SHELTON STATE
COMMUNITY COLLEGE

CATALOG AND STUDENT HANDBOOK
Fall 2006 – Summer 2007

Martin Campus
9500 Old Greensboro Road
Tuscaloosa, AL 35401
205-391-2211
www.sheltonstate.edu

C. A. Fredd Campus
Historically Black College and University Designation
3401 Martin Luther King Boulevard
Tuscaloosa, AL 35401
205-391-2611
www.sheltonstate.edu

Alabama Fire College
2501 Phoenix Drive
Tuscaloosa, AL 35405
205-391-3777
www.alabamafirecollege.org

Shelton State Community College is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to award the Associate in Arts, Associate in Science, and the Associate in Applied Science Degrees

Southern Association of Colleges and Schools, 1866 Southern Lane Decatur, GA 30033
404-679-4500, www.sacscoc.org

Alabama State Board of Education

The Practical Nursing Program is approved by the Alabama Board of Nursing

The Associate Degree Nursing Program is approved by the Alabama Board of Nursing and accredited by the National League of Nursing Accrediting Commission (NLNAC)

The Respiratory Therapist Program is accredited by
The Committee for Accreditation of Respiratory Care (CoARC)

The Commission for Accreditation of Allied Health Education Programs (CAAHEP)

The Emergency Medical Program is accredited by
The Commission for Accreditation of Allied Health Education Programs (CAAHEP)

The Alabama Fire College is accredited by the National Board on Fire Service Professional Qualifications

A member of
The American Association of Community and Junior Colleges
and The Alabama College Association
A MESSAGE FROM THE PRESIDENT...

Welcome to Shelton State Community College.

I am pleased that you have chosen Shelton State as the institution to either begin or continue your college education. When I assumed the position as president of this outstanding college in the fall of 2000, a commitment was made to move Shelton State toward its goal of becoming one of the top community colleges in the country. Our talented faculty and staff are committed to creating a learning environment that is warm, user-friendly and designed to support you in meeting your academic and career goals. By making student satisfaction and quality service our top priority, I hope you will find from your experience here that we’re making good progress toward that goal.

This catalog is designed to provide all students with much of the basic information needed to become familiar with Shelton State. Many of our students are involved in a university-parallel curriculum, taking courses that will transfer to a four-year college or university. Others take occupational and technical courses that will lead directly to initial employment or advancement in their current jobs and professions. Some of our students pursue lifelong learning through our Continuing Education program. Still others take advantage of our Training for Business and Industry program which is a partnership among Shelton State and business, government, and industry in West Alabama.

Shelton State Community College is a broad-based institution. In addition to general education and technical/occupational programs, the Alabama Fire College offers instruction to professionals in important public service positions throughout the state. Because of its outstanding art, music, and theater programs, Shelton State has been named Alabama's Community College of the Fine Arts. The C.A. Fredd Campus of Shelton State, designated as one of the nation’s Historically Black Colleges and Universities, plays a special role in extending the operations and activities of Shelton State to West Alabama’s culturally diverse population.

Providing opportunities to meet your educational goals is our number one mission. Thank you for selecting Shelton State as your community college.

With warm regards,

Rick Rogers
President
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This catalog contains Alabama State Board of Education approved policies, regulations, and procedures which were in existence as the publication went to press. The College reserves the right to modify or amend any statements or policy to reflect current board policies, administrative regulations or procedures and applicable state or federal laws and regulations. Users are cautioned that changes in policies, procedures, and guidelines may have occurred since the publication of this material. In the event of such a conflict, the current statements of Board policy will prevail. Updates to amended policies and procedures will be available on the Shelton State Community College website, www.sheltonstate.edu, and in the Counseling Center.

Although the publisher of this catalog has made every reasonable effort to attain factual accuracy herein, no responsibility is assumed for editorial, clerical, or printer errors or errors occasioned by honest mistake. All information contained in this catalog is subject to change by the appropriate officials of Shelton State Community College without prior notice.

