



Isothermal Community College

2024-2025 Student Handbook, Volume XXXV, June 2024

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## Welcome from the President



Welcome to Isothermal Community College (ICC)! We are excited that you have made the choice to take the next step in your educational and professional journey. At ICC, we are focused on your future, your goals, and your success. Our experienced faculty and staff are ready to guide and support you as you gain new knowledge and skills that will allow you to thrive both at ICC and beyond.

Whether you are confident in your next steps or feeling a bit uncertain about what the future holds, at ICC, you will find the support you need to navigate college successfully, meet new people who share your interests, learn from and with faculty, staff, and peers, and develop the skills to take control of whatever the future brings.

With programs in health care, public service, business, engineering, technology, arts, sciences, education, and more, our facilities located in Rutherford and Polk counties offer a diverse range of academic and career pathways. At Isothermal, we are committed to “improving life through learning.”

Whether you are seeking a certificate, diploma, or degree that leads to a successful career or transfer to a university, ICC is a great place to start as you pursue your educational and career goals. At Isothermal Community College, we have seen the opportunities of the future, and they begin today!

Again, welcome to ICC!

Dr. Margaret H. Annunziata, President

[Welcome from the President](#)

## College Mission, Vision, and Values

### OUR MISSION

As an integral community partner, Isothermal Community College exists to improve life through learning by providing innovative, affordable educational programs and inclusive opportunities for personal, professional, economic, and cultural development.

### VISION STATEMENT

To be the benchmark for excellence in learning, innovation, service, and economic development.

### VALUES

In improving life through learning, we embrace our commitment to each student and community member through our values framework.

- Connection to Opportunity
- Accessible Learning
- Responsive Support
- Empowerment and Belonging
- Service Excellence and Integrity

Isothermal Community College, a member of the North Carolina Community College System, is a comprehensive, two-year, public institution that serves the individuals in Rutherford and Polk counties.

In addition to individual courses, the College offers certificate, diploma, and degree programs enabling students to either transfer to a four-year institution or acquire skills for new or current employment, as well as function effectively as responsible citizens. The College also provides training for area business and industry, personal enrichment courses, remedial and developmental courses, and community service activities.

Isothermal Community College provides educational and employment opportunities without regard to race, color, religion, national origin, age, gender, veteran status, or disability. For more information, contact: Dr. Madeline Smith, Vice President of Operations Isothermal Community College, P.O. Box 804, Spindale, NC 28160, or call 828-395-1293

### ACCREDITATION

Isothermal Community College is accredited by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) to award associate degrees. Isothermal Community College also may offer credentials such as certificates and diplomas at approved degree levels. Questions about the accreditation of Isothermal Community College may be directed in writing to the Southern Association of Colleges and Schools Commission on Colleges at 1866 Southern Lane, Decatur, GA 30033-4097, by calling (404) 679-4500, or by using information available on SACSCOC's website ([www.sacscoc.org](http://www.sacscoc.org)).

### THE ISOTHERMAL DISTINCTION

Students who complete programs at Isothermal Community College are expected to be able to function effectively as contributing citizens of our society. Our programs, regardless of their content areas, are designed to enable graduates to achieve the following general competencies:

- Communicate effectively through writing, speaking, and through demonstration of information literacy
- Analyze problems and make valid conclusions

- Demonstrate quantitative skills
- Demonstrate basic technology skills
- Perform technical skills in their chosen occupations

Achieving these competencies requires a commitment on the part of both Isothermal and its students to the satisfaction of certain goals and expectations.

We also value, promote, and emphasize the following soft skills:

- Demonstrate positive interpersonal skills through cooperative learning and group interaction
- Use critical listening skills to understand, evaluate, and respond appropriately to verbal communication
- Develop an awareness of global issues and the interconnectedness and interdependence of persons, places,

and events on earth from a current as well as historical perspective

## WHAT STUDENTS CAN EXPECT OF ISOTHERMAL

In their commitment to learning and to the achievement of a true learning-centered community, Isothermal personnel will:

- Meet student needs by demonstrating professional, friendly, and courteous service in all aspects of student life
- Maintain high professional and academic standards
- Serve as role models in the development of leadership skills
- Respect diversity and treat all students fairly
- Be available to students and helpful with student problems
- Communicate clear learning objectives and expected outcomes
- Provide timely feedback in the assessment of learning outcomes
- Stay current in the subject matter
- Practice effective teaching/learning strategies that promote critical thinking

## WHAT ISOTHERMAL EXPECTS OF STUDENTS

In their commitment to learning, students will:

- Accept responsibility for learning
- Attend and participate in all classes
- Complete required exercises and assignments as directed
- Develop a time management plan that includes adequate time for study
- Maintain an open-minded attitude toward learning
- Strive to become independent critical thinkers
- Seek help as needed from appropriate sources
- Be respectful and considerate of others
- Assume responsibility for knowing and adhering to all college policies
- Acknowledge that learning how to learn is the ultimate objective of education
- Recognize that struggle and discomfort often precede the rewards that accompany goal completion and success

With this commitment on the part of all concerned, an exciting partnership will grow and thrive, thus creating a community of learners whose mission is to improve life through learning.

[Welcome from the President](#)

## History of Isothermal Community College

Founded in 1964, Isothermal Community College serves Rutherford and Polk counties in the beautiful foothills of western North Carolina. Isothermal, so named because of the region's steady climate, is a comprehensive, two-year public institution and is a part of the North Carolina Community College System. Isothermal's mission is to "improve life through learning."

The college offers 43 unique programs of study, including college transfer, vocational, and technical programs leading to a two-year associate degree, a one-year diploma, or certificate. Isothermal also provides training for area business and industry, personal enrichment courses, adult basic education, adult high school programs, and developmental courses.

The college's Customized Training programs have assisted local businesses in creating hundreds of jobs. In recent years, the college has helped Trelleborg, Meta, Befesa Zinc Metal, Shaw Construction, Cardinal Tissue, West Rock, Ultra Machining, Timken, Parker-Hannifin, and many others.

The institution is accredited to award associate degrees by the Commission on Colleges of the Southern Association of Colleges and Schools. As of Fall 2023, approximately 2,000 students were enrolled in curriculum courses at Isothermal. Thousands participate annually in the college's wide range of continuing education programs.

The main campus is on approximately 181 acres in Spindale. Perched on the shore of an 11-acre lake, the campus is home to The Foundation Performing Arts and Conference Center, the area's premier venue for the arts and other special events. In 2024, The Foundation Performing Arts and Conference Center celebrated its 25th anniversary. The venue has hosted scores of wonderful performances by acts as varied as the National Symphony, the North Carolina Symphony, Charlie Daniels, Merle Haggard, the North Carolina Dance Theater, Mickey Rooney, the Acting Company, Loretta Lynn, and Doc Watson. In addition, The Foundation hosts a variety of meeting and banquet functions ranging from weddings and proms to trade shows and corporate retreats.

The Rutherford campus is also home to Rutherford Early College High School (REaCH), a collaboration with Rutherford County Schools that allows students to obtain a college degree while attending high school. In 2013, REaCH was named a Blue Ribbon School by the federal Department of Education, a prestigious designation given to only a handful of schools.

Polk County Early College is in Columbus and provides an enriching experience for Polk County high school students.

Isothermal also offers a variety of online courses and has various joint programs with Gardner-Webb University, Appalachian State University, Western Carolina University, and many other four-year institutions.

The college also owns and operates WNCW 88.7 FM, a 30-year-old award-winning public radio station that can be heard in parts of five states: North Carolina, South Carolina, Virginia, Tennessee, and Georgia, and worldwide through online streaming.

The Isothermal Polk Campus is in Columbus and opened in the fall of 1989. The Polk Campus offers a variety of programs, such as massage therapy, equine studies, adult high school diploma, driving safety classes, and a variety of additional continuing education classes.

In August 2013, the college opened the Rutherford Learning Center (RLC), in cooperation with Rutherford County Schools, to provide administrative and instructional spaces for the Associate Degree Nursing and Practical Nurse Education programs. Continuing Education programs, including Certified Nursing Assistant, were already operating at the RLC. It is located in downtown Rutherfordton, approximately four miles from the main campus and near Rutherford Regional Medical Center.

In 2019, the Walter H. Dalton Engineering Technologies and Workforce Development Center opened. That facility features flexible space that houses workforce development projects with community partners, including Trelleborg and Duke Energy.

Dr. Margaret Annunziata has served as the college's president since February 2021. She follows the Honorable Walter Dalton, former Lieutenant Governor of North Carolina, who was appointed president in May 2013. The preceding president was Dr. Myra Johnson, who served in that capacity for six years.

Welcome from the President

## New Stories, Announcements, and Publications

### NEWS STORIES AND ANNOUNCEMENTS

The latest College news releases, feature stories, photography, and upcoming events announcements may be accessed from the College's website at [www.isothermal.edu](http://www.isothermal.edu). On the homepage, select the News link to go to news events and features. Most news found at this location will be posted for approximately one month. News announcements are also posted in a variety of locations on the Isothermal website, emailed to student accounts, and posted on Facebook and Twitter.

Isothermal Community College news announcements and feature stories can be found on a regular basis in The Daily Courier newspaper (Rutherford County) and The Tryon Daily Bulletin (Polk County). A spotlight on Isothermal news can also be found in "Inside Isothermal," a feature in The Daily Courier, a publication by the Public Information Office or designee.

None of these publications may contain, encourage, or promote violations of public laws or regulations of the College.

#### Isothermal Community News (ICN)

Students in the Broadcasting and Production Technology program provide ongoing news, announcements, and information through ICN. Each edition is available by subscribing to [Isothermal TV on YouTube](#).

### PUBLICATIONS

The Anuran is an annual literary journal that showcases the exceptional work of Isothermal Community College students and the community. The Anuran is the culmination of a yearly contest in poetry, essay, photography, and cover design. All publications of Isothermal Community College must abide by state and federal laws governing proper journalistic behavior as well as local college regulations.

The College publishes important information through a variety of sources, including (but not limited to):

#### Notice of Availability of Institutional and Financial Aid Information

Isothermal Community College distributes consumer information to students through a variety of sources including the College Catalog and Student Handbook and on the [website](#). Printed copies are available upon request in Student Services.

#### College Catalog and Student Handbook

The College Catalog and Student Handbook is Isothermal's primary source of information regarding curriculum programs and course descriptions, other educational programs, administrator and faculty credentials, general educational competencies, and educational facilities. It also provides information on successfully navigating the college experience at Isothermal Community College.

#### Other Publications

Each student is responsible for observing the procedures, regulations, and requirements of the College as they are announced here and in other official college publications. Information, policies, and procedures may vary by program, e.g., Career and College Promise (CCP), Practical Nursing, Associate Degree Nursing, Cosmetology, Dental Assisting, and Basic Law Enforcement Training (BLET). Information regarding specific programs is available in departmental areas.

Welcome from the President

## Publication of Policies and Procedures

In publishing policies and procedures, the College does not recognize any implied contract as having validity beyond the present academic college catalog year. The president reserves the right to make changes in curricula and regulations when such changes are in the best interest of the students and the College. Until revised, the current College Catalog is the college catalog of record for all students seeking to complete certificates, diplomas, or degrees in the current academic year. Students enrolled prior to the fall of 1997 must confer with their college navigator/faculty mentor and the Records Office in order to determine semester equivalents of quarter course credits.

Welcome from the President

## Board of Trustees

### Board of Trustees as of July 1, 2024

The Board of Trustees has the essential role of providing strategic direction, maintaining institutional integrity, ensuring fiscal responsibility, and representing the interests of the community in the governance of a community college. Isothermal Community College extends our gratitude to our Board Members and Commissioners for their devotion to supporting and advancing the mission of the college throughout Rutherford and Polk Counties.

#### Appointed by Rutherford County Commissioners

Dr. Seema Daigle  
Grady Franklin  
Eddie Holland  
Dave Hunt  
Roger Jolly  
Amy Jenkins  
Amanda Shevette

#### Appointed by the Governor of North Carolina

Kimberly Trivette, Student Government Association President  
John Condrey  
Jackie Godlock  
James Hutchins

#### Appointed by the Polk County Commissioners

Bill Miller  
Marche' Pittman  
David Scherping

#### Appointed by Speaker of the House Representatives

Jordan Barnes

#### Appointed by Speaker Pro Tempore of the Senate

Tony Helton

#### Rutherford County Board of Commissioners

Michael Benfield  
Dave Hunt  
Bryan King  
Greg Lovelace  
Alan Toney

#### Polk County Board of Commissioners

Paul Beiler  
Andre Overholt  
Tommy Melton  
David Moore  
Myron Yoder

## Administrative Offices

Please refer to the [College Directory](#) for current contact information.

<b>OFFICE OF THE PRESIDENT</b>	
President	Dr. Margaret Annunziata
Vice President of Academic and Student Affairs	Dr. Greg Thomas
Vice President of Operations	Dr. Madeline Smith
Chief Development Officer	Dr. Thad Harrill
Chief Information Officer	Robby Walters
Director of Institutional Effectiveness and Strategic Analytics and SACSCOC Liaison	Leeann Cline-Burris
Director of Marketing and Community Relations	Mike Gavin
Executive Administrative Assistant to the President and Director of Special Events	Dee Dee Barnard
<b>ACADEMIC DIVISIONS</b>	
Dean of Applied Technologies	Dr. Kem Harvey
Dean of Arts and Sciences	Dr. Ashley Day
Dean of Health and Public Services	Ava Yamouti
Dean of Teaching and Learning Support	Dr. Kelly Lovelace
<b>STUDENT AFFAIRS</b>	
Associate Vice President for Student Affairs	Sandra Lackner
Financial Aid	Reagan Bowman
Records	Rachel Mercantini
Student Activities	Laura Horbal
<b>PATHWAY NAVIGATION</b>	
Dean of Student Pathway Navigation	Alfreda Lindsay
Enrollment/Admissions	Diane Dickerson
Advising for Arts and Sciences	Michael Clough
Advising for Applied Technologies	(Vacant)
Advising for Health and Public Services	Melissa Tenpenny
Career and College Promise	Karen Harris
Advising for Special Credit and Health and Public Services	Tina Porter
<b>WORKFORCE AND COMMUNITY EDUCATION</b>	
Dean of Continuing Education	Donna Hood
College and Career Readiness	Amy Galla
Customized Training	Mark Franklin
Polk Campus	Karen Marshall
Small Business Center	Faye Bishop
<b>ADMINISTRATIVE AND SUPPORT SERVICES</b>	

<b>OFFICE OF THE PRESIDENT</b>	
Business Office	Amy Penson
Campus Resource Officers	Cpl. Brian Martin Cpl. Clint Tuttle
Human Resources	Charity Allen
Performing Arts Center	Dr. Madeline Smith
Library	Charles Wiggins
WNCW	Dave Kester

Administrative Directory

**Administrators, Faculty, and Professional Staff**

ADMINISTRATORS, FACULTY, AND PROFESSIONAL STAFF	
<b>Elizabeth Adams</b> A.A.S., Western Piedmont Community College; B.S., Western Carolina University; M.S., East Carolina University	Instructor, Criminal Justice
<b>Ronnie Aiken</b> B.A., University of North Carolina Charlotte	Data Entry and Support Specialist
<b>Danielle Aley</b> A.A., Isothermal Community College; B.S., Fayetteville State University	Director of Bookstore Operations
<b>Charity Allen</b> B.S., Western Carolina University	Director of Human Resources
<b>Jared Allen</b> A.A.S., Isothermal Community College	iTECH Coordinator and Instructor
<b>Katie Anders</b> A.S., Isothermal Community College; B.S., University of North Carolina-Charlotte; M.S., University of North Carolina-Charlotte	Information Technology/ Cybersecurity Instructor
<b>Martin Anderson</b> B.A., University of Delaware	WNCW Music Director
<b>Margaret Annunziata</b> B.A., Bellarmine University; M.S., Auburn University; Ed.S., Wingate University; Ed.D., Wingate University	College President
<b>Taylor Grace Atchley</b> A.A., Isothermal Community College	Recruiter
<b>Melanie Bailey</b> Dip., Western Piedmont Community College; A.A.S., Catawba Valley Community College; B.A., University of North Carolina-Pembroke	Dental Assisting Instructor
<b>Philip Bailey</b> B.A., University of North Carolina-Charlotte	Director of Basic Law Enforcement Training (BLET)
<b>Dee Dee Barnard</b> A.A., Isothermal Community College; B.S., Gardner-Webb University	Executive Administrative Assistant to the President and Director of Special Events
<b>Alan Beam</b> B.S., Gardner-Webb University	Webmaster
<b>Timothy Beam</b> A.A.S., Isothermal Community College; B.S., Western Carolina University	Plant Operations and Maintenance Tech II Custodial Supervisor
<b>Faye Bishop</b> B.A., Gardner-Webb University	Small Business Center Director
<b>Maria Bivins</b> B.A., North Carolina State University; M.A., University of North Carolina-Charlotte	Spanish Instructor
<b>Jonathan Bland</b> B.S., B.A., Appalachian State University; M.B.A., Gardner-Webb University	Administration/Economics Instructor
<b>Leslie Blankenship</b> A.A.S., Isothermal Community College; B.S., Gardner-Webb; M.A., Western Carolina University	Assistant Controller
<b>Reagan Bowman</b> A.A.S., Isothermal Community College	Interim Financial Aid Director
<b>Andrew Bradshaw</b> B.A., Gardner-Webb University; M.A., Gardner-Webb University	College Navigator for High School Programs

