as their home away from home. We provide programming and support for more than 100 international students from nearly 20 different countries. We hope that you make the office of student engagement your very first stop when you are looking for fun and engaging international student programming opportunities. Our doors are always open and we welcome you to South Louisiana Community College.

### *LGBTQ Programming*

The Office of Student Engagement provides LGBTQ+ programming and resources that foster a campus environment that is positive, safe and supportive for members of the lesbian, gay, bisexual, transgender, queer and questioning community.

### *Phi Theta Kappa Honor Society/ Programming*

Phi Theta Kappa Mission Statement: The mission of Phi Theta Kappa is to recognize academic achievement of college students and provide opportunities for them to grow as scholars and leaders.

About Phi Theta Kappa: Established in 1918, Phi Theta Kappa Honor Society serves to recognize and encourage the academic achievement of two-year college students and provide opportunities for individual growth and development through scholarship, leadership, service, and fellowship. In 1929, the American Association of Community Colleges recognized Phi Theta Kappa as the official honor society for two-year colleges. Today, Phi Theta Kappa is the largest honor society in American higher education with more than 2 million members and 1,200 chapters located in all 50 of the United States, U.S. territories, British Virgin Islands, Canada, Germany, Marshall Islands, Micronesia, United Arab Emirates and Palau. The South Louisiana Community College Chapter has been officially designated as the Beta Xi Omega Chapter.

### *ENGAGE Mentor Program*

The ENGAGE Mentorship Program consists of three separate but intertwining components, the Peer Mentor Program, the International Peer Mentor Program and the Professional Mentor Program. The central theme of the Office of Student Engagement is our belief in providing students with excellent engagement opportunities that are student-focused, student-driven, and student-centered.

The primary goal of the ENGAGE Mentorship Program is to provide each participant with the knowledge and ability to move forward successfully in his or her individual academic program and career. This program has been designated as the OSE's signature programming contribution to improving the institution's student success outcomes.

### *ULead Student Leadership Conference*

Here at South Louisiana Community College, we are committed to developing and cultivating the leadership potential that exists in each of us.

The U Lead Student Leadership conference theme focuses on developing student leaders by providing them with access to the "U Lead" experience". Students spend the day learning what's unique about you and your leadership style, how to develop their strengths and qualities, and finally, how to apply those to leadership! Each spring semester we invite all current and future students to join us for a day of inspiration, leadership insights, fun, and networking with other college student leaders. Students will leave refreshed, energized, and excited about student leadership.



### *Student Experience Programs*

The University Experience, (“U Experience”) provides SLCC students with an opportunity to become fully engaged in the next steps along their academic journey. The “U Experience” programming component provides students with opportunities to visit various colleges and universities across the southeastern and southwestern regions of the United States. While visiting the university, students will receive information specific to transfer students, i.e., academic advising, admissions, scholarships, degree programs, housing, etc. As an additional component of this program, SLCC students will engage in both a cultural experience and a service learning project, unique to each college and university’s origin city.

The Workforce Experience Program (WEP) is a program that is open to all current SLCC students who are currently enrolled and or interested in technical programs. The WEP program provides students with the opportunity to engage in activities that cultivate workforce knowledge, self-efficacy, and develop skills & work habits that increase the potential for employment success upon graduation. As an additional component of this program, students will engage in either a cultural experience and or service learning project, unique to each workforce experience program.

### *Posting guidelines*

The Student Engagement Office approves all club/organization postings on campus. Publicity materials for SLCC club/organization activities should be submitted for posting after submitting a student activity request form. Additional club/organization information can be placed on SLCC website, Facebook, or Twitter upon receiving approval. All non-SLCC postings must be approved by the office of Student Engagement. Unauthorized postings or postings for unapproved activities will be removed.

To learn more about the Office of Student Engagement, visit the OSE Webpage:  
<http://solacc.edu/students/student-life>



## **Chapter 7-Student Rights, Responsibilities, and Conduct**

### **Clery Act**

This Act requires colleges/universities across the United States to disclose information about crime on and around their campuses. SLCC posts campus crime statistics in each classroom and general public areas. Students, employees, and others can obtain a copy of the campus crime statistics by contacting the SLCC Office of Safety and Security in Room 113 of the Lafayette campus at 320 Devalcourt, or by visiting <http://ope.ed.gov/security/>

### **Title IX**

Title IX of the Education Amendment Act of 1972 prohibits discrimination on the basis of sex in all areas of education programs and activities such as admissions, financial aid, housing, facilities, scholastic, intercollegiate, club and intramural athletics.

Sexual harassment, which includes acts of sexual violence and sexual assault, is a form of sex discrimination prohibited by Title IX. SLCC is committed to ensuring all students feel safe and have the opportunity to benefit fully from education programs and activities.

SLCC has adopted policies and procedures to be in compliance with the federal and state requirements related to the Title IX Act, the VAWA Act and the SaVE Act. The college has also adopted a Sexual Misconduct Policy.

If the college is notified of sexual harassment or violence, we will:

- Take immediate and appropriate steps to investigate the incident
- Take prompt action to end the harassment and resolve the situation
- Take appropriate steps to prevent recurrence of future incidents

To learn more about Title IX at SLCC, Please visit our webpage:  
<http://solacc.edu/students/title-ix-%E2%80%93-know-your-rights>

### **Information Technology**

South Louisiana Community College expects all individuals to use information and information technology responsibly. South Louisiana Community College provides computer services for students. SLCC computer use is governed by the SLCC Computer Usage Policies. SLCC Computer Usage Policies apply to everyone who has an account through the college. Students may access and submit a request for new accounts by contacting the SLCC Helpdesk.

Students are expected to be professional and ethical and demonstrate good judgment when using SLCC technological resources.

### **Non-Discrimination**

South Louisiana Community College assures equal opportunity for all qualified persons without regard to race, creed, color, marital status, sexual orientation, religion, sex, age, national origin, physical or mental disability, or veteran's status in the admission to, participation in, and treatment of employment in the programs and activities of the College.

