

ACCREDITATION

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

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SCC Mission

The mission of Somerset Community College is to improve the employability and quality of life of area citizens as the primary provider of:

- College and Workforce Readiness
- Transfer Education
- Workforce Education and Training
- Associated Student Support Services

Somerset Community College, a member of the Kentucky Community and Technical College System, is a public associate degree granting institution serving the south central region of Kentucky.

Approved:

SCC Board of Directors 11/15/13

KCTCS Board of Regents 12/6/13

SCC Values

- Responsiveness to students, employers, and communities
- Access with innovative and flexible delivery
- Trust, respect, and open communication
- Continuous improvement
- Inclusion, multiculturalism, and engagement

SCC Vision

To be recognized as a premier community college.

Admissions

Applying for Admission

A student enrolling at Somerset Community College for the first time must submit an application for admission.

Students who are re-entering college after being out for one or more semesters should submit a new application to start the Admission process. Students may be admitted to a KCTCS college as freshmen, as a returning student, as students with transfer credit from other institutions, as visiting students, or as non-degree students. Somerset Community College admits students who have graduated from high school, who have earned a high school general equivalency diploma (GED), who have completed a home school curriculum, or who are dually enrolled in high school and the college

Admission Procedure

- Students should apply online at www.somerset.kctcs.edu or contact the Admissions Office.
- The full and proper name of the student and college-assigned student I.D. number must be used in registration and for all other official purposes.
- Students entering college for the first time are required to send an official copy of their high school transcript to the Admissions Office. Circumstances of exception may apply and will be evaluated as these situations arise.
- Students who have taken the GED are required to send an official copy of their GED Score Report to the Admissions Office.
- Students who have attended any post-secondary institution outside of KCTCS are required to have an official transcript from each college attended forwarded to the Admissions Office by way of postal mail or preferably, electronically from each institution.
- Students should submit results for the ACT, SAT or approved assessment which can be found in the KCTCS College Assessment and Placement Policy, prior to enrollment. Students who have not taken the ACT, SAT or approved assessment must successfully complete the COMPASS or ASSET placement examination administered by the college. (See the KCTCS College Assessment and Placement Policy on the web site – www.kctcs.edu – for specific information regarding scores.)
- Students seeking admission to an occupational/technical program should contact the program division assistant for information regarding any special requirements for admission.
- Applicants must file an application for admission, successfully complete orientation, complete the entering student survey, submit supporting documents and meet with the appropriate advisor prior to the first day of classes of the term or session for which they plan to enroll. The Admissions Office will notify the applicant of his or her admission status and documentation needed for acceptance.

Non-Degree/Non-Credential Students

At the discretion of the college, persons who desire instruction without wishing to earn a credential may be admitted as non-degree/non-credential students. These students are exempt from taking the assessment instrument; however, all students (including high school

students) must meet individual pre-requisites such as those for entry-level English and mathematics courses. Students may declare credential seeking status after meeting regular admission requirements. The college may review and reclassify credential-seeking status in accordance with policies established at each individual college. Non-degree/non-credential students are not eligible for Federal Financial Aid programs. Credit earned before a student meets admission requirements will be counted toward a credential.

High School Students

The condition of graduation from high school may be waived for a student currently enrolled in high school. This is subject to the following guidelines.

All applicants shall submit:

- a KCTCS application for admission to Somerset Community College by the appropriate deadline
- Results of the ACT, SAT and/or COMPASS or other approved assessments in accordance with the KCTCS College Assessment and Placement Policy; and;
- A letter of good standing from the high school counselor's office.

A college may require additional information as part of the admission process. In some cases, courses offered on the high school campus carry both high school and college credit. See your high school counselor for more information.

Occupational/Technical Programs

Admission to the college does not guarantee admission to any occupational/technical program (i.e., health, automotive, information technology.) Admission to these programs is dependent upon program admissions requirements and/or class availability. Consult the Program Division Assistant for specific details.

There are guidelines for admission to some occupational/technical programs that are used in the selection process. In addition, technical standards have been developed for most of these programs.

Change of Program

When students enroll in a KCTCS college they select a program of study in which they wish to "major" or receive a credential. Students enrolled in any KCTCS college may request a program change through the student affairs office of their local college. These students are instructed to seek appropriate advisement and financial aid counseling.

Readmission After Two or More Years (Bankruptcy)

A student who has been readmitted after having remained out of a KCTCS College for a period of two or more years and who has completed at least 12 credit hours in college-level courses with a grade point average of 2.0 or better after readmission, may choose to have his/her previous KCTCS course work removed from the computation of the grade point average. This procedure is commonly called "academic bankruptcy."

A student who declares academic bankruptcy will continue to receive credit for those courses in which a grade of A, B, C, D, or P was earned prior to readmission without including those grades in the GPA computation. A student

who has completed a credential and re-enrolls may not apply the academic bankruptcy rule to courses taken for the credential already completed.

Conditional Admission

It is expected that all students will submit all required credentials before they become eligible to register for classes. Beginning two weeks before the start of classes, students may be granted "conditional" admission status and be permitted to register prior to the completion of the credential file.

The students will be advised that their grades will be held and that no transcript will be released until the "conditional" status is removed.

Students will not be permitted to re-register for subsequent semesters with a "conditional" status.

Assessment and Placement Policy

Students enrolling in college for the purpose of earning credit applicable toward an educational credential (certificate, diploma, and associate degree) must demonstrate, through the submission of scores on specified assessment instruments, that they possess the minimum academic skills essential for success. Students who do not demonstrate these academic skills, based on testing, must remedy the identified skill deficiencies by taking transitional courses prior to enrolling in entry-level courses for which those skills are essential.

