A Message from President Andrea Mayfield, Ph.D.

Welcome to Shelton State.

At Shelton State Community College, we are committed to the success of our students. Whether you are pursuing academic, technical, or career opportunities, we look forward to helping you reach your maximum potential.

This is an exciting time at Shelton State. Our vision for the future is bold and the possibilities endless. With your participation and hard work, we will do great things together.

Thank you for choosing to be a part of the Shelton State family.

Sincerely,

Andrea Mayfield

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.

Shelton State Community College is an open admission institution. All students who have earned a high school diploma or GED are eligible for admission. Any applicant without a high school diploma or GED is not eligible for enrollment and is encouraged to contact the Adult Education Department by emailing ged@sheltonstate.edu.

First Time Freshman Applicant

First time freshman applicants must apply prior to the admission deadline posted for each term. Students may be conditionally admitted for one semester without all appropriate transcripts. However, students who plan to receive federal financial aid will not be eligible for aid until all official transcripts are on file with the College.

1. Shelton State application for admission submitted online at www.sheltonstate.edu
2. Signature/Residency Page – available for print after completing application for admission
3. One primary form of identification (unexpired government issued photo ID) presented in person or a legible copy submitted by mail or email
4. Official high school or GED transcript documenting graduation
5. Appropriate placement scores completed within the last three years – ACT (20 or higher in English, reading, and math) or COMPASS
6. Official college transcript if attended as a dual enrollment student prior to graduating high school

Transient Applicant

All transient information must be submitted at least 48 hours prior to registration. Transient students are not eligible to receive federal financial aid.

1. Shelton State application for admission submitted online at www.sheltonstate.edu
2. Signature/Residency Page – available for print after completing application for admission
3. One primary form of identification (unexpired government issued photo ID) presented in person or a legible copy submitted by mail or email
4. Transient letter from current college listing specific approved courses
5. Unofficial college transcript to verify prerequisite requirements

Transfer Applicant

Transfer students must provide unofficial documentation of prerequisites 48 hours prior to registration. Students may be conditionally admitted for one semester without all appropriate transcripts. However, students who plan to receive federal financial aid will not be eligible for aid until all official transcripts are on file with the College.

1. Shelton State application for admission submitted online at www.sheltonstate.edu
2. Signature/Residency page – available for print after completing application for admission
3. One primary form of identification (unexpired government issued photo ID) presented in person or a legible copy submitted by mail or email
4. Official college transcripts from all previously attended institutions of higher learning
5. Official high school or GED transcript documenting graduation
6. Appropriate placement scores completed within the last three years – ACT (20 or higher in English, reading, and math) or COMPASS unless 100 level transfer credit is approved for math and English.

Readmission Applicant

Students who have attended Shelton State within one year must reapply for the application for admission. Students should select the readmission application type.

1. Shelton State application for admission submitted online at www.sheltonstate.edu
2. Signature/Residency page – available for print after completing application for admission
3. One primary form of identification (unexpired government issued photo ID) presented in person or a legible copy submitted by mail or email
4. Official high school or GED transcript documenting graduation unless previously submitted
5. Official college transcript(s) if you attended other colleges after attending Shelton State
6. Appropriate placement scores completed within the last three years – ACT (20 or higher in English, reading, and math) or COMPASS unless previously submitted
Academic High School Quick Facts

I. Accelerated HS Requirements
Students must complete the following:
- Meet all admission requirements.
- Have a minimum of 3.0 GPA (HS transcripts must be provided).
- Have completed the 10th grade (Students may enroll in the summer prior to entering the 11th grade).
- Have written approval from principal.
- Meet all pre-requisite requirements including COMPASS placement assessment if ACT scores above 20 in English, math, and reading are not submitted.

The student may enroll only in courses for which high school prerequisites have been completed. (For example, a student may not take English Composition without the appropriate permits.)

II. Accelerated Registration Process

A. Application: Student completes all application procedures: 1.) Complete online application with signature page and 2.) Provide an approved photo ID by mail, email, or in person.
B. Form: Student has an Accelerated HS form or permission form completed and signed by principal. This form may be submitted by mail, fax, or in person.
C. High School Transcript: The student must provide a current high school transcript to verify current GPA. This form must be submitted prior to registration by mail, fax, or in person.
D. Assessment: Take the COMPASS Placement Assessment or provide appropriate ACT scores to Enrollment Services.
E. Registration: Students must register online once all documentation and approvals have been granted.

