



**NORTHEAST**  
MISSISSIPPI COMMUNITY COLLEGE

**ADJUNCT  
FACULTY  
HANDBOOK  
2017-2018**

## Table of Contents

<b>Purpose Statement and Institutional Goals .....</b>	<b>3</b>
<b>Important Numbers/Whom to Call.....</b>	<b>4</b>
<b>Academic Calendar .....</b>	<b>6</b>
<b>Fall Semester 2017 .....</b>	<b>6</b>
<b>Holiday Schedule: .....</b>	<b>8</b>
<b>Non-instructional Personnel.....</b>	<b>8</b>
<b>Final Exam Schedules.....</b>	<b>12</b>
<b>General Education Core Requirements .....</b>	<b>Error! Bookmark not defined.</b>
<b>Placement for NEMCC Courses .....</b>	<b>14</b>
<b>Family Educational Rights and Privacy Act (FERPA) .....</b>	<b>15</b>
<b>FAQ About Cut-Outs, Reinstatements &amp; Withdrawals.....</b>	<b>17</b>
<b>FAQ on Admissions, Records, &amp; Financial Aid.....</b>	<b>19</b>
<b>FAQ About the Counseling Center .....</b>	<b>20</b>
<b>FAQ About Courses.....</b>	<b>Error! Bookmark not defined.</b>
<b>FAQ About Graduation Requirements.....</b>	<b>21</b>
<b>FAQ About Requesting Transcripts .....</b>	<b>23</b>
<b>FAQ About Student Classification .....</b>	<b>24</b>
<b>Course Record Keeping.....</b>	<b>27</b>
<b>Grades .....</b>	<b>28</b>
<b>Syllabus .....</b>	<b>30</b>
<b>Textbook Selection .....</b>	<b>31</b>
<b>Faculty Evaluations.....</b>	<b>32</b>
<b>Emergency and Security Measures .....</b>	<b>34</b>
<b>Supplies and Equipment.....</b>	<b>36</b>
<b>Library .....</b>	<b>37</b>

# Purpose Statement and Institutional Goals

## Purpose Statement

Northeast Mississippi Community College is a public, comprehensive community college that exists to meet the educational and career needs of individual students and the community within the district it serves – Alcorn, Prentiss, Tippah, Tishomingo and Union Counties – by awarding the Associate of Arts Degree, Associate of Applied Science Degree and Certificate. Beyond this original scope, however, Northeast responds to the needs of all who seek a college education.

To accomplish the intended role and scope of the college, the following institutional goals were established:

1. To provide degree and certificate programs, delivered through traditional and distance education courses that prepare students for continued studies or immediate employment.
2. To provide a program of student services that will facilitate the educational, career, personal, and social growth of students.
3. To provide developmental studies within the curriculum to strengthen the basic skills of students.
4. To offer continuing education, community services and adult basic education for individuals striving for personal and professional growth and/or personal enrichment.
5. To provide employer-driven, industry-specific workforce education and training to business, industry, and individuals.
6. To provide human resources, financial resources, instructional resources, and physical facilities necessary to offer quality instruction.

## Important Numbers/Whom to Call

<b>Subject</b>	<b>Person</b>	<b>Location</b>	<b>Phone</b>
Academic Scholarships	David Robbins	216 Ramsey Hall	720.7235
ACT Testing	Joey Williford	113 Ramsey Hall	720.7564
Admission Information	Chassie Kelly	105 Ramsey Hall	720.4075
Adult Basic Ed/GED	Pam Meeks	317 Holliday Hall	720.7259
Agency Scholarships	Debbie Ozbirn	102 Ramsey Hall	720.7596
Art	Terry Anderson	109 Anderson Hall	720.7336
Athletics	Kent Farris	Waller Hall	720.7309
Band (Marching)	Bryan Mitchell	13 Hines Hall	720.7257
Bookstore	Josh Culpepper	Cartwright Hall	720.7886
Business Programs	Jason Mattox	125 Gordon Hall	720.7299
Campus Country	Christopher Dunn	63 Hines Hall	720.7320
Campus Police	Randy Baxter	145 Haney Union	720.7576
Campus Tours	Georgie Carroll	101 Ramsey Hall	720.7591
Career Information	Joey Williford	113 Ramsey Hall	720.7564
Career/Placement Testing	Joey Williford	113 Ramsey Hall	720.7564
Career Tech Counselor	Carrie Cobb	107 Dean Hall	720.7265
Career Technical Education	Jason Mattox	125 Gordon Hall	720.7299
Change of Name/Major	Erica Miller	113 Ramsey Hall	720.7313
Cheerleading	Chasity Moore	Patterson Hall	720.7189
Child Care	Jenniffer Newell	103 Waller Hall	720.7214
Chorus	Claire Leeke	64 Hines Hall	720.7228
Continuing Education	Phyllis Colson	303 Holliday Hall	720.7277
Dental Hygiene	Nick Alexander	401 Childers Hall	720.7283
Disability Services		113 Ramsey Hall	720.7192
eLearning/Canvas/Podcast	Kim Harris	Cartwright Hall	720.7193
Fee Payments/Student Accts	Amy Haynie	103 Ramsey Hall	720.7196
Financial Aid	Greg Windham	102 Ramsey Hall	720.7210
Fine Arts	Ray Harris	21 Hines Hall	720.7359
Guidance & Counseling	Joey Williford	113 Ramsey Hall	720.7564
Health Sciences/Nursing	Patti Cooper	113 Childers Hall	720.7236
Housing/IDs/Decals/Tickets	Raina Michael	112 Ramsey Hall	720.7311
Humanities	Janis Patterson	144 Anderson Hall	720.7376
Instruction (Vice President)	Michelle Baragona	217 Ramsey Hall	720.7375
Library	Glenice Stone	Eula Dees Library	720.7237
Math & Sciences	Beth Byrd	103 McCoy Hall	720.7338
Medical Assisting	Vickie Hopkins	202 Hargett Hall	720.7393
Medical Laboratory	Shannon Goolsby	214 Hargett Hall	720.7388