<b>Amy Bridges</b> B. S., Gardner-Webb University; M. A., East Carolina University; M. S., University of Nebraska-Kearney	Biology Instructor
<b>Jeremy Burris</b> A.A., Tri-County Community College; B.S., Western Carolina University; M.A., East Carolina University	English Instructor
<b>Meredith Byers</b> B. S., Western Carolina University; M. A., East Carolina University	Health/Physical Education and ACA Instructor
<b>Katie Canipe</b> B.A., University of North Carolina-Charlotte	Continuing Education Registrar/ Lifelong Learning Coordinator
<b>Vanessa Cannon</b> A. S., Cleveland Community College; B. S., University of Phoenix; M. A., North Carolina A&T State University	Instructional Designer
<b>Hunter Cheyenne Carpenter</b> A.A.S., Isothermal Community College	Career and College Promise Navigator
<b>Mark Carpenter</b> B.S., Gardner-Webb College	Server Administrator
<b>Richard Childress</b> B.S., B.A., M.B.A.; Appalachian State University; M.E., Western Carolina University; Ed.S., Appalachian State University	Accounting/Business Management Instructor
<b>Saundra Clay</b> B.A., M.Ed., Meredith College	Academic Development and Education Instructor
<b>Leeann Cline-Burris</b> B.S., B.A., Western Carolina University; M.B.A., Western Carolina University	Director of Institutional Effectiveness and Strategic Analytics and SACSCOC Liaison
<b>Michael Clough</b> B.S., Ashland University	College Navigator
<b>Tiffany Cooper</b> A.A.S., Western Piedmont Community College; B.S., Gardner-Webb University; M.A., Appalachian State University; Certified Professional Coder	Medical Office Systems Technology Instructor
<b>Brenda Craig</b> B.A., University of South Carolina Columbia	WNCW Marketing Coordinator and Business Support Specialist
<b>Michael Crater</b> B.S., Western Carolina University	Director of Emergency Medical Science Bridge Program
<b>Betsy Cuthbertson</b> B.S.N., University of North Carolina-Charlotte	Nursing Instructor
<b>Ashley Day</b> B.S., University of North Carolina-Chapel Hill; M.S., University of North Carolina-Charlotte; Ed.D., Gardner-Webb University	Dean of Arts and Sciences
<b>Diane Dickerson</b> B.A., University of Texas at Austin; M.A., Appalachian State University; Ed.S., Appalachian State University	Director of Enrollment Management
<b>Roland Dierauf</b> B.S., James Madison University; M.F.A., Virginia Commonwealth University	WNCW Music Host/Producer
<b>William Doll</b> A.A, A.A.S., Kent State University; B.A., Malone College; MBA, Ashland University	Director of Plant Operations and Maintenance
<b>Nicole Dragan</b> B.S., M.S., Western Carolina University	Chemistry Instructor
<b>Katie Edwards</b> A.A.S., Isothermal Community College; B.S., Western Governors University	Health Sciences Student Success Coordinator
<b>Joel Ekstrom</b> B.A., King College; M.A., East Tennessee State University	Institutional Research and Reporting Coordinator

<b>Mark Ellis</b> B.S., Western Carolina University; M.A., Appalachian State University	Social Sciences Instructor
<b>Tracey Evans</b> ADN, Foothills Nursing Consortium; BSN, Winston Salem State University; MSN, Gardner-Webb University	Director of Nursing and Health Sciences
<b>Nathan Fisher</b> A.A.S., Isothermal Community College; B.S., Western Carolina University; AWS Certified Welding Inspector; NCCER Craft Instructor	Welding Instructor
<b>Paul Foster</b> B.S., Gardner-Webb University	WNCW Senior Producer/Public Service Specialist
<b>Chris Francis</b> A.A., Isothermal Community College; B.S., Appalachian State University	Criminal Justice Instructor
<b>Mark Franklin</b> A.A.S., Isothermal Community College; B.S., Gardner-Webb University; M.A., Liberty University	Director of Customized Training and Development
<b>Zachary Freeman</b> A.A.S., Isothermal Community College; B.S., Limestone College	Advertising/Graphic Design Instructor
<b>Amy Galla</b> B.A., M.A., University of Central Florida	Director of College and Career Readiness
<b>Mike Gavin</b> B.A., Emory University	Director of Marketing and Community Relations
<b>Glenn Gibert</b> A.A.S., Isothermal Community College; North Carolina Licensed Electrical Contractor	Electrical Installation and Maintenance Instructor
<b>Joseph Greene</b> Diploma, Isothermal Community College	WNCW Programming Utility/Media Sponsorship Specialist
<b>Lori Greene</b> B.S., Bowling Green State University	College and Career Readiness Curriculum and Programs Coordinator
<b>Peyton Greenlee</b> A.A., Isothermal Community College	Work Based Learning Coordinator
<b>Wilson Griffin</b> A.A.S, A.A.S., Isothermal Community College	PC Technician
<b>Kaylee Hampton</b> A.A.S., Isothermal Community College	Financial Aid Counselor/VA Coordinator
<b>Rebecca Haney</b> A.A., Cleveland Community College; B.S., Gardner-Webb University; M.B.A., Gardner-Webb University; Management Information Systems and Health Care Management Postgraduate Certificate, Gardner-Webb University	Office Systems Technology Instructor
<b>Anne Hardy</b> A.A., Spartanburg Community College; B.A., North Carolina State University	Coordinator of Annual Fund and Grants Development
<b>Thad Harrill</b> B.S., M.B.A., Gardner-Webb University; Ed.D., Western Carolina University	Chief Development Officer
<b>Karen Harris</b> A.A.S, Isothermal Community College; B.S., Gardner-Webb University; M.A., Western Carolina University	Career and College Promise Lead Navigator
<b>Ruby Harris</b> A.A.S, Isothermal Community College; B.S., Grand Canyon University	Cosmetology Instructor
<b>Kem Harvey</b> B.S., University of South Carolina Upstate; M.Ed., Converse College; Ph.D., Old Dominion University	Dean of Applied Technologies
<b>Kimberly Henson</b> B.A., North Carolina State University	WNCW Membership Services Coordinator

<b>Lisa Higgins</b> B.S., The Pennsylvania State University; M.A., North Carolina State University	Agriculture Instructor
<b>Ruth Hils</b> B.S., Appalachian State University	Coordinator, Powers Scholarship Programs
<b>Bobbi Hodge</b> B.S., M.S., University of North Carolina – Charlotte	Faculty Chair of Applied Sciences and Engineering Technology
<b>Steve Hollifield</b> A.A.S., Isothermal Community College; B.S., B.S.E.T., University of North Carolina – Charlotte; M.S., East Carolina University	Electronics Technology/ Computer Engineering Technology Instructor
<b>Donna Hood</b> B.S., M.B.A., Gardner-Webb University	Dean of Continuing Education
<b>Noelle Hoyle</b> B.S., LeMoyne College; M.S., Eastern Kentucky University	Biology Instructor
<b>Matthew Humphries</b> B.A., Western Carolina University; M.A., University of North Carolina-Greensboro	English Instructor
<b>Jo James</b> A.A.S., Gaston College, B.S., Gardner-Webb University; M.B.A., Gardner-Webb University; Web Technology Post graduate certificate, East Carolina University; Ed.S. Appalachian State University	Coordinator of Technology Enhanced Learning
<b>Stacey Jenkins</b> A.A.S., A-B Tech Community College, B.S., East Tennessee State University	Director of Dental Assisting Program
<b>Melissa Johnson</b> B.A., University of North Carolina-Asheville; M.B.A., Gardner-Webb University	Business Management/ Information Systems Instructor
<b>Krista Megan Jones</b> A.A.S., Isothermal Community College; B.S., Grand Canyon University	Director of Cosmetology
<b>Johnathan Jones</b> B.A., Tarleton State University; M.A., Pennsylvania State University	Music/Humanities Instructor
<b>Shannon Jones</b> A.A.S., Isothermal Community College; B.S.N., Gardner Webb University; M.S.N., Nursing Gardner-Webb University; D.N.P., Gardner-Webb University	Practical Nursing Instructor
<b>Spencer Jones</b> B.A., Brevard College	WNCW Corporate Underwriting Representative
<b>Joseph Kendrick</b> B.A., University of North Carolina at Chapel Hill	WNCW Director of Programming and Engineering Operations
<b>David Kester</b> A.A., The Art Institute of Atlanta	Director of Radio Operations
<b>Sarah Kilgo</b> A.A.S., Isothermal Community College; B.S., Gardner-Webb University, M.A., Ed.S., Appalachian State University; Website Developer Post graduate certificate, East Carolina University	Faculty Chair of Business Sciences
<b>Sandra Lackner</b> A.S., Niagara County Community College; B.A., Ed.M., University at Buffalo, The State University of New York	Associate Vice President for Student Affairs
<b>Terry Lane</b> A.A.S., Cleveland Community College; B.A., Lenoir-Rhyne College	PC Technician
<b>Dawn Laughter</b> A.S., Coastal Carolina Community College; B.A., University of North Carolina-Greensboro; M.A., Appalachian State University	Instructor, Developmental Mathematics
<b>Todd Ledford</b> A.A.S., Isothermal Community College; B.A., Limestone College	Tutoring Center Coordinator

<b>Alfreda Lindsay</b> B.S., Gardner-Webb University; M.S., Winston Salem State University	Dean of Student Pathway Navigation
<b>Michael Lipkin</b> B.S. and M.S., University of Tennessee at Knoxville	Physics/Astronomy Instructor
<b>Kelly Lovelace</b> B.S., Kansas State University; M.A., Gardner-Webb University; Ph.D., Capella University	Dean of Teaching and Learning Support
<b>Tami Lovelace</b> ADN, Gardner-Webb University; BSN, Winston-Salem State University; MSN, Gardner-Webb University	Nursing Instructor
<b>Michael Lyda</b> A.A.S., Isothermal Community College; B.S.E.T., Western Carolina University; M.C.M., Western Carolina University; Ed.S., Appalachian State University; OSHA 1910 and 1926 Authorized, NC State; MESH, NC State; NCCER; Core, Carpentry, and Electrical Instructor; CSM and LEED GA, Everblue; Forklift Instructor	Building Construction Technology Instructor
<b>Karen Marshall</b> B.S., Appalachian State University	Human Resource Development/ Polk Campus Coordinator
<b>Alice McCluney</b> B.S., University of North Carolina-Greensboro; M.A., Gardner-Webb University; Ed.D., Western Carolina University	Early Childhood Education Instructor
<b>Jessica Medford</b> B.A., Mars Hill University	GEAR UP Coordinator
<b>Rachel Mercantini</b> A.A.S., Isothermal Community College	Registrar
<b>Kaitlyn Mitchell</b> A.A.S., Isothermal Community College; B.S., East Carolina University; M.S., East Carolina University	Information Technology Instructor
<b>Julia Nelson</b> B. S., Liberty University; M. A., Liberty University	Psychology Instructor
<b>Meghan Nevil</b> A.A.S., Isothermal Community College; B.A. Fayetteville State University	Institutional Data and Analytics Coordinator
<b>Brett Parker</b> B.A., University of South Carolina-Spartanburg, M.A., Middle Tennessee State, Ph.D., University of Alabama	History Instructor
<b>Devon Paul</b> B.A., UNC Greensboro; M.A., UNC Greensboro	Marketing and Communications Coordinator
<b>Amy Penson</b> B.S., University of North Carolina-Charlotte, CPA	Controller
<b>Adam Petit</b> B.S., Minnesota State University-Mankato; M.S., Minnesota State University-Mankato	Mathematics Instructor
<b>Keith Poole</b> B.S.Ed., Western Carolina University; M.S.Ed., Duquesne University; Ed.D., Clemson University	Communication Instructor
<b>Tina Porter</b> A.A., Isothermal Community College; B.S., Gardner-Webb University	Lead College Navigator
<b>Bonnie Powell</b> A.A.S., Isothermal Community College- Office Adm; A.A.S., Isothermal Community College-Business Administration	Business Sciences Learning Lab Teaching Assistant
<b>Marian Price</b> A.A.S., Gaston College; B.S., Gardner-Webb University; M.S.N., Gardner-Webb University	Nursing Instructor
<b>Philip Pruett</b> A. S., Isothermal Community College; B. S., Western Carolina University	Electronics Engineering Instructor

<b>Lee Roach</b> A.A.S., Isothermal Community College; B.S., M.S., Western Carolina University; Ed.S., Northwestern State University; OSHA 1910 and 1926 Authorized, NC State; Certified Fanuc Robotics Instructor; Forklift Instructor; NCCER Instructor; HAAS Turning and Milling Certification	Mechanical Engineering Instructor
<b>Rachel Roberson</b> A.A., Isothermal Community College; B.A., University of North Carolina Greensboro	NC Works Career Coach
<b>Naomi Roberts</b> B.A., University of North Carolina at Asheville; M.S., Western Carolina University	Mathematics Instructor
<b>Loreen Smith</b> B.A., Stony Brook University; B.A. and M.Ed., Georgia State University	English Instructor
<b>Madeline Smith</b> B.A., Ohio State University; M.Ed., Ohio University; Ph.D., William & Mary	Vice President of Operations
<b>Kimberly Snyder</b> B.S., Gardner-Webb University; M.A., Appalachian State University; LCMHC	Human Services Technology Instructor
<b>Karen Spratt</b> A.A., Isothermal Community College; B.S., Western Carolina University; M.A., Appalachian State University	Developmental Mathematics Instructor
<b>Susan Straw</b> A.A.S., Chowan University; A.A.S., A.A., Isothermal Community College; B.S., Appalachian State University	Manager of Print Shop
<b>Marshall Sybert</b> A.A., Isothermal Community College; B.A., University of North Carolina Charlotte; M.A., Webster University	College and Career Readiness Transitions Coordinator
<b>Starr Tate</b> B. S., Gardner-Webb University; M.S.N., Gardner-Webb University	Nursing Instructor
<b>Karen Taylor</b> A.A., Isothermal Community College; B.A., M.A., Gardner-Webb University	Developmental English Instructor
<b>Melissa Tenpenny</b> A.S., Isothermal Community College	College Navigator
<b>Greg Thomas</b> B.S., Methodist University; Master of Liberal Studies, Fort Hays State University; Ed.D., Fayetteville State University	Vice President for Academic and Student Affairs
<b>Joy Thomson</b> A.A.S., Isothermal Community College; NCCER Craft Instructor	Welding Instructor
<b>Cathy Walker</b> A.A.S., Isothermal Community College- Medical Office Administration and Office Management; B.S. Gardner-Webb University	WNCW Business and Traffic Manager
<b>Robby Walters</b> B.S., University of North Carolina-Charlotte	Chief Information Officer
<b>Jeff Waters</b> A.A.S., Isothermal Community College; Haas CNC Turning Center Certification, Haas Vertical Machining Center Certification, Gibbs Cam Certification, NCCER Craft Instructor	Computer Integrated Machining Instructor
<b>Bret Watson</b> B.S., Appalachian State University; M.A., Gardner-Webb University	Instructor, Biology
<b>Kim Wawzysko</b> A.A., Grand Rapids Community College; B.A., Grand Valley State University; M.M., Aquinas College-Michigan; M.A.S., Colorado State University	Director of Equine and Agribusiness Sciences
<b>Erin Whelchel</b> B.A., University North Carolina-Charlotte; M.A., Clemson University	English Instructor
<b>Charles P. Wiggins</b> B.F.A., University of North Carolina-Asheville; M.F.A., East Carolina University; M.L.I.S., University of North Carolina-Greensboro	Director of Library Services

<b>Jennifer Wiggins</b> B.A., University of North Carolina - Asheville; M.Ed., North Carolina State University	Mathematics Instructor
<b>Brooke Workman</b> B. S., Gardner-Webb University; M.B.A., Gardner-Webb University	NC Works Career Coach
<b>Ava Yamouti</b> A.A.S., Western Piedmont Community College; B.A.A.S., Lees-McRae College; M.A., Boston University	Dean of Health and Public Services
<b>Carolyn Young</b> B.A., Muskingum University	Broadcasting Production Technology Instructor

## Academic Calendars and Important Dates

### Academic Calendars and Important Dates

We encourage you to familiarize yourself with important dates to stay informed and plan your academic journey effectively. Please refer to the college calendar at [events.isothermal.edu](https://events.isothermal.edu) for the most current version of academic-related postings.

Academic Calendars and Important Dates

### Fall 2024

#### Fall 2024

#### Curriculum Course Schedule

	Full Semester Courses (16 weeks)	Term 1 Courses (First 8 weeks)	Term 2 Courses* (Second 8 weeks)
Fall 2024 Early Registration	March 23- August 1, 2024		
Final Days of Fall 2024 Registration	August 13-21	August 13-21	August 13-21; September 23 – October 21
Last Day to Drop with 100% Refund	August 21	August 21	October 21
First Day of Classes	August 22	August 22	October 22
Schedule Adjustment	August 22-23	August 22-23	August 22 and 23; October 22
Census (10% Point of Course); Last Day to Request 75% Refund	September 3	August 27	October 25
Last Day to Withdraw with a “W”	December 11	October 9	December 11
Spring 2025 Early Registration	October 28 – December 19, 2024		
Last Day of Classes	December 18	October 16	December 18

\*When seeking to enroll in Term 2-Term 4 courses after the full-term census date, students should communicate with Financial Aid staff for questions about aid eligibility.

