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Student Services

To fulfill its commitment to meet the needs of its diverse student body and to enrich the lives of its students, GSCC provides a broad array of both student services and academic support services. For more information, students may contact the Dean of Enrollment and Retention Office located in 325 Joe Ford Center, East Broad Campus, telephone 256.549.8230.

ACE Institute

The Advanced College Enrollment Institute is Gadsden State's dual enrollment program. Dual Enrollment for Dual Credit permits eligible high school students to enroll in college courses concurrently with high school classes, either at one of Gadsden State's campuses or at the student's high school, earning college and high school credit simultaneously. Eligible students may enroll in the ACE Institute during the Summer, Fall or Spring semesters. ACE Institute students may enroll in any Gadsden State course deemed acceptable by the student's high school, including both general education courses and career technical courses. Certain college courses have prerequisite requirements and/or placement requirements. All credit for coursework completed under these provisions is held in escrow until the student provides proof of high school graduation (final high school transcripts).

ACE Institute students are responsible for the cost of all tuition, fees, books, materials/supplies. Students interested in certain career technical programs, identified as high-wage, high-demand, may qualify for the ACE Institute Scholarship. The ACE Institute Scholarship is funded by the Career Technical Dual Enrollment Grant through the Alabama Community College System and covers tuition. Students are responsible for fees, books, materials/supplies. See a current list of scholarship-eligible programs at www.gadsdenstate.edu/dualenrollment. For more information email dualenrollment@gadsdenstate.edu or phone 256-439-6861.

Advising Center

The Advising Center assists students with the academic and personal challenges they often face. Advisors are prepared to assist students with each step of the academic process, including applying for admissions, testing, advising, preparing class schedules, conducting research on various career opportunities, as well as assisting with other services that promote student success. The Advising Center staff may assist students through referrals to outside agencies for students with personal needs. Advising services are located at the McClellan Center, in the One Stop Center on the East Broad Campus, in the Administration Building on the Ayers Campus, and at Cherokee. Students may telephone 256.549.8307 or email counseling@gadsdenstate.edu for additional information.

Alabama Articulation Program (STARS)

Because GSCC is in partnership with the Statewide Articulation and General Studies Agreement, students are assured that credit earned for Gadsden State courses identified as part of the core curriculum will transfer to any Alabama two- or four-year public institution of higher education.

The Alabama Articulation Program (also called STARS for **S**tatewide **T**ransfer and **A**rticulation **R**eporting **S**ystem) is Alabama's web-accessible articulation and transfer planning database, which has been designed to inform students who attend Alabama community colleges about degree requirements, course equivalents, and other transfer information pertaining to specific majors at each state-funded four-year institution. As the information link between Alabama's public two-year and four-year institutions, STARS efficiently and effectively provides students, counselors, and educators with accurate information upon which transfer decisions can be made. The STARS system, if used properly, can prevent the loss of course credit hours, provide direction for the scheduling of coursework, and ease the student's transition from one institution to another.

This information is available to the public via the Internet. A variety of information, including an AGSC-approved transfer guide, may be obtained from the STARS website: <http://stars.troy.edu>.

Arledge Center for Adult Learners

The Arledge Center for Adult Learners assists adult students who are attending college for the first time or who are returning to college after an extended absence. Named in honor of Jo Ann Arledge – a Gadsden State alumna who dedicated her professional life to adult students – the Center provides advising and counseling services, tutorial services, assistance in career planning, study skills development, and peer networking. Open to both prospective and currently enrolled adult students, the Center is staffed and equipped to meet the unique needs of adult learners.

The Arledge Center promotes the standing goals of guiding learners to explore educational and career opportunities through academic and technical training. The Center offers support and motivation to individuals as they strive to reach their academic and personal goals. The Arledge Center is located in Brown Hall on the East Broad Street

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Campus. Those interested in the services provided by the Arledge Center may telephone 256.549.8462 for additional information.

Bookstore

A bookstore, operated by Barnes & Noble Booksellers, LLC, is located in the Inzer Student Center on the Wallace Drive Campus. Students can purchase books new or used, rent textbooks, or purchase an e-book. The bookstore also offers supplies, phone cards, Gadsden State clothing, and gifts. Normal business hours are 7:30 a.m. until 5:00 p.m. Monday and Tuesday; 7:30 a.m. until 4:00 p.m. Wednesday and Thursday; and 7:30 a.m. until 11:30 a.m. Friday. The bookstore maintains extended hours each semester during both the registration period and the first week of classes. Bookstore facilities are also provided at the McClellan Center and the Ayers Campus for limited hours. The bookstore provides services to students attending Gadsden State classes at Gadsden State Cherokee. Students may telephone 256.546.3334 (Wallace Drive Campus), 256.820.3414 (McClellan Center), 256.835.2707 (Ayers Campus). See the following link: <https://www.gadsdenstate.edu/bookstore>. The bookstore refund policies are as follows:

Textbooks

- **A full refund will be given in the original form of payment if textbooks are returned during the first week of classes with original receipt.**
- With proof of a schedule change and original receipt, a full refund will be given in the original form of payment during the first 30 days of classes.
- No refunds on unwrapped loose leaf books or activated eBooks.
- Textbooks must be in original condition.
- No refunds or exchanges without original receipt.

General Reading Books, Software, Audio, Video and Small Electronics

- **A full refund will be given in the original form of payment if merchandise is returned with 14 days of purchase with original receipt.**
- Opened software, audio books, DVDs, CDs, music, and small electronics may not be returned. They can be exchanged for the same item if defective.
- Merchandise must be in original condition.
- No refunds or exchanges without original receipt.
- Merchandise must be in original condition.

