

BULLETIN

HOLMES COMMUNITY COLLEGE

**One Hundredth & Fourth Session
Begins Monday, August 17, 2015**

Education is Training For Complete Living

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Mississippi State Department of Education

Southern Association of Colleges & Schools Commission on Colleges

Mississippi Association of Community & Junior Colleges

American Association of Community & Junior Colleges

Mississippi Association of Colleges

National Junior College Athletic Association (NJCAA)

Holmes Community College is accredited by the Southern Association of Colleges and Schools Commission on Colleges to award the associate degree and certificates. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call

(404) 679-4500, or at <http://www.sacscoc.org> for questions about the accreditation of Holmes Community College.

The Commission may be contacted to:

Learn about the accreditation status of the institution,

File a third-party comment at the time of the institution's decennial review, or

File a complaint against the institution for alleged non-compliance with a standard or requirement.

Inquiries about the institution, such as admission requirements, financial aid, educational programs, etc., should be addressed directly to Holmes Community College, (662)472-2312, and not to the Commission's office.

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District 4 - Jayne Dew
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SCHOOL CALENDAR 2015— 2016

SUMMER SCHOOL 2015

First Term Day (Mon-Fri) ..	June 1 - June 26
Last Day to Register First Term Day	June 2
Last Day to Drop or Audit First Term Day	June 19
First Term Evening (Mon-Thur)	June 1 - June 25
Last Day to Register First Term Evening	June 2
Last Day to Drop or Audit First Term Evening	June 19
Second Term Day (Mon-Fri)	July 6 - July 31
Last Day to Register Second Term Day	July 7
Last Day to Drop or Audit Second Term Day	July 24
Second Term Evening (Mon-Thur).....	July 6- July 30
Last Day to Register Second Term Evening	July 7
Last Day to Drop or Audit Second Term Evening	July 24
Evening Term-Full Summer (Mon/Wed).....	June 1 - July 29
Last Day to Register Evening Term-Full Summer (M/W)	June 3
Last Day to Drop or Audit Evening Term-Full Summer (M/W)	July 17
Evening Term-Full Summer (Tu/Thur)	June 2 - July 30
Last Day to Register Evening Term-Full Summer (T/H)	June 4
Last Day to Drop or Audit Evening Term-Full Summer)T/H)	July 17
Online Classes	June 1 - July 24
Last Day to Register for Online Classes	June 3
Last Day to Drop Online Classes	July 11
Memorial Day Employee Holiday	May 25
July Fourth Employee Holidays	July 2 & 3
No Day or Evening Summer School Classes Meet	June 29 - July 3

FALL SEMESTER 2015 DAY & EVENING CLASSES

Faculty Returns to Campus	August 10
Registration & Faculty Meetings	August 11-14
Goodman Campus Dorms Open (3:00 pm - 6:00 pm)	August 16
Day & Evening Classes	August 17 - December 10
Last Day to Register for Day Classes	August 21
Last Day to Register for Monday Evening Classes	August 24
Last Day to Register for Tuesday Evening Classes	August 25
Last Day to Register for Wednesday Evening Classes	August 26
Last Day to Register for Thursday Evening Classes	August 27
Labor Day Holiday (<i>Evening classes meet</i>)	September 7
Mid-Semester Grades Due	October 9
Last day to Apply for Fall Graduation	October 31
Last Day to Drop or Audit a Day or Evening Class	November 6
First Day to Register for Spring Semester Classes	November 2
Thanksgiving Holidays	November 23 - 27
Day & Evening Classes Final Exams	December 4, 7, 8, 9, 10

8-WEEK SHORT TERMS-DAY & EVENING CLASSES

1st 8-WK Short Term Day & Evening August 17 - October 9

Last Day to Register for 1st 8-WK Short Term August 18

Last Day to Drop or Audit 1st 8-WK Short Term September 25

1st 8-WK Short Term Final Exams October 7, 8, 9 (Friday)

2nd 8-WK Short Term Day & Evening October 12 - December 10

Last Day to Register for 2nd 8-WK Short Term October 13

Last Day to Drop or Audit 2nd 8-WK Short Term November 20

Thanksgiving Holidays November 23 - 27

Day & Evening 2nd 8-WK Short Term Exams December 9, 10

ONLINE CLASSES

FULL TERM, 8-WEEK & 4-WEEK SHORT TERMS

Online Classes - Full Term August 24- December 4

Last Day to Register for Full-Term Online Classes August 25

Last Day to Drop a Full-Term Online Class November 6

Online 1st 8-WK Short Term August 24 - October 16

Last Day to Register for 1st 8-WK Online Classes August 25

Last Day to Drop a 1st 8-WK Online Class October 2

Online 2nd 8-WK Short Term October 19 - December 11

Last Day to Register for 2nd 8-WK Online Classes October 20

Last Day to Drop a 2nd 8-WK Online Class November 27

Online 1st 4-WK Short Term September 21 - October 16

Last Day to Register for 1st 4-WK Online Classes September 21

Last Day to Drop a 1st 4-WK Online Class October 9

Online 2nd 4-WK Short Term October 9 - November 13

Last Day to Register for 2nd 4-WK Online Classes October 19

Last Day to Drop a 2nd 4-WK Online Class November 6

Online 3rd 4-WK Short Term November 16 - December 11

Last Day to Register for 3rd 4-WK Online Classes November 16

Last Day to Drop a 3rd 4-WK Online Class December 4

**SPRING SEMESTER 2016
DAY & EVENING CLASSES**

Faculty Returns to Campus	January 4
Registration & Faculty Meetings	January 5 - 8
Day & Evening Classes	January 11 - May 10
Last Day to Register for Day Classes	January 15
Dr. Martin L. King, Jr. Holiday	January 18
Last Day to Register for Tuesday Evening Classes	January 19
Last Day to Register for Wednesday Evening Classes	January 20
Last Day to Register for Thursday Evening Classes	January 21
Last Day to Register for Monday Evening Classes	January 25
Mid-Semester Grades Due	March 4
Spring Break Holidays	March 7 - 11
Good Friday Holiday	March 25
Last day to Apply for Spring Graduation	March 31
Last Day to Drop or Audit a Day or Evening Class	April 8
First Day to Register for Summer & Fall Classes	April 4
Day & Evening Classes Final Exams	May 3, 4, 5, 6, 9, 10
Graduation (District-Wide) Goodman Coliseum	May 13 (Times TBA)

8-WEEK SHORT TERMS-DAY & EVENING CLASSES

1st 8-WK Short Term Day & Evening	January 11 - March 4
Last Day to Register for 1st 8-WK Short Term	January 12
Last Day to Drop or Audit 1st 8-WK Short Term	February 19
1st 8-WK Short Term Final Exams	March 3, 4 (Friday)
2nd 8-WK Short Term Day & Evening	March 14 - May 6
Last Day to Register for 2nd 8-WK Short Term	March 15
Last Day to Drop or Audit 2nd 8-WK Short Term	April 22
Day & Evening 2nd 8-WK Short Term Exams	May 5, 6 (Friday)

**ONLINE CLASSES
FULL TERM, 8-WEEK & 4-WEEK SHORT TERMS**

Online Classes - Full Term	January 19 - April 29
Last Day to Register for Full-Term Online Classes	January 20
Last Day to Drop a Full-Term Online Class	April 2
Online 1st 8-WK Short Term	January 19 - March 11
Last Day to Register for 1st 8-WK Online Classes	January 20
Last Day to Drop a 1st 8-WK Online Class	February 26
Online 2nd 8-WK Short Term	March 14 - May 6
Last Day to Register for 2nd 8-WK Online Classes	March 15
Last Day to Drop a 2nd 8-WK Online Class	April 22
Online 1st 4-WK Short Term	February 15 - March 11
Last Day to Register for 1st 4-WK Online Classes	February 15
Last Day to Drop a 1st 4-WK Online Class	March 4
Online 2nd 4-WK Short Term	March 14 - April 8
Last Day to Register for 2nd 4-WK Online Classes	March 14
Last Day to Drop a 2nd 4-WK Online Class	April 1
Online 3rd 4-WK Short Term	April 11 - May 6
Last Day to Register for 3rd 4-WK Online Classes	April 11
Last Day to Drop a 3rd 4-WK Online Class	April 29

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Sonny Sparks Vice President for Financial Services
Kevin Baker Director of Information Technology
Mike Blankenship Vice President for Workforce Development
Julia Brown Director of Human Resources
Roxanne Chisolm Director of Purchasing & Receiving
Stephanie Diffey Director of Institutional Research & Effectiveness
Steve Diffey Director of Communications &
Associate Athletic Director for External Relations
Joshua Guest Director of Admissions & Records
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Jeff Johns Director of Public Safety
Bronwyn Martin Director of Marketing & Recruiting
Nancy McRight Director of ABE/GED, Attala Ed Center
Gail Muse Beggs Director of Financial Aid
Patricia S. Stewart Director of e-Learning
Matt Surrell Director of Business Services
Joan Estes Tierce Director of Library Services
Andy Wood Director of Goodman Campus/Athletic Director

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Terry Fancher Director of Student Housing
Thomas Luke Jones Director of Career-Technical Education
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Larry Webster Director of Career-Technical Education
LaWanda Herron Director of Associate Degree Nursing

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Amy Whittington Director of Career-Technical Education
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Microsoft Certified Systems Engineer
A+ Certification
IBM, Compaq, Okidata, & HP Certified

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M.B.A., Mississippi College

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M.Ed., Mississippi College
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Cosmetology Instructor license
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M.S.N., University of Mississippi
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M.S., Mississippi College
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M.Ed., California State University
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University, Co-Lin Community College,
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M.M., University of Mississippi

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M.S.S., Mississippi College

- Carolyn Case Practical Nursing/PN Co-Chair,
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L.P.N., Holmes Community College
A.D.N., Holmes Community College
Additional Study: Northwest Community College
- Ricky Casey Head Women's Softball Coach,
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A.A., Holmes Community College
B.S., Mississippi State University
- Kelly Cauthen Associate Degree Nursing,
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B.S.N., University of Mississippi Medical Center
M.S.N.-F.N.P, University of Mississippi Medical Center
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M.A., Mississippi College
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B.F.A., Delta State University
M.F.A., University of Mississippi
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Leadership/Nursing Ed Certificate, Regis University
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Additional Study: Mississippi State University
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B.A., University of Mobile
M.S., Jackson State University
- Jeffrey Cotten Heating & A.C.,
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A.A.S., Holmes Community College
- Stacey Coulter English,
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M.A., Wake Forest University
Additional Study: Claremont Graduate University
- Tiffany Gordon Cox Associate Degree Nursing,
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M.P.P.A, Jackson State University
M.S.N., University of Mississippi
- Michelle Powell Dancy Business Administration,
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M.B.A., Mississippi State University
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- Becky Daniels Associate Degree Nursing,
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P.N.P., Mississippi College for Women
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- Ana L. Davenport Spanish,
Ridgeland Campus
A.A.S, Meridian Community College
B.S., Mississippi State University
M.S. University of Alabama at Birmingham
Additional Study: University of Alabama at Birmingham
- Consuela Davis Lab Instructor,
Ridgeland Campus
B.S., Jackson State University
M.S., Jackson State University
Ph.D. University of Southern Mississippi
- Hugh L. "Dave" Davis, III
Goodman/Grenada
B.B.A., University of Mississippi
M.B.A., University of Mississippi
Additional Study: University of Southern Mississippi
- Lisa Davis Associate Degree Nursing,
Grenada Center
A.A.S. Holmes Community College
B.S.N, Mississippi University for Women
- Rosalynne Davis Biological Sciences,
Goodman Campus
B.S., Tougaloo College
M.S., Arkansas State University
- Steve Deaton English,
Ridgeland
B.A., University of Southern Mississippi
M.A., Mississippi College
- Darleen Dozier Paralegal Technology,
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

- 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
 A.D.N., Holmes Community College
 Additional Study: Tougaloo College, Mississippi State University,
 University of Texas
- Amy Eubanks Pre-Core Studies,
 Grenada Center
 A.S., Holmes Community College
 B.S., Delta State University
 M.S., University of Mississippi
- Norman Clark Faulkner Welding,
 Grenada Center
 A.A.S., Holmes Community College
- Jason Flanigan Head Men's Basketball Coach,
 Goodman Campus
 B.A., University of Mississippi
- James Daniel Floyd Forest Technology/Conservation Law,
 Grenada Center
 A.S., Abraham Baldwin Agricultural College
 B.S., Mississippi State University
 M.S., Mississippi State University
- Mark Galtelli EMS Director/Instructor,
 Ridgeland Campus
 B.S., University of Mississippi Medical Center
 Paramedic Certification, University of Mississippi Medical Center
 Additional Study: Millsaps College
- Thomas Garrett Director of 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
- Tina Garrett Psychology
 Grenada Center
 A.A., Mississippi Delta Community College
 B. A., Delta State University
 M. Ed., Delta State University

- Antoine T. Gates Biological Sciences,
Ridgeland Campus
B.S., Jackson State University
M.S.T., Jackson State University
- James Gledhill Head Women’s Soccer Coach,
Ridgeland Campus
B.S., University of Alabama/Mobile
M.S., Mississippi College
- Wendy Grace Pre-Core Studies,
Goodman Campus
A.A., Holmes Community College
B.S., Delta State University
M.Ed., Delta State University
- Gwen Graham Pre-Core Studies,
Grenada Center
B.A., Delta State University
M.A., Mississippi State University
- Robert Allen Green Emergency Medical Services,
Grenada Center
A.A.S., Northwest Mississippi Community College
A.D.N., Holmes Community College
Additional Study: Delta State University
- Raymond Gross Assistant Football Coach,
Goodman Campus
B.S., Georgia Southern University
M.A., Cambridge College
- 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
- Teresa Hargett Associate Degree Nursing,
Grenada Center
B.S.N., Delta State University
M.S.N., Delta State University

- 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/Computer Science Chair,
Goodman Campus
B.S., Mississippi State University
M.A.T., Mississippi State University
Ph.D., Mississippi State University
- Jason Harrison Asst. Men's Basketball Coach,
Goodman Campus
B.A., University of Mississippi
- David Hill Heating & A.C.,
Grenada Center
A.A., Itawamba Community College
E.P.A Certification, Itawamba Community College
Welding Certification, Holmes Junior College
- Joel Hill Choral Music Director/Music,
Goodman Campus
A.A., Holmes Community College
B.M., University of Mississippi
M.M., Mississippi College
- Bobbie Sue Horne Accounting/Business Administration,
Grenada Center
A.A., Holmes Community College
B.S., University of Mississippi
M.S., University of Mississippi
- Jimmy R. Houston, Sr. Criminal Justice,
Ridgeland Campus
A.A., Hinds Community College
B.S., Jackson State University
M.S., University of Alabama
- Sandra Ann Hultz Emergency Medical Sciences
Ridgeland Campus
A.A., Jones Junior College
B.S., Mississippi College

- Tommy Hutchinson GED Instructor,
Attala Education Center
A.A., Holmes Community College
B.S., Delta State University
Additional Study: Louisiana College, Mississippi State University
- Cassandra Ann Janetzki Criminal Justice,
Goodman/Grenada
B.S., University of the Sunshine Coast, Australia
M.S., University of Mississippi
- NaTunya D. Johnson Business & Office Technology,
Ridgeland Campus
B.B.A., Mississippi State University
M.B.A., Delta State University
Additional Study: University of Southern Mississippi
- Rhonda Elchler Johnson Social Science,
Goodman Campus
B.S., Jackson State University
M.A., Jackson State University
- Amanda Jones Associate Degree Nursing,
Grenada Center
A.A.S-A.D.N, Delta State University
B.S.N., University of Mississippi Medical Center
M.S.N., University of Mississippi Medical Center
- David R. Jones Funeral Services Technology,
Ridgeland Campus
A.A.S., East Mississippi Community College
B.S.T., University of West Alabama
M.S.C.E., University of West Alabama
- Heather Jones Chemistry/Cheerleader Sponsor,
Goodman Campus
B.S., Delta State University
M.S., Delta State University
- Patty O. Jones A.D.N. Instructor,
Grenada Center
A.A.S-ADN, Holmes Community College
B.S.N., University of Mississippi Medical Center
M.S.N., University of Mississippi Medical Center

- Donna Josey Accounting/Business Administration,
Ridgeland Campus
B.S., B.A., Mississippi College
M.B.A., Mississippi College, C.P.A.
- Amanda Kay Kelly History/Political Science,
Ridgeland Campus
B.S., Blue Mountain College
M.S., Mississippi College
- Andy Kelly English,
Ridgeland Campus
B.A., Mississippi College
M.A., University of Southern Mississippi
Ph.D., University of Southern Mississippi
- Robert Jason Kelly History,
Goodman Campus
B.A., Mississippi State University
M.A., Mississippi State University
- Craig Kirkendall Engineering Technology
Ridgeland Campus
A.A., Holmes Community College
- Jeff Koonz Head Football Coach,
Goodman Campus
A.A., Ulster County Community College
B.S., State University of New York
M.S., Georgia Southern University
- Justin Langford Collision Repair Technology,
Goodman Campus
A.A.S., Holmes Community College
A.A., Holmes Community College
- Makeaba Latiker Sociology,
Ridgeland Campus
B.A., Tougaloo College
M.A., Jackson State University
- Gee-Wei Lee Mathematics,
Ridgeland 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

