



Northwest-Shoals
Community College

2022 SPRING REGISTRATION GUIDE

CLASSES BEGIN JANUARY 13



START SMART.

nwsc.edu



PRESIDENT'S MESSAGE

Welcome to the 2022 Spring Semester!



Dr. Chris Cox
Interim President

It is my pleasure to welcome you to Northwest-Shoals Community College (NW-SCC). As Alabama's first public junior college, NW-SCC prides itself as an educational home for the people of northwest Alabama for more than 57 years. NW-SCC has two campuses, the Shoals campus in Muscle Shoals and the Phil Campbell campus located in Franklin County.

In this registration guide, you will find information on the College's admissions process, advising, financial aid, registration, tuition deadlines, and much more. Please contact us at any time you may have questions or need additional information.

Thank you for your interest in Northwest-Shoals Community College. Remember, we are here to help you because you are our top priority! At Northwest-Shoals Community College, we want to help you achieve all your career goals. Best wishes throughout the 2022 spring semester.

Full Term
Jan. 13 - May 10
First Mini-Term
Jan. 13 - March 10
Second Mini-Term
March 11 - May 10

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STUDENT SERVICES

<u>Questions About:</u>	<u>Contact</u>	<u>*Phone Number</u>
Academic Programs	Instructional Dean's Office . . .	331.5217/331.6270
Address Change.....	Admissions Office.	331.5363/331.6227
Adding/Dropping a Class.....	Admissions Office.	331.5363/331.6227
Admissions	Admissions Office.	331.5363/331.6227
Adult Education Classes	Adult Education	331.5438/331.6314
Americans w/ Disabilities Act (ADA).....	Student Services	331.5262/331.6353
Auditing a Course(s).....	Registrar.	331.5297/331.6219
Books.....	Bookstore	331.5227/331.6213
Career Information	Career Center.	331.8062/331.6297
Clubs and Organizations.....	Student Success	331.5207/331.6353
Dual Enrollment/Dual Credit.....	Dual Enrollment Coordinator .	331.5240
Enrollment Management/Recruiting ..	Enrollment Mgmt Office	331.5223/5286/6239
Final Exams.....	Instructional Dean's Office . . .	331.5217/331.6270
Financial Aid.....	Financial Aid Office	331.5364/331.6232
GED Testing	GED Examiner.	331.5482/331.6297
Graduation.....	Admissions Office	331.5297
ID Cards	Student Success	331.5207/331.6261
Job Placement.....	Career Center.	331.8062
Parking	Campus Security	331.5415/331.6304
Parking Permits	Cashier's Office	331.5226/331.6382
Placement Tests	Testing Lab.	331.5482/331.6297
Ready to Work.....	Ready to Work	331.5248
Refunds	Cashier's Office	331.5226/331.6382
Registration	Admissions Office.	331.5363/331.6219
Scholarships.....	Financial Aid Office.	331.5291/331.5417
Transcripts.....	Admissions Office	331.5461/331.6227
Transfer Credit.....	Registrar	331.5297/331.6227
Tutoring Services.....	Student Support Services. . . .	331.8057/331.6276
Withdrawal from Classes.....	Admissions Office.	331.5363/6219
Work Study.....	Career Center.	331.8121

* 256 area code required

Accreditation

Northwest-Shoals Community College is accredited by the Southern Association of Colleges and Schools Commission on Colleges to award the Associate in Arts, Associate in Science, Associate in Applied Science and Associate in Occupational Technology degrees as well as certificates in specific occupational areas. Contact SACSCOC at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404.679.4500 for questions about the accreditation of Northwest-Shoals Community College.

An Equal Employment Opportunity Institution

It is the official policy of Northwest-Shoals Community College that no person in Alabama shall, on the grounds of race, color, disability, sex, religion, creed, national origin, or age, be excluded from participation, be denied the benefits of, or be subjected to discrimination under any program, activity, or employment.

CREDIT HOURS

1. A normal credit hour load is considered 15-16.
2. Students who enroll for less than 12 credit hours are considered part-time.
3. Students enrolling for more than 19 credit hours must have the approval of the Vice President's office. An absolute maximum of 24 credit hours exists for all students.

CURRENTLY ENROLLED STUDENTS

Students **must see assigned advisors** in order to register. Please arrange an appointment with your advisor immediately. Advisors' respective campus telephone numbers and office locations (buildings) are listed on this page. The prefix for all College telephone numbers is **256.331.xxxx**. Advisors are located on the Shoals Campus if their extension begins with five (5) and the Phil Campbell Campus if their extension begins with six (6).

Hours of Operation for the Instructional Dean's Office:

Monday-Thursday7:30 a.m.-4:30 p.m.
Friday.....7:30 a.m.-4:00 p.m.

NEW STUDENT ADVISING

First-time freshmen, transfer, transient, and/or readmitted students will be advised by the Student Success Center. You can call to make an appointment or walk-in during operating hours Monday through Thursday 7:30 a.m. until 5:30 p.m. and Fridays 7:30 a.m. until 4:00 p.m. These students will be assigned advisors the next semester from the list found below on this page. Call the Student Success Center should you have questions or to make an appointment at 256.331.5221.

ATTENTION NEW STUDENTS

All new, first time freshman must register for a Student Success class.

PLACEMENT TEST

For more information on Placement Test please refer to the Northwest-Shoals Community College website at www.nwsc.edu.

Shoals Campus: Placement Test is given each Wednesday at 8:30 a.m., 1:30 p.m., and 4:30 p.m. on a first come, first-serve basis in Building 127, Room 109. If circumstances prevent testing at one of the above times, contact the Testing Lab at 256.331.5482.

Phil Campbell Campus: Placement Test given by appointment. Call Kelly Johnson at 256.331.6297 for an appointment.

Children, cell phones and pagers are not allowed in Testing or Career Lab.

For the placement retest fee, please contact the testing center.

