

H. Councill Trenholm State Community College

Patterson Site
3920 Troy Highway
Montgomery, AL 36116

Trenholm Campus
1225 Air Base Blvd.
Montgomery, AL 36108

Mailing Address:
P.O. Box 10048
Montgomery, AL 36108

Telephone: 334-420-4200
Fax: 334-420-4206
Website: www.trenholmstate.edu

2018-2019 College Catalog and Student Handbook

Effective: Fall 2018

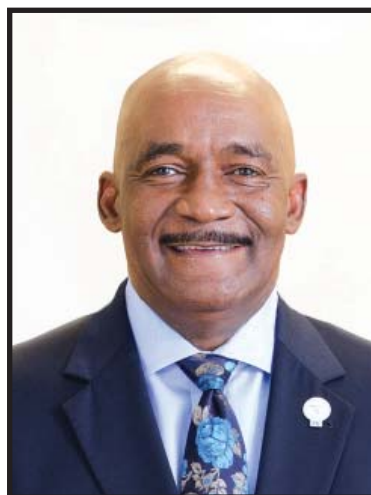
H. Councill Trenholm State Community College is accredited by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) to award associate degrees. Contact the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) at 1866 Southern Lane, Decatur, Georgia 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 (ACCS) and H. Councill Trenholm State Community College that no person shall, on the grounds of race, color, disability, sex, religion, creed, national origin or age 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



Welcome to Trenholm State Community College!

It is with great excitement that I welcome you to Trenholm State Community College. Our vision is to prepare students to meet the challenges of an evolving job market and to serve as the region's leading educational catalyst for growth in workforce development.

We have been a part of the River Region community since our founding in 1966. Our programs continue to prepare students for high skilled jobs. Trenholm State offers a variety of programs that lead to an associate degree or certificate in various disciplines.

As you explore our catalog and website (www.trenholmstate.edu), I hope you find that Trenholm State can provide you with both the academic and technical foundation that leads to a rewarding educational experience.

Best wishes,

A handwritten signature in black ink that reads "Sam Munnery". The signature is written in a cursive style and is enclosed within a thin, hand-drawn oval.

Sam Munnery
President

Table of Contents

| | |
|--|-------|
| Accreditation and Certifications | 9 |
| Admissions and Records Policies | 14 |
| Alabama Community College System | 6 |
| Alabama Community College System Board of Trustees | 6 |
| Buildings & Facilities Listing | 11 |
| College Calendar (2018-2019) | 4 |
| Financial Assistance | 63 |
| Goals | 7 |
| History | 5 |
| Introduction to the College | 7 |
| Map | 12 |
| Mission | 7 |
| Operating Hours | 8 |
| Organization and Administration | 5 |
| Programs of Study (Table with Page Numbers) | 76 |
| Service Area (College) | 8 |
| Special Programs | 73 |
| Student Handbook: | |
| Student Services | SH-4 |
| Student Information | SH-9 |
| Student Life | SH-13 |
| Division of Student Services | SH-17 |
| General Policies | SH-36 |
| Tuition & Fees | 58 |
| Values (College) | 8 |
| Vision (College) | 7 |
| Workforce Development | 258 |

