2014-2015
Student Handbook
MITCHELL COMMUNITY COLLEGE
CONNECTING Life to Learning
Historic Main Campus  
500 West Broad Street • Statesville, NC 28677-5264  
(704) 878-3200

Continuing Education Center  
701 West Front Street • Statesville, NC 28677-5644  
(704) 878-3220

Cosmetic Arts Center  
3223 Taylorsville Highway • Statesville, NC 28625-2966  
(704) 878-4372

Drake Street Center  
335 Drake Street • Statesville, NC 28677-5644

Mooresville Campus  
219 North Academy Street • Mooresville, NC 28115-3106  
(704) 663-1923

Technology and Workforce Development Center  
701 West Front Street • Statesville, NC 28677-5644  
(704) 878-3224

www.mitchellcc.edu

The administration of Mitchell Community College reserves the right to change at any time, with or without notice; graduation requirements, fees and other charges; curriculum, course structure and content; and other such matters that may be within its control, or within the control of an outside agency; notwithstanding any information set forth in this planner.

Failure to read the contents of this Handbook is never accepted as an excuse for failure to comply. If you do not understand a statement in this Handbook, please contact the Vice President for Student Services.

2,800 copies of this document were printed on recycled paper at a cost of $2.17 ea.
Mission
Mitchell Community College, a learning-centered institution, provides affordable, high-quality educational and training programs and services to meet the changing and diverse lifelong learning needs of adults in Iredell County.

Purpose
Mitchell Community College commits its resources to:
• provide associate degree, diploma, and certificate programs to meet the pre-service and in-service workforce development needs for industry, business, government and service occupations
• provide associate degree programs for the first two years of academic courses leading to baccalaureate and professional degrees
• provide each student the opportunity to develop the skills and values necessary to succeed in college
• provide student development services including admissions, financial aid, counseling and career planning, job placement, testing and student activities
• provide educational opportunities to meet the professional, personal, and cultural needs of the community
• serve the adult population with basic education and salable skills; to enhance personal development through general and continuing education

Belief Statements
The faculty, staff and administration of Mitchell Community College are committed to the philosophy of the comprehensive community college. Therefore, we believe that:
• the student is the focal point of all efforts of the College
• we are a college community that respects diversity and is supportive of individual achievement
• we have a responsibility to enhance the social, civic, cultural, and economic development of the community
• we have a responsibility to enhance the quality of life of the community
• the door of opportunity for learning should be open to all who seek personal and professional development

Academic Freedom
Mitchell Community College is committed to a collegiate environment in which academic freedom flourishes. Academic freedom extends, but is not limited to, the full freedoms within the law of inquiry, discourse, teaching, research and publication. All College staff are granted these rights and privileges associated with academic freedom, but the College requires corresponding adherence to responsibility. Such responsibility includes the employees’ acknowledgment of accuracy and the employees’ acknowledgment of their association with the College and their positions as men and women of a teaching-learning institution.
Directory

A complete Faculty/Staff Directory is posted on the Mitchell Community College website at www.mitchellcc.edu. Students who need to contact full-time faculty can check the directory or call the appropriate academic division office.

**Academic Divisions**
- Business, Computer and Engineering Technology ................................................................. (704) 878-4258
- Humanities and Fine Arts ............................................................................................................. (704) 878-4346
- Math, Social Science, Human Services, Physical Education, General Education and Early Childhood ............................................................................................................. (704) 978-3109
- Public Service Technology .................................................................................................................... (704) 878-4361
- Cosmetology .................................................................................................................................. (704) 878-4372
- Nursing, Allied Health and Natural Sciences ......................................................................................... (704) 878-4260

**Admissions Counselors**
- Statesville ........................................................................................................................................ (704) 878-3242
- Mooresville ....................................................................................................................................... (704) 978-5415

**Admissions and Records** ................................................................................................................. (704) 878-5493

**Advising Center** ................................................................................................................................. (704) 978-1309

**Alumni** .............................................................................................................................................. (704) 878-4321

**Bookstore** ......................................................................................................................................... (704) 878-3275

**Campus Security Office**
- Security Director ................................................................................................................................. (704) 978-5444
- Mooresville Security ............................................................................................................................ (704) 880-0380
- Continuing Education/Workforce Development Security ...................................................................... (704) 880-1687
- Main Campus Evening Security Officer ................................................................................................. (704) 880-0172 or (704) 878-3200
- On Call/After Hours Campus Security ................................................................................................. Ext. 5555 or (704) 880-2569

**Career Center** .................................................................................................................................. (704) 878-1332

**Continuing Education** ..................................................................................................................... (704) 878-3220

**Disability Services** ............................................................................................................................ (704) 878-3364

**Distance Learning** ............................................................................................................................ (704) 878-3332

**Development and Community Relations** ...................................................................................... (704) 878-4321

**Financial Aid** ................................................................................................................................... (704) 978-5435

**Financial Services**
- Cashier ............................................................................................................................................... (704) 878-4270
- Student Accounts ................................................................................................................................. (704) 878-3216

**General Information** .......................................................................................................................... (704) 878-3200

**Library** .............................................................................................................................................. (704) 878-3271

**Mooresville Campus** ........................................................................................................................... (704) 663-1923

**Placement Testing Information** ....................................................................................................... (704) 878-3242

**Registrar** ............................................................................................................................................. (704) 878-3244

**SGA Office** ........................................................................................................................................ (704) 978-5426

**Student Activities Coordinator** ....................................................................................................... (704) 978-5426

**Student IDs and Parking Permits** ..................................................................................................... (704) 878-4367

**Tutoring (MIND Center)** .................................................................................................................. (704) 978-3116

**Veterans Affairs** ................................................................................................................................. (704) 878-3254

**WebAdvisor Helpline** ........................................................................................................................ (704) 978-5492

**Work-Based Learning Coordinator** .................................................................................................. (704) 878-3325

**Writing Center** .................................................................................................................................. (704) 978-1374
From Our President

Dear Mitchell Student,

Welcome to Mitchell Community College! We are glad that you have chosen Mitchell and want you to know that you are the reason that we are all here. You will find that our faculty and staff are committed to providing you an excellent educational opportunity and are here to support you in your educational journey. In order to ensure this journey will be successful, you must take an active role. Below are a few tips that may help you to succeed:

▪ Take it seriously. This is your education and is the key to your future success.
▪ Ask if you need help. The College has many support services to help you succeed. Don’t be afraid to ask questions and seek help if you are struggling.
▪ Engage. Meet your classmates and get to know your instructors, advisors and administrators. Get involved in the activities on campus.
▪ Find balance. Develop a routine that allows for the balancing of schoolwork, family and other responsibilities in your life.
▪ Set goals. Create goals short term and long term that keep you focused on succeeding. Celebrate accomplishing goals no matter how small.
▪ Take care of yourself. Your mental and physical well-being are crucial to your success. Eat a healthy diet, exercise and get plenty of rest.

Your education is something that can never be taken away from you. Give it all you’ve got!

Sincerely yours,

James T. Brewer Ed.D
President
Getting Started on Campus

Where to Go for Assistance
In Statesville, visit the Student Services receptionist on the first floor of the Student Services Center. Hours are 8 a.m. to 7:30 p.m. Monday through Thursday and 8 a.m. to 5 p.m. Friday, or call (704) 878-3200 and press “0.” For help in Mooresville, visit the main reception desk or call (704) 663-1923.

Email
All curriculum students receive an email account. Your mitchellccmail.com account is the official method of electronic communication and you are responsible for the consequences of not reading College-related emails sent to your official Mitchell account. With your account, you can manage your calendar, share events and whole calendars, and stay on schedule with mobile access and even SMS appointment reminders.

To set up your email, go to www.mitchellcc.edu, click on “Email” under “Resources.” For new students, your username is your first initial-middle initial-last name and your password is your 8-digit date of birth, mmddyyyy. If you need help, send an email to dl-information@mitchellcc.edu and include your full name, username, student ID #, and a detailed description of your problem.

NOTE: The use of email will be consistent with other Mitchell Community College policies. The College strictly forbids unlawful, unsolicited commercial advertising, mass mailings, harassment, spam or hoaxes, and political propaganda by students. For more information on Mitchell's email policy, go to www.mitchellcc.edu.

WebAdvisor
WebAdvisor lets you view your academic records and register online. To set up your WebAdvisor account or to log in, go to www.mitchellcc.edu, click on the WebAdvisor link under “Resources,” and use the links provided. Your username is the same as your email, and your initial password is your 6-digit date of birth (mmddyy). If you need help, contact the WebAdvisor Helpline at (704) 978-5492.

Moodle
For all courses there is a Moodle course site where you can view your course syllabi and see instructor contact information. If you are taking an Internet-only or hybrid course, visit the “Distance Learning” section under “Current Students” to ensure your computer and software meet the recommended requirements. Students new to Moodle need to complete the online orientation.

Forwarding Mitchell Email To Your Email
1. Log in to your Mitchell email account.
2. Click the Mail application.
3. Top right corner, click Settings.
4. Click link: "Forwarding and POP/IMAP"
5. In Forwarding section: Click "Add a forwarding address" button.
6. Type your primary email address.
7. You'll be sent a confirmation email.
8. Click the link in the confirmation email, and it will setup your Mitchell mail to forward to your specified email.
9. You have to go back into the Forwarding and POP/IMAP settings (follow the steps above).
10. Once there, select "Forward a copy of incoming mail to"
11. And then under that, select "Delete Mitchell Community College mail's copy"
12. Click the Save Changes button at the bottom.
To start, go to www.mitchellcc.edu and click on “Moodle” under “Resources.” For new students, your username is the same as your WebAdvisor username and your password is your 8-digit date of birth, mmddyyyy.

- When you log in to Moodle, move your mouse over the course name
- Click on your underlined course name
- Follow the instructors directions found in “Syllabus/Assignments/”

For Internet and hybrid courses, you must first log in and finish an assignment to complete your enrollment and ensure you are officially part of the class. Otherwise, you could be dropped as a no-show. If your class is not listed by noon on the first day of class, or if you have an email login question, send an email to dl-information@mitchellcc.edu. Include your full name, username, student ID #, and a detailed description of your problem.

