

# COLLEGE STUDENT SUCCESS (ACA-111-WC1-ENTER TERM HERE)

## INSTRUCTOR INFORMATION:

Instructor: -----

Phone: 828-339----- Email: -----@southwesterncc.edu

Office: ---- Bradford Hall, Jackson Campus

Office Hours: By appointment – Feel free to call or email to set up a time

## COURSE INFORMATION:

### COURSE DESCRIPTION:

This course introduces the college's physical, academic, and social environment and promotes the personal development essential for success. Topics include campus facilities and resources; policies, procedures, and programs; study skills; and life management issues such as health, self-esteem, motivation, goal-setting, diversity, and communication. Upon completion, students should be able to function effectively within the college environment to meet their educational objectives.

### TEXT AND OTHER MATERIALS:

- Baldwin, Amy. The Community College Experience, 4th ed. New York: Pearson, 2016 (ISBN 978-0-321-98015-1).
- SCC Catalog (paper or [online](#))
- SCC Student Handbook (paper or [online](#)).

The Course requires some assignments to be submitted using MS Word or another Word Processor. SCC Students can receive a copy of Microsoft Office 365, free of Charge, if you do not have a Word Processor Available.

- [Microsoft 365 - Download information for SCC students](#) Technical Support: [Contact The SCC IT Department](#)

### COURSE LEARNING OBJECTIVES:

1. Write and explain their five-year career plans.
2. Describe terminology common to college life and learning
3. Design and explain their short term and long term academic plans.
4. Create an effective advising plan for the current year listing selected classes and potential work and life commitments that may impact your success.
5. Identify and explain key academic policies that support student success and progress from first registration through commencement.
6. Demonstrate use of at least four academic/student support resources.
7. Show evidence of applying at least two academic success skills such as note taking, test taking, writing papers, researching academic topics, and preparing presentations.
8. Describe why managing time, finances, stress, and personal/professional interactions may prove challenging during your college career.

### GRADING:

#### DISTRIBUTION OF POINTS

Course Welcome Module: 25 pts - Total of 25 Points (This activity must be accomplished to be enrolled in the course!)

Discussion Boards: (3) 25 pts each - Total of 75 points

Short Answer Assignment - (1) 25 pts each - Total of 25 Points

Written Assignments / Projects: (6) 50-100 pts. Each – Total of 425 Points

Total points available: 550

#### GRADING SCALE

A 90-100% - 495-550 total points

B 80-89% - 440-494 total points

C 70-79% - 385-440 total points

D 60-69% - 330 - 384 total points

F below 60% - Less than 330 total points

## GENERAL INFORMATION AND IMPORTANT DATES:

#### WITHDRAWAL DATE AND PROCEDURE:

The last date to withdraw for the Summer 2---- Semester: Tuesday, July 3, 2---. Further information can be found here:

<https://www.southwesterncc.edu/registrar/withdrawal-procedures>

Students can complete the Withdraw From An Online Class form here: <https://www.southwesterncc.edu/request-drop-withdraw-distance-learning-courses>

Classes in which a student has been administratively withdrawn will reflect a grade of “AW” on the student’s transcript. “AW” indicates that a student was administratively withdrawn from a course due to non-attendance which would have resulted in a failing grade. A grade of “AW” will not influence the quality point ratio for the semester.

#### ACADEMIC INTEGRITY

Any and all forms of cheating will result in the student receiving an “F” for the course. There may be additional consequences as any cheating offense will be reported to the Dean of Career Arts and Sciences, Barbara Putman. For additional information, refer to the Student Catalog’s Academic Dishonesty section.

#### ATTENDANCE POLICY

In an online course (just like in a face to face class) you must participate on a consistent basis to succeed. To ensure that you are able to do so, this course has been designed with an assignment or discussion board due each week. You are expected to turn in each assignment on time. Although late work is discouraged, life happens. If you are unable to complete an assignment on time, you must let your instructor know at least 24 hours prior to the due date of the assignment. Be aware that technical difficulties are not an acceptable exception to this rule. If you hit a technical problem submitting an assignment, be sure to submit [a request for support to the helpdesk](#). *If you miss two or more consecutive assignments in this class you will be withdrawn from this class by the instructor.*

#### MOODLE COMMUNICATION AND RESPONSE TIMES

- You can access your course directly from <http://ecampus.southwesterncc.edu>, or through the link provided on the mySCC site.
- Support and tutorials can be located at: <https://www.southwesterncc.edu/e-learning>
- Questions? Please submit a [Help Ticket to SCC E-Learning](#)

Be sure to check the course at least three times a week for announcements and upcoming assignments. If I have a question that is for an individual student (rather than the entire class, I will send those via e-mail, so please check your email often as well.

Questions about course content or assignments should be posted in the ask questions here forum. No question is too small, and by posting them here, all can learn from the responses. All questions will receive a response within 24-48 hours (weekends may extend longer). If your question is personal in nature (i.e. does to pertain to the entire class), you can also email me directly and expect a similar response time.

All assignments will be due at the end of the day on the due date included in the course schedule. I will do my best to provide feedback including grades via Blackboard within 7 days.

#### SCC GMAIL

Students are highly encouraged to check their SCC Gmail frequently as important announcements from SCC and critical communication from instructors will be conveyed via your SCC Gmail account. I will communicate with you exclusively through your SCC account, so be sure you can access that account as soon as possible – the IT helpdesk is happy to assist.

#### LEARNING ASSISTANCE CENTER

Free, skills-based, drop-in assistance for all subjects is provided in the Jackson and Macon LACs. Click on the appropriate schedule near the bottom of the following Web page:

<https://www.southwesterncc.edu/learning-assistance/lac>

Students are given 240 minutes of free online tutoring each semester and summer session. They need only click on the “Tutoring” button after accessing any Blackboard course. For more information, contact Learning Assistance Coordinator -----: 828.339.-----; [tknott@southwesterncc.edu](mailto:tknott@southwesterncc.edu)

#### STUDENT SUPPORT SERVICES

Student Support Services can work with students to address a variety of educational needs including getting a tutor (for free!). For more information, visit them on the first floor of OAKS HALL or the SCC website:

<http://southwesterncc.edu/student-support-services>

#### ACCOMMODATIONS FOR STUDENTS WITH DISABILITIES

Southwestern Community College is committed to providing equal access to educational opportunities for students with documented disabilities (physical or mental impairments that substantially limit one or more major life activity). Students needing reasonable accommodations must identify themselves as having a disability and provide current diagnostic documentation to the Student Disability Services Office. Contact -----, Student Disability Services Coordinator (Oaks Hall G-15, 828.339.-----, -----@southwesterncc.edu).