

MyGuideto Bishop State



Division of Student Development Services | www.bishop.edu



MESSAGE FROM THE PRESIDENT



Dear Students,

On behalf of the Bishop State Community College family, I am pleased to welcome you into the exciting educational endeavor that you have chosen to pursue. At Bishop State, you will have many opportunities to grow and expand your knowledge base and achieve your personal goals. We have great instructors who interact with our students with professionalism and concern and work diligently for their success. I am proud of the comfort our students feel when they enter a classroom, the ease at which they interact with their instructors online, and the guidance they receive throughout their entire experience as a student. I truly believe that you will enjoy those same positive feelings as a Bishop State student.

As a valued educational institution of the Gulf Coast, I am incredibly proud of the rich and distinguished history of Bishop State. Our community is filled with thousands of graduates and hundreds of employers who have witnessed the exceptional quality of our fine academic institution. It has always been our mission to strengthen the workforce with exceptional graduates who are prepared for immediate employment. Many of our students choose to transfer to four-year colleges or universities to continue their education.

At Bishop State, every member of our family is dedicated to your success. From your first moments on our campus, to the day you walk across the stage for graduation, our staff and faculty will be with you every step of the way. You are so much more than a student to us; you are a member of our family.

As always, Bishop State is a great place to start.

Reginald Sykes, Ed.D.
President



MESSAGE FROM THE DEAN OF STUDENTS

Dear Students:

Welcome to Bishop State Community College! We are pleased you have chosen to become a member of the WILDCAT family.

I am excited that you are embarking or continuing on the extraordinary journey of college. This is a great time to obtain your education at Bishop State. Whether you are working to earn a specific degree or planning to receive vocational training, both options provide opportunities for outstanding careers on the Gulf Coast.

Bishop State Community College is a great place to start. You will meet friendly personnel, qualified instructors, and a variety of educational services and programs designed to prepare you for the workforce or to transfer to a four-year college or university. From start to finish, Bishop State is here for you!

To assist you during your college experience, we have created this booklet as an easy-to-use Student Resource Guide that will provide you with an overview of the student experience at Bishop State, including important policies and student services. You will find important key dates for financial aid, withdrawal information, refunds, testing and much more. Learn also how to sign up for your campus email and take courses online. The College offers a number of student organizations, including athletic programs, where you will make new friends and do fun things.

My door is always open to help you during your educational journey at Bishop State. Feel free to visit me in the Oliver H. Delchamps Student Life Conference Complex located on our Main Campus. I can also be reached at (251) 405-7087.



Go Wildcats!
Terry Hazzard, Ed.D.
Dean of Students



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DISCLAIMER: Although the publisher of the Student Resource Guide has made every reasonable effort to attain factual accuracy herein, no responsibility is assumed for editorial, clerical or printing errors or error occasioned by honest mistake. All information in this Guide is subject to change by Bishop State Community College without prior notice.

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2018

Bishop State

FALL SEMESTER ACADEMIC CALENDAR

August 10 Friday
August 13–14 Monday – Tuesday
August 14 Tuesday
August 15–16 Wednesday – Thursday
August 17 Friday
August 20 Monday
August 20–22 Monday – Wednesday
August 31 Friday
September 3 Monday
September 4 Tuesday
September 4–5 Tuesday – Wednesday
September 6 Thursday
September 12 Wednesday
October 26 Friday
November 12 Monday
November 14–15 Wednesday – Thursday
November 16 Friday
November 21 Wednesday
November 22–23 Thursday – Friday
December 11 Tuesday
December 12–13 Wednesday – Thursday
December 14 Friday
December 17–18 Monday – Tuesday
December 19 Wednesday
December 20–21 Thursday – Friday
December 24–27 Monday – Thursday
December 28 Friday
December 31 Monday

August 14 Tuesday
August 20 Monday
August 20–22 Monday – Wednesday
August 31 Friday
October 10 Wednesday
October 11–12 Thursday – Friday
October 12 Friday
October 15 Monday
October 15–16 Monday – Tuesday
October 17 Wednesday
October 26 Friday
November 7 Wednesday
December 11 Tuesday
December 12–18 Wednesday – Tuesday
December 18 Tuesday

September 4 Tuesday
September 4–5 Tuesday – Wednesday
September 6 Thursday
September 26 Wednesday
September 14 Friday
November 13 Tuesday
November 14–15 Wednesday – Thursday
November 16 Friday

Financial Aid Appeal Deadline
Professional Development
Full Term/Mini Term 1 Classes Dropped for Non-payment
Fall Walk-in Registration on Main Campus
Faculty Duty Day
Classes Begin for Full Term/Mini Term 1
Drop/Add Dates for Full Term/Mini Term 1
Financial Aid Refunds Disbursed – Full Term/Mini Term 1
Labor Day Holiday (College Closed)
Late-Start Term Begins
Drop/Add Dates for Fall Late-Start Term
Late-Start Term Classes Dropped for Non-payment
No Show Appeal Deadline for Full Term/Mini Term 1
60% of Full Term Completed
Veterans Day Holiday (College Closed)
Late-Start Term Final Exams
Late-Start Term Grades Due at 2 p.m.
Staff Workday (No classes)
Thanksgiving Holidays (College Closed)
Last Day to Withdraw from Full Term/Mini Term 2 Classes
Final Exams for Full Term/Mini Term 2
Faculty Duty Day
Final Exams – Full Term/Mini Term 2 Classes
Faculty Duty Day – Grades Due at 3 p.m.
Staff Workdays
Christmas Holidays (College Closed)
Staff Workday
New Year's Eve Holiday (College Closed)

Mini Term 1 Classes Dropped for Non-payment
Classes Begin – Mini Term 1
Drop/Add Dates – Mini Term 1
Financial Aid Refunds Disbursed – Mini Term 1
Last Day to Withdraw from Mini Term 1 Classes
Final Exams for Mini Term 1
Mini Term 1 Ends
Classes Begin – Mini Term 2
Drop/Add Dates – Mini Term 2
Mini Term 2 Classes Dropped for Non-payment
Financial Aid Refunds Disbursed – Mini Term 2
No Show Appeals Deadline Mini Term 2
Last Day to Withdraw from Mini Term 2 Classes
Final exams for Mini Term 2
Mini Term 2 Ends

Late-Start Term Begins
Drop/Add Dates for Fall Late-Start Term
Late-Start Term Classes Dropped for Non-payment
No Show Appeal Deadline for Late-Start Term
Financial Aid Refunds Disbursed – Late-Start Term
Last Day to Withdraw from Late-Start Term
Late-Start Term Final Exams
Late-Start Term Grades Due at 2 p.m.



2019

SPRING SEMESTER ACADEMIC CALENDAR

January 1	Tuesday	New Year's Day Holiday (College Closed)
January 2-4	Wednesday – Friday	Staff Workdays
January 7	Monday	Professional Development
January 7	Monday	Full Term/Mini Term 1 Classes Dropped for Non-payment
January 8-9	Tuesday – Wednesday	Spring Walk-in Registration on Main Campus
January 10	Thursday	Classes Begin for Full Term/Mini Term 1
January 10-11	Thursday – Friday	Drop/Add Dates for Full Term/Mini Term 1
January 21	Monday	Dr. Martin Luther King, Jr. Day (College Closed)
January 23	Wednesday	Financial Aid Refunds Disbursed – Full Term/Mini Term 1
January 31	Thursday	No Show Appeal Deadline for Full Term/Mini Term 1
March 4-5	Monday – Tuesday	Mardi Gras Holiday (College Closed)
March 6-8	Wednesday – Friday	Staff Workdays (No Classes)
March 11	Monday	Last Day to Withdraw from Mini Term 1 Classes
March 13	Wednesday	Mid-term for Full Term Classes
March 20	Wednesday	Mid-term Grades Due
March 25	Monday	60% of Full Term Complete
April 15-19	Monday – Friday	Spring Break (No Classes)
May 9	Thursday	Last Day to Withdraw from Full Term/Mini Term 2 Classes
May 10	Friday	Faculty Duty Day
May 13-16	Monday – Thursday	Final Exams for Full Term/Mini Term 2
May 17	Friday	Faculty Duty Day – Grades due at 2 p.m. (No classes)
May 20-22	Monday – Wednesday	Faculty Duty Day
May 22	Wednesday	Graduation (6 p.m.)
January 7	Monday	Mini Term 1 Classes Dropped for Non-payment
January 10	Thursday	Classes Begin – Mini Term 1
January 10-11	Thursday – Friday	Drop/Add Dates – Mini Term 1
January 23	Wednesday	Financial Aid Refunds Disbursed – Mini Term 1
March 11	Monday	Last Day to Withdraw from Mini Term 1 Classes
March 12-13	Tuesday – Wednesday	Final Exams for Mini Term 1
March 13	Wednesday	Mini Term 1 Ends
March 14	Thursday	Classes Begins – Mini Term 2
March 14-15	Thursday – Friday	Drop/Add Dates – Mini Term 2
March 18	Monday	Mini Term 2 Classes Dropped for Non-payment
March 27	Wednesday	Financial Aid Refunds Disbursed – Mini Term 2
April 5	Friday	No Show Appeal Deadline for Mini Term 2
May 9	Thursday	Last Day to Withdraw from Mini Term 2 Classes
May 13-16	Monday – Thursday	Final Exams for Mini Term 2
May 16	Thursday	Mini Term 2 Ends

2019

SUMMER SEMESTER ACADEMIC CALENDAR



May 27 Monday
May 28 Tuesday
May 28 Tuesday
May 29 Wednesday
May 30 Thursday
May 30–31 Thursday – Friday
June 12 Wednesday
June 24 Monday
July 3 Wednesday
July 4 Thursday
July 11 Thursday
July 12 Friday
August 6 Tuesday
August 7–8 Wednesday – Thursday
August 9 Friday
August 12 Monday

May 28 Tuesday
May 30 Thursday
May 30–31 Thursday – Friday
June 12 Wednesday
July 1 Monday
July 2–3 Tuesday – Wednesday
July 3 Wednesday

July 5 Friday
July 5–8 Friday – Monday
July 9 Tuesday
July 18 Thursday
July 30 Tuesday
August 6 Tuesday
August 7–8 Wednesday – Thursday
August 8 Thursday

Memorial Day (College Closed)
Faculty Day
Full Term/Mini Term 1 Classes Dropped for Non-payment
Summer Walk-in Registration on Main Campus
Classes Begin for Full Term/Mini Term 1
Drop/Add Dates for Full Term/Mini 1
Financial Aid Refunds Disbursed – Full Term/Mini Term 1
No Show Appeal Deadline for Full Term/Mini Term 1
Mid-term for Full Term Classes
Independence Day Holiday (College Closed)
60% of Full Term Completed
Mid-term Grades Due
Last Day to Withdraw from Full Term/Mini Term 2
Final Exams for Full Term/Mini Term 2
Faculty Duty Day (Grades Due by 2 p.m.)
Faculty Duty Day

Mini Term 1 Classes Dropped for Non-payment
Classes Begin – Mini Term 1
Drop/Add Dates – Mini Term 1
Financial Aid Refunds Disbursed – Mini Term 1
Last Day to Withdraw from Full Term/Mini Term 1 Classes
Final Exams for Mini Term 1
Mini Term 1 Ends

Classes Begin – Mini Term 2
Drop/Add Dates – Mini Term 2
Mini Term 2 Classes Dropped for Non-payment
Financial Aid Refunds Disbursed – Mini Term 2
No Show Appeal Deadline for Full Term/Mini Term 1
Last Day to Withdraw from Full Term/Mini 2 Classes
Final Exams for Mini Term
Mini Term 2 Ends



GENERAL CATALOG AND STUDENT HANDBOOK

The Bishop State Community College Student Handbook and General Catalog are available on-line at www.bishop.edu.

ACCREDITATION

Bishop State Community College is accredited by the Southern Association of Colleges and Schools Commission on Colleges to award associate degrees, and certificates. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call (404) 679-4500 for questions about the accreditation of Bishop State Community College.

NONDISCRIMINATORY DISCLAIMER

In accordance with the official policy of the Alabama Community College System Board of Trustees, Bishop State Community College is Committed to equal opportunity in employment and education. No person is excluded from participation in, denied the benefits of, or subjected to discrimination under any program, activity, or employment on the grounds of race, color, disability, sex, religion, creed, national origin, or age.

“ I chose to attend Bishop because of the welcoming environment, high acceptance rate, and affordability.

– Caleb Lyght

2018–2019 Academic Year Tuition & Fee Schedule

Effective Fall 2018 Semester, tuition and fees have been revised. The new tuition and fee rates are applicable to all registered credit hours. Please refer to the tuition and fee schedule as indicated below:

CREDIT HOURS	TUITION	FEES	TOTALS
1	\$129	\$29	\$158
2	\$258	\$58	\$316
3	\$387	\$87	\$474
4	\$516	\$116	\$632
5	\$645	\$145	\$790
6	\$774	\$174	\$948
7	\$903	\$203	\$1,106
8	\$1,032	\$232	\$1,264
9	\$1,161	\$261	\$1,422
10	\$1,290	\$290	\$1,580
11	\$1,419	\$319	\$1,738
12	\$1,548	\$348	\$1,896
13	\$1,677	\$377	\$2,054
14	\$1,806	\$406	\$2,212
15	\$1,935	\$435	\$2,370
16	\$2,064	\$464	\$2,528
17	\$2,193	\$493	\$2,686
18	\$2,322	\$522	\$2,844



Meet Sanford the Wildcat

Payment of Tuition and Fees: Tuition and fees may be paid by debit card, cash, money order, cashier's check, Visa, MasterCard, Discover, and American Express. Tuition for online and hybrid courses follows the same fee schedule to the left. All tuition and fees must be paid in full prior to the first day of classes. NOTE: Out-of-state tuition is 2.0 times the in-state tuition rate.

