# Table of Contents

Welcome Message ................................................................................................................. 4
Registration Steps .................................................................................................................. 5
Banner Quick Reference Guide .............................................................................................. 6
Student Advisor Locations .................................................................................................... 7
Student Services .................................................................................................................... 8
QEP .......................................................................................................................................... 9 - 12
Important Notifications ....................................................................................................... 13
Financial Aid ......................................................................................................................... 14
Drake Online Services ........................................................................................................... 15
Campus Safety ..................................................................................................................... 16
Important Contacts .............................................................................................................. 17
Questions .............................................................................................................................. 18
2017–2018 Academic Calendar .............................................................................................. 19
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.

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

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

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

- Area occupational development trends indicate a shortage of workers and an influx of jobs associated with programs Drake State offers. Drake State offers programs to prepare students to meet the critical shortage of workers in the areas of Advanced Manufacturing, Healthcare, Culinary Arts, Automotive Service Technician, Salon/Spa Management and Computer Services.

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

- 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, the Dean of Instructional and Student Services and the Associate Dean of Instruction.

- Parking – The campus-issued parking decal allows students to park in any designated spaces across campus not reserved for administrators, faculty or visitors.

**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, marital status, gender or age, be excluded from participation in, be denied the benefits of or be subjected to discrimination under any program, activity or employment.
Registration @ Drake State

Steps to Enrollment:

| PLEASE BE SURE TO BRING YOUR REQUIRED STATE ISSUED ID |

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 containing your “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
   - NEW STUDENTS MUST ATTEND iSTART STRONG STUDENT ORIENTATION
   - 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.
   - A copy of your advising form can be provided to you by your advisor or admissions office.

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. (Paid tuition or applied financial aid MUST be completed.)
   - 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 D# 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 “Login to My Drake State”

### How to Register For a Class
1. Click Student  
2. Click Registration  
3. Click Look Up Classes  
4. Select Term  
5. Click Submit  
6. Select Subject  
7. Click Course Search  
8. View sections next to desired class  
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)  
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 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 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
Student Advisor Locations

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 his/her office hours.

ACCOUNTING TECHNOLOGY
Gladys Ayokanmbi - 510A
gladys.ayokanmbi@drakestate.edu
256.551.3140

AUTOMOTIVE SERVICE TECHNOLOGY
Mark Swaim - 405C
mark.swaim@drakestate.edu
256.551.3143

BUSINESS ADMIN. AND MGT.
Deloris Smothers - 510A
deloris.smothers@drakestate.edu
256.551.3155

COMPUTER INFORMATION SYSTEMS TECHNOLOGY
Ronald Egson - 508A
ronald.egson@drakestate.edu
256.551.3128

CULINARY ARTS/HOSPITALITY SERVICES MANAGEMENT
Chris Villa - 301A
chris.villa@drakestate.edu
256.551.1718

ELECTRICAL ENGINEERING TECHNOLOGY
Vacant (Adjunct)

ELECTRICAL TECHNOLOGY
Lardell Goodloe - 202C
lardell.goodloe@drakestate.edu
256.551.3157

ENGINEERING GRAPHICS
Robert Grissim - 807
robert.grissim@drakestate.edu
256.551.3145

GENERAL AND DEVELOPMENTAL EDUCATION
Carolyn Henderson-810A
carolyn.henderson@drakestate.edu
256.551.3140
Symmetris Gohanna- 702D
symmetris.gohanna@drakestate.edu
256.551.3115
Khalid Holmes- 804-D
khalid.holmes@drakestate.edu
256-551-1708
Brandi Winchester-709A
brandi.winschester@drakestate.edu
256-551-3137
Joyce Rentz-705-E
joyce.rentz@drakestate.edu
256-551-1712

HEATING AND AIR CONDITIONING
Vacant (Adjunct)
256.551.3138

INDUSTRIAL SYSTEMS TECHNOLOGY
Lardell Goodloe - 202C
lardell.goodloe@drakestate.edu
256.551.3157