All Other Merchandise

- **A full refund will be given in the original form of payment with original receipt.**
- Without a receipt, a store credit will be issued at the current selling price.
- Cash back on merchandise credits or gift cards will not exceed \$1.
- No refunds on gift cards, prepaid cards, phone cards, newspapers, or magazines.
- Merchandise must be in original condition.

Returns and Exchange Process by Mail

Textbook returns must be postmarked during the first week of classes. Returns or exchanges should include a completed Return/Exchange Form and proof of schedule change, if applicable. The Return/Exchange Form is included as part of the original shipment. Students who do not have the Return/Exchange Form should submit the following information with a return/exchange:

- Name
- Address
- E-mail address
- Phone number and
- Order number (if available)

Send returns/exchanges to the store. Send returns/exchanges via prepaid shipping. The bookstore will not accept returns/exchanges via COD. Neither Barnes and Noble nor the college is responsible for lost return/exchange packages. Therefore, it is highly recommend that any mailed returns/exchanges be insured. The credit for the return will be applied to the form of payment used to make the purchase. Allow up to two credit card billing cycles for the credit to appear on student account statements.

Returns and Exchanges in your Campus Bookstore

Barnes and Noble will gladly accept returns/exchanges for online textbook purchases at the bookstore. Make sure the customer invoice/receipt is included when returning or exchanging textbooks. Returns and exchanges made in the on-campus bookstore must adhere to the same timeframes as returns or exchanges processed through the mail.

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Fair Pricing Policy

Barnes & Noble College Booksellers comply with local weights and measures requirements. If the price on your receipt is above the advertised or posted price, please alert a bookseller and we will gladly refund the difference.

Cafeteria

The GSCC Cafeteria, operated by Sodexo Campus Services, is located on the lower level of the Inzer Student Center on the Wallace Drive Campus. This facility offers "hot-line" meals for breakfast, lunch, and dinner, with a complete salad bar, a dessert bar, and a beverage station. In addition, it has a grill and deli sandwich area, which is open for lunch and dinner and features hamburgers, fries, pizza (by the slice), and an assortment of cold sandwiches.

Meal tickets can be purchased at the Wallace Drive Cafeteria. Students, faculty, staff, and the general public are welcome to dine or take out. The cafeteria serving periods are Monday through Friday as follows:

Monday – Friday	Breakfast	7:00 a.m. – 9:00 a.m.
Monday – Friday	Lunch	11:00 a.m. – 1:00 p.m.
Monday – Thursday	Grill Only	1:00 p.m. – 1:30 p.m.
Monday – Thursday	Dinner	5:00 p.m. – 6:30 p.m.

The cafeteria is closed for dinner on Friday nights. The cafeteria may be contacted at 256.549.8388 or website: <https://gscs.sodexomyway.com/>

Career Services

Gadsden State graduates and current Gadsden State students seeking full-time, part-time, or cooperative education employment opportunities should visit the Career Services Office, located in the One Stop Center on the East Broad Campus. The staff is prepared to assist students with composing and evaluating résumés; creating letters for job applications; exploring career and work possibilities; developing interviewing skills; and networking with employers through campus interviews, job listings, direct application, and information technology. Computers are available in the Career Services/Advising Office resource room for graduates and students to create résumés and cover letters and to research potential employment opportunities. In addition, information on the latest job postings and internships is available on the electronic job board at the career services homepage:

http://www.gadsdenstate.edu/career_services/home. A variety of information, including career resource materials and on-line career software, is also available to aid in career development. For more information, students may contact the Career Services Office at 256.549.8605, or email careerservices@gadsdenstate.edu.

Disability Services

Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act (ADA) prohibit discrimination against any qualified person regardless of his/her disability. The College strives to create a welcoming environment and will work in good faith to meet the needs of all populations. Reasonable and appropriate accommodations for qualified disabled students, applicants, employees, and visitors will be met unless to do so would present an undue hardship to the College or lower the academic standards of GSCC. Persons requesting accommodations should contact the ADA Coordinator, Ms. Pam Clough, 256-549-8462, pclough@gadsdenstate.edu.

Persons with hearing impairments can telephone 1.800.548.2547, the Alabama Relay Center (Voice) number, and 1.800.548.2546, the Alabama Relay Center (TDD) number.

Enrollment Services

The Enrollment Services program places community college admissions counselors in area high schools to provide awareness of the collegiate educational opportunities available locally. Opportunities range from two-year degrees that prepare individuals for immediate gainful employment to general education coursework that prepares students for university transfer to complete a four-year degree. High school presentation topics include: career exploration, college planning, dual enrollment, and financial aid. In addition to high school visits, Admissions Counselors host special events on all campuses including: college tours, preview days, summer programs and orientation events. Admissions Counselors also work closely with high school guidance counselors to provide individual advisement to students regarding college and career choices, admissions procedures, dual enrollment, financial aid, scholarships, and articulation. The goal of the Enrollment Services program is to help ease the student's transition from high school to college and career, while increasing the rate of completion and success, and investing in the future workforce. For more information, contact the Enrollment Services Office at 256.439.6861 or email lswann@gadsdenstate.edu.

First Aid

GSCC has first-aid kits available in all shops in case of an accident or illness that requires immediate attention. A member of the faculty or staff will call 911 if a dangerous situation arises. Gadsden State does not assume any

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financial responsibility for expenses that may be incurred should off-campus medical aid be necessary, nor is the College responsible for providing transportation to receive medical attention.

