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# General Information

# Calendar 2008-2009

All dates are tentative and subject to change. Check the NW-SCC website for changes.

## Fall Semester 2008

- August 13 ..... Professional Development
- August 14 ..... Registration
- August 15 ..... Faculty Preparation Day
- August 18 ..... Classes Begin
- August 22 ..... Last Day of Add/Drop Period
- August 23 ..... Weekend Registration
- September 1 ..... Labor Day - State Holiday
- October 10 ..... First Mini-Term Ends
- October 13 ..... Second Mini-Term Begins
- October 24 ..... Last Day to Withdraw from Full Term  
with a grade of "W"
- November 11 ..... Veteran's Day - State Holiday
- November 24-26 ..... ACA Professional Development
- November 27-28 ..... Thanksgiving - State Holidays
- December 10 ..... Second Mini-Term Ends
- December 11-13, 15-16 ..... Final Exams
- December 17 ..... Grades Due by 9:00 a.m.  
Faculty Duty Day/Student Holiday
- December 19-January 2 ..... Holidays - College Closed

## Spring Semester 2009

- January 5 ..... College Reopens - Faculty/Staff Workday  
Professional Development
- January 6 ..... Registration
- January 7 ..... Faculty Preparation Day
- January 8 ..... Classes Begin
- January 10 ..... Weekend Registration  
Weekend Classes Begin
- January 14 ..... Last Day of Add/Drop Period
- January 19 ..... Dr. Martin Luther King, Jr. Birthday  
State Holiday
- March 4 ..... First Mini-Term Ends
- March 5 ..... Second Mini-Term Begins
- March 16 ..... Last Day to withdraw from Full Term  
with a grade of "W"
- March 23-28 ..... Spring Break
- March 30 ..... Classes Resume
- May 1 ..... Second Mini-Term Ends
- May 4-7 ..... Final Exams
- May 8 ..... Grades Due by 9:00 a.m./Faculty Duty Day
- May 10 ..... Commencement - Shoals Campus
- May 10 ..... Commencement - Phil Campbell Campus

## Summer Term 2009

- May 26 ..... Registration
- May 27 ..... Faculty Preparation Day
- May 28 ..... Classes Begin  
First Mini-Term Begins
- May 29 ..... Last Day of Add/Drop Period
- May 30 ..... Weekend Classes Begin
- July 1 ..... First Mini-Term Ends
- July 2 ..... Second Mini-Term Begins
- July 3 ..... Independence Day - State Holiday
- July 6 ..... Last Day to withdraw from Full Term  
with a grade of "W"
- August 5 ..... Second Mini-Term Ends
- August 5-7 ..... Final Exams
- August 10 ..... Grades Due by 9:00 a.m./Faculty Duty Day

### 2008

JANUARY							FEBRUARY							MARCH						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
		1	2	3	4	5						1	2							1
6	7	8	9	10	11	12	3	4	5	6	7	8	9	2	3	4	5	6	7	8
13	14	15	16	17	18	19	10	11	12	13	14	15	16	9	10	11	12	13	14	15
20	21	22	23	24	25	26	17	18	19	20	21	22	23	16	17	18	19	20	21	22
27	28	29	30	31			24	25	26	27	28	29	<sup>23</sup> / <sub>30</sub>	<sup>24</sup> / <sub>31</sub>	25	26	27	28	29	

APRIL							MAY							JUNE							
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	
		1	2	3	4	5						1	2	3						1	2
6	7	8	9	10	11	12	4	5	6	7	8	9	10	8	9	10	11	12	13	14	
13	14	15	16	17	18	19	11	12	13	14	15	16	17	15	16	17	18	19	20	21	
20	21	22	23	24	25	26	18	19	20	21	22	23	24	22	23	24	25	26	27	28	
27	28	29	30				25	26	27	28	29	30	31	29	30						

JULY							AUGUST							SEPTEMBER						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
		1	2	3	4	5						1	2						1	2
6	7	8	9	10	11	12	3	4	5	6	7	8	9	7	8	9	10	11	12	13
13	14	15	16	17	18	19	10	11	12	13	14	15	16	14	15	16	17	18	19	20
20	21	22	23	24	25	26	17	18	19	20	21	22	23	21	22	23	24	25	26	27
27	28	29	30	31			<sup>24</sup> / <sub>31</sub>	25	26	27	28	29	30	28	29	30				

