Registration for Spring 2014

Welcome, DSCC student!

To make the most of your journey to graduation, you need the following tools:

- Your D#
- Your Username and Password
- Your DSCC email account
- Access to MyDSCC

It all starts here:

Refer to this guide for information on:

- Enrolling in Classes Now
- On-site Registration in January
- Deferred Payment Plan
- Advising Center Assistance
- Confirming Your Enrollment & Paying Your Fees

Classes at All Locations – including all online courses – begin January 16

For the current schedule of classes, use Look Up Classes in MyDSCC.

Call toll-free 1-855 DSCC Now for information or refer to the following for direct access to the following:

- One Stop Center – Dyersburg – 731/286-3350
- One Stop Center – Gibson County Center – 731/855-1419
- One Stop Center – Jimmy Naifeh Center at Tipton County – 901/475-3100
- Division of Arts & Sciences – Dyersburg – 731/286-3370 or 286-3353
- Division of Business, Technology & Allied Health – Dyersburg – 731/286-3205
- Division of Nursing – Dyersburg – 731/286-3390
- Business Office – Dyersburg – 731/286-3310
- Vice President for the College – Dyersburg – 731/286-3320
- Learning Resource Center – Dyersburg – 731/286-3225
- Office of Student Services – Dyersburg – 731/286-3240

The Tennessee Board of Regents (TBR) system consists of 46 institutions with a combined annual enrollment of over 200,000 students, making it the nation’s sixth largest system of public higher education. TBR’s six state universities, 13 community colleges, and 27 technology centers offer classes in 90 of Tennessee’s 95 counties.

Dyersburg State Community College
1510 Lake Road, Dyersburg, TN 38024
Equal Opportunity in Education & Employment
Priority Registration for Spring 2014—For the best class selection

For current students, advising and Priority Registration for Spring 2014 is November 11 – 24.
As early as November 11, prepare to register for the best selection of classes. After November 24, registration will remain open for current students but will open for new and readmitting students as well.

Take advantage of Priority Registration for the best class selection. It’s easy. Review the Steps for Current Students to Follow before Registering for Classes (Link is http://www.dscc.edu/sites/default/files/pdf/Pre_Registration%20Checklist.pdf).

Following the steps in this document will prepare you in advance for meeting with your advisor so that time with your advisor can be used not only to register for classes but also to talk about your education and career goals.

But, don’t put off meeting with your advisor to register for classes if you are unsure about one of the steps. Instead, contact a DSCC One Stop Center for help!

Dyersburg Campus One Stop Center – Student Center – 731/286-3350
DSCC Gibson County One Stop Center – 731/855-1419
DSCC Jimmy Naifeh Center at Tipton County One Stop Center – Jimmy Naifeh Building – 901/475-3100

Paying your fees is a very important part of the registration process!
For Spring 2014 classes – Fees are due January 8 or at the time of registration if you register after that date.

Pre-Registration for Spring 2014
• For students who were not enrolled at DSCC during Fall 2014.
• Pre-Register as early as Monday, November 25.
• If you plan to work toward a degree at DSCC, you will need to schedule a time to meet with an advisor to help plan your class schedule.
• If you do not plan to work toward a degree at DSCC, seeing an advisor is not required.
• More information about Pre-registration is available at www.dscc.edu. On the Current Students tab, select Registration Resources and then select Pre-Registration Checklist for New and Readmitting Students.

Where to register
• Option 1: Register for classes online. At www.dscc.edu, log into MyDSCC. On the Student tab, look for Registration Tools and select Add or Drop Classes.
• Option 2: One Stop Centers – Your gateway to these services: admissions, records and registration, financial aid, fee payment, testing and advising

Dyersburg Campus One Stop Center – Student Center – 731/286-3350
DSCC Gibson County One Stop Center – 731/855-1419
DSCC Jimmy Naifeh Center at Tipton County One Stop Center – Jimmy Naifeh Building – 901/475-3100

Applying for Admission
To help students become prepared to begin classes and to be successful, DSCC adheres to a “Five Day Rule” regarding the acceptance of applications for admission. Applications for admission or readmission will not be
accepted five business days prior to the first official day of classes. **The deadline for applying for admission/readmission for Spring 2014 is January 9, 2014. No applications for the spring term will be processed after that date. You must apply for admission no later than this date IF you were not enrolled in classes at DSCC during the Fall 2013 semester.**

Under The Tennessee Eligibility Verification for Entitlements Act (EVEA), DSCC is required to verify that a person seeking a state public benefit – including in-state tuition – is either a United States citizen or lawfully present in the United States. There are various ways that you can comply with EVEA.

Apply for admission **now if you were not enrolled at DSCC during Fall 2013.** If you have not completed all steps listed below, you should do so before attempting to register for classes!

- Complete an Application for Admission; you have three options.
  - Option One: Apply online at [www.dscc.edu](http://www.dscc.edu). Click the Apply/Register/Pay/Confirm link or the Future Students tab;
  - Option Two: Print the Application for Admission/Readmission by clicking the Apply/Register/Pay/Confirm link at [www.dscc.edu](http://www.dscc.edu) or the Future Students tab;
  - Option Three: Pick up an Application for Admission/Readmission at the DSCC One Stop Center on the Dyersburg Campus or the DSCC Gibson County Center or the DSCC Jimmy Naifeh Center at Tipton County.
- A $10 application fee will be assessed at the time of initial enrollment.
- Have an official copy of your high school transcript or official copy of your high school equivalency scores or official copy of an American Council on Education (ACE) External Diploma mailed to the Office of Admissions.
- If you have had college courses, have an official copy of all college transcripts mailed to the Office of Admissions.
- If you are under 21, have your ACT scores sent to the Office of Admissions or contact the Testing Office at 731/286-3355 to set up a time to take a residual ACT. For information about testing dates, see “ACT” in the General Information section.
- **Immunization Requirements:**
  - **Measles, Mumps and Rubella (MMR)** – Unless exempted under Tennessee Code Annotated, proof of immunization with two doses of Measles, Mumps, and Rubella vaccines, administered on or after the first birthday, is required for attendance to all universities and colleges with an enrollment of greater than two hundred students. Non-exempt students who do not provide the required proof will be restricted to 11 credit hours. The Proof of Immunization form in .pdf format is available online.
  - **Varicella (Chicken pox)** – Unless exempted under Tennessee Code Annotated, any new full-time student must present proof from a health practitioner of two doses of the Varicella (Chickenpox) vaccine, laboratory evidence of immunity, or a history of Varicella disease. Non-exempt students who do not provide the required proof will be restricted to 11 credit hours. The Proof of Immunization form in .pdf format is available online.
  - **Hepatitis B for students in Allied Health Programs requiring patient contact** – Unless exempted under Tennessee Code Annotated, any student expected to have patient contact must present proof of protection against hepatitis B before patient contact begins.
  - **Hepatitis B for all students** – The General Assembly of the State of Tennessee mandates
that each public or private postsecondary institution in the state provide information concerning Hepatitis B infection to all students matriculating for the first time. Tennessee law requires that such students complete and sign a waiver form that includes detailed information about the disease. The Hepatitis B form format is available online and can be submitted electronically for students 18 years of age or older.

Tennessee state employees wishing to use the Public Higher Education Fee Waiver for employees of the State of Tennessee and TBR/UT employees wishing to use the PC191 can register no earlier than four weeks prior to the first day of classes.

**Assistance With Registering for Spring 2014 Courses**

- Option 1: Meet with your assigned advisor to plan your class schedule.
- Option 2: If you are unable to meet with your assigned advisor, you may be able to meet with an advisor in a DSCC Advising Center, which are located on the Dyersburg Campus, the DSCC Gibson County Center and the DSCC Jimmy Naifeh Center at Tipton County. To avoid waiting, schedule an advising appointment through Appointment Plus, by clicking the “Make an Appointment” button on the DSCC homepage (www.dscc.edu).
- Advising Centers will be open Monday, November 11, 2013 through Wednesday, January 15, 2014. They will be closed Friday, December 20 through Wednesday, January 1.
- You can access the Advising Center webpage for the most accurate hours of operation by going to www.dscc.edu and selecting Advising -> Advising Centers -> Hours of Operation.

