

2023-24 Entry

# AA in a Year

## Program Handbook



## PROGRAM DESCRIPTION

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The AA in a Year (AAY) program is an accelerated degree program that offers the opportunity to earn an Associate in Arts degree in 12 months. Students in the AAY program take the same courses in the same sequence and all courses in the program are pre-selected.

Students take no more than two accelerated courses at a time, and those paired courses are often linked in some manner. For example, Elementary Spanish and American Literature courses examine the works of Hispanic authors, while Public Speaking and English Composition both focus on the various modes of communication.

Students receive academic support in the form of a dedicated academic advisor and access to college counselors and tutors. The most an in-state student will pay out of pocket is \$1500 (\$500 per semester). The \$1500 max out of pocket is applied after all financial aid has paid out. To qualify, students must be in good financial aid standing.

\* The final cost of the program could vary depending on NC residency status and financial aid.

## ADMISSIONS PROCESS

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Students who wish to be considered for admission must meet the following criteria:

- Have earned a high school diploma or its equivalent
- 2.4 unweighted GPA for all high school and previous college classes completed
- Have not yet earned an associate degree or higher
- Have demonstrated the ability to manage the demands of an accelerated degree program by giving example(s) of time management during an interview with the program director

## CHECKLIST FOR APPLICATION

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- ✓ SPCC Application (<https://spcc.edu/admissions-procedure/>)
- ✓ FAFSA federal financial aid form (<https://studentaid.gov/h/apply-for-aid/afsa>)
- ✓ Official high school and college transcripts (All transcripts will need to be submitted and evaluated by the SPCC Registrar for credit)
- ✓ 250-word essay detailing the candidate's interest in and suitability for the program
- ✓ Interview with the program director

\*Incomplete applications will not be considered.

## FAQs

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### ADMISSIONS

- **What if I am having issues starting or completing the application?** Please email [admissions@spcc.edu](mailto:admissions@spcc.edu) or call 704-290-5100 for assistance.
- **How do I submit my official transcript(s)?** Transcripts can be mailed from the issuing institution to SPCC Admissions Office, PO Box 126, Polkton, NC 28135. Transcripts can also be sent electronically by issuing institution through a secure provider such as National Student Clearinghouse, Parchment, Scrip-Safe, etc.
- **Will I have to take a Placement Test?** Possibly. Most students no longer have to take a placement test, but it is determined based upon the placement criteria each individual meets. However, students who take the placement test must place into ENG 111 and be eligible to take MAT 152.
- **Who do I contact for issues with Residency Determinations?** You should first contact RDS Customer Support at 844-319-3640 if you feel your determination is incorrect or experience technical difficulties. If SPCC needs to pull your updated determination, please complete the electronic Residency Status Update Request form in Student Forms on [spcc.edu](http://spcc.edu).
- **What if I am not a North Carolina resident?** You may still participate, but you will pay out-of-state tuition. For more information, please contact the Admissions Office by email at ([admissions@spcc.edu](mailto:admissions@spcc.edu)) or phone 704.290.5100.

### REGISTRATION

- **How do I register for classes?** You will complete a registration form at the required orientation session. If you are on academic probation or have an outstanding balance, a hold is placed on your account. You will not be able to register until the hold is removed. Further directions on registration will be given by the program director based on your situation.
- **What if I am currently on academic probation?** Students who are on academic probation (AP) will be required to speak with one of our counselors to discuss goals for success and how to overcome challenges. A hold is placed on the student's account to prevent registration. Only a counselor can register a student for classes who is under academic probation.
- **What is Academic Intervention?** Academic intervention (AI) is a warning for any student whose GPA drops below a 2.0. It is recommended that a student speak with a counselor to discuss strategies for success in the current semester to prevent being placed on academic probation.
- **Can I still participate in AAY while on AI?** Yes. If your GPA drops below a 2.0 during the year-long program, you can still be a member of the cohort. However, you must meet with the AAY counselor to discuss future steps for success.

- **What if I have an outstanding balance with the college?** You will need to settle your account or set up a payment plan and pay the full balance before you may register for classes. Contact the SPCC Business Office at 704.290.5849 in Monroe or 704.272.5355 in Polkton.

