

General Information

The College

Southside Virginia Community College is a two-year institution of higher education established as a part of the statewide system of community colleges created by the 1966 Virginia General Assembly.

SVCC serves primarily the residents of the city of Emporia and the counties of Brunswick, Buckingham (partial), Charlotte, Cumberland, Greensville, Halifax (partial), Lunenburg, Mecklenburg, Nottoway, and Prince Edward. This represents an area of approximately 4,200 square miles. The college operates under the guidance of a local board, and is financed primarily by tuition revenues and state funds, supplemented by contributions from the participating localities and federal funds.

During a period from 1966 to 1968, a committee composed of local business, civic, industrial, and political leaders was appointed by the governing bodies of counties and cities in Region 20 for the purpose of promoting and establishing campuses where needed. In 1968, the plan for building the Christanna Campus of Southside Virginia Community College near Alberta, Virginia, was approved by the State Board for Community Colleges, and appropriations were made for its construction. The local advisory board for the college was established in July 1969.

The Christanna Campus was opened in September 1970 with approximately 55,600 square feet located on over 100 acres. Due to the extremely large service area assigned to the college, the John H. Daniel Campus was opened in September 1971 near Keysville, Virginia, about 40 miles northwest of Alberta. The John H. Daniel facility is located on 98 acres with approximately 57,500 square feet. A Workforce Development Center was opened on each campus in 2001. These buildings are 14,095 square feet each.

In September 1985 SVCC opened its Campus Without Walls, which was renamed the Robert C. Wrenn Campus Without Walls in October 1992. This facility allows Emporia and Greensville County residents to enroll in continuing education programs that develop and strengthen job skills as well as working towards certificate, diploma and degree programs offered by the college and participating in community service program offerings. A new facility, the Southside Virginia Education Center, opened at 1300 Greensville Circle, Emporia in the fall of 2008.

SVCC has embraced the idea of taking the college to the people due to the college's 4,200 square mile service area. Centers are located throughout the ten-county area in order to serve constituents closer to their homes.

Southern Virginia Higher Education Center located in downtown South Boston is a state-of-the-art, modern facility housed in an historic tobacco warehouse. The first facility opened in 1989 and was known as the Continuing Education Center of Longwood College. The new improved version opened in 2001 with offerings from SVCC and Danville Community College, Longwood, Mary Baldwin College, Ferrum College, Old Dominion University, Commonwealth Graduate Engineering Program and University of North Carolina at Chapel Hill. The facility housing the SVHEC was donated by the families of Bob Harris and John Cannon and funding for the renovation was raised by the Halifax Educational Foundation.

The Estes Community Center located on Main Street in Chase City is another example of the community banding together to provide opportunities for its citizens. The Estes family offered to match as much as \$200,000 raised by the community within a 90-day period but it exceeded that figure by raising \$390,000. The center offers SVCC classes including Nurse Aide and a Practical Nursing Program, has two fully equipped computer labs and also offers programs for children and has a large area available for rent for special events and occasions. An addition to the existing facility was completed in January 2007, adding an additional 18,000 square feet to the facility. This addition is named The Garland Building.

Lake Country Advanced Knowledge Center is located in the former Heilig-Meyers building in South Hill. The site was purchased by local government and renovated under the direction of Joyce French and Randolph Jones. The 23,000 square foot building provides education opportunities for employees of new and existing business and industry in the region, offers college classes as well as the High Performance Technology Program, a dual enrollment offering, GED, Command Spanish, computer classes and a cyber café.

The Occupational Technical Center at Pickett Park, Blackstone, is a facility built through the SVCC Foundation using Tobacco Indemnification funds.

The facility houses the college's Truck Driver Training Program, Heavy Equipment Operator Training Program and Diesel Mechanics/Technicians Training Program and the Virginia Center for Onsite Wastewater Training.

The building which houses the newly opened Educational Advancement Center of the Cumberland Center, home to Southside Virginia Community College in Cumberland, Virginia, has served as a landmark in the community for many years. Through several renovations, this landmark site has educated numerous students over the years.