**Locating Your Assigned Advisor**

1. At www.dscc.edu, click MyDSCC.
2. Log in with your Username and Password.
3. Click the Student tab.
4. Under Registration Tools, click Your Info/Advisor.
5. Your advisor’s name will be listed.
6. Once you get the advisor’s name, his/her contact information can be found if you:
   a. Go online to the DSCC homepage
   b. Click Find People
   c. Type advisor’s name in appropriate fields.

**Performing a Class Search**

1. At www.dscc.edu click MyDSCC.
2. Log in with your Username and Password.
3. Click the Student tab.
5. Select the desired term.
6. Choose a subject in the “Subject” field (i.e. ENGL for English).
7. If you know the course number, you may enter it in the “Course Number” field (i.e. 1010).
8. For best results, leave remaining fields at their default settings and click Class Search; however, watch for the teaching location of the course section. DSCC offers course sections in a variety of locations.
9. You may register for a displayed class by placing a checkmark in the box to the left of the class, scrolling to the bottom of the screen and clicking Register. It is recommended to click on Register rather than Add to Worksheet. When you add to worksheet, you are not registered yet and the course could close.

**Section Designations – Please be aware of the section designations!**

- OL = DSCC online classes
R50 = RODP online classes
01 through 20 = Dyersburg Campus daytime classes
50 through 69 = Dyersburg Campus daytime labs
21 through 30 = Dyersburg Campus evening classes
70 through 79 = Dyersburg Campus evening labs
J01 through J20 = DSCC Jimmy Naifeh Center at Tipton County daytime classes
J50 through J69 = DSCC Jimmy Naifeh Center at Tipton County evening labs
J21 through J30 = DSCC Jimmy Naifeh Center at Tipton County evening classes
J70 through J79 = DSCC Jimmy Naifeh Center at Tipton County evening labs
G01 through G20 = DSCC Gibson County Center daytime classes
G50 through G69 = DSCC Gibson County Center evening labs
G21 through G30 = DSCC Gibson County Center evening classes
G70 through G79 = DSCC Gibson County Center evening labs
HYB = Hybrid – combination of classroom and online instruction

APPLIED MUSIC COURSES
The Dyersburg State Music Department offers private music lessons of 30 minutes (1 credit hour) and private lessons of 60 minutes (2 credit hours) in Voice and in the following instruments: Bassoon, Cello, Clarinet, Euphonium, Flute, French Horn, Guitar, Oboe, Organ, Percussion, Percussion Ensemble, Piano, Saxophone, String Bass, Trombone, Trumpet, Tuba, and Violin. To enroll in any of these classes, please contact Dr. Carol Feather, Professor of Music (731-286-3256 or feather@dscc.edu) before attempting enrollment. If you desire a 30-minute (1 credit hour) private lesson, enroll in an odd-numbered section (01, 03, 05). There is an additional $60 course fee for a 30-minute lesson. If you desire a 60-minute (2 credit hours) private lesson, enroll in an even-numbered section (02, 04, 06). There is an additional $120 course fee for a 60-minute lesson.

COLLEGE AT HOME - DSCC ONLINE CLASSES
In addition to regular course fees, there are non-refundable online fees for DSCC online courses.

Online courses require the use of the internet and are only recommended for students with excellent study habits and ready access to the internet. Online courses are not self-paced, and students must complete work by due dates given in the course schedule. Before registering for an online course, students should read the course syllabus, located at http://www.dscc.edu/syllabi. Go to http://elearn.dscc.edu to log into courses and to access online learning tutorials. Online classes will open on January 16, 2014. Students should log in on the first day of class.

COMPUTER INFORMATION TECHNOLOGY COURSES (CIT)
To enroll in an online CIT course, you are required to have access to Windows 7 and Microsoft Office 2010 software (Word, Excel, Access, and PowerPoint) and access to the Internet. Computers with Microsoft Office are available in the Learning Resource Center (LRC) and in the computer labs during open lab times on the Dyersburg campus, at the Gibson County Center, and the DSCC Jimmy Naifeh Center in Tipton County.

HEALTH INFORMATION TECHNOLOGY COURSES (HIT)
To enroll in any HIT online course, you must have access to a computer, a microphone, and the 2010 professional version of Microsoft Office with Excel, PowerPoint, and Access. HIT courses require typing/keyboarding skills, computer and/or word processing skills, and the use of e-mail. Computers with Microsoft Office are available in the Learning Resource Center (LRC) and in the computer labs during open lab
times on the Dyersburg campus, at the Gibson County Center, and at the DSCC Jimmy Naifeh Center in Tipton County. HIT online classes will not be available until the scheduled date for classes to begin.

Adding and Dropping Courses
1. At www.dscc.edu, click MyDSCC.
2. Log in with your Username and Password.
3. Click the Student tab.
4. Under Registration Tools, click Add or Drop Classes.
5. On Add or Drop Classes page, scroll down and enter Course Reference Numbers (CRNs) in the boxes, starting from the left.
6. Continue to register for classes until all of your selected courses appear.
7. To drop a course, scroll down to current schedule and click on drop down arrow and choose the available drop option.
8. Click Submit Changes.
9. Students are responsible for insuring they have dropped or withdrawn from courses, and are responsible for the payment of tuition and fees for courses dropped after the first day of class.

Resolving Registration Issues
1. At www.dscc.edu, click MyDSCC.
2. Log in with your Username and Password.
3. Click the How Do I? tab.
4. Read how to resolve registration error messages by clicking Registration Errors and How to Resolve.

Viewing Your Class Schedule
1. At www.dscc.edu, click MyDSCC.
2. Log in with your Username and Password.
3. On the Student tab, click Banner Self Service.
4. Then click the Student link.
5. Click Registration.
6. Select the desired term.
7. At the Registration menu, click Student Detail Schedule.

Confirmation of Enrollment – Who must confirm?

You must PAY AND CONFIRM ENROLLMENT no later than January 8, 2014 in order to maintain the classes for which you registered. If you do not, you will be removed from your classes. If you register for any Spring class after January 8, you must pay at the time of registration, or you will be removed from the class.

1. Students may pay in full using credit/debit card, cash, or check. Payments may be made online as outlined below or paid to any campus cashier. If you pay in full with credit/debit card, cash, or check, confirming enrollment will not be necessary as this will be done automatically when the payment in full is posted to your student account. If you choose not to attend DSCC during Spring, 2014 term, you MUST withdraw from all classes BEFORE the first day of the term, January 16, in order to avoid any financial responsibility for those classes. Failure to attend class will not relieve you of the financial responsibilities nor will you be dropped from the classes, which will result in “F” grades on all courses for which you registered.
2. Loans, grants, scholarships, state or federal vocational rehabilitation or any other type of financial aid may pay your account in full; however, you still **must confirm enrollment** no later than **January 8, 2014** to hold your class schedule. If you choose not to attend DSCC during Spring, 2013 term, you **MUST withdraw** from all classes **BEFORE** the first day of the term, January 16, in order to avoid any financial responsibility for those classes. **Failure to attend class will not relieve you of the financial responsibilities nor will you be dropped from the classes**, which will result in “F” grades on all courses for which you registered.

3. Loans, grants, scholarships, state or federal vocational rehabilitation, or any other type of financial aid may pay only a portion of your account; **you must pay the remaining balance in full by January 8, 2014** (or at the time of registration if after January 8) or enroll in the Deferred Payment Plan to confirm enrollment and remain enrolled in your classes. If you choose not to attend DSCC during Spring, 2014 term, you **MUST withdraw** from all classes **BEFORE** the first day of the term, January 16, in order to avoid any financial responsibility for those classes. Failure to attend class will not relieve you of the financial responsibilities nor will you be dropped from the classes, which will result in “F” grades on all courses for which you registered.