Facebook
Follow us on Facebook under Mitchell Community College-Student Services and Mitchell Community College for important announcements, events, and other information that you need to know as a student. Go to www.facebook.com/MCCStudentServices, www.facebook.com/MitchellCommunityCollege or connect with your smartphone.

Emergency Notification System
Mitchell Community College has an emergency notification system, and we encourage all students to enroll in the system, so we can contact you if an emergency arises. The system will be used to send text, voice or email messages in the event of an emergency on campus and will be administered by the College in conjunction with AMG Alerts.

To enroll, click the red button on Mitchell’s home page. Then click the blue button and enter your contact information. You will be asked to select a preferred method of contact. Be sure to select the method that is most likely to reach you whether you are on or off-campus. Once you complete the registration, you will receive an email from AMG Alerts with your user key link. You can use this link to update your contact information at any time.

Student IDs and Parking Permits
We encourage all students to get a Mitchell Student Photo ID. Photo IDs and parking permits are available at the Campus Security Office Monday through Friday. Regular hours are 8:30 a.m. - 12:30 p.m. and 2 - 4 p.m. Students need to bring their current schedule and a photo ID. Call (704) 878-4367 for information about evening availability. IDs can qualify you for discounts at businesses in Statesville and Mooresville.

Wi-Fi
To access Mitchell’s Wi-Fi network, students must connect to the WIFISTU network.
When you connect you will be asked for a username and password.
- The username will be the same as your WebAdvisor/email username
- The password will be your birthdate in the format mmddyyyy

There are a lot of free activities on campus. Take advantage of them.
After you enter your username and password you will be asked to accept a certificate from Serenity, you MUST accept the certificate. If you have any problems logging in or accessing the Wi-Fi network, contact the Wi-Fi Helpdesk at (704) 978-1399.

General Information

Academic Honesty
Mitchell is committed to academic excellence which strengthens pride, integrity and self-realization. Such acts as plagiarism (presenting the words, graphics, structure, or ideas of others as if they were one’s own without proper acknowledgment or documentation) and taking answers from another student’s test paper are subject to disciplinary action. Any form of academic dishonesty is unacceptable and if detected could result in disciplinary action.

Academic Probation
Since 2.0 is the minimum cumulative grade-point average (GPA) required to graduate, curriculum students who fail to maintain a cumulative 2.0 GPA at the completion of any semester will be placed on academic probation for the following academic term. The Director of Admissions/Registrar will notify students and their advisors by College email or letter of probationary status and will advise those students to make an appointment with their academic advisor or, if a Special Credit student, to make an appointment with a counselor.

Academic Suspension
A student who does not maintain a cumulative GPA of 2.0 or above for two consecutive semesters will be placed on academic suspension. A suspended student is prohibited from enrolling in the College until he or she has petitioned the Academic Review Board to receive permission to re-enroll.

Academic Re-Instatement
Suspended students seeking readmission must petition the Academic Review Board prior to the beginning of the semester. This written statement should include the reasons he or she would like to be admitted, his or her work schedule, proposed course load, educational goals and any other information that might provide an explanation of the circumstances that led to the academic suspension.

The Academic Review Board will review the letter and any other supporting documentation submitted by the student and will make its decision. Re-enrollment may be contingent on the student taking specific courses or activities as required by the Academic Review
Board. The sole intent of the Board will be to provide the student the greatest possible opportunity for academic success. The petition and any supporting documents should be mailed to: Vice President for Student Services, Mitchell Community College, 500 W. Broad Street, Statesville, NC 28677-5264.

Important Note for Students Receiving Financial Aid: The Academic Review Board can grant permission to re-enroll but does not make decisions regarding financial aid eligibility. Students who have been granted permission to re-enroll will need to contact the Financial Aid Office to discuss the status of their financial aid.

ADA Grievance Procedure
Mitchell has adopted an internal grievance procedure providing for prompt and equitable resolution of complaints alleging any action prohibited by the U.S. Department of Justice regulations implementing Title II of the Americans with Disabilities Act. Title II states, in part that “no otherwise qualified disabled individual shall, solely by reason of such disability, be excluded from the participation in, be denied the benefits of, or be subjected to discrimination” in programs or activities sponsored by a public entity. Complaints should be addressed to the Vice President for Finance and Administration, Mitchell Community College, 500 West Broad Street, Statesville, NC 28677-5264, (704) 878-3202.

1. A complaint should be filed in writing or verbally, contain the name and address of the person filing it, and briefly describe the alleged violation of the regulations.

2. A complaint should be filed within 15 business days after the complainant becomes aware of the alleged violation. (Processing of allegations of discrimination which occurred before this grievance procedure was in place will be considered on a case-by-case basis.)

3. An investigation, as may be appropriate, shall follow a filing of complaint. The investigation shall be conducted by the Vice President for Finance and Administration and a copy forwarded to the complainant no later than 30 business days after its filing.

4. The ADA Coordinator shall maintain the files and records of Mitchell Community College relating to the complaints filed.

5. The complainant can request a reconsideration of the case in instances where he or she is
dissatisfied with the resolution. The request for reconsideration should be made within 10 business days to the Vice President for Finance and Administration.

6. The right of a person to a prompt and equitable resolution of the complaint filed hereunder shall not be impaired by the person’s pursuit of other remedies such as the filing of an ADA complaint with the responsible federal department or agency. Use of this grievance procedure is not a prerequisite to the pursuit of other remedies.

7. These rules shall be construed to protect the substantive rights of interested persons to meet appropriate due process standards to assure that Mitchell Community College complies with the ADA and implementing regulations.

Confidentiality and Access to Records
The Family Educational Rights and Privacy Act (FERPA) of 1974 provides safeguards regarding the confidentiality of and access to student records. This Act will be adhered to by the College. Students and former students have the right to inspect and review their official records and to request a hearing if they challenge the contents of these records. No records shall be made available to unauthorized personnel or groups outside the College without the written consent of the student involved, except to the extent that FERPA authorizes disclosure with consent or under legal compulsion. Students have the right to file a complaint with the U.S. Dept. of Education concerning alleged failures by the College to comply with requirements of the act. The office that administers FERPA is the Family Policy Compliance Office, U.S. Dept. of Education, 400 Maryland Ave. SW, Washington, DC 20202-5901.

Closing and Delays
In the event of adverse weather, the College will determine whether to delay classes, cancel classes or close. A decision will be made by 6 a.m. for day classes and by 3 p.m. for evening classes. You can check the Mitchell website, Mitchell Facebook page, or call (704) 878-3200. Information will also be provided to local television and radio stations for posting and announcements.

- **Classes Delayed** means classes will not meet during the time of the delay. Students and faculty will resume a regular schedule at the time announced the College will open. That means late openings will start with classes normally taught at that hour. For examples, in the case of a two-hour delay:
  - Classes that run from 8 a.m.
to 9 a.m. OR 9 a.m. to 10 a.m. would be canceled.
• Classes that run from 9:30 a.m. to 11 a.m. would start at 10 a.m.
• **Classes Canceled** means no classes for students. Employees have the choice to report to work or take annual leave.
• **College Closed** means neither students nor employees are to report to the College.

The College will decide how canceled classes will make up the work. Students, faculty and staff must assume responsibility for deciding if conditions are too dangerous to allow safe driving on public roads.

**Class Registration**
All current students will receive a message providing their online priority registration date through their Mitchell email account. Students must meet with their faculty advisor and develop an Educational Plan to register by this date.

**Computer and Internet Usage**
Mitchell provides computer, network, and Internet access to students for academic purposes only. Use for other purposes is not acceptable. Computer, network, and Internet access is a privilege which may be revoked at any time for abusive conduct. Abusive conduct includes, but is not limited to: altering equipment or peripherals; installing a “virus” or other software; running files to alter the system; placing unlawful information on a system; using abusive or objectionable language in messages; hindering other users’ ability to work; causing congestion on the networks; using other people’s computer resources without authorization; violating software license copyrights; entering accounts without full authorization; using College resources for a commercial venture or for personal profit; allowing others to use a password or account other than their own; violating system security; transmitting any unlawful, harmful, threatening, abusive, harassing, defamatory, vulgar, obscene, hateful, racial, ethnical or otherwise objectionable material; distributing advertisements; displaying materials which may be construed as obscene; misrepresenting the identity of the user; or using the network for game playing.

Mitchell buys licenses for copyrighted computer software. The College does not own the copyright on this software or its related documentation and, unless authorized by the software developer, does not have the right to reproduce it. Any student who makes, acquires, or uses unauthorized copies of computer software on campus shall be subject to disciplinary action. Illegal reproduction of computer software can be subject to civil damages up to $100,000 and criminal penalties including fines and imprisonment. For more information go to www.mitchellcc.edu.

**Drugs and Alcohol**
The use of drugs or alcohol on campus is strictly prohibited. Students violating this policy will be subject to disciplinary action. For a copy of the Mitchell Drug and Alcohol Policy go to www.mitchellcc.edu or request a copy from the office of the Vice President for Student Services.

**Health and Wellness**
Students are encouraged to tell their instructors of medical conditions and to provide an emergency contact on their application for admission. If you miss class because of sickness, you need to contact your instructor.

**First Aid and Medical Emergencies.** Mitchell has no facilities for medical treatment other
than minor first aid. A first aid kit is available in each building. If a medical or life-threatening emergency exists, go to the nearest phone and dial “911.” If using a campus phone, it may be necessary to dial “9” first. Then call Campus Security at ext. 5555. Responsibility for medical services rests with the student. The College uses the Iredell County EMS and the Emergency Care units of Davis Regional Medical Center, Iredell Memorial Hospital and Lake Norman Regional Medical Center for medical emergencies.

**Communicable Disease Policy.** The College does not want to spread communicable diseases, so we will maintain a safe and healthy work environment and educate staff, students and the community. The College will comply with all state and federal laws or regulations regarding these issues.