Fowler Residence Hall

GSCC offers students the opportunity to live on the Wallace Drive Campus in Lewis W. Fowler Hall. This on-campus facility is convenient to classes and adjacent to recreation areas. Fowler Hall features semi-private suites with dormitory size refrigerators, baths, as well as study areas, lounges, game room, laundry room, snack and drink vending machines, and in-room controlled heating and air conditioning, and Wi-Fi connection. Rooming is limited. Students are encouraged to apply for housing early. For information about living in the residence hall, students may contact the Residence Hall Director's office at 256.439.6868 or the front desk of Fowler Hall at 256.549.8369.

GED Testing Center

Gadsden State conducts GED testing for Gadsden/Anniston and the surrounding areas. Individuals seeking information may contact the GED Testing Center at 256-439-6819 or 256-832-1217. **All registration and scheduling for the GED test must be completed at www.GED.com or at 1-877-392-6433.** The GED test is a computer-based test consisting of four modules: Mathematics, Language Arts (Reading and Writing), Science, and Social Studies. To be eligible to take the GED test, an individual must **(1)** not be enrolled in a secondary school, **(2)** be 18 years of age or older (or if 16 or 17 years of age, officially withdrawn from public or private school), and **(3)** have proof of official withdrawal from high school - Exit Interview -or- Certificate of Exemption, and a notarized letter from a parent or guardian giving permission for his/her child to take the GED test).

Resource Center

Located in the One Stop Center on the East Broad Campus, the Advising Center is open to Gadsden State students, as well as to the public. The center provides a wealth of information for persons seeking guidance about careers, majors, colleges, and scholarships. The resource center includes on-line career development software, 4-year college/university catalogs, study skills information, and employment preparation materials. Also available are resource materials on selecting and gaining admission to appropriate business, medical, dental, or law schools and resources on effective preparation for such tests as the MCAT, LSAT, GMAT, TOEFL, and CLEP. Computers are available for on-line research related to careers and transfer colleges.

Student Support Services Program

The Student Support Services (SSS) Program at GSCC is designed to increase the retention and graduation rates of eligible students, to facilitate their transfer to other institutions, and to foster an institutional climate supportive of the success of low-income students, first-generation students, and students with disabilities who are enrolled or accepted for enrollment in Gadsden State programs. The SSS Program consists of the following components: Academic Tutoring, Academic Counseling, Transfer Advisement, Career Advisement, Cultural Events, Mentoring Services, Enrichment Seminars, Financial Literacy Seminars, Study Skills Seminars, Disability Services, Computer Literacy and Computer Labs. In order to participate in the SSS program, which serves 600 Gadsden State students, the student must apply to be in the program and must be accepted under the applicable eligibility criteria.

For more information about the eligibility criteria, the application procedure, and the types of services and accommodations available, students should contact Student Support Services, 213 Inzer Student Center, Wallace Drive Campus, telephone 256.549.8208; or Ayers Campus, telephone 256.835.5465. ***Student Support Services, one of the College's TRIO programs, is totally funded by the U.S. Department of Education.***

Testing Services

Most non-academic testing services at Gadsden State are coordinated by the Testing Center, located in the One Stop Center on the East Broad Campus. The staff administers various tests, including ACCUPLACER (placement test), the ACT National Assessment, CLEP examinations, and ASE certification testing. Occasionally, members of the staff proctor other tests and examinations when requested to do so by Gadsden State instructors, by other educational agencies or by members of the community.

Placement Testing

Each institution in the Alabama Community College System must require all entering students who enroll in associate degree or certificate programs and those who enroll for more than seven credit hours or fourteen weekly contact hours, be assessed using a comprehensive assessment instrument. As mandated by Alabama Community College System, the assessment instrument will be ACCUPLACER. The purpose of the placement test is to determine the math and English course level in which the student is eligible to enroll. Test results can be challenged and the student can retest once for a fee of \$10.00. Test results are valid for a period of three years. For further information, students should contact one of the following test centers: Gadsden, telephone 256.549.8497; Ayers, telephone 256.832.1241; McClellan, telephone 256.238.9348; and Gadsden State Cherokee, telephone 256.927.1800.

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For information on placement testing, students should review the Testing Services page contained in the Gadsden State Community College website https://www.gadsdenstate.edu/testing_services/home.

The following students are exempt from the assessment requirement:

1. Those who have acceptable ACT or SAT scores:

ACT and SAT Exemptions				
	ACT	SAT (prior to 2016)	New SAT (Section Score)	New SAT (Test Scores)
English/Writing	≥ 18 (English)	≥ 440 (Writing)	≥ 510 (Evidence Based Reading and Writing)	≥ 25 (Writing and Language)
Reading	≥ 20	≥ 480	≥ 510 (Evidence Based Reading and Writing)	≥ 26
Math	≥ 20	≥ 480	≥ 510	≥ 25.5

Any student scoring at or above the established ACT or SAT scores for either English/Writing, Reading or Math within three years of enrollment is exempt from the subject specific placement assessment. Test cut scores are subject to change. For the most current information go to: https://www.gadsdenstate.edu/testing_services/home Or contact the Testing Center at: Gadsden, telephone 256.549.8497; Ayers, telephone 256.832.1241; McClellan, telephone 256.238.9348; and Gadsden State Cherokee, telephone 256.927.1800.