Schedules with unpaid balances will be deleted prior to the first day of classes. All tuition and fees are due at the time credit hours are added.

CREDIT HOUR CHARGES

Tuition	\$129
Facility renewal fee	\$9
Special building fee	\$10
Technology fee	\$9
Bond reserve fee	\$1
Total	\$158

SPECIAL FEES (WHEN APPLICABLE)

Liability insurance fee FSE	\$5
Nursing	\$13
PTA	\$13
I.D. cards replacement fee	\$5
Graduate fee	\$50

TUITION FOR NON-RESIDENTS OF ALABAMA: Students who are not residents of Alabama and / or who are not citizens of the United States shall pay 2.0 times the normal in-state tuition rate. The in-state tuition rate shall be extended to students who reside in the following counties in Florida: Escambia, Santa Rosa, Okaloosa, and Walton counties. The in-state rate shall also be extended to residents in the following counties in Mississippi: Jackson, Greene, Stone, Harrison, Perry and George counties. The in-state tuition rate will be extended to students who have graduated from Alabama high schools, or who have obtained a GED in Alabama within two years of the date of their applications from admission in accordance with the requirements set forth in the Code of Alabama. See the "Tuition & Fees/Scholarships" page of www.bishop.edu for details.

FINANCIAL REGULATIONS

Students are required to pay tuition fees upon registration for each semester. Tuition and fees for students who have established Pell Grant, Supplemental Educational Opportunity Grant (SEOG), or Alabama Student Assistance Program (ASAP) eligibility will be charged to their accounts. Exceptions will be made for those students who establish eligibility for participation in Veterans' Affairs and Vocational Rehabilitation Services. In addition, students who are sponsored by agencies (Masonic organizations, sororities, fraternities, etc.) will be permitted to enroll without payment pending billing agencies for required fees. All students not paying tuition and fees at the time of registration must present written authorization from the sponsoring agency to the Business Office in order to complete financial registration.

Students must clear all financial obligations with the College prior to the end of each semester of enrollment. Students will not be allowed to complete

registration or attend classes until financial obligations of the previous semester are satisfactorily met, including, but not limited to, parking and library fines.

A student has not finalized enrollment until he or she has completed all requirements of registration and paid all tuition and fees.

HOW TO OFFICIALLY WITHDRAW FROM CLASS

Students who enroll at Bishop State Community College and decide, for any reason, that they no longer want to be enrolled at the College must officially withdraw from class. **Students can obtain the withdrawal form and procedures for withdrawing from the Admission/Registrar's Office, in conjunction with the Academic Success and Progress Center. The official withdrawal process does not begin until the Admissions Office has been notified.** See Policies and Procedures section for information on how to withdraw from the College.



REFUND POLICIES

PARTIAL WITHDRAW

Students who do not completely withdraw from the College but drop a class during the regular drop/add period will be refunded the difference in the tuition paid and the tuition rate applicable to the reduced number of hours, including fees appropriate to the classes dropped. **No refund is due to a student who partially withdraws after the official add/drop period.**

COMPLETE WITHDRAW

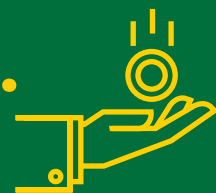
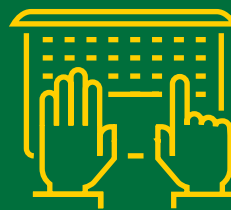
Students who officially or unofficially withdraw from ALL classes BEFORE the first day of class will be refunded the total tuition and refundable fees. The “first day of class” is the first day classes are offered within any term configuration, including, but not limited to, full terms, split terms, mini-terms, and weekend terms.

The first day of class is the first official instructional day of class, as stated in the institution’s published calendar. There is only one first day.

A student who officially or unofficially withdraws completely **on or after first day of class** but prior to the end of the third week of class will be refunded according to the withdrawal policies. Complete withdrawals must be processed during regular business hours.

For calculating refunds during the fall and spring sixteen-week terms, a “week” is defined as seven calendar days. Refunds of tuition for terms shorter than sixteen weeks, such as summer terms, mini-terms, split terms, and weekend terms, will reflect a prorated week based on the number of days in the term. **NOTE: This does not apply to Pell Grant recipients. See Financial Aid Return to Title IV Policy.**

NOTE: All students who add credit hours during the drop/add period will be charged additional tuition at the applicable rate. **All tuition and fees are due at the time credit hours are added.**



REFUND SCHEDULE

Withdraw Time	Refund Amount
During 1st week	75% of net tuition
During 2nd week	50% of net tuition
During 3rd week	25% of net tuition
After end of 3rd week	No refund

REFUND PROCESSING

Students who drop a course during drop/add will receive their refund two to four weeks after classes begin. Students who withdraw completely after classes begin will receive their refund two to four weeks after the official withdrawal is received by the Business Office. **No refund is owed to a student who partially withdraws after the official drop/add period. NOTE: This does not apply to Pell Grant recipients. See Financial Aid Return to Title IV Policy.**

REFUND OF ONLINE COURSE

A refund request for an online course will be calculated the same as any other course.

ADMINISTRATIVE FEE

An administrative fee, not to exceed 5% of tuition and other institutional charges or \$100, whichever is smaller, will be assessed for each withdrawal with the period beginning the first day of class and ending at the end of the third week of class.

CAMPUS BUILDING CODES

CARVER CAMPUS

ABR	Automotive Body Repair
BAR	Barbering & Hair Styling
CFS	Culinary/ Food Service
PLB	Plumbing
WDT	Welding

OTHER CAMPUS

BAKR	Baker High School
CENT	Baker-Gaines Central Campus
SEMS	Semmes Site
SW	Southwest Campus
THEO	Theodore Site

MAIN CAMPUS

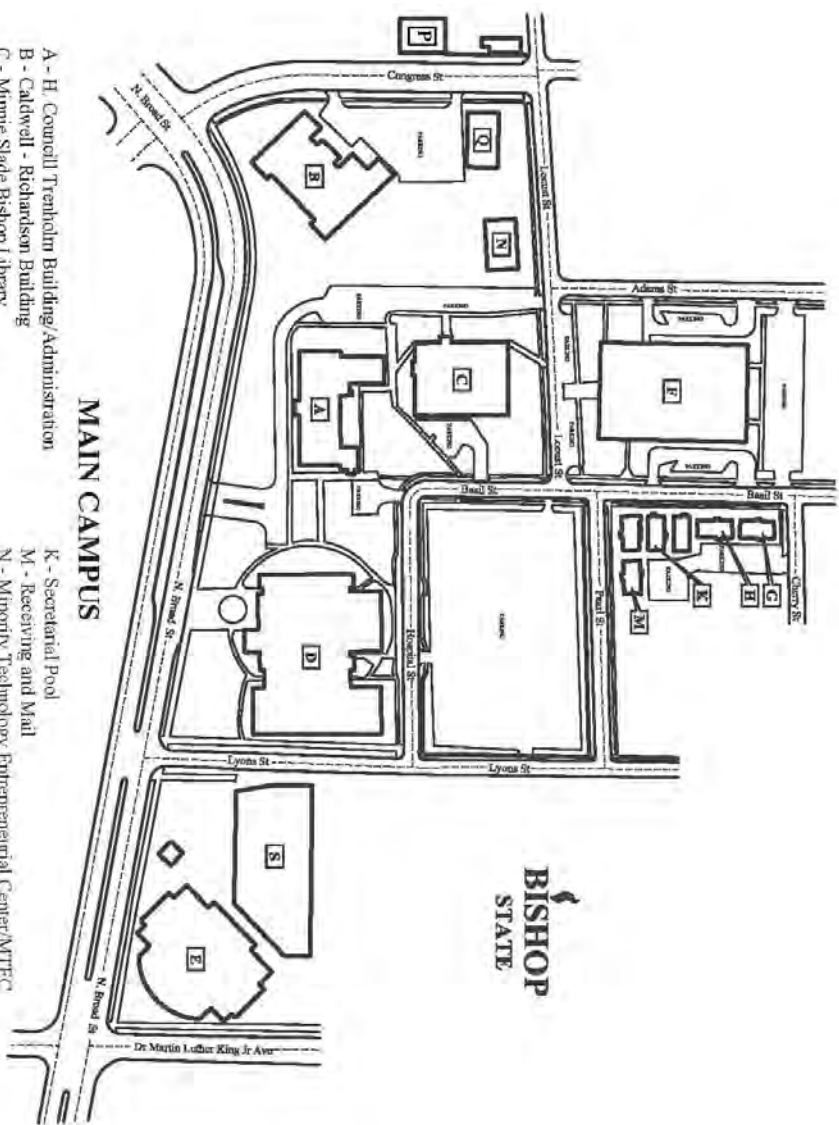
ADMN	Administrative Building
ASL/ ITP	Interpreter Training Building
BTC	Yvonne Kennedy Business Technology Center
CALD	Caldwell-Richardson
ECC	Early Childhood Center
GBR	Gymnasium Band Room
GCH	Gymnasium Choir Room
GDR	Gymnasium Dance Room
GPL	Gymnasium Piano Lab Room
GYM	Gymnasium
LLL	Library Language Lab
LLR	Library Lecture Room
LRL	Library Reading Lab
MTEC	Minority Tech & Entrepreneurial Center
STU	Student Conference Center
STU CONF	Student Conference Center
WTRM	Weight Room

CAMPUS DIRECTIONS

CALL

For directions to any of the four campuses, you can call Bishop State at 1.800.523.7235 (in-state) or 251.405.7000 for directions.