OCTOBER							NOVEMBER							DECEMBER						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
				1	2	3	4						1						1	2
5	6	7	8	9	10	11	2	3	4	5	6	7	8	7	8	9	10	11	12	13
12	13	14	15	16	17	18	9	10	11	12	13	14	15	14	15	16	17	18	19	20
19	20	21	22	23	24	25	16	17	18	19	20	21	22	21	22	23	24	25	26	27
26	27	28	29	30	31		<sup>23</sup> / <sub>30</sub>	24	25	26	27	28	29	28	29	30	31			

### 2009

JANUARY							FEBRUARY							MARCH						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
4	5	6	7	8	9	10	8	9	10	11	12	13	14	8	9	10	11	12	13	14
11	12	13	14	15	16	17	15	16	17	18	19	20	21	15	16	17	18	19	20	21
18	19	20	21	22	23	24	22	23	24	25	26	27	28	22	23	24	25	26	27	28
25	26	27	28	29	30	31								29	30	31				

APRIL							MAY							JUNE						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
5	6	7	8	9	10	11	3	4	5	6	7	8	9	7	8	9	10	11	12	13
12	13	14	15	16	17	18	10	11	12	13	14	15	16	14	15	16	17	18	19	20
19	20	21	22	23	24	25	17	18	19	20	21	22	23	21	22	23	24	25	26	27
26	27	28	29	30			<sup>24</sup> / <sub>31</sub>	25	26	27	28	29	30	28	29	30				

JULY							AUGUST							SEPTEMBER						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
5	6	7	8	9	10	11	2	3	4	5	6	7	8	6	7	8	9	10	11	12
12	13	14	15	16	17	18	9	10	11	12	13	14	15	13	14	15	16	17	18	19
19	20	21	22	23	24	25	16	17	18	19	20	21	22	20	21	22	23	24	25	26
26	27	28	29	30	31		<sup>23</sup> / <sub>30</sub>	<sup>24</sup> / <sub>31</sub>	25	26	27	28	29	27	28	29	30			

OCTOBER							NOVEMBER							DECEMBER						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
4	5	6	7	8	9	10	8	9	10	11	12	13	14	6	7	8	9	10	11	12
11	12	13	14	15	16	17	15	16	17	18	19	20	21	13	14	15	16	17	18	19
18	19	20	21	22	23	24	22	23	24	25	26	27	28	20	21	22	23	24	25	26
25	26	27	28	29	30	31	29	30						27	28	29	30	31		

## **Institutional Mission**

Northwest-Shoals Community College provides vocational, technical, academic and lifelong educational opportunities; promotes economic growth; and enhances the quality of life for the people of Northwest Alabama.

## **Institutional Philosophy and Goals**

The College is dedicated to the belief that all people should have an equal opportunity to develop and expand their skills and knowledge throughout their lives. The College promotes this concept by making higher education available to all who can benefit through its open door admission policy, affordable tuition, and a wide variety of financial aid opportunities. The College is committed to seeking out members of diverse groups and providing an educational environment where opportunities for successful advancement will be available to those who have historically been underserved. Instruction is delivered in various formats on campus and at convenient off-campus locations throughout the College's service area.

The College offers educational programs and services which enable students to achieve their potential, to better understand themselves and others, to seek continued higher education, to gain applied technology skills required for employment or career growth, and to improve their quality of life. Through its programs and services, the College contributes to the quality of life in the community, supports economic development in the region, reinforces the concept of learning as a lifelong pursuit, and grows and improves within a framework of continuous planning, resources development, and sound financial management.

Educational opportunities provided by the College include courses for transfer, associate degrees, applied technology program certificates, continuing education, training programs, and developmental studies. Working in partnership with area universities, businesses, and industries, the College endeavors to support economic development and keep the curriculum current. The College develops services and programs which provide relevance to students as well as opportunities in the world of work and in higher academic pursuits.

Eligible high school students may attend the College and receive credit for college work. College credits and continuing education are available to those requiring college courses for promotion and professional certification. The College provides a convenient schedule of course offerings to address the self-interest and self-improvement needs of community residents.

The College recognizes the need to provide student support services. Professional counselors help students succeed and manage their lives and careers through financial aid, counseling, job placement, personal and academic advisement. In addition, extra-curricular activities expand and enrich student experiences at the College.

The College provides an environment that is conducive to learning, easily accessible, and accommodating to students with a variety of needs. This is accomplished through

appropriately furnished and well maintained physical facilities, classroom equipment, and grounds. The College provides resources to the community and makes its facilities, services, and activities available to non-students when feasible.

