

# **BULLETIN**

## **HOLMES COMMUNITY COLLEGE**

**Ninety-Eighth Session  
Begins Monday, August 17, 2009**

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Education is Training For Complete Living

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Mississippi State Department of Education  
Southern Association of Colleges and Schools  
Mississippi Junior College Literary and Athletic Association  
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Holmes Community College is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to award the associate degree and certificates.

Southern Association of Colleges and Schools  
1866 Southern Lane  
Decatur, Georgia 30033-4097  
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# SCHOOL CALENDAR 2009 — 2010

OnLine Class Dates & Information ..... [www.holmescc.edu](http://www.holmescc.edu)

## SUMMER SCHOOL 2009

First Term Day (Monday-Friday) ..... June 1 - June 26  
First Term Night (Monday - Thursday) ..... June 1 - June 25  
Second Term Day (Monday - Friday) ..... July 6 - July 31  
Second Term Night (Monday - Thursday) ..... July 6 - July 30  
Full Night Term (Mon/Wed or Tu/Thur) ..... June 1 - July 30  
Memorial Day Employee Holiday ..... May 25  
July Fourth Employee Holiday ..... July 3  
No Summer School Classes ..... June 29 - July 3

## FALL SEMESTER 2009

August 11, 14 ..... Faculty Meetings  
August 12, 13 ..... Orientation and Registration  
August 16 (3:00 p.m. - 6:00 p.m.) ..... Dorms Open  
August 17 (8:00 a.m.) ..... Day & Night Classes Begin  
August 21 ..... Last day for registration & adding courses  
September 7 ..... Labor Day Holiday  
October 9 ..... Mid-Semester grades due  
October 31 ..... Last day for Fall graduates to qualify for graduation  
November 4 ..... Last day to drop a class with a "W" or to Audit  
November 23 - 27 ..... Thanksgiving Holidays  
December 8 - 11 ..... Final Examinations

## SPRING SEMESTER 2010

January 4, 5 ..... Orientation and Registration  
January 6 (8:00 a.m.) ..... Day Classes Begin  
January 8 ..... Night Classes Begin  
January 12 ..... Last day for registration & adding classes  
January 18 ..... Martin L. King, Jr. Holiday  
March 5 ..... Mid-Semester grades due  
March 15 ..... Last day for Spring graduates to qualify for graduation  
March 15 - 19 ..... Spring Holidays  
April 2 ..... Good Friday Holiday  
April 7 ..... Last day to drop a class with a "W" or to Audit  
May 6, 7, 10, 11 ..... Final Examinations  
May 14 (7:00 p.m.) ..... District-Wide Graduation at Goodman Coliseum

# OFFICERS OF ADMINISTRATION

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Steve Caldwell ..... Executive Vice President for Financial,  
Administrative, & Student Services  
Dr. Fran Cox ..... Vice President for Academic Programs  
Sherrie Cheek ..... Vice President for Career-Technical Education  
Dr. Lindy McCain ..... Assistant to the President &  
Vice President for Institutional Research & Planning  
Roxanne Chisholm ..... Director of Purchasing & Receiving  
Dr. Don Burnham ..... Director of Admissions & Records  
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Teresa Graham ..... Director of Associate Degree Nursing  
Dr. Martha Cofer ..... Assistant Center Director  
Dwight Myrick ..... Director of Career-Technical Education  
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Joye Jones ..... Director of Evening & Weekend Programs  
Wayne Watkins ..... Director of Career-Technical Education  
Elizabeth Spooner ..... IT Trainer, Luminus Portal Manager

## ADMINISTRATION

Glenn Boyce ..... President of Holmes Community College

B.A., University of Mississippi  
M.A., Mississippi College  
Ed.D., University of Mississippi

Joe A. Adams ..... Vice President, Ridgeland Campus

B.S., Mississippi State University  
M.Ed., Mississippi State University  
Ed.S., Mississippi State University  
Additional Study: Mississippi State University

Kevin Baker ..... Director of Information Technology,  
Goodman Campus

A.A.S., Hallmark Institute of Technology  
Microsoft Certified Systems Engineer  
A+ Certification  
IBM, Compaq, Okidata, & HP Certified

Julia Brown ..... Director of Human Resources,  
Goodman Campus

A.A., Mississippi Delta Community College  
B.S., Belhaven College  
M.B.A., Mississippi College

Don Burnham ..... Director of Admissions & Records,  
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B.S., Mississippi State University  
M.B.A., University of Mississippi  
Ph.D., University of Mississippi

Steve Caldwell .. Executive Vice President for Financial, Administrative &  
Student Services, Goodman Campus

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M.B.A., Mississippi State University

Sherrie Cheek ..... Vice President for Career-Technical Education,  
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B.S., Mississippi State University  
M.S., Mississippi State University

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- Martha Cofer ..... Asst. Center Director; Coor/Work-Based Learning,  
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B.B.A., University of Mississippi  
M.Ed., Mississippi State University  
M.B.A., Delta State University  
Ph.D., University of Mississippi
- Fran Cox ..... Vice President for Academic Programs,  
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M.Ed., Delta State University  
Ed.D., Delta State University
- Steve Diffey ..... Director of Communications & Alumni Affairs,  
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M. Ed., Mississippi State University
- Terry Fancher ..... Director of Housing,  
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Additional Study: Mississippi State University
- Teresa Graham ..... Director of Associate Degree Nursing,  
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M.S., University of Southern Mississippi
- James Haffey ..... District Director of Financial Aid,  
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Ph.D., Mississippi State University
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M.A., University of Phoenix
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M.A., University of Mississippi

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Sonny Sparks ..... Business Manager,  
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- Sue Ellen Stubbs ..... Assistant to Vice-President for  
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- Mary Tan ..... Program Administrator for Allied Health  
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M.S.N., University of Mississippi Medical Center  
Ph.D., University of Mississippi
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M.A., University of Mississippi  
M.S., University of Southern Mississippi

## FACULTY

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M.Ed., Mississippi State University  
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- Donna Ahlrich ..... Mathematics,  
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M.A., Mississippi State University  
Ed.S.; Mississippi State University
- Ron Aldy ..... Head Women's Basketball Coach,  
Goodman Campus  
B.S., University of Mississippi  
Additional Study: University of Southern Mississippi,  
Delta State University
- Wanda Aldy ..... Developmental Studies,  
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B.A.E., University of Mississippi  
Vocational-Technical Certificate, Mississippi State University
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- Jamilah Andrews ..... Asst. Women's Basketball Coach  
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M.S., Mississippi College
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M.A., University of Mississippi
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M.S.N., Alcorn State University
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- James Bailey ..... Director of Bands,  
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M.M., University of Mississippi
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B.S., Southern Illinois University
- Donna Banks ..... Piano,  
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M.M., Georgia State University  
D.M.A., University of Oklahoma

- Caroline Barton ..... History,  
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B.A., University of Mississippi  
M.A., University of Mississippi  
Additional Study: Mississippi State University
- Trac Baughn ..... Asst. Football Coach /P.E. Department Chair,  
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B.S., Millsaps College  
M.Ed., Delta State University
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M. Ed., Mississippi State University  
Additional Study: Mississippi State University
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B.S., University of New Mexico  
M.S., University of New Mexico
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M.S., Mississippi State University
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M.A., Millsaps College
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M.S., University of Southern Mississippi
- Mary Bishop ..... English/ English Department Chair,  
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M.A., University of Mississippi  
Additional Study: Belhaven College

- Angie Blain ..... Developmental Studies & Reading,  
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M.Ed., Grand Canyon University
- Cham Blain ..... Engineering Technology,  
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M.Ed., Mississippi State University
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M.S.N., University of Mississippi
- Stephanie Blue ..... Mathematics,  
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B.S., University of Mississippi  
M.S., Mississippi College
- Lynn Boykin ..... Engineering Technology /Department Chair,  
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Additional Study: University of Southern Mississippi, Jackson State  
University, Co-Lin Community College,  
Hinds Community College
- Yancy Brewer ..... EMT,  
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- Shirley Brooks ..... Business & Office Technology,  
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M.S., Mississippi College
- Jeffrey Brown, Jr. .... Asst. Band Director,  
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A.A., Jones Junior College  
B.M., University of Mississippi  
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- Jessica Brown ..... English,  
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M.A., Mississippi State University
- Michael Burchfield ..... Biology,  
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M.A.T., Mississippi State University  
Ed.D., Mississippi State University  
Additional Study: Harvard-Smithsonian Center for Astrophysics,  
University of Southern Mississippi
- Mandy Burrell ..... Business & Office Technology,  
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- Stephanie Burton ..... Mathematics/Developmental Education Chair,  
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M.S., University of Alabama
- Ricky Casey ..... Head Women's Softball Coach,  
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- Vanessa Cavett ..... English,  
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- Laurie Cheatham ..... Social Sciences,  
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- Amanda Clark ..... Asst. Women's Softball Coach,  
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B.S., University of Mississippi  
M.S., United States Sports Academy
- Connie Cockerel ..... Associate Degree Nursing,  
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Additional Study: Delta State University
- Sherri Comfort ..... Practical Nursing /Practical Nursing Co-Chair,  
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Additional Study: Mississippi State University
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M.A., Wake Forest University  
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- Jeffrey Cotten ..... Heating & A.C.,  
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- Jack Cuthbert ..... Physics,  
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M.A., University of Texas/Austin

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- Becky Daniels ..... Associate Degree Nursing,  
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P.N.P., Mississippi College for Women  
Certified P.N.P., American Nurses Credentialing Center
- Clay Davis ..... Electronics,  
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Grenada Center  
B.S., Mississippi State University
- Darleen Dozier ..... Paralegal,  
Ridgeland Campus  
B.S., University of Southern Mississippi  
M.S., Mississippi College
- Cindy Dugan ..... Music Appreciation  
Grenada Center  
B.M.Ed., University of Mississippi  
M.M.Ed., University of Mississippi
- Kenny Dupont ..... Head Baseball Coach,  
Goodman Campus  
A.A., George C. Wallace Junior College  
B.S., Troy State University  
Additional Study: Nicholls State University

- Cindi Eads ..... Associate Degree Nursing,  
Ridgeland Campus  
B.S.N., University of Mississippi Medical Center  
M.S.N., Delta State University
- Dan Edwards ..... History, Political Science,  
Goodman Campus  
A.A., A.A.S., Holmes Community College  
B.S.E.E., University of Colorado  
M.A., Mississippi State University  
Additional Study: Mississippi State University
- Jeff Edwards ..... Business Administration,  
Goodman Campus  
B.S.B.A, University of Arkansas  
M.S., University of Arkansas
- Maria Edwards ..... French/Spanish,  
Goodman Campus  
B.A., Salve Regina College  
M.A., Mississippi State University  
Additional Study: La Sorbonne, Paris
- Jessica Elliott ..... Surgical Technology,  
Grenada Center  
A.A.S., Hinds Community College  
Additional Study: Tougaloo College, Mississippi State University
- Eddie Ellis ..... Collision Repair Technology,  
Goodman Campus  
A.A., Holmes Community College  
Master's Equivalent Mississippi State University  
Voc. Cert., Auto Body Repair, Holmes Junior College  
Additional Study: Mississippi State University
- Deborah Enis ..... Associate Degree Nursing,  
Grenada Center  
A.A., St. Dominic School of Nursing  
B.S., Northeastern University  
M.S., University of Mississippi
- Emily Fite ..... Associate Degree Nursing,  
Grenada Center  
A.D.N., Hinds Junior College  
B.S.N., University of Mississippi  
M.S.N., University of Mississippi

- Jason Flanigan ..... Head Men’s Basketball Coach,  
Goodman Campus  
B.A., University of Mississippi
- Jeanene Ford ..... Psychology,  
Ridgeland Campus  
B.A., Blue Mountain College  
M.A., Houston Baptist University  
Additional Study: Mississippi College
- Mark Galtelli ..... EMT Director/Instructor,  
Ridgeland Campus  
B.S., University of Mississippi Medical Center  
Paramedic Certification, University of Mississippi Medical Center  
Additional Study: Millsaps College
- Chasity Garcia ..... Director of Fitness Center, Cheerleader Sponsor,  
Goodman Campus  
A.A., Holmes Community College  
B.A., Delta State University  
M.A., Delta State University
- Thomas Garrett ..... Funeral Service Technology,  
Ridgeland Campus  
A.A.S., East Mississippi Community College  
B.S., University of the State of N.Y.  
Doctor of Chiropractic, Life University  
Additional Study: Mississippi State University
- Wendy Grace ..... Reading,  
Goodman Campus  
A.A., Holmes Community College  
B.S., Delta State University  
M.Ed., Delta State University
- Gwen Graham ..... Special Populations,  
Grenada Center  
B.A., Delta State University  
M.A., Mississippi State University
- William Gressett ..... Chemistry/Biological Sciences,  
Ridgeland Campus  
A.A., Meridian Junior College  
B.S., University of Southern Mississippi  
M.S., University of Southern Mississippi
- Joshua Guest ..... Mathematics,  
Goodman Campus  
B.S., University of Mississippi  
M.S., University of Mississippi

- Sherry Hagar ..... Occupational Therapy,  
Ridgeland Campus  
B.S., East Texas State University  
M.O.T, Texas Women's University
- John Robert Hall ..... History, Philosophy, & Bible,  
Ridgeland Campus  
B.A., Oral Roberts University  
M.Div., Oral Roberts University  
Additional Study: Mississippi State University, Mississippi College
- Reginald Haralson ..... Asst. Football Coach,  
Goodman Campus  
A.A., Holmes Community College  
B.S., Belhaven College
- Jerry T. Harris ..... Art,  
Goodman Campus  
B.F.A., University of Mississippi  
M.A., University of New Mexico  
M.F.A., University of Mississippi
- Robert Harris ..... Computer Science/Math & Computer Science Chair,  
Goodman Campus  
B.S., Mississippi State University  
M.A.T., Mississippi State University  
Additional Study: Mississippi State University
- Jason Harrison ..... Asst. Men's Basketball Coach,  
Goodman Campus  
B.A., University of Mississippi
- Myra Harville ..... Psychology,  
Grenada Center  
B.S.E., Delta State University  
M.Ed., Delta State University  
Ph.D., Columbia Pacific University
- Wade Henderson ..... Asst. Football Coach,  
Goodman Campus  
A.A., Holmes Community College  
B.S., Mississippi State University  
M.S., Mississippi State University
- LaWanda Herron ..... Associate Degree Nursing,  
Grenada Center  
B.S.N., Delta State University  
M.S.A., Central Michigan University  
M.S.N, Delta State University  
Ph.D., University of Mississippi

- Joel Hill ..... Choral Music Director/Music,  
Goodman Campus  
A.A., Holmes Community College  
B.M., University of Mississippi  
M.M., Mississippi College
- Jimmy Horne ..... Welding,  
Goodman Campus  
Welding Certificate, Holmes Junior College  
Master’s Equivalent, Mississippi State University
- Kay Kelly Jenkins ..... History/Political Science,  
Ridgeland Campus  
B.S., Blue Mountain College  
M.S., Mississippi College
- Carl Johnson ..... Forestry Technology,  
Grenada Center  
A.A., Holmes Community College  
B.S., Mississippi State University  
M.Ed., Mississippi State University
- Dietriche Jones ..... Associate Degree Nursing,  
Grenada Center  
A.A., Alcorn State University  
B.S.N., Delta State University  
M.S.N., Mississippi University for Women
- Heather Jones ..... Chemistry,  
Ridgeland Campus  
B.S., Delta State University  
M.S., Delta State University
- Donna Josey ..... Accounting/Business Administration,  
Ridgeland Campus  
B.S., B.A., Mississippi College  
M.B.A., Mississippi College, C.P.A.
- Andy Kelly ..... English,  
Ridgeland Campus  
B.A., Mississippi College  
M.A., University of Southern Mississippi  
Ph.D., University of Southern Mississippi
- Jeanne Kelly ..... English,  
Ridgeland Campus  
B.A., Mississippi College  
M.Ed., Mississippi College  
Additional Study: University of Mississippi, Belhaven College,  
National Humanities Center

- Craig Kirkendall ..... Engineering Technology  
Ridgeland Campus  
A.A., Holmes Community College
- Bill Kuriger ..... Computer Network,  
Ridgeland Campus  
B.S., Mississippi State University
- Makeaba Latiker ..... Sociology,  
Ridgeland Campus  
B.A., Tougaloo College  
M.A., Jackson State University
- Bonnie Lattimore ..... Associate Degree Nursing,  
Grenada Center  
B.S.N., Texas Christian University  
M.S., University of Wisconsin
- Tonya Lawrence ..... Biological Science,  
Ridgeland Campus  
A.A., Jones County Junior College  
B.S., University of Southern Mississippi  
M.S., University of Southern Mississippi  
Additional Study: University of Southern Mississippi
- Beth Lee ..... Criminal Justice & Sociology,  
Grenada Center  
A.A., Highline Community College  
B.S.C.J., Delta State University  
M.S.C.J., Delta State University  
Additional Study: Univ of Washington, Univ of Maryland,
- Gee-Wei Lee ..... Mathematics,  
Goodman Campus  
B.S., Taiwan Chung-Hsing University  
M.S., Mississippi State University  
Additional Study: Mississippi State University, University of Michigan  
New Orleans Baptist Theological Seminary
- Linda Lewis ..... Biological Sciences,  
Grenada Center  
B.S., Blue Mountain College  
M.S., Delta State University  
Additional Study: University of Mississippi
- Dennis Little ..... Drafting & Design Technology,  
Grenada Center  
A.A., Holmes Junior College  
B.S., Mississippi State University  
M.Ed., Mississippi State University

- Merilyn Long ..... Associate Degree Nursing,  
Grenada Center  
B.S.N., University of Alabama  
M.S.N., University of Alabama
- Gwendolyn Lordeon ..... Associate Degree Nursing,  
Grenada Center  
B.S., University of Mississippi  
M.S., University of Mississippi
- Margaret Mathews ..... Spanish,  
Ridgeland Campus  
M.A., Syracuse University
- Mary Ann Mayhan ..... Business & Office Technology,  
Grenada Center  
B.S., Blue Mountain College  
M.B.E., University of Mississippi  
Add'l Study: Univ. of Miss., Miss. State Univ., Walden Institute
- Pamela McCollum ..... Associate Degree Nursing,  
Ridgeland Campus  
B.S., University of Southern Mississippi  
M.S., University of Southern Mississippi  
M.S.N., University of Southern Mississippi
- Cynthia McCoy ..... Psychology/Sociology,  
Ridgeland Campus  
B.A., Belhaven College  
M.S., Mississippi College  
Additional Study: North Dakota State University
- Natalie Sykes McLellan ..... Developmental Studies Coordinator,  
Goodman Campus  
B.E., Delta State University  
M.Ed., Mississippi College
- Allison McQuirter ..... Associate Degree Nursing,  
Ridgeland Campus  
A.A., Holmes Community College  
B.S.N., University of Mississippi Medical Center  
M.S.N., University of Mississippi Medical Center
- Sandra Measels ..... English,  
Goodman Campus  
A.A., East Central Junior College  
B.S., Mississippi State University  
M.A.T., Mississippi State University  
Additional Study: Mississippi College

- Ginger Meriwether ..... Associate Degree Nursing,  
Grenada Center  
A.A., Holmes Community College  
B.S., Mississippi University for Women  
M.S., Delta State University
- Angela Miles ..... Mathematics,  
Goodman Campus  
A.A., Jones County Community College  
B.S., Delta State University  
M.S., Mississippi State University
- Mike Misita ..... Asst. Football Coach,  
Goodman Campus  
B.S., University of Mississippi  
M.S., University of Mississippi  
Additional Study: Delta State University
- Heather Mooney ..... Engineering Technology,  
Goodman Campus  
A.A.S., Holmes Community College  
B.S., University of Southern Mississippi
- Tony Moore ..... Funeral Service Technology,  
Ridgeland Campus  
A.A., Holmes Community College  
B.S., Mississippi College
- Billy C. Morgan ..... Computer Programming Technology,  
Grenada Center  
A.A., Holmes Junior College  
B.S., Mississippi State University  
B.B.A., Delta State University  
Additional Study: Delta State University, Holmes Community College
- Larry L. Morgan ..... Computer Information Systems Technology,  
Ridgeland Campus  
A.A.S., Hinds Community College  
B.M.Ed., Mississippi State University  
M.M.Ed., Mississippi State University  
M. Ed., Mississippi State University  
Additional Study: University of Southern Mississippi
- Gail Weaver Muse ..... Special Populations Coordinator,  
Ridgeland Campus  
A.A., Hinds Community College  
B.S.Ed., Mississippi College  
M.S., Mississippi State University