Career and College Promise (CCP) course schedules may vary. Students enrolled in CCP courses should check each course syllabus for important schedule information.

## Basic Law Enforcement Training (BLET) Course Schedule

	Course Term
Daytime BLET Program	August 22- December 18, 2024
Evening BLET Program	TBD
Late Start Daytime Program	December 30 – May 5, 2025
Late Start Evening Program	TBD

## Important Dates

Dates	Weekday	Event/Activity
August 1-8	Thursday – Thursday	Faculty/Student Break (College Open)
August 1	Thursday	Payment Due (Fall Term)
August 12	Monday	Convocation - All Faculty and Staff (College Closed)
August 13-16	Tuesday – Friday	Faculty Workday (College Open)
August 19-20	Monday – Tuesday	Faculty Workday (College Open)
September 2	Monday	Labor Day Holiday (College Closed)
September 4	Wednesday	Big Blue Welcome Event
September 26	Thursday	Pell Disbursement
October 14	Monday	Bookstore charges open for Term 2 through October 25
October 17	Thursday	Term 1 Faculty Checkout/Faculty Workday (No Classes)
October 18-21	Friday – Monday	Faculty/Student Break (College Open)
October 22	Tuesday	First Day of Term 2 classes/Schedule Adjustment Term 2
October 25	Friday	Last Day to Apply for Fall Graduation
October 29	Tuesday	Grub Day (11am-2pm, 4pm-6pm)
November 20	Wednesday	Pell Disbursement
November 27	Wednesday	College Closed to the Public (Employee Leave Day)
November 28-29	Thursday-Friday	Thanksgiving Holiday (College Closed)
December 5	Thursday	Learning College Student of Semester Awards Day
December 19	Thursday	Faculty Checkout/Faculty Workday (No Classes)
December 20	Friday	Faculty/Student Break (College Open)
December 23-December 31	Monday - Tuesday	Christmas Holiday Observed (College Closed)

Please refer to the college calendar at [events.isothermal.edu](https://events.isothermal.edu) for the most current version of academic-related postings.

Spring 2025

Spring 2025

Curriculum Course Schedule

	Full Semester Courses (16 weeks)	Term 1 Courses (First 8 weeks)	Term 2 Courses* (Second 8 weeks)
Spring 2025 Early Registration	October 28– December 19, 2024	October 28 – December 19, 2024	October 28– December 19, 2024; February 13– March 12
Final Days of Spring 2025 Registration	January 7-13	January 7-13	January 7-13; March 12
Last Day to Drop with 100% Refund	January 13	January 13	March 12
First Day of Classes	January 14	January 14	March 13
Schedule Adjustment	January 14 and 15	January 14 and 15	January 14-15; March 13
Census (10% Point of Course); Last Day to Request 75% Refund	January 24	January 17	March 18
Summer/Fall 2025 Early Registration	February 13- March 12, 2025 and March 24, 2025-TBD (Summer)		
Last Day to Withdraw with a “W”	May 7	February 28	May 7
Last Day of Classes	May 13	March 7	May 13

\*When seeking to enroll in Term 2-Term 4 courses after the full-term census date, students should communicate with Financial Aid staff for questions about aid eligibility.

Career and College Promise (CCP) course schedules may vary. Students enrolled in CCP courses should check each course syllabus for important schedule information.

Basic Law Enforcement Training (BLET) Course Schedule

See the Fall 2024 Schedule for details.

## Important Dates

Date	Weekday	Event/Activity
December 19	Thursday	Payment Due (Spring Term Early Registration)
January 1	Wednesday	New Year's Holiday (College Closed)
January 2-9	Thursday-Thursday	Faculty/Staff Workday (College Open)
January 6	Monday	Bookstore Charges open through January 28
January 10	Friday	Spring Convocation (College Closed)
January 20	Monday	Dr. Martin Luther King Jr. - Holiday (College Closed)
February 21	Friday	Pell Disbursement
March 6	Thursday	Bookstore charges for Term 2 open through March 19
March 10	Monday	Faculty Checkout Term 1/Faculty Workday (No Classes)
March 11-12	Tuesday-Wednesday	Faculty/Student Break (No Classes)
March 12	Wednesday	Payment Due Term 2
March 28	Friday	Spring and Summer Graduation Deadline for Graduates Participating in Commencement
April 2	Wednesday	Sports Day (Classes are in Session)
April 4	Friday	Science Expo
April 14 - 17	Monday - Thursday	Spring Break - Student/Faculty (No Classes)
April 18-21	Friday - Monday	Holiday (College Closed)
May 1	Thursday	Learning College Student of Semester
May 14	Wednesday	Faculty Checkout/Faculty Workday (No Classes)
May 15	Thursday	Faculty/Student Break (College Open)
May 16	Friday	REaCH Commencement/Faculty/Student Break (College Open)
May 17	Saturday	Curriculum Commencement College and Career Readiness Commencement
May 19	Monday	Bookstore Charges open through June 5
May 19-22	Monday - Thursday	Faculty/Student Break (College Open)

Please refer to the college calendar at [events.isothermal.edu](https://events.isothermal.edu) for the most current version of academic-related postings.

Summer 2025

Summer 2025

Curriculum Course Schedule

	Full Semester (10 weeks)	Term 1 (8 weeks)	Term 3 (first 4 weeks)	Term 4 (second 4 weeks)
Summer 2025 Early Registration	October 28, 2024 – May 14, 2025	October 28, 2024 – May 14, 2025	October 28, 2024 – May 14, 2025	October 28, 2024 – May 14, 2025
Final Day of Summer 2025 Registration	May 22	June 2	May 22	June 30
Last Day to Drop with 100% Refund	May 22	June 2	May 22	June 30
First Day of Classes	May 27	June 3	May 27	July 1
Schedule Adjustment	May 27	June 3	May 27	July 1
Census (10% Point of Course); Last Day to Request 75% Refund	June 2	June 5	May 28	July 2
Fall 2025 Early Registration	March 24, 2025- TBD			
Last Day to Withdraw with a “W”	July 23	July 23	June 18	July 23
Last Day of Classes	July 30	July 30	June 26	July 30

\*When seeking to enroll in Term 2-Term 4 courses after the full-term census date, students should communicate with Financial Aid staff for questions about aid eligibility.

Career and College Promise (CCP) course schedules may vary. Students enrolled in CCP courses should check each course syllabus for important schedule information.

Basic Law Enforcement Training (BLET) Course Schedule

	Course Term
Daytime BLET Program	May 27 – December 19, 2025

Important Dates

Date	Weekday	Event/Activity
May 26	Monday	Memorial Day (College Closed)
June 12	Thursday	Last Day to Apply for Summer Graduation (If Not Participating in Commencement Ceremony)
June 19	Thursday	Juneteenth Holiday/Staff Workday (College closed to the Public)
June 30	Monday	Pell Disbursement
June 30	Monday	Faculty Checkout Term 3
July 4	Friday	Independence Day - Holiday (College Closed)
July 31	Thursday	Faculty Checkout/Faculty Workday (No Classes)

Please refer to the college calendar at [events.isothermal.edu](https://events.isothermal.edu) for the most current version of academic-related postings.

Administrative Office Hours

Administrative Office Hours

The administrative offices of the College are normally open Monday through Thursday from 7:30am to 5:30pm and Friday 8:00am to 12:00pm. Hours may vary during breaks. If you need to schedule an appointment outside of these hours, please contact the department of choice, and we would be glad to accommodate your schedule or coordinate a virtual meeting.

# Maps and Facilities

## Maps

Isothermal Community College provides a variety of locations to best serve our community. For current locations, please review the [Isothermal Community College Locations webpage](#).

Maps and Facilities

## Facilities

### Facilities

#### Administration Building

The Academic Development office, faculty, and classrooms are located in the Administration building, as are the Arts and Sciences office, faculty, labs, and classrooms; the Business Office; Human Resources; the Presidential Office Suite; the Marketing and Communications Office, the Public Information Office; the Tutoring Center; and the Writing Center.

#### Business Sciences Building

Located in the Business Sciences building are the Business Sciences office, faculty, and classrooms, Blue Room 112, Red Room 137, Chocolate Room 136, Accounting and Finance, Agribusiness, Business Administration, Equine Business, Information Technology, Medical Office Administration, Accounting Lab, Computer Lab, the Teaching and Learning Lab (TLC,) and the temporary Library Services location.

#### Communications Building

Located in the Communications building are Advertising and Graphic Design, Audio and Video Production Technology, Electrical Systems Technology, Campus Print Shop, WLOS, and WNCW.

#### Engineering Technology and Workforce Development Center Building (Walter Dalton Building)

Located in the Engineering Technology and Workforce Development Center building are the Applied Sciences office, faculty, classrooms, Computer Engineering Technology, Computer-Aided Drafting Technology, Electronics Engineering Technology, the Institutional Effectiveness and Strategic Analytics Office, and the office of the Vice President of Academic and Student Affairs.

#### The Foundation- A Center for Learning and the Arts

The ground floor includes offices, College and Career Readiness classrooms, customized training and development, continuing education, defensive driving, truck driving, Small Business Center, Workforce Development offices, and visitor information.

Located on the second and third floors of The Foundation Building, the Performing Arts and Conference Center hosts an array of events, from concerts to wedding receptions. Cultural events include a variety of performance disciplines, including dance, theatre, popular and classical music, family-friendly variety shows, plays produced specifically for young audiences, and lectures and seminars. Programming is presented by the College and by community and regional-based promoters.

A listing of public events can be viewed on the facility website at [www.FoundationShows.org](http://www.FoundationShows.org). Special student ticket pricing is available for select events. The facility box office can be called at 828-286-9990 and is located at the second-floor entrance of the North parking lot. The conference space is used for various events, including proms, weddings, seminars, trade shows, reunions, smaller meetings, and retreats. Call the director of the Performing Arts and Conference Center for facility rental information at 828-395-1454.

#### Health and Public Services Building

Health and Public Services faculty and staff offices, classrooms, Basic Law Enforcement Training (BLET), Criminal Justice, Early Childhood Education, Emergency Services, and Human Services Technology are located in the Health and Public Services building.

#### Information Technology Building

The IT Department, the Coordinator of Technology Enhanced Learning, and the Webmaster are located in the information technology building.

#### Library

Note: The college library has been temporarily relocated to the Business Sciences building, Rooms 17 and 19.

The college library is located near the center of the Rutherford Campus and overlooks the lake. It provides many materials and services you may need to support your courses and a quiet place to study or relax. Public computers in the lobby give access to Microsoft Office and the internet. Printing and copying services are available for a nominal fee.

Library Hours are Monday–Thursday from 7:30am - 5:30pm and Friday from 7:30am - 12:00pm. The library's webpage provides the modified holiday, summer, and semester break hours.

The Telephone Reference and Circulation Desk can be reached at 828-395-1307.

#### Lifelong Learning Center

The Arts and Sciences faculty and classrooms and the REaCH office, faculty, and classrooms are located in the Lifelong Learning Center.

#### Machining Building

Located in the machining building is Computer-Integrated Machining.

#### Maintenance Building

The college vehicle reserve, shipping, and receiving are located in the Maintenance building.

### **Polk Campus**

Polk Campus offers various non-credit courses (continuing education) ranging from self-enrichment courses to those that provide or improve occupational skills, i.e., volunteer firefighters, rescue personnel, massage therapy, allied health, and equine. Adult basic education, adult high school diploma, and adult equivalency programs are available. English as a second language (ESL) classes are offered for persons whose native language is not English.

Polk Campus is a vital part of the Polk County community, serving as a voting precinct, civic, governmental, and business meeting location, and event host site. Student art is perpetually displayed in the lobby while lectures of interest and concerts are routinely offered. The campus is open during regular business hours, Monday – Thursday, from 7:30am – 5:30pm and Friday 8am - 12pm. Evening and weekend operating hours are dependent on class and event schedules.

### **Rutherfordton Learning Center**

The Rutherfordton Learning Center is located at 134 Maple Street, Rutherfordton, North Carolina, five miles from the Rutherford Campus. The Center offers a variety of non-credit courses (continuing education) as well as the Associate Degree Nursing (ADN) and Practical Nursing Education (PNE) programs. The location is ideal for nursing programs due to its proximity to the county's hospital. The hospital collaborates with the College to provide clinical rotations for nursing students. Nursing students attend classes at this location only after gaining admission to the ADN or PNE program. Both programs require the completion of the majority of general education courses prior to entering the nursing program. Both the Director of the Foothills Nursing Consortium and the Director of the Practical Nursing Program are located at the Rutherfordton Learning Center, along with their respective support personnel.

Nursing students will take nursing courses at this campus. Students who must complete General Education courses for the program will take those at the Rutherford Campus. Since these courses continue to be offered on the Rutherford Campus, students first access financial aid, admissions, and pre-health science advising services on the Rutherford Campus. Once admitted into the nursing program, the nursing staff serve as advisors for nursing students. The nursing staff have offices at the Rutherfordton Learning Center and are available at the off-campus site.

The Rutherfordton Learning Center provides access to a variety of learning resources. Because the College currently leases another portion of this location for Continuing Education courses, some administrative staff are on-site during regular office hours. A maintenance staff person is also on-site during the evening for added security. The campus security staff is available and visits this site regularly.

In addition to the services provided at the physical site, other college services are available for students to access online. Students can access library services, student services, the bookstore, the College Catalog and Student Handbook, Patriot Port, and many other resources from the college website homepage. Student Services, including the Office of Accessibility (Disability Services), Financial Aid, Admissions, career counseling information, and assessment and testing are available at [www.isoothermal.edu](http://www.isoothermal.edu). The college webpage also provides information, including admissions requirements, an employee directory, student activities, and instructions for accessing student email, Moodle, and Patriot Port.

Students at the Rutherfordton Learning Center can access various online library resources, including NC LIVE. Library staff can be reached for assistance by telephone or email during regular library hours, and assistance is available 24/7 through the Library Chat featured throughout the library website. Additionally, they are available to visit classes at the Center for orientation to library services targeted toward their study area. For the telephone number, hours, and more information, refer to the "Library" section.

### **Small Business Center**

Those considering a new business venture, expanding their current business, or needing help in developing a business plan may access Isothermal Community College's Small Business Center. Generally designed for companies with fewer than 100 employees, the Small Business Center provides additional training, one-on-one confidential counseling, access to a statewide network of business experts, and the professional contacts and information needed by small businesses. All services through the Small Business Center are free. Our resource center also provides the latest literature.

### **Student Center**

The Student Center is the hub of student activity. It features a media center featuring important campus information and news. We also offer open gym time, intramurals, and vending machine access nearby. Just outside the Student Center is a tennis court, pickleball courts, and a basketball court that may be used at any time outside scheduled classes. Enjoy walking the beautiful route around the lake, relaxing at the benches and picnic tables along the path, or playing the 9-hole disc golf course. Discs are available in the Student Activities Office.

Student Center hours in the fall and spring semesters are Monday – Thursday from 7:30am – 5:30pm and Friday from 8:00am - 12:00pm.

Located in the Student Center are Student Affairs, Admissions Office, The Patriot Hub, Placement and High School Equivalency Testing; Campus Bookstore, Campus Resource Office, Arts and Sciences faculty and classrooms; Cosmetology, Esthetics, Employee Fitness Center; Financial Aid Office, Gym, Pool, Physical Education, Student Activities, visitor information, Records Office, Associate Vice President for Student Affairs, Student Government Association, Workforce Innovation and Opportunity Act (WIOA), Veterans Affairs, Help Desk, Pearson Vue Test Center, REaCH classroom and lunchroom, Office of Accessibility, career and academic counseling, success coaching, College and Career Promise (CCP), and Workforce Career Coach office.

### **Telephones**

Courtesy phones are conveniently located in the following locations: Administration: First floor, Business Sciences: Hallway, Applied Science: Lobby, and Information Technology: Hallway. A pay phone is located on the first-floor hallway of the Foundation building.

### **Website**

The College website is located at [www.isoothermal.edu](http://www.isoothermal.edu). The website is the online information resource for admissions procedures, calendars, College Catalog and Student Handbook, financial aid, forms, schedules, scholarships, student accounts, college supports, student activities, and much more.

### **Welding Technology Building**

The Welding Technology building has classrooms, a computer lab, a metrology/inspection room, offices, an indoor shop, an outdoor shop, and tool storage.

### **White House**

The Building Construction Technology program of study utilizes the White House.

SACSCOC-Approved Locations

SACSCOC-Approved Locations

## Campus Locations

Location	Address	Description
Rutherford Campus (Main)	Isothermal Community College P.O. Box 804 286 ICC Loop Road Spindale, NC 28160	The main campus is on 181 acres in Spindale and sits on an 11-acre lake. The Rutherford campus provides opportunities to our students for transfer to four-year colleges, preparing our students for jobs through workforce training, working with industry on customized training, and providing opportunities in adult education, continuing education, and technical education. It is the location for the ReACH Early College, The Performing Arts and Conference Center, and the public radio station WNCW.
Polk Campus	Polk Campus 1255 West Mills Street Columbus, NC 28722	The Polk Campus provides continuing education opportunities to our students in Allied Health, including Nurse Aide; College and Career Readiness, Customized Training, Massage Therapy; Occupational Extension programs for emergency services personnel; Small Business Center services, including seminars and individual consultations.
Rutherfordton Learning Center	Rutherfordton Learning Center Isothermal Community College 134 Maple Street Rutherfordton, NC 28139	The Rutherfordton Learning Center (RLC) provides our students with continuing education opportunities and allied health curriculum programs. The RLC provides approximately 7,997 square feet of classroom, lab and office space. It is located approximately four miles from the Rutherford (Main) Campus. It is also located less than one mile from Rutherford Regional Hospital.