Contact the Admissions Office if you do not know your advisor's name.
Shoals Campus: 256.331.5221 Phil Campbell Campus: 256.331.6227

ADVISOR	EXT.	AREA	ADVISOR	EXT.	AREA	ADVISOR	EXT.	AREA
ALLEN, Anthony	5257	Design Engineering	GRISSOM, Melinda	5420	Salon and Spa	ROBERTSON, Rick	5390	Radiography
ARMSTRONG, Seth	6353	Student Services	GROSSO, Sherri	8022	Biology	ROBINSON, Kym	6267	Speech
ARNY, Mary	5259	Physics	HESTER, Monica	6237	Nursing	ROGERS, Jeff	5250	Industrial Systems
BALTES, Dr. Joan	5353	Business	HUMPHRES, Brittany	6207/5337	Nursing	ROMERO, Jonathan	6299	Music
BASSIE, Samantha	6239	Student Services	JAMES, Jeff	6234	CIS	SEALY, Pat	5324	Sociology
BENSON, Debbie	5296	English	JAYNES, Donna	6221	Nursing	SHEPPARD, Kim	5331	Mathematics
BOGUS, Caleb	5250	Industrial Systems	JOHNSON, Dr. Heather	5326	Sciences	SIDES, Dr. Meredith	8023	Humanities/Fine Arts
BREWER, Beth	8024	Student Services	JOHNSON, Kelly	6297	Student Services	SIMMS, Carl	5390	Radiography
CAIN, Dr. Shelly	8016/6243	English	JOHNSON, Matthew	6347	Machine Shop	SIMPSON, Mark	5435	Nursing
CAMPBELL, Sherry	8189	Student Services	JONES, Brittany	5319	Student Services	SKINNER, Lori	5237/6288	Library
CARSON, Danny	5449	Auto Services	KEETON, Brian	6389	Welding	SMITH, Brian	8007/5379	Mathematics
CHANDLER, Stephen	5234	CIS	LANDRUM, Megan	5298	Biology	SMITH, Ches	5394/6290	Biology
CHRISTIAN, Terri	8091	Sonography	LILES, Lin	5254/8072	Welding	SOUTH, Desiree	5211	Business
COLLINS, Carl	8010	Student Services	LILES, Savannah	8086	Student Services	STEELE, Justin	6389	Welding
CORSBIE, Randy	5251	HVAC	LOVELESS, Beth	6241	Biology	STEWART, Rebecca	6256	Nursing
CRABTREE, Sherry	6258	Mathematics	MAUPIN, Tim	5247	Machine Shop	TERRY, Ricky	5251	HVAC
CREEKMORE, Eric	5449	Auto Services	MCBAY, Katie	8059	Medical Assisting	THOMPSON, Melanie	5375	Student Services
DAVIS, Dr. Andrea	6242	Psychology	MCCALPIN, Janice	6236/6263	Student Services	THOMAS, Shea	6252	Nursing
DAVIS, Kevin	5254	Welding	MCCLINTON, Tywana	5212	Business	THOMPSON, Nikki	6249	Nursing
DEMORSE, Dr. Chris	5336	EMS	MCCLUNG, Michael	6313	English	TICE, Cindy	6293	Nursing
DORAN, Brittany	5265	Salon and Spa	MCRAE, Chenee	5358/6235	Student Services	TIDWELL, Cindy	5305	Nursing
DURDUNJI, Diann	5450	Child Development	MORGAN, Justin	5320/6283	English	TUCKER, Kim	8060	Social Science
EUBANKS, Claude	5293	Math & Science	MORRIS, Dr. Jennifer	5294	English	WALLACE, Beth	5265	Salon and Spa
FORD, Dr. Parris	5306	Nursing	MORRIS, Ray	5244	Electrical	WATSON, Sharon B.	6253	Mathematics
FORT, Indigo	8157	Student Services	OATES, Marchia	5207	Student Services	WILLIAMS, Daniel	5486	English
FRANKS, Taylor	8092	MSSC	OYEN, Todd	5437	EMS	WHITE, Jessie	5236	Carpentry
FREDERICK, Jan	5494/6294	Art	PEARSON, Selina	5487	History	WRIGHT, Lauren	5309	History
GAISSER, Kim	8104	Sonography	PEEBLES, Medina	8074	Medical Assisting			
GARGIS, Matthew	8029	Mathematics	PETERS, Amanda	8121	Student Services			
GHOLSTON, Michele	5223	Student Services	PETERS, Pam	6326	Business			
GIBSON, Anna	6239	Student Services	PHILLIPS, Kristi	8096	Student Services			
GOODLOE, Daron	5372	Biology	POOL, Bradley	6295	History			
GRISHAM, Titus	5236	Carpentry	ROBERSON, Teresa	5276	CIS			

REGISTRATION SCHEDULE

Currently Enrolled Students with 30 + Earned Hours
October 14 - January 18, 2022(Web-Based and On-Site)
Currently Enrolled Students with Less than 30 Earned Hours
October 18 - January 18, 2022(Web-Based and On-Site)

ADMISSIONS OFFICE HOURS

Phil Campbell Campus

Monday -Thursday 8:00 a.m. - 5:30 p.m.

Friday 7:30 a.m. - 4:00 p.m.

Shoals Campus

Monday - Thursday 7:30 a.m. - 5:30 p.m.

Friday 7:30 a.m. - 4:00 p.m.

Telephone Numbers:

Phil Campbell: 256.331.6227

Shoals: 256.331.5363

Email: admissions@nwsc.edu or transcripts@nwsc.edu

Website: www.nwsc.edu

WEB REGISTRATION MyNW-SCC

REGISTRATION PROCEDURES:

Students must complete an application for admission and have their myNWSCC username and password to register.

Step 1. Go to myNWSCC. (Located near the middle of our homepage) and click the blue bubble that reads "Continue to myNWSCC (Banner) Account"

Step 2. Type your username and password and click "Sign In"

USER ID: NW-SCC student email address

PASSWORD: INWSmmddy (date of birth)

If you have signed in previously and changed your password, please use that password. If you cannot remember your password, email admissions@nwsc.edu to request a reset.