### **Student Disciplinary Procedures:**

#### **General Statement**

Student disciplinary procedures are applicable to any student or student organization that is charged with a violation of the Student Code of Conduct. These procedures are designed to allow for fact-finding and decision-making in the context of an educational community, and to encourage students to accept responsibility for their own actions. The intent is to provide adequate procedural safeguards to protect the rights of the individual student and the legitimate interests of the College. All student records generated during the information gathering/decision-making process associated with these procedures are subject to the Family Educational Rights and Privacy Act (FERPA). Additionally, all procedures are subject to applicable laws and regulations, and the April 24, 2011, "Dear Colleague Letter" guidance issued by the U.S. Department of Education, Office for Civil Rights.

#### **Student Code of Conduct**

As a community of scholars, South Louisiana Community College is committed to providing an environment that values academic excellence, personal integrity, justice, equity, and diversity in an orderly and peaceful environment. Such an environment is essential for fostering the intellectual growth and personal development of all students. All members of the College Community share responsibility for maintaining conditions which support the College's mission.

The community supports each member's right to study and work in a quiet, respectful, non-violent atmosphere that is conducive to the pursuit and acquisition of knowledge. Students who voluntarily join this College Community assume the obligation of abiding by the standards commonly held by that community. Every student at South Louisiana Community College is therefore obligated to assume responsibility for his/her actions, to respect constituted authority, to be truthful, and to respect the rights of others, as well as to protect personal and public property.

The goal of the disciplinary system is to educate and discipline the individual as well as to protect the integrity and security of the South Louisiana College Community and its mission by serving as a deterrent.

The College discipline system recognizes that not all violations of local, State, and Federal law affect the interests of the College Community and the discipline system accepts jurisdiction in those instances where the College Community's interest is substantially affected, regardless of

whether the conduct in question occurs on or off campus. The rules governing conduct may come under the jurisdiction of the legal system, but are typically and necessarily broader in coverage than statutes and ordinances.

South Louisiana Community College's disciplinary system is not intended to be adversarial in nature and is substantially less formal than a court of law. The majority of cases, in which severe sanctions are not likely to be considered, can and should be handled informally. The objective of a system of student discipline is to promote responsible citizenship in a complex organizational or social setting.

All students enrolled in South Louisiana Community College *special programs* must adhere to the SLCC Student Code of Conduct, e.g. ECA, JSClark Leadership Academy, Adult Education, and Continuing Education.

**The College has identified certain types of misconduct as subject to disciplinary sanctions. These types include, but are not limited to:**

- **All forms of student academic dishonesty**, including but not limited to cheating, fabrication, facilitating academic dishonesty, and plagiarism. The administration of this section of the Code is addressed in the College's Academic Integrity Policy.
- **Endangering, threatening, or causing physical harm** to any member of the College Community or to oneself, causing reasonable apprehension of such harm or engaging in conduct or communications that a reasonable person would interpret as a serious expression of intent to harm.
- **Violating the terms of any disciplinary sanction** imposed for an earlier violation of the Student Code of Conduct or other College rules.
- **Violation of, or attempt to violate**, other rules that may be adopted by the College.
- **Impersonation of another**, using another person's identity, or furnishing materially false information, including manufacturing or possession of false identification.
- **Initiating, causing, or contributing to any false report**, warning, or threat of fire, explosion, or other emergency.
- **Failure to comply with the directions of College officials or agents**, including law enforcement or security officers, acting in the good faith performance of their duties. This section is not intended to prohibit the lawful assertion of an individual's Fifth Amendment right against self-incrimination.
- **Forgery, falsification, fabrication, unauthorized alteration, or misuse of College documents**, records, or identification, including, but not limited to, electronic software and records.
- **Unauthorized presence** in or unauthorized use of College property, resources, or facilities.
- **Unauthorized access** to, disclosure of, or use of any College document, record, or identification, including but not limited to electronic software, data, and records.
- **Interfering with or disrupting College or College-sponsored activities**, including but not limited to classroom related activities, studying, teaching, research, intellectual or creative endeavor, administration, service or the provision of communication, computing or emergency services.
- **Misrepresenting oneself or an organization** as an agent of the College.

- **Possession of property the student knows or has reason to believe may be stolen or misappropriated.**
- **Misuse, theft, misappropriation, destruction, damage, or unauthorized use,** access, or reproduction of property, data, records, equipment or services belonging to the College or belonging to another person or entity.
- **Violation of College rules or applicable laws governing alcohol, including consumption, distribution, unauthorized sale, or possession of alcoholic beverages.**
- **Unauthorized use, sale, possession, or distribution of any controlled substance or illegal drug or possession of drug paraphernalia that would violate the law.**
- **Off-campus conduct that a reasonable person would believe may present a risk or danger to the health, safety or security** of the College Community or to the safety or security of College property.
- **Gambling** as prohibited by applicable law or College policy.
- **Engaging in, supporting, promoting, or sponsoring hazing;** where hazing is defined as an act which endangers the health or safety of a student or which destroys or removes public or private property for the purposes of initiation, admission to, affiliation with, or as a condition for continued membership in a group or organization.
- **Engaging repeated or significant behavior toward another individual,** whether in person, in writing, or through electronic means, after having been asked to stop, or doing so to such a degree that a reasonable person, subject to such contact, would regard the contact as unwanted.
- **Engaging in discriminatory activities,** including harassment and retaliation, as prohibited by applicable law or College policy.
- **Interfering with any College disciplinary process,** including but not limited to tampering with physical evidence or inducing a witness to provide false information or to withhold information.
- **Sexual misconduct, including: sexual violence and other non-consensual sexual contact**—actual or attempted physical sexual acts perpetrated against a person by force and without consent or where a person is incapable of giving consent due to circumstances including, but not limited to: 1) use of drugs or alcohol, 2) intellectual or other disability, or 3) age; sexual harassment – unwelcome conduct of a sexual nature that is sufficiently severe or pervasive as to create an intimidating, hostile, or offensive environment; or other sexual misconduct including but not limited to indecent exposure, sexual exploitation or voyeurism, or non-consensual photographing or audio-recording or video-recording of another in a state of full or partial undress or while engaged in sexual activity, or publishing or disseminating such materials.
- **Use, possession, display, or storage of any weapon,** dangerous instrument, explosive material or device, fireworks, bomb-making materials or dangerous chemical on College property, at a College sponsored activity or in violation of law or College policy.
- **Photographing, videotaping, filming, digitally recording, or by any other means secretly viewing, with or without a device, another person without that person's consent** in any location where the person has a reasonable expectation of privacy, or in a manner that violates a reasonable expectation of privacy. This section does not apply to lawful security or surveillance filming or recording that is authorized by law enforcement or authorized College officials.
- **Commission of any offense prohibited by Louisiana or federal law or local ordinance.**

Any attempt to commit or conceal an act of misconduct prohibited by these rules is subject to sanctions to the same extent as completed acts.