**Disposal of Medical Waste.** All medical waste, including needles, diabetic blood and urine testing material, must be disposed of properly. For exact locations of approved medical waste disposal containers, contact Campus Security at (704) 978-5444.

### Food Services
Tom’s Big Dogs sells hamburgers, hotdogs, french fries, breakfast, and other items in the area behind the Montgomery Student Union. Hours are Monday through Thursday 8 a.m. to 2 p.m. Look for more information about food services on Fridays and at Mooresville coming soon. Snack and drink machines are available in the Student Union on the Main Campus and in the Cyber Café at the Mooresville Campus.

### Lost and Found
Campus Security provides lost and found services. When an item is found, the security officer notifies the Campus Security Office. Items valued at more than $20 are immediately turned over to the Campus Security Office while items valued at less than $20 are held at the reception desk for one day prior to being secured in the Campus Security Office. Contact Campus Security to inquire about lost items.

In Statesville, contact the Security Office at (704) 878-4367, in Mooresville, (704) 880-0380.

### Parking
Students may park in any student parking area on campus. Refer to the Campus Maps on pages 98 and 99 to find parking lots and other approved parking areas.

Use of a handicapped space requires the display of a handicapped placard or tag.

---

**Needing a tutor does not make you dumb. Refusing to get one when you need one is dumb.**

---
Parking is not permitted in a fire lane, loading zone, reserved space or grassy area. The Statesville or Mooresville police departments may issue citations for vehicles parking improperly in handicapped zones or fire lanes.

Improperly parked cars are subject to tow-away at full expense to the owner. If your car is towed, see the receptionist in the Student Services Center to get contact information for the towing company.

If all campus parking is filled, legal parking is available on Statesville streets surrounding the campus. The College has an overflow parking lot at 633 West End Avenue, one block west of campus. Parking is also available in the Cherry Street lot and in the lots by the Continuing Education and Workforce Development Center on Front Street. The City of Statesville has “All Day” parking on Walnut Street, east of Mulberry Street.

Parking Permits
Students and employees should display a Mitchell parking permit while on the Historic Main Campus. At the Mooresville Campus, parking permits are recommended, but not required. Parking permits may be obtained at no charge from the receptionist in the Campus Security Center, 101 S. Race Street, Statesville. Hours are Monday-Friday, 8:30 a.m.-12:30 p.m. and 2-4 p.m. Evening appointments may be made by calling (704) 878-4367.

During the first two weeks of school, arrive at least 30 minutes early to find a parking space and avoid being late for class.

Participation in Promotional Activities
For its promotional activities through media such as print, publicity, multimedia productions or the Internet, the College frequently uses student likenesses, words or biographical materials. Unless a student expressly prohibits the College from using their photographic images or voice/statements, the College assumes implied authorization. For students to revoke this authorization, they must complete an Opt-Out form available from the Coordinator of Student Activities. Photographs taken at a public events or photographs where your image is not recognizable are not covered by this opt-out. If you are in a situation where a College representative is taking photos, we recommend that you advise the photographer of your request to help ensure your privacy. The College commits to honor, to the extent that it’s practical, any request to cease in the use of a photograph.

Smoking
Mitchell is a tobacco-free campus. That means that smoking and/or using other forms of tobacco products is prohibited anywhere on Mitchell’s property. Smoking is also prohibited in any College-owned or leased vehicles.

Solicitation and Fundraising
Mitchell buildings and campus spaces may not be used to raise funds for individuals or organizations except for officially recognized College projects or organizations that have
obtained prior approval from the President or his/her designee. Classes, clubs, or other groups planning to solicit contributions or sell goods or services must get approval in advance from the Student Activities Coordinator and the Vice President for Student Services before the fundraising begins. Forms are available at the Student Activities Office in the Montgomery Student Union.

Student Rights, Responsibilities and Judicial Procedures

I. Preamble

Academic institutions exist for the transmission of knowledge, the pursuit of truth, the development of students and the general well-being of society. Free inquiry and free expression are indispensable to the attainment of these goals. As members of this academic community students are encouraged to develop the capacity for critical judgment and to engage in a sustained and independent search for truth.

Freedom to teach and freedom to learn are inseparable facets of academic freedom. The freedom to learn depends upon appropriate opportunities and conditions in the classroom, on the campus and in the community. Students should exercise their freedom with responsibility. As members of the academic community, students are subject to the obligations which accrue to them by virtue of this membership. As members of the larger community of which the College is a part, students are entitled to all rights and protection accorded them by the laws of that community.

By the same token, students are also subject to all laws, the enforcement of which is the responsibility of duly constituted authorities. When students violate laws, they may incur penalties prescribed by legal authorities. In such instance, college discipline will be initiated only when the presence of the student on campus will disrupt the educational process of the College. However, when a student's violation of the law also adversely affects the College's pursuit of its recognized educational objectives, the College may enforce its own regulations. When students violate college regulations, they are subject to disciplinary action by the College whether or not their conduct violates the law. If a student's behavior simultaneously violates both college regulations and the law, the College may take disciplinary action independent of that taken by legal authorities.

II. Student Rights

H. All rights and privileges guaranteed to every citizen by the Constitution of the United States and by the state of North Carolina shall not be denied any student.
I. Students are free to pursue their educational goals. Appropriate opportunities for learning in the classroom and on the campus shall be provided for by the College. Student performance will be evaluated solely on an academic basis, not on opinions or conduct in matters unrelated to academic standards.
J. Students have the right to freedom of expression, inquiry, and assembly without restraint or censorship subject to reasonable and nondiscriminatory rules and regulations regarding time, place and manner.
K. Students have the right to inquire about and to propose improvements in policies, regulations and procedures affecting the welfare of students through established student government procedures, campus committees and college offices.

L. No disciplinary sanctions other than temporary removal from class or activity (only for duration of said activity) may be imposed upon any student without due process. Due process procedures are established to guarantee a student accused of a student code of conduct violation the right of a hearing, a presentation of charges, evidence for charges, the right to present evidence, the right to have witnesses on one’s behalf and to hear witnesses on behalf of the accuser(s), the right to counsel, and the right of appeal.

III. Student Responsibilities and Student Code of Conduct

It is the responsibility of Mitchell students to be aware of and abide by the Student Code of Conduct. Students are also expected to abide by the verbal or written directives of college administrators, faculty and staff who ensure effective operation of the educational process, and to treat all persons with respect.

The college reserves the right to maintain a safe and orderly educational environment for students and staff. Therefore, when, in the judgment of college officials, a student’s conduct disrupts or threatens to disrupt the College community, appropriate disciplinary action will be taken to restore and protect the sanctity of the community.

Students are expected to conduct themselves in accordance with generally accepted standards of scholarship and morality. The purpose of this code is not to restrict student rights but to protect the rights of individuals in their academic pursuits.

The following regulations which prohibit certain types of student behavior are set forth in the Student Code of Conduct. Violation of one or more of the following regulations may result in one of the sanctions described in section V.

A. Academic Dishonesty—taking or acquiring possession of any academic material (test information, research papers, notes, etc.) from a member of the College staff or student body without permission; receiving or giving help during tests; submitting papers or reports (that are supposed to be original work) that are not entirely the student's own; not giving credit for others' work (plagiarism).

B. Theft of, misuse of or damage to college property, or theft of or damage to property of a member of the College community or a campus visitor on college premises or at college functions; unauthorized entry upon the property of the College or into a college facility or a portion thereof which has been restricted in use and thereby placed off limits; unauthorized presence in a college facility after closing hours.

C. Possession of or use of alcoholic beverages or being in a state of intoxication on the College campus or at college-sponsored or supervised functions off campus or in college-owned vehicles. Possession, use or distribution of any illegal drugs. Any influence which may be attributed to the use of drugs or of alcoholic beverages shall not in any way limit the responsibility of the individual for the consequences of his/her actions. (Refer to Drug and Alcohol Policy)

D. Lewd or indecent conduct, including public physical or verbal action or distribution of obscene or libelous written material.

E. Mental or physical abuse of any person on college premises or at college-sponsored
or college supervised functions, including verbal or physical actions which threaten or endanger the health or safety of any such persons or which promote hatred or racial prejudice. These actions may include hate speech, harassment or bullying whether the statements are made in-person, by phone or via the Internet.

F. Any act, comment, or behavior which is of a sexually suggestive or harassing nature and which in any way interferes with a student’s or any employee’s performance or creates an intimidating, hostile or offensive environment.

G. Intentional obstruction or disruption of teaching, research, administration or disciplinary proceedings, or other college activities, including public service functions and other duly authorized activities on college premises.

H. Occupation or seizure in any manner of college property, a college facility or any portion thereof for a use inconsistent with prescribed, customary or authorized use.

I. Participating in or conducting an assembly, demonstration or gathering in a manner which threatens or causes injury to person or property; which interferes with free access to, ingress or egress of college facilities; which is harmful, obstructive or disruptive to the educational process or institutional functions of the College; remaining at the scene of such an assembly after being asked to leave by a representative of the College staff.

J. Possession or use of a firearm, knife, incendiary device or explosive, except in connection with a college-approved activity. This also includes unauthorized use of any instrument designed or carried with the intent to inflict serious bodily injury to any person.

K. Setting off a fire alarm or using or tampering with any fire safety equipment, except with reasonable belief in the need for such alarm or equipment.

L. Gambling.

M. Smoking and/or using other forms of tobacco products on College premises.

N. Violations of college regulations regarding the operation and parking of motor vehicles.

O. Forgery, alteration or misuse of college documents, records or instruments of identification with intent to deceive.

P. Failure to comply with instructions of college officials acting in performance of their duties.

Q. Violation of the terms of disciplinary probation or any college regulation during the period of probation.

R. Fiscal irresponsibility such as failure to pay college-levied fines, failure to repay college-funded loans or the passing of worthless checks to college officials.

S. Violation of a local, state or federal criminal law on college premises adversely affecting the College community’s pursuit of its proper educational purposes.

T. Falsification of a college document. College documents include, but are not limited to, financial aid applications, admissions applications, residency determination applications, distance learning documentation and registration materials.