MEDICAL ASSISTING
Alicia Mersdorf - 515
alicia.mersdorf@drakestate.edu
256.551.7284

NURSING
Khalid Holmes - 515
khalid.holmes@drakestate.edu
256.551.7284

OFFICE SYSTEMS TECHNOLOGY
Deloris Smothers - 510A
deloris.smothers@drakestate.edu
256.551.3155

SALON/SPA MANAGEMENT
Ben Battle - 612
ben.battle@drakestate.edu
256.551.1702

WELDING TECHNOLOGY
Ryan Green - 402A
ryan.green@drakestate.edu
256.551.3103

CERTIFIED NURSING ASSISTANT
Jan Hyman - 104A
jan.hyman@drakestate.edu
256.551.3156
Student Services

The Directorate of Student 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 Services
The Office of Career Services 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. The Career Services Center can assist with finding part-time employment during matriculation. Please contact the Career Services 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:

Monday 8:30 a.m. - 12:30 p.m. & 2 - 5:30 p.m.
Tuesday 8:30 a.m. - 12:30 p.m. & 2 - 5:30 p.m.
Wednesday 8:30 a.m. - 12:30 p.m. & 2 - 5:30 p.m.
Thursday Appointments only
Friday 8:00 a.m. - 11:15 a.m.

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

STATE ISSUED PHOTO ID REQUIRED
What is the QEP?
QEP stands for Quality Enhancement Plan and is a required component of our SACSCOC (Southern Association of Colleges and Schools Commission on Colleges) accreditation that focuses on enhancing student learning.

What are the goals of the QEP?
- **Goal 1:** To improve basic numerical skills
- **Goal 2:** To change the way math is perceived
- **Goal 3:** To increase persistence of students participating in developmental mathematics courses
- **Goal 4:** To increase retention of students participating in developmental mathematics courses
- **Goal 5:** To demonstrate a shift toward growth mindset from fixed mindset within the College community

What strategies will the QEP focus on?
- Math Emporium Model
- Growth Mindset Strategies
- Math Tutors
- 24/7 Access to MyMathLab

QEP MIND OVER MATH
All course work for the QEP Math Emporium will be completed on the computer through MyMathLab (MML).
MML has been customized to deliver more individualized work for each of you. You can complete your computer work in class or anywhere you have access to the Internet, at your own pace. However, you are REQUIRED to take ALL PRE-TESTS, QUIZZES and TESTS in the math lab with your instructor, the math lab coordinator, or the math lab tutor.

### COURSE MODULES

<table>
<thead>
<tr>
<th>Module 1</th>
<th>MTH 090</th>
<th>MTH098</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Chapter 1, Section 1 – 8</td>
<td>Chapter 9, Sections 1 – 8</td>
</tr>
<tr>
<td></td>
<td>Chapter 2, Sections 1 – 8</td>
<td>Chapter 9, Sections 1 – 8</td>
</tr>
<tr>
<td></td>
<td>Chapter 3, Sections 1 – 5</td>
<td>Chapter 10, Sections 1 – 6</td>
</tr>
<tr>
<td>Module 3</td>
<td>Chapter 4, Sections 1 – 6</td>
<td>Chapter 10, Section 6</td>
</tr>
<tr>
<td>Module 4</td>
<td>Chapter 5, Sections 1 – 4</td>
<td>Chapter 12, Sections 1 – 3, 5 – 7</td>
</tr>
<tr>
<td>Module 5</td>
<td>Chapter 6, Sections 1 – 4</td>
<td>Chapter 13, Sections 1 – 4</td>
</tr>
<tr>
<td></td>
<td>Chapter 9, Sections 1 – 8</td>
<td>Chapter 13, Sections 1 – 4</td>
</tr>
</tbody>
</table>

