

**NORTHEAST ALABAMA  
COMMUNITY COLLEGE**



**2011–2012**

**CATALOG  
STUDENT HANDBOOK**

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**VOLUME 46**

**JUNE 2011**

## NORTHEAST ALABAMA COMMUNITY COLLEGE

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### ACCREDITATIONS

Northeast Alabama Community College is accredited by the Southern Association of Colleges and Schools Commission on Colleges, Inc. (SACSCOC) (1866 Southern Lane, Decatur, Georgia 30033- 4097; telephone 404-679-4500; Web site: [www.sacscoc.org](http://www.sacscoc.org)) to award the Associate Degree.

The Associate Degree and Practical Nursing Programs are accredited by the National League for Nursing Accrediting Commission (NLNAC) (3343 Peachtree Road NE, Suite 850, Atlanta, GA 30326; 404-975- 5000, Fax 404-975-5020; [www.nlnac.org](http://www.nlnac.org)). The nursing programs are also approved by the Alabama Board of Nursing.

The EMS Program is accredited by the Alabama Department of Public Health (The RSA Tower, 201 Monroe Street, Montgomery, Alabama 36104; 800-962-9234). The EMS Community Training Center is accredited by the American Heart Association (7272 Greenville Avenue, Dallas, Texas 75231; 800-242-8721).

The Paramedic Program is accredited by the Commission on Accreditation of Allied Health Education Programs ([www.caahep.org](http://www.caahep.org)) upon the recommendation of the Committee on Accreditation of Educational Programs for the Emergency Medical Services Professions (CoAEMSP). (Commission on Accreditation of Allied Health Education Programs, 1361 Park Street, Clearwater, FL 33756, 727-210-2350, [www.caahep.org](http://www.caahep.org)).

The Medical Assistant Program is approved by the American Medical Technologists (AMT) (10700 West Higgins, Suite 150, Rosemont, IL 60018; 800-275-1268).

The Industrial Electronics program is approved by Electronics Technicians Association International (ETA International) (5 Depot Street, Greencastle, IN 46135; 800-288-3824).

### MEMBER OF

Southern Association of Colleges and Schools Commission on Colleges  
American Association of Community Colleges  
Alabama Community College Association  
National Association for Developmental Education  
National League for Nursing  
League for Innovation in the Community College  
National Institute for Staff and Organizational Development

NOTICE: This catalog is the official announcement of the programs, requirements, and regulations of Northeast Alabama Community College. The contents of this catalog are subject to change without notice and are not to be construed as a binding contract between Northeast Alabama Community College and any student. There may be occasion when criteria in this catalog may necessarily change due to Alabama State Board of Education action, legislative mandates, or other unavoidable events. Examples would be tuition and fee changes as well as course offerings. This catalog is available in alternate format on request. Published annually by Northeast Alabama Community College.

## *Message from the President*

*Whatever your educational needs, Northeast Alabama Community College (NACC) will provide you with an opportunity to set the foundation for your future. As a comprehensive community college, NACC provides educational programs in academic transfer, career and job training, cultural activities, the fine arts, and adult basic education. College personnel strive for excellence and the result is a community college that is one of the best in the South.*

*Know that when you enroll in one of our academic transfer programs and follow the appropriate guidelines that your courses are guaranteed by state law to be accepted at any public college in Alabama. For more information on this visit the STARS website at [www.nacc.edu/STARS.htm](http://www.nacc.edu/STARS.htm). Know, also, that our career programs are among the best in the state. Our nursing students, for example, consistently pass National Council Licensure Examination (NCLEX) for registered nurses at a rate much higher than state and national averages. Take part, or simply enjoy our outstanding cultural arts programs at Northeast, such as those in theatre, music, art, and the humanities. NACC has steadily built a reputation as a major center for the arts in North Alabama. Perhaps you need job skills training and refresher courses in developmental studies; these opportunities are available at NACC as well.*