- Lashonda Levy English,
Goodman Campus
B.A., Jackson State University
M.A., Jackson State University
- Ben Lewis Welding,
Goodman Campus
Welding Certificate: Holmes Community College
- David Lollar Information Systems Technology,
Grenada Center
A.A.S., Holmes Community College
B. B. A., University of Mississippi
- Gwendolyn Lordeon Associate Degree Nursing,
Grenada Center
B.S., University of Mississippi
M.S., University of Mississippi
Additional Study: Delta State University
- Caroline Lovorn History,
Ridgeland Campus
B.A., University of Mississippi
M.A., University of Mississippi
Additional Study: Mississippi State University
- James P. Marion Mathematics,
Goodman Campus
B.A., Mississippi State University
M.S., Mississippi State University
Additional Studies: University of Mississippi
- Kristy McClain Chemistry,
Ridgeland Campus
B.S., Delta State University
B.S., Delta State University
M.S., Delta State University
- 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
Additional Study: William Carey University
- Cynthia McCoy Psychology/Sociology,
Ridgeland Campus
B.A., Belhaven College
M.S., Mississippi College
Additional Study: North Dakota State University

- Laura Pegg McMahon Psychology
Ridgeland Campus
B.S., Mississippi State University
M.A., Reformed Theological Seminary
- Ginger Meriwether Associate Degree Nursing,
Grenada Center
A.A., Holmes Community College
B.S., Mississippi University for Women
M.S., Delta State University
Certified Nursing Educator Certificate
- Angela Miles Mathematics,
Goodman Campus
A.A., Jones County Community College
B.S., Delta State University
M.S., Mississippi State University
- K. Troy Millikan Chemistry,
Ridgeland Campus
B.S., Penn State University
M.S., University of Massachusetts
Ph.D., University of Massachusetts
M.Div., Reformed Theological Seminary
- Mike Misita PE Department Chair,
Grenada Center
B.S., University of Mississippi
M.S., University of Mississippi
Additional Study: Delta State University
- Heather Mooney Engineering Technology,
Ridgeland Campus
A.A.S., Holmes Community College
B.S., University of Southern Mississippi
- Dewery Montgomery Associate Degree Nursing,
Grenada Center
A.A.S., Hinds Community College
B.S.N., Alcorn State University
M.H.S.A., Mississippi College
M.S.N., University of Mississippi Medical Center
- Pamela Moore Pre-Core Studies & English,
Grenada Center
B.S., University of Mississippi
M.Ed., University of Mississippi

- Sarah Moore Associate Degree Nursing,
Grenada Center
A.D.N., Itawamba Community College
B.S.N., Alcorn State University
M.S.N., Mississippi University for Women
- William Moorer English,
Goodman Campus
B.A., Rhodes College
M.F.A., University of Alabama
Additional Study: University of New Hampshire
- Larry L. Morgan Computer Science,
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,
Jackson State University
- Julie D. Muse Mathematics,
Ridgeland Campus
B.S., University of Southern Mississippi
M.Ed., University of Southern Mississippi
- Katrina B. Myricks Business & Office Technology,
Ridgeland Campus
B.B.A., Delta State University
M.S., Mississippi State University
Additional Study: Jackson State University, Mississippi State University
- Kathy Nipper Biology,
Grenada Center
B.S., Mississippi State College for Women
M.T. (ASCP), Druid City Hospital
M.S., Delta State University
- Frances Nix Sociology,
Grenada Campus
B.A., Delta State University
B.S.E., Delta State University
M.E., Delta State University
- Santosh Parakkal Physics,
Ridgeland Campus
M.S., University of Mississippi
M.S., University of Mississippi
Ph.D., University of Mississippi

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Attala Education Center
B.S.Ed., Delta State University
M.S.Ed, Delta State University
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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
- Arnetra Pleas English,
Ridgeland Campus
B.A., Tougaloo College
M.A.T., Jackson State University
- Mary Leigh Poole Biological Science,
Goodman Campus
B.S., Mississippi College
M.C.S., Mississippi College
Additional Study: Delta State University, Mississippi College
- Jean R. Powers Speech,
Ridgeland Campus
B.S., Belhaven College
M.Ed., Mississippi College
Additional Study: Montreat Anderson Col., Univ. of South. Miss.,
Winthrop University
- 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 Renfroe Pre-Core Studies,
Ridgeland Campus
A.A.S., Holmes Community College
B.S., Delta State University
M.Ed., University of Mississippi
- Heather Roberts Practical Nursing,
Ridgeland Campus
A.A., Holmes Community College
B.S.N., Mississippi University for Women
- Jon Rost Mathematics,
Ridgeland Campus
A.A.S, Holmes Community College
B.S., Mississippi University for Women
M.S., Jackson 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
- Kim Gordon Sandifer Associate Degree Nursing,
Ridgeland Campus
B.S.N., Delta State University
M.S.N., University of Southern Mississippi
- Dean Savage Science,
Grenada Center
B.S., University of Mississippi
M.S., University of Mississippi
Additional Study: University of Illinois
- James Schroeder Speech & Drama/Speech & Theater Dept. Chair,
Goodman Campus
B.F.A., University of Arizona
M.F.A., University of Arizona
Cert. of Ed., Rhodes College
Additional Study: University of Mississippi

- Chris Shelling Assistant Football Coach,
Goodman Campus
M.S., Troy University
B.S., Auburn University
- Charlotte Gale Sheppard Business & Office Technology,
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A.A., Mississippi Delta Community College
B.S., Delta State University
M.S., Mississippi 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.
- Deshannon Smith Speech & Theatre,
Grenada Center
B.A., Mississippi Valley State University
M.A., Arkansas State University
- Jennifer A. Smith Assistant Librarian,
Ridgeland Campus
B.A., Northwestern State University
M.L.I.S., University of Southern Mississippi
- Larry Sullivan Chemistry/Biological Sciences,
Ridgeland Campus
B.S., Mississippi College
M.S., Mississippi College
- Lakesia M. Sutton Practical Nursing
Ridgeland Campus
A.A., Hinds Community College
B.S., Jackson State University
B.S.N., University of Mississippi Medical Center
D.C., Life University
- Chanda Sykes Foreign Language,
Grenada Center
B.A., Mississippi State University
M.A., Mississippi State University
- Tommy Trussell GED Instructor,
Attala Education Center
B.S., Mississippi State University

- Mary Margaret Turner Public Relations Specialist,
Ridgeland Campus
B.A., University of Mississippi
M.S., University of Southern Mississippi
- John VanHorn 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
- Matthew V. Wannebo Assistant Football Coach,
Goodman Campus
B.S., Hamline University
M.S., Auburn University
- Daniel Wentland Business Administration/Department Chair,
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
Ph.D., 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
- Lisa S. Wilburn Business Office Technology,
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A.A.S., Northeast Mississippi Community College
B.S., Mississippi State University
M.S., Mississippi State University
- Kana Williams Occupational Therapy Assistant,
Ridgeland Campus
A.A.S., Holmes Community College
B.S., University of Mississippi Medical Center

- LaTaryl Williams Asst. Women's Basketball Coach,
Goodman Campus
A.A., Northwest Community College
B.S., University of Mississippi
- Greg Wilson Biological Sciences,
Ridgeland Campus
A.A., Hinds Community College
B.S., University of Southern Mississippi
M.Ed., University of Southern Mississippi
- Jay K. Wilson History,
Grenada Center
B.A., Delta State University
M.Ed., Delta State University
Ed.S., University of Mississippi
- Cherrie Winter Associate Degree Nursing,
Grenada Center
A.A., Holmes Community College
B.S.N., University of Mississippi Medical Center
M.S.N., University of Mississippi Medical Center-FNP
- Amy A. Wolgamott Speech,
Ridgeland Campus
A.A., Jones County Junior College
B.S., Mississippi College
M.S., Mississippi College
Additional Study: Mississippi State University
- Heather M. Wood Mathematics,
Grenada Center
A.A., Holmes Community College
B.S., Mississippi State University
M.S., Mississippi State University
- Christopher Woods Asst. Football Coach,
Goodman Campus
B.A., Davidson College
- Mike Yates Connection! Director/Music,
Goodman Campus
B.S., University of Southern Mississippi
M.M., University of Southern Mississippi

SUPPORT STAFF

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 Lilly Austin Admin. Asst./VP Academics, Goodman Campus
 Emily Bennett Admin. Asst-Career Tech Ed, Goodman Campus
 Gloria Benson Administrative Asst./Purchasing, Goodman Campus
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 James Bordelon Dorm Security, Goodman Campus
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 Donald Boyd Maintenance, Goodman Campus
 Cindy Boykin Admin. Asst/Evening Programs, Ridgeland Campus
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 Tammie Burrell Dorm Security, Goodman Campus
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 Chad Carpenter Maintenance, Grenada Center
 Wanda Casey Advisor/Student Financial Aid, Goodman Campus
 Carzell Cavett Police Sergeant, Ridgeland Campus
 Willie Chambers Grounds, Goodman Campus
 Jack Chester Dorm Security, Goodman Campus
 Debbie Collins Housekeeping, Grenada Center
 Joseph Collins Facilitator/Computer Lab, Ridgeland Campus
 Bryant Crayton Dorm Security, Goodman Campus
 Brandy Culpepper Payroll, Goodman Campus
 Roy Cummins Carpenter/Concrete Finisher, Goodman Campus
 Kristin Daniels . Administrative Asst/Academic Dean, Ridgeland Campus
 Tabetha Daves Student Loan, Goodman Campus
 Jeanette Dawson Dorm Security, Goodman Campus
 William Dentley Police, Goodman Campus
 Claude Edwards Police, Goodman Campus
 Frank Edwards Carpenter, Goodman Campus
 Kerri M. Edwards Receptionist, Ridgeland Campus
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 Jeremy Floyd Maintenance Engineer, Goodman Campus
 Alonza Freeman Grounds, Goodman Campus
 Dorothy Garrett Housekeeping, Goodman Campus
 Albert Gibson Grounds, Goodman Campus
 Redgner Gross Maintenance, Ridgeland Campus
 Steven Groves Vehicle, Goodman Campus
 Heather Guest Admin. Asst./eLearning, Ridgeland Campus
 Arnold Hankins Police, Grenada Center
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 Roy Harrington Maintenance, Goodman Campus

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 Debbie Harville Admissions Representative, Grenada Center
 Jesse Hazley Dorm Security, Goodman Campus
 Judy Hemphill Admissions Representative, Ridgeland Campus
 James E. Hodges Grounds, Goodman Campus
 Nona Horne Dorm Security, Goodman Campus
 Randy Hutchison Carpenter, Goodman Campus
 Jeff Johns Police Chief, Ridgeland Campus
 Joy Kellum Business Office Asst., Ridgeland Campus
 Eric Kimbrough Grounds, Ridgeland Campus
 Patti Koonz Admin Asst. /VP Career-Tech Ed, Goodman Campus
 Patrick Lampkin Police, Ridgeland Campus
 Marcus Landfair Grounds, Goodman Campus
 James M. Lawrence Maintenance, Ridgeland Campus
 Suzanne B. Lawshe ... Admin Asst/Career-Technical, Ridgeland Campus
 Hugh Lepard Carpenter, Goodman Campus
 Jessica Lepard Coordinator-Transfer Articulation, Goodman Campus
 Larry Lipsey Dorm Security, Goodman Campus
 Trent Little Maintenance Engineer, Grenada Center
 Sandee Lott Dorm Security, Goodman Campus
 Addie Lusk Dorm Security, Goodman Campus
 Justin Chad Maclain Police, Ridgeland Campus
 David Malone Maintenance Engineer, Goodman Campus
 Sarina L. Mason Security Officer, Ridgeland Campus
 Lucinda McAdory Admin Asst./Maintenance, Goodman Campus
 Marshall McCain Maintenance Engineer, Ridgeland Campus
 Linda McCollum Admissions Representative, Ridgeland Campus
 John McCoy Police Sergeant, Ridgeland Campus
 Casey McDaniel Admissions Representative, Goodman Campus
 Joe McDaniel Maintenance Engineer, Goodman Campus
 Tony McDaniel Police Chief, Goodman Campus
 Wade McDaniel Dorm Security, Goodman Campus
 Roy McDonald Maintenance, Ridgeland Campus
 Silento McMorris Police, Goodman Campus
 Brenda Melton .. Assistant to Director of Admissions, Goodman Campus
 Bethany Miller Financial Aid Advisor, Grenada Center
 Carolyn Miller Dorm Security, Goodman Campus
 Barbara Moody Maintenance, Ridgeland Campus
 Kala Moody Business Office Assitant, Goodman Campus
 Janet Mullennix Librarian Tech Assistant, Goodman Campus
 Joey Netherland, Jr. Maintenance, Goodman Campus
 Joey Netherland, Sr Maintenance Engineer, Goodman Campus
 Dana Nichols Accounts Payable Coordinator, Goodman Campus
 Bruce Patridge Police, Grenada Center
 EddiePearce Dorm Security, Goodman Campus
 Larondric Perry Maintenance, Ridgeland Campus
 David Powell Grounds, Goodman Campus
 Karen Ray Admin Asst/Student Support Services, Goodman Campus
 Miracle Redmond Admissions Rep/Switchboard, Goodman Campus

Robert Riley Police Chief, Grenada Center
 Robin Robertson Grounds, Ridgeland Campus
 Willie Roby Police, Goodman Campus
 Patsy Rogers Admissions Representative, Goodman Campus
 Ella Sago Dorm Security, Goodman Campus
 Patrick Sample Grounds, Goodman Campus
 Pauline Scott Dorm Security, Goodman Campus
 Rosemary Self Asst. to Director/Financial Aid, Goodman Campus
 Mary Elizabeth Shelby Admin Asst/Workforce, Ridgeland Campus
 Pam Sills Business Office Assistant, Goodman Campus
 Brian Simmons Grounds, Goodman Campus
 Ceressa Sims Executive Assistant/President, Goodman Campus
 Mack Smart Maintenance Supervisor, Goodman Campus
 Cheryl Smith Maintenance, Ridgeland Campus
 Frank Smith Police, Goodman Campus
 Jearlean Smith Housekeeping, Goodman Campus
 Jerry Smith Police, Goodman Campus
 Judy Smith Business Office Assistant, Grenada Center
 Michael E. Smith Maintenance, Ridgeland Campus
 Joanna Spell Admin. Asst./Dean of Students, Goodman Campus
 Joe Spell Maintenance, Goodman Campus
 Yoshika Stingley Administrative Asst./Library, Goodman Campus
 Sue Ellen Stubbs .. Asst.to VP/Academic Programs, Goodman Campus
 Betty Suggs Dorm Security, Goodman Campus
 Reid Sumrall Dorm Security, Goodman Campus
 Vincent Sutherland Maintenance, Ridgeland Campus
 Angela Tanner Housekeeping, Grenada Center
 Bessie Thomas Dorm Security, Goodman Campus
 Marian Thrash Police, Ridgeland Campus
 Jackie Thurman Housekeeping, Goodman Campus
 John Trussell Maintenance, Goodman Campus
 Judy M. Tucker Police, Ridgeland Campus
 Diane Tumbs Housekeeping, Ridgeland Campus
 George Wade Housekeeping, Goodman Campus
 Wadell Walden Housekeeping, Goodman Campus
 Josh Walker Maintenance, Goodman Campus
 Joe Washington Grounds, Goodman Campus
 Jackie Watkins Administrative Asst./Inventory, Ridgeland Campus
 Alice Watson Maintenance Worker, Ridgeland Campus
 Ann Weaver Administrative Asst./Library, Grenada Center
 Sherry B. Weeks Dorm Security, Goodman Campus
 Bertha White Housekeeping, Goodman Campus
 Shieneith White Housekeeping, Goodman Campus
 Willie D. Whitcomb Custodian, Goodman Campus
 Ronnie Williams Dorm Security, Goodman Campus
 Donna Wood Library Assistant, Goodman Campus
 Brian Wooten Police Sergeant, Goodman Campus
 Tonya Wooten Admin.Asst./Academic Dean, 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 located in Central Mississippi, provides innovative educational and cultural opportunities to its constituents through campus-based and distance education programs. The college seeks to prepare its students for university transfer, productive employment and lifelong learning by offering an Associate in Arts degree, Associate in Applied Science degree, technical certificates and career certificates as well as workforce training. 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 coordina-

tion 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 (Architectural Engineering Technology & Industrial 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 transferable 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, EMS/Paramedic, Engineering Technology (Drafting & Design Tech), Forest Technology, Heating/Vent/AC/Refrig Tech, Maintenance Technology Physical Therapist Assistant, Precision Machining Technology, & Surgical Technology, are also offered at the center as well as a career program in Welding.