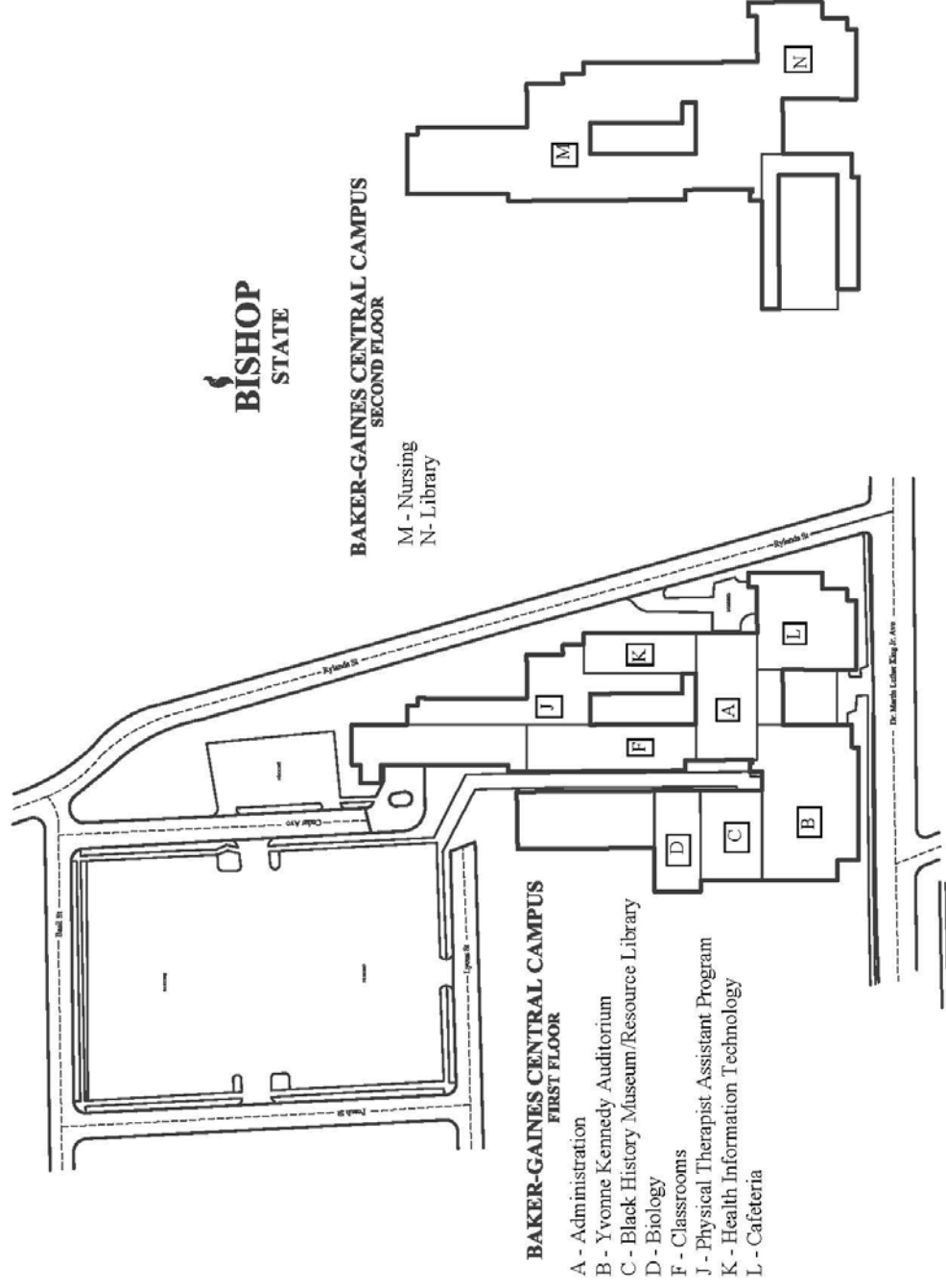


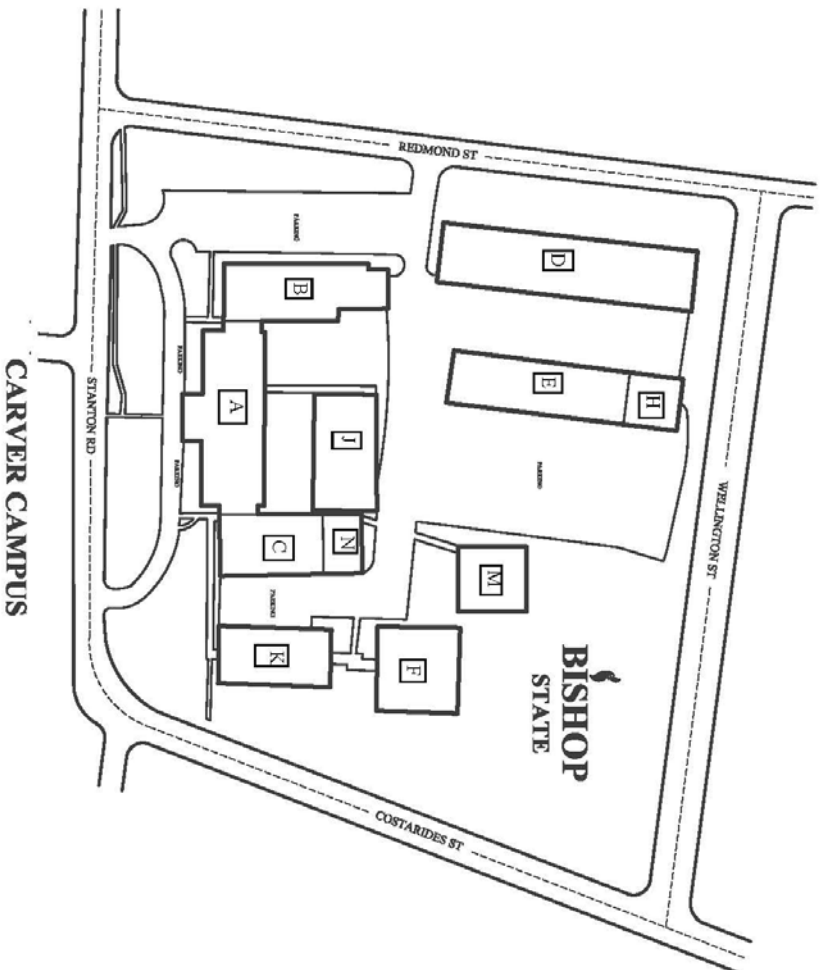


- A - H. Connell Trenholm Building/ Administration
- B - Caldwell - Richardson Building
- C - Minnie Stude Bishop Library
- D - Fredricka Evans Cultural Center/Gym
- E - Business Technology Center/BTC
- F - Oliver H. Delchamps, Jr. Student Life Complex
- G - Campus Police
- H - Office of Research and Development

- K - Secretarial Pool
- M - Receiving and Mail
- N - Minority Technology Entrepreneurial Center/MTEC
- P - Maintenance
- Q - Central Utilities
- S - Parking Garage

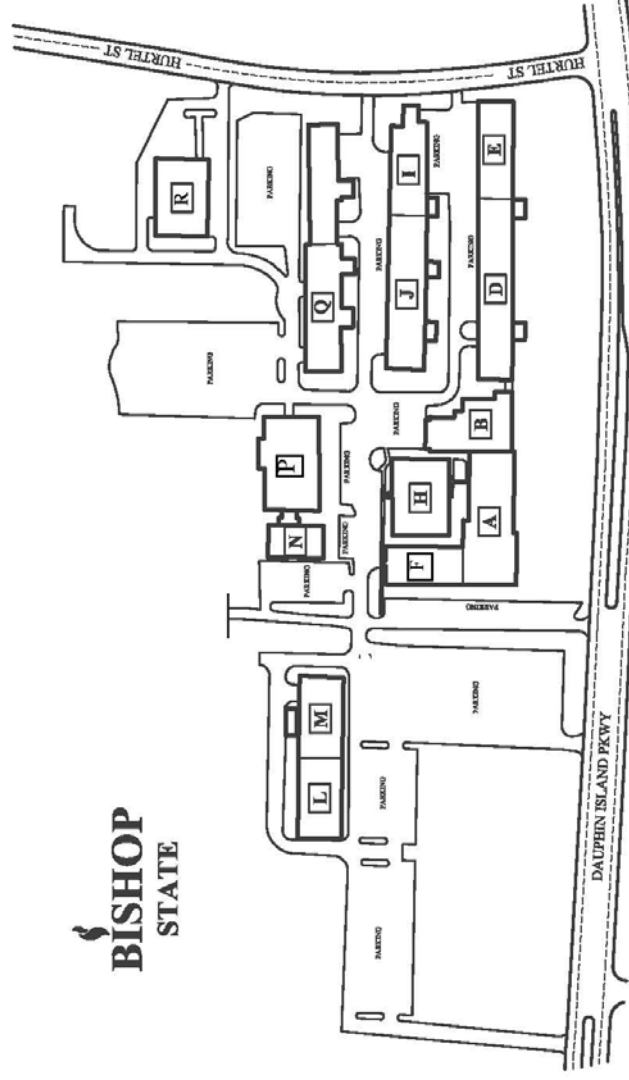
BAKER-GAINES CENTRAL CAMPUS





CARVER CAMPUS

- A - Earl Roberson, Sr. Building/ Administration
- B - Commercial Food Service/CFS
- D - Welding/ WDT
- E - Automotive Body Technology/ ABR
- F - Barbering and Hair Styling/ BAR
- H - Welding/ WDT
- J - Adult Basic Education/ GED
- K - Classrooms
- M - Learning Resource Center/ Library



SOUTHWEST CAMPUS

- | | |
|---|--|
| A - Donald Jeffries Building/Administration/100 | M - Electrical Technology/800 |
| B - Cafeteria/100 | N - Cosmetology/Nail Technology/500 |
| E - Automotive Technology/200 | P - Classrooms/500 |
| F - Cosmetology/Nail Technology/100 | Q - Electronics Engineering Technology/400 |
| H - Drafting and Design Technology/700 | R - Diesel Technology/600 |
| J - Air Conditioning and Refrigeration Technology/300 | |
| K - Process and Instrumentation Technology/300 | |

WILDCAT ALERT

IN CASE OF AN EMERGENCY

Bishop State Community College has an emergency alert and notification system known as the Wildcat Alert System. The Wildcat Alert System delivers rapid, multi-platform messages to students, faculty members and staff in the event of an emergency. This will be your best source for timely information and instructions on what to do in the event of any campus emergency.

For details, visit www.bishop.edu/emergencyplan

Who can sign up for Wildcat Alert voice and text messages?

All Bishop State students, faculty, and staff who have a valid ID are automatically signed up to receive text and voice message alerts. While it is not mandatory to use the service, it is highly recommended.

Where can I find additional information about emergency procedures or emergencies?

Information about existing emergency procedures and emergency preparedness is posted at www.bishop.edu/emergencyplan. During an emergency, details and updated information regarding the specific emergency will be provided on the Bishop State home page at www.bishop.edu.



Wildcat Alert will be used to distribute important information related, but not limited to, your student account, financial aid, student activities, and registration.

For technical assistance with the online form, please contact Computer Services at (251) 405-7072 or mpowell@bishop.edu.



THE ROAD TO BISHOP

ADMISSIONS



Bishop State Community College operates under the Open-Door Policy. Any student having a high school diploma or holding the high school equivalency certificate (GED) will be admitted. International students must arrange an appointment with the International Student adviser at 405-7002. For additional information, call Admissions at 405-7005, Main Campus; 665-4085, Southwest Campus; 662-5361, Carver Campus; and 405-4400, Baker-Gaines Central Campus. First-time college students must attend an orientation session during which time advisement, orientation activities and registration will be completed.

PLACEMENT TESTING

The Alabama State Board of Education requires all entering students to take a College Placement test if their ACT scores are not eligible for placement. The ACCS has established new placement guidelines that incorporate high school GPA's into the placement equation. Therefore, it is crucial that you get an official transcript sent from your high school in order to be placed accurately in your classes. The Accuplacer Placement test will be used when no other placement tool can be used. The placement results are used to determine student placement in English and Math. Scheduled placement test dates and times are listed. Because of limited seating in the testing sessions, students are encouraged to take the placement test at their earliest convenience. If you have any questions about the Placement Test, contact the Learning Assistance Center at (251) 405-7100 or go to <https://www.bishop.edu/student-services/learning-assistance-center/> for more information.

ADA SERVICES

The Office of ADA Services is to provide educational opportunities for individuals with a documented disability. If needing services, please contact Latasha Perine at (251) 405-7094 or email adaoffice@bishop.edu.

PREPARATION

Make sure you have submitted an application to Bishop State Community College. Then go to <https://www.bishop.edu/pdfs/students/accuplacer%20study%20guide%20links%20for%20webpage.pdf> for sample questions that will be similar to the items on the test.

TO TAKE THE TEST

- Schedule a testing appointment by calling the appropriate campus
- Bring your picture I.D. This is required for admission
- Be prepared to test for approximately 1 to 2 hours. However, the test is not timed
- Family members or friends are not allowed in the testing room
- If you are retesting, pay \$10.00 to the Bursar's Office (Cashier) and bring your receipt to testing

THE ROAD TO BISHOP

FINANCIAL AID

Bishop State offers financial aid in order help students afford the cost of attending the institution. Three basic types of assistance are available: scholarships, grants, and work-study employment. For detailed information concerning financial aid, call 405-7015. If you plan to register and need financial aid, apply now at www.fafsa.ed.gov.

Students must reapply for financial aid for the 2018-2019 academic year. You must apply online at www.fafsa.ed.gov. The U.S. Department of Education will no longer print the Free Application for Federal Student Aid (FAFSA).

Students must begin attendance in each enrolled class prior to attendance verification.

FALL 2018

August 29	Attendance Verification due 5 p.m.
August 30	No-Show Notification via Campus Email
August 31	Financial Aid Refunds Disbursed
September 12	No-Show Appeal Deadline

You must use your 2016 Federal Tax Return or 2016 information to complete the FAFSA.

Please keep copies of all of your financial documents. The Financial Aid Office has the right to ask for proof of income. To ensure that you do not experience a delay in having your financial aid available to pay your fees at registration, you **MUST** apply for financial aid **AND** submit all of the required documentation to the Financial Aid Office by the following priority processing dates:

Fall Semester 2018..... June 2, 2018
Spring Semester 2019..... December 1, 2018
Summer Semester 2019..... March 1, 2019

Students will no longer be able to have their financial aid processed instantly.

GED PROGRAM

Bishop State Community College operates the Mobile County GED program. For additional information, contact Mr. Akareem Spears, Coordinator, at 662-5368 or see page 27 of the My Guide.

SENIOR ADULT SCHOLARSHIPS

Bishop State offers a free tuition only scholarship program to area residents, sixty (60) years of age and over, who meet admission requirements. Books and fees are not included. Registration is based on space available per class.

Bishop State reserves the right to cancel any class. Should cancellation occur, you will be notified by the College.

COURSE AUDITING

Registration for audited courses must be declared by the end of the late registration period. Audited courses will not be paid by the Pell Grant program, certain scholarships, and certain agencies responsible for tuition. For further information on the campuses, call the Office of the Dean of Instructional Services at 405-7012 for Main and Baker-Gaines Central; call Student Services at 662-5361 for Carver; and Student Services at 665-4085 for Southwest.



ONLINE REGISTRATION

Contact your advisor to obtain
authorization for online
registration and advising

Visit our website www.bishop.edu and to log in to BORIS (Bishop Online Registration and Information System) to register, drop/add, check your grades, transcript, degree plan, current schedule, financial aid and more! BORIS is available Monday through Sunday from 8:00 a.m. to 12:00 a.m.

Check www.bishop.edu for the beginning online registration dates; online registration will run through the end of drop/add, Wednesday, August 22, 2018 at midnight. You should contact an adviser to be authorized before you register online. You may drop and add classes online at any point before the end of drop/add.

BORIS LOGIN INSTRUCTIONS

1 Go to www.bishop.edu and click the BORIS Login link. Click the gold button that says **BORIS Login**. At the next page, click the Login tab.

2 At the User ID prompt, enter your **student number** and then enter your PIN. Your **PIN** is your six digit birth date (MMDDYY). For example, if your birthday is May 12, 1983, your PIN will be 051283. If you have any questions or problems with your PIN, e-mail your name and student number (or the last 4 digits of your social security number) to itservices@bishop.edu. After you log in, we strongly suggest that you change your PIN to better secure your account. Click **Login**.