### **Goal 1**

To ensure access to education for all people throughout their lives with special efforts made to seek diversity of population and to support the historically underserved;

### **Goal 2**

To continuously improve the quality of our varied educational offerings which lead to certificates, associate degrees, transfer to baccalaureate institutions, the general educational development of students, and immediate employment in an occupational field;

### **Goal 3**

To build community partnerships which support economic development, keep the curriculum current, and strengthen for students the bridge to higher education and the world of work;

### **Goal 4**

To meet the needs of a variety of community based populations by designing credit and non-credit courses; offering flexible schedules and convenient instructional sites; and making available services, activities, and other resources of the College;

### **Goal 5**

To offer support services and extracurricular activities which enrich the student learning experience and help students in formulating and achieving their goals;

### **Goal 6**

To establish an environment which is safe, healthy, aesthetically pleasing, accessible to students, and otherwise conducive to learning;

### **Goal 7**

To develop faculty and staff who are competent, professional, and enthusiastic in advancing the mission of the College;

### **Goal 8**

To become a model of institutional effectiveness and advancement through decision-making based on research, planning and on-going assessment, and through budgeting and distribution of funds which are adequate and equitable.

## **Educational Objectives/Outcomes**

In support of Institutional Goal #2 - to continuously improve the quality of our varied educational offerings, the College strives to meet the following educational objectives:

1. All graduates will be able to demonstrate proficiency in the communication skills of reading, writing, listening, and speaking.\*
2. All graduates will be able to analyze points of view and develop critical thinking and problem solving skills.
3. All graduates will be able to use the mathematical concepts, notations, and manipulations needed in their field of study or occupation.\*

4. All transfer degree graduates and associate in applied science degree graduates will be able to use the scientific method and recognize the effects, uses, and impact of science and technology on society.
5. All transfer degree graduates and associate in applied science degree graduates will be able to analyze various social systems in order to function in them or relate to them.
6. All transfer degree graduates and associate in applied science degree graduates will be able to recognize creativity and the interrelationships among the humanities, the fine arts, and life.
7. All transfer degree graduates and associate in applied science degree graduates will be able to explain the meaning and effect of history on social institutions and individuals.
8. All graduates will be able to explain the basic principles of wellness and personal fitness.
9. All associate in applied science degree graduates and certificate recipients will be able to apply the knowledge and demonstrate the skills needed for appropriate entry into the occupations for which they are trained.

\*These outcomes are used to assess the general education competencies for all graduates.

## Grants and Contracts

In all cases of external grants and contracts, Northwest-Shoals Community College will maintain full control of instructional and other institutional activities. The College assures that any external grant or contract shall comply with the overall mission of the institution and that the College will comply with all pertinent state and federal regulations, legislation, and procedures. The College shall in no way compromise its commitment to maintain legal and ethical administrative practices as well as accreditation standards.

## History of the College

Northwest-Shoals Community College is a comprehensive two-year public institution of higher learning providing vocational, technical, academic and lifelong educational opportunities for the northwest Alabama Region. The College is part of the Alabama College System, a statewide system of postsecondary colleges, governed by the Alabama Board of Education. Northwest-Shoals derives its original charter from the Alabama legislature through the Alabama Trade School and Junior College Authority Act of 1963.

The Northwest-Shoals service area is comprised of the counties of Colbert, Franklin, Lauderdale, Lawrence and the western portion of Winston. The College operates two campuses – the Shoals Campus in Muscle Shoals and the Phil Campbell Campus in Phil Campbell.

The Phil Campbell Campus was founded in 1963 as Northwest Alabama State Junior College to provide access to postsecondary education for citizens of the rural counties of northwest Alabama. It was the first public junior college in what was to become the Alabama College System and was accredited by the Commission on Colleges of the Southern

Association of Colleges and Schools in 1967. The Shoals Campus, founded in 1966 as Joe Wheeler State Trade School, provided occupational and technical training.

Both institutions recognized that the narrowness of their focus did not meet their constituents' educational needs. In 1973 Muscle Shoals State Technical Institute enhanced its curriculum and obtained accreditation from the Commission on Occupational Education Institutions. In 1977, with the approval of the Alabama State Board of Education, Northwest Alabama State Junior College established a branch campus in Tuscumbia primarily to offer first and second-year college courses.

In 1989 the Alabama State Board of Education created Northwest Alabama Community College through the consolidation of Northwest Alabama State Junior College in Phil Campbell and Northwest Alabama State Technical College in Hamilton. Shoals Community College was created through consolidating Muscle Shoals State Technical College and the Tuscumbia Campus of Northwest Alabama State Junior College. The Commission on Colleges of the Southern Association of Colleges and Schools granted accreditation to Northwest Alabama Community College in 1990. Shoals Community College received its accreditation in 1991.