2. Those who have an associate degree or higher
3. Those who transfer degree-creditable, college-level English or mathematics courses in which they earned a grade of "C" or better
4. Those enrolling for personal enrichment purposes only
5. Those enrolling in short certificate programs having no English, reading or mathematics requirements
6. Those who have completed required developmental coursework at another Alabama Community College System institution within the last three years
7. Those enrolling to audit a course
8. Those who can provide documentation of assessment by the placement test within the last three years
9. Those who are transient students

Some persons may delay taking the placement test until or unless they plan to enroll in an English or a mathematics course. These persons include the following:

1. Senior citizens
2. Anyone not seeking a degree or a certificate but taking courses for vocational reasons only
3. Those in certain short certificate programs having no English or mathematics requirements
4. Transient students

Test of English as a Foreign Language (TOEFL)

The College provides another testing service specifically for international students and students who graduated from high school in a non-English-speaking country. Unless the student has graduated from an accredited high school in the United States or from an accredited American high school overseas, or unless the applicant is from a country where English is the native language or from a country which is exempt from an English proficiency test requirement, the applicant must present an acceptable score on the Test of English as a Foreign Language (TOEFL) or another accepted English proficiency test. (Student should see "Admission of Non-Native English Speakers.") If the student is enrolled in the Alabama Language Institute (ALI), he/she will also need to take the TOEFL or another accepted English proficiency test and make an acceptable score or to complete one semester in ALI at the highest level (Student should refer to Exception #3.) to move to the regular Gadsden State curriculum. (The "Admissions Policies and Procedures" and "Alabama Language Institute" sections of this catalog provide additional information.) GSCC offers the institutional TOEFL, which is given three times every year, at the close of each semester and the final summer term. Any student interested in taking the institutional TOEFL or wanting more information about this test should visit the International Programs Office (106 Naylor Hall, Wallace Drive Campus) or telephone 256.549.8438. In addition, Gadsden State is a testing center for the IBT (Internet-Based TOEFL). Other than the College, the nearest International TOEFL (IBT) testing centers are located in Birmingham, Alabama; Tuscaloosa, Alabama; Decatur, Alabama; and Atlanta, Georgia. Students must make an appointment to take the IBT by visiting the website www.ets.org/toefl. Appointments cannot be made through Gadsden State.

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Title III Program

The Strengthening Historically Black Colleges and Universities (HBCU) Title III Program mission is to enhance the academic programs, fiscal management, and physical resources of the Valley Street Campus. Activities and services provided by the program address the enhancement of student support services, the integration of technology into curricula and instruction, and the improvement of physical facilities. Goals include increased student retention, achievement of students' educational goals, and expanded capabilities of information technology for students and faculty. The Title III Grant Administration Office is located in the Prater Administration Building on the Valley Street Campus. For more information, individuals should contact Title III Director, at 256.549.8679. ***The Title III Program is funded by the U.S. Department of Education through its Historically Black Colleges and Universities Program (HBCU).***

Veterans Affairs

Through its Veterans Affairs Office, GSCC cooperates with the Department of Veterans Affairs and with students who receive VA educational benefits to ensure that the objectives of the VA are pursued to the fullest advantage of both parties. The policies and procedures followed by the College are explained in the "College Regulations" section of this catalog. Additionally, information on the Alabama GI Dependents' Scholarship Program is presented under "Financial Assistance." Students may telephone the Gadsden State Veterans Affairs Office at 256.549.8207 or 256.835.5467 for more information.

Veterans Upward Bound

Veterans Upward Bound program (VUB) is dedicated to providing free educational and counseling services to eligible veterans. The basic qualification is an honorable discharge from the armed forces of the United States. VUB offers to all eligible veterans free seminars on the following topics: study skills, time management, computer skills, financial literacy, communication skills, and career planning. The staff is trained to work with veterans on all academic levels. Veterans who have been out of the academic environment for a number of years will have their current skills evaluated. This evaluation will lead to an Individual Educational Plan (IEP) being developed by the staff in consultation with the participant. Various options are available: self-paced study, tutoring, or group study. Qualified veterans may also receive academic counseling, college registration assistance, financial aid counseling and assistance, free tutorial services, and use of the VUB computer laboratory. He/she may also qualify for participation in the VUB book loan program. All aspects of the program are designed to ensure each veteran's academic success. Interested veterans are urged to call 256.549.8286 for assistance on the Wallace Drive Campus, or 256.238.9354 for assistance at the McClellan Center, or 256.835.5481 for assistance on the Ayers Campus. ***Veterans Upward Bound, one of the College's TRIO programs, is totally funded by the U.S. Department of Education.***

WSGN

Gadsden State owns a full-service public radio station, WSGN-FM 91.5, in cooperation with WBHM- FM 90.3 in Birmingham, Alabama. WSGN carries programs from National Public Radio and operates 24 hours per day, seven days per week.

Other Student Services

Beyond the traditional credit-bearing courses that lead to certificates or degrees in academic or technical programs and that are described elsewhere in this catalog, Gadsden State also offers a variety of other instructional packages, academic services, and community projects that are explained in this section of the catalog.

Adult Education Program

Adult Education Services are offered at no cost to qualified students through GED classes offered in Calhoun, Cherokee, Cleburne, and Etowah counties. GED classes serve the educational needs of those who are at least 17 years old, have no high school diploma, and are not currently enrolled in public school. In addition to GED classes, English-as-a-Second-Language and workplace education are offered through this program. GED instruction is offered online to those who qualify. The program's main objectives are to motivate students to complete high school and advance into postsecondary education and/or gain employment. Advantages for students' obtaining a GED include:

1. Personal pride in educational accomplishment
2. Free WorkKeys exam
3. Becoming more employable
4. Participation in the fall or spring GED graduation
5. Opportunities for scholarships to Gadsden State
6. Free tuition for one college-level course at any two-year college in the state of Alabama

For more information on GED classes, call 256.835.5462.

