

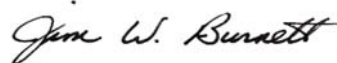
LETTER FROM THE PRESIDENT

Dear Students,

On behalf of the Trustees, faculty, and staff, we are pleased you chose to pursue your educational goals at Western Piedmont Community College, and we are dedicated to helping you make the most of your learning experiences.

The College seeks to provide you with the opportunity to gain knowledge and skills that will enhance not only your career prospects, but your quality of life as well. I hope you find the College rewarding and enriching, and that you will form strong bonds of friendship and a commitment to lifelong learning.

Sincerely,



Jim W. Burnett
President

WELCOME FROM THE STUDENT GOVERNMENT ASSOCIATION

Welcome Fellow Students,

On behalf of your Student Government Association (SGA) I'd like to welcome each of you to a new and exciting year at Western Piedmont Community College. With your help and participation we think 2011-2012 promises to be the best year yet!

Our students, faculty and staff are what make our campus the wonderful learning environment that it is and we look forward to having you as a part of our educational community. Let us, your elected representatives, know what we can do to help you attain your personal and academic goals while you are here.

Be sure to check out our clubs and campus activities; we welcome members and volunteers! Keep up with campus activities through Pioneer Press - our campus newsletter, campus monitors, and online at www.wpcc.edu.

If you don't see something you'd like to be a part of, why not suggest something? We look forward to hearing about your ideas! Look for us in the SGA office in Hildebrand Hall Room 23, leave us message at (828) 448-3184 or email us at sga@wpcc.edu.

Again, welcome and . . . Go Pioneers!

Samantha Poplin
SGA President 2011-2012

Student Government Association
Contact us at: sga@wpcc.edu
Hildebrand Hall Office 23-A
(828) 448-3184

MISSION STATEMENT

The College's mission is to provide accessible, high-quality education that improves lives and promotes growth in our community.

GOALS

COMPETENT CITIZENRY

Develop a competent citizenry, possessing skills necessary for personal and academic achievement, and promote workforce training opportunities that meet employer needs and propel regional economic growth.

STUDENT POTENTIAL

Excel at nurturing and developing the potential of every student, especially under prepared, at-risk students, through exceptional advising, mentoring, and innovative, individualized student services.

SAFE, SUPPORTIVE ENVIRONMENT

Maintain a safe, supportive environment that aggressively promotes lifelong learning and professional development by integrating ideas and concepts that guide goal setting, remove barriers and empower students for success.

PROFESSIONAL DEVELOPMENT & COMPENSATION

Create an environment where faculty and staff (part-time & full-time) are encouraged to excel by providing professional development opportunities as well as competitive salaries and benefits.

DIVERSITY

Increase the diversity of students, faculty and staff to reflect that of the community while creating a campus environment that values global education and acknowledges the perspectives and contributions of all people.

DISTANCE LEARNING

Explore and implement new avenues of distance learning opportunities to promote access and ensure students are exposed to advanced instructional technologies.

TECHNOLOGY

Develop a comprehensive, technology-based infrastructure that will enable the college to respond to evolving opportunities and exceed student support services expectations.

DATA-DRIVEN DECISIONS

Make decisions driven by data and a comprehensive, college-wide planning and evaluation system to ensure excellence and continuous improvement in all programs and services.

EXTERNAL FUNDING

Institute a fully integrated, far-reaching system for identification and procurement of external funding that supports the continued pursuit of quality educational programming and services.

FACILITIES

Plan future construction and renovations to effectively meet the needs of student population and program growth.

SENOIR ADMINISTRATION

Dr. Jim W. Burnett, President

C. Malone McNeely, Executive Vice President, Chief Financial Officer

Dr. Chad A. Bledsoe, Vice President for Academic Affairs

Emily L. Williamson, Vice President for Student Development

IMPORTANT CONTACTS

Academic Success Center	Lisa Mauney, Coordinator
Admissions	Jennifer Propst, Director, Enrollment Management
Bookstore	Susan Duckworth, Manager
Business Office	Sandy Hoilman, Controller
Business Technologies	Kathy Scott, Interim Dean
Career and Testing Services	Patricia Baker, Coordinator, Career and Testing Services
Child Care Assistance	Teah Nile, Coordinator, Special Populations
Continuing Education	W. Lee Kiser, Dean
Cooperative Education	Paul Dellinger
Developmental Education	Ann Marie McNeely, Dean
Disability Access	Daphne Martin, Coordinator
Educational Talent Search	Maureen "Mo" Schwind, Director
Financial Aid	Keith Conley, Director
.....	Dori Barron, Assistant Director
Health Sciences	Dr. Linda Satey, Dean
Humanities & Social Sciences	Mary Charlotte Safford, Dean
Information	Receptionist, Moore Hall Lobby
Library Resources & Technology	Dan Smith, Dean
Registration and Graduation	Joan Hogan, Director of Records & Registration
Scholarships	Tonja Suttles, Financial Aid Counselor
Science, Engineering & Mathematics	Michael Daniels, Dean
Security	Tim Robinson, Chief
Student Services	Susan Williams, Dean
Student Activities	VACANT
Transfer Counselor	Wingate Cain
Veterans Affairs	Dori Barron, Financial Aid, Assistant Director

STUDENT RIGHTS

Students, by nature of their citizenship and residence, have certain rights and freedoms established by the U.S. Constitution and laws of the United States, the State of North Carolina, and the respective communities in which they live. The possession of these rights and freedoms is neither increased nor diminished by students' association with Western Piedmont Community College.

The freedom of students to receive an education at Western Piedmont Community College, and the freedom of the College to provide such an education to students will be protected by the Trustees of Western Piedmont Community College and the State Board of Community Colleges.