3 At the Main Menu page, click **Student Information Center**, then **Scheduling**, then **Register for Classes**. If you have not been authorized by an adviser, then you will not be able to register. If you are currently on

processing hold, you may not be allowed to register, check grades, or obtain a copy of your transcript until the hold is cleared.

At the **Register for Classes** page, to **add** a course:

4 1. Type the course call number as printed in the Bishop State Course Schedule. If you do not want to type in each call number, you can use the **Select Course** button to search the current course schedule. Once you find the course you want to add, click the button beside the course and it will automatically insert the course call number for you.

2. Click **Add Selected Course** to add it to your schedule. To view your schedule, scroll to the bottom of the page.

5 At the [Register for Classes](#) page, to remove a course from your schedule:

1. Scroll down to view the classes on your schedule, and scroll to the right of the course you want to remove.
2. Click the [Drop](#) button.

6 **IMPORTANT:** Once your schedule is complete, click the [I'm Done Adding Courses](#) button. After clicking the [I'm Done Adding Courses](#) button, you will see the screen which provides information related to the tuition charge. Available financial aid coverage will also be displayed on the screen. If you are not prepared to pay yet, click [Exit – pay later](#). If you are prepared to pay, click [Final Step – Pay and / or apply financial aid](#).

Note: If you choose to exit and pay later, your schedule will be in pre-registered mode. It is temporary until your classes are paid with financial aid, an approved credit or debit card or cash. Unpaid schedules will be removed before the first day of registration.

7 When you are satisfied with your schedule and are ready to pay your tuition and fees by Visa, MasterCard, Discover, or American Express credit or debit cards (and/or receipt your charges to your financial aid), you can do so by completing the credit/debit card information page and following the instructions.

You may also pay in person during regular office hours at the Main, Baker-Gaines Central, Carver or Southwest Campus Business Office by cash, Visa, MasterCard, Discover, or American Express (debit or credit cards). [Bishop State does not accept personal checks; however, the College will accept a Debit Card. You cannot pay your tuition and fees by mail.](#)



QUESTIONS?

If you have questions or problems, e-mail us at itservices@bishop.edu. We will try to respond within 24 hours. For questions about tuition, call the Business Office at 405-7040. For questions about your financial aid, call 405-7015. For questions about processing hold(s), call Admissions at 405-7005.



ONLINE REGISTRATION FAQ

Frequently Asked
Questions

Q: Where will my Canvas password and login come from?

A: Once you are enrolled in Canvas, your Login ID will be your student number, and your password will be your 6-digit date of birth, plus the last 4 digits of your SSN. If this does not work, click the “Forget Your Password?” link and follow the steps to have it sent to you.

Q: How do I get to the Canvas online courses?

A: Log in to your courses at <http://bishop.instructure.com/>

Q: Whom do I call if I have a technical problem with Canvas?

A: If you are in need of help and you don't know where to go (or you aren't finding an answer), feel free to contact Robert McWilliams at rmcwilliams@bishop.edu or (251) 405-7144. Also, you may contact Canvas for technical support 24/7 via phone (844) 690-9179 or by clicking the Help button in canvas.



Q: Whom do I call about transcripts, transfers, payment, and other student services?

A: For the most part, Admissions and the Business Office will handle these questions.

Q: Do I need an e-mail account to take an online course?

A: Yes. You MUST use your Bishop State e-mail account once you have completed the registration process. You will need this campus e-mail account for contact with your instructor during the course.

Q: Will I have to come on campus if I take an online course?

A: Yes. You will be required to come to the campus at least once during the term. Some instructors require on-campus attendance for tests, etc. Instructors will usually create a time frame in which you are to come on campus if you are a great distance from Bishop State.

Q: Is there an orientation for online courses?

A: Yes, we host an on-campus orientation for online students every semester, usually on the last day of Drop/Add. For the date and location of the orientation class, please check your Bishop State email account around the first day of classes or call Robert McWilliams at (251) 405-7144.





BEFORE REGISTERING FOR AN ONLINE OR HYBRID COURSE:

Online courses are taught via the internet. Hybrid courses include a combination of on-campus and online instruction. Days and times are listed for the on-campus portion of instruction for the Hybrid courses; other activities will take place online. Students must have a computer with access to the Internet and the appropriate software.

DROP/ADD ONLINE: Students may drop/add classes online. After completing your schedule and paying or receipting charges, you may drop/add classes for the Fall 2018 from the beginning of registration through August 22, 2018.

On-campus drop/add for the Spring 2019 will still be available during the regular drop/add period of January 10-11, 2018. Students must go through the regular withdrawal process on campus to completely withdraw from school. Drop/add for Summer 2019 is May 30-31, 2019.

BISHOP STATE CAMPUS EMAIL

As a registered student at Bishop State, a full-time or part-time instructor, you have an assigned e-mail address. You are responsible for monitoring your campus email. Official notices will be sent to your campus email. To access the campus email system, go to mail.google.com/a/bishop.edu and type your full campus e-mail address. Your password initially will be your 8-digit date of birth in the format mm/dd/yyyy. After you log in, you will be required to change your password. If you are not sure of your e-mail address or cannot access your account, call the [Computer Center at 251-405-7070](tel:251-405-7070).

To get your e-mail address, log in to the BORIS system at www.bishop.edu/student-affairs/boris-login and select the [View My Account](#) link. Your campus e-mail address will be displayed on that page. Your campus e-mail address will also be printed on the student schedule after the heading Campus E-mail.

If you register for an online class, you must use your Bishop State e-mail address for class correspondence.



EXPERIENCE BISHOP

DUAL ENROLLMENT

The Dual Enrollment/Dual Credit Program allows eligible high school students to earn high school and college credits simultaneously. College courses count toward high school graduation credits and the courses remain a part of the student's regular transcript. See your high school counselors for details.

DIVISION OF WORKFORCE DEVELOPMENT AND LIFELONG LEARNING

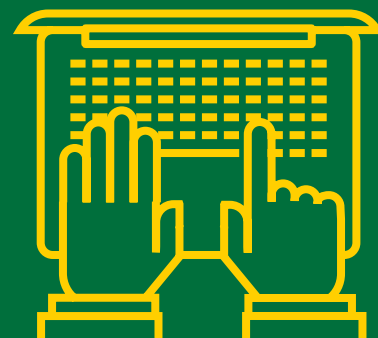
Bishop State's Division of Workforce Development and Lifelong Learning offers a wide range of reasonably priced, academically sound, well-organized and well-presented training for business and industry programs, CEU credit courses, non-credit courses (including more than 300 online Ed2Go courses), and activities. Training may be carried out on-site or at any of the College's four campuses. Also offered are the services of the WorkKeys Solutions Provider (job analysis, assessments and training for employees and job seekers) and the free Ready-To-Work Program for the unemployed and underemployed. For information on any of these programs, call (251) 405-7085.



AMBASSADORS CLASS

Bishop State offers a course for students who wish to become Ambassadors for the College. This course provides training and experience in leadership techniques. Students serve in leadership positions and act as Hosts/Hostesses and Recruiters for the College and other college-related functions. Applicants must have minimum grade point average of 2.3 and must complete an interview. Those selected for the class will earn one credit hour and special incentives for their participation. Interested students should contact the Office of the Dean of Students at 405- 7087.





DISTANCE EDUCATION

Students who are taking distance education courses should have a computer and internet access. The lack of internet access and/or the presence of technical difficulties do not constitute an excuse for late course submissions. Students who are taking a distance education course for the first time should attend the online orientation session offered at the beginning of each term (time and location listed online). All online courses require one on-campus assessment. The date and time of each assessment will be announced within each course. Students who pre-register for courses and do not pay for them will be removed from the system before the start of regular registration.

Rights & Responsibilities of Students in Distance Education (Online or Hybrid Courses)

1 It is highly recommended that students taking distance education courses have a computer and Internet access in their homes. The lack of Internet access and/or the presence of technical difficulties do not constitute an excuse for work to be submitted late. It is each student's responsibility to ensure that he/she has reliable Internet access.


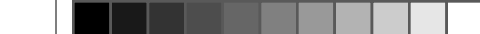
2 Distance education courses will be governed by the same rules that apply to face-to-face courses, unless stated otherwise. These policies may be found in the Bishop State Community College Catalog and the Student Handbook.

3 Students have the right to adequate contact with their assigned instructor, they have the right to comparable instruction, resources, and materials, and they have the right to question the policies and procedures of their respective instructor. Distance education students shall also have access to the Student Handbook, Bishop State Community College catalog, the library, registration, tuition payment, computer labs, administration services, counseling, financial aid, and the bookstore.

4 Students taking distance education courses must use the e-mail address provided to them by Bishop State Community College. While using the college's e-mail system or Canvas, messages intercepted or received by individuals other than the intended recipient are not the responsibility of Bishop State Community College.

5 All posted dates related to College activities (registration, add/drop, etc.) are applicable to both distance education and face-to-face courses. Therefore, all refund and payment deadlines are applicable to both distance education and face-to-face courses.

All distance education courses begin on the 1st day of each term. Students should log into their courses on the first day of class. Instructions for logging into distance education courses are sent to each student's e-mail



accountandatwww.bishopstate.blackboard.com. Students who enroll for a distance education course who do not receive this e-mail within 2 days of the beginning of class should send an e-mail including their student number to rmcwilliams@bishop.edu for their login information.

- 6** Students who fail to log in to their course by the first attendance verification period (which is usually within the first 2 weeks of the term), will be turned in as “no shows” and may be dropped from the course. The financial aid status of these students will be affected if they are turned in as a “no show” and they will not receive financial aid for that course.

Courses that do not receive adequate enrollment numbers may be removed from the listing of course offerings. If a course is dropped, it is the student’s responsibility to register for a different course.

- 7** Students will be held to the requirements posted in each instructor’s syllabus.

- 8** There will be requirements for students to physically appear on campus for labs and/or examinations. All online courses require one proctored assessment. The date and time of each assessment will be announced within each course. Students in hybrid courses must meet on campus during the times posted in the course schedule (e.g., lab times) throughout the term in order to successfully complete these courses. If an online or hybrid student cannot appear on campus for an exam meeting because of distance constraints, it is up to that student to procure the services of a proctor. Before using a proctor, each student must first complete a Proctor Guidelines/ Acceptance Form in order to receive permission from his/her instructor to use that individual as a proctor. The deadline for submitting this form is the end of week 10 of each semester (week 6 during summer terms). The form can be obtained from the instructor of any online course. All costs (if

any) associated with the procurement of a proctor are the responsibility of each student.

- 9** Bishop State Community College does not guarantee personal Internet access or computer use to distance learning students. The College does maintain computer labs with set hours of operation that are open to all students. The College also does not hold any responsibility for the loss of use of a student’s personal computer through any mishaps or misfortune.

- 10** Certain online courses may require additional software and/or materials. These additional requirements will be posted in the syllabus. It is the responsibility of the student to obtain these materials in a timely fashion. All costs associated with these materials are the responsibility of the student.

- 11** General questions about distance education courses should be directed to the Center for Teaching and Learning at 405-7144. Questions related to specific courses should be directed to the instructor of that course.

- 12** Using your provided username and password serves as an acknowledgment that you have read these policies and procedures and that you agree to abide by them.

- 13** Students taking online courses are recommended to attend the New Student Orientation and the Distance Learning Orientation where pertinent information pertaining to student privacy, including the Family Education Rights and Privacy Act (FERPA) is addressed. In addition, documentation of FERPA is provided to students at each orientation and can be located in the student portion of the College Catalog and on the College’s Canvas login page.

- 14** If there are any projected additional student charges associated with verification of student identity, students will be provided this information at the time of registration and enrollment.

ADULT BASIC EDUCATION

ASSESSMENT TESTING (FREE)

- To enroll in the Bishop State Adult Basic Education Program, all individuals must take the TABE Assessment Test
- The TABE Assessment is given to determine a student's grade level prior to enrolling in Adult Basic Education Classes
- This assessment process usually takes between 4 to 5 hours
- Seventeen year olds will need a Student Exit Interview form from last high school

ASSESSMENT PROCEDURES

- Assessment Testing is held at the Bishop State Carver Campus located at 414 Stanton Street
- Testing is held Mondays and Thursdays only (15 openings available)
- Intake Process begins at 6:00 a.m. Report to Building J on the Carver Campus. Sign the clipboard and remain seated. Signs will be posted to direct you to Room 2
- Testing begins at 7:30 a.m.
- No appointments -- first come, first served basis

FAQ

Q: How much does the GED cost?

A: The GED Test fee is \$120 for the complete battery or \$30 per subject. There are 4 subject areas which can be taken individually or as selected by the examinee. Payments should be made at www.GED.com with a credit or debit card.

Q: What do I need to pre-register?

A: Visit GED.com. Seventeen (17) year olds need a notarized Student Exit Interview form from last high school.

Q: Where and what times can I pre-register?

A: You may register at www.GED.com 24/7.



CONTACT INFORMATION



Bishop State Adult Basic
Education Department
414 Stanton Street
Mobile, Alabama 36617-3299



(251) 662-5370

Q: How long is the process for GED test pre-registration?