Step 3. Click the "Student" link, then click the "Student Landing Page" link.

Step 4. Click the "Registration" link, then click the "Register for Classes" link.

Step 5. Select the term for Registration and click "Continue"

Step 6. To search for a class, enter the subject and click it. Enter the course number and click "Search".

Click "Advanced Search" for more search criteria.

Step 7. View the course options and click "Add" to the right of the desired section. Click green "Search Again"

and repeat step 9 for all desired courses.

Step 8. Click "Submit" when all desired courses have been added to the summary.

Step 9. To print a schedule, click the "Schedule and Options" tab. Click "Print"

Step 10. To drop a class, click on the menu to the right of the class in the summary. Select "web drop" and click submit.

After the Add/Drop period has ended, students are required to submit a withdrawal request form located on the homepage of Blackboard.

NW-SCC will be transitioning to an upgraded version of self-service in mid spring. Please consult our website for future registration procedures as we progress.

For student convenience, computers for web-based registration will be available in the Library on the Phil Campbell Campus and in the Library and Student Success Center on the Shoals Campus.

STUDENT ID, DECALS & PARKING

All students are required to have a NW-SCC ID and a 2021-2022 car decal which must be displayed on vehicle. Decals are valid from September 1 through August 31.

In order to receive a parking decal, students must present:

1. Driver's License
2. Proof of Insurance
3. Vehicle Registration

Designated parking by color-coded spaces:

Red Administration/Faculty/Staff

Green Visitors

White Student

Blue Handicap

Yellow No Parking/Loading Zone

Designated parking is strictly enforced by campus security officers.

Contact 256.331.5226(Shoals); 6382(Phil Campbell) for further information.

ADVISING & ENROLLMENT MANAGEMENT

You have questions, we have answers!

If you have general questions about enrolling with NW-SCC, you can set up a virtual appointment for us to address your concerns.

To set up your virtual question and answer session today, just go to the Contact Us link at the top of the College's website: nwsc.edu.

For more information contact the NW-SCC Enrollment Management Office at 256.331.5223/5286/6239 or email recruiting@nwsc.edu

Virtual Advising/Registration

Did you know you can be advised and registered for classes in the comfort of your own home by setting up a virtual appointment with one of our many advisors. Just go to the Advising/Registration link at the top of our NW-SCC Homepage to set up your appointment today! For more information, contact 256-331-5221 or email advising@nwsc.edu

Advising

First-time freshmen, transfer, transient, and/or readmitted students will be advised by the Student Success Center. You can call to make an appointment or walk-in Monday through Thursday 7:30 a.m. until 5:30 p.m. and Fridays 7:30 a.m. until 4 p.m. Call the Student Success Center if you have questions or to make an appointment at 256.331.5221.

TRANSIENT STUDENT REGISTRATION

Transient students must submit the following documentation:

- NW-SCC Application for Admissions
- One Primary Form of ID
- Approved Transient Letter

A legible copy of an unexpired driver's license and the "Primary Form of Identification" may be emailed to admissions@nwsc.edu or uploaded within the application at the time of submission.

It is the responsibility of the Transient student to submit a transcript request form for official transcripts to be sent back to the institution you are attending. All transcript requests must be submitted through your My NW-SCC student account. Call 256.331.5363 for assistance.

PAYMENT OF TUITION AND FEES

PAYMENT DEADLINES:

Registration

Payment Deadline

October 14 - January 18..... January 18 - 5:30 p.m.

GRADUATION

When a student meets the required number of hours for his/her program of study, the student will automatically be graduated. Students are highly encouraged to contact the Student Success Center at 256.331.5221 to discuss degree plans and verify graduation. The degree or certificate will be reflected on the student's transcript. Students who have graduated will receive a printed and electronic copy of the award. Questions regarding graduation should be directed to MaLea Milstead at graduation@nwsc.edu or 256.331.5297.

NEW STUDENT REGISTRATION

October 20, 2021 - January 18, 2022

Monday - Thursday
8:30 a.m. - 5:30 p.m.
Friday
7:30 a.m. - 4:00 p.m.

Phil Campbell Campus: Building 301
Shoals Campus: Building 100

REQUIRED ADMISSION DOCUMENTATION

REQUIRED ADMISSION DOCUMENTATION

- NW-SCC Application for Admission
- One Primary Form of ID (Unexpired Driver's License)
- Official High School Transcript or GED
- Official College Transcripts (Transfer Students)
- Approved Transient Letter (Transient Students)

All required documents must be on file with the Admissions Office for students to be considered an unconditional admit (UA). Students must have "UA" student status to be eligible to receive Financial Aid.

Admission applications should be submitted electronically through MyNWSCC. International (F1) students must contact Malea Milstead, Assistant Registrar, at mmilstead@nwsc.edu before applying for admission.

A legible copy of an unexpired driver's license may be emailed to admissions@nwsc.edu or uploaded within the application at the time of submission.

Official high school transcripts may be electronically sent from the counselors to transcripts@nwsc.edu, through Parchment, faxed to 256.331.5366 or 256.331.6292 or mailed to the Admissions Office.

Official college transcripts may be submitted from the college/university through Parchment, Clearinghouse, eScrip, a PDF emailed to transcripts@nwsc.edu or an official mailed to the Admissions Office.

DUAL ENROLLMENT FOR DUAL CREDIT REGISTRATION

The Dual Enrollment for Dual Credit Program at NW-SCC allows eligible students to earn both high school and college credit. College courses count toward high school graduation credits and the courses remain part of the student's regular transcript.

Admission Eligibility

To be admitted into the program, high school students must meet the following criteria.