STUDENT RESPONSIBILITIES

All students are responsible for the proper completion of their academic program, for familiarity with the General Catalog, for maintaining the appropriate grade point average, and for meeting all other requirements to graduate or transfer. Counselors and academic advisors will work with all students, but the final responsibility is that of the individual student.

Students are held responsible for information published in the General Catalog, the Student Handbook, and official announcements of the College. Upon enrollment, all students accept the benefits of membership in the academic community and acquire the obligation to observe and uphold the principles and standards set by the College. The Student Code of Conduct describes conduct which the College will not tolerate.

All students are responsible for maintaining communication with the College and keeping on file with the Record's Office at all times a current address, including zip code, and telephone number.

Students, while associated with the College, are expected to participate in campus and community life in a manner that will reflect positively upon students and the College.

STUDENT CODE OF CONDUCT

The administration, faculty, staff, and Student Government Association of Western Piedmont Community College believe that self-discipline is an integral part of all students' education. They also assume that students will maintain standards of conduct appropriate for students; however, in those rare instances when individuals interfere with the rights of others to educational opportunities, the College will maintain order. To that end, the following conduct is prohibited:

1. Intentionally causing physical harm or severe emotional distress to any member of the campus community;
2. Theft or malicious damage to College property or to the personal property of a student or employee;
3. Possession or use of an unauthorized firearm, other dangerous weapon or explosive device;
4. Possession, use or distribution of any unauthorized drug, alcoholic beverage or other controlled substance (as defined by the North Carolina General Statutes) while on College grounds or when participating in any College activity (medical prescriptions are not a violation of this rule; however, students are accountable for their behavior while under the influence of a prescribed medicine.);
5. Falsifying information including that on official College records;
6. Dress that does not conform to published standards in specified program areas (e.g. vocational shop, health science lab/clinical areas);
7. Failure to comply with the Western Piedmont Communicable Disease Policy as published in the College Policy Manual (4.9-10);
8. Academic dishonesty which includes, but is not limited to, plagiarism, cheating or collaborating on a test, or submitting the academic work of another as one's own (See Plagiarism, College Policy Manual, Section 2.18);
9. Disruption of any process of the College by force, noise, coercion, threat, passive resistance or any other conduct that could impede normal College operations;
10. Failure to comply with the instructions of College officials acting in accordance with the performance of their duties;
11. Violation of a local, state, or federal ordinance or law;
12. Lewd or indecent conduct, including offensive and vulgar language;
13. Mental or physical abuse of any person, including verbal or inconsiderate behavior which threatens or endangers health or safety (see Communicable Diseases/Pandemic Influenza Policy, (College Policy Manual, Section 4.9-10);
14. Violation of the College's Sexual Harassment policy, (College Policy Manual, 3.47);
15. Unauthorized occupation or seizure, in any manner, of College property or any portion thereof (see Emergency Policy, College Policy Manual, Section 7.7);
16. Tampering with fire and/or safety equipment;
17. Gambling;
18. Smoking and/or using other tobacco products on College property or in College vehicles;
19. Violation of College regulations regarding the operation and parking of motor vehicles (see Traffic and Parking, College Policy Manual, Section 7.6);
20. Violation of the terms of an imposed disciplinary probation or any College regulation during the period of a probation;

21. Fiscal irresponsibility such as failure to pay College-levied fines, to repay College-sponsored loans, or to issue a worthless check to College officials;
22. The submission of substantial portions of the same academic work (including oral reports) for credit more than once without prior authorization;
23. Committing an act of academic dishonesty or intentionally helping or attempting to help others to commit an act of academic dishonesty;
24. Violation of the College Computer and Internet Use Policy;
25. Unauthorized use of electronic communication and equipment such as telephones and pagers in College classrooms, labs, test taking situations and assemblies. (The only exception to this policy will be for on-call emergency personnel, i.e. EMS, police and firemen who are required to notify their instructor of their need for such devices at the beginning of the term and to provide documentation verifying their occupation); and
26. Disruption of peace and order by playing loud music while on campus with electronic devices or motor vehicles.

ENFORCEMENT

1. Students violating any local, State or Federal ordinance or law will be reported to the appropriate law enforcement agency.
2. Students disrupting a class after the instructor has explained the unacceptability of such conduct will be told to leave the class. The instructor will notify the Dean of Student Services and the Vice President for Academic Affairs.
3. Complaints, or other indications that students have violated the Code of Conduct, will be reported to and investigated by the Dean of Student Services to determine if the charges are significant. If significant, the Dean may, after appropriate administrative consultation, counsel students and issue a written warning to students or impose measures that restrict students' access to activities, or in extreme cases, to the College. Campus Security should be contacted about disruptive behavior occurring in public areas on campus, e.g. hallways, lounges, cafeteria, etc.
4. Students will be accorded due process in all disciplinary proceedings. The due process procedure is detailed in the General Catalog, College Policy Manual, and Student Handbook.

STUDENT GRIEVANCES

The Student Government Association (SGA) provides for participation in the formulation and application of College policy affecting academic and student affairs with the assistance of the Dean of Student Services. Proposals for changes in policy, regulations, or procedures, which affect the student body as a whole, are to be directed through the SGA and the Dean of Student Services to appropriate College administrators. Students have the right, individually, to appeal any decision which adversely affects them.

The proper procedure for such an appeal is to contact the Dean of Student Services who will advise and assist students in directing appeals to the proper authority. Students who have grievances with other Western Piedmont Community College students which do not involve violations of state, federal or local law or violations of the Student Code of Conduct should direct their concerns to the Dean of Student Services. It is the legal right of all students, and the responsibility of Western Piedmont Community College to ensure, that all grievances are given due process as stated in the Policy Manual, Section 4.7-8, Student Due Process, which also appears below.