College Calendar 2018 - 2019

FALL SEMESTER 2018

| | |
|--|----------------------------------|
| Faculty Non-Duty Days, Duty for Staff (No Classes) | August 7-10 |
| Local Professional Development (No Classes) | August 13 |
| Faculty/Staff Duty Day (No Classes) | August 14 |
| Registration | August 15 & 16 |
| Classes Begin; Mini-term A Classes Begin | August 17 |
| Drop/Add | August 17, 20 & 21 |
| Holiday (Labor Day – College Closed) | September 3 |
| Mid Term; Mini-term A Classes End; Mini-term B Registration | October 11 |
| Mini-term B Classes Begin | October 12 |
| Last Day to Withdraw Without Academic Penalty | November 1 |
| Holiday (Veterans Day – College Closed) | November 12 |
| State Professional Development (No Classes) | November 19 & 20 |
| Faculty/Staff Duty Day (No Classes) | November 21 |
| Holiday (Thanksgiving – College Closed) | November 22 & 23 |
| Early Registration for SP2019 | November 13 – December 7 |
| Exams | December 11, 12 & 13 |
| Classes End; Mini-term B Classes End; Last Day to Pay Tuition for SP2019 | December 13 |
| Grades Due | December 14 |
| Nursing Pinning Ceremony | December 14 |
| Faculty/Staff Duty Day (No Classes) | December 14, 17 & 18 |
| Faculty Non-Duty Days, Duty for Staff (No Classes) | December 19, 20 & 21 |
| Holiday (Christmas Eve & Christmas Day) | December 24 & 25 |
| Local Holidays | December 26, 27, 28 & 31 |
| Holiday (New Years Day) | January 1, 2019 |
| Local Holiday | January 2, 2019 |
| College Closed | December 24, 2018 - Jan. 2, 2019 |

SPRING SEMESTER 2019

| | |
|--|--------------------|
| Holiday (New Year's Day) | January 1, 2019 |
| Local Holiday | January 2, 2019 |
| Local Professional Development (No Classes) | January 3 |
| Faculty/Staff Duty Day (No Classes) | January 4 |
| Registration | January 7 & 8 |
| Classes Begin; Mini-term A Classes Begin | January 9 |
| Drop/Add | January 9, 10 & 11 |
| Holiday (Robert E. Lee/Martin Luther King – College Closed) | January 21 |
| Mid Term; Mini-term A Classes End; Mini-term B Registration | March 5 |
| Mini-term B Classes Begin | March 6 |
| Faculty Non-Duty Days, Duty for Staff (Spring Break) | March 18 – 22 |
| Last Day to Withdraw Without Academic Penalty | April 2 |
| Early Registration for SU2019 | April 1 – 30 |
| Exams | May 2, 3 & 6 |
| Nursing Pinning Ceremony | May 3 |
| Classes End; Mini-term B Classes End; Last Day to Pay Tuition for SU2019 | May 6 |
| Grades Due | May 7 |
| Commencement Ceremony | May 7 |
| Faculty/Staff Duty Day (No Classes) | May 7, 8, 10 & 13 |
| Professional Development (No Classes) (Faculty/Staff Retreat) | May 9 |
| Faculty Non-Duty Days, Duty for Staff (No Classes) | May 14 – 17 |

SUMMER TERM 2019

| | |
|--|-----------------------|
| Faculty/Staff Duty Day (No Classes) | May 20 |
| Registration | May 21 |
| Classes Begin | May 22 |
| Drop/Add | May 22 & 23 |
| Holiday (Memorial Day – College Closed) | May 27 |
| Mid Term | June 26 |
| Holiday (Independence Day – College Closed) | July 4 |
| Last Day to Withdraw Without Academic Penalty | July 12 |
| Early Registration for FA2019 | July 8 - 30 |
| Dental Assisting Pinning Ceremony | July 26 |
| Exams | July 31, August 1 & 2 |
| Classes End; Last Day to Pay Tuition for FA2019 | August 2 |
| Nursing Pinning Ceremony | August 2 |
| Grades Due | August 5 |
| Faculty/Staff Duty Day (No Classes) | August 5 |
| Faculty Non-Duty Days, Duty for Staff (No Classes) | August 6 – 9 |

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 House 11 South Union Street Suite 725 Montgomery, AL 36130 |
| Mr Al Thompson | District 1 | 307 Hand Avenue Bay Minette, AL 36507 |
| Mr. Ron Fantroy | District 2 | 73 Lark Salter Lane Evergreen, AL 36401 |
| Mrs. Susan Foy | District 3 | 423 Auburn Drive Alex City, AL 35010 |
| Mr. Matthew Woods | District 4 | 2270 Creekside Lane Jasper, AL 35503 |
| Ms. Crystal Brown | District 5 | 1904 Weatherly Circle, SW Decatur, AL 35603 |
| Mr. Milton Davis | 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 | Post Office Box 266 Millport, AL 35576 |