Students who do not intend to seek an educational credential are exempt from taking the assessment instrument; however, all students must meet individual course pre-requisites such as entry-level English and mathematics.

Previous College Work

An applicant who has previously attended an accredited college or university and who has an overall GPA of at least 2.0 on a 4.0 quality-point scale in all course work attempted will be accepted for admission.

The college shall provide academic counseling concerning the transfer of credit to transferring students. A student's college credit earned when a course is taken both for high school credit and for college credit will be accepted. Credit earned through a dual enrollment arrangement shall be treated the same as credit earned in any other college course.

Students who decide to earn an education credential subsequent to their enrollment as a non-credential-seeking student and who have not demonstrated the academic skills appropriate for the educational credential they seek are subject to the assessment and placement guidelines.

Second Chance Students

A student who has previously attended an accredited college or university, other than a college in the Kentucky Community and Technical College System, and who has less than an overall GPA of 2.0 on a 4.0 scale in all course work attempted, may be considered for admission provided the applicant has been out of college for at least one 16-week semester or has demonstrated potential for success.

International Students

In addition to the general admissions requirements, every non-resident applicant who is attempting to obtain an F-1 Visa must meet the overall requirements, standards and guidelines of local and national immigration laws and regulations in order to be granted student visa status. In general, students with an F-1 Visa and requesting the college to issue the I-20 must have a Test of English as a Foreign Language (TOEFL) score greater than 500 on the paper based test or 61 internet-based test or have English as a Second Language (ESL) certification. International students should notify the college they are planning to attend if they have a sponsor in the United States.

Consult the Admissions Office of your college for details.

Auditing Courses

An officially registered student who does not desire or feel qualified to complete the requirements for a course; and who is not concerned with receiving credit (but wishes to attend a course), may opt to register as an auditor. Lecture courses are available for audit. Clinical labs, practicums, internships, externships, and co-op courses are not available for audit. Approval to audit is given at the discretion of the instructor. The same tuition is charged as for credit courses. Audited courses are not eligible for federal financial aid.

Tuition and Charges

Tuition and Mandatory Charges

Tuition and charges vary based on whether a student is a Kentucky resident, nonresident, or resident of a contiguous county of a contiguous state. Tuition and charges are on a per credit hour rate, including courses that are audited. For questions regarding residency status and guidelines, please see Appendix A.

All tuition and charges are payable in full prior to beginning of classes for each session of the term unless prior arrangement has been made with the Business Office. Please consult the Business Office for college-specific required payment dates. For provisions for partial or deferred payment instructions, please see the payment plan options in the section below.

Tuition and charges are assessed at the time of registration and based upon a per credit hour rate for all KCTCS colleges regardless of whether the courses are taken during the day, evening, and/or weekends and regardless of whether the courses are taken for credit or audit purposes. Tuition rates vary based upon Kentucky resident or non-Kentucky resident status. Qualifying students living in out of state counties that are contiguous to Kentucky may qualify for a reduced tuition rate. Fractional credit hour tuition and charges are assessed for fractional credit offerings (i.e. a student taking a 1/4th credit hour course would be assessed 1/4th rate of a student with the same residency taking a 1 credit hour course.) Tuition and charges are refundable as per the "Refunds" section below. Charges for services are non-refundable unless specifically stated as refundable. Please consult with the Business Office for specifics.

2014-2015 Tuition Rates	per credit hour
Resident	\$147
Non-resident Contiguous County	\$294
Non-resident	\$515

For information regarding the Mandatory Student Fee, please visit <http://buildsmarkty.com>.

Customized Course Offerings

Customized courses, including courses created specifically upon request (credit or noncredit), may have additional charges. The additional charge, depending on the requirements of developing and producing the customized course or program, will vary depending on the length and content of the course or program offerings. All tuition and charges for customized courses are payable upon registration unless prior arrangements, including third party contracts, have been made with the college. Please contact the Business Office for specifics.

Charges for Services

Some charges for services may exist, including some individual program and/or special testing charges. General examples of these charges include, but are not limited to, the following: GED and ACT Testing, Returned Check Charge and Lost Library Book/Video Replacement Charge. Charges will vary by service and are nonrefundable. Please contact the Business Office for specifics.

Charges for Special Examination

KCTCS colleges offer students institutionally developed special examinations to demonstrate master of course content and receive credit toward program requirements. Special examinations are course specific and charges are separate from the regular tuition charges. Special exam charges are payable in full at the time the exam is

scheduled. Please contact the Assessment Center for a listing of all charges.

Students who are enrolled in courses from which they elect to take a special examination in lieu of completing the course must officially withdraw from the course. The withdrawal date determines the status of the student's assessment, refund, and grade for the enrollment period. All special examination credit is awarded using the test credit process. In such instances, a grade will not be awarded on the current term grade report. Please contact the Office of Student Affairs for application requirements.

Cancellation of Registration for Non-payment of Charges

Students who have not paid their tuition and charges or arranged for a payment plan prior to the first (1st) day of classes of the session are subject to having their registration cancelled for non-payment.

Payment Plan Options

Students may choose to participate in a KCTCS flexible tuition and fee payment plan (an option for students not planning to pay in full or not having made arrangements to pay in full) prior to the first day of class. To enroll in a payment plan, a student may login to his/her student self-service account (<https://students.kctcs.edu>) or contact the Business Office for assistance. There is a \$25 per term non-refundable service charge for using the payment plan. Students have the option, depending on registration date, to enroll in one of three payment plan options listed below.

