
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 AND STUDENT HANDBOOK Fall 2007 – Summer 2009

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 3003-4097, 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 Respiratory Therapist Program is probationally accredited by
The Committee for Accreditation of Respiratory Care (CoARC)

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

A member of
The American Association of Community and Junior Colleges
and The Alabama College Association

A MESSAGE FROM THE PRESIDENT...

On behalf of our faculty and staff, I would like to welcome you to Shelton State Community College. Since the 1950's, our college has helped thousands of students achieve their goals and fulfill their dreams through education. Today, Shelton State is a broad based institution offering excellence in academic, career, and technical education at two locations, the Martin and the Fredd Campuses, in West Alabama. We are the third largest two-year college in Alabama and recently ranked nationally as the 22nd fastest growing community college in our size range. We are honored to be designated as a Historically Black College as well as Alabama's Community College for the Fine Arts. Our Workforce Development Division is actively engaged on the State level in meeting Alabama's increasingly demanding needs for a better prepared workforce.



We are very happy that you have chosen to be a part of the remarkable and outstanding tradition that is Shelton State Community College.

I know that you will find a warm and friendly environment and a diverse population of students at Shelton State. Some students are involved in university-parallel courses that will transfer to a four-year institution. Some are interested in occupational or technical courses that will lead directly to employment or job advancement. Some students are pursuing their love of learning at any age through our Life Long Learning and Community Education programs. And, some are looking for better opportunities by earning their GED through our Adult Education program. Regardless of your goals, our world-class faculty and staff are dedicated to supporting each and every student through personalized attention and excellent instruction.

You are the heartbeat of this college. Every moment we spend with you in the present is helping you build a foundation for our future. Fulfilling your dreams is our mission and number one priority.

Thank you for choosing Shelton State Community College.

With warm regards,

Joanne S. Jordan, Ed.D.
Interim President

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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*

STATEMENT OF PURPOSE

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

SCOPE

Shelton State Community College offers service at two approved campuses, the Martin Campus and the C.A. Fredd Campus, and is designated as a Historically Black College and University (HBCU). The College is home to the West Alabama Center for Workforce Development as well as the Shelton State Adult Education/Career Readiness Program and enjoys a distinction as the Alabama Community College of the Fine Arts.

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

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

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

NONDISCRIMINATION STATEMENT

Shelton State Community College has filed with the Federal Government an Assurance of Compliance with all requirements imposed by or pursuant to Title VI of the Civil Rights Act of 1964 and the Regulation issued thereunder, to the end that no person in the United States will, on the basis of race, color, or national origin, be excluded from participation in, be denied the benefits thereof, or be otherwise subjected to discrimination under any program or activity sponsored by this institution. It is also the policy of Shelton State Community College to be in accordance with Title IX of the Education Amendments of

1972, which provides that no person in the United States will, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any educational program or activity receiving federal financial assistance. Any individual wishing to report acts of racism or bigotry at Shelton State Community College should contact the Office of the Dean of Student Services, Martin Campus, 205-391-2217, or the US Department of Education Office for Civil Rights, 404-562-6350.

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 Students.

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 thereunder 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.

SHELTON STATE COMMUNITY COLLEGE

MARTIN CAMPUS

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

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

C. A. FREDD CAMPUS

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

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. Blending public and private institutions, 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. Some 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 makes Shelton State Community College unique among community colleges in Alabama and places it among the elite arts education institutions in the southeast.

WEST ALABAMA CENTER FOR WORK-FORCE 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 for entry level jobs in their companies. 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 ADVISING

Shelton State Community College believes that success begins with an individual being 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 and abilities which will help to set educational/career goals and to develop an effective plan to achieve those goals. For more information, call 205-391-2204.

TRAINING FOR BUSINESS AND INDUSTRY (TBI) CENTER

Shelton State Community College offers the West Alabama community a wide variety of services through Training for Business and Industry (TBI). Focusing on developing community and corporate partnerships, the division works closely with local business leaders to provide professional instruction that upgrades the skills needed in today's workplace. TBI offers training in computer applications, industrial maintenance, leadership development, and customer service. The training is customized and tailored to meet individual industry needs. For more information, call 205-391-2434.

CONTINUING EDUCATION/NON CREDIT SKILLS TRAINING

Shelton State Community College's Continuing Education program offers short term, non-credit courses to meet the changing skill and training needs of workers of all ages in the West Alabama area. A wide variety of courses are offered at affordable prices and convenient times. 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. For more information, call 205-391-2386.

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.

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

JOB PLACEMENT CENTER

In addition to a quality education, Shelton State Community College offers result-oriented career assistance through the Job Placement Center. The Shelton State Job Placement Center serves as a liaison for current students, alumni, and West Alabama businesses and industry. The Job Placement Center welcomes the opportunity to provide services and make a difference in the lives of currently enrolled students and alumni by providing employers with qualified potential employees. Examples of services include: wage information for cities across the country, industry trends, internship information, employer profiles, resumé 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 on-line 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 ballet, jazz, modern dance, fencing, and an academic enrichment program known as Kid's 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 website, www.sheltonstate.edu. Contact the Office of Community Education, 205-391-2323, for information or to request a schedule.

THE LAWRENCE "LARRY" MUND LIFE-LONG LEARNING CENTER

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

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

SYSTEMS IMPROVEMENT TEAMS (SI Teams)

The College utilizes five permanent Systems Improvement Teams to facilitate the continuous improvement of College operations, processes, or service(s). Each team is responsible for making selected improvements within a cluster of assigned processes (quality clusters). The 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 three awards (two silver and one bronze) in the Alabama Quality Awards Team Showcase sponsored by the Alabama Productivity Center located on the University of Alabama campus in Tuscaloosa. As of 2006, Shelton State is the only community college in Alabama to win Team Showcase Awards. The Quality Council and SI Teams serve as an integral part of the College’s governing structure and facilitate improvement projects, activities, and special events to improve services for our customers and energize our personnel.