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## **MISSION STATEMENT**

Southwest Mississippi Community College provides academic, career, and continuing education, meeting the diverse needs of the population at a reasonable cost, SMCC provides community services and promotes economic development through consultative and workforce training.

## **GOALS**

1. To provide a two-year college transfer program applicable to a bachelor's degree.
2. To provide career and technical programs leading to employment or skills enhancement.
3. To provide programs enabling students to overcome specific deficiencies and achieve success.
4. To provide curricula, instruction, guidance, extracurricular activities, and other support services enhancing student development.
5. To provide facilities, technology, methodology, and staff sustaining an appropriate environment conducive to learning.
6. To provide lifelong learning opportunities.
7. To provide facilities and serve supporting cultural, educational, and economic needs.
8. To publicize offerings of the institution and the opportunities it affords.

Dear Students:

On behalf of the Southwest Mississippi community College administration, faculty and staff, I want to thank you for choosing Southwest to begin and/or continue your higher education, it is my privilege to welcome you to the Southwest campus. My prayer is for you to have a great and rewarding experience this year at SMCC.



Our career and technical faculty do a great job of preparing our students for employment. Our academic faculty excels in preparing our students who transfer to Mississippi universities. Our students usually earn higher grade point averages than students who begin at the universities, we continue to study the need for new programs and this year we are working to acquire funding for a regional training center. Our coaches for all of our athletic programs have high expectations of their teams this year. I wish for all of our teams a very successful year.

Our highly qualified faculty and staff will provide excellent educational opportunities for you. The secret to your success depends almost entirely on your effort. You have a great opportunity to prepare for your future success. The necessary ingredient you have to provide is great preparation for all of your classes and your tests. Please participate in as many student activities as you can without sacrificing your preparation for classes. All of our administration, faculty and staff are willing to help you at any time. We are your best resource for information, so do not hesitate to call on any of us.

Thank you again for selecting Southwest, and may all of your experiences here be beneficial and rewarding.

Sincerely yours,

Oliver  
Young  
President



### **2009-2010 Student Government Officers**

As SGA President and on behalf of the entire Student Government Association, I'd like to welcome you to Southwest Mississippi Community College. We are committed to giving support to all student clubs and organizations and to promoting activities that will encourage growth and provide leadership opportunities to all. We also exist to help enhance communication between the administration, faculty and you: the student body.

Because the main purpose of the Student Government Association is to enhance student life and act as a voice for the student body, we both encourage and need your input. The Student Government Association is here to serve the students of SMCC.

We encourage you to explore and become involved with our many organizations and extracurricular activities. There is something for everyone here and we hope your experience at SMCC will be enhanced by your involvement in campus life. Please feel free to contact us if we can be of any assistance to you. It will be our pleasure to serve you and again, let us say welcome!

Katie Terrell

Student Government President  
2009-2010

## **Vice President of Student Affairs**

As Vice President of Student Affairs, I welcome you to Southwest Mississippi Community College for the 2009-2010 school year. Our entire student services staff is here to assist you. Providing for your needs and aiding in your preparation for a successful future are our primary responsibilities. We are very proud that you have chosen Southwest Mississippi Community College and are committed to serving you, the students, in any possible way. I hope each of you will take advantage of the many educational and extracurricular activities offered

here at Southwest. Your college experience will be more meaningful if you become involved in various student activities.

We are especially interested in assisting you with financial aid. Please complete all necessary financial aid forms correctly and promptly so that we may be able to provide you with all of the financial aid for which you are eligible. If you have any questions on this subject please visit the Student Services office.

Our students are the most important people on our campus, and my office door will always be open to each of you. I hope that your experiences here will be enjoyable and most beneficial.

Steve Bishop  
Vice President of Student Affairs

## **Vice President of Academic Affairs**

What a great time to be at Southwest Mississippi Community College! I am excited that you have chosen to continue your education with us, and I am confident that you can be successful in your career, educational, and personal goals.

We are committed to doing all that we can to make your experience with SMCC a positive one. We have faculty that are fully-qualified and interested in you. Please take advantage of their knowledge and willingness to help. A little extra time spent now can pay off for years to come.

Good luck with your academics, and if I can assist you in any way, please come see me. I know this is going to be a good school year.

Alicia Shows  
Vice-President of Academic Affairs

## **Academic Life Study Spells Success**

### **CLASS ATTENDANCE**

A student who enrolls in a class accepts responsibility for attending that class and for completing the work assigned.

The College excuses absences under three circumstances: hospitalization of the student, death in the student's immediate family, and participation by the student in a college sponsored activity.

A student whose absence is excused by the College will be allowed to make up any work missed during that excused absence, but only if the student notifies the instructor of the situation on the day of the student's return to class.

When a student's absences (whether excused or not) exceed the equivalent of two weeks of the scheduled meetings for a class, that student will be dropped from that class. If this action happens after the deadline for dropping the class without penalty, that student will receive a grade of "F" for that class.

Being dropped from a class may reduce a student's status from full-time to part-time and thereby affect, among other things, that student's scholarships, financial aid, athletic eligibility, and eligibility to reside in the dormitories.

### **STUDENT BEHAVIOR**

Student conduct in a classroom, in a hallway, or outside any campus building shall contribute to an environment conducive to learning. In order to assure that all students have the opportunity to profit from time spent in class, students are prohibited from engaging in any form of distraction unless otherwise approved by the instructor. Inappropriate behavior in the classroom shall result, minimally, in a request to leave class for the period. In such circumstances, the faculty member is the sole judge that the student's behavior is sufficiently disruptive to warrant a dismissal from the classroom. The student will, at a later time, schedule a conference with the instructor concerning a return to the class. If the faculty member believes the student's behavior is flagrant, the student should be referred to the Vice President of Student Affairs.

The following are a few examples of inappropriate behavior in the classroom or hallways: eating or drinking, using profanity (\$25.00 per word fine), loud talking, sleeping, shuffling backpacks and notebooks, leaving the classroom early, reading newspapers during class, flagrant inattentiveness, use of cell phones or beepers, obvious stretching, etc.

No cell phone, pager, or other electronic messaging device shall be in evidence in the classroom. If you have such devices, be sure that they are turned off and are out of sight (in backpack, purse, etc.). If these are heard or seen in the classroom, they will be confiscated and forwarded to the Vice President of Student Affairs. The cost to reclaim will be \$10 for the first offense and will double for each successive offense.

### **COURSE LOAD**

In order for a student to be considered full-time, he/she must carry no fewer than 12 semester hours of course work per semester. Students may enroll in up to 19 semester hours. To exceed 19 semester hours, a student must receive special permission from his advisor and from the Vice President of Academic Affairs

## GRADING SYSTEM

Grades at Southwest Community College are reported on a letter scale:

A — Excellent - 4 quality points per semester hour credit AU — Audit  
- no credit; no quality points

B — Good - 3 quality points per semester hour credit C —  
Satisfactory - 2 quality points per semester hour credit D — Below  
Average - 1 quality point per semester hour credit F — Failure - no  
credit, no quality points

I — Incomplete - no credit, no quality points until work is completed. P —  
Pass - no quality points awarded.

W — Withdrawal - no penalty; no credit; no quality points; no hours attempted. WF  
— Withdrawal Failing - same as failure; no credit; no quality points; counts as hours  
attempted.

WH — Withdrawal Holding - outstanding account; no credit; no quality points;  
counts as hours attempted.

WP — Withdrawal Passing - no credit; no quality points; no hours attempted.

It is possible to remove an INCOMPLETE by completing course requirements; however, the course must be completed within the first regular semester which follows the grade period reporting "I." If the "I" is not removed during this time, the final grade becomes an "F."

### Intellectual Property

Southwest Mississippi Community College maintains rights to intellectual property created at college expense. The college reserves rights of ownership of all intellectual property including, but not limited to, curricular materials, books, web pages, electronic publications, and programs written or otherwise created by a student, instructor, or staff member while using college materials or equipment and while working during time that is compensated by the college. All classes of intellectual property, scientific and technological developments, materials or objects created or produced by a faculty or staff member on personal time without the assistance of SMCC personnel, equipment, materials, or facilities, shall be the exclusive property of the individual. If college resources are used during personal time to create intellectual property, the creator should consult the Vice-President of Academic Affairs to determine a reasonable compensation for the use of college resources. It is the responsibility of the creator of any form of intellectual property to ensure that copyrights held by other entities are not infringed and that appropriate permission has been obtained for the use of copyrighted material by adhering to the copyright law of the United States (Title 17, United States Code). Creators of intellectual works that are not partially owned by the college own the copyrights of their works and are free to register the copyright and receive any revenues which may result. **TO ADD OR DROP A COURSE**

If a student wishes to drop or add a course, the student should first consult with his/her instructor, advisor, or the appropriate counselor (academic or career-technical) to fully understand the implications of making the desired change of schedule. Factors to consider include how a change in schedule could affect a student's financial aid, dorm status, athletic eligibility, or fulfillment of graduation requirements. The student should then log on to the Campus Information Center linked at [www.smcc.edu](http://www.smcc.edu), click Add/Drop Courses, and follow the prompts in order to add or drop a course. A grade of "W" will be recorded as the student's grade for a class dropped after the last day to add a course but before the last day to drop a course without penalty. The grade of "W" is not used in computing grade point averages. No changes in schedule are permitted after the last day to drop a course without penalty. Both the last day to add a course and the last day to drop a course without penalty are listed in the Catalog. If a student wishes to drop all courses, then the student needs to follow the withdrawal procedure listed below.

### WITHDRAWAL

If a student withdraws from the college prior to the last day to drop a course without penalty as listed in the Catalog, the student's transcript will show a "W" (withdrawal) for each course. If a student withdraws from the college after the last day to drop a course without a penalty as listed in the Catalog, the student's transcript will show a "WP" (withdrawal passing) or "WF" (withdrawal failing) for each course depending upon what grade was at the mid-term reporting period unless specific program policies state otherwise.

To begin the process of officially withdrawing from the college, the student must first secure an OFFICIAL WITHDRAWAL form from the appropriate counselor ( academic or career-technical). The student will then be required to obtain signatures from other administrative offices on campus before taking the completed form to the business office. Failure to withdraw properly will forfeit the student's right to any refund due and will result in a grade on each subject for the semester being recorded as "F" (failure) on the student's transcript. A student must pay all fees due to complete withdrawal. A student will not be allowed to withdraw from school during final exam week.

### **MAKE-UP WORK**

If a student is absent from class, he may, at the discretion of his instructor, make up the work. If a student fails to take an assigned quiz, a mid-term, or final examination because of an unexcused absence, he/she will be permitted to take these tests only at the discretion of the instructor. The student must complete all make-up work within the time specified by the instructor.

### **FINANCIAL AID**

Southwest Mississippi Community College is a low-cost, locally controlled institution; therefore, every student wishing to attend should not let financial reasons prevent them from doing so. Through one of the programs listed below, or a combination of programs, all students having need should be able to acquire the necessary funds.

Financial aid is the economic assistance available to help you meet the difference between what you can reasonably be expected to pay and what it will cost you to go to college. This economic assistance may be in the form of scholarships, grants, work-study jobs, or a combination of any of these programs.

All federal aid programs available require that the student illustrate a financial need. Financial need is evaluated by the total financial situation of the student and his parents, not only the gross income. To determine this need, the college requires the student to submit the Free Application for Federal Financial Aid.

The amount you can afford to pay is determined by a Needs Analysis and the Financial Aid Office, according to federal guidelines.

### **FEDERAL WORK-STUDY PROGRAM**

Students are provided part-time jobs under this program to help them earn part of their college expenses. This program, like the other Financial Aid Programs, is based on need. Students will be paid at the current rate of \$7.25 per hour.

### **ENROLLMENT STATUS**

Financial aid is awarded and paid according to the student's enrollment status:  •

12+ hours = full time enrollment

• 9-11 hours = 3/4 time enrollment  •

6-8 hours = 1/2 time enrollment  • less

than 6 hours = less than 1/2 time

You must be enrolled full time to receive all scholarships, and state grants.

