SHELTON STATE
COMMUNITY COLLEGE

Registration Guide

Fall 2020
Spring and Summer 2021

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

FALL 2020 REGISTRATION BEGINS	Monday, July 6 at 8:00 a.m.
Full Term Registration	Monday, July 6 - Thursday, August 20 at 5:30 p.m.
Financial Aid Priority Deadline	Friday, August 7 at noon
Financial Aid Bookstore Charge Period	Wednesday, August 12 - Friday, August 21 at noon
Freshman Application Priority Deadline	Wednesday, August 12 at 5:30 p.m.
Testing and Placement Priority Deadline	TBD
Professional Development (College Closed)	TBD
Classes Begin	Monday, August 17
Drop/Add and Late Registration	Monday, August 17 - Thursday, August 20 until 5:30 p.m.
Financial Aid Freeze Date	Wednesday, August 26 at noon
Holiday (College Closed)	Monday, September 7
Financial Aid 60% Point – Full Term	Monday, October 26
Spring 2021 Registration Opens	Friday, November 6 at 8:00 a.m.
Holiday (College Closed)	Wednesday, November 11
Last Day to Withdraw from Classes	Friday, November 13
Holiday (College Closed)	Wednesday, November 25 - Friday, November 27
Last Day of Classes	Friday, December 4
Final Exams	Monday, December 7 - Thursday December 10
Virtual Fall Graduation	Friday, December 11
Holiday (College Closed)	Wednesday, December 23 - Friday, January 1
First Term Registration	Monday, July 6 - Wednesday, August 19 at 5:30 p.m.
Classes Begin	Monday, August 17
Drop/Add and Late Registration	Monday, August 17 - Wednesday, August 19 at 5:30 p.m.
Holiday (College Closed)	Monday, September 7
Financial Aid 60% Point – First Term	Thursday, September 17
Last Day to Withdraw from Classes	Wednesday, September 30
Last Day of Classes	Monday, October 5
Final Exams	Tuesday, October 6 - Wednesday, October 7
Second Term Registration	Monday, July 6 - Tuesday, October 13 at 5:30 p.m.
Classes Begin	Monday, October 12
Drop/Add and Late Registration	Monday, October 12 - Tuesday, October 13 at 5:30 p.m.
Spring 2021 Registration Opens	Friday, November 6 at 8:00 a.m.
Holiday (College Closed)	Wednesday, November 11
Financial Aid 60% Point – Second Term	Tuesday, November 17
Holiday (College Closed)	Wednesday, November 25 - Friday, November 27
Last Day to Withdraw from Classes	Monday, November 30
Last Day of Classes	Friday, December 4
Final Exams	Monday, December 7 - Thursday, December 10

FALL 2020 CALENDAR

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.

ALL TERMS	August 3 at 5:30 p.m.	August 10 at 5:30 p.m.	August 17 at noon	August 21 at 8:00 a.m.
SECOND TERM	October 7 at noon	October 14 at 8:00 a.m.		

