SHELTON STATE COMMUNITY COLLEGE

Martin Campus
9500 Old Greensboro Road
Tuscaloosa, AL 35405
205.391.2211
www.sheltonstate.edu

C. A. Fredd Campus
3401 Martin Luther King Boulevard
Tuscaloosa, AL 35401
205.391.2611
www.sheltonstate.edu

CATALOG
Fall 2010 – Summer 2011

Accreditations
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.
Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097, or call 404.679.4500 for questions about the accreditation of Shelton State Community College.
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 Emergency Medical Program is accredited by
The Commission for Accreditation of Allied Health Education Programs (CAAHEP)

Memberships
The American Association of Community Colleges
The Alabama Community College Association
Council on Higher Education Accreditation
League for Innovation in the Community College
National Institute for Staff and Organizational Development
Public Affairs Research Council of Alabama
Southern Association of Community, Junior, and Technical Colleges

Check the College Web site, www.sheltonstate.edu, for addenda.
I congratulate you on your decision to take advantage of the many resources here at Shelton State Community College, a premier example of Alabama’s Community Colleges. There has never been a better time to investigate and benefit from the College’s offerings, which include career, transfer, and leisure learning for the entire community. I am pleased that you are interested in our College and the outstanding programs, services, and individuals that make Shelton State a leading institution of higher education in Alabama. I would encourage you to look carefully through this catalog and our Web site to view the many educational programs and services that we proudly offer.

Shelton State Community College is a broad based institution offering excellent academic, career, and technical education at two Tuscaloosa locations, the Martin Campus and the C.A. Fredd Campus. In addition to being among the largest two-year colleges in Alabama, we are honored to be designated as an Historically Black College as well as Alabama’s Community College of the Fine Arts. Furthermore, we offer Adult Education services, including GED preparation and English as a Second Language, and a full range of Workforce Development programming and training to meet West Alabama’s ever-increasing demands for a better prepared workforce.

You will find a warm, friendly, student centered environment at Shelton State Community College. Whether your plans include completing a two-year transfer program, pursuing technical training leading to a high paying career field, preparing for your GED, or participating in our LifeLong Learning or Community Education programs, we are here to serve you. Regardless of your goals, Shelton State Community College is committed to supporting each and every student through personalized attention and quality education at an affordable price. If you have any questions, please call us at 205.247.SSCC (7722) or toll free at 877.211.SSCC.

Mark A. Heinrich, Ph.D.
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 in the Counseling Center and on the Shelton State Community College Web site, www.sheltonstate.edu.

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.
VISION STATEMENT
Our vision of Shelton State Community College:
A college dedicated to learning
A college recognized for its commitment to excellence
A college responsive to students and community

MISSION STATEMENT
Shelton State Community College is a public, open-admission, comprehensive, community
college whose primary mission is to provide accessible postsecondary education,
training, and community educational opportunities.

INSTITUTIONAL VALUES

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SCOPE

In 2009 Shelton State Community College adopted “Shelton 2020,” its strategic plan
for the next decade. Below you find outlined the four strategic imperatives and 19 goals by
which the College will achieve its goal of 12,000 students enrolled by the year 2020.

1.0 ENRICHING STUDENT LEARNING AND DEVELOPMENT
1.1 SSCC will develop and sustain excellence in instructional programs and support.
1.2 SSCC will expand eLearning and other innovative delivery methods for
   instruction.
1.3 SSCC will achieve and maintain student retention, transfer, and graduation rates
   comparable to national benchmarks.
1.4 SSCC will enhance the student life experience through excellence in programs,
   services, and facilities.

2.0 EMPOWERING FACULTY AND STAFF
2.1 SSCC will build a team of diverse, student-centered faculty and staff with the best
   qualifications and experience in all positions.
2.2 SSCC will maximize opportunities for faculty and staff development.
2.3 SSCC will be inclusive and open in all deliberations and communications
   regarding its policies, procedures, and performance expectations.
2.4 SSCC will encourage faculty and staff to pursue innovative strategies that enhance
   student learning and services.