### Disciplinary Process

#### I. Incident Reporting

Possible violations of the Student Code of Conduct, College rules, policies, or regulations are to be reported to the Vice Chancellor for Student Services' office. The incident reporting form is located in on the **Student Conduct Webpage**: <http://solacc.edu/students/student-life/student-code-conduct>

The report must be made in writing and submitted within five days of the incident and should include the following information:

- Date, time, and location of the incident
- Nature and description of the incident
- List of individual(s) involved
- List of witnesses
- Name and signature of the individual filing the report and the date of submission

#### II. Administrative Conference

It is intended that a majority violation will be disposed of administratively, with informal resolution, by mutual consent of the parties involved through a conference with the Vice Chancellor for Student Services or designee. At the completion of the administrative conference, the Vice Chancellor for Student Services or designee is responsible for accurate and confidential record keeping of notes from the administrative conference, subsequent conduct violation findings, and sanctions.

If the student admits to the violation, the Vice Chancellor for Student Services or his/her designee will assign an appropriate sanction according to the severity of the violation. If the student is believed to have committed a violation but denies responsibility, the case will immediately be moved to a Judicial Board Hearing.

In situations where the allegations are significant in nature, at the discretion of the Vice Chancellor for Student Services, the case may also be moved immediately to the Judicial Board Hearing level without Administrative Conference.

#### III. Judicial Board Hearing

A Judicial Board Hearing is an internal review of alleged violation(s) of the Student Code of Conduct, College rules, policies, or regulations. The purpose of the hearing is to determine if a violation(s) occurred. These hearings may be held whether or not the accused and/or the complainant attend.



- At the completion of the Judicial Hearing, the Director of Student Engagement (Judicial Hearing Board Officer) is responsible for accurate and confidential record keeping of notes from the judicial hearing, subsequent conduct violation findings, and sanctions.

The process begins with a meeting between the accused and the Director of Student Engagement who will serve as the Hearing Chair or designee. This meeting provides the opportunity for the Hearing Chair or designee to aid the student with understanding the judicial process and the student's rights and responsibilities. The Hearing Chair or designee will present all charges, in written form, to the accused student and establish a date, time, and location for the hearing, not less than five or more than fifteen business days after the meeting. The accused student and the complainant will have two business days following the meeting to submit, in writing, the names of any witnesses to the Hearing Chair or designee for approval. It is the responsibility of the participants to notify approved witnesses of the date, time, and location of the hearing.

Members of the Judicial Hearing Board serve as advisory to and are selected by the Director of Student Engagement and are responsible for determining whether or not a violation(s) occurred. *The Board will consist of five members: two faculty members, one non-faculty employee, and two students. One alternate member from each group will also be appointed. A minimum of one faculty member, one non-faculty employee, and one student must be present to conduct a hearing.*

The Hearing Chair or designee will preside over the hearing and will serve as a resource to the Board during the deliberation process. The Hearing Chair is also responsible for reviewing the case with the Board, directing the proceedings, making certain that only relevant information is reviewed, and ensuring that both the accused student and the complainant are given ample opportunity to present the facts of the possible violation in their own words to the Judicial Hearing Board.

Judicial Board Hearings will be conducted according to the following guidelines:

- All hearing proceedings will be conducted in private and held in strict confidence.
- There shall be a single verbatim record of the hearing, such as an audio recording, which will be the property of the College.
- All procedural questions related to the hearing will be decided by the Hearing Officer.
- Admission of persons to the hearing and the admission of evidence, including pertinent records, statements, and exhibits, will be at the discretion of the Hearing Officer.
- In cases dealing with sexual assault, cases **must be immediately forwarded to the Title IX Coordinator**
- Both the accused and the complainant have the right to be assisted at the hearing by an advisor of their choice. Any expense related to having an advisor present is the responsibility of the hiring party. Those involved in the hearing are required to present their own cases and advisors, if any, are

not permitted to speak or otherwise participate directly during the hearing proceedings.

- Both parties and the Judicial Board have the privilege of presenting witnesses during the hearing proceedings and to make cross examination inquiries.
- Except in the case of a student charged with failing to obey the summons of the Judicial Hearing Board or College official, no student may be found to have violated the Student Code of Conduct solely because of their absence from a hearing.
- The Judicial Hearing Board will deliberate at the conclusion of the hearing to determine, on a section by section basis, whether or not any violation(s) of the Student Code of Conduct occurred. The determination will be made based on whether or not a preponderance of evidence exists to indicate that the Code was violated.
- The Judicial Hearing Board will forward a written report of their determination or wrongdoing and sanctions within **five** business days following the close of the hearing to the Vice Chancellor for Student Services or designee. The Vice Chancellor for Student Services or designee will contact the student to schedule a meeting to administer sanctions for any student conduct violations found by the Judicial Hearing Board.

### Sanctions

One or more disciplinary sanctions may be imposed on a student following an Administrative Conference or Judicial Board Hearing. The Vice Chancellor for Student Services or designee is responsible for determining and imposing appropriate sanction(s) in all cases.