Plans	Service Charge	% Down	Monthly Payments	Availability
Option 1	\$25	None	4	Advanced Registration Only
Option 2	\$25	25%	3	Through Advanced Registration
Option 3	\$25	50%	2	Through Regular Registration

Total payment of the balance of tuition and charges must be made by the required date. Please contact the Business Office for specifics.

Last Day to Enter an Organized Class

The last day to enter an organized class (including Saturday and Sundays, but excluding KCTCS recognized holidays) is as follows:

Session	Last Day to Enter
16-Week	by the close of business of the 7th calendar day of the session.
8-Week	by the close of business of the 4th calendar day of the session.
6-Week	by the close of business of the 3rd calendar day of the session.
4-Week	by the close of business of the 1st calendar day of the session.
Irregular	prorated according to the length of the session in proportion to the traditional 16-week session.

Please check the college course schedule and/or with the Registrar for specific questions concerning the last day to enter an organized class and session Add-Drop dates. Students cancelled for non-payment after the last day to enter an organized class may not be reinstated for that session. If in an acute extenuating circumstance, a student cancelled for non-payment is re-enrolled, a late payment charge per the Schedule of Allowable Charges will be assessed for that session. All tuition and charges and the late payment charge must be satisfied at the time of reinstatement.

Refunds

In order to receive a tuition refund, a student must officially withdraw within the refund period specified within this policy. Refunds for sessions different from those listed below are prorated according to the session in proportion to the traditional 16-week session. A session is defined as an enrollment period within an academic term. An academic term (fall, spring, or summer) may have a number of sessions running concurrently – 16, 8, or 4 week.

KCTCS has partnered with Higher One, a financial services company focused solely on higher education, to process student refund payments. Students are required to choose from one of the following three options for receiving any refunds due them: 1) ACH transfer to a bank account of their choice; 2) Refund to a OneAccount, an FDIC insured checking account offered by Higher One; or 3) Paper check mailed to the student address on file. For additional information, please visit KCTCSDebitCard.com.

Timeframe for Tuition Refunds*

Session	100%	50%	No Refund
16-Week	Within 7 th day	8 th -29 th days	After 29 th day
8-Week	Within 4 th day	5 th -15 th days	After 15 th day
6-Week	Within 3 rd day	4 th -11 th days	After 11 th day
5-Week	Within 2 nd day	3 rd - 9 th days	After 9 th day
4-Week	Within 1 st day	2 nd -7 th days	After 7 th day

*Calendar days of the session, including all Saturdays and Sundays, but excluding KCTCS recognized holidays.

KCTCS Online Learn On Demand Courses

KCTCS Online Learn on Demand courses' tuition and charges are assessed at the time of registration and based upon a per credit hour rate approved for all KCTCS colleges. To receive a 100 percent tuition refund, a student must officially withdraw prior to the first day of class. No refund will be given once a KCTCS Online Learn on Demand course has started. Charges for services are non-refundable unless specifically stated as refundable. Students who drop on the first day of class or thereafter remain liable for the tuition assessed per the guidelines set forth in the Learning Contract of the KCTCS Online Learn of Demand for which they have registered.

KCTCS colleges offer a variety of courses with different start and end dates. Please contact the Business Office for the guidelines for refunds.

Financial Delinquency

Any student, who is delinquent in financial obligations to the college, or any division or organization of KCTCS, shall not be allowed to register for future terms, receive

transcripts, transfer credits to another institution, or graduate. Delinquent accounts are subject to KCTCS Business Procedure 7.4 Collection of Accounts Receivable and may be referred to an outside collection agency. Please note referred accounts are subject to collection charges in addition to the amount owed the college and are the responsibility of the delinquent party. The delinquency, if referred to a collection agency, is also subject to being listed with credit reporting agencies.

Professional Liability Insurance

Students who enroll in any course requiring patient/client contact must show evidence they have professional liability insurance or purchase insurance through the college. This charge is non-refundable and is subject to change without notice. Please contact the Business Office for details concerning the charge for Professional Liability Insurance.

Financial Aid

Overview

The colleges of the Kentucky Community and Technical College System (KCTCS) offer a complement of student financial aid, including local scholarships that are specific to an individual college or program. There is no charge to apply for student aid. Among the U.S. Department of Education Title IV programs offered are Pell Grants, Supplemental Educational Opportunity Grants (SEOG), Federal Work Study, and federally supported Federal Direct Loan Program. The colleges also participate in state supported aid programs. Detailed information regarding student financial aid can be found on KCTCS' website.

Student Eligibility and Application

To receive student financial aid from any program in which KCTCS participates requires meeting established eligibility criteria. A listing of specific criteria can be found on KCTCS' website. In general, you must have a demonstrated need as supported by a FAFSA and a high school diploma or a General Education Development (GED) Certificate. If you are admitted "conditionally," you may receive student aid for one semester only before your admission file must be complete.

You can apply for student aid electronically by using the U.S. Department of Education's Web site, www.fafsa.ed.gov. Applying for student financial aid is free. You will need the latest income tax forms for you and your spouse or you and your parents (1040, 1040 A, 1040EZ, or 1040 Telefile). If you did not file a tax return you will need documentation of all sources of income, taxed or untaxed. It is recommended that all records and materials used in completing the application be saved. A percentage of all applicants are randomly selected for verification. If selected for verification, documentation must be provided in order to receive aid. Applying early insures consideration of your information for maximum funding and applicants are encouraged to apply as soon AFTER January 1 as possible.

