

# SHELTON STATE

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## COMMUNITY COLLEGE



Fall 2017  
Spring and Summer 2018

Registration Guide



# EDUCATION THAT WORKS

[SHELTONSTATE.EDU](http://SHELTONSTATE.EDU)

## **Accreditation**

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, GA 30033-4097, or call 404.679.4500 for questions about the accreditation of Shelton State Community College.

## **Statement of Nondiscrimination**

No student shall be discriminated against on the basis of any impermissible criterion or characteristic, including, but not limited to, race, color, national origin, religion, marital status, disability, gender, age, or any other protected class as defined by federal and state law. It is expected that persons connected with Shelton State Community College should treat all individuals with respect and dignity. As a collegiate community, the College will not support or condone behaviors that violate the integrity of any individual or group. While the College respects the right of its community to exercise free speech and freedom of expression, behaviors shall not be tolerated that may be considered harassment, destruction of property, acts of violence, inciting violence, or disruptive behavior. Students who believe they are victims of discrimination or harassment are encouraged to report all facts and information immediately to the following:

- Allegations of gender discrimination or harassment should be reported to Amanda D. Harbison, Dean of Student Services, 205.391.5878. The Dean of Student Services is located on the first floor of the Martin Campus of Shelton State Community College, 9500 Old Greensboro Road, Tuscaloosa, AL 35405.
- Allegations of disability discrimination or harassment should be reported to Amanda D. Harbison, Dean of Student Services, 205.391.5878. The Dean of Student Services is located on the first floor of the Martin Campus of Shelton State Community College, 9500 Old Greensboro Road, Tuscaloosa, AL 35405.
- Allegations of age discrimination or harassment should be reported to Amanda D. Harbison, Dean of Student Services, 205.391.5878. The Dean of Student Services is located on the first floor of the Martin Campus of Shelton State Community College, 9500 Old Greensboro Road, Tuscaloosa, AL 35405.
- Allegations of race discrimination or harassment, or national origin discrimination or harassment should be reported to Amanda D. Harbison, Dean of Student Services, 205.391.5878. The Dean of Student Services is located on the first floor of the Martin Campus of Shelton State Community College, 9500 Old Greensboro Road, Tuscaloosa, AL 35405.

# ADMISSION REQUIREMENTS

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 encouraged to contact the Adult Education Department by emailing [ged@sheltonstate.edu](mailto: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 admitted conditionally 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. Submit Shelton State application for admission online at [sheltonstate.edu](http://sheltonstate.edu). Record S# for future reference.
2. Submit the Signature/Residency Page after completing application for admission.
3. Present in person, mail, or email one primary form of identification (i.e., unexpired, government-issued photo ID).
4. Submit official high school or GED transcript documenting graduation.
5. Submit appropriate placement scores completed within the last three years: ACT (18 or higher in English, 20 or higher in reading and math) or College placement test.
6. Submit 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. Submit Shelton State application for admission online at [sheltonstate.edu](http://sheltonstate.edu). Record S# for future reference.
2. Submit the Signature/Residency Page after completing application for admission.
3. Present in person, mail, or email one primary form of identification (i.e., unexpired, government-issued photo ID).
4. Submit transient letter from current college listing specific approved courses and correct term of enrollment.

## Transfer Applicant

Transfer students must provide unofficial documentation of prerequisites 48 hours prior to registration. Students may be admitted conditionally 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. Submit Shelton State application for admission online at [sheltonstate.edu](http://sheltonstate.edu). Record S# for future reference.
2. Submit the Signature/Residency Page after completing application for admission.
3. Present in person, mail, or email one primary form of identification (i.e., unexpired, government-issued photo ID).
4. Submit official high school or GED transcript documenting graduation.
5. Submit official college transcripts from all previously attended institutions of higher learning.
6. Submit appropriate placement scores completed within the last three years: ACT (18 or higher in English, 20 or higher in reading and math) or College placement test unless 100 level transfer credit is approved for math and English.

## Readmission Applicant

Students who have not attended Shelton State within one year must resubmit an application for admission.