*As you read through this catalog, know also that financially there is a way for you to attend NACC. Our tuition is very affordable — only fifty to sixty percent of that at a four-year school. Additionally, NACC operates an outstanding financial aid and scholarship program. Our student loan program, in fact, provides anyone with the opportunity to attend Northeast. Loans are made with little or no interest in the repayment schedule. The college has never been so accessible.*

*While at Northeast, students may take part in a diverse range of activities, such as intramural sports, physical activities, academic honoraries, professional and career groups, student government, clubs, and organizations. We want our students to enjoy their experiences here at Northeast and our campus is lined with courtyards, flower gardens, sidewalk tables, and benches. The college recently opened a walking/nature trail around a four-acre lake on the north end of campus. We know that at a college much learning takes place in the interaction of fellow students, faculty, and staff. Our college is designed toward providing that interaction.*

*NACC over the past several years has been one of the fastest growing institutions within the Alabama College System. The college has added programs and courses and is in the process of expanding its facilities. We pride ourselves on the educational technology that we provide our staff and students. We want to be on the cutting edge of community college education. Find out about our Instructors at Northeast and know why they often are described as the “best teachers I ever had” by so many people who complete their education. Come join us at Northeast and feel the energy and pride of an institution that is on the move. You will forever be a part of the Northeast family!*

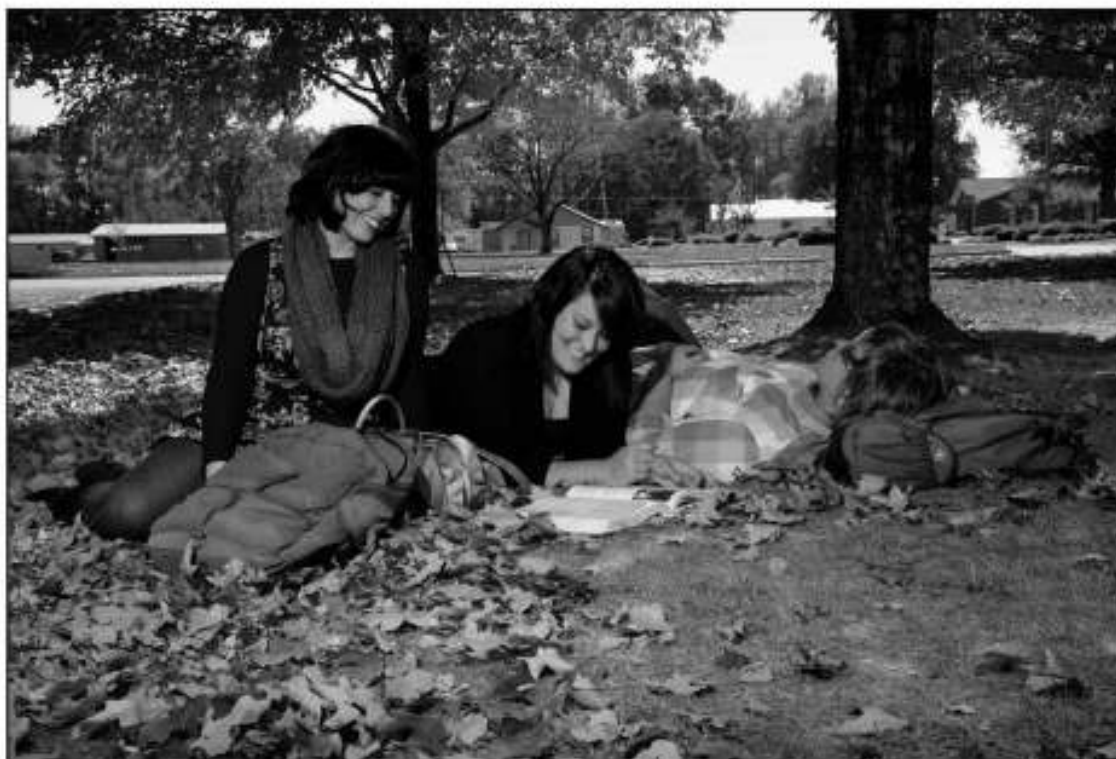
*Dr. David Campbell, President  
Northeast Alabama Community College*