SPRING 2021 REGISTRATION BEGINS	Friday, November 6 at 8:00 a.m.
Full Term Registration	Friday, November 6 - Thursday, January 14 at 5:30 p.m.
Financial Aid Priority Deadline	Friday, December 4 at noon
Holiday (College Closed)	Wednesday, December 23 - Friday, January 1
Professional Development (College Closed)	TBD
Freshman Application Priority Deadline	Wednesday, January 6 at 5:30 p.m.
Financial Aid Bookstore Charge Period	Wednesday, January 6 - Friday, January 15 at noon
Testing and Placement Priority Deadline	TBD
Classes Begin	Monday, January 11
Drop/Add and Late Registration	Monday, January 11 – Thursdsay, January 14 at 5:30 p.m.
Holiday (College Closed)	Monday, January 18
Financial Aid Freeze Date	Wednesday, January 20 at noon
Spring Break (No Classes)	Monday, March 15 - Friday, March 19
Financial Aid 60% Point - Full Term	Thursday, March 25
Summer 2021 Registration Opens	Friday, April 9 at 8:00 a.m.
Last Day to Withdraw from Classes	Friday, April 16
Last Day of Classes	Friday, April 30
Final Exams Full Term Spring 2021	Monday, May 3 - Thursday, May 6
Spring Graduation	Friday, May 7 at 11:00 a.m.
First Term Registration	Friday, November 6 - Thursday, January 14 at 5:30 p.m.
Classes Begin	Monday, January 11
Drop/Add and Late Registration	Monday, January 11 - Thursday, January 14 at 5:30 p.m.
Holiday (College Closed)	Monday, January 18
Financial Aid 60% Point - First Term	Thursday, February 11
Last Day to Withdraw from Classes	Thursday, February 18
Last Day of Classes	Tuesday, March 2
Final Exams	Wednesday, March 3 - Thursday, March 4
Second Term Registration	Friday, November 6 - Tuesday, March 9 at 5:30 p.m.
Classes Begin	Monday, March 8
Drop/Add and Late Registration	Monday, March 8 - Tuesday, March 9 at 5:30 p.m.
Spring Break (No Classes)	Monday, March 15 - Friday, March 19
Summer 2021 Registration Opens	Friday, April 9 at 8:00 a.m.
Financial Aid 60% Point - Second Term	Friday, April 16
Last Day to Withdraw from Classes	Friday, April 23
Last Day of Classes	Friday, April 30
Final Exams	Monday, May 3 - Thursday, May 6
Spring Graduation	Friday, May 7 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 initial payments are processed. Students should view account balance information in their myShelton account.

ALL TERMS	December 18 at noon	January 6 at 5:30 p.m.	January 11 at noon	January 15 at 8:00 a.m.
SECOND TERM	March 4 at noon	March 10 at 8:00 a.m.		

SUMMER 2021 REGISTRATION BEGINS	Friday, April 9 at 8:00 a.m.
Full Term Registration	Friday, April 9 - Wednesday, May 26 at 5:30 p.m.
Financial Aid Priority Deadline	Friday, May 7 at noon
Freshman Application Priority Deadline	Wednesday, May 19 at 5:30 p.m.
Financial Aid Bookstore Charge Period	Thursday, May 20 - Friday, May 28 at noon
Testing and Placement Priority Deadline	TBD
Classes Begin	Monday, May 24
Drop/Add and Late Registration	Monday, May 24 - Wednesday, May 26 at 5:30 p.m.
Holiday (College Closed)	Monday, May 31
Financial Aid Freeze Date	Wednesday, June 2 at noon
Holiday (College Closed)	Monday, July 5
Financial Aid 60% Point - Full Term	Wednesday, July 7
Last Day to Withdraw from Classes	Wednesday, July 21
Last Day of Classes	Friday, July 30
Final Exams	Monday, August 2 - Wednesday, August 4
Summer Graduation	Friday, August 6 at 10:00 a.m.
First Term Registration	Friday, April 9 - Wednesday, May 26 at 5:30 p.m.
Classes Begin	Monday, May 24
Drop/Add and Late Registration	Monday, May 24 - Wednesday, May 26 at 5:30 p.m.
Holiday (College Closed)	Monday, May 31
Financial Aid 60% Point - First Term	Tuesday, June 15
Last Day to Withdraw from Classes	Friday, June 18
Last Day of Classes	Friday, June 25
Final Exams	Monday, June 28 and Tuesday, June 29
Second Term Registration	Friday, April 9 - Thursday, July 1 at 5:30 p.m.
Classes Begin	Wednesday, June 30
Drop/Add and Late Registration	Wednesday, June 30 - Thursday, July 1 at 5:30 p.m.
Holiday (College Closed)	Monday, July 5
Financial Aid 60% Point - Second Term	Thursday, July 22
Last Day to Withdraw from Classes	Thursday, July 29
Last Day of Classes	Friday, July 30
Final Exams	Monday, August 2 - Wednesday, August 4
Summer Graduation	Friday, August 6 at 10:00 a.m.

SUMMER 2021 CALENDAR

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.