1. Submit Shelton State application for admission online at [sheltonstate.edu](http://sheltonstate.edu). Record S# for future reference.
2. Submit the Signature/Residency Page after completing application for admission.
3. Present in person, mail, or email one primary form of identification (i.e., unexpired, government-issued photo ID).
4. Submit official high school or GED transcript documenting graduation.
5. Submit official college transcripts from all previously attended institutions of higher learning.
6. Submit appropriate placement scores completed within the last three years: ACT (18 or higher in English, 20 or higher in reading and math) or College placement test unless 100 level transfer credit is approved for math and English.

## ACCELERATED HIGH SCHOOL QUICK FACTS

Accelerated High School - receiving credit only at Shelton State

### I. Accelerated High School (HS) Requirements

The student must complete the following:

- Meet all admission requirements
- Have a minimum 3.0 GPA (HS transcripts must be provided.)
- Completed the 10th grade
- Have written approval from high school principal
- Meet all prerequisite requirements, including College placement test if ACT scores above 18 in English or above 20 in reading and math are not submitted

The student may enroll only in courses for which high school prerequisites have been completed.

### II. Accelerated HS Registration Process

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

### III. Returning Accelerated HS Student

The Accelerated HS student 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, Accelerated HS student accounts will have a restriction preventing online registration without the appropriate permits.

### IV. Accelerated HS Student Converting to a First Time Freshman

The student must reapply for freshman admission if he or she has not graduated from high school prior to attempting to register for classes.

## DUAL CREDIT QUICK FACTS

Dual Credit - receiving credit at both the high school and Shelton State

### I. Dual Credit Requirements

The student must complete the following:

- Meet all admission requirements
- Have a minimum 2.5 GPA
- Enrolled in 10th, 11th, or 12th grade
- Have written approval from principal and superintendent
- Meet all prerequisite requirements, including College placement test if ACT scores above 18 in English or above 20 in reading and math are not submitted

Courses must be above 100 level, and PED classes are not eligible.

### II. Dual Credit Registration Process

- A. Application: Student completes all application procedures. 1.) Complete online application with signature page. 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.
- C. High School Transcript: The student must provide a current high school transcript to verify current GPA. The transcript must be submitted prior to registration.
- D. Assessment: Take the College placement test or provide appropriate ACT scores to the Office of Enrollment Services.
- E. Registration: The student must register online once all documentation and approvals have been granted.

### III. Returning Dual Credit Student

Dual credit students may register online once all documentation and approvals have been granted. Because 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, dual credit student accounts will have a restriction preventing online registration without the appropriate permits.

### IV. Dual Credit Student Converting to a First Time Freshman

The student must reapply for freshman admission if he or she has not graduated from high school prior to attempting to register for classes.

## ADMISSION OF INTERNATIONAL STUDENTS

Please check [sheltonstate.edu](http://sheltonstate.edu) for international deadlines each term.

For admission to an Alabama Community College System institution, an international applicant must provide and comply with the following:

1. An application for admission, which includes the student's signature page, valid form of photo identification, and ACT, SAT, or College placement test scores are required.
2. A VISA must be recognized and accepted by the United States government.
3. An official translated and evaluated copy of the student's high school/college transcript is required.
4. A minimum score must range from 5.5-6.0 on the IELTS (International English Language Testing System) as determined by the College, or a total score of 61 on the Internet-based Test of English as a Foreign Language (TOEFL), a total of 173 on the computer-based TOEFL, or a total score of 500 on the paper-based TOEFL.
5. A signed, notarized statement must verify adequate financial support and a complete financial statement from within the last three months.
6. Documentation is required that demonstrates adequate health and life insurance, which must be maintained during enrollment. Students who do not present their own health insurance must purchase a health insurance policy through the College. Students are required to pay for international insurance coverage at the time of registration. (Note: Spring and summer semesters are combined unless the summer is the student's first semester.)
7. English as a Second Language exam may be waived for students from the following countries: Australia, Bahamas, Bermuda, Canada (verify from transcript), England, Ireland, Jamaica, New Zealand, Scotland, Antigua and Barbuda, Barbados, Grenada, Belize, Dominica, Malawi, St. Lucia, St. Kitts and Nevis, Nigeria, Tanzania, The Gambia, Tobago and Trinidad, Zambia, and the Virgin Islands. All other waivers must be submitted to the Chancellor for approval with substantial documentation.
8. International students in this country with an F-1 visa from another institution may be accepted for full-time study at Shelton State Community College. Students must complete and return the Transfer Recommendation of Student's

Immigration Status prior to admission. The student must maintain the recommended hours required by the host institution while in transient status.