The following sanctions may be imposed upon students:

- **Warning** - an official warning that the student's behavior is in violation of the South Louisiana Community College Student Code of Conduct. If a student is found guilty of a Code violation while on warning, sanction(s) resulting from the subsequent violation may be more severe.
- **Probation** - restrictive conditions may be imposed for a specified length of time which varies according to the severity of the offense. These conditions may include, but may not be limited to the following: loss of good standing, which may become a matter of record; ineligibility to receive any College award, scholarship, loan, honorary recognition, or initiation into any local or national organizations, and denial of the privilege to occupy a position of leadership or responsibility in any College student organization, publication, or activity, or ability to represent the College in an official capacity or position. While on probation, the student may continue to attend classes and will be given the opportunity to show capability and willingness to behave in accordance with the Student Code of Conduct. If a student is found guilty of a Code violation while on probation, sanction(s) resulting from the subsequent violation may be more severe. Any educational sanctions assigned

with probation must be completed prior to the conclusion of the probation; otherwise the probation will remain in effect.

- **Suspension** – a suspension may be imposed for a specified length of time which varies according to the severity of the offense. During a period of suspension, a student may not attend classes or participate in College related activities, whether they occur on or off campus. A student on suspension may not otherwise be present on College premises unless authorized in writing in advance under conditions approved by the Vice Chancellor for Student Services. Any educational sanctions assigned with a suspension must be completed prior to the conclusion of the suspension; otherwise the suspension will remain in effect.
- **Dismissal** – a dismissal is a permanent separation of the student from the College without the opportunity for the student to graduate or re-enroll in the future.
- **Educational Sanctions** – in conjunction with the sanctions listed above, a student may be assigned educational sanction(s). These may include, but are not limited to, College service, community service, reflective or research papers, classes or seminars.
- **Restitution** – may be required as compensation for damage, loss, or injury. Forms of restitution may include appropriate service, monetary compensation, material replacement, or a combination of forms.

**The following sanctions may be imposed upon student groups or organizations:**

- Warning
- Probation
- Deactivation – the deactivation of a student group or organization includes a loss of all privileges, including College recognition, for a specified period of time.
- Educational Sanctions
- Restitution

Interim Suspension

- In the majority of situations, students involved in the disciplinary process will remain as active participants (able to attend classes, participate in activities, etc.) in the College Community pending the determination of an appropriate sanction.
- In certain circumstances, the Vice Chancellor for Student Services or designee may impose an interim suspension on a student prior to a Judicial Board Hearing. Interim suspensions may be imposed to ensure the safety and well-being of the student or the College Community or the preservation of College property. Interim suspensions may also be imposed in cases where a student poses a threat of interference or disruption with normal College operations.
- During a period of interim suspension, a student **may not attend classes or participate in College related activities, whether they occur on or off campus.**

A student on interim suspension may not otherwise be present on College premises unless authorized in writing in advance under conditions approved by the Vice Chancellor for Student Services or designee.

### Appeals

- **1<sup>st</sup> Level:** A student, or the parent/legal guardian of a minor student, may appeal to the **Vice Chancellor for Student Services** on the grounds that the college's published procedures do not provide due process or that such procedures were carried out in an unfair or impartial manner.

#### **Office of the Vice Chancellor for Student Services**

Lafayette Campus, Ardoin Building  
1101 Bertrand Drive, Lafayette, LA 70506  
Phone: 337.521.8957 / Fax: 337.521.8992

- **2<sup>nd</sup> Level:** A student, or the parent/legal guardian of a minor student, may appeal to the **Chancellor** of the college on the grounds that the college's published procedures do not provide due process or that such procedures were carried out in an unfair or impartial manner after 1<sup>st</sup> level of appeal.

#### **Office of the Chancellor**

1101 Bertrand Drive  
Lafayette, LA 70506  
P: 337.521.8958

- **3<sup>rd</sup> Level:** A student, or the parent/legal guardian of a minor student, may appeal to the President of the LCTCS, after the 2<sup>nd</sup> level of appeal. The appeal must be made, in writing, within 15 business days of the college's final disposition on the matter. (LCTCS Policy #2.0004: Student Conduct and Appeal Process) LCTCS Appeal Procedure: <https://www.lctcs.edu/wp-content/uploads/2017/02/Policy-2.004-Student-Conduct-and-Appeal-Procedures-Revised-02.08.17.pdf>

### Disciplinary Records

- Records of student disciplinary proceedings and actions will be confidentially maintained in accordance with the College's document retention policies, for a period of not less than five years. Disciplinary records may be retained for a longer period, or permanently, at the discretion of the Vice Chancellor for Student Services
- Upon graduation, students may apply to have disciplinary records, other than those involving dismissal, removed by submitting a **written request to the Vice Chancellor for Student Services or designee.**

### **Office of the Vice Chancellor for Student Services**

Lafayette Campus, Ardoin Building  
1101 Bertrand Drive, Lafayette, LA 70506  
Phone: 337.521.8957 / Fax: 337.521.8992

#### Confidentiality

- The student disciplinary process is designed to be confidential. No discussion or disclosure of the specifics of any case with any individual within or outside of the college community will occur unless such discussion or disclosure is deemed necessary in the determination of guilt or appropriate sanction by the Vice Chancellor for Student Services, or the Judicial Hearing Board, unless such an action is specifically imposed as part of the sanction for a violation.