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 Associate Degree Nursing, Business & Office Technology, Computer Networking Technology, EMS/Critical Care, EMS/Paramedic, Engineering Technology (Construction Technology, Industrial Engineering Technology, Interior Design Technology), Funeral Service Technology, Industrial Maintenance Technology, Occupational Therapy Assistant Technology, Paralegal Technology, Software Engineering Technology, and Surgical Technology are offered. Career programs in Practical Nursing and Welding are also offered. 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 PROGRAMS

Holmes Community College recognizes that emerging technologies are changing the methods of instructional delivery to include eLearning programs such as interactive classrooms, remote instruction, internet based courses, and other electronic-based teaching/learning activities. Holmes' two primary means of delivering eLearning programs are through the use of Video Conferencing and the Mississippi Virtual Community College (MSVCC).

The purpose of the eLearning Program of Holmes Community College is to improve student access to instruction through the use of electronic technology. The goals of the program are:

1. To identify, provide, expand, and coordinate the development of quality courses and programs to meet the needs of eLearners.
2. To develop or modify procedures for providing support services to eLearners in areas such as testing, admissions, registration, counseling, library services, financial aid, and advising using such means as email, telephone, web pages, and mail.
3. To support and encourage the internal development of the eLearning program by promoting and providing guidelines for training, inclusion of eLearning courses in instructor workloads, and technical support.
4. To provide strategies for effective delivery of eLearning alternatives through the development of policies for consistency in eLearning.
5. To evaluate periodically and comprehensively every facet of the eLearning program and to use these results to restructure and improve the program.

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 a variety of instructional opportunities. 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 one-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 or delivered in a sealed school envelope. *Students who complete high school with an Occupational Diploma, a Certificate of Attendance, or the equivalent will not be admitted into the College.* 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. Transfer students must submit an official transcript from any regionally accredited college attended or any documentation accepted for a First-Time Freshman.

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.

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. 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 or delivered in a sealed school envelope. Students who complete high school with an Occupational Diploma, a Certificate of Attendance, or the equivalent will not be admitted into the College. 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 any regionally accredited college attended or any documentation accepted for a First-Time Freshman.

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.

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 hours attempted on his/her permanent record at another institution. A transfer student must have an official transcript sent from any regionally accredited institution attended or submit any documentation accepted for a First-Time Freshman. A student who is on disciplinary probation or suspension at another institution must petition the Chief Student Services Officer for the respective campus 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 administratively withdrawn, changed to audit, and/or placed on admissions hold.**

PROBATIONARY ADMISSION

Transfer students must have a 1.75 or greater GPA on the last semester of attendance in order to be admitted in Good Standing. Transfer students who have below a 1.75 on the last semester will be admitted on Probation. Transfer students who have below a 1.75 on the last two semesters of work at another college will not be admitted until they have remained out of school one for at least one semester. A student who is on disciplinary probation or suspension from another institution must petition the Chief Student Services Officer for the respective campus for a special hearing and must meet the same academic achievement requirements as native students. For more details see Academic Achievement.

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.

	Before Oct. 28, 1989	After Oct. 28, 1989
Board of Trustees' Scholarship	27	28
Dean's Scholarship	18	20
President's Scholarship	23	24
Associate Degree Nursing	15	18
EMT Paramedic	12	16
Occupational Therapy Assistant	12	16
Physical Therapist Assistant	12	16
Practical Nursing	12	16
Surgical Technology	12	16

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

The ADN program and some Career/Technical 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 (HCC) are expected to achieve academic success. Each student must achieve a 1.75 or greater grade point average (GPA) for each semester of enrollment in order to stay in Good Academic Standing. Should a student in Good Academic Standing complete a semester in which his/her GPA is below a 1.75, the student is placed on Academic Probation. If his/her GPA for the next semester of enrollment is 1.75 or greater, the student is once again in Good Academic Standing. However, if his/her GPA for a second consecutive semester of

enrollment is below 1.75, the student will be placed on Academic Suspension and will not be eligible to reenroll at HCC until a semester has passed. Upon returning to HCC, the student will be removed from Academic Suspension and placed on Academic Probation.

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 and/or have a high school junior status, or the student must have scored a minimum composite ACT score of 30 or the equivalent SAT score.
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 bulletin and to abide by all applicable rules.

ACADEMIC POLICIES AND REGULATIONS

ORIENTATION AND REGISTRATION

A first-time student or transfer student must complete the electronic orientation before registering for classes. Orientation will provide information about Holmes Community College, its rules and regulations, types of organizations, clubs, etc. Students may register via the internet or by attending a registration session at one of the Holmes Community College locations.

The following steps must be completed to be registered:

1. Go to the Holmes Community College website at www.holmescc.edu and click on “Enroll Now” to begin the process. Students will be prompted for information based on their registration status.
 - A. Complete Admissions Application
 - B. Complete Orientation
 - C. Complete Advising Request Form
2. Follow the ACT placement guide below or take COMPASS placement tests prior to scheduling your classes.

<u>Course Recommendation</u>	<u>ACT English Sub-Score</u>	<u>COMPASS English Sub-Score</u>
ENG 0114 – Beg. Eng. & Read	1 - 13	0 - 38
ENG 0124 – Int. Eng. & Read	14 - 16	39 - 66
ENG 1113 – Eng. Comp. I	17 - 36	67 - 99

<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 0124 – Begin Algebra	1 - 15	00 - 33	00 - 20	
MAT 1233 – Inter. Algebra	16 - 18		21 - 35	
MAT 1313 – College Algebra	19 - 36		36 - 99	00 - 49
MAT 1323 – Trigonometry	21 - 36			50 - 55
MAT 1613 or Higher	23 - 36			56 - 99

Students who test into two Pre-Core Studies courses are recommended to take LLS 1313 Orientation.

A student may challenge the ACT Placement by taking the COMPASS English 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 pre-core course in order to progress to the next level.

ACT Concordance Table

BEFORE 10-28-89	AFTER 10-28-89	BEFORE 10-28-89	AFTER 10-28-89
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		

3. Students may request advising via the internet or by meeting with their advisor during a designated registration session. To be advised via the internet, complete the “Advising Request Form” through the “Enroll Now” process. After being advised, the student will receive suggested classes and an Alternate Pin.
4. Create class schedule in My Doghouse upon receipt of the Alternate Pin Report from the advisor.
5. Have I.D. picture taken. Must provide a copy of student class schedule.
6. Pay fees with the Business Office.
7. Purchase textbooks.

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

ADVISING

The College’s process for advising supports every student’s educational progression by providing direction and focus within the student’s program of study. Every student is assigned an advisor who is academically qualified in the student’s program of study. If a student is undecided about

his/her program of study, he/she is assigned to a General College Studies advisor. An academic student who places into two or more pre-core courses based on his/her ACT scores and/or COMPASS placement scores is assigned a Pre-Core advisor. Through various methods such as face-to-face, e-mail, learning management system, etc., the advisor assists the student in the following areas:

1. Assist students in planning educational programs consistent with their abilities, interests, and educational achievements.
2. Inform students of educational options and requirements as well as college policies and procedures.
3. Access students' degree evaluations for correct advisement toward graduation (requirements for all degrees, diplomas, and certificates can be found by accessing the college bulletin), assist students in planning their semester schedules, and provide alternate pins so the students may web register.
4. Correspond with their student advisees several times during a semester to monitor and evaluate their progress.
5. Inform students concerning access to the resources of the institution that meet students' special needs.
6. Assist students in coordinating educational plans and career preparation.
7. Establish a relationship with advisees that will strengthen their bond to Holmes Community College and promote retention of students.

Each academic advisor utilizes the Advising Handbook, program pages in the HCC Bulletin, the Articulation Agreement (for academic transfer students), the student's My Doghouse degree evaluation, and degree checklists to advise the student.

FACULTY ACCESSIBILITY

All faculty should be accessible to their students through various methods such as face-to-face, email, the learning management system, etc. A minimum of ten (10) hours per week is expected for full-time faculty.

GUIDANCE & COUNSELING

The Counseling Department seeks to provide academic, social, and personal counseling for all students by qualified counselors. The Counseling Department works closely with recruitment personnel to coordinate the various college recruitment efforts and to provide comprehensive educational and career counseling services for all students. It is the goal of the Counseling Department to promote graduation from Holmes Community College and subsequently facilitate transfer if desired by the student. A supply of senior college information is available from counselors to assist students in transferring.

ONLINE COUNSELING & ADVISING POLICY

Names of advisors are provided on the My Holmes Tab in My Doghouse under the Academic Profile Channel. Names, email addresses and telephone numbers are also located on the Holmes Community College website under the Faculty/Staff Directory. All students are assigned an advisor based on their campus and major. Students are also welcome to physically visit a counselor or their advisor at one of the Holmes' locations.

CLASSROOM POLICIES & REQUIREMENTS

1. Students are **REQUIRED** to make a reasonable and appropriate effort to succeed in a course. This includes the following:
 - a. purchasing all required materials for the course such as textbooks, laboratory manuals, and tools
 - b. attempting homework assignments and tests
 - c. preparing for class;
 - d. participating in classroom discussions and activitiesIf students fail to abide by the above guidelines, they may be administratively withdrawn from the course.
2. Students should silence and store any electronic devices when entering classes and school activities where usage could interrupt proceedings. Failure to do so may lead to disciplinary actions.
3. Students are required to attend class from beginning to end; late arrival or early departure may constitute an absence.
4. Students should be notified by instructors via Holmes email if class is cancelled. If an instructor fails to notify students and does not report for class, students are to wait until they are officially dismissed by appropriate Holmes personnel.
5. Students should not be called from class unless there is an emergency.

eLEARNING

Holmes is a proud member of Mississippi Virtual Community College. MSVCC is a cooperative of 15 Mississippi community colleges and the Mississippi State Board for Community and Junior Colleges that provide internet-based courses statewide in Mississippi. Its mission is to provide educational opportunities to constituencies who live within the various community college districts in Mississippi and to others beyond those boundaries. Through MSVCC, students may take courses from community colleges anywhere in Mississippi while getting support services from their local community college.

This cooperative makes it possible for MSVCC colleges to leverage their elearning resources—including faculty, courses, support services, and technology—to benefit students throughout Mississippi and beyond.

MSVCC has adopted a Policy and Procedures Guide. Holmes Community College has chosen to be a part of this statewide effort and has adopted this Policy and Procedures Guide. Within the spirit of this internet-based effort, this guide is located on the internet at the public MSVCC website. Additional policy and procedures are contained in the eLearning Policy and Procedure Guide.

LEARNING MANAGEMENT PLATFORM

MSVCC has a contract to provide both the platforms for the class via a website and the server itself that houses that website. All courses offered via MSVCC will use this platform. Training for Holmes instructors wanting to teach online courses will be provided either by the MCCB or by Holmes Community College before the instructor teaches any online course.

COURSE OFFERINGS

Holmes' students are able to take online courses that are taught by Holmes instructors (provided courses), as well as courses that are taught by instructors from the other fourteen community colleges (hosted courses). Holmes' hosted courses are restricted to courses listed in the course description section of the Holmes bulletin. Students are able to request and register for these courses through the Holmes' portal. All courses, provided or hosted, are transcribed in the same manner as traditional course.

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 order to ensure the integrity of every class taught via eLearning, there must be 2 or 3 proctored tests per class each semester, and one must be the final exam. 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-base 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!

CREDIT AND GRADES

The Semester Hour. A semester hour is defined as the unit of credit which represents one class hour (750 minutes per semester).

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

Each department must establish standards expressed in percentages (a numerical grading scale). The standards must be approved by either the Vice-President for Academic Programs or the Vice-President for 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.

I Grade. An incomplete grade may be assigned a student if, upon completion of a grading period, some *unavoidable* circumstance has kept the student from meeting a requirement of the course. An incomplete grade is not allowed on the basis of course deficiencies not caused by 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 appropriate administrator 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 make-up 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.

TRANSFER CREDITS

Only credits transferred from an institute which is accredited by The Southern Association of Colleges and Schools (or other regional accreditation agency) 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.

To meet the graduation requirements for an associate degree, transfer students must have a grade point average of 2.00 (“C” average) on all hours applied to the degree. For the purposes of all computations, only 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 through the student portal.

STUDENT LOAD

No student may take or receive credit for more than 21 hours in any one fall or spring semester or 18 hours in the summer without permission of the campus' Academic Dean or Career-Technical Education Director. **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 regionally accredited national examination programs (AP credit and CLEP), correspondence courses, and military service subject to the following requirements and limitations:

1. 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.
2. 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.
3. The maximum amount of credit for all non-classroom experiences which may be applied toward an associate degree from HCC is the same as for Transfer Credits. The student will not receive a letter grade or quality points and credit will not be used to compute a student's quality point average.

ADVANCED PLACEMENT PROGRAM (AP)

Credit awarded ranges from 3 to 8 semester hours per test.

Students should contact the Vice President for Academic Programs, Goodman Campus, for further information. A student must earn academic or technical credit from this institution before credit earned through AP exams will be recorded on the permanent record.

COLLEGE LEVEL EXAMINATION PROGRAM (CLEP)

Holmes Community College will award credit for College Level Examination Programs (CLEP) Examinations based on the American College of Education (ACE) recommendations for the applicable test and test date.

This policy is subject to the following restrictions:

1. Holmes Community College will accept only "lecture" courses. Courses described in the HCC Bulletin as having a laboratory or clinical will not be accepted.
2. Prior to registering for a CLEP exam, the student must contact the CLEP Administrator.
3. A student must earn academic or technical credit from this institution before credit earned through CLEP Examination will be recorded on his permanent record.
4. The student will not receive a letter grade or quality points. CLEP credit will not be used to compute a student's quality point average.
5. CLEP credit will be awarded only in subject matter areas that are taught by Holmes Community College.

CORRESPONDENCE COURSES

HCC does not teach correspondence courses but will accept correspondence credit from regionally accredited universities and colleges. Only "lecture" courses will be accepted - courses described in the HCC bulletin as having a laboratory or clinical 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 or the Vice-President for Career-Technical Education, Goodman Campus.

MILITARY SERVICE CREDIT

HCC will award credit for military experience toward a degree or certificate according to the American Council on Education recommendations. 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/DSST) 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. Examinations are scheduled at the end of each semester. The complete schedule of examinations is announced during the semester.

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 (i.e. death in the family, hospitalization due to illness or accident, or other extenuating circumstances which would prohibit an individual from being present) will be given an “I” and have the opportunity to take a make-up exam. 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”. 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. (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 a student from a class if the student is a “no-show”, “walk-off” or has excessive absences.

ABSENCE POLICY

Academic, Technical, and Career Absences

Academic and Selected Technical Classes: Registration for a class makes the student responsible for attending that class until completed unless officially withdrawn. Once a student exceeds the number of allowable absences for a class, he/she is withdrawn from the class. **Absences due to late registration and school business absences will be counted toward the cut-out number. Students who are not present when attendance is taken are counted absent. Absences are counted from the first official class meeting until completion of 75% of the term. After completion of 75% of the term, a student is no longer able to withdraw from or cut-out of a class.**

Please note that the 75% of term policy regarding absences may not apply to students in programs that are accredited by program-specific organizations or agencies. Absences in these programs will be recorded the entire semester, and students may cut out throughout the term. (After completion of 75% of the term, students in these programs will not be able to withdraw.)

Absences that are allowed for the various classes are as follows:

- M W F classes are allowed 6 absences
- T R classes or M W classes are allowed 4 absences
- M W F classes w/lab are allowed 8 absences
- T R classes w/lab or M W classes w/lab are allowed 6 absences
- Classes with or without labs that meet once a week are allowed 2 absences
- Classes with or without labs that meet twice a week are allowed 4 absences
- Classes with or without labs that meet three times a week are allowed 6 absences
- Accelerated day classes (MTWR) are allowed 4 absences
- Accelerated night classes (MW or TR) are allowed 2 absences
- Summer day classes are allowed 3 absences
- Summer night classes are allowed 2 absences

eLearning: These courses have their own specific absence policies.

Selected Technical and Career Programs: Automotive Technology, Collision Repair Technology, Heating & Air Conditioning Technology, Industrial Maintenance Mechanics 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.

Associate Degree Nursing Program: Absences for the ADN Program's clinical nursing courses are calculated by hours missed. Students should consult course syllabi for specific policies regarding clinical absences.

Automotive Technology: Three days of absences are allowed.

Collision Repair Technology, Heating, Ventilation, AC, & Refrigeration Technology, and Welding & Cutting Technology: Four and one-half days of absences are allowed.

Cosmetology: When absences exceed 30 hours per fall or spring semester (10 hours for the summer semester), the student will be cut-out. Thirty minutes will be deducted from a student's time if he/she arrives to class 1-15 minutes late. If a student is more than 15 minutes late, the actual time rounded up to the next hour will be deducted.

