



# ESCC ENGAGE

NEW STUDENT ORIENTATION

[ESCC.EDU/ORIENTATION](https://escc.edu/orientation)



GO W 100 Hwy to Bayou Vista Mall Campus

GEORGE WALLACE DRIVE



# CAMPUS MAP

## 1 WALLACE HALL — WA

- Adult Education
- Business Office
- Campus Police
- Computer Information Science
- Dean of Instruction
- Division of Business
- Human Resources
- Information Desk
- Office of Instructional Effectiveness
- Office of the President
- Paralegal
- Workforce Development
- Practice Nursing

## 4 LOW STUDENT CENTER — LSW

- Library Services
- Souls Center
- Transfer and Career
- Tutoring
- Early Childhood Education
- Trading Center
- Veterans Resource Center
- Admissions/Recruitment

## 5 FORESTER HALL — FO

- Division of Fine Arts
- Harbor Gallery
- ESCC Foundation Theater

## 6 LOVELLY HALL — LO

- Athletic Offices
- Basketball
- Baseball
- Softball
- Volleyball
- Golf
- Cross Country

## 7 TALMADGE HALL — TA

- Corner Gallery
- Division of English, Foreign Language, and Communications
- Department of History and Social Sciences

## 8 TRACK

## 9 BASEBALL/SOFTBALL COMPLEX



**ENTERPRISE STATE**  
COMMUNITY COLLEGE

600 Plaza Drive  
Enterprise, AL 36033  
(334) 347-2623  
esc.edu

# A MESSAGE FROM THE PRESIDENT

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At ESCC, you can be sure that your education and training are preparing you for a bright future.

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Welcome to Enterprise State Community College! My name is Daniel Long, and I have the honor of serving as your President. I am sure I speak for everyone here on campus when I say that we are so excited that you chose to begin your future here with us. You are officially a Boll Weevil!

The mission of Enterprise State is to provide you with high-quality education and training that will lead you to success while providing you with a full college experience. Our faculty and staff take pride in our personal approach to serving the “whole student,” and we strive to meet the intellectual, social, cultural, and creative needs of our students while they are part of our ESCC family.

At ESCC, you can be sure that your education and training are preparing you for a bright future. We offer you a variety of ways to get where you want to be, from our certifications, to our short-term certificates that help you get to work faster, to our associate degree options. You can take one class or a full load. You can learn in our classrooms and labs, or you can take courses online. No matter your path, I hope you are able to achieve your educational and professional goals with us.

I look forward to seeing your success. If I can be of assistance in any way, please do not hesitate to visit my office in the Wallace Administration Building or to email me at [dlong@escc.edu](mailto:dlong@escc.edu). You can also contact me via phone at 334-347-2623 ext. 2262.

Boll Weevil Proud,

A handwritten signature in dark ink that reads "Daniel Long". The signature is fluid and cursive, with the first name and last name clearly distinguishable.

Daniel Long  
ESCC PRESIDENT

## APPLYING FOR FINANCIAL AID AT ESCC IS EASY!

# Financial Aid

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Students (and parents of dependent students) should apply online at <https://studentaid.gov/fsa-id> to request a FSA ID in order to sign their FAFSA electronically. Dependent students are those under the age of 24 who are not married, have no legal dependents, are not veterans, and are not orphaned.

### FINANCIAL AID APPLICATION CHECKLIST

1. Complete the Free Application for Federal Student Aid (FAFSA) online at **studentaid.gov**. The school code for Enterprise State Community College is 001015. ***The FAFSA must be completed each year to receive federal student aid.***
2. The FAFSA must be completed to apply for all federal and state need-based programs as well as some Veterans Education Benefits programs for each academic year. These programs include the Federal Pell Grant Program, the Federal Work-Study Program, the Federal Direct Loan Program, the Alabama Student Assistance Program, and the Alabama GI Dependent Scholarship Program.
3. Complete all admissions requirements, including providing all official high school/college transcripts. The Financial Aid Office will receive all FAFSA information to advise you approximately 3-5 days after all admissions paperwork has been completed.
4. Once you receive notice (usually by email) that your FAFSA has been processed, you will receive an additional email regarding your award notification. You must log into your MyESCC student portal at **escc.edu/myescc** to accept student loans. A master promissory note and loan entrance counseling are required to receive a student loan. Both the master promissory note and loan entrance counseling can be completed by logging into **studentaid.gov**.
5. Students receiving Veterans Education Benefits must submit their Certificate of Eligibility. A VA Certification Request Form must be submitted each semester at [escc.edu/va-certification](http://escc.edu/va-certification).
6. Please submit all questions to [financialaid@escc.edu](mailto:financialaid@escc.edu) or [va@escc.edu](mailto:va@escc.edu).