9. F-1 visa holders are required to be enrolled full-time (twelve semester hours or more) and should be progressing satisfactorily toward a degree.
10. International students must meet all Immigration and Naturalization Service Requirements and complete forms necessary for attendance at Shelton State.
11. International student tuition is two (2) times that of residents of the state of Alabama.
12. All international student applicants must secure private housing since Shelton State provides no dormitory facilities.
13. The final decision for acceptance of international students who have met the preceding conditions will be made by the Primary Designated School Official (PDSO).
14. International students must take the designated placement assessment before being admitted to the College. International students MUST then register for the appropriate English and reading courses during the first and each successive semester until all English and reading requirements are met.

NOTE: No student will be allowed to enroll for a second semester unless all required admissions records have been received by the College prior to registration for the second semester. If all required admissions records have not been received by the College prior to issuance of first semester grades, then the grades will be reported on the transcript, but an official transcript will not be released until all required admissions records are received.

<b>FALL 2017 REGISTRATION BEGINS</b>	<b>Friday, July 14 at 8:00 a.m.</b>
<b>Full Term Registration</b>	<b>Friday, July 14 – Wednesday, August 23 at 5:30 p.m.</b>
Financial Aid Priority Deadline	Friday, August 4 at noon
Financial Aid Bookstore Charge Period	Tuesday, August 15 – Friday, August 25 at noon
First Time Freshman Application Priority Deadline	Wednesday, August 16 at 5:30 p.m.
Testing Priority Deadline	Wednesday, August 16 at 3:00 p.m.
Professional Development (College Closed)	Thursday, August 17
Classes Begin	Monday, August 21
Drop/Add and Late Registration	Monday, August 21 – Wednesday, August 23 until 5:30 p.m.
Financial Aid Refund Check Pick-Up Checks not picked up will be mailed Wednesday, September 6 at noon.	Friday, September 1 from 8:00 a.m. – 4:00 p.m. Tuesday, September 5 from 7:30 a.m. – 6:00 p.m. Wednesday, September 6 from 7:30 a.m. – noon
Holiday (College Closed)	Monday, September 4
Worlds of Work (WOW) – College Closed	Wednesday, October 11 at 12:30 p.m. – Friday, October 13 at 5:30 p.m.
Financial Aid 60% Point – Full Term	Monday, October 30
Spring 2018 Registration Opens	Friday, November 3 at 8:00 a.m.
Holiday (College Closed)	Friday, November 10
Last Day to Withdraw from Classes	Tuesday, November 21
Holiday (College Closed)	Wednesday, November 22 – Friday, November 24
Last Day of Classes	Monday, December 11
Final Exams	Friday, December 8 – Thursday, December 14
Fall Graduation	Friday, December 15 at 10:00 a.m.
<b>First Term Registration</b>	<b>Friday, July 14 – Wednesday, August 23 at 5:30 p.m.</b>
Classes Begin	Monday, August 21
Drop/Add and Late Registration	Monday, August 21 – Wednesday, August 23 until 5:30 p.m.
Holiday (College Closed)	Monday, September 4
Financial Aid 60% Point – First Term	Wednesday, September 20
Last Day to Withdraw from Classes	Friday, September 29
Last Day of Classes	Monday, October 9
Final Exams	Tuesday, October 10 – Wednesday, October 11
Worlds of Work (WOW) – College Closed	Wednesday, October 11 at 12:30 p.m. – Friday, October 13 at 5:30 p.m.
<b>Second Term Registration</b>	<b>Friday, July 14 – Wednesday, October 18 at 5:30 p.m.</b>
Classes Begin	Monday, October 16
Drop/Add and Late Registration	Monday, October 16 – Wednesday, October 18 until 5:30 p.m.
Spring 2018 Registration Opens	Friday, November 3 at 8:00 a.m.
Holiday (College Closed)	Friday, November 10
Financial Aid 60% Point – Second Term	Friday, November 17
Holiday (College Closed)	Wednesday, November 22 – Friday, November 24
Last Day to Withdraw from Classes	Wednesday, November 29
Last Day of Classes	Thursday, December 7
Final Exams	Friday, December 8 – Thursday, December 14
Fall Graduation	Friday, December 15 at 10:00 a.m.