III. Returning Accelerated HS Students
Accelerated students must register online once all documentation and approvals have been granted. Because permission forms are required each semester, accelerated students will have a restriction on their account preventing them from obtaining an official transcript until graduation. Additionally, all accelerated students will have an attribute preventing them from registering online without the appropriate permits.

IV. Accelerated HS Students Converting to a First Time Freshman
Students must notify Enrollment Services of a status change if they have not graduated from high school prior to attempting to register for classes. (Usually this only occurs in the spring semester when the student plans to enroll in the summer semester.)

Dual Credit - receiving credit at both the high school and SCCC

I. Dual Credit Requirements
Students must complete the following:
- Meet all admission requirements.
- Have a minimum of 3.0 GPA for academic courses (HS Transcripts must be provided).
- Have a minimum GPA of 2.5 for technical courses (HS Transcripts must be provided).
- Enrolled in 10th, 11th, or 12th grade. (Students may enroll the summer prior to entering tenth grade.)
- Have written approval from principal and superintendent.
- Meet all pre-requisite requirements including COMPASS placement assessment if ACT scores above 20 in English, math and reading are not submitted.

Courses must be above 100 level, and PED classes are not eligible. The school system must have an approved course listing on file in their Admissions Office.

II. Dual Credit Registration Process

A. Application: Student completes all application procedures: 1.) Complete online application with signature page and 2.) Provide a legible copy of a government issued photo ID by mail, email, or in person.
B. Form: Student has dual credit form completed and signed by principal and local superintendent. This form may be submitted by mail, fax, or in person.
C. High School Transcript: The student must provide a current high school transcript to verify current GPA. This form must be submitted prior to registration by mail, fax, or in person.
D. Assessment: Take the COMPASS Placement Assessment or provide appropriate ACT scores to Enrollment Services.
E. Registration: Students must register themselves online once all documentation and approvals have been granted.

III. Returning Dual Credit Students
Dual credit students may register online once all documentation and approvals have been granted. Permission forms are required each semester, dual credit students will have a restriction on their account preventing them from obtaining an official transcript until graduation. Additionally, all dual credit students will have an attribute preventing them from registering online without the appropriate permits.

IV. Dual Credit Students Converting to a First Time Freshman
Students must notify Enrollment Services of a status change if they have not graduated from high school prior to attempting to register for classes. (Usually this only occurs in the spring semester when the student plans to enroll in the summer semester.)
Payment Due Dates

All students must submit full payment for all classes prior to the dates listed below. This includes classes added after initial payments are processed. Students should view account balance information on the Student Account Detail for Term screen on myShelton.

Thursday, May 7, at 6:00 p.m.  Wednesday, May 27, at 6:00 p.m.
Thursday, May 21, at 6:00 p.m.  Thursday, May 28, at 6:00 p.m.
Tuesday, May 26, at 6:00 p.m.

Hours of operation:
7:30 a.m. until 6:00 p.m.  Monday - Thursday
8:00 a.m. until noon  Friday

COMPLETE CLASS SCHEDULES ARE AVAILABLE ON THE WEB AT WWW.SHELTONSTATE.EDU.
COMPASS ASSESSMENT INFORMATION

To be assigned an advisor or navigator, a student should complete COMPASS. In the case of an ACT/SAT exemption, a student should submit ACT/SAT scores to Enrollment Services as early as possible.

• Students must make an appointment to take COMPASS. Appointments can be made by visiting the College website and clicking Schedule COMPASS in the upper right side of the homepage.
• An application for admission should be on file twenty-four hours prior to scheduling COMPASS.
• There is no charge for the initial COMPASS assessment. All materials for taking COMPASS will be provided. There is a charge to retest.
• Students should plan to arrive ten minutes before the scheduled test.
• Students must present a picture ID upon arrival for testing.
• ACT approved calculators are allowed on the mathematics portion of the COMPASS. (Check www.act.org or with the assessment staff.)
• Scores will be provided at the completion of COMPASS.
• Sample COMPASS questions may be obtained at the official ACT Web site, www.act.org.
• Shelton State Community College is in compliance with the Americans with Disabilities Act. Students who request accommodations should provide documentation to the Office of Disability Services (205.391.2983) prior to the scheduled COMPASS date.
• Free COMPASS Help Sessions are available through the SOAR Institute. Details are on the College website.