Alabama Community College System (ACCS)

| | | |
|-----------------|------------|--|
| Mr. Jimmy Baker | Chancellor | 135 South Union Street Montgomery, AL 36104 |
|-----------------|------------|--|

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. Councill 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. Councill 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 | Commission on Accreditation of Allied Health Education Programs (CAAHEP) 25400 US Highway N, Suite 158 Clearwater, FL 33763 (727) 210-2350 |
| | Medical Assisting Education Review Board (MAERB) A CAAHEP Commission on Accreditation 20 North Wacker Drive Suite 1575 Chicago, IL 60606 (312) 899-1500 |
| Radiology (Medical Radiologic Technology) | Joint Review Committee on Education in Radiologic Technology (JRCERT) 20 N. Wacker Drive, Suite 2850 Chicago, IL 60606-3182 312-704-5300 312-704-5304 (fax) |
| Practical Nursing | Alabama Board of Nursing RSA Plaza, Ste 250 770 Washington Avenue Montgomery, AL 36104 (334) 293-5200 |
| | 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 |

Buildings and Facilities

Trenholm Campus 1225 Air Base Blvd

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

Library Tower 3086 Mobile Highway

| | |
|-----------|---|
| 1st Floor | Library |
| 2nd Floor | Office Administration Archival Display Architectural & Engineering Design |
| 3rd Floor | Accounting Office Administration |
| 4th Floor | Continuing Education Institutional Effectiveness Dean of Development Information Technology Job Placement Office Title III Offices Upward Bound |

Downtown Site Renasant Bank Building 8 Commerce Street

Harper's Cooking Lab
Culinary Arts
Hospitality Management

Adult Education Building 1625 Lake Street

Joseph Dickerson Education Center 3085 Mobile Highway

General Education

Patterson Site 3920 Troy Highway

| | |
|------------|---|
| Building B | General Education |
| Building D | Auditorium Dean of Workforce Development Admissions & Records Financial Aid Cashier |
| Building E | Computer Information Systems Air Conditioning / Refrigeration Library |
| Building F | Precision Mechining |
| Building G | Automotive Service |
| Building H | Welding |
| Building I | Maintenance Department |
| Building J | Adult Education |
| J1 & J2 | Adult Education |
| Building K | Graphic Design |
| Building L | Diesel Mechanics |
| Building M | Electrical |
| Building N | Automotive Collision Repair |
| Building Q | Automotive Manufacturing & Automation Industrial Systems & Automation |