## Isothermal Online

Curriculum programs and courses are located at [www.isothermal.edu/academics/distance-learning](http://www.isothermal.edu/academics/distance-learning). Fit for-credit courses and degrees into your schedule. ICC offers a variety of degrees, diplomas, or certificates entirely online. You can also blend online courses with your face-to-face courses for greater flexibility. Online students can access the Help Desk for Curriculum programs and courses at [www.isothermal.edu/helpdesk](http://www.isothermal.edu/helpdesk). Help Desk is an email and phone technology support service. You will also find information about the Student Bridge, a self-paced introduction to using email and online classes.

Continuing Education courses are located at [www.isothermal.edu/continuing-education](http://www.isothermal.edu/continuing-education). Attend non-credit classes in the comfort and convenience of your home or office. Just join an online continuing education. You will complete your lessons and quizzes online. You can also talk with your instructor and fellow students. There are 250+ classes that start every month.

## High School Locations are Listed in Alphabetical Order

Location	Address	Description
Chase High School	Chase High School 1603 Chase High Road Forest City, NC 28043	In collaboration with Rutherford County Schools, Isothermal Community College offers college courses for high school students interested in technical career pathways and high school students interested in earning college credit designed for transfer to a four-year institution. The College offers diplomas and certificates in Criminal Justice and Mechanical Drafting Technologies at Chase High School.
East Rutherford High School	East Rutherford High School 331 East High Road Bostic, NC 28018	In collaboration with Rutherford County Schools, Isothermal Community College offers college courses for high school students interested in technical career pathways and high school students interested in earning college credit designed for transfer to a four-year institution. The College offers diplomas and certificates in Criminal Justice and Mechanical Drafting Technologies and a certificate in Manicuring/Nail Technology at East Rutherford High School.

Lake Lure Classical Academy	Lake Lure Classical Academy 1058 Island Creek Road Lake Lure, NC 28746	In collaboration with this charter school, Isothermal Community College offers college courses for Lake Lure Classical Academy high school students interested in earning college credit designed for transfer to a four-year institution. The College offers the Associate in Arts (A.A.) at this location for Lake Lure Classical Academy students only.
Polk County Early College High School	Polk County Early College High School 1485 NC-108 Columbus, NC 28722	In collaboration with Polk County Schools, Isothermal Community College offers college courses for high school students interested in earning college credit designed for transfer to a four-year institution. The College offers an Associate in Arts and an Associate in Science at the Polk County Early College High School.
Polk County High School	Polk County High School 1681 East NC-108 Columbus, NC 28722	In collaboration with Polk County Schools, Isothermal Community College offers college courses for high school students interested in earning college credit designed for transfer to a four-year institution. The College offers an Associate in Arts and an Associate in Science as well as a diploma and certificate in Criminal Justice at Polk County High School.
RS Central High School	RS Central High School 641 US 221 Rutherfordton, NC 28139	In collaboration with Rutherford County Schools, Isothermal Community College offers college courses for students interested in technical career pathways and students interested in earning college credit designed for transfer to a four-year institution. The College offers diplomas and certificates in Criminal Justice and Mechanical Drafting Technologies at RS Central High School.
Thomas Jefferson Classical Academy	Thomas Jefferson Classical Academy 2527 Highway 221A Moorestown, NC 28114	In collaboration with this charter school, Isothermal Community College offers college courses for Thomas Jefferson Classical Academy high school students interested in earning college credit designed for transfer to a four-year institution. The College offers the Associate in Arts (A.A.) and a certificate in Agribusiness Technology Equine Science at this location for Thomas Jefferson Classical Academy students only.
<b>Student Support Services</b>		
<p>All Isothermal locations have access to library resources and other academic support services, wireless internet access, and support services that include admissions, advising, career counseling, disability support, and financial aid.</p> <p>In addition to these services, the Main Campus offers a bookstore, open computer labs, a testing center, a performing arts center, a gymnasium and pool, and student activities offices.</p>		

## Non-Discrimination and Disclaimer

### Nondiscrimination Statement:

Isothermal Community College provides educational and employment opportunities without regard to race, religion, color, national origin, sex, gender, gender identity, sexual orientation, age, disability, genetic information, political affiliation, or status as a covered veteran. For more information, contact: Charity Hardin Allen, Isothermal Community College, PO Box 804, Spindale, NC 28160, or call (828) 395-1686. [Discrimination and Harassment Policy 03.03.07/05.03.04](#)

### Disclaimer:

This College Catalog is provided for information purposes and is designed only to assist prospective students in planning. It does not establish contractual relationships. Every reasonable effort is made to ensure accuracy at the time of publication; however, the College may make corrections to the contents and provisions of the College Catalog at its discretion. The College reserves the right to change course offerings, programs, policies, regulations, or requirements as needed, consistent with applicable laws, in order to fulfill its role and mission or to accommodate circumstances beyond its control. Changes to the College Catalog may be implemented without prior notice or obligation and are effective immediately unless otherwise stated.

## Office of Accessibility

### Office of Accessibility

Isothermal Community College is committed to providing equal access to education for persons with disabilities. To learn more about academic accommodations, it is your responsibility to make your disability known and to request accommodations with the Counselor and Student Advocacy Coordinator. Requests should be made in a timely manner, preferably thirty days prior to registration. Every reasonable effort will be made to provide services.

To establish your eligibility for services, documentation of a disability is required of all students who request accommodations. Documentation must be provided by an appropriately licensed/certified professional and must be sufficiently complete to establish your status as a person with a disability as well as establish the need for any requested accommodations. The age of acceptable documentation is dependent upon the disabling condition, your current status, and your specific request for accommodations. Necessary documentation to request accommodations/services, in general, should include the following:

1. Identification of the nature and extent of the disability, including diagnosis
2. Specific information on the functional limitation as related to the academic environment
3. Description of the current course of treatment, including medical side effects
4. The prognosis for the disability
5. Recommended reasonable accommodations

An Individualized Education Plan (IEP) may help to identify services that have been effective for the student but will not be considered acceptable documentation of a disability. All documentation and records provided will be maintained in a confidential manner as outlined in the Family Educational Rights and Privacy Act of 1974.

For information about accessibility services, contact the counselor and student advocacy coordinator in the Advising and Success Center, which is located in room 32 of the [Student Center](#), or call 828-395-1436.

## Advising and Success Center

### Advising and Success Center

Welcome to the Advising and Success Center, your hub for academic excellence and personal growth! Conveniently situated in room 32 of the [Student Center](#), staff are available to support you every step of the way on your educational journey. We would be glad to serve you in person, by phone at 828-395-1436, or by email at [advising@isothermal.edu](mailto:advising@isothermal.edu).

At the Advising and Success Center, we provide a wide array of services to ensure your success:

- New student advising and registration to help you start off on the right foot.
- Comprehensive [career](#) and academic counseling tailored to your goals and aspirations.
- Personalized success coaching to empower you to reach your full potential.
- Assistance with withdrawing from classes when necessary, ensuring a smooth process.
- Specialized advising and registration for pre-health sciences students.
- Placement assessment, testing services, and high school equivalency testing to gauge your academic standing and progress.
- Facilitating connections with your faculty mentor, fostering meaningful mentorship relationships.
- College transfer counseling for seamless transitions to other institutions or programs.
- Personal counseling assistance and referrals to support your mental and emotional well-being.
- Accessibility support services, including academic accommodations, to ensure equal access to education for all.
- Supporting students in selecting the right major and assisting them in completing the Program Update form.

Whether celebrating successes or working through challenges, the Advising and Success Center is here to serve you and help you thrive academically, personally, and professionally. Reach out to us today as you work through your path of successes!

## Bookstore

### Bookstore

The campus bookstore is located in room 2 of the [Student Center](#). In addition to books and classroom supplies, the bookstore carries a large supply of affordable notebooks, binders, and apparel with the Isothermal logo, book bags, backpacks, flash drives, earbuds, and other specialty items.

Bookstore profits are used for college projects and services. Orders for books and other items can be placed online through the [bookstore's webpage](#). Graduation (Commencement) orders are placed in the bookstore.

For the most up-to-date information on bookstore hours, please visit the [bookstore's webpage](#). To accommodate your needs, you will find extended hours around the beginning of each term/semester. Please call 828-395-1633 or 828-395-4328 for more information.

## Campus and Community Resources

### Campus and Community Resources

As you navigate through your academic journey, remember that success extends beyond the classroom. Accessing campus and community resources can significantly enhance your academic experience. Whether it is seeking out tutoring services, utilizing the library's vast resources, joining student clubs for networking and support, or tapping into local community programs, these resources are here to bolster your success.

For the most current list of campus and community resources, click the [Get Help](#) link from the Quicklinks menu at the top of the [Isothermal Community College homepage](#) or talk with a member of the Isothermal Community College team.

Common Community Resources

Organization/Resource	Phone Number
Police/Fire/Emergency	911
988 Suicide & Crisis Lifeline	988
United Way Help Access and Referral Line or <a href="https://nc211.org">nc211.org</a>	211
24-Hour Crisis Line (SMC)	1-800-849-6127
Alcohol and Drug Info	1-800-662-4357 (HELP)
Alcohol/Drug Council of NC (State-wide)	1-800-688-4232
Alcohol-Drug Treatment Referral (National)	1-800-454-8966
Blue Ridge Counseling Services (Rutherford)	828-286-0501
Cleveland County Abuse Prevention Council	704-481-0043
Columbus Police Department (Polk)	828-894-5464
Family Preservation Services (Polk)	828-894-2290
Family Preservation Services (Rutherford)	828-287-7945
Family Resources of Rutherford County, Inc (Rutherford)	828-247-1440
Home Care Management (Rutherford)	828-247-1700
ICC Campus Enforcement	828-289-5850
ICC Safety Coordinator	828-395-4192
Ledford, Miracle, and Ledford (Rutherford)	828-286-7967
Lifeline Counseling Center by Jeff Wells (Rutherford)	828-289-0574
Lifespan Psychological Services (Polk)	828-894-2300
Mobile Crisis (Rutherford/Polk)	888-573-1006
National Sexual Assault Hotline <a href="https://ohl.rainn.org/online/">https://ohl.rainn.org/online/</a>	800-656-4673 (HOPE)
National Suicide Prevention Hotline (National)	800-273-8255
NC SAVAN: North Carolina Statewide Automated Victim Assistance and Notification	877- 627-2826 (NC SAVAN)
NC State Highway Patrol (State-wide)	800-445-1772
New Hope Counseling Center (Polk)	828-894-2238
Noah's House, Children's Shelter (Rutherford)	828-245-5437
PATH, Domestic Violence Resource Center and Shelter (Rutherford)	828-245-8595
Pavilion International, Substance Abuse Treatment (Polk)	828-694-2300
Polk Wellness Center	828-894-2222
Polk County Health Department	828-894-8271
Polk County Social Services	828-894-2100
Polk County Sheriff's Office	828-894-3001
Preferred Choice Healthcare (Rutherford)	828-248-4403

RHA Health Services, Inc. (Rutherford)	828-248-1117
Rutherford County Health Department	828-287-6100
Rutherford County Social Services	828-287-6165
Rutherford County Sheriff's Office	828-287-6247
Rutherford County Transit (TARC)	828-288-1830
Rutherford Regional Hospital	828-286-5000
Steps to Hope, Domestic Violence Resource Center and Shelter (Polk)	828-894-2340
St. Luke's Hospital (Polk)	828-894-3311
Vaya Health (Regional Mental Health/Substance Abuse/Developmental Disabilities Services) Crisis Line 24/7	800-849-6127
Woodridge Psychological Association/ Preferred Choice Healthcare (Rutherford)	828-287-7806

## Career Services

### Career Services

#### Self-Service Career Coach

Comprehensive self-service career services are also available to the community through Isothermal's [Career Coach](#) page.

#### Advising and Success Center

The **Advising and Success Center**, located in room 32 of the Student Center, provides career services. The center offers career and personality assessments for prospective and current students, one-on-one discussions to link career results to related programs, and an investigation of resources that give an overview of the future of different types of careers.

#### Human Resource Development Program

The [Human Resource Development \(HRD\) program](#) is geared toward equipping job seekers for success with information, skills, self-awareness, and insight into workplace expectations. Workshops are offered for résumé development, job search strategies, interview skills, mock interviewing, and successful transition to the worksite. Additionally, students may take WorkKeys assessments to earn the National Career Readiness Certification.

## Computer Labs

### Computer Labs

Isothermal Community College provides students and the community with access to essential technology and resources that support their academic work. These labs offer a range of software, hardware, and internet access that may not be available personally, ensuring they can complete assignments, conduct research, and develop technical skills in a conducive learning environment.

Additionally, computer labs may provide support and collaborative spaces, enhancing the overall educational experience.

Computer labs are available in the following locations:

Building	Room	Computers	Designated Use(s)
Library	Entrance Area	11	Public access computers
Business Sciences	24	25	Open lab based on availability
Polk Campus	118	5	Open lab, Distance Learning Lab
Rutherfordton Learning Center	310	25	Open lab for Nursing Program students

Did you know that students also have access to free academic support? For more information, check out the [Tutoring and Academic Support Services](#) section.

# Financial Aid Programs and Important Dates

## Financial Aid Programs and Important Dates

Did you know that most Isothermal Community College students are eligible for financial aid? Financial assistance may be available to help you pay for educational and living expenses while enrolled. For more information about all of your aid options, such as state and federal grants, Powers Promise Scholarships, and institutional scholarships, please visit the [Financial Aid webpage](#), email [financialaid@isthermal.edu](mailto:financialaid@isthermal.edu), call 828-395-4198, or visit the Financial Aid Office in room 7 of the [Student Center](#). It is our pleasure to assist you in your next steps.

### Financial Aid Submission Dates

To ensure proper processing time of your [FAFSA application](#), which would confirm aid available for the semester, your admission and financial aid files must be completed (including being processed) by the dates listed below. Be sure to check your [Patriot Port](#) account and communicate with Financial Aid staff through confirmation of aid.

### Payment Deadlines for Courses (Tuition and Fees)

To view the current list of payment deadlines, check out the [Financial Aid Dates and Deadlines webpage](#).

### Steps to Apply for Financial Aid

*Note: Steps may take 2 - 4 weeks to complete. Please plan accordingly.*

1. Apply for [residency and admission](#), submit all high school transcripts or adult high school/high school equivalency scores, and complete the placement test, if needed. High school transcripts are not required to apply for admission to Isothermal, but they are required for financial aid purposes.
2. Complete and submit the [FAFSA](#) after you have filed for your residency status and applied for admission.
3. Complete and return all forms requested from the Financial Aid Office by 4:00pm by the payment date. To see if you have outstanding documents to be submitted, please log into [Patriot Port](#). Under Financial Aid in the left side column, select "My Documents." If you need assistance accessing Patriot Port or Moodle, our [Help Desk](#) staff would be glad to assist. If you would like help with residency, admission, or aid information, it would be the pleasure of the Student Services staff to assist. Walk-ins are welcome; no appointments are needed.

Students who complete a financial aid file after the payment date may experience delays in receiving aid and should be prepared to pay for tuition out-of-pocket. Qualifying students may receive reimbursement at a later date.

Financial aid enrollment used to calculate a student's eligibility is taken on the Pell Recalculation date (PRD). Also known as the Financial Aid or Full-Term Census Date of the semester. To maximize aid, all courses need to be registered at the beginning of the semester. Any course not attended through the full-term census will not count toward your enrollment for financial aid. If courses are added to a schedule after the census date, they will not be counted (if previously enrolled in the semester). The PRD is a snapshot of the enrollment level which is used for financial aid awards. However, for new students coming to school mid-term, financial aid may still be available if not previously enrolled. New students, please see your Financial Aid counselor before registering for late-start terms (e.g., Terms 2-4).

## Food Services

### Food Services

#### Vending Machines

Food and beverage vending machines are located in the Student Center and in various buildings around campus.

#### Patriot Pantry

You also have access to the [Patriot Pantry](#) in room 17 of the [Student Center](#). Remember, taking care of your well-being is essential for academic success. The pantry provides non-perishable food and personal care items for students and employees. If you find yourself in need of a little extra help, please know that the pantry is here to assist and we encourage you to use this resource as often as beneficial within the allowable guidelines.

## IT Help Desk and Technologies

### IT Help Desk

#### Getting Started and Accessing Tools

Isothermal Community College utilizes online tools to serve students. These tools include Outlook email, Moodle, Patriot Port, and Office 365 accounts. If you have never logged in or have questions, the best starting point is the [Help Desk webpage](#).

#### Contacting the IT Help Desk

Assistance from the Help Desk is available in Room 5 of the [Student Center](#), located on the Rutherford Campus (main campus) at Isothermal Community College. Walk-ins are accepted. If you would like to schedule a face-to-face meeting with the IT Help Desk, please contact the Help Desk before arriving at the Student Center.

The Help Desk is available Monday through Friday from 8:00 am to 4:30 pm. You can contact the Help Desk by phone or email and should be sure to provide your student ID or the last four digits of your social security number in the message. Messages and e-mails received after the hours of operation will be handled on the next day of operation.