You may call a toll-free number for questions concerning the U.S. Department of Education Title IV programs by calling the Federal Student Aid Information Center between 9 a.m. and 8 p.m. (Eastern Time) Monday through Friday: 1-800-4-FED-AID (1-800-433-3243) or 1-800-730-8913 TDD for hearing impaired.

Dual Enrollment/Consortium Agreements

In some instances, a student may take classes at different KCTCS colleges and wish the different enrollments to count toward total enrollment. In such instances, specific eligibility requirements apply. Please consult your local student financial aid office for criteria.

Federal Student Loans

KCTCS colleges participate in the Federal Direct Loan Program. You do not have to be eligible for other federal student aid to participate in this program. However, an application using the FAFSA is required. Each of KCTCS' colleges has established local criteria for processing loans. Please contact your local college for specific information about its requirements.

State Programs

The Kentucky Higher Education Assistance Authority (KHEAA) administers a number of state supported student financial aid programs. Among those offered are: College

Access Program (CAP), Kentucky Educational Excellence Scholarship (KEES) and KHEAA Early Childhood Development Scholarship. For the complete listing of aid program offerings, please see KHEAA's website: www.kheea.com.

Statutory Scholarships (Waivers) for Kentucky Residents

KCTCS by virtue of state statute offers a number of tuition scholarships for Kentucky residents who meet specific eligibility criteria. Included in these are scholarships for: KCTCS Faculty and Staff; Kentucky residents age 65 or older; survivors of police officers and firefighters killed in duty; dependents of disabled police officers and firefighters; teachers; foster and adopted children; veterans; and children, step-children, and/ or orphans of veterans killed or disabled in action.

A more detailed overview and eligibility requirements can be found on the KCTCS Website.

KCTCS and College Scholarships for Kentucky Residents

KCTCS also offers a number of tuition scholarships for Kentucky residents. These include: KCTCS Presidential Scholarship; John T. Smith Scholarship; Commonwealth Scholarship; Kentucky Colonels Better Life Scholarship; Martha C. Johnson Tuition Scholarship; Charles E. Cranmer-Liquid Transport, Inc. Scholarship; William Foster Tichenor Nursing Scholarship; and the Robert Stephen Weimann Tuition Scholarship for Non-Traditional Harlan County Residents. For details and application information, please contact your local college's student financial aid office.

Additionally, each year, a number of individuals, organizations and companies make funding available for scholarships to various KCTCS colleges. The amount and criteria for these awards will vary. These scholarships are advertised when available, and eligible students may apply at that time. Information is available through your local college's student financial aid office.

College Tuition Scholarships

Each local college offers tuition scholarships. Among these scholarships are: foundation scholarships to support enrollment management; need-based; program-specific; KCTCS Employee Spouse/Dependents; and Securing Educational Excellence in Kentucky Scholarship (SEEK). Please contact your local college for specifics.

Third Party Assistance Programs

There are a wide number of outside agencies who offer educational assistance and other services to students. Included among them are Kentucky Department of Veterans Affairs, Kentucky National Guard, Kentucky Office of Vocational Rehabilitation, and Kentucky Office for the Blind. A more detailed listing and brief description of the programs they offer and contacts for each can be found on the KCTCS Website. Additionally, local social service agencies offer a variety of programs to assist students including: Kentucky Works (JOBS), Temporary Assistance for Needy Families (TANF), Workforce Investment Act (WIA), and AmeriCorps.

Tax Credits

The U.S. Government grants a tax credit for eligible persons and/or their dependent attending college filing a federal tax return. The tax credits are referred to as the HOPE Scholarship and Lifetime Learning tax credit. Please contact your personal tax advisor regarding your eligibility.

Satisfactory Academic Progress

Federal regulations mandate that a student receiving Federal Student Aid under Title IV programs must maintain satisfactory academic progress in his/her course of study regardless of whether or not student aid is awarded each semester. Satisfactory Academic Progress (SAP) is measured with the following standards: Qualitative (cumulative Grade Point Average of 2.0 per semester), Quantitative (Maximum Time Frame of 150 percent of the credits for completion of their program), and Quantitative Percentage (Earned hours/Attempted must equal at least 67 percent).

Suspension Due to Poor Grades

If a student is suspended from Student Aid because his/her cumulative grade point average does not meet the minimum 2.0 grade point average (GPA) he/she may take additional classes without Student Aid (unless the student is academically suspended) to raise his/her GPA and, if successful, may be reinstated. If a student is on Academic Probation or Academic Suspension, he/she will automatically be on Student Aid Probation or Student Aid Suspension. If a student is reinstated from Academic Suspension by appeal or any means, he/she must appeal his/her Student Aid status separately to be considered for Student Aid reinstatement eligibility.

Appeal Process

Students placed on student aid suspension and having unusual circumstances (illness, death in the family, accidents, etc.) and not making satisfactory academic progress have the right to appeal. However, during the appeal process persons are responsible for their own expenses, i.e., tuition, books, supplies, etc.

Personal Financial Liability - Withdrawing or All "E"s

Students who withdraw from college before the 60 percent point in the semester or who stop attending and therefore receive all "E"s may be financially liable to repay the student aid received. Persons desiring to withdraw from college must do so according to their college's withdrawal policy which can be found on the school's website. A copy of the worksheet and examples used for this calculation can be requested from each KCTCS College's Office of Student Aid.

Student Services

Student Services

Somerset Community College is structured to provide the support students need to achieve a rewarding and successful academic/technical experience. Classes and laboratories are housed in modern structures on campuses designed to accommodate growth and development of college programs. A wide variety of classes are offered at off-campus facilities. Somerset Community College has two campus bookstores in London and Somerset where students and faculty may obtain textbooks, as well as a variety of reading and instructional materials. Other services, facilities and opportunities are described below.

