

Academic Skills Center

The Academic Skills Center provides academic assistance to college students, prospective college students, and the general public. The Center offers one-on-one instruction, small group instruction, and computer-assisted instruction. Professional educators are available to assist students in reading, English, mathematics, and the sciences. The Center also offers a peer tutoring program. The peer tutoring service gives students the opportunity to be tutored by other students who have been successful in their classes. The staff in the Center and the instructors of the college courses work together to coordinate and provide supplementary materials which facilitate learning and provide students with the maximum opportunity to succeed.

The Academic Skills Center offers programs for the general public. Individualized study programs are available to assist prospective students in preparing for college entrance. Prospective students planning to apply for entrance to limited admission programs (health occupations) may enroll in the Center's college preparatory program to prepare to meet the admission requirements. Self-improvement and enrichment courses in mathematics, reading comprehension and speed, English grammar and writing skills, and many other academic areas are available to the general public and to college students.

Hours of operation are:

Monday-Thursday 7:45 a.m. to 9:00 p.m.

Friday 7:45 a.m. to 4:00 p.m.

Saturday 10:00 a.m. to 2:00 p.m.

Hours may vary during Summer Term

The Academic Skills Center is located on the third floor of the Wayne Learning Center Building. For more information call (919) 735-5151, Ext. 265 or 379.

Computer Lab

The Computer Lab is located in Magnolia A&A Building and is available to WCC students with a valid ID card. It consists of 50 Pentium PCs of which seventeen are Multimedia Ready (CD Rom and Soundcard). All instructional software offered by the College, along with Internet connection, is available. The operating hours are from 8:00 a.m. - 8:00 p.m. Monday through Thursday, 8:00 a.m. - 4:00 p.m. on Friday, and 10:00 a.m. - 4:00 p.m. on Saturday. Summer hours may vary. For more information, call (919) 735-5151, Ext. 302.

The Library

The purpose of the library is to support the basic mission of the College. To achieve this purpose, the library

- acquires, organizes, and circulates a collection of print and non-print materials;
- provides instruction in basic library skills including searching the automated catalog, the Internet and other electronic resources; and
- assists patrons in identifying and locating materials in many formats.

Library materials are indexed through an automated catalog with computer terminals providing users with access. The student ID card serves as a library card for the automated circulation system.

The library is located on the third floor of the Wayne Learning Center Building. Hours of operation are 7:45 a.m. until 8:00 p.m. Monday through Thursday and 7:45 a.m. until 4:00 p.m. on Friday. On Saturdays when the library is open, the hours are 10:00 a.m. until 2:00 p.m. During Summer Term, hours may vary.

The library supports distance education by providing access to NC LIVE and the CCLINC catalog, a collection of research and reference links on the webpage, interlibrary loan, and telephone reference.

For more information, call (919) 735-5151, Ext. 293 or visit us at our web site at <http://www.waynecc.edu/library/wcclib.htm>.

Student Lounge

The College provides a Student Lounge for the convenience of the students. Included in the lounge is a recreational area, a T.V. area, and informal meeting areas.

Throughout the year, the Student Activities Office sponsors events which provide opportunities for students' participation in intramural athletics, and other programs.

Cafeteria

The WCC Cafeteria is open from 7:30 a.m. until 2:00 p.m. Monday through Friday. There are a variety of options to choose from including daily specials for Breakfast and Lunch. Lunch options include a hot meal or a sandwich special in addition to salads and a variety of sandwiches. The Cafeteria offers excellent food at an affordable price.

College Bookstore

The Bookstore is located near the Cafeteria in the Wayne Learning Center. It has all the required books and supplies for WCC classes. Also available is a complete line of college sportswear and gifts. Bookstore hours are: Monday - Friday 8:30 a.m. - 4:30 p.m. and Tuesday and Wednesday 6:30 p.m. - 8:30 p.m.

Students With Disabilities

Wayne Community College is committed to seeing that students with disabilities have equal access to and participation in all programs of study. In accordance with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disability Act, students will receive reasonable accommodations to assure equal access to all programs and activities. Individuals with disabilities should contact the Disability Services Counselor in Student Development and present documentation of the disability. Accommodations will be determined by the documentation and in consultation with the student. **Students needing accommodations should make arrangements with the Disability Services Counselor thirty days prior to enrolling in order to provide ample time for arrangements to be made. Call (919) 735-5152, ext. 223 or TTY (919) 583-8544**

Wayne Community College has adopted an internal grievance procedure providing for prompt and equitable resolution of complaints that arise from any action prohibited by the Americans with Disabilities Act. Students with complaints should contact the Disability Service Counselor.