EMS-Paramedic Program: The EMS-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.

Industrial Maintenance Mechanics Technology: Three and one-half days of absences are allowed.

Practical Nursing: Three absences are allowed in each fall and spring theory class; two absences are allowed in each spring clinical and each summer class. A student who is cut out of a class may complete the other classes for that semester although he/she will not be allowed to progress to the next semester and will be required to retake all classes for that semester if he/she re-enters the PN program the following year.

Surgical Technology: Three absences are allowed in each fall and spring theory course; two absences are allowed in each spring clinical and each summer course. A student who is cut out of a class may complete the other classes for that semester although he/she will not be allowed to progress to the next semester and will be required to retake all classes for that semester if he/she is readmitted to the program the following year.

REINSTATEMENT ON CLASS PROBATION POLICY

When the instructor records the last absence that cuts the student out, he/she is automatically withdrawn from the course.

When a student is cut out and wishes to be considered for reinstatement, he/she must present a written request for reinstatement along with documentation for absences to the CAO or CTE Director within the appropriate number of days from the date of the cut-out email as follows:

- 4-Week Courses~2 school days from the date of the cut-out email
- 8-Week Courses~3 school days from the date of the cut-out email
- 13-to16-Week Courses~2 school days from the date of the cut-out email

During that time, the student must continue to attend class.

If a majority of the absences are for extenuating, documented circumstances, the CAO or CTE Director will decide if the student will be reinstated and placed on Class Probation for that class. If a majority of the absences **are not** for extenuating, documented circumstances, the student will not be reinstated. Once a student is placed on Class Probation, any future absence that is not due to extenuating, documented circumstances will result in an automatic administrative withdrawal from that class.

Extenuating Circumstances and Required Documentation

- A. Sickness: Statement from Doctor or Dentist
- B. Death in Family: Newspaper Obituary or Funeral Program
- C. Legal Situation: (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: Sponsor of Event Will Present CAO or CTE Director with Information

APPEALS PROCEDURE FOR CLASS CUT-OUT

If a student is not satisfied with the ruling concerning his/her request for reinstatement, the student may 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, profes-

- sional 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.

**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. 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 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 SCHEDULES THROUGH DROPS & ADDS DROPS & ADDS DURING REGISTRATION

A student wishing to drop or add a course during the time of registra-

tion may make the drop or add through web registration under Drop or Add Classes in My Holmes.

WITHDRAWAL FROM COURSE(S) OR SCHOOL

After the deadline for registration, no courses can be added, but a student can drop (withdraw) a course by completing and submitting the electronic Withdrawal Request Form located in My Doghouse. A student who wishes to drop a course after the last day of registration may do so by completing and submitting the electronic Withdrawal Request Form located in My Doghouse. Once submitted, the instructor of the course will be notified of the request and must continue the process by electronically submitting the student's last date of attendance for the course. When the last date of attendance is received by the Administrative office, the request will be processed, and the student will be removed from the course. 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. The college recognizes that occasionally after the 75% mark, students may have an extreme hardship; e.g. an extended hospitalization due to an 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.

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.

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.

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 aca-

democratic 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 - WITHDRAWAL/REFUND

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. If, after the removal of the student's tuition and fees there is a balance due on the student's account, this amount must be paid by the student. If, after the removal of the student's tuition and fees there is a credit balance, this amount will be refunded to the student.

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 college 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 college 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.

Holmes Community College awards the following degrees and certificates: Associate of Arts Degree (AA), Associate of Applied Science Degree (AAS), Technical Certificate, Advanced Technical Certificate, Career Certificate, and Certificate of Graduation.

GENERAL EDUCATION CORE COURSE NUMBERS & TITLES

English

ENG 1113	English Composition I
ENG 1123	English Composition II

Fine Arts

ART 1113	Art Appreciation
ART 2713	Art History I
ART 2723	Art History II
MUS 1113	Music Appreciation
MUS 1123	Music Survey
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
ENG 2513	Survey of African-American Literature
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 1534	Survey of Anatomy & Physiology
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 1113	World Geography
PSC 1113	American National Government
PSC 1123	American State & Local Government
PSC 2113	Comparative Government
PSY 1513	General Psychology I
PSY 2513	Child Psychology
PSY 2523	Adolescent Psychology
PSY 2533	Human Growth & Development
SOC 2113	Introduction to Sociology
SOC 2133	Social Problems
SOC 2143	Marriage & Family
SOC 2213	Intro to Anthropology
SWK 1113	Social Work, A Helping Profession

Public Speaking

SPT 1113	Public Speaking I
SPT 1123	Public Speaking II

ASSOCIATE OF ARTS DEGREE (AA) REQUIREMENTS

This degree is awarded to university transfer majors.

1. General Education Core:

ENG 1113 & 1123 - English Composition I & II
MAT 1313 - College Algebra or higher-level math
SPT 1113 - Public Speaking
Natural Sciences with labs - Two courses - 6 to 8 hours
Humanities - 6 hours
Social/Behavioral Sciences - 6 hours
Fine Arts - 3 hours

Total General Education Core: 33 to 35 hours

2. 27 to 29 Hours of Electives

3. Total Required: 62 semester hours

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

4. A *2.00 GPA on the required semester hours.

*To calculate the GPA, the highest grade which fulfills a requirement will be used.

5. Residency requirement:

In order to receive the Associate of Arts Degree, 25% of the degree requirements must be earned through Holmes and must exclude Pre-Core, Technical or Career 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.

*All hours attempted during a student's entire academic history will be considered when determining federally-funded financial aid eligibility. All courses taken will remain on a student's transcript. When a student transfers to another institution, the policy of the receiving institution will determine the student's GPA.

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. *General Education Core:

- (a) ENG 1113 - English Composition I
- (b) SPT 1113 - Public Speaking **OR**
ENG 1123 - English Composition II **OR**
Social/Behavioral Science (3 hours)
- (c) Humanities/Fine Arts (3 hours)
- (d) Social/Behavioral Science (3 hours)
- (e) **MAT 1313 - College Algebra **OR**
Natural Science with Lab

*This core represents the minimum general education requirements for the awarding of an AAS, not the general education requirements for all AAS programs. To see if this general education core is applicable to a particular program of study, please refer to the specific program page.

**A natural science with lab course, plus a course in computational skills will substitute for some AAS programs that require College Algebra. (See program curriculum.) The computational skills course may be MAT 1233 - Intermediate Algebra or BOT 1313 - Applied Business Math or other program-specific computational skills course.

TOTAL General Education Core: 15 - 19 hours

- 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 (60) semester hours** (excluding pre-core and career hours)
- 4. **A ***2.00 GPA** on the required semester hours.
***To calculate the GPA, the highest grade which fulfills a requirement will be used.
- 5. **Residency Requirement:**

In order to receive an Associate of Applied Science degree, 25% of the degree requirements must be earned through Holmes and must exclude Pre-Core 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.

Students in Career/Technical programs that do not lead to state/national examinations or industry-recognized credentials will take the MS-CPAS (Mississippi Career Planning and Assessment System) prior to graduation.

*****All hours attempted during a student's entire academic history will be considered when determining federally-funded financial aid eligibility. All courses taken will remain on a student's transcript. When a student transfers to another institution, the policy of the receiving institution will determine the student's GPA.**

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-Two semester hours

(No hours in Pre-Core or Career Courses will apply toward the Certificate of Graduation)

3. A *2.00 GPA on the required semester hours.

*To calculate the GPA, the highest grade which fulfills a requirement will be used.

4. Residency Requirement:

In order to receive a Certificate of Graduation, 25% of the degree requirements must be earned through Holmes and must exclude Pre-Core 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.

*All hours attempted during a student's entire academic history will be considered when determining federally-funded financial aid eligibility. All courses taken will remain on a student's transcript. When a student transfers to another institution, the policy of the receiving institution will determine the student's GPA.

TECHNICAL CERTIFICATE REQUIREMENTS

This certificate is awarded to students who complete the prescribed coursework (minimum of 30 semester hours) for a Technical Program.

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

*To calculate the GPA, the highest grade which fulfills a requirement will be used.

3. Residency Requirement:

In order to receive a Technical Certificate, 25% of the degree requirements must be earned through Holmes and must exclude Pre-Core 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.

Students in Career-Technical programs that do not lead to state/national examinations or industry-recognized credentials will take the MS-CPAS (Mississippi Career Planning and Assessment System) prior to graduation.

*All hours attempted during a student's entire academic history will be considered when determining federally-funded financial aid eligibility. All courses taken will remain on a student's transcript. When a student transfers to another institution, the policy of the receiving institution will determine the student's GPA.

ADVANCED TECHNICAL CERTIFICATE REQUIREMENTS

This certificate is awarded to students who complete the prescribed coursework (minimum of 45 semester hours) for a Technical Program.

1. **Successfully complete the prescribed set of courses or approved substitutes. (Career hours are excluded.)**
2. **A *2.00 GPA** on the required semester hours.

*To calculate the GPA, the highest grade which fulfills a requirement will be used.

3. **Residency Requirement: In order to receive an Advanced Technical Certificate, 25% of the degree requirements must be earned through Holmes and must exclude Pre-Core 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.**

Students in Career-Technical programs that do not lead to state/national examinations or industry-recognized credentials will take the MS-CPAS (Mississippi Career Planning and Assessment System) prior to graduation.

***All hours attempted during a student's entire academic history will be considered when determining federally-funded financial aid eligibility. All courses taken will remain on a student's transcript. When a student transfers to another institution, the policy of the receiving institution will determine the student's GPA.**

CAREER CERTIFICATE REQUIREMENTS

These 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.

Career Certificate in Cosmetology:

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

*To calculate the GPA, the highest grade which fulfills a requirement will be used.

3. Meet the Residency Requirement

Career Certificate in Practical Nursing:

1. Successfully complete the prescribed set of courses and clock hours
2. Earn a grade of 80 or above on every course in the prescribed set of courses.
3. Meet the Residency Requirement

Career Certificate in Welding:

1. Successfully complete the prescribed set of courses.
2. **Earn a *2.00 GPA on the prescribed set of courses**
*To calculate the GPA, the highest grade which fulfills a requirement will be used.
3. Meet the Residency Requirement

Residency Requirement: In order to receive a Career Certificate, 25% of the degree requirements must be earned through Holmes and must exclude Pre-Core 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.

Students in Career/Technical programs that do not lead to state/national examinations or industry-recognized credentials will take the MS-CPAS (Mississippi Career Planning and Assessment System) prior to graduation.

***All hours attempted during a student's entire academic history will be considered when determining federally-funded financial aid eligibility.**

All courses taken will remain on a student's transcript. When a student transfers to another institution, the policy of the receiving institution will determine the student's GPA.

GRADUATION

All candidates for graduation must file an application for graduation online at the Holmes Website. The requests are sent to the Vice President for Academic Programs. December graduates must file by the end of October, and May graduates must file by the end of March. 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.

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.

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 overall 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 overall 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:

1. Residency Requirements for all Degrees
2. Transfer Credit Guidelines

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.

STUDENT RIGHTS AND RESPONSIBILITIES

As a student, you have the right to:

- be treated fairly and with respect
- learn in an environment free of discrimination and harassment
- pursue your educational goals in a supportive and stimulating environment
- have access to counseling
- privacy concerning departmental records or documents that contain personal information
- have ready assessment procedures and progressive results.

As a student, you are expected to:

- treat other people with respect and fairness
- follow any reasonable direction from staff
- not engage in plagiarism, collusion or cheating in any assessment event or examination
- be punctual and regular in attendance
- submit assessment events by the due date or seek approval to extend the due date
- refrain from using mobile phones or pagers in classrooms
- return or renew library materials on time
- observe normal safety practices; e.g., wear approved clothing and protective equipment
- refrain from swearing
- refrain from smoking in campus buildings
- behave in a responsible manner by not
 - o littering
 - o harassing fellow students or staff
 - o damaging, stealing, modifying, or misusing property
 - o being under the influence of alcohol or drugs
 - o engaging in any other behavior which could offend, embarrass, or threaten others.

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 immediately 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 within three (3) school days. The supervisor or administrator directly responsible for the personnel will respond within seven (7) school days.
- Step 3. If the student wishes to appeal the decision of the supervisor or administrator, he/she may then contact the supervisor or administrator directly responsible for the personnel in #2 within three (3) school days. The supervisor or administrator directly responsible for the personnel will respond within seven (7) school days.

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). A written response will be given within seven (7) school days.
3. If the student is not satisfied with the decision of the Appeals Committee, he/she may then appeal in writing 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.
4. No adverse action will be taken against a student for filing a grievance complaint and/or appeal.

*Please note the following:

- # Any student who fails to follow the above steps may forfeit any further consideration for appeal.
- # The student may be suspended from activities during the appeals process.
- # 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 bulletin.

Additionally, the college's Career/Technical programs operate under program-specific Technical Standards. These standards address the minimum skills students need for admission, progression and graduation in the program. These standards are not designed to supplant the college bulletin.

EXPENSES

In- State Students (Per Semester)

Commuter Student	Tuition	Fees #
Full-time: Fall & Spring	\$1000 [^]	*\$15 per hour
Part-time: Fall, Spring, & Summer	\$100 per hour	*\$15 per hour

^A student is considered full-time when taking 12 or more semester hours during the Fall & Spring only.

***Fees are charged per semester hour and are capped at 15 hours (\$225) Non-refundable**

Dormitory Student	Fall & Spring
Tuition/Fees	\$1,225
Dormitory Charges	\$ 700
Board (Meals)	<u>\$ 775</u>
	\$2,700

<u>Out-of-State Full-Time Student Fee</u>	\$1,290
<u>Out-of-State Part-time Fee (per Semester Hour)</u>	\$110

Other Fees

Graduation Fee(Marching Students, May only/Non-Refundable)	\$35
Graduation Fee(Diploma Only/Non-Refundable)	\$15
ID Replacement (Non-Refundable)	\$25
Housing Application Fee (Non-Refundable)	\$50
Key Replacement Fee (Non-Refundable)	\$50
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.

Payments can be made at any HCC Business Office or through the student's "My Doghouse". We accept cash, check, money order, debit card, or credit card.

Book vouchers are available to those whose financial aid is greater than their charges (Aid - Charges = Voucher).

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
EMS/Paramedic Program
Funeral Service Technology
Heating, Ventilation, Air Conditioning, & Refrigeration Technology
Industrial Maintenance Mechanics
Occupational Therapy Assistant Technology
Physical Therapist Assistant
Practical Nursing
Precision Machining Technology
Surgical Technology
Welding & Cutting Technology

TUITION/FEE ADJUSTMENT POLICY

- a. **TUITION** will be adjusted for refunds at the rate of 90%, 75%, 50%, and 25% on a prorated basis during the first one-fourth of any term. Terms within a semester may be of varied lengths. All seven days of the week are used to calculate refunds.

ADJUSTMENT RATES

16-Week Terms (112 Days)

1 - 7 Days	90 percent
8 - 14 Days	75 percent
15 - 21 Days	50 percent
22 - 28 Days	25 percent

15-Week Terms (105 Days)

1 - 7 Days	90 percent
8 - 14 Days	75 percent
15 - 20 Days	50 percent
21 - 26 Days	25 percent

13-Week Terms (91 Days)

1 - 6 Days	90 percent
7 - 12 Days	75 percent
13 - 18 Days	50 percent
19 - 23 Days	25 percent

8-Week Terms (56 Days)

1 - 4 Days	90 percent
5 - 8 Days	75 percent
9 - 11 Days	50 percent
12 - 14 Days	25 percent

4-Week Terms (28 Days)

1 - 2 Days	90 percent
3 - 4 Days	75 percent
5 - 6 Days	50 percent
7 Day	25 percent

- b. **FEES** are non-refundable after the late registration period.
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.

STUDENT SERVICES

STUDENT SUPPORT SERVICES

Student Support Services (SSS) is a collaborative program between the U.S. Department of Education and Holmes Community College. The goal of SSS is to increase the retention and graduation rates of its students and facilitate their transfer process to 4-year institutions. SSS serves 200 students on the Goodman campus and is committed to providing a supportive environment where participants will receive academic, personal, financial, transfer, and career counseling.

To receive assistance students must be a U.S. citizen or permanent resident, enrolled at the Goodman Campus of HCC in a degree-seeking transfer program, and meet at least ONE of the following criteria: Be a first-generation college student (neither parent with whom you reside has a four-year degree; Have documented financial need (determined by federal guidelines); and/or Have a documented disability. All services are free to students. Those who are interested should complete an application. SSS is located in the lower level of McDaniel Hall on the Goodman Campus.

DISABILITY SUPPORT SERVICES

Holmes Community College through the Office of Disability Support Services (DSS) provides reasonable accommodations for students with disabilities. DSS verifies eligibility for accommodations and works with eligible students to develop and coordinate plans to provide those accommodations. DSS is committed to ensuring equal access to a quality education for qualified students with disabilities through the provision of reasonable academic accommodations and auxiliary aids which support the College standards and academic integrity.