A: It will take 20-30 minutes.

Q: What days are the GED Tests given?

A: Tuesday and Wednesday from 9 a.m. to 3 p.m.

Q: How long does it take to get GED scores after testing?

A: Scores will be received 3 hours after completion of the exam. Scores can be checked at GED.com under the examinee's profile.

NURSING

The minimum admissions standards for the Nursing Program include:

1. Unconditional admission to the College
2. A completed application for admission to nursing program received before published deadline
3. A minimum of 18 ACT composite score National Residual
4. A minimum of 2.5 GPA for nursing required academic core courses and minimum 2.0 cumulative GPA at current, native institution or cumulative 2.0 in institution from which student is transferring
5. A minimum of 2.5 GPA cumulative high school GPA for students without prior college courses (GED will be used if applicable)
6. Meeting the essential functions for nursing
7. Eligibility for ENG 101, MTH 100, and BIO 201
8. Mobility students are additionally required to provide proof of unencumbered, Alabama licensure (i.e. LPN, Paramedic). No work history is required. No associate degree is

TESTING INFORMATION

Effective Fall 2018, applicants for the nursing program are required to have a minimum ACT score of 18 (composite) in order to be eligible to apply. There is no timeframe for when the ACT was taken. Information regarding the ACT exam (www.actstudent.org) is available on the college website along with additional information about the nursing program. Scores MUST be attached to the application by the deadline date. For additional information, contact the Nursing Department at 251-405-4495 or 404-4503.

required for paramedics. Prerequisites required for Mobility program application: ENG 101, MTH 100 or higher level math, BIO 201 & 202, SPH 106 or 107, and PSY 210.

Students completing NUR 112, 113, 114, and 115 and required academic courses will be awarded the Practical Nursing certificate. Students who have completed required academic courses and continue in the program through completion of NUR 211 and 221 will be awarded an Associate Degree in Applied Science.

Meeting minimum standards does not guarantee acceptance into the program. Students are selected based on ranking of admission points and the availability of clinical space. Attendance at an orientation session is mandatory for all students that are admitted. Additional information may be obtained by using the following link <https://www.bishop.edu/academics/help-related-professions/nursing/or> by calling the nursing office at (251) 405-4495.



MAIN CAMPUS

Students MUST schedule a testing appointment by calling 405-7100, 405-7104 or 405-7106 between 9:00 a.m. and 3:00 pm. Report to Room 104 of the Caldwell-Richardson Building.

SPRING 2019

Sept. 18, 2018	Tuesday	12:00 p.m.
Oct. 1, 2018	Monday	1 p.m.
*Oct. 20, 2018	Saturday	9:35 a.m.
Oct. 24, 2018	Wednesday	8:45 a.m.
Nov. 6, 2018	Tuesday	2:30 p.m.
Nov. 15, 2018	Thursday	11:30 a.m.
*Nov. 28, 2018	Wednesday	9:00 a.m.
Dec. 4, 2018	Tuesday	5:15 p.m.
Dec. 13, 2018	Thursday	12:30 p.m.
*Dec. 18, 2018	Tuesday	10:30 a.m.

SUMMER 2019

Feb. 20, 2019	Wednesday	12:00 p.m.
*Mar. 9, 2019	Saturday	9:30 a.m.
Mar. 19, 2019	Monday	5:15 p.m.
Apr. 1, 2019	Monday	2:30 p.m.
Apr. 9, 2019	Tuesday	9:35 a.m.
May 2, 2019	Thursday	10:00 a.m.
May 23, 2019	Thursday	11:00 a.m.
*June 3, 2019	Monday	12:00 p.m.
*June 5, 2019	Wednesday	1:00 p.m.

FALL 2019

June. 10, 2019	Monday	1:00 p.m.
June 13, 2019	Thursday	2:00 p.m.
*June 25, 2019	Tuesday	9:35 a.m.
July 8, 2019	Monday	9:35 a.m.
July 24, 2019	Wednesday	2:30 p.m.
July 29, 2019	Monday	11:30 a.m.
*Aug. 1, 2019	Thursday	9:00 a.m.
Aug. 6, 2019	Tuesday	3:00 p.m.
Aug. 13, 2019	Tuesday	12:30 p.m.
*Aug. 15, 2019	Thursday	10:30 a.m.

*Walk-in days. No Appointment Needed

PLACEMENT TEST DATES

The Alabama State Board of Education requires all entering students who enroll for more than four credit hours or eight weekly contact hours per semester to be assessed using the Computerized Placement Test. The placement results are used to determine student placement in English, reading and mathematics courses. Scheduled placement test dates and times are listed below. Because of limited seating in the testing sessions, students are encouraged to take the placement test at their earliest convenience. If you have any questions about the Placement Test, contact the Learning Assistance Center at (251) 405-7100 or come to the Caldwell-Richardson Building, Room 100, of the Main Campus. If you need special assistance or accommodations, contact the Disabled Student Services Office at (251) 405-7028.

PREPARATION

Make sure you have submitted an application to Bishop State Community College. Then, go to www.act.org/compass/sample/index.html for sample questions that will be similar to the items on the Assessment.

TO TAKE THE TEST

- Schedule a testing appointment by calling the appropriate campus
- Bring your picture I.D. This is required for admission
- Be prepared to test for approximately three (3) hours. However, the test is not timed
- Bring a pencil and a simple calculator (if you need it for the Math portion)
- Family members or friends are not allowed in the testing room
- If you are retesting, pay \$10.00 to the Bursar's Office (Cashier) and bring your receipt to testing



SOUTHWEST CAMPUS

In order to test, students will be served on a **first come/ first served basis**. Students may sign up for the Assessment 30 minutes prior to the scheduled beginning time in the counselor's office on the Southwest campus. The number of students to be tested will depend on the number of working computers. For more info, call 251-665-4087 or email cthompson@bishop.edu.

SPRING 2019

Sept. 12, 2019	Wednesday	9:30 a.m.
Oct. 17, 2019	Wednesday	9:30 a.m.
Nov. 14, 2019	Wednesday	9:30 a.m.
Dec. 12, 2019	Wednesday	9:30 a.m.

SUMMER 2019

Feb, 6, 2019	Wednesday	9:30 a.m.
Mar. 13, 2019	Wednesday	9:30 a.m.
Apr. 17, 2019	Wednesday	9:30 a.m.
May 15, 2019	Wednesday	9:30 a.m.

FALL 2019

June 12, 2019	Wednesday	9:30 a.m.
July 10, 2019	Wednesday	9:30 a.m.
Aug. 14, 2019	Wednesday	9:30 a.m.



BAKER-GAINES CENTRAL CAMPUS

Students may test on Main Campus, Southwest Campus, or Carver Campus.



CARVER CAMPUS

Students must schedule a testing appointment in Student Services or by calling (251) 662-5362 or (251) 662-5362 prior to the following dates. On the day of the test, report to the Lobby at the designated time.

SPRING 2019

October 16	Tuesday	9:00 a.m.
November 6	Tuesday	9:00 a.m.
December 4	Tuesday	9:00 a.m.

SUMMER 2019

March 5	Tuesday	9:00 a.m.
April 2	Tuesday	9:00 a.m.
May 14	Tuesday	9:00 a.m.

FALL 2019

June 11	Tuesday	9:00 a.m.
July 9	Tuesday	9:00 a.m.
July 23	Tuesday	9:00 a.m.
Aug 6	Tuesday	9:00 a.m.



“

While earning my GED at Bishop State, I enrolled in the dual program so that I could also achieve college credits. After earning my GED, I continued my education at Bishop and then transferred to a four-year college.

– Terri Milliner

FOR ASSISTANCE

Advising.....	Academic Success & Progress Center (ASAP)
Academic Regulations....	Academic or Technical Dean
ADA Services.....	ADA Advisor
Books and Supplies.....	Bookstore
Campus Parking.....	Campus Police
Career Planning/Job Placement....	Success Coaches
Complaints.....	Divisional Chairpersons or Deans
Course Load.....	Academic or Technical Dean
Registration.....	Faculty and Staff
Drop & Add.....	Academic Advisor
(After Registration)	(ASAP/Admission & Other Campuses)
Financial Assistance.....	Financial Aid Office
Grades.....	Registrar's Office
Information on Clubs.....	Dean of Students and Organizations
Intercollegiate Athletes.....	Athletic Director
Lost ID Card.....	Bursur's Office
(Replacement \$5)	
Personal Problems.....	Counseling Services
Plant Operations.....	Maintenance
Recruitment.....	ASAP
Student Activities.....	Coordinator of Student Activities
Tuition/Payment/Refunds.....	Bursur's Office
Tutorial Assistance.....	Learning Assistance Center
Vending Machines.....	Business Office
Veteran Affairs.....	Financial Aid Office
Withdrawal.....	Academic or Technical Dean or ASAP
Others Not Listed.....	Dean of Students



JEANNE CLERY ACT

The Federal Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act) requires colleges and universities, both public and private, participating in federal student aid programs to disclose campus safety information, and imposes certain basic requirements for handling incidents of sexual violence and emergency situations.

Disclosures about crime statistics and summaries of security policies are made once a year in an Annual Security Report (ASR) and information about specific crimes and emergencies is made publicly available on an ongoing basis throughout the year. Crime Statistics as required by Public Law 101-542 and the Federal Jeanne Clery Act statistics are available concerning such crimes as, murders, rapes, robberies, aggravated assaults, burglaries, and motor vehicle theft occurring on the campuses of Bishop State Community College. All inquiries relative to crime statistics should be directed to Campus Police at (251) 405-7060. Crime statistics data are also found in the Appendix of the Student Handbook, which can be found on the College's website, www.bishop.edu.

THE VIOLENCE AGAINST WOMEN ACT (VAWA)

Under the leadership of then-Senator Joe Biden, Congress recognized the severity of violence against women and our need for a national strategy with the enactment of the Violence against Women Act in 1994. This landmark federal legislation's comprehensive approach to violence against women combined tough new provisions to hold offenders accountable with programs to provide services for the victims of such violence. VAWA has improved the criminal justice response to violence against women by:

- Holding rapists accountable for their crimes by strengthening federal penalties for repeat sex offenders and creating a federal "rape shield law," which is intended to prevent offenders from using victims' past sexual conduct against them during a rape trial.
- Mandating that victims, no matter their income levels, are not forced to bear the expense of their own rape exams or for service of a protection order.
- Keeping victims safe by requiring that a victim's protection order will be recognized and enforced in all state, tribal, and territorial jurisdictions within the United States.
- Increasing rates of prosecution, conviction, and sentencing of offenders by helping communities develop dedicated law enforcement and prosecution units and domestic violence dockets



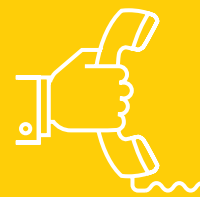
- Ensuring that police respond to crisis calls and judges understand the realities of domestic and sexual violence by training law enforcement officers, prosecutors, victim advocates and judges; VAWA funds train over 500,000 law enforcement officers, prosecutors, judges, and other personnel every year.
- Providing additional tools for protecting women in Indian country by creating a new federal habitual offender crime and authorizing warrantless arrest authority for federal law enforcement officers who determine there is probable cause when responding to domestic violence cases.

VAWA has ensured that victims and their families have access to the services they need to achieve safety and rebuild their lives by:

- Responding to urgent calls for help by establishing the National Domestic Violence Hotline, which has answered over 3 million calls and receives over 22,000 calls every month; 92% of callers report that it's their first call for help.
- Improving safety and reducing recidivism by developing coordinated community responses that bring together diverse stakeholders to work together to prevent and respond to violence against women.



- Focusing attention on the needs of underserved communities, including creating legal relief for battered immigrants so that abusers cannot use the victim's immigration status to prevent victims from calling the police or seeking safety, and supporting tribal governments in building their capacity to protect American Indian and Alaska Native women.



NEED ASSISTANCE?

Bishop State is committed to providing a safe environment for all students. Contact Campus Police at (251) 405-7062 or Contact the Dean of Students at (251) 405-7087 if you need assistance.





11 Ways The VAWA Has Created Positive Change

- 1 Fewer people are experiencing domestic violence.
- 2 Between 1993 to 2010, the rate of intimate partner violence declined 67%.
- 3 Between 1993 to 2007, the rate of intimate partner homicides of females decreased 35% and the rate of intimate partner homicides of males decreased 46%.
- 4 More victims are reporting domestic and sexual violence to police, and reports to police are resulting in more arrests.
- 5 States have reformed their laws to take violence against women more seriously.
- 6 All states have reformed laws that previously treated date or spousal rape as a lesser crime than stranger rape.

7 All states have passed laws making stalking a crime.

8 All states have authorized warrantless arrests in misdemeanor domestic violence cases where the responding officer determines that probable cause exists.

9 All states provide for criminal sanctions for the violation of a civil protection order.

10 Many states have passed laws prohibiting polygraphing of rape victims.

11 Over 35 states, the District of Columbia, and the U.S. Virgin Islands have adopted laws addressing domestic and sexual violence, and stalking in the workplace. These laws vary widely and may offer a victim time off from work to address the violence in their lives, protect victims from employment discrimination related to the violence, and/or provide unemployment insurance to survivors who must leave their jobs because of the abuse.