#### Interpretation and Revision

- Questions regarding the Student Code of Conduct and disciplinary procedures are to be directed to the Director of Student Engagement, Campus Directors, and Vice Chancellor for Student Services who is responsible for issuing interpretations as necessary.
- The Student Code of Conduct and disciplinary procedures will be reviewed periodically by the Student Conduct Review Committee. The Student Conduct Review Committee is comprised of the (2) Faculty Members, (2) Staff Members, (2) Student Leaders, and (1) Non-Student Leader, Director of Student Engagement, *Ex. Officio*

### **Student Leaders**

All LCTCS institutions are committed to upholding and instilling in all students the highest standards of academic, personal, professional, and social integrity. However, student leaders, by virtue of their post, are considered to be role models within the college community and must therefore at all times exhibit behavior, on and off campus, that aligns with the college's mission and its student code of conduct. For purposes of this policy, student leaders include: *student athletes, student government officials, student organization leaders, honor society leaders, and other official student leadership roles recognized by the college.* (LCTCS Policy #2.0004: Student Conduct and Appeal Process)

If a student leader is charged with a felony offense or serious misdemeanor, the student leader may be removed from his/her leadership position until final legal disposition of the matter. While charges do not constitute guilt, a student leader being charged could affect the college's reputation and/or the learning environment. Student leaders have a responsibility to self-report any felony or serious misdemeanor charges, within 48 hours, to their staff advisor, who will then inform college leadership. This policy will be enacted when a student self-reports or when college leadership becomes aware of the charges. The decision to remove a student leader from his/her leadership position will be made by the college Chancellor, in consultation with the college's Chief Student and/or Academic Affairs Officer. (LCTCS Policy #2.0004: Student Conduct and Appeal Process)

The following factors will be considered when deciding whether or not to remove a student leader from his/her position following a felony offense or serious misdemeanor charge:

1. The impact having the student leader remain in his/her position may have on the college community as a whole;
2. Whether or not the felony or serious misdemeanor offense involved any other members of the LCTCS college community or property of an LCTCS college; and
3. The individual student leader's personal ability to fulfill in his/her leadership responsibilities while under investigation.

Once final legal disposition of the matter occurs, the college Chancellor, in consultation with the college's Chief Student and/or Academic Affairs Officer, may lift, modify, leave in place, extend, or make permanent the student's removal from the leadership position. Student leaders must be made aware of and acknowledge this policy upon their ascension to a leadership position. (LCTCS Policy #2.0004: Student Conduct and Appeal Process)

### Student Rights & Responsibilities

South Louisiana Community College is a learning community designed to foster *collaboration, open communication, mutual respect* and *inclusiveness* among students, faculty and staff as they engage in the education process. As members of this community, all students are entitled to certain rights and privileges, which are protected. In order to protect the rights and privileges of all students, there are guidelines for conduct that are intended to facilitate the desired environment and educational goals of SLCC and its students. It is important that each student become familiar with the rights and responsibilities afforded students enrolled at SLCC.

#### Student Rights

- The right to participate in self-governing student bodies which provide channels of communication and means for using democratic processes to solve problems.
- The constitutional rights of freedom of expression and assembly.
- The right of freedom to hear and participate in dialogue and to examine diverse ideas.
- The right to a learning environment free from harassment, discrimination, and violence.
- The right to due process in disciplinary procedures in accordance with the rules and procedures prescribed in the Student Code of Conduct.

#### Student Responsibilities

- The responsibility of assuming the consequences of one's actions.
- The responsibility for knowledge and observance of established college policies presented in official college publications.
- The responsibility that free discussion represents the scholarly nature of the learning community.
- The responsibility to insure that no student organization, constitution, nor other organizational documents include discriminatory clauses.
- The responsibility to respect the rights and privacy of others.



## Chapter 8-Privacy Policies

The Family Educational Rights and Privacy Act of 1974 is a federal law which states (A) that a written institutional policy must be established and (B) that a statement of adopted procedures covering the privacy rights of students be made available. The law provides that the institution will maintain the confidentiality of student education records. In accordance with the above act, Students enrolled at SLCC are hereby notified of their rights of access to their official records as described in the act.

A student desiring access to his/her education records shall make request in writing to the appropriate office: permanent academic records or admission records, would make the request to the Registrar; personnel records and financial records, would make the request to the Vice Chancellor of Administration/Finance; other academic records, would make the request to the any of the Deans within the Division of Academic Affairs. Anyone is permitted access to a student's education records with prior written consent from the student. Parents are permitted access without written consent only if that student is a dependent.

Under provision of the act, certain information concerning the student is designated as directory information and may be released by the College unless the student has informed the College that such information should not be released. Directory information includes: the student's name, address(es), telephone number(s), date and place of birth, dates of enrollment, college or school, classification, major degree(s) earned, academic awards and honors, participation in officially recognized activities, and the most recently attended education agency or school. Any person who wishes any or all of the listed information not released must complete the appropriate form each semester in the Office of the Registrar prior to the end of the first week of classes.

The college may release personally identifiable information from the education records of a student to appropriate parties in connection with an emergency if knowledge of the information is necessary to protect the health and safety of the student or other individuals.

If further information is desired, contact the Office of the Registrar. South Louisiana Community College has designated the following as ***directory information***:

- Name
- Address
- Students College E-mail address
- Telephone Numbers
- Academic awards and honors received
- Dates of attendance
- Enrollment Status
- Major or department
- Classification
- Degree(s) earned
- Participation in officially recognized activities



## **Chapter 9-College Services**

### **Bookstore**

SLCC bookstore services are provided by a contracted vendor, Follett Higher Education Group. The bookstore is located in the Ardoin Building. Its hours are posted outside the bookstore and are available on the website. It provides extended hours for Back to School and Final Exams. The bookstore can be contacted by Phone: (337)-521-8930 or Email: [slcc-lafayette@bkstr.com](mailto:slcc-lafayette@bkstr.com) or check for updates at website: <http://www.bkstr.com/southlouisianaccstore/home>

### **Library**

The mission of the SLCC Library is to develop resources, facilities, and services to enhance student learning. In addition to the main library on the Lafayette Campus, library Resource Rooms are available at the Crowley - Acadian Campus, Ville Platte - C.B. Coreil Campus, Abbeville - Gulf Area Campus, Franklin - Franklin Campus, and St. Martinville - Evangeline Campus.

### **IT Support Services**

For IT assistance, please create a support case by emailing [itsupport@solacc.edu](mailto:itsupport@solacc.edu). Please provide detailed information about your question.

### **Emergency Notification (Smart Notice)**

South Louisiana Community College is committed to the safety of our students, faculty, staff, and guests. Through Smart Notice, we are able to provide notifications during emergency events, including campus closures.

All members of the College Community are encouraged to access the link below to create an account and provide their contact preferences. Messages may be received via telephone, email, or text, or through any combination of these options. Contact information provided through this system will only be used for emergency notification purposes.