- Have a minimum 2.5 cumulative GPA at the high school for initial admission
- Be in grade 10, 11 or 12
- Complete an online Admission Application
- Provide a picture of ID
- Submit a copy of high school transcript
- Submit ACT or Accuplacer scores

Registration - Dual Enrollment Forms

Beginning Fall 2021 semester, high school students will be able to register for courses by completing all dual enrollment forms online.

Students will need the following information to complete the online paperwork:

- Personal e-mail address
- Parent e-mail address

For students who cannot complete the online forms, paper copies of the forms will be available to print from the Dual Enrollment website.

Note: High school students need approval from their counselor, principal, or career tech director to register for dual enrollment classes.

For additional information, please contact Adriana Wuotto - Dual Enrollment Coordinator at awuotto@nwsc.edu or 256-331-5240.



NW-SCC Career Center

The Career Center at Northwest-Shoals Community College understands the value of transforming high-quality education into gainful employment. The below services prepare students to make informed decisions as they identify their strengths and values while discovering future paths for success.

- Career Exploration
- Resume Assistance
- Interview Skills
- Work-Based Learning Opportunities
- Employment Guidance



Learn more at

nwsc.edu/career-center

Get Your Degree 100% ONLINE @ NW-SCC

Students may earn an associate degree entirely online. This degree prepares students to transfer to a four-year university.

How do I get started?

To get started, students should apply online for admission, apply online for financial aid (if needed) and connect with an advisor by calling 256-331-5221, emailing advising@nwsc.edu, or scheduling an appointment through the advising website.

For more information, please visit the Northwest-Shoals website or contact April Cookson at 256-331-5395 or email cookson@nwsc.edu.



For assistance with Distance Education courses, students may visit the Virtual Learning Center in Bldg. 110 on the Shoals Campus, call 256-331-5395, or email cookson@nwsc.edu.

The Online & Distance Education link from the NW-SCC website homepage provides students with information on advising, tutoring, and technical support resources for distance students.

Any student who would like to enroll in distance education courses must complete the Virtual learning Guide before classes begin unless the student meets one of the following criteria:

- distance orientation completed in a prior semester **or** ■ completed during ORI 107 Student Success

Information on how to complete the Virtual Learning Guide will be emailed to students prior to the first day of class.

- Online course material for the semester will be available in Moodle on the first day of class.
- All distance courses require at least one on-campus or proctored exam and some courses require multiple proctored exams. Students may take proctored exams at the testing center on either campus at no charge. Students using other proctoring sites such as another college testing center or ProctorU will be responsible for any charges incurred at these third-party sites. Exams proctored by ProctorU typically range from \$15-\$25 per exam.
- Distance education classes are not self-paced. Students will have assignment deadlines throughout the semester.
- Distance Education Complaint Procedures: If a grievance or complaint cannot be resolved between the instructor and student, the student should review the section in the NW-SCC Catalog or on the Distance Education website for Student Grievance Procedures. This information will direct you to the appropriate person depending on the nature of the complaint.

TUITION AND FEES

Credit Hours	Alabama Resident	Non-Resident of Alabama
1	160.00	283.00
2	320.00	566.00
3	480.00	849.00
4	640.00	1,132.00
5	800.00	1,415.00
6	960.00	1,698.00
7	1,120.00	1,981.00
8	1,280.00	2,264.00
9	1,440.00	2,547.00
10	1,600.00	2,830.00
11	1,760.00	3,113.00
12	1,920.00	3,396.00
13	2,080.00	3,679.00
14	2,240.00	3,962.00
15	2,400.00	4,245.00
16	2,560.00	4,528.00
17	2,720.00	4,811.00
18	2,880.00	5,094.00
19	3,040.00	5,377.00

The above class fee schedule includes an ACCS Enhancement fee of \$10.00, facility renewal fee of \$9.00 per credit hour, a technology fee of \$9.00 per credit hour, a building fee of \$8.00 per credit hour, and a bond surety fee of \$1.00 per credit hour.

1. Late Registration Fee..... \$25.00
2. Replacement Photo ID.....\$5.00
3. Parking Decal.....(FA/SP \$8.00 SU \$4.00)
4. Student Insurance....(FA/SP \$7.50 SU \$5.00)

Note: Tuition and fee charges are those in effect for 2021-2022 academic year. They are subject to change. For current charges, contact the Business Office on either campus.

NW-SCC PAYMENT PLAN

What does this plan do for YOU?

Enrolling in a payment plan allows you to make an initial down payment for qualified charges for the current term and spread the remainder over equal installments, depending on your month of enrollment.

Spring 2022 Payment Plan

Payment Plan enrollment begins October 14, October Enrollment

20% down payment + \$40 enrollment fee
1st Installment Due - November 20th
4 equal installments for remainder

November Enrollment

November 1st - November 30th
25% Down +\$40 enrollment fee
1st Installment Due-December 20th
3 equal installments for remainder

December Enrollment

December 1st - December 31st
30% down payment + \$40 enrollment fee
1st Installment Due - January 18th
2 equal installment for remainder

January Enrollment

January 1st - January 18th
50% down payment + \$40 enrollment fee
Balance Due - February 20th

NW-SCC PAYMENT PLAN - CONTINUED

Ready to apply? Application MUST be submitted online:

- Login to your NW-SCC Student Portal
- Click on the Student Tab
- Click on 'Student Landing Page'
- Click 'Make a Payment, Deposits and Payment Plans'
- Click on 'Enroll in a Payment Plan.'
- Select term Spring 2022
- Review Eligible Charges, Financial Aid, Total due now, and the installment dates. Click 'Continue'.
- Enter credit/debit card information to pay the amount due now, and click 'Continue'
- Review and accept your financial agreement. Click on box 'I agree to the terms and conditions' payment plan.

Please be sure to check your student email frequently; Touchnet will send email updates notifying you of deadlines, changes to your account, etc. For additional assistance, please contact:

Assistant Accountant I-Cashier
businessofficepersonnel@nwsccl.edu
(256) 331-6382 / (256) 331-5226
M-F 7:30 A.M. - 5:30 P.M.

