iStart Strong
New Student ORIENTATION GUIDE

J.F. DRAKE STATE COMMUNITY & TECHNICAL COLLEGE

3421 Meridian Street | Huntsville, AL 35811 | 256.539.8161
BUILDING 100
Nursing Assistant
Practical Nursing

BUILDING 200
Career Coaching
Veteran Resource Center
Electrical Technology
Electrical Engineering Technology
Industrial Systems Technology
Machine Tool Technology
Robotics

BUILDING 300
Culinary Arts / Hospitality Management
Cafetorium

BUILDING 400
Automotive Technology
Director of Operations
Welding Technology
Robotic Welding and Plasma Cutter

BUILDING 500
Accounting Technology
Business Office
Computer Information Systems Technology
Information Technology (IT) Office
Medical Assisting Technology
Nursing Assistant
Office Systems Technology
Human Resources Office

BUILDING 600
Salon/Spa Management
Cosmetology / Salon Technology
Student Center

BUILDING 700
Admissions Office
Career Placement Office
Counseling Services Office
Financial Aid Office
Liberal Arts / Gen Studies
Enrollment Services
Testing and Assessment Center
QEP Math Labs
TRiO Program Office

BUILDING 800
Adult Education
Biology
Engineering Graphics Technology
Heating & Air Conditioning Technology

S.C. O'NEAL SR. LIBRARY & TECHNOLOGY CENTER
Dean of Institutional Effectiveness/Title III
Dean of Instruction
Dean of Student Support Services
Library
President's Office
Public Relations
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Welcome

On behalf of the entire staff, faculty, and the student leaders of our campus, we are delighted you are allowing us to be part of your life’s journey. Our goal is to provide each student with the knowledge and educational experience to enjoy an enhanced quality of life both personally and professionally. Our team has put together this collection of interesting facts.

• The Library – The S.C. O’Neal Sr. Library and Technology Center is the tallest building on campus. It is three stories tall and was opened in 2005. The building contains traditional books, periodicals, and digital resources. It also houses a state of the art lecture hall, open access computers, and other classrooms. You will find offices for administrators such as the President and the Deans of Instruction and Student Support Services.

• Parking – The campus-issued parking decal allows students to park in any designated spaces across campus not reserved for administrators, faculty or visitors. The same hangtag allows students to park at the downtown instructional site free of charge in Parking Lot D.

• Area workforce development trends indicate a shortage of workers as the result of an aging workforce and the influx of jobs associated with BRAC (Base Realignment and Closure). Drake State offers programs to prepare students to meet the critical shortage of workers in the areas of Advanced Manufacturing, Budget Analysis/Financial Management, Industrial Engineering, Healthcare, Misc. Clerk/Secretarial Assistance, Telecom Installation/Repair and Computer Services.

• According to the Huntsville/Madison County Convention and Visitors Bureau, more than 14,000 people are employed as a result of travel and tourism in Madison County. There were 2.7 million visitors to Madison County in 2011, and those visitors spent just over $1 billion dollars. Drake State provides training to the restaurant and hotel industry through the Culinary Arts/Hospitality Management Program. Students may take courses in all areas of hospitality from different types of cooking, restaurant and hotel management, to developing the business skills required to run a restaurant or hotel efficiently. Students may choose a short certificate program or an associate degree.

• Graduates of Drake State enjoy an 83 percent* job placement rate. *Rate based on annual averages measured between 2009 - 2014.

• Tuition at Drake State is among the lowest in the state.

• Students from Drake State who choose to continue their education beyond an associate degree may transfer credit hours with ease.

• Drake State is the first and only Community and Technical College in the State of Alabama.

J.F. Drake State Community and Technical College is accredited by the Southern Association of Colleges and Schools Commission on Colleges to award Associate Degrees and Certificates. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, GA 30033-4097 or call 404-679-4500 for questions about the accreditation of J.F. Drake State Community and Technical College.

Equal Opportunity Education and Employment Institution

It is the official policy of J.F. Drake State Community and Technical College that no person shall, on the basis of race, color, disability, sex, religion, creed, national origin or age, be excluded from participation in, be denied the benefits of or be subjected to discrimination under any program, activity or employment.
**2016-2017 Registration @ Drake State**

**Steps to Enrollment:**

1. **Admissions**
   - Complete the Admissions Application by clicking the “Apply Now” button on the right hand corner of www.drakestate.edu. Create a first-time user account (if you have not been enrolled within the past year). Make certain to agree to the terms and conditions at the end of the application. (Approximately 10 minutes total time).
   - In 24-48 hours, you will receive the following emails in the personal email account you provided on your application:
     - Welcome Email
     - New Student Orientation Email containing your Banner Self Service “D” number
     - Missing Document Email (only if you are missing any documentation to process your application).
   - Log into Banner Self Service, using the instructions on the back of this form.
   - Provide needed documentation for the Required Documentation Sheet Form.
   - If you have completed your Free Application for Federal Student Aid (FAFSA), go to the Testing and Assessment Center for your placement exam, if not, go to Financial Aid).