#### Sign-on Procedure for E-Mail, Patriot Port, Moodle, and Office 365 Accounts

Applicants to Isothermal Community College are given a student account. Links to all online tools can be found in the Quicklinks menu in the main header of all Isothermal Community College's web pages.

To log into your accounts, start by selecting the Quicklinks tab in the top right corner of the [Isothermal homepage](#). Then select [Student/Employee Login](#). Enter your Isothermal email address and password to sign in.

The format for your username and password follows this scheme:

**Username Format:**

First letter of your first name

Full last name

Last 4 digits of your Student ID Number

"@student.isothermal.edu"

Example Username for Jo Public: jpublic6789@student.isothermal.edu

**Password Format:**

First two letters of first name, with the first letter capitalized

First two letters of last name, not capitalized

An Asterisk \*

Last four digits of Social Security Number

Example Password for Jo Public: Jopu\*1234

Once you have entered your login information, the applications page will be displayed. From here, students can access Patriot Port, Moodle, Outlook, and other Office 365 products. After selecting an app for the first time, students are required to set up multifactor authentication either through the Microsoft Authenticator app, or by SMS text/ phone call.

**Note:** Login formats are not the same for international students. Please contact the Help Desk for assistance.

Once you have entered your login information, the Applications pages will be displayed. From here, you can access your Patriot Port, Moodle, Outlook, and Office 365 accounts.

For further assistance, please call the Help Desk at 828-395-1437, email [icchelpdesk@isothermal.edu](mailto:icchelpdesk@isothermal.edu), or visit room 5 of the [Student Center](#).

[IT Help Desk and Technologies](#)

## Patriot Port

### Patriot Port

Patriot Port is an important resource for curriculum students. This resource provides students with access to their unofficial transcript, course grades, financial information, and more. Students may also register for courses and access critical information for registration and program completion.

For example, students can do the following with a required login:

- Check grades
- Review grade point average (GPA) by term
- Access an unofficial transcript
- Run a degree audit to check progress in a program of study
- Access placement assessment information
- View class schedule
- Verify student profile information
- Email advisor and instructors
- Register for courses
- Review communications from Admissions and Financial Aid

For more information regarding Patriot Port, reach out to the [IT Help Desk](#), your college navigator/faculty mentor, and/or [Records Office staff](#).

[IT Help Desk and Technologies](#)

## Computer Resources/Internet Use

Policy 602-03-01AP

### Purpose

Isothermal Community College strives to provide computer resources, Internet, and Network access in an environment in which access is shared equitably among users. This access is intended to be used in support of the research, educational, and administrative purposes of the College. College-owned or operated computer resources are for the use of College employees, students, and other authorized individuals. The purpose of this policy is to protect the College's technology users and computer resources and to ensure equitable access and proper management of these resources.

### Acceptable and Unacceptable Uses

The computer resources owned and operated by Isothermal Community College are intended for the use of its students, employees, and other authorized individuals for purposes related to instruction, learning, research, and campus operations. Users are expected to exercise responsible, ethical behavior when using all College computer resources. This policy makes no attempt to articulate all required or prohibited behavior by users of the computer resources of Isothermal Community College.

**Unacceptable activity includes, but is not limited to, the following:**

1. Deliberately downloading, uploading, creating, or transmitting computer viruses

2. Destroying or modifying directory structures or registries; or interfering or tampering with another's data or files
3. Developing programs that infiltrate a computer or computing system, harass other users, and/or damage software
4. Attempting to obtain unauthorized computer access or privileges, or attempting to trespass in the work of another individual
5. Using hardware or software sniffers to examine network traffic, except by appropriate College personnel to diagnose the network for bottlenecks or other problems
6. Using another person's password or sharing of one's own password; users who choose to share their passwords are responsible for the outcomes resulting from the use of their password
7. Committing any form of vandalism on equipment, communications lines, manuals, or software; attempting to defeat or circumvent any security measures or controls
8. Consuming food and/or beverages in computer labs, computer classrooms, library, or in any other areas restricted to protect systems
9. Wastefully using finite resources, such as large amounts of bandwidth, including but not limited to downloading music, television shows, software programs, and/or movies.
10. Connecting personal network devices on the College's wired network. Connecting unsanctioned products (software or hardware) to the College network, or installing products for personal use. Special provisions may be made for visiting artists, lecturers, and trainers at the discretion of the Director of Information Technology. Information Technology support staff can offer assistance in gaining network access under these special circumstances, but the College cannot guarantee functionality and assumes no responsibility for configuration of or damage to Non-College equipment.
11. Sending hate mail, chain letters, and anonymous or pseudonymous messages
12. Using, distributing, or making accessible profane, obscene, pornographic, or discriminatory images or remarks, or other content which reasonably may be considered to be offensive to another user; or participating in other antisocial behaviors
13. Using computer resources for political campaigns or distribution of political material
14. Using computer resources for fraud, financial gain, or for any commercial or illegal activity
15. Disclosing student information in violation of the provisions of the federal statute known as the Family Educational Rights and Privacy Act of 1974
16. Violating copyright laws and/or fair use provisions through 1) illegal peer-to-peer file trafficking, i.e., by downloading or uploading pirated or illegal material, including but not limited to software and music files; 2) reproducing or disseminating Internet materials, except as permitted by law or by written agreement with the owner of the copyright

#### **Reservation of Rights and Limits of Liability**

1. Isothermal Community College reserves all rights in the use and operation of its computer resources, including the right to monitor and inspect computerized files or to terminate service at any time and for any reason without notice.
2. The College makes no guarantees or representations, either explicit or implied, that user files and/or accounts are private and secure. No right of privacy exists in regard to E-mail or Internet sessions.
3. The College is not responsible for the accuracy, content, or quality of information obtained through or stored on the College network.
4. The College and its representatives are not liable for any damages and/or losses associated with the use of any of its computer resources or services.
5. The College reserves the right to limit the allocation of computer resources.
6. The College makes efforts to maintain computer resources in good working condition but is not liable for damages incurred by loss of service.
7. College funds may not be used to purchase personal network access or products.
8. The College shall not be liable, legally, financially, or otherwise, for the actions of anyone connecting to the Internet through College systems.

#### **Wireless Internet Access**

The College provides free wireless Internet access through a guest account (the only wireless access allowed for students and guests). Users of wireless access must abide by the **Wireless Internet Access Guidelines** as well as this policy. Connection to the wireless network at any given time is not guaranteed. The College does not accept liability for any personal equipment that is brought to the College and, therefore, will not assist with configuration, installation, troubleshooting, or support of any personal equipment.

#### **Electronic Mail**

The College provides free e-mail accounts to all students who are enrolled in a curriculum program. The use of College-provided e-mail accounts must be related to College business, including academic pursuits. Incidental and occasional personal use of these accounts is acceptable when such use does not generate a direct cost to the College.

The College will make reasonable efforts to maintain the integrity and effective operation of its electronic mail systems, but users are advised that those systems should in no way be regarded as a secure medium for the communication of sensitive or confidential information. Because of the nature and technology of electronic communication, the College can assure neither the privacy of an individual's use of the College's electronic mail resources nor the confidentiality of particular messages that may be created, transmitted, received, or stored.

The College does not monitor electronic mail routinely but may do so to the extent permitted by law as the College deems necessary. Students should not have any expectation of privacy with his/her electronic e-mail address provided by the College. Any user of the College's computer resources who makes use of an encryption device shall provide access when requested to do so by the appropriate College authority. The College reserves the right to access and disclose the contents of employees', students', and other users' electronic mail without the consent of the user. The College will do so when it believes it has a legitimate business need including, but not limited to, those listed below.

1. In the course of an investigation triggered by indications of misconduct or misuse;
2. As needed to protect the health and safety of students, employees, or the community at large;
3. As needed to prevent interference with the academic mission of the College;
4. As needed to locate substantive information required for College business that is not more readily available;
5. As needed to respond to legal actions; and
6. As needed to fulfill the College's obligation to third parties.

Electronic mail, including that of students, may constitute "education records" as defined in the Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99).

North Carolina law provides that communications of College personnel that are sent by electronic mail may constitute "correspondence" and, therefore, may be considered public records subject to public inspection under the North Carolina General Statutes, chapters 121 and 132.

Electronic files, including electronic mail, that are considered to be public records are to be retained, archived, and/or disposed of in accordance with current guidelines established by the North Carolina Department of Cultural Resources or otherwise required by College policy.

#### Violations of College Computer Policies and Guidelines

Each individual is ultimately responsible for his/her own actions. Failure to exercise responsible, ethical behavior will result in disciplinary action as appropriate. Disciplinary action may include reprimand or denial of access. In severe cases, 1) students may be sanctioned according to procedures described in the Student Handbook; 2) other users may be barred permanently from using College computers and network access.

Certain activities violate Federal and/or NC State laws governing the use of computer systems and may be classified as misdemeanors or felonies. Those convicted could face fines and/or imprisonment.

#### Availability of Policies

College computer policies are accessible on the College website, are included in various College publications, and are available from College staff.

#### Agreement

All users of Isothermal Community College computer resources must comply with appropriate computer policies. In using any of the College's computer resources, users agree to comply with the policies here-in and with other policies that may apply.

I have read, understand, and agree to abide by the guidelines of the **College Computer Resources, Internet, and Network Use Policy** as set forth in this document.

If I use wireless Internet access provided by the College, I verify that I have read, understand, and agree to abide by the **Wireless Internet Access Guidelines**.

Print Name: \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_

## Library

The college library is located near the center of the [Rutherford Campus](#) overlooking the lake. It provides many materials and services you may need in support of your coursework or personal interests as well as a quiet place to study or relax. Public computers in the lobby provide access to Microsoft Office and the internet. Printing and copying services are available for a nominal fee.

The library staff is dedicated to offering assistance to students, employees, and the general public with informational needs, including resources, directional questions, and detailed research guidance. The librarians are available to visit college classrooms for group instruction at any Isothermal classroom instruction location.

The [library website](#) provides guidance for research, writing papers, using documentation styles, and access to the library catalog, research databases, and other electronic resources, including 24/7 Library Chat.

The Isothermal Community College Library is also a member of North Carolina Community College Evergreen (NCCCE), with a shared catalog. A library card from any one of the member libraries allows the bearer to borrow materials from any NCCCE library.

## Library Hours

Monday – Thursday 7:30am - 7:00pm

Friday 7:30am - 4:30pm

Holiday, summer, and semester break hours as posted on the [library website](#).

## Reference and Information

We would be glad to help you in person, by phone at 828-395-1307, or by email at [library@isothermal.edu](mailto:library@isothermal.edu). We also offer 24/7 Library Chat on the [library website](#).

## Records Office Services

### Records Office Services

The [Records Office](#) oversees a wide range of functions and implements many policies and procedures necessary to move students from enrollment to completion. The Records Office is responsible for maintaining student records in accordance with existing college policies, state and federal laws, the USA Patriot Act, Solomon Amendment, Clery Act, and the Family Educational Rights and Privacy Act of 1974 as amended. Students are notified annually of their rights through orientation, the website, email, and this publication. For additional information, please refer to Student Records Policy [Student Records Policy 601-02-07AP](#).

The Records Office assists students with functions such as Academic Fresh Start, name and address changes, transcript requests, transfer of credit, registration, withdrawing from courses, schedule adjustments, and graduation applications. Contact the Records Office by calling 828-395-1430, emailing [registrar@isothermal.edu](mailto:registrar@isothermal.edu), or visiting room 3 of the [Student Center](#).

# Services Provided by Students

## Services Provided by Students

### Cosmetology and Esthetics Services

The Cosmetology Department in the [Student Center](#) offers a variety of services from hair cutting, styling, and chemicals to manicures, pedicures, and facials at reasonable prices. Faculty, staff, and Isothermal students may receive a discount with a valid employee or student ID card.

All work is done exclusively by students. The Cosmetology Department and lab operate on the same semester schedule as the College. For convenience, they offer appointments and walk-in services. Appointments can be made with the student the client wishes to complete the service for, or by calling 828-286-2319 or 828-395-1439.

### Massage Therapy

The Massage Therapy program, located at the [Polk Campus](#), offers massage therapy sessions at reasonable prices in a learning lab setting. All work is done by students with the purpose of preparing them for a career in the field. Appointments can be made by calling 828-894-3092.

# Tutoring and Academic Support Services

## Tutoring and Academic Support Services

Tutoring and academic support services are available to assist students with topics and courses within your curriculum programs. Tutoring and support hours vary by semester.

For most current hours and assistance offered at each lab or center, students should check your email for weekly announcements and visit the [Tutoring Services webpage](#).

For information about accessing open computer labs, check out the [Computer Labs](#) page.

[Tutoring and Academic Support Services](#)

## Learning Lab

### Learning Lab

The Learning Lab is available to assist students enrolled in many of the accounting, business, and computer courses offered at Isothermal Community College. The lab is open to all curriculum students who seek to use computers with Office 365 or other specialized software for certain courses.

The Learning Lab is located in room 24 of the [Business Sciences Building](#).

For information about accessing open computer labs, check out the [Computer Labs](#) page.

[Tutoring and Academic Support Services](#)

## Tutoring Center

### Tutoring Center

The Tutoring Center is an academic support service provided by the Academic Development department for all Isothermal Community College students. The Tutoring Center is a welcoming environment for students to receive assistance that will supplement classroom learning for coursework such as math, ACA, Spanish, chemistry, biology, and more.

While the Tutoring Center is not an open lab and does not offer printing capabilities, there are computer labs available across campuses.

Students may access services in person by visiting the center in person or virtually through the Tutoring Center course listed in [Moodle](#). The Tutoring Center is located in room 141 of the [Administration Building](#) and is a walk-in service with no appointment needed.

For information about accessing open computer labs, check out the [Computer Labs](#) page.

[Tutoring and Academic Support Services](#)

## Writing Center

### Writing Center

The Writing Center is a support service provided by the Academic Development Department for all Isothermal Community College students. The center offers help with all types of writing, research, paper formatting, study skills, reading comprehension, public speaking, and test proctoring.

The center is not limited to helping students in English courses; it is for all students in all courses who may need help with language arts.

While the Tutoring Center is not an open lab and does not offer printing capabilities, there are computer labs available across campuses.

Students may access services in person by visiting the Center or virtually through the Writing Center course listed in [Moodle](#). The Writing Center is located in room 211 of the [Administration Building](#) and is a walk-in service; no appointment is needed.

For information about accessing open computer labs, check out the [Computer Labs](#) page.

## Curriculum Policies

Institutional policies will create a blueprint for successful goal completion throughout your college journey. By reviewing policies and procedures, you will gain clarity on academic standards, your rights and responsibilities, graduation requirements, and much more.

For more information on college policies, see the [Catalog's Home Page](#) and the College's [Policy Manual](#), which may also be available in hard copy through the Human Resource Office in the [Administration Building](#).

Please note the following sections for the Policy Manual:

- 04- Instructional
- 400- Curriculum
- 500- Continuing Education
- 600- Student Services

## Tuition, Fees, and Refunds

### CURRICULUM TUITION PAYMENT AND FEES

Tuition payment deadlines are published on the College's website. For students who register or make schedule adjustments during Final Registration just before classes begin, payment is due the day of registration. Students registering for fall courses during the spring semester or the summer semester prior to July 1 pay tuition after July 1. Students will find a reminder sent to their Isothermal email, including important information related to registering for fall courses in the spring or early summer prior to July.

With the exception of students awaiting certification of veterans education benefits, course registration will be canceled for non-payment of tuition. Students can pay tuition and fees online through [Patriot Port](#) or by visiting the Business Office in the Administration Building. A fee of \$10.00 will be charged for returned checks. For further information, visit the [Payment Methods webpage](#), visit the Business Office in the [Administration Building](#), or call [828-395-1298](#). Isothermal accepts Visa, MasterCard, and Discover.

### TUITION RATES\*

IN-STATE		OUT-OF-STATE	
HOURL	RATE	HOURL	RATE
1	\$ 76.00	1	\$ 268.00
2	\$ 152.00	2	\$ 536.00
3	\$ 228.00	3	\$ 804.00
4	\$ 304.00	4	\$ 1,072.00
5	\$ 380.00	5	\$ 1,340.00
6	\$ 456.00	6	\$ 1,608.00
7	\$ 532.00	7	\$ 1,876.00
8	\$ 608.00	8	\$ 2,144.00
9	\$ 684.00	9	\$ 2,412.00
10	\$ 760.00	10	\$ 2,680.00
11	\$ 836.00	11	\$ 2,948.00
12	\$ 912.00	12	\$ 3,216.00
13	\$ 988.00	13	\$ 3,484.00
14	\$ 1,064.00	14	\$ 3,752.00
15	\$ 1,140.00	15	\$ 4,020.00
16	\$ 1,216.00	16	\$ 4,288.00

\*Fees are subject to change. Tuition rates are set forth by the NC General Assembly and are the same at all community colleges in the state. The rates are subject to change effective July 1, 2024.

