

H. Councill Trenholm State Community College

Patterson Site
3920 Troy Highway
Montgomery, AL 36116

Trenholm Campus
1225 Air Base Blvd.
Montgomery, AL 36108

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Montgomery, AL 36108

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2020-2021 College Catalog and Student Handbook

Effective: Fall 2020

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

Equal Opportunity In Education and Employment

It is the official policy of the Alabama Community College System and H. Councill Trenholm State Community College that no person shall, on the grounds of race, color, disability, sex, religion, creed, national origin, age or any other protected class as defined by federal and state law be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program, activity, or employment.

This catalog is the official announcement of the program requirements and regulations of H. Councill Trenholm State Community College. The statements set forth in this catalog are for informational purposes only. The provisions of this document/publication are not to be regarded as an irrevocable contract between the student and the institution. The institution reserves the right to change any provision or requirement at any time within the student's term of attendance.

Message from the President



We welcome you to Trenholm State Community College! We are a comprehensive two-year community college that offers various short-term certificate and degree programs. We pride ourselves on delivering an affordable education to improve the overall quality of life of our community.

We accomplish this mission through building on our strengths of affordable tuition, small class sizes, hands-on training, highly credentialed faculty, dedicated and professional staff, and an ongoing commitment to providing excellence in all facets of education offered at Trenholm State.

Our catalog provides helpful information to begin your journey. Your opportunities are endless for a great career and Trenholm State is here to make your dreams a reality.

Sincerely,

A handwritten signature in blue ink that reads "Anita L. Archie". The signature is fluid and cursive.

Anita L. Archie
Interim President

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2020 - 2021 ACADEMIC CALENDAR

FALL SEMESTER 2020

Regular Semester and Mini Term A Classes Begin	August 14
Drop/Add and Registration Ends	August 20
Labor Day Holiday – College Closed	September 7
Last Day to Withdraw with an Automatic “W” (Mini Term A)	September 22
Midterm	October 8
Mini Term A Classes End	October 8
Mini Term B Classes Begin	October 9
Mini Term B Registration Ends	October 10
Spring 21 Priority Registration (30 credit hours or more)	October 20
Spring 21 Regular Registration (All Students)	October 27
Last Day to Withdraw with an Automatic “W” (Full Term)	October 29
Veterans Day Holiday – College Closed	November 11
Last Day to Withdraw with an Automatic “W” (Mini Term B)	November 20
Thanksgiving Holiday (No Classes)	November 23 – 27
Final Exams	December 8 – 10
Classes End	December 10
Christmas & New Year’s Holiday (No Classes)	Dec. 11, 2020 – Jan. 1, 2021
College Closed	Dec. 23, 2020 - Jan. 1, 2021

SPRING SEMESTER 2021

New Year’s Day Holiday – College Closed	January 1, 2021
Regular Semester and Mini Term A Classes Begin	January 8
Drop/Add and Registration End	January 12
Robert E. Lee/Martin Luther King Holiday – College Closed	January 18
Last Day to Withdraw with an Automatic “W” (Mini Term A)	February 10
Midterm	March 4
Mini Term A Classes End	March 4
Deadline to Submit Intent to Graduate Application	March 4
Mini Term B Classes Begin	March 5
Mini Term B Drop/Add and Registration Ends	March 8
Spring Break	March 15 – 19
Sum 21 Priority Registration (30 or more credit hours)	March 24
Sum 21 Regular Registration (All Students)	March 31
Last Day to Withdraw with an Automatic “W” (Full Term)	April 1
Last Day to Withdraw with an Automatic “W” (Mini Term B)	April 16
Final Exams	May 3 – 5
All Classes End	May 5
Commencement Ceremony	May 7

SUMMER TERM 2021

Classes Begin	May 19
Drop/Add and Registration End	May 20
Memorial Day Holiday – College Closed	May 31
Fall 21 Priority Registration (30 or more credit hours)	June 16
Midterm	June 23
Fall 21 Regular Registration (All Students)	June 23
Deadline to Submit Intent to Graduate Application	June 23
Independence Day Holiday – College Closed	July 5
Last Day to Withdraw with an Automatic “W”	July 8
Final Exams	July 27 – 29
All Classes End	July 29

History of Trenholm State

H. Councill Trenholm State Technical College was created through the consolidation of John M. Patterson State Technical College and H. Councill Trenholm State Technical College in April 2000. The Trenholm Campus was designated as the main campus of the combined institutions. Both institutions were accredited by the Council on Occupational Education, which granted approval for the merger in March 2002.