2. **Financial Aid (Drake’s School Code # 005260)**
   - Complete the Free Application for Federal Student Aid at www.fafsa.ed.gov. It takes at least 72 hours to process the application once it is received. Once the FAFSA is completed, both a personal and a campus email will be sent to you which will indicate the amount of your financial aid award or if you have any outstanding requirements.
   - Optional: Students can also get assistance with the FAFSA off-campus at the North Alabama Center for Educational Excellence (NACEE).
   - Proceed to the Testing and Assessment Center to Schedule/Take Placement Exam.

3. **Assessment**
   - Schedule/Take Placement Exam (up to 2.5 hours)
   - Receive/Review your scores. If applicable, you will be informed of re-test opportunities.

4. **Admissions**
   - Check for outstanding documents in Banner. To log into Banner Self Service, use the instructions on the back of this form.
   - Advising and/or Class Registration:
     - New Students should go directly to a New Student Advisor.
     - Returning Students should proceed to their Faculty Advisor.
     - Undecided Students should seek advising in the Counseling or Career Placement Offices.
   - Any faculty or staff member can provide you a copy of your advising form by checking Q:\Employee_Forms\Advising_Forms.

5. **Business Office**
   - Tuition and fees are due before the first official day of the term. Please check your balance by following the directions on Banner Quick Reference guide (on back). An account that shows a zero balance or a credit balance is considered cleared. **If your account shows a positive balance, please come to the Business Office for further payment assistance. Registration is not complete until the account shows a zero balance or credit balance.** Your name will be purged from classes if your balance is not zero by the purge date.
   - Receive Student ID and Parking Decal in the IT Department.
   - Congratulations: You’re officially a Drake State student!
## Banner Quick Reference

### Login Instructions
1. Go to www.drakestate.edu
2. Click on “Online Services” (bottom right hand corner of page)
3. Select Banner Self Service Login
4. Select “Login to My Drake State”
5. Sign in with “D” number and PIN (If this is your first time logging in, your PIN is your date of birth in MMDDYY format).

### My Banner Self Service D #____________________
My Advisor’s Name__________________________
My Advisor’s Room # ________________________

### Banner # Lookup
1. Go to www.drakestate.edu
2. Click on “Online Services” (bottom right hand corner of page)
3. Select Banner Self Service Login
4. Select “Banner User ID Lookup”

### How to Register For a Class
1. Click Student
2. Click Registration
3. Click Look Up Classes
4. Select Term
5. Click Submit
6. Click Advanced Search
7. Select Class Subject
8. Click Section Search
9. Select the box for desired class
10. Click Register

### How to Drop a Class
1. Click Student
2. Select Registration
3. Click Add or Drop Class
4. Select Term
5. Select Action (web drop or web withdrawn course)
6. Click Submit Changes

### How to Check for Financial Aid Award
1. Follow Login Instructions
2. Click Financial Aid tab
3. Click on Award
4. Click on Award for Aid Year
5. Select the 2016-2017 Academic Year in the drop-down box
6. Click on Submit
7. Select Award Overview tab
8. (If you do not see an award, check Eligibility for Unsatisfied Requirements or contact the Financial Aid Office for additional assistance)

### How to Check Financial Aid for Outstanding/ Unsatisfied Requirements
1. Follow Login Instructions
2. Click Financial Aid tab
3. Click on Eligibility
4. Select the 2016-2017 Academic Year in the drop-down box
5. Click Submit

### How to Check Balance
1. Follow Login Instructions
2. Click Student tab
3. Click on Student Record
4. Click on Account detail for Term
5. Select Term in the drop-down box
6. Click on Submit
7. Select Award Overview tab
8. Current Amount due as of Today’s Date
9. Award Amount: Authorized Financial Aid
10. Account Balance net of Authorized Aid
11. Positive Balance (Please pay your balance)
12. Negative Balance (Refundable Award)

### How to Pay Outstanding/ Unsatisfied Balances
1. Follow Login Instructions
2. Click Student Tab
3. Click on Student Record
4. Click on Account detail for Term
5. Select Term in the drop-down box
6. Click on Submit
7. Click on Pay Now
8. Enter Required Information
All students should meet with their advisor at the start of every semester to determine an appropriate course schedule. If you need to register in advance of regular registration, please understand that advisors still have obligations to conduct classes. We ask that you respect the class time of other students and seek an appointment with your advisor during her/her office hours.