ACTIVITY FEE*	
CREDIT HOURS	FEE
1-4	\$ 20.00
5-8	\$ 25.00
9+	\$ 30.00
TECHNOLOGY FEE*	
Instructional	\$48.00
COLLEGE ACCESS, PARKING, AND SECURITY (CAPS) FEE**	
Instructional	\$25.00
<p>*With the exception of students enrolled in Career and College Promise programs, all curriculum students must pay the Student Activity, Technology, and CAPS fees. Student Activity fee is charged for fall and spring sessions only. Technology and CAPS fees are charged for fall, spring, and summer sessions. Technology fees are non-refundable. Isothermal Community College does not charge fees related to the verification of student identities in distance learning courses.</p>	
OTHER FEES	
Books/Required Materials	Approximately \$700 (full-time student for one semester)
Associate Degree Nursing Testing/Uniforms/Additional Costs**	Approximately \$2245.00
Associate Degree/Practical Nursing Immunization Tracking**	\$15 - \$60 per year
Dental Assisting Uniforms/Additional Costs**	Approximately \$1,530.00
Practical Nursing Testing/Uniforms/Additional Costs**	Approximately \$1,450.00
Human Health Service Fees**	\$70.00
OSHA Card	\$10.00
Returned Check	\$10.00
Graduation Regalia	Approximately \$30.00

\*\*Fees are non-refundable if the student withdraws or is removed from the program.

LAW ENFORCEMENT OFFICERS AND FAMILY OF CORRECTIONAL OFFICERS

Eligible law enforcement officers who work for campus police agencies of private institutions and family members of correctional officers killed or permanently and totally disabled as a result of a traumatic injury sustained in the line of duty may be eligible for tuition-free enrollment. Additional information is available through the Records Office.

SENIOR CITIZENS

Any person who is at least 65 years old may audit courses tuition-free, as specified in the Auditing Courses section of this catalog. Local fees are the student's responsibility.

NET PRICE CALCULATOR

To access the Department of Education's net price calculator, visit the Net Price Calculator webpage.

## Tuition Refunds

### TUITION REFUNDS

#### REFUND OF TUITION AND FEES POLICY AND PROCEDURES, Policy 601-01-02BP

Isothermal Community College makes determinations regarding the refund of tuition and fees consistent with North Carolina State Board of Community Colleges policies (1E SBCC, subsection 900). Current tuition refund procedures are included in the College Catalog and Student Handbook.

#### Student Activity Fee Refunds

Students who withdraw from courses prior to the term (semester) census date (10% point) may receive a partial refund. Students who withdraw after the term (semester) census date (10% point) will not receive a refund of applicable student activity fees.

#### Additional Student Fee Refunds

Additional student fees may or may not be refundable. Current student fee information is included in the College Catalog and Student Handbook and/or applicable academic program handbooks/documents.

#### PROCEDURES

A tuition refund shall not be made except under the following circumstances:

(1) (a) A 100% refund shall be made if the student officially withdraws prior to the first day of class(es) of the academic semester as noted in the college calendar. Also, a student is eligible for a 100% refund if the course in which the student is officially registered is canceled due to insufficient enrollment.

(b) 75% refund shall be made if the student officially withdraws from the course(es) prior to or on the official 10% point of the semester.

(c) For courses beginning at times other than the first week (seven calendar days) of the semester, a 100% refund shall be made if the student officially withdraws from the course prior to the first class meeting. A 75% refund shall be made if the student officially withdraws from the course prior to or on the ten (10)% point of the course.

(2) To comply with applicable federal regulations regarding refunds, federal regulations will supersede the state refund regulations stated in the Rule.

(3) Where a student, having paid the required tuition for a semester, dies during that semester (prior to or on the last day of examinations of the college the student was attending), all tuition and fees for that semester may be refunded to the estate of the deceased.

(4) Tuition refunds will not be issued until after the 10% date. The Tuition Refund Policy is governed by the State of North Carolina (reference [1E SBCCC 900.98](#)).

#### MILITARY TUITION REFUND PROCEDURES

Upon request from the student, the college shall:

(1) Grant a full refund of tuition and registration fees to military reserve and National Guard personnel called to active duty or active duty personnel who have received temporary or permanent reassignments as a result of military operations then taking place outside the state of North Carolina that make it impossible for them to complete their course requirements; and

(2) Buy back textbooks through the college's bookstore operations to the extent allowable under the college's buy-back procedures.

(a) Colleges shall use distance learning technologies and other educational methodologies to the extent possible, as determined by the college, to help active-duty military students, under the guidance of faculty and administrative staff, complete their course requirements (reference [1E SBCCC 900.4](#) and [1B SBCCC 500.1](#)).

Signed into law on December 29, 2022, Public Law 117-328 added to Title 38 of the U.S. Code a new section, section 3691A, "Withdrawal or leave of absence from certain education." In accordance with Section 3691A, any covered student who is a member of the Armed Forces (including reserve components) and who receives orders "to perform a period of service" (i.e., active duty, inactive duty training, or state service). When a covered member withdraws due to receiving orders for a period of service, the College shall refund all tuition and fees paid for the academic term to the appropriate party. Please note that Veterans Affairs' interpretation of an academic term is the term as reported to your State Approving Agency and Veterans Affairs.

#### RESIDENCY FOR TUITION PURPOSES REFUND PROCEDURES

Upon request from the student, the college shall provide a 100% refund if all of the following conditions apply:

(1) At the time of the student's registration, the State Education Assistance Authority made an initial determination that the student was a resident for tuition purposes, as defined in G.S. 116-143.1(a).

(2) After validation of the information provided in the student's residency application, the State Education Assistance Authority subsequently determines that the student was a nonresident for tuition purposes, as defined in G.S. 116-143.1(a).

(3) The student officially withdraws from the course section within 10 calendar days of the college notifying the student of the change in residency status.

If the State Education Assistance Authority makes a final validation determination that a student is a nonresident for tuition purposes, as defined in G.S. 116-143.1(a), after the 10% point of the course section or academic term, as determined by local college policy and noted on the college calendar, the college shall apply the nonresident tuition determination to the following term (reference [1E SBCCC 900.1](#))

# Student Rights, Responsibilities, and Judicial Procedures

## Student Rights, Responsibilities, and Judicial Procedures

Students assume full responsibility for the consequences of their actions and behavior. It is the personal responsibility of each student to uphold the rules and regulations of Isothermal Community College. The College reserves the right to dismiss any student who, in its judgment, conducts themselves in a manner that is not in compliance with the purposes of this institution. The complete policy for [Student Rights, Responsibilities, and Judicial Procedures Policy 601-02-00BP](#) is available online and in print through the Student Services Office in the [Student Center](#).

Students in certain programs may be expected to follow additional guidelines. Examples include (but are not limited to) Basic Law Enforcement Training Standards, guidelines associated with health sciences programs, and policies associated with Rutherford County Schools (e.g., REaCH) or Polk County Schools. The students enrolled in adult basic education (ABE), adult high school (AHS), English as a second language (ESL), or high school equivalency (GED/HiSET) preparation are also expected to follow both the Basic Skills Code of Conduct and the Student Code of Conduct.

It is the duty of the president to exercise full authority in the regulation of student services and discipline in the institution. Delegation of this authority is normally made to the associate vice president for student affairs. Nevertheless, it is the duty of the president to ensure to every student the right of due process.

Isothermal Community College campuses have been designated as “Drug-Free,” and only under approved circumstances is the consumption of alcohol permitted. The possession and/or use of any non-prescribed controlled substance as defined in Chapter 90 of the General Statutes of North Carolina and federal laws is not permitted on the campuses of Isothermal Community College. The consumption of alcohol or the possession of an open container that contains alcoholic beverages is prohibited on the campuses of Isothermal Community College and in college-owned vehicles. Exceptions shall be made for the use of alcohol in instructional situations, e.g. cooking classes, laboratory experiments, or in conjunction with events at The Foundation Performing Arts and Conference Center meeting the requirements of the NC State ABC Codes and of nonexclusive catering services agreements. Appropriate disciplinary sanctions will be determined by the College on a case-by-case basis and may include expulsion and referral for prosecution. See Appendix I (reference [Alcohol and Drugs on Campus Policy 02-01-06](#)).

## Complaint Policy and Procedures

### Complaint Policy and Procedures

Students and the public have the right to file informal and written complaints regarding college employees or actions and to know the College's policy and procedure for responding to these complaints ([Written Complaint Policy 601-02-02BP](#)).

Out-of-state students who enroll in online classes may also refer to the [Distance Learning Complaint Process](#) webpage for additional information.

## Title IX and Student Unlawful Harassment/Discrimination Policy

### Student Unlawful Harassment/Discrimination Policy

The College is fully committed to providing a learning and working environment that is free from prohibited discrimination. The College does not practice or condone discrimination based on race, color, national origin, religion, sex, sexual orientation, gender, gender identity or expression, pregnancy, disability, genetic information, age, political affiliation, or veterans' status in the administration or in any of its education programs and activities and employment practices.

The College will promptly and effectively address any such discrimination of which it has knowledge using the following procedures:

For issues related to Title IX sexual harassment, see Procedures [03.03.07.01/05.03.04.01 – Title IX Sexual Harassment Procedures](#).

For issues related to all other types of unlawful discrimination and harassment, see Policy [03.03.07.02/05.03.04.02 – Unlawful Discrimination](#).

For additional information, please refer to Procedures [03.03.07/05.03.04 - Discrimination and Harassment](#).

### TITLE IX of the Education Amendments of 1972

Title IX of the Education Amendments of 1972 protects people from discrimination based on sex in education programs and activities that receive federal financial assistance. The Title IX regulation describes the conduct that violates Title IX. Examples of the types of discrimination that are covered under Title IX include sexual harassment, sexual violence, and discrimination based on pregnancy. To enforce Title IX, the U.S. Department of Education maintains an Office for Civil Rights, with headquarters in Washington, DC, and 12 offices across the United States. At Isothermal Community College, personnel have been designated as Title IX coordinators and deputy coordinators. Any concerns or complaints regarding Title IX should be directed to one of the designated coordinators below. Confidential reporting may be made to designated counselors in the Advising and Success Center located in the Student Center. Call 828-395-1732 or 828-395-1755 to speak with a counselor.

Contact	Population Served	Contact Information
Charity Allen Title IX Coordinator	Employees Community Members and Coordinated all Title IX Concerns	828-395-1686 callen@isothermal.edu Administration Building
Sandra Lackner Title IX Deputy Coordinator	Curriculum Students	828-395-1429 slackner@isothermal.edu Student Center
Donna Hood Title IX Deputy Coordinator	Continuing Education Students	828-395-1404 dhood@isothermal.edu Foundation Building
Jeremiah McCluney Title IX Deputy Coordinator	REaCH Students	828-395-4164 jmcclun@rcsnc.org Lifelong Learning Center
Mary Mecalf Greene Title IX Deputy Coordinator	Polk County Early College Students	828-894-2698 mgreene@polkschools.org Polk County Early College

## Tobacco-Free Campus

### Tobacco-Free Campus

Isothermal Community College is tobacco-free. This policy applies to all individuals.

The use of tobacco products is prohibited on the Isothermal Community College campus, including all College buildings, facilities, vehicles, or property owned, leased, or operated by the College, including all outside areas. The sale or free distribution of tobacco products, including merchandise, is also prohibited (reference [Tobacco Free Campus Policy 02-02-01](#)).

## Student Activities Office

### Student Activities Office

The Student Activities Office is located in room 16 of the [Student Center](#). Student Activities staff and students work together to offer Isothermal Community College students many opportunities to get involved on and off campus through clubs, organizations, the Student Government Association, sports, and recreational activities, campus events, and more.

The Student Activities Office is also a great resource for any student or student organization interested in organizing an event or fundraiser, updating their organization's information, or seeking budgetary funds to support their efforts.

Students who would like to join an organization or start a new one may contact the Student Activities Office. To contact the Student Activities Office staff, call 828-395-4196, access the [Clubs and Organizations webpage](#), or drop by room 16 of the [Student Center](#).

## Clubs and Organizations

### Clubs and Organizations

The College encourages participation in student organizations and activities. Students are encouraged to express their views on matters of interest to the student body through participation in a variety of standing organizations and may also seek to form new clubs. Recognized clubs are student-led with the assistance of a College advisor. They are as active as the students who lead and participate in them. For a list of clubs and guidelines, visit the [Student Activities page](#) (reference [Student Activities Policy 601-01-00BP](#)).

Students who participate in student organizations report a higher level of satisfaction with their college experience. Clubs and organizations at Isothermal Community College demonstrate interest and cultivate awareness in many areas, such as culture, student writing, various professions, and special interests. Students interested in establishing a new organization should visit the Student Activities Office in room 16 of the [Student Center](#) to make the idea a reality.

### Intramural Sports

Intramural sports give students an opportunity to engage in various types of physical activity. They are generally offered through open gym Monday-Thursday during the fall and spring semesters.

### Student Government Association (SGA)

All curriculum students are members of the SGA, which promotes student interests, improves facilities, plans functions, and assists other student organizations.

The SGA at Isothermal Community College seeks to serve as a voice for Isothermal students. This body of elected students strives to promote the interests of the student enrolled, plan activities for students, improve facilities used by students, promote student leadership development, and sponsor important student learning opportunities and activities such as Constitution Day, voter registration, and blood drives. To find out more information about SGA, contact the student activities coordinator in room 16 of the [Student Center](#) or visit the [SGA webpage](#).

## Campus Events

### Campus Events

The Student Activities Office is dedicated to offering an engaging and robust student life experience for students in a manner that embraces student-centered learning. The staff specialize in fun by treating students to music, games, and food/drinks throughout the year at sponsored welcome-back events, holiday socials, diverse celebrations, and more. Educational topics include (but are not limited to) the United States Constitution, drug and alcohol awareness, voter education and registration, student leadership, and Title IX.

#### Constitution Day/Citizenship Day

Each year on or near September 17, Isothermal Community College holds an event to appropriately commemorate Constitution Day and Citizenship Day. Information regarding this event is available through the college website, flyers on campus, and more.

#### Grub Day and Sports Day

The biggest events sponsored by the Student Activities Office are the cherished traditions of Grub Day and Sports Day. Students join Isothermal Community College's faculty and staff in enjoying a free picnic lunch or dinner and engaging in a variety of ever-changing games and activities. Guests are welcome to pay a fee to purchase a picnic lunch or dinner.

## Parking and Traffic Regulations

### Parking and Traffic Regulations

At Isothermal Community College, there is sufficient parking to accommodate all student vehicles. At times, drivers may not be able to use the most convenient parking area and may have to park in an area more removed from their destination. Check the [campus map](#) for parking areas.

While on the college campus, all drivers shall comply with the Campus Resource Officers' legal instructions and shall obey all traffic and parking laws and regulations. All vehicles parked on campus must be in legal parking spaces. Any vehicle that is driven by or is transporting a person who is handicapped and displays a state-issued license plate, a removable windshield placard, or a temporary removable windshield placard may park in designated handicapped spaces on campus. No one will be allowed to park in designated handicapped spaces without the proper license plate or placard (reference [Traffic Regulations Policy 02-03-04](#)).

## Posting Signs and Announcements

### Posting Signs and Announcements

Campus bulletin boards are provided for employees and recognized student organizations. Please refer to [Bulletin Board/Posting on Campus Policy 02-03-06-02](#) for further information.

## Student Accident Insurance

### Student Accident Insurance

Students are encouraged to provide themselves with insurance to cover illness/injury. Information regarding student accident insurance is available in Student Services, located in room 7 of the [Student Center](#). If an accidental injury involves an enrolled student on campus or as part of a related college activity, it may be partially covered by student accident insurance.

## Student Identification Cards

### Student Identification Cards

Students enrolled in Curriculum and eligible Continuing Education courses are offered student identification (ID) cards through the Student Services Office. Students seeking a college-issued ID should be prepared to provide government-issued proof of identification, such as a valid driver's license.

Students are responsible for any additional expenses associated with the verification of student identity. Free "No-Fee IDs" can be obtained from any DMV office in North Carolina. Also, the county board of elections offices will issue voter photo identification cards for free upon request. North Carolina residents may visit their [county board of elections office](#) to request a card. For current information regarding fees associated with the issuance of other state identification cards, students should visit [www.dmv.org](http://www.dmv.org).

Students are strongly encouraged to memorize the student identification number that is listed on their card as it is frequently requested across campus by advisors and staff from Student Services, the Advising and Success Center, the Bookstore, the Library, and the Business Office. Please note that this number is to be used in lieu of a social security number, as it is more secure.

**Please note the following:**

- This official student ID card should be carried by the student at all times on the college campus.
- The card must be presented when requested by College officials or at College activities on and off the College's premises.
- The card is not transferable to any other person.
- The card may not be altered in any way.
- This card is the property of Isothermal Community College. If found, please return to Student Services in room 7 of the [Student Center](#).
- ID cards are made by the Student Services staff after a student has registered for courses for the current or following semester.

**The ID card provides benefits for students including, but not limited to:**

- Free admission to some activities sponsored by the College
- Access to the gym during open hours
- Discounts at some local stores, restaurants, and Isothermal Community College Cosmetology and Massage Services
- Limited discounts and access to programming at Gardner Webb University

As of 2023, photo IDs are required when voting in North Carolina. Valid Isothermal Community College Student IDs are recognized by the North Carolina State Board of Elections as approved forms of photo identification. Students should check their student ID expiration date. If enrolled and a new ID is needed, students may request a replacement through Student Services, free of charge.

## Voter Registration

### Voter Registration

Isothermal Community College encourages students to become informed about the political process and exercise your right to become increasingly civic-minded and to exercise your right to vote in local, state, and federal elections. Opportunities for voter registration are offered periodically on campus. For more information, visit the Student Activities Office or visit [www.eac.gov](http://www.eac.gov).