ALL TERMS	May 14 at noon	May 19 at 5:30 p.m.	May 24 at noon	May 26 at 5:30 p.m.
SECOND TERM	June 25 at noon	July 1 at 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.

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. 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. 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. 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. 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 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

To be assigned an academic advisor, 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.

- Students must make an appointment to take the College placement test. Appointments can be made by visiting the College website and clicking Schedule College Placement Test in the upper right side of the homepage.
- An application for admission should be on file twenty-four hours prior to scheduling the test.
- There is no charge for the initial College placement test. All materials for the test will be provided. There is a charge to retest.
- Students should plan to arrive ten minutes prior to the scheduled test. The test is most commonly administered in room 1827 on the Martin Campus.
- Upon arrival for testing, students must present a photo ID.
- Scores will be provided at the completion of the test.
- 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.

COLLEGE COURSE INFORMATION

In preparing to register for courses, it is important to know the delivery methods for instruction. The table below provides additional informration concerning schedule types and instructional methods. It is important to note that online, hybrid, and virtual formats require access to a computer with high speed internet capabilities, a webcam, and a microphone.

SCHEDULE TYPE	INSTRUCTIONAL METHOD	DESCRIPTION
ONLINE	ONLINE	Class meets entirely online. Students are not required to come to campus. Students take exams using the College's online test proctoring service or in an approved proctored environment.
HYBRID	HYBRID	Class requires students to attend a designated number of classes on campus and to complete activities and coursework online. Exams may be given on campus or using the College's online test proctoring service.
VIRTUAL	ONLINE	Class has specific days and times that students will meet virtually through a video conferencing platform. Students are not required to come to campus. Students take exams using the College's online test proctoring service or in an approved proctored environment.
VIRTUAL	HYBRID	Class has specific days and times that students will meet virtually through a video conferencing platform and specific days and times that students will meet on campus. Exams may be given on campus or using the College's online test proctoring service.

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 (A number) and password. Students who do not remember the password should visit the Office of Enrollment Services or email help@sheltonstate.edu.

STARS Advising

Students who plan to transfer to a public four-year institution in the state of Alabama should visit 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.

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 , eight digits beginning with "A," for example, A12345678.
- When signing in for the first time, your PIN will be your SIX digit date of birth (MMDDYY).

Step 3. Click the "Registration" tab.

Step 4. Click on "Register."

Step 5. Enter your User ID and PIN to log in to OneACCS.
- You will be required to change your PIN immediately after logging in.
- If you have logged in previously and changed your password but cannot remember it, please email help@sheltonstate.edu.

Step 6. Click on the "Student" tab.

Step 7. Click on "Registration."

Step 8. Click on "Look Up Classes."

Step 9. Select the term by using the down arrow.

Step 10. To search for a class:
- Select the subject and click on "Course Search."
- Click "Advanced Search" for more search criteria.

Step 11. 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" before the CRN identifies a closed class.
- If you know the CRN of the class for which you want to register, 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 12. To drop a class:
- Click on the drop down menu under "Action."
- Select "Drop Class via Web" from the drop down menu. This screen will assist with any registration errors. A 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 academic advisor to withdraw completely from all classes.

Step 13. To print a schedule:
- Under the "Registration" tab, click "Concise Student Schedule." With the schedule showing, click "File" on your browser, and then click "Print Preview." Adjust your preferred settings and print. (Landscape is recommended.)

COMPLETING REGISTRATION AND PAYMENT

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

Step 2. If paying by credit card online, 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." The total that must paid by the next payment due date is the "Current Due Net of Authorized Financial Aid."

- Click the green "Pay for Classes" button under the student tab.
- Log in as either the Student or as an Authorized User.
- Authorized Users must be authorized by the student.
- The total due is shown in the Student Account box.
- Click "Make Payment," and follow the directions.