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Alabama Language Institute (English as a Second Language)

The Alabama Language Institute (ALI), located on the Wallace Drive Campus of GSCC, is an intensive, full-time English language program approved by and operated under the Alabama Community College System. It is a member of the EnglishUSA: The American Association of Intensive English Programs (formerly AAIEP) and has been in operation since 1973.

For an International student who has not attained a score of 500 (PBT), or 61 (iBT), or higher on the TOEFL (Test of English as a Foreign Language); a 5.5 on the IELTS (International English Language Testing Service); or pre-first on the Eiken, the Alabama Language Institute (ALI) offers a comprehensive course of instruction in all aspects of the English language. (Students should also see "Exceptions" under "Competence in the English Language.") Upon qualifying for admission, an applicant may begin studies in any of the three regular sessions scheduled during the year. Sessions begin in August, January, and May. A student may enroll in ALI for as many sessions as needed, provided that he/she is making progress. Once placed in a level, the student advances to the next level by earning a minimum of a "C" average in each of the classes.

For more information on TOEFL, students should see the section on the "Test of English as a Foreign Language" in this catalog. For additional information about ALI, they may go to <https://www.gadsdenstate.edu/ali/alabama-language-institute> ; write to the International Programs Office, Gadsden State Community College, P. O. Box 227, Gadsden, AL 35902-0227; telephone 256.549.8323 or 256.549.8438; email international@gadsdenstate.edu or visit the International Programs Office in 108 Naylor Hall, Wallace Drive Campus.

Alabama Technology Network-Gadsden

Located on the East Broad Campus (Bevill Center), ATN-Gadsden is a partner of Gadsden State. As a unit of the Alabama Community College System, its key mission is to improve economic development through (1) workforce development and (2) technical/technological assistance to existing business and industry. Linking business, higher education, and government allows it to identify needs and deliver state-of-the-art solutions to companies and their present and future workforces.

With a staff of eight nationally credentialed engineers and support technicians, ATN-Gadsden assists about 150 companies annually in the areas shown below. Technology and manufacturing labs for both student and industry use are available in the facility. For more information, call 256.549-8160 or visit the office or the website at www.atn.org.

The following is a partial list of the technology focus areas:

- Additive Manufacturing
- Automated Control
- CAM AND CNC Machining
- Electronic Networks
- Environmental Systems
- Industrial Engineering
- Industrial Maintenance
- Lean Manufacturing
- Practical Energy
- Quality Systems Engineering
- Safety
- Team Building/Supervision/Industrial Leadership

Training and Assistance Formats

- Apprenticeships
- Assessments and Engineering Studies
- Custom Designed Projects
- Problem-Solving Assistance
- System Implementation and Process Improvement
- Vendor-Sponsored Demos
- Workshops, Seminars

Alabama Workforce Solutions

Gadsden State and ATN-Gadsden arrange a wide variety of appropriate educational experiences for employees of area business and industrial firms. Through a cooperative network of business and education, Gadsden State and ATN-Gadsden work to identify needs of existing industry and deliver technical assistance, technology solutions and customized training. Upon request, customized training is available and may be provided on-site for topics such as management and leadership, OSHA and safety, Lean manufacturing and ISO quality standards, Practical Energy, computer, cooperative learning, industry certification, Spanish language training, etc. For additional information, visit or call one of the following offices: ATN-Gadsden in The Bevill Center, East Broad Campus, 256.549.8160; or the Business Office of the Administration Building, Ayers Campus, 256.832.1201.

Articulated Credit

Articulation is designed to create a smooth transition for students from secondary education to postsecondary education by awarding college credit for career/technical courses taken in high school. Articulation agreements provide a basis for introducing students to a "pathway" through high school and college coursework into future employment. Advantages to students are that course content duplication is avoided, time to complete a degree is

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reduced, and the cost of postsecondary education is reduced. State articulation agreements are in place in many technical fields, and criteria for awarding articulated credit can be found on the Alabama Community College website: <http://www.accs.cc/articulation.aspx> . Students seeking articulation credit must submit to the Records Office a completed *Career/Technical Education Course Articulation Credit Request Form*.
https://www.gadsdenstate.edu/sites/default/files/u23/articulationcreditrequestform_000.pdf

Awarding Credit through Experiential Learning

1. Credit for experiential learning can be awarded only after the assessment of experiential learning experiences and only for documented learning that demonstrates achievement of all terminal objectives for a specific course or courses.
2. Course credit earned through experiential learning shall be noted on the student's transcript as having been awarded through experiential learning.
3. Credit for academic transfer courses awarded through experiential learning **may be awarded** by examination or nationally recognized guidelines **only** (DANTES, Challenge Exams, ACE PONSI/CREDIT, and ACE/Military). **Credit for experiential learning (portfolio review) may not be awarded for academic transfer courses.**
4. In the process of determining if credit can be awarded for experiential learning, colleges shall charge students only for the cost of the experiential learning services and not for the amount of credit awarded.
5. There shall be a charge of \$25 for each portfolio review to assess experiential learning for college credit. Documentation must be provided for each course for which credit through experiential learning is requested, and the \$25 fee applies to each review of the documentation (e.g., individual is charged \$50 if the person is seeking credit through experiential learning for two courses and thereby requires portfolio reviews in relation to those two courses). **Students seeking credit for academic transfer courses through examination or nationally recognized guidelines are not charged a fee for experiential learning or for credits awarded through experiential learning.**
6. No more than 25% of total credit required for any program may be awarded as a result of experiential learning, CLEP, etc. Credit awarded through experiential learning does not count toward the minimum of 25% of semester credit hours that must be completed at the college granting the degree as referenced in Alabama Community College System Policy 715.01.
7. Before receiving credit through experiential learning for a course, an individual must meet enrollment requirements of the course.
8. Credit may not be awarded twice for the same learning.

