

ACADEMIC SERVICES

ACADEMIC COUNSELING SERVICES

Academic counseling is an ongoing educational process that connects the student to the College. Academic counseling assists in preparing the student for learning beyond the confines of the classroom. Academic counselors represent and interpret policies and procedures to the student and help the student navigate the academic and organizational paths of the institution.

The counselor is an advocate who is interested in the student's development and overall academic success. Academic Counselors engage students while building rapport to successfully fulfill major requirements. Counselors work diligently to assure that students receive not only academic guidance but assistance in resources that may have an impact towards their successful completion.

Counselors provide both campus and online. Additional services provided to the students include the following:

- Provides advice and assistance to students regarding academic matters.
- Helps students develop a course schedule that will allow them to meet degree requirements.
- Connects students with disability services so they can get the accommodations they need.
- Informs students of the requirements for graduation and the prerequisites for various programs.
- Assists students who are preparing to apply to four-year institutions/employment.
- Encourages intellectual connections across disciplines.
- Helps set goals and strategies to achieve them during and after college.

DICKERSON-JOHNSON LIBRARY

The Dickerson-Johnson Library and Learning Resource Center includes the general reference and circulation collections, Black Heritage Collections, Media Center and Computer Lab. The library occupies the second and third floors of the building.

The library is designed to facilitate student research and study with open stacks and continuously available assistance from library staff. It offers a wide variety of materials including over 45,000 bound volumes, nearly 400 periodicals in several formats including full-text CD-ROM databases, over 2,000 microfilms, as well as current issues of more than 125 magazines, journals and newspapers. Services provided include a microfilm reader/printer, photocopier, typewriters, typing rooms, a large group conference room which also serves as a viewing room, and a Media Center which houses a collection of books, audio-visual materials and equipment.

With the rapid technological advances in the area of information storage, retrieval and delivery, it is possible to expand access to a world of information beyond the library walls. The library has the capability of providing comprehensive searches of the literature to promote and enhance quantitative and qualitative research endeavors. Faculty, staff and students can access electronic databases to which

the library subscribes as well as those provided through Mississippi's statewide consortium funded by the Mississippi Legislature, **Mississippi Alliance for Gaining New Opportunities through Library Information Access (MAGNOLIA)**, and **Mississippi Electronic Libraries On-Line (MELO)**. The online catalog provides access to the collection and can be accessed at www.coahomacc.edu/library or <http://cocc.sirsi.net>.

EDUCATIONAL OUTREACH

Educational Outreach is the department by which the college enriches, expands, and extends its primary mission of teaching and service. The overall purpose of Educational Outreach is to extend the educational resources of the college to individuals, special interest groups, and target audiences not reached by traditional programs.

To accomplish this, the Department of Educational Outreach:

- Offers traditional, degree oriented classes electronically and at convenient locations, places and or times.
- Awards continuing education units (CEUs) for short term non-credit courses.
- Help individuals recognize the importance of education as a means of fulfilling personal needs and attaining goals throughout a lifetime of learning.
- Provides appropriate educational resources and guidance and assists as many individuals as possible in registering for learning experiences.
- Coordinates the various resources and services of the college to stimulate learning in socially deprived areas of the community.
- Promotes continuing education, community development and community involvement at every level of living through the college's service area.
- Plan, evaluate, and assess the educational services provided through our e-Learning, dual enrollment and evening programs.

Educational Outreach is comprised of e-Learning, dual enrollment and evening classes which are located on the main campus and at our off-campus sites. Additionally, this department also provides continuing education units and testing services.

E-LEARNING EDUCATIONAL PROGRAMS

E-Learning is defined as a formal educational process in which the majority of the instruction occurs when student and instructor are separated by time and/or location.

The purpose of the e-Learning Program at Coahoma Community College is to provide quality services and instruction through electronic technologies that enable students to attain their educational goals and to acquire and support appropriate emerging technologies for curricular, instructional and administrative enhancement consistent with our strategic initiative. The program will extend the offerings of Coahoma Community College to the community and beyond through e-Learning.