The Office of Disability Support Services is committed to creating a positive campus environment where students with disabilities are encouraged to pursue careers on the basis of personal interest and ability. DSS is a non-fee generating program designed to meet the unique needs of HCC students with disabilities. Reasonable accommodations are offered in accordance with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act (ADA).

HEALTH SERVICE

Holmes Community College does not employ health personnel. Students are encouraged to avail themselves of local health services whenever necessary. These include doctors' offices and hospitals. In an emergency situation, students may be taken to a doctor or hospital via ambu-

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

STUDENT CENTER, BOOKSTORE, AND CAFETERIA

Student Center - Goodman Campus

Sunday	5:00 p.m. - 9:30 p.m.
Monday – Thursday	7:30 a.m. - 9:30 p.m.
Friday	7:30 a.m. - 1:00 p.m.

The Lorance Student Center serves HCC students who are currently enrolled. There is a large area where indoor recreation of various kinds may be enjoyed. This building contains the bookstore and canteen where books, supplies, food, drinks, and various other items may be purchased. **Student mailboxes** are also located in the Lorance Student Center. Student mail should be addressed to the student, Holmes Community College, P.O. Box (499-0000), Goodman, MS 39079. Students must register for a post office box with the HCC Bookstore Manager. Once each day mail is delivered to the student center post office and outgoing mail is taken to the Goodman Post Office at 3:00 p.m. All registered letters and insured packages are to be picked up by the individual concerned. Students may purchase stamps and envelopes in the bookstore. **The Campus Police Department** is also located in the student center.

Campus Bookstore

(Goodman, Ridgeland, and Grenada)

Hours: 8:00 a.m. - 3:30 p.m. Monday - Thursday

8:00 a.m. - 12:00 p.m. Friday

Bookstore hours are extended to 7:45 a.m. - 6:00 p.m. the first week of each semester.

Textbooks can now be ordered through the internet @ efollett.com. Online textbooks should be ordered via e-mail @ 0487mgr@fheg.follett.com as an attachment. Your profile must be verified. Text books are normally ready for purchase by pre-registration. See the HCC Bookstore Manager for specific details about the purchase and buy-back of books. Dorm supplies and a variety of additional supplies are available. Graduation announcements and class rings may be ordered at the beginning of the fall semester. To receive a full refund for textbooks, you must have a receipt. Full refunds are allowed 7 days from the first day of class. Major buy back is held during week of final exams each semester. **IDs and receipts are required for refunds.** You may contact the bookstore by calling: Manager Goodman – Caroline Wilson 662-472-2959; Manager Ridgeland – Dorothy Jolly 601-605-6305; Manager Grenada – Cindy Walker 662-226-0609

Cafeteria - Goodman Campus

Monday through Thursday

Breakfast	7:00 a.m. - 8:15 a.m.
Lunch	11:00 a.m. - 12:45 p.m.
Supper	5:00 p.m. - 6:15 p.m.

On Friday, lunch will be served until 12:30 at which time the cafeteria will close.

Participants in sanctioned school events will be served on weekends. Students living in college housing are required to purchase meals as part of college expenses. Your HCC ID card must be scanned at each meal. This card is not transferable to anyone. Students may choose to have their midday meal in the student center instead of the cafeteria. A meal equivalent of a hamburger or chicken sandwich, fries, and a soft drink will be served between the hours of 11:00 a.m. and 12:30 p.m. only. Students, faculty, and staff may eat in the cafeteria at student rates with presentation of a Holmes Community College ID Card.

Cafeteria and Student Center Rules

1. Be on time for all of your meals.
 2. Your HCC ID must be scanned at every meal or you will not be served. This ID is not transferable to anyone.
 3. You must wear shirts and shoes at all times while you are in the cafeteria or the student center.
 4. Do not break line.
 5. Do not waste food - eat everything on your tray - if you do not want it, do not take it.
 6. Do not throw food or anything else in the dining room.
 7. Food is to be consumed inside the cafeteria. Food cannot be removed from the premises.
 8. No food services property can be removed from the premises.
 9. Cafeteria and student center grill decor is not to be handled or moved around.
 10. When you have finished your meal, carry your tray to the dish room window. Do not leave your dishes or trays on dining room tables. Your cooperation in practicing responsible dining conduct promotes cheerful service.
- Violation of the above rules can result in sanctions up to and including revocation of eating privileges.

PUBLIC SAFETY & CAMPUS POLICE

Public Safety Personnel provide protection to faculty, staff, students and other authorized individuals. They also protect college property and grounds. In case of emergency you may call **601-940-0089 (Goodman)**, **662-809-6845 (Grenada)**; or **601-605-3333 (Ridgeland)**.

Public Safety Personnel on each campus are managed by a Chief of Police who reports to the appropriate administrator. At the District level Public Safety is managed by the District Director of Public Safety working under the HCC District Coordinator for Student Services.

Police authority is authorized by Section 6706, Mississippi Code of 1973, as amended.

VEHICLES ON CAMPUS

To operate a vehicle on campus, students must register their vehicles to receive a decal and display. Faculty and staff are also required to obtain and display decals.

Students must park in designated areas. Failure to do so will result in fines. Continued abuse of the regulations may result in withdrawal of student's privilege to operate a vehicle on campus.

Parking and Traffic Regulations for Students

1. Vehicles must be registered and equipped with a current year parking decal.
2. The parking decal is to be displayed on the back left window.
3. Vehicles are not to exceed 20 miles per hour anywhere on campus.
4. The volume of all vehicle radios must be kept low at all times.
5. The student will have sole responsibility for any vehicle registered in his/her name regardless of who may be driving it.
6. Reckless driving may result in removal of the vehicle from campus.
7. Dorm students must park in areas designated as student parking areas at their particular dorm and walk to class. (Grenada Dorm students may park in parking area in front of cafeteria.) Students may not park in any area designated for faculty, staff, or visitors. Cars are to be parked only in a designated parking space properly marked by painted lines.

Student vehicles parked in the prohibited areas on campus will receive a ticket. The first parking violation is **\$20.00**; the second violation is **\$30.00**; the third and each succeeding violation is **\$50.00**. A handicapped parking violation begins at **\$50**; the second is **\$100**, and the third and each succeeding violation is **\$200**. A handicapped person must be an occupant for the vehicle to park in a HC zone. Students who violate traffic regulations will be fined **\$30.00** for the first violation; **\$40.00** for the second violation, and **\$60.00** for the third violation. Students who consistently violate park-

ing and traffic regulations will give up their right to have a vehicle on campus. In addition to Campus Police, Dormitory Supervisors and other school officials are authorized to write tickets. A parking or traffic ticket may be appealed following the HCC Discipline and Appeal Procedure, provided it is done within one week of the date on the ticket.

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.

DISCIPLINE

The following guidelines will assist you in understanding the various levels of discipline at HCC. The procedures are administered through the office of the Dean of Students and questions concerning discipline should be directed to this office.

- A verbal warning may be issued by the Dean of Students or other school official, including instructors, and will be filed in the student's disciplinary record.
- A student may be fined or removed from the dormitory or from the campus (except to attend classes).
- Serious disciplinary problems can result in dismissal from school.

Discipline may first occur at any level listed above and may include a combination of a fine and other sanctions. Fines will be paid in the HCC Business Office. A student who accumulates over \$100 in fines may be removed from the dorm. However, if the first fine is over \$100 the next fine received will result in dorm removal. Traffic fines are not included in this total. **FINES ARE CUMULATIVE FROM THE FIRST ENROLLMENT AT HCC THROUGH THE LAST.**

Removal from participation in school activities and loss of performance scholarship may occur when a student is removed from the dorm or campus for disciplinary or academic reasons. Students may also be suspended from all activities during an appeals process. Serious violations of HCC policy relative to the health and safety of the HCC Community will result in immediate removal from the dorm, campus, or school. Health

and safety violations are the most serious offenses against the college community.

Examples of Fines

(This list is not all-inclusive.)

Alcohol Infractions - Up to \$200.00

Disturbing the Peace (loud radio, etc.) - \$25 to \$100

Public Profanity (verbal, written, printed or implied) - \$25 to \$100

Unauthorized Guest - \$25 to \$200

Disorderly Conduct or Fighting - \$25 to \$200

District-Wide Campus Regulations

1. Orderly conduct is expected on campus at all times; disorderly conduct may result in loss of campus privileges.
2. Students are required to have their HCC ID on their person at all times when on campus. Students are to present their ID cards upon the request of any official of the college at any time. Improper use of ID card by the owner or another individual may result in a fine.
3. Destruction or loss of property will be paid for by those responsible. Willful or malicious damage on campus is considered more serious than accidental damage.
4. Smoking is not allowed within fifteen feet of campus buildings.
5. The use of alcohol, possession of alcohol, or being under the influence of alcohol is absolutely prohibited. No alcoholic beverage containers, empty or full, can be kept anywhere on campus. Offenders can be fined as much as \$200 and can be removed from the dormitory and/or dismissed from school if the incident involves additional charges. Commuting students may have their access to the campus limited in lieu of dormitory removal.
6. Use of illegal drugs, possession of illegal drugs or drug paraphernalia, or being under the influence of illegal drugs is absolutely prohibited. Offenders will be dismissed from school.

A copy of the HCC Drug and Alcohol Policy is available in any counselor's office. This policy includes the standards of conduct expected by the college; the legal sanctions imposed by local, state, and federal law; health risks; and the programs available for help.

7. Students who have been convicted of possession, sale, or the manufacture of illegal drugs will not be permitted to live in the dormitory and will have their access to the campus limited.
8. Any student charged with a local, state, or federal crime may be suspended from school or have other sanctions imposed on him/her until the charges are cleared.

9. Any student convicted of a local, state, or federal crime may be dismissed from school.
10. Fireworks on campus may result in dismissal from the dormitory, limited access to the campus, or more serious disciplinary action.
11. Weapons on campus will result in a fine and/or dismissal from the dormitory, limited access to the campus, or more serious disciplinary action. No person or persons will be permitted to possess a firearm or firearms on HCC property or at any event sponsored or sanctioned by the College. The only exception to the above shall be sworn law enforcement officers certified by the Bureau of Law Enforcement Officers Standards and Training, and those persons authorized by the college.
12. The volume of all televisions or radios (including car radios), etc., must be kept low at all times. Failure to do so will result in equipment being removed from campus and a fine.
13. A student wishing to enter any locked building on campus must contact a campus police officer and fill out a Building Entry Form.
14. Possession of keys by students to any HCC lock is prohibited. The only exception is a dormitory key for which a deposit has been paid. Offenders may be dismissed from school.
15. Indecent dress or language (including written or oral) is prohibited on campus.
16. Any person or persons on the campus for the purpose of soliciting must have prior approval of the chief student services officer.
17. No student cars are to be washed on campus without permission.
18. Cell phones should be turned off when entering classes and school activities where phone calls would interrupt school proceedings. When cell phones become a problem in an academic setting, the issue becomes a disciplinary matter.
19. Students that fraudulently misrepresent facts may be fined up to \$100.00 and may be removed from class or school.
20. Theft on campus may result in dismissal from the dormitory, limited access to the campus, or more serious disciplinary action.
21. Any student under disciplinary action may have to forfeit the right to participate in any school related activity. Also, they may not be eligible to run for any elected position nor be selected for any honor or award.
22. The unauthorized buying and selling of goods and services on campus is prohibited.

Discipline and Appeal Procedure

Non-academic discipline of the students at Holmes Community College is administered through the Dean of Students' office on the Goodman campus, the Vice-President's office at Ridgeland, and the Vice-President's office at Grenada. These individuals are referred to elsewhere in this handbook as the Chief Student Services' Officer (CSSO). Minor infractions of discipline and conduct are handled as they occur by the faculty and staff directly in charge at the point of infraction. Any discipline imposed in this

manner may be appealed by the student to the CSSO on campus. More serious disciplinary problems among students are handled directly by the CSSO. Disciplinary hearings are of private, confidential nature and are closed to the public.

Discipline Procedure

Disciplinary action will proceed as follows:

- (1) The CSSO shall notify the student of the charges.
- (2) The CSSO may temporarily suspend a student until such time as the charges brought against them may be heard. The suspension would occur when it is apparent that the student's presence would affect the well being of the student body, the faculty, or the college property.
- (3) The student has the right to discuss any evidence pertinent to the charges with the CSSO.
- (4) The CSSO, after gathering all information, will make a final ruling.
- (5) The CSSO will notify the student, in writing, of the charges and discipline to be levied.

Appeal 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.

STUDENT ACTIVITIES

The Student Activities Director on the Goodman campus, the Student Activities Coordinator on the Ridgeland Campus, and the counselor on the Grenada Campus are directly responsible for the supervision of student activities at the various locations of HCC. The District Coordinator of Student Services has been charged with the overall coordination of these activities to include the areas listed in this section. Questions and requests regarding the implementation of policies and procedures relating to activities, if not found in the following sections, should be asked of the individuals listed above.

SGA Constitution

Preamble: We, the students of Holmes Community College, realizing that true harmony among ourselves, the Student Body Organization, and the faculty is essential to formal education, desiring to make an earnest effort to secure the greatest good for the majority, believing that this may be best accomplished by the consolidation of our efforts in a student body organization, do ordain and establish the Constitution for the Student Body of Holmes Community College on this the seventh day of May in the Year of our Lord, 1954.

Revised 1963, 1969, 1972, 1984, 1988, 1989, 1998, 2004, 2007, 2010

Article I: Adoption and Amendment

Section I. This Constitution became effective immediately upon its adoption by a majority vote of the students of Holmes Community College.

Section II. It may be amended as deemed necessary upon ratification by a majority vote of the student body and the approval of the Administration and the Board of Trustees of Holmes Community College.

Article II:

Section I. The organization of students is called the Student Body Organization of Holmes Community College.

Section II. Membership shall be limited to full-time students of Holmes Community College.

Section III. The officers of the Student Body Organization will be known as the Student Council or the Student Government Association.

Section IV. This organization shall meet at least once each month and at any other time deemed necessary and called by the council president and/or the sponsor.

Section V. When called to order, the council will operate under Robert's Rules of Order.

Section VI. Each member of the council shall have one vote; in case of a tie the president shall have the power to vote.

Section VII. Three (3) unexcused absences per year from any member will result

in dismissal from the Student Government Association. All members must be excused by the sponsor and the president prior to a meeting, except in case of an illness which can be handled after the meeting.

Section VIII. Any action taken by the council must be submitted to the

Chief Executive Officer of each Campus/Center and the President of Holmes Community College for approval.

Section IX. Functions of Student Government are to:

- A. assist with student activities on campus;
- B. assist with homecoming activities in cooperation with the faculty;
- C. assist faculty in drawing up student rules and regulations;
- D. serve in the capacity of mediator between the faculty and the student body; and
- E. supervise all student council elections.

Section X. Any student government member who is placed on disciplinary probation or convicted of a crime, excluding traffic violations, while serving, will be required to resign from office.

Section XI. A faculty sponsor shall be selected by the administration. The sponsor will help coordinate student affairs and give such assistance as needed, and attend all meetings.

Section XII. Vacancies in student government will be filled by appointment by the SGA with approval of the sponsor.

Section XIII. Eligibility for office and positions is based on all previous full-time semesters. (Summer school is considered a full-time semester if 12 or more hours are taken.)

Article III: General Election Rules

Section I. Nominations shall be made by presenting to the election committee a petition containing fifteen signatures of full-time students from the same class as the elected is to represent.

Section II. The election committee shall consist of student body president, the student council sponsor, and a Holmes staff member.

Section III. The election committee shall determine the validity of nominations and provide that a faculty member or sponsor be present for the tabulation of ballots.

Section IV. Voting shall be by secret ballot.

Section V. Any student who receives a majority of the votes cast on the first primary will be considered elected.

Section VI. In the event that no candidate receives a majority the top two will be placed on the run-off ballot.

Section VII. In an election where two or more candidates are to be selected (as in the case of class representatives) the individuals receiving the most votes will be selected.

Section VIII. Students on disciplinary probation or those serving probation for a crime, excluding traffic violations, at the time of selection are not eligible to hold positions listed in Articles IV, V, and VI at Holmes Community College.

Section IX. Students must have and maintain a 2.0 QPA to run for and hold an office at HCC. Mid-term grades are included in computing QPA's. The student must maintain a 2.0 QPA and full-time status to continue serving in the office or position.

Section X. Students are limited to running for, or holding, a specific

office one time with the exception of running for office under Article IV, Section 5.

Section XI. Wherever the phrase “full-time student” occurs, it is understood this means on the campus or center where you run for election or vote.

Article IV: Elections

Section I. Student Body Officers to be elected on the Goodman and Ridgeland Campuses during the last week of April are:

A. President, Secretary, and Treasurer.

1. Qualifications are to:

- a. be a full-time student;
- b. be a first or second semester freshman; and
- c. have at least “C” average for any previous work including mid-term grades.