**Removal for Non-Payment**

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 in their myShelton account.

Monday, August 14 at 5:30 p.m.	Tuesday, August 22 at 5:30 p.m.
Friday, August 18 at noon	Wednesday, August 23 at 5:30 p.m.

<b>SPRING 2018 REGISTRATION BEGINS</b>	<b>Friday, November 3 at 8:00 a.m.</b>
<b>Full Term Registration</b>	<b>Friday, November 3 – Tuesday, January 9 at 5:30 p.m.</b>
Financial Aid Priority Deadline	Friday, December 8 at noon
Holiday Break (College Closed)	Friday, December 22 – January 1, 2018
Professional Development (College Closed)	Tuesday, January 2
First Time Freshman Application Priority Deadline	Wednesday, January 3 at 5:30 p.m.
Financial Aid Bookstore Charge Period	Wednesday, January 3 – Friday, January 12 at noon
Testing and Placement Priority Deadline	Thursday, January 4 at 3:00 p.m.
Classes Begin	Friday, January 5
Drop/Add and Late Registration	Friday, January 5 – Tuesday, January 9 until 5:30 p.m.
Holiday (College Closed)	Monday, January 15
Financial Aid Refund Check Pick-Up Checks not picked up will be mailed Tuesday, January 23 at noon.	Friday, January 19 from 8:00 a.m. – 4:00 p.m. Monday, January 22 from 7:30 a.m. – 6:00 p.m. Tuesday, January 23 from 7:30 a.m. – noon
Spring Break (No Classes)	Monday, March 12 – Friday, March 16
Financial Aid 60% Point – Full Term	Monday, March 19
Summer 2018 Registration Opens	Friday, April 13 at 8:00 a.m.
Last Day to Withdraw from Classes	Thursday, April 19
Last Day of Classes	Tuesday, May 1
Final Exams Full Term Spring 2018	Monday, April 30 – Thursday, May 3
Spring Graduation	Friday, May 4 at 10:00 a.m.
<b>First Term Registration</b>	<b>Friday, November 3 – Tuesday, January 9 at 5:30 p.m.</b>
Classes Begin	Friday, January 5
Drop/Add and Late Registration	Friday, January 5 - Tuesday, January 9 until 5:30 p.m.
Financial Aid 60% Point – First Term	Wednesday, February 7
Holiday (College Closed)	Monday, January 15
Last Day to Withdraw from Classes	Monday, February 19
Last Day of Classes	Monday, February 26
Final Exams	Tuesday, February 27 – Wednesday, February 28
<b>Second Term Registration</b>	<b>Friday, November 3 – Monday, March 5 at 5:30 p.m.</b>
Classes Begin	Thursday, March 1
Drop/Add and Late Registration	Thursday, March 1 – Monday, March 5 until 5:30 p.m.
Spring Break (No Classes)	Monday, March 12 – Friday, March 16
Financial Aid 60% Point – Second Term	Thursday, April 5
Last Day to Withdraw from Classes	Thursday, April 19
Last Day of Classes	Thursday, April 26
Final Exams	Monday, April 30 – Thursday, May 3
Spring Graduation	Friday, May 4 at 10:00 a.m.

**Removal for Non-Payment**

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 in their myShelton account.

Monday, December 18 at 5:30 p.m.	Monday, January 8 at 5:30 p.m.
Thursday, January 4 at 5:30 p.m.	Tuesday, January 9 at 5:30 p.m.