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# 2011

# 2012

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## 2011-2012 QUICK REFERENCE CALENDAR

SEMESTER	FALL 2011	SPRING 2012	SUMMER 2012
Registration (Reg.)	August 17-18	January 4-5	May 25
First Day of Classes	August 19	January 6	May 29
Registration Ends– Last Day to Drop/ Add Classes	August 25	January 12	May 30
Last Day to Drop Classes/Withdraw	November 8	April 3	July 17
Last Day of Classes	December 9	May 1	August 3
Final Examinations	December 12-13-14-15	May 2-3-4-7-8	August 6-7
Holidays/College Closed	September 5 November 11 November 24-25 December 22-27 December 30	January 2 January 16 February 20 April 6 May 28	July 4
Graduation		May 11	

\*Academic Calendar subject to change. Please check each semester's Schedule of Classes for registration information.

# COLLEGE CALENDAR 2011-2012

## FALL SEMESTER 2011

(Composite: 79 Instructional Days; 89 Duty Days)

Online registration begins for current students: Friday, June 24, 2011  
 Current student on-campus early registration: Monday-Tuesday, July 18-19, 2011  
 Freshman orientation/registration (by appointment ONLY): Monday-Thursday, July 25-28, 2011

August 15	Monday	Local Professional Development Faculty Duty Day
August 16	Tuesday	Faculty Duty Day
August 17-18	Wednesday-Thursday	Registration—Faculty Duty Days
August 19	Friday	First Day of Classes
August 25	Thursday	Registration Ends—Last Day to Drop/Add Classes
September 5	Monday	Labor Day Holiday/College Closed
November 8	Tuesday	Last Day to Drop Classes/Withdraw
November 11	Friday	Veterans' Day Holiday/College Closed
November 21-22-23	Monday through Wednesday	Faculty Duty Days (no classes)
November 24-25	Thursday-Friday	Thanksgiving Holidays/College Closed
November 28	Monday	Classes Resume
December 9	Friday	Last Day of Classes
December 12-13-14-15	Monday-Thursday	Final Examinations
December 16-19-20-21	Friday through Wednesday	Faculty Duty Days

## SPRING SEMESTER 2012

(Composite: 81 Instructional Days; 86 Duty Days)

Online registration begins for current students: Thursday, November 10, 2011  
 Current sophomore on-campus early registration: Monday-Tuesday, November 28-29, 2011  
 Current freshman on-campus early registration: Monday-Tuesday, December 5-6, 2011  
 Freshman Orientation (by appointment): Tuesday, November 29, 2011

January 3	Tuesday	Local Professional Development Faculty Duty Day
January 4-5	Wednesday-Thursday	Registration—Faculty Duty Days
January 6	Friday	First Day of Classes
January 12	Thursday	Registration Ends—Last Day to Drop/Add Classes
January 16	Monday	Dr. Martin Luther King Birthday Observance/College Closed
February 20	Monday	Presidents' Day/College Closed
March 12-13-14-15-16	Monday-Friday	Spring Break—No Classes
March 19	Monday	Classes Resume
April 3	Tuesday	Last Day to Drop Classes/Withdraw
April 6	Friday	Good Friday/College Closed
May 1	Tuesday	Last Day of Classes
May 2-3-4-7-8	Wednesday through Tuesday	Final Examinations
May 9-10	Wednesday-Thursday	Faculty Duty Days
May 11	Friday	Graduation/Faculty Duty Day

**SUMMER SEMESTER 2012**  
(Composite: 50 Instructional Days; 54 Duty Days)

Online registration begins for current students: Thursday, April 5, 2012  
 Current sophomore on-campus early registration: Monday -Tuesday, April 9-10, 2012  
 Current freshman on-campus early registration: Monday-Tuesday, April 16-17, 2012