Northwest-Shoals Community College was formed in 1993 by the Alabama State Board of Education through the merger of Northwest Alabama Community College's Phil Campbell Campus and Shoals Community College. The merger was enacted in order to provide more effective and efficient educational services to residents of rural northwest Alabama and the Shoals area.

Additionally, the merger provided business and industry with a single focal point for addressing educational and training needs and provided a single workforce development center to assist communities with economic development activities. The merger was reviewed and approved by the Commission on Colleges of the Southern Association of Colleges and Schools. Reaffirmation of accreditation was granted by SACS in December, 1999. Northwest-Shoals Community College, composed of two campuses, has adequate physical facilities to support an environment in which academic, social, physical, and emotional development may be fostered. The two campuses are located in Muscle Shoals and Phil Campbell. The campus in Muscle Shoals is designated as the Shoals Campus. The Shoals is a two-county region comprised of Colbert and Lauderdale counties.

## College Campuses

### Shoals Campus

The 110-acre Shoals Campus houses academic and applied technology programs. The Patriot Center, a multipurpose facility, offers the largest seating capacity in Colbert County. Athletic fields, tennis courts and a fitness center provide opportunities for both intercollegiate and intramural athletics or wellness activities for the student body and community. A 78-bed residence hall provides safety and security for students away from home. A child development center is available to students and the community with a qualified staff to care for the children. Also housed on the Shoals Campus are allied health programs, science labs, special programs such as adult basic education, and the Alabama Technology Network's Environmental Technology Center.

### ***Phil Campbell Campus***

The Phil Campbell Campus is located approximately 30 miles south of the Shoals campus. It is easily accessible from either U.S. Highway 43 or Alabama Highway 5/AL Hwy 13. Located on a scenic 100-acre site one mile southwest of the town of Phil Campbell, the campus provides academic and applied technology programs and a full complement of student and community services. The Bevell Fine Arts Center is among the premier cultural centers in northwest Alabama and the home of numerous concerts, musicals and special events for both the College and local communities. The Alabama Center for Advanced Woodworking Technology is the newest addition to the Phil Campbell Campus and is the state's only applied technology center working with the secondary wood products industry.

### **Library Services**

Northwest-Shoals Community College has two library locations: the James A. Glasgow Library on the Phil Campbell Campus and the Larry W. McCoy Learning Resources Center on the Shoals Campus. Library services at the Phil Campbell and the Shoals Campuses support the various instructional programs and courses of the College with a total collection of over 60,000 books, several hundred periodicals, newspapers, and vertical file material. The Libraries are members of the Library Management Network. Through this network, the holdings of the libraries are available via the Internet. Over 38,000 E-books, electronic versions of printed books, are accessible via the LMN website ([www.lmn.lib.al.us](http://www.lmn.lib.al.us)). Internet access to the Alabama Virtual Library provides a variety of information through periodical indexes and resources. Library orientation is provided through individual or scheduled group sessions. The library is open 66 hours per week, except for holidays. The library phone numbers are (256) 331-5283 (Shoals Campus) and (256) 331-6271 (Phil Campbell Campus).

### ***Library Regulations***

Students registered for class at the College may use library materials on presentation of their student ID card. Materials generally circulate for a period of two weeks. Students may also be issued an Alabama Virtual Library card with their username and password. Students with overdue materials must clear their obligations at the end of each term; otherwise, the student will not be permitted to register for further studies with the College.

Community citizens who wish to borrow materials may also be issued a library card by simply providing their full name, current address, phone number, and a \$15.00 fee per year. Only two books per person may be checked out at a time.

## **Northwest-Shoals Community College Foundation, Inc.**

Northwest-Shoals Community College Foundation, Inc. exists for the sole purpose of providing support for programs and activities which enhance the quality of education and expand the educational opportunities for students enrolled at Northwest-Shoals Community College.

To achieve this purpose, the Foundation seeks to heighten community awareness of the mission and accomplishments of the College and to secure contributions and bequests which will be used to support academic and technical programs as well as scholarships.

The Board of Directors of Northwest-Shoals Community College Foundation is composed of business and community leaders who are residents of the College service area which includes the following counties: Lauderdale, Lawrence, Colbert, Franklin, and Winston. These individuals have a strong interest in the College and are committed to using their talents, energy, and influence to generate community support for the College and Foundation.