In December 2014, Trenholm State was granted initial accreditation by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) to award associate degrees. Transfer credit for eligible courses is retroactive to January 1, 2014.

In May 2015, H. Councill Trenholm State Technical College officially became H. Councill Trenholm State Community College.

Patterson Site

The John M. Patterson State Technical School was established as a result of the 1947 passage of Regional Vocational and Trade School Act 673 by the Alabama State Legislature. The Montgomery County Board of Revenue and the City of Montgomery purchased 43 acres of land at the junction of the Southern Bypass and U.S. 231 South in 1961. The school opened on September 4, 1962. Patterson was named a technical college by action of the State Board of Education in 1974.

Trenholm Campus

H. Councill Trenholm State Technical College was authorized by the Alabama State Legislature in May 1963. Construction was completed and classes began in August 1966, with the City of Montgomery and the Montgomery County Board of Revenue contributing to construction costs. The College was named for the late Dr. Harper Councill Trenholm, a past president of Alabama State University.

Organization and Administration

H. Councill Trenholm State Community College is a two-year public institution of higher education operating as part of the two-year Alabama Community College System (ACCS). The organization and administration of H. Councill Trenholm State Community College is under the supervision and direction of a Board of Trustees appointed by the Governor of the State of Alabama.

The ACCS Board of Trustees is composed of the Governor, who serves as chair by virtue of her elected office. The other board members are appointed from eight districts, with one state-wide member and an ex-officio liaison from the State Board of Education.

For the purpose of assisting the ACCS Board of Trustees in carrying out its authority and responsibilities for each of the colleges, a Chancellor is appointed who also serves as Chief Executive Officer of the Alabama Community College System (ACCS). The Chancellor serves at the pleasure of the ACCS Board of Trustees but it is customary for the Chancellor to have a multi-year contract.

The College President is appointed by the ACCS Board of Trustees and heads the College's organizational structure. Specific areas of operation include the following: Student Services; Instructional Services; Development Planning/Research; Finance and Administrative Services, and Information Technology. Each of these areas functions under the guidance of a Dean or Director who reports directly to the President. The President reports to the Chancellor and is responsible for operating the college within the ACCS Board of Trustees policies and all applicable state and federal laws. This organizational structure is in compliance with the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) as well as policies and guidelines of the ACCS Board of Trustees.

A College Advisory Council composed of representatives of area industry, business and management assists the Administration. The Council serves in an advisory capacity to the President in promoting the interest and general welfare of the College.

The Alabama Community College System Board of Trustees

Governor Kay Ivey	President	Alabama State Capitol 600 Dexter Avenue Montgomery, AL 36130
Mr Al Thompson Chairman	District 1	307 Hand Avenue Bay Minette, AL 36507
Mr. John Mitchell	District 2	206 Aberdeen Avenue Enterprise, AL 36330
Mrs. Susan Foy	District 3	423 Auburn Drive Alex City, AL 35010
Mr. Matthew Woods	District 4	3103 Old Birmingham Hwy Jasper, AL 35501
Ms. Crystal Brown	District 5	P.O. Box 2003 Decatur, AL 35602
Mr. Milton Davis Vice Chairman	District 6	P.O. Box 43412 Birmingham, AL 35243
Mr. Chuck Smith	District 7	P.O. Box 29 Demopolis, AL 36732
Mr. Blake McAnally	Member-at-Large	P.O. Box 2419 Decatur, AL 35602
Mr. Jeffery Newman	Ex-Officio State Board of Education	P. O. Box 266 Millport, AL 35576

Alabama Community College System (ACCS)

Mr. Jimmy Baker	Chancellor	135 South Union Street Montgomery, AL 36104
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Introduction to the College

Trenholm State Community College serves as an educational and economic asset for the state of Alabama by offering associate degrees and certificate programs that prepare students for further education, fulfilling careers and life-long learning. Our students reflect our diverse local and global community, and the College integrates the strengths of many cultures, age groups, lifestyles and learning styles into the life of the institution. The College provides inclusive and affordable access to higher education, supports the success and achievements of all students, and maintains vibrant partnerships and pathways with educational institutions, community organizations, and local businesses and industries. The College is part of the Alabama Community College System (ACCS), a statewide system of postsecondary colleges governed by the ACCS Board of Trustees.