Although the building was empty for a period of time, it was not forgotten. In 2006, Cumberland County began planning for a community center at that site. The plan provides for educational, recreational, cultural, social, and business opportunities. On September 5, 2007, the two-story building reopened as the Educational Advancement Center. The Educational Advancement Center is now home to Southside Virginia College's Middle College program. Additional renovations are planned to expand Southside Virginia Community College's course offerings. With this new educational establishment in place and the additional plans for the future this landmark location will continue to be a venue for higher learning for many years to come.

SVCC also offers programs at sites throughout the service area at community-donated facilities in order to provide comprehensive training for every constituent.

The libraries on both campuses have a total collection of 37,000 volumes and over 200 periodical subscriptions. The libraries also subscribe to several hundred online electronic databases. While its main function is to support classroom instruction, the library has recreational reading and serves as a resource for the public of the service area.

Mission Statement

Southside Virginia Community College is dedicated to the belief that all citizens should be given an opportunity to acquire an educational foundation that develops and extends their skills and knowledge. The college's goal is to provide diverse instructional programs ranging from developmental studies to associate degree curricula in academic, technical/ vocational, lifelong education, and work-

force development. Through various activities, to include distance learning, students will also have the opportunity to develop their roles and responsibilities as participants in a changing society.

Accreditation

Credit programs offered by Southside Virginia Community College, an institution of the Virginia Community College System, are approved by the State Board for Community Colleges. In addition, associate degree programs are approved by the State Council of Higher Education in Virginia. Southside Virginia Community College is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to award associate degrees. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404-679-4500 for questions about the accreditation of Southside Virginia Community College. Other than questions regarding accreditation status, the Commission is to be contacted only if there is evidence that appears to support significant non-compliance with a requirement or standard.

Types of Programs

Southside Virginia Community College is a comprehensive institution of higher education, offering programs of instruction generally extending not more than two years beyond high school.

Occupational-Technical Education The occupational and technical education programs are designed to meet the increasing demand for technicians, semi-professional workers, and skilled craftsmen for employment in industry, business, the professions and government. These programs, which normally require two years or less of training beyond high school, include preparation for entry into employment in agricultural, business, engineering, health and medical, industrial, public service and other technical fields. The curricula are planned to meet the needs of employers in the service area.

University Parallel/College Transfer Education

The University Parallel/College Transfer program includes college freshman and sophomore courses in the arts and sciences and pre-professional programs meeting standards acceptable for transfer to baccalaureate degree programs. These courses are equivalent to those provided in the first two years of a four-year degree college or university program.

Through system-wide agreements, students who graduate from one of Virginia's 23 community colleges with an associate's degree and a minimum grade point average may obtain guaranteed admission to more than 20 of the commonwealth's colleges and universities. The most current listing of Guaranteed Admissions Agreements between Virginia's community colleges and four-year colleges and universities is available at <http://www.vccs.edu/transfer>.

General Education General education is that portion of the collegiate experience which addresses the knowledge, skills, attitudes, and values characteristic of educated persons. It is unbounded by disciplines and honors the connections among bodies of knowledge. The following seven elements embody the essence of general education:

1. **Communication:** A competent communicator can interact with others using all forms of communication, resulting in understanding and being understood. Degree graduates will demonstrate the ability to:
 - a. understand and interpret complex materials;
 - b. assimilate, organize, develop, and present an idea formally and informally;
 - c. use standard English;
 - d. use appropriate verbal and non-verbal responses in interpersonal relations and group discussions;
 - e. use listening skills;
 - f. recognize the role of culture in communication.
2. **Critical Thinking:** A competent critical thinker evaluates evidence carefully and applies reasoning to decide what to believe and how to act. Degree graduates will demonstrate the ability to:
 - a. discriminate among degrees of credibility, accuracy, and reliability of inferences drawn from given data;
 - b. recognize parallels, assumptions, or presuppositions in any given source of information;
 - c. evaluate the strengths and relevance of arguments on a particular question or issue;
 - d. weigh evidence and decide if generalizations or conclusions based on the given data are warranted;
 - e. determine whether certain conclusions or consequences are supported by the information provided,
 - f. use problem solving skills.

3. **Cultural and Social Understanding:** A culturally and socially competent person possesses an awareness, understanding, and appreciation of the interconnectedness of the social and cultural dimensions within and across local, regional, state, national, and global communities. Degree graduates will demonstrate the ability to:

- a. assess the impact that social institutions have on individuals and culture—past, present, and future;
- b. describe their own as well as others' personal ethical systems and values within social institutions;
- c. recognize the impact that arts and humanities have upon individuals and cultures;
- d. recognize the role of language in social and cultural contexts;
- e. recognize the interdependence of distinctive world-wide social, economic, geo-political, and cultural systems.