## FINANCIAL AID

- **How do I apply for financial aid?** Complete the Free Application for Federal Student Aid (FAFSA) at [www.fafsa.gov](http://www.fafsa.gov). If you have not already done so, you should set up an FSA ID, which serves as your login to your FAFSA and an electronic signature on your FAFSA.
- **What is the SPCC Federal School Code for my FAFSA?** Our Federal School Code is 007985. This code is used to ensure your FAFSA information is submitted to SPCC.
- **Do I have to keep up my grades to maintain my financial aid?** Yes. Students must maintain Satisfactory Academic Progress. More information related to Satisfactory Academic Progress may be found here <https://spcc.edu/pay-for-college/satisfactory-academic-progress-policy-for-students-receiving-financial-aid/>.
- **Do withdrawals or drops affect my financial aid?** Yes. Please contact a financial aid representative prior to withdrawing/dropping from courses in the program to discuss the financial aid impact. Contact 704.993.2443 or [finaid@spcc.edu](mailto:finaid@spcc.edu)
- **When will I receive my financial aid refund?** If you have aid in excess of your tuition/fees and bookstore charges, the remaining funds will be disbursed after all semester charges have been satisfied. Your financial aid refund check will be mailed to the address South Piedmont Community College has on file.
- **How do I know if my financial aid award is in place?** The SPCC Financial Aid Office will send an email to your SPCC Student email account notifying you that your financial aid has been awarded. If you have not received this notification 3-5 days after completing your FAFSA, please check your SPCC Student email account, as other documents may be required before your financial aid can be processed and awarded. If other documentation is needed, please submit these documents as soon as possible to the SPCC Financial Aid Office to avoid delays in the processing and awarding of your financial aid.
- **What if I know I don't qualify for aid? Do I need to submit a FAFSA?** Yes. To qualify for the discounted tuition, you must complete a FAFSA.

## COUNSELING

- **How do I get in touch with a counselor?** You can contact a college counselor at 704.290.5844 or [counselors@spcc.edu](mailto:counselors@spcc.edu). You can also schedule a meeting through [AVISO](#).
- **What assistance can I receive with academics?** You can receive academic counseling, which includes maintaining a school/life balance, rediscovering time management strategies, finding new study skills/notes organization, and creating academic success plans. You also have access to the [Academic Support Center](#), which provides free tutoring.

- **What if I have personal issues that need to be addressed?** SPCC counselors can help students with a variety of challenges both personal and academic. You can reach out to your dedicated AAY counselor for additional resources and support.
- **What if I'm not sure what career I want to pursue or what to do after completing the program?** Your counselor can help you get ready for the working world, which may look like participating in individual career counseling, career assessments (interests, values, personality, etc.), utilizing Career Coach <http://spcc.emsicc.com/>, going to workshops and digital resources, and searching for jobs through <https://www.collegecentral.com/spcc/>  
*\*Counseling services include choosing a major, career information, networking, mock interviews, resume building, and many more.*
- **What if I need additional help in my classes due to a disability?** Counseling offers classroom accommodations and assistive technology for students with disabilities who apply and are approved for disability services at SPCC.

### ACADEMIC SUPPORT CENTER (ASC)

- **What type of free tutoring is available in the ASC?** The Academic Support Center offers free tutoring in subjects including, but not limited to: ENG, COM, MAT, PSY, BIO, SOC, and HIS.
- **How do I make an appointment for tutoring?** To make an appointment, please log into [WOnline](#), or call the Center directly. You can reach the Academic Support Center at OCH by dialing 704.290.5239 or the Academic Support Center at LLP by dialing 704.272.5440.
- **What days and times are tutoring appointments available?**

Fall & Spring semesters

  - Monday (9am-5pm)
  - Tuesday (9am-5pm)
  - Wednesday (9am-5pm) and (6pm-9pm-virtually only)
  - Thursday (9am-5pm)
  - Friday (9am-3pm)
  - Saturday (9am-12pm- virtually only)
  - Monday-Thursday (8am-6pm)

Summer term

  - Monday – Thursday (8am – 6pm)

### TECHNOLOGY

- **How do I log into my SPCC accounts?** When you submit an online application to SPCC, our admissions department sends an email within 24-48 hours listing your SPCC ID# and information about how to log into your accounts. At Orientation, you will also be given

the same information on a student technology guide that will help you log into your GO Student Portal, AVISO, and Office365. You will be able to log into Canvas the first day of your class.

- **What if I have trouble logging into one of my accounts?** You can contact [support@spcc.edu](mailto:support@spcc.edu) for assistance.