The College operates two campuses, the Patterson Site and the Trenholm Campus, and provides educational services for Montgomery and the surrounding area.

H. Council Trenholm State Community College is authorized by the State of Alabama to provide vocational, technical, academic, and lifelong educational opportunities; promote economic development; and enhance the quality of life for the people of central Alabama. The College operating as a single entity, integrating all programs and services where feasible into a single delivery system, is committed to providing comprehensive academic and technical services to its community.

Through its open door admission policy and special recruitment efforts, H. Council Trenholm State Community College helps multitudes of disadvantaged students obtain real educational opportunities, offering promising students a better beginning. The college's efforts are focused by its mission and vision statements and guided by the values and goal statements developed and reviewed regularly by its employees as part of the college's annual planning process.

Vision

Through our commitment to educational excellence, students will be prepared to meet the challenges of a global society and the college will serve as the region's leading catalyst for economic and workforce development.

Mission

Our mission is to provide comprehensive and accessible educational opportunities, including academic transfer and technical programs, designed to promote economic development, enhance workforce development, and improve the quality of life for the community.

Goals

Student Success Pathways

GOAL 1: Trenholm State Community College will increase efforts to provide programs and services that enhance active learning to ensure achievement of students' educational and career goals.

Workforce Pathways

GOAL 2: Trenholm State Community College will ensure that academic, career and technical degrees, certificates and credentials result in marketable student employment by strengthening career pathways, ensuring curricular relevance and expanding partnerships

Transfer Pathways

GOAL 3: Trenholm State Community College will provide clear and direct educational pathways by delivering flexible, relevant and quality transfer programs and related support services that result in a seamless transfer to four-year institutions.

Institutional Growth and Sustainability

GOAL 4: Trenholm State Community College will maintain financial stability and expand infrastructure and technology to establish state-of-the-art learning environments that facilitate career development and student success.

Values

Trenholm State Community College administrators, faculty and staff embody the highest academic and institutional commitment to students and the community by exhibiting the following 13 values:

1. **Academic rigor:** We are committed to standards of academic rigor that assures students a high-quality education that fosters personal and intellectual growth for productive careers and meaningful lives.
2. **Access:** We promote an accessible and affordable education designed to optimize opportunities for student participation.
3. **Accountability:** We create an accountable environment that continually builds an exceptional community college through shared governance, collaboration, and a commitment in the delivery of our mission.
4. **Communication:** We encourage dialogue and the freedom to have an open exchange of ideas for the common good.
5. **Diversity:** We recognize and value diversity in its many forms as a representation of the richness of the human experience.
6. **Excellence:** We set and model high standards for students and our faculty, staff, administrators, and community partners.
7. **Innovation:** We strive to be a creative and inquisitive community based on the pursuit of knowledge, wisdom, and discovery.
8. **Integrity:** We hold ourselves accountable to the communities we serve and seek to model personal and intellectual integrity in all we do.
9. **Leadership:** We are committed to identifying the unique strengths of our faculty and staff by encouraging leadership and supervision that recognize individuals who utilize their talents in support of our students.
10. **Life-long learning:** We are committed to promoting the educational growth and development of all individuals through a variety of postsecondary professional, technical, and academic programs and services.
11. **Professionalism:** We value professionalism through our clear sense of commitment, perspective and direction.
12. **Quality-driven:** We are dedicated to a supportive learning community that uses learning outcomes to measure success and guide innovative curricular and program improvements to meet individual and group needs.
13. **Student success:** We are committed to the success of our students by adhering to the highest levels of academic and professional standards.