STUDENT INSURANCE BENEFITS

ELIGIBILITY

All eligible students of Northwest-Shoals Community College are covered for the activities while under the care and direction of the school with the exception of Dual Enrollment/Dual Credit.

POLICY EFFECTIVE DATE

The Policy is effective from semester to semester.

MEDICAL EXPENSE BENEFITS

If the Insured Student incurs eligible expenses as the result of a covered injury, directly and independently of all other causes, the Company will pay the charges incurred for such expense within 52 weeks, beginning on the date of accident. Payment will be made for eligible expenses not to exceed \$10,000. The first such expense must be incurred within 60 days after the date of the accident. "Eligible Expense" means charges for the following necessary treatment and service, not to exceed the usual and customary charges in the area where provided, including:

- 1) Medical and surgical care by a physician;
- 2) Radiology (X-rays);
- 3) Prescription drugs and medicines;
- 4) Dental treatment of sound natural teeth;
- 5) Hospital care and service in semi-private accommodations, or as an outpatient;
- 6) Ambulance service from the scene of the accident to the nearest hospital;
- 7) Orthopedic appliances necessary to promote healing.

CLAIM PROCEDURE

In the event of an accident, the student should:

- 1) Report immediately to the nearest doctor or hospital.
- 2) A completed claim form is required for each accident in order to process the claim. Secure a claim form from the cashier's office or online at www.studentplanscenter.com. Complete and sign the claim form, attach all medical and hospital bills and mail to the Plan Underwriter below. Claims Administered and Underwritten by:

Commercial Travelers Mutual Insurance Company
70 Genesee Street
Utica, NY 13502

For Claim inquiries call: 1-800-756-3702

For a detailed brochure on the NW-SCC Student Insurance Policy, please contact the NW-SCC Cashier's Office at 256.331.5226 (Shoals Campus) or 256.256.6382 (Phil Campbell Campus).

DISTANCE EDUCATION

Distance Education tuition and fees are \$160.00 per credit hour for Alabama resident or \$283.00 per credit hour for Alabama non-resident. All distance courses require at least one on-campus or proctored exam and some courses require multiple proctored exams. Students may take proctored exams at the testing center on either campus at no charge. Students using other proctoring sites such as another college testing center or ProctorU will be responsible for any charges incurred at these third-party sites. Exams proctored by ProctorU typically range from \$15-\$30 per exam.

STUDENT FINANCIAL SERVICES OFFICE

NW-SCC STUDENT FINANCIAL SERVICES

Student Financial Services Offices are located on both the Phil Campbell and Shoals Campuses. In Muscle Shoals, the office is located in Building 100. In Phil Campbell, the office is located in Building 300. Student Financial Services staff are available to help with any questions or assist students with completing the FASFA. Students may also visit <https://studentaid.gov/> to complete the FASFA. The FAFSA Code for Northwest-Shoals Community College is 005697.

Phil Campbell Campus:

Monday – Thursday – 8:00 a.m. – 5:30 p.m.

Friday – 7:30 a.m. – 4:00 p.m.

Shoals Campus:

Monday – Thursday – 7:30 a.m. – 5:30 p.m.

Friday – 7:30 a.m. – 4:00 p.m.

Telephone Numbers:

Phil Campbell Campus: 256.331.6332 or 256.331.6232

Shoals Campus: 256.331.5367 or 256.331.5364

E-mail: financialaid@nwscc.edu

DROPPING A COURSE

Dropping a course prior to January 27, 2022, may result in a recalculation of a student's federal financial aid which includes Pell Grants, Direct Loans, and SEOG Funds. This recalculation could affect the amount of the financial aid award and may result in a balance owed to the college. Dropping all classes prior to March 28, 2022 (60% date), will result in a recalculation of federal financial aid which includes Pell Grants, Direct Loans, and SEOG Funds. This recalculation will be based on the number of days the student attended the class prior to dropping all classes. A student will likely owe a portion of financial aid back to NW-SCC and/or the US Department of Education if all classes are dropped or if the student quits attending classes prior to March 28, 2022.

APPLY EARLY

Students applying for financial aid should apply at least two (2) months before the next semester begins. Applying early will help ensure a timely response to federal guidelines and will allow for any unforeseen problems/situations that might occur. Applying early will also help the student avoid potential long lines or waits.

REMEMBER

Students must re-file for Title IV Aid for every academic year (Fall – Summer). The Free Application for Federal Student Aid (FAFSA) is available online at <https://studentaid.gov/> Students applying for 2021-2022 (fall 2021, spring 2022, summer 2022) Title IV Aid must complete the forms with 2019 tax data. It is the student's responsibility to provide any additional information requested by the Student Financial Services Office. Title IV Aid cannot be awarded until the student's file is complete. Completed Financial Aid paperwork must be submitted to the Student Financial Services Office and Admission requirements (ID, residency, transcripts, etc.) 4 weeks before the semester begins in order for funds to be guaranteed for the semester. Students should review their myNW-SCC account for individual requirements.

FEDERAL FINANCIAL AID

Students on Federal Student Aid (Pell Grant & Loan) who totally withdraw or fail to attend classes before the 60% point (March 28, 2022) in the semester may be required to repay a portion of their funds to the U.S. Department of Education, lender, or NW-SCC.

REFUND POLICY

A copy of the Refund Policy Number 327.01 issued April 13, 2016 by the Alabama Community College System, with guidelines for the policy, can be obtained from an employee in the NW-SCC Business or Admissions Office. For additional information concerning refunds from the College, refer to pages 17 -18 in the 2021-2022 College Catalog.

A sample of how the tuition refunds are calculated can be obtained by contacting an employee in the NW-SCC Cashier's Office.