STUDENT DUE PROCESS

A formal complaint may be filed any time by students who believe that a personal right has been violated. Grievances may arise over sexual harassment or alleged discrimination on the basis of race, religion, status, sex, age, national origin or handicap. However, all students and faculty members, administrators, or staff members have an obligation to make every effort to resolve problems fairly and informally so that they do not become sources of grievances to be pursued formally through the grievance procedure.

If a suitable solution cannot be reached informally through independent means, which may include consultation with staff members in Student Services or with the College's Affirmative Action Officer, a formal grievance may be initiated by students who wish to appeal a decision by the Dean of Student Services in cases arising from violations of the Student Code of Conduct.

It is expected that formal complaints will begin with Step I as outlined below. However, because of the private and sensitive nature of sexual harassment and possibly certain other incidents, aggrieved students may choose a third-party mediator to help resolve such a complaint on an informal basis. Such mediation activities shall continue for a period of no more than 30 class days or until resolution is achieved. Should such resolution efforts fail, students may initiate the formal grievance procedure outlined in Step II below (or in the case of disputes among students, the complaint may be referred to the Dean of Student Services).

STEP I: Any and all complaints must be presented formally within ten (10) academic class days (summer sessions exempted) of students becoming aware of the alleged grievance and within one year of its occurrence. Students opting to exercise the formal grievance procedure should so notify the concerned staff, faculty member, or administrator, present a written summary of the complaint to the

individual, and set up a time to meet and discuss the problem. At this meeting, students may be accompanied by a third party. Faculty and staff members are also entitled to a third party in accordance with established policy. Prior to this presentation, the third-party shall have an opportunity to discuss the complaint independently with other parties directly affected by or involved in the situation. In the oral presentation of the complaint, all parties shall make a good faith effort to resolve the matter. The faculty, staff member, or administrator shall then give a formal written response to the complaint within three academic class days and make a copy available to the student from the Dean of Student Services.

STEP II: If aggrieved students believe a further review of the complaint is warranted, they shall, within five academic class days of receiving the above decision, notify the appropriate parties that they wish to pursue the issue. In cases where this is the first formal step in an alleged sexual harassment or other private and sensitive grievance, aggrieved students should notify the concerned faculty, staff member, or administrator in writing, within ten (10) academic class days of the failure of informal resolution with a summary of the complaint. Proper notification depends on the College employee involved.

1. For a faculty member: notify that faculty member, the Division Dean, and the Vice President for Academic Affairs.
2. For a staff member: notify that staff member, the staff member's supervisor, and the appropriate Vice President.
3. For a senior administrator: notify that person and the College President.

Students and third-parties shall meet with the faculty, staff member, or administrator and the above notified parties to discuss the grievance within ten academic class days of this notification. The Dean, administrative officer, or immediate supervisor (whichever is applicable from above) shall render a decision and advise the parties in writing of a decision. If the decision involves a finding of fault, the decision will also include a statement of the sanction to be imposed. Failure of the faculty, staff member, or administrator to meet the deadline dates established within any of the steps of the grievance procedures moves the process to Step III. Failure of students to meet time specifications acknowledges students' acceptance of the decision of the previous step. Students then forfeit the right to pursue the grievance further.

STEP III: If the written decision is not satisfactory to the parties involved, a formal hearing will be held as designated by the President. The party requesting the review shall provide a written summary of the specific facts of the complaint, the position of the parties involved, and the decisions that have been recommended. The President can conduct a hearing personally or before a committee selected by the President which shall conduct the hearing and make recommendations to the President. In any case, the President shall render the decision in writing to the parties involved within ten working days from receipt of the written complaint. The formal hearing will be conducted in closed session, and the parties involved may be represented by legal counsel. Transcripts of the proceedings will be maintained by the College for one year with copies made available to the complainant. Any Appeal of the President's decision(s) must be directed to the Trustees of Western Piedmont Community College.

STEP IV: If students are not satisfied with the final decision of the President, or within a reasonable length of time fails to obtain a final decision, students may appeal, within thirty (30) days of receipt of the College's decision, to the Board of Trustees. The request must be submitted in writing through the President. If students so desire, they may ask the College for help in submitting the appeal. The President will submit the appeal, along with pertinent documents, to the Trustees for consideration. The Trustees shall investigate the disciplinary action or alleged discrimination and make their decision within a reasonable amount of time based upon procedures contained in their Bylaws.

DRUG, ALCOHOL, AND TOBACCO POLICY

Western Piedmont takes the safety and health of its students and employees seriously. We provide and maintain an environment which is free of alcohol and illegal drugs which are prohibited substances on campus. The use of tobacco and tobacco products is prohibited in all areas on campus. Please refer to the College catalog for further information.

STUDENT RESOURCES

ACADEMIC ADVISING — YOUR FACULTY ADVISOR AND STUDENT SERVICES

Academic advising is available to students from their faculty advisor. The advisor is assigned according to program selection. Hours are 8:00am until 7:00pm Monday through Thursday and 8:00am until 5:00pm on Friday. If you have difficulty finding the assistance you need, contact the Dean of Student Services.

ANNOUNCEMENTS IN THE PIONEER PRESS - OFFICE OF STUDENT DEVELOPMENT

The *Pioneer Press* is a weekly source of campus information available online, in Moore Hall Lobby, and other locations across campus each Monday morning. This newsletter can be used by clubs and organizations on campus as a means of announcing activities.