3.0 EXPANDING OUR IMPACT AREAS
3.1 SSCC will assess and respond to community needs and opportunities and seek to
   expand partnerships consistent with its mission.
3.2 SSCC will enhance its accessibility and services to underrepresented populations
3.3 SSCC will enhance its distinction as Alabama’s Community College of the Fine
   Arts
3.4 SSCC will be an essential component for postsecondary education and career/
   workforce preparation for the region
3.5 SSCC will strengthen partnerships with educational entities within Alabama.
SHELTON STATE COMMUNITY COLLEGE

4.0 ENSURING OUR FUTURE

4.1 SSCC will pursue strategies to increase enrollment to 12,000 by 2020.
4.2 SSCC will develop and implement an integrated marketing plan to increase public awareness.
4.3 SSCC will increase alternative sources of revenue for the operating budget through alternative sources.
4.4 SSCC will pursue a global focus in education and service.
4.5 SSCC will adopt national best practices to provide a campus environment that is safe, sustainable, and secure.
4.6 SSCC will develop a comprehensive long-range plan to utilize technology.

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, based 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 individuals 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, 404.532.6350.

In addition, the College is in compliance with Section 504 of the Rehabilitation Act of 1973, which prohibits discrimination on the basis of disability in the recruitment and employment of faculty and staff, or the operation of any of its programs and activities, as specified by Federal Law and Regulations. The Section 504 Coordinator for students is the Dean of Student Services.

Persons or any specific class of individuals who believe they have been subjected to discrimination prohibited by Titles VI, IX, Section 504, or an Act or Regulation issued there-under may, alone or with a representative, file with the United States Commissioner of Education or with this institution, or with both, a written complaint.

EQUAL OPPORTUNITY IN EDUCATION AND EMPLOYMENT

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.
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 Community 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. 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.

ALABAMA COMMUNITY COLLEGE OF THE FINE ARTS

In 1997, in recognition of its contributions to and potential in art, music, dance, and theatre, the Alabama Legislature, by joint resolution, designated Shelton State Community College as the Alabama Community College of the Fine Arts. The mission statement for the State Community College of the Fine Arts is to provide accessible, inclusive educational and cultural opportunities for students and citizens of Alabama through quality instruction and innovative arts programming. Joining together amateurs and professionals, technology and tradition, the College encourages the development of excellence in a broad range of artistic expressions.

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. Past inductees include Tallulah Bankhead, Rebecca Luker, Truman Capote, George Lindsey, Dean Jones, Hugh Martin, and Jim Nabors. 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 at Shelton State Community College is unique among community colleges in Alabama and places Shelton State 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 workforce agencies in the West Alabama area. The Center coordinates programs which provide instruction of basic skills to entry level workers as identified by local business and industry. The Center works in collaboration with the Region 3 Workforce Development Council which is part of the Governor’s Office of Workforce Development. As an authorized ACT WorkKeys® Service Center in Alabama, the Center supplies certified WorkKeys Job Profilers and extensive WorkKeys assessment capabilities.

The Center also offers the Alabama Career Readiness Credential (CRC). The CRC is a portable credential which documents an individual’s skill level in Applied Math, Locating Information and Reading for Information. For more information, call 205.391.2482.

CAREER SERVICES CENTER/CAREER ADVISING/JOB PLACEMENT

As part of Shelton State Community College’s Career Services Center, the College believes that success begins when an individual is allowed the opportunity to explore career possibilities and available options. Shelton State’s Career Advising Program provides assessments that assist the participant in identifying personal interests, abilities, and work values, which help to set educational/career goals and to develop an effective plan to achieve those goals. In addition to career advising, the Center, which serves as a liaison for current students, alumni, and West Alabama business and industry, offers result-oriented job placement.

Examples of services include: wage information, industry trends, internship/co-op/apprenticeship information, employer profiles, resumé proofreading, Interview Stream program to prepare for actual interviews, on-campus interviews, current job openings, resumé posting, and an annual job fair. The Center welcomes the opportunity to provide career advising, training, and job placement. For more information contact 205.391.2461 or 205.391.2204.