Northeast at Corinth	Ben Shappley	2759 S Harper Rd	696.2312
Northeast at New Albany	David Goode	301 North St	692.1508
Nursing ADN	Camille Beals	111 Childers Hall	720.7773
Nursing PNE	Paula Stennett	109 Wright Hall	720.7567
Pom Squad/Tiger Dancer	Bryan Mitchell	13 Hines Hall	720.7257
Publications	Tony Finch	226 Haney Union	720.7304
Radiology	Jennifer Davis	209 Hargett Hall	720.7364
Respiratory Care	Beverly Prince	204 Hargett Hall	720.7387
Social/Behavioral Sciences	Carla Falkner	203 Patterson Hall	720.7335
Student Activities	Charlotte Tennison	Haney Union	720.7772
Students (Vice President)	David Robbins	216 Ramsey Hall	720.7235
Theatre	Christopher Schager	58 Hines Hall	720.7172
Tutorial Assistance	Joey Williford	113 Ramsey Hall	720.7564
Veterans Affairs/Benefits	Chassie Kelly	105 Ramsey Hall	720.4075
Work Study	Liz Jackson	102 Ramsey Hall	720.7362

# Academic Calendar

## NORTHEAST MISSISSIPPI COMMUNITY COLLEGE 2017-2018 College Calendar

### Fall Semester 2017

August 8	Tuesday	Registration at Corinth and New Albany (3:30–6:30 pm)
August 9	Wednesday	College In-Service (Offices Closed)
August 10, 11	Thursday – Friday	Registration Day, Evening/E-Learning Classes begin
August 14	Monday	Full Term Seated classes begin
September 4	Monday	Labor Day (College Closed), Evening Classes Meet
September 15	Friday	Last Day to Apply for December Graduation
November 10	Friday	Priority Registration Day
November 13-6	Monday – Thursday	Pre-Registration for Spring 2018 (Advising Week)
November 17	Friday	Thanksgiving Holidays Begin 12:00 p.m.
November 20-24	Monday – Friday	Thanksgiving Holidays – (College Closed)
November 30	Thursday	Last Day of Full Term Seated Classes
December 4-7	Monday – Thursday	Final Exams for Full Term Seated Classes
December 11-15	Monday – Friday	Administrative Offices Open
December 18-29	Monday – Friday	Christmas Holidays - (College Closed)

### Spring Semester 2018

January 2	Tuesday	Administrative Offices Open
January 3	Wednesday	In-Service
January 4-5	Thursday – Friday	Registration Day/Evening/E-Learning Registration at Corinth and New Albany (Tuesday, January 2 from 3:30 p.m. – 6:30 p.m.)
January 8	Monday	Full term Seated Classes begin
January 15	Monday	MLK, Jr. Holiday (College Closed), Evening Classes Meet
February 2	Friday	Last Day to Apply for May Graduation
March 12-16	Monday – Friday	Spring Holidays (College Closed)
March 30	Friday	Good Friday Holiday (College Closed)
April 13	Friday	Priority Registration Day
April 16-19	Monday – Thursday	Pre-Registration for Intersession, Summer I, and Fall 2018 Semesters (Advising Week)
April 26	Thursday	Last Day of Full Term Seated Classes
April 30 – May 3	Monday – Thursday	Final Exams for Full Term Seated Classes
May 9	Wednesday	Graduation Rehearsal
May 10, 11	Thursday – Friday	Graduation

### **First Term Summer 2018**

May 31-June 1	Thursday, Friday	Summer I Registration Day/Evening Classes
June 4	Monday	Day/Evening Classes Begin
June 6	Wednesday	Last Day to Register Day/Evening Classes
June 28	Thursday	Last Regular Class Meeting – Day/Evening Classes
June 29	Friday	Final Exams – Day/Evening Classes

### **Second Term Summer 2018**

July 4	Wednesday	Independence Day Holiday (College Closed)
July 5-6	Thursday-Friday	Registration Day/Evening Classes
July 9	Monday	Day/Evening Classes Begin
July 11	Wednesday	Last Day to Register Day/Evening Classes
August 2	Thursday	Last Regular Class Meeting – Day/Evening Classes
August 3	Friday	Final Exams – Day/Evening Classes

# Holiday Schedule: Non-instructional Personnel

2017-2018

(July 1, 2017 – June 30, 2018)

<b>Holiday</b>	<b>Begins</b>	<b>Resume Work</b>	<b>Total Days</b>
Independence Day	July 4	July 5	1
Labor Day	September 4	September 5	1
Thanksgiving Day	November 20	November 27	5
Christmas/New Year's	December 18	January 2	11
MLK, Jr. Holiday	January 15	January 16	1
Spring Holidays	March 12	March 19	5
Easter/Good Friday	March 30	April 2	1
Memorial Day	May 28	May 29	1



# FALL 2017

FALL 2017 Term Code: 201703	Day Classes  PTRM 1	Evening Classes  PTRM 1	1 <sup>st</sup> Short Term Seated  PTRM 2	1 <sup>st</sup> Short Term Online  PTRM 71	Online Classes  PTRM 7	2 <sup>nd</sup> Short Term Seated  PTRM 3	2 <sup>nd</sup> Short Term Online  PTRM 72	Dual Enroll. Seated  PTRM 1	Dual Enroll. Online  PTRM 7
<b>Registration</b>	April 6 - August 11	April 6 - August 11	April 6 - Aug ust 11	April 6 - August 18	April 6 - August 18	April 6 - Oct. 6	April 6 -Oct. 13	April 6 - August 11	April 6 - August 11
<b>Fee Payment Due Dorm Students due July 21st</b>	August 4	August 4	Augu st 4	August 4	August 4	October 5	October 5	August 4	August 4
<b>Class Begins</b>	August 14	August 14	Augu st 14	August 21	August 21	October 9	October 16	August 14	August 21
<b>Last Day to Add a Course</b>	August 16	August 16	Augu st 16	August 22	August 22	October 10	October 17	August 16	August 22
<b>Last Day to Drop a Course</b>	August 25	August 25	Augu st 18	August 22	August 22	October 10	October 17	August 25	August 22
<b>Mid-Term</b>	October 2- 5	Octobe r 2-5	Sept. 11- 15	TBA	TBA	Nov. 7- 11	TBA	October 2-5	TBA
<b>Withdrawal Period</b>	Aug 28 - Nov 27	Aug 28-No. 27	Aug 21- Oct 3	Aug 23-Sept 29	Aug 23- Nov 6	Oct 11- Nov 28	Oct 18 - Nov 28	Aug 28- Nov 28	Aug 23 Nov 6
<b>Finals</b>	December 5-7	Dec 4- 7	Oct 5	October 6- 12	Nov 17-30	Dec 7	Dec 4-7	Decembe r 5-7	Nov 17- 30
<b>Holidays</b>	Sept. 4 & Nov. 20- 24	Nov. 20-24	Sept. 4	N/A	N/A	Nov. 20-24	N/A	Sept. 4 & Nov. 20- 24	N/A