Smart Notice: <http://solacc.edu/students/future-students/smart-notice>

### **Safety and Security Office:**

*Drug Free Campus Policy* - South Louisiana Community College prohibits the use of drugs, including alcohol, on campus or at any activity sanctioned by the college. It is unlawful to possess, use, or distribute illicit drugs on SLCC's property or at any college-sponsored event whether or not the event is conducted on campus. The Office of Student Services provides counseling, referral services, and other assistance to students, faculty, and staff who seek help with substance abuse problems.



*Firearm-Free Campus* - South Louisiana Community College prohibits unauthorized possession of weapons as defined by state law and College policy. Any student found in violation of this policy will be suspended, expelled, or barred from the College, in addition to any and all other applicable penalties.

*Campus Security* - SLCC secures its property and the safety of its students and personnel through security guards provided through the private sector. Officials from area law enforcement agencies are also available for assistance on a 24-hour basis.

### **Parking**

South Louisiana Community College has the responsibility of regulating vehicular traffic on all of its campuses and sites. The College also is responsible for ensuring that all motor vehicles and bicycles used on campus follow college guidelines for orderly and safe operation.

Anyone operating a vehicle outside of College guidelines will be subject to vehicle citations, fines, immobilization, and towing. Students/staff who develop a pattern of disregard for college parking and operation guidelines face the added penalty of losing campus parking privileges.

### **ID Cards**

Each semester, students are required to obtain SLCC identification cards. Students should contact Security and provide a schedule or a student identification number to obtain a Student Identification Card. The issuance of an ID card is a part of the registration process. There is no cost for ID cards, however, fees must be paid in full before the ID card will be issued. ID must be shown when requested by college staff. Identification cards are non-transferable and students who misuse these cards are subject to disciplinary action. If an identification card is lost, it must be reported and replaced.

### **Lost and Found**

SLCC's Campus Security Coordinates Lost & Found. Lost & Found items are located in Lafayette, 320 Devalcourt Street, in the Campus Security Office Room 142 (337-521-8914) or contact the appropriate Campus Administrator in the main office at each of the College sites.

### **Tobacco Free Campus**

Smoke-free Buildings, Campuses and Facilities in accordance with change to Act 211, Louisiana Smoke-Free Air Act, SLCC seeks to provide a safe, healthy, pleasant environment for its faculty, staff students and visitors. To this end SLCC maintains by policy and practice, a tobacco and tobacco product free environment. Signage is present throughout SLCC facilities clearly indicating that all buildings and outdoor areas are smoking free. Use of tobacco and all tobacco products is prohibited in all indoor facilities and outdoor areas and within all state owned vehicles. Smoking is prohibited anywhere on campus and this policy extends to all faculty, staff, students guests and visitors to SLCC.

## **Reporting a Crime, Accident, Fire or Emergency**

**You should call 911 when:**

(Not an all-inclusive list)

- You witness a crime in progress on campus.
- You see a fire or any other type of critical emergency.
- You have a medical emergency, or any other symptoms that require immediate medical attention.
- You feel that you are being physically threatened by someone or something.
- You hear discussion of or see a weapon on campus.

**When to Call Campus Security & Safety: This number is published at each campus**

(Not an all-inclusive list):

Safety & Security Office-337-521-8914.

You should call this number when:

- You need a room unlocked.
- You want to report suspicious circumstances.
- You have recovered lost and found property.
- You would like an escort to and from class.
- You have an agitated individual in your classroom/department area.
- Other non-life threatening situations.

## **Emergency Evacuation**

This Emergency Evacuation Plan is for the benefit of all personnel, who should study and follow the plan in case of an emergency. Evacuation routes are posted throughout the building. In addition, an ADA assist evacuation device is located on each of our campuses. Instructors will direct, enforce, and have full charge of the evacuation of all students in their classrooms during the period of emergency. There is a fire alarm switch which should be activated in case of fire. There are fire extinguishers on each floor. All employees should know where these are located. Employees should learn the floor plan of the College; this procedure will be necessary in case of a smoke-filled building. Disabled persons should always advise their instructors of their conditions. Waiting until there is an emergency could cause problems. When an alarm sounds, everyone will evacuate the building; there will be no exceptions! Instructors will submit their written reports about persons who fail to comply. Instructors will see that the Emergency Procedures are adhered to in case of an emergency evacuation. Any accidents/incidents should be reported to the Director for Safety and Security.

### **Crime Prevention Tips**

- Students should maintain control over book bags, books, laptop computers, cell phones, portable electronic devices, and all personal property, at all times.
- Students should bring to campus only what is needed daily.
- Valuables should be secured out of view in your vehicle's trunk.
- Only known/trusted individuals should be asked to watch over your personal items, even for a short time.
- Be aware of your surroundings at all times.
- If each student does his/her part to impact safety, everyone's college experience will be more secure.



## Chapter 10- Strategies for Success

### Ten Points to Empower Students:

The focused academic action list below can be used to empower one to become more academically aware, thereby avoiding some frustrating and often avoidable situations.

**1. Your Advisor**—Advisors are professionals at giving academic guidance; however, they are not mind readers. If you do not share your concerns, goals, and needs with them, then they cannot provide the best advice possible. Prepare questions and appropriate paperwork prior to meeting with an advisor. Take the time to meet with an advisor outside of the hectic registration period. Share the good and the bad, listen to their advice, and accept responsibility for your own progress.

**2. Your Catalog**—We know that the college catalog will never appear on the best-seller list, but it does have a wealth of important information in it, particularly your degree requirements and prerequisites. For an exception to any policy, you should consult your catalog first and see what the published policies and procedures are and how they could affect you. If you do not have a catalog, request one or go to the college website.

**3. Directions and Documentation**—Read all directions carefully and slowly before you begin. When given material such as curriculum guides, grade sheets or any official letter from the college read it carefully then create a file and bring the form with you if it pertains to your visit with an advisor, professor or other college employee. It is your responsibility to fill out all forms and review them for correctness and accuracy.