- Katrina B. Myricks ..... Business & Office/B & O Technology Chair,  
 B.B.A., Delta State University  
 M.S., Mississippi State University  
 Additional Study: Jackson State University, Mississippi State University  
 Ridgeland Campus
- Josephine Neill-Browning ..... English,  
 Goodman Campus  
 B.S., University of Southern Mississippi  
 M.A., University of Southern Mississippi  
 Ph.D., University of Mississippi
- Latricia Nelson ..... Paralegal Technology,  
 Ridgeland Campus  
 B.S., Mississippi College  
 M.B.A., Mississippi College
- Kathy Nipper ..... Biology,  
 Grenada Center  
 B.S., Mississippi State College for Women  
 M.T. (ASCP), Druid City Hospital  
 M.S., Delta State University
- Rickye Norris ..... Engineering Technology,  
 Ridgeland Campus  
 A.A.S., Holmes Junior College  
 B.S., University of Southern Mississippi  
 A.A. Certification, University of Southern Mississippi  
 Add'l Study: Mississippi State University, Jackson State University
- Jennifer Osborne ..... Developmental Studies,  
 Grenada Center  
 B.S., Mississippi State University (2)  
 M.Ed., University of Mississippi  
 Ed.D., University of Mississippi
- Diann Parker ..... English,  
 Grenada Center  
 B.S., Mississippi University for Women  
 M.A., Mississippi University for Women
- Nancy Parkerson ..... Mathematics,  
 Grenada Center  
 B.S., Mississippi State University  
 M.Ed., University of Southern Mississippi
- Michael Pawlik ..... Computer Information Systems Technology,  
 Ridgeland Campus  
 B.S., Saint Meinrad College  
 M.S., Mississippi State University

- Jennie Pegg ..... Mathematics,  
Grenada Center  
B.A., Converse College  
M.Ed., Delta State University
- Cherie Pettit ..... Associate Degree Nursing,  
Grenada Center  
A.D.N., Mississippi Delta Community College  
B.S.N., University of Mississippi Medical Center  
M.S.N., University of Mississippi Medical Center  
(CFNP) Certified Family Nurse Practitioner, UMC & American Nurses  
Credentialing Center
- Deidre Pickett ..... Associate Degree Nursing,  
Grenada Center  
A.A.S., Mississippi Delta Community College  
B.S.N., Mississippi College  
M.S.N., University of MS Medical Center  
C.F.N.P., Mississippi University for Women; Emory University
- Leona Pierce ..... English,  
Grenada Center  
B.A., Delta State University  
M.A., Delta State University
- Mary Leigh Poole ..... Chemistry,  
Goodman Campus  
B.S., Mississippi College  
M.C.S., Mississippi College  
Add'l Study: Delta State University, Mississippi College
- Jean R. Powers ..... Speech,  
Ridgeland Campus  
B.S., Belhaven College  
M.Ed., Mississippi College  
Add'l Study: Montreat Anderson Col., Univ.of South.Miss., Winthrop Univ.
- Stephanie Price ..... Practical Nursing,  
Ridgeland Campus  
B.S.N., University Of Mississippi Medical Center
- Barbara Puryear ..... Associate Degree Nursing,  
Ridgeland Campus  
M.S., University of Southern Mississippi
- Derrick Rainey ..... Automotive Technology,  
Goodman Campus  
A.A., Holmes Community College

- Erin Renfro ..... Developmental English,  
Ridgeland Campus  
A.A.S., Holmes Community College  
B.S., Delta State University  
M.Ed., University of Mississippi
- Patty Roberts ..... Cosmetology,  
Goodman Campus  
Cosmetology Certificate, Holmes Community College  
Additional Study: Mississippi State University
- Danny Robertson ..... Head Football Coach,  
Goodman Campus  
B.S., University of Mississippi  
M. Ed., University of Mississippi  
M.A., Louisiana Tech University
- Jamie Rone ..... Developmental Studies,  
Ridgeland Campus  
B.S., Mississippi State University  
M.S., Mississippi State University
- Sarah B. Rounsaville ..... Associate Degree Nursing,  
Grenada Center  
B.S.N., Mississippi College  
M.S.N., University of Southern Mississippi  
Additional Study: Mississippi State University
- Wesley David Rule ..... Mathematics,  
Goodman Campus  
A.A., Holmes Junior College  
B.S., Mississippi State University  
M.Ed., Mississippi State University  
Additional Study: Mississippi State University
- Mark Rummage ..... History/Social Science Department Chair,  
Grenada Center  
B.A., University of Mississippi  
M.A., University of Mississippi  
Additional Study: University of Mississippi
- Dean Savage ..... Science,  
Grenada Center  
B.S., University of Mississippi  
M.S., University of Mississippi  
Additional Study: University of Illinois

- Margaret Scarberry ..... Business & Office,  
Grenada Center  
B.S., Mississippi University for Women  
M.Ed., Mississippi State University  
Add'l Study: Delta State Univ.; Data General Corp.,  
Atlanta, Georgia; Miss.State Univ., Univ.of Miss.
- James Schroeder ..... Speech/ Drama,  
Goodman Campus  
B.F.A., University of Arizona  
M.F.A., University of Arizona  
Cert. of Ed., Rhodes College  
Additional Study: University of Mississippi
- Charlotte Gale Sheppard ..... Business & Office Technology,  
Goodman Campus  
A.A., Mississippi Delta Community College  
B.S., Delta State University  
M.S., Mississippi State University
- Gary A. Sheppard ..... Music Appreciation,  
Goodman Campus  
A.A., Mississippi Delta Junior College  
B.S., University of Mississippi  
M. Ed., Arkansas State University
- Jim Shirley ..... Physics,  
Goodman Campus  
B.S., Delta State University  
M.S., University of Mississippi  
Additional Study: Mississippi State University, Louisiana State Univ.
- Barbara Shurden ..... Related Studies/Career-Tech,  
Goodman Campus  
B.S., Mississippi State University  
Additional Study: Mississippi State University
- Hugh Shurden ..... Athletic Director,  
Goodman Campus  
A.A., Holmes Junior College  
B.S., Mississippi State University  
Additional Study: Mississippi State University
- Howard Smith ..... Business Administration,  
Grenada Center  
A.B., Grove City College  
M.Ed., California University of Pennsylvania  
M.B.A., Lake Forest Graduate School of Management  
Ed.S., University of Southern Mississippi  
Additional Studies: University of Southern Mississippi, University of  
Wisconsin

- Pam Spence ..... Criminal Justice,  
Ridgeland Campus  
M.S., Mississippi College
- Patricia S. Spraberry ..... Practical Nursing/Practical Nursing Co-Chair,  
Grenada Center  
A.D.N., Mississippi Delta Junior College  
Additional Study: Mississippi State University
- Patsy Spratling ..... Associate Degree Nursing,  
Ridgeland Campus  
B.S.N., Brenau University  
M.S.N., Alcorn State University
- Grant Staples ..... Speech,  
Ridgeland Campus  
A.A., Jones County Junior College  
B.A., University of Southern Mississippi  
M.S., University of Southern Mississippi
- Joyce M. Stephens ..... Business & Office,  
Grenada Center  
A.A., Freed-Hardeman University  
B.S., Mississippi State University  
M.Ed., Mississippi State University  
Additional Study: Delta State University, Mississippi State University  
University Of Mississippi, Harding University, Walden Institute
- John P. Switzer ..... History,  
Ridgeland Campus  
B.S., University of Southern Mississippi  
M.S., University of Southern Mississippi  
Additional Study: University of Southern Mississippi
- Claudette Thomas ..... Speech/English,  
Grenada Center  
B.A.E., University of Mississippi  
M.Ed., University of Mississippi  
Add'l Study: Univ.of Southern Miss., Delta State Univ., Miss.State Univ.
- Debbie Treloar ..... Associate Degree Nursing,  
Grenada Center  
A.D.N., Nortwest Junior College  
B.S.N., University of South Alabama  
M.S.N., University of Mississippi

- John Van Horn ..... Drafting & Design Technology,  
Grenada Center  
A.A., Holmes Junior College  
B.S., Mississippi State University
- Shae Wang ..... Computer Science,  
Grenada Center  
B.A., Fudan University, China  
M.A., Fudan University, China  
M.S., University of Mississippi
- Daniel Wentland ..... Business Administration,  
Ridgeland Campus  
B.S., State University of New York College at Buffalo  
B.A., State University of New York College at Buffalo  
M.S., State University of New York College at Buffalo  
M.B.A., Mississippi College  
Additional Study: Jackson State University
- Joe David White ..... Biological Science/Science Department Chair,  
Ridgeland Campus  
A.A., Holmes Junior College  
B.S., University of Mississippi  
M.Ed., University of Mississippi
- Kana Williams ..... Occupational Therapy Assistant,  
Ridgeland Campus  
A.A.S., Holmes Community College
- Billy Wilson ..... English,  
Goodman Campus  
B.A., Lambuth University  
M.A.T., University of Memphis
- Dorothy Worley ..... Associate Degree Nursing,  
Grenada Center  
A.A., Holmes Junior College  
B.S.N., University of Mississippi Medical Center  
M.S.N., University of Mississippi Medical Center
- Mike Yates ..... Connection! Director/Music,  
Goodman Campus  
B.S., University of Southern Mississippi  
M.M., University of Southern Mississippi

## SUPPORT STAFF

Cynthia Abel ..... Secretary/Receptionist, Grenada Center  
Ricardo Anderson ..... Maintenance Worker, Goodman Campus  
Roger Aultman ..... Police Officer, Ridgeland Campus  
Lilly Austin ..... Secretary/Vice President for Academic Programs  
Gloria Benson ..... Secretary/Purchasing, Goodman Campus  
Cortez Blackmon ..... Maintenance Worker, Ridgeland Campus  
James Bordelon ..... Campus Security Officer, Goodman Campus  
John Boyer ..... Police Officer, Ridgeland Campus  
Elaine Boyle ..... Secretary/Associate Degree Nursing, Grenada Center  
David Brock ..... Maintenance Worker, Goodman Campus  
Angela Burrell ..... Secretary/Receptionist, Attala Ed Center  
Judy Burrell ..... Administrative Assistant, Goodman Campus  
John Byars ..... Maintenance Worker, Grenada Center  
Polly Cain ..... Secretary/Admissions & Records, Goodman Campus  
Atavis Campbell ..... Security Officer/CSO, Grenada Center  
James Cannon ..... Police Officer, Ridgeland Campus  
Wanda Casey ..... Secretary/Financial Aid, Goodman Campus  
Carzell Cavett ..... Police Sergeant, Ridgeland Campus  
Willie Chambers ..... Maintenance Grounds Crew, Goodman Campus  
Earl Chaplin ..... Maintenance Grounds Crew, Goodman Campus  
Edward Coffey ..... Maintenance Worker, Goodman Campus  
Wayne Coleman ..... Maintenance Worker, Ridgeland Campus  
Inez Collins ..... Administrative Assistant to V P, Ridgeland Campus  
Bryant Crayton ..... CSO/Security, Goodman Campus  
Lisa Cunningham ..... Accounts Payable Bookkeeper, Goodman Campus  
Charles Davenport ..... Maintenance Grounds Crew, Goodman Campus  
Tabetha Daves ..... Secretary/Financial Aid, Goodman Campus  
William Davis ..... Maintenance Worker, Goodman Campus  
Rose Dotson-Willis ..... Maintenance Worker, Grenada Center  
Robin Easley ..... Secretary/Evening Records, Ridgeland Campus  
Donnell Ellis ..... Maintenance Worker, Ridgeland Campus  
Peggy Evans ..... Dorm Monitor/Yazoo Hall, Goodman Campus  
George Floyd ..... Vehicle Shop Supervisor, Goodman Campus  
Jeremy Floyd ..... Mechanic, Goodman Campus  
Alonza Freeman ..... Maintenance Worker, Goodman Campus  
Dorothy Garrett ..... Maintenance Worker, Goodman Campus  
Albert Gibson ..... Maintenance Worker, Goodman Campus  
William Gladney ..... CSO, Grenada Center  
Michael Grappin ..... Maintenance Supervisor, Ridgeland Campus  
Samuel Green ..... Maintenance Worker, Goodman Campus  
Timothy Griffin ..... Maintenance Worker, Ridgeland Campus  
Steven Groves ..... Maintenance Worker, Goodman Campus  
Heather Guest ..... Secretary/eLearning, Goodman Campus  
Arnold Hankins ..... Police Officer, Grenada Center  
Diane Harman ..... Secretary/Research & Dev., Goodman Campus  
Lee Harmon ..... Police Officer, Goodman Campus  
Roy Harrington ..... Maintenance Engineer, Goodman Campus  
Bobbi Harris ..... Data Entry Specialist, Ridgeland Campus

Roxanne Harrison ..... Secretary/Career-Tech, Grenada Center  
 Debbie Harville ..... Financial Aid Advisor, Grenada Center  
 Virginia Hathcock ..... Asst. to Director/Financial Aid, Goodman Campus  
 Judy Hemphill ... Receptionist/Switchboard Operator, Ridgeland Campus  
 Kenneth Henderson ..... Maintenance Worker, Ridgeland Campus  
 Nona Horne ..... Dorm Supervisor, Goodman Campus  
 Johnny Hutchison ..... Maintenance Worker, Goodman Campus  
 Randy Hutchison ..... Maintenance Worker, Goodman Campus  
 Jeff Johns ..... Police Chief, Ridgeland Campus  
 Doris Jones ..... Dorm Supervisor, Goodman Campus  
 Joy Kellum ..... Secretary/Business Office, Ridgeland Campus  
 Eric Kimbrough ..... Maintenance Worker, Goodman Campus  
 Patrick Lampkin ..... Police Officer, Goodman Campus  
 Marcus Landfair ..... Maintenance Grounds Crew, Goodman Campus  
 Sherrie Lentz ..... Secretary/Career-Tech, Ridgeland Campus  
 Hugh Lepard ..... Carpenter, Goodman Campus  
 Josh Lepard ..... Security Officer, Goodman Campus  
 Amanda Lindsey ..... Admissions Secretary, Ridgeland Campus  
 Trent Little ..... Maintenance Supervisor, Grenada Center  
 Lina Lopez ..... Receptionist/Switchboard-Workforce, Ridgeland Campus  
 Sandee Lott ..... Maintenance Worker, Goodman Campus  
 Addie Lusk ..... Security, Goodman Campus  
 Johnny Mabry ..... Maintenance Supervisor, Goodman Campus  
 Eva Mabry ..... Housekeeping, Goodman Campus  
 David Malone ..... Maintenance Grounds Crew, Goodman Campus  
 Bobby Martin ..... CSO, Goodman Campus  
 Jeri Jo McCleskey ..... Accounts Receivable Clerk, Goodman Campus  
 Linda McCollum .. Secretary/Admissions & Records, Ridgeland Campus  
 Melinda McCool ..... Dorm Hostess, Goodman Campus  
 John McCoy ..... Police Sergeant, Ridgeland Campus  
 Casey McDaniel ..... Switchboard Operator, Goodman Campus  
 Jerry McDaniel ..... Maintenance Worker, Goodman Campus  
 Joe McDaniel ..... Maintenance Engineer, Goodman Campus  
 Margie McDaniel ..... Maintenance Worker, Goodman Campus  
 Tony McDaniel ..... Police Commander, Goodman Campus  
 Roy McDonald ..... Maintenance Worker, Ridgeland Campus  
 Brenda Melton ..... Secretary/Admissions & Records, Goodman Campus  
 Lucinda Mosley ..... Secretary/Career-Tech, Goodman Campus  
 Janet Netherland ..... Technical Librarian Assistant, Goodman Campus  
 Joey Netherland, Jr. .... Maintenance Worker, Goodman Campus  
 Joey Netherland, Sr ..... Maintenance Supervisor, Goodman Campus  
 Dana Nichols ..... Business Office Clerk, Goodman Campus  
 Martha Norris ..... Secretary/Admissions & Records, Ridgeland Campus  
 Careshia Parnell ..... Secretary/Financial Aid, Ridgeland Campus  
 Jamie Patrick ..... Police Officer, Ridgeland Campus  
 Mario Perez ..... Maintenance Worker, Ridgeland Campus  
 Larondric Perry ..... Maintenance Worker, Ridgeland Campus  
 Laurie Picou ..... Police Officer, Ridgeland Campus  
 David Powell ..... Maintenance Worker, Goodman Campus  
 Rosemarie Poynor .. Secretary/Admissions & Records, Grenada Center

Rhonda Prine ..... Maintenance Worker, Ridgeland Campus  
 Robert Riley ..... Center Police Chief, Grenada Center  
 Hubert Robertson ..... Police Commander, Goodman Campus  
 Willie Roby ..... Police Officer, Goodman Campus  
 Patsy Rogers ..... Secretary/Admissions & Records, Goodman Campus  
 Robert Saffold ..... Security Officer, Goodman Campus  
 Ella Sago ..... Security Officer, Goodman Campus  
 Carol Sanders ..... Secretary/Maintenance, Goodman Campus  
 Nancy Schroeder ..... Secretary/SSS, Goodman Campus  
 Pauline Scott ..... Dorm Supervisor, Goodman Campus  
 Rosemary Self ..... Secretary/Financial aid, Goodman Campus  
 Pam Sills ..... Clerk/Accounts Receivable, Goodman Campus  
 Mack Smart ..... Maintenance Worker, Goodman Campus  
 Frank Smith ..... Police Officer, Ridgeland Campus  
 Jearlean Smith ..... Maintenance Worker, Goodman Campus  
 John Smith ..... Maintenance Worker, Grenada Center  
 Judy Smith ..... Business Office Clerk, Grenada Center  
 Joanna Spell ..... Secretary/Dean of Students, Goodman Campus  
 Joe Spell ..... Maintenance Engineer, Goodman Campus  
 Yoshika Stingley ..... Secretary/Library, Goodman Campus  
 Vincent Sutherland ..... Maintenance Worker, Ridgeland Campus  
 Nan Sykes ..... Secretary/Communications, Goodman Campus  
 Angela Tanner ..... Housekeeping, Grenada Center  
 Jackie Thurman ..... Housekeeping, Goodman Campus  
 Tywana Vanido ..... Maintenance Worker, Grenada Center  
 Dennis Wade ..... Maintenance Worker, Goodman Campus  
 George Wade ..... Maintenance Worker, Goodman Campus  
 Robert Wade ..... Maintenance Engineer, Goodman Campus  
 Wadell Walden ..... Maintenance Worker, Goodman Campus  
 Dennis Ward ..... Police Officer, Grenada Center  
 Joe Washington ..... Maintenance Worker, Goodman Campus  
 Jackie Watkins ..... Secretary/Inventory, Ridgeland Campus  
 Alice Watson ..... Maintenance Worker, Ridgeland  
 Ann Weaver ..... Secretary/District Librarian, Grenada Center  
 Bertha White ..... Housekeeping, Goodman Campus  
 Brian Wooten ..... Police Sergeant, Goodman Campus  
 Tonya Wooten .. Secretary/VP Academic Programs, Goodman Campus

# **GENERAL INFORMATION**

## **HISTORY OF HCC**

Holmes Junior College evolved from Holmes County Agricultural High School which had its beginnings in 1911, when the town of Goodman provided forty acres of land and the Board of Trustees bought forty-two acres of land on the west side of Goodman, Mississippi, and established Holmes County Agricultural High School.

In 1922 the state legislature made it legal for the agricultural high schools to add two years of college work. In 1925-26 school session, the first year of college work was added and in 1928-29 school session, the second year was added making the school a full-fledged junior college and eligible to award the Associate of Arts degree.

The support of the college has expanded from the original county of Holmes to include Carroll, Attala, Madison, Choctaw, Montgomery, Grenada, Webster, and Yazoo counties. The state, through legislative appropriations, has assumed an increasing responsibility for the support of junior colleges in Mississippi. Thus, through district and state cooperation Holmes Junior College has built a plant on the Goodman campus with a replacement value of at least twelve million dollars and has come to take its place among the best junior colleges in the state system.

As a result of extensive study and strategic planning conducted in 1981 and 1982 involving all segments of the junior college community, the decision was made to build new centers in the northern and southern ends of the geographically large district. The main purpose for the centers was to make the educational programs and services of the college available to a greater percentage of the district population. Under the leadership of the Board of Trustees, the new centers were planned and built in the communities of Grenada and Ridgeland and were occupied in 1985.

In November of 1988 the Board of Trustees took action to change the name of the institution to Holmes Community College. The name change was made to more accurately reflect the comprehensive and multifaceted mission of the modern two-year college. The change was subsequently approved by the State Board for Community and Junior Colleges in December of 1988, to be effective July 1, 1989.

## **HOLMES COMMUNITY COLLEGE VISION STATEMENT**

Holmes Community College will be a leader in education by serving as a comprehensive, community-oriented institution delivering flexible, responsive programs of the highest quality.

## **HOLMES COMMUNITY COLLEGE MISSION STATEMENT**

Holmes Community College, a comprehensive public institution strategically located in Central Mississippi, provides innovative educational and cultural opportunities to its constituents through campus-based and distance education programs. In an ever-changing world, the college seeks to prepare its graduates for university transfer, productive employment, and lifelong learning by offering an Associate in Arts degree, Associate in Applied Science degree, and Career certificates. Holmes, whose primary commitment is to excellence in all areas, offers affordable, equal access to higher education in an attractive, secure, multi-campus environment.

### **STRATEGIC INITIATIVES**

- I. Maintain an environment for continuous accessibility and improvement of the quality of education.
- II. Continue to acquire and support appropriate emerging technologies for curricular, instructional and administrative processes.
- III. Improve college personnel/student interactions to achieve a higher rate of student success.
- IV. Expand and improve the college's infrastructure in support of student services, instructional programs, administrative processes and community services.
- V. Improve the college's image by enhancing public relations through communication.
- VI. Expand and improve educational partnerships with business/industry and appropriate agencies.