## PROGRAM OF STUDY

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- **I have previous college credits. Can I use these towards this program?** Yes. You may use up to 45 credits towards this program, if you earned a C or better in those courses. This includes AP credits. The program director will help you determine which best apply.
- **Can I use previous college credit toward ACA 122 or HUM 115?** No. All students in the program are required to take ACA 122 and HUM 115.
- **I have used my 45 credits for the program, but there are still classes on the schedule I have taken. Do I need to retake those courses?** Yes. Once you have applied a maximum of 45 college credits to the program, you must take, or retake, all other classes in the program.
- **What if I want to take just some of the classes in the program and not complete the degree?** We offer courses outside of the program that will allow you to do that. Please speak with an academic advisor about other options.
- **What if I want to pursue another degree besides the AA?** This program is for AA students only; please see an academic advisor about other degree options.
- **Who is my contact for the program?** Your primary contact is Dr. Diane Paige. You can reach her by email ([dpaige@spcc.edu](mailto:dpaige@spcc.edu)) or phone 704.290.5278.
- **Will there be an Orientation?** Yes, there is a **required** orientation for this program, during which time students will complete registration forms, be introduced to the online learning platform, and receive an overview of the program. Students who do not attend this orientation session will **not** be allowed to enter the program.
- **When do classes meet?** Tuesdays and Thursdays 6:00-8:45 pm, Saturdays 9:00 -11:45 am. Students may attend the course in person, on Microsoft Teams, or fully online, with the exception of COM 231 Public Speaking, which requires students to attend in person or on Microsoft Teams.
- **What equipment or technology do I need?** You will need a laptop/computer with webcam and internet access.
- **What if I fail a class?** You may remain in the program, but you will be required to arrange to retake the failed class. Failing a class in the program may also prevent you from earning your degree in a year. Students who fail more than one class may risk being removed from the program.

## TENTATIVE PROGRAM: ASSOCIATE IN ARTS (AA) (2023 – 2024)

*(Fall semester start)*

Term	Course	Credits
August mini-term	ACA 122: College Transfer Success	1
1 <sup>st</sup> 5 weeks	ENG 111: Writing and Inquiry	3
	COM 231: Public Speaking	3
2 <sup>nd</sup> 5 weeks	ENG 112: Writing/Research in the Disciplines	3
	MAT 152: Statistical Methods I	4
3 <sup>rd</sup> 5 weeks	HUM 110: Technology and Society	3
	BIO 111: General Biology I	4
December mini-term	COM 140: Introduction to Intercultural Communication	3
January mini-term	REL 110: World Religions	3
1 <sup>st</sup> 5 weeks	HIS 111: World Civilizations I	3
	ART 114: Art History Survey I	3
2 <sup>nd</sup> 5 weeks	ENG 232: American Literature II	3
	SPA 111: Elementary Spanish I	3
3 <sup>rd</sup> 5 weeks	ENG 125: Creative Writing	3
	SPA 112: Elementary Spanish II	3
May mini-term	PSY 150: General Psychology	3
Summer I – 5 weeks	MUS 110: Music Appreciation	3
	HIS 112: World Civilizations II	3
Summer II – 5 weeks	HUM 130: Myth and Culture	3
	HUM 115: Critical Thinking	3
<b>Total</b>		<b>60</b>

*(Spring semester start)*

<b>Term</b>	<b>Course</b>	<b>Credits</b>
January mini-term	ACA 122: College Transfer Success	1
1 <sup>st</sup> 5 weeks	ENG 111: Writing and Inquiry	3
	COM 231: Public Speaking	3
2 <sup>nd</sup> 5 weeks	ENG 112: Writing/Research in the Disciplines	3
	SPA 111: Elementary Spanish I	3
3 <sup>rd</sup> 5 weeks	ENG 125: Creative Writing	3
	SPA 112: Elementary Spanish II	3
May mini-term	PSY 150: General Psychology	3
Summer 1 – 5 weeks	MUS 110: Music Appreciation	3
	HIS 112: World Civilizations II	3
Summer 2 – 5 weeks	HUM 130: Myth and Culture	3
	ENG 232: American Literature II	3
August mini-term	REL 110: World Religions	3
1 <sup>st</sup> 5 weeks	HIS 111: World Civilizations I	3
	ART 114: Art History Survey I	3
2 <sup>nd</sup> 5 weeks	SOC 210: Introduction to Sociology	3
	MAT 152: Statistical Methods I	4
3 <sup>rd</sup> 5 weeks	BIO 111: General Biology I	4
	HUM 115: Critical Thinking	3
Dec mini-term	COM 140: Introduction to Intercultural Communication	3
		3
<b>Total</b>		<b>60</b>