U. Engaging in inappropriate behavior that interferes with the peace, order, and efficient and effective operation of the College, such as harassing another student or college employee,
playing loud music and using loud, threatening and/or obscene language.

V. Misuse of Mitchell Community College’s computer equipment and/or network, computer Network and Electronic Communications Usage, or engaging in cyberbullying or cyber-stalking activity.

IV. Judicial Procedures
In the event of a violation of the Student Code of Conduct, the following steps shall be followed in order to resolve the issue:

A. Immediate Suspension. If an act of misconduct threatens the health or well-being of any member of the academic community or seriously disrupts the function and good order of the College, an instructor or administrative officer may direct students involved to cease and desist such conduct and advise them that failing to cease and desist will result in immediate suspension. If the students fail to cease and desist, the instructor or administrative officer may then suspend them from the class or the College until a resolution of the matter can be made.

The instructor or administrative officer invoking such suspension shall notify the Vice President for Student Services or his or her designee in writing of the individuals involved and the nature of the infraction as soon as possible but no more than two days following the incident. The Vice President or designee shall resolve the matter in a timely fashion utilizing the steps outlined below in section IV. C.

B. Responsibility for Implementation. The Vice President for Student Services or his or her designee is responsible for implementing student discipline procedures.

C. Disciplinary Procedures. In order to provide an orderly procedure for handling student disciplinary cases in accordance with due process and justice, the following procedures will be followed:

1. Charges: Any administrative official, faculty/staff member, or student may file charges with the Vice President or designee against any student or student organization for violations of college regulations.

DEVELOPING GOOD STUDY HABITS

1. Set a regular time to study.
2. Have a regular quiet place to study.
3. Keep a “Things I Have to Do” list.
4. Allow enough time for each assignment.
5. Make good use of time before and after class.
6. Give full attention to your work.
7. Read to understand ideas, concepts and vocabulary.
8. Neatness always counts.
9. Follow a study system.
10. Be strict with yourself.
The written charges must include:
▪ Name of the student(s) involved
▪ The alleged violation of the specific code of conduct
▪ The time, place and date of the incident
▪ Names of person(s) directly involved or witnesses to the infractions
▪ Any action taken that related to the matter
▪ Desired solution(s)

2. Investigation and Decision. Within five working days after the charge is filed, the Vice President or designee shall complete a preliminary investigation of the charge and shall schedule a meeting with the student. After discussing the alleged infraction with the student, the Vice President or designee may act as follows:
   a. Drop the charge.
   b. Impose a sanction consistent with those shown in Section V.
   c. Refer the student to a college office or community agency for services.

3. Notification. The decision of the Vice President or designee shall be presented to the student in writing immediately following the meeting with the student. In instances where the student cannot be reached to schedule an appointment with the Vice President or designee, or where the student refuses to cooperate, the Vice President or designee shall send a certified letter to the student’s last known address providing the student with a list of the charges, the Vice President’s or designee’s decision, and instructions governing the appeal process (Section VI).

V. Sanctions
Sanctions that may be issued by the College include, but are not limited to, the following:
A. Reprimand. A written communication which gives official notice to the student that any subsequent offense against the Student Code of Conduct will carry heavier penalties because of this prior infraction.
B. General Probation. An individual may be placed on General Probation when involved in a minor disciplinary offense: General Probation has two important implications: the individual is given a chance to show his/her capability and willingness to observe the Student Code of Conduct without further penalty; secondly, if he/she errs again, further action will be taken. This probation will be in effect for no more than two semesters.
C. Restrictive Probation. Restrictive Probation results in loss of good standing and becomes a matter of record. Restrictive conditions may limit activity in the College community. Generally the individual will not be eligible for initiation into any local or national organization, and may not receive any college award or other honorary recognition. The individual may not occupy a position of leadership or responsibility with any college or student organization, publication or activity. This probation will be in effect for not less than two semesters. Any violation of Restrictive Probation may result in immediate SUSPENSION.
D. Restitution. Restitution may be required for damaging, misusing, destroying or losing property belonging to the College, college personnel or students.
E. Interim Suspension. Exclusion from class and/or other privileges or activities as set forth in the notice, until a final decision has been made concerning the alleged violation.
F. Loss of Academic Credit or Grade. This sanction may be imposed as a result of academic dishonesty.
G. Withholding Transcript, Diploma or Right to Register. This sanction will be imposed when financial obligations are not met.

H. Suspension. Exclusion from class(es), and/or all other privileges or activities of the College for a specified period of time. This sanction is reserved for those offenses warranting discipline more severe than probation, or for repeated misconduct. Students who receive this sanction must get specific written permission from the Vice President before returning to campus.

I. Expulsion. This sanction involves dismissing a student from campus for an indefinite period. The student loses his/her student status. The student may be readmitted to the College only with the approval of the President.

J. Group Probation. This is given to a college club or other organized group for a specified period of time. If group violations are repeated during the term of the sentence, the charter may be revoked or activities restricted.

K. Group Restriction. Removing college recognition during the quarter in which the offense occurred or for a longer period (usually not more than one other quarter). While under restriction the group may not seek or add members, hold or sponsor events in the College community, or engage in other activities as specified.

L. Group Charter Revocation. Removal of college recognition for a group, club, society, or other organization for a minimum of two years. Re-charter after that time must be approved by the President.

VI. Appeals Procedure

A student who disagrees with the decision of the Vice President for Student Services or designee may request a hearing before a Disciplinary Review Committee. This request must be submitted in writing to the Vice President within three working days after receipt of the Vice President’s decision. The Vice President shall refer the matter to a Disciplinary Review Committee together with a report of the nature of the alleged misconduct, the name of the complainant, the name of the student against whom the charge has been filed, and the relevant facts revealed by the Vice President’s or designee’s investigation.

A. Committee Composition. Membership of the Disciplinary Review Committee shall be composed of the following:
   1. Three faculty members appointed by the President of the College.
   2. Three student members appointed by the Student Government Association and approved by the President of the College.
   3. The President will appoint one administrator to serve as committee chair who will vote only in cases of a tie.
   4. The Vice President for Student Services as an ex-officio nonvoting member.
   5. At least two faculty/staff members and two students plus the chair must be present in order for the committee to conduct business.

B. Procedures for Hearings before the Disciplinary Review Committee
   1. Procedural Responsibilities of the Vice President for Student Services
      The Review Committee must meet within 10 working days of receipt of a request for

Plagiarism is the appropriation of any other person’s work and the unacknowledged incorporation of that work in one’s own work. Be sure to appropriately cite other people’s work to avoid plagiarism.
a hearing. At least five working days prior to the date set for the hearing, the Vice President shall send a certified letter to the student's last known address providing the student with the following information:

a. A restatement of the charge or charges.
b. The time and place of the hearing.
c. A statement of the student’s basic procedural rights.
d. A list of witnesses.
e. The names of Committee members.

On written request of the student, the hearing may be held prior to the expiration of the five day notification period, if the Vice President concurs with this change.

2. Basic procedural rights of students include the following:

a. The right to counsel. The role of the person acting as counsel is solely to advise the student. The counsel shall not address the Committee.
b. The right to produce witnesses on one's behalf.
c. The right to request, in writing, the President to disqualify any member of the committee for prejudice or bias. (The request must contain reasons). A request for disqualification, if made, must be submitted at least three working days prior to the hearing. If such disqualification occurs, the appropriate nominating body shall appoint a replacement to be approved by the President.
d. The right to present evidence.
e. The right to know the identity of the person(s) bringing the charge(s).
f. The right to hear witnesses on behalf of the person bringing the charges.
g. The right to testify or to refuse to testify without such refusal being detrimental to the student.
h. The right to appeal the decision of the Committee to the President who will review the official record of the hearing. The appeal must be in writing and it must be made within five working days of the completion of the hearing.

3. The Conduct of the Committee Hearings

a. Hearings before the Committee shall be confidential and shall be closed to all persons except the following:
   - The student
   - Counsels
   - Witnesses who shall:
     1. Give testimony singularly and in the absence of other witnesses.
     2. Leave the committee meeting room immediately upon completion of the testimony.
b. The hearing will be tape recorded. Tapes will become the property of the College, and access to them will be determined by the chair of the Committee and the Vice President. All tapes will be filed in the office of the Vice President for Student Services for a 12 month period.
c. The Committee shall have the authority to adopt supplementary rules of procedure consistent with this code.
d. The Committee shall have the authority to render written advisory opinions concerning the meaning and application of this code.

e. Upon completion of a hearing, the Committee shall meet in executive session to determine concurrence or non-concurrence with the original finding and to recommend sanctions, if applicable.

f. Decisions of the Committee shall be made by majority vote.

g. Within two working days after the decision of the Committee, the Vice President shall send a certified letter to the student’s last known address providing the student with the Committee’s decision.

**Appeal to the President**

A student who disagrees with and refuses to accept the findings of the Committee may appeal in writing to the President within five working days after receipt of the Committee’s decision. The President shall have the authority to:

1. Review the findings of the proceedings of the Committee.
2. Hear from the student, the Vice President and the member of the Committee before ruling on an appeal.
3. Approve, modify, or overturn the decision of the Committee.
4. Inform the student in writing of the final decision within 10 working days of the receipt of the appeal.

**Appeal to the Board of Trustees**

Any party of the Review Committee hearing may request in writing a hearing before the Board of Trustees as an appeal of the President’s decision within five working days of that decision. The Board of Trustees or a committee of the Board may review information to date and render a decision without the personal appearance before them of the parties of the Review Committee hearing or they may choose to have the parties involved in the hearing appear before them before rendering a decision. The decision of the Board will be made within 20 working days and will be final.

**VII. Student Grievance Procedure**

A. Purpose. The purpose of the student grievance procedure is to provide a system to channel student complaints against faculty and staff concerning the following:

1. Alleged discrimination on the basis of age, sex, race, disability or other conditions, preferences or behavior, excluding sexual harassment complaints.
2. Sexual harassment complaints should be directed to the Vice President for Student Services. Because of the sensitive nature of this kind of complaint, a conference with the Vice President will replace the first step of the grievance procedure. The Vice President will counsel the student to determine the appropriate action that is required. If the grievance is not resolved after this meeting, then the remainder of the grievance procedure will be followed.
3. Academic matters, excluding individual grades, except where the conditions in Item 1 above apply.