### **THE MULTIPLE-CAMPUS COLLEGE**

The main emphasis in the organization and administration of the Holmes Community College District is that it is a single, institutional entity with two campus locations, one center, and additional outreach.

The relationships of personnel on each of the locations to college administrative staff are the same personnel-administrative relationships which would be found on a single campus. The same general policies, philosophies of operation, purposes and objectives, as well as the same procedural methods, apply to all locations equally, and exceptions can be made only when based on purely local factors.

There should always be close cooperation, articulation, and coordination between the campuses and centers. Individual differences which arise from differing student body characteristics, geographic locations, or purely local factors, are respected and their effects on procedure or policies are recognized as long as local decisions do not alter college administrative policies.

The standards for the instructional program are the same at all locations. Course numbers and descriptions in the catalog, course outlines, textbooks, and supplementary materials apply district wide. Close departmental coordination among campuses is an essential goal that will ensure uniform quality of instruction.

### **GOODMAN CAMPUS**

The original campus of Holmes Community College is located at Goodman, Mississippi, in the eastern part of Holmes County. The campus is composed of one hundred ninety-six acres and twenty-four principal buildings. A lighted football stadium and a track, a baseball field, softball field, cross-country trails, six tennis courts, faculty residences, and a six-acre lake complete the facilities of the campus.

The central offices for the administration of the Holmes Community College district are located at the Goodman Campus. Personnel with district-wide responsibility include the President, Executive VP/ Business Manager, VP for Academic Programs, VP for Career-Technical Education, District Coordinator of Student Services, Director of Admissions and Records, Director of Financial Aid, Head Librarian, Asst. to the President/Director of Institutional Research and Planning, and Director of Public Relations. Administrative offices for the Goodman Campus are located in the Administration Building and McDaniel Hall.

Programs available to the Goodman Campus include university-parallel, several technical programs (Business & Office Technology, Engineering Technology, Collision Repair Technology, Automotive Technology, Heating-Air Conditioning Technology), and three career programs (Cosmetology, Welding, and Practical Nursing). The Goodman Campus has dormitory accommodations as well as student activities in varsity sports, band, and choir.

### **GRENADA CENTER**

The Grenada Center, which opened with a full schedule of classes for the fall semester of 1985, is a dynamic addition to Holmes Community College. Grenada, situated near picturesque Grenada Lake, lies some ninety miles south of Memphis, Tennessee on Interstate 55, and sixty-five miles north of the home campus. Located fifty miles from the nearest college or university, this center affords opportunities for academic and cultural enrichment and vocational expansion to match the explosive economic and cultural growth of the surrounding area with 8.5 acres of additional space provided by the city for future additions. The attractive, modern building houses the center on a 14 acre site.

The center offers a wide range of liberal arts courses that are transfer-

able to four-year institutions. Holmes Community College's Associate Degree Nursing program and a Practical Nursing program are offered at the Grenada Center. Technical programs in Business & Office Technology, Computer Programming Technology, Conservation Law Enforcement Technology, Electronics Technology, EMT/Paramedic, Engineering Technology, Forest Technology, Machine Tool Technology, Manufacturing Technology, & Surgical Technology, utilizing state-of-the-art equipment, are also offered at the center.

Evening credit and noncredit courses are offered, designed to meet the needs and interests of the area. The center also functions in the community's expansion for incoming and existing industry by coordinating programs to meet special training requirements. The center further serves as a meeting place for a variety of educational type workshops, seminars, and conferences. The "Forum," with a seating capacity of over seven hundred, provides a conference site for numerous groups.

### **RIDGELAND CAMPUS**

The Ridgeland Campus is located approximately two miles north of the city of Jackson and one-half mile north of the Natchez Trace and I-55 interchange. It is comprised of 40 acres at the intersection of West Ridgeland Avenue and Sunnybrook Road in northwest Ridgeland. Located only one-fourth mile east of I-55, the easiest access to the campus is from I-55 at the Ridgeland exit (105-B).

Four buildings house the administration, data processing, business office, library, classrooms, laboratories, and shops. The totally new and modern facilities enable the Ridgeland Campus to offer a variety of academic and technical programs on both a full-time and part-time basis. All of the instructional programs are equipped with state-of-the-art equipment.

Technical programs in Business & Office Technology, Computer Network Support Technology, EMT/Paramedic, Engineering Technology, Funeral Service Technology, Industrial Maintenance Technology, Occupational Therapy Assistant Technology, Paralegal Technology, Software Engineering Technology are offered. A career program in Practical Nursing is also offered. A large number of evening credit and noncredit courses are offered each semester, and the needs of industry are met through specially designed programs. The academic programs are designed to make available high quality educational programs that are parallel to the first two years of senior college or university work in as many fields as practical at a minimum cost to the student.

### **ATTALA EDUCATIONAL CENTER**

The Attala Educational Center in Kosciusko was built by the Attala County Board of Supervisors on land owned by Montfort Jones Memorial Hospital. Opening its doors in August 1997, the center was equipped by Holmes Community College. The Attala Educational Center provides a

wide variety of noncredit training, including computer classes for both the public and industry, workforce training for businesses, continuing education classes, and credit classes for the community.

Training for workers in business and industry is provided through the Workforce Development Program housed in Kosciusko, Grenada, Goodman, and Ridgeland with a central office in the Attala Educational Center. This program is designed to provide contract training in a non-credit format for individuals and businesses within the nine-county district of Holmes. Courses are designed to meet specific training requirements of the company or the organization. This training may be in one or more of the following areas: training for workers on new equipment or processes, retraining for workers who must move to other positions within the firm, training for workers to advance to higher positions, and/or training in the basic skill areas for employees to become more effective and efficient. A variety of state, federal, and private funds are used to provide these cost-effective, efficient classes for individuals and businesses throughout the district.

Coordination of the Adult Basic Education and GED preparation classes is also provided through the Workforce Development Program housed in the Attala Educational Center. Classes are held in a variety of on-campus and off-campus sites throughout the nine counties of the Holmes District to enable adults to meet the minimum admission requirements for the college and employment. Specific site information may be obtained by contacting the Adult Education Coordinator at the Attala Educational Center at 662-290-0808.

## **eLEARNING**

Holmes Community College utilizes two methods of delivering distance education courses: video conferencing through the Community College Network (CCN) and internet-based courses in conjunction with the Mississippi Virtual Community College (MSVCC). The Goodman, Grenada, and Ridgeland campuses have a CCN site from which classes can be sent to the other campuses, as well as to other community colleges in the state. The MSVCC, a consortium of 15 Mississippi community college districts and the Mississippi State Board of Community and Junior Colleges provide approximately 190 internet-based courses statewide. A student may register through Holmes and take courses offered statewide through the MSVCC, as long as the course appears in the course description section of the Holmes catalog. For details about course offerings and how to register, students should go to [www.holmescc.edu](http://www.holmescc.edu) then click on eLearning.

## HOLMES COMMUNITY COLLEGE LIBRARIES

The HCC Library System consists of McMorrough Library on the Goodman Campus, the Grenada Center Library, and Adcock Library on the Ridgeland Campus. The libraries provide a comprehensive and current collection of print and non-print materials which support the school oriented needs of students. This combined collection consists of over 55,000 print and 42,000 e-book volumes along with 375 periodical titles, various online databases, numerous newspapers, and an extensive media collection.

The collection may be easily accessed through an Online Public Access Catalog (OPAC). The OPAC, as well as databases, are included on the library section of the Holmes Community College web site. The library staff assists students to develop skills through orientation tours, class activities, and individual instruction so that they can effectively use the library and its resources.

## ADMISSION REQUIREMENTS

Holmes Community College embraces the philosophy that the student be provided with opportunities to enhance their education by providing campus-based and elearning. HCC ascribes to an “open admissions” policy consistent with all appertaining laws. **All requirements for admission to Holmes Community College must be met within the first fourth of the semester of initial enrollment. Failure to provide official documentation within that period will result in the student being administratively withdrawn, changed to audit, and/or placed on admissions hold.**

### FULL-TIME STUDENTS

Students who enroll in 12 or more hours whether day, evening, online, or any combination thereof must meet the following admissions requirements to be fully admitted to the college.

1. A current, complete application for admission.
2. First-time freshmen must submit an official high school transcript from a regionally accredited high school showing the graduation date, type of diploma, and signature of the high school official and it must be mailed from the high school to the Admissions Office. Students who obtain the General Educational Development (GED) credential must have an official GED transcript sent to the college from an official testing center or GED state office.
3. Scores on the ACT or SAT for students who are less than 21 years of age and who have not earned a bachelor’s degree are required.

ACT/SAT scores may be accepted from official high school or college transcript provided the subscores, composite score, and date of testing are printed rather than handwritten. A minimum ACT composite score of 16 is required for students to be admitted in Good Academic standing. Students who score below 16 will be admitted on Probation.

4. Transfer students must submit an official transcript from the LAST regionally accredited college attended. Students holding a bachelor's degree or higher may submit only the transcript showing the highest degree.

It is **STRONGLY RECOMMENDED** that students submit all transcripts when enrolling initially at Holmes since some honors, scholarships, elections, and awards are based on cumulative grades rather than grades at Holmes alone. **OFFICIAL TRANSCRIPTS FROM ALL COLLEGES ATTENDED MUST BE ON FILE IN THE ADMISSIONS OFFICE PRIOR TO EVALUATION FOR GRADUATION.**

**TO REGISTER FOR COURSES THAT HAVE PREREQUISITES, STUDENTS MUST SUBMIT OFFICIAL TRANSCRIPTS WHICH SHOW THE PREREQUISITES.**

### PART-TIME STUDENTS

Students enrolled in less than 12 hours whether day, evening, online, or any combination thereof must meet the following admission requirements to be admitted as a part-time student.

1. An current, complete application for admission.
2. First-time freshmen must submit an official high school transcript from a regionally accredited high school showing the graduation date, type of diploma, and signature of the high school official and it must be mailed from the high school to the Admissions Office. Students who obtained the General Educational Development (GED) credential must have an official GED transcript sent to the college from an official testing center or GED state office.
3. Transfer students must submit an official transcript from the LAST regionally accredited college attended.

Students who enter part-time and change later to full time must meet the admission requirements for full-time students during the first fourth of the semester in which they become full time.

It is **STRONGLY RECOMMENDED** that students submit all transcripts when enrolling initially at Holmes since some honors, scholarships, elections, and awards are based on cumulative grades rather than grades at Holmes alone. **OFFICIAL TRANSCRIPTS FROM ALL COLLEGES ATTENDED MUST BE ON FILE IN THE ADMISSIONS OFFICE PRIOR TO**

## **EVALUATION FOR GRADUATION.**

**TO REGISTER FOR COURSES THAT HAVE PREREQUISITES, STUDENTS MUST SUBMIT OFFICIAL TRANSCRIPTS WHICH SHOW THE PREREQUISITES.**

### **TRANSFER STUDENTS**

A transfer student is defined as one who has 12 or more hours attempted on his/her permanent record at another institution. A transfer student must have an official transcript sent from the LAST post-secondary institution attended. A student who is on disciplinary probation or suspension from another institution must petition the Admissions Committee for a special hearing and must meet the same academic achievement requirements as native students.

**TO REGISTER FOR COURSES THAT HAVE PREREQUISITES, STUDENTS MUST SUBMIT OFFICIAL TRANSCRIPTS WHICH SHOW THE PREREQUISITES.**

### **TRANSIENT SUMMER SCHOOL ADMISSION**

Students who are enrolled in another institution of higher learning during a spring semester and plan to return to the same school in the fall should submit the following:

1. A current and complete application for admission.
2. An official transcript from the last regionally accredited college attended.

**TO REGISTER FOR COURSES THAT HAVE PREREQUISITES, STUDENTS MUST SUBMIT OFFICIAL TRANSCRIPTS WHICH SHOW THE PREREQUISITES.**

### **FOREIGN-BORN STUDENTS**

Holmes Community College does NOT provide INS documentation for student visas and does not provide any other INS documentation to students with other types of visas. Documentation of legal status must be provided prior to registration for students who are born outside of the United States and/or who graduated from a high school outside the United States. Official translations and evaluations of foreign transcripts by an approved agency are required for all foreign-born students at the student's expense. For a list of approved agencies, contact the Dean of Admissions and Records, P.O. Box 398, Goodman, MS 39079. The translation and evaluation must be mailed directly to Holmes Community College from the approved evaluation service. **All requirements for admission to Holmes Community College shall be met within the first one-fourth of the semester of initial enrollment. Failure to provide official documentation within that period shall result in the student being adminis-**

**tratively withdrawn, changed to audit, and/or placed on admissions hold.**

### **PROBATIONAL ADMISSION**

**First-time students** with ACT composite scores of less than 16 or SAT scores less than 770 will be admitted on Probation. Students admitted on Probation who fail to meet minimum standards of progress (1.75 GPA) at the end of their first semester of full-time enrollment will **not** be eligible to return to Holmes until they have remained out of school for at least one fall or spring semester.

**Transfer students** must have a 1.75 or greater GPA on the last semester of full-time attendance in order to be admitted in Good Standing. Transfer students who have below a 1.75 on the last full-time semester will be admitted on Probation. Transfer students who have below a 1.75 on the last two semesters of full-time work at another college will not be admitted until they have remained out of school one fall or spring semester. Part-time work is not a factor in determining academic standing or probationary admission. A student who is on disciplinary probation or suspension from another institution must petition the Admissions Committee for a special hearing. For more details see Academic Achievement.

An academic or technical student with an Enhanced ACT composite score of 15 or below is required to enroll in the Academic Foundations core his/her first semester unless placement tests at registration move the student out of the Academic Foundations Core courses listed below.

This curriculum consists of:

English course based on ACT or COMPASS .....	3 hrs.
Math course based on ACT or COMPASS .....	3 hrs.
Reading course based on ACT or COMPASS .....	3 hrs.
Human Development (EDU 1223) .....	3 hrs.
One course in student's major selected with advisor's approval .....	3 or 4 hrs.
Electives (band, choir, p.e., varsity sports) As approved by Advisor	
Total .....	15 to 18 hrs.

**Test Scores.** As of the October 1989 National Test date, The American College Testing Program (ACT) began using their new Enhanced ACT. The minimum scores required for scholarships, course placements, etc., have been revised. ACT scores earned prior to October 28, 1989, shall be equated to Enhanced ACT scores using ACT guidelines. The following chart represents some of the most frequent uses of ACT scores and their new requirements.

	<b>Before Oct. 28, 1989</b>	<b>After Oct. 28, 1989</b>
Associate Degree Nursing	15	18
Board of Trustees' Scholarship	27	28
Dean's Scholarship	18	20
EMT Paramedic	12	16
Practical Nursing	12	16
President's Scholarship	23	24

The Dean's, President's and Board of Trustees' Scholarships will **not** be awarded on the basis of SAT scores. These scholarships require an ACT test score. A high school student may substitute an SAT score of 990 or higher for the ACT to qualify for Early Admission under the Advanced High School Student Program.

### **ADMISSION INTO SPECIFIC PROGRAMS**

Many Technical and Career programs have competitive admission, and a limited number of students will be admitted into the program. These programs have additional admission requirements that must be met in order to be accepted by the program. Program admission requirements are IN ADDITION TO the college admission requirements stated previously.

### **ACADEMIC ACHIEVEMENT**

Students at Holmes Community College are expected to achieve academic success. Full-time students must maintain a 1.75 grade point average each semester of full-time enrollment in order to stay in Good Academic Standing. Should a full-time student in Good Academic Standing have a semester in which his/her GPA falls below 1.75, the student is placed on Academic Probation. If his/her GPA for the next semester of full-time enrollment is above 1.75, the student is once again in Good Academic Standing. However, if the GPA for a second consecutive semester of full-time enrollment is below 1.75, the student will be placed on Academic Suspension and will not be eligible to enroll at Holmes until a spring or fall semester has passed. Upon returning to Holmes, the student will be removed from Academic Suspension and placed on Academic Probation. Part-time work is not included in determining Academic Probation or Academic Suspension.

A student on Academic Probation will not be allowed to use school business trips as extenuating circumstances for missed classes.

**Housing Requirement.** To be eligible for campus housing, students must be enrolled in a minimum of 15 semester hours and must maintain a minimum 1.75 GPA. Students who drop to 12-14 semester hours during the semester will be placed on housing probation, and students who drop to below 12 hours during the semester will be dismissed from the dormitory. Students who fall below a 1.75 GPA for a completed semester will be placed on housing probation for the next semester. Students must then earn a minimum 1.75 GPA for the probationary semester in order to remain in the dormitory.

## **DUAL ENROLLMENT OF HIGH SCHOOL STUDENTS**

The purpose of this program is to provide the opportunity for advanced high school students to earn college credit prior to graduation from high school. Holmes Community College does not wish to encourage students to participate in this program if it conflicts with their high school activities. Therefore, students in this category will be considered for admission only when this program has the explicit endorsement of the high school principal.

Students who are currently enrolled in high school may take college classes if the following requirements are met.

### **ADMISSIONS REQUIREMENTS AND PROCEDURES**

1. The student must have earned 14 core high school units such as English, mathematics, science, social science, or foreign language.
2. The student must have an overall "B" average on all high school courses. Prerequisites and corequisites as stipulated in the Holmes bulletin will be followed.
3. The student shall request that the high school principal send an official copy of his/her high school transcript to the Admissions and Records at Holmes Community college at least 10 days before the beginning of the enrollment period. A home-schooled student must submit a transcript prepared by a parent, guardian, or custodian with a signed, sworn affidavit.
4. The principal or counselor of the high school must submit an unconditional recommendation supporting the student's enrollment in the program. The unconditional recommendation should verify that the student is academically advanced and has the maturity and self-discipline required to benefit from this type of program. This recommendation may be in the form of a list of all participating students and should be included with the high school transcripts. A home-schooled student must submit a parent's, legal guardian's, or custodian's written recommendation. Full credit will be granted but will be reserved until the student graduates from high school and submits a final high school transcript showing graduation or is admitted to college as a full-time student.

**Special Condition Admission:** Students who have not completed 14 core high school units may be considered for dual enrollment if they have a minimum ACT composite score of thirty (30) or the equivalent SAT score and have the required grade point average and recommendations prescribed above.

### **EARLY ADMISSION OF HIGH SCHOOL STUDENTS PROGRAM**

The boards of trustees of the community and junior college districts have established an early admission program for advanced high school students who are no longer enrolled in high school. Applicants for Early Admission Program must meet all requirements listed in the Dual Enrollment Program and have a minimum ACT composite of twenty-six (26) or the equivalent SAT score. Students in the Early Admission program may NOT be currently enrolled in high school.

### **OTHER EARLY ADMISSIONS**

Students who have completed one less unit than the state requirement may be admitted to Holmes without a high school diploma or GED. All other admission requirements must be met. Students who are admitted under this provision will **NOT** be eligible for Federal Financial Aid. However, there may be other grants and scholarships available to the student.

### **STUDENT TUITION AND TEXTBOOKS**

The student is responsible for his/her own fees and purchasing textbooks.

### **STUDENT POLICIES AND REGULATIONS**

The student is expected to become familiar with the college catalog and student handbook and to abide by all applicable rules.

# ACADEMIC POLICIES AND REGULATIONS

## ORIENTATION AND REGISTRATION

A first-time or transfer student must attend the scheduled orientation sessions. These will provide information about Holmes Community College, its rules and regulations, types of organizations, clubs, etc. Also, college life in general will be previewed.

The following steps must be completed to be registered:

1. Follow the ACT placement guide below or take COMPASS placement tests to schedule your classes.

<u>Course Recommendation</u>	<u>ACT English Sub-Score</u>	<u>COMPASS English Sub-Score</u>
ENG 0113 – Beg. Eng. I	1 - 13	0 - 29
ENG 0123 – Int. Eng. II	14 - 17	30 - 64
ENG 1113 – Eng. Comp. I	18 - 36	65 - 99

<u>Course Recommendation</u>	<u>ACT Reading Sub-Score</u>	<u>COMPASS English Sub-Score</u>
REA 0113 – Comprehen I	1 - 11	0 - 47
REA 0123 – Comprehen II	12 - 14	48 - 66

<u>Course Recommendation</u>	<u>ACT Composite Score</u>	<u>COMPASS Scores</u>
LLS 1313 – Orientation (Mandatory if student placed in 2 or more developmental level courses - 0113 or 0123)	1 - 15	<u>Eng. - 0-64    Read. 0-66    PreAlg/Algebra 0-99 or 0-24</u> If student tests in any 2 of these areas, this course is required.
LLS 1413 - Improve/Study	16 - 36	67 - 76
LLS 1423 – College Study	16 - 36	67 - 76

<u>Course Recommendation</u>	<u>ACT Math Sub-Score</u>	<u>COMPASS Math Sub-Score</u>		
		<u>Pre-Alg.</u>	<u>Algebra</u>	<u>College Alg.</u>
MAT 0113 – Fund Math	1 - 13	0 - 20		
MAT 0123 – Begin. Algebra	14 - 16	21 - 99	0 - 24	
MAT 1233 - Inter. Algebra	17 - 19		25 - 39	
MAT 1313 – College Algebra	20 - 36		40 - 99	0 - 50
Higher than College Algebra	23 - 36			51 - 99

A student may challenge the ACT Placement by taking the COMPASS English, Reading, or Mathematics Placement Test to determine the courses to be taken. NOTE: Signing a waiver (*allowable only after placement testing*) allows the student to move up only one course level and it does not change the prerequisite or corequisite requirement for any other course. A grade of “C” must be earned in any developmental course in order to progress to the next level.