**\*NOTE: COURSE SELECTION MAY CHANGE BASED ON INSTRUCTOR AVAILABILITY.**

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## PERFORMANCE REQUIREMENTS

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- ❖ In a typical 5-week course, students can expect to spend 10 to 12 hours, if not more, per week completing the reading, activities, and exercises for the classes.
- ❖ Many of the courses in the AA in a Year program are writing intensive, so basic understanding of spelling, punctuation, mechanics, and sentence structure is expected.
- ❖ Student attendance is critical for success. Similar to expectations in today's work place, students are expected to meet all deadlines. While not required, students are encouraged to attend class sessions either on Microsoft Teams or in person.
- ❖ It is important to check your SPCC email account regularly for communications from your instructor.
- ❖ Monthly virtual meetings will take place throughout the program. These meetings will offer opportunities to get to know others in the program and learn about important topics, such as growth mindset, time management, and goal setting. Meetings generally take place on Wednesdays from 6:00 pm-7:00 pm. Members are required to attend a minimum of two meetings while in the AAY program.

### CORE SKILLS AND LEARNING OUTCOMES

South Piedmont Community College advocates Thinking, Learning, and Interacting as critical competencies for student achievement and lifelong learning in today's global economy. These critical competencies are supported by five (5) core skills with measurable learning outcomes that are integrated into the curriculum course instruction and activities. The SPCC Core Skills and learning outcomes are:

#### Critical Thinking

The learner will identify, interpret, analyze, or synthesize problems before developing and implementing solutions in a manner effective and appropriate for the intended audience.

#### Information Literacy

The learner will locate, identify, evaluate, use, and disseminate information ethically and effectively.

#### Intercultural Competency

The learner will demonstrate cultural awareness and objectivity through critical reflection.

#### Oral Communication

The learner will exchange ideas and information with others using the spoken word in a manner effective and appropriate for the intended audience.

### Written Communication

The learner will exchange ideas and information with using text in a manner effective and appropriate for the intended audience.

## **AA PROGRAM LEARNING OUTCOMES**

Program learning outcomes answer the question: What kind of skills and knowledge should graduates demonstrate after completing this academic program? Program learning outcome statements focus on the broad skill sets and knowledge that are specific to that academic program.

The Associate in Arts program learning outcomes are:

### Creative Problem Solving

Learners will apply appropriate techniques to solving problems within their discipline.

### Understanding the Arts and the Human Experience

Learners will demonstrate an understanding of fine, performing, and literary arts in historical and cultural contexts.

### Social Scientific Literacy

Learners will demonstrate an understanding of social science methodologies in order to explain the consequences of human actions.

\*Information sessions are hosted in advance of the program start, in which program information, program expectations, admissions, and other important information is presented. All prospective students are expected to attend one session.

## **APPEAL PROCEDURE FOR DENIAL OF ADMISSIONS INTO SELECTIVE PROGRAMS**

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South Piedmont Community College subscribes to the “open door” policy established by the North Carolina Community College System.

The College will admit all curriculum applicants who:

- are a legal resident of the United States and who either:
- are high school graduates or are at least 18 years of age

The College will admit an undocumented immigrant as an out-of-state resident, regardless of where the applicant resides, only if the applicant has attended and graduated from a United

States public school, private high school, or home school that operates in compliance with state and local law.

**PLEASE NOTE:** Admission to the College does not guarantee admission to selective academic programs. Students must meet additional requirements for admission to selective academic programs such as the AAY and be accepted into those programs. Any applicant who believes the college has unfairly denied admissions into their chosen selective academic program may appeal the denial decision if the student deems the college is at fault (wrongdoing, documented evidence of inconsistencies, etc.) in denying their status.

Applicants who have been denied admissions into a selective program may appeal using the procedure below. Failure to follow the procedure will result in forfeiture of the appeal. Students needing assistance in navigating the appeal procedure should contact Elaine Clodfelter, Director of Student Advocacy and Accountability for guidance.