# SPRING 2018

SPRING 2018 Term Code: 201704	Day Classes  PTRM . 1	Evening Classes  PTRM 1	1 <sup>st</sup> Short Term Seated  PTRM 2	1 <sup>st</sup> Short Term Online  PTRM 71	Online Classes  PTRM 7	2 <sup>nd</sup> Short Term Seated  PTRM 3	2 <sup>nd</sup> Short Term Online  PTRM 72	Dual Enroll. Seated  PTRM 1	Dual Enroll. Online  PTRM 7
<b>Registration</b>	Nov 3- Jan 5	Nov 3- Jan 5	Nov 3- Jan 5	Nov 3 – Jan 12	Nov 3 – Jan 12	Nov 3- March 10	Nov 3- March 10	Nov 3- Jan 5	Nov 3 – Jan 12
<b>Fee Payment Due</b>	Dec 14	Dec 14	Dec 14	Dec 14	Dec 14	March 1	March 8	Dec 14	Dec 14
<b>Class Begins</b>	Jan 8	Jan 8	Jan 8	Jan 16	Jan 16	March 5	March 12	Jan 8	Jan 16
<b>Last Day to Add a Course</b>	Jan 10	Jan 10	Jan 10	Jan 17	Jan 17	March 6	March 13	Jan 10	Jan 17
<b>Last Day to Drop a Course</b>	Jan 19	Jan 19	Jan 10	Jan 17	Jan 17	March 6	March 13	Jan 19	Jan 17
<b>Mid-Term</b>	March 5- 8	March 5-8	Feb 1-6	TBA	TBA	April 2- 5	TBA	March 5-8	TBA
<b>Withdrawal Period</b>	Jan 22 - April 23	Jan 22 - April 23	Jan 11 - Feb 19	Jan 18 - Feb 26	Jan 18 - April 3	March 17 - April 23	March 17 - April 23	Jan 22 - April 23	March 12 - April 3
<b>Finals</b>	May 1- May 3	May 1- May 3	March 1-2	March 5-8	April 20- April 26	May 3-4	April 27-May 3	May 1- May 3	April 20- April 26
<b>Holidays</b>	Jan 15 March 12-16	March 12- 16	Jan 15	N/A	N/A	March 12-16	N/A	Jan 15 March 12-16	N/A

<b>SUMMER 2018</b>					
<b>SUMMER 2018</b> <small>Term code: 201910</small>	<b>Summer I Day/ Evening</b>  <small>Seated Short Term 1 PTRM 2</small>	<b>Full Term Online</b>  <small>PTRM 7</small>	<b>Short Term I Online</b>  <small>PTRM 71</small>	<b>Short Term II Online</b>  <small>PTRM 72</small>	<b>Summer II Day/ Evening Courses</b>  <small>Seated Short term 2 PTRM 3</small>
<b>Registration</b>	Nov 3 -June 1	Nov 3 - May 25	Nov 3 - May 25	Nov 3 - June 22	Nov 3 - July 6
<b>Fee Payment Due</b>	May 31	May 24	May 24	July 5	June 21
<b>Class Begins</b>	June 4	May 29	May 29	June 25	July 9
<b>Last Day to Add a Course</b>	June 5	May 30	May 30	June 26	July 10
<b>Last Day to Drop a Course</b>	June 5	May 30	May 30	June 26	July 10
<b>Mid-Term</b>	TBA	TBA	TBA	TBA	TBA
<b>Withdrawal Period</b>	June 6 - 26	May 31 - July 9	May 31 - June 15	June 27 - July 13	July 11 - 31
<b>Finals</b>	June 29	July 16-20	June 18-22	July 16-19	August 3
<b>Holidays</b>	N/A	N/A	N/A	N/A	N/A

# Final Exam Schedules

## Fall 2017 Exam Schedule for seated classes

### Monday, December 4

8:00 a.m. – 10:00 a.m. 2 MW (9:25-10:40)  
10:10 a.m. – 12:10 p.m. 4 MW (12:45-2:00)  
1:00 p.m. – 3:00 p.m. 6 MW (3:30-4:45)

### Tuesday, December 5

8:00 a.m. – 10:00 a.m. 2 TR (9:25-10:40)  
10:10 a.m. – 12:10 p.m. 4 TR (12:45-2:00)  
1:00 p.m. – 3:00 p.m. 6 TR (3:30-4:45)

### Wednesday, December 6

8:00 a.m. – 10:00 a.m. 1 MW (8:00-9:15)  
10:10 a.m. – 12:10 p.m. 3 MW (10:50-12:05)  
1:00 p.m. – 3:00 p.m. 5 MW (2:10-3:25)

### Thursday, December 7

8:00 a.m. – 10:00 a.m. 1 TR (8:00-9:15)  
10:10 a.m. – 12:10 p.m. 3 TR (10:50-12:05)  
1:00 p.m. – 3:00 p.m. 5 TR (2:10-3:25)

- Evening College Exams will be given on the regularly scheduled meeting night beginning Monday, December 4.
- Seated Short Term 2 Exams will be given on Wednesday, December 6 and Thursday, December 7.
- There are no makeup days for Final Exams. If a student misses a final exam, the student needs to contact the instructor immediately.

## Spring 2018 Exam Schedule for seated classes

### Monday, April 30

8:00 a.m. – 10:00 a.m. 1 MW (8:00-9:15)  
10:10 a.m. – 12:10 p.m. 3 MW (10:50-12:05)  
1:00 p.m. – 3:00 p.m. 5 MW (2:10-3:25)

### Tuesday, May 1

8:00 a.m. – 10:00 a.m. 1 TR (8:00-9:15)  
10:10 a.m. – 12:10 p.m. 3 TR (10:50-12:05)  
1:00 p.m. – 3:00 p.m. 5 TR (2:10-3:25)

### Wednesday, May 2

8:00 a.m. – 10:00 a.m. 2 MW (9:25-10:40)  
10:10 a.m. – 12:10 p.m. 4 MW (12:45-2:00)  
1:00 p.m. – 3:00 p.m. 6 MW (3:30-4:45)

### Thursday, May 3

8:00 a.m. – 10:00 a.m. 2 TR (9:25-10:40)  
10:10 a.m. – 12:10 p.m. 4 TR (12:45-2:00)  
1:00 p.m. – 3:00 p.m. 6 TR (3:30-4:45)

- Evening College Exams will be given on the regularly scheduled meeting night beginning Monday, April 30.
- Seated Short Term 2 Exams will be given on Wednesday, May 2 and Thursday, May 3.
- There are no makeup days for Final Exams. If a student misses a final exam, the student needs to contact the instructor immediately.