### ACT Concordance Table

<b>BEFORE 10-28-89</b>	<b>AFTER 10-28-89</b>	<b>BEFORE 10-28-89</b>	<b>AFTER 10-28-89</b>
35	36	17	19
34	35	16	19
33	34	15	18
32	33	14	17
31	32	13	17
30	31	12	16
29	30	11	15
28	29	10	14
27	28	09	14
26	27	08	13
25	26	07	12
24	25	06	11
23	24	05	11
22	23	04	09
21	22	03	07
20	21	02	05
19	21	01	03
18	20		

2. Have I.D. picture taken.
3. Have picture made for the school annual, if enrolling as a full-time student.
4. Schedule classes with advisor and receive computer printout.
5. Pay entrance fees in the Business Office.

If any of the steps are incomplete, the registration of the student is incomplete and may result in his/her not being accepted as a student at Holmes Community College.

### STUDENT ACCESS TO FACULTY

All faculty members are required to post on their office doors or other suitable locations, the hours they will be available for individual academic counseling and assistance. A minimum of ten (10) hours per week is expected for full-time faculty during a regular fall or spring semester. Part-time day faculty are expected to be available a lesser number of hours, based on the percentage of their assignment. Evening class faculty and summer school faculty are expected to be available a minimum of one half hour per class. This time can be immediately before class, after class, or any combination. Additional time should also be made available if students request appointment. Students are encouraged to utilize the availability of faculty when needed for remediation, tutoring, and other academic assistance.

## FACULTY ADVISORS

Each student is assigned a faculty advisor for assistance in planning a program of study. Advisors also assist students in scheduling and are available for general information. A professional counseling staff is also available to assist students with academic, personal and social problems.

## ONLINE ADVISING POLICY

In order to best serve our online students, an advisor will be assigned at the time of registration. If a student is already in the enrollment system, an assessment will be made to insure that he/she has the appropriate advisor. If a student is registering for the first time, every attempt will be made to assign the student an advisor who is located on his/her designated campus and is knowledgeable in that student's major field.

The advisor's name will be printed on the student's Holmes Community College Course Schedule. The student may contact his/her specific advisor by linking to the directory at the Holmes website where email addresses and telephone numbers are posted. <http://www.holmescc.edu/facultystaff.htm>

The student may also contact a counselor by linking to the Counselor Services page of the eLearning website. <http://www.holmes.cc.ms.us/counseling.htm>. Graduation requirements for all degrees, diplomas, and certificates can be found by accessing the college catalog.

## CLASSROOM POLICIES & REQUIREMENTS

1. Instructors are supposed to dismiss their classes when the first bell rings. Students should remind them if they fail to hear the bell.
2. No student is to be called from class unless there is an emergency.
3. If the instructor fails to report, it is the student's responsibility to remain in the classroom unless officially notified to the contrary.

A student is required to make a reasonable and appropriate effort to succeed in a course. This includes the following: purchasing all required materials for the course such as textbooks, laboratory manuals, and tools; attempting homework assignments and tests; preparing for class; and participating in classroom discussions and activities. If, in the judgment of the instructor, the student has failed to abide by the above guidelines, the student may be administratively withdrawn from the course.

## eLEARNING

Holmes is an active participant in the Mississippi Virtual Community College (MSVCC). The MSVCC is a cooperative of 15 of Mississippi's community college districts and the Mississippi State Board for Community and Junior Colleges that offers internet-based courses. These 15 institutions share resources so that students at any one of these institutions may take internet-based courses from any member of the consortium. A Holmes student may register for any of the courses that Holmes hosts (internet-based courses taught by other consortium members). **Restrictions for hosted courses are that the course must be listed in the course descriptions section of the Holmes catalog and must be approved by that particular department.**

### BASIC REQUIREMENTS FOR INTERNET-BASED COURSES

Most students initially think that internet-based courses are easier than traditional classroom courses. This is not the case. Before you try to take an internet-based course, you need to carefully decide if this method of instruction is for you. All the things you take for granted in a traditional classroom setting, such as face-to-face contact with your instructor, structured class meetings, immediate feedback from your instructor, the physical presence of other students, as well as a host of other things, either do not exist, or are radically different for internet-based courses. In general, the basic requirements break down into two parts:

#### 1. Technology related requirements:

- a. You will need convenient access to a computer that is connected to the internet. One advantage of internet-based courses over traditional classes is that you can access course content anytime you wish, as long as you have convenient access to a computer connected to the internet. The ideal situation is to have a modern computer at home.
- b. You will need to feel comfortable with using the computer. Just having one is not sufficient. Do you use a computer every week or even every day? If so, you are a good candidate for an internet-based course.
- c. You will need to have an email account that you know how to use. If you were asked to attach a file to an email and send it, would you know how?
- d. Some courses require additional software on the computer you will use. If you don't have it, will you know how to get it, and install it? Do you know how to download and install plug-ins for the web browser that you use? If so, you are a good candidate for an internet-based course.
- e. You must feel comfortable with browsing the internet. If you are a regular user of EBay, Amazon, or some other password-protected website, you'll have no problem knowing how to get your class materials.
- f. You must be able to type well and use the mouse well.

## 2. Personality/Organizational requirements:

- a. You must be an independent learner. If you rely heavily on face-to-face interaction with your instructor, you will likely not do well in an internet-based course, even if you are good with a computer.
- b. You must be a disciplined learner. You will need to set aside 8 to 12 hours per week per internet-based course. Can you stick with a routine that will allow you this much time each week?
- c. You must be a mature learner. If you are given instructions to do something, can you do it on your own? If you don't understand something the first time through, do you just give up? Will you seek out sources on your own?
- d. You will need to enjoy reading. Internet-based courses are heavy on reading.

To further assist you in determining if you are a good candidate, the Holmes website has several self-assessment tests that you can take to help you decide. The site is located at <http://www.holmescc.edu>. Find the link for elearning and follow the links to find the self assessment tests. If you are planning on taking an internet-based course because you think it will require less time and will be easier, you are going to be surprised!

## OTHER INFORMATION ABOUT INTERNET-BASED COURSES

The information included here about internet-based courses is intended primarily to make you aware that such courses exist, and some of the main features of them. It is not intended to be a complete guide, or a complete enumeration of all policies and procedures. All policies and procedures elsewhere in this book apply to internet-based courses as well as traditional classroom courses, so read the rest of this handbook carefully. To get the most up-to-date information about internet-based courses and the MSVCC, there are two websites that will be of great use to you. They are: 1. The Holmes website. Its current location is <http://www.holmescc.edu>. Once there, look for links related to elearning. Information on registering; and other policies and procedures will be located there. 2. The public MSVCC website. Its current location is <http://msvcc.blackboard.com>

## CREDIT AND GRADES

**The Semester Hour.** A semester hour is defined as the unit of credit which represents one class hour (50 minutes) a week for one semester; this class hour may involve class lecture attendance or laboratory work.

**Grade Symbols.** A final grade is the instructor's evaluation of the student's work and achievement throughout a semester's attendance in a course. Factors upon which the final grade may be based are attendance, recitation, written/oral quizzes, reports, papers, final examination, and other class activities. The evaluation will be expressed

according to the following letter system:

A	Excellent	4	quality points per semester
B	Good	3	quality points per semester
C	Average	2	quality points per semester
D	Poor	1	quality point per semester
F	Unsatisfactory	0	quality points per semester
I	Incomplete	0	quality points per semester
AU	Audit	0	quality points per semester
W	Withdrew	0	quality points per semester
P	Pass	0	quality points per semester
S	Satisfactory	0	quality points per semester
U	Unsatisfactory	0	quality points per semester

Each department must establish standards expressed in percentages (a numerical grading scale). These standards must be approved by either the Vice-President for Academic Programs or the Vice-President of Career-Technical Education. A copy of each department's grading scale must be on file in the office of the Vice-President for Academic Programs or the Vice-President for Career-Technical Education, and each student must be informed of these standards via the course syllabus.

**C Average.** A "C" average is defined as having earned an average of two (2) quality points per semester hour attempted.

**F Grade.** The grade of "F" is recorded (1) if the student has failed on the combined evaluation of his/her work through the semester and his/her final examination; or (2) if the student attends the examination without submitting a paper or fails to appear for the examination and presents no acceptable reason for his/her absence.

**I Grade.** An incomplete grade may be assigned a student if, upon completion of a grading period, some unavoidable circumstance has kept him/her from meeting some requirements of the course. An incomplete grade is not allowed on the basis of course deficiencies not caused by an unavoidable circumstance. A student has one month from the first day of classes of the next enrollment period to complete any make-up work or tests in order to receive a grade in place of an "I" or a grade of "F" will be assigned. The Vice President for Academic Programs/Vice President for Career-Technical Programs will decide if extenuating circumstances involving a prolonged illness will allow the student extra time. Students are expected to report for the final exams according to the published schedule. Students who fail to report without having notified the instructor of a conflict will be given a "0" on the final exam, and the final grade will be averaged. A student with a valid excuse will be given an "I" and will have the opportunity to take a makeup exam.

**W Grade.** The grade “W” is recorded for a class the student has attended if the student officially withdraws after registration but before 75% of the semester has passed. If a student registers for a class but never attends, that class is erased from his/her record.

**Auditing A Course.** A student may audit a course by scheduling the course as an “audit” at the time of registration or change to audit at any time before 75% of the semester has passed. Students (1) who are currently enrolled in high school or (2) who are no longer enrolled in high school but have not graduated and whose class has not graduated may audit a course only if they can meet either regular, early, or dual enrollment admission requirements as outlined in this bulletin. No credit, grade, or quality points are granted for an audited course. An audited course is counted at full value in computing the student’s load for fee purposes, but does not count toward full-time status for staying in the dorm or for financial aid purposes. A student may, in succeeding semesters, take for credit any course previously audited. An audited course will be reflected on the student’s permanent record as “AU”.

A student who is auditing a course is required to attend class on the same basis as regular students with the exception of the final examination. A grade of “W” will be assigned if a student drops an “audit” course or is withdrawn because of excessive absences.

Audit students are required to do homework assignments and participate in all classroom and/or laboratory activities with the exception of the final examination.

The college does not receive state funding for audit students. Therefore, the college reserves the right to restrict audit enrollments in a course that has limited class size because of equipment or space.

The deadline for changing from “audit” to “credit” will be the last day to register and add classes for an enrollment period. The deadline for changing from “credit” to “audit” will be the last day to withdraw and receive a W. A student who wishes to change from “audit” to “credit” or vice versa must go to the office in charge of schedule changes prior to the deadline. The regular fee for schedule changes will be charged.

## **TRANSFER CREDITS**

Only credits transferred from an institute which is accredited by The Southern Association of Colleges and Schools (or other regional accreditation association) will be accepted by Holmes Community College. The cumulative totals of hours attempted, hours passed, and quality point average will be reproduced on the permanent record of Holmes Community College for students with less than a bachelor’s degree.

Transfer work is evaluated when an official transcript is received by the Holmes Community College Articulation Office.

A student who has attended a nonaccredited institution may validate up to sixteen (16) semester hours of credit through the College Level Examination Program (CLEP).

To meet the graduation requirements for an associate degree, transfer students must have a cumulative grade point average of 2.00 (“C” average) on all hours attempted as well as a “C” average on work attempted at Holmes Community College. For the purposes of the overall computation, only the transcripts from colleges accredited by SACS (or an equivalent regional accrediting association) will be used. Hours and quality points from colleges not accredited by SACS (or an equivalent regional accrediting association) will be disregarded since this credit will not apply toward the degree.

### **INSTITUTIONAL CREDIT**

Holmes Community College offers a small number of courses which are of a “remedial” or “self-enrichment” nature. These courses earn “institutional” credit. Institutional credit will apply toward a Certificate of Graduation only and is not designed to transfer. **Credit in Pre-Core English will NOT satisfy the English requirement for any degrees or certificates.** Courses for which institutional credit is awarded will have a “0” in the course number.

### **COURSE REPEATS**

If two or more final grades are recorded for the same course, all grades received in that course (not including W ‘s) will be used in the computation of the grade point average. The hours earned in a course which has been passed and then repeated will be stricken and the course will be noted as repeated on the student’s permanent record.

### **GRADE REPORTS**

A report of the student’s work is made at midterm for classes that meet longer than 30 days and at the end of the semester for all classes. Mid-term and final grades are available to the students in My Doghouse.

### **STUDENT LOAD**

The normal load for a student is 16 hours fall and spring and 14 hours summer. The minimum load required to be a full-time student is 12 hours for the fall and spring semesters and 6 hours per term for the summer. First and second summer terms along with night, online and weekend in summer are considered one semester. Night and online classes are part of the first term of the summer semester. No student may take or receive credit for more than 21 hours in the fall or spring or 18 hours in the summer without permission from the chief academic officer. Summer school is considered one semester.

## **CREDIT FOR NON-CLASSROOM EXPERIENCES** **(Includes AP, CLEP, Correspondence Courses, Military Service)**

Holmes Community College (HCC) will accept credit earned through national examination programs, correspondence courses, and military service subject to the following requirements and limitations:

- A. Credit is awarded only in areas which fall within the regular curricular offerings of HCC – i.e. HCC teaches an equivalent course – and must be appropriately related to the student’s current educational goals.
- B. Credit for non-classroom experiences will be evaluated using the same criteria as transfer work from other colleges. It requires the approval of the department chairman and VP for Academic Programs. This credit cannot duplicate either credit already awarded or remaining courses planned for the student’s academic program.
- C. The maximum amount of credit for all non-classroom experiences which may be applied toward an associate degree from HCC is 30 semester hours. No more than 16 hours can be from any one of the four types of non-classroom experience.

### **ADVANCED PLACEMENT PROGRAM (AP)**

**Credit** awarded ranges from 3 to 8 semester hours. **Limitations** - The total amount of credit earned through AP exams is limited to 16 semester hours. Students should contact the Vice President of Academic Programs, Goodman Campus, for the latest policy statement.

### **COLLEGE LEVEL EXAMINATION PROGRAM (CLEP)**

**Credit** awarded ranges from 3 to 12 semester hours per test. **Limitations** - The total amount of credit earned through CLEP general exams and/or subject exams in any combination is sixteen (16) semester hours. Prior to registering for a CLEP exam, the student must contact the District Coordinator of Student Services, Goodman Campus. For the latest policy statement, a student should contact the Vice President for Academic Programs, Goodman Campus. Check with your senior college before relying on transfer credit from a CLEP score.

### **CORRESPONDENCE COURSES**

HCC does not teach correspondence courses but will accept correspondence credit from regionally accredited universities. **Limitations** - the total amount of credit earned from correspondence courses which may be applied toward an associate degree at Holmes is 16 semester hours. Only “lecture” courses will be accepted - courses described in the HCC bulletin as having a laboratory, clinical, or shop component will not

be accepted. Prior to registration for a correspondence course for which a student wishes to receive HCC credit, the student must get the written approval of the Vice-President for Academic Programs, Goodman Campus.

### MILITARY SERVICE/TESTS

HCC will award credit for military experiences toward a degree or certificate according to the American Council on Education recommendations. **Limitations** - the maximum amount of credit awarded for military experiences is **16** semester hours. Students with military experience who wish to apply this credit toward a HCC degree or certificate should request an official evaluation by the Vice President for Academic Programs on the Goodman Campus prior to enrolling, if possible, and no later than the end of their first semester of attendance. This includes credit for Defense Activity for Non-Traditional Education Support (DANTES) tests. Credit is awarded only in areas offered within the current curriculum of the institution.

### CLASS STANDING

A student's classification is determined by the amount of work completed, as follows:

- Freshman ..... 0-23 semester hours
- Sophomore ..... 24 and above semester hours

### EXAMINATIONS

**Regularly Scheduled Examinations.** The regular examinations scheduled at the end of each semester are given at 8:00, 10:10 and 1:15. The complete schedule of examinations is announced during the semester.

**Business Office Debts.** Students' accounts must be paid in full before they take exams, before their transcripts will be released, and before they can register for the next term.

**Eligibility for Exams.** No student is eligible to take an examination unless he/she is free from all arrearages in fees, such as laboratory or library fees, or fines.

**Standards of Honesty.** Although there is no general organized honor system governing the conduct of students during examinations and tests, the work of the college is conducted on a basis of common honesty. Deviations from this standard are to be reported by the supervising instructor to the Dean.

**Presence during Examination.** If a student is present at all during the examination, he/she shall be regarded as having attended the examination, and will be so reported by the examiner.

**Absence during Examination.** Absence from the room during the course of the examination, without the consent of the examiner, shall invalidate the examination.

**Absence from Examination.** Students are expected to report for the

final exams according to the published schedule. Students who fail to report without having notified the instructor of a conflict will be given a "0" on the final exam and the final grade will be averaged. A student with a valid excuse will be given an "I" and have the opportunity to take a makeup exam. An absence from the exam cannot be used as the final cut-out absence for a student.

## CLASSROOM ATTENDANCE REQUIREMENTS

**A. Philosophy of the college:** Students are required to meet class on a regular basis in order to receive credit for a course. Class attendance and participation are two factors which may partially determine the final grade. The College reserves the right to administratively withdraw a student who reaches the cut-out point due to excessive absences.

**B. Responsibilities of a student:** (1) Attend class if at all possible! (2) If you must miss class and have extenuating circumstances, you must notify your instructor and provide written documentation at **the next class meeting**. (3) This documentation should then be turned in to the Chief Academic Officer (CAO) after your instructors have signed it. Upon returning to class after an absence, **documentation will not be accepted after one week**. (4) If you have extenuating circumstances such as a serious accident or extended illness, notify the CAO.

**C. Requirement of the State Board for Community and Junior Colleges: (excerpt from policy)** "Each junior college shall have and enforce a policy which will identify any student who withdraws . . . **in-fact by absences** from a class. Such policy shall provide for prompt and systematic reporting of the name and date of effective withdrawal to the proper college official." The college must, by state board policy, withdraw you from a class if you are a "no-show", "walk-off" or have excessive absences.

## ABSENCE POLICY

**Academic, Technical, and Career Absences.** Registration for a class makes the student responsible for attending that class until completed unless officially withdrawn. The college reserves the right to sever its relationship with (cut-out) any student who is excessively absent. **Absences for day, evening, and Saturday classes are considered to be excessive when they exceed the number of times the class meets in two weeks.** \*Also, see Absence Policy for selected Technical, Career, and other selected programs. Absences are counted from the first official class meeting to the last, inclusively. Check with each campus for absence limits in summer school day classes, summer school evening classes, and accelerated classes. If a student incurs excessive absences in a class, his/her record will be reviewed by an Absence Sub-Committee. Unless there are extenuating circumstances which can be documented, such as an extended illness, for a majority of the absences, the student will be administratively withdrawn from the class. **Absences due to late registration and School Business Absences will be counted toward the cut-**

**out number, and reasons for late registration and School Business Absences will be documented in the student's absence file. Other documentation to substantiate absences must be presented (as each absence occurs) to the instructor and turned in to the chief academic officer (CAO) immediately. Upon returning to class after an absence, documentation must be presented and will not be accepted after one week.**

For monitoring absences this detailed procedure will be followed:

**I. Halfway Point** – The instructor will make an attempt to notify the student when he/she reaches the halfway-point of cutout. However, it is the student's responsibility to track and record his/her absences as well as present ALL DOCUMENTATION for the absences within one week of returning to class. A student should discuss with the instructor all absences and make-up work. After showing the documentation to the instructor, the student must then take this documentation to the CAO on his/her campus.

**II. Cutout Point** – When the instructor turns in a cutout on a student, the CAO evaluates the available documentation for absences (doctor's excuses, etc.).

A. If a majority of the absences **were** extenuating circumstances, the student will be placed on Class Probation for that class. (See Class Probation below.)

B. If a majority of the absences **were not** extenuating circumstances, the student will be administratively withdrawn from the class. The student will receive a letter or email from the CAO regarding this withdrawal. If the student wishes to discuss the situation with the CAO, then he/she must immediately BRING ANY CURRENT DOCUMENTATION OF ABSENCES TO A MEETING WITH THE CAO. A decision to return the student to the class or uphold the cut-out will be made by the Absence Sub-Committee, and re-instatement on Class Probation will depend upon the documentation of absences, the student's average in the class (must have reasonable chance of passing), and the student's general disciplinary record on the campus.

**1. Decision Overturned** - If the Absence Sub-Committee overturns the decision of the CAO, the student will be placed on Class Probation (See Class Probation below).

**2. Decision Upheld** - If the Absence Sub-Committee upholds the decision of the CAO, the student may request an appeal (See Appeal Process below).

**III. Appeal Process** – If a student is not satisfied with the ruling/s, he/she may request an appeal to the full Absence Committee. The student

must request in writing that a meeting be called to hear his/her appeal. The CAO will call a meeting with the Absence Committee only if it can be established that the student has a valid basis or case to take to the committee. The Absence Committee consists of instructors, students, an administrator, and the CAO for that campus, who serves as chair.

**A. Decision Overturned** - If the Absence Committee overturns the decision of the Absence Sub-Committee, the student will be placed on Class Probation (See Class Probation below).