- a. An applicant who wishes to challenge the denial of admissions into a selective program of study must first consult with the appropriate Dean for the program in which admissions is being denied within five (5) business days after admission was denied.
- b. The appropriate Dean will complete a review of the student's credentials, including any additional documentation the applicant submits and will render a decision in writing to the applicant within three (3) business days.
- c. Should the matter remain unresolved after consulting with the appropriate Dean, a formal appeal of the admission denial must be received within three (3) business days after the notification of the Dean's decision. This appeal must be submitted through the Formal Appeal for Denial of Admissions form located on the [www.spcc.edu](http://www.spcc.edu) website. This form must be completed in its entirety. All supporting documentation to include emails, the grounds for the appeal, etc., must be attached to the appeal form. Incomplete or insufficient documentation will forfeit the appeals process. (Students needing assistance with completing the form may contact the Assistant to the Vice President of Academic and Student Affairs/CAO or the Director of Student Advocacy and Accountability.) The student will receive notification of receipt of the appeal.
- d. Within three (3) business days of receipt of the appeal, a Student Appeals Team will review the appeal. If necessary, the applicant and the Dean will be notified of the date, time, and location of the hearing. The location may be in person (on campus), by conference call (on the phone), or virtually (video conferencing with a call-in option). Both the applicant and the Dean may present pertinent information. At the discretion of the Student Appeals Team, other pertinent individuals may be contacted for additional information, either in person, by conference call, or virtually.
- e. The Vice President of Academic and Student Affairs/CAO will notify the applicant (by student SPCC email and certified mail), the program director (by SPCC email), and the

Dean (by SPCC email), of the decision on the appeal within three (3) business days after the review. The decision of the Student Appeals Team is final.

The Student Appeals Team is a standing team appointed by the Vice President of Academic and Student Affairs/CAO and will consist of five (5) voting members to include representatives from faculty, staff, and the student body. (The student representative will be selected from a pool of student leaders within the college.) The Student Appeals Team is chaired by the Associate Vice President of Student Affairs, who is a non-voting member.

## FORMAL APPEAL FOR PROGRAM DISMISSAL PROCEDURE

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Students who have been dismissed from an academic program due to reasons other than charges of a violation of academic integrity and/or a final grade may appeal using the procedure below. Failure to follow the procedure will result in forfeiture of the appeal. Students needing assistance in navigating the appeal procedure should contact the Director of Student Advocacy and Accountability for guidance.

1. A formal appeal of the program dismissal must be **received** within three (3) business days after the dismissal. This appeal must be submitted through the Formal Appeal for Program Dismissal form located on the [www.spcc.edu](http://www.spcc.edu) website. This form must be completed in its entirety. All documentation supporting the reason for the appeal, including emails, any corrective action being requested, etc., must be attached to the appeal form. Incomplete or insufficient documentation will forfeit the appeals process. (Students needing assistance with completing the form may contact the Assistant to the Vice President of Academic and Student Affairs/CAO or the Director of Student Advocacy and Accountability.) The student will receive notification of receipt of the appeal.
  - a. Upon the receipt of the appeal, the student will be placed on the status of dismissal pending. While in this status, the student may not attend any program activities (classroom, clinical, lab or club activities).
2. Within three (3) business days of the receipt of the appeal, the Student Appeals Team will review the appeal. The student and the instructor will be notified of the date, time, and location of the hearing. The location may be in person (on campus), by conference call (on the phone), or virtually (video conferencing with a call-in option). Both parties may present pertinent information. At the discretion of the Student Appeals Team, other pertinent individuals may be contacted for additional information, either in person, by conference call or virtually.
  - a. The appeal meeting is a conflict resolution and not a judicial proceeding. The student may not record this meeting but may take notes.

3. The Vice President of Academic and Student Affairs/CAO will notify the student (by student SPCC email and certified mail) and the instructor (by SPCC email) of the decision on the appeal within three (3) business days after the review. The decision of the Student Appeals Team is final.

The Student Appeals Team is a standing team appointed by the Vice President of Academic and Student Affairs/CAO and will consist of five (5) voting members to include representatives from faculty, staff, and the student body. (The student representative will be selected from a pool of student leaders within the college.) The Student Appeals Team is chaired by the Associate Vice President of Student Affairs, who is a non-voting member.

## CONTACT INFORMATION

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- Program Director: Dr. Diane Paige ([dpaige@spcc.edu](mailto:dpaige@spcc.edu)) 704.290.5278
- Admissions: ([admissions@spcc.edu](mailto:admissions@spcc.edu)) 704.272.5300
- Financial Aid: ([finaid@spcc.edu](mailto:finaid@spcc.edu)) 704.993.2443
- Registrar: Diana Gagne ([dgagne@spcc.edu](mailto:dgagne@spcc.edu))
- Counseling: ([counselors@spcc.edu](mailto:counselors@spcc.edu)) 704.290.5844
- Business Office: Amy Williams ([awilliams@spcc.edu](mailto:awilliams@spcc.edu))
- Student Advocacy and Accountability: Elaine Clodfelter ([eclodfelter@spcc.edu](mailto:eclodfelter@spcc.edu))