Hours of Operation:  
Monday – Thursday, 7:30 a.m. until 5:30 p.m.  
Friday, 8:00 a.m. until noon

<b>SUMMER 2018 REGISTRATION BEGINS</b>	<b>Friday, April 13 at 8:00 a.m.</b>
<b>Full Term Registration</b>	<b>Friday, April 13 at 8:00 a.m. – Thursday, May 31 at 5:30 p.m.</b>
Financial Aid Priority Deadline	Friday, May 4 at noon
Financial Aid Bookstore Charge Period	Wednesday, May 23 – Friday, June 1 at noon
Testing and Placement Priority Deadline	Wednesday, May 23 at 3:00 p.m.
First Time Freshman Application Priority Deadline	Wednesday, May 23 at 5:30 p.m.
Professional Development (College Closed)	Friday, May 25
Holiday (College Closed)	Monday, May 28
Classes Begin	Tuesday, May 29
Drop/Add and Late Registration	Tuesday, May 29 – Thursday, May 31 until 5:30 p.m.
Financial Aid Refund Check Pick-Up Checks not picked up will be mailed	Tuesday, June 12 from 8:00 a.m. – 6:00 p.m. Wednesday, June 13 from 7:30 a.m. – 6:00 p.m. Thursday, June 14 from 7:30 a.m. – noon
Holiday (College Closed)	Wednesday, July 4
Financial Aid 60% Point – Full Term	Tuesday, July 10
Last Day to Withdraw from Classes	Wednesday, July 25
Last Day of Classes	Friday, August 3
Final Exams	Monday, August 6 – Wednesday, August 8
Graduation	Thursday, August 9 at 11:00 a.m.
<b>First Term Registration</b>	<b>Friday, April 13 at 8:00 a.m. – Thursday, May 31 at 5:30 p.m.</b>
Classes Begin	Tuesday, May 29
Drop/Add and Late Registration	Tuesday, May 29 – Thursday, May 31 until 5:30 p.m.
Financial Aid 60% Point – First Term	Friday, June 15
Last Day to Withdraw from Classes	Friday, June 22
Last Day of Classes	Wednesday, June 27
Final Exams	Thursday, June 28 – Friday, June 29
<b>Second Term Registration</b>	<b>Friday, April 13 at 8:00 a.m. – Tuesday, July 3 at 5:30 p.m.</b>
Classes Begin	Monday, July 2
Drop/Add and Late Registration	Monday, July 2 – Tuesday, July 3 at 5:30 p.m.
Holiday (College Closed)	Wednesday, July 4
Financial Aid 60% Point – Second Term	Monday, July 23
Last Day to Withdraw from Classes	Tuesday, July 31
Last Day of Classes	Friday, August 3
Final Exams	Monday, August 6 – Wednesday, August 8
Graduation	Thursday, August 9 at 11:00 a.m.

**Removal for Non-Payment**

All students must submit full payment for all classes prior to the dates listed below. This includes classes added after payments are processed. Students should view account balance information in their myShelton account.

Tuesday, May 15 at 5:30 p.m.	Wednesday, May 30 at 5:30 p.m.
Thursday, May 24 at 5:30 p.m.	Thursday, May 31 at 5:30 p.m.

Hours of Operation:  
Monday – Thursday, 7:30 a.m. until 5:30 p.m.  
Friday, 8:00 a.m. until noon

## COLLEGE PLACEMENT TEST INFORMATION

To be assigned an educational planner, students should complete the College placement test. In the case of an exemption, students should submit ACT or SAT scores to the Office of Enrollment Services as early as possible. For exemption information, visit the College website, [sheltonstate.edu](http://sheltonstate.edu).

- Information regarding testing days and times can be found by visiting the College website and clicking “Schedule College Placement Test” in the upper right side of the homepage.
- The College offers walk-in testing on certain days each week as well as other scheduled sessions.
- An application for admission must be on file prior to placement testing.
- There is no charge for the initial College placement test. All materials for the test will be provided. There is a charge to retake.
- The test is most commonly administered in room 1824 on the Martin Campus.
- Upon arrival for testing, students must present a photo ID.
- Scores will be provided at the completion of the test and students will meet with an education planner.
- Sample test questions may be obtained online. For more information, visit the College website.
- Shelton State Community College complies 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 College placement test date.
- Free help sessions are available through the SOAR Institute. For more information, visit the College website.