**B. Decision Upheld** - If the Absence Committee upholds the decision of the Absence Sub-Committee, the student is permanently withdrawn from the class. **The decision of the Absence Committee is final.**

**IV. Class Probation** – When a student is placed on Class Probation (i.e. the number of absences has exceeded two weeks of class attendance), the student will be notified regarding the conditions of the probation. During the probationary period, each absence will be evaluated. Any future absence or tardy that is not due to valid, extenuating documented circumstances will result in an automatic, permanent administrative withdrawal from that class. Should a student’s absences exceed three weeks, the student will be permanently withdrawn from the class. No appeal is permitted after the withdrawal. Only when the student has experienced extreme hardships or extenuating circumstances will an appeal be considered. Of utmost consideration will be the student’s ability to succeed in his/her course(es).

The student is responsible for all class work missed during absences. Additional make-up work may be assigned at the discretion of the teacher. Should a student miss a scheduled test (one that has been scheduled at least two class meetings prior to giving the test), the teacher may elect to give the student an “F” on the test, or assign additional make-up work. A organized record of absences is to be kept by the instructor and a composite of absences is presented to the Records Office at the end of six weeks.

**Documentation of Extenuating Circumstances.** The following list indicates situations that are considered extenuating circumstances and shows the required acceptable documentation.

### **Extenuating Circumstances: Required Documentation**

- A. Sickness: ..... Statement from Doctor or Dentist,  
Note from a Parent, Guardian,  
Dorm Hostess
- B. Death in Family: ..... Newspaper Obituary or Funeral Program
- C. Legal Matters: ..... (Matters as a result  
of Someone Else’s Negligence.)  
Court Summons, Police Report, etc.

- D. Military Duty: ..... Copy of Orders from Military Official
- E. School Business ..... Student Is Not Responsible for Documentation.  
Sponsor of Event Will Present CAO with Information

Students are encouraged to make medical and other appointments at times other than scheduled classes. Documentation should include date, time of day, reason for appointment, signature, and telephone number. All documentation explaining absences should be presented to the instructors for signatures, then taken to the CAO to be placed in the student's file. At each location the CAO issues **school business notices** for students who represent the school at approved activities such as athletic events, club meetings, and field trips. **Please Note:** School business trips will count toward the cutout number and are considered extenuating circumstances.

**Associated Degree Nursing Program:** Absences for the ADN Program's clinical nursing courses are considered excessive when they exceed 19 contact hours. Should an ADN student's absences exceed 26 contact hours in a clinical nursing course, the student will be permanently withdrawn from the class.

**EMT-Paramedic Program:** The EMT-Paramedic Program will allow a separate number of absences for each class. Absences must not exceed 1/8 of the total number of contact hours for the course. Any absence over that number will result in the student being withdrawn from class and removed from the program

**Selected Technical and Career Programs:** Automotive Technology, Collision Repair Technology, Heating & Air Conditioning Technology, and Welding have classes that are blended together on a daily basis, and students will be withdrawn *from all curriculum courses at the cut-out point.*

The school day is divided into two parts – morning and afternoon. A student who is absent in one part will be counted absent for one-half day. Any two one-half day's absences will constitute one complete day's absence. Instructors will attempt to warn students when they reach half of the allowed absences.

**Automotive Technology and Heating, Ventilation, AC, & Refrigeration Technology,** four complete days is the cut-out point.

**Collision Repair Technology,** six complete days is the cut-out point. If a student is more than 5 minutes late to class, he/she is counted as being absent one-half day.

**Cosmetology,** when absences exceed 30 hours per fall or spring semester (10 hours for the summer semester), the student will be cut-out. A student is considered tardy for up to 5 minutes after the start time for the class, but 30 minutes will be deducted for each tardy. If a student is more than 15 minutes late, the actual time rounded up to the next hour will be deducted.

**Practical Nursing,** four absences is the cut-out point. A student is

considered tardy for up to 5 minutes after the start time for the class, After 5 minutes, the student is counted absent for that class. The first 3 tardies will count as one absence, and every tardy thereafter will count as an absence. Students may complete the other classes that semester (ones not cut out from) although they will not be allowed to progress to the next semester and will be required to retake all classes for that semester if they re-enter the PN program.

Welding & Cutting Technology, **five complete days is the cut-out point.** If a student is more than 5 minutes late to class, he/she is counted as being absent one-half day.

**Tardies (Academic & All Other Technical).** If students are more than **5 minutes** late to class, they are counted absent rather than tardy. Students should realize that tardiness causes a delay and disruption of a class. When a student is tardy to a class, he/she must remain after class and inform the teacher he/she was tardy, not absent. Failure to do this may result in his/her being reported absent and this will be impossible to correct at a later date. The first three tardies are equal to one absence. **Each tardy thereafter is counted as an absence.**

**Tardies (Selected Technical: Heating & A.C., Collision, Machine Shop & Auto Repair & Career).** A tardy is defined as being 1 to 5 minutes late to instruction. The first three tardies equal 1/2 day's absence. Every tardy after the first three will equal 1/2 day's absence. Furthermore, if a student is more than 5 minutes late, he/she will be counted 1/2 day's absence. For one day, the maximum penalty for being tardy cannot exceed one day's absence. For Cosmetology students, 30 minutes will be deducted for each tardy of 1 - 5 minutes. If a student is more than 15 minutes late, the actual time rounded up to the next hour will be deducted.

## **ATTENDANCE/ABSENCE/WITHDRAWAL POLICY FOR INTERNET-BASED CLASSES**

Holmes Community College is a member of the Mississippi Virtual Community College (MSVCC). This allows students to take online courses that are taught by Holmes instructors (provided courses), as well as courses that are taught by instructors from the other community colleges (hosted courses). Each college will have its own absence policy. At the beginning of the course, the instructor must communicate with the student by documented class policies his/her expectations regarding the format and frequency of class participation. Online instruction differs fundamentally from traditional classroom instruction in that the student may access the online resources at times that are convenient to the student's personal schedule within a range of times defined by the instructor. However, consistent attendance is required to successfully complete an online course. "Attendance" for internet-based courses means logging into the web-based platform used for the courses and accessing course materials, as well as accomplishing the tasks assigned by the instructor on time. At the beginning of the course, the instructor must communicate with the student by documented class policies his/her expectations regarding the format and

frequency of class participation. Contacts with the instructor must be in the form of academic communications and submission of assignments, as well as logging into the web-based platform used for the class. If the instructor deems that the student's participation in class is inadequate, the instructor will make an attempt to notify the student. If inadequate participation persists, the student will be administratively withdrawn from the class. Students and instructors of online courses will adhere to the academic calendar and the process of appeal.

**Course Withdrawal:** A student who finds it necessary to withdraw (drop) from a class will be allowed to withdraw (drop) with a W through 75% of the semester. After the 75% mark, students will **not** be allowed to initiate a withdrawal (drop). Students who are administratively withdrawn after the specified withdrawal date must be passing the course to receive a W. Otherwise, students will receive an F for the course.

**School Withdrawal:** A student who finds it necessary to withdraw from school for any reason must contact the designated school official. If a student withdraws from school for any reason must contact the designated school official. If a student withdraws from school between the beginning of a semester and the deadline for late registration, no grade is recorded if the student did not attend any classes. Students will be allowed to withdraw with W's through 75% of the semester. The college recognizes that occasionally after the 75% mark, students may have an extreme hardship; e.g. an extended hospitalization due to an auto accident. In this situation, the student or representative should contact the college immediately so that a decision can be made regarding the student's enrollment status. **Note: Since MSVCC calendar does not always follow the Holmes calendar, the date for withdrawal for internet-based courses will probably be different than for Holmes' traditional classroom courses.**

## HONESTY POLICY

A student may be dismissed from class or expelled from the college if it is determined that he/she has:

- a. plagiarized from any source (**Holmes CC defines plagiarism as the act of submitting the work of another or others as if it were one's own. This includes both published and unpublished materials, both copyrighted and uncopyrighted works, written assignments composed by another or others contracted to perform such work, and materials obtained from the Internet. Proper credit must be given for any use of another's work, in keeping with the canons and ethics of scholarship.**), or
- b. cheated in any manner on tests, papers, reports, or any other assignments, or
- c. turned in work as his/her own when, in fact, it was not his/her own work, or
- d. improperly used technology, or
- e. deliberately conveyed false or misleading information

The student will be notified in writing of the disciplinary action taken and will have two (2) days after receipt of this letter to request review through the student complaint procedure as outlined elsewhere in this bulletin and the Student Handbook.

### **CHANGES IN CLASS SCHEDULE THROUGH DROPS & ADDS**

A student wishing to drop or add a course during the time of late registration may make the drop or add through web registration under Drop or Add Classes in the Doghouse. After the deadline for registration, no permission will be granted for adding new courses. The exceptions are enrolled students who are referred into or out of pre-core English, pre-core mathematics, pre-core reading, or who wish to add drama or journalism by the end of the third week of classes. The hour in drama cannot be used to raise the student's class load from 11 to 12 hours (or full-time status) after the third week. A student who wishes to drop a course after the first week must see his/her advisor and his/her instructor to have them submit a Drop Form. The faculty advisor and the instructor will submit the Drop Form to the academic office on his/her campus and inform the student of his/her status in the course. This procedure will provide an opportunity for school personnel to discuss the drop with the student and make recommendations. Students who drop a course before the 75% mark will have a grade of "W" recorded on their record. After 75% of the class has been completed, students may not drop a class. Students who withdraw without ever attending **any** classes will have their classes erased and no grades recorded.

### **ADMINISTRATIVE WITHDRAWAL**

Removal of a student from classes or school due to excessive absences (cut-outs), disciplinary reasons, health-related events, or any other extenuating circumstances is defined as an Administrative Withdrawal.

### **WITHDRAWAL FROM SCHOOL**

A student who finds it necessary to withdraw completely from school for any reason must contact the designated school official. If a student withdraws from school before the end of late registration, his/her classes are erased. If a student withdraws from any classes which he/she never attended, those classes will be erased. Students will be allowed to withdraw with W's through 75% of the semester from any classes they attended. After the 75% deadline, students will not be allowed to initiate a withdrawal. However, the college recognizes that occasionally after the 75% deadline, students may have an extreme hardship; e.g. an extended hospitalization. In this situation, the student or representative should contact the college immediately so that a decision can be made regarding the student's enrollment status.

## RE-ENTRY OF COURSE/SCHOOL WITHDRAWAL

If a student withdraws from a course/school and wishes to re-enter, the school official in charge should check with each teacher involved to determine:

- (1) if the student has exceeded the absence limit;
- (2) if the student is failing/behind in assignments;
- (3) if the student has been a discipline problem.

If the school official receives a favorable report on the three items above, the student should be allowed to re-enter. If all reports are not favorable, then the student should not be allowed to re-enter.

## WITHDRAWAL FROM A COURSE

A student who finds it necessary to withdraw (drop) from a course will be allowed to withdraw (drop) with a W through 75% of the semester. After the 75% mark, students will **not** be allowed to initiate a withdrawal (drop). Students who are administratively withdrawn (removed from classes or school due to excessive absences (cut-outs), disciplinary reasons, health-related events, or any other extenuating circumstances) after the specified withdrawal date must be passing the course at the time of withdrawal to receive a W. Otherwise, students who are failing the course at the time of the cut-out will not be withdrawn but will receive an F for the course.

## INTRADISTRICT TRANSFERS

Intradistrict transfers will not be permitted on a routine basis. A student must have unusual or hardship circumstances before a request for transfer will be considered. The request for transfer should be submitted to the chief academic officer at the student's home campus. The chief academic officer will check with the student's instructors in order to assess grades, absences, and content coverage. The chief academic officer will then contact the chief academic officer at the receiving campus. He/she will check with receiving instructors to see if a transfer is feasible. If a transfer is approved by the two chief academic officers, then the student will complete an INTRADISTRICT TRANSFER FORM. The student's grades and absences will be forwarded to the receiving instructors. **No Intradistrict Transfers will occur after the 2nd week of classes.**

## STUDENTS CALLED TO ACTIVE DUTY

Any Holmes student who is a member of the Mississippi National Guard, or one or more units of the Mississippi State Guard, or who is a member of any of the reserve components of the armed forces of the United States, or who has been placed in active duty status by order of the President of the U. S., or who has been drafted into any component of the armed forces of the U.S., may be allowed to withdraw as a student of the institution, with a full refund of tuition, out of state fees (if applicable) student fees, and any special fees, with room and board fees prorated with the approval of the Institutional Executive Officer.

Any student who withdraws from an institution under this policy will not receive any grades. The student record will show evidence of the withdrawal with documentation on file.

Any student called to active duty who has completed at least 75% of the semester and is in good standing with the institution, and who needs to only take the final examination to complete the semester, has the option to leave the university pursuant to this policy, without his/her class standing effected, and without refund of any of the above fees or tuition. However, within ninety days after release from active duty, the student may make arrangements to take the final examination. The score of the final exam plus the unfinished semester's work will constitute the student's final grade.

Alternatively, any student called to active duty who has completed at least 75% of the semester and is in good standing with the institution, has the option to leave the university pursuant to this policy, without his/her class standing effected, and without refund of any of the above fees or tuition and shall have the option of receiving full credit for each enrolled course of study with the grade earned at the date he/she was called into active duty.

This IHL Board Policy 505.01 was approved by the Board of Trustees on October 21, 2004.

**A copy of the student's military orders is necessary for the Active Duty procedure to apply.**

## DEGREES AND CERTIFICATES

**NOTE! In all instances, meeting the requirements for graduation is the responsibility of the student.**

**Residency requirement. In order to receive an associate degree, certificate of graduation, technical certificate, or a career certificate, sixteen semester hours of credit, or 25% of the degree requirements, (whichever is greater), must be earned through Holmes and must exclude developmental courses or courses previously passed at another institution. Credit awarded for CLEP, AP, correspondence courses, or military service will not count toward meeting the residency requirements.**

Holmes Community College awards the following degrees and certificates: Associate of Arts degree (AA), Associate of Applied Science degree (AAS), Certificate of Graduation, two-year technical certificates, one-year technical certificates, and one-year career certificates.

## GENERAL EDUCATION CORE COURSE NUMBERS & TITLES

### Computer Literacy

ATE 1113	Science and Technology
BAD 2533	Business Management & Microcomputers
BOA 2533	Word Processing I
BOA 2553	Desktop Publishing
CSC 1113	Computer Concepts
CSC 1123	Computer Applications I
CSC 1213	Visual Basic Programming I
CSC 1223	Visual Basic Programming II
CSC 1613	Computer Programming I
CSC 2623	Computer Programming II

### Fine Arts

ART 1113	Art Appreciation
ART 2713	Art History I
ART 2723	Art History II
IED 2413	History & Appreciation of Artcrafts
MUS 1113	Music Appreciation
SPT 2233	Theatre Appreciation

### Humanities

ENG 2223,2233	American Literature I & II
ENG 2323,2333	English Literature I & II
ENG 2423,2433	World Literature I & II
HIS 1113,1123	Western Civilization I & II
HIS 1163,1173	World History I & II
HIS 2213,2223	American History I & II
HUM 1113	Humanities-European Study Abroad
MFL 1113,1123	Elementary French I & II
MFL 1213,1223	Elementary Spanish I & II
MFL 2113,2123	Intermediate French I & II
MFL 2213,2223	Intermediate Spanish I & II
PHI 1113,1133	Old & New Testament
PHI 1153	Life of Christ
PHI 2113	Intro to Philosophy
PHI 2143	Ethics
PHI 2613	World Religions I
PHI 2713	Logic

## Natural Science with Lab

BIO 1114,1124	Principles of Biology I & II
BIO 1134,1144	Gen.Biology I & II
BIO 1314, 1324	Botany I
BIO 2414,2424	Zoology I & II
BIO 2514, 2524	Human Anatomy & Physiology I & II
BIO 2924	Microbiology
CHE 1114	Chemistry Survey
CHE 1213/1211	Gen. Chemistry I & Lab
CHE 1223/1221	Gen. Chemistry II & Lab
CHE 2424,2434	Organic Chemistry I & II
PHY 1114	Astronomy
PHY 2244,2254	Physical Science Survey I & II
PHY 2414,2424	General Physics I & II
PHY 2514,2524	General Physics I-A & II-A

## Social/Behavioral Science

ECO 2113	Macro Economics
ECO 2123	Micro Economics
EPY 2513	Child Psychology
EPY 2523	Adolescent Psychology
EPY 2533	Human Growth & Development
GEO 113	World Geography
PSC 1113	American National Government
PSC 1123	American State & Local Government
PSC 2113	Comparative Government
PSY 1513	General Psychology I
SOC 2113	Introduction to Sociology
SOC 2133	Social Problems
SOC 2143	Marriage & Family
SOC 2163	Intro to Social work
SOC 2213	Intro to Anthropology

## ASSOCIATE OF ARTS DEGREE (AA) REQUIREMENTS

This degree is awarded to university transfer majors.

1. **From the General Education Core, students must complete the following:**

ENG 1113 & 1123 - English Composition I & II

MAT 1313 - College Algebra

SPT 1113 - Oral Communication

Natural Sciences with labs - Two courses - 6 to 8 hours credit

Humanities - One course

Social/Behavioral Science - One course

Fine Arts, Humanities, or Social/Behav. Sci. - One course

Computer Literacy - One course

### **TOTAL CORE 30 - 32 hours**

#### **2. Sixty-four semester hours**

(No hours in Pre-Core Credit Courses or  
Career Courses will apply toward the AA Degree)

***Effective Fall 2009, No hours in Pre-Core Credit Courses, Career Credit Courses, or Technical Credit Courses will apply toward the AA Degree.***

3. **A 2.00 cumulative GPA** (see TRANSFER CREDITS)
4. **A 2.00 GPA on Holmes Community College credits**
5. **Residency requirement (See page 58)**

## **ASSOCIATE OF APPLIED SCIENCE DEGREE (AAS) REQUIREMENTS**

This degree is awarded to Technical majors (including Associate Degree Nursing) and is not designed to transfer.

#### **1. From the General Education Core, students must complete the following:**

ENG 1113 - English Composition I

\* MAT 1313 - College Algebra

**OR**

\*\* Natural Science with Lab plus a Math course

SPT 1113 - Oral Communication

Social/Behavioral Science - One course

Humanities/Fine Arts Elective - One course

#### **\*\*\*TOTAL General Education Core: 15 - 19 hrs.**

\*\*\*In addition to the General Education Core, students must also complete a three-hour academic or technical **computer literacy course** to receive the AAS. The technical courses that may be used are BOT 1133 - Microcomputer Applications & CPT 1323 - Survey of Microcomputer Applications.

#### **TOTAL CORE 18 - 23 hours**

\* **Associate degree nursing students** are not required to take MAT 1313 or a Computer Literacy Course because computational skills and basic computer usage are included in the ADN curriculum. Students must pass required NUR courses and science and nutrition courses with a "C" or better. **EMT-Paramedic students** are not required to take MAT 1313 since computational skills are included in the associate degree EMTP program.

\*\* A natural science with lab course, plus a course in computational skills will substitute for College Algebra for some AAS programs and if approved by the instructor, Career-Tech Director, and Vice-President for Academic Programs on the Transcript Evaluation Form. The

computational skills course may be MAT 1233 - Intermediate Algebra or BOT 1313 - Applied Business Math.

\*\*\*BOT, CIS, EET, ENT, MFT, MST, OTA, & SUR students are not required to take a computer literacy course since computer literacy is fundamental to all of those programs.

2. **Complete the prescribed set of courses for a major or have a substitute approved by a faculty advisor, campus career-tech director, and the district coordinator. Substitutions must have compatible course content and must be of equal or greater level of difficulty.**
3. **Minimum of sixty-four semester hours**  
(excluding pre-core and career hours)
4. **A 2.00 cumulative GPA** (see TRANSFER CREDITS)
5. **A 2.00 GPA on Holmes Community College credits**
6. **Residency Requirement.**

### **CERTIFICATE OF GRADUATION REQUIREMENTS**

This certificate is awarded to university transfer or technical majors who lack one or more requirements for the AA or AAS degree.

1. **General Education Core:**  
ENG 1113 & 1123 - English Composition I & II
2. **Sixty-four semester hours**  
(excluding career hours)
3. **Earn a 2.00 GPA (on both Holmes Community College credits and transfer credits).**

### **ONE-YEAR TECHNICAL CERTIFICATE REQUIREMENTS**

This certificate is awarded to students who complete the first year of EMT/Paramedic, Surgical Technology, Machine Tool Technology, Office Systems Technology, Computer Network Support Technology, and Industrial Maintenance Technology programs.

1. Successfully complete the prescribed set of courses or approved substitute. (Career hours are excluded.)
2. Earn a 2.00 GPA on the prescribed set of courses
3. Residency Requirement

### **TWO-YEAR TECHNICAL CERTIFICATE REQUIREMENTS**

This is a certificate awarded for completion of two years of prescribed coursework for non-degree seeking students. Students receive semester hours credit.

1. Successfully complete the prescribed set of courses or approved substitutes. (Career hours are excluded.)
2. Earn a 2.00 GPA on the prescribed set of courses.
3. Residency Requirement

NOTE! This certificate is awarded to students completing Collision

Repair Technology, Automotive Technology, Machine Tool Technology, or Heating, Ventilation, Air-Conditioning, and Refrigeration Technology only.