# HOW TO REGISTER FOR CLASSES AT ESCC

## LOCATING YOUR STUDENT ID#

To find your Student ID#, go to [escc.edu/myescsc](https://escc.edu/myescsc). Under the Student Tab, click on the Student Landing Page link and then click on Student Profile. Your Student ID# will be displayed next to your name on this page. Do not share this ID with anyone else.

## REGISTER ONLINE

1. Go to the [escc.edu/myescsc](https://escc.edu/myescsc).
2. In the User ID box, enter your Student Email.
3. In the Password box, enter !ESCC + your 6 digit birthdate (MM/DD/YY).
4. Click the Student Landing Page link under the Student tab.
5. Select Registration.
6. Click on Register for Classes and select the term.
7. Search for classes or click on the Enter CRNs tab and enter the five digit call/section number associated with the course.
8. When all classes are selected, click Submit.
9. To pay for your classes, you will click back on the Student tab, select "Make Payments, Deposits, and Payment Plans," and then follow the prompts.

## INSTRUCTIONS TO REGISTER

Students who have earned 30 hours or more at Enterprise State Community College are eligible for priority registration. All freshman students are unauthorized from registering until they have met with an advisor or attended an orientation session.

## ADVISING INSTRUCTIONS FOR ENROLLING ONLINE

1. Obtain your degree plan from MyESCC by clicking on the Degree Works link under the Student tab. Follow your degree plan carefully, and read all class requirements on your Alabama Transfers articulation guide. Obtain an Alabama Transfers contract at this website: [alabamatransfers.com](https://alabamatransfers.com).
2. Prepare a tentative class schedule listing the proper course titles, class times, dates, and five-digit call numbers (CRN) that you will use to register.
3. Meet with our advising team to discuss your proposed class schedule for the upcoming semester.

We have many  
services to  
support you  
academically.

# Boll Weevil Central

## Student Success, Counseling, & Tutoring Services

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The BWC Success Team and Tutoring Services is located in Boll Weevil Central (BWC) at the Enterprise Campus in Snuggs Hall. Our team is dedicated to helping ESCC students achieve their goals by providing guidance and resources for academic success, making career plans, engaging on campus, and more.

Our BWC staff can assist you with:

1. Tutorial services for general studies, including math, English, and science
2. Renting a laptop for the semester
3. Career planning and goal setting with a Success Coach
4. Course selection and registration for your program of study
5. Transfer information and requirements after graduating from ESCC
6. Guidance regarding college policies, such as dropping classes, GPA calculation, changing your major, academic referrals from instructors if you need to improve classes, and more
7. Getting involved on campus by joining clubs or attending student activities on campus
8. Crisis prevention, learning techniques, and how to get help
9. Providing support services and community resource information for personal needs, such as counseling, food assistance, family services, and other public assistance programs
10. ADA accommodations for students with disabilities
11. Math and English placement testing for certifications and/or program admission

Reach a BWC staff member today at 334-347-2623 or email [advising@escc.edu](mailto:advising@escc.edu).

### TOP 5 TIPS FOR A GREAT ESCC FRESHMAN EXPERIENCE

**1. GET INVOLVED ON CAMPUS-** Joining a club or attending student activities is one of the best things a student can do to become knowledgeable about resources that will help them on campus and get to know other students, instructors, and staff. Statistically, students who are involved on campus are more successful in school. Visit [escc.edu/student-life](http://escc.edu/student-life) to learn more about student organizations and activities.

**2. PAY ATTENTION TO DEADLINES AND USE THE ESCC WEBSITE-** Our website, [escc.edu](http://escc.edu), has pages of information that is helpful. Visit the Students section of our website to see a list of the most important links to help you, including the Academic Calendar, Registering for Classes, Clubs & Organizations, and more. Check out [escc.edu/students](http://escc.edu/students) to learn a little about a lot of things at ESCC.