Cover design by Rain R. Tilley
VISION STATEMENT

Our vision of Shelton State Community College:

A college dedicated to learning and teaching

A college responsive to the diverse needs of its students and community

A college recognized for its commitment to excellence and continued improvement

STATEMENT OF PURPOSE

Shelton State Community College is an open admission, state supported, comprehensive community college whose primary purpose is to provide accessible postsecondary education. The College is designated as the Alabama Community College of the Fine Arts and encompasses the C.A. Fredd Campus, which is designated as a Historically Black College and University (HBCU). Shelton State Community College also offers specialized training through the Alabama Fire College Personnel Standards Commission and the West Alabama Center for Workforce Development.

Shelton State recognizes the activities listed below as specific components of its purpose.

1. Provide general education programs at the level of the first two years of college.
2. Provide qualified teaching, supported by adequate facilities, in a climate conducive to learning.
3. Provide educational programs to prepare students for transfer to upper-division college programs or to specialized linkage programs.
4. Provide occupational, technical, and specialized workforce education and training programs through which students may acquire job skills for employment and workers may upgrade job skills.
5. Provide developmental education to help students acquire the competencies necessary for success in college-level courses.
6. Provide specialized education and training programs in fire service and emergency medical training throughout the state as needed.
7. Provide a library of print and non print materials and services to support all instructional areas.
8. Provide a broad range of student support services.
9. Encourage student participation in the life of the College.
10. Educate students to live and work in a global community.
11. Promote constructive relationships with business, government, and industry.
12. Cooperate with the community in educational, cultural, and civic projects appropriate to school policies and procedures.
13. Respond, when possible, to other educational needs of the community by offering courses and workshops which provide personal, civic, and cultural enrichment.
14. Encourage high quality performance of College personnel through professional development.
15. Maintain a comprehensive planning system to promote institutional effectiveness.
16. Remain flexible and responsive to innovative educational enterprises that have potential benefits for the future of the college and the community it serves.
17. Provide educational access and opportunities responsive to the needs of a culturally diverse community.
18. Integrate current technology into all operations, services, and functions of the College.

Shelton State Community College attempts to achieve its purpose according to the policies and procedures of the Alabama State Board of Education.

NONDISCRIMINATION STATEMENT

Shelton State Community College has filed with the Federal Government an Assurance of Compliance with all requirements imposed by or pursuant to Title VI of the Civil Rights Act of 1964 and the Regulation issued thereunder, to the end that no person in the United States will, on the basis of race, color, or national origin, be excluded from participation in, be denied the benefits thereof, or be otherwise subjected to discrimination under any program or activity sponsored by this institution. It is also the policy of Shelton State Community College to be in accordance with Title IX of the Education Amendments of 1972, which provides that no person in the United States will, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any educational program or activity receiving federal financial assistance. Any individual wishing to report acts of racism or bigotry at Shelton State Community College should contact the Office of the Dean of Student Services, Martin Campus, 205-391-2217, or the US Department of Education Office for Civil Rights, 404-562-6350.
It is the official policy of the Alabama Department of Postsecondary Education, including all postsecondary institutions under the control of the State Board of Education, that no person in Alabama will, on the grounds of race, color, disability, sex, religion, creed, national origin, or age be excluded from participation in, be denied the benefit of, or be subjected to discrimination under any program, activity, or employment.

SHELTON STATE COMMUNITY COLLEGE

MARTIN CAMPUS

Shelton State Community College is part of a state system of public colleges. This system originated in the Alabama Trade School and Junior College Authority Act enacted by the state legislature in May 1963. The governing board for the institutions within this system is the Alabama State Board of Education (ASBE) and the Chancellor, Alabama College System, Department of Postsecondary Education, is the chief executive officer of the system.

Shelton State Community College was established by resolution of the ASBE on January 1, 1979. That resolution combined two existing institutions: Shelton State Technical College, established in 1952, and the Tuscaloosa branch campus of Brewer State Junior College, an institution whose main campus was located in Fayette, Alabama. The Tuscaloosa branch campus of Brewer State had been in operation since 1972.