### Using Your Student ID as a North Carolina Voter ID

**Did you know that your Isothermal student ID may be used when voting in North Carolina?**

As of 2023, a photo ID is required when voting in North Carolina. Valid Isothermal Community College Student IDs have been recognized by the North Carolina State Board of Elections as approved forms of photo identification. Be sure to check the expiration date of your student ID. If you are enrolled and need a new ID, you may request a replacement through Student Services in room 7 of the Student Center Building free of charge.

**North Carolina State Board of Elections Voter Information**

Students can learn more about voter eligibility, registration deadlines, voting options, and photo IDs on the North Carolina State Board of Elections. [Voting as a College Student Whitepaper](#)

**Registering to Vote At Isothermal Community College**

Isothermal Community College provides voter registration information during Constitution Day activities in September and periodically throughout the year. For more information, drop by the Student Activities Office in room 16 of the [Student Center Building](#) or call [828-395-4196](tel:828-395-4196).

## Emergency Notifications

### Emergency Notifications

During an emergency incident, Rutherford County Communications and/or Isothermal Community College officials will seek to alert the campus community through at least one or all of the following methods, depending on the severity of the incident:

1. Outdoor Warning System (Rutherford Campus)
2. Fire Alarms
3. ICC Alert (participants must be registered)
4. College Phone Intercom System
5. College email
6. Isothermal webpage, Facebook page, and Twitter
7. Alertus-Desktop Notification

**Outdoor Warning System (Rutherford Campus only):** An emergency warning may be broadcasted over the tower if there is an imminent, life-threatening emergency, such as a weather-related emergency issued in the close vicinity of the College, a major chemical spill, or an armed or dangerous person on campus. An emergency tone will sound, followed by a message describing the type of emergency and the necessary actions to be taken immediately. Should an emergency warning be broadcasted, take the following steps:

1. Listen carefully to the tower message and any Isothermal personnel's directions.
2. Take immediate action to ensure your safety. See [Basic Emergency Procedures](#) below for more information.
3. Stay secure until an all-clear message is communicated.
4. The outdoor warning system is intended for outdoor use only; instructions from this system may not be clearly heard inside a building on Rutherford Campus.

**Fire Alarms (Rutherford and Polk Campuses and Center):** In the event of a fire, the fire alarm will sound indicating the need to evacuate a building, or if the building does not have a fire alarm system or the audible system malfunctions, every effort will be made to provide a verbal message to each classroom and office in the building. An emergency warning may be broadcast over the tower. Should fire notification be given, take the following steps:

1. Evacuate and move quickly to a safe distance from the building and emergency vehicle access areas.
2. Remain out of the building until an all-clear notification is given by proper authorities. Do not re-enter the building unless advised to do so.
3. Never assume it is a false alarm and stay in the building. The law requires all occupants to evacuate the building when fire notification is given.

**ICC Alert (participants must be registered):** In the event that there is an imminent, life-threatening emergency, such as a weather-related emergency in the close vicinity of one of the campus locations, a major chemical spill, or an armed or dangerous person on campus, an emergency alert message may be sent to registered users of the [ICC Alert system](#). The message may describe the type of emergency and the necessary actions to be taken immediately. To receive these types of messages, employees and students must register by texting "isothermal" to 888777. There is no charge for this service, but message and data rates may apply.

**College Phone Intercom System (Rutherford and Polk Campuses and Center):** In the event that there is an imminent, life-threatening emergency, such as a weather-related emergency in the close vicinity of one of the campus locations, a major chemical spill, or an armed or dangerous person on campus, an emergency alert message may be broadcast over the phone system. The message may describe the type of emergency and the necessary actions to be taken immediately.

**College Email (Rutherford and Polk Campuses and Center):** In the event that there is an imminent, life-threatening emergency, such as a weather-related emergency in the close vicinity of one of the college locations, a major chemical spill, or an armed or dangerous person on campus, an emergency alert message may be sent to those with college email accounts. The email may describe the type of emergency and the necessary actions to be taken immediately.

**Website/Facebook/Twitter (Rutherford and Polk Campuses and Center):** In an emergency situation, Isothermal will post safety-related announcements on [Isothermal's webpage](#) and/or [Isothermal's Facebook page](#). Please remember that it may take time for authorities to investigate the situation, verify the facts, and provide the campus with instructions or updates. Call or text 911 for emergencies only. Do not call 911 or Campus resource officers for general information.

An informational message will be issued via [Isothermal's webpage](#) if a situation is not an emergency and does not pose an immediate threat but is of significant interest to the campus. These messages are intended to inform people of a particular situation. Examples include inclement weather notifications and important announcements regarding events critical to the operation of Isothermal. An informational message will be sent via email prior to alarm testing conducted on campus.

**Alertus Desktop Notification (Rutherford and Polk Campuses and Center):** In the event that there is an imminent, life-threatening emergency, such as a weather-related emergency in the close vicinity of one of the campus locations, a major chemical spill, or an armed or dangerous person on campus, an emergency alert message may be sent to take over and display the alert on desktops of Isothermal Community College-owned computers. The message may describe the type of emergency and the necessary actions to be taken immediately.

#### Emergency Notifications

## Inclement Weather and Weather Emergencies

### Inclement Weather

In the event curriculum classes are canceled due to inclement weather or emergencies, time missed shall be made up by alternative assignments and documented with the appropriate dean/director's approval. If days canceled exceed five in a semester, break time may be rescheduled for class meetings (reference [Inclement Weather or Emergency Closing policy 402-02-05AP](#)).

#### TV Stations

- WBTV (Channel 3), Charlotte
- WLOS (Channel 13), Asheville
- WSPA (Channel 7), Spartanburg
- WHNS (Channel 21), Greenville
- WYFF (Channel 4), Greenville

#### Radio Stations

- WCAB 590 AM, Rutherfordton
- WNCW 88.7 FM, Spindale

### Weather Emergencies

Isothermal Community College relies on ICC Alert, a text and email message system, for alerting students and employees of campus emergencies and/or closures. To register for ICC Alert, text "isothermal" to 888777 or visit the [Campus Notifications webpage](#) for additional information. There is no charge for this service but message and data rates may apply.

The [College website](#) usually posts closings in case of weather emergencies. You may also set your radio to our own WNCW 88.7 station for cancellations due to inclement weather. Normally, local radio and TV stations will be notified between 5:45 and 6:30 a.m. on the day of delay or closing. If possible, announcements will be made prior to 11:00 p.m. the night before the college hours are to be altered. Decisions are made based on actual conditions on campus and throughout the service area and are not generally made based on forecasted events. Since driving conditions vary from area to area, everyone is always encouraged to use caution. If you feel it is unsafe to travel, don't.

# Emergency Information and Resources

## Emergency Information

Although there are set guidelines and procedures for various types of emergencies, no one set of responses can cover every possibility. Accordingly, in an emergency situation, two general guidelines should be remembered: Remain calm and call 911 if emergency help is needed. Clearly state the location of the emergency to be connected to the local communications center. If possible, send someone to the closest entrance to advise emergency responders to enter there.

When an emergency occurs, such as accidents resulting in serious injury or sudden illness, which requires emergency medical attention, call 911 from a campus or personal phone.

### Accidents and First Aid

For minor medical needs, first aid supplies are available in the administrative offices of each building, the Physical Education Office, the gym, and the shop classrooms. The College has no facilities for medical treatment other than for minor first aid and can assume no responsibility for the treatment of injuries or illnesses of students; however, acute care may be available through Foothills Health District (ICC Health and Wellness Clinic) located in room 20 of the [Student Center](#).

Students suffering from acute illness or injury requiring more than minor first aid may seek medical treatment at their own cost. If an accidental injury involves an enrolled student on campus or as part of a related college activity, it may be partially covered by student accident insurance. Information regarding student accident insurance is available in Student Services, located in room 7 of the [Student Center](#).

Students are encouraged to provide themselves with medical insurance to cover illness/injury. Information regarding student accident insurance is available in Student Services, located in room 7 of the [Student Center](#). If an accidental injury involves an enrolled student on campus or as part of a related activity, it may be partially covered by student accident insurance. An incident report should be completed by the faculty or staff member who witnesses an accident or injury.

## Emergency Resources

Common community resources can be found in the [Campus and Community Resources](#) section.

For more information about campus and community resources, you can visit Isothermal Community College's [Get Help webpage](#).

Emergency Information and Resources

# Emergency Procedures, Guidelines, and Tips

## Basic Emergency Procedures

There are three basic emergency procedures. A description of each is available below. Please take time to familiarize yourself with these procedures as well as the other safety procedures of the College. Emergency Guidebooks are also provided in each classroom and throughout the campuses. Although it is unlikely that you will ever have to use this information, it is always best to be prepared. If you are informed that a basic emergency response is necessary, please cooperate with the proper authorities. Non-compliance may put you at greater risk.

### Evacuation

Evacuate the building in an orderly fashion and wait for proper authorities to give the all-clear to return inside the building.

### Shelter in Place/Lock Out

A situation may occur at Isothermal where the safest action will be to shelter in place.

- Do not leave the building. Find a safe place within the building to stay and wait for further information.
- Follow procedures to protect yourself from the specific hazard. For example, if a tornado has been sighted, report to an interior room on the lowest floor. If a hazardous materials spill has occurred, close all doors and windows.
- If you have information about the hazard that can aid emergency responders, report it immediately by calling 911.
- Remain in the building until an "all clear" has been given by proper authorities.

### Lockdown

- If you are informed of a lockdown situation, please cooperate with the proper authorities. Leaving the classroom or building in such a situation may put you at greater risk.
- A lockdown is similar to sheltering in place, except that it is an imminent life-threatening situation, like an active shooter that has been sited on campus and requires individual decisions and a survival mindset.
- Interior doors, including classroom and office doors, should be locked or barricaded.
- Turn off lights, radios, TVs, close blinds, and silence cell phones.
- If a fire alarm is activated during a lockdown, proceed with extreme caution.
- Wait for the "all clear" to be given by proper authorities before leaving safe shelter.

## Emergency Response Guidelines

Guidelines for responding to specific types of emergencies that could potentially occur may be found below. Please take time to review the information, but keep in mind that these situations are incident-specific. Each individual will have to make decisions based on the available information that they have at that time. Emergency Guidebooks are also provided in each classroom and throughout the campuses.

### Active Shooter

If you are made aware that there are reports of an active shooter on campus, but the shooter is not inside your building, and a lockdown has not been officially announced:

- If it is possible to escape the building safely and avoid danger, do so by the nearest exit. Please remember that these situations are incident-specific. Each individual will have to make a decision based on the available information that he or she has access to at the time. If possible, call 911 from a safe location to notify emergency officials of the event.

#### Remember the following:

- Gunfire may sound artificial. Assume that any popping sound is gunfire.
- Figure out your course of action immediately. In the initial moments, decide what is occurring and which option listed below will provide the greatest degree of security.
- **Get Out** - If there is considerable distance between you and the gunfire, quickly move away from the sound of the gunfire and find a secure place to hide or at least a place that will provide protection from gunfire or explosions, such as a brick wall, trees, or buildings.
- **Call Out** - When you reach a safe location, call the emergency number, 911. DO NOT assume that someone else has reported the emergency. The information that you are able to provide law enforcement officers may be critical, e.g. number of shooters, physical description, number and type(s) of weapons, and location of the shooter.
- **Hide Out** - If the shooter is in close proximity to your location, use the lockdown procedures and hide within the room.
- **Keep Out** - Barricade doors with any heavy objects available.
- **Spread Out** - If there are two or more persons in the same place when an active shooting begins, you should spread out in the room to avoid offering an easy target.
- **Take Out** - If discovered or confronted by an active shooter, an attempt to overpower the shooter may be your only option.
- **Do the best you can - choose to survive.**

### Bomb and Bomb Threat

- If anyone receives information about a bomb or a bomb threat, immediately call 911 and 828-289-5850 to immediately notify campus resource officers.
- If an evacuation of the building is ordered, take the information recorded with you and give it to law enforcement.

#### If You Find a Suspicious Device

- Do not touch, move, or disturb any suspicious object you feel might be a bomb.
- Keep people away from the area where the suspicious object is and call campus resource officers at 828-289-5850.
- Be sure to include the location and description of the device.

### Explosion

- Take cover under sturdy furniture.
- Evacuate if safe, and you are directed to do so by emergency responders.
- Stay away from windows.
- Do not utilize lighters or matches or create any spark or open flame.
- Move away from the hazard site to a safe location.
- If instructed to evacuate, use the stairs. Do not use the elevators.

### Fire

- In case of a fire, activate the pull stations, give verbal notification when exiting the building, and leave the building quickly but in an orderly way. Use the exit route posted in the hallway of each building.
- Immediately notify the fire department by calling 911 from a safe location to provide details of the situation.
- If you have been trained and it would not place you in any immediate danger, use a fire extinguisher to extinguish the fire.
- Evacuate as quickly and as safely as possible. On your way out, warn others.
- Close doors and windows, if time permits, to delay the spread of the smoke and fire.
- Feel closed doors for heat before opening. Do not open them if they are hot.
- Use the stairs to evacuate. Do not use elevators.
- If you encounter smoke, stay low to the ground. If possible, cover your mouth with a cloth to avoid inhaling smoke and gases.
- Once outside, go to your building's evacuation area, tell those in charge there that you are out of the building, and report injured or trapped persons and any signs of building damage you observed.
- Wait for instructions from emergency responders. Do not re-enter the building until the all-clear is given by proper authorities.

If unable to leave the building, find a location away from the smoke and heat where you can signal for firefighter assistance.

- Seal the room. Use a wet cloth to stuff around cracks in doors and seal up vents to protect against smoke.
- Do not break windows. Flames and smoke can come back in from the outside. If you need air, slightly open the window.
- Stay low under the smoke. The freshest air is near the floor. Keep a wet cloth over your nose and mouth; breathe through your nose only.
- Signal for help. Call 911 or hang an article of clothing out the window to help signal for help.
- If you or someone near you inadvertently set clothing on fire, remember to stop, drop, and roll to extinguish the flames.

Note: Sounding the alarm when there is no fire is against the state law of North Carolina.

### Hazardous Materials

- Call 911 immediately.
- Move away from the release area, informing others as you go.
- If spilled material is combustible or flammable, turn off ignition sources as you leave.
- Close doors to the affected area(s).
- Provide information to emergency personnel.
- Leave the area and warn others.

### High Winds and Earthquake

In case of high winds or an earthquake warning, you will be instructed to take cover in the designated areas of each building. Most high wind and earthquake-related deaths are caused by head injuries from flying debris. If you are outside during threatening weather, immediately enter the nearest building to shelter in place safely.

### Tornado / High Winds / Hurricane

- Stay indoors.
- If possible, move to the lowest level of the building.
- Move to shelter weather areas in the building or interior room or hallway
- Do not use elevators, electrical equipment, or telephone.
- Crouch against an interior wall, lower, and cover your head with your arms.
- Remain in the area until an "all clear" has been given by proper authorities.

### Earthquake

- Stay indoors.
- If you can safely evacuate the building, do so quickly moving away from the building, utility poles, and utility lines.
- If unable to evacuate, drop under a desk or table, cover your eyes, and hold on. Stay away from windows, shelves, filing cabinets, bookcases, light fixtures, and heavy objects that could fall, tip over, or shatter.
- Do not use elevators, electrical equipment, or telephone.
- Be prepared for aftershocks.

### Medical Emergencies

Dial 911 and tell the dispatcher that you require medical assistance.

Be prepared to provide the following information:

1. Location of injured person (e.g. which room, number, etc.)
2. Type of injury or problem
3. The individual's present condition
4. The sequence of events leading to the emergency
5. Medical history and name of injured person's doctor, if known
6. The phone number from which you are calling

Remember:

1. Do not move victims unless it is necessary to remove them from a dangerous location or situation.
2. If trained, use pressure to stop bleeding.
3. If trained, use CPR if there is no pulse and the victim is not breathing. Call for an AED and begin following the device's instructions. Currently, AEDs are located in most buildings on campus and both centers. Campus resource officers carry portable AEDs in their vehicles as well.
4. If possible, send someone to the closest entrance to advise emergency responders to enter there. For minor medical needs, first aid supplies are available in each building, the Physical Education Office, and the shop classrooms. The College has no facilities for medical treatment other than for minor first aid and can assume no responsibility for the treatment of injuries or illnesses of students; however, acute care may be available through Foothills Health District (ICC Health and Wellness Clinic) located in room 20 of the Student Center. Students suffering from acute illness or injury requiring more than minor first aid are asked to seek medical treatment. The student is responsible for costs incurred in such treatment.

### Psychological Crisis

A psychological crisis may occur as a result of emergencies, disasters, or other critical incidents such as suicide, sexual assault, violence, deaths, serious accidents, fires, explosions, bomb threats, threats to the public welfare, or other traumatic or tragic events affecting the campus community.

For an unusual or potentially dangerous situation:

- Never try to handle a dangerous situation by yourself.
- Call Campus Enforcement at 828-289-5850, and they will notify a counselor.
- Clearly state that you need immediate assistance. Give your name and your location, and state the nature of the problem.
- All suicide attempts should be reported to Campus Enforcement so that proper procedures might be followed to ensure the safety of those involved.
- Mobile Crisis is available 24/7/365 at 1-888-573-1006. Dialing 988 will also connect you with the 988 Suicide and Crisis Lifeline. For the most current list of campus and community resources, click the Get Help link from the Quicklinks menu at the top of the Isothermal Community College homepage.