## ADVISING AND REGISTRATION

Educational planning appointments are offered to all students. Appointments 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 educational planner prior to registration. Transient and transfer students must have an application for admission on file prior to registering for classes, and transient students must submit an updated transient letter each term. To register online, students must have a Student ID (S number) and password. Students who do not remember the password should visit the Office of Enrollment Services or email [help@sheltonstate.edu](mailto:help@sheltonstate.edu).

### STARS Advising

Students who plan to transfer to a public four-year institution in the state of Alabama should visit [sheltonstate.edu](http://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, then 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, then the student may not receive credit for that class and may be withdrawn administratively. Additionally, any student planning to take online courses must complete online orientation (ELO).

### How to Register for ELO 100

**Students enrolling in online courses must have access to a web camera for the duration of the course.**

Step 1. Go to

<https://shelton.instructure.com/enroll/KMH7PM>.

Step 2. Log into Canvas using your “S” number as your username and EIGHT-digit date of birth as your password.

Step 3. Click “Enroll in Course.”

Step 4. Click “Go to the Course.”

Step 5. You will now see ELO 100 in your dashboard and courses list in the menu on the left.

## REGISTRATION

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

Step 1. Go to myShelton. Click “Sign In.”

Step 2. Type your user ID and password, and click “Sign In.”

- USER ID: “S” number, nine digits beginning with “S,” for example, S12345678. IMPORTANT: The “S” must be capitalized.
- When signing in for the first time, your PIN will be your EIGHT digit date of birth (MMDDYYYY).
- If you have signed in previously and changed your password but cannot remember it, then email [help@sheltonstate.edu](mailto:help@sheltonstate.edu).

Step 3. Click the “Registration” tab. Follow the steps detailed in the four green boxes in the left column.

Step 4. To search for a class:

- Select the subject and click “Course Search.”
- Click “Advanced Search” for more search criteria.

Step 5. To register for a class:

- Select the check box in front of the Course Reference Number (CRN), 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, then you may add it in the “Add Classes Worksheet” and click “Submit Changes.” For co-requisite classes, you must enter both CRNs on the worksheet at the same time.

Step 6. To drop a class:

- Click on the drop down menu under the “Action” field.
- Select “Drop Class via Web” from the drop down menu. This screen will assist with any registration errors. The red circle with an “X” indicates a registration error. Search for a new class or speak with your advisor.
- Once the drop/add period has ended, students will have the option to withdraw from a single class using “Web Withdrawn Course.” Students must contact their educational planner to withdraw completely from all classes.

Step 7. To print a 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 and print. (Landscape setting is recommended.)

## COMPLETING REGISTRATION AND PAYMENT

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

Step 2. If paying by credit card online, then verify your account balance by logging on to your myShelton account. Within the “Student” tab, the total due may be found under “Account Detail for Term” or by clicking the green button to pay for classes. 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 the payment amount.
- Enter the credit card information as requested.

Step 3. For all other forms of payment, Prepaid Affordable College Tuition Program (PACT), Vocational Rehabilitation Services, scholarships, Federal Pell Grant, Veteran’s Affairs, or any other third party entity, you are responsible for verifying that the payment is reflected on your student account. Verification may be made on your 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. 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 into 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 the tag 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 the automobile. All vehicles must be registered, and hang tags must be displayed appropriately.

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 Financial Aid Office on the C.A. Fredd Campus.



# SHELTON STATE

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# COMMUNITY COLLEGE

THE FINAL EXAMINATION SCHEDULE IS AVAILABLE ON THE WEB AT [SHELTONSTATE.EDU/FINALEXAMS](http://SHELTONSTATE.EDU/FINALEXAMS).

## OTHER IMPORTANT INFORMATION

### **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 for a course is noted on the schedule as “Martin” or “Fredd.” Students should schedule classes to allow 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, then the student should not register for a class that begins at 10:15 a.m. on the Martin Campus.

### **Demopolis Higher Education Center**

With a continuing focus on expanding services and opportunities, Shelton State Community College offers courses at the Demopolis Higher Education Center. Enrollment options are available in general education and community education.

### **Grades**

To obtain grades, visit [sheltonstate.edu](http://sheltonstate.edu) and select myShelton. Students must enter the Student ID number and the password for access. Students who forget the password may email [help@sheltonstate.edu](mailto: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.

### **Class Cancellations/Room Changes**

It is occasionally necessary for the College to 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.