# Placement for NEMCC Courses

ACT scores are reviewed to determine if specific academic skills need to be improved by way of course placement.

## Math Course Placement

Course	ACT Math Subscore
MAT 1313 - College Algebra	19 and above OR "C" in MAT 1233

## English Course Placement

Course	ACT English Subscore
ENG 0113 - Beginning English and Reading	16 and below
ENG 1113 - English Composition I	17 and above

## Science Course Placement

Course	Scores (see below)
BIO 2514 - A&P I	19 or higher (ACT composite) OR "C" in BIO 1534
BIO 1134 - General Biology I	Eligible for MAT 1313 OR "C" in BIO 1114
CHE 1213 - General Chemistry I	Eligible for MAT 1313 OR "C" in CHE 1313

Challenges to placement should be regarded as optional, not as recommended or necessary, and avoided during summer orientation. Students wishing to challenge placement should consult the Division Chair or Counseling Center for more information.

For more notes for advisors regarding math and science courses, [click here](#).

# **Family Educational Rights and Privacy Act (FERPA)**

Northeast Mississippi Community College is in compliance with provisions granted under the Family Educational Rights and Privacy Act of 1974. Under this law, students enrolled in any educational institution receiving federal funds are given certain rights concerning school records.

The following rights are accorded under this act:

1. Students are entitled to have access to their school records upon request. This request should be directed to the Registrar of the college.
2. Students are entitled to inspect and review the contents of their school records, and to challenge the contents if they feel they are inaccurate, misleading, in violation of the privacy of other rights of the student, or if they contain inappropriate data. If students wish to challenge the contents, they should write the Registrar and clearly identify the part of the record they want changed and specify why it is inaccurate or misleading.
3. Students have a right to file a complaint with the U.S. Department of Education concerning alleged failures by Northeast Mississippi 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 Compliance Office  
600 Independence Ave., S.W.  
Washington, DC 20202-4605**

4. Before any school records will be released to third parties (colleges, potential employers, etc.), the school must have the student's written consent. Exception: The records may be forwarded to officials of another college, upon request, in which the student seeks or intends to enroll.
5. Upon receipt of a subpoena or judicial order requiring the Registrar to relinquish control of their records, students will be notified of the subpoena or judicial order before the Registrar will relinquish control of the records.
6. The law allows "directory information" about students to be made public without specific permission. The FERPA Compliance Office considers the following items to be directory information:
  - Name
  - Degrees and awards received
  - Address
  - Most recent previous institution attended

- Telephone number
  - Participation in officially recognized activities/sports
  - Date and place of birth
  - Dates of attendance
  - Major Fields of Study
  - Email address
  - Weight and height of individuals on athletic teams
7. All inquiries pertaining to records should be made to:

**Registrar**  
**Northeast Mississippi Community College**  
**101 Cunningham Blvd**  
**Booneville, MS 38829**

[Click here](#) for more information on FERPA from the U.S. Department of Education.

**Posting of students' grades is illegal** and must not be done by any method other than in the Canvas gradebook.

PLEASE NOTE: This means that student grades or attendance information may not be released to parents. Students must have an official FERPA form in the Records office in order to be able to discuss grades with the parent.



# FAQ About Cut-Outs, Reinstatements & Withdrawals

## Cut-outs and Reinstatements

### **What if a student wishes to be reinstated into a class in which they have been cut-out?**

Students that are cut out of class receive an e-mail from Attendance Tracker that lists the steps they should take to be reinstated to the course:

1. The student must meet with instructor as soon as possible so the instructor can make a recommendation in Attendance Tracker.
2. The instructor assists the student in completing an online reinstatement form..  
[Reinstatement Form](#)
3. The student must visit the Business Office to pay the \$10 reinstatement fee.
4. After paying the fee, students in traditional courses should see the Vice President of Instruction in Ramsey Hall. Students in eLearning courses should see the Director of e-Learning in Cartwright Hall.

### **Can a student withdraw after being cut from the course?**

Yes, as long as they do it by the deadline published in the [NEMCC Catalog](#).

## Withdrawing from a Class

### **How does a student withdraw from a class?**

Class withdrawal begins the day after the drop period and continues until the Monday one week before finals. A withdrawal will not affect a student's GPA, but it can hurt chances of acceptance in a competitive entry program. To withdraw from a class, the student should see their instructor or they can go to the Counseling Center to begin the online withdrawal process. There is a \$10 fee per class for withdrawal.

### **Class withdrawal process**

1. Student meets/discusses withdrawal with instructor, Counseling Center, or Instruction Office. (Online classes may talk to eLearning Office)
2. Student & Instructor complete form together. [Class Withdrawal Form](#)
3. Formstack sends form to Financial Aid.
4. Financial Aid reviews effects of withdrawal on student's aid.
5. Financial Aid enters notes about effects into Formstack.
6. Formstack sends form to Business Office.
7. Student contacts Business Office:
  - 1) If no adverse effects on financial aid, student pays fee. Then, Formstack sends to Records for processing.
  - 2) If adverse effects on student's financial aid, Business Office informs student. (Sends student over to Financial Aid, if necessary) Student can pay fee and form sent to Records for processing **or** student can cancel withdrawal.

Withdrawal period begins the day after drop/add and ends on the Monday one week before final exams. Online classes will follow the MSVCC calendar withdrawal ending dates.

\*\*\*\$10 withdrawal fee waived in extenuating circumstances, as determined by VP of Finance/Business Office.

**How will a withdrawal be reflected on the student's transcript?**

A grade of "W" will be given to students who successfully complete either the class or college withdrawal process. This grade will be reflected on the student's transcript but will not be used in the computation of a student's semester or cumulative grade point average. Course withdrawals can impact acceptance into competitive admission programs. Note: Withdrawals are used by the Financial Aid office in the computation of attempted hours for financial aid eligibility.

