

# SHELTON STATE

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## COMMUNITY COLLEGE



Fall 2019  
Spring and Summer 2020

# Registration Guide



# EDUCATION THAT

# WORKS

# SHELTONSTATE.EDU

## **Accreditation**

Shelton State Community College is accredited by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) to award the Associate in Arts, Associate in Science, and the Associate in Applied Science Degrees. Please contact SACSCOC at 1866 Southern Lane, Decatur, Georgia, 30033-4097, or call 404.679.4500 for questions about the accreditation of Shelton State Community College.

## **Statement of Nondiscrimination**

It is the policy of the Alabama Community College System Board of Trustees and Shelton State Community College, a postsecondary institution under its control, that no person shall, on the grounds of race, color, national origin, religion, marital status, disability, gender, age, or any other protected class as defined by federal and state law, be excluded from participation, denied benefits, or subjected to discrimination under any program, activity, or employment. (Sources: ACCS Board of Trustees Policies 601.02 – 4.13.16 and 800.00 – 5.10.17) Updated: 2.15.2018

## **Contacts to handle inquiries regarding the nondiscrimination policy:**

Title IX Coordinator for Students

Amanda Harbison

Dean of Student Services

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Full policies of Shelton State Community College are published in the Employee Handbook, College Catalog, or the Student Handbook. While this guide attempts to present information accurately, it does not constitute the complete statement of policies of Shelton State Community College. Contents are subject to change without notice.

<b>FALL 2019 REGISTRATION BEGINS</b>	<b>To be announced</b>
<b>Full Term Registration</b>	<b>To be announced</b>
Financial Aid Priority Deadline	Friday, August 2
Freshman Application Priority Deadline	Wednesday, August 14 at 5:30 p.m.
Financial Aid Bookstore Charge Period	Thursday, August 15 – Friday, August 23 at noon
Professional Development (College Closed)	Thursday, August 15
Classes Begin (except for full term online)	Monday, August 19
Drop/Add and Late Registration	Monday, August 19 – Wednesday, August 21 at 5:30 p.m.
Classes Begin – Full-term Online	Monday, August 26
Drop/Add and Late Registration – FT Online	Monday, August 26 – Wednesday, August 28 at 5:30 p.m.
Financial Aid Refund Check Pick-Up	Friday, August 30, 8:00 a.m. - noon
Checks not picked up will be mailed Friday, September 6 at 10:00 a.m.	Tuesday, September 3 – Thursday, September 5, 7:30 a.m.-6:00 p.m. Friday, September 6, 8:00 a.m. - 10:00 a.m.
Holiday (College Closed)	Monday, September 2
Worlds of Work (WOW)	Thursday, October 10 - Friday, October 11
Financial Aid 60% Point – Full Term	Friday, October 25
Financial Aid 60% Point – FT Online	Monday, October 28
Spring 2019 Registration Opens	Friday, November 1 at 8:00 a.m.
Holiday (College Closed)	Monday, November 11
Last Day to Withdraw from Classes	Friday, November 15
Last Day to Withdraw from Classes – FT Online	Monday, November 18
Holiday (College Closed)	Wednesday, November 27 - Friday, November 29
Last Day of Classes	Friday, December 6
Final Exams	Monday, December 9 - Thursday, December 12
Fall Graduation	Friday, December 13 @ 10:00 a.m.
Holiday (College Closed)	Monday, December 23 – Thursday, January 1
<b>First Term Registration</b>	<b>To be announced</b>
Classes Begin	Monday, August 19
Drop/Add and Late Registration	Monday, August 19 – Wednesday, August 21 at 5:30 p.m.
Holiday (College Closed)	Monday, September 2
Financial Aid 60% Point – First Term	Thursday, September 19
Last Day to Withdraw from Classes	Monday, September 30
Last Day of Classes	Monday, October 7
Final Exams	Tuesday, October 8 – Wednesday, October 9
Worlds of Work (WOW)	Thursday, October 10 – Friday, October 11
<b>Second Term Registration</b>	<b>To be announced</b>
Classes Begin	Monday, October 14
Drop/Add and Late Registration	Monday, October 14 – Wednesday, October 16 at 5:30 p.m.
Financial Aid Refund 2 <sup>nd</sup> term Check Pick-Up	Monday, October 28 – Wednesday, October 30, 7:30 a.m. – 6:00 p.m.
Checks not picked up will be mailed Thursday, October 31 at noon.	Thursday, October 31, 7:30 a.m. – Noon
Spring 2019 Registration Opens	Friday, November 1 at 8:00 a.m.
Holiday (College Closed)	Monday, November 11
Financial Aid 60% Point – Second Term	Monday, November 18
Holiday (College Closed)	Wednesday, November 27 – Friday, November 29
Last Day to Withdraw from Classes	Monday, December 2
Last Day of Classes	Friday, December 6
Final Exams	Monday, December 9 – Thursday, December 12