### **Withdrawal Policy**

Once classes begin for the respective semester, 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 grade 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 the Office of 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 grant recipient or receive veteran’s benefits, then you must speak with a representative from Enrollment Services before withdrawing from classes. Your grant award may be reduced or canceled if classes are not completed successfully. Students are unable to withdraw totally online and are required to meet with an advisor/navigator prior to withdrawing completely 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. The student meets with an educational planner to review the student’s transcript and schedule.
2. The educational planner conducts an exit interview, notes the student’s reason(s) for withdrawing, and discusses alternatives and/or future educational plans.
3. The educational planner and the student sign the Complete Withdrawal Form, which the student then takes to the Office of Enrollment Services for formal withdrawal.

#### **Students Who Have Financial Aid**

(Pell Grant, Veteran Affairs, and Scholarships)

1. The student meets with an educational planner to review the student’s transcript and schedule.
2. The educational planner notes any type of financial assistance received by the student.
3. The educational planner conducts an exit interview, notes the student’s reason(s) for withdrawing, and discusses alternatives and/or future educational plans.
4. The educational planner and the student sign the Complete Withdrawal Form, and the student meets with a representative in the Office of Enrollment Services.
5. The representative explains the financial aid implications of the decision to withdraw and signs the Complete Withdrawal Form. Additionally, the student signs a letter to verify understanding of the financial and educational implications of withdrawing from the College.

## TUITION AND FEES

6. The student presents the signed Complete Withdrawal Form and financial aid letter to the Office of Enrollment Services and is withdrawn by a staff member.
7. The student receives a copy of the completed Complete Withdrawal Form.

Note: If the student does not have an assigned advisor/navigator and wishes to withdraw at the C.A. Fredd Campus, then the advisor/navigator who meets with the student follows all steps associated with the withdrawal process as described above, but instead of sending the student to withdraw in Enrollment Services, he or she collects the Complete Withdrawal Form and transports it to Enrollment Services on the Martin Campus. The withdrawal date indicated by the advisor/navigator on the Complete Withdrawal Form is used as the withdrawal date. The financial aid representative on the C.A. Fredd Campus will follow the same procedures as outlined above for each student who withdraws.

### **Fall 2017, Spring 2018, and Summer 2018**

The cost to resident or in-state students is \$138.00 per credit hour. Therefore, a three-hour class costs \$414.00.

### **Fall 2017, Spring 2018, and Summer 2018**

The cost to non-resident or out-of-state students is \$257.00 per credit hour. Therefore, a three-hour class costs \$771.00.

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.

**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 verifying that payment has been received by the Cashier's Office. **SHELTON STATE DOES NOT GIVE CASH REFUNDS.** Refund checks are mailed from the Office of Business Services. Refunds may be requested prior to the start of the semester. After the first scheduled day of classes listed on the College calendar, refunds for complete withdrawals will be issued automatically, less a five percent (5%) administrative fee.

	Fall 2017	Spring 2018	Summer 2018
<b>Full Term</b>			
Drop/Add Period	August 21-23 at 5:30 p.m.	January 5-9 at 5:30 p.m.	May 29-May 31 at 5:30 p.m.
100% Refund	On or before August 20	On or before January 4	On or before May 28
75% Refund	August 21-27	January 5-11	May 29-June 4
50% Refund	August 28-September 3	January 12-18	June 5-11
25% Refund	September 4-10	January 19-25	June 12-18
0% Refund	After September 10	After January 25	After June 18
<b>First Term</b>			
Drop/Add Period	August 21-23 at 5:30 p.m.	January 5-9 at 5:30 p.m.	May 29-31 at 5:30 p.m.
100% Refund	On or before August 20	On or before January 4	On or before May 28
75% Refund	August 21-23	January 5-7	May 29-31
50% Refund	August 24-26	January 8-10	June 1-3
25% Refund	August 27-29	January 11-13	June 4-6
0% Refund	After August 29	After January 13	After June 6
<b>Second Term</b>			
Drop/Add Period	October 16-18 at 5:30 p.m.	March 1-5 at 5:30 p.m.	July 2-3 at 5:30 p.m.
100% Refund	On or before October 15	On or before February 28	On or before July 1
75% Refund	October 16-18	March 1-3	July 2-4
50% Refund	October 19-21	March 4-6	July 5-7
25% Refund	October 22-24	March 7-9	July 8-10
0% Refund	After October 24	After March 9	After July 10

## Refund Schedule and Policy

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.