May 24	Thursday	Faculty Duty Day
May 25	Friday	Registration
May 28	Monday	Memorial Day/College Closed
May 29	Tuesday	First Day of Classes
May 30	Wednesday	Registration Ends—Last Day to Drop/Add Classes
July 4	Wednesday	Independence Day Holiday/College Closed
July 17	Tuesday	Last Day to Drop Classes/Withdraw
August 3	Friday	Last Day of Classes
August 6-7	Monday-Tuesday	Final Examinations
August 8-9	Wednesday-Thursday	Faculty Duty Days

**HOLIDAYS 2011-2012**

The following days are designated as official holidays, and all twelve-month non-instructional personnel will not be required to work. There are ten prominent and common holidays plus five institutional holidays throughout the twelve-month period. The college will be officially closed on these days; however, a security force will be on duty at all times.

September 5	Monday	Labor Day (State Holiday)
November 11	Friday	Veterans' Day (State Holiday)
November 24-25	Thursday-Friday	Thanksgiving (State Holidays)
December 22	Thursday	Local Holiday
December 23-26	Friday-Monday	Christmas (State Holidays)
December 27	Tuesday	Local Holiday
December 30	Friday	Local Holiday
January 2	Monday	New Year's Observance (State Holiday)
January 16	Monday	Dr. M. L. King Day (State Holiday)
February 20	Monday	Presidents' Day (Local Holiday)
April 6	Friday	Good Friday (Local Holiday)
May 28	Monday	Memorial Day (State Holiday)
July 4	Wednesday	Independence Day Holiday (State Holiday)

## MISSION STATEMENT

The mission of Northeast Alabama Community College is to provide accessible quality educational opportunities, promote economic growth, and enhance the quality of life for the people of Alabama.

To accomplish the mission, Northeast Alabama Community College has established the following goals or intended results:

1. An "open-door" admission policy which insures nondiscriminatory educational opportunities for individuals of all races, creeds, colors, national origins, genders, ages, disabilities, or social groups.
2. General education at the freshman and sophomore levels that prepares students to continue their education through transfer.
3. Courses in transfer and career programs that are available, accessible and affordable to students.
4. Quality instruction leading to the attainment of specified learning outcomes which help assure student preparedness for transfer and/or the workforce.
5. Recruitment and retention of qualified personnel who are afforded professional development opportunities and institutional support needed to provide quality postsecondary education.
6. Developmental education which assists individuals who need to improve their basic learning skills and supports individuals lacking college preparatory backgrounds.
7. Technical, vocational and career education programs that prepare students for employment in occupational fields and which lead to certificates, associate degrees, or institutional awards.
8. Training that meets the specific educational needs of businesses, industries, community organizations, and governmental agencies.
9. Student services which assist individuals to formulate and achieve career, educational and personal goals through counseling and academic advisement services and provide opportunities to participate in social and cultural activities.
10. Community services which support personal growth, cultural enrichment, and societal activities; provide access to college facilities for community activities; and promote community, social, and economic improvement.
11. Procurement and administration of financial resources in an effective manner.
12. Provision for and maintenance of a physical plant with instructional facilities and technology which provide a safe learning environment and are suitable for all the institution's programs and services.





"I chose to attend Northeast instead of other schools because it is close to home and offers as much as any four-year institution. Because of its smaller size, I am able to have one-on-one time with teachers whenever I have a problem. Northeast makes me feel welcome."

-Lee Ann, Section

# GENERAL INFORMATION

# GENERAL INFORMATION

## HISTORY

Northeast is one of the twelve junior colleges created by the State Legislature during the administration of Governor George C. Wallace. Act No. 93, approved May 3, 1963, authorized the College. Act No. 94 approved May 3, 1963, vested in the State Board of Education the authority and responsibility for the operation and maintenance of the community colleges.