ADVISING AND REGISTRATION

Advising sessions are offered to currently enrolled, returning, transfer, and transient students. Advising sessions may be scheduled by visiting the College website and clicking Meet with an Advisor in the Quick Links.

All first time freshmen must meet with an advisor or navigator prior to registration. Transient and transfer students must have an application for admission on file two business days prior to registering for classes. To register online, students must have a Student I.D. (S number) and password. Students who do not remember the password should visit Enrollment Services or email help@sheltonstate.edu.

STARS Advising
Students who plan to transfer to a public four-year institution in the state of Alabama should visit www.sheltonstate.edu and select the STARS link. The Statewide Transfer & Articulation Reporting System (STARS) is a web-accessible database system providing guidance and direction for prospective students who transfer to public institutions within the State of Alabama. The STARS System allows students in Alabama to obtain a Transfer Guide/Agreement for their major at the selected public four-year institution. Students should print and keep this guide. If used correctly, it guides the student through the first two years of coursework and prevents loss of credit hours upon transfer to the appropriate public four-year institution in Alabama. Refer to STARS for more information.

Prerequisites
Before a student enrolls in a class, all prerequisites must be satisfied. If a student enrolls in a class for which the prerequisites are not fulfilled, the student may not receive credit for that class and may be administratively withdrawn. Additionally, any student planning to take online courses must complete online orientation (ELO).

How to register for ELO 100
Step 1. Visit https://myelearning.sheltonstate.edu/
Step 2. Log into Blackboard using your student ID number (S number) as your username and six digit date of birth as your password.
Step 3. Click on the Courses tab in the upper right hand corner.
Step 4. Enter ELO 100 in the course search box and click Go.
Step 5. Click the drop down arrow next to the course desired and then click on Enroll.
Step 6. Click the Submit button.
Step 7. The course should now be visible in your list of courses.

WEB REGISTRATION

Students must complete an application for admission and have their S number and password to register for classes.

Step 1. Go to myShelton, mysheltonssb.sheltonstate.edu.
Step 2. Click Sign In.
Step 3. Type your User ID and PIN and Click the Login button.
• USER ID: S number, 9 digits beginning with S, for example, S12345678. IMPORTANT: The “S” must be capitalized.
• When logging in for the first time, your PIN will be your 6 digit date of birth (MMDDYY). It must be changed by the user when logging in for the first time. The message tells you that your PIN has expired. Re-enter your DOB (old PIN) and create a new PIN. It can be any combination of letters and numbers.
• You will be prompted to create a security question. This will be used if you forget your PIN at a later date.
• If you have logged in previously and changed your PIN but cannot remember it, email help@sheltonstate.edu.

Step 4. Click on the Student tab.
Step 5. Click on Registration.
Step 6. Click on Look up classes.
Step 7. Select the appropriate term. Click Submit.
Step 8. To search for classes:
• Select the subject and click Course Search.
• Click on the Student tab.
• Click on Registration.
• Click on Look up classes.
• Select the appropriate term. Click Submit.
Step 9. To register for a class:
• Select the check box in front of the CRN (Course Reference Number), and click Register at the bottom of the screen.
• C in front of the CRN identifies a closed class.
• If you know the CRN of the class for which you want to register, you may add them in the Add Classes Worksheet area and click Submit Changes. For co-requisite classes, you must enter both CRN’s on the worksheet at the same time.

COMPLETE CLASS SCHEDULES ARE AVAILABLE ON THE WEB AT WWW.SHELTONSTATE.EDU.
Step 10. Classes can be dropped from this page by clicking on the drop down menu under Action Field. Select Drop Class via Web from the drop down menu to drop class. This screen will assist with any registration errors. The red circle with an X will inform you that you have encountered a registration error, and you will need to search for a new class or speak with your advisor about the issue.

Step 11. Once the drop/add period has ended, students will have the option to withdraw from a single class using “Web Withdrawn Course.”

Step 12. Students must contact their advisor or navigator to totally withdraw from all classes.

Step 13. To print your schedule, under the Registration tab, click Concise Student Schedule. With the schedule showing, click File on your browser and click Print Preview. Adjust your preferred settings (landscape is recommended) and print.

COMPLETING REGISTRATION AND PAYMENT

Regardless of the method of registration chosen, the student must also complete the steps below.