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

<b>Full Term &amp; First Term Classes</b>	Friday, August 9 at noon	Friday, August 16 at noon	Monday, August 19 at 5:30 p.m.	Wednesday, August 21 at 5:30 p.m.
<b>2<sup>nd</sup> Term Classes</b>	Wednesday, October 9 at 5:30 p.m.	Monday, October 14 at 5:30 p.m.	Wednesday, October 16 at 5:30 p.m.	<b>ONLINE ONLY Full Term</b> Aug. 26 & 28 at 5:30 p.m.



<b>SPRING 2020 REGISTRATION BEGINS</b>	<b>Friday, November 1, 2019 at 8:00 a.m.</b>
<b>Full Term Registration</b>	<b>Friday, November 1 – Friday, January 10 at noon</b>
Financial Aid Priority Deadline	Friday, December 6
Holiday (College Closed)	Monday, December 23 – Wednesday, January 1
Professional Development (College Closed)	Thursday, January 2
Freshman Application Priority Deadline	Friday, January 3 at noon
Financial Aid Bookstore Charge Period	Monday, January 6 – Monday, January 13 at 5:30 p.m.
Classes Begin (except for full term online)	Wednesday, January 8
Drop/Add and Late Registration	Wednesday, January 8 – Friday, January 10 at noon
Classes Begin – Full-term Online	Wednesday, January 15
Drop/Add and Late Registration – FT Online	Wednesday, January 15 – Friday, January 17 at noon
Holiday (College Closed)	Monday, January 20
Financial Aid Refund Check Pick-Up Checks not picked up will be mailed Tuesday, January 28 at noon.	Wednesday, January 22, 8:00 a.m. – 6:00 p.m. Thursday, January 23, 7:30 a.m. – 6:00 p.m. Friday, January 24, 8:00 a.m. – noon Monday, January 27, 7:30 a.m. – 6:00 p.m. Tuesday, January 28, 7:30 a.m. – noon
Spring Break (No Classes)	Monday, March 16 – Friday, March 20
Financial Aid 60% Point – On campus classes	Monday, March 23
Financial Aid 60% Point – FT Online	Thursday, March 26
Summer 2020 Registration Opens	Friday, April 10 at 8:00 a.m.
Last Day to Withdraw from Classes	Monday, April 13
Last Day to Withdraw from Classes – FT Online	Thursday, April 16
Last Day of Classes	Monday, May 1
Final Exams Full Term	Wednesday, April 29 – Tuesday, May 5
Spring Graduation	Friday, May 8 at 11:00 a.m.
<b>First Term Registration</b>	<b>Friday, November 1 – Friday, January 10 at noon</b>
Classes Begin	Wednesday, January 8
Drop/Add and Late Registration	Wednesday, January 8 – Friday, January 10 at noon
Holiday (College Closed)	Monday, January 20
Financial Aid 60% Point – First Term	Monday, February 10
Last Day to Withdraw from Classes	Thursday, February 20
Last Day of Classes	Wednesday, February 26
Final Exams	Thursday, February 27 – Monday, March 2
<b>Second Term Registration</b>	<b>Friday, November 1 – Wednesday, March 4 at 5:30 p.m.</b>
Classes Begin	Tuesday, March 3
Drop/Add and Late Registration	Tuesday, March 3 – Wednesday, March 4 at 5:30 p.m.
Financial Aid Refund 2 <sup>nd</sup> Term Check Pick-Up Checks not picked up will be mailed Friday, March 20 at 10:00 a.m.	Tuesday, March 17, 7:30 a.m. – 6:00 p.m. Wednesday, March 18, 7:30 a.m. – 6:00 p.m. Thursday, March 19, 7:30 a.m. – 6:00 p.m. Friday, March 20, 8:00 a.m. – 10:00 a.m.
Spring Break (No Classes)	Monday, March 16 – Friday, March 20
Summer 2020 Registration Opens	Friday, April 10 at 8:00 a.m.
Financial Aid 60% Point – Second Term	Tuesday, April 14
Last Day to Withdraw from Classes	Friday, April 24
Last Day of Classes	Monday, May 1
Final Exams	Wednesday, April 29 – Tuesday, May 5
Spring Graduation	Friday, May 8 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 payment includes classes added after initial payments are processed. Students should view account balance information in their myShelton account.