C. A. FREDD CAMPUS

In 1994, Shelton State Community College consolidated with C. A. Fredd State Technical College, another public two-year college located in Tuscaloosa. The new institution created by the consolidation retained the name of Shelton State Community College, and the president of Shelton State was named president of the consolidated institution. The institution now called Shelton State Community College, C. A. Fredd Campus, was created by the state legislature in 1963 as Tuscaloosa State Trade School. In 1974, the institution became Tuscaloosa State Technical College and was authorized by the ASBE to grant the associate degree. In 1976, the college name was changed to C. A. Fredd State Technical College to honor the first president of the institution. C. A. Fredd State Technical College was recognized as one of the nation’s Historically Black Colleges and Universities. The C. A. Fredd Campus of Shelton State Community College maintains that identity and continues the specific HBCU mission of promoting educational access and opportunity for all students in a culturally diverse community.

THE ALABAMA FIRE COLLEGE

The Alabama Fire College and Personnel Standards Commission/Shelton State Community College is responsible for training the thousands of paid and volunteer fire fighters, industrial fire protection personnel, rescue squad members, and emergency medical personnel throughout the state of Alabama as mandated in The Code of Alabama, 1975, 36-32-1 through 36-32-12, which also requires certification for paid fire fighters as a condition of employment.

The Alabama Fire College was created by Act Number 373, Regular Session, 1955 of the Alabama Legislature; however, a program of fire department/public safety training and education had been in existence since 1935 under the administration of the Trade and Industrial Education Department, Division of Vocational Education, State Department of Education.

In 1975, the Alabama Legislature passed the Alabama Fire Fighters Personnel Standards and Education Act. This much needed legislation served as the catalyst requiring formal fire fighting education and certification within the first twelve months of being employed by a paid fire department. The Alabama State Board of Education created a unique educational partnership in April 1981 when it placed the Alabama Fire College with Shelton State Community College for administrative and fiscal agent purposes. In May 1988, through Act 88-663, the Alabama Legislature merged the Alabama Fire Fighters Personnel Standards and Education Commission and the Alabama Fire College.
ALABAMA COMMUNITY COLLEGE OF THE FINE ARTS

In 1998, Shelton State and Theatre Tuscaloosa founded The Alabama Stage and Screen Hall of Fame to honor Alabamians, by birth and adoption, who have made significant contributions to film, television, or theatre. Some inductees include Tallulah Bankhead, Rebecca Luker, Truman Capote, George Lindsey, Dean Jones, and Hugh Martin. The Gala to commemorate inductees is held on the Martin Campus and has become one of the most significant cultural events in Alabama.

SANDRA HALL RAY FINE ARTS CENTER

The Sandra Hall Ray Fine Arts Center honors one of Tuscaloosa’s most outstanding cultural, educational and business leaders. This Center is home to the Shelton State Community College Fine Arts Division, Theatre Tuscaloosa, and The Alabama Stage and Screen Hall of Fame. The Hall Ray Fine Arts Center facilities include: the Bean Brown Theatre; the Alabama Power Recital Hall; the Bell South and National Bank of Commerce Galleries; Painting, Drawing, and Photography Studios; and a Dance Studio. The Shelton State Community College Music Department with choral and instrumental rehearsal rooms, faculty studios, an electronic keyboard classroom, and student practice rooms is also located in the Hall Ray Fine Arts Center. The Sandra Hall Ray Fine Arts Center makes Shelton State Community College unique among community colleges in Alabama and places it among the elite arts education institutions in the southeast.