EXTRACURRICULAR ACTIVITIES

Bishop State Community College considers out-of-class activities a vital part of the educational process. Students are encouraged to participate in programs which provide leadership training, services to the College and the community, self-directed activity, experiences of sharing interests, and opportunities to interact with persons from diverse backgrounds. The College encourages student participation in a variety of extracurricular activities, according to the students' interest. Interested students may contact the appropriate club or organization for additional information.

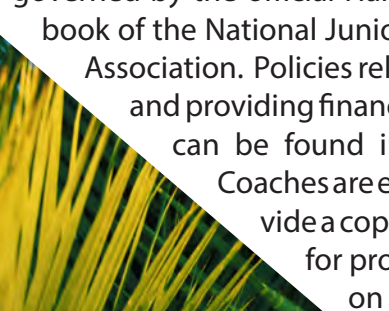
ATHLETICS

The goals and objectives of the Intercollegiate Athletics Program of Bishop State are designed to offer competitive sports for men and women that encourage cooperation, teamwork, a strong work ethic, and sportsmanship. These goals will be accomplished through the following objectives:

- To enhance physical development and scholastic achievement
- To provide a medium for students to learn, develop and practice leadership and interpersonal skills
- To identify and recognize individual physical ability and talent

ELIGIBILITY CRITERIA FOR STUDENT ATHLETES

Athletes at Bishop State Community College who participate in intercollegiate activities are governed by the official Handbook and Casebook of the National Junior College Athletic Association. Policies relating to recruiting and providing financial aid for athletes can be found in this handbook. Coaches are encouraged to provide a copy of this document for prospective students on all campuses.



Students are encouraged to review the information relating to their status as athletes and must meet both academic and athletic requirements for participation. For more information, contact the Athletics Director at (251) 405-2034.

BASEBALL TEAM

The Bishop State Community College baseball team is a member of the Alabama Community College Conference and the National Junior College Athletic Association. Since its inception, the team has stressed quality performance on and off the field. The coaching staff emphasizes the importance of being a student first, then an athlete.

WOMEN'S SOFTBALL TEAM

Bishop State Community College offers softball for women as one of its intercollegiate sports. The softball team is a member of the Southern Division of the Alabama Community College Conference. All home games are played at the softball complex located on the Southwest Campus.

WOMEN'S AND MEN'S BASKETBALL TEAM

The men's and women's basketball teams are members of the Alabama College Conference and the National Junior College Athletic Association. Both basketball teams boast an enviable record as winners of several conference championships. BSCC coaches have been selected as All-Conference Coaches on numerous occasions.

GOLF

Bishop State Community College offers Golf as one of its intercollegiate sports. The golf team is a member of the Southern Division of the Alabama Community College Conference. For more information, contact Mr. Ronald Davis at rda-vis@bishop.edu.

CONTACT INFO FOR EACH SPORT

Baseball: jhattenstein@bishop.edu

Women's Softball: aarchibald@bishop.edu

Men's Basketball: jshelwood@bishop.edu

Women's Basketball: teager@bishop.edu

GO WILDCATS!



STUDENT RECREATION

The College provides facilities for student recreation in the Oliver H. Delchamps, Jr., Student Life Conference Complex (Upper Level) on the Main Campus. An area with food, vending machines, and lounge is also provided on all four campuses.

DRUG TESTING OF STUDENT ATHLETES

Participation in intercollegiate athletics is one of the privileges afforded as an extracurricular activity to students enrolled in the institutions of The Alabama Community College System. The Alabama Community College System wishes to ensure that the health and safety of student athletes are not compromised and that student athletes are discouraged from the use and abuse of illegal drugs. Therefore, it is the policy of the Alabama Community College System that students participating in intercollegiate athletics submit to urinalysis drug testing at regular and random intervals, both announced and unannounced. This policy only authorizes drug testing of students who voluntarily choose to participate in intercol-

legiate athletics of The Alabama Community College System; however, drug testing is mandatory for student athletes.

The purpose of this policy is to prevent illegal drug usage, to alert student athletes to serious physical, mental, and emotional harm caused by drug abuse, and to maintain an athletic environment consistent with the high standards of the institutions and with the overall development and education of their student athletes.

For more information on drug testing, contact the Office of the Dean of Students at (251) 405-7087.

CLUBS & ORGANIZATIONS

Clubs and organizations are active on the campuses. Through participation in the programs of their special interests, students may explore programs of interest to them and expand the development of their skills and abilities by working with fellow students. Membership is open to all students who meet the qualifications for the respective clubs. For more information, contact the Office of Student Development Services on your campus.

The following is a list of student organizations currently at Bishop State Community College.



BARBERING AND HAIRSTYLING ASSOCIATION

This organization serves to mentor future barbering students and organize fundraising projects for professional hair-shows or educational trips that students can attend while enrolled in the barbering program at the College. The organization also encourages wholesome attitudes toward the barbering profession; promote cooperation between barbering faculty and students; and stimulates the interest in the overall concept of barbering and hairstyling, to name a few.

Students are welcome to suggest other types of clubs they would like to have at the College if the clubs contribute to the educational experiences of students, and if they are approved by the College President and Dean of Students.

CAMPUS MINISTRY

Campus Ministry offers Christian students opportunities for fellowship and participation in Christian activities. The organization encourages student believers to make a difference in their world by assisting with on-campus and off-campus special projects and helping others.

COLLEGE BAND

Participation in the Bishop State College Band is required for all musical instrument majors and minors. The band is open to other students through audition for college credit or personal enjoyment. The band performs for both on-campus activities and selected off-campus events.

COLLEGE CHOIR

The College Choir is designed to explore choral literature of basic musical eras in various styles. Emphasis is placed on musicianship and the development of ensemble vocal techniques. The choir represents the College at civic, school, and religious functions in the community. Membership is granted by audition only.



COSMETOLOGY ASSOCIATION

The purpose of this organization is to promote healthy beauty habits, educate, and support the College through active participation in student activities and other collegiate organizations. It is also the association's purpose to involve students in the cosmetology industry and inspire them to reach higher levels of excellence, both personally and professionally.

C.R.A.F.T. (CREATIVE RENDITIONS OF ARTISTICALLY FUELED TALENTS)

The purpose of this organization is to allow students to utilize their talents for the advancement of their craft. Students of this group strive to implement the tools and skills they have mastered with a passion for creativity and arts to express themselves, to awe and inspire, and to show that everyone has the potential to become a great artist in their own CRAFT. Please call (251) 405-7215 for more information.

CULINARY ARTS STUDENT ASSOCIATION

This organization represents the culinary arts profession at Bishop State Community College. The association participates in culinary arts competitions, and travels to food institutions and food shows to expose students to a variety of career choices. This group also participates in community service projects to share talents of the members and provide resources to those in need.

ENACTUS (FORMERLY SIFE)

This is an international nonprofit organization dedicated to inspiring students to improve the world through entrepreneurial action. We provide a platform for teams of outstanding university students to create community development projects that put people's own ingenuity and talents at the center of improving their livelihoods. Guided by educators and supported by business leaders, students take the kind of entrepreneurial approach that empowers people to be a part of their own success.



HEALTH INFORMATION MANAGEMENT TECHNOLOGY ASSOCIATION

The purpose is to teach practical skills, working knowledge, and further awareness of the field of Health Information to the students in this program. Students become familiar with ethical principles of healthcare, which were developed to safeguard the public and mandate professional levels of quality and efficiency for members of this vital profession.

INTERNATIONAL STUDENT ORGANIZATION

The goals of the International Student Organization are to promote goodwill and international cultural exchange at Bishop State. It provides opportunities and activities for students to interact with others from diverse cultures and enrich their global world view.

JAZZETTES

Composed of young ladies who share a common interest in dance, the team performs during home basketball games, local parades, and community events. The goals of the Bishop State Jazzettes are to create and promote school spirit and provide quality family entertainment with hip-hop and jazz dance styles. During the academic year, the team practices three (3) days per week. For more information, call (251) 405-7087.

KAPPA BETA DELTA HONOR SOCIETY

The Iota Chapter of Kappa Beta Delta Honor Society is an international honor society recognized in the Division of Business for outstanding students. Eligible students must have completed 15 hours of coursework and must have a minimum 3.0 GPA on a 4.0 scale.

NATIONAL TECHNICAL HONOR SOCIETY

The mission of the organization is to acknowledge the academic achievements of students enrolled in the technical programs of the College. The organization further seeks to honor student leadership, promote educational excellence, award scholarships, and enhance career opportunities for its members.

PEP SQUAD

Membership on the cheerleading squad is open to all students. Tryouts are held during the spring semester. The goals of the squad are to:

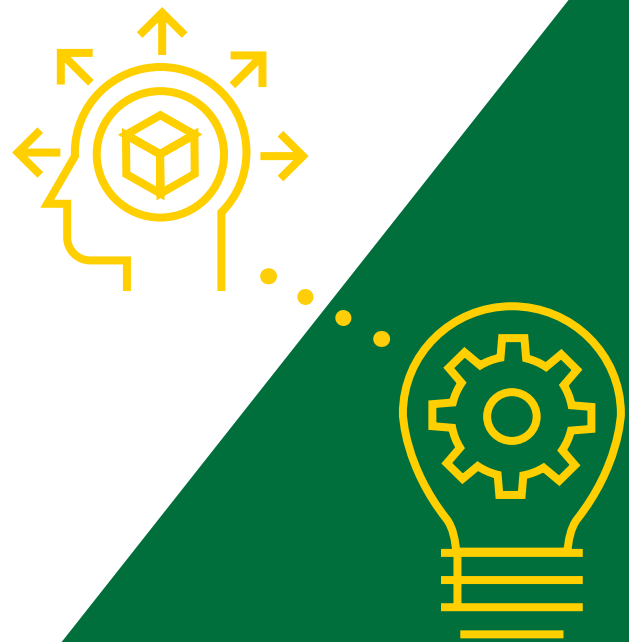
- Promote and maintain school spirit
- Develop good sportsmanship among students
- Build better relationships between colleges
- Maintain the highest personal and team cheerleading standards
- Foster enthusiasm and support of the attending crowd during basketball games





PHI THETA KAPPA NATIONAL HONOR SOCIETY

The purpose of Phi Theta Kappa is to recognize and encourage scholarship among two-year college students. To achieve this purpose, Phi Theta Kappa provides opportunities for the development of leadership and service, an intellectual climate for exchange of ideas and ideals, lively fellowship for scholars, and stimulation of interest in continuing academic excellence. To be eligible for membership: students must be enrolled in an academic or technical associate degree program; must have completed at least 12 hours of coursework that may be applied to an associate degree (part-time students may be eligible) and must have a grade point average of 3.5. For additional information, please visit <https://ptkbscc.wordpress.com>.



PHYSICAL THERAPIST ASSISTANT (PTA) CLUB

This club is open to students enrolled in the Physical Therapist Assistant Program. It sponsors fund-raising drives and social/community activities and serves to provide networking opportunities. Students will learn about career opportunities in this exciting and burgeoning field.

SIGMA KAPPA DELTA

Sigma Kappa Delta is the national English honor society for two-year colleges and confers distinction upon outstanding students of the English language and literature. To be eligible for membership, students must have completed a minimum of one college-level English class with a "B" average or better, have completed at least 12 semester hours, and maintain a minimum overall 3.3 GPA on a 4.0 scale.

STEM (SCIENCE, TECHNOLOGY, ENGINEERING & MATHEMATICS)

This club will work to bring students together from different STEM backgrounds, provide an academic and social community, and provide students with valuable information regarding internships, research opportunities, community service projects, and study groups. Club members will learn industry information from guest speakers and have the opportunity to participate in STEM-related field trips.





STUDENT GOVERNMENT ASSOCIATION (SGA)

The Student Government Association serves and represents the total student body and acts as a catalyst in promoting cooperation and school spirit among students, faculty, and the administration. Students of SGA gain training in self-government and leadership abilities. SGA officers are elected during the spring semester.

THE AFRICANA

This is an academic organization established to serve as an archive for books, documents, or art objects relating to the history or culture of Africa and African-Americans. For membership inquiries or more information, students should contact Dr. Caesar Smith at (251) 405-7142.

THE NIGHTINGALES

Membership in the Nightingales is open to all Bishop State Community College nursing students who have completed the first block. The organization focuses on community service, provides an opportunity to learn about the nursing profession, provides personal enrichment and impacts the lives of others. Please contact Vesta Fairly at vfairley@bishop.edu or Dr. Jacqueline Smith at jsmith@bishop.edu.

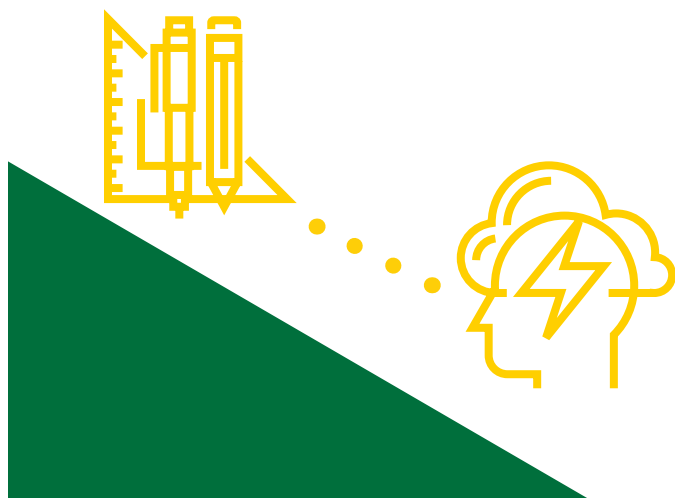


VETERAN STUDENT ORGANIZATION

The Veteran Student Organization is student-lead and helps veterans, military, and dependents connect with each other while supporting the college, community and advocating for unique causes. These students lead the way with implementing activities relative to Veterans Day and the memory of September 11, to name a couple.