### **SATISFACTORY ACADEMIC PROGRESS POLICY**

In order to be eligible to receive federal student aid such as the Pell Grant, Federal Supplemental Educational Opportunity Grant, Federal Supplemental Educational Grant, State Student Incentive Grant and the Federal Work Study Program, the student must progress satisfactorily toward completing a chosen academic or vocational-technical program. These requirements also apply to students participating in the Southwest MS Community College Work-Study Program. Students will have the equivalent of six (6) full-time semesters in which to complete the degree or certificate requirement. ADN nursing students will receive one additional semester. The required number of hours to be completed will be reduced proportionately for part-time students receiving financial aid. At the end of this period, students will not be eligible to participate in the financial aid programs, regardless of grade point average, cumulative hours earned, or changes or programs. A student's entire record at Southwest MS Community College will be evaluated to determine whether or not the student has received aid or was eligible for aid for all semesters.

**Satisfactory Academic Progress Chart**

At the end of this semester	1	2	3	4	5	6
A student must have accumulated at least this many hours	10	20	30	40	52	64
With at least a cumulative GPA of	1.0	1.5	1.75	2.0	2.0	2.0

Any student who fails to meet the academic standard listed in the above chart will be allowed one semester on probation. During this probationary semester, a student will continue to be eligible for financial aid. Upon completion of the probationary semester, all financial aid will be terminated unless the minimum standards for satisfactory academic progress are achieved. Developmental courses will be treated in the same manner as regular courses since students receive institutional credit and grades for these courses.

Students may repeat a total of nine (9) semester hours' credit without increasing the total number of hours attempted for grade point average computations. Hours for repeated courses beyond the allowed nine (9) semester hours will be used in computing grade point averages. Any semester in which a student withdraws for any reason will be counted as a semester of attendance and will count towards the number of semesters allowed to participate in financial aid. In order to be reinstated on financial aid, a student must attend at his/her own expense and attain the hours and GPA required for satisfactory progress. A student wishing to appeal the decision of the financial aid office may do so by requesting in writing a review of his/her case by the Financial Aid Committee. The student in question must explain to the committee in writing why the aid should not be suspended. If necessary the Financial Aid Committee will then meet with the student to discuss any problems. The appeal will then be reviewed and a decision reached as to whether the financial aid probation or suspension is justified. Financial aid suspension does not prevent a student from attending Southwest MS Community College provided they are not on academic suspension.

**RETURN OF TITLE IV FUNDS**

A Title IV federal aid recipient who withdraws, officially or unofficially, from all classes on or before the 60% point of the academic term (10th week of school) will be subject to repayment based upon the federal "Return of Title IV Funds" calculation. Federal regulations require that a percentage of the funds disbursed be returned. Students "earn" federal aid funds in direct proportion to the length of time they remain enrolled. A student who remains enrolled past the 60% point of the academic term has earned 100% of the Title IV federal aid for the enrollment period. Pell grant awards are processed based on the student's enrollment status after the add/drop date is past for the semester.

**SMCC REFUNDS**

The Financial Aid Office will authorize the Business Office to pay financial aid after the 10th or 11th week of the semester (60% point). If your financial aid awards exceed assessed tuition and fees, you will receive a refund check from the Business Office. If there is a balance due, the Business Office will bill you.

**STUDENT RIGHT-TO-KNOW**

In accordance with the Higher Education Act of 1965, as amended, Southwest Mississippi Community College is pleased to share with you data on the graduation/completion and transfer-out rates of full-time, degree or certificate seeking undergraduates and student athletes that received athletic financial aid, as well as undergraduate enrollment information. This information may be obtained upon request from the registrar's office.

**DEAN'S LIST AND PRESIDENT'S LIST**

Students obtaining an average of 3.5 or above on 15 or more academic hours for any nine weeks grading period will be placed on the Dean's List. To make the President's List, students must obtain a 4.0 average on 15 or more academic hours. No basic studies courses may be included in computing hours and grade point averages.

**REQUIREMENTS FOR GRADUATION**

**Associate of Arts**

To be awarded the Associate of Arts degree, a student

- (1) Must be entitled to an honorable dismissal;
- (2) Must have attained a scholastic average of 2.00 or better on all work attempted, as well as a 2.00 GPA on all work attempted at SMCC; (3) Must have completed a total of not fewer than sixty-four semester hours\*\* of acceptable college work, which must include the SMCC twenty-six hour basic core; (4) Must have completed a minimum of sixteen semester hours at SMCC; and (5) Must have attended SMCC at least one semester.

#### Associate of Science

To be awarded the Associate of Science degree, a student

- (1) Must be entitled to an honorable dismissal;
  - (2) Must have attained a scholastic average of 2.00 or better on all work attempted in the program of study in which he/she has followed; and
  - (3) Must have completed a total of not fewer than sixty-four hours\*\* following one of the prescribed technical programs of study included in the SMCC catalog. These sixty-four hours must include fifteen semester hours of general education courses which must contain one or more courses from each of the following four areas.
    - a) Humanities or fine arts,
    - b) Social or behavioral sciences, c)
    - Natural sciences or mathematics, and
    - d) A component designed to develop oral/written communication skills. (4)
- Must have completed a minimum of sixteen semester hours at SMCC; and (5) Must have attended SMCC a minimum of one semester.

The minimum number of semester-hour credits allowed in the area of concentration is forty-five; the maximum number of semester-hour credits allowed in the area of concentration is fifty-four.

\*\*A maximum of twenty-four hours of non-traditional credit may be applied toward graduation with a maximum of sixteen earned by correspondence or extension credit. \*\* Remedial courses do not count toward graduation.

#### **Certificate of Completion**

To be awarded a Certificate of Completion, a student

- (1) Must be entitled to an honorable dismissal;
- (2) Must have attained a scholastic average of 2.00 or better on all work attempted as well as a 2.00 GPA on all work attempted at SMCC.
- (3) Must have followed and satisfactorily completed one of the specialized vocational programs of study included in the SMCC Catalog;
- (4) Must have completed a minimum of 25 percent of the requirements at SMCC; and
- (5) Must have attended SMCC a minimum of one semester.

#### **COMPLETION/GRADUATION RATE**

The projected graduation/completion rate of first-time degree-seeking and certificate seeking students entering SMCC is 59.1 percent.

#### **ASSEMBLY ATTENDANCE**

It is important that all students attend assemblies which are called periodically to bring all of our students together. Every student is held accountable for announcements and any information distributed during an assembly. Please make every effort to attend.

#### **COUNSELING SERVICES**

The faculty of SMCC recognize that many students need assistance in making educational and personal decisions. Provisions are made for the guidance personnel and faculty members to remain available for any student who may need these services. The Academic Counselor's office is located in Kenna Hall. The career/technical counseling office is available in the H. T. Huddleston Vocational-Technical Complex. These are services for you; utilize them!

#### **SMCC LIBRARY - LEARNING RESOURCES CENTER**

The Library-Learning Resources Center supports the mission of SMCC which is to serve the citizens of its district by providing resources and services that will support their educational needs and interests. Access to information is provided through print, media, computer-assisted instruction materials, and telecommunication technologies.

## **I. LIBRARY HOURS - REGULAR SESSION**

### **Regular Session**

7:30 a.m. - 9:00 p.m. Mon. - Thurs.  
7:00 a.m. - 3:00 p.m. Friday

### **Summer Session**

7:30 a.m. - 2:00 p.m. Mon., Wed., Thur., Fri. 7:00  
a.m. - 4:00 p.m. Tuesday

## **II. SERVICES**

The library utilizes an automated system to provide internet access to MAGNOLIA (a collection of databases for research purposes). The library subscribes to over 200 periodicals and contains a 32,000-volume book collection with 4,000 non-print items and microfilms. It includes a special collection of Mississippiana housed in the Mississippi Room. Six study rooms for group study and audiovisual facilities are available. The Learning Lab, located at the west side of the library, houses approximately twenty computers which provide reinforcement software to enhance curriculum, internet access to MAGNOLIA, Office XP and NT, and word-processing programs.

## **III. USE OF THE LIBRARY**

Library books, except reference and reserve books, circulate for a period of two weeks during the regular school year and for a period of one week during the summer session. Books may be renewed one time. Reference books and periodicals are to be used only in the library. Photocopying is available for ten cents per copy.

Through inter-library loan, SMCC can obtain materials which this library does not have. However, there may be a fee for this service.

## **IV. LIBRARY RULES**

An atmosphere conducive to quiet study shall be maintained at all times. Eating, drinking, the wearing of head coverings, and the use of tobacco products are not permitted. Rules applying to dress in the classroom shall be enforced in the library. Students who persist in violating the rights of others by not following library regulations shall be prohibited from using the library.

## **V. LIBRARY FINES AND FEES**

A fine of five cents a day shall be assessed for each overdue library book with a fine of five cents per hour assessed for each overdue reserve book. A fee of ten cents per page shall be charged for photocopying and for microfilm copies.

All overdue books must be turned in and fines paid before taking exams. The library staff sincerely hope that every student will take advantage of the library and use it to gain knowledge and enjoyment through studying and reading.

## **ABSENCE OF INSTRUCTOR**

Students have no authority to leave the classroom in the absence of an instructor. If an instructor is ill or absent, and prior arrangements have not been made by the instructor with the students, the students are expected to remain in the classroom for the length of the period or until dismissed by another faculty member.

## **GENERAL REGULATIONS**

Instead of detailed regulations designed to cover matters of student conduct, all students enrolled in SMCC are expected to conform to ordinary rules of polite society: to be truthful, to respect the rights of others, to have regard for the preservation of state and College property as well as the property of others, and to conform to all other stated rules and regulations of this institution.

~~All students must have their SMCC ID Card on them at all times and surrender it to an SMCC administrator, faculty, police or staff if it is requested. Refusal to surrender your ID incurs a \$25.00 fine. The student ID card must be attached to front of clothing so that it is visible.~~

Students are expected to conform to conservative dress practices. Women should wear dresses that are the appropriate length. Tight slacks, shorts, or extremely short dresses are not allowed to be worn to classes, in the library; or in the Student Union-Cafeteria buildings. No midi-blouses, halters, or unreasonably tight pants may be worn. No bare midriffs should be visible. Hats, caps or other headwear cannot be worn in any building on campus. Men's pants cannot be worn low on their hips.

Proper shorts, including Bermuda, Jamaica, and knee length, may be worn on campus, to class, and in the union. No short shorts, including tennis shorts and track shorts, are appropriate.

**Disorderly conduct:** Disorderly activities and disorderly or unlawful behavior, such as excessive noise, unauthorized use of loud speakers, use of profanity, creating a disturbance, engaging in fights, assaults, riots, unlawful assemblies, damage/destruction of property, menacing/stalking, misuse of College resources (i.e., electronic mail, computer services, copiers, etc.), violation of any civil, municipal, state, or federal law in college buildings or on campus, failure to identify upon request or to comply with directives of campus police or any College official while performing their duties is prohibited.

The College reserves the right to suspend any student for fighting, stealing, destroying property, causing a disturbance, gambling, or not cooperating with any school official, cheating on examinations, or plagiarism in any form.

Plagiarism is literary theft, or stealing the words or ideas of another and using them as one's own, using borrowed material without documenting. Avoid plagiarizing by giving the exact source of all reproduced, paraphrased, or summarized material according to recommended procedures, or acknowledging that the material is not original, but the source cannot be located or remembered. The penalty for plagiarism may be a failing grade on the plagiarized work, a failing grade for the course, or suspension from the Institution.

SMCC does not discriminate on the basis of sex, race, color, religion, age, or national origin and is in compliance with Title IX and ADA directives.

### **STUDENT RIGHTS AND RESPONSIBILITIES**

1. ~~Student Governance.~~ Students are encouraged to participate in the Institutional decision making process. The college values the students' thoughts and suggestions. The governance for the student body is through an active Student Government Association which is presided over by a president, a vice president, a secretary, a treasurer, and various student representatives. All students are encouraged to submit suggestions or recommendations to one of their Student Government Association Officers who will present them in their SGA meeting. Suggestions or recommendations shall be forwarded to the schools' administrative staff. If the SGA members cast a majority vote for sending a suggestion or recommendation to the administration, the SGA sponsor (Vice President of Student Affairs) will present it to the administrative staff and will report their response to the SGA. The SGA provides many activities for student life, and its officers and representatives serve on various College committees to help determine the direction of the Institution.

2. ~~Due Process in Student Discipline.~~ To protect its fundamental legal and moral integrity and the constitutional rights of its students and to meet the elemental requirements of fairness, an educational institution should guarantee procedural safeguards to students involved in disciplinary cases. Although disciplinary hearings on campus are not entirely analogous to adversary proceedings in courts of law, they will be conducted in a fair and judicious manner, with the aim of lessening the likelihood of error or prejudice. The procedure will incorporate the basic elements of what has become commonly recognized as due process.