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<tr>
<th>ACCOUNTING TECHNOLOGY</th>
<th>ENGLISH/HUMANITIES/SOCIAL SCIENCES</th>
<th>PRACTICAL NURSING</th>
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<tr>
<td>Gladys Ayokanmbi - 510A</td>
<td>Symmetris Gohanna - 702D</td>
<td>Deborah Milling - 104D</td>
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<td><a href="mailto:gladys.ayokanmbi@drakestate.edu">gladys.ayokanmbi@drakestate.edu</a></td>
<td><a href="mailto:symmetris.gohanna@drakestate.edu">symmetris.gohanna@drakestate.edu</a></td>
<td><a href="mailto:deborah.milling@drakestate.edu">deborah.milling@drakestate.edu</a></td>
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<td>256.551.3140</td>
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<td>256.551.3158</td>
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<td>AUTOMOTIVE SERVICE TECHNOLOGY</td>
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<td>Mattie Davis - 105C</td>
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<td>Scotty McLaughlin - 405C</td>
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<td><a href="mailto:mattie.davis@drakestate.edu">mattie.davis@drakestate.edu</a></td>
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<td><a href="mailto:scotty.mclaughlin@drakestate.edu">scotty.mclaughlin@drakestate.edu</a></td>
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<td>Vickie Green - 104B</td>
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<td>BUSINESS ADMIN. AND MGT.</td>
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<td><a href="mailto:vickie.green@drakestate.edu">vickie.green@drakestate.edu</a></td>
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<td>Deloris Smothers - 510A</td>
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<td>256.539.8161 ext. 378</td>
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<td><a href="mailto:deloris.smathers@drakestate.edu">deloris.smathers@drakestate.edu</a></td>
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<td>Thuy Lynch - 102A</td>
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<td>256.551.3155</td>
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<td><a href="mailto:thuy.lam@drakestate.edu">thuy.lam@drakestate.edu</a></td>
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<td>COMPUTER INFORMATION SYSTEMS TECHNOLOGY</td>
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<td>256.551.1706</td>
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<td>Ronald Egson - 508A</td>
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<td>CULINARY ARTS/HOSPITALITY SERVICES MANAGEMENT</td>
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<td>Darrell Echols - 301A</td>
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<td>Robert Grissim - 807</td>
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<td>Dexter Henry - 812A</td>
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<td>MACHINE TOOL TECHNOLOGY</td>
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<td>Adam Clark - 206B</td>
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<tr>
<td>Carolyn Henderson - 710A</td>
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<td>Alicia Mersdorf - 515</td>
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<td>CERTIFIED NURSING ASSISTANT</td>
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<td>Jan Hyman - 104A</td>
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Student Support Services

The Directorate of Student Support Services provides a nurturing environment, support services, and extracurricular activities which serve to enrich the student's learning experience and assist students in achieving their goals. The Directorate includes: Counseling Services, Career Placement, and TRiO Services.

Career Placement Services
The Office of Career Placement aids the student with career preparation skills (e.g. resume writing, interviewing skills, career planning, and completing job applications) and with transitioning from the community college to the next educational or career objective. Attention is placed on assisting the student in choosing the senior college to which he/she plans to transfer and in meeting the requirements of for that college or university. Please contact the Career Placement Office to arrange an appointment.

Counseling Services
The Office of Counseling Services offers a variety of services to provide students with the opportunity to succeed both educationally and personally. This office also coordinates the orientation to college courses, workshops, tutorial services, and provides accommodations for students with special needs.

The following services are available to students through the College Counselor’s office:

- Facilitation of reasonable and appropriate academic accommodations to college students with disabilities in compliance with American with Disabilities Act
- Assistance with program selection
- Personal Counseling (Referrals are made to appropriate agencies when needed)
- Personal Improvement Workshops

The office of Counseling Services is located in Room 706.

TRiO Services
The TRiO Services program is designed to expand support services in such areas as counseling, academic advising, mentoring and tutorial services utilizing a grant from the Federal Government.

Studies show that first-generation college students often arrive at the institution without the necessary prerequisite skills, supportive role models, and social competencies essential to graduate. The TRiO Services program allows the college to employ additional staff members who can address these needs both through specifically designed programs as well as augment existing services.

Students who are the first in their family to attend college (first-generation college students) are from low-income families, or who have a documented disability may be eligible for participation.

The overall goal is to increase the number of students who maintain good academic standing and are retained, graduate, and transfer to four-year institutions to pursue baccalaureate degrees. If you are interested in participating in this program or want to know if you qualify, stop by Room 708 to complete an application and speak to a member of the TRiO Services team.

Placement Exam Times
During non-registration periods, the Placement Exam is given on the following schedule:

<table>
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<th>Day</th>
<th>Time</th>
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<tr>
<td>Monday</td>
<td>8:30 a.m. - 12:30 p.m. &amp; 2 - 5:30 p.m.</td>
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<tr>
<td>Tuesday</td>
<td>8:30 a.m. - 12:30 p.m. &amp; 2 - 5:30 p.m.</td>
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<td>Wednesday</td>
<td>8:30 a.m. - 12:30 p.m. &amp; 2 - 5:30 p.m.</td>
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<td>Thursday</td>
<td>8:30 a.m. - 12:30 p.m. &amp; 2 - 5:30 p.m.</td>
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<tr>
<td>Friday</td>
<td>8:00 a.m. - 11:15 a.m.</td>
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</table>

The Testing & Assessment Center is located in Building 700, Room 705. Appointments are not needed but can be scheduled by calling 256.551.3116.
Equal Opportunity in Education and Employment

The following policy reflects J. F. Drake State Community and Technical College’s commitment to equal opportunities in education and employment:

No person shall be denied employment, excluded from partaking in, denied the benefits of, or subjected to discrimination in any program, activity, or employment on the basis of gender, race, color, disability, religion, national origin, age or ethnic group.