Co-op and Placement

Assistance with co-op, practicums, internships, employment opportunities and job placement is available at Somerset Community College. See the Program Coordinator to obtain details.

Testing

Somerset Community College is designated as a testing center for administering scholastic and limited professional examinations. Examinations include the American College Test (ACT), COMPASS, College-Level Examination Program (CLEP), online course proctored and correspondence study programs for other colleges and universities. Other examinations given at Somerset Community College include the General Educational Development Test (GED) and a host of professional business and industry certification exams. Please contact the Student Assessment Center for a list of examinations or other services offered.

Students with Disabilities

Somerset Community College has coordinators to assist students with their disabilities. Students with disabilities who desire academic/technical accommodations must provide current documentation of their disability including evidence of the need for academic/technical accommodations.

Mary Petry, Manager of Disability Services

Rosetta Berry, Disability Services Staff

Joe Cowan, Disability Services Staff

Information Technology

Somerset Community College provides computer laboratories for student utilization in accessing the Internet and other software applications required for completion of class projects and research assignments. Students may also utilize the laboratories for retrieval of certain student reports through electronic processes.

Learning Commons

The mission of the Somerset Community College Learning Commons is to support the mission of the college by serving as the primary provider of:

- Library services
- Library resources
- Tutoring services
- Computer assistance

The Learning Commons is a division of the Academic Support Area and provides library services, tutoring and computer assistance to faculty, staff and students. SCC currently maintains 2 full service campuses and 4 centers in other counties.

The Learning Commons provides information resources in every format from paper to electronic. The faculty, staff and students have access to a variety of on-line databases. The print collection of the Learning Commons is 35,000 volumes. Titles in a variety of media are added to the collection yearly and hundreds of periodical subscriptions are maintained.

Services Available

Interlibrary Loan:

SCC students and faculty/staff may use the Interlibrary Loan (ILL) service to borrow books or audio visual materials which the SCC Learning Commons does not own.

Word Processing:

Computers are available for all Learning Commons users. Microsoft Office 2010 is the current application.

Print Accounts:

Students are provided with a Computer Printing Account at the beginning of each semester. Students may add money to their accounts at any time for additional printing. This account only applies to printing on campus. Please see Financial Services.

Book Drops:

A book drop is located on the Somerset Campus for after-hours returns.

Internet:

Internet access is available on each Learning Commons computer. Please see a staff member if you are unfamiliar with the Internet.

All Learning Commons users must comply with the SCC Learning Commons Computer Lab Policy as well as the KCTCS Internet/E-mail Policies.

Wi-Fi:

Wi-Fi access is available at each campus for those who have laptops with wireless capability. Wireless printing is not available.

E-mail:

KCTCS usernames and passwords are required to log on to any Learning Commons computer or to access library databases off-campus.

Tutoring:

Walk-in tutoring services are available for math and writing through the Learning Commons at the Somerset location with limited tutoring assistance at all other locations.

Ask a Librarian/Tutor email link available at:

http://somerset.kctcs.edu/en/Academics/Library/Ask_a_Question.aspx

Check out our Learning Guides to learn more about Learning Commons services and activities at:

<http://somerset.kctcs.libguides.com/index.php>

Policies and Procedures

Right to Know

Somerset Community College supports the intent of the Student Right to Know/Campus Security Act and is committed to providing a safe and secure environment for all students and employees. Several approaches are utilized for crime prevention, such as:

- Burglar alarms
- Key control systems
- Light sensors
- Local police patrol
- Motion detection system
- Vacant building/room checks
- Visitor control

Additionally, crime prevention efforts include the dissemination of information on our website.

Conduct that violates the intent of this act and poses an unacceptable risk to members of the college community shall result in appropriate disciplinary action.

Drug-Free Policy

Somerset Community College is committed to providing a safe environment for students, faculty and staff. Somerset Community College has adopted the following drug-free policy: Being under the influence of alcohol or other drugs or the use, possession, distribution, manufacture, or sale of illegal or unauthorized drugs is prohibited and is punishable as a felony offense on campus or within 1,000 yards of campus. Conduct that violates this definition poses unacceptable risks and disregards the health, safety and welfare of members of the community college, shall result in disciplinary action up to and including suspension or termination. Somerset Community College is in compliance with the Drug-Free Workplace Act of 1988 and Drug-Free School and Communities Act amendment of 1989. The Drug-free policy notification is posted at: http://somerset.kctcs.edu/en/Student_Life/Security_and_Parking/Alcohol_and_Substance_Abuse.aspx

Alcohol/Substance Abuse Policy

Somerset Community College abides by the KCTCS policies on Substance Abuse and Alcohol. The policies can be found at the following links:

KCTCS Substance Abuse
http://somerset.kctcs.edu/en/Student_Life/Security_and_Parking/Alcohol_and_Substance_Abuse.aspx

KCTCS Alcohol Policy
http://somerset.kctcs.edu/en/Student_Life/Security_and_Parking/Alcohol_and_Substance_Abuse.aspx

The KCTCS Code of Conduct also addresses the use of alcoholic beverages in Article V 5.2 #7. The sanctions for this offense can also be found in Article V 5.3.

Sexual Harassment

Commitment to Staff and Students

Somerset Community College is committed to providing a learning environment free from sexual harassment. Therefore, all faculty, staff and students shall avoid offensive or inappropriate sexually harassing behavior and shall be held responsible for assuring compliance with this policy. Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when submission to or rejection of the conduct is used as basis for employment or academic decisions; or when sexual conduct has the purpose of substantially interfering with the person's work or academic performance; or when sexual conduct creates an intimidating, hostile, or offensive environment.