Coahoma is an active participant in the Mississippi Virtual Community College (MSVCC). The MSVCC is a cooperative of Mississippi's 15 community college districts and the Mississippi Community College Board (MCCB) 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. Students admitted to Coahoma Community College may register in any of the courses that Coahoma hosts (internet-based courses taught by other consortium members). Certain restrictions for hosted courses consist of the course being listed in the course descriptions section of the Coahoma catalog and it, as well as the instructor, must be approved according to the Faculty Credential Guidelines as set by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) by the Instructional Deans.

The operations for the MSVCC are monitored by the MCCB and participants in the Mississippi Virtual Community College Consortium are bound by the Uniform Course Numbering System, the Procedures Manual of the Mississippi Community College Boards Policies, and the Mississippi Virtual Community College Consortium Policies and Procedures Manual, to ensure quality and consistency of courses offered. Online courses carry the same amount and level of credit awarded as traditional courses taught on the main campus or at off-campus sites.

The Memorandum of Agreement is evaluated annually by those community colleges participating in the MSVCC. As part of this agreement, each of the participating community colleges adheres to the established policies of the MSVCC but also retains control of the institution's curriculum.

In order to take an e-Learning (online class), students must first be accepted for admission to Coahoma Community College. The admission procedure for an e-Learning course is the same as for day and night courses. No registration for e-Learning classes will be processed until the student has been cleared for admission to the college. Students may register only for those classes that have been approved and that are listed in the current CCC catalog. The student must also go through verification of identity to ensure that the student enrolled in the course is also the student completing the coursework.

DUAL ENROLLMENT

What is High Achievers Dual Enrollment Scholars Program?

The CCC High Achievers Dual Enrollment Scholars Program is a program that allows high school students to earn college credit toward a postsecondary diploma at a Mississippi public institution while simultaneously enrolled in high school. Dual enrollment students may accumulate a maximum of fifteen (15)*hours throughout the program. However, only those students who complete the maximum fifteen (15) hours will be recognized at CCC High Achievers Dual Enrollment Scholars. While students may earn college credit for a course while still a high school student, it is the individual high school's prerogative regarding awarding high school credit for the college course.

What is a CCC High Achievers dual enrolled student?

A CCC High Achievers dual enrolled student is a student who is enrolled at Coahoma Community College while enrolled in a local high school. The student will receive postsecondary credit for coursework.

What is a CCC High Achievers dual credit student?

A CCC High Achievers dual credit student is a student who is enrolled at Coahoma Community College while enrolled in a local high school. The student will receive both high school and postsecondary credit for coursework regardless of the course location (high school, hybrid, or official campus site). One three-hour postsecondary course is equal to one high school Carnegie unit. **The college does not regulate dual credit students. Students should contact the prospective person at their school concerning dual credit.**

Eligibility Requirements and Placement Procedures for DE/DC

Academic Eligibility

1. To be eligible for the High Achievers Academy Dual Enrollment Program, a high school student must meet the following criteria:
 - a. Have earned 14 Core Carnegie Units as listed as defined in Appendix B of the Mississippi Public School Accountability Standards.
 - b. Have a minimum high school GPA of 3.0.
 - c. Obtain an unconditional written recommendation from his/her high school counselor or principal.

OR

- a. Have a minimum composite ACT score of 30 or the equivalent SAT score
- b. Have a minimum high school GPA of 3.0.
- c. Obtain an unconditional written recommendation from his/her high school counselor or principal.

Career and Technical Education Eligibility

2. To be eligible for the High Achievers Dual Enrollment Scholars Program, a high school student must meet the following criteria:
 - a. Have Junior or Senior classification
 - b. Have a minimum high school GPA of 2.0.
 - c. Obtain an unconditional written recommendation from his/her high school administrator/counselor or CTE instructor.