4. **Information Literacy:** A person who is competent in information literacy recognizes when information is needed and has the ability to locate, evaluate, and use it effectively. (adapted from the American Library Association definition) Degree graduates will demonstrate the ability to:

- a. determine the nature and extent of the information needed;
- b. access needed information effectively and efficiently;
- c. evaluate information and its sources critically and incorporate selected information into his or her knowledge base;
- d. use information effectively, individually or as a member of a group, to accomplish a specific purpose;
- e. understand many of the economic, legal, and social issues surrounding the use of information and access and use information ethically and legally.

5. **Personal Development:** An individual engaged in personal development strives for physical well-being and emotional maturity. Degree graduates will demonstrate the ability to:

- a. develop and/or refine personal wellness goals;
- b. develop and/or enhance the knowledge, skills, and understanding to make informed academic, social, personal, career, and interpersonal decisions.

6. Quantitative Reasoning: A person who is competent in quantitative reasoning possesses the skills and knowledge necessary to apply the use of logic, numbers, and mathematics to deal effectively with common problems and issues. A person who is quantitatively literate can use numerical, geometric, and measurement data and concepts, mathematical skills, and principles of mathematical reasoning to draw logical conclusions and to make well-reasoned decisions. Degree graduates will demonstrate the ability to:

- a. use logical and mathematical reasoning within the context of various disciplines;
- b. interpret and use mathematical formulas;
- c. interpret mathematical models such as graphs, tables and schematics and draw inferences from them;
- d. use graphical, symbolic, and numerical methods to analyze, organize, and interpret data;
- e. estimate and consider answers to mathematical problems in order to determine reasonableness;
- f. represent mathematical information numerically, symbolically, and visually, using graphs and charts.

7. Scientific Reasoning: A person who is competent in scientific reasoning adheres to a self-correcting system of inquiry (the scientific method) and relies on empirical evidence to describe, understand, predict, and control natural phenomena. Degree graduates will demonstrate the ability to:

- a. generate an empirically evidenced and logical argument;
- b. distinguish a scientific argument from a non-scientific argument;
- c. reason by deduction, induction and analogy;
- d. distinguish between causal and correlational relationships;
- e. recognize methods of inquiry that lead to scientific knowledge.

The associate degree programs within the Virginia Community College System support a collegiate experience which focuses on the above definition and attendant elements.

Continuing Education Continuing adult education and community service programs are offered in order to fulfill the educational needs of the community. These include: (1) the opportunity to pursue a degree or certificate curriculum of study or to

take courses either with or without college credit during the regular day and evening class hours; (2) classes, forums, lectures, exhibits, short courses, art and music festivals to promote cultural affairs of the community; (3) various community development programs and seminars; (4) an offering of non-cataloged special courses or programs to the community's industries, businesses or professions, directed and taught at the college or at the client's site by the faculty and staff of the college; and (5) special services such as a Speaker's Bureau, use of college facilities, tours and visits and other services as they are needed. Non-credit courses and activities are offered on a self-supporting basis.

Developmental Studies Developmental programs are offered to prepare individuals for admission to occupational-technical and university parallel-college transfer programs in the community college. Upon admission to the college, students will be notified of any developmental course requirements. These courses must be completed in order to develop skills and understandings necessary for success in college work.

Apprenticeship Training The college serves as one of the 16 regional sites in Virginia whose mission is to help develop Virginia's workforce for the new millennium. Apprenticeship training may be offered in the form of related instruction for all approved apprentices indentured through the Apprenticeship Division of the State Department of Labor and Industry. Related instruction classes are structured to meet the needs of business and industry in the employment of apprentices. For more information, please contact the Apprenticeship Office.

Special Regional and Community Services Specialized regional and community services include non-classroom and non-credit programs, cultural events, workshops, meetings, lectures, conferences, seminars and special community projects which are designed to provide needed cultural and educational opportunities for the citizens of the region.

Center for Workforce Development

Consistent with the college's mission of serving the educational needs and helping meet the requirements for trained manpower in the service area, the Center for Workforce Development was established in 1986 to assist public and private organizations with economic and human resource development.