B. Procedures

**College Fact:**

**Smart Credit Card Tips:**
- Pay your credit card balance monthly to avoid interest charges.
- Limit yourself to one card and opt out of prescreened credit card offers that come in the mail.
- Actively manage your account to help avoid credit card fraud.
- If you do accumulate a large credit card balance, make a plan to pay it off quickly.

Check out other helpful, financial tips at Cash Course. You can connect from www.mitchellcc.edu.
1. First Step: The student must go to the instructor or staff member where the alleged problem originated. An attempt will be made to resolve the matter equitably and informally at this level. The conference must take place within five working days of the incident which generated the complaint.

2. Second Step: If the grievance is not resolved at the informal conference, the student may file a written grievance. A grievance form shall be made available to the student by the Vice President for Student Services. The Vice President will explain the grievance process to the student. The completed grievance form must be presented to the Vice President within five working days after satisfying the first step in the grievance process. The Vice President will then refer the grievance to the immediate supervisor involved. The supervisor shall respond in writing to the student within 10 working days of receipt of the grievance form from the department involved.

3. Third Step: If the student wishes to appeal the decision of the supervisor, a further appeal may be directed to the Vice President for Instruction within five working days. The Vice President for Instruction shall respond in writing to the student within 10 working days of receipt of the grievance form.

4. Fourth Step: If the written statement of the Vice President for Instruction does not satisfy the grievant, a request to appear before the Student Grievance Committee may be made. The student must submit a written request within 5 working days after receiving the written response of the Vice President for Instruction. The request shall include a copy of the original grievance form and the reason why the responses are unsatisfactory. A copy of the responses must be attached to the request by the student. The Vice President for Instruction shall notify immediately the President who shall insure that the Committee is organized in a manner consistent with Section C of this procedure. The Vice President for Instruction will send copies of the appeal to the members of the Committee, the employee, and the employee’s supervisor. The employee against whom the grievance was filed shall be given an opportunity to respond in writing to the chair of the Committee. Meeting(s) shall be conducted between five and 15 working days following the date of the request. A postponement may be granted by the chair upon written request of either party if the reason stated justifies such action. The Committee shall hold interviews with the grievant, the employee and the supervisor, singularly, and the absence of other witnesses. The committee may interview any additional witnesses that it considers necessary to render a fair decision. The Committee shall decide by a majority vote the solution of the grievance. In case of a tie, the chair shall vote, thus breaking the tie. The chair shall forward a copy of the Committee's decision to all parties involved and to the office of the President of the College within two working days.

5. Fifth Step: The Committee's decision may be appealed by either party involved to the President of the College within 10 working days of the Committee's decision. The President shall review the Committee’s findings, conduct whatever additional inquiries that are deemed necessary and render a decision within 10 working days of receipt of the appeal.

6. Sixth Step: The President’s decision may be appealed by either party involved to the Board of Trustees of the College within 10 working days of the President’s decision. The Board of Trustees or a committee of the Board shall review any information to date, conduct whatever additional inquiries that are deemed necessary and render a decision within 20 working days of receipt of the appeal.
C. The Student Grievance Committee
A Student Grievance Committee will be formed for each grievance. The committee makeup and method of appointment will be the same as for the Disciplinary Review Committee.

D. Right of Parties Involved in a Grievance
When a grievance committee meeting is scheduled, the parties involved are entitled to:
1. A written notice of the time and place of the meeting. This notice shall be forwarded to all parties at least five working days prior to the meeting unless they waive this requirement.
2. Review all available evidence, documents or exhibits that each party may present at the meeting.
3. Have access to the names of the witnesses who may testify.
4. Appear in person and present information on his or her behalf, call witnesses, and ask questions of any person present at the meeting.
5. The right to counsel. The role of the person acting as counsel is solely to advise the client. The counsel shall not address the Committee.

Student Complaints and Petitions
The student grievance and appeals procedure provides a system to channel student complaints and requests to appropriate college officials. The Student Rights, Responsibilities and Judicial Procedures policy as published in the Student Handbook establishes a student’s right to inquire about and to propose changes to the policies, regulations and procedures affecting the welfare of students.
Students may also file a grievance with the Commission on Colleges of the Southern Association of Colleges and Schools (SACS), 1866 Southern Lane, Decatur, GA 30033-4097, (404) 679-4501.

Grade Appeal Policy
The course instructor is responsible for determining the grade a student earns for the course. The grade determination should be based on the course grading policy as detailed in the course syllabus.
Occasionally, a student may disagree with the final course grade as assigned by the instructor. In those cases, the student should follow the steps as outlined below:

1. The student should meet with the course instructor and discuss the grade. This meeting must take place within 30 calendar days of the initial assignment of the grade.

2. If the student still feels the grade has been incorrectly assigned then the student should meet with the instructor’s curriculum division director. After confirming that an effort has been made between student and instructor to reach an agreeable outcome regarding the grade in question, the director will:
   a. Listen to the student’s explanation of why he or she thinks that the grade is in error,
   b. Talk with the instructor to confirm that the instructor can either demonstrate the grade was correctly assigned or to confirm that, upon reexamination, a grade change is in order,
   c. Communicate to the student the result of the director/instructor discussion. If the student is dissatisfied with the outcome, a meeting will be arranged to include the instructor, the student and the director to determine whether or not an agreeable outcome can be reached.

3. If the student remains dissatisfied with the outcome, he or she should state the reason(s) that the grade is believed to be in error in a written appeal addressed to the Vice President for Instruction. This written appeal must be submitted within 10 calendar days after the meeting between the student, instructor and director. Upon receipt of a written appeal, the Vice President for Instruction will convene the Grade Appeal Committee. The Grade Appeal Committee will be comprised of one faculty member from each of the four curriculum divisions, to be chosen by the full-time faculty in their respective divisions. For each appeal, the committee will select one member to serve as non-voting chair and recorder for the appeal.

4. The student and instructor will be given an opportunity to address the committee and to answer questions. After reviewing all relevant information presented, the committee will render a decision reflecting the popular opinion of the committee. The committee will report its decision to the Vice President for Instruction who will notify the student and the instructor of the outcome.

5. The decision of the Grade Appeal Committee will be final.

6. As per procedure, should any portion of the process result in the need to change the grade the instructor will submit an Authorization to Change Grade form.
Title IX
Title IX of the Education Amendments of 1972 is a federal law that prohibits sex discrimination in education. It reads “No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance.”—Legal Citation: Title IX of the Education Amendments of 1972, and its implementing regulation at 34 C.F.R. Part 106 (Title IX)
Sexual misconduct offenses include, but are not limited to:
- Sexual harassment
- Non-consensual sexual contacts (or attempts to commit same)
- Non-consensual sexual intercourse (or attempts to commit same)
- Sexual exploitation
While it is often thought of as a law that applies to athletics programs, Title IX is much broader than athletics and applies to all programs, services, and activities at Mitchell Community College. While compliance with the law is everyone’s responsibility at Mitchell, listed below are the staff members who have primary responsibility for Title IX compliance. If you believe that you have been or are being discriminated against, please contact a Title IX coordinator or a trusted faculty or staff member, who will notify the Title IX Coordinator. The Title IX Coordinator is required to take action to quickly coordinate an investigation, remedy the situation, and prevent its recurrence.

Title IX Coordinator—Jodee Fulton, Director of Human Resources, Main Building (704) 878-4341
Deputy Title IX Coordinator—Donavon Kirby, Director of Counseling, Student Services Center (704) 878-3267.

Visitors and Children on Campus
Mitchell welcomes visitors to public events on campus. Visitors (including children of students) are not allowed in classrooms or labs without appropriate approval. Children are not allowed on campus unless under the supervision of a parent or responsible adult. The College reserves the right to ask disruptive visitors to leave.

Resources
Academic Advising
Each student is assigned a faculty advisor in his or her field of study to help in course selection and career planning. Advising Month, which occurs in October and March of each year, provides a time to develop an Education Plan. Students must have a plan in place in order to register through WebAdvisor. New students who do not have a faculty advisor can visit the Advising Center for help. The Advising Center is in the Student Services Center in Statesville and open part-time at the Mooresville Center. Call (704) 978-1309 for more information including hours of operation. You can also go to www.mitchellcc.edu for more information about academic advising.

Bookstore
Mitchell owns and operates a bookstore which sells books, supplies, clothing and gifts. The bookstore is in the Montgomery Student Union and is open Monday through Thursday 8:30 a.m. - 6 p.m. and Friday 8:30 a.m. - 1:30 p.m. The bookstore offers an eBookstore, a book rental program, and an opportunity for Mooresville students to pick up their textbooks in Mooresville.
The College recommends that students attend the first class before purchasing books. For more information go to www.mitchellcc.edu, or call (704) 878-3275.

**Campus Security and Crime Awareness**

Mitchell is committed to providing a safe and secure environment for students, employees and visitors. Mitchell security officers are employees of the College. These officers are responsible for enforcing parking regulations and reporting any on-campus violations. During hours of operation, individuals may report a crime or emergency by calling the switchboard operator “0.” After hours, individuals may call (704) 880-2569 or “911.”

If there is an emergency on campus, the College will broadcast an announcement through the Mitchell telephone speaker system and through the Emergency Notification System. Students and the public can view Mitchell’s crime statistics at www.mitchellcc.edu.

**Counseling**

The counseling office helps students determine their vocational and educational goals and resolve problems of a personal nature which might affect progress toward educational objectives. Professionally trained counselors are available in the Student Services Center. You can contact a counselor at (704) 878-3242.

**Career Center**

The Career Center, located on the first floor of the Student Services Center, provides:

- **Career Assessment** to help individuals identify jobs/careers that match their interests, skills, abilities and personalities
- **Computerized Career Decision-Making** that guide individuals through a series of activities that facilitate career decision-making
- **Career Exploration Workshops** that provide a career assessment and an overview of career related resources to help students develop their career goals

For more information and office hours, including services available in Mooresville, call (704) 978-1332 or go to www.mitchellcc.edu.

