

Traffic Regulations and Vehicle Registration

All motor vehicles operated regularly on the campus by students and College personnel must be registered with the College. All operators of automobiles on the campus are subject to the following parking and traffic regulations. (Revisions will be posted.) The College reserves the right to regulate the use of vehicles on both campuses and withdraw the privilege of operating an automobile on both campuses for failure to abide by the regulations or for other good cause.

1. All motor vehicles, including motorcycles, operated on campus by students must be registered once each academic year. Decals are valid from September 1 through August 31.
2. Students will be issued a decal which must be displayed on vehicle.
3. When the owner trades motor vehicles, the currently used motor vehicle should be registered. Replacement decals can be obtained in the Student Activities office.
4. The person in whose name a vehicle is registered, regardless of who is driving, is responsible for all traffic and parking citations on campus.
5. Any student not enrolled in credit classes who will be on campus on a regular basis will be required to purchase a decal from the Student Activities Office.

Parking Violations

1. Unauthorized parking in areas designated as:
 - a. Faculty/Staff Parking
 - b. Handicap Parking
 - c. Yellow Curb
 - d. Fire Lane
 - e. No Parking Zone
 - f. Reserved Parking
 - g. Visitors Parking
2. Blocking drive or walkway
3. No decal
4. Parking on grass
5. Any area designated by the College

Other Violations

1. Speeding
2. Running stop sign
3. Littering
4. Loud music

Penalties

Violators may be ticketed by Campus Safety Officers. Unpaid tickets will result in additional penalties to the students. Grades will be withheld and the student will not be allowed to register until all fines are paid. The school reserves the right to tow violators. A list of fines is available on the College Website. These are subject to change.

The College has implemented a color code system for parking as listed below.

Red	-	Faculty/Staff
Green	-	Visitor
White	-	Students
Blue	-	Handicap
Yellow	-	No Parking

Reporting Criminal Actions

In the event of a criminal act, notify Campus Safety:

Shoals Campus	627-1526, Ext. 5415
Phil Campbell Campus	412-4731, Ext. 6304

It is the responsibility of the College to investigate an incident or criminal act that occurs on campus and to take proper action. The College will notify and cooperate with other law enforcement agencies when appropriate.

Campus Security Policies

A. Reporting Criminal Actions or Other Emergencies

1. It is the policy of the College that any criminal act; act or threat of violence; injury; destruction of college or personal property; traffic accident; or other situation which occurs on any campus of, or any other site operated by, the College, and which may constitute an emergency, a danger to the health, safety, or property of any person, or a threat to the public order be reported to Campus Safety at 627-1526 or to the switchboard at 331-5200 for the Shoals Campus or 331-6200 for the Phil Campbell Campus. If this is unsuccessful, the situation should be reported the Chief Fiscal Officer in Building 100.
2. All witnesses to any situation which fits into any of the above-described categories shall make themselves available to make written statements and otherwise assist college officials and law enforcement officers in the investigation of the situation. It shall be an offense subject to appropriate disciplinary action for any College employee or student to file false report of, knowingly make a false statement about, or interfere with the investigation of, any situation of the nature described in paragraph A.1. above.
3. It shall be the duty of the College, upon its designated official or officials being made aware of any situation of a nature described in Paragraph A.1. above, to immediately take all reasonable action to prevent or minimize any harm or threat of harm to the employees, students, and visitors of the College. Furthermore, it shall be the duty of said official(s) to notify the appropriate law enforcement agency in the event of an act of a criminal nature, or of any other nature (for example, a traffic accident) which would ordinarily involve law enforcement officials. Additionally, it shall be the duty of said official(s) to contact the appropriate fire department, emergency medical agency, or other authority or agency which is due to be notified of the respective incident.

B. Security of Campus Facilities

The College has a security system for monitoring buildings.

Crime Statistics

As required by Public Law 101-542, statistics will be made available concerning such crimes as murders, rapes, robberies, aggravated assaults, burglaries, and motor vehicle thefts occurring at any College site. Please direct any questions or concerns regarding the College's security policy to the Chief Fiscal Officer, Building 100, Shoals Campus, telephone 331-5223.

AS400 and PC Network/Internet Acceptable Usage Policy**Introduction**

The College owns and operates a variety of computing systems which are provided for the use of College students, faculty, and staff in support of the programs of the College and are to be used for education, academic development, and public service only. Commercial uses are specifically excluded. All students, faculty and staff are responsible for seeing that these computing facilities are used in an effective, efficient, ethical, and lawful manner.

These regulations establish rules and prohibitions that define acceptable use of these systems. Unacceptable use is prohibited, and is grounds for loss of computing privileges, as well as discipline or legal sanctions under Federal, State, and local law.

Statement of Policy**A. Audience and Agreement**

1. All users of the College computing systems must read, understand, and comply with the policies outlined in this document, as well as any additional guidelines established by the administrators (AS400 and PC Network) of each system. Such guidelines will be reviewed by the College and may become subject to approval as a college policy or procedure.
2. By using any of these systems, users agree that they will comply with these policies.

B. Rights

1. These computer systems, facilities, and accounts are owned and operated by the College. The College reserves all rights, including termination of service without notice, to the computing resources that it owns and operates. These procedures shall not be construed as a waiver of any rights of the College, nor shall they conflict with applicable acts of Law.
2. Users have rights that may be protected by federal, state, and local law.

C. Privileges

1. Access and privileges on College computing systems are assigned and managed by the appropriate system administrator. Eligible individuals may become authorized users of a system and be granted appropriate access and privileges by following the approval steps prescribed for that system.
2. Faculty/staff and students may use a lab at any time the facility is not in use. If the lab is in use the permission of the instructor should be obtained. A faculty/staff member or a student should not use a lab if the use monopolizes equipment or disrupts the scheduled use of the facility.
3. Faculty making assignments requiring students to use a computer (other than classes already scheduled) must make arrangements with the appropriate system administrator.

D. Responsibilities

1. Users are responsible for maintaining the following:
 - a) An environment in which access to all College computing resources are shared equitably among users:
 - b) The system administrator of each system sets minimum guidelines within which users must conduct their activities.
2. An environment conducive to learning:
 - a) A user, who uses the College's computing systems to harass, or make defamatory remarks, shall bear full responsibility for his or her actions. Further, by using these systems, users agree that individuals who transmit such remarks shall bear sole responsibility for their actions. Users agree that the College's role in managing this system is only as an information carrier, and that they will never consider transmission through this system as an endorsement of said transmission by the College.
 - b) Many of the College computing systems provide access to outside networks both public and private which furnish electronic mail, information services, bulletin boards, conferences, etc. Users are advised that they may encounter material that may be considered offensive or objectionable in nature or content. Users are further advised that the College does not assume responsibility for the contents of any of these outside networks.
 - c) The user agrees to comply with the acceptable use guidelines for whichever outside networks or services they may access through College systems.
 - d) Further, the user agrees to follow proper etiquette on outside networks. Documents regarding etiquette are available through system administrators and through specific individual networks.
 - e) The user agrees never to attempt to transmit, or cause to be transmitted, any message in which the origination is deliberately misleading.