- Please note that reviewing your class schedule does not confirm enrollment; you MUST select the **Confirm Enrollment** option. If your account balance is not $0.00 or a credit balance, you must pay your account balance or enroll in the Deferred Payment Plan in order to confirm.

**CONFIRM ENROLLMENT**

- At [www.dscc.edu](http://www.dscc.edu), click MyDSCC.
- Log in with your Username and Password.
- Click on the Student Tab.
- Under Registration Tools, click on Enrollment Confirmation/Payment of Fees.

- Select Term (Spring 2014); then click submit.
- Click on **Yes, I will attend during Spring Term 2014** and wait for a confirmation number.
- If you do not get a confirmation number, this means you have a balance due and the system will automatically re-direct you to your student account activity page. Students with partial financial aid **are not considered confirmed** until the balance is paid in full or until enrollment in the Deferred Payment Plan has been completed and the appropriate deferred payment is made.
- Once you’ve confirmed enrollment, if you choose not to attend DSCC during Spring, 2014 term, you **MUST withdraw** from all classes **BEFORE** the first day of the term, January 16, in order to avoid any financial responsibility for those classes. Failure to attend class will not relieve you of the financial responsibilities nor will you be dropped from the classes, which will result in “F” grades on all courses for which you registered.

**Pay Online by Credit/Debit Card (Enrollment is confirmed when you pay in full)**

- At [www.dscc.edu](http://www.dscc.edu), click MyDSCC.
• Log in with your Username and Password.
• Click on the Student tab.
• Under Registration Tools, select **Payment of Fees/ Confirmation of Enrollment**.
• Select Term (Spring 2014) and click **Submit**.
• Select **Yes, I will attend during Spring Term 2014**. Click Continue. You will then be taken to your student account activity page.
• Select **Recent Account Activity** and then **Make a Payment**.
• Select **Pay or Make a Payment**.
• Follow payment directions.

If you drop any or all of your courses after classes begin, you will still be responsible for paying the balance on your account.

**Pay in Person**
Payments will be accepted at the Business Office in the Eller Administration Building or at the One Stop Center in Dyersburg, at the One Stop Center at the DSCC Gibson County Center and at the One Stop Center at the DSCC Jimmy Naifeh Center at Tipton County during regular office hours - 8 a.m. to 4:30 p.m. Monday through Friday. **To hold the seat in the class for which you registered, you must pay the balance due or enroll in the Deferred payment plan on or before January 8, 2014.**

**Pay by Mail**
Mail your check payable to DSCC to Dyersburg State Community College Business Office, 1510 Lake Road, Dyersburg, TN 38024. Your **payment must be received in our office by January 8, 2014**, or you will be removed from your classes. **You should allow at least 5 business days for the mail to be delivered to us.**

**Deferred Payment Plan**
Students may enroll in the Deferred Payment Plan during Fall and Spring terms. To enroll, you pay a down payment of at least 50% of your account balance plus a $10.00 deferred plan service fee **ON or BEFORE January 8, 2014**. The remaining account balance will be deferred, at 0% interest, and will be payable in two monthly installments.

The first installment is **due on or before February 19, 2014**. If this payment is not paid when due, you agree to pay a $25.00 late payment charge.

The second installment is **due on or before March 19, 2014**. If this payment is not paid when due, you agree to pay a $25.00 late payment charge.

If your installments are not paid as agreed, you agree that your account may be assessed up to $100.00 per term. If you enroll in the Deferred Payment Plan on or after the first day of the term, you will also be assessed a $25.00 late enrollment fee.

**To enroll in this plan if paying via credit or debit card:**
• At [www.dssc.edu](http://www.dssc.edu), click the MyDSCC button.
• Log in with your Username and Password.
• Click on the Student Tab.
• Under Registration Tools, select Payment of Fees/Confirmation of Enrollment
• Select the Term you will be attending and click Submit.
• Select Yes, I will attend during Term selected in #5. Click Continue. You will then be taken to your student account activity page.
• Select Recent Account Activity and the Make a Payment.
• Select Pay or Make a Payment (Be sure to mark deferred or it will not confirm you).
• Follow payment directions.

To enroll in the deferred payment plan by paying with check, cash or other methods, you may see any cashier for assistance.

FINANCIAL AID

FINANCIAL AID PRIORITY DATE

**November 15, 2013**

All documents required for financial aid processing must be turned in to the Financial Aid Office by November 15, 2013. Students eligible for aid who complete their financial aid packet by the November 15, 2013 financial aid priority date should have federal funds available for the beginning of the semester. Applications or information received after this date will be processed only as time allows. Students in this situation should be prepared to pay tuition and fees by January 8, 2014 (or on the date of registration if later) or enroll in the Deferred payment plan.

Awards will be posted upon file processing completion and receipt of federal or state funds. A file is complete when DSCC receives a FAFSA accepted by the Department of Education AND the student turns in all documents required by the DSCC Financial Aid Office AND the student completes all requirements for admission to DSCC AND corrections are completed (if required) AND the student is making satisfactory academic progress for financial aid.

**January 17, 2014 – Financial Aid Census Date**

If you’re eligible for Pell grant, the amount awarded is based on the number of credit hours in which you are enrolled on this date. You must be enrolled full-time on this date if you plan to receive aid based upon full-time status.

If after your aid is applied to your account and all tuition and fees are deducted, your account has a credit balance, this TIV credit refund will be paid after all instructors have verified your attendance – all you need to do is attend class. Instructors do not need to sign or initial your class schedule. Your financial aid refund will not process until you attend every class and your instructors have verified your attendance. Please understand that your instructor’s teaching schedule will not allow him/her to verify your attendance immediately after your class ends. Many instructors teach back-to-back classes and will need time to verify attendance for ALL students. You will be notified via e-mail to your MyDSCC email account if/when any refunds are processed. Your DSCC photo ID must be presented in order to collect a refund check. Your financial aid will be used first to pay your tuition and fees.

Satisfactory Academic Progress Requirements for Students Receiving Financial Aid

Academic requirements for continuation of financial aid have changed. It is extremely important that you become familiar with them. Students must now be on “pace” for graduation; this means that you must have successfully completed 67% of all of your cumulative attempted hours. This includes transfer, dropped, withdrawn, repeated, and any other attempted hours. Students with a 0.0 Grade Point Average (GPA) will be suspended from aid. In addition, there are other new requirements.

Students may repeat a passed course one time.

It is important that you read the entire policy at [http://www.dscc.edu/sites/default/files/pdf/SAP Policy final.pdf](http://www.dscc.edu/sites/default/files/pdf/SAP Policy final.pdf)
Tuition/Fees at DSCC

Under The Tennessee Eligibility Verification for Entitlements Act (EVEA), DSCC is required to verify that a person seeking a state public benefit – including in-state tuition – is either a United States citizen or lawfully present in the United States. There are various ways that you can comply with EVEA. Visit http://dscc.edu/sites/default/files/pdf/EVEA_0.pdf for more information.

For the 2013-2014 academic year, tuition is $139 per semester hour for 12 credit hours. For every semester hour over 12 hours, tuition is $28.00 per credit hour. Additionally, all students pay a $15 Campus/Center Access Fee, a $15 International Studies fee, and a $3 Student Activity Fee. A Technology Access Fee is assessed based on the number of credit hours in which the student enrolls. This non-refundable fee varies from $72 for three credit hours to $90 for four credit hours to $112.50 for five or more credit hours. For students who register after the first day of class, a $10 Late Registration Fee is also assessed. These rates are reviewed annually and are subject to change before the Fall 2014 term, which begins the 2014-2015 academic year.