Refund for Complete Withdrawal

A student who officially or unofficially withdraws completely on or after the first day of class but prior to the end of the third week of class will be refunded according to the official withdrawal date, as follows:

Deadlines	Percent
1. Withdrawal prior to January 13	100%
2. Withdrawal first week: January 13 - 19	75%*
3. Withdrawal second week: January 20 - 26	50%*
4. Withdrawal third week: January 27 - February 2	25%*
5. Withdrawal after February 2	0%

***Administrative Fee** - An administrative fee not to exceed five (5) percent of tuition and other institutional charges or \$100, whichever is smaller, shall be assessed in addition to the reduced percentage, for each withdrawal within the period beginning the first day of class and ending at the end of the third week of class.

Refund for Partial Withdrawal - Students who do not completely withdraw from the College but drop a class during the regular drop/add period will be refunded the difference in tuition paid and the tuition rate applicable to the reduced number of hours, including fees appropriate to the classes dropped. There is no refund due to a student who partially withdraws after the official drop/add period.

REFUNDS TO STUDENTS

NW-SCC strives to improve the service provided to our students. In 2006, the college partnered with Bank Mobile, a financial services company specializing in disbursement methods. The student information obtained will be solely used for refund disbursement and remain completely confidential as required by FERPA. All refunds are processed electronically. Students without a bank account will have the option of opening an account to use for all disbursements from the college.

Please contact the cashier's office with any questions or visit the Bank Mobile link for detailed information. <http://bankmobiledisbursements.com/refundchoicesid/>

STANDARDS OF SATISFACTORY ACADEMIC PROGRESS

Federal, State, and Local regulations required that all students who receive financial assistance maintain minimum standards of satisfactory academic progress (SAP).

Minimum Standards of Satisfactory Academic Progress:

Timeframe: Each student receiving financial assistance will be expected to complete his/her course of study within a period not to exceed 1.5 times the length of his/her program of study; e.g. a two-year program of study (4 semesters, 64 hours) must be completed within 3 years (6 semesters, 96 hours) of attendance. Effective July 1, 2012, the maximum number of semesters that a student may receive Pell Grants is twelve (12) full time semesters.

Qualitative (GPA) Measures/Quantitative (Completion Rate) Measures:

Each student will be expected to meet or exceed the following GPA values and pass two thirds of hours attempted based on the chart below when SAP is checked:

Hours Attempted	Completion Rate	GPA
1-21	58%	1.50
22-32	62%	1.75
33 and above	67%	2.00

Additional Requirements:

1. Transfer hours will be included in the completion rate
2. All prior coursework at NW-SCC will be included in completion rate and GPA.
3. If a student doesn't meet SAP requirements they are allowed one warning semester in which he/she will be eligible to receive aid. There is no warning period for Max Timeframe.
4. Information as to the treatment of repeat, incompletes, withdrawals, transfer credit, bankrupted, forgiven and transitional (remedial) classes is as follows:
 - Incompletes will be factored into the completion rate and maximum timeframe calculations.
 - Withdrawals will not be factored into the GPA calculation but will be included in the completion rate and maximum timeframe calculations.
 - Transfer credits from accredited colleges will not be factored into the GPA calculation but will be included in the completion rate and maximum timeframe calculations.
 - Bankrupted classes will be factored into the GPA, completion rate, and maximum timeframe calculation.
 - Forgiven/Repeated classes will not be factored into GPA calculation or completion rate but will be factored in maximum timeframe calculations. In addition, a student can only repeat a successfully-passed class using federal aid once.
 - Transitional (remedial) classes will be factored into the GPA, completion rate, and maximum timeframe calculations.
 - Dropped courses during the add/drop period will not be factored into GPA, completion rate, or maximum timeframe calculations.



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- Manufacturing Processes & Production
- Maintenance Awareness



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nwsc.edu/mssc

DON'T WAIT TOO LATE . . . APPLY for Financial Aid for Spring 2022!

- Submit the 2021-2022 Free Application for Federal Student Aid (FAFSA)
 - <https://studentaid.gov/>
- Use the **IRS Data Retrieval Tool** to import your (and your parent's) **2019** income information
- NW-SCC school code is **005697** for both campuses.
- Computers are available to complete the FAFSA in the Library on the Phil Campbell Campus and Student Success Center on the Shoals Campus.
- You will receive an email from the Student Financial Services once your FAFSA is received at NW-SCC. This email will give you instructions on how to complete the financial aid process.

SENIOR ADULT SCHOLARSHIP PROGRAM

Students who meet College admission requirements and who are 60 years of age or older are eligible for the Senior Adult Scholarship program. The award is based upon space availability in each course. The scholarship covers tuition only in college-credit courses (defined as courses measured in both credit hours and scheduled weekly contact hours that are part of an organized and specified program leading to a formal award-associate degree or certificate).

BOOKSTORE

Normal Business Hours:

Monday-Thursday 8:00 a.m.-5:00 p.m.
Friday 8:00 a.m.-1:00 p.m.
Saturday-Sunday CLOSED

Financial Aid:

Financial Aid Charges and Refunds will be accepted in the bookstore:

January 13 - January 26.....Pell and Student Loan

January 13 - January 27 All Others
(WIA/TRWA/Youth Success Program)

Returns/Exchanges:

All returns or exchanges must be accompanied by original receipt, and must be completed within the first week of classes (Jan.13 - Jan. 20, 2022). All returns thereafter must be completed within 48 hours. No returns will be allowed for purchases made during final exams.

Buyback:

We buy back books every day at current market prices, but books may be worth more during finals.

Website and Telephone Numbers:

Shop 24/7 online at:

www.nwsc.bncollege.com

Shoals: 256.331.5227

Phil Campbell: 256.331.6213

CHILD DEVELOPMENT CENTER

Shoals Campus Pre-School & Pre-K Programs:

Northwest-Shoals Community College Child Development Center is an on-campus N.A.E.Y.C.* accredited program for preschool children (potty trained - age 5) of the Northwest-Shoals Community College service area including children of the community as well as college students, faculty and staff. Two separate programs housed in the Shoals Child Development Center operate fall and spring semester including a preschool program (2 1/2-5) and an Alabama State funded Office of School Readiness Pre-Kindergarten program (age 4 by September 1 of each fall). A summer program for children through age 6 is also available on the Shoals campus. For more information call Shoals Child Development Center at 256.331.5245 or pick up a registration packet at the Child Development Center, Building 107, Shoals Campus. (C.M.A. accepted)

*National Association for the Education of Young Children: High-Quality Early Childhood Program

Americans with Disabilities Act

Americans with Disabilities Act Policy (ADA):

Students covered under the Americans with Disabilities Act (ACT) who require reasonable accommodations should notify the ADA office at 256.331.5262.