**3. CHECK YOUR SCHOOL & CANVAS EMAIL-** Email is the **#1 way** an instructor or ESCC staff member will try to reach a student. If you don't check your email, there is a good chance you will miss something very important. Visit [escc.edu/information-technology](http://escc.edu/information-technology) to learn about technology and contact [distancelearning@escc.edu](mailto:distancelearning@escc.edu) to learn about distance learning (online) services at ESCC.

**4. ACCESS YOUR MYAPPS DASHBOARD-** Access everything ESCC through MyApps! Enterprise State is now using Microsoft MyApps for single sign-on. Once logged in, students can access all online ESCC services, including their school-provided email, Canvas account, and Microsoft Office 365. All programs can be accessed from one convenient dashboard. Visit [escc.edu/myapps](http://escc.edu/myapps) for more information.

**5. APPLY EARLY AND DON'T BE AFRAID TO ASK QUESTIONS! -** Good communication will result in a great understanding of what you need to know each semester. That includes asking advisors questions about what to expect, communicating with your instructors, and applying early for financial aid and scholarships. Asking good questions is the best way to make a successful semester and not waste time and money. Financial aid, scholarships, and registration dates are all set up well in advance to assure that you get the classes, the money, and all the things you need for a great start. Ask us at [advising@escc.edu](mailto:advising@escc.edu) or drop by the BWC for any question that comes up that you need help with. If you aren't sure about something, just ask. We are happy to help you!

# Student Information Technology Guide

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All online ESCC services are accessible through the student dashboard at [myapps.microsoft.com](https://myapps.microsoft.com). Students will use their MyESCC account login information to sign in. Be sure to have your cell phone available when you are signing in.

## MyESCC (Student Info Center)

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MyESCC contains information that pertains to grades, schedules, and financial aid. You can access MyESCC by going to [escc.edu/myescc](https://escc.edu/myescc) or visiting [myapps.microsoft.com](https://myapps.microsoft.com). To sign in to your MyESCC account and your MyApps student dashboard, you will use your student email (first initial + last name + MMDD of birth@[student.escc.edu](mailto:student.escc.edu)) as the user name. Your password will be !ESCC + your 6 digit birthday (MMDDYY).

## Canvas

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ESCC uses Canvas as its Learning Management System (LMS) for all distance learning courses. This is where you will complete online assignments (including attendance verification assignments), have access to online tutoring, and more. You will be able to access your Canvas account through the student dashboard at [myapps.microsoft.com](https://myapps.microsoft.com). To access your Canvas courses and assignments, log into the student dashboard with your MyESCC information. If you do not have access to a fully online course on the first day, send an email to [distancelearning@escc.edu](mailto:distancelearning@escc.edu).

## Office 365

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ESCC is happy to provide Office 365 to students for free. As with other ESCC services, you can access all Office 365 products through your student dashboard at [myapps.microsoft.com](https://myapps.microsoft.com). Students will not only be able to access files online, but they will also be able to download and install Office 365 on five different devices, including Windows PCs, Apple computers, iOS devices, and Android devices. For more information go to [escc.edu/myapps](https://escc.edu/myapps).

## IT Help Desk Procedure

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Our goal is to provide the best service possible in a timely manner, so we have implemented a ticketing system called Freshworks. To obtain IT help:

1. Either send an email to [helpdesk@escc.edu](mailto:helpdesk@escc.edu). This will automatically create a ticket in our system.

**OR**

2. Go to [myapps.microsoft.com](https://myapps.microsoft.com) and login using your MyESCC login information. Select the Help Desk icon. Select "Sign in with Google" on the right hand side of the page and allow access to your ESCC account.

# Student Information

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Canvas:  
distancelearning@escs.edu

Technology  
helpdesk@escs.edu

Advising:  
advising@escs.edu

Tutoring:  
dpound@escs.edu

## ATTENDANCE VERIFICATION

Attendance verification is **REQUIRED** at the beginning of each semester for all students enrolled in courses at Enterprise State Community College. Students who do not complete attendance verification will be dropped from the official course roll, their financial aid will be affected, and they will be required to request approval from their instructor to be added back to the class. This approval is **NOT** guaranteed.

- Attendance verification for face-to-face courses is physical attendance in the classroom during the first week of classes.
- Attendance verification for online courses is the completion of the attendance verification quiz in each online course.
- Attendance verification for hybrid courses is physical attendance in the classroom during the first week of classes. According to the instructor, students may also be required to complete an attendance verification quiz online as well.