Step 1. Print a copy of your schedule from myShelton.

Step 2. If paying by credit card online, students should verify their account balance by logging on to their myShelton account. Within the Student Account tab, the due date may be found under the Account Detail for Term. The Current Due Net of Authorized Financial Aid is the amount that must be paid by the designated payment due date.
   • Click Pay Now.
   • Enter Payment Amount.
   • Enter credit card information as requested.

Step 3. For all other forms of payment, Prepaid Affordability Tuition Program (PACT), Vocational Rehabilitation Services, Scholarships, Federal Pell Grant, Veteran’s Affairs, or any other third party entity, the student is responsible for verifying that the payment is reflected on their student account. Verification may be made on the student’s myShelton account or in the Cashier’s Office on the Martin or C.A. Fredd Campus.

Step 4. Ensure all tuition and fees have been paid.

There are no payment plans. Students’ class schedules will be removed if payment is not made by the designated due date. During the Drop/Add period, payment is due at the time of registration. Options for making payments are as follows:
   • Log on to your myShelton account to pay by credit card.
   • Call the Cashier’s Office at 205.391.2335 to pay by credit card.
   • Visit the Cashier’s Office in person to pay by cash, check, or credit card.

Step 5. There is no cost for a parking hang tag although a student’s account must be paid in full prior to receiving one from the Cashier’s Office on the Martin or C.A. Fredd Campus. Students must have the following information when registering their vehicle: driver’s license number, vehicle tag number, and make and model of automobile. All vehicles must be registered and hang tags must be appropriately displayed.

Step 6. Photo IDs are offered to students at no cost, provided the student’s account is paid in full. Photo IDs are issued during regular business hours in the Cashier’s Office on the Martin Campus and in the Front Office of Building 100 on the C.A. Fredd Campus.

OTHER IMPORTANT INFORMATION

Withdrawal Policy

Once classes begin for the respective term, students who wish to withdraw from a class or totally withdraw from school must officially withdraw on or before the date designated as the last day to withdraw for the semester. The last day to withdraw from any class is defined in the College’s Academic Calendar. There will be NO withdrawals after this date. The student will receive a grade of “W” regardless of the student’s average at the time of the withdrawal if the class does not qualify for a full refund when dropped; the grade of “W” will be recorded on the student’s permanent record. Students who remain in the class after the last day to withdraw will receive the grade earned for the class.

Withdrawal through myShelton is available based on the deadline dates listed in this guide and on the College website. Withdrawal in person is available in Enrollment Services until the close of business of the designated last day for withdrawals. No withdrawals will be taken by phone. Failure to attend class does not constitute official withdrawal. If you are a Pell recipient or receive veteran’s benefits, you must speak with a representative from Enrollment Services before you withdraw from classes. Your grant award may be reduced or cancelled if you do not complete classes successfully. Students are unable to totally withdraw online and are required to meet with an advisor/navigator prior to completely withdrawing from Shelton State.

Withdrawal Process

Students who wish to withdraw completely from Shelton State should follow these steps:

Students Who Have No Financial Aid
1. Student meets with an advisor/navigator, and they review the student’s transcript and schedule.
2. The advisor/navigator notes if the student is receiving any type of financial assistance.
3. The advisor/navigator conducts an Exit Interview, notes the student’s reason(s) for withdrawing, and discusses alternatives and/or future educational plans.
4. The advisor/navigator and the student sign the Complete Withdrawal Form, which the student then takes to Enrollment Services for formal withdrawal.

Students Who Have Financial Aid
(Pell Grant, Veteran Affairs, and Scholarships)
1. Student meets with an advisor/navigator, and they review the student’s transcript and schedule.
2. The advisor/navigator notes if the student is receiving any type of financial assistance.

Martin and C.A. Fredd Campuses

Shelton State Community College offers classes on two campuses: the Martin Campus and the C.A. Fredd Campus. These campuses are approximately seven miles apart.

The campus location where the class meets is noted on the schedule as “Martin” or “Fredd.” Students should schedule classes with plenty of time to drive, park, and arrive on time. Students should not register for a class that meets immediately after a class on the other campus. For example, if the student’s first class meets from 8:00 a.m. until 10:00 a.m. on the Fredd Campus, the student should not register for a class that begins at 10:15 a.m. on the Martin Campus.