College Service Area

The College service area consists of primarily a six county area located near the center of the State of Alabama. The service area includes the area of Macon County, west of a line drawn north to south through the city of Franklin; Elmore County, excluding correctional education and the Central Alabama Community College site in Tallassee; Montgomery County; the area of Bullock County, west of a line drawn north to south through the city of Union Springs; Lowndes County and Autauga County, in cooperation with Wallace Community College-Selma. The area consists of urban, suburban, and rural populations.

College Operating Hours

Normal Office Hours shall be:

7:30 a.m. - 5:30 p.m. Monday - Thursday
7:30 a.m. - 11:30 a.m. Friday
as needed on Saturday - Sunday

Accreditation and Certifications

H. Councill Trenholm State Community College is presently accredited by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC), 1866 Southern Lane, Decatur, Georgia 30033-4097, 404-679-4500.

In addition, individual programs are accredited, licensed or certified by the following agencies:

Automotive Service	National Automotive Technician Education Foundation (NATEF) 101 Blue Seal Drive – Suite 101 Leesburgh, VA 20175 (703) 669-6650 www.natef.org
Computer Information Systems	Cisco Certified Network Associate (CCNA) CISCO Systems, Inc. 170 West Tasman Drive San Jose, CA 95134 (800) 553-6387
Cosmetology	Alabama Board of Cosmetology PO Box 301750 Montgomery, AL 36130-1750 (334) 242-1918
Culinary Arts	American Culinary Federation (ACF) 180 Center Place Way St. Augustine, FL 32095 1-800-624-9458
Dental Assisting	American Dental Association Commission on Dental Accreditation (ADA) 211 East Chicago Avenue Chicago, IL 60611-2678 (312) 440-2500
Ultrasound (Diagnostic Medical Sonography)	Commission on Accreditation of Allied Health Education Programs (CAAHEP) 25400 US Highway N, Suite 158 Clearwater, FL 33763 (727) 210-2350
Emergency Medical Services	The Emergency Medical Services Program is accredited by the Commission on Accreditation of Allied Health Education Programs (www.caahep.org) upon the recommendation of the Committee on Accreditation of Educational Programs for the Emergency Medical Services Professions (CoAEMSP). Commission on Accreditation of Allied Health Education Programs 25400 US Highway 19 N., Suite 158 Clearwater, FL 33763 727-210-2350 www.caahep.org To contact CoAEMSP: 8301 Lakeview Parkway Suite 111-312 Rowlett, TX 75088 214-703-8445 FAX 214-703-8992 www.coaemsp.org

Medical Assisting	<p data-bbox="667 113 1401 268">Commission on Accreditation of Allied Health Education Programs (CAAHEP) 25400 US Highway N, Suite 158 Clearwater, FL 33763 (727) 210-2350</p> <p data-bbox="667 289 1401 470">Medical Assisting Education Review Board (MAERB) A CAAHEP Commission on Accreditation 20 North Wacker Drive Suite 1575 Chicago, IL 60606 (312) 899-1500</p>
Practical Nursing	<p data-bbox="667 527 1401 682">Alabama Board of Nursing RSA Plaza, Ste 250 770 Washington Avenue Montgomery, AL 36104 (334) 293-5200</p> <p data-bbox="667 703 1401 875">Accreditation Commission for Education in Nursing (ACEN) Formerly NLNAC, National League for Nursing Accrediting Commission, Inc. 3343 Peachtree Road NE, Suite 850 Atlanta, Georgia 30326 (404) 975-5000</p>

Buildings and Facilities

Trenholm Campus 1225 Air Base Blvd

Building A/B	President's Office Business Office Human Resources Practical Nursing Registered Nursing
Building C	Health Services Simulation Lab Career Center Music Department
Building D	Student Center
Building E	Emergency Medical Services Executive Vice President Dean of Instructional Services
Building F	Admissions & Records Cashier Dean of Students Enrollment Management Financial Aid Student Success Center Testing
Building G	Vacant
Building H	Diagnostic Medical Sonography (Ultrasound) Medical Radiologic Technology Respiratory Care Therapy
Building I	Child and Human Development
Building J	Dental Assisting Medical Assisting