WILDCAT AMBASSADORS

This organization is comprised of a select group of students who serve as hosts and hostesses for prospective students, dignitaries, visitors, and numerous college-wide functions. To be selected as an Ambassador is an honor and an excellent opportunity for personal and professional growth. Students selected as Ambassadors possess strong interpersonal skills, leadership qualities, a genuine interest in meeting new people, and a sense of school spirit and pride. For more information, contact the Office of the Dean of Students at (251) 405-7087.



ACADEMIC POLICIES AND REGULATIONS

DEGREE PLAN/ STUDENT ADVISEMENT

To assist students in monitoring the completion of course work in their majors, they should access a copy of their degree plan prior to registering and seeing their advisors. The Degree Plan identifies all courses in Areas I-V, required in students' declared majors, courses completed by students, and courses students needed for graduation. The Degree Plan also identifies free elective courses taken, courses taken that were not completed, placement test scores, and GPA data. Instructors are required to use degree plans when advising students toward completion of courses for their degrees. Students

should take only courses in their degree plans if they are receiving Financial Aid. NOTE: Courses taken outside of students' degree plans will not be covered by Financial Aid.



COURSE LOAD

The student course load for a full-time student will be 12 to 19 credit hours per semester. Credit hours above 19 credit hours will constitute a student overload and must be approved by the Academic or Technical Dean. No student will be approved for more than 24 credit hours in any one term for any reason.

COURSE AUDITING

Registration for audited courses must be declared by the end of the late registration period. Audited courses will not be paid by the Pell Grant program, certain scholarships, and certain agencies responsible for tuition. Course auditing must be approved by the Academic or Technical Dean before enrolling.





ONLINE COURSES

Online courses are taught via the internet. Students must have a computer with access to the internet and the appropriate software. Students should contact their advisers before registering for an online course if their computer or browser does not meet the specifications or they experience other technical issues.

Students may visit the website: www.bishop.edu to use Bishop Online Registration and Information System (BORIS) to register, drop/add, check grades, review transcripts, review degree plan, examine current schedule, and check financial aid.

BORIS is available Monday through Saturday from 8:00 a.m. to 12:00 p.m. midnight Central time. If you register for an online class, you must use the Bishop State e-mail address for class correspondence and to receive your online course login and password. If you have questions, you may email info@bishop.edu.

CAMPUS EMAIL

All registered students, full-time instructors, and part-time instructors are assigned email addresses at Bishop State and are able to send and receive e-mail using this address from any Internet browser in the world. To access the campus email system, go to www.bishop.edu/student-services/campus-email/.

All students taking online classes must use the Bishop State email address for class correspondence and to receive online course login and password. If you are unable to access your account, call the Computer Center at 405-7144.

HYBRID COURSES

Hybrid courses, which include a combination of on-campus instruction and online instruction, are taught at Bishop State Community College. Days and times are listed for the on-campus portion of the instruction; however, other activities will take place online. Students may be able to register for two hybrid courses if the on-campus course meetings are on different days and/or at different times.

Students in Associate in Arts and/or Associate in Science degree programs may complete no more than 28 semester hours in online coursework. Such courses are designated with WW and WH in the Class Schedule

DROP/ADD PERIOD

Students may drop and add courses only during the official drop/add late registration period as indicated on the college calendar.



WITHDRAWALS

WITHDRAWALS FROM A COURSE

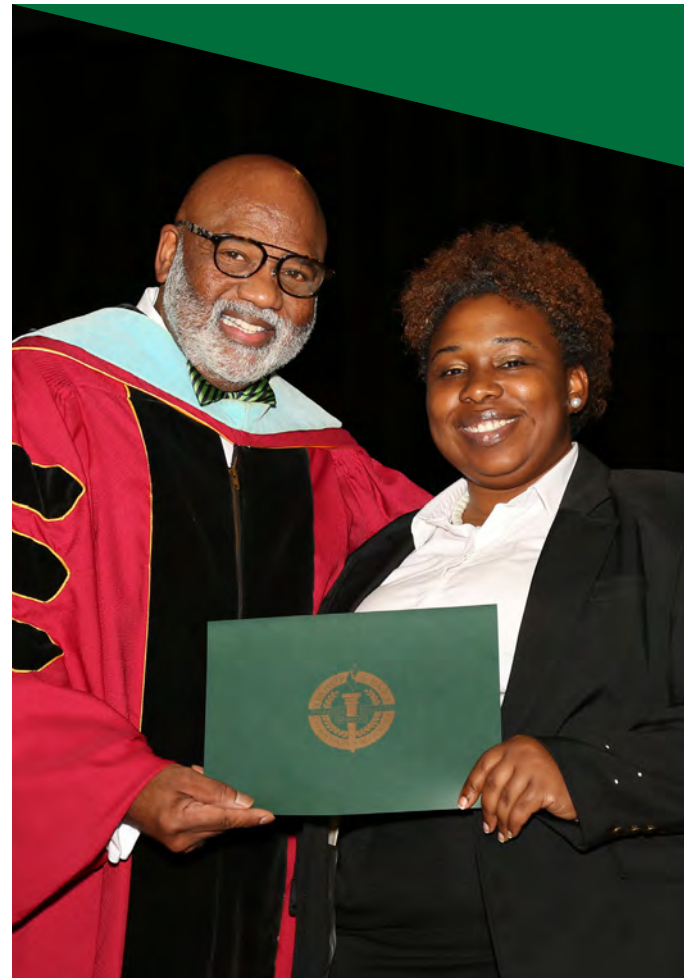
Once a student enrolls in a regular or online course, failure to attend or login would constitute a no show; however, it is the student's responsibility to officially withdraw. Following the official Drop/Add period, a student who wishes to withdraw from a course may do so by contacting the Office of the Registrar.

A student may also withdraw from a course online through the Drop/Add period; however, if enrolled in only one course, the student must report to the Office of the Registrar.

WITHDRAWALS FROM THE COLLEGE

Upon entering Bishop State Community College, the student assumes the responsibility of completing the academic program in which he or she is registered. Once a student enrolls, failure to attend the class or login would constitute a no show; however, it is the student's responsibility to officially withdraw from the College.

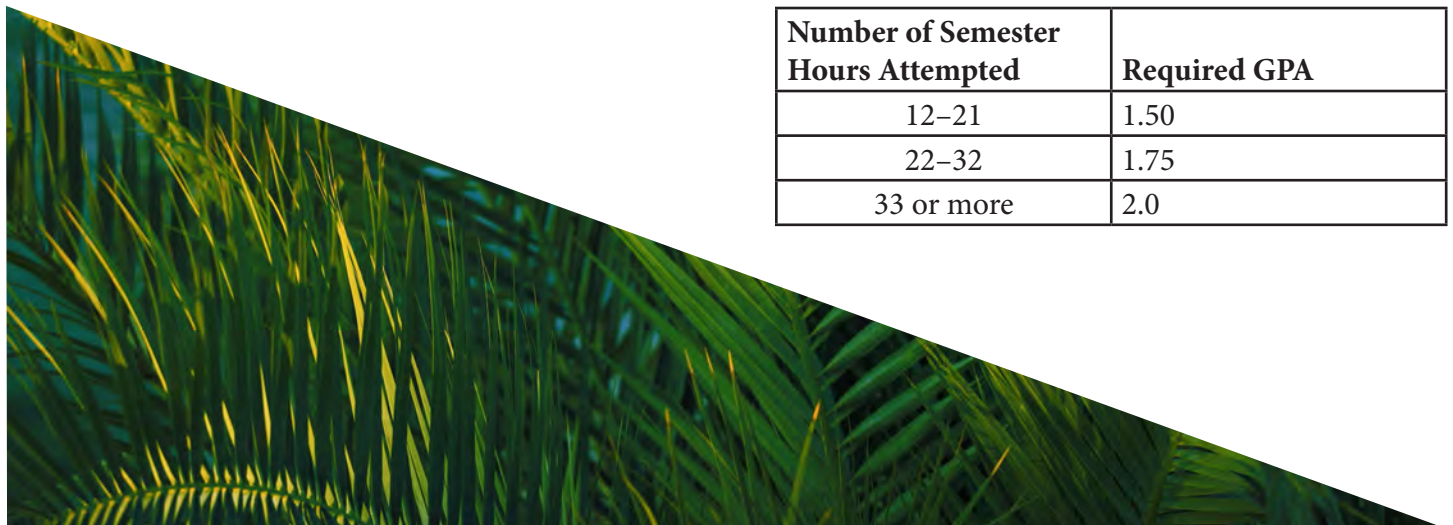
A student is not considered to be officially withdrawn from the College until the proper forms have been completed and signed by the appropriate college officials. The completed form **MUST** be received and processed by the Office of the Registrar (Admissions) in conjunction with the Academic Success and Progress Center, before the student is officially withdrawn.

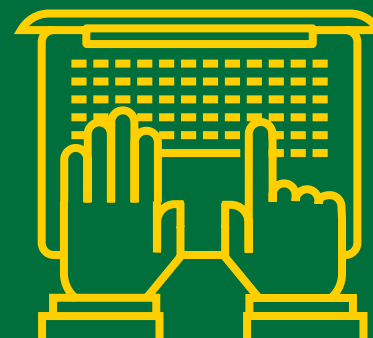


STANDARDS OF ACADEMIC PROGRESS

Students are expected to maintain the required GPA levels based on the number of hours attempted at Bishop State.

Number of Semester Hours Attempted	Required GPA
12–21	1.50
22–32	1.75
33 or more	2.0





PROBATION AND SUSPENSION

When the cumulative GPA is at or above the GPA required for the total number of credit hours attempted at the College, the student's status is **Clear**. When a student's cumulative GPA is below the GPA required for the number of credit hours attempted at the college, the student is placed on **Academic Probation**. When the cumulative GPA of a student on Academic Probation remains below the GPA required for the total number of credit hours attempted at the college but the semester GPA is 2.0 or above, the student remains on **Academic Probation**. When the cumulative GPA of a student on Academic Probation remains below the GPA required for the total number of credit hours attempted at the college and the semester GPA is below 2.0, the student is suspended for one semester. The transcript will read **Suspended-One Semester**.

The student who is suspended for one semester may appeal. If, after appeal, the student is readmitted without serving the one semester suspension, the transcript will read **Suspended-One Semester/Re-admitted Upon Appeal**.

A student who is on Academic Probation after being suspended for one semester (whether the student has served the suspension or has been readmitted upon appeal) without having since achieved **Clear** academic status and whose cumulative GPA falls below the level required for the total number of hours attempted at the institution but whose semester GPA is 2.0 or above will remain on Academic Probation until the student achieves the required GPA for the total number of hours attempted. A student returning from a one-term or one-year suspension and, while on academic probation, fails to obtain

the required GPA for the number of hours attempted and fails to maintain a term GPA of 2.0, will be placed on a one-year suspension. A student may appeal a one-term or one-year suspension.

The permanent student record will reflect the student's status (except when the status is clear). When appropriate, the record will reflect one of these options:

- Academic Probation
- Academic Suspension – One-Term
- Academic Probation – One-Year
- One-Term Suspension – Readmitted on Appeal
- One-Year Suspension – Readmitted on Appeal

The student who is readmitted upon appeal re-enters the College on Academic Probation. The student who serves the calendar year suspension re-enters the college on Academic Probation. All applicable academic designations except **Clear** will appear on the student's transcript.

GRADE APPEALS

Grade reports can be obtained online immediately following the end of each semester. Any grade appeal must be initiated by mid-term of the semester following the assignment of the grade in question.

ACADEMIC BANKRUPTCY

Academic bankruptcy is the removal of one to three semesters of grades from the calculation of a student's cumulative grade point average (GPA). The following apply to any request for academic bankruptcy:

1. Academic bankruptcy is initiated by a written request from the student to the registrar/records official.
2. Upon receipt of the student's request, the college will inform the student that an award of academic bankruptcy may impact his/her financial aid status.
3. Academic bankruptcy may only be declared once and may be applied to no more than three (3) semesters, which do not have to be consecutive.
4. The bankrupted courses and grades remain on the transcript but are not calculated in the student's cumulative GPA.
5. None of the coursework taken during a semester for which academic bankruptcy is declared, including hours completed satisfactorily, will be used to fulfill degree requirements.
6. Developmental courses successfully completed during a period of academic bankruptcy can be used to fulfill prerequisites.
7. To be eligible for academic bankruptcy, the student must have completed 12 semester credit hours of coursework at the college since the most recent semester for which the academic bankruptcy is requested. A grade of "C", "S", or higher is required in each course in 12 semester credit hours in the post-bankruptcy period.
8. When a student receives a declaration of academic bankruptcy, a permanent notation of "ACADEMIC BANKRUPTCY" will be reflected on the transcript for each semester affected.
9. Approval of the academic bankruptcy status at a college does not guarantee other institutions will honor that status. This determination will be made by the respective transfer institution(s).