**Withdrawing from the College**

**My advisee wants to completely withdraw from college. What do I tell them?**

Talk to them about why and help them make a sound decision. If they still want to withdraw, then send them to the Counseling Center or the Instruction Office to complete the process. A student may withdraw from college at any time up to one week prior to the beginning of final exams.

If the student has completed Short Term 1 courses, then they need to fill out a Class Withdrawal form.

[College Withdrawal Form](#)

# **FAQ on Admissions, Records, & Financial Aid**

## **Where to Go**

### **Where are the Admissions & Records office (Enrollment Services office) and Financial Aid?**

Both the Admissions & Records and Financial Aid offices are located on the first floor of Ramsey Hall.

## **Changing a Major**

### **How does a student change their major (program of study)?**

Encourage students to first discuss the change with an advisor for that field. Once they have decided to change a major, a student must begin the process in the Counseling Center located in Ramsey Hall.

## **Financial Aid**

### **My advisee has questions relating to Financial Aid. What should I tell them?**

Tell them to go to the Financial Aid office to be sure they are getting accurate information. Most of our students are on federal financial aid and those regulations frequently change. Students do need to complete 15 hours to stay eligible for many scholarships.

# FAQ About the Counseling Center

## **Counseling Center Services**

**Where is the Counseling Center located and what does the Counseling Center have to offer students?  
The Counseling Center is in Ramsey Hall. Services offered include:**

- Major and Career Counseling/Guidance
- Tutorial Services
- Time Management and Study Skills Training
- Interest Inventories
- Career Counseling and Guidance
- Personal, Social and Academic Counseling
- Job Placement Services
- Instruction of GPA Calculation
- Transfer Assistance
- Orientation
- Assistance for special needs students • Testing Services including:
  - ACT (National & Residual)
  - Accuplacer
  - SAT
- Job Skills including:
  - Resume Building
  - Assistance
  - Interviewing Skills Training

## **Student Tutoring**

**How can a student receive a tutor or become a tutor?**

Tutoring is available in the Counseling Center for those students who need help in individual courses. Students who apply and meet specific requirements are eligible for tutoring through Title IV Services; this service is offered at no cost to those students who qualify to receive the tutoring.

To become a tutor, students must apply and meet specific requirements. Student tutors are paid an hourly wage.

**I have a student with disabilities. Where can they receive help?**

NEMCC provides reasonable accommodations for students with disabilities through the Office of Disability Accommodations (ODA) in the Counseling Center. Students must self-identify in order to receive accommodations. Students who need to self-identify should be referred to the Counseling Center. For more information, consult the [Counseling Center webpage](#).

# FAQ About Graduation Requirements

## **Qualifications and Requirements**

### **What are the qualifications for a student to graduate?**

To be eligible for graduation, a transfer student must complete a minimum of one semester (16 hours or 25%) at Northeast that is the last semester of enrollment. A maximum of 45 semester hours of transfer credit may be applied toward a degree program.

### **What are the requirements to graduate with an Associate of Arts degree?**

The Associate of Arts degree is awarded to students completing a university parallel program. Candidates for the A.A. degree must complete the following:

1. Earn a minimum of 62 semester hours applicable to a bachelor's degree of which 3 semester hours (Physical education or other activity courses) may be non-academic credits.
2. Earn a grade point average of 2.0
  - English Composition (ENG 1113 and ENG 1123, 6 semester hours),
  - Social and/or behavioral science (6 semester hours from sociology, psychology, political science, geography, economics, or educational psychology),
  - Humanities (6 semester hours from history, literature, modern foreign language, philosophy, religion, art, speech, or music),
  - Laboratory science (8 semester hours),
  - Fine arts (3 semester hours selected from art/music/theatre appreciation, music survey, or art history),
  - Mathematics (MAT 1313, equivalent or above, 3 semester hours).

### **What are the requirements to graduate with an Associate of Applied Science degree?**

The Associate of Applied Science degree is awarded to students completing requirements in technical programs. To receive the A.A.S. degree, candidates must:

1. Complete the number of semester hours as designated in programs of study.
2. Earn a minimum grade point average of 2.0.
3. Complete the minimum 15 semester hours general education core consisting of:
  - English Composition (ENG 1113, 3 semester hours),
  - Social or behavioral science (3 semester hours from sociology, psychology, political science, geography, economics, or educational psychology),
  - Fine arts (3 semester hours selected from art/music/theatre appreciation),
  - Computer or computer related (3 semester hours) or Speech (SPT 1113, 3 semester hours)
  - College Algebra (MAT 1313) 3 semester hours or above OR laboratory science course BIO, CHE, PHY, AGR (4 semester hours).
4. Complete program of study courses consisting of 40-65 semester hours.
5. Complete other courses as suggested by advisor. Students who do not meet the requirements in their program of study will be changed to the program of study of Liberal Arts.

**What are the qualifications for a student to graduate with a Certificate?**

A certificate is awarded to a student who successfully completes one of the following prescribed programs of study: Auto Mechanics/Service Technician, Collision Repair, Diesel Mechanics, Heating and Air Conditioning, Machine Tool and Die, Medical Assisting, Practical Nursing Education, Culinary Arts, and Office Systems. The requirements for graduation are:

8. Complete each unit of the prescribed program of study.
9. Earn a minimum grade point average of 2.0 in the program.

**Application and Participation in Graduation****Do COE and LLS courses count towards graduation?**

Three hours of Life Skills Development (LLS 1223) credit are accepted for elective credit in the General Studies degree program published in the [Catalog](#). NOTE: Only three non-academic hours may be applied toward meeting the General Studies graduation requirements. Non-Academic hours include one-hour physical education, Learning and Life Skills (with the exception of LLS 1223), cooperative education, music, art, drama production, publications, and technical courses. *Technical courses may not be applied toward an A.A. degree with the exception of the 3 non-academic hours.*

**Are there any exceptions for graduation participation?**

A student may participate in the spring graduation exercise if he/she is within eight (8) semester hours of meeting the degree requirements and if he/she has a 2.0 GPA. The student must plan to complete the degree-required courses in the immediate summer/fall term after participating in graduation.

**Do students need to apply for graduation even if they do not plan to walk in the graduation ceremony?**

If a student wishes to receive a diploma or certificate from NEMCC, he/she must apply for graduation even if opting not to participate in the graduation ceremony.