### **Assisting Persons with Disabilities in an Emergency Persons Using Wheelchairs**

When assisting a person in a wheelchair:

- Always ask what assistance is needed first.
- Individuals at ground floor locations may exit without help.
- In multi-level buildings, move the person to the nearest fire-safe exit stairwell or elevator. Contact Campus Enforcement at 828-289-5850 immediately to give the location of the person needing assistance. Emergency responders will determine if the elevator can safely be used.
- Never try to move a person in a wheelchair down a stairway in their wheelchair. Evacuation chairs are available in the LLC, Rutherfordton Learning Center, Administration Building, and Performing Arts and Conference Center. Employees of the College are familiar with the location and proper usage of these chairs.
- If a wheelchair is left behind, DO NOT leave it in the exit path or doorway. This may block other people exiting the area and increase the chance of accidents.

### **Persons with Mobility Impairments**

These individuals may use crutches, canes, or walkers. Ask the individual if they need assistance and if they are able to use the stairs. If the person is unable to use stairs, follow the procedure for persons using wheelchairs (see above).

### **Persons Who Are Deaf or Hard of Hearing**

Most buildings are equipped with both audio and visual fire alarm systems. In locations where no visual alarms are present, or notification has been given to evacuate or move to a safe location in the building, two methods of alerting hearing-impaired individuals are:

- Turn room lights on and off to gain the person's attention. Follow with hand gestures to show the person the direction to evacuate.
- Write a note and hand it to the hearing-impaired person or write a message on the whiteboard, i.e., "Fire Alarm, Please Go!"

### **Persons Who Are Blind or Visually Impaired**

Most persons who are blind or visually impaired will be familiar with their surrounding area and routes during normal activities on campus. In an emergency:

- Announce the type of emergency to the visually impaired person.
- Offer to guide the person by letting them take your arm.
- Tell the person where you are and any obstacles you encounter as you walk.
- When you reach the designated area, let the person know and ask if further assistance is needed.
- If the individual has a guide dog, let the person direct you on how to assist them.

## **Safety Tips**

Taking responsibility for your own safety is the first proactive step you can take to maintain your personal safety. Being vigilant and taking some commonsense precautions are the best self-protection practices. Trust your instincts, avoid dangerous situations, and work with law enforcement officials. Remember the three basic elements necessary for a crime to occur: desire, ability, and OPPORTUNITY. A criminal has the DESIRE and the ABILITY to commit a crime. Although the victim is not to blame, there is an opportunity for the criminal to act. Minimize opportunity, which is the easiest of the three elements to control, and you minimize your risk of becoming a victim of crime.

### **Cyber Safety Tips**

In the past few years, social networking sites, such as Facebook and Instagram, have become a rite of passage on college campuses. The best prevention tool for the dangers that students may face on these sites is education. The National Campus Safety Awareness Month organization recommends the following to keep yourself and your identity safe:

- Watch what you post on the Internet (especially social media sites). You never know who is looking at your information. It could be stalkers, future employers, or family members. You cannot control who accesses information about you that you post. Be careful.
- Only shop with companies you know. Always use a secure browser. NEVER give out bank account numbers, your social security number, or any other personal information that is not absolutely needed.
- Watch what you download. Don't ever download anything that could possibly harm your computer or invade your privacy.
- Never rush out to meet someone. If someone is trying to rush a meeting, then be suspicious. Make sure to talk on the phone before meeting, meet in a public place, and bring a friend.

### **Dating and Acquaintances Tips**

These are some basic strategies to use to help make you less vulnerable to sexual assault while dating:

- Know whom you are dating.
- Let someone know where you are going and how long you expect to be gone.
- Realize that you do not have to accept any unwanted sexual attention.
- Learn to communicate clearly what you want and what your limits are.
- Be assertive.
- Act immediately when something happens that you do not like.
- Trust your feelings.
- Limit the use of alcohol and drugs.

More than one-half of all reported sexual assaults occur in a residence, usually that of the victim, and involve an attack by an acquaintance--someone known to the victim.

### **Safety Habits While Driving**

- Keep your car in good running condition with at least a quarter tank of gas at all times.
- Keep some money hidden in your car in case of unexpected problems.
- Learn how to change a flat tire.

- Keep your car doors locked, and windows rolled up at all times.
- Park in well-lit, well-traveled areas. Ask for an escort to your car if you feel at risk.
- Have your keys ready so that you can get in your car as quickly as possible.
- Be aware when walking to your car. Do not be distracted by texting, looking down at your phone, or on a phone call.
- Before entering your car, visually check inside, under, and around it.
- If someone tries to enter your car, honk the horn, yell, and attract attention.
- If you are being followed or harassed, drive to the nearest safe place.
- Don't hitchhike or pick up hitchhikers.
- Don't text while driving.

#### **Carjackers Look For These Types Of Opportunities**

- Intersections controlled by stoplights or signs
- Garages and parking lots for mass transit, shopping malls, and grocery stores
- Self-service gas stations and car washes
- ATMs (automated teller machines)
- Residential driveways and streets as people get into and out of cars
- Highway exit and entry ramps, or any place else where drivers slow down or stop

#### **Warning Signs: How You Can Help Prevent Violence on Campus**

Often people who act violently have trouble controlling their feelings. They may have been hurt by others and may think that making people fear them through violence or threats of violence will solve their problems or earn them respect. This isn't true. People who behave violently lose respect. They find themselves isolated or disliked, and they still feel angry and frustrated.

If you see these immediate warning signs, violence is a serious possibility:

- Loss of temper on a daily basis
- Increase in risk-taking behavior
- Frequent physical fighting
- Detailed plans to commit acts of violence
- Significant vandalism or property damage
- Announcing threats or plans for hurting others
- Increase in the use of drugs or alcohol
- Enjoying hurting animals
- Carrying a weapon

If you notice the following signs over a period of time, the potential for violence exists:

- A history of violent or aggressive behavior
- Serious drug or alcohol use
- Gang membership or strong desire to be in a gang
- Access to or fascination with weapons, especially guns
- Threatening others regularly
- Trouble controlling feelings like anger
- Withdrawal from friends and usual activities
- Feeling rejected or alone
- Having been a victim of bullying
- Poor school performance
- History of discipline problems
- Feeling constantly disrespected
- Frequent run-ins with authority
- Failing to acknowledge the feelings or rights of others

*Source: American Psychological Association*

If you ever feel endangered or threatened on campus, please immediately contact campus resource officers at 828-289-5850, an instructor, or an employee of the college for assistance.

#### **Where Can You Go For Help?**

Crime and personal safety are issues we all must face. We must do everything we can as individuals to reduce our risk of becoming victims of crime. Victims are vital reminders of our own vulnerability. On the Rutherford Campus of Isothermal Community College, you will find resources, classes, and workshops that are designed to promote a safer campus and community. There are also several agencies in the county that can help with any type of problem or criminal action.

For more information about campus and community resources, you can visit Isothermal Community College's [Get Help webpage](#).

## Campus Resource Officers and Campus Assistance

### Campus Resource Officers

Isothermal Community College Rutherford Campus, Polk Campus, and Rutherfordton Learning Center are open to students and visitors on a regularly scheduled basis, Monday-Friday. Some classes and special events are scheduled on weekends.

Campus resource officers are available to respond to situations involving classroom safety and security, alcohol and drug policy concerns, harassment, and other potential violations of the law. Please contact one of them immediately in the event of any kind of safety concern or campus emergency. The Campus Resource Office is located in the lobby of the [Student Center](#) and can be contacted by calling or texting 828-289-5850.

### Campus Assistance Staff

Campus Assistance staff secure all buildings after regularly scheduled activities have ended for the day. The campuses and center have campus assistance staff available Monday through Friday. Campus Assistance staff are available to help with locking and unlocking of buildings, mail delivery, and other campus duties. Campus Assistance can be contacted at 828-289-1393.

## Crime Awareness and Statistical Reporting

### Crime Awareness and Statistical Reporting

As required by the Crime Awareness and Campus Security Act of 1990, Isothermal Community College compiles a [Crime Awareness Statistical Report](#) on the Rutherford and Polk Campuses and Rutherfordton Learning Center. This report is updated and published annually on the college's website and through the Human Resources Office. The report covers the three complete previous years.

The safety coordinator, located in the [Administration Building](#), maintains a crime log that records, by date reported, all reportable campus crimes. The crime log is available to the public during business hours. To contact the safety coordinator, call 828-395-4192. The safety coordinator also publishes an annual security report containing campus security disclosures and statistics.

## Registered Sex Offenders

### Registered Sex Offenders

G.S. 14-208.18(a)(3) makes it unlawful for anyone on the sex offender list to knowingly be at any place where minors gather for regularly scheduled educational, recreational, or social programs. Registered sex offenders needing further guidance are encouraged to seek information from Rutherford County's Sheriff's Office.

General information regarding registered sex offenders in the local region may be obtained by contacting the Rutherford County Sheriff's Office at 828-287-6247 or at the [NC State Bureau of Investigation website](#).

## Reporting a Concern or Crime

### Report a Concern/Silent Witness Procedure

Anybody aware of a campus crime, emergency, threat, or issue of concern is personally responsible for reporting information to the proper authorities. If witnessing a crime or emergency on campus, please call 911 as well as campus resource officers at 828-289-5850.

To report a concern electronically and anonymously, submit a [Report a Concern Form](#). Please know that any information submitted will be handled confidentially with the purpose of assisting the student, employee, and/or person named. Although we accept anonymous reports, we encourage reporters to provide their names and contact information so we can follow up should we need additional information. Keep in mind that our ability to respond may be more limited when concerns are reported anonymously. Also, it is important that reporters provide as many details as possible to assist us in further exploring your concern.

[Reporting a Concern or Crime](#)

## Reporting Criminal Activity

### Reporting Criminal Activity

Anyone who is a victim of, or a witness to, a criminal action at the Rutherford or Polk Campuses, Rutherfordton Learning Center, on any property that is controlled or owned by Isothermal Community College, or any property adjacent to and accessible from campus should notify appropriate law enforcement authorities by dialing 911. In addition, all incidents should be reported by completing an incident report.

Each year students are informed of the security procedures and what they should do if they are a victim or witness to a criminal action. This information, other safety measures, and statistics on campus crime are presented in the Student Handbook and are discussed in ACA courses. The Student Handbook is distributed widely in print and made available on Isothermal Community College's website. Also, safety-oriented workshops and activities are offered on campus. Review student emails and Isothermal's Facebook or X (Twitter) page for information regarding these opportunities. Also, sign up to follow Isothermal on [X \(Twitter\)](#) and [Facebook](#).

Visit the [college website](#) or contact the Safety Coordinator for further information on crime statistics for Rutherford Campus, Polk Center, and Rutherfordton Learning Center. If crimes are reported to appropriate authorities that are considered to represent a continuing threat to the campus community, timely warning will be provided to the campus community.

Students who are involved in criminal activity (on campus or through college-sponsored activities) or other activities that violate the student code of conduct may be subject to college judicial procedures and possibly referred to local authorities for prosecution. For further information, review [Students' Rights, Responsibilities, and Judicial Procedures Policy 601-02-00BP](#).

As required by the Crime Awareness and Campus Security Act of 1990, information regarding campus crime statistics is available on the college website and Human Resource Office. Isothermal uses the Federal Bureau of Investigation's crime definitions. These statistics do not identify a victim or person accused of committing a crime.

[Reporting a Concern or Crime](#)

## Sexual Assault Response Team

### Sexual Assault Response Team

Isothermal Community College has taken a proactive stance for safety and security by designating a Title IX coordinator to investigate complaints, oversee the complaints (grievance) procedure, and keep certain records. Title IX deputy coordinators assist the Title IX coordinator and may be responsible for investigating a specified population. The Sexual Assault Response Team (SART) is also available to assist those reporting sexual violence, as well as the Title IX coordinator and deputies.

SART has developed procedures for responding to persons who report they are victims of sexual assault or harassment. Any representative of SART, as well as counseling staff, may provide students with information regarding community assistance programs that supplement college services in areas such as personal safety, domestic/dating/partner violence, sexual assault, etc. Also, educational programs and materials are made available to assist students in managing personal safety and sexual assault prevention. For more information, contact the Title IX coordinator ([Title IX and Student Unlawful Harassment/Discrimination Policy](#)).

## Telephone Calls

All students are encouraged to determine personal communication methods for those who may need to contact them. The College cannot accept incoming calls for students except in extreme emergencies. Students should let loved ones know that if a genuine crisis comes up, Student Services, located in the [Student Center](#), is the place to call to get in touch with them. The only person who can authorize interrupting a class to give you a message is the associate vice president for student affairs or an appropriate designee. Cell phones should be silenced in classrooms and in the library.

Please note that the [Family Educational Rights and Privacy Act \(FERPA\)](#) informs college staff about the type of information that can be shared with third parties. For example, employees generally cannot confirm attendance, school schedules, or locations of students. when an individual seeks to locate you.

## Theft or Loss

Notify campus resource officers at 828-289-5850 and Student Services as soon as possible. Found items should be turned in to Student Services (room 7 of the [Student Center](#)) or Human Resources (room 124 of the [Administration Building](#)) for safekeeping until claimed.

## Visitors and Minors on Campus

### Visitors and Minors on Campus

The College welcomes visitors to campus. All visitors must comply with the College's policies and procedures. Additionally, in the interest of safety, and to minimize disruption to classes and operations, all visitors shall adhere to the rules included in the [Visitors and Minors on Campus Policy 02-01-01](#).

#### [Visitors](#)

1. All visitors to instructional areas must have the instructor's prior approval. Visitors unfamiliar with the campus should report to Student Services in the [Student Center](#).
2. All visitors to laboratories, shops, or other potentially hazardous areas must be escorted by a College employee.

#### [Minor Children](#)

1. For purposes of this policy, minor children are defined as children under the age of eighteen (18) who are not enrolled in approved, college-sponsored programs.
2. Students and College employees are encouraged to make childcare arrangements to reduce interruption of the educational process and avoid possible injury to a minor. Supervisors are responsible and accountable for ensuring that minor children on campus adhere to College policies and procedures. Should employees require time to resolve their childcare situation, they are required to leave work and use the appropriate leave.
3. Minor children are allowed in offices on the campus for short, occasional visitations when accompanied by a responsible adult. In addition, instructors have the discretion to make infrequent exceptions regarding the care of minor children due to temporary, unforeseen emergencies. In these cases, minor children must remain in the classroom under their parent/guardian's direct supervision and are not allowed to sit in the hallway or be unsupervised in other locations on campus.
4. Minor children are not allowed on campus when the child has a contagious condition or is too ill to be sent to the regular childcare location or school. Minor children may not enter shops, labs, or other hazardous areas.

#### [Removal from Campus](#)

To ensure a safe and secure campus environment, the president, their designees, and senior administrators (vice presidents) have the authority to dismiss a person from campus. Legal action for trespassing may be taken if the person does not comply.

# Communicable Diseases and Occupational Exposure to Bloodborne Pathogens

## Communicable Diseases and Occupational Exposure to Bloodborne Pathogens

Isothermal Community College shall not exclude individuals diagnosed with communicable diseases from participation in College programs or activities unless a determination is made that the individual presents a health risk to themselves or others. The College shall consider the educational or employment status of those individuals diagnosed with a communicable disease on a case-by-case individual basis.

The College will take all reasonable measures to ensure the safety of members of the College community during global and local infectious disease events.

For current information regarding policy and practices, review the [Communicable Diseases and Occupational Exposure to Bloodborne Pathogens Policy 02-01-09](#).

Communicable Diseases and Occupational Exposure to Bloodborne Pathogens

## Vaccinations

### Vaccinations

Students at Isothermal Community College are not required to provide proof of immunization for general admission to the College. However, students admitted to the Associate Degree Nursing (A45110), Practical Nursing (D45660), and Dental Assisting (D45240) programs must complete the Health Program Medical form, which requires proof of immunization from childhood diseases, tuberculosis, and hepatitis B, as well as a current flu shot and TD booster.

Students entering the Basic Law Enforcement Training (BLET) Program (C55120) shall be required to select from the following options regarding immunization:

1. Have already received the vaccination process
2. Undergo the vaccination process at the candidate's expense
3. Execute a waiver of liability on behalf of the Criminal Justice Training Center and Isothermal Community College

Those who would like more information about the health program immunization requirements should contact the Pre-Health Sciences advisor in the Advising and Success Center.

## Weapons on Campus

### Weapons on Campus

Students, staff, faculty, and visitors are legally prohibited from carrying a weapon onto campus unless a legal exception applies. For purposes of this policy, a "weapon" includes firearms, explosives, BB guns, stun guns, air rifles or pistols, and certain types of knives or other sharp instruments (see [N.C.G.S. § 14-269.2](#)).

The prohibition does not apply if the weapon is on campus pursuant to one of the reasons listed in [N.C.G.S. § 14-269.2\(g\)](#). It is the individual's responsibility to know and understand the law prior to bringing any weapon onto campus. Failure to follow the law, regardless of the person's intent, will result in appropriate disciplinary action and a referral to local law enforcement.

To review the limited circumstances that permit the carrying of weapons on campus and for additional information, review [Weapons on Campus Policy 02-01-05](#).