2. Voter eligibility is limited to full-time freshman students.

B. Vice-President and Reporter (a Reporter will also be elected at the Grenada Center) shall be selected to serve the remainder of the school year in which they are elected and until the election of their successors during the fall semester of the following year.

1. Elections will be held at the end of the third school week (runoff during the fourth week).

2. Qualifications are to:

- a. be a full-time student;
- b. be a first or second semester freshman; and
- c. have at least “C” average for any previous work including mid-term grades.

3. Voter eligibility is limited to full-time freshman students.

Section II. Council Representatives are to be elected throughout the district.

A. There shall be four representatives to the student council elected at the end of the third school week (run-off the fourth week) from the freshman class.

1. Representatives will be composed of at least one man and one woman.

2. Qualifications are to:

- a. be a full-time student;
- b. be a first or second semester freshman; and
- c. have at least a “C” average for any previous work including mid-term grades.

3. Voter Eligibility is limited to full-time freshman students.

B. There shall be three representatives to the student council elected at the end of the third school week (run-off during the fourth week) from the sophomore class.

1. Representatives will be composed of at least one man and one woman.

2. Qualifications are to:

- a. be a full-time student;

- b. be a third or fourth semester student; and
- c. have at least a “C” average for any previous work.
- 3. Voter Eligibility is limited to full-time sophomore students.

C. There shall be one dormitory representative elected from each dormitory (Goodman Campus only).

- 1. Elections will be held the end of the third school week (runoff at the end of the fourth week).
 - 2. Qualifications are to:
 - a. be a full-time student and
 - b. have at least a “C” average for any previous work.
 - 3. Voter eligibility is limited to full-time students.
- D. There shall be one commuter student elected to represent non-dormitory (Goodman Campus Only)

- 1. Elections will be held the end of the third school week (runoff at the end of the fourth week).
- 2. Qualifications are to:
 - a. be a full-time student and
 - b. have at least a “C” average for any previous work.

Section III. Homecoming Court (Open to female students only) elections will be held at least two weeks prior to homecoming.

A. The Homecoming Queen (Goodman Campus only)

- 1. Qualifications are to
 - a. be a full-time student;
 - b. be at least a third or fourth semester student and have never held a sophomore title; and
 - c. have at least a “C” average for any previous work.
- 2. Voter eligibility is limited to full-time students.

B. Student Body Maid

1. In the case of a run off between the top two candidates for homecoming queen on the Goodman Campus, the runner-up shall be declared student body maid. If the top candidate for homecoming queen receives a majority of the votes the candidate with the second highest number of votes shall be declared student body maid.

2. On the Ridgeland Campus and at the Grenada Center, a Student Body Maid will be selected from the sophomore class and the remaining candidates will run for the sophomore maid positions.

- 3. Qualifications are to:
 - a. be a full-time student;
 - b. be at least a third or fourth semester student and have never held a sophomore title; and
 - c. have at least a “C” average for any previous work.

C. Freshman Maids

1. There shall be two freshman women elected from the freshman class of the Goodman and Ridgeland Campuses and one from the Grenada Center.

- 2. The election will be held at least two weeks prior to homecoming.
- 3. Qualifications are to:
 - a. be a full-time student;
 - b. be a first or second semester freshman; and

- c. have at least a “C” average for any previous work.
- 4. Voter eligibility is limited to full-time freshman students.
- D. Sophomore Maids

1. There shall be two women elected from the sophomore class of the Goodman, Ridgeland Campuses and Grenada Center. Candidates on the Goodman Campus shall include all participants in the Homecoming Queen election who were not in the run off.

2. The election will be held at least two weeks prior to homecoming.

3. Qualifications are to

- a. be a full-time student;
- b. be at least a third or fourth semester student and have never held a sophomore title; and
- c. have at least a “C” average for any previous work.

4. Voter eligibility is limited to full-time sophomore students.

Section IV. HCC Beauty Review (Open to female students only)

A. Qualifications are to

- 1. be a full-time student on any campus;
- 2. be nominated presenting to the Student Activities Director a petition containing fifteen signatures of full-time students;
- 3. attend rehearsal for the pageant; and
- 4. have at least a “C” average on any previous work.

B. Off-campus judges will choose the HCC Most Beautiful and four beauties during the pageant.

C. The pageant will be held late first semester or early second semester.

Section V. The HCC Who’s Who election will be held in January to select Mr. and Miss HCC (Goodman, Ridgeland and Grenada campuses) and sixteen campus favorites. Campus favorites will consist of eight Freshman Favorites (four men and four women) and eight Sophomore Favorites (four men and four women). The two students receiving the highest number of votes for Mr. and Miss HCC will enter a second primary, unless one student receives a majority of all votes cast; in which event, that student will be declared the winner. In the final primary for Mr. and Miss HCC, the runners-up will automatically be named Sophomore Favorites.

A. Mr. and Miss HCC (Goodman and Ridgeland campuses and Grenada Center)

1. Qualifications are to:

- a. be a full-time student;
- b. be a third or fourth semester student;
- c. have at least a “C” average on any previous work; and
- d. represent the very best in leadership, attitude, and behavior.

2. Voter eligibility is limited to full-time students.

B. Sophomore Men and Women Favorites

1. Qualifications are to:

- a. be a full-time student;
 - b. be a third or fourth semester student;
 - c. have at least a “C” average on any previous work; and
- ### 2. Voter eligibility is limited to full-time students.

C. Freshman Men and Women Favorites

1. Qualifications are to:

- a. be a full-time student;
 - b. be a first or second semester student ; and
 - c. have at least a “C” average on any previous work.
- ### 2. Voter eligibility is limited to freshman students.

Article V: Escorts for Homecoming

Section I. Queen, Student Body Maid, and Class Maid escorts shall be chosen by the Homecoming Committee from the Student Government Association.

STUDENT CONTESTS

Students either named or elected to positions whereby they represent the student body in an honorary capacity, such as homecoming court member, SGA officer, Beauty, Who’s Who member, and Hall of Fame member, etc., must conform to all scheduled activities of that group, such as photography sessions, organizational meetings, and related activities, etc. Failure to meet the necessary requirements may result in the loss of the office or position being occupied by the student and also the loss of recognition of the student in *Horizons*, *The Growl*, or through press releases sent by the Public Information Office.

The College Who’s Who contest is sponsored each year by the SGA and is completed by the third week of January. Mr. and Miss HCC are elected on the Goodman, Ridgeland and Grenada campuses and must be representative of the college’s best as to scholarship, character, participation in co-curricular activities and attitude.

CAMPUS RECREATION & INTRAMURAL SPORTS

(Goodman Campus Only)

The Campus Recreation & Intramural Sports program at Holmes Community College is designed to provide students, faculty, staff, and their spouses the opportunity to participate in a variety of enjoyable competitive sports. Holmes Community College does not discriminate on the basis of race, color, religion, national origin, sex, age or disability. The college is in compliance with Title IV of the 1964 Civil Rights Act, Title IX of the 1972 Education Amendments Section 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act of 1990. The activities selected are determined on the basis of their contribution to the development of the whole individual – physically, socially, emotionally, and intellectually. Another purpose of the recreation and intramural program is to make partici-

pation in sports and physical activities a meaningful part of total education, thus providing individuals with opportunities to develop skills that can be utilized for lifelong fitness. The implementation of a wide variety of activities allows participation for different ability and interest levels – “Something for Everyone”. The program provides competition in a spirit fostered by fair play and sportsmanship among all participants. A major objective of the Campus Recreation & Intramural Sports program is to provide enjoyable activities in a safe environment to enhance social interaction and develop a sense of community within the college. Intramurals are voluntary in nature (i.e. the student has a choice of activities) and every student is given an equal opportunity to participate – regardless of physical ability. Current students, faculty, and staff with a valid Holmes Community College I.D. are eligible to participate in the Campus Recreation and Intramural Sports program. Faculty is encouraged to participate in intramural activities and make “out-of-classroom” connections with students. Recreation and Intramural activities include team competition leagues, individual sports, team sports, and other special events. In addition, the HCC Fitness Center is open to all current students with a HCC ID.

STUDENT HOUSING (Goodman Campus Only)

Holmes Community College abides by the regulations outlined in the Americans with Disabilities Act of 1990 (ADA). The Director of Housing has been designated to receive and investigate complaints and carry out responsibilities in conformity with the foretated acts and their amendments.

There are seven dormitories on campus providing space for 300 men students and 264 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.

Check In: To check in, students should report to their assigned residence hall at the time specified in the student handbook (Sunday afternoon before the beginning of classes the following day usually between the hours of 3:00 p.m. to 6:00 p.m.). Students are then required to complete and turn in the Key/Damage Deposit Policy Form to their dormitory

supervisor. This form will be placed on each bed before you move into your room. If a student does not turn in this form, he or she may be liable for damages to the room that existed before they moved in. This is a pre-damage inventory sheet for the student to report damages which he or she is not responsible for. Failure to turn this form in will forfeit the student's right to challenge any decision made by the Director of Housing and/or Dormitory Supervisor to charge the student for damages not reported.

Check Out: To check out, a student is required to move out all belongings, clean room thoroughly, have the Hall Director complete a dormitory withdrawal form, and turn in the key and ID to that individual.

Lost Keys: The Director of Housing and the Dormitory Supervisor should be contacted immediately when a room key has been lost. See the Director of Housing for replacement of key. The student will be charged \$50 for a new key. If a student returns a broken key to the Director of Housing, a new one will be issued to him or her at no additional cost. For those students using HCC ID cards as keys, the charge will be \$25 to replace a lost one.

College Property Students are responsible for college property. Any damages in a student's room will be charged to the occupants of that room unless those students completed and turned in a Key/Damage Deposit Policy form reporting that the damage existed in the room before they moved in. Common area (lounges, restrooms, vending, laundry, hallway, or suites) damages may be assessed to the students living in that area unless the party responsible can be identified.

Dormitory Rental System A commuting student sometimes finds it necessary to stay overnight on campus. Reasons for this may range from a need to study or do library work to a transportation problem. A commuting student may stay in a dormitory at a minimal fee. The following regulations govern this system:

1. The commuter must be a full-time student of Holmes Community College.
2. Students must obtain permission from the Director of Housing and will be under all dormitory regulations during their stay.
3. The charge is \$5.00 per night and is to be paid to the HCC Business Office. This charge is per person, not per room.
4. The student will not be allowed to spend more than two consecutive nights in the residence hall without special permission.
5. Students who have received a fine for a disciplinary offense will not be allowed to rent a room.

Residence Hall Hours All residence halls open at 2:00 p.m. on Sunday afternoon and close at 2:00 p.m. on Friday afternoon. At the end of a semester or the beginning of a holiday, students are expected to vacate dormitory rooms as soon as their classes and/or exams are completed. Residence halls are closed on weekends unless permission has been granted from the Director of Housing to stay. Quiet hours shall begin at 11:00 p.m. and continue until 8:00 a.m. the next day. Reasonable quietness is expected at all times. During this period, students should be able to study in their rooms without loud noise or disturbances. Loud stereos, televisions, yelling, etc. will not be tolerated.

Weekend Stay Generally, only out-of-state or out-of-district athletes are granted permission to stay on weekends. Other than this group, the only other students who may stay on weekends with permission are those who are involved in a school activity (athletic competition, choir, band, cheerleading, etc.).

Room Inspection Residence hall rooms are subject to inspections by appropriate college officials. During the room inspections, the rooms will be checked for room damages and unsanitary conditions. Students may be subject to a \$25 fine for failing room inspection.

Students are responsible for cleaning their rooms, bathrooms, and common areas (common areas only include the hallways in Attala Hall suites). Safety checks may be made from time to time as well.

Residence Hall Furnishings and Care Rooms are furnished with single beds, dressers, chairs, and desks. Each student is expected to furnish linens, and toilet items, including tissue, and is accountable for the care of the room and its furnishing. Students are not allowed to move any furniture or equipment from their rooms supplied by the college. Missing furniture or other items from rooms provided by the college or damage to them will result in a \$25 fine or higher plus the cost of the items to the occupants of that room. Rooms are to be kept clean and in order at all times. Garbage is to be swept up in rooms and/or hallways and thrown into the trash cans or garbage shoots provided. Trash should be put into garbage bags first if possible before disposal for sanitary reasons. Students are responsible for their individual rooms, including furniture and everything else in the rooms furnished by the college. The room's occupants will pay for any damages found in a room. All dormitory rooms will be checked for damages to the mattresses, beds, floors, walls, windows, ceilings, doors, furniture, lights, bathroom, etc. All residents will pay for damages to common areas outside of dormitory rooms from housing deposits. Residence hall rooms remain the responsibility of the student until they have completed a dormitory check-out form and turned in their key and ID card to the Hall Director or Director of Housing.

Sales and solicitations are prohibited in the residence halls.

Personal Property *The College is not responsible for loss or damage of any and all personal items or valuables irrespective of cause. Students should consider purchasing renter's insurance or insuring these items are covered by the parents' homeowner's policy.*

Visitors during School Hours Same-sex visiting by students is allowed until 12:00 a.m. Between the hours of 12:00 a.m. and 6:00 a.m., no visiting in dormitory rooms is allowed, meaning that dormitory residents must be in their own rooms. Visitors after school hours must leave by 12:00 a.m. when all lobbies close. No visiting is allowed after 12:00 a.m. without authorization. Immediate family members, with permission, may assist students in moving in or out of the residence halls. Male students

are not allowed in any female dormitories except in the lobby area during regular visiting hours. No females are allowed in any male dorm lobby at any time.

Dismissal from Dormitory A student may be dismissed from a dormitory for academic or disciplinary reasons that may include cutting below twelve (12) hours in a class schedule, failing to have a 1.75 GPA for two semesters, pulling a fire alarm, etc. The consequences for such actions are dismissal and removal from the dormitory with loss of all dormitory privileges. When this occurs, a student is not allowed in any residence hall on campus as a visitor or otherwise. That student must leave the campus after his/her last class each day and must not be found on campus after 4:00 p.m. Students found in violation of this rule will face trespassing charges on school grounds and possible dismissal from school at the discretion of the Dean of Students.

Internet and Cable Wireless internet and cable will be provided in all dorm rooms.

Search of a Student's Room Holmes Community College is firmly committed to the principles of complete respect for the constitutional and human rights of all students. At the same time, as has been confirmed in many court cases, the institution has the authority to enforce reasonable Rules of Conduct and to search housing facilities as needed and at times without notice to provide for a safe and healthy environment. It is the policy of Holmes Community College that police searches of a student's room may not be conducted unless reasonable suspicion exists that violations of college regulations or state or federal law are occurring or have occurred.

Closure for Breaks Several times during the year it will be necessary to close all residence halls completely. They are Thanksgiving break, Christmas break, and spring break.

Dormitory Regulations

1. Occupants of dormitory rooms are responsible for everything in the room and the room itself. Total damages to halls and areas not considered a part of a room will be assessed and charged to occupants of the dormitory. First offense will result in a warning or possible dismissal from the dormitory and payment of damages. Second offense will result in dismissal from dormitory and payment of damages.

2. The following are not allowed in dormitories or rooms: gambling, weight lifting equipment, pets, candles, incense, carpet, bicycles, motorcycles, or weapons (guns, knives, bow and arrow, etc.). Sound equipment (amps, speakers, etc.) is not allowed in dormitory rooms.

3. With limited exceptions, every electrical appliance must have a ground. Outlet adaptation for multiple uses of electrical outlets may not be used. (If you have any questions, please check with dorm supervisor.)

4. Students may bring irons, radios, televisions, coffeepots, and refrigerators (not to exceed 4.0 cubic feet or 4.5 amps). The only cooking

appliance allowed in your room is a microwave oven.

5. Pictures, wall hangings, or additional furniture cannot be placed in a room without express written consent from the Director of Housing. Any damages resulting from this practice will be assessed to the students. HCC reserves the right to require removal of anything posted in a room. Obscene pictures will not be allowed.

6. Failure to keep your room clean will result in a fine after one warning. No trash is to be swept into halls; it must be picked up in your room.

7. Men are not to use the lobbies of the women's dormitories unless they check in at the front desk with their student ID. They must also be the guest of only one female resident assigned to that particular dormitory. It is the female student's responsibility to check her guest in at the desk. The female should present her student ID along with her guest's student ID at the front desk upon entering the lobby. No more than one guest is allowed per female resident. Men are not allowed in any other part of the female dormitories. Persons violating this regulation may be fine up to \$200 and may lose housing privileges.

8. Women are not allowed in the men's dormitories. Persons violating this regulation may be fined up to \$200 and may lose housing privileges.