Grades

To obtain grades, visit www.sheltonstate.edu and select myShelton. Students must enter the Student I.D. number and the password for access.

Students who forget the password may email help@sheltonstate.edu. Grades are not mailed. It is the student’s responsibility to check grades at the end of each semester. Students have six months to dispute any grading issues associated with their class or term transcript.

Transfer of Courses

College advisors are available to help students select appropriate courses. However, it is the responsibility of the student to satisfy all course prerequisites and to determine whether a course will be accepted at another institution.

Students who plan to transfer to a public four-year institution in the state of Alabama should visit www.sheltonstate.edu and select the STARS link. The Statewide Transfer & Articulation Reporting System (STARS) is a web-accessible database system that provides guidance and direction for prospective students who transfer to public institutions within the state of Alabama. STARS allows students in Alabama to obtain a Transfer Guide/Agreement for their major at the selected public four-year institution.

Students should print and keep this guide. If used correctly, it guides the student through the first two years of coursework and prevents loss of credit hours upon transfer to the appropriate public four-year institution in Alabama.

Class Cancellations/Room Changes

Occasionally it is necessary that the College cancel a class or change a room. When possible, these changes are communicated one to two days before classes begin. Students will be emailed if a class is cancelled. Students should verify class schedules with room numbers in myShelton.
Tuition: Residents of the State of Alabama

Summer 2015
The cost to resident or in-state students is $132.00 per credit hour. ($113 tuition, $1 bond surety fee, $9 technology fee, $9 facility renewal fee). Therefore, a three hour class costs $396.00.

Fall 2015 & Spring 2016
The cost to resident or in-state students is $134.00 per credit hour. ($115 tuition, $1 bond surety fee, $9 technology fee, $9 facility renewal fee). Therefore, a three hour class costs $402.00.

Tuition: Non-Residents of the State of Alabama

Summer 2015
The cost to non-resident or out-of-state students is $245.00 per credit hour. ($226 tuition, $1 bond surety fee, $9 technology fee, $9 facility renewal fee). Therefore, a three hour class costs $735.00.

Fall 2015 & Spring 2016
The cost to non-resident or out-of-state students is $249.00 per credit hour. ($230 tuition, $1 bond surety fee, $9 technology fee, $9 facility renewal fee). Therefore, a three hour class costs $747.00.

To challenge out-of-state residency status, students should appeal to the Office of Enrollment Services before the last day of the Drop/Add and Late Registration Period of a given semester to be eligible for in-state tuition.

Additional Fees

Campus Access Fee per Term .............................................. $5.00
Student Accident Insurance Spring/Fall .................... $7.50
Student Accident Insurance Summer .................... $5.00
Late Registration Fee .................................................. $25.00

Some programs and/or classes require additional fees. Tuition and fees are subject to change. ALL STUDENTS ARE REQUIRED TO PAY TUITION AND FEES ON OR PRIOR TO THE COLLEGE’S PUBLISHED DUE DATE FOR EACH TERM. Sponsored students are an exception to this policy. Sponsored students include those students whose expenses are paid by agencies such as Vocational Rehabilitation Services, Alabama G.I. and Dependents Educational Benefits Act (excluding veterans who receive benefits only from Federal Veterans Administration), and eligible Pell Grant recipients. These students must have written authorization from the sponsoring agency on file in the Office of Business Services prior to registration in order to register without paying.

FEES MUST BE PAID IN FULL BEFORE REGISTRATION IS CONSIDERED COMPLETE. Students who pay tuition using Prepaid Affordable College Tuition Program (PACT), Vocational Rehabilitation Services, VISA, MasterCard, or any third party entity are responsible for verification that payments have been received by the Cashier’s Office. SHELTON STATE DOES NOT GIVE CASH REFUNDS. Refund checks are mailed from the Office of Business Services. Students who request refunds for complete withdrawals on or after the first scheduled day listed on the college calendar for that term will be charged a 5% administrative fee, up to $100.

Refund Schedule and Policy

All terms within the semester, full term, first split term, and second split term, are treated independently for refund purposes. The first day of classes is defined as the first day of class for the particular term. Students will receive a 100% refund for classes dropped during any Drop/Add period if a class or classes remain for the same term. After the respective Drop/Add period, no refund will be given except for total withdrawal. A student who officially withdraws from any or all classes before the official first day of class for the respective term will be refunded the total tuition and other institutional charges.