3. Student Obligation. Since the founding of SMCC, high standards of conduct have characterized Southwest students. A student enrolling in the College assumes the obligation to become acquainted with the rules and regulations, and while on the campus is expected to conform to the stated standards of conduct. Violators of these standards will be subject to disciplinary action.

4. ~~Purpose of Discipline.~~ The broad purpose underlying student discipline is to structure college living in such a way that the interests of the College community as a whole and of the individual members are best served. The College's responsibility extends to the conduct of all SMCC students. Those apprehended and proven guilty of serious or repeated violations of College standards may be dismissed from the College.

5. ~~Responsibility.~~ Students who register at SMCC agree to conform to its regulations and policies. A student is subject to the laws of the community and the state, and enrollment as a student in no way relieves him/her of this responsibility. The fact that civil authorities have imposed punishment will not prevent the College from protecting its own educational purposes and community by taking suitable action against the student under College regulations.

6. ~~Authority.~~ The ultimate authority to administer discipline is vested in the President, subject only to review by the Board of Trustees. The VP of Student Affairs or his designee is responsible for referring disciplinary cases to the Discipline Committee who will ascertain the facts and submit their recommendations to the President for final action.

7. ~~Disciplinary Action.~~ In extreme cases, the President or his designee may take prompt and decisive disciplinary action before there is an opportunity to conduct a hearing, as in cases in which a student's continued presence on campus constitutes an immediate threat to the well being or property of members of the College community or to the orderly functioning of the College. Students suspended under such conditions will receive a prompt hearing on the charges against them.

8. ~~Discipline Committee.~~ The College works with the Discipline Committee to afford fair and reasonable consideration to every student who is accused of violating one or more of the regulations of the College. A student so charged has the following rights:

- a. The student shall be notified at least three days in advance of the time and the date of the hearing, the place of the hearing, the charges to be brought against the student, the right to have witnesses on his/her behalf at the hearing, and the student's right to appeal.
- b. Each individual appearing at the hearing will be asked to sign a statement attesting to the truth of his/her statement made before the Committee.
- c. The charges against the student shall be read before the Committee, in the presence of the student.
- d. The student will be asked to plead "guilty" or "not guilty" to the charges.
- e. The evidence against the student shall be presented to the Committee in the presence of the student.
- f. The student shall be allowed to present his/her evidence and to present witnesses in the his/her behalf.
- g. The decision of the Committee shall be transmitted to the student in writing. h. The decision of the Committee may be appealed to the President of SMCC. i. The decision of the President of SMCC may be appealed to the Board of Trustees or a committee of the Board members.

## **DISCIPLINARY ACTIONS**

1. Disciplinary probation or other action may be imposed by the Vice President of Student Affairs in lieu of an appearance before a disciplinary committee. Provided the student agrees to such action as imposed, the student will sign a statement of acceptance which will be maintained in his/her personal record.

Vice President of Student Affairs may impose temporary or long-term suspension. If the student's behavior threatens the safety of persons on campus or is a serious violation of state or federal laws, the student may be expelled from the college. The student may appeal the Vice President's action. The appeal must be made within 3 business days.

2. Separation of the student from the College by the Discipline Committee and/or Vice President of Student Affairs may take any of the following forms:

- a. Suspension for the remainder of any on-going semester.
- b. Suspension for a longer, but definitely stated period of time.
- c. Indefinite suspension with a date established for the privilege of applying for readmission. Such application will be reviewed and acted upon by the Committee.
- d. Expulsion, which implies permanent separation from the College.

3. The Vice President of Student Affairs or his designee will be present at each meeting to confer with the Discipline Committee Chairman at his request about procedure. The Vice President of Student Affairs shall designate the person who will present evidence to the Committee on behalf of the College. Three members of the Committee will constitute a quorum.

4. The details relating to all disciplinary cases are confidential, and records are maintained in the Office of the VP of Student Affairs. These files are not available to anyone outside the area of Student Services without the approval of the appropriate Vice President.

5. The Discipline Committee of five members shall be approved by the College President. The chair-man shall be appointed. Three members of the committee will constitute a quorum.

6. A record of all Disciplinary Committee hearings will be kept until the student graduates or transfers to another institution. The VP of Student Affairs maintains under strict security permanent records concerning the conduct of college students. When a student requests an official transcript of his college record to support an application for transfer to another institution of higher learning or to include in an application for employment, the Vice President of Student Affairs will decide if a record of disciplinary action should be included. Such determination considers two objectives: protecting the interests of the student and observing ethical standards in working with agencies or individuals receiving college transcripts.

7. Conduct of Hearing

- a. The College promises to all students acquisition to due process.
- b. Hearings will not be open to the public.
- c. Records of the Discipline Committee proceedings will be made, and a secretary will be provided to keep a written digest. Records will be kept by the VP of Student Affairs in a locked file. Only those persons directly involved in a case may have access to these records.
- d. The hearings will be conducted in an orderly manner.
- e. The accused will have an opportunity to be heard in his own defense. All recommendations of action shall be based upon the evidence presented and shall be in compliance with policies, rules, and regulations.
- f. The accused will have the opportunity to hear and refute all testimony against him/her, to present any evidence in his/her own behalf, to reply to charges in his/her own words, and to present testimony in his/her behalf or have others present to testify in his/her behalf.
- g. All matters upon which the decision is based must be introduced during the hearing.
- h. The committee will consider the case in private and will deliver the verdict to the student in writing.
- i. The student must request a hearing within three business days.

## OFFICE FOR DISABILITY ACCOMMODATIONS (ODA)

In accordance with the Rehabilitation Act of 1973 and the Americans with Disabilities Act (1990), SMCC provides reasonable accommodations for students with disabilities through the Office of Student Services, which also serves as the Office for Disability Accommodations (ODA). ODA verifies eligibility and works with eligible students to develop and coordinate plans for the provision of accommodations. Eligible students include those who are enrolled in degree and non-degree programs offered by SMCC, are considered qualified to meet all College program requirements despite a disability, and meet the definition of disability as defined by the Rehabilitation Act of 1973 and ADA.

Accommodations/services available include test-taking accommodations, interpreters, notetakers, and readers. Tape recording may be allowed in approved circumstances. Classroom adaptive technology may be available upon request. Approved personal guide dogs may be used to assist students. In order to receive appropriate and timely accommodations, eligible students should contact the ODA before the semester begins to file an application and submit documentation of disability for review. The ODA 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. All students, including those with documented disabilities are encouraged to participate in extra/co-curricular activities.

### STUDENTS WITH A DISABILITY

A. Persons requesting special accommodations because of a disability should follow these guidelines:

1. Make a request in writing to the chairperson of the "Reasonable Accommodation" Committee three months prior to the date of enrollment.
2. Explain the nature of the disability and provide appropriate documentation.
3. Explain in detail what accommodations are needed.

4. The "Reasonable Accommodation" Committee will respond within thirty days. B. The "Reasonable Accommodation" Committee will be appointed by the College president. Appropriate resource people, like the instructor(s) involved, will serve as consultants.

#### **Dormitory Rooms for Students with Physical Disabilities:**

The women's and men's dorms each have two rooms designed for students with a physical handicap that requires the use of a wheelchair. The rooms are assigned to the students who request the rooms first and have verified their disability with the Office for Disability Accommodations.

### EMERGENCY/WEATHER POLICY

The Pike County Civil Defense Unit monitors the development of threatening weather conditions. If an emergency situation seems likely to develop, pertinent information is relayed to Campus Police who are responsible for alerting appropriate personnel in each building. Students should be encouraged not to leave campus during bad weather alerts. Evacuation routes are posted in each room of each building, and such routes should be called to the attention of each class that uses the room.

Should weather developments prevent off-campus personnel and/or students from reaching campus, no penalty will be assessed. Personnel able to reach campus will be expected to conduct classes on their regular schedule.

In the event of an accident or illness on campus, the following procedures **MUST** be followed:

1. Faculty should remain at the site to assist the individual.
2. Send someone to notify the **CAMPUS POLICE OFFICER** of the type of emergency (accident or illness).
3. Indicate whether an ambulance should be or has already been called. The **CAMPUS POLICE NUMBER IS (601) 276-3838**. In the event that a campus police officer does not answer, dial 911.

## STUDENT ACTIVITIES

Band • Basketball • Football • Baseball • Golf • Tennis • Softball Phi Beta Lambda • Vica • BSU • Catholic Campus Ministry Westminister Club • Phi Theta Kappa • Deca • Wesley Foundation Choir • FEA • Forensics • Bear Trackers • SGA • SNO • Track • Soccer

## NOTICE OF NON-DISCRIMINATION

Southwest Mississippi Community College does not discriminate on the basis of race, color, national origin, age, sex, religion or disability in its programs, activities or employment practices. The following persons have been designated to handle inquiries and grievances regarding the non-discrimination policies: Freya Biggers, ADA and OCR Coordinator, SMCC, 601-276-3885; Dr. Steve Bishop, Vice President of Student Affairs, 601-276-3717, College Drive, Summit, MS 39666.

## ATHLETICS

SMCC participates in intercollegiate athletics in the belief that the athletic program does much to contribute to both moral and physical development. Through a well-organized athletic program, students develop school spirit and loyalty.

SMCC participates in intercollegiate activities with other community colleges in the following sports: Soccer, Basketball, Football, Tennis, Baseball, Softball, and Golf. All SMCC intercollegiate sports teams abide by the rules and regulations of the Mississippi Association of Community and Junior College and the National Junior College Athletic Association. The report on the student Right-to-Know regulations, 34 DFR 668.41 concerning section III and VI 1996 cohort of students receiving athletically-related student aid for specified sports and the graduation rate, can be acquired by students in the SMCC Registrar's office or in the SMCC Student Services office.

## THE STUDENT GOVERNMENT ASSOCIATION

SMCC has an excellent Student Government Association which helps to plan many of the activities held on campus and sponsors various events throughout the year.

## STUDENT UNION AND RECREATION BUILDINGS

Open each school day and until early evening, the Student Union is equipped to provide for social activities for SMCC students.

The Student Union contains the cafeteria, bookstore, and post office. The Recreation Building contains a game room, T.V. lounge, and grill. Each student must obey the rules set forth by the supervisors of the recreation buildings. The use of any tobacco product in these buildings is prohibited. Hats and caps should be removed upon entering these buildings.

### Cafeteria Hours:

Breakfast ...	... 7:15 - 8:00 A.M.
Lunch ...	... 11:00-12:30 P.M.
Dinner ...	. 4:45 - 5:45 P.M.

## RELIGIOUS LIFE

Several religious organizations on campus encourage each student to participate in his/her choice of religious activities.

The work of the Baptist Student Union is carried on through a BSU Council elected by the Baptist students, and a BSU director working on campus. The BSU students helped to establish the interdenominational chapel.

The organization for Methodist students is Methodist Ministries on Campus. It is affiliated with all United Methodist Churches in the area.

The Westminister Fellowship is an organization for Presbyterian students. The Catholic Campus Ministry, the organization for Catholic students, is a member of the Newman Student Federation.

## **STUDENT IDENTIFICATION CARD**

Each full-time student will be issued an identification card (I.D.) during registration. This card will serve as an admission ticket to all school-sponsored activities and as a meal ticket for dormitory students. If the card is lost, contact the Business Office. A fee will be charged for the replacement. The I.D. card may be revoked if used illegally, and if a student allows another person to illegally use his/her I.D. card, the student will be fined. All students are required to wear his/her ID card in a visible place on the front of his/her person at all times on campus.

## **COLLEGE ORGANIZATIONS**

Students are encouraged to participate in various organizations on campus. Some organizations include: Phi Beta Lambda, BSU, Newman Club, Wesley, VICA, DECA, Phi Theta Kappa, and School Chorus. Each will be organized during the first month of the school year, and each will have a faculty sponsor.

## **SMCC BAND/MUSIC**

The SMCC Band performs at all home football games, selected away games and participates in various parades. The Southwest Show Band has gained wide acclaim for its outstanding Christmas and Spring Concert performances. Anyone interested in participating in the band or choir should contact the appropriate director.