9. Male students are not allowed in the parking area behind Yazoo Hall.

10. No sexual activity is allowed in the residence halls.

11. No horseplay (running, playing ball, etc.) is allowed at any time in the dormitories, including the hallways.

12. Students are not allowed at the windows or doors of dormitories of the opposite sex.

13. After dark the blinds in all dormitory rooms must be closed.

14. Lobby furniture found in rooms will result in a fine.

15. There will be a \$25.00 fine for unauthorized moves of persons or furniture from or between dormitory rooms. The second unauthorized move will result in dismissal from the dormitory. (Room change may be permitted only after being processed through the office of the Director of Housing.)

16. In the absence of a fire, pulling a fire alarm will result in removal from the dormitory or from school.

17. No smoking is allowed in residence halls. All smoking must be done outside the building at least fifteen feet from any entrance.

18. Use of alcohol, possession of alcohol, or being under the influence of alcohol is absolutely prohibited. No alcoholic beverage bottles, empty or full, can be kept anywhere on campus. First offenders are generally fined \$200 and may be removed from the dormitory or dismissed from school if the incident involves additional charges. Commuting students may have their access to the campus limited in lieu of dormitory removal.

Any student violating the rules and regulations is subject to being suspended from college. There will be a mandatory dormitory meeting after school begins where you will be given specific rules and regulations pertaining to your dormitory.

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.

FINANCIAL AID

Holmes Community College offers a comprehensive program of financial aid to assist students in obtaining a college education. Federal, state and institutional aid programs are available to students including Federal Pell Grants, Supplemental Educational Opportunity Grants (SEOG), Federal Workstudy (FWS), subsidized and unsubsidized Stafford Student Loans, Achievement Scholarships, Performance Scholarships, and Development Foundation Scholarships.

APPLICATION

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

DEADLINES

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

POLICIES GOVERNING STUDENT FINANCIAL AID

Financial Aid is contingent upon admission to Holmes as a regular student, meaning all admission requirements have been met

Students may be less than full-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).

Make satisfactory academic progress (SAP) 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.

Complete the verification process if necessary.

Agree that financial assistance received will be used solely for educational purposes.

The Financial Aid Office reserves the right on behalf of Holmes 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.

Financial aid funds are disbursed on a semester-by-semester basis and credited to a student's business account at the college. 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. Refunds will be disbursed using the Bulldog Card, which will be mailed to the student's address on file. Workstudy payments will also be disbursed on the Bulldog Card 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 uses the last date of attendance to calculate refunds and disbursements.**

If a student withdraws from school before completing 60% of the semester and has charges against Title IV Funds, such as grants and loans, the student 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. Meaning, 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 earn during the academic year as a result of work performed and the hours necessary to perform such work.

Holmes 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. However, 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 and deemed pertinent such as enrollment status, address, grade point average, and financial need.

Title IV Financial Aid Satisfactory Academic Progress Policy

To be eligible for financial aid, you must meet Satisfactory Academic Progress (SAP) standards. The Financial Aid Office has established guidelines (based on federal regulations) for evaluating your progress, taking into consideration both your cumulative GPA and the number of hours that you have attempted since you have been in school. The Financial Aid standards of Satisfactory Academic Progress (SAP) are not exactly the same as the academic standards of the college. Acceptance for admission does not necessarily indicate that Satisfactory Academic Progress (SAP) guidelines have been met for Financial Aid purposes.

SAP is not measured until a student has attempted at least 6 hours and is calculated at the end of every semester. Students may continue to receive financial aid while meeting the minimum standards for SAP. These standards apply to the following Title IV federal financial aid programs:

- Federal Pell Grant
- Federal Supplemental Educational Opportunity Grant (SEOG)
- Federal Work Study
- Federal Direct Loan Program

Students Receiving Federal Financial Aid Must:

1. Complete a minimum percentage of hours attempted with passing grades
2. Maintain a minimum cumulative grade point average (GPA); and
3. Complete a diploma or degree program within a maximum time frame

Hours Earned and Grade Point Average Required for Eligibility

If you have attempted total hours within this range	0 - 30
Your Cumulative GPA should be at least	1.75
Your Completion Rate Percentage should be at least	50%
If you have attempted total hours within this range	31 - 48
Your Cumulative GPA should be at least	1.75
Your Completion Rate Percentage should be at least	67%
If you have attempted total hours within this range	49 and above
Your Cumulative GPA should be at least	2.0
Your Completion Rate Percentage should be at least	67%

Academic history is reviewed for all students applying for financial aid, regardless of whether financial aid was received during past enrollment. This includes all transfer hours, withdrawal hours, incomplete hours, repeated hours and pre-core hours. Attempted hours include all Holmes

and transfer hours in which the student has been enrolled. Earned hours include all Holmes and transfer hours completed with a passing grade. The formula for calculating the completion rate is: Earned Hours/Attempted Hours.

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.

Maximum Time Frame for Eligibility

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, generally 93 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. Once a student earns an associate degree from Holmes, they are not eligible to participate in federal financial aid programs without an appeal and a graduation plan. In addition, students who have earned a Bachelor's Degree are not eligible for Federal Pell Grant and/or SEOG at Holmes.

SAP Review and Notification

Academic progress is reviewed at the end of each term to determine compliance with the grade point average (GPA), completion rate and maximum time frame standards. Students who fail to meet satisfactory academic progress standards will be notified via student email and their status will be updated for view in the Doghouse. Students who fail to meet the GPA and completion rate standards for the first time are automatically placed on probation. Students who fail to meet the maximum time frame standard for the first time are automatically placed on suspension. It is the student's responsibility to be familiar with SAP and to monitor his/her progress each term.

Financial Aid Probation

Students are placed on Financial Aid Probation if:

- Their completion rate is below the minimum standard
- Their cumulative GPA is below the minimum standard
- They have been approved by appeal due to mitigating circumstances

The minimum standard to demonstrate “progress” in GPA and completion rate for students on probation:

- Must earn a 2.0 GPA for all hours attempted during the probationary term
- Must not receive any withdrawn, failing, or incomplete grades during the probationary term

If a student has failed to meet the cumulative GPA and completion rate standards, but has met the minimum standards for probation and/or the conditions of the appeal, the student may retain financial aid eligibility under a continued probation status.

Financial Aid Suspension

Students are placed on Financial Aid Suspension if:

- Their cumulative GPA remains below the minimum standard after probationary status
- Their completion rate remains below the minimum standard after probationary status
- They fail to complete the academic requirements (GPA and completion) for courses taken during the probationary term approved by appeal
- They have reached the 150% maximum time frame for completion of a diploma/degree

Reinstatement

Students who have been suspended from financial aid may have their eligibility for aid reinstated by:

- Enrolling at HCC without financial aid and passing sufficient hours to meet minimum standards for GPA and completion rate or
- Being approved through the appeal process.

NOTE: Students who have exceeded the maximum time frame may only be reinstated by the appeal process.

Appeal Process

A completed appeal form must be submitted to the financial aid office. The form is available from the Financial Aid Office or the Holmes website. The appeal will be reviewed, and it will be determined whether the suspension is justified. Only exceptional circumstances or improved academic records will be considered. Students will be notified using the Holmes student email of the decision made within 10 business days of receiving the appeal. Students whose appeals are approved will be placed on financial aid probation and may be given an academic plan which must be followed. This plan is designed to enable the student to complete their degree with the time frame to meet SAP. If you are denied aid based on your academic progress, that denial takes precedence over any previous award notification you may have received.

Return the appeal and all requested and supporting documents by Fax to (662) 472-9170, email to gmuse@holmescc.edu, or submit to any campus Financial Aid Office

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 (FAFSA), which is used to determine need. Grants include:

- A. **Federal Pell Grant** - a federal program which makes funds available to eligible undergraduate students attending an approved post-secondary institution. Application is made through the FAFSA. Be sure to follow the instructions carefully. Within three weeks of submitting the application, 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)** - a federal program for students who show great need. Unlike Pell Grant, SEOG is not an entitlement grant. Schools have a set amount of funds for SEOG's and can award no more after those funds are used. Only undergraduate students are eligible to apply, and in generally, must be enrolled at least half-time in an educational institution participating in the program. 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, but Holmes Community College's policy is to use this fund only on full-time students or part-time students with 6 hours. The financial aid administrator determines the student's financial need and will award the student an SEOG in accordance with that need and cannot be less than \$200 an academic year.

C. Mississippi Resident Tuition Assistance Grant (MTAG)

Program - a state-sponsored grant available to undergraduate student. To be eligible the student must:

- be a current legal resident of Mississippi for one year immediately preceding application for the MTAG,
- be pursuing first certificate, associate, or bachelor's degree,
- be receiving less than a full Federal Pell Grant,
- have a cumulative high school grade point average of 2.5 on a 4.0 scale, if an entering freshman, 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.),
- be accepted on a full-time basis at an eligible institution,
- maintain progress toward a degree with a minimum cumulative GPA of 2.5 on a 4.0 scale,
- not currently be in default on a federal or state loan or owe a refund on a federal or state grant,
- reapply annually, and
- 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 - a state-

sponsored grant available to "first-time-in-college" students and renewal applicants only. To be eligible, the student must:

- be a current legal resident of Mississippi for one year immediately preceding application for the MESG,
- 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,
- be accepted on a full-time basis at an eligible institution,
- maintain progress toward a degree with a minimum cumulative

- GPA of 3.5 on a 4.0 scale,
- not currently be in default on a federal or state loan or owe a refund on a federal or state grant,
- reapply annually, and
- 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.

E. 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 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 student 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.

STUDENT EMPLOYMENT

Federal College Work-Study Program: Students must qualify for this program as determined by FAFSA. 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: A student aid program to give students a chance to earn part of their college expenses and receive valuable work experience, possibly in their field of study. The actual number of hours a student works is determined by financial need. 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 the ability to maintain satisfactory academic progress toward a degree or certificate. The student 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. Student 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, then the student loan application, available through the Financial Aid Office. Online applications submitted through a bank, a credit union, or any other means **will not** be accepted. Students must be enrolled in a minimum 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. Once a loan is voided it will remain voided through the remainder of the semester, regardless of the student being reinstated in a class.

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 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 Payments:** 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) 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.

PAYMENT & DISBURSEMENT INFORMATION

All grants (Pell and SEOG) and student loans will be paid just prior to 60% of each semester as determined by the Financial Aid Office. Students who withdraw or drop below full-time status will have their grants and loans adjusted and/or removed accordingly. Students on college work-study will be paid once a month. Achievement, Athletic, 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 dorm student receiving grants (Pell and SEOG) may, in certain circumstances, receive more aid than above the cost of attending school per semester.
3. A day student receiving grants (Pell and SEOG) cannot receive more than the Pell Grant budgeted cost of attending school per semester.

For additional information please contact the Financial Aid Office on your campus.

Please take all forms and requested documentation to the campus Financial Aid Office or mail to: Financial Aid Office, Holmes Community College, P.O. Box 216, Goodman, MS 39079.

Other Financial Aid Resources:

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

VETERANS EDUCATION BENEFITS

Students who plan to attend Holmes Community College under any type Veterans Education 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 Veterans Administration, HCC, and the State Approving Agency. All necessary forms and instructions for applying for VA Education Benefits can be found on the HCC Website and in the student portal.

A statement of the Standards of Progress and Attendance that applies to all veterans under Chapter 1606, 1607, 30, 31, 32, 33, 34, and 35 of Title 38 is published in the bulletin under the direction of the Office of the Vice President of Academic Programs. The student receiving VA Education Benefits will follow the Policy on Satisfactory Academic Progress for Federally Funded Financial Aid in both Qualitative Measure and Measurable Progress Requirements. This statement of revised Standards of Progress and Attendance was approved by the State Approving Agency effective Summer, 2012. The statement is in compliance with VA Regulation 14253 (D).

Students receiving VA Education Benefits are admitted on the same

basis as other students. Published calendars, policies, and regulations apply to these students on the same basis as other students. Also based on VA rules and regulations, students will receive VA Education Benefits only for courses which apply towards a degree program or the necessary remediation.

Records of Students Receiving VA Education Benefits

The office of the Vice President for Academic Programs maintains a file on all HCC students who receive Veteran's Education Benefits. The files contain all Enrollment Certifications and forms submitted by Holmes in regard to the students' school attendance, and all of these forms are submitted to the appropriate RPO by the Office of the Vice President for Academic Programs. Each campus also maintains a file for each VA student who attends that particular campus and each has staff personnel to assist students who receive VA Education Benefits. When the student graduates or terminates school attendance, the file is kept for a period of three years in the office of the Vice President of Academic Programs as required by VA. The student may inspect his file at any time. The files are also open to inspection by official representatives of the Veteran's Administration and the State Approving Agency.

Satisfactory Academic Progress Policy for Students Receiving VA Education Benefits

The student receiving VA Education Benefits will follow the Title IV Financial Aid Satisfactory Academic Progress Policy both in Hours Earned and Grade Point Average Requirements. If the student has made a change to, or from, a Career-Technical program, consideration will be given to discount those hours and the completion rate percentage of courses which do not apply toward graduation in the new major/degree program.

Hours Earned and Grade Point Average Required for Eligibility

If you have attempted total hours within this range	0 - 30
Your Cumulative GPA should be at least	1.75
Your Completion Rate Percentage should be at least	50%
If you have attempted total hours within this range	31 - 48
Your Cumulative GPA should be at least	1.75
Your Completion Rate Percentage should be at least	67%
If you have attempted total hours within this range	49 and above
Your Cumulative GPA should be at least	2.0
Your Completion Rate Percentage should be at least	67%

VA Probation and Suspension

Satisfactory Academic Progress (SAP) is not measured until a student has attempted at least 6 hours, and it is calculated at the end of every semester. Those who fail to meet these requirements will be placed on VA Probation for one semester, will be sent a warning email, and will continue to receive benefits for the Probation Semester. If the student fails to meet the SAP Policy after the Probation Semester, the student will be placed on VA Suspension, will be sent an email notification, and will not be re-certified to receive VA Education Benefits until the deficiencies have been corrected.

Appeal Process

If the VA student has his/her Title IV Financial Aid Suspension Appeal approved during the semester that the student is also on VA Suspension, the student will be placed on VA Probation for the length of the Financial Aid Appeal.

SCHOLARSHIPS & GRANTS

Holmes Community College offers various scholarship opportunities for students who meet the criteria. Specific requirements are discussed under each scholarship category.

Achievement Scholarships

ACT Scholarships

1. Board of Trustees Scholarships
2. President's Scholarships
3. Dean's Scholarships

Valedictorian and Salutatorian Scholarships

Skills USA Scholarship
Holmes Plus Scholarship
Michael Klauk Scholarship

Requirements for ACT Scholarships

1. Students must meet all admission requirements.
2. Students must qualify for in-state tuition.
3. Students must complete the FAFSA application or the FAFSA waiver form available in the Financial Aid Office.
4. Students must have official ACT scores on file in the Office of Admissions & Records prior to the semester the award will be made.
5. The scholarship will not cover the matriculation fee or the student activities fee.
6. Students must maintain a minimum of 15 hours per semester (12 hours for approved programs) and maintain a minimum cumulative GPA of 3.0.
7. If the student withdraws or drops below the required semester hours and/or GPA requirement, the scholarship will be voided for the following semester, excluding summer terms.
8. Transfer students must have a minimum cumulative GPA of 3.0 and meet all of the other requirements for achievement scholarships.
9. The scholarship will be for a maximum of 6 semesters at Holmes.

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.

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

***Dean's Scholarship:** This scholarship covers the cost of tuition. The recipient must have an enhanced ACT composite of 20 - 23.

Valedictorian and Salutatorian Scholarships: Valedictorians and Salutatorians from Mississippi High Schools are eligible for a one time \$200/\$100.00 award respectively, 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 1st place district and/or state SkillsUSA contest winners in specific Career/Technical areas of individual competition or in team competition that is discipline-specific. These scholarships are valid for Holmes Career/Technical programs that participate in SkillsUSA on their campus. Recipients must enter the Holmes CTE program within 15 months of their high school graduation date. Recipients who maintain a 2.5 cumulative quality point average may receive the award for four consecutive semesters. Current Holmes CTE students who win 1st place in district and/or state Skills USA individual competition may receive the scholarship for the remaining required semesters of program enrollment, including summer semester for certain programs, for a maximum of three consecutive semesters if they maintain a 2.5 cumulative quality point average. The award, equal to the amount of full tuition per semester, may be applied to tuition, room and board, or any other expenses incurred by a full-time student. Students eligible for the SkillsUSA Scholarship are also eligible for other scholarships, such as athletics, music, drama, valedictorian/salutatorian awards, etc. up to, but not exceeding, the published cost of attending HCC. The deadline for submitting applications is May 1.

Holmes Plus Scholarship: Students who apply for the Holmes Plus scholarship must show an aptitude for Science and Mathematics as evidenced by a composite ACT score of 24 or better and an ACT math subscore of 23 or better. Selection for the scholarship is by committee and students must maintain Holmes Plus criteria and follow the Holmes Plus curriculum. This scholarship is only offered on the Goodman campus. The Holmes Plus Scholarship will cover the remaining charges for tuition, housing, and meals once all other scholarships and aid have been applied. In addition, Holmes Plus students will receive a book stipend which is determined semester by semester.