### OUTLINE OF MODULES

- **Step 1**
  - Module Pre-Test (this is taken one time)
  - Results will customize your study plan

- **Step 2**
  - Companion Study Plan
  - Watch videos and use workbook to learn concepts

- **Step 3**
  - Module Quiz (this is taken one time)
  - Results will update your study plan

- **Step 4**
  - Companion Study Plan
  - Must master 80% of objectives to take Module Post-Test

- **Step 5**
  - Module Post-Test
  - Must score 80% or higher (MTH 090); 75% or higher (MTH 098) to move to next Module
  - Results will update your study plan (this can be taken up to 3 times)
Videos are available in MyMathLab as a resource to help with your understanding. As you watch the videos, you will need to be sure to use your workbook to help reinforce the concepts as well as keep notes in a math notebook for quick reference. You may bring headphones to listen to the video tutorials; if you do not have headphones, earbuds will be provided.

You **MUST** work your Study Plan in order by section to improve your comprehension of the material. Each section builds on the next section and if you complete the sections out of order, you may not get a full understanding of the concepts. Once you have completed the “Practice” in one section, you **MUST** successfully complete the “Quiz Me” for that section before going to the next section. You will receive one Mastery Point (MP) for every “Quiz Me” you pass successfully. Once you receive enough MP for that particular module, you will be able to take your quiz or test.

Students that do not watch the videos, go through the workbook, keep a good math notebook, or work in order by section for each topic have a tendency to struggle in the course. Students are strongly encouraged to ask the instructor or math lab tutor(s) for assistance; however, the student must first go through the video tutorials and the workbook before asking for help.

**STUDY TIPS**

- Do not waste time. If you complete any assigned work ahead of schedule, begin work on the next assignment. The extra time will be needed at the end of the semester.
- Work homework problems in your math notebook. Number each problem and show all of your work. Taking time to work neatly, indicating problem numbers, and showing all possible steps will result in a better analysis of your work and correcting mistakes.
- Focus your time and effort toward learning math rather than memorizing problems and retaking tests.

**ASSESSMENT**

Once you receive enough MPs, you will be able to complete your module quiz or module post-test. The module quiz is a readiness check for your module post-test so there is not a score requirement. You must pass each module post-test with an **80% or higher** (MTH 090) or **75% or higher** (MTH 098) to move to the next module. You must also pass the comprehensive final exam with an **80% or higher** or **75% or higher** (MTH 098) to pass the course. Quizzes and tests are password protected and must be turned on by your instructor, the lab coordinator, or the math tutor, once **80%** of the study plan objectives have been mastered.
Students will be allowed **ONE ATTEMPT** on all pre-tests and quizzes and **THREE ATTEMPTS** on all tests.

Students scoring **below the grade requirement of 80% (MTH 090) or 75% (MTH 098) higher on the post-test** must meet with you their instructor or tutor to review content missed and complete the updated companion study plan with **80% mastery points** before the re-take is allowed.

Students scoring **below the grade requirement after the third attempt** must meet with the instructor or tutor for additional review.

In order to complete all assignments and finish the course within one semester, students will be expected to put forth extra effort and spend additional time in the lab during scheduled lab hours.
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.

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, marital status, gender, 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.
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, Canvas, 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.

- **UserID:** 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.

Canvas
You can access your Canvas account from the Drake State home page. To log in to your account, use your **Banner “D” number** as your username. Your initial password is your lowercase last name followed by your six-digit date of birth. (Ex: doe112487)

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

The computer tutor is available to assist with logging into Canvas 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 Drake Online Services. The IT Services Department is located in Building 500, Room 507. You may also reach them as follows:

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

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

*Detailed login guides are also available.*
Campus Safety

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 Director of Operations.