Out-of-state tuition is charged to students who are not residents of Tennessee except for residents of Pemiscot and Dunklin Counties in Missouri and Mississippi County in Arkansas. In addition to the tuition fees listed previously, students who are classified as out-of-state for fee-paying purposes must pay out-of-state tuition. As with other fees, the amount is subject to change.

Refund Policy

Refunds are calculated as follows:
A. Refunds of Tuition only are allowed for the first 25% of the term. No refunds will be made beyond the 25% period.
B. 100% of fees will be refunded for classes canceled by the institution.
C. 100% of fees will be refunded for "drops" or "withdrawals" prior to the first official day of the term. No refund will be made during the official registration period. If you drop a class or withdraw completely on the first day of the term, you are not in the 100% refund period.
D. 100% of fees will be refunded in case of student’s death.

Refund policy for students receiving Title IV aid is subject to change by the Federal Government.

Refunds of all fees and charges must be in accordance with the following provisions except where previously stated. The Refunding policy is established by the Tennessee Board of Regents.

Refund Calculation

2013 – 2014 Information

Dyersburg State Community College (DSCC) will grant tuition credits for students who make adjustments to their class schedules or withdraw during specific times in a semester. Students who drop classes or withdraw from the college prior to the first official day of the term or part-of term will receive a 100% credit on their tuition and fees. Once a semester has begun, students will be responsible for a portion of their tuition and 100% of all fees for all dropped classes regardless of attendance status. Refunds for dropped courses are processed beginning 3 weeks after classes begin. Refunds are processed to the student in the form of a check, direct deposit or, if the payment was made via credit/debit card, the refund will apply to the credit/debit card used for that payment.

After the term begins, if you are dropping a class and adding another class, the drop and add must be processed on the same day in order to exchange the fees from the dropped class for the added class. The exception is Regents Online courses. Regents Online courses are charged at a different per hour rate and are
charged separately from DSCC courses. Regents Online courses cannot be evenly exchanged with DSCC courses.

If you are enrolled in only one class and want to drop it and add another, add first then perform the drop.

Tuition adjustments will be based on courses dropped. Students who register and then drop hours or withdraw completely during a fee adjustment period will be assessed a prorated fee for dropped hours. For example, fees for a student registered for 15 hours that drops to 9 hours during the 75% refund period will be re-calculated for 9 hours at the full rate per hour and 6 hours at 25%, or 1.5 hours at the full rate per hour. The difference between the re-calculated fees and the original tuition would be the refund to the student.

Fees are adjusted based on the date the drop/withdrawal is processed through Banner online, or the date the drop/withdrawal is processed in the Office of Records.

The refund percentage will not be applied to the amount of payment, but as a percentage of adjustment of total fees. A refund would only be issued if the adjusted amount of fees is less than the amount paid by the student.

Refunds are 100% for courses canceled by the institution.

Eligibility for Deferment of Payment of Tuition and Fees by Certain Eligible Students Receiving US Department of Veterans Affairs or Other Governmentally Funded Educational Assistance Benefits

Service members, veterans, and dependents of veterans who are eligible beneficiaries of US Department of Veterans Affairs education benefits or other governmentally funded educational assistance, subject to the conditions and guidelines set forth in Tennessee Code Annotated 49-7-104 as amended, may elect, upon formal application, to defer payment of required tuition and fees until the final day of the term for which the deferment has been requested. Application for the deferment must be made no later than 14 days after the beginning of the term, and the amount of the deferment shall not exceed the total monetary benefits to be received for the term. Students who have been granted deferments are expected to make timely payments on their outstanding tuition and fees balance once education benefits are being delivered, and eligibility for such deferment shall terminate if the student fails to abide by any applicable rule or regulation, or to act in good faith in making timely payments. This notice is published pursuant to Public Chapter 279, Acts of 2003, effective July 1, 2003.

GENERAL INFORMATION – FOR ALL STUDENTS

ACT
The ACT is required if you are a first-time college student under 21 years of age and plan to work toward a degree. There is no minimum score for the ACT; however, official scores must be submitted to the Office of Admissions if you are under 21. ACT scores will be used to determine if you will be required to complete Learning Support classes prior to taking college-level classes.

Any student scoring below 18 on the English subtest will be required to register for Learning Support Writing, depending on the exact score. Students scoring below 19 on the Mathematics subtest will register for Learning Support Mathematics I or II according to the score received. Students scoring below 19 on the Reading subtest will register for Learning Support Reading.
If you are under 21 and degree-seeking but have not taken the ACT, you can take a Residual ACT.

**Residual ACT Testing**
- Application for Admission must be on file prior to testing.
- Cost is $30.00.
- Appointment is necessary.
- Residual ACT scores cannot be transferred to other institutions.
- Residual ACT scores cannot be used for consideration of eligibility for any Tennessee Educational Lottery Scholarships.

*For testing dates on the Dyersburg Campus, or the DSCC Gibson County Center or the DSCC Jimmy Naifeh Center at Tipton County, go to www.dscc.edu. Click Student Services One Stop and then Assessment/Testing.*

**Adding Classes**
**The last day to add for Spring 2014 is January 17.** You can add a class through this date if space is available in the desired class.

**Address & Name Changes**
1. At www.dscc.edu, click MyDSCC.
2. Log in with your Username and Password.
3. Click the Student tab.
4. Click Banner Self Service.
5. Click Personal Information.
6. Review and correct certain addresses, phone numbers, e-mail addresses, and emergency contacts.

You are encouraged to review your addresses at the beginning of each semester. You cannot update your permanent address or change your name through MyDSCC. These changes must be made in person at the One Stop Center, located in the Student Center, or the DSCC Gibson County Center or the DSCC Jimmy Naifeh Center at Tipton County.

**Advanced Studies Program for Dual or Joint Enrollment**
High school students who qualify for Dyersburg State’s Advanced Studies Program should apply for admission, and, with their guidance counselor’s assistance, complete all admissions requirements prior to registering. Students who are eligible for this program may be admitted for either joint or dual enrollment. Dual enrollment is the enrollment of a high school student in one or more specified college courses for which the student will be awarded both high school and college credit; joint enrollment is for college credit only. You may be eligible for up to $300 to pay for your DSCC course. By the stated deadline, you must complete the online TSAC application for the Dual Enrollment Grant in addition to completing the DSCC application/registration form. For more information, contact Joshua Caviness at 731/286-3324 or Donna Neblett at 731/286-3327 or your guidance counselor.

**Advising Center**
As a currently enrolled student at DSCC, you are encouraged to see your assigned academic advisor for advising assistance. However, in addition to your assigned advisor, DSCC has an Advising Center on the Dyersburg Campus, DSCC Gibson County Center and the DSCC Jimmy Naifeh Center at Tipton County to serve your advising needs. You do not need an appointment to meet with an advisor in the Advising Center, but appointments can be scheduled through the DSCC website. The Advising Center will be open from Monday, November 11, 2013 through Wednesday, January 15, 2014. They will be closed Friday, December 20 through
Wednesday, January 1. You can access the Advising Center webpage for the hours of operation by going to www.dscc.edu, click Advising -> Advising Centers -> Hours of Operation.

Dyersburg Campus – Student Center – 731/286-3350  
Gibson County Center – 731/855-1419  
Jimmy Naifeh Center at Tipton County – 901/475-3100

Auditing a Class
If you wish to audit a class, you may not register for the class until after the official registration day at the campus on which the desired course is being offered. Individuals under the age of 17 may not audit any class without the written permission of the instructor and the academic officer over the course. Learning Support courses cannot be audited. Only those 60 years of age or older may audit Physical Education activity courses.