Athletic Scholarships

Baseball Scholarships
Basketball - Men & Women Scholarships
Football Scholarships
Golf Scholarships
Soccer - Men & Women's Scholarships
Softball Scholarships
Tennis Scholarships

Athletic Scholarships are awarded in accordance with the rules and regulations of the Mississippi Community College Board. A limited number of out-of-state scholarships are available. Applicants should contact the coach(es) of the sport in which they are interested.

Performance Scholarships

Band Scholarships
Cheerleader Scholarships
Choir Scholarships
Connection Scholarships
Dazzler Scholarships
Drama Scholarships
Keyboard & Piano Scholarships

Requirements for Performance Scholarships

1. Students must meet all admission requirements.
2. Students must complete the FAFSA application or the FAFSA waiver form available in the Financial Aid Office.
3. The scholarship will not cover the matriculation fee or the student activities fee.
4. Students must maintain a minimum of 12 hours per semester and a minimum cumulative GPA of 2.0.
5. If the student withdraws or drops below the required semester hours and/or GPA requirement, the scholarship will be voided for the following semester, excluding summer terms.
6. If the student is dismissed from the performance activity, the scholarship may be voided and the tuition will be charged for the current semester.
7. Transfer students must have a minimum cumulative GPA of 2.0 and meet all of the other requirements for performance scholarships.
8. The scholarship will not exceed the published cost of attending Holmes as a Mississippi resident.
9. The scholarship will be for a maximum of 93 attempted hours on all college work or 6 semesters at Holmes, whichever occurs first.

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).

Cheerleader - 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.

Choir - 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!)

Drama - Scholarships are available to students who desire to participate in theatrical productions. Auditions are required.

Keyboard (Piano and Organ) - Scholarships are available to students majoring in piano. Auditions are required for scholarships.

HCC Development Foundation Scholarships

Endowed Scholarships

Alumni & Friends Career-Technical Scholarship
Bain & Corey Scholarship
Belk Family Scholarship
BellSouth Endowed Scholarship
Bondurant Family Scholarship
Ben Branch Memorial Scholarship
Frank B. Branch Memorial Scholarship
Dr. Paul B. Brumby Memorial Scholarship
Bill Bunch Memorial Scholarship
Doris S. and John W. Campbell, Sr. Memorial Scholarship
F.C. & Annie P. Dailey Memorial Nursing Scholarship
Burnis T. & Clytice Robertson Gardner Scholarship
Bobby Garrett Memorial Scholarship
Eli P. Garrett Scholarship
Gibson Family Scholarship
Dr. L.C. Henson Scholarship
Kay Hodges Scholarship
Dr. Anita Adams Larson Helping Hand Award
Mr. & Mrs. M.C. McDaniel Scholarship
Millennial Teaching Fellowship
Providence Cooperative Farm Scholarship
James M. Robertson, Jr. Memorial Scholarship
Gayden Schrock Memorial Scholarship
Ronald "Ronnie" K. Thomas Memorial Scholarship
TIC (The Industrial Company) Welding Scholarship
1950 HJC Championship Football Team Athletic Scholarship
Thomas Vernon Donald, Jr. Scholarship
Lottie Ruth Vint, R.N. & William A. Vint, M.D. Scholarship

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.

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 his/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.

Belk Family Scholarship: This is given by Mrs. Dewitte Belk and the late Mr. Dewitte Belk of Kosciusko, Mississippi. Mr. Belk was 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 recipient will be selected on the basis of financial need, academic potential, and leadership ability.

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.

Bondurant Family Scholarship: This scholarship was established by Sid and Aida Bondurant. The purpose of this scholarship is to assist a full-time student that demonstrates a financial need. Applicants must be from Grenada, Yalobusha, or Calhoun Counties.

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.

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.

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.

Bill Bunch Memorial Scholarship: The family of Bill Bunch established this scholarship in his memory because of his love and dedication to the community college system. The intent of this scholarship is to aid a full-time student with a financial need in any field of study.

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.

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.

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.

Bobby Garrett Memorial Scholarship: The family of Bobby Garrett established this scholarship in his memory for the use of tuition, books, or supplies. Bobby was a life-long resident of Attala County and alumnus of the College. The recipient will be enrolled within the Holmes district and must maintain a 3.0 grade-point-average. The legacy of this family's support of the College lives on through their establishment of this scholarship.

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.

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.

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.

Dr. Anita Adams Larson Helping Hand Award: The Helping Hand Award is established in memory of Dr. Anita Adams Larson by her daughter, Ellyna Larson. Dr. Larson was born in Ethel, Miss and graduated from Ethel High School as the valedictorian of her senior class. She is an alumna of Holmes Community College and was selected as the Outstanding Alumna in 1997. Dr. Larson dedicated her life to helping others achieve their dreams. She continued to give back to her home community and exemplified the true meaning of southern hospitality and generosity. This scholarship will continue her legacy of lending a helping hand to students in fulfilling their dreams. The recipient should be a resident of Attala county and first preference will be given to graduates of Ethel High School.

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.

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

Providence Cooperative Farm Scholarship: This scholarship was established by the Delta Foundation and is to be awarded annually to student/s that are residents of Mississippi with preference given to those from Holmes County.

James M. Robertson Memorial Scholarship: This scholarship was established by Mr. Robertson's trust for students enrolled in the Physical Therapy Assistant Program at the Grenada Center. He was a veteran banking executive from Grenada for over 45 years and a dedicated supporter of the college. Recipients must have a financial need and must maintain at least a 3.0 grade-point-average.

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.

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.

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 student 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.

Thomas Vernon Donald, Jr. Scholarship: This scholarship was established by Jo Betty Rozier in memory of her brother who was killed at Normandy in 1944 while serving as a Lieutenant in the Army. While a student at HCC he was president of the student body, a member of the band, on the debate team, wrote for the Growl, and business manager for the Cornerstone (yearbook). The recipient will be selected based on the basis of academic potential and leadership ability.

Lottie Ruth Vint, R.N. & William A. Vint, M.D. Scholarship: This scholarship is intended for residents of Grenada County who are enrolled in the Associate Degree Nursing Program at the Grenada Center. Recipients must be nontraditional students, have a financial need, and preference is given to students demonstrating an intention to practice nursing within the State of Mississippi for at least two years immediately following graduation.

Patronage Scholarships

Ryan James and Gail Muse Beggs Scholarship
Cooper/Oguz Inaugural PTA Scholarship
John C. Downey Scholarship
Grenada Rotary Club Scholarship
Hunter Engineering Welding Scholarship
Carl Johnson Memorial Scholarship
Lexington Foundation Scholarship
Lexington Homes Scholarship
Mississippi Association of Supervisors Scholarship
AMR EMT Ladder to Success Scholarship
Patricia Liles Memorial Scholarship

Ryan James and Gail Muse Beggs Scholarship: This scholarship was established by Ryan James and Gail Muse Beggs. The recipient must be enrolled on the Goodman Campus, have a cumulative grade-point-average of 2.5 or higher (college or high school) and not qualify for full Pell Grant.

Cooper/Oguz Inaugural PTA Scholarship: This scholarship was established by Carmen Oguz and family for a student in the PTA program at the Grenada Center. The recipient must enter the program with and maintain a minimum grade-point-average of 3.5. Applicants for the scholarship must submit a one-page essay regarding their desire/merit for the scholarship. The student will receive \$500 for both the fall and spring semesters.

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 GPA.

Grenada Rotary Club Scholarship: This scholarship will be awarded to a full-time entering freshman who is a graduate of Grenada High School or Kirk Academy and a resident within the nine county district. Applicants must have a 16 or above composite score on the ACT and must not be a full Pell Grant recipient. The recipient must maintain a 3.0 GPA to retain the scholarship.

Hunter Engineering Welding Scholarship: Hunter Engineering established this \$250.00 scholarship for full-time students enrolled in the welding program. The award will be for one year.

Carl Johnson Memorial Scholarship: This scholarship was established by the family of Mr. Carl Johnson. Mr. Johnson was a Forest technology instructor at the Grenada Center for 12 years. The scholarship will be awarded based on financial need and academic performance to a sophomore enrolled in the Forest Technology Program at the Grenada Center.

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.

Mississippi Association of Supervisors Scholarship: The guidelines for this scholarship are determined annually by the Mississippi Association of Supervisors.

AMR EMT Ladder to Success Scholarship: This scholarship was established by AMR for five Madison County residents enrolled in the EMT Basic Training Program on the Ridgeland Campus of Holmes Community College. The recipients will receive \$500 per year.

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.

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.

CLUBS AND ORGANIZATIONS

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

Ambassadors (Goodman, Grenada, Ridgeland).

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.

Associate Degree Student Nurses Association (Grenada, Ridgeland).

This is a student nurse organization open to students enrolled in the HCC Associate Degree Nursing Program. Purposes of the organization are to encourage professionalism in nursing students by attending a state convention, community service, and serves as an avenue for interaction with other nursing students and campus organizations. Nursing students are encouraged to join and participate in this organization and become involved at the local, state and national level of SNA and MOSA .

Association of Legal Students (Ridgeland).

The Holmes Association of Legal Students is a club designed to develop an interest in and encourage students to pursue careers in the legal field.

Band (Goodman).

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 (Goodman) .

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 (Goodman).

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.

Chi Alpha Epsilon (Goodman).

A national honor society for Student Support Services participants. Students must maintain at least a 3.00 GPA for two consecutive semesters in order to be inducted into the society.

Coachmen Singers (Goodman).

“The Coachmen” is a select, advanced traveling and recruiting choral ensemble that performs at schools and churches throughout the Holmes district. Music learned fits two settings—one setting geared toward popular music genres, with a special emphasis on the collegiate a cappella popular music styles and vocal jazz; the other geared toward contemporary and traditional gospel and sacred music. Participation in Concert Chorale is required. Stage Crew and Manager positions are offered. Scholarships are available.

Concert Chorale (Goodman).

Chorale is open by audition to any student who loves to sing or wants to learn more about singing. Chorale performs several concerts on campus, including a traditional Carols of Christmas concert and an energetic Spring Pops Concert. Music in Chorale spans several major styles and genres from standard a cappella and piano-accompanied choral pieces to spirituals, gospel, and current popular music. No prior knowledge of music is required, but is a plus. Stage Crew and Manager positions are offered. Scholarships are available.

Creative Arts Club (Ridgeland).

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.

Criminal Justice Society (Ridgeland).

The purpose of the Criminal Justice Society is to further the educational and professional achievements of the students enrolled in the Criminal Justice Program. The Criminal Justice Society will further the educational and professional achievements of the students by creating an atmosphere of professional dimensions, partnering with the school, department head, and faculty in providing general education and knowledge of the criminal justice system and the procedures; and by exposing students to the daily operations of a professional organization.

Dazzlers (Goodman).

The Holmes Community College Dazzler Dance Team is a performance squad that promotes school involvement, support, and showmanship. The squad members act as ambassadors of goodwill and entertainment at various school and community functions. Scholarships are available.

Delta Psi Omega (Goodman).

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.

Engineering Technology Club (Goodman).

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.

Future Educators of America (Goodman).

The FEA is for students who plan to teach, Information regarding requirements for certification, scholarship opportunities, and employment is shared with members. Any student who is pursuing a degree in any teaching profession can join the club.

Focus Factor (Ridgeland).

The purpose of Focus Factor is to provide opportunity for an inward journey of spiritual growth and an outward journey of service to others. Open to all students and employees.

Holmes Connection! (Goodman)

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.

Holmes Gaming Experience (Goodman).

The mission of Holmes Gaming Experience (HGE) is to provide a structured outlet for students to meet and spend their free time challenging one another over several non-physical modes of game play. The HGE will strive to provide a healthy, competitive, and respectful atmosphere for students.

Holmes Plus (Goodman).

This organization is for students who are recipients of the Holmes Plus scholarship which is characterized by a rigorous science and mathematics curriculum. Its purpose is to enhance both the academic and leadership qualities of each scholar by inspiring them to use their talents, opportunities, and abilities not only in current college events but also in future college community efforts.

Holme-Towne Players (Goodman).

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.

M.O.S.A.I.C. (Goodman).

(Multicultural Organization for Students who Achieve, Inspire others and Challenge themselves) Club was formed in 2008. Its mission is to develop leadership skills, and to help students grow academically, socially and culturally. Members will have ample opportunity to develop their community service portfolios for senior college. You must be accepted into Student Support Services, a federal TRiO program, to be a member of M.O.S.A.I.C.

Natural Science Club (Ridgeland).

The mission of the Natural Science Club is to provide community involvement, knowledge, and a social gathering for those individuals interested in the areas of science through activities, events, and field trips.

Phi Beta Lambda (Ridgeland).

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 (Goodman, Grenada, Ridgeland).

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.

Reformed University Fellowship-RUF (Goodman).

RUF is a ministry dedicated to the cultivation of a Christ-centered community on the campus of Holmes Community College. We want to help fellow Christians know more of God's grace by being rooted in His Word. Weekly Bible study and Ultimate Frisbee are our outreach.

Sigma Phi Sigma (Ridgeland).

Sigma Phi Sigma is a national morticians' fraternity which promotes fellowship, and individual and collective efforts toward a better understanding of the Funeral Service profession.

SkillsUSA-VICA (Goodman, Grenada).

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 (Ridgeland).

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 (Goodman, Grenada, Ridgeland).

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 Occupational Therapy Association (Ridgeland).

The mission of SOTA is to promote the development of the Occupational Therapy Assistant student and to advance the awareness of occupational therapy.

Student Practical Nursing Organization-SPNO (Goodman, Grenada, Ridgeland).

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.

Surgical Technology Club (Grenada).

The purpose of the Surgical Technology Club is to promote student involvement in surgical technology and to enhance its members' knowledge in this field, as well as encourage their participation, nationally and statewide, in the Association of Surgical Technologists. The club is active in promoting continuing education of previous students and professionals. Membership is open to students currently enrolled in the Surgical Technology Program at HCC.

Voices of Praise Gospel Choir (Goodman).

The purpose of the Voices of Praise Gospel Choir is to provide an outlet for organized praise and worship for students living on campus in Goodman. It is our goal to increase student awareness of the Word of God through weekly Bible studies, and bi-monthly performances of song and dance in the Chapel on the Hill. Additionally, we will minister in Word and song at many community and church events.

Wesley Fellowship (Grenada).

The Wesley Foundation is a campus ministry of The United Methodist Church and is open to all students regardless of their religious backgrounds.

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

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

ACCOUNTING
AGRICULTURE
ART
ATHLETIC TRAINING
AVIATION MANAGEMENT
BIOLOGICAL SCIENCE
BUSINESS ADMINISTRATION
CHEMISTRY
CHILD DEVELOPMENT/CHILD CARE & FAMILY EDUCATION
COMMUNICATIONS
COMPUTER SCIENCE
CRIMINAL JUSTICE
ECONOMICS
ELEMENTARY EDUCATION
ENGINEERING:
 CHEMICAL/BIOLOGICAL/PETROLEUM ENGINEERING
 CIVIL/MECHANICAL/AEROSPACE ENGINEERING
 ELECTRICAL/COMPUTER/SOFTWARE ENGINEERING
ENGLISH
EXERCISE SCIENCE
FINANCE

FORENSIC SCIENCE
FORESTRY AND WILDLIFE
GENERAL COLLEGE STUDIES
GENERAL COLLEGE STUDIES - PRE-ALLIED HEALTH
HEALTH-RELATED PROFESSIONS:
 PRE-CYTOTECHNOLOGY
 PRE-DENTAL HYGIENE
 PRE-MEDICAL LABORATORY SCIENCES
 PRE-OCCUPATIONAL THERAPY
 PRE-PHYSICAL THERAPY
 PRE-RADIOLOGIC SCIENCES
HEALTH INFORMATICS & INFORMATION MANAGEMENT
HEALTH SCIENCES
LIBERAL ARTS
MANAGEMENT
MARKETING
MATHEMATICS
MUSIC
PRE-DENTAL
PRE-LAW
PRE-MEDICAL
PRE-B.S. NURSING
PRE-PHARMACY
PRE-VETERINARY
PRE-VETERINARY MEDICAL TECHNOLOGY
PSYCHOLOGY
RECREATION MANAGEMENT
SECONDARY EDUCATION:
 BIOLOGY/SCIENCE
 CHEMISTRY/PHYSICAL SCIENCE
 ENGLISH
 MATHEMATICS
 MUSIC-INSTRUMENT
 MUSIC-PIANO
 MUSIC-VOICE
 PHYSICAL EDUCATION/KINESIOLOGY (Teaching/Coaching)
 PHYSICS
 SOCIAL STUDIES
 TECHNOLOGY TEACHER
SOCIAL WORK/SOCIOLOGY
SPANISH
SPEECH

SPORT MANAGEMENT

THEATRE

*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.