Examples: Unwanted physical contact; sexually suggestive comments, conduct, objects, media materials; offensive remarks of a sexual nature; sexual assault; unwelcome request for sexual favors; visual displays of degrading sexual images; humor jokes about sexually-related topics; sexually suggestive gesture or sounds; graffiti about a person's sexuality; sexual ridicule; and derogatory stereotyped comments.

Retaliation Prohibited

Retaliation against faculty, staff and students for reporting sexual harassment or assisting the college in the investigation of a complaint will not be tolerated and will result in disciplinary action.

Investigation and Disciplinary Action

College staff will investigate all complaints. If investigations confirm the allegations, disciplinary action will be taken, up to and including dismissal and expulsion. However, if after investigation, the college learns that the complaint is not in good faith or that a faculty, staff member, or student has provided false information regarding the complaint, disciplinary action may be taken against the individual who reported the false information.

Reporting

Any complaints of sexual harassment from faculty, staff or students are to be reported to the EEO Coordinator, Counselor, a faculty member, Student Dean, Campus Coordinator, or anyone in a supervisory position.

Training

Sexual harassment brochures are available in the Admissions Office.

HIV/AIDS

HIV/AIDS brochures are available on the Somerset Community College website at: http://somerset.kctcs.edu/Student_Life/Security_and_Parking.aspx

Student Records

This is to serve notice to all students of the KCTCS of the rights and restrictions regarding the maintenance, inspection, and release of student records contained in the Family Educational Rights and Privacy Act of 1974 (FERPA). The colleges of KCTCS offer a wide variety of services to students. Each college requires the maintenance of records concerning students enrolled in that particular college. The following is a list of the types of records that may be maintained by the College and/or the System Office for students:

- Academic records from schools previously attended
- Scores or results on various standardized tests and interest/attitude inventories
- Degrees awarded
- Current academic work completed
- Grades and other faculty evaluations
- Applications for admissions
- Applications and other data related to financial aid
- Applications for employment
- Class rosters
- Letters of recommendation
- Academic advisor notes
- Attendance data
- Biographical and identifying information (including name, social security number, sex, marital status, date of birth, residency and citizenship status, ethnic background, academic major, and military status)
- Medical data
- Current student status

- Accounts relating to charges
- Academic offenses
- Disciplinary offenses
- Counseling notes

The colleges are responsible for the maintenance of records in all categories.

In general, the records maintained by the college are available only to the student, to college personnel with legitimate educational interests, a person or company with whom the College has contracted as its agent to provide a service, to other institutions where the student is seeking financial aid, and to authorized representatives of the Comptroller General of the U.S., the Secretary of the U.S. Department of Education, or an administrative head of an education agency, in connection with an audit or evaluation of federally supported programs, and as provided by Section 164.283 of the Kentucky Revised Statutes. However, information may be released by the institution to appropriate persons in connection with an emergency if the knowledge of such information is necessary to protect the health or safety of a student or other persons. Records may be disclosed without consent to officials of another school in which a student seeks or intends to enroll.

Records may also be furnished in compliance with a judicial order or pursuant to a subpoena or with the consent of the student.

Students may inspect and review all records pertaining to them within forty-five (45) days of making requests for the same, except for 1) records created or maintained by a physician, psychiatrist, psychologist, or other recognized professional or paraprofessional acting or assisting in a professional capacity in connection with the treatment of the student (except that the student may have these records reviewed by a physician or appropriate professional designated by the student), 2) financial records of the parents, 3) confidential letters and recommendations put in the files prior to January 1, 1975, and 4) confidential recommendations relating to admission, application for employment, or honors, if the student waived his or her right to review such records. Where a particular record cannot be reviewed by a student without revealing confidential information relating to other students, the records custodian will inform the student, upon request, of the contents of the record pertaining to that student.

Appeal Procedures

A student who believes that any record maintained by the college, the college district, or the KCTCS pertaining directly to that student is inaccurate, misleading, or otherwise violates the right of privacy of the student as provided by Title IV of Pub.L.90-247, as amended, and Pub.L.93-380 as amended by Senate Joint Resolution 40 (1974), may request a hearing before a panel of three persons appointed by the President of the Kentucky Community and Technical College System. The panel may direct that appropriate action be taken to correct, explain, or expunge the record(s) challenged.

Requests for hearings should be sent to the Records Custodian, Kentucky Community and Technical College System, 300 N Main St, Versailles, KY, 40383 and will be addressed in a timely manner.

FERPA

The Family Educational Rights and Privacy Act (FERPA) of 1974, as amended, is a federal law that protects the privacy and confidentiality of personally identifiable information contained within student education records. Colleges in the Kentucky Community and Technical College System comply with FERPA's confidentiality

protections and adhere to procedures dealing with student education records and directory information recommended by the American Association of Collegiate Registrars and Admissions Officers.

In its discretion, a college or KCTCS as appropriate may provide Directory Information in accordance with the provisions of FERPA to include:

- student name
- address
- email address
- telephone number
- date and place of birth
- major field of study
- dates of attendance
- degrees and awards received
- the most recent previous educational agency or institution attended by the student
- participation in officially recognized activities and sports

Privacy and Release of Student Records

Students may withhold Directory Information by notifying designated officials at the college in writing within ten (10) calendar days from the first scheduled day of class of the fall term. All written requests for non-disclosure will be honored by the college for one (1) academic year. Requests to withhold Directory Information must be filed annually thereafter. A request for "non-disclosure" is commonly called a "privacy request".