Library Tower 3086 Mobile Highway

1st Floor	Library
2nd Floor	Archival Display Architectural & Engineering Design Business Administration
3rd Floor	Accounting General Business Office Administration
4th Floor	Dean of Development Information Technology Institutional Effectiveness Title III Offices Upward Bound

Downtown Site Renasant Bank Building 8 Commerce Street

Culinary Arts
Hospitality Management

Joseph Dickerson Education Center 3085 Mobile Highway

General Education

Patterson Site 3920 Troy Highway

Building B	General Education Student Success Center (Rm 133)
Building D	Auditorium Dean of Workforce Development Admissions & Records Financial Aid Cashier
Building E	Computer Information Systems Air Conditioning / Refrigeration Library
Building F	Continuing Education Workforce Dev Apprenticeship Precision Mechining
Building G	Automotive Service
Building H	Welding
Building I	Maintenance Department
Building J	Adult Education
Building K	Graphic Design
Building L	Diesel Mechanics
Building M	Electrical Robotics/Mechatronics
Building N	Automotive Collision Repair
Building Q	Automotive Manufacturing & Automation Industrial Systems & Automation

Service Occupations Building

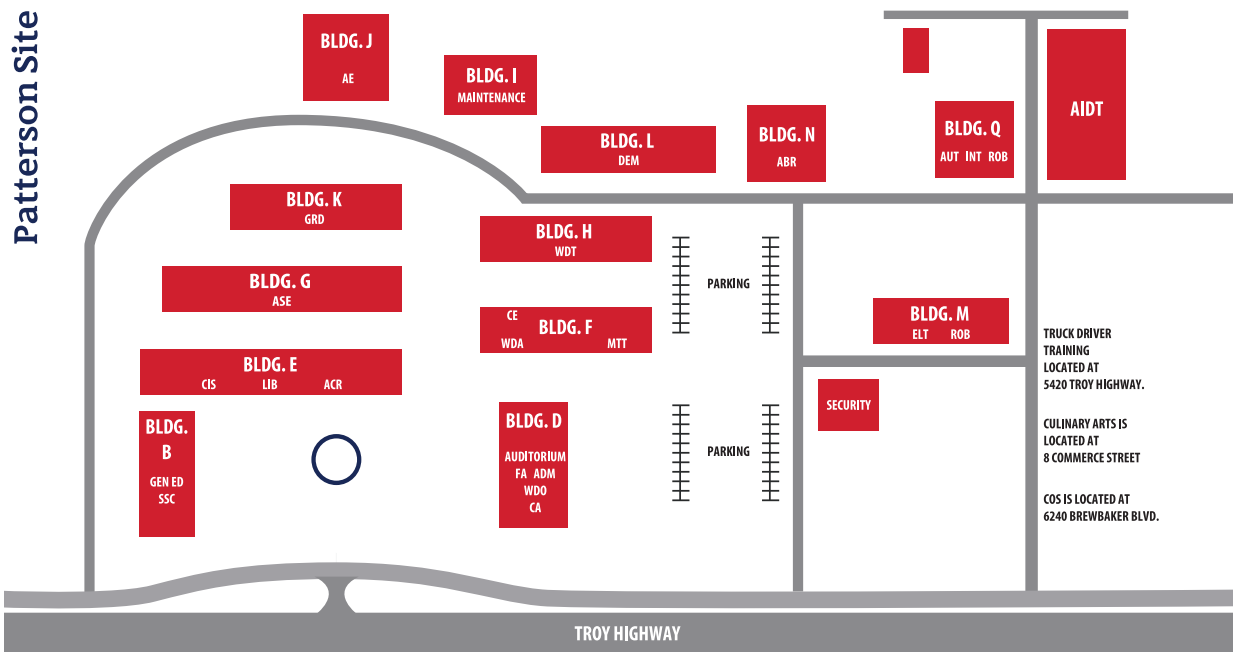
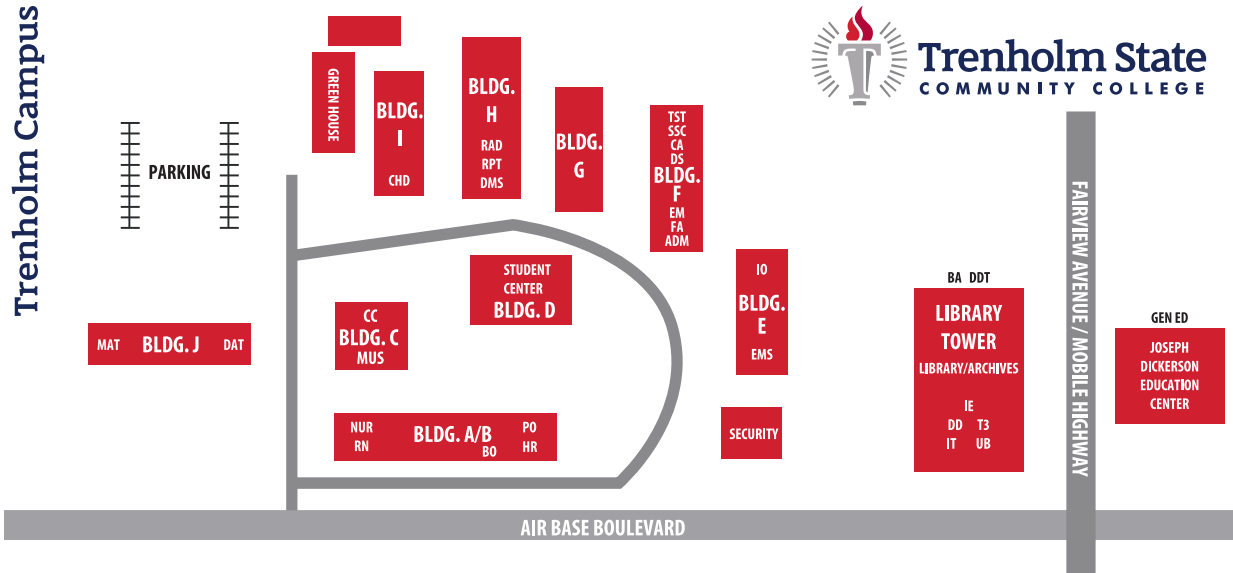
Cosmetology