Drake State complies with nondiscriminatory regulations under Title VII of the Civil Rights Act of 1964, Title IX Educational Amendment of 1972, which prohibits discrimination based on sex; Title IX, Section 106.8, which prohibits sexual harassment; Section 504 of the Rehabilitation Act of 1973, which prohibits violations of the rights of the disabled; and Title VI, which prohibits discrimination based on race, color, or national origin, and the Americans with Disabilities Act (ADA) of 1990, covering policies for public accommodations for disabled individuals.

Individuals or any class of individuals who believe that they have been subjected to discrimination prohibited by Titles VI, VII, IX, Section 504, may contact the college’s Title IX Coordinator at 256.551.3114 or the Section 504 (ADA) and Title II Coordinator at 256.551.1710.

FERPA: Do you know your rights?

The Family Educational Rights and Privacy Act of 1974 (FERPA) is a federal law that protects the confidentiality of student education records. Visit www.drakestate.edu and click on “Privacy & Security” at the footer of the page to view Drake State’s privacy policy.

Complaint and Grievance Policy

From time to time, issues arising may not successfully be resolved between two students or a student and faculty/staff member. For this reason, the college has established guidelines which provide documented courses of resolution. This information is available in the student handbook found in the back of the current college catalog. Copies of the handbook as well as the policies are available online at www.drakestate.edu.

Drake State is a 100% Tobacco-Free Campus

The use, distribution, or sale of tobacco products, including the carrying of any lighted smoking instrument, in College buildings or in or upon other College premises or inside College-owned, rented or leased vehicles, is prohibited.

For the purposes of this policy, a “tobacco product” is defined to include any lighted or unlighted cigarette, cigar, pipe, bidi, clove cigarette, and any other smoking product, as well as smokeless or spit tobacco, also known as dip, chew, snuff or snus, in any form.

Any College employee or student found to be in violation of the policy will be subject to a monetary fine. For details, visit the Policies page at www.drakestate.edu.

Drug-Free Schools and Communities Act

J. F. Drake State Community and Technical College hereby gives notice of the institution’s policy to prevent the use of illicit drugs and the abuse of alcohol by students and employees. The Drug-Free Schools and Communities Act requires Drake State to verify that we have established and implemented a Drug and Alcohol Abuse Education and Prevention Program (DAAPP). DAAPP is designed to prevent the unlawful possession, use, and distribution of drugs and alcohol on campus and at recognized events and activities.

As part of the program, Drake State must distribute DAAPP information to students and employees annually as well as conduct a biennial review of the program.

The Violence Against Women Act (VAWA) and the Clery Act: Your Right To Know

Drake State has a commitment to safety and security and complies with the Violence Against Women Act (VAWA) and the federal Clery Act, both helping to bolster response to and prevention of violence.

VAWA requires colleges and universities, both public and private, participating in federal student aid programs to increase transparency about the scope of sexual violence on campus, guarantee victims enhanced rights, provide for standards in institutional conduct proceedings, and provide campus community-wide prevention educational programming. In compliance with VAWA and Clery, Drake State has processes in place to actively collect and share data on violent incidents, and we regularly offer sexual assault, domestic violence, dating violence and stalking prevention workshops. For more information, contact the Operations or Counseling Offices for details.
Financial Aid

The J. F. Drake State Community and Technical College
SCHOOL CODE is #005260

Federal Pell Grant
The Pell Grant is a federally funded grant program for undergraduate students who have not earned a bachelor’s or professional degree. Pell Grant awards vary in amount each year and are based on financial need and hours enrolled.

Federal Supplemental Educational Opportunity Grant
The Federal Supplemental Educational Opportunity Grant (FSEOG) program is a federally funded and campus-based grant program. Awards are made to early applicants demonstrating the greatest financial need. Recipients are selected by the Office of Financial Aid from applications submitted by the deadline.

Federal Work Study
The Federal Work Study (FWS) program is a federally funded program available to qualified students who demonstrate financial need. Students are employed on campus 10 to 19 hours per week. When possible, students are assigned jobs that are related to their major or area of interest.

Veterans Affairs
For more than 20 years, Drake State has provided services to veterans of United States Armed Forces. The college continues its partnership with the Department of Veterans Affairs by providing specialized assistance for those eligible to receive veterans’ assistance. Visit the financial aid office to discuss options to help maximize the available VA Benefits.