Student Rights, Responsibilities, and Judicial Procedures

The College exists for the transmission of knowledge, the pursuit of truth, the development of students, and the well-being of society. Freedom to teach and freedom to learn are inseparable facets of aca-

democratic conditions in the classroom, on the campus and in the community. Students should exercise their freedom with responsibility. As members of the academic community, students are subject to certain obligations and are entitled to all rights and protection accorded them by the laws, rules, and regulations of the community and the College.

The College reserves the right to maintain a safe and orderly educational environment for students and staff. Students are expected to conduct themselves in accordance with generally accepted standards of scholarship and morality as dictated in the Student Code of Conduct. The regulations found in the Student Code of Conduct set forth rules of conduct which prohibit certain types of behavior. Violation of one or more of the regulations may result in disciplinary action.

If disciplinary action is necessary, the Director of Counseling Services as designated by the Associate Vice President for Student Development Services will be responsible for handling judicial procedures. The Student Code of Conduct, Judicial Procedure, Sanctions, Appeals Procedure and the Student Grievance Procedure is printed each year in the STUDENT RIGHTS, RESPONSIBILITIES, AND JUDICIAL PROCEDURES section of the *Student Handbook*. The Handbook is provided to all registered students each year.

Academic Regulations

Semester System

Wayne Community College operates on the semester system. The Fall and Spring Semesters are each sixteen weeks in length and the Summer Term is approximately 10 weeks in length. The College is in session five days a week. Classes normally meet hourly for fifty minutes with a ten-minute break between classes. The number of times that a class meets each week is determined by the number of semester hours credit and the lab or clinic hours required by a course.

Semester hours credit is awarded as follows: one semester hour of credit for each hour per week of class lecture, one semester hour of credit for each two or three hours per week of laboratory work, one semester hour of credit for each three hours of clinical per week, and one semester hour of credit for each ten hours of work experience.

Registration

All students are required to register at the beginning of each semester of attendance. No credit can be granted for courses in which the student is not properly registered. Students attending class for which they are not officially registered will receive neither grade nor semester hour credit for the course. Classes missed due to late registration will be counted as absences. Registration instructions are published prior to each registration period.

Change of Schedule

Changes in class schedule after registration must be approved by the advisor and the Office of Admissions and Records.

The last day that courses may be added each semester is stated on the College calendar. Any student wishing to drop a course must complete the drop procedure on or before the 51st day of the semester. Any changes of schedule must be officially processed through the Office of Admissions and Records and through the Business Office if additional tuition and fees are owed.

Student Course Load

The normal student course load is 15-17 semester hours. A student must register for 12 semester hours to be considered a full-time student. The normal maximum course load is 20 semester hours. The permission of the Vice President for Academic Affairs/Student Services must be obtained in those cases where more than 20 semester hours are scheduled unless specified by the curriculum.

Note

A student enrolled in Cooperative Education working 40 hours per week, which is equal to 4 semester hours credit, is also considered to be a full-time student. Students on financial aid cannot draw full-time benefits due to Federal Regulations.

It is strongly recommended that full-time students who have part-time employment not work more than 10-15 hours per week. Students who are working more than 20 hours per week should consider attending the College on a part-time basis.

Classification

A student is classified as a freshman from initial enrollment until 32 semester hours credit has been earned. Students who have earned 32 semester hours or more are classified as sophomores.

Attendance Policy

Wayne Community College expects students to gain skills, competencies, and an awareness of a workplace ethic which emphasizes responsibility and commitment.

The College believes students demonstrate responsibility for and commitment to their educational goals through regular attendance; therefore, students must attend 80% of the total hours of any class to receive a passing grade. Instructors will excuse no absences under this policy. Students must be present in at least one class during the first ten percent (10%) of the class in order to be considered enrolled in the class.

Students who miss more than 20% of the class meetings before the last date for dropping a course will receive a grade of "W". After the last date to drop, instructors will assign the grade of "WF."

Instructors expect students to make up missed work, but students cannot make up absences.

Each instructor has the prerogative of setting policy regarding tardiness to class.

Programs in Allied Health, Aviation, BLET and Cosmetology and courses involving credentialing have stricter attendance policies than that stated here.

Instructors are required to maintain accurate attendance records. Absences due to late registration shall be counted as regular absences. During the two weeks immediately following the last day to register, instructors should not initiate student terminations except for students who have never attended class. These students should be terminated as soon as they exceed the 20% absence limit. All full-time and part-time instructors should process student terminations using appropriate forms.

Students attending courses for which they are not officially enrolled will receive neither grade nor semester hour credit for the course. The fact that a student's name appears in the instructor's roll book does not necessarily mean that he is enrolled for the course. Formal, completed enrollment is based on the official class roster maintained by the Office