Deadline: Information must be submitted no later than 12:00pm Wednesday before the Monday of publication.
Location: Moore Hall 207 and at update@wpcc.edu
Hours: Monday - Friday, 8:00am - 5:00pm
Phone: (828) 448-3122

APPLY FOR A TUITION REFUND - DIRECTOR OF RECORDS & REGISTRATION

One hundred percent (100%) tuition refunds are made upon the request of the student during registration periods prior to the first day of the term. Students requesting a seventy-five percent (75%) tuition refund must complete a "Refund Request" form located in Student Services with the Director of Records & Registration. Refund periods are printed in each semester schedule publication. Tuition refunds cannot be granted after the ten percent (10%) point of the semester.

Location: Room 105, Student Services, Hildebrand Hall
Hours: Monday - Friday, 8:00am - 5:00pm
Phone: (828) 448-6041

AUDIOVISUAL EQUIPMENT FOR CLASS ASSIGNMENTS - TECHNOLOGY SUPPORT

Equipment needed by students for any presentations given in conjunction with a class or valid campus activity can be arranged with Technology Support. These arrangements need to be made in advance through your instructor.

Location: Room 14, Moore Hall
Hours: Monday - Thursday, 8:00am - 8:00pm and Friday, 8:00am - 5:00pm
Phone: (828) 448-6030
Eligibility: Any person enrolled in classes at WPCC (full or part-time)
Deadlines: Request at least one week in advance
Other Notes: Equipment is for on-campus use only

BOOKS AND SUPPLIES - THE BOOK CELLAR

The Book Cellar stocks textbooks, school supplies, backpacks, WPCC insignia clothing, over-the-counter medicines, greeting cards, and stamps. Visit our website for information on textbooks, book buy back, return policy, and ordering books online or by fax. Original receipt must be presented for any exchange or refund.

Location: Room 33, Hildebrand Hall
Hours: Monday - Thursday, 8:00am - 7:00pm and Friday, 8:00am - 3:00pm (*Bookstore hours are subject to change during registration and when classes are not in session.*)
Phone: (828) 448-3186
Special Events: Used Book Buy Back (last 3 days of the semester); Special Sales (check store and the *Pioneer Press*)
Deadlines: Refunds on curriculum textbooks (new or used) will be given from registration day until prior to or on the 10 percent point of the semester provided the book is in pristine condition and accompanied by the original cash register receipt.

CAFETERIA

The College operates a cafeteria in Hildebrand Hall for the convenience of students, faculty, staff, and visitors. Breakfast, snacks, hot sandwiches, and plate lunches are available. Coffee, soft drinks, confections, and other foods are always available through vending machines in various locations on campus.

Location: Hildebrand Hall, Lower Level
Hours: Monday - Friday, 7:30am - 1:30pm and Monday - Thursday, 3:00pm - 7:15pm during the semester

CAREER COUNSELING – CAREER CENTER

Career counseling and exploration are available for those students who are undecided about their career plans. The Career Center houses a variety of printed, audio-visual and computer resources to assist students in their exploration. Career testing and counseling are also available on an individual basis.

Location: Room 128, Student Services, Hildebrand Hall
Hours: Monday - Friday, 8:00am - 5:00pm
Phone: (828) 448-6052
Appointments: Preferred

CHANGE PERSONAL INFORMATION/PROGRAM OF STUDY

Students must complete a Profile/Program Change form available in the Student Records office.

Location: Room 104, Hildebrand Hall (Student Services)
Hours: Monday - Friday, 8:00am - 5:00pm and Wednesdays, 8:00am - 7:00pm
Phone: (828) 448-6045

CHILDCARE ASSISTANCE – CHILDCARE ASSISTANCE PROGRAM

Childcare assistance may be available for qualifying enrolled Western Piedmont Community College students. Please see Teah Nile, Coordinator of Special Populations in the Financial Aid Department of Student Services.

Location: Room 116, Hildebrand Hall
Hours: Monday - Friday, 8:00am - 5:00pm
Phone: (828) 448-3169
Appointments: Preferred but not required

COMPUTER LABS

All computer usage at Western Piedmont is governed by the "Acceptable Use of Computing Resources Policy" viewable on the College website at http://www.wpcc.edu/faculty_staff.php?cat=199. Individual labs may have local usage policies, as well. All policies prohibit the use of Internet file sharing programs, such as Limewire/BitTorrent/Kazaa.

Lab is a classroom - if class is in session, non-disruptive users are welcome to use an unoccupied computer. Password is required and may be obtained from lab technician within 24 hours of request.

Location: Room 109, F Building
Hours: Monday - Friday, 8:00am - 10:00pm
Services: Internet, email and Microsoft Office software

Login with your WPCC ID and Password. See Technology Division in Moore 017 if you have questions.

Location: Room 234, Carr Hall
Hours: Monday - Thursday, 8:00am - 9:50pm and Friday, 8:00am - 2:50pm (Unless a class is scheduled, hours are subject to change in the summer - look for posting.)
Services: Internet access for class assignments; Microsoft Office Professional software; leisure mail access on designated computers only.

Users must sign up for 30 minute blocks. Services not available include Chat Rooms, Instant Messenger, Internet games, or typewriters. Login with your WPCC ID and Password. See Technology Support in Moore-017 if you have questions.

Location: Library, Phifer Learning Resources Center
Hours: Monday - Thursday, 7:30am - 8:00pm and Friday, 7:30am - 5:00pm
Summer Hours: Monday - Thursday, 7:30am - 7:00pm and Friday, 7:30am - 5:00pm
Services: Internet use and email.