For more information regarding classroom attendance or the completion of the quiz, students should review each course's syllabus.

### MAKE A PAYMENT:

1. Log into your MyESCC account. Select Student.
2. Select Student Landing Page. Select Make Payments, Deposits, and Payment Plans.

### VIEW YOUR SCHEDULE:

1. Log into your MyESCC account. Select Student.
2. Select Student Landing Page. Select Registration.
3. Select View Registration Information.

### REQUEST A LAPTOP:

1. Go to [www.escs.edu/laptop](http://www.escs.edu/laptop) Complete & submit form.
2. Visit Boll Weevil Central to complete agreement paperwork and pick up laptop.
3. Don't forget laptops must be returned at the end of the semester!

# ADA Services

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The purpose of ADA Services is to facilitate reasonable and appropriate academic accommodations to college students with disabilities. Enterprise State Community College offers services and has staff members on each of our campuses and sites. All personnel are equipped and eager to assist you.

## Admission

The Admissions Office handles all applications for admission to Enterprise State Community College. Admission standards are described in the College Catalog/Student Handbook. College admission is not affected by a disability. DO NOT send disability documentation with your application for admission. Comprehensive documentation of your disability should be delivered to the ADA Services staff member at the ESCC location you plan to attend or are currently attending.

## What is ADA Services?

The program provides reasonable accommodations and services for qualified students with documented disabilities.

## What qualifies as a disability?

The Americans with Disabilities Act (ADA) of 1990 defines a disability as a “mental or physical impairment which substantially limits one or more major life activities.” Walking, eating, talking, breathing, writing, listening, learning, etc. are all examples of major life activities. If you have a documented physical or mental impairment, you may be entitled to certain accommodations under the ADA.

## What are “reasonable accommodations and services”?

Reasonable accommodations and services may include priority registration, extra time on tests, special seating arrangements, assistance with class notes, and/or alternate format materials, such as tape recorders, large print, etc. Accommodations and services are designed to meet the individual needs of the person with the disability.

## How do I document a disability?

Specific information on documenting a disability can be obtained from any ADA Services staff member or by completing the ADA Services form at [esccl.edu/ada-form](http://esccl.edu/ada-form).

## If I had an Individualized Educational Plan (IEP) or 504 Plan in high school, can this be my documentation?

These documents may be valuable sources of information. However, neither one can serve as the sole documentation of a disability. Documentation must come from a qualified professional with expertise in the areas of your disability. Documentation must be no more than three years old in most cases.

## What role will my parents play while I am in college?

The Family Educational Rights and Privacy Act (FERPA) legally recognizes students age 18 or over as adults. In college, it is the student’s responsibility to provide disability documentation and request accommodations and services. The Family Educational Rights and Privacy Act also prevents the College from sharing information with parents unless you sign a release giving us permission.

## Will my instructors or advisors know about my disability?

The ADA Services office will maintain a confidential file with official documentation of your disability. Access to this information is strictly limited. The College will provide you with an ADA Services Instructor Notice. This notice contains no specific information about your disability, and there is no need for you to discuss your disability with any of your instructors. If an instructor asks about your disability, please refer him or her to the DSS Office, and then notify the DSS Office.

### Enterprise Campus:

Ms. Dava Foster,  
ADA Compliance Officer  
Phone: 334-347-2623, ext. 2293  
TDD: 800-548-2546  
Fax: 334-347-5569  
Email: [dfoster@esccl.edu](mailto:dfoster@esccl.edu)

### Ozark Campus:

Ms. Valeria Pryor  
Phone: 334-347-2623, ext. 3657  
Fax: 334-774-6399  
Email: [vpryor@esccl.edu](mailto:vpryor@esccl.edu)

# Bookstore

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Location: LBW Student Center  
Phone: (334) 347-2623 ext. 2336/2278

When can I sell my books to the bookstore?  
Textbook BuyBack is conducted each term during finals on the Enterprise Campus. Dates and times will be listed on the calendar on the College website and announced on social media.

What is the ISBN/price for a certain book?  
Textbook information (ISBN, title, price, author, and edition) can be found using the link [escc.edu/bookstore](http://escc.edu/bookstore).

What can I purchase using my Pell Grant?  
Any item that is necessary for your course work can be purchased using your Pell Grant.