Through a variety of activities, including seminars, training (literacy, apprenticeship, customized), consultation and resource networking, the Center works to assist community economic development by:

- Promoting quality, team building, and S.P.C.,
- Increasing productivity and the quality of the working environment,
- Encouraging the local production of goods,
- Attracting new businesses and industry, and
- Educating the general public about economic development.

Southside Higher Education Consortium

The Southside Higher Education Consortium consists of Hampden-Sydney College, Longwood University, Saint Paul's College, and Southside Virginia Community College. Its primary service area includes the counties of Buckingham, Brunswick, Charlotte, Cumberland, Greensville, Halifax, Lunenburg, Mecklenburg, Nottoway, and Prince Edward, and the towns and independent cities in these counties. The purpose of the consortium is to contribute cooperatively to the cultural, educational, and economic advancement of Southside Virginia.

Cross-Registration Agreement

The variety of courses available to SVCC students has been increased by a Cross-Registration Agreement within the Southside Higher Education Consortium under which students at any of the four member institutions may enroll in certain courses at any of the other institutions. Requested courses should not be available through SVCC and are open on a space-available basis. Application for a course at Longwood University, Saint Paul's College, or Hampden-Sydney College is made through the Dean of Enrollment Management at SVCC. The summer sessions are excluded from this agreement.

Policies

Equal Employment Opportunity/Affirmative Action Policy

It is the policy of Southside Virginia Community College to promote equal opportunity in educational programs and activities, admission, and employment without regard to race, color, religion, age, sex, national origin, handicap, sexual orientation, political affiliation, or veteran status. Inquiries concerning the affirmative action policy should be addressed to Southside Virginia Community College's Affirmative Action Officer, Peter Hunt, Vice

President of Finance, whose office is located on the Christanna Campus at 109 Campus Drive, Alberta, Virginia 23821, (434) 949-1005, V/TDD: 434-949-1092, or on the John H. Daniel Campus at 200 Daniel Road, Keysville, Virginia 23947, (434) 736-2015.

Student Rights and Responsibilities

A college student is considered to be a responsible adult, and it is assumed that men and women of college age will maintain standards of conduct appropriate to membership in the college community. Emphasis is placed on standards of student conduct rather than on limits or restrictions. Standards, policies, and procedures governing student conduct usually are developed by the College Student Affairs Committee.

The college reserves the right to take disciplinary action compatible with its own best interests when it is clearly necessary. Students are encouraged to consult the Student Handbook in this catalog. It is the student's responsibility to be aware of these policies and procedures.

Campus Security and Crime Awareness

Students, staff, and visitors at Southside Virginia Community College should report any known criminal activity or actions, or any emergency occurring during daytime operating hours to the college receptionist, maintenance or business office. Crimes and emergencies will be reported to the appropriate authorities. Report any suspicious activity during the evening hours to campus security.

The college facilities close at 11 p.m., Monday through Thursday. With the exception of Saturday classes or other special events, the college is closed from 7:30 p.m. Friday to 7:30 a.m. Monday.

While on campus, students, staff, and visitors are cautioned as follows:

- Do not leave purses, bookbags, and other valuables open and unattended,
- Do not leave vehicles unlocked, or valuables exposed in vehicles,
- Observe all posted speed limits and parking regulations,
- Report lost or stolen items, or damages to property, to the Receptionist.

Statistics concerning the occurrences on campus of reported criminal offenses and the number of

arrests for particular violations during the preceding two years are available on the college website: www.southside.edu.

In Fall 2009, a Threat Assessment Team was established to promote the safety and security of the campus community. This team will work closely with faculty, staff, administrators and students to establish policies and procedures for the prevention of violence on campus. Report concerns about a person or situation to the Vice President of Finance at 434.949.1005 or 434.736.2015.

HIV/ARC/AIDS Policy

Discrimination against persons who are HIV positive or who may have AIDS (Acquired Immunodeficiency Syndrome) or ARC (AIDS-Related Complex) is incompatible with the goals of SVCC and will not be tolerated. Students, staff, and faculty who are HIV positive or who have AIDS or ARC will be able to remain in the college as long as they are physically and mentally able to perform their role.