Drop / Add Periods

During the defined Drop/Add periods, students will receive a 100% refund on dropped classes as long as other classes for the semester/term remain on the student’s schedule.

Once the Drop/Add period has ended, partial refunds will not be granted for a complete withdrawal of all semester/term classes. The amount of refund is defined below.

<table>
<thead>
<tr>
<th>Summer 2015</th>
<th>Fall 2015</th>
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</thead>
<tbody>
<tr>
<td>Full Term</td>
<td></td>
</tr>
<tr>
<td>Drop/Add period</td>
<td>May 26 - 28, at 6:00 p.m</td>
</tr>
<tr>
<td>100% Refund</td>
<td>On or before May 25</td>
</tr>
<tr>
<td>75% Refund</td>
<td>May 26 - June 15</td>
</tr>
<tr>
<td>50% Refund</td>
<td>June 2 - 8</td>
</tr>
<tr>
<td>25% Refund</td>
<td>June 9 - 15</td>
</tr>
<tr>
<td>0% Refund</td>
<td>After June 15</td>
</tr>
</tbody>
</table>

First Split Term

Drop/Add period | May 26 - 27, at 6:00 p.m | August 13 - 20, at 6:00 p.m |
| 100% Refund | On or before May 25 | On or before August 18 |
| 75% Refund  | May 26 - 28 | August 19 - 21 |
| 50% Refund  | May 29 - 31 | August 22 - 24 |
| 25% Refund  | June 1 - 3 | August 25 - 27 |
| 0% Refund   | After June 3 | After August 27 |

Second Split Term

Drop/Add period | June 30 - July 7 | October 14 - 21, at 6:00 p.m |
| 100% Refund | On or before June 30 | On or before October 13 |
| 75% Refund  | June 30 - July 2 | October 14 - 16 |
| 50% Refund  | July 3 - 5 | October 17 - 19 |
| 25% Refund  | July 6 - 8 | October 20 - 22 |
| 0% Refund   | After July 8 | After October 22 |

Financial Aid Deadlines

Award Year: FAFSA 2014-2015 Priority Deadline
Summer Semester 2015 Friday, May 8, at noon
Award Year: FAFSA 2015-2016 Priority Deadline
Fall Semester 2015 Friday, July 24, at noon

Important Financial Aid Facts

1. Apply for admission to Shelton State and submit an official copy of final high school transcript, GED score, or academic transcripts from other colleges previously attended. Transient students are not eligible to receive financial aid. All other students must have a complete admission file before financial aid funding can be awarded.
2. You must be a U.S. citizen or an eligible non-citizen. All eligible non-citizens must provide documentation to verify their eligibility status.
3. You must be a regular student working towards a degree or certificate in an eligible program at SSCC. A regular student is someone who is enrolled or accepted for enrollment in an eligible institution for the purpose of obtaining a degree or certificate offered by the College.
4. Meet the standards of academic progress (qualitative and quantitative).
5. Register with Selective Service if you are a male student between 18-25 years of age. Register online at www.sss.gov.
Federal Grant recipients who completely withdraw from the College or are no longer attending all classes prior to completing sixty percent (60%) of the enrollment period will owe a repayment to the U.S. Department of Education. Failure to attend class will result in a reduction or repayment of financial aid. Students enrolled in distance education classes must begin participation within five (5) days of the first day of class.

Although the publisher of the guide has made every reasonable effort to attain factual accuracy herein, no responsibility is assumed for editorial, clerical, or printing errors, or errors occasioned by honest mistakes.

**Definitions**

Federal Grant Recipient - A student who receives one or more of the following: Federal Pell Grant, Federal Supplemental Educational Opportunity Grant (FSEOG), or Alabama Student Assistance Program (ASAP) is defined as a Federal Grant Recipient.

Complete Withdrawal - The Return of Title IV funds will be calculated based on an applicant’s failure to complete at least 60 percent of the term. The calculation will be based on the last official or unofficial date of withdrawal from all classes.

Sixty Percent (60%) of Enrollment Period - Students who withdraw from school or stop attending class on or before these dates will owe a repayment. Students who withdraw after these dates will not owe a repayment.

Repayment - The amount of repayment will be based upon a formula prescribed by law that considers the date of withdrawal and the amount of federal aid received. Students who fail to repay the U.S. Department of Education will not be eligible to receive Federal Aid at Shelton State Community College or any other institution.