Attendance Policy
Since learning centers on classroom activities, attendance is required for successful completion of any course at Dyersburg State Community College. Class attendance policies are as follows:

1. Attendance at all class sessions and regular participation in any online course for which a student is registered are expected.
2. Absences will be counted from the first meeting of the class.
3. It is the student’s responsibility to contact the instructor prior to an absence from class or shortly after the absence. The instructor will determine whether an absence is excused or unexcused.
4. The student is responsible for all work and/or lecture material covered in any missed class session. The instructor will determine whether to accept makeup work for the class.
5. Students who have three (3) consecutive unexcused absences from a class that meets three (3) hours per week, or two (2) consecutive unexcused absences from a class that meets twice weekly or one (1) unexcused absence from a class that meets once weekly in a three (3) hour block, will be reported as “stopped attending.” Students who do not participate in an online course for one week will be reported as “stopped attending.”
6. Students who exhibit a pattern of absences, even if not consecutive, may also be reported as “stopped attending.”
7. A “stopped attending” designation may negatively impact receipt of current and future financial aid.
8. It is the student’s responsibility to officially withdraw from a course if a “stopped attending” designation is reported or if continuing, regular attendance proves impossible. In these circumstances, failure to withdraw from a course by the deadline listed in the Academic Calendar will result in a grade of “F,” and may negatively impact eligibility for future financial aid and/or continued enrollment (please note that a grade of W may also negatively impact eligibility for future financial aid).
9. Failure to contact the instructor prior to an absence may result in the designation of the absence as being “unexcused.”
10. Students wishing to appeal a determination of an unexcused absence or “stopped attending” designation should attempt to resolve the matter with the instructor within five (5) days from the last date of attendance. If the student still wishes to appeal, he/she must present the matter in writing to the Vice President for the College within five (5) days after attempting to clarify or resolve the matter with the instructor. The Vice President should receive the appeal within ten (10) days after the last date of attendance. After the Vice President for the College
receives the appeal, a hold will be placed on the student’s account during the appeal process. The Vice President for the College will render a final decision within ten (10) days. If the Vice President for the College denies the appeal, unearned financial aid money will be returned to the Federal Government (as required by Federal law) and the student may have an account balance. It should be noted that if an appeal is not requested, any unearned financial aid money will be returned to the Federal Government and the student will have to repay unearned financial aid money.

11. Nothing in this policy shall be construed as preventing an instructor from having a more restrictive attendance policy regarding absences for an individual class.

Notice: When you register for a class and do not attend, you will receive a grade of "F" unless you officially drop.

**Bookstore Hours – Dyersburg Campus**

Contact the Bookstore for hours of operation at 731/286-3241 or web site www.dsccbooks.com

Bookstore hours for the DSCC Gibson County Center and the DSCC Jimmy Naifeh Center at Tipton County will be posted at those locations. During the beginning of the semester, bookstore hours will be extended.

**Bookstore Refund Policy**

Contact the Bookstore for the refund policy.

**Book Rental Program**

Contact the Bookstore for information or check the bookstore Web site at www.dsccbooks.com.

**Class Cancellations and Changes**

DSCC reserves the right to cancel classes that do not have sufficient enrollment. Divisions offering more than one section of the same course may close sections as necessary to promote the most effective instruction. Instructor assignments are also subject to change. While this schedule of classes has been prepared on the basis of the most current information at the time of printing, the schedule is subject to change without notice, obligation, or liability.

**Computerized Placement Assessment & Support System (COMPASS) Test**

The Computerized Placement Assessment & Support System (COMPASS) test measures competency in English, reading, and mathematics. Degree-seeking students who are 21 or over may be required to take the COMPASS test. There is no charge for taking the test, but the Office of Admissions and Records needs your Application for Admission prior to testing. For testing dates and times, call one of the following or view the testing schedule at www.dscc.edu. Click Student Services One Stop and then Assessment/Test.

Testing Office – Dyersburg Campus – 731/286-3355
   DSCC Gibson County Center – 731/855-1419
   DSCC Jimmy Naifeh Center at Tipton County – 901/475-3100

If you are required to take the COMPASS test or any portion of it and are placed in Learning Support courses, you must enroll in and complete the designated courses in sequence.
COMPASS Testing

- Application for Admission must be on file prior to testing.
- There is no fee.
- An appointment is necessary.

Confidentiality of Student Records
DSCC regards a student's academic record as confidential. The release of information contained in the record is governed by Federal Law, known as the Family Educational Rights and Privacy Act (FERPA). Directory information including the student's name, address, telephone listing, e-mail address, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, and the most recent previous educational agency or institution attended by the student will be released unless the student has asked DSCC to withhold such information. If you do not wish directory information released, please provide written notification to the Office of Records.

The law does provide for the release of information to authorized college personnel, other institutions engaged in research (provided information is not revealed to any other parties), and certain federal and state government officials. If you have questions concerning the provisions of this act, contact the Office of Records.

DSCC ID NUMBER (aka D#)
Your D# is a 9-digit unique number. For your security, DSCC strongly encourages you to learn your D# and use it rather than your social security number when completing all forms or correspondence or when prompted for your ID number.

DSCC Updates and Alerts
In the event of an emergency or a schedule change, Dyersburg State Community College has established two types of notifications to faculty, staff, students and other interested parties.

► DSCC Alerts are used to provide emergency information.
► DSCC Updates provide non-emergency information, for example --campus or center closings due to inclement weather or other circumstances.

These notifications will be sent a variety of ways including posting on the website landing page, on the Dyersburg State Community College Facebook page, by text, voice and email messages.

DSCC email addresses for faculty, staff and students have been loaded into our Rave emergency notification system. Messages sent via the Rave system will only be used in the event of an emergency, an unscheduled college closing, or a delay or cancellation of classes. Students may add three personal cell phone numbers, three personal land line telephone numbers and two additional personal email addresses. This contact information will not be shared and will only be used to send DSCC Updates or Alerts.

To load your information, go to https://www.getrave.com/login/DSCC. For more information about loading additional contact information, students can check the message sent to their DSCC email account. The DSCC Help Desk can also provide assistance.

There is no charge for being part of the system; however, standard text messaging rates apply. For more information, contact DSCC Vice President for Technology Diane Camper at 731/286-3338 or camper@dscc.edu.
The DSCC Information Line (731/286-3303) will also carry alert or update news.

*The most reliable, complete and timely sources of update or alert information will be the DSCC website, Facebook postings and our Information Line. The DSCC Facebook Page will also keep you informed of upcoming events at the college.*

**Dropping Courses**

If you need to drop a course, doing so will be possible provided it is within the course-drop period. Please refer to the Academic Calendar in this schedule for deadlines to drop. The ability to drop courses is available online. Failure to drop a course which you stop attending will result in a grade of "F".

Courses may be dropped without a grade through approximately the first two weeks (14 calendar days beginning with the first day of class). After this time, a grade of "W" is given if the course is officially dropped.

**Dropping Courses Vs. Complete Withdrawal from the College**

If you are enrolled in only one course and do not want to remain in that course or if you wish to withdraw from all courses, you can withdraw online through March 28. Failure to withdraw officially from school will result in a grade of "F" in all courses.

**Email Address for Student E-mail and E-Learn**

As a DSCC student, email and online access to your courses and access to DSCC computers and print capabilities will all be available with the same Username and Password that you use to log into MyDSCC. To access your classes, click the following link at www.dscc.edu.

**Emergency Procedures**

**Treating and Reporting Illness and Injury**

- Notify Student Services at 731/286-3240.
  - If necessary, call 911 or one of the following: Dyersburg Regional Ambulance Service at 731/285-2222 in Dyersburg, Baptist Memorial Hospital - Tipton Ambulance Service at 901/476-9377 in Covington or the Gibson County Ambulance Authority at 731/692-3714 in Trenton. *The cost for transporting a student by ambulance to the hospital will be incurred by the injured or ill student.*

**Tornado and Fire Alert**

- **Tornado Alert**
  - Dyersburg Campus, Gibson County and Jimmy Naifeh Centers - In case of tornado alert, the alarm system will give a series of intermittent rings. Students and personnel should calmly proceed to the identified tornado shelter areas in the building and interior hallways, away from
windows and doors. One long ring sounds the all clear to indicate the Tornado Warning has expired.