## **SOUTHWEST PUBLICATIONS**

~~The Pine Burr~~, the monthly college newspaper, is published by the students of SMCC under the direction of a faculty sponsor.

~~The Whispering Pines~~, the school annual, compiled by students under the direction of a faculty sponsor.

“SMCC Newsletter” sponsored by the VP of Student Affairs is published each week during the fall and spring semesters and may be accessed on line at [www.smcc.edu](http://www.smcc.edu). Announcements to be included are due in the Dean’s office by 8:00 a.m. each Thursday for the following week’s newsletter.

The appointed faculty and administration of SMCC shall have the right to review and control any material published in any student publication.

## **BUSINESS AND FINANCE**

Before a student is allowed to take final exams, all bills must be cleared in the BusinessOffice, all library fines cleared in the Library, and all fees, fines and/or tickets cleared in theStudent Services Office. If a student wishes employment, he/she should contact the VP of Student Affairs. At various times, part-time job notices are posted for off campus work.

## **AUTOMOBILES**

Students may bring automobiles on campus, but vehicles must bear a Southwest Decal. One Parking Decal will be given to each student during registration. Each additional parking decal will cost \$5.00. Cars not bearing a decal will be ticketed. Students parking in any zone other than that designated on the decal will be ticketed. Parking lots are provided for students. The charge for parking violations will double if fee is not paid within ten days after receiving a ticket.

## **TRAFFIC AND PARKING REGULATION**

This information has been prepared to acquaint you with the rules and regulations regarding the operation of motor vehicles on the campus.

Traffic laws are enforced so that each motorist may benefit. Each motorist is encouraged to practice caution, common sense, and courtesy.

The campus has three types of parking restrictions; these are regulated by zone parking. Dormitory students will park in **D zones**, Commuter students will park in **C zones**, and faculty and staff member will park in **F zones**.

### ZONE PARKING

**E** parking zones are the yellow marked spaces in front of, beside, and behind buildings. **C** parking zones are white marked spaces on the streets, on parking lot at the cafeteria, on parking lot east of the Huddleston Vocational Building, on parking lot in front of the Bryan Science Building, on the large parking lot west of Bryan Science Building, and on the parking lot at the Humanities Building.

**D** parking zones are white marked spaces in the front of the Men's dorm, north of the Holmes Gymnasium, behind and south of the Athletic Dorm, and west of Huddleston Vocational Building. **Students with D decals are not allowed to park in Commuter parking.**

### VEHICLE REGISTRATION

1. All faculty, staff, and students that operate and park a motor vehicle on the campus must register the vehicle. There are handicapped and temporary parking decals in the Student Services office. You must obtain a temporary decal if you come on campus in a vehicle that is not registered at SMCC.
2. Students shall register their vehicles at their first registration. Each year a decal will be issued.
3. The registered owner of the motor vehicle, regardless of who is driving, is at all times responsible for that motor vehicle.
4. The registration fee for the first motor vehicle is included in your \$25.00 Student Services fee. Each additional decal is \$5.00.
5. If a student loses his/her decal, he/she will be required to re-register his/her vehicle and pay the full registration fee of \$5.00.
6. Any time a replacement is required, the original decal must be returned, or the fee will be the same as for a new decal.
7. Falsification of information listed on the Vehicle Registration card will result in disciplinary action.
8. The College reserves the right to regulate the use of a motor vehicle on the campus and to forbid the use of a motor vehicle by any person whose conduct in any way shows that he/she is not abiding by the school regulations. Any person who brings a vehicle on campus is responsible for the vehicle.
9. All motor vehicles on campus must be equipped with a muffler sufficient to prevent disturbing noises. Special attachments to increase noise will not be allowed.
10. The driveway in front of the Women's Dormitory is a one-way drive and is for loading and unloading only. Cars may not park in this driveway.
11. **Campus Parking Reminder:** While parking on campus, drivers should not back into parking spaces or position vehicle in parking spaces so that it may conflict with other traffic. Vehicles should be parked in such a manner that Parking Decals may be in clear view of a Campus Police Officer.
12. Parking or Traffic Ticket appeals must be made within three days of receiving a ticket.

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### REMEMBER

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1. The maximum speed limit: 20 MPH
2. Traffic signs and regulatory notices must be obeyed at all times.
3. Administrators and faculty may report in tag numbers or decal numbers for student traffic violations.

## VIOLATIONS

Parking in "NO PARKING" zone	Driving while intoxicated
Parking on Grass	Parking out of lane
Speeding	Unnecessary noises (horns, mufflers, etc.)
Parking on the Street	Running stop sign
Reckless Driving	
Failure to obey lawful order given by a school official	
Driving the wrong way on a one-way street	

### PENALTIES

Parking Violations:	Parking no/wrong zone	\$10.00
	Blocking drive, walkway, fireplug	\$10.00
	Handicapped Parking	\$50.00
	Non-Registration of vehicle	\$20.00
Driving Violations:	Reckless driving	\$50.00
	or County tickets may be issued	
	Speeding	\$20.00
	Running a stop sign	\$20.00

All other violations are \$10.00. All tickets that are not paid within 10 days of the issue date will double.

## **DORMITORY LIFE**

### **Your Home Away From Home**

### **Rules and Regulations**

All dormitory residents are expected to enroll as full time students (12 or more hours) and maintain a full time status during the entire semester. At least 9 hours of the full time studies must contain traditional non-online courses. Special permission may be granted to allow a part time student taking fewer than 12 hours to live in the dormitory provided there are justifiable reasons. All dormitory residents must pay a \$50.00 key deposit and a \$30.00 room reservation at the time that they submit a dormitory reservation form. Students must be at least 18 years old by Sept. 1 of their Freshman year to be eligible for campus housing.

Students attending SMCC must abide by the following regulations. Any violation may result in a fine. For a second violation, the fine may double. The VP of Student Affairs reserves the right to assign other penalties in place of fines if the student agrees with the penalty. Students who choose not to abide by SMCC dormitory policy may be barred from student housing.

#### **I. Care of Property**

- a. No furniture is to be moved unless authorized by dormitory host or hostess. All furniture must remain inside the dorm room.
- b. Occupants of each room will be held responsible for any damage to the dormitory facility or to dorm furniture. Damaged furniture will be replaced and full price must be paid by students for new furniture.
- c. Any needed repairs or replacements should be reported immediately. d. Unnecessary signs, pictures or objects cannot be placed on the doors, windows or walls. Obscene or vulgar pictures are prohibited.
- e. Do not paint any part of the dormitory or its contents. Do not drive nails or tacks in the wall or furniture.
- f. Bicycles, motorcycles, weights, water guns, fireworks, roller blades, skate boards, paint balls, and raw eggs are not allowed in the dormitory.
- g. Students must lock doors and windows when leaving their room.
- h. Do not remove caps or floor gliders from beds. Do not place trash of any kind in bed frame below caps.
- i. Smoking is prohibited in dorm rooms.
- j. Cell phones may not be used outside dormitory rooms after 11:00 p.m. Between 10:00 p.m. and 11:00 p.m., cell phone usage must be limited to three minutes, and the student must remain within five feet of his/her dormitory room.
- k. Playing football, baseball, etc. in or near the dormitories is prohibited.

#### **II. Quiet Hours**

- a. 7:00 P.M. to 10:00 P.M. is study period.
- b. Loud noises, loud radio, and music from instruments will not be tolerated. There is a county ordinance against loud noises.
- c. All students on campus must be in the dormitory at 10:00 p.m. Students must be in their dormitory before 1:00 a.m. **The Women's dormitory will be locked at 11:00 p.m. Campus police will open the front door for five (5) minutes at 11:25 p.m., 11:55 p.m., 12:25 a.m., and 12:55 a.m. for women students to enter.**
- d. Any dorm student returning after 1:00 a.m. should contact Campus Police to be allowed into the dorm. Campus Police will take his/her I.D. The student must appear before the

VP of Student Affairs the next morning before 9:00 a.m. The student may receive his/her ID from the VP of Student Affairs.

- e. Fireworks are prohibited on campus. Fireworks are illegal in Pike County. Persons who bring fireworks on campus may be dismissed from the dormitory. Persons who explode fire works on campus may be fined and prosecuted.

### III. Food

- a. Students are not allowed to take food from the cafeteria without permission from dormitory host/hostess or cafeteria manager.
- b. Perishable food must be disposed of immediately. c. No cooking will be allowed in the dormitory. d. Glass drink bottles are not allowed in the dormitory.

### IV. Cleanliness

- a. Excessive trash and neglect will not be tolerated. Trash must be disposed of properly. Littering on campus constitutes a \$50.00 fine.
- b. Clothes should be properly stored in closets, drawers, etc.
- c. Regular room checks will be conducted. If the host/hostess issues a second notice of unclean conditions to occupants of a room, they will be fined Fines will increase if unclean conditions continue. The student(s) may be barred from campus housing.

### V. Proper Dress

- a. Short shorts, halters, midi blouses, bare midriffs or sagging jeans are not approved for school wear.
- b. Hats, or head gear may not be worn in any SMCC buildings unless required in a laboratory setting.
- c. SMCC dress standards require that students dress appropriately, modestly, and in good taste.
- d. Shoes must be worn in all buildings.
- e. No vulgar slogans or profanity may be worn on clothing.

### VI. Moral Obligation

- a. Cursing and vile language will not be tolerated; fines of \$25 per word will be assessed for profanity.
- b. The college reserves the right to dismiss any student for drinking on or off campus. Any student who brings alcoholic beverages on the campus, or has alcohol in his/her dorm room, or enters the campus while under the influence of alcohol may be dismissed from the dormitory.
- c. The college reserves the right to suspend or expell any student for fighting, stealing, destroying property, cheating on examinations, plagiarism in any form, or causing a disturbance. d. The college reserves the right to dismiss any student from the dormitory and/or from the college for having or using illegal drugs such as marijuana, cocaine, LSD, etc. e. Tampering with fire or smoke alarms is prohibited. Penalty for such offense may be a fine or dismissal from the dorm.
- f. All students shall conduct themselves both on and off campus in such a manner as to reflect positively on the college.
- g. Public display of affection is not in keeping with SMCC standards.

### VII. Cars, Trucks, Motorcycles

- a. Observe the noise ordinance when driving on campus.
- b. Observe speed and parking regulations on campus. You may lose campus vehicle privileges if you do not abide by campus parking and traffic regulations.
- c. All vehicles on campus must be registered in the Student Services Office.

- d. All motor vehicles on campus must be equipped with a muffler sufficient to prevent disturbing noises. Special attachments to increase noise will not be permitted.
- e. Loud music containing vulgar lyrics is prohibited.
- f. Vehicles must not have vulgar or distasteful bumper stickers or any other offensive items attached to them.

#### VIII. Firearms

- a. No firearms will be permitted on the campus (State law forbids firearms on campus). Firearms found on campus will be confiscated and the student may be dismissed from the college. Possession of a weapon on campus is a felony.

#### IX. Visitors In Dorms and On Campus

- a. No male may visit the women's dormitory lobby before 1:00 p.m. or after 10:00 p.m. any day.

- b. Visitors must check-in at the front desk. Only one (1) guest is allowed in the lobby.

Female students are not allowed to visit the men's dormitory. Men students are not allowed to visit a Women's dormitory room. This violation results in expulsion from dormitory.

d. Students should never carry on conversations from the dormitory windows. e. Loitering in front of or around dormitories is prohibited.

f. A resident who wishes to have an overnight guest should seek approval from VP of Student Affairs prior to inviting the guest. The guest can be no younger than a junior in high school. In most cases the resident should contact the VP of Student Affairs 24 hours in advance of inviting the guest. Only when there is a bed available in the dorm may a student have an overnight guest.

The guest must abide by college regulations and pay a room charge of \$5.00. A member of the opposite sex is not allowed to visit in a dormitory room. Students may be dismissed for violating this rule.

- g. Children younger than ninth grade are not allowed in classrooms, in dorms, or in the grill. Ninth graders through twelfth graders are allowed to visit by permission only. During athletic events or special school activities, younger students accompanied by parents are welcome.

#### X. Children on Campus

Students are not allowed to bring children to campus except for special activities which children are invited to attend, i.e., Halloween, Christmas activities, sporting events, etc. The only exceptions are for children cared for in the SMCC Child Care Technology program and elementary students participating in the tutoring program at the library.