**Disability Services**

To ensure equal access to educational opportunities, the College is committed to providing reasonable accommodations for qualified students with documented disabilities. Students are responsible for initiating a request for accommodations and can do so by meeting with the Disability Services Coordinator and providing professional documentation of his or her stated disability. The Disability Services Coordinator is on the first floor of the Student Services Center. For more information call (704) 878-3364, go to www.mitchellcc.edu or request a copy of the College’s Disability Services brochure.
ICATS Transportation
Mitchell partners with ICATS to provide low-cost transportation between our Statesville and Mooresville locations. Pick up and drop off in Mooresville is at the gazebo on Academy Street. In Statesville, pick up and drop off is in front of the Student Services Center. For more information go to www.mitchellcc.edu.

Financial Aid and Scholarships
The Financial Aid Office provides assistance to eligible students who demonstrate financial need. Forms of aid include federal grants, state grants, veterans’ education benefits and scholarships. Eligible students may qualify for one or more forms of aid.

To request financial aid, you must complete the Free Application for Federal Student Aid (FAFSA) online at www.fafsa.gov as soon as possible after January 1 for the upcoming academic year. To apply for an Institutional Scholarship, submit an application by May 30 for the following semester. Scholarships are awarded annually during the fall semester. For more information including Scholarship Application go to www.mitchellcc.edu or call (704) 978-5435.

Huskins Library/Learning Resources Center
The Library provides resources which support instructional programs. Services include reference assistance, book selection and interlibrary loans. Audiovisual services include equipment for viewing, listening and production, coin-operated copier, microfilm reader/printer, and microfiche reader/printer. Computers with word processing software and an electric typewriter are also available. The History Room holds a combination of the history of the College and Iredell County. For more information about the library including operating hours, go to www.mitchellcc.edu or call (704) 878-3271.

Military Veterans
Mitchell is proud to serve our military veterans as they transition to academic life. To learn more about the service and support offered, please contact the Coordinator of Special Populations in the Counseling Office at (704) 878-3364. For questions about Financial Aid offered to veterans, contact Ann Saunders at (704) 878-3295 or go www.mitchellcc.edu.

Tutoring Center—FREE!
The Tutoring Center, also known as The MIND Center, offers free, quality tutoring and academic support services to help students succeed. Students can make an appointment for peer tutoring in a variety of subjects including math, English, computer skills, social sciences, physical sciences and more. Learning materials and services include educational handouts and DVDs, a resource library, placement test preparation materials, study skills assessment. Tutoring is offered at the Statesville Main Campus (Student Services Center, Room 205), and at the Mooresville Campus (Main Building, Room 093/Lower Level).

Thinking about becoming a tutor? The Tutoring Center offers hourly wages to qualified students hired as tutors, and we work around your schedule. For hours and more information, or if you are an outstanding student who would like to become a tutor, call (704) 978-3116 or go to www.mitchellcc.edu.
**Work-Based Learning Program**
This academic program integrates classroom study with practical work experience in business and industry giving students an opportunity to apply their studies in a real-work environment. For more information about Work-Based Learning, please call (704) 878-3325.

**Writing Center**
The Writing Center is available to all students for writing assignments in any class. You will enjoy the benefits of talking about your writing with a writing professional. Walk-in appointments are available on a first come, first-serve basis, and appointments times are available from 15 to 45 minutes. Please bring your syllabus, assignment guidelines, and any work you have completed. The Writing Center is located in the Huskins Library room 305.

**Student Activities**
Mitchell provides opportunities for personal growth and development through involvement in co-curricular activities. We encourage you to join clubs based on your personal or career interests. In addition, opportunities are available throughout the year to take part in campus events sponsored by the Student Government Association or other clubs on campus. The Student Activities Office is located in the Montgomery Student Union or you can call (704) 978-5426.

**Student Activity Fees**
All curriculum students pay a student activity fee when they register for fall and spring semester classes and automatically become members of Mitchell’s Student Government Association. Though called an activity fee, it is used for more than just providing activities. Here is a list of many expenses covered by student activity fees:

- Fall and Spring week activities
- Other activities and events throughout the year
- Club incentive money and grants
- Open gym equipment and personnel
- Student Government Association expenses including scholarships and conferences
- Student Ambassador Program
- Family Movie Nights

**Student Ambassadors**
Each year, the College selects students to serve as Ambassadors to help with events, take part in community service projects, and assist current and prospective students. Eligible students must:

- Be currently enrolled at Mitchell in at least nine credit hours
- Have completed or in progress of completing at least 12 credit hours
- Have and maintain a 2.5 GPA
· Have a flexible schedule and be available to help with events
To apply, submit an Ambassador Application along with two letters of recommendation from Mitchell faculty or staff. Qualified candidates will be selected for interview by a selection committee. For more information or to request an application, call (704) 878-3242. Applications are also available at www.mitchellcc.edu. Applications are accepted all year long.

**Student Government Association (SGA)**
The SGA serves as the official liaison between students and staff. Its mission is to make campus life more enjoyable by encouraging students to have a voice and to become involved in worthwhile campus activities. The SGA hosts many events during the year. To see what’s happening on campus, go the Mitchell event calendar at www.mitchellcc.edu or check out the message boards and bulletin boards around campus.

The SGA Student Office and the Student Activities Office are in the Montgomery Student Union. Both offices are open for questions or comments. Volunteers are always welcome. Students can contact the Student Activities office at (704) 978-5426 or asylvestre@mitchellcc.edu.

The Student Government, student clubs and other groups conduct organized activities both on- and off-campus for the benefit of the student body, the College, as well as activities that are primarily recreational, social or athletic. If a club does not currently exist at Mitchell Community, a group of students can create a new club. See the Student Activities Coordinator for more information.

**SGA Constitution**
The SGA Constitution can be found at www.mitchellcc.edu.

**Clubs and Organizations**
Clubs provide co-curricular opportunities for students to increase their ties to the College and to other students with similar interests. To be recognized as a campus organization, clubs must have at least five current students and a full-time faculty or staff member of the College to serve as advisor. For “Club Guidelines, Resources, Travel and Requirements” go to www.mitchellcc.edu or request a copy from the Student Activities Coordinator at (704) 978-5426. Following is a list of clubs:

**Accounting Club:** Promote accounting and business careers, educate students about various career paths, and prepare leaders. (Advisors: Dale Pocock and Debra Bloom)

**Art Club:** Increases awareness and importance of fine arts to students and community. (Advisor: Mark Flake)

**Club ENERGY:** Examines Nutrition, Exercise, and Renewal Goals for Yourself. This is a club that participates on Blackboard. (Advisor: DeShaun Williams)

**Cosmetic Arts Society:** Serves to unite a bond with the students enrolled in cosmetology classes, provide a channel of information and activities, and promote development of leadership abilities through participation in educational, vocational, civic, recreational and social activities. (Advisor: Christina Owen)
Criminal Justice Association: Allows students to explore the field of criminal justice. (Advisor: Arthur Piervincenti)

DAWG: DAWG stands for Domestic Animal Welfare Group. We raise money to help support rescues. We organize the end of semester Puppy Pet In / Adoption Event. We also take part in animal related events. (Advisor: Barbara Salmon)

Diverse Expression: Enhances and encourages written and spoken artistic expression through spoken word, lyrics, short stories, poetry, etc. in order to facilitate growth and help make dreams a reality. (Advisor: Tony Ricciardelli)

Early Childhood Association: Serves as a forum of student opinion dedicated to resolving and discussing early childhood issues. (Advisor: Donna Hogue)

Eason Music Club: The Eason Music Club provides an opportunity for music majors and students with an interest in music to come together and share in their love of music. The club provides information and activities related to campus music involvement, life as a music major, careers in music, music-related student travel, and community service. (Advisors: Beverly Brown and Emily Schuttenberg)

Human Services Club: Encourages and promotes advancement in the human services field addressing mental health and community service issues. (Advisors: Sally Dellinger)

International Club: Explores a variety of cultural backgrounds for those who are interested in learning more about other cultures. (Advisor—Crystal Sherrod Kimble)

Math Club: Stimulates an interest in mathematics and related subjects with competitions and discussions. (Advisor: Tessa Townsend)

Minority Male Mentoring Initiative: Provides one-on-one and group mentoring, field trip opportunities, as well as various workshops including train-the-trainer workshops, substance and drug abuse prevention seminars, study skills, time management. (Advisor: Randall Willie)

Mitchell Technological Society: Educates and trains members regarding computer use and programs using hands on activities and projects. (Advisor: Garrick Whitehead)

National Society of Leadership and Success: Helps students discover and achieve their goals with life-changing lectures and leadership training. (Advisors: Keith Miller and Mary Bilmanis)

Phi Theta Kappa: Recognizes and encourages the academic achievement of two-year college students and provides opportunities for individual growth and development through participation in honors, leadership, service and fellowship programming. (Advisor: Amanda Patterson)

Projectile Society: Designs and creates objects that produce projectiles. Click here to visit their website. (Advisor: TBD)
S.A.F.E.: Student Alliance for Equality (S.A.F.E.), formerly known as the Gay Straight Alliance, provides a supportive environment for all students (gay and straight) and is open to anyone who wishes to be involved in its mission of assuring that all Mitchell Community College students are valued and respected. (Advisor: Michael Brooks)

Student Nurses Association: Promotes the professional standards of nursing and emphasizes the importance of involvement in professional organizations past graduation. This club is open to students who are currently enrolled in the nursing program. (Advisors: Anna Gordon and Kelly Kerley)

Underground Fellowship: Helps students understand and develop God’s purpose for them. (Advisor: Joshua Young)

Women’s Inc: Encourages women, personally and professionally, and helps them make a successful transition from college to work. (Advisor: Randall Willie)