Students will receive a 100% refund for classes dropped during any drop/add period if there is a remaining class or classes. After the respective drop/add period, no refund will be given except for total withdrawal from the College.

## Drop/Add Periods

During the defined drop/add periods, students will receive a 100% refund on dropped classes provided other classes remain on the student's schedule.

Once the drop/add period has ended, partial refunds will be granted only for a complete withdrawal of all classes. The amount of the refund is outlined on the previous page.

## Additional Fees

Campus Access Fee per Term .....	\$6.00
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 DATES 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.

## FINANCIAL AID

### Applying for Financial Aid

Students who apply for financial aid must comply with the following:

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 and high school 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. Be a U.S. citizen or an eligible non-citizen. All eligible non-citizens must provide documentation to verify their eligibility status.
3. 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](http://www.sss.gov).

### Important Financial Aid Facts

- Shelton State does not process or accept any type of student loan.
- Students must review all information within myShelton and submit any unsatisfied documents as soon as possible to finalize the financial aid application process.
- Certain certificate programs receive less financial aid funding than full degree programs. Students should review the converted credit hour section of the website to determine how the award will be processed by the program of study.
- Financial aid refund checks are processed fourteen days after attendance is verified. Refunds for second split courses are not processed until second split attendance is verified. Students must have their Shelton State ID to pick up their refund check.
- If the student has completed the FAFSA and has not been notified by Shelton State, then he or she should contact the Office of Enrollment Services at 205.391.2214 or [fa@sheltonstate.edu](mailto:fa@sheltonstate.edu).

### Financial Aid Deadlines

FAFSA 2017-2018	Priority Deadline
Fall Semester 2017	Friday, August 4 at noon
Spring Semester 2018	Friday, December 8 at noon
Summer Semester 2018	Friday, May 4 at noon

## Obligation to Repay Title IV Financial

### Assistance

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.

FINANCIAL AID 60% DATES	FALL 2017	SPRING 2018	SUMMER 2018
Full Term	October 30	March 19	July 10
First Term	September 20	February 7	June 15
Second Term	November 17	April 5	July 23

### 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 sixty percent (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 the College 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.

Although the publisher of this guide 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.

ALL INFORMATION IN THIS PUBLICATION IS SUBJECT TO CHANGE WITHOUT PRIOR NOTICE.

## Contact Us

### Enrollment Services

Phone 205.391.2214

Fax 205.391.3910

[admissions@sheltonstate.edu](mailto:admissions@sheltonstate.edu)

[transient@sheltonstate.edu](mailto:transient@sheltonstate.edu)

[scholarships@sheltonstate.edu](mailto:scholarships@sheltonstate.edu)

### College Placement Testing

Phone 205.391.2963

[testing@sheltonstate.edu](mailto:testing@sheltonstate.edu)

### Financial Aid

FAFSA Application Code - 005691

Phone 205.391.2214

Fax 205.391.2372

[fa@sheltonstate.edu](mailto:fa@sheltonstate.edu)

### Educational Planning

Phone 205.391.2242

[educplan@sheltonstate.edu](mailto:educplan@sheltonstate.edu)

### Office of Disability Services

Phone 205.391.2983

[ods@sheltonstate.edu](mailto:ods@sheltonstate.edu)

### The SOAR Institute

Phone 205.391.2984

[soarinstitute@sheltonstate.edu](mailto:soarinstitute@sheltonstate.edu)

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



**SHELTON  
STATE**

**Martin Campus**

9500 Old Greensboro Road  
Tuscaloosa, AL 35405  
205.391.2211

**C.A. Fredd Campus**

3401 Martin Luther King Jr. Blvd.  
Tuscaloosa, AL 35401  
205.391.2611

**Demopolis Higher Education Center**

186 Field of Dreams Drive  
Demopolis, AL 36732  
205.391.5881

[sheltonstate.edu](http://sheltonstate.edu)