**Why should a student be encouraged to graduate?**

All students should be encouraged to graduate from Northeast. The Northeast degree indicates to senior college admissions, scholarship committees, and employers the student's dedication to educational advancement and the determination necessary to see the job completed. Graduation, regardless of ceremony participation, should be strongly encouraged. Furthermore, the institution is evaluated on graduation rates.

**Where and when do students apply for graduation?**

Students must go to the Admissions & Records Office in Ramsey Hall. There is no fee. Students should apply in September if they wish to receive their diploma in December and in January to receive their diploma in May. Specific deadlines are published in the [NEMCC Catalog](#) each academic year. Students who graduate in December may walk in May.

**Why are some courses not required at state colleges but required at Northeast?**

Sometimes the Northeast general education core contains classes that are not required at the school where the student will be transferring. If the student wants to graduate from NEMCC, the core courses are required and will not be waived simply because another school does not require the course.

# FAQ About Requesting Transcripts

## **How does a student receive a copy of their transcript?**

A student may download an unofficial copy of their transcript from [Tigerline](#). The quickest and safest way to get an official transcript is to order one via the [NEMCC website](#). You will be directed to [www.iwantmytranscript.com](http://www.iwantmytranscript.com). Students just follow the prompts and can even pay on-line for the transcript.

Students may also request transcripts by presenting a signed [Transcript Request](#) to the Admissions Office in person or by mailing to Northeast Mississippi Community College, Attention Admissions & Records Office, Booneville, MS 38829.

## **What is the cost for a student to receive their transcript?**

A \$5.00 fee will be assessed for each transcript request. A transcript will be issued only upon a written and signed request from the student. Transcripts ordered via the website [www.iwantmytranscript.com](http://www.iwantmytranscript.com) cost \$5.00 plus a handling fee of \$2.25.

# FAQ About Student Classification

**What is a full-time student?**

To be counted as full-time, a student must be enrolled in a minimum of 12 hours per semester. A normal full-time load is 15 to 18 hours. COE and LLS courses may be included in the full-time load, but will not count toward federal financial aid unless the courses are listed in the student's program of study.

**What is a part-time student?**

Students are considered part-time if they are enrolled in 11 semester hours or less. A part-time student pays by the semester hour plus registration and other applicable fees.

**What is the difference between Freshman and Sophomore classification?**

Once students have earned 30 semester hours or more, they are classified as a sophomore.



### **Office Assignments and Facility Usage**

Each professional employee at Northeast is assigned office space and is afforded the privilege of a telephone and a computer with Internet and e-mail access.

- The Executive Vice President makes office assignments. College facilities may be made available for the use of civic, cultural, and similar public groups for meetings and programs that are non-controversial in nature (see [NEMCC Procedures Manual](#) for more information).

### **Personal Cell Phones**

Employees should limit personal calls during the scheduled workday. Cellphones should not be used in the classroom except in cases of emergency that involve the safety of a student or college employee or for instructional activities.

Faculty and staff may keep cell phones on vibrate in order to receive emergency notifications via the Tiger Alert System.

### **Cheating and Class Discipline**

You are not expected to tolerate behavior problems or dishonesty in class. If nonviolent, but disruptive or disrespectful behavior starts to become a problem, a look or a brief word spoken may solve the problem. If not, a private talk may do the job. If that doesn't work, you are permitted to ask the student to leave and an absence will be recorded for that date. If the student returns and persists in the bad behavior, you may ask the student to leave with a recorded absence again; but this time, the student will not be permitted to return without permission from the Vice President of Instruction. If the offending student is asked to leave, but refuses, call for help from security. Also, please inform the Division Head of any problems you may have in this area. He or she can offer valuable advice and support.

**Be aware of the possible use technology for cheating. Programmable calculators and cell phones with instant messaging are prime examples.** Do not allow students to have their cell phones available during tests.

If violence is feared or actually threatened, call for security immediately. Do not place yourself or your students in danger.

If **dishonesty** is suspected, make a careful record, take the test paper immediately, and call for advice. If you are certain of the dishonesty, take the test paper from the student, make a careful record of the incident, and ask the student to return for a conference at a later time. *The grade will be recorded as a zero.* In the meantime, call for discussion and advice from the Division Head and/or the Vice President of Instruction, and forward the written record of the incident to each of them. Further action can be taken with a Disciplinary Committee if warranted.

## **Reporting Emergencies**

In the event of an emergency or criminal act, members of the College community are required and instructed to report the incident to the Campus Security or other as listed below:

662-720-6687 (24 hours), 720-7576 --Security Office, Mr. Randy Baxter, Director of Security

662-720-7207 (day), -- Mr. David Robbins, VP of Student Services

662-720-7375 (day) – Dr. Michelle Baragona, VP of Instruction

662-728-5611 – Booneville Police Department

911

# Course Record Keeping

## Rolls - Faculty Attendance Tracking

- Go to [www.nemcc.edu](http://www.nemcc.edu)
  - Click *Faculty*
    - *Administrative Software*
      - *Faculty Attendance Tracking*
  - ✓ Login using your Northeast e-mail address and e-mail password
  - ✓ You will see ALL the courses you are teaching for the current term
  - ✓ Click the course you want to take attendance in first
  - ✓ Click the “Take Roll” button on the right side
  - ✓ You will see all your students in your course.
  - ✓ Click the “Day” you want to take attendance from the header row
    - To mark a student “Present” – Click in Circle – It will turn into a **green ✓**
    - To mark absent – Click in circle – It will turn into a **red minus (-)**
    - For Official College Activities, leave the circle clear
  - ✓ If you make a mistake – Click again in circle to clear
- Once all attendance is complete for the day (including notes), click class button – UPDATE CRN last date of attendance (This will automatically update the student’s last date of attendance)**

### How to process CUT OUTS and NO SHOWS

\*\*\*ONLY use the codes below\*\*\*

- |             |  |
|-------------|--|
| <u>CONS</u> | Cut Out – No Shows                           |
| <u>CORR</u> | Cut-Out – Recommended Reinstatement          |
| <u>CONR</u> | Cut-Out – Not Recommended Re-<br>Instatement |
- ✓ Click the student
  - ✓ Click absence notified on the right side of screen
  - ✓ Type in the note box- Please be aware certain offices will be able to view the notes and students will be able to see these in the future
  - ✓ You must ALWAYS use the codes above in order for a cut-out to be sent to the Enrollment Services office

### Helpful Hints

- ✓ Look for button on top left  
UPDATE ALL BUTTON
- ✓ “Update empty record to present” – You may click this after entering all absences if ALL other students are present
- ✓ “Update empty record to absent” – You may click this after entering those present if all other students are absent
- ✓ Mark all present
- ✓ Mark all absent

**Cancel Class button – DO NOT USE**  
at this point

# Grades

## Grading Policy

At the beginning of the semester, each student will be given a clear and detailed explanation of how grades are determined and what standards must be met for each course. Within each division, the grading scale will be standardized for each course.