College Credit by Examination or Experience

The Alabama Community College System recognizes that individuals can develop mastery of course competencies through employment, training, and other experiences, which is termed "prior learning." College credit can be awarded for prior learning toward courses whose terminal objectives have already been mastered to an acceptable degree of proficiency. The individual must document skill mastery, and experiential learning/college credit can only be awarded through an examination.

If a student achieves the required score, the student may receive credit through either the Advanced Placement Program Examination (AP) or through the College Level Examination Program General Examinations (CLEP) under the following conditions.

The Advanced Placement Program (AP) is a cooperative effort between secondary and post-secondary education. Students taking advanced placement courses in high school may take the Advanced Placement Examination after completion of those high school courses. College credit may be awarded to students based upon the results of the examination.

GSCC awards credit for CLEP subject examinations based on a minimum score requirement for each exam as recommended by the American Council on Education (ACT). CLEP credit is not granted for college level courses previously failed, for courses in which credit for higher level course work has been earned, or for credit already earned in the subject examination's course equivalent. No more than 25% of total credit required for any program may be awarded through nontraditional means toward a degree at Gadsden State. Acceptance of non-traditional academic work by GSCC does not guarantee other institutions will accept such work. This determination will be made by the respective transfer institution.

The CLEP offers a wide range of exams that can save you time and money. A satisfactory score on an exam allows you to receive college credit for what you already know. More information regarding CLEP credit granting policies is available at www.collegeboard.org/clep or in the Testing Department. CLEP score currently accepted are as follows:

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CLEP Test	GSCC Credit	ACE Score Minimum
BUSINESS		
Financial Accounting	BUS 241 Principles of Accounting I	50
Information Systems and Computer Applications	CIS 146 Microcomputer Applications	50
Introductory Business Law	BUS 263 Legal and Social Environment of Business	50
COMPOSITION AND LITERATURE		
American Literature	ENG 251 American Literature I	50
College Composition	ENG 101 English Composition I	50
	ENG 102 English Composition II	50
English Literature	ENG 261 English Literature I	50
Humanities	HUM 101 Introduction To Humanities I	50
WORLD LANGUAGES		
Spanish Language, Level 1	SPA 101 Introductory Spanish I	50
Spanish Language, Level 2	SPA 201 Intermediate Spanish I	63
	SPA 202 Intermediate Spanish II	63
HISTORY AND SOCIAL SCIENCE		
American Government	POL 211 American National Government	50
History of the United States I: Early Colonization to 1877	HIS 201 United States History I	50
History of the United States II: 1865 to Present	HIS 202 United States History II	50
Human Growth and Development	PSY 210 Human Growth and Development	50
Introductory Psychology	PSY 200 General Psychology	50
Introductory Sociology	SOC 200 Introduction to Sociology	50
Principles of Macroeconomics	ECO 231 Principles of Macroeconomics	50
Principles of Microeconomics	ECO 232 Principles of Microeconomics	50
Western Civilization I: Ancient Near East to 1648	HIS 101 Western Civilization I	50
Western Civilization II: 1648 to Present	HIS 102 Western Civilization II	50
SCIENCE AND MATHEMATICS		
Biology	BIO 103 Principles of Biology I	50
Calculus	MTH 125 Calculus I	50
Chemistry	CHM 111 College Chemistry I	50
	CHM 112 College Chemistry II	50
College Algebra	MTH 100 Intermediate College Algebra	50

The ACT Assessment is also administered at the various College campuses on multiple national testing dates. A complete schedule of the ACT national testing dates is available from the ACT official website: www.act.org. For information on ACT, CLEP, and ACCUPLACER placement testing, call 256.549.8497. The ACCUPLACER is also available at our other campuses. Please contact the location nearest you for more information. Ayers Campus-Anniston, 256.835.5400; Gadsden State Cherokee-Centre, 256.927.1800; McClellan Center-Anniston, 256.238.8342; Wallace Drive Campus-Gadsden, 256.549.8497.

Consortium for Alabama Regional Colleges for Automotive Manufacturing (CARCAM)

CARCAM is a consortium of community and technical colleges networked throughout Alabama who are funded by a grant from the National Science Foundation to recruit and to educate students and incumbent workers in the fields related to automated manufacturing. The Advanced Technological Education (ATE) Regional Center of Excellence is located at Gadsden State, the fiscal agent for the grant. CARCAM collaborates with numerous automotive and automated manufacturing partners and economic development initiatives in the region. Member colleges offer degrees and certificates in Automotive Manufacturing Technology (AUT) to prepare students for the highly technical fields of automotive and related manufacturing careers. Student scholarships are offered through the Alabama Automotive Manufacturing Association (AAMA) and applications and eligibility requirements are available on the following websites; www.carcam.org or www.alautoindustry.org. For additional information, contact the CARCAM Director at bhilderbrand@gadsdenstate.edu or 256.439.6870.