## **CAREER CERTIFICATES REQUIREMENTS**

This is a certificate awarded for completion of the Cosmetology, Welding, or Practical Nursing Program. The programs vary in length but are normally considered to be one year. Students receive semester hours' credit, but they are considered "nondegree" credit hours and will not apply toward an AA or AAS degree.

1. Successfully complete the prescribed set of courses and clock hours
2. Earn a 2.00 GPA on the prescribed set of courses
3. Residency Requirement

## **APPLYING FOR GRADUATION**

All candidates for graduation must file their applications for graduation online at the Holmes Website. The requests are sent to the Vice President for Academic Programs. December graduates must file by October 31, and May graduates must file by March 15. Non-refundable graduation fees (\$35.00 for marching, \$15.00 for diploma only) will be charged to the students' accounts.

## **GRADE RECOGNITION AND HONORS**

### **A. GRADE RECOGNITION**

1. Academic and technical students with exemplary quality point averages are recognized at the end of the fall and spring semesters by being named to the President's or Dean's list. To be eligible for such recognition a student must be enrolled in at least twelve semester hours. Enrollment in one or more developmental courses disqualifies the student from either list for that grading period.

**PRESIDENT'S LIST:** Those students who have a quality point average of 3.7 to 4.0

**DEAN'S LIST:** Those students who have a grade point average of 3.4 to 3.69.

2. Full-time career students with grade point averages of 3.5 to 4.0 will be placed on a Career Honors List.

### **B. GRADUATION HONORS**

1. Valedictory and Salutatory Honors  
To be eligible, a student must be receiving an AA or AAS degree, must participate in the May graduation ceremony, and must have at least a 3.0 cumulative grade point average. The student(s) with the highest GPA (excluding developmental courses and MAT 1233) will be recognized as Valedictorian, while the student(s) with the next highest GPA will be the Salutatorian. To be eligible

for Valedictory or Salutatory honors, a student must have completed at least two semesters at Holmes Community College on a full-time basis.

2. Honors and highest honors:

Students participating in the May graduation ceremony and receiving either an AA or an AAS degree are eligible to receive special recognition based on their cumulative quality point averages. These honors will be:

- a. Highest honors - for those students GPA's of 3.7 to 4.0
- b. Honors - for those students with GPA's of 3.4 to 3.69

### **REVERSE TRANSFER GRADUATION**

Former students may transfer work back to Holmes Community College to complete degree requirements subject to the following requirements and limitations:

1. The maximum amount of work that may be transferred back shall be 11 semester hours.
2. The student must complete the degree requirements and request the degree within one year after his/her last date of attendance at Holmes Community College.
3. After this one year time limit has passed, the student must re-enroll in Holmes and successfully complete one course. He/she may then apply for graduation.

### **EARNING A SECOND DEGREE FROM HOLMES**

A student may upgrade from a Certificate level to a Degree level. However, students may not receive both Certificates and Associate Degrees simultaneously. A student may earn a maximum of one AA Degree and multiple AAS Degrees either concurrently or subsequently if all degrees' requirements are fully met. Each degree recognition requires a separate request for a transcript evaluation.

### **STUDENT RECORDS**

The Office of Admissions and Records prepares and maintains a permanent scholastic record for each student enrolled in credit courses. These records are treated with due regard to the personal nature of the information they contain. The records are the property of the college; however, the Dean of Admissions and Records will honor a student's written request that his official academic record not be released or information contained in his record not be disclosed. Unless there is a written request to the contrary, the following information will be made available to parents, spouses, prospective employers, government security agencies, previous schools attended, campus organizations which require minimum scholastic averages for memberships and organizations awarding financial assistance (grants scholarships, and loans): name, date, place of birth, address, dates of attendance, and major field of study. Transcripts are released

only at the written request of the student.

## **NOTIFICATION OF RIGHTS UNDER FERPA FOR POST SECONDARY INSTITUTIONS**

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. They are:

1. The right to inspect and review the student's education records within 45 days of the day the College receives a request for access.

Students should submit to the registrar, dean, head of the academic department, or other appropriate official, written requests that identify the record(s) they wish to inspect. The College official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the College official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.

2. The right to request the amendment of the student's education records that the student believes are inaccurate or misleading.

Students may ask the College to amend a record that they believe is inaccurate or misleading. They should write the College official responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading.

If the College decides not to amend the records as requested by the student, the College will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the College in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the College has contracted (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by Holmes Community College to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

Family Policy Compliance Office  
U.S. Department of Education  
600 Independence Avenue, SW  
Washington, DC 20202-4605

### **STUDENT GRIEVANCE/COMPLAINT PROCEDURE**

Any student who has a grievance or complaint regarding a college program, a service of the college, an employee of the college, or any other individual or aspect of the college should take the following steps:

- Step 1. Discuss the problem with the faculty member, staff member, or administrator involved since direct communication between the two parties involved will usually resolve the problem.
- Step 2. If the student is not satisfied with the resolution after following Step #1, he/she may then contact the supervisor or administrator directly responsible for the personnel in #1.
- Step 3. If the student wishes to appeal the decision of the supervisor or administrator, he/she may then contact the administrator directly responsible for the personnel in #2.

Once the student has met with the appropriate administrator, his/her remaining recourse to resolve the issue is to initiate the Appeals Procedure below.

#### Appeals Procedure\*:

1. If the student wishes to appeal the decision, he/she must submit a written appeal to the appropriate administrator within three (3) school days of the decision.
2. The student's appeal will be heard by an Appeals Committee comprised of three (3) HCC employees (administrators, professional staff and/or instructors).
3. If the student is not satisfied with the decision of the Appeals Committee, he/she may then appeal to the President. To initiate the process, the student must notify the President via email of his/her desire to appeal within three (3) school days of the Appeals Committee's decision.

#### \*Please note the following:

- # Any student who fails to submit a written appeal by the appointed date forfeits any further consideration for appeal.
- # The student may be suspended from activities during the appeals process.
- # Any student who fails to contact the President by the appointed

date of his/her desire to appeal forfeits any further consideration for appeal.

# The President's decision will be final.

### **GRADE APPEAL**

A student must initiate a grade appeal by the end of the next regular semester (fall or spring) after the grade is assigned. The final decision regarding the appeal will be made prior to the end of the regular semester following the appeal. Grades assigned to a student become final when the time limits of the appeal policy are met.

### **FEE APPEAL**

A student must initiate a fee appeal by the end of the next regular semester (fall or spring) after the fee is assigned. The final decision regarding the appeal will be made prior to the end of the regular semester following the appeal. Fees assigned to a student become final when the time limits of the appeal policy are met.

### **PROGRAM-SPECIFIC HANDBOOKS**

The college operates under various program-specific handbooks. These handbooks outline rules and procedures explicit to these programs. Students are expected to follow all rules in these program specific handbooks. These handbooks are not designed to supplant the college's student handbook or bulletin.

## **EXPENSES**

### **In- State Students (Per Semester)**

<b>Commuter Student</b>	<b>Tuition</b>	<b>Fees #</b>
<b>Full-time</b>	\$650 ^	*\$12 per hour
<b>Part-time</b>	\$75 per hour	*\$12 per hour

**^A student is considered full-time when taking 12 or more semester hours.**

**\*Fees are charged per semester hour and are capped at 15 hours (\$180) Non-refundable**

<b>Dormitory Student</b>	<b>Old Dorms</b>	<b>New Dorms</b>
<b>Tuition/Fees</b>	\$830	\$830
<b>Dormitory Charges</b>	\$465	\$540
<b>Board (Meals)</b>	<u>\$625</u>	<u>\$625</u>
	<b>\$1,920</b>	<b>\$1,995</b>

<b><u>Out-of-State Student Tuition/Full-time</u></b>	\$975
<b><u>Out-of-State Part-time (per Semester Hour)</u></b>	\$85

### **Other Fees**

Graduation Fee(Marching Students, May only/Non-Refundable)	\$35
Graduation Fee(Diploma Only/Non-Refundable)	\$15
ID Replacement (Non-Refundable)	\$10
Housing Deposit (\$30 Refundable less damage)	\$50
Key Replacement Fee (Non-Refundable)	\$25
Online Classes per Credit Hour Fee (Non-Refundable)	\$10
# A student's fees pay for the Student Services (Student ID, Parking Decal, Student Activities, Security, Publications), Technology Fees (Doghouse, Internet Access, Software Maintenance), and Educational Supplies/Equipment.	

An I.D. card is issued to each student as a step in his/her registration procedure. This card serves the student in many ways and should be in his/her possession at all times.

The I.D. card:

1. Admits the student to all regularly scheduled athletic events held on the Holmes campus.
2. Admits the student to the student union building.
3. Admits the student to the library.
4. Serves as identification at the Business Office, Security Office, Campus Bookstore, Student Elections and events.

### **SENIOR CITIZEN PLAN**

Under a plan adopted by the Board of Trustees, persons sixty-five years old or older or retired persons over sixty-two years old may enroll for any class taught by the college as space permits without paying any fee except for equipment and books necessary.

**SPECIAL TOOLS, SUPPLIES, EQUIPMENT, AND/OR ATTIRE MAY  
BE REQUIRED FOR THE FOLLOWING CAREER/TECHNICAL  
PROGRAMS:**

- Automotive Technology
- Collision Repair Technology
- Cosmetology
- Engineering Technology
- Electronics Technology
- EMT/Paramedic Program
- Funeral Service Technology
- Heating, Ventilation, Air Conditioning, & Refrigeration Technology
- Machine Tool Technology
- Occupational Therapy Assistant Technology
- Practical Nursing
- Surgical Technology
- Welding & Cutting Technology

**TUITION/FEE ADJUSTMENT POLICY**

- a. A student who enrolls on a full-time basis for a fall or spring semester and drops to part-time status during the first four weeks of the semester will have his or her tuition adjusted to the part-time student tuition rate. **\*No adjustments in tuition will be made for Part-time or Full-time students after the first four weeks.**
- b. No adjustments for Full-time or Part-time fees will be made after the late registration period. **\*Fees are non-refundable.**

**Adjustment Rates**

**Fall & Spring Semesters:**

**Day, Night, Online**

One week or less	90 per cent
Less than two weeks	75 per cent
Less than three weeks	50 per cent
Less than four weeks	25 per cent
Four or more weeks	0 per cent

**Summer Semester:**

**Day & Night**

After 1st class	90 per cent
After 2nd class	75 per cent
After 3rd class	50 per cent
After 4th class	25 per cent
After 5th class	0 per cent

**On-Line**

After 3 days	90 per cent
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After 6 days	75 per cent
After 9 days	50 per cent
After 12 days	25 per cent
After 15 days	0 per cent

- c. Room rent per semester is non-refundable.
- d. Board (meals) is refunded on the basis of days left in a semester after the day in which the withdrawal occurs. The activity date (date the cut-out, drop, or withdrawal goes into effect) is the date the Business Office uses to calculate refunds.

## **STUDENT SERVICES**

### **COUNSELING AND ADVISEMENT**

The Counseling Department provides academic, social, personal, and career counseling for students in an effort to help with personal adjustment, establishing values, determining interests, and choosing career objectives. Counselors assist the student to formulate and clarify goals and evaluate intelligently his/her own abilities, personality traits, and openness to the experiences he/she is undergoing in an academic community. The student is encouraged at all times to seek counsel, not only in the face of specific problems but also to discuss ways of constantly improving the skills required for effective living.

### **CAREER CENTER**

The Career Center, located in McDaniel Hall on the Goodman campus, provides career counseling services such as assessments, career exploration, educational and occupational information, employability skills training, and transitional services.

### **STUDENT SUPPORT SERVICES**

The purpose of Student Support Services is to bridge the gap between high school and college in order to give students more meaningful experiences while gaining a college education. The program is designed to assist eligible students entering, continuing, or resuming academic programs.

The Student Support Services Program provides selected participants with supportive services including counseling, tutoring, and information concerning college admissions and financial aid. Program activities help students attain academic, social, and personal success.

### **ORIENTATION**

A first-time or transfer student must participate in orientation. Orientation will provide information about Holmes Community College, its rules and regulations, types of organizations, clubs, etc.

## **TESTING**

Holmes Community College is a test center for the American College Test (ACT), the Test of Adult Basic Education (TABE), and General Educational Development Test (GED). Applications and/or information for each of these tests may be obtained from the counseling office.

The Guidance and Student Services Department provides a variety of specialized tests for students. The various tests are administered, scored, and interpreted as the need arises and are used as counseling aids.

## **TRANSFER FACILITATION**

Placement activities are designed to aid both the academic student and the career-technical student. A supply of senior college information is available in the Career Center, and counselors are available to assist students in transferring. The career counselors assist the career-technical students in finding permanent employment.

## **HEALTH SERVICE**

Holmes Community College does not employ full-time health personnel. However, first-aid treatment is available from your dormitory supervisor, campus police, the Vocational-Technical Administrative office, or the Student Services office. In case of sickness or injury of a more severe nature, contact the campus police officer on duty, the Dean of Student Services, or the Chief Student Services Officer on your campus. In an emergency situation, students may be taken to a doctor or hospital by a campus police officer, if available, or ambulance. Parents will be notified.

Students are encouraged to avail themselves of local health services whenever necessary. These include doctors' offices and local hospitals close to each campus.

Expenses for all medical treatment are the responsibility of each individual student.

## **FINANCIAL AID**

Holmes Community College offers a comprehensive program of financial aid to assist students in obtaining a college education. The following federal, state and institutional aid programs are available to HCC students:

- Federal Pell Grants
- Federal Supplemental Educational Opportunity Grants (SEOG)
- Federal Workstudy (FWS)
- Federal Stafford Student Loans
- Federal Unsubsidized Stafford Loans
- H.C.C. Achievement/Performance Scholarships
- H.C.C. Development/Patronage Scholarships

## **APPLICATION**

Holmes Community College accepts the Free Application for Federal Student Aid for all types of Title IV Financial Aid.

## **DEADLINES**

Students are encouraged to apply early in the spring prior to the start of the fall semester in order to complete the process and receive their award early. However, HCC will accept and process applications throughout the school year. Students applying for assistance should apply before June 1, if applying for aid in the Fall Semester. Students applying before the June 1 date will be given primary consideration within the limits of available funds.

## **POLICIES GOVERNING STUDENT FINANCIAL AID**

Financial Aid is contingent upon admission to HCC as a regular student (all admission requirements have been met) at no less than half-time status except for the Pell Grant Program. Students may be less than half-time to receive the Pell Grant.

Be a U.S. citizen or eligible non-citizen.

Male students must be registered with selective service if required to do so.

Have financial need as determined by an approved need analysis (Student Aid Report).

Students must be making satisfactory academic progress as defined by HCC toward a degree or certificate. Failure to achieve satisfactory progress will result in termination of all federal financial aid offered to that student.

Not be in default on any loan or owe a refund on any grant made under Title IV of the Higher Education Act of 1965, as amended at any institution.

Financial assistance received will be used solely for educational purposes.

The Financial Aid Office reserves the right on behalf of HCC to review and revise or cancel an award at any time because of changes in financial, marital, or academic status, or misuse of federal or institutional program guidelines and regulations. Be sure to notify the Office of Financial Aid in advance if you anticipate any of the above changes so that we may advise you of the status of your award.

Recipients of financial assistance from the college are to notify the Office of Financial Aid of any other scholarships, grants or loans extended to them from sources outside the college prior to acceptance of such outside aid.

Financial aid funds are disbursed on a semester-by-semester basis.

Aid is credited to a student's business account at the college and the balance of the award, after the account is cleared, will be disbursed to the student within 10 days of the credit balance being issued. Refund checks will be mailed to the student's address on file. All workstudy checks will be disbursed on a monthly basis.

Any student who withdraws from school or drops below the minimum required hours may be required to repay a prorated amount of any financial aid disbursed to them before the withdrawal or drop. If the refund has not been made to the student, such refunds will be canceled since these funds could no longer be attributed to an educational expense. The Financial Aid Office counts the last date of attendance as the withdrawal or drop date. Students who withdraw from school before they have completed 60% of the semester and have charges against Title IV Funds, such as grants and loans, may have to repay a percentage of those charges with their own money. The percentage of grant/loan funds used to pay institutional charges will be calculated on the number of calendar days the student is enrolled before a total withdrawal occurs. (This means that if you withdraw from school, you may owe Holmes Community College money.)

If your offer of financial assistance includes employment under the provision of the College Work Study Program, it must be understood that the amount shown for this category is the amount of money you may expect to earn during the academic year as a result of work performed and the hours necessary to perform such work.

The college reserves the right to release to the U.S. Department of Education, state agencies, scholarship donors, and scholarship selection committees any information requested pertinent to this application (i.e. enrollment status, address, grade point average, and financial need.) However, HCC believes that application for and receipt of financial assistance is a confidential matter and information will not be released to any others without your written consent.

### **HOLMES COMMUNITY COLLEGE DISTRICT POLICY ON SATISFACTORY ACADEMIC PROGRESS FOR FEDERALLY FUNDED FINANCIAL AID**

All students at Holmes Community College who receive federal financial aid must make satisfactory academic progress toward completion of their degrees within a reasonable period of time. Holmes Community College has approved the following standards defining satisfactory progress, in accordance with regulations issued by the United States Department of Education. Satisfactory Academic Progress (SAP) status will be determined at least once each year, generally at the end of the spring term. The first time a student falls below the required Qualitative and Measurable Progress components of this policy, he/she is placed into a "SAP Warning" status. If a student continues to fail these standards after the completion of a subsequent term of enrollment, he/she is placed into SAP

Failure Status and is no longer eligible to receive federal aid. The student may continue to attend Holmes Community College at their own expense.

### **UNDERGRADUATE STUDENTS:**

An undergraduate student is considered to be making satisfactory progress if he/she meets the following:

- is admitted and enrolled as a degree student
- meets the required qualitative measure for financial aid recipients
- maintains measurable progress toward the completion of the degree
- completes degree requirements within a reasonable length of time

### **REQUIRED QUALITATIVE MEASURE:**

In order to meet the required qualitative measure, a student must maintain a minimum overall cumulative GPA based on the following scales. This measure becomes effective when the student has attempted at least 6 credit hours at Holmes Community College.

1- 48 hours  
**1.75 G.P.A.**

49 and above  
**2.0 G.P.A.**

### **MEASURABLE PROGRESS REQUIREMENT (COMPLETION RATE):**

In order to maintain measurable progress toward the completion of their degree, a student must successfully complete a satisfactory percentage of all Holmes Community College coursework and all transfer credit hours attempted. The percentage is shown below. (Hours attempted include repeated courses, dropped courses, withdrawals, remedial courses, incomplete and completed courses.) This measure becomes effective when a student has attempted at least 6 hours of credit at Holmes Community College.

All students must maintain a 67% completion rate in order to avoid financial aid probation or suspension.

**Example A:** A student has attempted 42 credit hours and successfully completed 36 of those hours, dropped 3 hours and failed 3 hours. Their completion rate will be 36 hours earned divided by 42 hours attempted which equals 85.7% completion rate. Therefore, the student has then met the measurable progress component of this requirement.

**Example B:** A student has attempted 42 credit hours and successfully completed 20 of those hours, and has either dropped, failed, repeated, has an incomplete, or has withdrawn from the other 16 hours. Their completion rate would be 20 hours divided by 42 hours attempted which equals

only a 47.6% completion rate. Therefore, the student has not met the measurable progress component of this requirement.

### **MAX TIME FRAME:**

In order to comply with federal guidelines, Holmes Community College must place students on financial aid suspension when they have attempted 150% or more of the hours required to complete their respective degree. (This is generally 96 attempted hours.) Students who have changed majors, or are considering changing majors, are encouraged to communicate with the Office of Financial Aid any extenuating circumstances that may have resulted in the accumulation of extra hours, particularly those students considering changing to a Career/Technical major. These circumstances will be considered and an extension may be granted for a limited time based on appeal.

### **APPEAL PROCESS:**

A student failing to meet the minimum standards, who has extenuating circumstances or who has a reasonable basis for special consideration may appeal their suspension to the Director of Financial Aid. If a written appeal is needed, it should be presented at least two weeks prior to the beginning of the next semester. The appeal should be emailed to the Director of Financial Aid, Holmes Community College, Goodman, MS 39079. The email address for the Director can be found at [www.holmescc.edu](http://www.holmescc.edu) and clicking on Financial aid. Appeals will not be heard over the phone. **Note: Financial aid suspension does not prevent a student from attending Holmes Community College if he/she is not on academic suspension. However, the student may continue to attend HCC at his/her own expense.**

### **CUMULATIVE RECORD:**

A student's entire academic record at Holmes Community College, as well as all transfer work will be evaluated to determine eligibility for financial aid, regardless of whether or not he/she has received aid for all semesters.

### **PROBATION:**

Any student who fails to meet the standards will be given one semester of probation. During this probation semester, a student will continue to be eligible for financial aid.

### **FINANCIAL AID SUSPENSION:**

Upon completion of the probationary semester, all financial aid will be terminated unless the minimum standards are achieved.

## **NOTIFICATION:**

Any student placed on probation or suspension will be notified in writing after the fall and spring semester from the Office of Financial Aid. Summer notifications will not be mailed, but students may check their status anytime using their Doghouse account.