Student Eligibility
Policies that govern student eligibility are established by both the U. S. Department of Education and postsecondary institutions. The federal policies are the same regardless of the institution one attends, but institutional policies vary and are not always the same. However, to be eligible for most financial aid programs, you must:

1. Demonstrate financial need.
2. Have a high school diploma or a GED certificate.
3. Be enrolled as a regular student working toward a degree or certificate in an eligible program.
4. You may not receive aid for telecommunications courses unless they are part of an associate degree program.
5. Be a U. S. citizen or eligible non-citizen.
6. Maintain satisfactory academic progress according to the institutional policy
7. Not be in default on a Direct Stafford Loan or Federal Family Education Loan (FFEL).
8. Not owe a repayment on any federal financial aid program.

Drake State requires students complete 2/3 of the classes for which they register and maintain a minimum of a 2.0 grade point average to continue receiving financial aid. Failure to comply may result in the loss of financial aid. All students intending to apply for financial assistance toward a full or partial payment of tuition and fees must have all applicable forms and the “Student Aid Report” on file in the Financial Aid Office prior to registration. You may also be required to submit your tax return transcripts and other documents to the Financial Aid Office in order to qualify for aid.

Financial Aid Check Disbursement
Financial aid will be posted to your Student Account. Your Federal Financial Aid will credit toward your Tuition/Fees at registration. If money from your Federal Financial Aid and other aid exceeds charges owed, the Business Office will disburse any excess monies by the 14th day after disbursement has occurred. Excess funds will be mailed.

Still have Financial Aid questions? Check out Financial Aid TV online at drakestate.edu
Drake Online Services

Drake Online Services (DOLS) is your one-stop shop for accessing any online services offered by the college such as E-mail, Blackboard, Banner Self-Service, and Drake Alert.

Computer Usage

Username & Password
The username for Drake State computers is student. The corresponding password is also student. Both words are spelled in lower case (no capital letters).

Banner Self-Service for Web Registration/Student Records
Use the Web Registration/Student Records link on the homepage of the college website (www.drakestate.edu) to check your grades, unofficial transcript, and to register for classes.

User ID: Your Banner “D” number. You should have received your Banner number when you filled out your Drake State application online.

PIN: Initially, your PIN is your date of birth (MMDDYY). You must change your PIN number after your first login to the system.

E-mail Address
Your e-mail address is your firstname.lastname@students.drakestate.edu.

Example: If your name is Mary Smith, your e-mail address is mary.smith@students.drakestate.edu

Your e-mail password is your Banner “D” number (see above).

Your Drake State e-mail address is the official electronic communication method for anything related to the college. You are encouraged to check your student e-mail often for news, information, and events.

Blackboard
You can access your Blackboard account from the Drake State home page. To log in to your account, use your Banner “D” number as your username. Your password is your Banner PIN (see above).

Computer Support
Computer support is available to students who require assistance with Blackboard e-mail, or general computer-related issues.

The computer tutor is available to assist with logging into Blackboard and to provide general support for software related problems. The computer tutor is available during posted hours on the lower level of the library. See the library for tutor hours during the semester.

Wi-Fi Access on Campus
As a student at Drake State, you can connect to our wireless (Wi-Fi) network free of charge. Simply select “Drake-Students” from the list of available networks on your mobile device or laptop. The password to log in to the network is student1107.

Library Computers
To use computers on any floor of the library, please see library staff.

Information Technology
The IT Services Department at Drake State provides support to students who need assistance accessing campus e-mail and Drake Alert (see page 12). The IT Services Department is located in Building 500 across from the Business Office. You may also reach them as follows:

E-mail: help@drakestate.edu
Phone: 256-551-3126
www.drakestate.edu/dols

To better serve you, please provide your name, your Banner “D” number, date of birth, and a good contact number.

Online Classes
Before enrolling in online classes, students must meet with an advisor and take the Blackboard Training Assessment to determine whether he/she is ready to take an online class. The assessment will be given during registration in Building 500, Room 501.

Students who enroll in an online class must complete a required Online Attendance Assignment on Blackboard for each online class.

Any student who does not complete the assignment by this date will be turned in as a “NO-SHOW” and dropped from the class.
J. F. Drake State Community and Technical College strives to provide a safe and secure environment. In an effort to facilitate this endeavor, the college operates an around-the-clock security force. The security officers are contracted through an outside agency (Dynamic Security) but adhere and enforce the rules and regulations outlined by the college’s administration. The security force reports to the Dean of Operations.

Contact Security
On Campus: Ext. 209
Direct dial: 256.551.5223
Security mobile phone: 256.683.2303
Downtown site
(Times building): 256.603.1496
Director of Operations: 256.551.5047

The Security office is located at the Student Center in Building 600.

Calling 911
If there is a situation of eminent danger to you or the institution, dial 9-911 from any campus telephone. When calling 911, please provide the following:

• Always identify yourself to the operator
• Provide the operator with your location
• Provide the operator with the nature of the call (i.e. medical, etc.)
• Be prepared to give a description of the individual or individuals involved
• Stay on the telephone until the operator terminates the telephone conversation

All accidents and incidents should be reported to security so that a campus incident report can be completed. If you are unable to contact security or the Dean of Operations, please feel free to inform any Drake State employee of your concern.

Security cameras are installed on campus for your safety and the protection of your personal property.