**4. Deadlines and Due Dates**—All academic institutions have official add/drop periods. Some also have late start and second half semester start classes. Make certain to write these on your calendar and adjust your schedule as needed within these time frames. Make special note of due dates for essays and dates of final exams.

**5. Your Grades**—Your grade point average (GPA) can determine your eligibility for certain programs, the Dean's list, financial aid, and scholarships. It can also determine your academic progress and actions like warning, probation suspension, and dismissal. These are all serious actions and should not come as a surprise; nevertheless, students are often shocked to learn that they are ineligible to enroll in classes due to one of these actions. Talk to your advisor (#1) about your academic progress and review your catalog (#2) to make certain you understand how your GPA is calculated.

**6. Your Body**—Try to eat some healthy food, get some exercise, and sleep regularly. Most importantly notice when your body is talking to you. If you are falling asleep in class, losing your appetite, not leaving your room, or feeling depressed, then seek help immediately. Your mind cannot perform at its best when your body is being ignored.

**7. Your Employment**—Many students have to work at least part-time while attending college. Talk to your employer about your academic goals and see how much flexibility is

available. If you are working full-time, be especially careful not to attempt a full-time course load. You will likely end up missing a deadline and overstressing yourself physically and mentally.

**8. Your Finances**—Try not to get too deeply into debt. There are literally thousands of scholarship opportunities that students do not explore (due to lack of time, perhaps, or a lack of confidence). Attending school part-time and taking only the course load you can afford really can help you progress towards your degree.

**9. Your Friends**—Look out for each other and stay connected. When the end of the add/drop periods approach, for example, remind your friends to make adjustments and verify their own schedules. If you believe a friend is in trouble physically or emotionally, encourage him/her to get help as soon as possible.

**10. The Internet**—E-mail and the Web are valuable tools, but they are easily misused and can lead to misunderstandings. When e-mailing your advisor or professor, review your message for spelling and grammar, and never send an e-mail out of frustration or anger. When conducting research, keep in mind that anyone can publish his or her ideas on the Web, and that does not mean the information is well-written, truthful, or accurate. Think carefully about what you read and make certain to cite anyone else's ideas. If you take an idea from the Web without giving that person credit, you have committed plagiarism.

*Walter Rankin, Ph.D., is deputy associate dean of Undergraduate Academic Affairs in the College of Arts and Sciences and affiliate associate professor of English at George Mason University*



**2+2 Transfer Programs:** An agreement with a four-year college/university in which a student can complete an associate degree with seamless transfer toward a bachelor's degree.

**Academic Standing:** At the conclusion of each term attended, students are assigned an Academic Standing based on their performance: Good, Warning, Probation or Dismissal.

**ACCUPLACER® Test:** Computerized assessment in reading, writing and math used to determine skill levels for initial placement in courses as part of SLCC's admission and registration process.

**Admission Criteria:** The requirements, such as courses, testing and documentation that must be completed by a student in order to apply to a selective admission program.

**Articulation Agreements:** Agreements between SLCC and other colleges/universities defining which SLCC courses will be accepted for transfer either as major, general education or elective credit.

**Associate of Applied Science (AAS):** A degree preparing students to seek employment in a specialized career field.

**Associate of Arts (AA):** A degree fulfilling most of the general education requirements of the first two years of a bachelor's degree. After earning this degree, students can finish an undergraduate degree at a four-year college/university.

**Associate of Science (AS):** This degree fulfills most of the general education requirements for the first two years of a bachelor's degree. It is designed for students interested in pursuing bachelor's degrees with an emphasis on math and science.

**Audit:** Registration and payment for a course where no grade or academic credit is awarded.

**CANVAS:** A web-based course management system available to SLCC students, faculty and staff. Students use their user name (login) and password to access courses on SLCC.

**Class Schedule:** The listing of courses offered each semester. It includes class hours, instructors, room assignments and information needed for registration of classes.

**Closed/Open Classes:** "Closed class" means that all seats have been taken for the course; "Open class" means that seats are still available and new enrollments will be accepted

**Co-requisite:** A course that a student must successfully complete prior to or during the same semester as another course.

**Course Description:** A written statement that explains course content and prerequisites for registration of the course.

**Course Number:** The number the College uses to identify a course.

**Credit Course:** A course for which academic credit units are awarded to students who successfully complete the course requirements.

**Credit:** Recognition by the College that a student has successfully completed a course.

**Credit Hour:** The unit of measurement for college work that applies to a degree or certificate. Each course has a specific number of credit hours assigned. Tuition is based on the number of scheduled credit hours.

**Degree Plan:** An academic plan that lists all courses that a student must complete in order to earn a degree or certificate.

**Distance Learning:** An alternative to traditional on-campus learning using web and video technologies.

**Dual Enrollment:** Dual enrollment is the simultaneous enrollment of a student at both high school and college in which the student receives credit on both their high school and college transcripts for the same course. Students may enroll in college courses at local technical, community and/or four-year colleges. Students enrolled in a college course follow the college curriculum. The course is taught by either the college instructor or a high school instructor who is approved to teach the college course.

**Entrance Counseling:** An online tutorial that explains the rights and responsibilities of borrowing a student loan. Students must complete the entrance counseling before student loan funds can be disbursed to their account.

**Evening Class:** Classes that are offered during the week or weekend and begin at 5:00 pm or later.

**Early Alert:** A tool that provides feedback on course progress throughout the semester and allows students to connect with their support network.

**Full-time student:** A student who is taking 15 credit hours or more during the semester.

**Grade Point Average (GPA):** The average of all of the course grades a student has received on a four-point scale.

**Hybrid Course:** A course which is held both online and at required real-time, face-to-face sessions. Blended course instruction is split between learning activities online and in a specified location, based on course content.

**LOLA ID Number:** A 7-digit identification number that is assigned to faculty, staff and students. It is also used as a library account number.