Members of the Southside Virginia community who need assistance in dealing with HIV/ARC/AIDS issues are encouraged to seek the confidential services of the college's counseling staff, local Health Department, and other community agencies.

Violence Policy

Southside Virginia Community College strives to offer students a quality education in a safe and caring environment. The college also strives to create a safe and secure place of work for its staff. Therefore, the college will not tolerate violence of any nature.

Section 18.2-60 of the Code of Virginia states that any person who makes a verbal threat to any employee of any public institution shall be guilty of a Class 1 misdemeanor punishable by up to a year in jail. The threat may consist of written, electronically transmitted, or verbal comments to kill or do bodily injury. If the threat is written or electronically transmitted, a person can be found guilty of a Class 6 felony punishable by one to five years in prison.

Any student or employee who acts in such a manner that threatens or jeopardizes another's safety or acts in a manner that is considered intimidating or disruptive will be found in violation of this policy and will be subject to disciplinary action.

Sexual Misconduct Policies

Sexual Harassment Policy Southside Virginia Community College is committed to providing and promoting an atmosphere in which employees realize their maximum potential in the workplace and students can engage fully in the learning process. Accordingly, sexual harassment by and of both employees and students is prohibited by the college and can result in suspension.

Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct or written communication of a sexual nature which is intimidating, hostile, or offensive. Both women and men can be victims or perpetrators of harassment.

Sexual Assault Policy Southside Virginia Community College is a positive entity of the community. To maintain this positive image, all students and employees must adhere to the college's set standards of conduct and to the Code of Virginia. Sexual assault is a serious, often violent, crime and will not be tolerated by Southside Virginia Community College. The college is obligated to uphold the laws of the community of which it is a part. While the community's laws and those covered by the college's rules may overlap, the community's laws and the college's rules operate independently and do not substitute for each other. Membership in the college community does not exempt any one from local, state, or federal laws, but rather imposes the additional obligation to abide by all of the college's regulations.

Definitions: Sexual assault includes a wide range of behaviors in which coercion is used to obtain sexual contact against a person's will. It is defined as sexual contact without consent and includes: intentional touching without consent, either of the victim or when the victim is forced to touch, directly or through clothing, another person's genitals, breasts, thighs, or buttocks; rape (sexual intercourse without consent whether by an acquaintance or a stranger); attempted rape; sodomy (oral sex or oral intercourse) without consent; or sexual penetration with an object without consent. To constitute lack of consent, the act must be committed by force, intimidation, or through the use of the victim's mental incapacity or physical helplessness of which the accused is aware or should be aware.

Victim/Accused Rights To encourage reporting of assault and to ensure fairness to victims through the disciplinary process, the following is a statement of rights of victims during disciplinary proceedings conducted by the college:

Rights of the Victim

1. The right to be given the options for redress against the accused.
2. The right of a victim to have up to two persons of choice accompany her or him throughout the disciplinary hearing. These persons shall not be entitled to represent or defend the complainant.
3. The right to remain present during the entire proceeding.
4. The right, as established in state criminal codes, not to have his/her other irrelevant past sexual history discussed during the hearing.
5. The right to make a "victim impact statement."
6. The right to be informed in a timely manner of the outcome of the hearing.
7. The right to not have their identity revealed outside the confidential proceedings, without consent.
8. The right to appeal the decision.

Rights of the Accused

1. The right to an explanation of the charges.
2. The right to be accompanied by up to two persons at the disciplinary hearing. These persons shall not be entitled to represent or defend the accused. All participants will be bound by the rules of confidentiality governing the hearing.
3. The right to remain silent.
4. The right to testify on their own behalf.
5. The right to be informed in a timely manner of the findings and of the outcome of the hearing.
6. The right to appeal the decision.

Procedures for Filing a Complaint Violations of the sexual misconduct policies should be reported to the Provost and/or the Affirmative Action Officer. Violations of the policies by students will be treated under the procedures set forth in the Statement of Student Rights and Responsibilities (p. 181). A student found to be in violation of the Sexual Misconduct policies will be disciplined under the provisions set forth in the Statement of Student Rights and Responsibilities, Sanctions, Nos. 32-33. Violations of the policies by employees will be treated under the procedures set forth in the Virginia Community College Policy Manual. College employees and students may also file charges under Virginia criminal statutes with local police authorities.