When can I use my Financial Aid (Pell Grant, Loan, WIA, VA, Scholarship, ect.) to purchase textbooks and supplies?  
Students can begin using their Financial Aid in the bookstore one week prior to the beginning of the term. Generally, you have about 10 days to use the funds unless you are enrolled in a second mini-term class.

What forms of payment do you accept?  
We accept Visa and MasterCard. We also accept money orders, personal checks, and cash.

## RETURN POLICY (RECEIPT IS REQUIRED FOR ALL RETURNS):

- **COURSE IS DROPPED:** Refund due only during the DROP/ADD period. Bring a copy of DROP/ADD slip along with receipt to the bookstore. Refund amount will be determined by condition of the textbook.
- **COURSE IS CANCELLED:** Full refund if the textbook is in new condition. Materials should be returned upon cancellation notice.
- **WITHDRAWALS:** A student who completely withdraws and who has purchased returnable textbooks and/or supplies from the bookstore is due a full refund if the materials are returned by the end of the third week of the term.

## NOTICE TO ALL-IN PROGRAM PARTICIPANTS:

- All rented materials must be returned to the bookstore within 3 days when a course is dropped/added, cancelled, withdrawn, or the term has ended. If rented materials are not returned within the allotted time, a hold will be placed on the student's account and the student may be responsible for extra textbook charges.

## NOTICE TO ALL PELL GRANT RECIPIENTS:

- If anticipated Pell Grant proceeds are used to charge textbooks and/or supplies from the bookstore and a student completely withdraws from classes, it is that student's responsibility to return all textbooks and materials to the bookstore within 20 days, or the student will owe for those charges.
- **DO NOT REMOVE SHRINK WRAP** from new textbooks until you go to class! Schedules change and classes can be canceled! There is a \$15 fee for return on any shrink wrapped textbooks that have been opened. This fee **CANNOT** be covered by financial aid.



# Bookstore - **ALL-IN Textbook Rental Program**

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The ALL-IN Program is designed to significantly reduce the cost of textbooks for students. A textbook fee will be billed to the student's account at registration.

## **AFFORDABILITY**

The ALL-IN Program fee is \$25 per credit hour. This fee allows students to receive a significant savings compared to the national average (47%).



## **PEACE OF MIND**

The ALL-IN Program provides students the opportunity to receive textbooks on or before the first day of class.



## **DELIVERY PREFERENCE**

The ALL-IN Program allows students to choose their delivery preference (in-store pickup or shipped directly to them).



## **PARTICIPATION**

Participation is EASY! Students are automatically enrolled in the ALL-IN Program when they register for classes.



## **ADDITIONAL INFORMATION**

- This is NOT an increase in tuition, just a more affordable way to purchase textbooks.
- Students may opt-out; however, remaining in the program has financial benefits.
- Opt-out must occur prior to any tuition payment being made or financial aid disbursement.
- If textbooks are covered under your financial aid, the ALL-IN fee will be covered as well.
- Some programs, such as Aviation, Avionics, Mechatronics, and Nursing, are exempt from the All-In Program.
- If an academic course does not REQUIRE a textbook, the ALL-IN fee will NOT be billed to that course.
- All REQUIRED course materials, EXCEPT specialty kits, will be covered by the ALL-IN fee.

# Campus Police

The Enterprise State Community College Campus Police strive to provide security to the College, to protect life and property, to maintain an efficient traffic control and parking system, to prevent crime, and to serve the College community. Campus Police has a ZERO TOLERANCE policy on illegal narcotics/drugs on campus. Learn about all Campus Police services at [esc.edu/campus-police](http://esc.edu/campus-police).

## CAMPUS PARKING REGULATIONS

The College provides designated on-campus parking areas to accommodate as many vehicles as possible. Certain rules and regulations are necessary to ensure maximum utilization of the areas. The use of an automobile on campus is considered a privilege, not a right. **ALL VEHICLES PARKED ON THE ESCC CAMPUS ARE REQUIRED TO HAVE A PARKING PERMIT/DECAL.** Decals are available in the Campus Police Office located in Wallace Administration Building upon completion of a Vehicle Registration Form, located at [esc.edu/campus-police](http://esc.edu/campus-police).