Drake Alert
The college has implemented an emergency communications system known as Drake Alert. This system allows students, faculty, and staff to receive time-sensitive emergency messages in the form of e-mail, voice and text messages. Once you are fully enrolled in the college, the IT department will send a temporary password and instructions to your Drake State e-mail account. This will allow you to determine which phone numbers and personal e-mail accounts you would like to include in the emergency notification system. If you have any problems related to the Drake Alert System, please contact the IT department at 256.551.3126.

Inclement Weather
Though DRAKE ALERT is the preferred method of notification for weather and emergency updates, the college also utilizes other forms of communication to update the community at large. When weather conditions or other emergencies prevent the opening of the College or cause delayed opening of the College, every effort will be made to make announcements via the college website (www.drakestate.edu), the college’s Facebook page, and on the following radio and TV stations by 6 a.m. for that day:

<table>
<thead>
<tr>
<th>Radio</th>
<th>Television</th>
</tr>
</thead>
<tbody>
<tr>
<td>WZYP - 104.3</td>
<td>WAFF - CHANNEL 48</td>
</tr>
<tr>
<td>WDRM - 102.1</td>
<td>WHNT - CHANNEL 19</td>
</tr>
<tr>
<td>WAHR - 99.1</td>
<td>WAAY - CHANNEL 31</td>
</tr>
<tr>
<td>WEUP - 102.9</td>
<td></td>
</tr>
<tr>
<td>WRSA - 96.9</td>
<td></td>
</tr>
</tbody>
</table>

Evacuation
When required to evacuate a building located on the College campus, the following instructions should be followed:

• Don’t panic
• Walk, don’t run
• Walk briskly in single file
• Know your exit route
• All classes stay together
• Assemble in the designated zones identified for your respective building

Emergency Action Messages

<table>
<thead>
<tr>
<th>Message</th>
<th>Weather Alert:</th>
<th>Fire:</th>
<th>Lockdown:</th>
<th>Suspicious Package:</th>
<th>Shelter in Place:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Message #1</td>
<td>Message #2</td>
<td>Message #3</td>
<td>Message #4</td>
<td>Message #5</td>
<td></td>
</tr>
</tbody>
</table>

Annual Safety Report
J. F. Drake State Community and Technical College is required to publish and distribute an Annual Safety Report (ASR) by October 1 of each year. The ASR must include crime statistics for three calendar years as well as all of the required campus safety and security policies and procedures.
## Important Contacts

**Admissions**  
Building 700, Rm. 704  
Ph: 256.551.3109  
Fax: 256.551.3142  

**Mr. Cedric Arrington**  
Director of Admissions/Registrar  
cedric.arrington@drakestate.edu

**Mrs. Kristin Treadway**  
Assistant Director of Admissions  
admissions@drakestate.edu

**Mrs. Brandy Settlers**  
Pre-Admissions Coordinator  
brandy.settlers@drakestate.edu

**Mrs. Darlene Hampton**  
Office Professional  
darlene.hampton@drakestate.edu

**College Outreach/Retention**  
Building 700, Rm. 702B, 705  
Ph: 256.551.7265  
Fax: 256.551.1714

**Mrs. Tiffany Green**  
Enrollment Services Manager  
tiffany.green@drakestate.edu

**Counseling Services**  
Building 700 Rm. 706  
Ph: 256.551.1710  
Fax: 256.551.1714

**Ms. Denise Gaymon**  
College Counselor  
denise.gaymon@drakestate.edu

**Financial Aid/Veterans Affairs**  
Building 700, Rm. 703  
Ph: 256.551.7270  
Fax: 256.551.3123

**Ms. Jennifer O’Linger**  
Financial Aid Director  
jennifer.owler@drakestate.edu

**Mr. Bruce Morrison**  
Financial Aid Clerk  
bruce.morrison@drakestate.edu

**Mrs. Neoka Hambrick**  
Veterans Affairs Coordinator/  
Financial Aid Clerk  
neoka.ivey@drakestate.edu

**Mrs. Lesley Stapler**  
Office Professional  
lesley.eng@drakestate.edu

**IT Support**  
Building 500  
Ph: 256.551.3126  
Fax: 256.551.3142

**Mr. Nick Ksepka**  
IT Coordinator  
help@drakestate.edu

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### S.C. O’Neal Sr. Library and Technology Center

The library provides a number of traditional printed resources such as periodicals, magazines, newspapers, and journals. However, you will also find computer labs, copy services, and study rooms for your use.