Substance Abuse Policy

Southside Virginia Community College is committed to providing a drug-free environment on campus. In compliance with this commitment, the possession, selling, usage, manufacture, give away, or other distribution of illegal or controlled substances are prohibited by students or employees. This policy is binding while on campus, attending a college sponsored off-campus class or event, or while serving as a representative of the college at off-campus meetings. In addition to criminal penalties, violation of school policies may result in disciplinary action by the college, including suspension or dismissal. Procedures for disciplinary action are found in the Student Handbook. Those students, employees, and community members who are seeking help with an alcohol or substance abuse problem should seek further assistance at the college's Counseling Center, the local Health Department, or other community agencies.

Smoking Policy

The Surgeon General has determined that cigarette smoking is the largest preventable cause of illness and premature death in the United States, and since research indicates that nonsmokers who are exposed to tobacco smoke are also at risk, a safe and healthful environment is one which is as smoke-free as possible. Southside Virginia Community College has adopted the following policy: Smoking is prohibited in all of the college's buildings, but outdoor smoking shelters have been erected on each campus. Students are asked not to smoke by the door entrances.

Firearms Policy

Possession or use of firearms, explosives, or any other dangerous or deadly weapons as defined by the Code of Virginia §18.2-308 are not appropriate to the college experience. Therefore students, employees, and patrons are not permitted to possess these items on college property except when carried by bona fide law enforcement officials in their official capacities or persons who possess such weapons as part of the school's curriculum. This policy applies whether the weapon is functional or not. Any device designed to look like a weapon and/or is used by an individual to cause reasonable apprehension or harm is considered a weapon by this policy.

It is a condition of acceptance to the college that all students comply with the college weapons policy. Employees agree to this policy and all other poli-

cies by accepting continuing employment. Students and patrons agree to this and all other policies by their continuing enrollment and participation in activities and events.

Computer Ethics Guidelines

All users must exercise ethical behavior when using SVCC computer resources.

State Law (Article 7.1 of Title 18.2 of the Code of Virginia) classifies damage to computer hardware or software (18.2-152.4), unauthorized examination (18.2-152.5), or unauthorized use (18.2-152.6) of computer systems as (misdemeanor) crimes. Computer fraud (18.2-152.3) and use of a computer as an instrument of forgery (18.2-152.14) can be felonies. The VCCS's internal procedures for enforcement of its policy are independent of possible prosecution under the law.

Definition SVCC computer resources include mainframe computers, minicomputers, microcomputers, networks, software data, facilities and related supplies.

Guidelines The following guidelines shall govern the use of all SVCC computer resources:

1. You must use only those computer resources that you have the authority to use. You must not provide false or misleading information to gain access to computing resources. The VCCS regards these actions as criminal acts and will treat them accordingly. You must not use the VCCNet resources to gain unauthorized access to computing resources of other institutions, organizations or individuals.
2. You must not authorize anyone to use your computer accounts for any reason. You are responsible for all use of your accounts. You must take all reasonable precautions, including password maintenance and file protection measures, to prevent use of your account by unauthorized persons. You must not, for example, share your password with anyone.
3. You must use your computer resources only for authorized purposes. Students, for example, may not use their accounts for private consulting. You must not use your computer resources for unlawful purposes, such as the installation of fraudulently or illegally obtained software or to access pornographic web sites. Use of external networks connected to the VCCNet must comply with the policies of acceptable use promulgated by the organizations responsible for those networks.
4. Other than material known to be in the public domain, you must not access, alter, copy, move or remove information, proprietary software or other files (including programs, members of subroutine libraries, data and electronic mail) without prior authorization. You must obtain proper authorization and follow copyright laws when downloading any electronically stored materials. You must not copy, distribute, or disclose third party proprietary software without prior authorization from the licensor. You must not install proprietary software on systems not properly licensed for its use.
5. You must not use any computing facility irresponsibly or needlessly affect the work of others. This includes transmitting or making accessible offensive, annoying or harassing material. This includes intentionally, recklessly, or negligently damaging systems, intentionally damaging or violating the privacy of information not belonging to you. This includes the intentional misuse of resources or allowing misuse of resources by others. This includes loading software or data from untrustworthy sources, such as free-ware, onto official systems without prior approval.
6. You should report any violation of these regulations by another individual and any information relating to a flaw or bypass of computing facility security to the appropriate faculty or staff member and to the division chair.