Students are not allowed to bring children to campus during or between the times students are attending classes, using the library, learning lab, other resources, or during work study hours. Other students or non students may not care for children on campus while parents are in class, using other campus resources, or performing work study.

Under no circumstances are children to be left unattended on campus. When children are attending a special activity designed for attendance by children, parents are responsible for the supervision of their children at all times.

The College assumes no responsibility for the supervision of children. Disciplinary action may be taken against those who do not follow college policy.

#### XI. Dormitory Sign In/Sign Out

- a. Female students must sign out of the dormitory when they leave the campus at night and sign in when they return.

b. Students must return to the dormitory unless his/her parents or guardian contacts the VP of Student Affairs by 4:30 p.m., giving permission to go home afterwards. c. All resident students must be in at 1:00 a.m. Dorms will close at 1:00 a.m.

The regular curfew regulations apply on weekends. All dormitory students must be in the dormitory rooms by 10:00 P.M. Dormitory students may return to campus by 1:00 A.M.

## **XII. Pertinent Information**

All residents of the dormitories are expected to attend dormitory meetings. Advance notice will be given as to the time and place of the meeting. Students who are ill or unable to attend must notify the dormitory host/hostess.

SMCC is not responsible for goods damaged in the dormitory by fire or other means. All dormitory residents are required to purchase a meal ticket through the Business Office for each semester of residency. All full-time students are required to have I.D. cards in their possession. The I.D. cards of resident students will be validated to be used as their meal ticket. Only compact refrigerators may be used in the dormitories.

The purpose of the dormitories is to furnish a place for boarding students to sleep and to study. Rules are set up to further that purpose.

The Discipline Committee will have the authority to take action concerning all rule infractions (resident and day students) as it sees fit. This committee shall be appointed by the College President and shall be composed of five members. A chairman shall be appointed. Three members of the committee will constitute a quorum.

These regulations are not and do not attempt to be totally comprehensive. All students are expected to conduct themselves on and off campus in such a manner as to reflect the very highest standards of conduct on themselves and on SMCC. Failure of any students to adhere to SMCC rules or policies will lead to disciplinary action.

## **DORMITORY ROOM RESERVATION**

To reserve a dormitory room, an applicant must submit a reservation fee of \$30.00 plus a key deposit of \$50.00 to the VP of Student Affairs. The \$30.00 reservation fee is not refundable after July.

## **OFFICIAL WITHDRAWAL FROM DORMITORY**

A resident student who moves out before the end of a semester must officially withdraw from the dormitory at the end of his/her period of residency. (Note: It is not necessary to withdraw from the dormitories at the end of the fall semester if the student is returning to the dormitories for the spring semester.) If the student moves out of the dorms before the end of a semester, board charges will be adjusted based on the date that the student moves out, up to the last two weeks of the semester, at which time no refunds on board will be made. To officially withdraw from the dormitory a student must:

1. Return his/her room key to the dorm host/hostess after all personal items have been removed from his/her dormitory room. At such time the dormitory host/hostess will complete a Housing Withdrawal Form which the student must return to the Student Services Office between 8:00 a.m. and 4:30 p.m. The \$50.00 key deposit will be mailed to the student who has officially withdrawn from the dorms.
2. Present his/her I.D. card to Student Services to receive a refund on board charges if applicable.
3. In the case of an early withdrawal, the student will receive a Dormitory Checkout Form from Student Services that must be taken to the Business Office for any refund on board.

## **SEARCHES OF DORMITORY ROOMS AND STUDENT VEHICLES POLICY:**

SMCC reserves the right to search any dormitory room or vehicle on campus when there is reason to believe that a law, college rule, or college regulation has been violated.

**PROCEDURE:**

1. Normal inspection of students' rooms for health, safety, and standards of maintenance will be made by the college officials and can be made, if necessary, in the absence of the student.
2. Whenever there is a reasonable cause, the VP of Student Affairs or a campus police officer will search rooms and/or vehicles. The student shall be present when possible; however, in all cases a witness will be present.
3. College officials will cooperate with law enforcement officers who present a search warrant.

**CANINE SEARCHES ON CAMPUS**

In an effort to create and maintain a drug free campus, canine (K-9) drug detection dogs may be utilized to search all public and common areas in all campus parking lots and buildings for the purpose of detecting illegal drugs and narcotics.

The SMCC VP of Student Affairs and the Chief of Campus Police coordinate all canine searches, with the assistance of campus police officers, appropriate housing personnel, administrators, and local law enforcement personnel. Searches will be performed by handlers and canines trained in the detection of illegal drugs/narcotics.

Canines will be allowed to search areas such as dormitory rooms, offices, and vehicles after the canine alerts to one of these areas, thus developing probable cause. Once probable cause is established, the canine will be allowed to enter the room/office/vehicle and continue searching.

Upon the discovery of illegal drugs/narcotics, persons who are determined to be in violation of State/Federal law and/or college rules and regulations, may be arrested and face college disciplinary action.

**CAMPUS POLICE**

SMCC employs certified campus police officers to ensure the safety and protection of all property and persons on campus. Under the laws of the State of Mississippi, Section 6706, as amended, these officers have complete police powers on the campus. All students are urged to respect the full authority of these officers. During the 2003-04 school year, the campus police officers unlocked 186 vehicles, started 59 vehicles with dead batteries, and worked 12 accidents on campus.

**ACADEMIC GUIDELINES FOR DORMITORY STUDENTS**

All students must be enrolled in a minimum of twelve semester hours to live in the dormitory.

Any student who is enrolled at SMCC must maintain a 1.50 G.P.A. or better to be eligible for campus housing. IN COMPUTING THE GRADE POINT AVERAGE FOR CAMPUS HOUSING ELIGIBILITY, ONE-HOUR ACTIVITY COURSES WILL NOT BE COUNTED. The VP of Student Affairs will send all dormitory students who are not in compliance with these

GPA standards at mid term a written warning of their dormitory status. If students are still not in compliance at the end of the semester, they will lose campus housing privileges until their GPA is raised to a minimum of 1.50.

A student may appeal this action if he/she has no dormitory rule violations and his/her class attendance is excellent. Such appeal must be in writing and directed to the Dean of Students.

## **MISCELLANEOUS INFORMATION**

**Calendars • Telephone Directory • SGA Constitution**

**Where To Go For What • Campus Terminology • Campus Directory**

### **SGA CONSTITUTION**

#### **PREAMBLE**

We, the full time students of SMCC, in order to promote our well being as students and to uphold the highest standards of our College, hereby in agreement with the administration adopt the following constitution:

#### **ARTICLE I Name**

This organization shall be called the Student Government Association of SMCC.

#### **ARTICLE II Membership**

The membership of this association shall be limited to full time students of SMCC.

#### **ARTICLE III Officers**

SECTION I - Officers of this association shall be a president, a vice president, a secretary, and a treasurer chosen from the incoming sophomore class. These officers shall be elected and shall act as provided for in the By Laws.

SECTION II - The twelve members of the SGA will consist of the SGA officers, sophomore and freshman class officers(president, vice president, secretary, and treasurer). A2.5 academic average must be maintained before a person can qualify to run for SGA or sophomore class office. All SGA members must maintain this standard to serve as an SGA member.

SECTION III - There shall be other committees as provided for in the By Laws and special committees as appointed by the SGA president.

#### **ARTICLE IV Meetings**

SECTION I - The SGA will meet two times a month as scheduled by the VP of Student Affairs.

#### **ARTICLE V AMENDMENTS**

SECTION I - Amendments may be proposed in written form and presented to the SGA with the signatures of a minimum of twenty full time students.

SECTION II - The SGA, before the next regularly scheduled assembly, must act on proposed amendments. A 2/3 majority vote shall be required before the proposed amendment may be presented to the student body.

SECTION III - The proposed amendment shall be presented at the next scheduled election. A 2/3 majority vote of the student body shall be required to ratify the amendment.

#### **BY LAWS**

#### **ARTICLE I - Officers**

#### **SECTION I - DUTIES OF OFFICERS**

a. The president, in accordance with instructions from the VP of Student Affairs, shall call and

preside over all meetings of the Student Government Association and the Student Advisory Council and shall appoint all standing and special committees, except the faculty members of the Discipline Committee. The president shall further enforce the discipline of the association and maintain its high purpose and ideals. He/she shall never lose sight of the fact that he/she is the president of the entire membership and not of a fraction, and all of his/her acts and decisions should extend justice and courtesy to all. b. The vice president shall assume all duties of the president in the event of his/her absence. He/she shall act as ex officio member of all committees and as chairman of the election committee.

- c. The secretary shall keep records of all meetings, attendance of all members at the meetings, lists of all SGA meetings and Students' Advisory Council meetings.
- d. The treasurer shall take charge of all collections and expenditures of funds as authorized by the SGA. He/she shall present a complete report of the financial status of the SGA at each regular meeting.
- e. The SGA shall be subordinate only to the Administration in all matters concerning the student body.

#### SECTION II - ELIGIBILITY OF OFFICERS

- a. All student body officers shall have an academic average of 2.5 or above, or a full time student shall have a "B" average in a non academic course and the written endorsement of his/her instructor and Division Chair. All officers must be members of the incoming sophomore class.
- b. The 2.5 academic average for quality point students and a "B" average for non quality point students shall be maintained throughout the term of office.

#### SECTION III - ELECTION OF OFFICERS AND CHEERLEADERS

- a. Nominations for the offices of the Student Government Association shall be made by ten students in writing. Nominations shall be open the first Monday in April and shall be closed at noon on the following Friday in order that the Election Committee might check eligibility.
- b. On the Wednesday in April following nominations, polls shall officially open for the first primary elections. On the following Wednesday, the second primary elections shall be held, if necessary. The election shall be held by secret ballot. Each student must show his/her I.D. card to vote. Only freshmen may vote in S.G.A. elections in April.
- c. Sixteen cheerleaders will be elected in the spring. The candidates will try out before a panel of judges who will use a point system to determine winners. A cheerleader must be a fulltime student who maintains a 1.75 GPA and be of good moral character.

#### SECTION IV - INSTALLATION

At the last regular scheduled S.G.A. meeting of the spring semester, newly elected officers will accept their position for the next school year.

#### ARTICLE II - Called Meetings

The president of the student body may call a meeting of the student body with the approval of the President of the College. On the refusal of the President to call a meeting of the student body, an official call for the meeting may be made in writing by a minimum of twenty-five students. The vice president shall preside at any such meeting.

### ARTICLE III - Vacancy of Officers

SECTION I - In the event that an officer of the student body falls below the required average, a special election at the beginning of a new semester shall be called to fill the vacancy. SECTION II - A 2/3 majority vote of the SGA shall be sufficient to remove an officer for unbecoming behavior or conduct, failure to fulfill the duties of his office, or failure to maintain the required average.

SECTION III - SGA members must attend meetings on a regular basis. Any member who misses three meetings in a row may be voted out of SGA by 60 percent of members voting.

### ARTICLE IV - Provisions for Enactment

This constitution must be approved by the President of the College. A 2/3 majority vote of the student body shall be necessary for ratification. Upon ratification, the constitution shall go into effect.

## **STUDENT COMPLAINT PROCEDURE**

Southwest Mississippi Community College has an administrative procedure in place which is designed to receive, investigate, and resolve student complaints, whether academic or nonacademic. Any student who wishes to make a formal complaint regarding a college program, a service of the college, an employee of the college, or any other individual or aspect of the college must take the following steps within five school days of the complaint: 1. Discuss the problem with the faculty member, staff member, or administrator involved and/or use existing appeals committees where available prior to initiating formal complaint procedures under this policy. Students who fail to use existing appeals committees will forfeit their right to future due process. If informal efforts are not productive or appropriate in resolving the complaint, the student proceeds to steps 2 and 3. 2. Contact the Vice-President of Student Affairs, College Drive, Summit, MS 39666. 3. Express the nature of the complaint and pertinent information in writing to the appropriate person.

The college representative receiving the complaint will either handle the complaint personally or will refer it to the appropriate person for disposition. A response will be made to the student within 15 working days. Students who are not satisfied with the resolution of the investigating officer shall have the right to appeal to a grievance committee. The grievance committee will be appointed by the President of the college and will consist of two administrators and two faculty not directly involved in the alleged problem, as well as two students and the original investigating official. The decision of the grievance committee is considered final.

No adverse action will be taken against a student for filing a complaint.