<b>Full Term &amp; First Term Classes</b>	Wednesday, December 18 at 5:30 p.m.	Monday, January 6 at 5:30 p.m.	Wednesday, January 8 at 5:30 p.m. Friday, January 10 at noon
<b>2<sup>nd</sup> Term Classes</b>	Friday, February 28 at noon	Wednesday, March 4 at 5:30 p.m.	<b>ONLINE ONLY Full Term</b> Jan 15 at 5:30 p.m. & Jan. 17 at noon

<b>SUMMER 2020 REGISTRATION BEGINS</b>	<b>Friday, April 10, 2020 at 8:00 a.m.</b>
<b>Full Term Registration</b>	<b>Friday, April 10 – Thursday, May 28 at 5:30 p.m.</b>
Financial Aid Priority Deadline	Friday, May 1
Freshman Application Priority Deadline	Wednesday, May 20 at 5:30 p.m.
Financial Aid Bookstore Charge Period	Friday, May 22 – Monday, June 1 at 5:30 p.m.
Holiday (College Closed)	Monday, May 25
Classes Begin	Tuesday, May 26
Drop/Add and Late Registration	Tuesday, May 26 – Thursday, May 28 at 5:30 p.m.
Financial Aid Refund Check Pick-Up Checks not picked up will be mailed Monday, June 15 at noon.	Tuesday, June 9 - Thursday, June 11, 7:30 a.m. – 6:00 p.m. Friday, June 12, 8:00 a.m.- noon Monday, June 15, 7:30 a.m. - noon
Holiday (College Closed)	Friday, July 3
Financial Aid 60% Point – Full Term	Wednesday, July 8
Last Day to Withdraw from Classes	Wednesday, July 22
Last Day of Classes	Friday, July 31
Final Exams	Monday, August 3 – Wednesday, August 5
Summer Graduation	Friday, August 7 at 10:00 a.m.
<b>First Term Registration</b>	<b>Friday, April 10 – Thursday, May 28 at 5:30 p.m.</b>
Classes Begin	Tuesday, May 26
Drop/Add and Late Registration	Tuesday, May 26 – Thursday, May 28 at 5:30 p.m.
Financial Aid 60% Point – First Term	Monday, June 15
Last Day to Withdraw from Classes	Friday, June 19
Last Day of Classes	Tuesday, June 23
Final Exams	Wednesday, June 24 and Thursday, June 25
<b>Second Term Registration</b>	<b>Friday, April 10 – Thursday, June 30 at 5:30 p.m.</b>
Classes Begin	Tuesday, June 30
Drop/Add and Late Registration	Tuesday, June 30 at 5:30 p.m.
Holiday (College Closed)	Friday, July 3
Financial Aid Refund 2 <sup>nd</sup> term Check Pick-up. Checks not picked up will be mailed Friday, July 17 at 10:00 a.m.	Tuesday, July 14, 7:30 a.m. – 6:00 p.m. Wednesday, July 15, 7:30 a.m. – 6:00 p.m. Thursday, July 16, 7:30 a.m. – 6:00 p.m. Friday, July 17, 8:00 a.m. – 10:00 a.m.
Financial Aid 60% Point – Second Term	Wednesday, July 22
Last Day to Withdraw from Classes	Wednesday, July 29
Last Day of Classes	Friday, July 31
Final Exams	Monday, August 3 – Wednesday, August 5
Summer Graduation	Friday, August 7 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 payment includes classes added after initial payments are processed. Students should view account balance information in their myShelton account.