Food and Beverage Areas

Food and beverages are permitted in the Student Lounge and hallways on both campuses except where posted. FOOD AND BEVERAGES ARE NOT PERMITTED IN CLASSROOMS OR LABORATORIES.

Parking and Traffic Safety

Parking zones are clearly marked on each campus for visitors, handicapped persons, and state vehicles. Students are expected to observe all parking regulations and traffic safety rules, and to place a parking sticker on the back window of their vehicles. These stickers are issued annually and are available from the Registration Office. Warnings will be issued to a first-time violator of the college parking regulations, and second-time violators will receive a \$25.00 fine. Third-time violators may have their vehicle towed at their expense.

Selling and Solicitation

The selling of goods or services, or taking orders

for goods or services, or soliciting funds for any purpose is prohibited on campus unless proper authorization has been secured from the Provost or Vice President of Finance.

Children on Campus

Children should not be brought to the campus in lieu of appropriate child care. Presently, the College does not provide child care services. Children on campus must be under parental supervision or other specifically designated adult supervision. Please do not ask college personnel to provide supervision.

Unattended children are not allowed in any area of the campus. If children are found unattended, parents will be located to provide supervision. Your cooperation is appreciated.

Pets on Campus

No animals are allowed on campus with the exception of seeing eye dogs or drug enforcement dogs.

Notification of Rights Under FERPA

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. They are:

1. The right to inspect and review the student's education records within 45 days of the day the College receives a request for access.

Students should submit to the Dean of Enrollment Management, Provost, Dean of Instruction or other appropriate official, written requests that identify the record(s) they wish to inspect. The College official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the College official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.

2. The right to request the amendment of the student's education records that the student believes are inaccurate or misleading. Students may ask the College to amend a record that they believe is inaccurate or misleading. They should write the College official responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading.

If the College decides not to amend the record as requested by the student, the College will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

3. The right to consent to disclosure of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the College in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the College has contracted (such as an attorney, auditor, or collection agent); a person serving on the College Board or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by Southside Virginia Community College to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education
600 Independence Avenue, SW
Washington, DC 20202-4605

Directory Information

Southside Virginia Community College hereby designates the following student information as public or "Directory Information." Such information may be disclosed by the institution for any purpose at its discretion.

1. Student's Name
2. Participation in officially recognized activities and sports

3. Address
4. Telephone Listing
5. Weight and height of members of athletic teams
6. Electronic mail address
7. Degrees, honors, and awards received
8. Date and place of birth
9. Major field of study
10. Dates of attendance
11. Grade level
12. The most recent educational agency or institution attended
13. Course credit load

Currently enrolled students may withhold disclosure of information under the Family Educational Rights and Privacy Act of 1974, as amended. To withhold disclosure, written notification must be received prior to October 15 in the Office of Admissions and Records at Southside Virginia Community College, Alberta, Virginia, or Southside Virginia Community College, Keysville, Virginia. Forms requesting withholding of "Directory Information" are available in the Admissions and Records Office.

Southside Virginia Community College assumes that failure on the part of any student to specifically request the withholding of categories of "Directory Information" indicates individual approval for disclosure.

Release of Information on Students

All requests for official information on students should be referred to the Admissions and Records Office. Student records are treated as confidential information available for the student's inspection and the student's personally authorized release, with very limited lawful exceptions. The college reserves the right to arrange mutually convenient appointments for student inspection of records and to impose reasonable charges for copies, should they be requested. Emergency requests for information will be handled by the Dean of Enrollment Management.

Retention and Graduation Rates

Retention and graduation rates are available for review upon request in the Office of Institutional Research. The college reserves the right to arrange mutually convenient appointments.

Retention of Student Records

The college retains, in hard copy, student academic records for a period of three years from the student's last semester of attendance. After this three-year

period, paper records are destroyed, and the student's academic record is maintained electronically.

FAX Documents

The Southside Virginia Community College's Admissions and Records Office will accept FAX documents for use as working documents only. Students must follow up with official, original documentation. It is NOT the policy of the college to FAX transcripts or other academic documents. Southside Virginia Community College reserves the right to decline to send and/or receive records via FAX transmission if the college considers the use of facsimile documents inconsistent with the policies or best interest of the institution or its students. However, FAX transcript requests and applications for admission will be accepted if signed by the student.