2022 SPRING EXAM SCHEDULE

Final exams are administered in all courses. They are to be given during the times and dates scheduled below. **No deviation may be made in the regular class or exam schedule without the prior approval of the Vice President's Office. If the time of one of your final exams is not listed, please contact your instructor.**

CLASSES WHICH MEET

EXAM PERIOD

First Mini TermWednesday, March 9. Regular Class Time

Second Mini Term Tuesday, May 10. Regular Class Time

FULL-TERM CLASSES

Fridays Only.....**Friday, May 6**

7:30-10:00 Regular Class Time

MW or Monday Only**Monday, May 9**

9:30 a.m.8:00 a.m. - 10:00 a.m.

12:30 - 1:00 p.m.10:15 a.m. - 12:15 a.m.

3:00 - 4:00 p.m.12:45 p.m. - 2:45 p.m.

7:00 p.m.5:30 p.m. - 7:30 p.m.

TTH or Tuesday Only.....**Tuesday, May 10**

9:15 - 9:30 a.m.8:00 a.m. - 10:00 a.m.

12:30 - 1:30 p.m.10:15 a.m. - 12:15 p.m.

3:45 - 4:00 p.m.12:45 p.m. - 2:45 p.m.

5:00 - 5:30 p.m.5:30 p.m. - 7:30 p.m.

MW or MWF or Wednesday Only.....**Wednesday, May 4**

7:45 - 8:00 a.m.8:00 a.m. - 10:00 a.m.

10:30 - 11:00 a.m.10:15 a.m. - 12:15 p.m.

2:15 - 2:30 p.m.12:45 p.m. - 2:45 p.m.

4:00 - 5:30 p.m.5:30 p.m. - 7:30 p.m.

8:30 p.m.7:45 p.m. - 9:45 p.m.

TTH or Thursday Only**Thursday, May 5**

8:00 a.m.8:00 a.m. - 10:00 a.m.

10:30 - 11:00 a.m.10:15 a.m. - 12:15 p.m.

2:15 - 2:30 p.m.12:45 p.m. - 2:45 p.m.

7:00 p.m.5:30 p.m. - 7:30 p.m.

8:30 p.m.7:45 p.m. - 9:45 p.m.

* The above final exam schedule is subject to change.

2022 SPRING SEMESTER GRADES

Students should access the web in order to receive their grades for the term. Students can access the web with their NW-SCC Email Address and PIN at www.nwsc.edu → **click on MyNWSCC.**

Transfer/transient students must file a written request with Admissions to have grades sent to designated colleges or universities.

CANCELLATION OF CLASSES

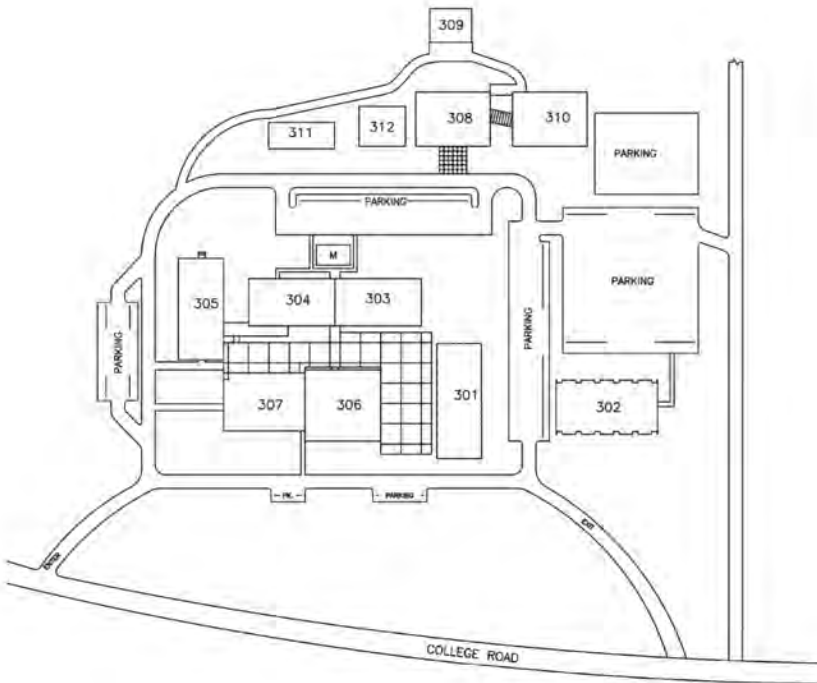
Cancellation of Classes:

Every effort is made to ensure that courses and programs described in the College Catalog are offered to students in an appropriate and reasonable sequence. Students should be aware, however, that admission to the College or registration for a given semester does not guarantee the availability of a specific course. Course availability is determined by student demand and instructor availability. Northwest-Shoals Community College reserves the right to cancel or modify any class scheduled.