Establishing a New Student Organization
Students are encouraged to get other like-minded students together to form new student organizations. Anyone interested in starting a new student organization must:
• Meet with the Student Activities Coordinator to discuss starting a new club (704) 978-5426 or asylvestre@mitchellcc.edu.
• Establish the name of the organization and define the purpose.
• Identify a full-time faculty or staff member to serve as advisor.
• Have at least five currently-enrolled students sign a petition indicating their intent to become a member of the proposed organization.
• Develop a constitution and bylaws outlining the purpose, goals, officers, elections, etc. (Templates available from the Student Activities Coordinator).
• Submit a proposal to the Student Activities Coordinator outlining the club purpose, goals and objectives, with the constitution and bylaws and petition.
• Attend an SGA meeting and present the club proposal for approval
• The SGA and the administration of Mitchell Community College must approve all new clubs and organizations.
## MONTHLY GOALS

<table>
<thead>
<tr>
<th>SUNDAY</th>
<th>MONDAY</th>
<th>TUESDAY</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>4</td>
<td>5</td>
</tr>
<tr>
<td>10</td>
<td>11</td>
<td>12</td>
</tr>
<tr>
<td>17</td>
<td>18</td>
<td>19</td>
</tr>
<tr>
<td>24</td>
<td>25</td>
<td>26</td>
</tr>
<tr>
<td>31</td>
<td></td>
<td></td>
</tr>
<tr>
<td>WEDNESDAY</td>
<td>THURSDAY</td>
<td>FRIDAY</td>
</tr>
<tr>
<td>-----------</td>
<td>----------</td>
<td>--------</td>
</tr>
<tr>
<td></td>
<td></td>
<td>1</td>
</tr>
<tr>
<td>6</td>
<td>7</td>
<td>8</td>
</tr>
<tr>
<td>13</td>
<td>14</td>
<td>15</td>
</tr>
<tr>
<td>20</td>
<td>21</td>
<td>22</td>
</tr>
<tr>
<td>27</td>
<td>28</td>
<td>29</td>
</tr>
</tbody>
</table>

NOTES

___________________________________________________________________________________________________
___________________________________________________________________________________________________________
___________________________________________________________________________________________________________
___________________________________________________________________________________________________________
___________________________________________________________________________________________________________
## MONTHLY GOALS

<table>
<thead>
<tr>
<th>SUNDAY</th>
<th>MONDAY</th>
<th>TUESDAY</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>1</td>
<td>2</td>
</tr>
<tr>
<td>7</td>
<td>8</td>
<td>9</td>
</tr>
<tr>
<td>14</td>
<td>15</td>
<td>16</td>
</tr>
<tr>
<td>21</td>
<td>22</td>
<td>23</td>
</tr>
<tr>
<td>28</td>
<td>29</td>
<td>30</td>
</tr>
</tbody>
</table>

NOTES

___________________________________________________________________________________________________
___________________________________________________________________________________________________
___________________________________________________________________________________________________
___________________________________________________________________________________________________
___________________________________________________________________________________________________
<table>
<thead>
<tr>
<th>WEDNESDAY</th>
<th>THURSDAY</th>
<th>FRIDAY</th>
<th>SATURDAY</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>4</td>
<td>5</td>
<td>6</td>
</tr>
<tr>
<td>3</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>10</td>
<td>11</td>
<td>12</td>
<td>13</td>
</tr>
<tr>
<td>17</td>
<td>18</td>
<td>19</td>
<td>20</td>
</tr>
<tr>
<td>24</td>
<td>25</td>
<td>26</td>
<td>27</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

NOTES
___________________________________________________________________________________________________
_____________________________________________________________________________________________________
_____________________________________________________________________________________________________
_____________________________________________________________________________________________________
_____________________________________________________________________________________________________
October is Advising Month!
<table>
<thead>
<tr>
<th>SUNDAY</th>
<th>MONDAY</th>
<th>TUESDAY</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>3</td>
<td>4</td>
</tr>
<tr>
<td>9</td>
<td>10</td>
<td>11</td>
</tr>
<tr>
<td>16</td>
<td>17</td>
<td>18</td>
</tr>
<tr>
<td>23</td>
<td>24</td>
<td>25</td>
</tr>
<tr>
<td>30</td>
<td></td>
<td></td>
</tr>
<tr>
<td>WEDNESDAY</td>
<td>THURSDAY</td>
<td>FRIDAY</td>
</tr>
<tr>
<td>-----------</td>
<td>----------</td>
<td>--------</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>6</td>
<td>7</td>
</tr>
<tr>
<td>12</td>
<td>13</td>
<td>14</td>
</tr>
<tr>
<td>19</td>
<td>20</td>
<td>21</td>
</tr>
<tr>
<td>26</td>
<td>27</td>
<td>28</td>
</tr>
<tr>
<td><strong>NOTES</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>MONDAY</td>
<td>TUESDAY</td>
<td></td>
</tr>
<tr>
<td>--------</td>
<td>---------</td>
<td></td>
</tr>
<tr>
<td>1</td>
<td>2</td>
<td></td>
</tr>
<tr>
<td>7</td>
<td>8</td>
<td>9</td>
</tr>
<tr>
<td>14</td>
<td>15</td>
<td>16</td>
</tr>
<tr>
<td>21</td>
<td>22</td>
<td>23</td>
</tr>
<tr>
<td>28</td>
<td>29</td>
<td>30</td>
</tr>
</tbody>
</table>

MONTHLY GOALS

SUNDAY

NOTES

___________________________________________________________________________________________________
___________________________________________________________________________________________________
___________________________________________________________________________________________________
___________________________________________________________________________________________________
___________________________________________________________________________________________________

2014 | December

Dates subject to change | (704) 878-3200
<table>
<thead>
<tr>
<th>WEDNESDAY</th>
<th>THURSDAY</th>
<th>FRIDAY</th>
<th>SATURDAY</th>
</tr>
</thead>
<tbody>
<tr>
<td>3</td>
<td>4</td>
<td>5</td>
<td>6</td>
</tr>
<tr>
<td>10</td>
<td>11</td>
<td>12</td>
<td>13</td>
</tr>
<tr>
<td>17</td>
<td>18</td>
<td>19</td>
<td>20</td>
</tr>
<tr>
<td>24</td>
<td>25</td>
<td>26</td>
<td>27</td>
</tr>
<tr>
<td>31</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

NOTES
___________________________________________________________________________________________________
___________________________________________________________________________________________________
___________________________________________________________________________________________________
___________________________________________________________________________________________________
___________________________________________________________________________________________________
<table>
<thead>
<tr>
<th>SUNDAY</th>
<th>MONDAY</th>
<th>TUESDAY</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>5</td>
<td>6</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>11</td>
<td>12</td>
<td>13</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>18</td>
<td>19</td>
<td>20</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>25</td>
<td>26</td>
<td>27</td>
</tr>
</tbody>
</table>
WEDNESDAY | THURSDAY | FRIDAY | SATURDAY
--- | --- | --- | ---
1 | 2 | 3 |
7 | 8 | 9 | 10
14 | 15 | 16 | 17
21 | 22 | 23 | 24
28 | 29 | 30 | 31

NOTES
___________________________________________________________________________________________________
___________________________________________________________________________________________________
___________________________________________________________________________________________________
___________________________________________________________________________________________________
___________________________________________________________________________________________________
### Monthly Goals

<table>
<thead>
<tr>
<th>SUNDAY</th>
<th>MONDAY</th>
<th>TUESDAY</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>2</td>
<td>3</td>
</tr>
<tr>
<td>8</td>
<td>9</td>
<td>10</td>
</tr>
<tr>
<td>15</td>
<td>16</td>
<td>17</td>
</tr>
<tr>
<td>22</td>
<td>23</td>
<td>24</td>
</tr>
</tbody>
</table>
### March is Advising Month!

<table>
<thead>
<tr>
<th>SUNDAY</th>
<th>MONDAY</th>
<th>TUESDAY</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1</td>
<td>2</td>
<td>3</td>
</tr>
<tr>
<td>8</td>
<td>9</td>
<td>10</td>
</tr>
<tr>
<td>15</td>
<td>16</td>
<td>17</td>
</tr>
<tr>
<td>22</td>
<td>23</td>
<td>24</td>
</tr>
<tr>
<td>29</td>
<td>30</td>
<td>31</td>
</tr>
<tr>
<td>WEDNESDAY</td>
<td>THURSDAY</td>
<td>FRIDAY</td>
</tr>
<tr>
<td>-----------</td>
<td>----------</td>
<td>--------</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>5</td>
<td>6</td>
</tr>
<tr>
<td>11</td>
<td>12</td>
<td>13</td>
</tr>
<tr>
<td>18</td>
<td>19</td>
<td>20</td>
</tr>
<tr>
<td>25</td>
<td>26</td>
<td>27</td>
</tr>
</tbody>
</table>

NOTES
___________________________________________________________________________________________________
___________________________________________________________________________________________________________
___________________________________________________________________________________________________________
___________________________________________________________________________________________________________
___________________________________________________________________________________________________________
<table>
<thead>
<tr>
<th>WEDNESDAY</th>
<th>THURSDAY</th>
<th>FRIDAY</th>
<th>SATURDAY</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
</tr>
<tr>
<td>8</td>
<td>9</td>
<td>10</td>
<td>11</td>
</tr>
<tr>
<td>15</td>
<td>16</td>
<td>17</td>
<td>18</td>
</tr>
<tr>
<td>22</td>
<td>23</td>
<td>24</td>
<td>25</td>
</tr>
<tr>
<td>29</td>
<td>30</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

NOTES
___________________________________________________________________________________________________
___________________________________________________________________________________________________________
___________________________________________________________________________________________________________
___________________________________________________________________________________________________________
___________________________________________________________________________________________________________
## Monthly Goals