Photographs

Photographs taken of individual students or groups of students in classrooms, the student lounge, and outdoors on campus, may be used by the College for release to newspapers or other media and for reproduction in the College's publications.

If a student does not want a photograph to be used in promotion of the College, that student must notify the photographer at the time the photo is taken or notify the College Public Relations Coordinator within 24 hours after the photograph is taken.

Meeting Rooms

The facilities of the college are available for use by community groups for meetings and special events. Community use of the facilities may be scheduled through the Provost's office. Charges, if any, are determined on a case-by-case basis.

Announcements and Notices

Student information screens, bulletin boards and notice holders are placed throughout the college and information of interest is posted. These locations should be checked daily to receive information on current events. Supervision of announcements and notices will be by the Provost and Student Activities Coordinator. Any outside group wanting to display ads or announcements should go through the Provost's office. Campus clubs and organizations should confer with the campus Student Activities Coordinator to post announcements. Announcements are not to be placed on the windows, doors, or walls of the campus. Information regarding events

should be placed only on the Student information screens, bulletin boards and/or the notice holders.

Distance Learning

Southside Virginia Community College offers classes using distance learning delivery modes. Classes may be offered using interactive audio and video for same time/different place delivery and on-line courses using the Internet and student email for anytime/anywhere delivery (cyber courses). Students should refer to the current semester class schedule listings to determine which courses may be taken via distance learning and the procedure for registering for these courses.

Cyber Course Requirements

Please read the following information carefully BEFORE registering for a cyber (online) course!

Information related to cyber courses can be found by visiting the college website at www.southside.edu and clicking on Academics and SVCC, Distance Education. Here you will find links to information regarding cyber course requirements and an online assessment called READI, to help you judge your readiness for online learning. Please go to this page and read all information before registering for a cyber course. Academic advisors and counselors can also assist you in decision making regarding online education.

Students who register for cyber courses should be familiar with Blackboard, an online course management system. If you need assistance with Blackboard, email blackboard@southside.edu. Links to online courses are made available on the first day of classes of each term. Plan to visit Blackboard as soon as classes begin to find your course web site. To be successful, remember that it is the student's responsibility to email the instructor and log in to Blackboard to find the online course. You can contact one of our campus bookstores for textbook information before the start of the term.

Cyber students must have a computer, Internet access, word processing software (Microsoft Word is preferred) and be proficient users of both Blackboard and E-mail. Online learning workshops are offered for students on both of our primary campuses in Alberta and Keysville. Information on these workshops, Blackboard, identifying your user name and password, and other technical requirements can be found at www.southside.edu, Academics and SVCC, Distance Education. Students who wish to use SVCC's facilities for these requirements can travel to any campus or center to do so. Campus computer labs have posted hours and may require prior permission for night or weekend use. Please check to

determine when campus computer labs or the campus library computers are available for use.

Students are responsible for submitting assignments and taking examinations according to the instructor's directions. Students must adhere to the conditions stated in the syllabus regarding procedures for taking tests and examinations and/or performing laboratory exercises. These conditions may require students to travel to a college campus, another school, a public library, or other site to take tests and examinations under supervision and/or perform laboratory exercises or field work.

Policy on Sex Offenders

Section 23-2.2:1 of the Code of Virginia requires that the VCCS send enrollment information to the Virginia State Police concerning applicants to institutions of higher education. This information is transmitted electronically and compared against the Virginia Criminal Information Network and National Crime Information Center Convicted Sexual Offender Registry. In the event that the State Police determine that an applicant to Southside Virginia Community College is listed on the Sex Offender Registry, the State Police will notify SVCC. When the College receives such a notification, the following procedures apply:

- The applicant will be denied admission to SVCC.
- If the applicant registers for classes and becomes a student before the college receives notification from the State Police, the student will be immediately informed that he/she is being administratively withdrawn from classes and will receive a refund.
- If the applicant believes that he/she has been identified as a sex offender in error, then he/she may appeal the admissions decision through the office of the Dean of Enrollment Management.

An applicant who is currently incarcerated in a correctional institution where SVCC is offering classes is exempt from the above procedures.