THE FOLLOWING REGULATIONS HAVE BEEN ESTABLISHED FOR EVERYONE'S SAFETY:

1. Students, faculty, and staff must park in their designated areas.
2. Faculty members may not excuse citations or give students permission to use faculty areas.
3. Parking in a loading or no-loading zone is prohibited.
4. Traffic signs must be obeyed.
5. Speed on campus roads is limited to 20 mph and 10 mph in parking lots. Any speed not safe for conditions of the road, including vehicular and pedestrian congestion, is prohibited.
6. All parking lots are "one way" zones.
7. All parking will conform to marked-off areas. All parallel parking will be within 12 inches of the curb.
8. Driving or parking on the grass, sidewalks, or crosswalks and parking on the yellow curbing is prohibited at all times.
9. Double parking is prohibited at all times.
10. Motorists must yield to pedestrian crosswalks.
11. Vehicles are not to be left on campus after school hours without first checking with campus police.
12. Do not leave valuables clearly visible in unattended vehicles. Vehicles should be LOCKED.

Each violation will result in a citation, and a fine may be assessed. Any student, staff, or faculty member who wishes to discuss and/or appeal a traffic/parking citation can complete the Traffic and Parking Ticket Appeal Form found at [esc.edu/traffic-appeal](http://esc.edu/traffic-appeal) within five school days. If not, the right of appeal is waived. Individuals shall have their appeals processed within thirty days of the date of the citation.

## EVENING /NIGHT STUDENT PARKING

Students may park in any space on campus except for those marked RESERVED, HANDICAPPED, and VISITORS. NO PARKING in the Administration parking lot.

## FINES: ALL TRAFFIC FINES ARE \$15

All traffic/parking fines are paid at the Business Office during regular business hours. All fines are payable within five school days from the date of the citation. Failure to pay fines may result in grades/transcripts being held and/or further enrollment denied.

THE FOLLOWING ARE VIOLATIONS THAT MAY RECEIVE A FINE:

- Failing to obey officer/signal.
- Unauthorized parking in handicapped area
- Unauthorized parking in faculty area
- Parking in no parking zone/yellow curb
- Traveling wrong way in one-way zone
- Disregarding stop sign
- Failing to yield right-of-way
- Parking over line
- Exceeding speed limit

## ADDITIONAL CAMPUS POLICE POLICIES

- See something – Say Something
- Crisis Intervention
- Avoid, Deny, Defend for Active Attack
- **STUDENT ID CARDS ARE MANDATORY**

## IF YOU NEED HELP

Campus Police Officers can be contacted on the Enterprise Campus by dialing (334) 447-7564. The Chief of Police can be contacted by dialing (334) 406-0504.



SCAN FOR  
VEHICLE  
REGISTRATION  
FORM

Alertus



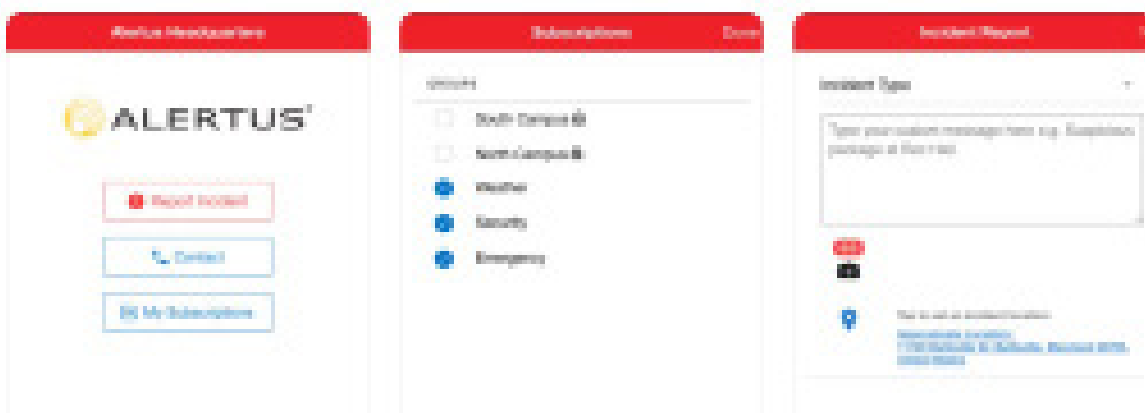
Cancel



Alertus +  
Utilities

★★★★☆ 14

OPEN



## ALERTUS INSTALLATION INSTRUCTIONS

The Alertus Recipient App allows users to not only receive push notifications but also quickly send geo-tagged incident reports to emergency management personnel via the panic button feature.