TRAINING FOR EXISTING BUSINESS AND INDUSTRY (TEBI) CENTER

Shelton State Community College offers the West Alabama community a wide variety of services through Training for Existing Business and Industry (TEBI). Focusing on developing community and corporate partnerships, the center works closely with local business leaders to provide professional instruction to upgrade the skills needed in today’s workplace. TEBI offers training in computer applications, industrial maintenance, leadership development, and customer service. The training is customized and tailored to meet individual industry needs.
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. Classes range from professional development courses to industry specific skill training. Courses are provided for many professional careers that require continuing education to maintain licensing.

READY TO WORK

Ready to Work® is a program that delivers well-qualified applicants for entry-level positions in industry and manufacturing. It assures that new employees demonstrate the qualities for personal responsibility that the workplace demands. Ready to Work at SSCC joins the resources of the College with West Alabama industry for an innovative and affordable solution to employer needs. Ready to Work provides customized pre-employment classes for prospective employees in industry. The five week program prepares adults looking to change or start manufacturing careers that offer competitive wages, benefits, and advancement.

The pre-employment initiative of the West Alabama Center for Workforce Development features tough standards for completion and a highly disciplined 60-hour classroom curriculum. Safety, personal responsibility, workplace standards, and manufacturing processes are emphasized. Graduates are well qualified for work and ready to interview for employment. Trainees will also have documented assessments in WorkKeys that qualify them for the Alabama Career Readiness Certificate (CRC) administered by Alabama Industrial Development and Training (AIDT).

TRUCK DRIVER TRAINING

Shelton State Community College’s Truck Driver program introduces the student to the fundamentals of becoming a professional commercial motor vehicle driver. Admission requirements of the truck driving program are:
1. student must pass a Federal DOT physical and drug screen;
2. student must possess a current class “D” driver’s license;
3. student must provide a current Moving Violations Report from the Alabama Department of Public Safety.

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 business 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, resumé posting, and career workshops hosted by local business and industry. For more information, contact the Job Placement Center, 205.391.2461.
ADULT EDUCATION
The Shelton State Community College Adult Education Program provides services to Bibb, Greene, Hale, Sumter, and Tuscaloosa counties. The program operates under the direction of the Alabama Department of Postsecondary Education. Instruction is provided via traditional and online classes. GED and Career Readiness Credential preparation, graduation exam help, and skills remediation are offered in all five counties at no cost to students. In addition, English as a Second Language (ESL) classes, 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. 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 fencing and an academic enrichment program known as Kidz Kollege. Exercise classes designed specifically for adults are 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 Web site, 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 for 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 Web site, www.sheltonstate.edu. Contact the Lawrence “Larry” Mund Lifelong Learning Center, 205.391.2323, for information or to request a schedule.

SHELTON STATE COMMUNITY COLLEGE QUALITY IMPROVEMENT
TEAMSpirit
TEAMSpirit 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. TEAMSpirit has also established a process for continuous improvement of College operations and services through which all College employees are trained in Continuous Quality Improvement (CQI) principles and methods. TEAMSpirit provides professional development for College employees and leadership opportunities and learning experiences for selected student volunteers.

Through TEAMSpirit, employees may voluntarily participate in the governance of the College by serving on one of five 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.).

Every new employee at the College participates in Continuous Quality Improvement
(CQI) training classes. New employees are expected to enroll in the training during their first-year at the College. Once they complete the training, employees are eligible to serve on one of the teams that form the TEAMSpirit Initiative.

QUALITY COUNCIL
The TEAMSpirit Initiative is guided and monitored by the College’s Quality Council. The Shelton State Community College Quality Council is a 10-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 services 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 services to its customers. 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.

SYSTEMS IMPROVEMENT TEAMS (SI Teams)
The College utilizes five permanent Systems Improvement Teams to facilitate the continuous improvement of College operations, processes, or services. Each team is responsible for making selected improvements within a cluster of assigned processes (quality clusters). The five teams are: SI Team I, Educational Programs; SI Team II, Customer and Student Services; SI Team III, Technology Systems and 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).

ALABAMA QUALITY AWARDS
Shelton State Community College has won five awards, three silver and two 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 2010, Shelton State is the only community college in Alabama to win Team Showcase Awards.