<b>Full Term &amp; First Term Classes</b>	Friday, May 15 at noon	Friday, May 22 at noon	Tuesday, May 26 at 5:30 p.m.	Thursday, May 28 at 5:30 p.m.
<b>2<sup>nd</sup> Term Classes</b>	Friday, June 26 at noon	Tuesday, June 30 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

# 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 myShelton username 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 your final, official high school or GED transcript documenting graduation.
5. 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 myShelton username 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 myShelton username 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 final official high school or GED transcript documenting graduation.
5. Submit official college transcripts from all previously attended institutions of higher learning.\* If official transcripts have not been received by the time you attempt to register, please submit unofficial copies with a note listing the classes you plan to register for in the term. If pre-requisites have been met, permits will be posted so you can register pending your final transcript.  
\*Applicants who have achieved a minimum of a Baccalaureate degree are only required to submit a transcript from the granting institution for admission to the college, but may need to submit other transcripts for evaluation of transfer credit.

## 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 myShelton username 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 final official high school or GED transcript documenting graduation.
5. Submit official college transcripts from all previously attended institutions of higher learning.

## 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 appropriate ACT scores 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
- Meet all prerequisite requirements, including College placement test if appropriate ACT scores are not submitted

Courses must at least 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 and valid form of photo identification are required.
2. A valid VISA and passport to include identification page, expiration date page, and VISA page.
3. An official translated and evaluated copy of the student's high school/college transcript is required.
4. Submit appropriate English Language test scores. 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. 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.
6. 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.
7. A signed, notarized statement must verify adequate financial support and a complete financial statement from within the last three months.
8. International student tuition is two (2) times that of residents of the state of Alabama.
9. 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.)

10. International students in this country with an F-1 visa from another institution may be accepted for full-time study at Shelton State as a Transfer or Transient student.

- Transfer students must complete and return the Transfer Recommendation of Student's Immigration Status Form prior to admission.
- Transient students must maintain the recommended hours required by the host institution while in transient status with Shelton State Community College.

11. F-1 visa holders are required to be enrolled full-time (twelve semester hours or more) and should be progressing satisfactorily toward a degree.

12. International students must meet all Immigration and Naturalization Service Requirements and complete forms necessary for attendance at Shelton State.

13. All international student applicants must secure private housing since Shelton State provides no dormitory facilities.

14. The final decision for acceptance of international students who have met the preceding conditions will be made by the Primary Designated School Official (PDSO).

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.



## COLLEGE PLACEMENT TEST INFORMATION

- Information regarding testing days and times can be found by visiting the College website and entering "ACCUPLACER placement assessment information" in the search bar on 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 retest.
- 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 advisor after testing.
- 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

Advising appointments are offered to all students. Appointments should be scheduled by visiting the student tab in myShelton and selecting "Meet with an Advisor." All first time students must meet with an advisor 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 search for 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) **PRIOR** to registering for the class.

### 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 myShelton 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 myShelton username and password to register.

Step 1. Go to myShelton.