- **Fire Alert**
  - Dyersburg Campus, Gibson County and Jimmy Naifeh Centers – In case of fire, there will be a continuous horn sound. In the Gibson County Center, the Jimmy Naifeh Center, Eller Administration Building, LRC, Mathematics Building, Student Center and Campus Activities Building, warning lights located in the halls will also flash. Students should use stairways to evacuate the Eller and Glover buildings. Do not use the elevators.

**Other Emergencies**
- Consult the Dyersburg State Community College Safety and Security Procedures; a copy is posted in each classroom and office.

**Eligibility for Deferment of Payment of Tuition and Fees by Certain Eligible Students Receiving US Department of Veterans Affairs or Other Governmentally Funded Educational Assistance Benefits**

Service members, veterans, and dependents of veterans who are eligible beneficiaries of US Department of Veterans Affairs education benefits or other governmentally funded educational assistance, subject to the conditions and guidelines set forth in Tennessee Code Annotated 49-7-104 as amended, may elect, upon formal application, to defer payment of required tuition and fees until the final day of the term for which the deferment has been requested. Application for the deferment must be made no later than 14 days after the beginning of the term, and the amount of the deferment shall not exceed the total monetary benefits to be received for the term. Students who have been granted deferments are expected to make timely payments on their outstanding tuition and fees balance once education benefits are being delivered, and eligibility for such deferment shall terminate if the student fails to abide by any applicable rule or regulation, or to act in good faith in making timely payments. This notice is published pursuant to Public Chapter 279, Acts of 2003, effective July 1, 2003.

**General Education Core Curriculum**

Each institution in the State University and Community College System of Tennessee (Tennessee Board of Regents) shares a common lower-division general education core curriculum of forty-one semester hours for baccalaureate degrees and the Associate of Arts and the Associate of Science degrees. These institutions will also share a common lower-division general education core curriculum of 15-17 semester hours for the Associate of Applied Science degree. Consult DSCC’s e-catalog by going to www.dscc.edu and clicking Catalog and Student Handbook for more information.

**Grades at Term’s End**

Your grades will not be mailed at the end of the term but are accessible online through MyDSCC. If you need to provide a copy of your grades to your employer, request an official copy of your transcript to be mailed directly to the employer. This written request can be made at any time during the term. To protect the confidential nature of the student's records, no grades will be released by phone. Grades will not be available until all debts or obligations owed to the College have been satisfied.
Graduation Candidates
If you are expecting to complete course requirements at the end of Fall 2013, Spring 2014 or Summer 2014 and did not meet the November 1 deadline to submit an Intent to Graduate form, you need to do so now. Forms are available at the One Stop Center, located in the Student Center on the Dyersburg Campus and at the Centers in Gibson and Tipton County and online at www.dscc.edu. Click the Current Students tab and then Graduation Information on the far left of the screen. Cap and gown information also should be submitted to the DSCC Bookstore on the Dyersburg Campus before March 1.

Honors Program
The Honors Program provides exceptional educational opportunities for highly motivated and well-prepared students. The program works individually with students in planning their educational experiences at Dyersburg State Community College. Students may earn Honors distinction by meeting these requirements: completion of a minimum of 12 hours of Honors coursework with at least a grade of B in each course; completion of an Honors Project with a minimum grade of B; and participation in special college educational/cultural events. To become a member of the Honors program, an incoming freshman must have a minimum ACT composite of 26 and a 3.5 high school grade point average (GPA). An existing student must have a minimum GPA of 3.0 and have completed 12 hours of college-level coursework. To remain in the program, a student must maintain a minimum GPA of 3.0. An appropriate Honors distinction is indicated on the student's transcript and the Honors student is recognized at graduation. For more information about the Honors Program, contact Dr. Dave Strong at 731/286-3343.

Learning Resource Center (LRC)

| LEARNING RESOURCE CENTER HOURS AT DYERSBURG CAMPUS |
|-----------------------------------------------|------------------|
| Monday – Thursday                            | 7:30 a.m. – 8:00 p.m. |
| Friday                                       | 7:30 a.m. – 4:30 p.m. |
| Saturday                                     | 10:00 a.m. – 2:00 p.m. |

| LEARNING RESOURCE CENTER HOURS AT DSCC GIBSON COUNTY CENTER |
|-------------------------------------------------------------|------------------|
| Monday, Tuesday & Thursday                                 | 7:30 a.m. – 9:30 p.m. |
| Wednesday & Friday                                         | 7:30 a.m. – 4:30 p.m. |

| LEARNING RESOURCE CENTER HOURS AT DSCC JIMMY NAIFEH CENTER AT TIPTON COUNTY |
|----------------------------------------------------------------------------|------------------|
| Monday – Thursday                                                         | 7:30 a.m. – 8:00 p.m. |
| Friday                                                                    | 7:30 a.m. – 4:30 p.m. |

ORN 1010 – Orientation: Learning to Succeed
This course is recommended for all DSCC students and is designed to provide an orientation to a variety of strategies and techniques necessary to learn and succeed in the college setting. Topics covered include note-taking, study, textbook, and test-taking skills; memory techniques and learning styles; goal setting; stress and time management; campus resources; communication and critical thinking skills; beginning research skills; academic major and career choices; and other current student issues.

New Student Orientation - FOCUS
If you will be a new student at DSCC in January, when you register for classes, talk to your advisor about signing up for a FOCUS session.
Possession of Weapons
T.C.A. 39-17-1309 prohibits the possession of weapons, including firearms, on any property owned, used or operated by Dyersburg State Community College. Furthermore, State Law prescribes a maximum penalty of six (6) years imprisonment and a fine not to exceed three thousand dollars ($3000) for carrying weapons on school property.

Proof of Immunization
Immunization Requirements:

Measles, Mumps and Rubella (MMR) – Unless exempted under Tennessee Code Annotated, proof of immunization with two doses of Measles, Mumps, and Rubella vaccines, administered on or after the first birthday, is required for attendance to all universities and colleges with an enrollment of greater than two hundred students. Non-exempt students who do not provide the required proof will be restricted to 11 credit hours. The Proof of Immunization form in .pdf format is available online.

Varicella (Chicken pox) – Unless exempted under Tennessee Code Annotated, effective July 1, 2011, any new full-time student must present proof from a health practitioner of two doses of the Varicella (Chickenpox) vaccine, laboratory evidence of immunity, or a history of Varicella disease. Non-exempt students who do not provide the required proof will be restricted to 11 credit hours. The Proof of Immunization form in .pdf format is available online.

Hepatitis B for students in Allied Health Programs requiring patient contact – Unless exempted under Tennessee Code Annotated, any student expected to have patient contact must present proof of protection against hepatitis B before patient contact begins.

Hepatitis B for all students – The General Assembly of the State of Tennessee mandates that each public or private postsecondary institution in the state provide information concerning Hepatitis B infection to all students matriculating for the first time. Tennessee law requires that such students complete and sign a waiver form that includes detailed information about the disease. The Hepatitis B form in .pdf format is available online and can be submitted electronically for students 18 years of age or older.

Registering after the First Official Day of Classes
If you register for a class after the first official day of classes, be aware that enrollment in classes is not guaranteed but may depend on the number of classes missed and the instructor’s assessment of your chances for success in the course. If you register late, you will need to meet with the instructor to discuss any work that has been missed and to complete and sign the form for Late Class Entry: Student & Teacher Agreement to Make Up Missed Work. The last day to add a class is Friday, January 17.