**Hours of Operation**  
Monday – Thursday  
7:30 a.m. – 7 p.m.  
Friday  
7:30 – 11:30 a.m.  
Closed Saturday and Sunday

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**Career Placement**  
Building 700 Rm. 702A  
Ph: 256.551.7264  
Fax: 256.713.9578

**Public Relations**  
Library, Rm. 102  
Ph: 256.551.3136  
Fax: 256.713.3134

**Mrs. Amy Dawkins-Falter**  
Director of Public Relations  
amy.falter@drakestate.edu

**TRiO Services**  
Building 700 Rm. 708  
Ph: 256.551.5203  
Fax: 256.713.9579

**Mr. Richard Collie**  
TRiO Services Director  
richard.collie@drakestate.edu

**Testing Center**  
Building 700 Rm. 705  
Ph: 256.551.5218  
Fax: 256.551.1714

**Ms. Donyale Jones**  
Testing Center Coordinator  
donyale.jones@drakestate.edu
Questions

Below is a list of common concerns and the department responsible for addressing each one.

<table>
<thead>
<tr>
<th>Academic Advisement</th>
<th>Dropping a Class</th>
<th>Lost &amp; Found</th>
<th>Transfer Credit Problems</th>
</tr>
</thead>
<tbody>
<tr>
<td>Advisor’s Office</td>
<td>Admissions, Room 704</td>
<td>Business Office, Room 504</td>
<td>Admissions, Room 704</td>
</tr>
<tr>
<td>256.539.8161</td>
<td>256.551.3109</td>
<td>256.539.8161</td>
<td>256.551.3109</td>
</tr>
<tr>
<td>Absences – Instructor</td>
<td>Final Examinations</td>
<td>Orientation</td>
<td>Transfererability of Courses</td>
</tr>
<tr>
<td>Instructor’s Office</td>
<td>Instructor’s Office</td>
<td>Counseling, Room 706</td>
<td>Advisor’s Office</td>
</tr>
<tr>
<td>256.539.8161</td>
<td>256.539.8161</td>
<td>256.551.1710</td>
<td>256.539.8161</td>
</tr>
<tr>
<td>Academic Probation or Suspension</td>
<td>Financial Aid</td>
<td>Parking Decal</td>
<td>Tuition &amp; Fees</td>
</tr>
<tr>
<td>Admissions, Room 704</td>
<td>Financial Aid Office</td>
<td>Bookstore</td>
<td>Business, Room 504</td>
</tr>
<tr>
<td>256.551.3109</td>
<td>Room 703</td>
<td>Room 507</td>
<td>256.551.3103</td>
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<tr>
<td>Adding a Class</td>
<td>Forming a Club</td>
<td>Placement Tests</td>
<td></td>
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<tr>
<td>Advisor’s Office</td>
<td>Library, 2nd floor</td>
<td>Testing Center, Room 705</td>
<td></td>
</tr>
<tr>
<td>256.539.8161</td>
<td>256.551.7274</td>
<td>256.551.3116</td>
<td></td>
</tr>
<tr>
<td>Admissions/Registr./Enrollment</td>
<td>Grades</td>
<td>Refunds</td>
<td>Undecided Majors</td>
</tr>
<tr>
<td>Admissions, Room 704</td>
<td>Admissions, Room 704</td>
<td>Business Office, Room 504</td>
<td>Counseling, Room 706</td>
</tr>
<tr>
<td>256.551.3109</td>
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<td>256.539.8161</td>
<td>256.551.1710</td>
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<tr>
<td>Adult Educ. Svcs (GED)</td>
<td>Graduation</td>
<td>Scholarships</td>
<td>Veterans’ Services</td>
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<tr>
<td>Adult Education Office</td>
<td>Admissions, Room 704</td>
<td>Financial Aid Office</td>
<td>Financial Aid Office</td>
</tr>
<tr>
<td>Room 804</td>
<td>256.551.3109</td>
<td>Room 703</td>
<td>Room 703</td>
</tr>
<tr>
<td>256.551.5212</td>
<td>Grievance Procedure</td>
<td>256.551.3124</td>
<td>256.551.3127</td>
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<tr>
<td>Auditing a Course</td>
<td>Dean of Student Svcs.</td>
<td>Student Government</td>
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<tr>
<td>Advisor’s Office</td>
<td>Library, 2nd floor</td>
<td>Counseling, Room 706</td>
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</tr>
<tr>
<td>256.539.8161</td>
<td>256.551.3114</td>
<td>256.551.1710</td>
<td></td>
</tr>
<tr>
<td>Books &amp; Supplies</td>
<td>ID cards</td>
<td>Transcripts</td>
<td>Withdrawal From School</td>
</tr>
<tr>
<td><a href="http://www.drakestate.edu">www.drakestate.edu</a></td>
<td>Bookstore</td>
<td>(e-transcripts)</td>
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<td>Change of Address</td>
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<td>256.551.3109</td>
<td>256.551.7270</td>
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<tr>
<td>Change in Schedule</td>
<td>Insurance Verification</td>
<td>Career Placement</td>
<td>Work Study</td>
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<td>Admissions, Room 704</td>
<td>Registrar, Room 704</td>
<td>Placement Coordinator</td>
<td>Financial Aid Office</td>
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<td>Room 702</td>
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<tr>
<td>Club Meetings</td>
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<td>Transcripts</td>
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<td>(e-transcripts)</td>
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<tr>
<td>256.539.8161</td>
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<td>Admissions, Room 704</td>
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<tr>
<td>Counseling</td>
<td>Librarian</td>
<td>256.551.3109</td>
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<tr>
<td>Counseling, Room 706</td>
<td>256.551.5208</td>
<td>256.551.1710</td>
<td></td>
</tr>
<tr>
<td>256.551.1710</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