<b>A</b>	Superior	<b>I</b>	Incomplete
<b>B</b>	Good	<b>W</b>	Official Withdrawal
<b>C</b>	Satisfactory	<b>N</b>	Audit
<b>D</b>	Poor	<b>Z</b>	Pass without grade points
<b>F</b>	Failure		

The temporary grade “I” may be submitted only in the following cases:

- Whenever the student was absent from the final examination for an acceptable reason
- Whenever the student has failed, because of acceptable reasons, to complete all assignments

It is the responsibility of the student to initiate action to remove an “I” that he has received. If the “I” is not resolved by the end of the following semester, it automatically becomes “F.”

Grades submitted at the end of each term are considered final, unless the instructor, Division Head and Vice President of Instruction agree. In compliance with federal legislation, no grades may be posted in public view by initials, registration number or otherwise.

**Posting of students’ grades is illegal** and must not be done by any method other than in the Canvas gradebook.

PLEASE NOTE: This means that student grades or attendance information may not be released to parents. Students must have an official FERPA form in the Records office in order to be able to discuss grades with the parent.

## Repeat Policy

Repeated courses are automatically excluded by Banner at the end of each semester, leaving only the highest grade to count into the student’s GPA.

## Examinations

Final examinations (which must be comprehensive) are given at the end of each semester. A written final examination will be given to each student in each course on the class schedule. No exceptions will be made. Early final examinations must not be given to classes or individuals by day or evening instructors. Appeals from students requesting to take early finals should be referred to the Vice President of Instruction. The final grade of a student who is absent from a final examination, except in cases of unusual emergency, is automatically construed and recorded as a failure. If for reasons acceptable to the Vice President of Instruction and the instructor a student is unable to take a final examination at the regularly scheduled time, the student will be expected to make immediate arrangements to remove the deficiency. A file copy of all final examinations will be turned in to the Division Head. Grades must be recorded by the

instructor no later than 24 hours after an examination has been administered.

### Procedures for Grade Correction

In the event of an inadvertent grade entry, the instructor should obtain a Correction of Grade Form from the Office of Admissions or from the Northeast Mississippi Community College documents folder. The completed form should be submitted to the Office of Admissions and Records. The Office of Admissions and Records will make the correction to the grade. Instructors may initiate a correction of grade for a period of one year after the course is completed. After one year, the grade correction will require approval from the Vice President of Instruction. (link for Change of Grade Form below).

[Change of Grade form – available via NEMCC SharePoint](#)

### How to Enter Midterm and Final Grades

The [Faculty Grade Entry tool](#) is used by faculty members to enter midterm and final grades for their students. Proceed to the tool website, login with your email address and password, and select the course for which you wish to enter grades. You can also select 'Midterm Grades' or 'Final Grades' at the top as appropriate.

The screenshot shows the 'Faculty Grade Entry' interface. At the top, there are two tabs: 'Midterm Grades' and 'Final Grades'. The 'Final Grades' tab is selected and highlighted with a blue box. Below the tabs is a section titled 'My Courses' which contains a table with the following columns: Grading Status, Rolled, Subject, Course, Section, and Title. The table lists two courses, both with 'Completed' status in green boxes. The course titles 'Anatomy & Physiology I' and 'Anatomy & Physiology II' are highlighted with red boxes.

Grading Status	Rolled	Subject	Course	Section	Title
Completed	Completed	BIO - Biology	2514	VN4	Anatomy & Physiology I
Completed	Completed	BIO - Biology	2524	VN4	Anatomy & Physiology II

# Syllabus

A committee of faculty who teach each course within a curriculum is responsible for the development of course syllabi, which consist of course content, assignments, course supplements, research, and the grading scale. Once syllabi are developed and approved, faculty are expected to follow the syllabi. The methods of presenting the subject matter and the illustrations used in teaching a course are at the discretion and freedom of the faculty. Textbooks for all courses are selected by faculty committees. Each discipline must have an approved copy of a syllabus on file in the office of the Vice President of Instruction. Instructors must use the syllabi as guides for teaching, grading, and other instructional activities. Activities and discussion outside the approved syllabi are not acceptable.

The syllabus must include sufficient information to ensure a fair evaluation of the quantity and quality within the course. Each syllabus outline must contain the following categories:

- Course Title and Number
- Course Description (Catalog Description)
- Course Objectives (Enumerated and Measurable)
- Course Outline
- Activities to Accomplish Objectives (Book reviews, displays, lab manuals, etc.)
- Competencies Required to Complete Course (Standards)

Faculty usually discuss the syllabus with students on the first day of class.

## **Textbook Selection**

The same textbook must be used for all classes that have the same course number, unless approved by the Division Head or Vice President of Instruction. The selection of a particular textbook for a course is left to the discretion of the faculty members who teach the course. The selected textbook must be submitted online with the 13 digit ISBN along with book title, edition, course and course prefix. This will then be delivered electronically to the appropriate personnel for approval.

Textbook orders must be placed using the online form before the deadline, email is not accepted for textbook adoptions. Deadlines for textbook adoptions will be set by Vice-President of Instruction. Faculty members that do not place textbook orders by the appropriate deadline must find alternative means such as OER.

# Faculty Evaluations

Northeast Mississippi Community College values quality teaching and the importance of a shared commitment by the faculty and institution to creating a positive learning environment. A comprehensive faculty evaluation process is designed to continually assess this shared commitment and use the results to continuously improve instruction and the learning environment.

The primary goal of the evaluation system is to enhance the contributions of all faculty to the institution and promote and recognize excellence. To accomplish this goal, Northeast's evaluation process has the following objectives:

1. Promote communication between the faculty and administration
2. Ensure that instruction is meeting the institution's adopted purpose statement
3. Identify the means for the institution to support quality instruction
4. Evaluate accountability and performance

It is from this perspective that Northeast Community College embraces a formative/summative, developmental and continuous improvement approach toward faculty evaluation. Northeast's faculty evaluation process has been designed and implemented in consultation with faculty, administrators, and instructional staff. It will continually evolve and have a built-in process of ongoing evaluation of its effectiveness.