Student Load
You will be considered full-time if you enroll in 12 or more credit hours; the maximum number of hours for which you may enroll is 19. You may request to enroll in more than 19 hours. Request for Overload forms are available from academic advisors or from the One Stop Center, located in the Student Center on the Dyersburg Campus. You must obtain your advisor’s signature on the form and meet specific requirements as outlined in the DSCC Catalog and Student Handbook before an overload can be processed.
**Academic Success Centers**
Free tutoring, Skill Builder Sessions, COMPASS Brush-Up Sessions, open lab time, and study tables are available. Specialized help with all academic writing and reading needs are also available. Students are invited to make an appointment for specific tutoring needs or to drop in to check availability of tutoring resources.

- Dyersburg Campus – Glover Education Center, Room 202 (Open 8:00-4:30 p.m. Monday through Friday) @ (731) 286-3219
- DSCC Jimmy Naifeh Center at Tipton County – Naifeh Building, Room 145 (Open 8:30-4:30 Monday & Wednesday, 8:00-4:30 Tuesday & Thursday and 8:30-2:30 Friday) @ (901) 475-3106, Extension 1315
- DSCC Gibson County Center – LRC (Hours will be posted) @ (731) 855-1419

**Tutoring Centers**
Students are invited to make an appointment for specific tutoring needs or to drop in to check on the availability of tutoring resources.

- Dyersburg Campus – LRC, Room 128 - 9 a.m. – 6 p.m. Monday through Thursday and from 9 a.m. – 3:30 p.m. on Friday
- DSCC Jimmy Naifeh Center at Tipton County – Jimmy Naifeh Building, Room 157 - 9 a.m. – 6 p.m. Monday through Thursday and from 9 a.m. – 3:30 p.m. on Friday
- DSCC Gibson County Center, Room 112. Hours will be posted.

DSCC offers on-line tutoring through **GradeResults**, which is available 24/7. Access is free and is available at [www.dscc.edu/tutoring](http://www.dscc.edu/tutoring).

**Mathematics Labs**
Support is available at designated times for students who are enrolled in MATH 0810, 0820, 1005, and 1710 sections. Please check the schedule at each lab

<table>
<thead>
<tr>
<th>Dyersburg Campus – Math Building, Rooms 167/168</th>
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<tbody>
<tr>
<td><strong>Monday</strong> 8:00 a.m. – 7:00 p.m.</td>
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<td><strong>Tuesday</strong> 8:00 a.m. – 7:00 p.m.</td>
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<td><strong>Wednesday</strong> 8:00 a.m. – 6:00 p.m.</td>
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<td><strong>Thursday</strong> 8:00 a.m. – 7:00 p.m.</td>
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<td><strong>Friday</strong> 8:00 a.m. – 1:00 p.m.</td>
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<tr>
<th>DSCC Jimmy Naifeh Center at Tipton County – Jimmy Naifeh Building, Room 141A</th>
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<td><strong>Monday</strong> 8:00 a.m. – 7:00 p.m.</td>
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<td><strong>Friday</strong> 8:00 a.m. – 1:00 p.m.</td>
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<tr>
<th>DSCC Gibson County Center, Room 113</th>
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<tr>
<td><strong>Monday</strong> 8:00 a.m. – 3:00 p.m.</td>
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<td><strong>Tuesday</strong> 8:00 a.m. – 1:30 p.m.</td>
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<td><strong>Wednesday</strong> 8:00 a.m. – 3:00 p.m.</td>
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<td><strong>Thursday</strong> 8:00 a.m. – 1:30 p.m.</td>
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<td><strong>Friday</strong> 8:00 a.m. – 12:30 p.m.</td>
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</table>
EDUCATIONAL PROGRAMS AVAILABLE AT DSCC

- For those students who plan to transfer to a four-year college or university and pursue a baccalaureate degree, DSCC offers the University Parallel Major, which leads to the Associate of Arts (AA) or the Associate of Science (AS) or the Associate of Fine Arts degrees (AFA).

- Within the University Parallel Major are Areas of Emphasis which are designated as Universal Transfer Pathways and Areas of Emphasis which are not designated as Universal Transfer Pathways.
  
  - Areas of Emphasis with the Tennessee Transfer Pathway designation – The curriculum in each of these have been approved by faculty representatives from community colleges and universities within the Tennessee Board of Regents (TBR) and by faculty representatives from the University of Tennessee System. Students completing the course requirements in a Tennessee Transfer Pathway are assured that the courses will transfer to any public university in Tennessee and to most private colleges and universities in the state.

  - Areas of Emphasis without the Tennessee Transfer Pathway designation – Unlike the Tennessee Transfer Pathways, the curriculum in each of these has not been universally approved; however, students who complete the course requirements in an Area of Emphasis are assured that the 41 credit hour general education core curriculum will transfer to any other TBR institution.

  - In addition to the common general education core curriculum (41 credit hours), the remaining course requirements (19-21 credit hours) for those areas of emphasis that have been designated as Tennessee Transfer Pathways are common to all other TBR and UT institutions.

<table>
<thead>
<tr>
<th>Degree</th>
<th>Major</th>
<th>Areas of Emphasis Designated as Tennessee Transfer Pathways</th>
<th>Areas of Emphasis Not Designated as Tennessee Transfer Pathways</th>
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<tbody>
<tr>
<td>Associate of Arts (AA)</td>
<td>University Parallel</td>
<td>Criminal Justice</td>
<td>General Studies</td>
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<td>English</td>
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<td>Sociology</td>
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<tr>
<td>Associate of Science (AS)</td>
<td>University Parallel</td>
<td>Accounting</td>
<td>General Studies</td>
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<td>Agricultural Business</td>
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<td>Agriculture - Plant &amp; Soil Science</td>
<td>Secondary Education</td>
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<td>Biology</td>
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<td>Business Administration</td>
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<td>Chemistry</td>
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<td>Information Systems</td>
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<td>Mathematics</td>
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<td>Pre-Health Professions</td>
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<td>Pre-Nursing – One year curriculum</td>
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<td>Pre-Occupational Therapy</td>
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<td>Pre-Physical Therapy</td>
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21
For students who desire to enter the work force after graduating from DSCC, nine majors, including 16 concentrations, lead to the Associate of Applied Science (AAS) degree.

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<thead>
<tr>
<th>Degree</th>
<th>Major</th>
<th>Concentration</th>
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<tbody>
<tr>
<td>Associate of Applied Science</td>
<td>Business Related Technology</td>
<td>Accounting Technology</td>
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<td>(AAS)</td>
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<td>Administrative Office</td>
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<td>Computer Information Technology</td>
<td>Software Application</td>
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<td>Early Childhood Education</td>
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<td>Emergency Services Technology</td>
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<td>EMT-Paramedic</td>
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<td>General Technology</td>
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<td>Health Information Technology</td>
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<td></td>
<td>Medical Informatics</td>
<td>Medical Informatics Developer</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Medical Informatics Technician</td>
</tr>
<tr>
<td></td>
<td>Nursing</td>
<td>Nursing</td>
</tr>
<tr>
<td></td>
<td></td>
<td>LPN to RN Fast Track</td>
</tr>
</tbody>
</table>

DSCC offers the following certificates for students who desire quick entry into the workforce and for those students who want to complete a certificate along with completing requirements for a degree.

- Agriculture Applications
- Child Development
- Computer Systems Operations and Maintenance
- Corrections & Law Enforcement
- Certified Production Technician
- Early Childhood Education
- Electronic Health Record
- EMT-Paramedic
- General Education Core (AA/AS)
- Medical Coding
- Pre-Allied Health
Regents Online Degree Programs (RODP) Offered by DSCC

DSCC could be your college of choice when participating in the Tennessee Board of Regents Online Degree Program, which brings college to you. The following online degree programs are available through DSCC and the Regents Online Degree Program:

- Associate of Applied Science in the major of Professional Studies with a concentration in Information Technology
- Associate of Applied Science in the major and concentration of Health Information Technology
- Associate of Applied Science in the major and concentration of Early Childhood Education
- Associate of Applied Science in the major and concentration of Web Development
- Associate of Applied Science in the major of Criminal Justice and concentrations in Corrections or Law Enforcement
- Associate of Arts in the University Parallel major with an area of emphasis in General Studies
- Associate of Science in the University Parallel major with an area of emphasis in General Studies
- Certificate in Web Page Authoring

For more information about the Regents Online Degree Program, visit www.rodp.org or click the ROCC link on DSCC’s webpage.