## **TYPES OF FINANCIAL AID**

### **Grants**

Grants are “gift aid” made available to students based on financial need. This type of aid does not have to be repaid. In order to apply for a grant to attend Holmes Community College, all students must complete the Free Application for Federal Student Aid, which is used to determine need. The three types of grants at Holmes Community College are described below:

#### **A. Federal Pell Grant**

The Pell Grant is a federal program which makes funds available to eligible undergraduate students attending an approved post-secondary institution. Application is made through the Free Federal Application. Be sure to follow the instructions carefully. Within three weeks of submitting the form, you should receive a SAR (Student Aid Report), which tells you whether or not you are eligible. Sometimes the report will need corrections. The Pell Grant is an entitlement grant, provided you are enrolled in a degree or certificate seeking program. The amount of the award will be based on your determination of eligibility, enrollment status, and the cost of attendance.

#### **B. Federal Supplemental Educational Opportunity Grant (FSEOG)**

This program is for the student who shows great need. Unlike Pell Grant, however, SEOGs are not entitlements. Schools have a set amount of funds for SEOGs and can award no more after those funds are used up. Only undergraduate students are eligible to apply, and in general they must be enrolled at least half-time in an educational institution participating in the program. Also, students must be eligible for the Pell Grant in order to receive SEOG funds. A school may choose to use up to 10% of its SEOG funds for less than half-time students. At Holmes Community College it is our policy to use this fund only on full-time/part-time students with 6 hours or more. The financial aid administrator determines the student’s financial need and will award the student an SEOG in accordance with that need. An SEOG award cannot be less than \$200 an academic year.

#### **C. Mississippi Resident Tuition Assistance Grant (MTAG)**

## **Program**

The MTAG is a State-sponsored grant available to undergraduate student. Eligibility requirements include:

- The student must be a current legal resident of Mississippi for one year immediately preceding application for the MTAG.
- The student must complete the Free Application for Federal Student Aid (FAFSA) or the Statement of Certification.
- The student must be receiving less than a full Federal Pell Grant.
- As an entering freshman, the student must have a cumulative high school grade point average of 2.5 on a 4.0 scale and a minimum ACT of 15. (EXCEPTION: Students enrolled in a program leading to a certificate are only required to meet the admission criteria for their specific program of study.)
- The student must be accepted on a full-time basis at an eligible institution.
- The student must maintain progress toward a degree with a minimum cumulative GPA of 2.5 on a 4.0 scale.
- The student must not currently be in default on a federal or state loan or owe a refund on a federal or state grant.
- The student must reapply annually.
- The student must meet other criteria as set by the eligible institution.

**Award Amount:** Up to \$500 annually for freshmen and sophomores; Up to \$1,000 annually for juniors and seniors.

**Deadline To Apply:** August 1

**Other:** The student must remain continuously enrolled on an annual basis, unless granted an exception, or the amount received will have to be repaid.

## **D. Mississippi Eminent Scholars Grant (MESG) Program**

The MESG is a State-sponsored grant available to “first-time-in-college” students and renewal applicants only.

### **Eligibility:**

- The student must be a current legal resident of Mississippi for one year immediately preceding application for the MESG.
- The student must be recognized as a semifinalist or finalist by the National Merit or National Achievement Scholarship Programs and have a minimum cumulative high school grade point average of 3.5 on a 4.0 scale; OR have a minimum score 29 on the ACT or its equivalent of 1280 on the SAT and have a minimum of cumulative grade point average of 3.5 on a 4.0 scale.
- The student must be accepted on a full-time basis at an eligible institution.
- The student must maintain progress toward a degree with a minimum cumulative GPA of 3.5 on a 4.0 scale.
- The student must not currently be in default on a federal or state

- loan or owe a refund on a federal or state grant.
- The student must reapply annually.
- The student must meet other criteria as set by the eligible institution.

**Amount Of Award:** Up to \$2,500 annually, not to exceed the tuition and mandatory fees.

**Deadline To Apply:** August 1

**Other:** The student must remain continuously enrolled on an annual basis, unless granted an exception, or the amount received will have to be repaid.

## STUDENT EMPLOYMENT

**Federal College Work-Study Program:** The primary purpose of this program is to provide jobs for students who have financial need and who want to earn a part of their educational expenses.

**The college work-study program** is one of the most popular aid programs on campus. If it is offered, students have a chance to earn part of their college expenses and a chance to receive valuable work experience, possibly in their field of study. The actual number of hours a student works is determined by the student's need for financial aid. The financial aid office assigns jobs and processes the payrolls. In order to qualify, students must have been accepted on at least a half-time basis at Holmes Community College and must show academic promise and ability to maintain satisfactory progress toward a degree or certificate. The student must demonstrate need for financial assistance and must be a citizen or permanent resident of the United States. Holmes Community College will use 5% of its CWS allocation for community service jobs.

## LOANS

Low interest student loans are available to qualified students at HCC. Students loans, in general, must be repaid under some type of deferred repayment plan. All students who want to apply for any student loan must first complete the Free Application for Federal Student Aid. The student loan application may be picked-up at the Financial Aid Office only. Online applications submitted through a bank or credit union will not be accepted. Students must be enrolled in 6 hours or more per semester at the time the loan funds are disbursed. Students who drop below 1/2 time status will have their loans voided.

### **Federal Stafford Loan (FSL)**

**Description:** This type of loan is a low-interest loan made to a student by a lender such as a bank, credit union, or savings and loan association. This loan is insured by the federal government.

**Loan Origination Fee:** Lenders are currently authorized to deduct a loan origination fee from the loan proceeds.

Information regarding student loans are available at [www.holmescc.edu](http://www.holmescc.edu) and clicking on Financial Aid.

### **Unsubsidized Federal Stafford Loans**

The terms of the Unsubsidized Loans are the same as the terms for Subsidized Stafford Loans except as described below:

- A. **Interest Payment:** The government does not pay interest on your Unsubsidized Federal Stafford Loan. You must pay all of the interest that accrues on this loan during the time you are enrolled in school, during the grace period, and during periods of repayment and authorized deferment. There are two ways for you to pay interest during these periods: (1) you may make monthly or quarterly payments to your lender or (2) you and your lender may agree to add your interest to the principal of your loan, but no more often than quarterly. (This is called capitalization.) If you do not make an interest payment as scheduled while in school or during a period of authorized deferment your interest will be capitalized.

## **SCHOLARSHIPS & GRANTS**

### **Sumners Grant**

Student must be a resident of Attala, Carroll, Choctaw, Montgomery, or Webster Counties in Mississippi, who desires and can benefit from a higher education.

All applicants must have resided for 12 continuous months in one of the five Sumners counties prior to enrollment.

All applicants must be enrolled in a course that generates credit hours.

The amount of the Sumners Grant for a full-time student shall not exceed the cost of attendance up to \$2015 per semester when combined with all other types of aid received by the student excluding loans.

The amount of the Sumners Grant for a part-time student shall not exceed the cost of attendance (\$65 x credit hours) per semester when combined with all other types of aid received by the student excluding loans.

The continuation of a returning Holmes Community College student's eligibility to receive Sumners funds after each semester, depends on the students having at least a GPA of 2.5 on all hours attempted.

Transfers from other institutions must have a cumulative 2.5 GPA from all schools attended in order to be eligible for the Sumners Grant. Holmes Community College must have an official transcript from all schools attended prior to awarding Sumners Grant.

Independent students who have not established a residence in one of the Sumners counties may not establish eligibility by the address of parents who reside in one of the eligible counties.

### **Achievement Scholarships**

Board of Trustees Scholarships  
President's & Dean's Scholarships  
Valedictorian and Salutatorian Scholarships  
Skills USA Scholarship  
Technology Applications Scholarship  
Honors Program Book Scholarship  
Michael Klauk Scholarship

### **Performance Scholarships**

Athletic Scholarships  
Cheerleader Scholarships  
Drama Scholarships  
Journalism Scholarships  
Music Scholarships

### **HCC Development Foundation Scholarships**

Alumni & Friends Career-Technical Scholarship  
Bain & Corey Scholarship  
Belk Family Scholarship  
BellSouth Endowed Scholarship  
Ben Branch Memorial Scholarship  
Frank B. Branch Memorial Scholarship  
Dr. Paul B. Brumby Memorial Scholarship  
Doris S. and John W. Campbell, Sr. Memorial Scholarship  
F.C. & Annie P. Dailey Memorial Nursing Scholarship  
Durant Woman's Club Scholarship  
Burnis T. & Clytice Robertson Gardner Scholarship  
Garrard Family Foundation Scholarship  
Eli P. Garrett Scholarship  
Gibson Family Scholarship  
Dr. L.C. Henson Scholarship  
Kay Hodges Scholarship  
Mr. & Mrs. M.C. McDaniel Scholarship  
Millennial Teaching Fellowship  
Gayden Schrock Memorial Scholarship  
Ronald "Ronnie" K. Thomas memorial Scholarship  
TIC (The Industrial Company) Welding Scholarship  
1950 HJC Championship Football Team Athletic Scholarship

### **Patronage Scholarships**

John C. Downey Scholarship  
Entergy Excellence in Education Scholarship  
Lexington Foundation Scholarship  
Lexington Homes Scholarship  
Mississippi Association of Supervisors Scholarship  
Mississippi Manufacturers' Assn. Chairman's Award  
Pathfinder Scholarship  
Patricia Liles memorial Scholarship  
Radio People of Jackson Scholarship

## Regulations For Board Of Trustees', President's , & Dean's Achievement (ACT) Scholarships

1. Students must meet all admission requirements.
2. Students must maintain at least a 3.0 cumulative GPA.
3. Students must be enrolled in 15 semester hours.
4. The scholarships do not cover the matriculation fee or the student activities fee.
5. The recipient must have a cumulative 3.0 on all previous college work.
6. Students must have official ACT scores on file in the Office of Admissions and Records before the award will be made.
7. Out-of-state students are not eligible for these scholarships.
8. Students who have completed a bachelor's degree may receive these scholarships provided they have a cumulative 3.0 on all work.
9. If the student withdraws or drops below 15 semester hours prior to the sixth week, the scholarship will be voided and the student charged the regular fees.

**Board of Trustees' Scholarship:** This scholarship covers the cost of tuition, room and board, fall and spring semesters only. The recipient must have an enhanced ACT composite of 28 or higher. Students eligible for the Board of Trustees Scholarship would not be eligible for other HCC scholarships because a student cannot receive in scholarships more than the published cost of attending school per semester.

**\*President's Scholarship:** This scholarship covers one-half the cost of tuition, room, & board at Holmes Community College. The recipient must have an enhanced ACT composite of 24-27.

**\*Dean's Scholarship:** This scholarship covers the cost of tuition at Holmes Community College. It does not include room and board. The recipient must have an enhanced ACT composite of 20 -23.

These scholarships are credited to the student's account after the sixth week of each semester. If the student withdraws or drops below 15 semester hours prior to the sixth week, the scholarship will be voided and the student charged the regular fees.

\*Students eligible for the President's or Dean's Scholarship are also eligible for other scholarships, such as athletics, music, drama, valedictorian-salutatorian awards, etc., up to, but not more than the published cost of attending school per semester.

**Valedictorian and Salutatorian Scholarships:** Valedictorians and Salutatorians from Mississippi High Schools are eligible for a one time \$100.00 award, provided they have Enhanced ACT composite scores of at least 20 and are enrolled as full-time students.

**SkillsUSA Scholarships:** Scholarships may be awarded to the first place winners of the District SkillsUSA Contest in the areas of Auto Mechanics, Precision Machining, and Welding. These scholarships are valid for any career-technical program at Holmes Community College that students may choose. Scholarships may be awarded to the first place winners in the State SkillsUSA Contest in the areas of Cosmetology, Air Conditioning/Refrigeration, and Collision Repair. In the event that there are not state winners from the H.C.C. area, the Scholarship Committee will select the recipients of these awards based upon scholarship applications received by the H.C.C. career-technical counselor from area high school counselors. The criteria for these selections will be determined by the scholarship committee and the career-technical department.

**Technology Applications Scholarship:** Engineering Technology majors on the Goodman campus who have completed Technology Applications at the secondary level are eligible to apply for this merit scholarship. Special consideration will be given to applicants who have competed and/or placed in any event at the Technology Student Associations's annual conference. Recipients who maintain a 2.5 cumulative quality point average may receive the award four consecutive semesters. The award of \$500 per semester may be applied to tuition, room and board, or any other expenses incurred by a full-time day student. Students eligible for the Technology Applications scholarship are also eligible for other scholarships, such as athletic, music, drama, valedictorian-salutatorian awards, etc., up to but not exceeding the published cost of HCC. To receive an application, contact the career/technical secretary at 662-472-9058. The deadline for submitting applications is May 1.

**The Michael Klauk Scholarship:** This scholarship is given in honor of the late Michael Klauk, an exceptional pre-medical major and alumnus of Holmes Community College. The scholarship, initiated by Dr. Samuel A. Massey, is awarded at the beginning of each school year to a sophomore who has completed one year at Holmes CC and who plans to continue his/her education at Holmes CC. The selection, based upon scholastic ability in science and mathematics, financial need, integrity, and the student's goals, will be made by the faculty of the Department of Science and Mathematics. Students majoring in science and/or mathematics education will be given special consideration. Application is not required.

**Honors Program Book Scholarship:** A \$200 scholarship to the Holmes Bookstore is available to any Honors Program Participant who has scheduled Honors Forum and any one other honors course.

### **Scholarship Regulations:**

1. Awards will be made to first time entering freshmen at the beginning of the fall semester. Subsequent to the initial award, the scholarship will be in effect for three additional consecutive semesters provided appropriate requirements are met.

2. This scholarship is credited to the student's account after the sixth week of each semester. If the student withdraws or drops to part-time prior to this time, the scholarship will be voided and the student charged the regular fees.
3. This scholarship does not cover the matriculation fee or the student activities fee.

No out-of-state students are eligible to receive academic and technical scholarships.

### **Athletic Scholarships**

**Grant-in-Aid Scholarships** are awarded in football, baseball, and basketball in accordance with the rules and regulations of the Mississippi Junior College Association and are limited to athletes in the Holmes Community College District. A limited number out-of-state scholarships are available. Applicants should contact the coach(es) of the sport in which they are interested at the college.

### **Cheerleader Scholarships**

Scholarships are available to cheerleaders and mascots each semester. This scholarship will be awarded on a semester basis. Cheerleaders and mascots are chosen by a panel of judges with selection based on performance at tryouts held in the spring. Applications are available from the cheerleader sponsor.

### **Drama Scholarships**

Scholarships are available to students who desire to participate in theatrical productions. Auditions are required. Students may hold drama scholarships concurrently with other scholarships.

### **Journalism Scholarships**

Scholarships are awarded to both the editor of the school newspaper, *The Growl*, and the yearbook, *Horizons*.

### **Music Scholarships**

**Band (Instrumental)** scholarships are available to musically talented students who desire to participate in the Holmes Community College Band Program. Awards are made based on the performance and dependability of the student and on the particular band activities in which the student participates. (Marching, Concert, Pep, Jazz, HCC Dancers, Ensemble, Auxiliaries). Students may hold band and other scholarships concurrently.\*

**Choir (Vocal)** scholarships are available to students who are musically talented who desire to participate in the HCC Choral Program. Auditions are required for all scholarships of this type. Awards are based on the performance of the student and on the particular choral activities in which the student participates (HCC Chorale or The Holmes Connection!). Students may hold vocal scholarships concurrently with band scholarships.\*

**Keyboard (Piano and Organ)** scholarships are available to students majoring in piano. Auditions are required for scholarships. Students may hold keyboard scholarships concurrently with other scholarships.

**Students may receive music scholarships awards concurrently with other scholarships.\***

### **Holmes Community College Development Foundation Scholarships**

**The Alumni and Friends Career-Technical Scholarship:** This scholarship was established by an anonymous donor to assist full-time career-technical students attending the Goodman campus of Holmes Community College. In order to be considered, applicants must be recommended by the Career-Technical Director of the Goodman campus, possess and maintain a 2.5 GPA, and have demonstrated financial need. Applicants pursuing an Associate of Applied Science Degree will be given preference. The Scholarship Committee will make final selection of the annual recipient based on stated criteria.

**The Bain & Corey Scholarship:** This scholarship was established by the families of Clayton Bain and Lyle Corey of Grenada. The purpose of the scholarship is to encourage the development of a student of any age to be better prepared to contribute not only to her/her growth, but, also, to the growth of the community. It is a tuition scholarship for a Grenada County resident attending the Grenada Center as a full-time student. Students receiving other scholarships or financial assistance, excluding M-TAG and student loans, will not be eligible. The scholarship committee will select recipients based on commitment to learning, financial need, character and community spirit. The recipient must maintain a 2.5 grade point average to retain the scholarship.

**The Belk Family Scholarship:** This is given by Mr. and Mrs. Dewitte Belk of Kosciusko, Mississippi. Mr. Belk is a graduate of Holmes Community College and former president of the Alumni Association. Applicants must be from Attala County, with first consideration given to graduates of Ethel High School. The Scholarship Committee will select the recipient on the basis of financial need, academic potential, and leadership ability. The scholarship will be in the amount of full tuition charges.

**The BellSouth Endowed Scholarship:** This scholarship was established by BellSouth Telecommunications, Inc. to assist deserving young men and women pursuing a degree in education or business at Holmes Community College. The Scholarship Committee will select the recipient(s) based on a review of applicants' need and achievement.

**The Ben Branch Memorial Scholarship:** This scholarship was started by the Dr. Franklin Branch family in memory of their son, Ben Branch, who was killed in a tragic car accident in 2002. Specific details of which department will receive the scholarship and the GPA a student must have are available from the Holmes Community College Foundation Office.

**The Frank B. Branch Memorial Scholarship:** This scholarship is given in honor of the late Frank B. Branch, former President of Holmes Community College. It is based on scholarship ability, leadership, character, and financial need. The award is made each year to a Grenada County student who is recommended to the Holmes Community College Scholarship Committee by his/her high school counselor.

**The Dr. Paul B. Brumby Memorial Scholarship:** This scholarship was established at Holmes Community College in honor of the late Dr. Paul B. Brumby, a life-long resident of Holmes County, former member of the Holmes Junior College Board of Trustees, practicing physician for over 50 years, and long-standing friend of this institution. This scholarship is awarded each year to the student recommended by the nursing faculty in the Holmes Community College Associate Degree Nursing Program at Grenada; also, a scholarship will be awarded each year by the Scholarship Committee of the Holmes Community College Development Foundation to a returning sophomore in the pre-baccalaureate Nursing Program at the Goodman campus. The awarding of this scholarship is based on professional attitude, academic achievement and need. In order to retain these scholarships from one semester to the next, the recipients must maintain a 3.0 grade point average.

**The Doris S. and John W. Campbell, Sr. Memorial Scholarship:** This scholarship will be awarded at the beginning of each school year to a freshman from Yazoo, Madison, or Hinds County who plans to continue his/her education at Holmes Community College, Ridgeland Campus. The selection of the recipient of the award will be based on scholastic ability (18 or above on the ACT), leadership, integrity, and need. The recipient must maintain a 3.0 grade point average to retain the scholarship.

**The F.C. & Annie P. Dailey Memorial Nursing Scholarship:** This Scholarship is given in honor of the late Mr. and Mrs. F.C. and Annie P. Dailey, a life-long resident of Grenada county. The award will be made to a nursing student attending the Grenada Center and who is a resident of Grenada county. The scholarship committee will select the recipient on the basis of scholarship ability, leadership, character and financial need. The recipient must maintain a 3.0 grade point average.

**The Durant Woman's Club Scholarship:** This scholarship was established by the Durant Woman's club. The applicant should be a descendant of a member of the Holmes County Federated Woman's Club and should have a minimum ACT score of 25. Students receiving

other scholarships or financial assistance will be eligible for consideration. The Scholarship Committee will make final selection of the annual recipient based on stated criteria.

**Burnis T. and Clytice Robertson Gardner Scholarship:** This endowment is established by Burnis T. and Clytice Robertson Gardner for the purpose of providing scholarships for needy students at Holmes Community College. The number and amount of the scholarship to be awarded shall be determined by the judgment of the HCC Foundation Scholarship Committee and shall be used to pay for tuition, books and supplies. This scholarship shall be awarded to a needy student with a minimum 2.5 GPA.

**The Garrard Family Foundation Scholarship:** This scholarship was established by Warren and Dorothy Garrard in 2003. The Garrards prefer, but do not require, the deserving student(s) to be from Carroll County with interest in agriculture.

**The Eli P. Garrett Scholarship:** The Eli P. Garrett Scholarship is a vocal music scholarship started by the estate of the late Santa Adams. This scholarship is awarded to a vocal music major or minor. The recipient will be chosen by audition. Selection will be based on musicianship and performance skill. A minimum cumulative GPA of 3.0 is required to continue the scholarship. This scholarship may be held concurrently with other scholarships.

**Gibson Family Scholarship:** The Hugh Gibson family members are long-time residents of Webster County and avid supporters of Holmes Community College. The legacy of the Gibson family's dedication to the college lives on through their generosity as evident by the establishment of this scholarship. This scholarship requires the recipient to be a resident of Webster or Choctaw County and a high school graduate with a 3.0 grade-point-average.