Financial Aid Credit Hours - All technical courses not associated with a degree plan (the program does not offer a degree) are subject to a clock hour conversion. This means the credit hours may not be counted fully for financial aid purposes.

All information regarding a student’s federal financial aid award (i.e., adjustments, courses in program, attendance, and disbursement dates of refunds) will be communicated within myShelton and/or by email to the preferred email address listed in myShelton.

Financial Aid 60% Dates

<table>
<thead>
<tr>
<th>Financial Aid 60% Dates</th>
<th>SUMMER 2022</th>
<th>FALL 2022</th>
</tr>
</thead>
<tbody>
<tr>
<td>First Term</td>
<td>July 7</td>
<td>October 29</td>
</tr>
<tr>
<td>First Split</td>
<td>June 15</td>
<td>September 21</td>
</tr>
<tr>
<td>Second Split</td>
<td>July 20</td>
<td>November 17</td>
</tr>
</tbody>
</table>

**Quick Reference**

**Enrollment Services**
Phone 205.391.2214  
Fax 205.391.2073  
admissions@sheltonstate.edu  
transient@sheltonstate.edu  
shelton@sheltonstate.edu

**COMPASS Testing**
Phone 205.391.2963  
testing@sheltonstate.edu

**Financial Aid**
FAX FAFSA Application Code - 005691  
Phone 205.391.2214  
Fax 205.391.2372  
fa@sheltonstate.edu

**Advising**
Phone 205.391.2242  
advising@sheltonstate.edu

**Office of Disability Services**
Phone 205.391.2983  
ods@sheltonstate.edu

**The SOAR Institute**
Phone 205.391.2984  
soarinstitute@sheltonstate.edu

Shelton State provides free tutoring in the SOAR Institute to all currently enrolled students.

**Directions to the Martin Campus**
9500 Old Greensboro Road, Tuscaloosa, AL

From Birmingham
- Depart Birmingham on I-20/I-59 (west). Drive for approximately 54 miles.
- At 205/59 Exit 71A, turn onto Hwy 69 South.
- At the intersection with Skyland Blvd, continue on Hwy 69 South for approximately 3 miles.
- At the intersection with Mikes Hinton Dr, turn right at the light.
- Continue straight through the traffic light and enter the campus.

From the University of Alabama
- Leave the Quad and turn right (west) onto University Blvd.
- At the intersection with Lurleen Wallace Blvd, turn left (south).
- Continue south on I-359.
- At the intersection with Skyland Blvd, continue on Hwy 69 South for approximately 3 miles.
- At the intersection with Mikes Hinton Dr, turn right at the light.
- Continue straight through the traffic light and enter the campus.

From the Martin Campus
- North on Hwy 69 North, 2.9 miles.
- Continue on I-359 N, go 0.7 miles.
- Take the 35th St, Exit 1, go 0.2 miles.
- Bear right onto the ramp to Kauloosa Ave, go 0.1 miles.
- Go straight through all traffic lights.
- Turn right at “T” intersection onto Martin Luther King Jr., Blvd, go 0.2 miles.
- Fredd Campus will be on your right.

From the University of Alabama
- Leave the Quad and turn right (west) onto University Blvd.
- At the intersection with Lurleen Wallace Blvd, turn left (south).
- Continue south on I-359.
- Take 35th St, Exit 1, go 0.2 miles.
- Bear right onto the ramp to Kauloosa Ave, go 0.1 miles.
- Go straight through all traffic lights.
- Turn right at “T” intersection onto Martin Luther King Jr., Blvd, go 0.2 miles.
- Fredd Campus will be on your right.

**Directions to the C.A. Fredd Campus**
3401 Martin Luther King Jr. Blvd, Tuscaloosa, AL

From Birmingham
- Depart Birmingham on I-20/I-59 (west). Drive for about 54 miles.
- At 205/59 Exit 71B, turn onto I-359 North.
- Take the 35th St, Exit 1, go 0.2 miles.
- Bear right onto the ramp to Kauloosa Ave, go 0.1 miles.
- Go straight through all traffic lights.
- Turn right at “T” intersection onto Martin Luther King Jr., Blvd, go 0.2 miles.
- Fredd Campus will be on your right.

From the University of Alabama
- Leave the Quad and turn right (west) onto University Blvd.
- At the intersection with Lurleen Wallace Blvd, turn left (south).
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