Student Organizations

- Animal Rescue Friends (ARF)
- Anime Club
- Baptist Campus Ministries
- BAT Club
- Book and a Movie Club
- Cosmetology Club
- Creative Writing Club
- Criminal Justice Student Organization
- Culinary Arts Club
- East End Gallery Student Council
- Fruit of the Lens Photography Club
- Gay/Straight Alliance
- HEARTS
- Journalism Club
- Lambda Nu (National Honor Society for the Radiologic and Imaging Sciences), Kappa Gamma Chapter
- Literary Review
- Martial Arts Club
- Math & Science Club
- Mu Alpha Theta
- Multicultural Club
- Outdoor Adventurers
- Phi Theta Kappa
- Physical Therapy Student Organization
- PRIDE/Ecology Club
- Psychology Club
- Radiography Student Organization
- Table Top RPG (Role Playing Games)
- The Bridge
- Unified Runners
- Universal Poetry
- Veteran's Service Organization
- Sigma Zeta Skills USA – Laurel Campus
- Skills USA – Somerset Campus
- Speak Up, Somerset! Speech and Debate Club
- Student Government Association

General Information

Driving

To insure safety to all persons, the speed limit on campus is 25 MPH.

Parking

SCC has an open parking policy. Several parking spaces near the buildings are designated for disabled students. These spaces are secured on an individual basis.

Telephones

Pay phones are located throughout the campus for student use. Office phones and those in faculty offices are for business use only. Please have family members call only in case of emergency.

Books and Supplies

A bookstore is located on the Somerset and Laurel campuses. Most textbooks, workbooks, class and shop supplies can be purchased in the bookstore. Instructors will assist students in locating required items not available through the college. Students are responsible for purchasing books and supplies required.

Cell Phones/Texting

Students should refrain from the use of cell phones and texting during class time. Students are asked to turn off ringers while in class.

Children on Campus

Children must be supervised at all times when on the campuses or centers of Somerset Community College. Children of students are not permitted in classrooms unless prior approval is given by instructor.

Locker Search Policy

Lockers are the property of the college and may be inspected at any time by a college official.

Food

No food or drink will be allowed in classrooms or in instructional/computer labs. Vending machines are located throughout the buildings. Students must clean up after themselves during breakfast, lunch and breaks. The Somerset Campus Student Commons building is equipped with a cafeteria facility.

Smoking

No tobacco use or smoking in any buildings. Smoke only in labeled designated areas. Penalties to students include: First offense - reminder and oral warning; second offense - a written warning, and third offense - formal charges under the Student Code of Conduct that can result in sanctions including suspension and dismissal.

Clean-Up

In order to maintain a clean and safe working area, the last part of each lab class generally will be used for cleaning the lab/classroom and/or shop with student participation.

Safety and Attire

Students must dress in accordance with specific safety regulations established by the program instructor(s).

Students are required to study general safety rules pertinent to the college and technical program in which they are enrolled. Students who violate or fail to abide by any program safety rules are subject to disciplinary action.

College and/or program specific information will be furnished by each technical class.

First Aid

The shops and laboratories are equipped with first aid supplies for minor cuts and bruises. In the case of a more serious condition, the instructor or campus coordinator will determine the course of action to take.

Student Conduct

All students are required to maintain an accepted standard of conduct, which includes courtesy, respect for the rights of others, orderly behavior and compliance with established college policy. Students who fail to do so may be required to discontinue their program. Students may view the Student Code of Conduct at:

http://www.kctcs.edu/Students/Admissions/Academic_Policies/Code_of_Student_Conduct.aspx

Graduation

Graduating students must complete a graduation application prior to the beginning of their final term. The graduation application is the first step in the degree audit for awarding the certificate, diploma, or degree. The KCTCS Board of Regents, prior to the college awarding the credentials, must approve all candidates for graduation.

Emergency Procedures

Emergency procedures are located in the safety manual and posted in common areas of each building.

Safety Manual

The college Safety Manual is located at:

http://somerset.kctcs.edu/en/Student_Life/~media/Somerset/Student_Life/Safety%20Manual%202011.ashx

Crisis Management Plan

The college Crisis Management Plan is located at:

http://somerset.kctcs.edu/en/Student_Life/~media/Somerset/Student_Life/Crisis%20Management%20Plan%2011.ashx

SNAP is our Safety Notification Alert Process that alerts you to college emergencies and weather related closures by text message on your cell phone. To opt-in, visit kctcs.edu/snap.

Fire Drills

Periodic fire drills are required by state law. Evacuation routes are posted in each room giving evacuation procedures to follow in an emergency. Please observe the following points during a fire drill:

- Lights out
- Windows closed
- Walk rapidly, single file, go to the designated area outside the building
- Take all personal items
- Do not wait for others to join you
- Do not re-enter until the all-clear sound
- Stay with your group

Earthquake Procedures

Inside Building

- Students within the building at the beginning of an earthquake should remain where they are.
- Students in a classroom or shop area should sit or crouch below level of desks or tables in case large pieces of structural material should fall. If tables or desks are not near, inner walls and doorways will provide the safest places. Stay clear of windows.
- Students in hallways should drop to their knees close to the walls. Bury face in arms. Protect the neck with hands clasped behind the head.

Outside Building

- Students outside the building at the beginning of an earthquake should get a safe distance from the building and away from power lines.
- Students should remain where they are immediately after an earthquake until given further instructions by authorized personnel.
- Under no circumstances should anyone approach or re-enter the buildings until instructed to do so by authorized personnel.