WEST ALABAMA CENTER FOR WORKFORCE DEVELOPMENT

The West Alabama Center for Workforce Development was developed to ensure a coordinated effort between Shelton State Community College, business and industry, and all related workforce programs, and offers a connection to local industry and their job training needs. The Center provides all citizens who are in need of stable employment an opportunity to gain basic skills required in today’s entry level workforce though pre-employment programs and assistance with upgrading math and reading skills. Focused Industry Training (FIT) provides basic skills to entry level workers through targeted instruction, including training in Computer Literacy, Applied Math, Reading for Information, Essential Workplace Skills, and other skills as identified by local business and industry as necessary for entry level jobs in their companies. Certified WorkKeys Job Profilers and extensive WorkKeys assessment capabilities are provided. The eight WorkKeys skills assessments are: Reading for Information, Applied Mathematics, Listening, Writing, Teamwork, Applied Technology, Locating Information, and Observation. These eight skills can be benchmarked with ACT WorkKeys assessments. With the results from these assessments, the Job Profiler can determine the employees’ or potential employees’ skill levels and areas needed for improvement. With this information, the College prepares a customized training program for those specific skills where improvement is needed. For more information, contact the Office of West Alabama Center for Workforce Development, 205-391-2482.

TRAINING FOR BUSINESS AND INDUSTRY (TBI) CENTER

Shelton State Community College offers the West Alabama community a wide variety of services through Training for Business and Industry (TBI). Focusing on developing community and corporate partnerships, the division works closely with local business leaders to provide professional instruction that upgrades the skills needed in today’s workplace. This department offers certified training in computer courses, Microsoft applications, industrial maintenance technology, customer service, leadership and supervision, quality training, organizational development consultation, and development of customized training courses for specific business needs. For more information, contact the Office of Training for Business and Industry, 205-391-2434.

CONTINUING EDUCATION/NON CREDIT SKILLS TRAINING

Shelton State Community College’s Continuing Education program offers short term, non-credit courses to meet the changing skill and training needs of workers of all ages in the West Alabama area. A wide variety of courses are offered at affordable prices and convenient times. Skill training classes are all job specific and job preparatory with most courses lasting three months or less. Everyone is eligible for participation in Continuing Education courses as long as prerequisites are met. Classes range from professional development courses to industry specific skill training. Courses are provided for many professional careers that require continuing education to maintain licensure as well as training for employment in services areas. For more information, contact the Office of Continuing Education, 205-391-2386.

TRUCK DRIVER TRAINING

Shelton State Community College’s Truck Driver Training is an eight week, non-credit program offered through the Division of Continuing Education/Non Credit Skills Training. This course introduces the student to the fundamentals of professional commercial motor vehicle operation. Topics include orientation, control systems, vehicle inspections and reporting, basic control, shifting, backing,
coupling and uncoupling, proficiency development, and special rigs. Upon completion of the course students must pass the Department of Transportation’s (DOT) written examination, demonstrate proficiency in skill field tasks and pre-trip inspections, and meet Commercial Drivers License standards to receive his/her operator’s license. To meet admissions requirements to the truck driving program, students must:

1) pass a Federal DOT physical and drug screen.
2) possess a current class “D” driver’s license.
3) provide a current Moving Violations Report from the Alabama Department of Public Safety.

For more information on this program, contact the Office of Continuing Education, 205-391-2386.

JOB PLACEMENT CENTER

In addition to a quality education, Shelton State Community College offers result-oriented career assistance through the Job Placement Center. The Shelton State Job Placement Center serves as a liaison for current students, alumni, and West Alabama businesses and industry. The Job Placement Center welcomes the opportunity to provide services and make a difference in the lives of currently enrolled students and alumni by providing employers with qualified potential employees. Examples of services include: wage information for cities across the country, industry trends, internship information, employer profiles, resume proofreading, on-campus interviews, current job-openings, resume posting, and career workshops hosted by local business and industry. For more information contact the Job Placement Center, 205-391-2204.

ADULT EDUCATION

The Shelton State Community College Adult Education Program provides services to Bibb, Greene, Hale, Sumter, and Tuscaloosa counties and operates under the direction of the Alabama Department of Postsecondary Education. Instruction is provided via traditional and on-line classes as well as through “telephone tutoring.” GED preparation, official practice for the GED exam, help with the graduation exam, and skills remediation programs are offered in all five counties at no cost to students. In addition, English as a Second Language (ESL) classes, a bi-lingual outreach program, and Project Literacy United States (PLUS) tutoring are offered in Tuscaloosa County. Adult Education focuses on assisting adults in obtaining knowledge and skills for employment and self-sufficiency. For additional information contact the Office of Adult Education, C. A. Fredd Campus, 205-391-2662.