The Foundation offers a variety of scholarships for students in the College's service area. Applications are available in the Foundation Office and the Financial Aid Office on the Muscle Shoals Campus and the Financial Aid Office on the Phil Campbell Campus after January 2 of each year. The deadline for application submissions is the close of the last business day (4:30 p.m.) in February. For more information on these scholarships, please contact the Foundation Office at (256) 331-5240 or by e-mail [teresah@nwsc.edu](mailto:teresah@nwsc.edu).

Listed below are examples of scholarships that students may apply for:

General Foundation  
 Martha Isbell Memorial  
 D. Mitchell Self Memorial  
 Billy Bowling Memorial  
 Franklin A. Lenfesty Memorial  
 Diana Ashe-Clayton Memorial  
 Bank Independent  
 Howell Heflin Memorial Scholarship  
 Cecil E. Clapp, Sr. Memorial Scholarship  
 Michael Denton Memorial (Colbert Heights HS Senior)  
 Muscle Shoals Safety & Health Association (MS HS Senior)  
 Aaron B. Singleton Memorial (Muscle Shoals HS Senior)  
 Broughton Isom Memorial (Phil Campbell HS Senior)  
 Marvin E. Daly (Lauderdale County HS Senior)  
 Josh Green Memorial (Russellville HS Senior)  
 Tusculmbia Kiwanis Club (Deshler HS Senior)  
 Homajeon Grisham Memorial (Cherokee HS Senior)  
 Muscle Shoals Kiwanis/Wal-Mart (Muscle Shoals HS Senior)  
 Wm. F. Gardiner Memorial (NW-SCC Sophomore)  
 M.G.M.A. of the Shoals (NW-SCC Sophomore)  
 Esther McAfee Flippo Hunt Memorial Scholarship  
 G&G/FMI Pre-Engineering Scholarship  
 G&G/FMI Nursing Scholarship

## Child Care

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### Shoals Campus Child Development Center

The College Child Development Center is an on-campus child care facility for pre-school children of Northwest-Shoals Community College students, faculty and staff, and for the community. The center is open from 7:00 a.m. until 5:00 p.m. and will operate on the same calendar schedule as the College contingent on adequate enrollment. A parent or guardian must register a child before he/she will be allowed to stay in the care of the center staff. The Shoals Center serves children 2 to 5 years old who are potty trained. To register a child, please obtain a form at the Shoals Campus Child Development Center at (256) 331-5245. (N.A.E.Y.C. Accredited Site)

#### Discounts:

Northwest-Shoals Community College students' children are eligible for a discounted tuition rate. Childcare Management Agency (CMA) scholarships are also available for income eligible students. For more information on these scholarships, you may contact the Shoals Campus Child Development Center at (256) 331-5245.

### Pre-Kindergarten Program

A state supported pre-K program for 18 children who are four years old is available on the Shoals Campus. A minimal sliding fee for program services is assessed and may be charged. Hours of operation for this program are 7:45 a.m. until 2:15 p.m. Before and after school care is also available for pre-K students. For more information call the Shoals Campus Child Development Center at (256) 331-5245.

### Summer School-Age Child Care

On campus school-age care is offered in the Child Care Development Centers during the summer term for children 5-10 years old and serves preschool ages that are potty trained from 2 1/2 years old and up. This service will be available from 7:00 a.m. until 5:00 p.m., Monday through Friday for children of students, faculty, staff, and community contingent upon adequate enrollment. Pre-registration is required. For more information and fee rates, contact the Shoals Campus Child Development Center at (256) 331-5245.

## Northwest-Shoals Broadcasting

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Northwest-Shoals Broadcasting is a part of the College's Distance Education program. Through the use of Comcast Cable Channel 192, the College provides educational and community programming 24-hours a day, seven days a week. In addition, Charter Channel 2 in Russellville also transmits programming on College classes. Cable subscribers are able to enroll in classes that meet the demands of today's busy life-styles.

The College offers credit courses and non-credit educational programs that serve children and community interest. Individuals must register for televised courses to receive academic credit. Registration procedures are the same for both televised and traditional courses. For additional information regarding Northwest-Shoals Broadcasting, please visit the college web site at [www.nwsc.edu](http://www.nwsc.edu) or contact the College.

## Commitment to Institutional Integrity

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Northwest-Shoals Community College complies with the Alabama Ethics Commission's advisory opinions concerning private consulting that may be conducted by full-time employees. The Chancellor's guidelines in regard to "conflict of interest" issues require the approval of the President, Dean and Department or Division Chairperson for outside, compensated consulting activities.

## Inclement Weather Procedures

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When inclement weather or other conditions indicate that the College needs to close, local radio and television stations will normally be notified before 6:30 a.m. for day classes and before 4:00 p.m. for evening classes.