Bishop State 





COURSE FORGIVENESS

When a course is repeated, the last grade awarded (excluding grades of W) replaces the previous grade in the computation of the cumulative grade point average. The grade point average during the term in which the course was first attempted will not be affected. When a course is repeated more than once, all grades for the course – excluding the first grade – will be used in the computation of the cumulative grade point average. The transcript will list each course in which a student has enrolled; however, a course may be counted only once toward fulfillment of credit hours for graduation. A student may request course forgiveness in the office of Student Services. No veteran or person eligible for veterans' benefits who has satisfactorily completed a course will be allowed to repeat a course for higher or better grade to improve his or her GPA. Additionally, all grades will be posted on the transcript and computed in the cumulative grade point average for any course repeated.

CHANGE OF GRADE POLICY

Instructors assigned to a specific course are responsible for evaluating and assigning an appropriate letter grade to all students after completion of that course. The criteria used to evaluate student performance and to determine letter grade earned will be provided to

the student on the course syllabus at the beginning of the course. At the end of the semester, all grades assigned by the instructor will be considered final. If an error in grading or another valid reason for a grade change has occurred, the instructor may request a Change of Grade with documentation to the appropriate Dean for approval. All Change of Grade requests must be submitted within six weeks of the following semester in which the grade was assigned. After approval, the grade change will be forwarded to the Admissions Office for final recording. All grades are final when recorded; no grades are changed unless students provide instructors with a valid reason and documentation to request a grade change. Grade changes are made at the discretion of the instructor.

ALABAMA ARTICULATION PROGRAM (STARS)

The Alabama Articulation Program (also called STARS-Statewide Articulation Reporting System) is a computerized articulation and transfer planning system designed to inform students who attend Alabama community colleges about degree requirements, course equivalents, and other transfer information pertaining to specific majors at each state-funded four-year institution. STARS is an efficient and effective way of providing students, counselors, faculty, and educators with accurate information upon which transfer decisions can



be made. STARS is the information link between the state's public two-year and four-year institutions. If used properly, the STARS database can prevent the loss of course credit hours, provide direction for the scheduling of course work, and ease the transition from one institution to another. Students who are interested in receiving a Transfer Guide & Contract should contact the STARS website: <http://stars.troyst.edu> or www.bishop.edu. Other concerns should be directed to the counselors and advisers on the four Bishop State campuses.

15 TO FINISH

15 to FINISH is a campaign, in partnership with Mobile Area Education Foundation's 75,000 degrees initiative and Complete College America, that encourages Bishop State Community College students to take 15 credits per semester in order to graduate on-time. This campaign is also designed to remove the historical perception of taking 12 credits per semester as the standard. Students must complete 15 credits per semester, or 30 credits per year, to graduate on-time. This new standard will ensure students take more credit hours, save more financially, and earn more income sooner as a result of an on-time graduation.

COOPERATIVE EDUCATION

Cooperative education opportunities are available to full-time students in certain occupational and technical programs. Students who are interested should consult their advisers or an instructor in their major concentration.



ACADEMIC HONORS & RECOGNITION

The College recognizes superior academic achievement by publishing the President's List, the Dean's List, and the Honor Roll at the end of each semester.

President's List

All students carrying 12 or more semester hours who have earned a GPA of 4.00. Pre-college (developmental) courses will be calculated in the semester GPA, but these courses will not count towards minimum course load requirement.

Dean's List

All students carrying 12 or more semester hours who have earned a GPA of 3.50 through 3.99. Pre-college (developmental) courses will be calculated in the semester GPA, but will not count towards minimum course load requirement.

Honor Roll

Students are eligible for the Honor Roll when a) there is a minimum overall GPA of 2.00 in at least 12 or more semester hours and b) 3.00 GPA for the current semester. Pre-college (developmental) courses will be calculated in the semester GPA, but these courses will not count towards minimum course load requirement.

OTHER ACADEMIC & TECHNICAL HONORS

The President's Outstanding Student Award is presented annually to an outstanding graduating student from an associate degree program. The recipient is selected by a screening committee, based on criteria established for the award. The criteria can be obtained from the Office of Student Development Services on each campus.

ACADEMIC HONORS & RECOGNITION

Degrees and certificates with honors are conferred in accordance with the following grade point averages:

CERTIFICATES

GPA	Distinction
3.5 to 4.00.....	Graduation with Distinction

ASSOCIATE DEGREES

GPA	Distinction
3.90 to 4.00.....	Summa Cum Laude/ With Highest Honors Magna Cum Laude/ With High Honors
3.70 to 3.89.....	Cum Laude/ With Honors
3.50 to 3.69.....	

THE GREEN-KNIGHT TECHNICAL AWARD OF EXCELLENCE

This award is presented annually to an outstanding student graduating from a certificate program. The recipient is selected by a screening committee, based on criteria establish for the award. Criteria for this award may be obtained from the Office of Student Development Services.

WHO’S WHO AMONG STUDENTS IN AMERICAN JUNIOR COLLEGES AWARDS

These awards are presented annually. Students selected have distinguished themselves in scholarship, community service and extracurricular activities for inclusion in the national publication.



NEW STUDENT ORIENTATION & REGISTRATION

WILDCAT WELCOME

New students are required to attend the New Student Orientation session prior to regular registration at Bishop State Community College. This session is designed to acquaint students with college life and the academic environment, advisement process, policies and procedures, student services, and extracurricular activities available on campus.

It also includes placement testing, introductory to academic programs and requirements, selection of a major field of study, and advisement on class schedule preparation and registration. This is a great opportunity to select classes and complete registration prior to the first day of regular registration.

Orientation 101 – The Wildcat Way

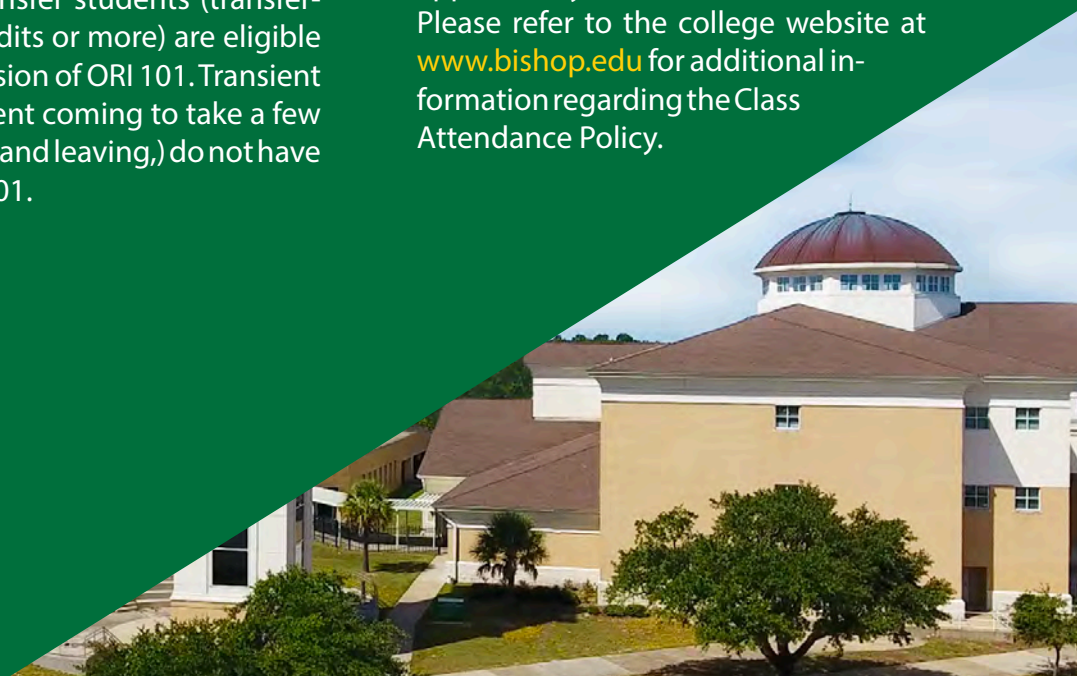
WHO SHOULD ENROLL?

All new students to Bishop State are required to enroll in ORI 101 (regardless of major or program length or duration) or status (new student, transfer student). Transfer students (transferring in at least 12 credits or more) are eligible to take the online version of ORI 101. Transient students (those student coming to take a few courses at the college and leaving,) do not have to take Orientation 101.

CLASS ATTENDANCE POLICY

Class attendance is strongly encouraged. Students are expected to attend all classes as scheduled and exercise regularity and punctuality in attendance.

Excessive absences may affect a student's final grade. Absences will be recorded for each class, and no absences will be considered excused. Absences are counted from the first day of the student's registration in the course. The attendance policy for classes on special schedules, such as the Health Related Programs, will be announced during the first class meeting by the respective departments. These attendance policies take precedence over any other policy. Students are responsible for all coursework from the first scheduled day of class. Students must abide by coursework and test makeup policy indicated in the course syllabus. Exceptions to any attendance policy will be made only for persons required to fulfill military duty, jury duty, or court witness obligations. Students must request approval for these exceptions in advance and provide documentation to the Admissions Office on the appropriate campus prior to the scheduled dates of absence. Exceptions must be approved by the Dean of Students. Please refer to the college website at www.bishop.edu for additional information regarding the Class Attendance Policy.





necessary schedule adjustments. In the event of inclement weather, which mandates that classes not be held, the Office of Public Relations will issue a statement on all local radio and television stations. Students should use their own judgment and not take unnecessary risks if they live in areas subject to flooding, tornadoes, and hurricanes.

EVENING & OFF CAMPUS CLASSES

Evening and off-campus classes are dependent upon sufficient enrollment. No guarantees are made by Bishop State Community College concerning the frequency of course offerings or the length of time needed to complete a program. If enrollment falls below required levels, it may be necessary for evening and off-campus students to enroll in day classes to complete their program of study. Evening classes are offered at all four campuses: Main, Baker-Gaines Central, Carver, and Southwest, and off campus classes are offered at the following sites: Alma Bryant High School, Baker High School, Citronelle High School, and McIntosh High School. Off-site campuses may vary based on course needs.

ASSIGNMENT OF INSTRUCTIONS

The assignment of instructors to classes listed in the semester schedule is tentative. The College reserves the right to change the instructor assigned to any class offered in the schedule.

FINAL EXAMINATIONS

Final examinations are required in all courses at the end of each semester. The dates for the final examinations for each semester are listed in the annual calendar located on the college website and each Semester Schedule of the Bishop State Class Schedule. All final examinations are proctored exams.

REGULAR REGISTRATION

The regular registration period for each semester is indicated in the college calendar and the booklet of scheduled classes. Instructions will be sent to new students prior to new student orientation. Counseling is available to new applicants who have questions concerning registration and course requirements. All students are expected to complete registration on the dates announced for registration. A student has not finalized enrollment until he or she has completed all requirements of registration and paid all tuition and fees. After students have registered, they are expected to attend all classes in accordance with their schedules beginning with the first scheduled day of classes.

CLASS SIZE

Classes at Bishop State Community College must have sufficient enrollment. Exceptions may be made for certain advanced level courses that follow a sequence and are offered not more than once per year.

CLASS CANCELLATION

Bishop State Community College reserves the right to cancel any class. When a class cancellation occurs, the student must see a counselor or advisor for any

TIPS FOR SURVIVING A CAMPUS SHOOTING

RUN! HIDE! FIGHT!

RUN:

When an active shooter is in your vicinity.

- If there is an escape path, attempt to evacuate
- Evacuate whether others agree or not
- Leave your belongings behind
- Help others escape, if possible
- Prevent others from entering the area

HIDE:

If evacuation is not possible, find a place to hide.

- Lock and/or blockade the door
- Silence your cell phone
- Hide behind large objects
- Remain very quiet

FIGHT:

As a last resort and only if your life is in danger.

- Attempt to incapacitate the shooter
- Act with physical aggression
- Improvise weapons
- Commit to actions

For information on recommended safety measures, visit www.bishop.edu.





“ I chose to attend Bishop State to honor my late grandfather after he passed away of cancer. It is because of him that I found out about Bishop and was able to complete my education after attending my first two years at another university.

– Kesseawa Dawson





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I chose Bishop State for several reasons: first, because it is a local historic urban college; second, because the college is accredited by the Southern Association of Colleges and Schools Commission on Colleges which means that not only can I earn my associates degree here, but my credits will also transfer to a four-year institution; and lastly, because it is affordable and has allowed me to participate in several extracurricular activities that make me a well-rounded individual.

– Jakala Dubose



GO WILDCATS!



Bishop State

A Great Place to **Start**™

Main Campus
351 North Broad St.
Mobile, AL 36603-5898
(251) 405-7088 or
(251) 405-7005

Carver Campus
414 Stanton Road
Mobile, AL 36617-3299
(251) 662-5361 or
(251) 662-5394

Baker Gaines Central Campus
1365 Dr. Martin Luther King, Jr. Ave.
Mobile, AL 36603-5362
(251) 405-4400 or
(251) 405-4457

Southwest Campus
925 Dauphin Island Parkway
Mobile, AL 36605-3299
(251) 665-4084