ALERTUS APPLICATION ONLY WORKS ON CAMPUS TO REPORT CRIMES AND INCIDENTS. IF OFF CAMPUS, YOU WILL NEED TO DIAL 911 FOR PROPER LAW ENFORCEMENT RESPONSE.

1. Go to your smartphone applications and search for ALERTUS +, the one with the yellow icon.
2. Once installed, the organization code is "enterprise" (all lower case).
3. Enter your student email address (yourname@student.esc.edu).
4. Open your email and confirm your account.
5. Click email verified within the app.
6. Allow Alertus to send you notifications.

7. Go to my subscriptions and select Enterprise or Ozark campus students.
8. Select profile and fill in the information: Name, Phone Number and Emergency Information (any medical alerts - allergies, issues, etc.)

### TO REPORT AN INCIDENT:

1. Click the Report Incident icon.
2. Click Incident Type and the appropriate Incident Type.
3. In the message field, type a description AND LOCATION of incident.
4. You may take a photograph (helpful if it is a suspicious person, vehicle, or package).
5. Click Send and Confirm Send.

# COLLEGE TERMS

- **ACADEMIC PROBATION** – Students are placed on academic probation when they are in danger of being dismissed from school because of their low grades. (Students are often put on probation if their GPA is below a 2.0.)
- **ARTICULATION AGREEMENT** – This is, most often, an agreement between a community college and a four-year college regarding which courses will transfer. STARS acts as the articulation agreement in Alabama.
- **ASSOCIATE OF ARTS DEGREE** – Students who complete a two-year transfer program receive this AA degree. No major is listed on the diploma.
- **ASSOCIATE OF SCIENCE DEGREE** – Students who complete a two-year transfer program receive this AS degree. No major is listed on the diploma.
- **ASSOCIATE'S IN APPLIED SCIENCE** – Students who complete a specific career two-year program consisting of vocational courses receive an AAS Degree.
- **BACHELOR'S DEGREE** – Students who have completed a four-year program receive a Bachelor's Degree.
- **BUSINESS OFFICE** – This office collects money for tuition, fees, fines, ect.
- **CERTIFICATE OF COMPLETION** – A certificate is awarded to students who have completed a one-year program.
- **SEMESTER CREDIT HOUR** – The number of credit hours assigned to a course indicates the number of hours the class meets each week. For example, a three hour course would normally meet for three hours a week (e.g., 9:10-11:05 MW). Lab classes are the exception; they generally meet for longer periods of time.
- **DROP/ADD** – Students have a limited number of days to drop or add a course. This can be done online.
- **ELECTIVE** – While students are required to take certain courses, they can choose or “elect” to take others. These courses, which also apply toward graduation, are called electives and will be listed in AREA V on your degree plan.
- **INCOMPLETE** – A Student whose grade is not complete at the end of the semester will receive a grade of “I” for the course. The student must make arrangements with the instructor to remove the incomplete within the first five days of the next semester. If no arrangements are made within the limit, the “I” will be changed to “F” in the Registrar's Office.
- **STUDENT DEGREE PLAN (SDP)** – The program sheet which lists your courses to be taken for your selected degree.
- **MAJOR** – a Major is the academic area that a student has chosen to study in-depth.
- **MINI-SESSIONS** – Classes meet Monday, Tuesday, Wednesday, and Thursday for 7 weeks or ½ the semester.
- **PREREQUISITE** – Sometimes students must take one course before they are allowed to take another. The first course is then considered a prerequisite. For example, ENG 101 is a prerequisite to ENG 102.
- **SEMESTER** – This refers to the way in which colleges divide up their academic year. Colleges on semesters usually divide their school year into two equal periods, and have an additional shorter summer term.
- **REGISTRATION** – Before the beginning of each term, students must sign up or register for classes and pay tuition and fees.
- **TRANSCRIPT** – A transcript is a copy of a student's cumulative academic record. It lists all courses, grades and credits.
- **TRANSFER OF CREDITS** – Students who attend an accredited college usually find that their credits will transfer to another college. It is, however, up to the school the student is transferring to, to decide whether or not they will accept credits from another college. While academic credits generally transfer, credits in career-oriented programs (e.g. Office Administration) usually do not.
- **TUITION** - Tuition is the amount that students must pay for academic instruction.