Contact Security
On Campus: Ext. 209
Direct dial: 256.551.5223
Security mobile phone: 256.683.2303
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 Director 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:

Radio
- WZYP - 104.3
- WDRM - 102.1
- WAHR - 99.1
- WEUP - 102.9
- WRSA - 96.9

Television
- WAFF - CHANNEL 48
- WHNT - CHANNEL 19
- WAAY - CHANNEL 31

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
Weather Alert: Message #1
Fire: Message #2
Lockdown: Message #3
Suspicious Package: Message #4
Shelter in Place: Message #5

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
Ms. Kristin Treadway
Acting Director of Admissions/Registrar
kristin.treadway@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

Dual Enrollment
Ms. Takeema Johnson
Dual Enrollment Outreach Specialist
takeema.johnson@drakestate.edu

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

Career Placement
Building 700 Rm. 705
Ph: 256.551.7264
Fax: 256.713.9578
Vacant

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

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

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

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

ITS Support
Building 500
Ph: 256.551.3126
Fax: 256.551.3142
help@drakestate.edu

Student Support Services
Library, 2nd Floor
Ph: 256.551.7274
Fax: 256.713.9580
Dr. Pamela Little
Acting Dean of Student Support Services
pamela.little@drakestate.edu

Ms. Paula Bingham
Student Svcs Program Assistant
Ph: 256.551.7274
paula.bingham@drakestate.edu

Mrs. Mattavia Ward, M.A.
Academic Completion Specialist
Ph: 256.551.3114
mattavia.ward@drakestate.edu

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

Testing Center
Building 700 Rm. 705
Ph: 256.551.3116
Fax: 256.551.3142
Ms. Donyale Jones
Testing Coordinator
donyale.jones@drakestate.edu