<table>
<thead>
<tr>
<th>SUNDAY</th>
<th>MONDAY</th>
<th>TUESDAY</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>4</td>
<td>5</td>
</tr>
<tr>
<td>10</td>
<td>11</td>
<td>12</td>
</tr>
<tr>
<td>17</td>
<td>18</td>
<td>19</td>
</tr>
<tr>
<td>24</td>
<td>25</td>
<td>26</td>
</tr>
<tr>
<td>31</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Dates subject to change | (704) 878-3200
<table>
<thead>
<tr>
<th>WEDNESDAY</th>
<th>THURSDAY</th>
<th>FRIDAY</th>
<th>SATURDAY</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>1</td>
<td>2</td>
</tr>
<tr>
<td>6</td>
<td>7</td>
<td>8</td>
<td>9</td>
</tr>
<tr>
<td>13</td>
<td>14</td>
<td>15</td>
<td>16</td>
</tr>
<tr>
<td>20</td>
<td>21</td>
<td>22</td>
<td>23</td>
</tr>
<tr>
<td>27</td>
<td>28</td>
<td>29</td>
<td>30</td>
</tr>
</tbody>
</table>

NOTES
SUCCESS TIP: If you want to graduate on time, get to know your advisor.
SUCCESS TIP: Learn to say no. Saying no to someone may feel awkward at first, but people close to you will understand that you can't do everything.
SUCCESS TIP: “I cannot give you the formula for success, but I can give you the formula for failure: which is: Try to please everybody.” —Herbert B. Swope
SUCCESS TIP: Organize a study group. Misery loves company!
SUCCESS TIP: Check your school email. The info could be critical, time-sensitive or both.
SUCCESS TIP: “Learn from yesterday, live for today, hope for tomorrow. The important thing is not to stop questioning.”
—Albert Einstein
SUCCESS TIP: Keep track of your excuses. Write them down consistently, and soon you will be able to recognize them for what they are.
SUCCESS TIP: Don’t fight stress by eating. Try working out or taking a break instead.
SUCCESS TIP: Get involved on campus. It could increase your job options after graduation through both experience and connections.
SUCCESS TIP: October is Advising Month. Make an appointment to see your faculty advisor and set up your educational plan.
SUCCESS TIP: Make sure you read your class notes soon after you take them, so you can review while the material is still fresh on your mind.
Sunday 12—OCTOBER

SUCCESS TIP: Get internships. They will give you a competitive advantage when you start job searching.

Monday 13—OCTOBER

Tuesday 14—OCTOBER

Wednesday 15—OCTOBER

Thursday 16—OCTOBER

Friday 17—OCTOBER

Saturday 18—OCTOBER
Sunday 19—OCTOBER

SUCCESS TIP: Learn to laugh and cry. Both have been shown to help heal bodies, as well as broken hearts. Studies in Japan indicate that laughter boosts the immune system.

Monday 20—OCTOBER

Tuesday 21—OCTOBER

Wednesday 22—OCTOBER

Thursday 23—OCTOBER

Friday 24—OCTOBER

Saturday 25—OCTOBER
Sunday 26—OCTOBER

SUCCESS TIP: Leadership is about making others better as a result of your presence and making sure that impact lasts in your absence.

Monday 27—OCTOBER

Tuesday 28—OCTOBER

Wednesday 29—OCTOBER

Thursday 30—OCTOBER

Friday 31—OCTOBER

Saturday 1—NOVEMBER
Sunday 2—NOVEMBER

SUCCESS TIP: You’ll never know who’ll get you your next job interview. Network often.

Monday 3—NOVEMBER

Tuesday 4—NOVEMBER

Wednesday 5—NOVEMBER

Thursday 6—NOVEMBER

Friday 7—NOVEMBER

Saturday 8—NOVEMBER
SUCCESS TIP: Whenever possible, study during the day, rather than the evening. Research shows that each hour of daytime study is equal to one and a half hours at night.
SUCCESS TIP: Don’t let open-book or take-home tests lull you into a false sense of security.
SUCCESS TIP: Start something awesome. Leave a legacy.
SUCCESS TIP: Leadership is not a position or a title, it is action and example.
SUCCESS TIP: At the beginning of the semester, record the days and times of all the exams in all your courses—even finals—in your planner, cell phone, or online calendar.
SUCCESS TIP: Don’t give in to nonproductive, negative attitude. Emotion is contagious. Stay away from students who have a negative attitude.
SUCCESS TIP: If your instructor offers to review your paper before it’s due, take advantage of it.
SUCCESS TIP: “I think in terms of the day’s resolutions, not the year’s.” —Henry Moore
SUCCESS TIP: Do not cram for tests. Studying class notes, textbooks and other class materials regularly increases your ability to recall information for tests.
Sunday 11—JANUARY

SUCCESS TIP: “I would like to be known as a person who is concerned about freedom and equality and justice and prosperity for all people.” —Rosa Parks
SUCCESS TIP: Set aside a space in your home as your “study place” keep it clean and organized so you can easily find your class notes, text books, pens/highlighters and other school supplies.
SUCCESS TIP: Retype class notes soon after class because you still remember what you were writing and can add additional information that will help prepare for tests.
SUCCESS TIP: If studying alone isn’t working for you, ask someone in class if they want to study together. They probably do.
Sunday 8—FEBRUARY

**SUCCESS TIP:** Check your Mitchell Community College email several times per week. Many instructors communicate important information using only Mitchell email.

---

Monday 9—FEBRUARY

---

Tuesday 10—FEBRUARY

---

Wednesday 11—FEBRUARY

---

Thursday 12—FEBRUARY

---

Friday 13—FEBRUARY

---

Saturday 14—FEBRUARY

---
SUCCESS TIP: Be sure to get a Mitchell Community College student ID card!!
### February 2015

<table>
<thead>
<tr>
<th>Sun</th>
<th>Mon</th>
<th>Tue</th>
<th>Wed</th>
<th>Thu</th>
<th>Fri</th>
<th>Sat</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Sunday 22—FEBRUARY**

**SUCCESS TIP:** “Education’s purpose is to replace an empty mind with an open one.” —Malcolm Forbes

**Monday 23—FEBRUARY**

---

**Tuesday 24—FEBRUARY**

---

**Wednesday 25—FEBRUARY**

---

**Thursday 26—FEBRUARY**

---

**Friday 27—FEBRUARY**

---

**Saturday 28—FEBRUARY**

---
March 2015

SU M T W TH F SA
1 2 3 4 5 6 7
8 9 10 11 12 13 14
15 16 17 18 19 20 21
22 23 24 25 26 27 28
29 30 31

Sunday 1—MARCH

SUCCESS TIP: March is Advising Month. Make an appointment to see your faculty advisor and set up your educational plan.

Monday 2—MARCH

Tuesday 3—MARCH

Wednesday 4—MARCH

Thursday 5—MARCH

Friday 6—MARCH

Saturday 7—MARCH
March 2015

Sunday 8—MARCH

SUCCESS TIP: Review each course syllabus carefully. The syllabus contains information about the grading policy, attendance policy, and the instructor’s contact information.

Monday 9—MARCH

Tuesday 10—MARCH

Wednesday 11—MARCH

Thursday 12—MARCH

Friday 13—MARCH

Saturday 14—MARCH
SUCCESS TIP: Study your notes within one day of taking them. Retention rates are 60 percent higher then.
SUCCESS TIP: You must attend developmental math courses (DMAs) on the first day those classes meet or you will be removed from the course.
SUCCESS TIP: Successful students spend 2-3 hours studying and doing class work for each hour they spend in class. Be sure to include enough study time in your schedule.

Monday 30—MARCH

Tuesday 31—MARCH

Wednesday 1—APRIL

Thursday 2—APRIL

Friday 3—APRIL

Saturday 4—APRIL
SUCCESS TIP: “If you would be wealthy, think of saving as well as getting.” —Benjamin Franklin
<table>
<thead>
<tr>
<th>Sunday 12—APRIL</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>SUCCESS TIP:</strong> “Tell me and I’ll forget; show me and I may remember; involve me and I’ll understand.” —Chinese proverb</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Monday 13—APRIL</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Tuesday 14—APRIL</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Wednesday 15—APRIL</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Thursday 16—APRIL</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Friday 17—APRIL</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Saturday 18—APRIL</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>April 2015</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
<tr>
<td>5</td>
</tr>
<tr>
<td>12</td>
</tr>
<tr>
<td>19</td>
</tr>
<tr>
<td>26</td>
</tr>
</tbody>
</table>
SUCCESS TIP: We do not inherit the earth from our parents. We borrow it from our children. —Native American proverb

Monday 20—APRIL

Tuesday 21—APRIL

Wednesday 22—APRIL

Thursday 23—APRIL

Friday 24—APRIL

Saturday 25—APRIL
SUCCESS TIP: Go to class. Research shows that missing class is related to your academic performance.
SUCCESS TIP: Regular class attendance is critical! Do not skip class early in the semester. You may have to miss days later in the semester due to illness.
SUCCESS TIP: "Your schooling may be over, but remember that your education still continues." —Author Unknown
SUCCESS TIP: Read class materials for class before class meets, so you can use class time to ask pertinent questions.
SUCCESS TIP: “With the changing economy, no one has lifetime employment. But community colleges provide lifetime employability.” —Barack Obama
How Do I Log in?

- **Gmail** by Google: Your official communication tool at Mitchell for important correspondence.
  - **Username**: First initial + middle initial + last name
  - **Password**: 8-digit birthdate (mmddyyyy)
  - **For assistance**: dl-information@MitchellCC.edu

- **moodle**: Your gateway to on-line and hybrid classes as well as additional information for seated classes.
  - **Username**: First initial + middle initial + last name
  - **Password**: 8-digit birthdate (mmddyyyy)
  - **For assistance**: dl-information@MitchellCC.edu

- **WebAdvisor**: Your access to transcripts, program evaluation, registration, and financial information.
  - **Username**: First initial + middle initial + last name
  - **Password**: 6-digit birthdate (mmddyy)
  - **For assistance**: (704) 978-5492 and press 1

- **WiFi**: Your ability to connect to Mitchell’s WiFi through your mobile device.
  - **Username**: First initial + middle initial + last name
  - **Password**: 8-digit birthdate (mmddyyyy)
  - **For assistance**: (704) 978-1399

Stay connected to information and activities by following us on Facebook! www.facebook.com/MitchellCommunityCollege

Mitchell Community College
www.mitchellcc.edu - An Equal Opportunity College/Affirmative Action Employer