COPIES - LIBRARY

Location: Phifer Learning Resources Center
Hours: Monday - Thursday, 7:30am - 8:00pm and Friday, 7:30am - 5:00pm
Summer Hours: Monday - Thursday, 7:30am - 7:00pm and Friday, 7:30am - 5:00pm
Services: Copies of typed materials can be made on the Library photocopy machine.
Eligibility: Any student or community resident.

DISABILITY SERVICES

In compliance with the Americans with Disabilities Act, Western Piedmont Community College will make every effort to honor requests for reasonable accommodations made by individuals with documented disabilities.

Contact the Office of Disability Services if you believe that you have a disabling condition that may interfere with your ability to participate in college courses, activities, or programs. The staff will meet with you to review your documentation and evaluate your needs. All requests are strictly confidential. Accommodations for special events or activities must be requested in writing three (3) working days in advance of school events or activities.

Location: Room 103, Hildebrand Hall
Hours: Monday - Friday, 8:00am - 5:00pm
Phone: (828) 448-3153 (V), (828) 448-3154 (V), (828) 438-6066 (TTY)

EMERGENCY

If you feel you are in immediate danger please call 911.

To report an emergency :

Campus Security call the Main Campus (828) 438-6000
The office for Campus Security is located in Health Sciences Room 151.

FINDING EMPLOYMENT - JOB PLACEMENT CENTER

In conjunction with the Employment Security Commission JobLink Center, the College provides employment referral services for students and graduates. Information on full and part-time employment is posted. The College maintains a list of personnel requests from local business and industry, state and federal government, and volunteer agencies. This list is published weekly in the campus newsletter, the *Pioneer Press*, bulletin boards and on the College website. Periodically, representatives of various industries, businesses, and four-year colleges are invited to campus to talk with students about post-graduation plans and opportunities.

Location: Hildebrand Hall, Student Services Reception Desk
Hours: Monday - Friday, 8:00am - 4:30pm
Phone: (828) 448-6046

INCLEMENT WEATHER

To find out if classes have been cancelled due to the weather or other emergency please check the website or call the main campus number (828) 438-6000. Radio stations in Morganton and news media in other cities within the service area of the College will also be notified.

LIBRARY - PHIFER LEARNING RESOURCES CENTER

The Library staff can assist with research assignments, answer reference questions, and teach you how to locate and use library materials and resources. Interlibrary loan service is also available with advance notice.

Location: Phifer Learning Resources Center
Hours: Monday - Thursday, 7:30am - 8:00pm and Friday, 7:30am - 5:00pm
Summer Hours: Monday - Thursday 7:30am - 7:00pm and Friday, 7:30am - 5:00pm
The library also houses:

Raymond B. Goodfellow Art Gallery – Hosts revolving exhibits including art work by students, faculty and staff as well as artist receptions. Senator Sam J. Ervin, Jr. Museum and Library – With a replica of Senator Sam's home library, Watergate artifacts, and a 12,000 item collection of books, political cartoons, and personal memorabilia.

LIBRARY INTERNET SERVICE

The library has several Internet stations. These are available to students who are currently enrolled at Western Piedmont Community College. Students login with their WPCC ID and password. Library Internet policies are posted near each computer and anyone using the Internet is expected to abide by these policies. Due to heavy demand for use of these computers, if there are others needing access, users are asked to limit their use to 30-minutes.

Students wishing to use Internet computers must have a library Acceptable Use Policy signed and on file at the Circulation Desk. Persons who do not operate within the posted guidelines will be denied further access to library Internet computers. The college library does not assume responsibility for any material that users may encounter which may be considered offensive or objectionable. Except under certain limited circumstances use of any library equipment is limited to those age 16 or older.

PAY TUITION AND FEES – BUSINESS OFFICE

Location: Moore Hall, Room 201

Hours: Monday - Friday, 8:00am - 5:00pm or as otherwise indicated during registration.

REGISTER TO VOTE – STUDENT SERVICES

Residents of Burke County 18 years of age or older may fill out voter registration forms in Student Services.

Location: Student Services, Hildebrand Hall

Hours: Monday - Friday, 8:00am - 5:00pm

REQUEST A COPY OF YOUR WPCC TRANSCRIPT – STUDENT RECORDS

Students must complete a Transcript Request form available in Student Records. Requests may be faxed or mailed to the College but must include the information required on the request form. Call for information.

Cost: A fee of \$3.00 is charged for each transcript after a student has received three (3) free per academic year.

Location: Room 104, Hildebrand Hall (Student Services)

Office Hours: Monday - Friday, 8:00am - 5:00pm and Wednesdays, 8:00am - 7:00pm

Processing Hours: Monday - Friday, 11:30am - 1:30pm and Wednesday, 5:00pm - 7:00pm

Phone: (828) 448-6049 or (828) 448-6045

SUBMIT A PETITION TO GRADUATE – DIRECTOR OF RECORDS AND REGISTRATION

Every student expecting to meet graduation requirements must present a petition to the Director of Records and Registration during their final semester at early registration and fulfill financial obligations to the College prior to graduation.

Location: Room 105, Hildebrand Hall (Student Services)

Hours: Monday - Friday, 8:00am - 5:00pm

Phone: (828) 448-6051

TUTORING

For help with English, Reading or Math skills please stop by the Academic Success Center on the second floor of Moore Hall.

Location: Room 206, Moore Hall

Center Hours: Monday - Thursday, 8:00am - 8:00pm and Friday, 8:00am - 4:00pm

Tutors Available: Monday - Friday, 9:00am - 2:00pm and Monday - Thursday, 5:00pm - 8:00pm

Phone: (828) 448-3115

VA EDUCATION BENEFITS

Veterans of the Armed Forces and their dependents should meet with the VA Certifying Official to determine eligibility and to begin receiving any VA Education Benefits.