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 in to your myShelton account 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 hangtag, although a student's account must be paid in full prior to registering their vehicle. Students may register their vehicle by logging on to their myShelton account, clicking the student tab, and completing the "Vehicle Registration" form located within the Resources section on the right side. Once all pertinent information has been completed, students may pick up their parking hangtag from the Cashier's Office on the Martin or C.A. Fredd Campus during business hours.

Step 6. Students may receive one photo ID each academic year at no cost. Replacement IDs are $25. Students must present an unexpired, government-issued photo ID to obtain a student photo ID.

SHELTON STATE COMMUNITY COLLEGE

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.

Grades

To obtain grades, visit 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. 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 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, 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, 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.

TUITION AND FEES

Fall 2020, Spring 2021, and Summer 2021
The cost to resident or in-state students is $152.00 per credit hour. Therefore, a three-hour class costs $456.00.

Fall 2020, Spring 2021, and Summer 2021
The cost to non-resident or out-of-state students is $285.00 per credit hour. Therefore, a three-hour class costs $855.00.

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 verification that payment has been received by the Cashier's Office. SHELTON STATE DOES NOT GIVE CASH REFUNDS. Refunds are provided via eRefund, check, or credit card. 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 2020	Spring 2021	Summer 2021
Full Term			
Drop/Add Period	August 17-20 at 5:30 p.m.	January 11-14 at 5:30 p.m.	May 24-26 at 5:30 p.m.
100% Refund	On or before August 16	On or before January 10	On or before May 23
75% Refund	August 17-23	January 11-17	May 24-30
50% Refund	August24 - 30	January 18-24	May 31 - June 6
25% Refund	August 31 - September 6	January 25-31	June 7-13
0% Refund	After September 6	After January 31	After June 13
First Term			
Drop/Add Period	August 17-19 at 5:30 p.m.	January 11-14 at 5:30 p.m.	May 24-26 at 5:30 p.m.
100% Refund	On or before August 16	On or before January 10	On or before May 23
75% Refund	August 17-19	January 11-13	May 24-26
50% Refund	August 20-22	January 14-16	May 27-29
25% Refund	August 23-25	January 17-19	May 30 - June 1
0% Refund	After August 25	After January 19	After June 1
Second Term			
Drop/Add Period	October 12-13 at 5:30 p.m.	March 8-9 at 5:30 p.m.	June 30 - July 1 at 5:30 p.m.
100% Refund	On or before October 11	On or before March 7	On or before June 29
75% Refund	October 12-14	March 8-10	June 30 - July 2
50% Refund	October 15-17	March 11-13	July 3-5
25% Refund	October 18-20	March 14-16	July 6-8
0% Refund	After October 20	After March 16	After July 8

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 1st 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.

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.
6. If selected by the Department of Education, the verification process must be completed the 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.

Financial Aid Deadlines

FAFSA 2020 - 2021	Priority Deadline
Fall 2020	Friday, August 7
Spring 2021	Wednesday, January 6
Summer 2021	Wednesday, May 19

Obligation to Repay Title IV Financial

Attendance

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 2020	SPRING 2021	SUMMER 2021
Full Term	October 26	March 25	July 7
First Term	September 17	February 11	June 15
Second Term	November 17	April 16	July 21

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 - Pell grant will not pay for courses not required by the student's program of study/major.

Financial Aid Freeze Date - The financial aid freeze date is used each semester to locak in a student's enrollment status for awarding financial aid. All classes a student is enrolled in on the freeze date each semester determines the maximum amount of federal aid the student is eligible to receive. This includes all federal Pell grant awards. If a student increases their credit hours after the freeze date, the Pell grant will not increase. It is important to register for all courses before the census date each term.

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
transient@sheltonstate.edu
scholarships@sheltonstate.edu

College Placement Testing
Phone 205.391.2963
testing@sheltonstate.edu

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

Educational Planning
Phone 205.391.2242
advising@sheltonstate.edu

Office of Disability Services
Phone 205.391.2983
ods@sheltonstate.edu

The SOAR Institute
Phone 205.391.2984
soarinstitute@sheltonstate.edu

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

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

sheltonstate.edu

SHELTON
STATE
COMMUNITY
COLLEGE