## **TITLE IX**

SMCC is in compliance with the requirements of Title IX of the Educational Amendments of 1972, which prohibit sex discrimination in Federally assisted educational programs.

“No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal Financial Assistance. . .”

Questions may be directed to Dr. Steve Bishop, VP of Student Affairs, the local Officer of Compliance and Section 504 Coordinator. You may write to SMCC, 1156 College Drive, Summit, MS 39666, or call 276- 2000.

## **POLICY ON SEXUAL HARASSMENT**

Sexual harassment, like harassment on the basis of race or religion, is a form of discrimination prohibited by Title VII of the Civil Rights Act of 1964. With the adoption of this policy on sexual harassment, SMCC (College) demonstrated its continued commitment to upholding the rights of individuals - whether students, faculty, or staff - to study and work in a place free of intimidation, fear, reprisal, or coercion. The "Policy on Sexual Harassment" is published in the SMCC Faculty Handbook and the SMCC Student Handbook. The College reaffirms this policy specifically as it pertains to prevention of sexual harassment and to the obligations of male and female students, faculty, administrators, and staff in their capacities as teachers and colleagues.

It is the policy of the College that no male or female member of the College - students, faculty, administrators, or staff- may sexually harass any other member of the College. Sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute harassment when:

- Submission to such conduct is made or threatened to be made, either explicitly or implicitly, a term or condition of an individual's employment or education;
- Submission to or rejection of such conduct by an individual is used or threatened to be used as the basis for academic or employment decisions affecting that individual; or
- Such conduct has the purpose of substantially interfering with an individual's academic or professional performance or creating what a reasonable person would sense as an intimidating, hostile, or offensive employment, educational, or living environment.

A member of the College who believes that he or she has been the victim of sexual harassment as defined above or who becomes aware of an incident of sexual harassment as defined above should bring any such matter to the attention of either the appropriate administrator or the VP of Student Affairs, as he or she prefers. A fellow student, staff member, or faculty member may accompany an individual who wishes to make a complaint as the complainant desires. The person receiving the complaint should immediately seek to resolve the matter by informal discussions with the person involved. If the complainant or the alleged offender is not satisfied with the proposed resolution, he or she may secure review of the matter by the President of the College, Vice President of Academic Affairs, the VP of Student Affairs, or the VP of Career-Technical Education, as appropriate.

The administration of the College is responsible for ensuring that there is a timely and thorough investigation of all complaints. If the suggested procedures outlines above do not result in a satisfactory resolution of a complaint, members of the College retain the right to file formal complaints in cases of alleged sexual harassment. Complaints against students are filed with the VP of Student Affairs; against academic faculty and staff, with the Academic Dean; against career-technical instructors and staff, with the Dean of Career-Technical Education; and all other staff and administrators, with the President of the College.

The College will take appropriate steps to ensure that a person who in good faith brings forth a complaint of sexual harassment will not be subjected to retaliation. The College will also take appropriate steps to ensure that a person against whom such a complaint is brought is treated fairly, has adequate opportunity to respond to such accusations, and that findings, if any, are supported by clear and persuasive evidence. Complaints of sexual harassment shall be handled confidentially, with the facts made available only to those who need to know, in

order to investigate and resolve the matter. The complainant and the person complained against will be notified of the final disposition of the complaint.

If a complaint of sexual harassment is found to be substantiated, appropriate corrective action will follow, up to and including separation of the offending party from the College, consistent with College procedures.

### CAMPUS TERMINOLOGY

ALMA MATER — Is your school/college. The term is also used to refer to the school/college song.

ADVISOR — The advisor is a member of the faculty who helps you in planning your program. The advisor assists students in developing a student class schedule.

ALUMNI — The alumni refer to past students of SMCC.

BASIC REQUIREMENT — Terms used to specify certain courses that must be taken in order to meet graduation requirements or requirements within certain departments or divisions.

BEARS — The SMCC mascot is a bear. The athletic teams are referred to as the Bears.

COURSE NUMBER — Each course has a designated number. Usually the 1000 courses are considered freshman courses, and the 2000 courses, sophomore courses, although there is not a set policy that students must take all 1000 courses the freshman year or all 2000 courses the sophomore year. However, certain courses have prerequisites. COURSE OF STUDY — The sequence of courses which a student takes in earning credit in his major field.

COMPUTATION OF QUALITY POINTS — Letter grades carry point value. An A is equal to 4 points per semester hour, B is equal to 3 points, C is equal to 2 points, D is equal to 1 point, and F is equal to 0 points.

An example computation for quality points per course is as follows:

	Semester		
	hours	Grade	Points
Example: Math	3	C	6
Sociology	3	B	9
Health	3	D	3
English	3	A	12
	<u>12</u>		<u>30</u>

Total quality points = 30 divided by 12 (the number of hours) equals 2.5 quality point average.

ELECTIVE — This term denotes any course which a student may elect to take that is not prescribed within his major field.

MAJOR — The term that denotes the subject or special area which a student chooses as a specialization.

MINOR — The term denotes the minor or secondary area of study or concentration. This area is usually related to the major area.

PREREQUISITE — “to precede.” In many instances a certain course is a prerequisite to another. An example, English 1113 is a prerequisite for English 1123. A student must complete English 1113 before enrolling in 1123.

SGA — The SGA is the abbreviation for The Student Government Association.

TRANSCRIPT — The transcript contains pertinent data concerning each student, such as grades and various personal data. Each student must have a high school transcript filed in the Registrar's office.

## **ALCOHOL/DRUG ABUSE POLICY**

In keeping with its educational mission, SMCC will utilize primarily educational strategies as its major approach to addressing problems related to the abuse of alcohol and other drugs by any member of the College community (students, faculty and staff). However, any member of the College community who violates the drug and alcohol abuse policy will be subject to prosecution and punishment by the civil authorities and to disciplinary procedure of the College.

The Board of Trustees of SMCC adopts this policy to accomplish the following: 1. Aid in the prevention of alcohol and other drug abuse through strong educational efforts; 2. Encourage and facilitate the use of counseling services and rehabilitation programs by those members of the academic community who need their assistance with alcohol and other drug related problems; and

3. Discipline appropriately those members of the academic community who engage in substance abuse and related behaviors.

### Educational Efforts

SMCC will provide educational programs aimed at preventing the abuse of alcohol and other drugs. Educational efforts shall be directed toward all members of the academic community and will include information about the incompatibility of the abuse or sale of alcohol and other drugs with the goals of SMCC; the health hazards associated with the abuse of alcohol and other drugs, the incompatibility of alcohol and other drug abuse with the maximum achievement of educational, career, and other goals, and the potential legal consequences of involvement with alcohol and other drugs.

### Counseling and Rehabilitation Services

Those students, faculty, or staff who seek assistance through the College for an alcohol or drug related problem shall be provided with information about counseling and rehabilitation services available through the College and/or community resources. Professional standards of confidentiality shall be observed at all times. Individuals will be encouraged to voluntarily avail themselves of services. For those working in good faith with treatment or rehabilitation agencies, every attempt will be made to return the individual to full employment or student status.

### Disciplinary Actions

Students, faculty members, administrators, and other employees are responsible, as citizens, for knowing about and complying with the Mississippi law that makes it a crime to possess, sell, deliver, or manufacture those drugs designated collectively as "controlled substances" in Section 41-29-113 et seq of the Mississippi Statutes. The following minimum penalties shall be imposed for the particular offense described.

College Regulations Governing Illegal Drugs:

1. Trafficking in Illegal Drugs:
  - a. For the illegal manufacture, sale, delivery, or possession with intent to manufacture, sell, or deliver, any controlled substances identified in Schedules I and II of Section 41-29- 113 and Section 41-29- 115 of the Mississippi Statutes (including, but not limited to

heroin, cannabis, mescaline, lysergic acid, diethylamide or LSD, opium, cocaine, amphetamine, MDMA or ecstasy, methaqualone), any student shall be expelled and any faculty member, administrator, or other employee shall be discharged.

b. For the first offense involving the illegal manufacture, sale, delivery, or possession with intent to manufacture, sell, or deliver any controlled substance identified in Schedule III through V of Section 41-29-117, Section 41-29-119, Section 41-26-121 of the Mississippi Statutes (including, but not limited to steroids, diazepam, Phenobarbital), the minimum penalty shall be suspension from enrollment or from employment. For a second offense, any student shall be expelled and any faculty member, administrator, or staff employee shall be discharged.

## 2. Illegal Possession of Drugs

a. For a first offense involving the illegal possession of any controlled substance identified in Schedules I or II of Section 41-29-113 and Section 41-29-115 of Mississippi Statutes, the minimum penalty shall be suspension from enrollment or from employment. b. For the first offense involving illegal possession of any controlled substance identified in Schedules III through V of Section 41-26-117, Section 41-29-119, and Section 41-29-121 of the Mississippi Statutes, the minimum penalty shall be probation for a period to be determined on a case by case basis. A person on probation may be required to participate in a drug education and counseling program, consent to regular drug testing, and accept such other conditions and restrictions as the appropriate College official chooses.

c. Refusal or failure to abide by the terms of probation on second or other subsequent offenses involving the illegal possession of controlled substances, progressively more severe penalties shall be imposed, including expulsion of students, faculty members, administrators, or employees.

## Possession, Sale, or Consumption of Alcoholic Beverages

1. Possession, sale, or consumption of alcoholic beverages on campus or at off campus sponsored activities are prohibited.  
Alcoholic beverages include but are not limited to beer, wine, distilled spirits, wine coolers, and liqueurs.

2. State Laws are outlined as follows:

a. Drinking Age

- The legal drinking age in Mississippi is 21.

- Selling, giving, or serving alcoholic beverages to persons under 21 is unlawful. - In Mississippi, this law extends to possession of alcoholic beverages by anyone under 21. - It is unlawful for any person to misrepresent or mis-state his or her age in order to obtain alcoholic beverages. This includes the manufacture or use of false identification. Any person who does either of these things for the purpose of obtaining alcohol shall be fined a maximum of \$200, and on failure to pay such fine and all costs, shall be imprisoned up to 30 days in jail: Section 67-1-81.

b. D.U.I. (Driving while under the influence of alcohol or other drugs (Section 63-11-30) provides:

A mandatory suspension of license for a period not to exceed 1 year for the first

conviction.

Fines of up to \$1000 and 24 hours in jail for the first offense.

Attendance in and completion of an alcohol safety education program as provided in Sections 63-11-32.

2. In addition to the legal requirements and penalties above, students found to be in violation of this college policy will be subject to penalties under the student Code of Conduct. Faculty and staff in violation of this College policy will be subject to disciplinary actions as outlined in College disciplinary procedures. State and Federal Statutes will regulate mandatory participation in rehabilitation programs.

#### Conditions for Immediate Suspension

When a student, faculty member, administrator, or other employee has been charged by the College with a violation of policies concerning alcohol and/or other drugs, he or she may be suspended from enrollment or employment before initiation or completion of regular disciplinary proceedings, if assuming the truth of charges, the responsible authority concludes that the person's continued presence within the College community would constitute clear and immediate danger to the health or welfare of other members of the College community.

An immediate suspension and subsequent hearing will be in accordance with College disciplinary procedures.

#### Civil Conviction for Drug and Alcohol Offense

If employees of SMCC in performance of College duties within the scope of their employment are convicted of an offense related to drugs, they will be subject to the same penalties as the offense would warrant if the offense were committed on College property or at a College sponsored event. The term "conviction" would mean a finding of guilt (including a plea of nolo contendere) or imposition of sentence, or both, by any judicial body charged with the responsibility to determine violations of Federal or State criminal drug statutes. The individual involved is required to notify the College of the conviction or incident within five (5) working days following said conviction or incident.

The abuse of alcohol and/or drugs is harmful and may cause serious health problems, breakdown of the family structure, decreased productivity in the workplace, and impaired education and learning process.

Drug and alcohol counseling and referral services are available to the College community through the Guidance Department. A complete listing of drug and alcohol counseling, treatment, rehabilitation, and re-entry programs is also available to employees and students of this College.

The College will impose disciplinary sanctions on students and employees outlined in this policy for violation of the standards of conduct required by the Drug and Alcohol Abuse Prevention Program.

A biennial review of the Drug and Alcohol Abuse Prevention Program will be conducted to: 1. Determine its effectiveness and implement changes to the program as needed; and 2. To ensure that the disciplinary sanctions described in the policy are consistently enforced. Southwest MS Community College Drug Education and Testing Program for Athletes and Band Members \_\_\_\_\_

Approved by the Southwest MS Community College Board of Trustees on June 10, 2003.