Continuing Education

The Continuing Education Department is committed to linking College and community resources to provide quality enrichment programs to people of all ages. The Center offers a variety of fee-based workshops, classes, community-service activities, and continuing education courses designed for those who want to keep learning but who are not

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necessarily interested in earning academic credit or pursuing a college degree. Classes are designed for people in search of life enrichment and those striving for personal and professional growth. Programs are provided for traditional and non-traditional students and may be targeted to individuals in business, government, professional organizations, and social services.

Continuing Education at Gadsden State offers something for everyone, with two major divisions of courses: professional development and personal enrichment. Programs are provided for youth, adults, and seniors in a variety of formats, such as seminars, workshops, and short courses. Satellite conferences and special events are also presented.

The Center's mission is to serve the diverse and changing needs of the community by offering a broad range of courses responsive to individual, business, and community needs. Courses appear in the schedule of traditional Gadsden State classes each semester and on-line at http://www.gadsdenstate.edu/continuing_education/home. For information, individuals may visit or call the Continuing Education offices in Brown Hall, East Broad Campus, 256.549.8305 or 256.549.8462. For information about classes offered at the Ayers Campus and the McClellan Center, call 256.832.1217. For Gadsden State Cherokee, call 256.927.1806.

Cooperative Education (CO-OP)

Cooperative Education is a powerful educational tool that merges in-class instruction with job-training experiences. The Cooperative Education experience is an arrangement whereby an integral part of the student's education is actual work experience.

To enter the program, the student must have declared a program area of study, be able to receive a favorable recommendation from the program area instructor, and have successfully completed at least one semester (12 semester hours) within his/her chosen field of study with an overall grade point average of at least 2.5 on a 4.0 scale. Arrangements with a prospective employer must be worked out to the satisfaction of both the employer and the program advisor.

The student may receive from one to three semester credit hours, depending on the number of hours per week worked in an approved cooperative education experience. State policy permits Gadsden State to award one (1) semester hour of credit for each five (5) hours of work per week. The student should refer to the appropriate portions in the "Programs of Study" and "Course Descriptions" sections of this catalog to be certain that cooperative education credits are applicable toward the requirements for his/her degree program.

Students interested in the Cooperative Education Program may visit the Career Services Office, located in Ralls Hall, Room 104, on the East Broad Campus, or call 256.549.8635. http://www.gadsdenstate.edu/career_services/home

Developmental Studies

Gadsden State offers courses in English, mathematics, and reading designed specifically for those students who need to improve their ability to benefit from higher education. These courses produce institutional, non-transferable credit only and will not satisfy the requirements for degrees, certificates, and diplomas. These courses allow students to begin studying at their own level in order to develop the skills and knowledge that they will need to attempt regular credit-bearing courses. Descriptions of these courses (**ENG 092**, and **093**; **MTH 090**, **091**, **092**, and **098**; and **RDG 084**, and **085**) appear in the "Course Descriptions" section of this catalog. For more information about developmental studies, individuals should contact the appropriate academic department.

Honors Courses

Students with a special academic interest or motivation may "contract" for a course to have an "H" (honors) designation. A student may contract one or several courses. The individual instructor may allow "H" credit or not, but the committee and director of the Honors Scholar Program will develop guidelines and will work with instructors to encourage "H" credit.

Typically an "H" designation requires approximately one (1) additional credit hour's work in a three- or four-hour course. The "H" designation may involve special project(s) or additional breadth or depth in the course material. "H" designation is NOT designed to make the course more difficult but to result in learning outside of the normal coursework. A student will receive the grade that he or she would otherwise earn in the course, plus "H" designation.

NOTICE: A student does not need to be admitted to the Honors Scholar Program to contract for individual honors credit.

Honors Scholars Program

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The Honors Scholars Program is for high-achieving students who seek a more intellectually challenging and creative college experience. Students must apply to and be admitted to the Honors Scholars Program by completing an Honors Scholars Application. (To be considered for a scholarship, a student should also complete the Scholarship Application.) For more information contact the Honors Scholars Program at 256.549.8416 or dmurdock@gadsdenstate.edu.

Applicants

Applicants will be accepted into the program based on high school or lifelong achievement, test scores, and community or school activities and leadership. The following test scores will be used as benchmarks for admissions, but students may be admitted based on other exceptional achievement or service:

1. A high school ranking in the top 15% of the graduating class;
2. A grade point average of 3.50 or above;
3. A score of 1200 or above on the SAT (math & verbal) or a composite score 25 or above on the ACT.

Other Students

1. High school graduates who did **not** rank in the top 15% of their respective high school classes **OR**
2. High school graduates from non-accredited high schools **OR**
3. Students who completed a G.E.D. **OR**
4. Students who are returning to school after an extended period are eligible to apply for the HONORS SCHOLARSHIP if they have scored exceptionally high on the Placement Test.

Honors Students will

1. take a minimum of six (6) "H" designation courses, including at least one HONORS SEMINAR (HUM 298);
2. attend the HONORS ORIENTATION before starting the freshman year; **and**
3. be expected to attend a minimum of two HONORS EVENTS during each academic year, including lectures, concerts, and other designated events.

Advantages

1. **Gadsden State Scholarships** - A maximum of 20 continuing Gadsden State scholarships will be awarded annually to students who will be designated as HONORS SCHOLARS.
2. **Diploma Designations** - Students who fulfill the requirements will be designated as "HONORS SCHOLAR" on the graduation diploma.
3. **Early Registration** - HONORS SCHOLARS will be able to register the day before official registration begins.
4. **Personal Mentoring and Advisement** - HONORS SCHOLARS will be paired with special faculty mentors. Mentors will be Gadsden State faculty or administrators, and pairings will reflect a student's interests and goals. The mentors will serve as special advisors for student schedules, academic mentorship, professional mentorship, internships, etc.
5. **Commencement Medallions** - HONORS SCHOLARS will be presented with special commencement medallions to wear during graduation exercises.
6. **Special Honors Area** - A special HONORS SCHOLARS area will be available at the Wallace Drive Campus. This area will be open to HONORS SCHOLARS and accompanying friends. Internet access and a television will be available.
7. **Computers** - HONORS SCHOLAR scholarship recipients will be provided with portable computers while enrolled in the HONORS SCHOLAR Program. When the student graduates or leaves the program, the computer must be returned to the program.