Placement Procedures

3. Certain college-level courses require certain placement scores (ACT) for enrollment. While placement procedures may differ based on the program of study, dual enrollment participants are subjected to the same placement requirements as dual-credit and traditional college students. The following placement scores are required for college-level English and Mathematics:
 - a. To enroll in English Composition I, a 17 or above is required on the English sub-test of the ACT.
 - b. To enroll in College Algebra, a 19 or above is required on the Mathematics sub-test of the ACT.

EVENING CLASSES

The Educational Outreach Department extends educational services across five Mississippi counties. We provide college courses in Tunica, Coahoma, Quitman, Tallahatchie, and Bolivar Counties. We work hard to make sure our students at all off-campus sites receive the same high quality college education as our day students by providing them with excellence in teaching and student support services. Classes are offered Monday thru Thursday during the hours of 5 pm – 10 pm and occasionally on Saturdays.

CONTINUING EDUCATION UNITS (CEU)

The Continuing Education Unit (CEU) is a universally recognized standard unit of non-credit learning which allows individuals to gain recognition for efforts to update and broaden their knowledge and skills. The CEU is most helpful in professions where Continuing Education is mandated.

Coahoma Community College awards CEU's through the Educational Outreach Department for seminars, workshops and courses and conferences that businesses and professional organizations develop and host. For each hour of the course, a participant is awarded .1 CEUs. A ten-hour course would be worth 1 CEU credit.

TESTING SERVICES

HSE/ACCUPLACER/ACT AND ONLINE TESTING SERVICES

The HSE/ACCUPLACER and E-Learning Testing Center is located in Curry Hall Building Room 6. This office offers HSE Testing Services to students within the five counties of Bolivar, Coahoma, Quitman, Sunflower and Tunica Counties. The Pearson VUE GED Tests and High School Equivalency Tests (HiSET) are administered to those persons who desire to earn a high school equivalency diploma if they were unable to complete their high school education. The ACCUPLACER Test is a Computer Adaptive Placement Assessment and Support instrument that was developed by the College Board to help postsecondary institutions place students into appropriate course levels. This office also provides Online Testing Services to students who take part in the Mississippi Virtual Community College to help meet their diverse needs from many of the online courses offered throughout the fifteen accredited junior/community colleges.

Requirements for HSE Testing

1. The applicant must not be enrolled in K-12 school.
2. The applicant must be 18 years of age or older.
3. The applicant must not be a compulsory-school-age child. A "compulsory school-age child" means a child who has not attained the age of (17) years on or before September 1 of the calendar year.
4. The applicant must show an official statement from the last school attended giving date the applicant officially withdrew from school or regular high school class graduated.
5. The applicant must set up a HSE account with PearsonVUE online at myGED.com or HiSET.ets.org/test-takers in order to take the HSE computer based tests.
6. The applicant must present a valid government-issued photo ID on test day at the test center. A valid Photo Identification includes (driver's license, state issued ID, military, or passport).

Requirements for ACCUPLACER Testing

1. The ACCUPLACER test is required for students under the age of twenty-one (21) who have not taken the ACT test. Even if a student has taken the ACT Residual for admission to Coahoma Community College, the student must take the ACCUPLACER test before registering for classes.
2. Students who have taken the ACT and submitted their scores to the Office of Admissions and Records may elect to take the ACCUPLACER test in order to challenge placement in a Math, Reading, or English course.
3. Students over the age of twenty-one (21), who have not taken the ACT, are **strongly encouraged** to take the full battery of the ACCUPLACER test **BEFORE** registering for college-level courses. If a student

enrolls in a college-level course and does not have the skills needed to succeed in that course, the student will be referred for further testing, advising, and placement including taking the ACCUPLACER test.

Requirements for E-Learning Testing

1. Students must be enrolled in an e-Learning course with a Canvas account through the Academic Affairs Educational Outreach Office.
2. Students must be able to use a desktop or laptop computer, printer, software, and Internet.
3. Students must have an email address that you check.
4. Students must schedule an appointment within 48 hours in advance through SmarterProctoring located in their online class.
5. Students must show a valid photo Identification (driver's license, state/school ID, military or passport) on the day of testing.
6. Students who are taking online classes through another MSVCC Consortium institution must schedule and reserve a seat for their proctored exam through the CCC Proctoring inside ofCanvas.
7. Students who are taking online classes outside of the MSVCC consortium must contact the Testing Services Coordinator by phone or e-mail to reserve a seat for proctored testing.
8. There are no associated fees for scheduling and taking a proctored exam.