Location: Room 102B, Hildebrand Hall (Student Services)

Hours: Monday - Friday 8:00am - 5:00pm

Phone: (828) 448-3170

WITHDRAW FROM CLASS

Students wishing to withdraw from a class after late registration should see the instructor of the course to be dropped, complete the "Student Withdrawal Card" and have the instructor sign and forward the card to Student Services.

WORK EXPERIENCE IN YOUR FIELD OF STUDY – COOPERATIVE EDUCATION

This program allows students to work in a job related to their field of study and receive college credit. The Co-op office will assist in finding a job and help monitor the student's progress throughout the semester.

Cost:	Each hour's credit in Co-op is equivalent to one hour classroom credit and will be charged as such.
Eligibility:	Any student enrolled in a program offering co-op for academic credit is eligible if they meet the following minimum requirements: <ol style="list-style-type: none">1. Students must have completed nine (9) semester hours credit (SHC) in their program of study including three (3) hours in their core.2. Students must have a grade point average (GPA) of 2.0 or better on all work completed at WPCC.3. Students must obtain approval from their advisor.4. Students must obtain approval from the Cooperative Education Coordinator.
Deadlines:	Must register for Co-op during regularly scheduled curriculum registration.
Location:	Room 121, Carr Hall, Paul Dellinger, Cooperative Education Coordinator
Hours:	Monday - Friday Posted on Door
Phone:	(828) 448-6043
Appointments:	Appointments preferred

STUDENT FINANCIAL AID

Many students find that they must have some financial assistance to gain the most from their college experience. This assistance may take the form of a job, loan, grant, scholarship or a combination of any of these.

Students should contact the Financial Aid Office in Hildebrand Hall with questions about applying for financial assistance. Financial Aid counselors are available from 8:00 am until 7:00 pm, Monday through Thursday, and on Fridays from 8:00am until 5:00pm.

FINANCIAL AID APPLICATION PROCEDURE

The first step for students applying for financial aid is to complete a Free Application for Federal Student Aid (FAFSA). This application must be renewed each academic year for a student to continue to receive financial aid. Certain scholarships and other types of aid may require a separate application available through the Financial Aid Office.

Additional information can be found on the WPCC website and the College Catalog under Financial Aid. Both are available from Student Services and on the College website.

FINANCIAL AID CONTACTS:

Keith Conley

Director, Financial Aid
Hildebrand Hall, HH 102 A
Phone: (828) 448-3151
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STUDENT LIFE

Become involved on campus! By joining campus clubs you'll meet people, learn more about programs and services and have loads of fun as well! A lot of clubs have developed around different campus programs and interests but every club welcomes students of all cultures, faiths, ethnicities and programs of study.

Watch the weekly campus newsletter, the *Pioneer Press*, for meeting times or see the Coordinator of Student Activities for more information, Student Services, Room 123 Hildebrand Hall.

FOLLOWING IS A LIST OF ALL CAMPUS CLUBS AND THEIR STATEMENT OF PURPOSE:

B.E.S.T. (BUILDING ENERGY SUSTAINABLE TECHNOLOGY)

To reduce our carbon footprint and educate the campus as well as the general public about ways to help cut energy costs, green and sustainable technology, and alternative energies. Advisors: Eric Hurley ehurley@wpcc.edu; Sherilyn Ritchie sritchie@wpcc.edu

CRIMINAL JUSTICE

To stimulate in young adults an active interest in Criminal Justice affairs; to help efficiency of government within the Criminal Justice system; to enable members of the Criminal Justice Club to raise money for scholarships and for field trip travel; to recruit new members for the Criminal Justice Club; to help acquaint students of WPCC with the Criminal Justice standards and to provide for our students and administration a high degree of justice. Advisors: Danny Dixon ddixon@wpcc.edu; Steven Moulton smoulten@wpcc.edu

DENTAL ASSISTING

To stimulate an active interest in the Dental Assistant program on our campus. We seek to increase public awareness of preventative dentistry, enable members of the club to raise money for scholarships and field trip travel, and recruit new members to our organization. Advisor: Tammy Glover tglover@wpcc.edu

FILM AND FINE ARTS

To broaden and enlighten the knowledge, appreciation, and perspectives of students interested in fine arts, film, and digital media, as well as offering assistance to the goals of the students who are interested in pursuing careers or independent projects in these fields of study. Advisors: David Clifton dclifton@wpcc.edu; Jonathan Crumpler jcrumpler@wpcc.edu; Mark Poteat mpoteat@wpcc.edu

GAY STRAIGHT ALLIANCE

To build a supportive community and to provide a safe social outlet for students of all sexual orientations and lifestyles; to work to end discrimination, bullying and harassment based on sexual orientation/sexual identity. Advisor: Terry Doyle tdoyle@wpcc.edu

GLOBAL VILLAGE

To encourage community involvement relating to culture; to learn about diversity awareness through ethnic groups; to be a community focused educational experience devoted to diversity expansion; and to be a multicultural forum for interested WPCC students, staff, faculty, and community. Advisor: Maureen Dougher mdougher@wpcc.edu

HUMAN SERVICES

To provide students with an outlet for further development of skills related to our field. To provide a venue for information and idea sharing, advance the best interest of our chosen field and to serve our community and WPCC in a collective and advantageous manner. Advisor: Charles Moore cmoore@wpcc.edu

LABORATORIAN

To stimulate in students an active interest in laboratory techniques and procedures, explore and keep up with new techniques in the medical field, and attend at least one conference of the NCSMT. Advisor: Nancy Shoaf nshoaf@wpcc.edu