SMCC is very interested in the academic, performance and athletic development of all young

men and women who represent this institution in all arenas. Since our society has many problems associated with certain drug and alcohol use that cause great concern, SMCC is especially interested in our college students' abilities to avoid these problems. To address such activity, the athletic and band department shall develop and implement a program of drug and alcohol education for all athletes, managers, trainers and all students working with the athletic program and in the band program; a testing program to identify those students who are involved with the use of drugs and/or alcohol; and special counseling and assistance to enable the involved student to become and remain drug and alcohol free. Administrative procedures shall be set forth by which the student will become and remain drug and alcohol free in order to continue in the applicable program.

The SMCC Athletic Department and Band Department administers a program of drug awareness for the purpose of assisting athletes, managers, trainers and all students working with the athletic program (who, for this document, will be termed athletic aides) and the band program. The objectives of the program are as follows:

1. To provide the student athlete, athletic aides, and band members information on the dangers of drug and alcohol use and abuse.
2. To identify those athletes, athletic aides, and band members involved in drug and alcohol usage by administering mandatory drug tests prior to the beginning of the fall semester or prior to their initial semester for the school year for each sport season, by administering unannounced random drug tests throughout the year, and by administering drug tests due to an athlete's, athletic aid's or band member's association with drug paraphernalia or demonstration of behavior common to a drug user.
3. To maintain confidential records and recommend treatment for those individuals with drug and/or alcohol use problems. According to MACJC rules, a student athlete who tests positive for drugs and is dismissed from the SMCC athletic program must be reported to the MACJC Commissioner of Athletics.
4. To remove from the SMCC athletic programs any athlete, athletic aide, or band member who tests positive for the following controlled substances as defined by Section 41-29- 101 et. Seq. of the Mississippi Code of 1972 being the mississippi Uniform Controlled Substances Law, and their derivatives to include: Amphetamines, Barbiturates, Cannabinoids (Marijuana), Cocaine Metabolite(as Benzoyl-Ecgonine) Opiates, Phencyclidine, THC Metabolite and Steroids.
5. To remove from the SMCC athletic programs and band program any student that has a second alcohol violation.

The following procedures shall be used in the operation of the SMCC Drug Education and Testing Program:

- 1. All athletes, athletic aides, and band members participating in every sport/event will take part in a mandatory drug test conducted by the SMCC Athletic Department prior to the start of the fall semester or prior to their initial semester for the school year and in random drug tests throughout the school year. All athletes, athletic aides, and band member can additionally be required to take a drug test if drug paraphernalia is found in their dorm room, on their body, in their car, if they are observed loitering in an area on campus where the odor of smoke marijuana is detected by campus police, a coach, or an administrator, or if they exhibit behavioral characteristics common to someone taking drugs.**

2. All athletes, athletic aides, and band members will be required to sign a consent form for drug testing and room searches giving Southwest Mississippi Community College Athletic Department permission to search their dorm room and test the athlete, athletic aide or band member for drug use.

Students under 18 years of age will be required to

have their parents or guardians to sign the consent form and will have any awarded scholarship revoked and will not be allowed to participate in any SMCC athletic or band program or live in the dorm.

3. All students will report to the appropriate official any prescribed medication, with a copy of the doctor's prescription, and any over the counter medication they are taking prior to any drug test.

4. The drug test will monitor for the substances listed in Objective 4 (page1). 5. Urinalysis will be used on collected urine samples to determine that a student is drug free. Blood tests or other tests may be used.

6. Steps will be taken to ensure proper collection, identification, and confidentiality when urine samples are collected.

7. The urine samples on each testing date may be selected randomly to test for steroids. 8.

Alcoholic drinks will be included as illegal substances. It is against the state law of Mississippi to have alcoholic drinks on a college campus. Use, possession, or being under the influence of alcohol will carry the following penalties: 1st Offense - The athlete, athletic aide, or band member will be fined \$75.00 for possession on campus. For any alcohol violation the athlete, athletic aide, or band member will be subjected to additional discipline by his/her coaches/director and will write a typed, three page paper on the dangers of alcohol for the VP of Student Affairs in order to continue in any SMCC athletic or band program.

~~2nd Offense~~- The athlete, athletic aide, or band member will be fined \$150.00 for possession on campus. For a second alcohol violation the athlete, athletic aid, or band member will be suspended from the athletic team/band and will have to move out of the dorm.

9. Drug test results will be made known to the athletic director, VP of Student Affairs, head coach, band director, and parents.

10. Any athlete, athletic aide, band member testing positive will have a confidential meeting with the head coach of the sport with which he/she is associated or the band director. The VP of Student Affairs will send written notification of the positive drug test results to the parents. The following actions will be taken:

A. First positive drug test

1. If it is on the initial drug test prior to the starting of school or prior to the start of a season in a sport, the student will not be allowed to move into an SMCC dorm or will have to move out of the dorm. The student will be removed from the team and his/her scholarship will be suspended for the remainder of that semester after which the student must test drug free before the next semester of participation. The athlete, athletic aide, or band member must pay for his/her drug retesting to regain eligibility for athletic/band participation.

2. If school has already started, the scholarship will be prorated by the week on an 18- week semester. If school has not started, the student will have to pay for his/her school expenses until such time that the scholarship is re-instated at the head coach's or band director's discretion on a prorated basis, after the athlete, athletic aide, or band member tests drug free.

3. The athlete, athletic aide, or band member will be required to attend a drug rehabilitation program with an outside agency at his/her own expense. B. Second positive drug test

1. The athlete, athletic aide, or band member will be suspended from athletic/band participation for the remainder of the season or school year. The student will not be allowed to participate in SMCC athletics/programs again or live on campus.

## **SMCC CLEAN INDOOR AIR POLICY**

- **Student's Policy:** In an effort to promote healthy life-styles, all residence halls are smoke-free. Smoking is prohibited in any part of the dorm(e.g. room, bathroom, lobby, or hallway). If a student is found in violation of this policy, he or she will be fined, \$25 first offense, \$50 second offense, \$100 third offense, and referred to the Disciplinary Committee.
- **Faculty, Staff, and Student Policy:** In an effort to provide healthy workplaces, all buildings on the Southwest MS Community Campus are smoke-free. Smoking is prohibited in any part of a building.
- Smoking outside of any building is prohibited within 25 feet of all entrances. A fine of \$25 will be assessed for this violation.
- All athletic and extra-curricular events on campus are smoke-free.
- Smoke-free environments are much healthier for everyone.

## **SMCC CAMPUS SECURITY ACT**

### TO PROTECT AND TO SERVE

The Campus Police Department is a team of professionals working to provide a safe and secure environment in which the educational mission of the College can be fully realized. The officers and staff are service oriented and committed to the safety and well being of those associated with SMCC. They provide crime prevention and control, criminal investigation, traffic and parking supervision, disaster coordination, maintenance of public order, and other related services. The officers of the department are responsible for the enforcement of state and local laws.

They also work closely with the VP of Student Affairs's Office to ensure that safety policies and procedures are uniformly executed and conveyed in a clear and consistent manner to the college's students, faculty, and staff. The department's ability to function as an independent law enforcement agency enables the staff to respond to situations requiring police assistance while still maintaining the autonomy of the college.

### OUR OFFICERS AND THEIR TRAINING

- The Campus Police Force is provided by a college employed staff of campus police officers. Officers are in constant radio communication with mobile and stationary units as well as with other police agencies.

### FACILITY ACCESS AND SECURITY

Currently, SMCC operates under an "Open Campus" policy. However, there are specific security measures regarding access to campus buildings and social events.

- Identification cards with proper validation are issued to all employees and full time students. They are to be used for admission to residence halls, athletic facilities, and social events. These cards are also necessary for students and employees to take advantage of library, bookstore, financial aid, food service, and business office privileges. Failure to have I.D. card on one's person at all times when on college property can result in disciplinary action. The I.D. card must be surrendered to any college official upon request.

### OUR ASSISTANCE PROGRAM

Many staff members, students, and visitors to our campus are unaware of the services that our office provides. The following is a list of services:

- Investigate all incidents on campus
- Make emergency notifications

- Provide escort service to your car or from building to building
- Unlock vehicles at student's request (164 vehicles unlocked in 2003-04)
- Boost disabled vehicles (63 vehicles boosted in 2003-04)
- Worked accidents (14 accidents in 2003-04)

#### A SECURE CAMPUS

##### **THE COLLEGE :**

- Provides a full service police department
- Provides and maintains doors that lock to all rooms and buildings
- Conducts campus lighting and safety surveys
- Trims shrubs and trees around buildings
- Provides residence hall staff that respond to routine and crisis situations
- Provides security assessment for facilities on an on going basis
- Provides initial identification cards to all students and employees which provides access to campus activities and facilities
- Manages campus parking

#### **SAFETY AND SECURITY IS A SHARED RESPONSIBILITY!**

##### **STUDENTS ARE EXPECTED TO:**

- Lock the doors and windows to their rooms at all times
- Refrain from propping doors or entrances open
- Refrain from allowing strangers to enter their rooms or floors
- Call campus police or residence hall staff for assistance when needed
- Walk with others at night on campus
- Report suspicious person/ activities to residence hall staff or campus police immediately.
- Report crime immediately to campus police
- Take appropriate steps to secure personal property like bikes, cars, jewelry, etc.
- Participate in security related programming, such as engraving personal property
- Read, understand, and abide by the College and Residence Hall Rules and Regulations
- Provide input to the college about how the campus can be made safer
- Report, in writing, instances of obscene or harassing phone calls or conversations
- Provide insurance coverage for personal belongings

#### SECURITY IN THE RESIDENCE HALL

SMCC has three residence halls, one for females and two for males. All students have the opportunity to request changes in room assignments which are accommodated as quickly as possible, based upon available facilities. The college does not provide off-campus housing.

- Professional hall directors and resident assistants staff the halls and are on call 24 hours a day. They undergo training in enforcement of residence hall security policies
- Desk assistants are assigned to the front desk at the main entrance of the women's hall during specific hours of the day
- All doors in the residence hall for females are locked at 11:00 p.m. An officer is available to open the main entrance of the hall to residents needing access.
- Overnight guests in the residence halls may apply to the VP of Student Affairs. They must be of the same sex as the student being visited and must be approved by the dormitory host or hostess and VP of Student Affairs.

#### RESIDENTIAL SAFETY/ SECURITY PROGRAMMING

Currently, the college employs a multi-faceted program to inform students and employees

of campus security procedures and crime prevention.

- The campus police/security department, along with the VP of Student Affairs Office Personnel, utilizes printed materials, student forums, and multi media presentations to promote crime prevention and awareness in the college community.
- Guest speakers are invited to campus to present programs relative to such topics as accepting responsibility for one's own actions and developing civic responsibility to report, prevent, and deter crime.

TO REPORT CRIMES AND EMERGENCIES

In the event of an emergency or criminal act, members of the college community are instructed and required to report the incident to the **Campus Police/Security TELEPHONE: 601-276-3838**

**Southwest MS Community College**  
**FEDERAL CRIME AWARENESS AND CAMPUS SECURITY ACT**  
 STATISTICAL DATA

Classification of Offense Reported	Year	Cases Clear	Year	Cases Clear
	2007-2008	2007-2008	2008-2009	2008-2009
Homicide	0	0	0	0
Forcible Rape (Include Attempts)	0	0	0	0
Assault	1	1	2	2
Robbery	0	0	0	0
Burglary	7	0	5	0
Grand and Petty Larceny-Theft	8	3	20	0
Motor Vehicle Theft	1	0	0	0
Totals	17	4	27	2

ARREST

ARREST	Year	Cases Clear	Year	Cases Clear
	2007-2008	2007-2008	2008-2009	2008-2009
Liquor Law Violations	3	3	0	0
Drug Abuse Violations	4	3	3	0
Weapons Possessions	0	0	0	0
TOTALS	7	6	3	0

In the 2009-2010 school year SMCC Campus Security unlocked 127 vehicles, jump-started 72 vehicles and worked 13 accidents.