**Master Promissory Note (MPN):** A legal document in which a student promises to repay student loan(s) and any accrued interest and fees to the U.S. Department of Education. The

MPN also explains the terms and conditions of student loans

**Noncredit Course:** A course for which no academic credit units are awarded.

**Part-Time Student:** A student who is taking less than 12 credit hours of classes during the semester.

**Prerequisite:** Course completion, placement or documentation required before enrollment in a course.

**Registration:** The process of scheduling course sections.

**Returning Student:** Any student who has previously attended SLCC after leaving high school and is applying for re-admission.

**STEM:** An acronym referring to the academic disciplines of science, technology, engineering and mathematics.

**Syllabus:** A document which outlines course expectations and may include dates of exams, assignments, projects and instructor contact information.

**Term:** The number of weeks a college course is offered.

**Transcript:** An official report/record of an individual student, listing subjects studied, grades received, and degree(s) earned.

**Transfer Student:** Any student who has previously attended another college/university and is entering SLCC for the first time.

**Verification:** A process required by the U.S. Department of Education in which the College's Financial Aid Office requests from a student required documents to confirm information that was submitted on the student's FAFSA application.

**Visiting Student:** A student who is taking one or more courses to transfer back to another college/university with no intent of finishing a certificate or degree at Columbus State.

**Web Course:** A course in which instruction is held completely online, although most web courses require testing at an approved test





## SLCC Directory

### **Acadian Campus**

1933 W. Hutchinson  
Crowley, LA 70526  
Voice (337) 788  
7521 Fax: (337) 788-7642

### **C.B. Coreil Campus**

1124 Vocational Drive,  
Ward 1, Industrial Park  
Ville Platte, LA 70586  
Voice (337) 363  
2197 Fax: (337) 363-7984

### **Evangeline Campus**

6305 Main Highway  
St. Martinville, LA 70582  
Voice (337) 3946466  
Fax (337) 394-3965

### **Franklin Campus**

1013 Perret Street  
Franklin, LA 70538  
Voice (337) 413-8146  
Fax (337) 413-8145

### **Gulf Area Campus**

1115 Clover Street Abbeville, LA 70510  
Voice (337) 893-4984 or (337) 893-4985  
Fax: (337) 893-4991

### **Lafayette Campus**

1101 Bertrand Drive  
Lafayette, LA 70506  
Voice (337) 521-9000  
FAX (337) 521-8052

### **New Iberia Campus**

The Teche and Ember Buildings are located on this campus.  
908 Ember Drive  
New Iberia, LA 70560  
Voice (337) 373-0185  
Fax (337) 373-0187

### **T.H. Harris Campus**

332 East South Street  
Opelousas, LA 70570  
Voice (337) 948-0239  
Fax (337) 948-0243

### **T. H. Harris Extension**

6165 I-49 Service Road  
Opelousas, LA 70570  
Voice (337) 948-0244

### **Aviation Annex**

Aviation Maintenance  
Technology Department  
Lafayette location  
118 Shepard Drive  
Lafayette, LA 70508  
Voice (337) 262-5186

**The College in conjunction with NEMSA is located at the following sites...**

**Lafayette Academy**

2916 N. University Building B Lafayette,  
LA 70507

**Alexandria Academy**

724 Scott Street  
Alexandria, LA 71301

**Baton Rouge Academy 9215**

Interline Avenue Baton Rouge,  
LA 70809

**Covington Academy**

2016 Ronald Reagan Highway  
Covington, LA 70433

**Gretna Academy 200A**

Wright Avenue Gretna, LA  
70056

**Houma Academy**

144 Equity Boulevard  
Houma, LA 70360

**Lake Charles Academy**

2827 4th Avenue Suite 245, Building A  
Lake Charles, LA 70601

## Departmental Contact

<b>Department</b>	<b>Location</b>	<b>Telephone</b>
Academic Advising	Ardoin Building	(337)-521-6983
Acadian Campus	Crowley, LA	(337)-788-7521
Admissions Office	Ardoin Building	(337)-521-9622
Allied Health	Devalcourt Building	(337)-521-9628
Liberal Arts	Devalcourt Building	(337)-521-9064
Bookstore	Ardoin Building	(337)-521-8930
Business, IT & Workforce	Ardoin Building	(337)-521-9033
Career & Transfer Services	Ardoin Building	(337)-521-6984
C.B. Coreil Campus	Ville Platte, LA	(337)-363-2197
Disability Services	Ardoin Building	(337)-521-6915
Evangeline Campus	St. Martinville, LA	(337)-394-2750
Financial Aid Office	Ardoin Building	(337)-521-9621
Franklin Campus	Franklin, LA	(337)-413-8146
Gulf Area Campus	Abbeville, LA	(337)-893-4984
Library Services	Devalcourt Building	(337)-521-8927
New Iberia Campus Library	New Iberia Campus	(337)-373-0164
New Iberia Campus	New Iberia, LA	(337) 373-0185
Registrar's Office	Ardoin Building	(337)-521-8925
Safety & Security Office	Devalcourt Building	(337)-521-8914
STEM	Devalcourt Building	(337)-521-9064
Student Accounts	Ardoin Building	(337) 521-8904
Student Engagement Office	Ardoin Building	(337)-521-6985
Student Success Center	Ardoin Building	(337)-521-6983
Testing Center	Ardoin Building	(337)-521-9627
T.H. Harris Campus	Opelousas, LA	(337)-943-1518
Tutoring Services	Ardoin Building	(337)-521-8961

## Important Email Addresses

Department	Email
Acadian Campus	acadian@solacc.edu
Admissions Office	admissions@solacc.edu
Campus Bookstore	slcc-lafayette@bkstr.com
Career and Transfer Services	careertransfer@solacc.edu
C.B. Coreil Campus	cbcoreil@solacc.edu
Disability Services	ada@solacc.edu
Evangeline Campus	evangeline@solacc.edu
Franklin Campus	franklin@solacc.edu
Gulf Area Campus	gulfarea@solacc.edu
New Iberia Campus	newiberia@solacc.edu
Registrar's Office	registrar@solacc.edu
Student Accounts Office	studentaccounts@solacc.edu
Student Engagement Office	studentengagement@solacc.edu
Student Success Center	studentsucess@solacc.edu
T.H Harris Campus	tharris@solacc.edu