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

- USER ID: myShelton username, 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 next 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. Students must present an unexpired, government issued photo ID to obtain a student photo ID. 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 IN MYSHELTON.**

## 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 username and 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 advisor to review the student’s transcript and schedule.
2. The advisor conducts an exit interview, notes the student’s reason(s) for withdrawing, and discusses alternatives and/or future educational plans.
3. The advisor 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 advisor to review the student’s transcript and schedule.
2. The educational planner notes any type of financial assistance received by the student.
3. The advisor conducts an exit interview, notes the student’s reason(s) for withdrawing, and discusses alternatives and/or future educational plans.
4. The advisor and the student sign the Complete Withdrawal Form, and the student meets with a representative in the Office of Enrollment Services.
5. The enrollment 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.



6. The student gives the 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.

\*Students who are unable to visit campus should contact their advisor by email or phone for assistance.

Note: If the student does not have an assigned advisor and wishes to withdraw at the C.A. Fredd Campus, then the advisor 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 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.

## TUITION AND FEES

### Fall 2019, Spring 2020, and Summer 2020

The cost to resident or in-state students is \$150.00 per credit hour. Therefore, a three-hour class costs \$450.00.

### Fall 2019, Spring 2020, and Summer 2020

The cost to non-resident or out-of-state students is \$281.00 per credit hour. Therefore, a three-hour class costs \$843.00.

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 2019	Spring 2020	Summer 2020
<b>Full Term</b>			
Drop/Add Period	August 19-21 at 5:30 p.m.	January 8-10 at noon	May 26-28 at 5:30 p.m.
100% Refund	On or before August 18	On or before January 7	On or before May 25
75% Refund	August 19-25	January 8-14	May 26-June 1
50% Refund	August 26-September 1	January 15-21	June 2-8
25% Refund	September 2-8	January 22-28	June 9-15
0% Refund	After September 8	After January 28	After June 15
<b>Full Term Online</b>			
Drop/Add Period	August 26-28 at 5:30 p.m.	January 15-17 at noon	N/A
100% Refund	On or before August 25	On or before January 14	N/A
75% Refund	August 26- September 1	January 15-21	N/A
50% Refund	September 2-8	January 22-28	N/A
25% Refund	September 9-15	January 29-February 4	N/A
0% Refund	After September 15	After February 4	N/A
<b>First Term</b>			
Drop/Add Period	August 19-21 at 5:30 p.m.	January 8-10 at noon	May 26-28 at 5:30 p.m.
100% Refund	On or before August 18	On or before January 7	On or before May 25
75% Refund	August 19-21	January 8-10	May 26-28
50% Refund	August 22-24	January 11-13	May 29-31
25% Refund	August 25-27	January 14-16	June 1-3
0% Refund	After August 27	After January 16	After June 3
<b>Second Term</b>			
Drop/Add Period	October 14-16 at 5:30 p.m.	March 3-4 at 5:30 p.m.	June 30 at 5:30 p.m.
100% Refund	On or before October 13	On or before March 2	On or before June 29
75% Refund	October 14-16	March 3-5	June 30-July 2
50% Refund	October 17-19	March 6-8	July 3-5
25% Refund	October 20-22	March 9-11	July 6-8
0% Refund	After October 22	After March 11	After July 8

# FINANCIAL AID

## 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

\*Beginning on the 1<sup>st</sup> day of full term classes

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.

## 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 SSSC. 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).
6. If selected by the Department of Education, the verification process must be completed before funds can be posted.

## 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 2019-2020	Priority Deadline
Fall 2019	Friday, August 2 at noon
Spring 2020	Friday, December 6 at noon
Summer 2020	Friday, May 1 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 2019	SPRING 2020	SUMMER 2020
Full Term	October 25	March 23	July 8
Full Term Online	October 28	March 26	N/A
First Term	September 19	February 10	June 15
Second Term	November 18	April 14	July 22

### 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)

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

### Advising

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**

**COMMUNITY  
COLLEGE**

**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