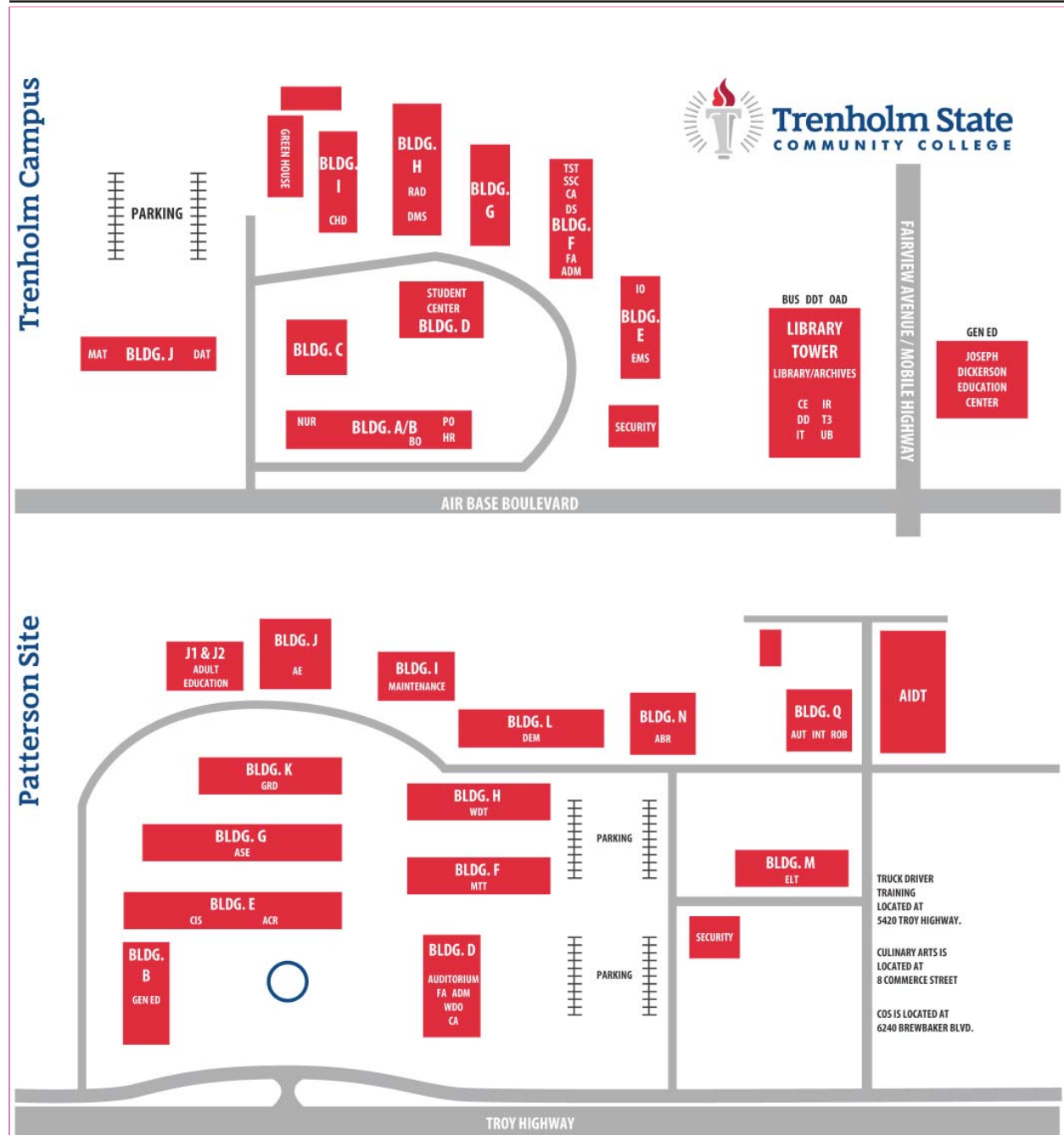
Service Occupations Building

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)



- | | | | |
|-----|---|--------|-------------------------------------|
| ACR | A/C & Refrigeration | FA | Financial Aid |
| ADM | Admissions | Gen Ed | General Education |
| ABR | Automotive Collision Repair | GRD | Graphic Design |
| AE | Adult Education | HR | Human Resources |
| ASE | Automotive Service | INT | Industrial Systems & Automation |
| AUT | Automotive Mfg & Automation | IO | Instructional Offices |
| BO | Business Office | IT | Information Technology |
| BUS | Accounting | IE | Institutional Effectiveness |
| CA | Cashier | MTT | Precision Machining |
| CE | Continuing Education | MAT | Medical Assisting |
| CHD | Child and Human Development | NUR | Practical Nursing |
| CIS | Computer Information Systems | PO | President's Office |
| COS | Cosmetology (Svc Occupations Bldg) | RAD | Radiology (Medical Radiologic Tech) |
| CUA | Culinary Arts (Downtown Site) | ROB | Robotics/Mechatronics |
| DAT | Dental Assisting | OAD | Office Administration |
| DEM | Diesel Mechanics | SSC | Student Success Center |
| DD | Dean of Development | T3 | Title III Program |
| DDT | Architecture & Engineering Design | TST | Testing |
| DMS | Ultrasound (Diagnostic Medi Sonography) | UB | Upward Bound |
| DS | Dean of Students | WDO | Dean of Workforce Development |
| ELT | Electrical | WDT | Welding |
| EMS | Emergency Medical Services | | |