**The Dr. L. C. Henson Scholarship:** This scholarship was established by the family and friends of retired physician, Dr. L. C. Henson, to commemorate his lifetime contributions to the citizens of Montgomery County and his commitment to promote the development and education of individuals in his community. The award will be made each year to a two-year resident of Montgomery county enrolled as a full-time student at any Holmes Community College campus location. Applicants must have and maintain a 2.5 GPA and have demonstrated financial need in order to be considered. The Scholarship Committee will select the annual recipient based on the stated criteria.

**The Kay Hodges Scholarship:** This scholarship was established at Holmes Community College by the Hodges Family. Mrs. Hodges was the wife of Mr. Robert Hodges who was employed by Holmes Community

College from 1967 to his retirement in 1984. This award will be presented to an entering freshman who is a resident of Madison County. He or she must be a high school graduate with an overall high school grade point average of at least 2.5. To be eligible a student must be enrolled as a two-year business major or a related field. This student must be recommended to the Holmes Community College Scholarship Committee by his/her high school counselor or principal.

**Mr. and Mrs. M.C. McDaniel Scholarship:** The Mr. and Mrs. M.C. McDaniel Scholarship was established at Holmes Community College by the McDaniel Family in honor of their father and mother. Mr. McDaniel was President of Holmes Community College from 1928 to 1940. This award, in the amount of \$400.00, is presented to a graduating student who plans to further his/her education, and who has made an outstanding contribution to the life and activity of Holmes Community College during his/her two years at the institution.

**The Gayden Schrock Memorial Scholarship:** Holmes Community College has established the Gayden Schrock Memorial Scholarship from proceeds of his estate. Mr. Schrock was a long-time resident of Attala county and the Schrock Community. A scholarship will be made at the beginning of each school year to a freshman who plans to continue his/her education at Holmes Community College. The selection of the recipient of the award will be based on scholastic ability, leadership, integrity, and need. The Holmes Community College Scholarship Committee will choose the recipient from applicants applying for the scholarship with letters of recommendations from high school counselors or principals. The recipient must maintain a 3.0 grade point average.

**The Millennial Teaching Fellowship:** This scholarship was started by Dr. Jim Hatten and his friends and is awarded to students on the ridgeland Campus of Holmes Community College. The students must have a 2.0 GPA and must be majoring in education and will be teachers of science or mathematics in Mississippi.

**TIC (The Industrial Company) Welding Scholarship:** This scholarship was established by The Industrial Company to help a freshman who will be entering the welding program at Holmes Community College.

**Ronald “Ronnie” K. Thomas Memorial Scholarship:** This scholarship was established by George and Carolyn Thomas in memory of their son and shall be awarded to a student enrolled in a Career Technical program on the Goodman Campus.

**The 1950 HJC Championship Football Team Athletic Scholarship:** This scholarship was established by members of the 1950 state football championship team. The scholarship will be awarded to a freshman or sophomore athletic student based on scholastic ability, leadership, character and financial need. The recipient must be a full-time stu-

dent and maintain a 2.0 grade point average. The selection of the scholarship recipients shall be coordinated through the HCC Foundation Executive Committee and the HCC Scholarship Committee.

## PATRONAGE SCHOLARSHIPS

**The John C. Downey Scholarship:** The Parker-Hannifin Corporation of Madison, MS has established a scholarship in honor of Mr. John C. Downey who was a valuable and honored member of that corporation for many years. The scholarship recipient must be a resident of Madison county, plans to attend Holmes Community College for two years and will be concentrating in one of the following fields: (a) CAD Drafting and Design, (b) Robotics, (c) Machining, CNC, Tool & Die, Maintenance, (d) Electronics, (e) Data Processing, and (f) Business. The scholarship recipient will be selected by the Holmes Community College Scholarship Committee on the basis of financial need, academic potential, and leadership ability. The recipient must maintain a 3.0 grade point average.

**The Entergy Excellence in Education Scholarship:** Entergy Mississippi Inc. established this scholarship for vocational and technical students in recognition of the importance of a well-trained workforce to the economic success of Mississippi. To be considered, applicants must be a legal resident of Mississippi, possess a 2.5 GPA, be a full-time student pursuing a vocational or technical field of study, be free of any disciplinary problems and have demonstrated financial need. This scholarship must not duplicate other scholarships or financial assistance. The Scholarship Committee will make final selection of the annual recipient based on stated criteria.

**The Lexington Foundation Scholarship:** This scholarship is given by the Lexington Foundation of Lexington, Ms. Five (5) scholarships each year to Holmes Community College will be awarded to students from Central Holmes Academy, J.J. McClain and S. V. Marshall High Schools. The selection of the recipient of the award will be based on scholastic ability, leadership, integrity and need. The Holmes Community College Scholarship Committee will choose the recipients from applicants with letters of recommendations from high school counselors or principals. The recipient must maintain a 2.0 grade point average. The scholarship will be renewable after the student's freshman year if all requirements are met.

**Lexington Homes Scholarship:** This scholarship was established by Lexington Homes of Lexington, MS., and is the amount of tuition. It will be awarded to one freshman and one sophomore. Preference will be given to students that are residents of Holmes County, attend the Goodman Campus, and to employees or family members of employees of Lexington Homes. The student must maintain a 2.0 GPA.

**The Mississippi Association of Supervisors Scholarship:** This scholarship was established by the Mississippi Association of Supervisors in 1996 to recognize deserving students at each of Mississippi's at community col-

leges. Applicants must demonstrate potential for success in college and financial need. To retain this award in the Spring semester, the student must maintain a 2.5 GPA. This scholarship is not renewable after one year. The Scholarship Committee will make final selection of the annual recipient from the supporting counties in the college district in rotating alphabetical order based on stated criteria.

**The Mississippi Manufacturers' Association Chairman's Award:** This scholarship was given by the Mississippi Manufacturers' Association and President Dewitte Belk and will be awarded to a deserving sophomore on the Goodman Campus chosen by the Engineering Technology faculty. The scholarship award may be applied to tuition, room and board and any other expenses incurred by a full-time day student.

**Pathfinder Scholarship:** This scholarship is funded by the Pathfinder Sunday School Class at Madison United Methodist Church in Madison, MS. The purpose of this scholarship is to provide financial aid to an Associate Degree nursing student at Holmes Community College. The intent is to provide assistance in the form of paid tuition to someone who would not otherwise be financially able to attend school. The selected student should be an entering freshman of good character and meet all enrollment requirements. Preference should be given to a member of the Madison United Methodist Church.

**Patricia Liles Memorial Scholarship:** This scholarship was established by The Friends of Patricia Liles. It will be awarded to a student enrolled in Grenada area schools and scheduled to enroll in the Licensed Practical Nursing program at Holmes Community College in Grenada. The recipient of this scholarship will receive \$500.00 for the school year in which it is awarded.

**The Radio People of Jackson Scholarship:** This scholarship is awarded to a student with a financial need majoring in communications or marketing. It is awarded annually to a full-time student with a 2.75 GPA and evidence of involvement in extracurricular activities and service.

**NOTE: The recipients of all scholarships will be selected by the Holmes Community College Scholarship Committee from applications received from students and the recommendations from their high school counselors or principals. Unless otherwise indicated, the deadline for submitting applications is May 1. Application forms are available from the Foundation or Office of Admissions.**

**Other Financial Aid Resources:**

- 1) Veterans' Benefits
- 2) Vocational Rehabilitation
- 3) National Guard Educational Assistance

All grants (Pell, SEOG, and SSIG) will be paid after 60% of each semester. All loans will be disbursed 30 days after the start of each semester. Students who withdraw or drop below full-time status will have their grants adjusted or removed accordingly. Students on college work-study will be paid once a month.

Achievement Scholarships and Performance Scholarships are awarded six weeks after school begins. No scholarships will be awarded after the sixth week of school unless extenuating circumstances warrant. Please note:

1. A student who withdraws prior to this time is responsible for all charges owed to the College.
2. A student who is on disciplinary probation is not eligible to draw an Achievement or Performance Scholarship.
3. A dorm student receiving grants (Pell, SEOG, and SSIG) cannot receive over \$600 above the cost of attending school per semester. A day student receiving grants (Pell, SEOG, and SSIG) cannot receive more than the Pell Grant budgeted cost of attending school per semester.

For further information about the various types of Financial Aid, requirements, eligibility, students' rights and responsibilities, standards of progress, refund policy, etc., please refer to the Financial Aid Handbook, HCC Catalog, or contact the counselor at the Grenada Center, Ridgeland Campus, or the Office of Financial Aid on the Goodman Campus. Please send all Financial Aid Forms to the Office of Financial Aid, Holmes Community College, P.O. Box 216, Goodman, MS 39079.

### **STUDENT HOUSING (Goodman Campus Only)**

There are seven dormitories on campus providing space for 360 men students and 300 women students. To be eligible for campus housing, students must be enrolled in a minimum of 15 semester hours and must maintain a minimum 1.75 GPA. Students who drop to 12-14 semester hours during the semester will be placed on housing probation, and students who drop to below 12 hours during the semester will be dismissed from the dormitory. Students who fall below a 1.75 GPA for a completed semester will be placed on housing probation for the next semester. Students must then earn a minimum 1.75 GPA for the probationary semester in order to remain in the dormitory.

Dormitory rooms are generally filled before the end of summer. Two students are assigned to each room; however, three students per room will be assigned on a temporary basis when the need arises. Rooms which have been reserved will be held until 2:00 p.m. the afternoon prior to the beginning of classes.

Rooms are furnished with single beds, dressers, chairs, and desks. Each student is expected to furnish his own linens and is accountable for the care of the room and its furnishings.

Room reservations are made only after payment of a \$50 Housing Deposit. If the student fails to attend, this fee is non-refundable. However, up

to \$30 of this fee is refundable less any damages when the student moves out. Out-of-state and out-of-district students must reserve a room two weeks prior to the beginning of school.

### **DORMITORY HOURS**

All residence halls open at 4:00 p.m. Sunday afternoons and close at 2:00 p.m. Fridays. At the end of a semester or beginning of a holiday, students are expected to vacate dormitory rooms as soon as classes and/or exams are completed. Residence halls are closed on weekends.

### **AUTOMOBILES ON CAMPUS**

Students who wish to operate an automobile on the campus must register the vehicle in the office of the Chief Student Services Officer. A sticker with a registration number is provided to the student.

Students must park cars in designated areas. Fines will be assessed for failure to do so. Continued abuse of regulations will result in withdrawal of permission to operate a vehicle on the campus. This applies to all students - dormitory and non-dormitory alike.

### **BOOKS**

Books and supplies may be purchased from the book store located on your campus. By careful buying and use of books, the cost may be kept to a minimum.

### **MAIL SERVICE (Goodman Campus Only)**

Students mail should be addressed to the student, Holmes Community College, P.O. Box (499-0000), Goodman, MS 39079. Students receive their mail through post office boxes in the Lorraine Center. Students must register for a post office box with the Bookstore Manager.

### **STUDENT CONDUCT**

Students are expected to conform to acceptable standards of decency, morality, courtesy; be truthful; respect the rights of others; be punctual and regular in attendance at classes and have regard for college property.

Guides for routine campus and dormitory life are provided for students through announcements, student meetings, bulletins, and student handbooks. Through action by the Administration a student may be excluded from further attendance where evidence indicates that a student participates in unacceptable campus conduct.

### **CONTINUING EDUCATION AND COMMUNITY SERVICES**

The Division of Continuing Education provides opportunities for persons of the district who do not participate in the normal on-campus day program to continue their educational development. This is done through evening classes on every campus and at other locations in the district.

In addition, the division offers a wide range of special activities and community service programs including seminars, conferences, work-shops, short courses, and other activities designed to meet particular needs.

## **VETERANS' EDUCATIONAL BENEFITS**

Students who plan to attend Holmes Community College under any type Veteran Educational Assistance Program should contact the VA Certifying Official on the campus they are attending. In order to be eligible for VA education benefits, a student must adhere to policies established by the school as well as the State Approving Agency.

A statement of the Standards of Progress and Attendance that apply to all veterans under Chapter 1606, 1607, 30, 32, 33, 34, and 35 of Title 38 is available to each student. A copy can be obtained from the Vice President of Academic Programs' Office. The student receiving VA Ed Benefits will follow the same Standards of Progress Policy as those receiving Federal Financial Aid. This statement of revised standards of progress and attendance was approved by the State Approving Agency effective Fall, 2009. The statement is in compliance with VA Regulation 14253 (D).

## **CLUBS AND ORGANIZATIONS**

Co-curricular activities are an important source of enrichment and recreation and contribute to campus life. Students are urged to participate in their area of interest.

**Ambassadors.** The Holmes Ambassadors is a recruitment team which serves as HCC representatives to help recruit future students and promote other services and activities of the college. Membership is by a selection committee.

**Band.** Offers participation in Marching Band (Rifle Corps, Flag Corps, Feature Twirling, Color Guard), HCC Dancers, Concert Band, Percussion Choir, Jazz Ensemble, Jazz Combo and Small Winds Ensemble performances in concerts, parades, half-time routines and pageantry entertainment. Open to all qualified students.

**Baptist Student Union (BSU).** The Baptist Student Union is an organization recognized on more than 1,100 campuses in the U.S. and in several foreign countries. Its purpose is to provide opportunity for an inward journey of spiritual growth and an outward journey of service to others. All students are welcome.

**Cheerleaders.** The purpose of the cheerleaders is to promote school spirit and interest in athletics. Tryouts for cheerleaders and mascots are held in late spring. Scholarships are available for these positions.

**Concert Chorale.** The choir is a vital part of the Fine Arts department. It is open to all students during the fall semester. An audition is required for entrance in the spring semester. Scholarships are available. Small ensembles will be formed at the discretion of the director.

**Cosmetology Club.** The purpose of the club is to promote good public relations and to learn professional practices and business ethics. There are many activities including field trips. The club is open to members of the cosmetology class.

**Creative Arts Club.** The Creative Arts Club provides students interested in writing, art, music, and drama an opportunity to meet, discuss interests, and share works in progress. Opportunities are provided for students to hear professionals in these fields. Students are encouraged to submit works to the Mississippi Community College Creative Writing Association Competition and to attend the annual workshop. Field trips are also encouraged.

**Engineering Technology Club.** The purpose of the club is to promote good Engineering Technology public relations through participation in professional organizations, student activities, and field trips. Membership is open to all Engineering Technology majors on the Goodman Campus.

**Delta Psi Omega.** Delta Psi Omega is the national drama fraternity in community colleges. It is organized to give special recognition to those students who have made outstanding contributions to drama. It promotes the dramatic arts. It is open to all students who have completed the required number of working hours in drama.

**Forestry Club.** This organization is intended to provide personal and social opportunities for those persons interested in natural resources. Programs with resource professionals and other activities are planned to assist individual students in discovering their abilities, interests, and aptitudes relative to forest, wildlife, and recreation management. Membership is open to all HCC students. Grenada Center only.

**The Holmes Connection!** This group is a select vocal/dance ensemble that operates with a full lighting and sound crew. This ensemble is highly visible throughout our state and nation performing as many as 35 concerts a year. Auditions are required and being selected to this group offers outstanding scholarships.

**Holme-Towne Players.** This club is organized to let students participate in acting, publicity, and backstage work. It is known for its fine quality of production and is open to all students.

**Math and Combined Sciences Club.** MACS is an organization of students interested in the areas of math, biology, zoology, chemistry, physics, and computer science. Its purpose is to provide a social gathering for those interested in these areas. The club sponsors activities, events, lectures, and programs that are open to all students taking upper math or science courses. All students are welcome to attend MACS meetings.

**Phi Beta Lambda.** Phi Beta Lambda is organized to promote business leadership and to create interest and understanding in the intelligent choice of business occupations. Membership is open to all students enrolled in one or more business subjects, including business law, accounting, economics, statistics, and Business and Office and Related Technology Programs.

**Phi Theta Kappa.** Phi Theta Kappa is the international scholastic honor society for community colleges. Its purpose is to recognize intellectual achievement, and to promote scholarship, service, leadership, and fellowship among community college students. Membership is extended by invitation to full-time academic/technical students who have attended Holmes CC as full-time students for at least one semester and have a cumulative G.P.A. of 3.5 or higher.

**Pi Sigma Eta.** Pi Sigma Eta is a national morticians' fraternity which promotes fellowship, and individual and collective efforts toward a better understanding of the Funeral Service profession. Ridgeland Campus only.

**SkillsUSA-VICA.** Established for the purpose of encouraging, through club activities, the development of the "whole student," i.e., social and leadership abilities as well as skills. Open to all students enrolled in vocational and technical courses.

**Social Science Forum.** The Social Science Forum is open to all students at the Ridgeland Campus regardless of major. Its purpose is to provide students the opportunity to become involved in community and service work and to become more politically aware. Students participate in voter registration drives, food drives, clothing drives, and other community service projects.

**Student Government Association.** Composed of officers and representatives elected by the student body, the SGA serves as mediator between the faculty and student body and assists in student activities.

**Student Nurses' Organization.** This is a chapter of the National Student Nurses' Association. Among other purposes, the organization represents professional nursing students to the school administration, and to other campus organizations. Nursing students are encouraged to join and participate in this organization through which they can receive support throughout their nursing education. Membership is open to students enrolled in clinical nursing courses.

**Student Practical Nursing Organization (SPNO).** The purpose of the club is to promote practical nursing as a dynamic, viable career and to encourage leadership, scholarship, and community service among its members. Membership is open to all practical nursing students of Holmes Community College.

## PUBLICATIONS

Holmes Community College fully supports, encourages, and provides financial and material resources needed to publish official school publications. The college's administration fully supports, within the restraints imposed by budgetary considerations, activities by students and instructors to make publications viable and relevant parts of the college's three campuses.

Censorship is not imposed upon publications nor are there in place guidelines specifying what will and will not be printed in school publications. The college administration supports the efforts of the student publication staffs to be creative, original, and actively pursue goals of being representative of and speaking for the student body.

**The GROWL**, official student newspaper of HCC, is published monthly during the fall and spring semesters. The student paper is designed to inform the Holmes Community College campuses and their nine-county district about HCC activities. Also, the paper serves as a workshop or practical laboratory for students interested in news writing, editing, typography and advertising. A student may earn one hour credit working on *The GROWL*.

To help defray publication expenses, all students are required to subscribe to *The Growl*. These costs are included in registration fee.

**Horizons** is primarily a pictorial yearbook of Holmes Community College which captures the activities of its student, faculty, administration and staff. The yearbook is produced by students who earn one hour of credit for their work.

Any student interested in working with the yearbook staff is encouraged to participate. Students who have worked on a high school yearbook as well as inexperienced students can participate in an enjoyable activity by joining the *Horizons* staff.

**Reflections**, published once each year, includes the best creative work submitted by HCC students. Work appearing in *Reflections* is judged by the members of HCC English Department and a panel of students of the *Reflections* staff. Manuscripts are invited from students in all departments.

# PROGRAMS OF STUDY

## ACADEMIC EDUCATION

A Holmes Community College student who plans to transfer to a four-year college may enroll in courses equivalent to those taken by freshman and sophomores at the senior college. HE OR SHE SHOULD OBTAIN A COPY OF THE CATALOG OF THE COLLEGE TO WHICH HE OR SHE PLANS TO TRANSFER AND USE IT AS A GUIDE IN SELECTING HIS OR HER COURSES.

The following programs and courses are representative of those required for the most frequently chosen majors. Substitutions may be made in any of the following programs if necessary to meet the requirements of a particular college. A student is not limited to the programs outline on the following pages. By proper selection of his/her courses, he may meet the lower division requirements of many other academic majors.

### ACADEMIC EDUCATION PROGRAMS/MAJORS

AGRICULTURE

ART

AVIATION MANAGEMENT

BIOLOGICAL SCIENCE

BUSINESS ADMINISTRATION/ACCOUNTING

COMPUTER SCIENCE/COMPUTER ENGINEERING

CRIMINAL JUSTICE

ELEMENTARY EDUCATION

ENGINEERING

FORENSIC SCIENCE

FORESTRY AND WILDLIFE

GENERAL COLLEGE STUDIES

HEALTH-RELATED PROFESSIONS:

PRE-CLINICAL LABORATORY SCIENCES

PRE-CYTOTECHNOLOGY

PRE-DENTAL HYGIENE

PRE-HEALTH INFORMATICS & INFORMATION MANAGEMENT

PRE-OCCUPATIONAL THERAPY

PRE-PHYSICAL THERAPY

PRE-RADIOLOGIC SCIENCES

INDUSTRIAL TECHNOLOGY

LIBERAL ARTS

MATHEMATICS

PRE-DENTAL

PRE-LAW

PRE-MEDICAL  
PRE-B.S. NURSING  
PRE-PHARMACY  
PRE-VETERINARY  
PRE-VETERINARY MEDICAL TECHNOLOGY  
PSYCHOLOGY  
SOCIAL WORK/SOCIOLOGY  
SECONDARY EDUCATION:  
    BIOLOGY/SCIENCE  
    CHEMISTRY/PHYSICS  
    ENGLISH  
    MATHEMATICS  
    MUSIC-INSTRUMENT  
    MUSIC-PIANO  
    MUSIC-VOICE  
    PHYSICAL EDUCATION  
    SOCIAL STUDIES  
    TECHNOLOGY TEACHER

\*ADN NURSING

Not all programs are available at all campuses. A student interested in attending any location should contact a counselor prior to the beginning of the term for a schedule of the classes. See inside front cover for phone numbers and addresses.

\*AAS is awarded for this program, but it is not a Technical curriculum.