Tornado Drill

When Tornado "Warning" Alarm sounds:

1. All students go to the interior hallways of building.
2. Stay away from window areas.
3. Assume protective positions facing close to interior walls.
4. When danger is imminent, listen for specific commands by designated personnel.
 - A. The command: "Everyone down! Crouch on elbows and knees! Hands over back of head!"
 - B. Stay in protective position until "all clear" signal is given
 - C. After "all clear" signal, return to classroom.

Severe Weather Policy

When weather is such that it could be unsafe for students to attend college, the institution may delay or cancel classes during the winter months when roads are sometimes slick with snow or ice. This information will be announced first on our website – www.somerset.kctcs.edu, on our Facebook page – www.facebook.com/SomersetCC, our Twitter feed – www.twitter.com/Somerset_Tweets, and a SNAP Emergency Notification System message will be sent to all student email accounts. To receive a SNAP text message or voice message, please opt-in to SNAP by visiting kctcs.edu/snap.

Secondarily, the following television stations will be notified of any delays or cancellations:

Television

Lexington:

Channel 18 (WLEX) NBC
Channel 36 (WTVQ) ABC
Channel 27 (WKYT) CBS
Channel 56 (WDKY) FOX

Louisville:

Channel 3 (WAVE) NBC
Channel 32 (WLKY) CBS
Channel 41 (WDRB) FOX
Channel 11 (WHAS) ABC

Bowling Green:

Chanel 13 (WBKO) ABC

Knoxville, TN:

Channel 10 (WBIR) NBC
Channel 6 (WATE) ABC

Hazard:

Channel 57 (WYMT) CBS

Nashville:

Channel 5 (WTVF) CBS
Channel 6 (WATE)

Attendance Policy

Please consult the class syllabus for each course you are taking to become familiar with the attendance policy. Attendance policies vary within the college.

E-mail Address Change

All students who are taking at least one credit course will be issued a KCTCS e-mail address. Upon registration, the student may use the Somerset Community College or the KCTCS website for instructions on setting up the e-mail address. Student e-mail is our main form of communication. The e-mail may also be used to correspond with instructors and other college personnel.

Bulletin Board

You must seek permission from the Office of Student Affairs before posting material on the college bulletin boards.

Transcripts

Upon written request, a student will be issued a transcript. The basic charge for a transcript to be mailed is \$5.00. The charge for a transcript on demand is \$7.00 and a faxed transcript is \$10.00. In order for a transcript to be official, it must be mailed to the recipient such as a college or employer. Transcripts are issued only by written request. Transcripts may not be issued to anyone but the student without written permission from the student.

Drop Policy

A student may drop from a class without a grade according to the last day to enter a class for that session.

Withdrawal Policy

From the end of the drop/add period through the official midterm date for that course, a student at his or her own discretion may withdraw from the course and receive a "W". The student must initiate the withdrawal. You may visit the Student Records Office at your location for withdrawal procedures or send the request, including your Student ID#, via your KCTCS email account to SCC_Care@kctcs.edu by the established deadline.

From the first day after midterm until the last day of course work of the session, a student may, at the instructor's discretion, withdraw from a course, and the instructor may assign a grade of "W". Please read your course syllabus for your instructor's withdrawal policy after mid-term. The student must initiate the official withdrawal. If you wish to withdraw after midterm you may visit the Student Records Office at your location for withdrawal procedures or you may withdraw via email from your KCTCS email. You must forward the instructor approval along with your request to withdraw, including your Student ID#, to SCC_Care@kctcs.edu by the established deadline.

It is advisable to check with Financial Aid for potential consequences of withdrawing.

Voter Registration

Students who have reached the age of 18 and have not registered to vote may do so by logging onto the Internet at the KCTCS website. www.kctcs.edu

Student Discrimination Grievance Policy

Students who feel they have been discriminated against or subjected to harassment by students or employees because of their race, color, national origin, sex, sexual orientation, marital status, disability, age, religion, beliefs, political affiliation, or veteran status have the right to pursue an informal and/or formal grievance.

Somerset Community College's Equal Employment Opportunity (EEO)/Diversity Coordinators are:

Tracy Casada, Grievance Coordinator
(606) 451-6631

Informal Procedure

Most difficulties can be resolved by talking to someone. Therefore, students are encouraged to discuss problems promptly and candidly with the EEO/Diversity Coordinator.

Formal Procedure

STEP 1

- Within fifteen (15) business days of learning of the cause of the grievance, the student will file written notice with the EEO/Diversity Coordinator. The student may use the Grievance Form, which is available from the EEO/Diversity Coordinator. The written notice shall identify the nature of the alleged discrimination, the date(s) of occurrence, and the desired result, and shall be signed and dated by the student filing the grievance.
- As soon as possible, the EEO/Diversity Coordinator will initiate an adequate, reliable, and impartial investigation of the grievance.
- Within ten (10) business days of receiving the student's written notice, the EEO/Diversity Coordinator shall respond in writing to the student. The response shall summarize the course of the investigation and determine the validity of the grievance and the appropriate resolution.

STEP 2

- If the student is not satisfied with the coordinator's response, the student may appeal in writing to the College CEO (or designee) within five (5) business days of Step 1 response. The Step 2 appeal must contain all written documentation from Step 1 and the student's written reasons for not accepting the coordinator's response. Within seven (7) business days from receiving the written Step 2 appeal, the College CEO (or designee) will respond in writing to the student as to the action to be taken.

STEP 3

- If the grievance is not resolved to the satisfaction of the student, the student may file an appeal according to the KCTCS Code of Conduct Section 1.2.8.1.
- The deadlines established in this procedure may be waived in exceptional circumstances by the college CEO.