Many individuals and organizations were instrumental in locating the College on the Jackson-DeKalb County line. The Jackson County Board of Revenue and the DeKalb County Board of Commissioners donated a sixty-acre site for the College. The original site consisted of thirty acres in Jackson County and thirty acres in DeKalb County. An additional 35 acres were purchased in February of 1969, 5.54 acres purchased in 1982, 2.7 acres purchased in 1991, 10 acres purchased and 1-7/10 acres donated in 1996, and approximately 3 acres added in 2009.

The College began operation on the quarter system (fall, winter, spring, and summer). The first classes began September 30, 1965, with 380 freshmen. In the Fall of 1998, Northeast changed to the semester system (fall, spring and summer).

In May, 1992, the Alabama State Board of Education renamed the College Northeast Alabama State Community College. The Chancellor of the Alabama Community College System approved the change in the name of the College to Northeast Alabama Community College in 1996.

## CAMPUS

The campus of Northeast consists of 117 acres and seventeen buildings. Two large, lighted directional signs, each with a campus map, are placed in strategic locations for the assistance of students and visitors. One of these signs is located just off the front parking lot, between the Pendley Administration Building and the quadrangle. The other is near the east entrance to the Student Center, between the Learning Resources Center and the Business Education Building. Additionally, a sign at the entrance to each building displays the building name and the corresponding two-letter code used to identify class location in the schedule of classes each term. A feature of special interest is the .7-mile Nature and Walking Trail, a paved, fully accessible pathway circling a four-acre lake on the north side of campus. This trail is open to students and to the community during daylight hours.

The George C. Wallace Administration Building accommodates faculty, professional and administrative support staff members, a photocopying facility, general classrooms, Financial Aid, and Dean of Administrative Services.

The Math and Science Building provides the laboratories and classrooms for physics, chemistry, math offices for faculty; and a tiered lecture room.

The Annex contains classrooms and the college bookstore.

The English Building accommodates classrooms, faculty offices, the yearbook staff, and the Student Government Association.

The Student Center provides a cafeteria, a large dining or lounging area for students, a guest dining room, first aid facilities, counseling and admissions offices, campus security office, and the Center for Student Success.

The W. M. Beck Health and Fine Arts Building houses English, art, music, laboratories for mathematics, Music Auditorium, the Adult Basic Education program and Child Development classes.

The Maintenance Building provides facilities for the care and upkeep of the buildings and grounds.

The Harry Campbell Business Education Building contains faculty offices, business and office administration classrooms.

The Cecil B. Word Learning Resources Center features an audiovisual room and resources, a distance learning facility, online resources, classrooms, and faculty offices, as well as the college library.

The E. R. Knox Science Laboratory Building houses chemistry and biology laboratories, along with faculty offices.

The Tom Bevell Lyceum houses the theatre and drama classrooms. It features a 730 seat auditorium.

The Charles M. Pendley Administration Building provides offices for the President, the Vice President/Dean of Instruction, the Director of Workforce Development, the Dean of Extended Day, the Director of High School Relations and Event Planning and the Director of Promotions and Marketing. The Management Information Services and Registrar's Offices are also in this building, along with classrooms and computer laboratories.

The Technology Center houses the Industrial Electronics and Computer Aided Drafting programs, with laboratories and faculty offices.

The Health Education/Workforce Technology Building houses all health-related programs as well as the Alabama Technology Network Center.

The Industry Training Center provides classrooms and faculty offices for the workforce development division.

The Industrial Systems Technology Center houses workforce development programs with classrooms, laboratories, and faculty offices.

Building	Year of Construction
George C. Wallace Administration Building	1965
Math and Science Building	1966
English Building	1966
Student Center	1966
Annex	1968
W. M. Beck Health and Fine Arts Building	1970
Maintenance Building	1974
Student Center Addition	1975
Harry Campbell Business Education Building	1977
Cecil B. Word Learning Resources Center	1979
E. R. Knox Science Laboratory Building	1984
Tom Bevell Lyceum	1994
Charles M. Pendley Administration Building	1994
Technology Center	2002
Health Education/Workforce Technology Center	2007
Industry Training Center	1975
Industrial Systems Technology Center	2009