COMMUNITY EDUCATION

Community Education offers a wide variety of courses at affordable prices and convenient times designed to meet the interests of the community in the area of leisure learning. Shelton State Community College takes the lead in providing courses of interest to the community. Personal interest programs include a wide variety of courses for people of all ages. Children’s programs include ballet, jazz, modern dance, fencing, and an academic enrichment program known as Kid’s Kollege. Exercise classes designed specifically for senior adults and a Senior Scholarship Program are also offered. Students enrolled in Community Education courses are not required to have a high school diploma or a GED. A complete schedule of classes is available on the college website, www.sheltonstate.edu. Contact the Office of Community Education, 205-391-2323, for information or to request a schedule.

THE LAWRENCE “LARRY” MUND LIFELONG LEARNING CENTER

Shelton State Community College believes that learning continues throughout one’s lifetime. The Lifelong Learning Center is designed to provide a variety of classes to senior adults, age 55 and older, in a convenient and relaxed environment. Academic, wellness, and personal interest courses are offered each semester. A complete schedule of classes is available on the college website, www.sheltonstate.edu. Contact the Lawrence “Larry” Mund Lifelong Learning Center, 205-391-2999, for information or to request a schedule.
TEAMSpirt

TEAMSpirt is the ongoing “Quality Improvement Initiative” through which Shelton State Community College has transformed itself from a traditional committee system to a team-based model for employee participation in college governance. TEAMSpirt has also established a process for continuous improvement of college operations and service(s) through which all college employees are trained in Continuous Quality Improvement (CQI) principles and methods. TEAMSpirt provides professional development for college employees and leadership opportunities and learning experiences for selected student volunteers.

Through TEAMSpirt, employees may voluntarily participate in the governance of the College by serving on one of four Systems Improvement Teams (SI Teams), on the College Quality Council, or on an Action Group. SI Teams focus on the continuous improvement of selected operational systems, processes, or services. Conversely, Action Groups are more task oriented and focus on completion of a specific task (i.e. commencement, awarding of scholarships, publishing the college catalog, etc.).

SYSTEMS IMPROVEMENT TEAMS (SI Teams)

The College utilizes four permanent Systems Improvement Teams to facilitate the continuous improvement of college operations, processes, or service(s). Each team is responsible for making selected improvements within a cluster of assigned processes (quality clusters). The four teams are: SI Team I: Educational Programs, SI Team II: Customer and Student Services, SI Team IV: Community Relations and Administrative Systems, and SI Team V: Institutional Resources. All members of SI Teams complete a training course in the principles, tools, and techniques of Continuous Quality Improvement (CQI).

QUALITY COUNCIL

The TEAMSpirt Initiative is guided and monitored by the College’s Quality Council. The Shelton State Community College Quality Council is a ten-member team that serves as a planning unit and forum for coordination and communication between the SI Teams and the college community. The purpose of the Quality Council is to provide leadership, sponsorship, focus, and direction to the quality improvement process. Its goal is to continuously improve service(s) to our customers. The Quality Council promotes cooperation, collaboration, and teamwork throughout the organization; encourages the use of “Quality Improvement” tools and techniques; continuously monitors the Quality Improvement Process; and seeks to ensure the development of teams as they work toward continuous improvement of the institution’s processes and service(s) to its customers.

ALABAMA QUALITY AWARDS

Shelton State Community College has won three awards (two silver and one bronze) in the Alabama Quality Awards Team Showcase sponsored by the Alabama Productivity Center located on the University of Alabama campus in Tuscaloosa. As of 2006, Shelton State is the only community college in Alabama to win Team Showcase Awards. The Quality Council and SI Teams serve as an integral part of the College’s governing structure and facilitate improvement projects, activities, and special events to improve services for our customers and energize our personnel.