Requirements for ACT Residual Testing

1. Students must show a valid picture ID (driver's license, state/school ID, military or passport) on the day of testing.
2. Students may not take the Residual ACT test twice within 60 days.
3. Students can only use ACT Residual scores at current school for enrollment or specific program of study.

VETERAN SERVICES

Coahoma Community College is an approved institution for providing educational training for veterans, spouses, or dependents of veterans. The Assistant Director of Admissions and Records serves as the Veteran Coordinator and offers assistance in handling matters pertaining to veterans at the college. All academic, technical, and vocational programs are open to veterans or eligible persons. The accounts and permanent records of veterans and eligible persons are identifiable and available for examination by duly authorized persons including representatives of the Veterans Administration.

VETERANS ACADEMIC PROBATION AND SUSPENSION POLICIES

Students are responsible for knowing their own standing in reference to the published academic regulations, policies and standards of the college.

Probation is a means of informing a student that his/her academic record is unsatisfactory while there is still time to remedy the situation.

Any veteran student who fails to maintain a 1.5 grade point average (GPA) during any semester of attendance at Coahoma Community College will be placed on temporary academic probation. During the following semester of attendance, the student must achieve a GPA of 1.5 or be placed on academic probation. Veteran students on probation will be provided counseling upon request.

At the end of the next semester enrolled, a veteran student is removed from academic probation if he/she achieves a GPA of 2.0. Veteran students failing to achieve the mandatory 2.0 will be suspended for one semester and will be required to obtain special permission from the appropriate instructional dean in order to remain in school.

A veteran student on academic probation who attends summer school and earns an average of 2.0 in a minimum of six semester hours during any one session will be re-classified as in good academic standing.

After completing four semesters of work, the student must have and maintain a 2.0 GPA. Students failing to achieve and maintain this average will be suspended from the college and will be re-admitted only at the discretion of the appropriate instructional dean.

If a veteran student is approved for re-admission after serving one semester of academic suspension, he/she will be readmitted on academic probation. His/her load will be a maximum of (14) semester hours for the first regular semester of attendance following the suspension.

ATTENDANCE FOR VETERANS

A record of student attendance is maintained by each instructor and all absences are recorded to determine the last date of attendance. Attendance requirements for veterans or eligible persons are the same as for regular students. (See section on *Class Attendance*).

CHANGE IN ENROLLMENT STATUS FOR VETERANS

Students receiving veterans' benefits may not drop any course or stop attending any class without prior approval of the Coordinator of Veterans Affairs (Registrar/Director of Admissions and Records) and without executing formal drop/withdrawal procedures as outlined in the College Catalog. Students who fail to comply with this regulation will be liable for repayment of any resulting overpayments.

EDUCATION AND TRAINING RECORDS FOR VETERANS

Documented evidence of all previous education and training must be provided and filed in the student's permanent record. Proper credit will be given and submitted to the Veterans Administration. The American Council on Education handbook, *Guide to the Evaluation of Education Experiences in the Armed Services*, is used for evaluating military credit where possible.

PROGRESS RECORDS FOR VETERANS

A permanent record is maintained to show academic progress. This record shows a final grade in each course for each semester, a record of withdrawal from any course, and/or record of reenrollment in any course from which there was a withdrawal.

REPORTS TO VETERANS ADMINISTRATION

Any change in status from the last certification will be reported promptly to the Veterans Administration. Reports of unsatisfactory progress, drops, withdrawals, and unscheduled interruptions will be made within the month of occurrence or immediately thereafter. In case of unsatisfactory progress, the veteran or eligible person will not be certified for further enrollment prior to approval by the Veterans Administration.