CAMPUS MAPS

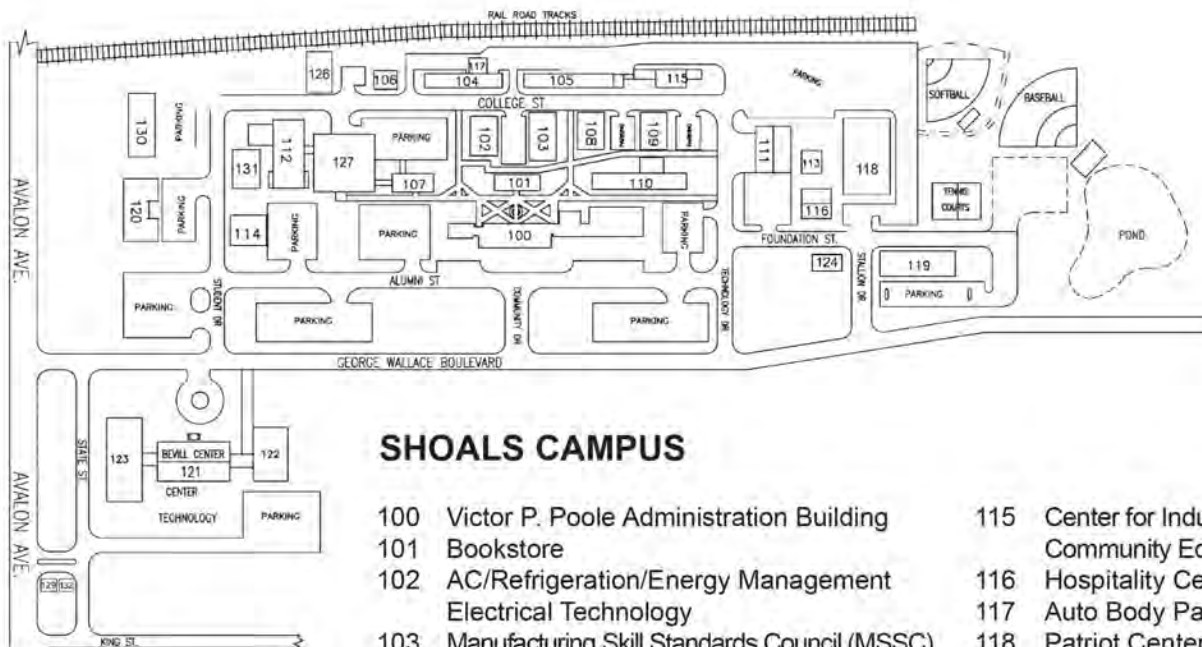
PHIL CAMPBELL CAMPUS

- 301 W Wallace Administration Building
- 302 OC Occupational Building
- 303 S Science Building
- 304 SUB Student Union Building and Cafeteria
- 305 SA Student Activities Center
- 306 L James A. Glasgow Library
- 307 AV Audio Visual Building
- 308 Gymnasium
- 309 Center for Welding Technology
- 310 Lou B. Bevell Fine Arts Center
- M Maintenance Building
- 311 Maintenance Warehouse
- 312 Multi-Skilled Training Center



SHOALS CAMPUS

- | | |
|---|---|
| 100 Victor P. Poole Administration Building | 115 Center for Industrial Training and Community Ed./Art / Technical Services |
| 101 Bookstore | 116 Hospitality Center |
| 102 AC/Refrigeration/Energy Management Electrical Technology | 117 Auto Body Paint Booth |
| 103 Manufacturing Skill Standards Council (MSSC) | 118 Patriot Center/Multi-Purpose Center |
| 104 Federation for Advanced Manufacturing Education (FAME Program) | 120 General Classroom Facility/Math Lab |
| 105 Design Engineering Technology/Industrial Systems Technology | 121 Center for Environmental Technology |
| 106 Adult Education/Promotional Services | 122 Physics, Math, LPN Nursing/EMS |
| 107 Child Development Center | 123 Biology, Chemistry, and Physical Science |
| 108 Welding | 124 Campus Security |
| 109 Carpentry/Cabinetmaking | 126 Automotive Collision Repair |
| 110 Medical Assisting Tech./Student Support Services/General Classroom Facility | 127 Workforce Development Center/Testing Center |
| 111 Machine Tool/CNC | 129 Auto Service Technology Center |
| 112 Center for Business and Computer Technology | 130 North Alabama Council of Local Governments (NACOLG) |
| 113 Machine Tool/CNC Warehouse | 131 Salon and Spa Center |
| 114 Larry W. McCoy Learning Resources Center | 132 School of Medical Imaging |



CALENDAR & 2022 SPRING REGISTRATION DATES

Oct. 14 – Jan. 12	Advising/Registration for students with 30+ earned hours
Oct. 18 – Jan. 12	Advising/Registration for students with less than 30 earned hours
Oct. 20 – Jan. 12	Advising/Registration for new and readmit students
November 11	Veterans Day (College Closed)
November 22-24	Professional Development (No Classes)
November 25-26	Thanksgiving Holidays (College Closed)
Dec. 22 – Jan. 2	Holidays (College Closed)
January 3	College In-Service
January 8	Saturday On-Site Registration (10:00 a.m. – 2:00 p.m.)
January 13	First Mini & Full-Term Classes Begin
January 13-14, 18	Add/Drop & Late Registration
January 17	Martin Luther King Jr. Day – State Holiday (College Closed)
January 18	Payment Deadlines
March 3	Last Day to Withdraw from First Mini-Term with a grade of 'W'
March 9	First Mini-Term Final Exams
March 9	First Mini-Term Ends
March 10	Second Mini-Term Begins
March 21-25	Spring Break (No Classes)
April 28	Last Day to Withdraw from Full and Second Mini-Term with a grade of 'W'
May 4-10	Full-Term Final Exams
May 10	Full-Term and Second Mini-Term Ends
May 10	Second Mini-Term Final Exams
May 12	Commencement/Graduation

GENERAL COLLEGE QUESTIONS / nwsc@nwsc.edu

ADMISSIONS / admissions@nwsc.edu

FINANCIAL AID / financialaid@nwsc.edu



Northwest-Shoals
Community College

SHOALS CAMPUS

P.O. Box 2545
800 George Wallace Blvd.
Muscle Shoals, AL 35662
256.331.5200

PHIL CAMPBELL CAMPUS

2080 College Road
Phil Campbell, AL 35581
256.331.6200

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