MEDICAL ASSISTING

To stimulate an active interest in the field of Medical Assisting by engaging in activities that promote the profession; to develop interpersonal relationship skills by working with others in selected activities; to develop the value of service to others by performing service projects for the College and community. Advisor: Ann Giles agiles@wpcc.edu

NATURAL SCIENCES

To stimulate in young adults an active interest in science; to help increase the efficiency of the Science Department; to enable members of the Science Club to raise money for scholarships and for field trip travel; to recruit new members for the Science Club; to help acquaint students of WPCC with the standards established by the Science Department. Advisors: Nadine McGrady cmcgrady@wpcc.edu; Michael Spath mspath@wpcc.edu

NORTH CAROLINA ASSOCIATION OF NURSING STUDENTS

The nursing degree program has a club for each graduating class to help students as they progress during the two year program. Advisors: Karen Pritchard kpritchard@wpcc.edu; Faye Cook fcCook@wpcc.edu

PARALEGAL

To establish good fellowship between this association, the legal community, and the members of the paralegal profession; to stimulate a high order of ethical and professional conduct; to provide educational programs and opportunities supplemental to regular course work. Advisor: Leslie McKesson lmckesson@wpcc.edu

PROFESSIONAL CRAFTS CLUB

To enhance the educational experience of students within the Professional Crafts curricula, foster appreciation and understanding of fine craft in the community, prepare students for careers in fine craft, support the mission of the Professional Crafts program. Advisor: Courtney Long clong@wpcc.edu

ROTARACT CLUB

To provide an opportunity for students to enhance the knowledge and skills that will assist them in personal development, to address the physical and social needs of their communities, and to promote better relations between all people worldwide through a framework of friendship and service. Advisor: Maureen "Mo" Schwind mschwind@wpcc.edu; Sam Vegter svegter@wpcc.edu

SIGN LANGUAGE CLUB

To promote sign language education, interaction between hearing and deaf or hard-of-hearing individuals, and learn more about deaf community issues. Advisor: Danette Steelman-Bridges dsbridges@wpcc.edu

STUDENTS FOR CHRIST

A Christian Interdenominational Ministry among college students at WPCC. The work of the organization includes Bible study, Ministry, Fellowship, and Outreach. Advisor: Bill Childers bchilders@wpcc.edu

VETERANS CLUB

To create an active awareness and support for patriotic activities and to become familiar with Veterans, their families and their interest. To raise funds for field trips and other activities; acquaint students with Veterans in need and support the faculty and staff of the College as requested. We are a diverse group who has agreed to the same principles - to protect, defend, support, and teach about the rights and freedoms of the citizens of the United States. Advisor: Bill Batman wbatman@wpcc.edu

WPCC GROWERS

To promote recognition of the Horticulture Technology and Sustainable Agriculture programs at Western Piedmont Community College. We seek to develop leadership, character, and citizenship and to encourage cooperation among students in the various curricula areas and promote positive relations between the club and our community. Advisor: Chip Hope chope@wpcc.edu

SERVICE LEARNING/CIVIC ENGAGEMENT

Service learning combines community service with classroom instruction, focusing on critical, reflective thinking as well as personal and civic responsibility. Service learning programs involve students in activities that address local needs while developing student academic skills and commitment to their community.

Recognizing that many students are engaged in service to the community, WPCC has formally implemented a service learning program. Western Piedmont Community College is recognized nationally as a leader among rural colleges providing service learning opportunities.

STUDENT GOVERNMENT

All curriculum students who are regularly enrolled at Western Piedmont Community College and who have paid the student activities fee are entitled to vote in Student Government Association elections and to participate in all activities of the Student Government Association.

The Student Government Association is designed to promote the general welfare of the College in a democratic fashion and to facilitate communication between students, the faculty, and the administration. Through the Executive Council of the Student Government Association and the Student Senate, activity funds are budgeted for social and cultural events, special interest clubs, and organizations that have been officially recognized by Western Piedmont Community College. Every curriculum student is entitled to participate in its activities.

The College encourages student participation in institutional decision-making through Student Senate meetings that are open to all students. To become a voting member of the Senate, students must be a member of a recognized student organization and appointed by its membership. Elections are held each spring for the Executive Council of the Student Government Association. Interested students should contact the Coordinator of Student Activities in Student Services.

The President of the Student Government Association serves as an ex-officio member of the Trustees of Western Piedmont College. The Vice President of the Student Government Association serves as a member of the Academic Standards Committee. The President of the Student Government Association, under the direction of the Coordinator of Student Activities, is responsible for appointing Executive Council members to additional Standing Committees of the College.

The Student Government Association supports healthy lifestyles. Notices of Senate meetings are distributed through club advisors and are posted in the weekly newsletter, the *Pioneer Press*.

STUDENT SAFETY

If you are in immediate danger or require emergency medical help Dial 911. For Campus Security dial the Main Campus (828) 438-6000; Morganton Department of Public Safety at (828) 437-1211.

All personal injuries requiring medical attention should be reported to the Dean of Student Services in Hildebrand Hall or the Executive Vice President in Moore Hall. Students requiring first aid for minor injuries should contact the nearest college employee. First aid kits are provided in all buildings on campus.

WPCC promotes a drug free environment and supports this nationwide movement. WPCC is committed to maintaining such an environment for all employees and students.

DISABILITY HARASSMENT

Western Piedmont Community College prohibits any form of disability harassment involving any of its employees or between a College employee and a student of the College in the College relationship, whether it be in the form of a College employee harassing a student with a disability or a student with a disability harassing a College employee. The College has a firm belief and has established a policy that all employees are entitled to work and all students are entitled to learn in an environment free of discrimination based on a disability.