Library Services

Library services are available at the Wallace Drive, Ayers, McClellan, Cherokee, and Valley Street Campuses. Services and collections support the programs and courses for each individual campus, as well as the general education and information needs of faculty and students. Each campus library offers instructional materials, reference assistance, interlibrary loan, photocopiers, and computers with internet access. To borrow materials from campus libraries, the patron must have a valid GSCC student or GSCC faculty/staff identification card. Members of the community must have a valid Driver's License or Military identification card to be issued a community user card. Faculty, staff, and students all have on-campus and off-campus access to both the Alabama Virtual Library and additional online resources and databases which have been purchased to supplement the offerings of the Alabama Virtual Library. The Library collection consists of print books, electronic books, audiovisual materials, periodicals, videotapes, and other educational materials. Membership in the Library Management Network (LMN), a north Alabama consortium, expands the number and variety of resources that the library offers.

All campus libraries work to support the information needs of their campus populations. Each campus library has specific operating hours to support its campus when classes are in session. Library hours will vary between semesters and during the summer semester. Library hours are also subject to change on short notice due to staffing limitations. Any changes in hours will be posted at the entrances to the library and on the library website (accessible from www.gadsdenstate.edu by clicking on "Library" under "Academics").

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The standard operating hours for the fall and spring semesters vary by campus. Meadows Library (located in the center of the Wallace Drive Campus in Gadsden) is open Monday through Thursday from 7:00 am to 7:30 pm and on Friday from 7:30 am to 11:30 am. The Pierce C. Cain Learning Resource Center (located at the Ayers Campus on Coleman Road) is open Monday through Thursday from 7:30 am to 6:30 pm. The McClellan Center Library (located on the McClellan Campus) is open Monday through Thursday from 7:30 am to 7:00 pm. The Cherokee Library (located on the Cherokee Center Campus) is open Monday and Wednesday from 8:00 am to 6:30 pm and Tuesday and Thursday from 8:00 am to 4:30 pm. The Valley Street Library (located on the Valley Street Campus) is open on Monday and Tuesday from 8:00 am to 3:00 pm and Thursday from 9:00 am to 2:00 pm. All standard operating hours for the library are subject to change on short notice.

Service Learning

Service Learning is an academic program that combines community service with classroom instruction, focusing on critical, reflective thinking, as well as personal and civic responsibility. Various instructors offer service learning options in select courses, and students who enroll in the program then have an opportunity to take their classroom knowledge and/or technical skills into their community to work with service agencies, private non-profit organizations, faith-based groups, and schools. The service must be directly linked to course content.

Service Learning provides hands-on, practical experience and allows students to work with professionals at a variety of sites. This experience affords some career exploration while students become more aware of their community and its problems as well as ways to alleviate them. Service Learning emphasizes civic engagement, and, as students become involved with agencies and/or schools in their community, they realize the importance of giving back to the community through service. Since students receive credit for their service experience, each instructor incorporating service learning in a course may require a specific type of reflection activity: journals or logs, written or oral reports, group discussions—all based on the student's service activities.

The Service Learning Center is located in Inzer Student Center, Room 108. For more information, students should contact the Service Learning Coordinator at 256.549.8329.

Skills Training Division

The Skills Training Division provides short-term, non-credit, competency-based training. All training programs within this Division are measured by contact hours rather than semester hours. Students may register for classes at any time throughout the year and may continue until the appropriate skills have been attained. Students who complete Skills Training programs are awarded an Institutional Certificate of Completion documenting the area of training. The Skills Training office is located on the East Broad Campus. For more information, call 256.549.8640 or 256.549.8638.

Talent Search

The Talent Search (TS) Program is designed specifically for eligible middle school and high school students and others who have dropped out of school but wish to study for the GED certificate. The main objective of TS is to motivate eligible students to complete high school and to advance into postsecondary education. The services offered include the following: tutoring, personal and career counseling, admissions and financial aid counseling, mentoring, seminars, college visits, and field trips. This program serves the citizens of Calhoun, Cherokee, Cleburne, and Etowah counties. For more information, individuals should call the program coordinator on the Gadsden Campus (256.549.8374 or 256.549.8378) or on the Ayers Campus (256.832.1226 or 256.832.1238). **Talent Search, one of the College's TRIO programs, is totally funded by the U.S. Department of Education.**

Upward Bound

The Upward Bound Program (UB) is designed to provide academic and enrichment programs for eligible high school students. The objective of UB is to assist high school students in their academic advancement and to ensure for these students a positive transition into postsecondary institutions. UB offers through its academic and summer residential component an opportunity for students to receive personal and career counseling, tutoring, career exploration, pre-college academic coursework, visits to college campuses, cultural activities, educational seminars, and financial aid and admissions counseling. For more information about Gadsden State's Upward Bound Program, individuals should call the director on the Gadsden Campus (256.549.8396) or on the Ayers Campus (256.835.5443). **Upward Bound, one of the College's TRIO programs, is totally funded by the U.S. Department of Education.**