College Catalog/Student Handbook

The College Catalog/Student Handbook is a great source of information regarding policies, procedures, and how to get involved with campus activities. It provides an in-depth review of your degree plan as well as a description of each course available at the college. Visit www.drakestate.edu and click on the ADMISSIONS tab for a link to the latest PDF version of the catalog and handbook.
2016 – 2017 ACADEMIC CALENDAR

FALL SEMESTER 2016

August 15–19  Non-Instructional workweek hours are 7:30AM to 4:30PM
August 17  Local Professional Development Day (NO CLASSES)
August 18–19  New Student Orientation/Regular Registration for Fall 2016
August 19  Tuition and Fees Due by 4:30PM
August 22  Classes Begin – Day, Evening, and Mini-Term I
August 22–23  Late Registration – Drop/Add
September 5  LABOR DAY (COLLEGE CLOSED)
September 23  Last Day to receive a "W" Mini-Term I
October 1–31  Assessment Month
October 12–18  Midterm Exams
October 12  Last Day of Mini-Term I
October 13  Grades due in Banner by 11AM – Mini-Term I
October 17  First Day of Mini-Term II
October 27  60% Completion Date for Title IV
November 11  VETERAN’S DAY (COLLEGE CLOSED)
November 14  Last Day to receive a "W" Full Term and Mini-Term II
November 21–22  State Professional Development (NO CLASSES)
November 23  Faculty Duty Day (NO CLASSES)
November 24–25  THANKSGIVING (COLLEGE CLOSED)
November 28  Classes Resume
December 14–16  Final Exams
December 16  Last Day of Mini-Term II
December 19  Faculty/Staff Duty Day (NO CLASSES)
December 20–21  Faculty/Staff Duty Days (NO CLASSES)
December 22  Local Professional Development Day (NO CLASSES)
December 23–30  CHRISTMAS HOLIDAY (COLLEGE CLOSED)

SUMMER SEMESTER 2017

May 19 & 22  New Student Orientation/Regular Registration for Summer 2017
May 22  Tuition and Fees Due by 5:30pm
May 23–24  Classes Begin – Day, Evening, and Mini-Term I, Late Registration – Drop/Add
May 29  MEMORIAL DAY OBSERVANCE (COLLEGE CLOSED)
June 15  Last Day to receive a “W” Mini-Term I
June 27  Last Day of Mini-Term I
June 28  Grades due in Banner by 11AM – Mini-Term I
June 29  First Day of Mini-Term II

SPRING SEMESTER 2017

January 2  NEW YEARS DAY Observed (COLLEGE CLOSED)
January 3–4  New Student Orientation/Regular Registration for Spring 2017
January 4  Tuition and Fees Due Date by 5:30pm
January 5–6  Late Registration – Drop/Add
January 5  Classes Begin – Day, Evening, and Mini-Term I
January 16  DR. M.L. KING, JR. BIRTHDAY (COLLEGE CLOSED)
February 8  Last Day to receive a “W” Mini-Term I

Midterm Exams
March 1–31  Assessment Month
March 2  Last Day of Mini-Term I
March 3  Grades due in Banner by 5PM
March 6  First Day of Mini-Term II - Summer 2017 Early Registration begins
March 13–17  SPRING BREAK (FACULTY AND STUDENTS)
March 16–17  LOCAL HOLIDAY (COLLEGE CLOSED)
April 17  Last Day to Receive a “W” Full Term and Mini-Term II
May 4–8  Final Exams
May 8  Senior Grades Due by 11AM
May 9–10  Faculty Duty Days
May 10  Grades Due in Banner by 5PM Full Term & Mini-Term II
May 11  Local Professional Development Day (NO CLASSES)
May 11  Graduation
May 12–18  Faculty Off/Non-Instructional Duty Days (NO CLASSES)
May 15–19  Non-Instructional workweek hours are 7:30AM to 4:30PM

Fall 2017 Early Registration begins
July 4  INDEPENDENCE DAY (COLLEGE CLOSED)
July 5  60% Completion Date for Title IV
July 10  Last Day to Receive a “W” Full Term
July 24  Last Day to Receive a “W” Mini-Term II
July 31 – August 2  Final Exams
August 2  Last Day of Mini-Term II
August 3  Grades Due by 5PM Full Term and Mini-Term II
August 3–4  Faculty/Staff Duty Days
August 7–11  Non-Instructional Duty Days (NO CLASSES)
Workweek hours are 7:30AM to 4:30PM
Mission Statement

J.F. Drake State Community and Technical College, a student-centered two-year public institution, offers flexible and affordable university-transfer and technical degrees, certificates, adult and continuing education, and customized workforce training to fulfill the diverse needs of the community.

Our Graduates Work!