Any act, comment, or behavior which is of a harassing nature and which in any way interferes with an employee or a student's performance or creates an intimidating, hostile, or offensive environment is strictly prohibited. Any student or employee who feels he or she has been subjected to harassment due to a disability may file a complaint with the Office of Disability Services. Complaints involving the Office of Disability Services should be filed with the Vice President of Administrative Services. Complaints involving the Vice President of Administrative Services should be filed with the President.

SEXUAL HARASSMENT

Western Piedmont Community College is committed to providing a classroom and workforce environment free from sexual harassment. Sexual harassment is a form of sex discrimination, illegal under state and federal law and a violation of College policy. Sexual harassment may affect any member of the College community—students, faculty and staff. Complaints are dealt with promptly and appropriate action is taken.

Students, faculty and staff are encouraged to learn more about their rights and responsibilities with regard to this issue. Any inquiries you may make will be handled with professionalism and confidentiality. Students may contact the Dean of Student Services in Hildebrand Hall. Employees may contact the Director of Human Resources in Moore Hall. Guidelines for filing a grievance are found in the Student Handbook and in the Policy Manual.

REGISTERED SEX OFFENDERS

Students seeking information about registered sex offenders in the region may contact the local Sheriff's Department or go to the NC State Bureau of Investigation website: <http://ncfindoffender.com>.

ANNUAL CRIME STATISTICS REPORT

As required by the provisions of the Student Right to Know and Campus Security Act of 1990, the following statistics are provided for your information:

OFFENSES REPORTED (2010)

Murder.....	0
Rape	0
Robbery.....	0
Burglary.....	0
Motor Vehicle Theft.....	0
Arson	0
Arrests	0
Liquor Law Violations.....	0
Drug Abuse Violations.....	0
Weapons Possessions.....	0

PERSONAL SAFETY TIPS

Personal safety at Western Piedmont is everyone's concern and responsibility. Campus Security urges all members of the community to participate in making the campus as safe as possible. If you develop good security habits, you can assist us in protecting you and safeguarding your property. The following are some safety measures that could help prevent you from becoming a victim of crime.

WALKING:

- Don't walk alone. Campus Security officers will be more than glad to provide you an escort to your vehicle.
- Call the switchboard at (828) 438-6000.
- Use public, well-lighted walkways. Avoid any dark, isolated areas.
- Look alert and hold your keys in your hand when you are walking to your vehicle.
- Give your vehicle the quick "once over" before entering with a critical eye for possible break-ins or persons in the rear seat or floor area.

IF YOU ARE BEING FOLLOWED:

- Cross the street.
- Change direction.
- Keep looking back, so the person realizes you are aware of his/her presence.
- Go to a well-lighted area.
- Notice as many physical details as possible, so you can describe the person to the police.
- Report the incident to the police.

IF YOU ARE ALONE IN YOUR ROOM, AN OFFICE OR CLASSROOM:

- Keep the door locked.
- Always ask who is knocking before opening the door.
- Never prop open locked exterior building doors.
- When leaving your room (even if only for a few minutes), LOCK IT!

WHEN YOU ARE DRIVING:

- Drive with doors locked and windows rolled up.
- When you park, lock all doors and take your key with you.
- Store valuables out of sight in a locked trunk or glove compartment.
- Park in well-lighted areas.
- If possible, don't drive alone.
- Don't pick up hitchhikers.
- If you see blue lights on the car behind you, do not pull over until you are in a well-lighted populated area. The police officer will understand your concerns.
- If your car breaks down and someone stops to assist you, do not get out of your vehicle, roll down the window enough to tell them to call the police.

PROPERTY PROTECTION TIPS

Members of the college community are vulnerable to the same problems encountered by residents of any other metropolitan area. Campus Security's mission is to protect this community. However, the opportunity for crime exists. The community can assist us in its efforts to reduce crime by taking the following precautions.

- Keep cash, checks, credit cards, purses, brief cases, etc. with you at all times. Never leave them unattended or unsecured.
- Keep your car locked at all times to help prevent theft. Store valuable items in the trunk.
- Store computers, lab equipment and audio visual equipment in a locked classroom or office.
- Make a record of the serial number of both personal and college property in your room or office.
- Inscribe personal stereo, computers, etc. with your social security number.
- Doors and windows at Western Piedmont have locks – use them!
- Report defective locks immediately.

Athletic facilities are not immune from thieves. Try not to bring valuables (expensive watches, jewelry, wallets with cash and credit cards) with you when using the facility. Use the lockers and secure with heavy duty locks.

TEXTBOOK PROTECTION

Textbooks are an expensive and necessary part of your college education. Take the necessary steps to protect your investment. Place your name in ink on the inside cover and other obscure areas known only to you to be able to identify your books in case of theft.

Do not leave your textbooks, calculators, or book bags in unattended study rooms, hallways, library, dining area or unsecured lockers. Record serial numbers of calculators.

Thieves know where students leave their belongings unattended and take advantage of such an opportunity. Be suspicious of any person(s) hanging around storage areas, i.e. outside of the bookstore, with no apparent purpose.

If you see any suspect or illegal activity occurring on or about the Western Piedmont Campus contact:

Campus Security by dialing the Main Campus (828) 438-6000

Morganton Department of Public Safety at (828) 437-1211

- Be prepared to tell your name, location, and location and nature of the incident.
- If you are in a safe location, stay there.
- Do not attempt to interfere with the situation except for self-protection.....
- Try to note distinguishing characteristics of any suspects involved.
- Also note a description of any vehicles involved; license number, model, make, color, occupants.

Other information regarding WPCC's Security Department may be found on our website at <http://www.wpcc.edu>

VISIT OUR WEBSITE AT: [HTTP://WWW.WPCC.EDU](http://www.wpcc.edu)