6240 Brewbaker Blvd.
Montgomery, AL 36116
(one mile south of Patterson Site)

Truck Driver Training Center

5420 Troy Highway
Montgomery, AL 36117
(three miles south of Patterson Site)

Campus Maps



- ABR - Automotive Collision Repair
- ACR - A/C & Refrigeration
- ADM - Admissions
- AE - Adult Education
- ASE - Automotive Technology
- AUT - Automotive Manufacturing and Automation
- BA - Business Administration
- BO - Business Office
- CA - Cashier
- CC - Career Center
- CE - Continuing Education
- CHD - Child and Human Development
- CIS - Computer Information Systems
- COS - Cosmetology (Svc Occupations Bldg)
- CUA - Culinary Arts (Downtown Site)
- DAT - Dental Assisting
- DEM - Diesel Mechanics

- DD - Dean of Development
- DDT - Architectural & Engineering Design
- DMS - Diagnostic Medical Sonography
- DS - Dean of Students
- ELT - Electrical/Instrumentation
- EMT - Emergency Medical Services
- EM - Enrollment Management
- FA - Financial Aid
- Gen Ed - General Education
- GRD - Graphic Design
- HR - Human Resources
- INT - Industrial Systems and Automation
- IO - Dean of Instruction
- IT - Information Technology
- IE - Institutional Effectiveness
- LIB - Library
- MTT - Precision Machining

- MAT - Medical Assisting
- MUS - Music Department
- NUR - Practical Nursing
- PO - President's Office
- RAD - Medical Radiologic Technology
- RN - Registered Nurse
- ROB - Robotics/Mechanics
- RPT - Respiratory Care Therapy
- SSC - Student Success Center
- T3 - Title III Program
- TST - Testing
- TRK - Truck Driver Training
- UB - Upward Bound
- WDA - Workforce Dev Apprenticeship
- WDO - Dean of Workforce Development
- WDT - Welding