## DIRECTORY OF INFORMATION

Athletics		
Baseball ...	..Coach B. Holmes...	..Athletic Field House
Men's Basketball ...	...Coach Wallace ...	..Holmes Gymnasium
Women's Basketball ...	..Coach Swindle...	..Holmes Gymnasium
Women's Softball ...	...Coach Sandifer...	..PE Building
Football...	..Coach Anthony ...	...Athletic Field House
Tennis ...	...Coach Swindle...	..Holmes Gymnasium
Men's Soccer ...	...Coach Strother ...	..PE Building
Women's Soccer ...	..Coach Bullock ...	..PE Building
Cheerleading...	..Mrs. Brumfield ...	...Ford Library
Men's Track ...	..Coach Williams ...	...PE Building
Women's Track ...	..Coach Floyd...	...PE Building
Financial Matters ...	...Mr. Smith ...	..Administration Building
Financial Aid ...	...Mrs. Hodges...	...Administration Building
Cafeteria...	..Mrs. Brown ...	..Cafeteria Building
Student Employment ...	...Mrs. Hodges...	...Administration Building
Illness		..Dormitory Supervisor
Respective Dormitories		
Housing		
Men's ...	...Mr. Dunn ...	..Men's Dormitory
Women's ...	..Mrs. Walters...	...Women's Dormitory
Mail ...	..Mrs. Stewart...	...Student Union
Music		
Band ...	..Mr. Sterling ...	...Fine Arts Building
Choir...	..Mr. Elliot ...	..Fine Arts Building
Piano...	..Mrs. Lambuth ...	..Fine Arts Building
Stage Band ...	..Mr. Whittington ...	...Fine Arts Building
Student Affairs ...	..Dean Bishop...	...Administration Building
Campus Police ...	..Mr. Davis ...	..Student Union

## CAMPUS DIRECTORY

Activities Building ...	...276-3839	Kenna Hall...	..276-2011
Administrative Offices ...	...276-2000	Library...	..276-2004
Baseball Office ...	...276-3714	Maintenance ...	...276-2016
Bryan Science Building...	...276-2007	Men's Athletic Dorm Host ...	...276-2648
Cafeteria-Dietician ...	...276-2002	Men's Dorm Host ...	..276-2021
Campus Police...	..551-3939	P. E. Building...	...276-2009
Career-Technical Dept. ..	..276-2013	Post Office...	..276-2006
Cosmetology ...	..276-2017	Recreation Building...	..276-3839
Cheerleading ...	..276-3813		
Financial Aid ...	..276-3707	Registrar ...	...276-2001
Fine Arts Building...	...276-2003	Student Services ...	...276-3707
Football Office ...	...276-3892	Student Union Bookstore ...	..276-2006
Guidance Counselor ...	..276-2005	Vocational Guidance ...	...276-2013
Health Occupations Building ...	...276-2008	Women's Dorm Hostess ...	...276-2022
Varsity Gymnasium...	...276-2020	Women's Dorm Front Desk...	..276-3828
Humanities Building ...	..276-3823		

## 2009 FALL SEMESTER

Monday, April 6 ...	..Scheduling begins
Monday, June 1 ...	..Registration begins
Thursday, June 11, 1:00 p.m...	..Freshmen Orientation in Holmes Student Union
Tuesday, June 23, 9:00 a.m...	.Freshmen Orientation in Holmes Student Union
Tuesday, July 7, 1:00 p.m ...	...Freshmen Orientation in Holmes Student Union
Tuesday, July 14, 9:00 a.m ...	.Freshmen Orientation in Holmes Student Union
Monday - Tuesday, August 10-11...	...Faculty and staff preparations
Tuesday, August 11, 2:00 p.m ...	...Dormitories open
Wednesday, August 12, 9:00 a.m ...	...Freshmen Orientation in Holmes Student Union
Monday, August 17 ...	.Day and evening classes begin as scheduled
	Late registration fee begins
Friday, August 21...	.Last day to register or add a course
Monday, August 24 ...	...Online classes begin
Monday, September 7...	...Labor Day holiday
	Monday evening classes meet as scheduled
Friday, October 9...	..Mid-Term grades due
Monday - Tuesday, October 12-13...	...Fall Break
	Evening classes meet as scheduled
Friday, October 23...	.Last day to drop a course without penalty
	.Thanksgiving holiday
Wednesday - Friday, November 25-27 ...	Evening classes will not meet November 24-28
	..Final Exams
Thursday - Tuesday, December 10-15 ...	

## FALL EXAMINATION SCHEDULE

<b>THURSDAY</b>			<b>FRIDAY</b>		
8:00 - 10:00	1	MWF	8:00 - 10:00	3	MWF
10:15 - 12:15	E	TTH	10:15 - 12:15	A	TTH
1:00 - 3:00	5	MWF	1:00 - 3:00	D	TTH
<b>MONDAY</b>			<b>TUESDAY</b>		
8:00 - 10:00	2	MWF	8:00 - 10:00	4	MWF
10:15 - 12:15	6	MWF	10:15 - 12:15	B	TTH
1:00 - 3:00	C				

TTH All accounts must be cleared in the Business Office, VP of

Student Affairs's Office, Ford Library/Learning Resources Center, and Registrar's Office before a student will be permitted to take final examinations. Students whose names appear on lists from these offices must present a clearance slip from the respective office to the instructor before taking the final examination.

## 2010 SPRING SEMESTER

Monday, November 2 ...	..Scheduling and registration begins
Monday, January 4, 4:00 p.m...	...Dormitories open
Tuesday, January 5, 9:00 a.m ...	.Freshman Orientation in Holmes Student Union
Thursday, January 7...	..Day and evening classes begin as scheduled
	Late registration fee begins
Wednesday, January 13 ...	.Last day to register or add a course
Monday, January 18...	..Martin Luther King Jr. Holiday
	On classes begin
Friday, March 5 ...	..Mid-Term grades due
Monday - Friday, March 8-12...	..Spring holidays
Friday, March 19 ...	.Last day to drop a course without penalty
Friday, April 2 ...	..Good Friday Holiday
Thursday - Tuesday, May 6-11...	...Final Exams
Thursday, May 13, 4:00 p.m...	..ADN Graduation
Thursday, May 13, 7:00 p.m ...	...Career-Technical Graduation
Friday, May 14, 7:00 p.m ...	..Academic Graduation

## SPRING EXAMINATION SCHEDULE

THURSDAY			FRIDAY		
8:00 - 10:00	1	MWF	8:00 - 10:00	5	MWF
10:15 - 12:15	6	MWF	10:15 - 12:15	D	TTH
1:00 - 3:00	E	TTH	1:00 - 3:00	2	MWF
MONDAY			TUESDAY		
8:00 - 10:00	A	TTH	8:00 - 10:00	3	MWF
10:15 - 12:15	4	MWF	10:15 - 12:15	B	TTH
1:00 - 3:00	C	TTH			

All final exams (day and night classes) are to be given the week specified on the calendar. ANY deviation from this schedule must be cleared with the VP of Academic Affairs.

All accounts must be cleared in the Business Office, VP of Student Affairs' Office, Ford Library/Learning Resources Center, and Registrar's Office before a student will be permitted to take final examinations. Students whose names appear on lists from these offices must present a clearance slip from the respective office to the instructor before taking the final examination.

## **CLASS SCHEDULES**

### **MWF Regular Schedule**

8:00 - 8:50	First Period
9:00 - 9:50	Second Period
10:00 - 10:50	Third Period
11:00 - 11:50	Fourth Period
11:50 - 12:40	Lunch
12:45 - 2:00	Fifth Period
2:10 - 3:25	Sixth Period

### **Tue. - Thur. Regular Schedule**

8:00 - 9:15	A Period
9:25 - 10:40	B Period
10:50 - 12:05	C Period
12:05 - 12:45	Lunch
12:45 - 2:00	D Period
2:10 - 3:25	E Period

### **MWF Assembly Schedule**

8:00 - 8:40	First Period
8:50 - 9:30	Second Period
9:40 - 10:30	Assembly
10:40 - 11:20	Third Period
11:30 - 12:10	Fourth Period
12:10 - 12:40	Lunch
12:45 - 2:00	Fifth Period
2:10 - 3:25	Sixth Period

### **Tue. - Thur. Assembly Schedule**

8:00 - 8:50	A Period
9:00 - 9:50	B Period
10:00 - 10:50	Assembly
11:00 - 11:50	C Period
11:50 - 12:45	Lunch
12:45 - 2:00	D Period
2:10 - 3:25	E Period

**SOUTHWEST MISSISSIPPI COMMUNITY COLLEGE  
FOOTBALL 2009**

<b>AUG. 27</b>	<b>MISS. DELTA (AWAY)</b>	<b>7:00</b>	
<b>SEPT. 3</b>	<b>COAHOMA (AWAY)</b>	<b>7:00</b>	
<b>SEPT. 10</b>	<b>MISS. GULF COAST (HOME)</b>	<b>6:30</b>	
<b>SEPT. 17</b>	<b>CO-LIN (AWAY)</b>	<b>7:00</b>	
<b>SEPT. 24</b>	<b>EAST CENTRAL (HOME)</b>	<b>6:30</b>	
<b>OCT. 1</b>	<b>HINDS (AWAY)</b>	<b>6:30</b>	
<b>OCT. 11</b>	<b>JONES COUNTY (HOME)</b>	<b>3:00</b>	<b>*HC</b>
<b>OCT. 17</b>	<b>PEARL RIVER (AWAY)</b>	<b>3:00</b>	
<b>OCT. 22</b>	<b>HOLMES (HOME)</b>	<b>6:30</b>	

### SMCC 2009 TRACK SCHEDULE

Fri. Jan 22	Purple Tiger Classic	Baton Rouge, La.	TBA
Fri. Feb 5	LSU Bayou Bengal Inv.		
Sat. Feb 13	Open	Baton Rouge, La.	TBA
Fri. Feb 19	LSU Twilight		
Sat. Feb 27	Open	Baton Rouge, La.	TBA
Fri. Mar 5	NJCAA Indoor Championships	Charleston, Ill	TBA
Sat. Mar 6	NJCAA Indoor Championships	Charleston, Ill	TBA
Sat. Mae 13	Southern Miss Inv.	Hattiesburg Ms.	TBA
Sat. Mar 20	Open	Open	
Fri. Mar 26	LSU Relays	Baton Rouge, La.	TBA
Sat. Mar 27	LSU Relays	Baton Rouge, La.	TBA
Sat. Apr 3	Southwest Mississippi Inv.	Summit Ms.	TBA
Sat Apr 17	LSU Alumni Gold	Baton Rouge, La.	TBA
Sat. Apr. 24	Open		
Sat. May 1	Mississippi Open	Oxford, Ms.	TBA
Tue. May 11	Choctaw Open	Clinton, Ms.	TBA
Thur. May 20	NJCAA Outdoor Championships	Hutchinson, KS.	TBA
Sat. May 22	NJCAA Outdoor Championships	Hutchinson, KS.	TBA

## SMCC 2009-2010 SOFTBALL SCHEDULE

### FEBRUARY

10 Wed	Holmes	Summit	3:00
17 Wed	Itawamba	Clinton	11:00
20 Sat	East MS	Summit	1:00
24 Wed	MS Delta	Moorehead	1:00
27 Sat	Pearl River Tournament	Hattiesburg	TBA

### MARCH

2 Tue	LSU-Eunice	Baton Rough	TBA
6 Sat	East MS	Scooba	1:00
9 Tue	LSU-Eunice	Summit	3:00
11 Thur	Northwest	Clinton	11:00
13 Sat	*Gulf Coast	Perkinston	12:00
22 Mon	MS Delta	Summit	3:00
24 Wed	*Jones	Ellisville	4:00
27 Sat	*Hinds	Raymond	2:00
30 Tue	*Pearl River	Summit	3:00

### April

1 Thur	*Co-Lin	Wesson	4:00
6 Tue	*East Central	Summit	3:00
9 Fri	Holmes	Goodman	3:00
12 Mon	*Gulf Coast	Summit	3:00
14 Wed	*Jones	Summit	3:00
17 Sat	*Hinds	Summit	1:00
20 Tue	*Pearl River	Poplarville	4:00
23 Fri	*Co-Lin	Summit	3:00
26 Mon	*East Central	Decatur	3:00

### May

29	MS State Tournament	North Champton to Host
6-8	Region 23 Tournament	Clinton, Ms
20-22	Division II National Tournament	Illinois

\*Denotes Division Opponents

All games are doubleheaders excluding tournaments and playoff games.