Multiple means are used to evaluate faculty annually. Information collected on faculty is used to improve teaching techniques and instructors' relationships with students. The methods used to evaluate faculty include:

1. Annual Evaluation of Faculty by Students. Both full- and part-time faculty are evaluated using an approved instrument. A minimum of two classes per faculty are chosen by the Division Head for student evaluations. The results of student evaluations are summarized on an analysis sheet for each faculty member.
2. Annual Evaluation of Faculty by Division Heads. The Division Heads annually evaluate the teaching performance of all part and full-time faculty within their division using the approved instrument(s). (See Appendix E)
3. Self-Evaluation by Faculty. Each part and full-time faculty member annually conducts a self-evaluation of his/her teaching performance.
4. Faculty Improvement Conference. In concert, the Division Head and each part or fulltime faculty member, using all collected information from evaluation instruments (students, Division Head, classroom observation and self-evaluation); establish an improvement program for the particular faculty member. Jointly the Division Head and faculty member choose three areas for improvement and develop goals for improvement to be accomplished during the following year.
5. Faculty Evaluation Schedule. Faculty members will be evaluated according to the following schedule: (1) new faculty members will be evaluated using the complete process as indicated in the Procedures Manual annually for five years from the date of hire. (2) thereafter, faculty members will annually complete the Formative Evaluation



Agreement and the Division Head annually will complete the Administrative Evaluation of Teaching Personnel. (3) the Classroom Observation Form will be completed on half the faculty annually; (4) evaluation of any faculty member may occur at any time if need is indicated; for example, information reflected by the Student Evaluation of Faculty, etc.; (5) any faculty member, who has been required to devise an Improvement Plan will be evaluated using the full process each year while on improvement status.

Using the aforementioned criteria to evaluate individual faculty members, the institution will conduct evaluations to determine the successes of faculty in obtaining their individual improvement goals. The supervisor should forward a completed Employee Performance Evaluation Verification Form to the Human Resource Office. The evaluation forms should be filed in the appropriate office as directed on the form. (See links below for forms)

[Student Evaluation of Faculty – available via NEMCC SharePoint](#)

[Faculty Member/Division Head Formative Evaluation Agreement – available via NEMCC SharePoint](#)

[Classroom Observation form – available via NEMCC SharePoint](#)

[Employee Performance Evaluation verification form – available via NEMCC SharePoint](#)

# Emergency and Security Measures

## Emergency Closing Procedure

### General Information

In the event of an emergency adversely affecting college operations, the health, well-being, or safety of students, faculty, and staff of the college, the President or the president's designee may suspend the operation of any or all units of the institution. Emergency situations include, but are not limited to, severe weather conditions, natural disasters, fire, or related hazards, mechanical or equipment failure, or security concerns.

### Essential Personnel

Each Vice President will recommend to the President those operations and/or employees within their organization responsible to provide essential services during a closure. Notification of essential employees will be made by the Vice Presidents or their designees. If the emergency occurs outside working hours, essential employees will be contacted by telephone.

### Media

The Vice President for Public Information will maintain a current list of contacts at local radio and television stations which will include phone, fax, and email information. The Associate Vice President for Public Information will use this list to notify the media of closure.

### Decision to Close

The Executive Vice President, in consultation with the President, will determine when to close the college due to an emergency situation.

### Closure During Operating Hours

1. Any decision to suspend operations during normal operating hours will be communicated by the Executive Vice President to the Vice Presidents for subsequent notification of all persons within their units.
2. The Executive Vice President will notify the Vice President for Public Information who will in turn provide appropriate information to radio and TV stations.

### Closure After Operating Hours

When severe weather threatens after normal operating hours the following procedure will be implemented to determine closing for the next usual day of operation.

1. By 5:00 a.m. of the next day of operation, the Executive Vice President will consult with Campus Security, and local law enforcement officials to determine local weather and road conditions. Area school districts will be contacted to determine their plans for operation.
2. By 5:15 a.m., the Executive Vice President will contact the President to confer on the conditions.
3. Prior to 5:30 a.m., the Executive Vice President will contact the Associate Vice President for Public Information who will in turn contact local radio and TV stations.
4. The Executive Vice President will notify the appropriate personnel of suspended

operations after normal working hours.

5. The Executive Vice President will verify that closure information is provided through a recorded message on the telephone system. When notified by the Executive Vice President of an emergency closing, the Switchboard Operator will activate a recorded message after hours telling the public which local media to consult for closure information.

# Supplies and Equipment

## **Office and Instructional Supplies**

All bookstore purchases utilizing funds distributed by Northeast must be made through the requisition process utilized for Central Office Supply purchases. Purchases for office and instructional supplies may also be requisitioned from the bookstore by a requisition approved by the respective Division Head or Departmental Director.

## **Materials and Supplies**

Most supplies can be purchased on campus directly from the bookstore. All supplies from Central Office Supply and/or the college Bookstore must be requisitioned and processed through the respective Division Head.

## **Duplicating Services**

### **Institutional Printing (Duplicating)**

Duplicating services and equipment for college personnel are decentralized in various locations on campus. Decentralized copiers are recommended for the smaller, simpler duplicating jobs. For larger, multiple copying jobs, and for more complex copying, the print shop provides such services. Print shop services must be requested 48 hours in advance of time copies are needed. Additional time must be allowed for copies that are to be bound. Please check with Print Shop personnel to determine time requirements for specific jobs. All copies are charged to the respective campus budget at a rate of \$.05 per copy. Color copies are charged to budgets at a rate of \$.25 per copy. Personal copies should not be charged to departmental budgets.

## **Library**

The purpose of the Learning Resources/Library is to serve as a catalyst by providing information in various formats to support the instructional programs of the community college; to promote information literacy by providing instruction in the skills needed to seek, evaluate, and use information effectively; and to provide assistance to the community beyond the confines of the college. Faculty members should carefully plan all library work to ascertain that the assignments will foster the attainment of each course's objectives. Faculty are responsible for seeing that the main library contains appropriate holdings relating to the courses they teach. Periodic inspection should be made to determine student utilization.