# ACADEMIC CALENDAR (FALL 2023-SPRING 2024)

## FALL SEMESTER 2023

*Last day to pay for pre-registration for Fall 2023 is August 15. Payment is due by 4:00 p.m. for registrations received prior to that time. After this date, all unpaid pre-registrations may be deleted each day at 4:00 p.m.*

August 12 - Open Date for Students (Advising, Fin Aid, Bus Ofc)  
August 17-18 - Registration Days  
August 19 - Open Date for Students (Advising, Fin Aid, Bus Ofc)  
August 21 - First Official Class Day (Full Term and 1st Mini)  
August 22 - Last Day to Drop/Add (Full Term and 1st Mini)  
August 22 - Payment Due for Registration by 4:00 p.m.  
August 24 - Attendance Verification Open (Full Term, 1st Mini)  
August 28 - Attendance Verification Due  
September 4 - State Holiday, Labor Day, College Closed  
September 29 - Last Day to Withdraw, 1st Mini  
October 11 - 1st Mini Exams (M/W classes)  
October 12 - 1st Mini Exams (T/Th classes)  
October 16 - Begin of 2nd Mini Term  
October 17 - Last Day to Drop/Add 2nd Mini Term  
October 19 - Attendance Verification Opens - 2nd Mini  
October 23 - Attendance Verification Due - 2nd Mini  
October 24 - 60% Title IV Tuition Adjustment Date

Oct. 31- Nov. 1 - Priority Registration begins for Spring Term  
November 2 - Open Registration begins for Spring Term  
November 10 - State Holiday, Veterans Day  
November 20-22 - Student Holidays, (State Professional Dev.)  
November 23-24 - State Holidays, Thanksgiving  
December 1 - Last Day to Withdraw (Full Term & 2nd Mini)  
December 8 - Last Class Day (Full Term and 2nd Mini)  
December 9 - Open Date for Students (Advising, Fin Aid, Bus Ofc)  
December 11-14 - Final Exams (Full Term and 2nd Mini)  
December 15 - Make-Up Exams  
December 18 - Grades Due  
December 19 - Last Faculty Duty Day  
December 20-21 - Duty Non-Instructional Personnel  
December 22 - State Holiday  
December 25 - State Holiday  
December 26-29 - Local Holidays

## SPRING SEMESTER 2024

*Last day to pay for pre-registration for Spring 2024 is January 3. Payment is due by 4:00 p.m. for registrations received prior to that time. After this date, all unpaid pre-registrations may be deleted each day at 4:00 p.m.*

January 1 - State Holiday  
January 2-5 - Faculty Duty Days  
January 4 - Local Professional Development  
January 4-5 - Registration Days  
January 6 - Open Date for Students (Advising, Fin Aid, Bus Ofc)  
January 8 - First Official Class Day (Full Term and 1st Mini)  
January 9 - Last Day to Drop/Add (Full Term and 1st Mini)  
January 9 - Payment Due for Registration by 4:00 p.m.  
January 11 - Attendance Verification Open (Full Term, 1st Mini)  
January 15 - State Holiday, King Birthday  
January 16 - Attendance Verification Due  
February 16 - Last Day to Withdraw, 1st Mini  
February 28 - 1st Mini Exams (M/W classes)  
February 29 - 1st Mini Exams (T/Th classes)  
March 1 - Midpoint of Full Term  
March 4 - Begin of 2nd Mini Term  
March 5 - Last Day to Drop/Add 2nd Mini Term  
March 7 - Attendance Verification Opens - 2nd Mini

March 11 - Attendance Verification Due - 2nd Mini  
March 12 - 60% Title IV Tuition Adjustment Date  
March 25-29 - (Spring Break)  
March 29 - Last Day to Apply for Graduation – NO EXCEPTIONS  
April 1 - Classes Resume/Faculty Return  
April 2-3 - Priority Registration begins for Summer & Fall Term  
April 4 - Open Registration begins for Summer & Fall Term  
April 9 - ESCC-Enterprise Campus Honors Day  
April 16 - AAC-Ozark Campus Honors Day  
April 19 - Last Day to Withdraw, Full Term & 2nd Mini  
April 26 - Last Class Day (Full Term and 2nd Mini)  
April 29 - May 2 - Final Exams (Full Term and 2nd Mini)  
May 3 - Make-Up Exams  
May 6 - Grades Due  
May 7-10 - Faculty Duty Days  
May 7 - GED Graduation  
May 9 - ESCC Graduation



# ENTERPRISE STATE

## COMMUNITY COLLEGE

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