ACADEMIC CALENDAR - SPRING 2014

Please make note of the deadlines listed in the Academic Calendar, since some dates fall on weekends or holidays. Students without home access to the Internet are encouraged to utilize DSCC computer resources or to contact the One Stop Center located on the Dyersburg Campus, the DSCC Gibson County Center or the DSCC Jimmy Naifeh Center at Tipton County.

SPRING SEMESTER 2014

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>November 11-24</td>
<td>Advising and Priority Registration for Spring 2014</td>
</tr>
<tr>
<td>November 25 -</td>
<td>Ongoing Registration for Spring 2014</td>
</tr>
<tr>
<td>January 15</td>
<td>DSCC Reopens</td>
</tr>
<tr>
<td>December 15</td>
<td>Priority Date for Financial Aid Processing</td>
</tr>
<tr>
<td>December 30</td>
<td>DSCC Reopens</td>
</tr>
<tr>
<td>January 1</td>
<td>New Year’s Day – DSCC Closed</td>
</tr>
<tr>
<td>January 9</td>
<td>Application Deadline for Spring 2014 – Last Day to apply for admission or readmission</td>
</tr>
<tr>
<td>January 10</td>
<td>Adjunct Faculty Workshop at DSCC Jimmy Naifeh Center at Tipton County</td>
</tr>
<tr>
<td>January 13</td>
<td>Spring Update for Faculty and Staff (1:00 p.m. – 3:30 p.m. for Faculty &amp; Staff and 1:00 – 4:30 p.m. for Faculty)</td>
</tr>
<tr>
<td>January 15</td>
<td>Last Day to Receive a 100% Refund</td>
</tr>
<tr>
<td>January 16</td>
<td>Classes Begin including DSCC Online and RODP January 17</td>
</tr>
<tr>
<td></td>
<td>Last Day to Register or Add Classes</td>
</tr>
<tr>
<td>January 20</td>
<td>Financial Aid Census Date</td>
</tr>
<tr>
<td>January 29</td>
<td>College Closed for Observance of Dr. Martin Luther King, Jr. Day</td>
</tr>
<tr>
<td>February 12</td>
<td>End of 75% Refund Period</td>
</tr>
<tr>
<td></td>
<td>Last Day to Remove “I” Grade from Fall 2013</td>
</tr>
<tr>
<td>March 5</td>
<td>End of 25% Refund Period – Date may differ for RODP</td>
</tr>
<tr>
<td>March 10-15</td>
<td>Midterm Grading Opens</td>
</tr>
<tr>
<td>March 20</td>
<td>Spring Break – No Day or Evening Classes</td>
</tr>
<tr>
<td>March 28</td>
<td>Deadline for Submission of Midterm Grades</td>
</tr>
<tr>
<td></td>
<td>Last Day to Drop or Withdraw with a “W”</td>
</tr>
<tr>
<td>April 7-20</td>
<td>Advising &amp; Priority Registration for Summer &amp; Fall Semesters – Currently Enrolled Students Only</td>
</tr>
</tbody>
</table>
April 17  
Spring Conference for Faculty & Staff – No Day or Evening Classes

April 18-20  
College Closed for Observance of Good Friday & Easter – No Day or Evening Classes

April 21  
Pre-registration Begins for Summer and Fall Semesters – Open to Everyone

May 5  
Last Day of Classes – Date may differ for RODP

May 6-10  
Final Exams – Dates may differ for RODP

May 10  
Commencement – 2:00 p.m.

---

**Final Exam Schedule for Spring 2014**

<table>
<thead>
<tr>
<th>If your class meets at this time...</th>
<th>then the date and time of your exam is...</th>
</tr>
</thead>
<tbody>
<tr>
<td>MWF or MW 6:55 a.m.</td>
<td>Friday, May 9 8:00 – 10:00 a.m.</td>
</tr>
<tr>
<td>MWF or MW 8:00 a.m.</td>
<td>Wednesday, May 7 8:00 – 10:00 a.m.</td>
</tr>
<tr>
<td>MWF or MW 9:05 a.m.</td>
<td>Wednesday, May 7 10:15 a.m. – 12:15 p.m.</td>
</tr>
<tr>
<td>MWF or MW 10:10 a.m.</td>
<td>Friday, May 9 10:15 a.m. – 12:15 p.m.</td>
</tr>
<tr>
<td>MWF or MW 11:15 a.m.</td>
<td>Wednesday, May 7 12:30 – 2:30 p.m.</td>
</tr>
<tr>
<td>MWF or MW 12:20 p.m.</td>
<td>Friday, May 9 12:30 – 2:30 p.m.</td>
</tr>
<tr>
<td>MWF or MW 1:25 p.m.</td>
<td>Wednesday, May 7 2:45 – 4:45 p.m.</td>
</tr>
<tr>
<td>MWF or MW 2:30 p.m.</td>
<td>Friday, May 9 2:45 – 4:45 p.m.</td>
</tr>
<tr>
<td>MWF or MW 4:05 p.m.</td>
<td>Thursday, May 8 2:45 – 4:45 p.m.</td>
</tr>
<tr>
<td>MW 4:40 or 5:00 p.m.</td>
<td>Monday, May 5 5:00 – 7:00 p.m.</td>
</tr>
<tr>
<td>Monday 6:20 or 6:35 p.m.</td>
<td>Monday, May 5 7:15 – 9:15 p.m.</td>
</tr>
<tr>
<td>Wednesday 6:20 or 6:35 p.m.</td>
<td>Wednesday, May 7 7:15 – 9:15 p.m.</td>
</tr>
<tr>
<td>Friday 6:20 or 6:35 p.m.</td>
<td>Friday, May 9 TBA</td>
</tr>
<tr>
<td>T/R 8:00 a.m.</td>
<td>Tuesday, May 6 8:00 – 10:00 a.m.</td>
</tr>
<tr>
<td>T/R 9:35 a.m.</td>
<td>Thursday, May 8 8:00 – 10:00 a.m.</td>
</tr>
<tr>
<td>T/R 11:10 a.m.</td>
<td>Tuesday, May 6 10:15 a.m. – 12:15 p.m.</td>
</tr>
<tr>
<td>T/R 12:45 p.m.</td>
<td>Thursday, May 8 10:15 a.m. – 12:15 p.m.</td>
</tr>
<tr>
<td>T/R 2:20 p.m.</td>
<td>Thursday, May 6 12:30 – 2:30 p.m.</td>
</tr>
<tr>
<td>T/R 3:55 p.m.</td>
<td>Tuesday, May 6 2:45 – 4:45 p.m.</td>
</tr>
<tr>
<td>T/R 4:40 or 5:00 p.m.</td>
<td>Tuesday, May 6 5:00 – 7:00 p.m.</td>
</tr>
<tr>
<td>Tuesday 6:20 or 6:35 p.m.</td>
<td>Tuesday, May 6 7:15 – 9:15 p.m.</td>
</tr>
<tr>
<td>Thursday 6:20 or 6:35 p.m.</td>
<td>Thursday, May 8 7:15 – 9:15 p.m.</td>
</tr>
<tr>
<td>Saturday 6:20 or 6:35 p.m.</td>
<td>Saturday, May 10 TBA</td>
</tr>
</tbody>
</table>

If your class meeting time is not listed, consult your instructor for the exam time.