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
Questions

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

**Academic Advisement**
Adviser’s Office  
256.539.8161

**Absences – Instructor**
Instructor’s Office  
256.539.8161

**Academic Probation or Suspension**
Admissions, Room 704  
256.551.3109

**Adding a Class**
Advisor’s Office  
256.539.8161

**Admissions/Register. / Enrollment**
Admissions, Room 704  
256.551.3109

**Adult Educ. Svcs (GED)**
Adult Education Office  
Room 804  
256.551.5212

**Auditing a Course**
Advisor’s Office  
256.539.8161

**Books & Supplies**
www.drakestate.edu

**Change of Address**
Admissions, Room 704  
256.551.3109

**Change in Schedule**
Admissions, Room 704  
256.551.3109

**Club Meetings**
Sponsor’s Office  
256.539.8161

**Counseling**
Counseling, Room 706  
256.551.1710

**Dropping a Class**
Admissions, Room 704  
256.551.3109

**Final Examinations**
Instructor’s Office  
256.539.8161

**Financial Aid**
Financial Aid Office  
Room 703  
256.551.7270

**Forming a Club**
Library, 2nd floor  
Student Support Services  
256.551.7274

**Grades**
Admissions, Room 704  
256.551.3109

**Graduation**
Admissions, Room 704  
256.551.3109

**Grievance Procedure**
Acting Dean of Student Support Svcs. Library, 2nd floor  
256.551.7274

**ID cards**
IT Dept.  
Room 507  
256.539.8161

**Registrar, Room 704**
256.551.3109

**Library**
256.551.5208

**Lost & Found**
Business Office, Room 504  
256.539.8161

**Orientation**
Counseling, Room 706  
256.551.1710

**Parking Decal**
IT Department  
Room 507  
256.539.8161

**Placement Tests**
Testing Center, Room 705  
256.551.3116

**Refunds**
Business Office, Room 504  
256.539.8161

**Scholarships**
Financial Aid Office  
Room 703  
256.551.3124

**Student Government**
Counseling, Room 706  
256.551.1710

**Transcripts**
(E-transcripts)  
Admissions, Room 704  
256.551.3109

**Transfer Credit Problems**
Admissions, Room 704  
256.551.3109

**Transferability of Courses**
Advisor’s Office  
256.539.8161

**Tuition & Fees**
Business, Room 504  
256.551.3103

**Tutorial Services**
Counseling, Room 706  
256.551.7270

**Undecided Majors**
Counseling, Room 706  
256.551.1710

**Veterans’ Services**
Financial Aid Office  
Room 703  
256.551.3127

**Withdrawal from School**
Advisor’s Office  
256.539.8161

**Work Study**
Financial Aid Office  
Room 703  
256.551.7270

---

**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.
# 2018 – 2019 ACADEMIC CALENDAR

## FALL SEMESTER 2018

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>August 13</td>
<td>Local Professional Development Day (COLLEGE CLOSED)</td>
</tr>
<tr>
<td>August 14–16</td>
<td>Non-Instructional workweek hours are 7:30AM to 6:00PM</td>
</tr>
<tr>
<td>August 14–15</td>
<td>New Student Orientation/Regular Registration for Fall 2018</td>
</tr>
<tr>
<td>August 15</td>
<td>Tuition and Fees Due by 5:30PM</td>
</tr>
<tr>
<td>August 16</td>
<td>Classes Begin – Day, Evening, and Mini-Term I</td>
</tr>
<tr>
<td>August 16–17</td>
<td>Late Registration – Drop/Add</td>
</tr>
<tr>
<td>August 17</td>
<td>Hours 7:30AM-4:00PM</td>
</tr>
<tr>
<td>September 3</td>
<td>LABOR DAY (COLLEGE CLOSED)</td>
</tr>
<tr>
<td>September 19</td>
<td>Last Day to receive a “W” Mini-Term I</td>
</tr>
<tr>
<td>October 1–31</td>
<td>Assessment Month</td>
</tr>
<tr>
<td>October 1–7</td>
<td>Mid-Term Exams</td>
</tr>
<tr>
<td>October 8</td>
<td>Last Day of Mini-Term I</td>
</tr>
<tr>
<td>October 9</td>
<td>Grades due in Banner by 11AM – Mini-Term I</td>
</tr>
<tr>
<td>October 11</td>
<td>First Day of Mini-Term II/Late Registration (Drop/Add)</td>
</tr>
<tr>
<td>October 18</td>
<td>Spring 2017 Registration Begins (Full-term/Mini-Term I/Mini-Term II)</td>
</tr>
<tr>
<td>October 22</td>
<td>60% Completion Date for Title IV</td>
</tr>
<tr>
<td>November 12</td>
<td>VETERAN'S DAY (COLLEGE CLOSED)</td>
</tr>
<tr>
<td>November 14</td>
<td>Last Day to Receive a “W” Full Term and Mini-Term II</td>
</tr>
<tr>
<td>November 19–20</td>
<td>State Professional Development (NO CLASSES)</td>
</tr>
<tr>
<td>November 21</td>
<td>Faculty Duty Day (NO CLASSES)</td>
</tr>
<tr>
<td>November 22–23</td>
<td>THANKSGIVING (COLLEGE CLOSED)</td>
</tr>
<tr>
<td>December 7–12</td>
<td>Final Exams</td>
</tr>
<tr>
<td>December 12</td>
<td>Last Day of Full-Term/Mini-Term II</td>
</tr>
<tr>
<td>December 13</td>
<td>Grades due in Banner by 5PM</td>
</tr>
<tr>
<td>December 13–17</td>
<td>Faculty/Staff Duty Day (NO CLASSES)</td>
</tr>
<tr>
<td>December 17</td>
<td>Faculty/Staff Professional Development</td>
</tr>
<tr>
<td>December 18–19</td>
<td>Non-Instructional Duty Days (NO CLASSES)</td>
</tr>
<tr>
<td>December 20–31</td>
<td>CHRISTMAS HOLIDAY (COLLEGE CLOSED)</td>
</tr>
</tbody>
</table>

## SUMMER SEMESTER 2019

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>May 1</td>
<td>Last Day of Mini-Term I</td>
</tr>
<tr>
<td>May 4</td>
<td>Grades due in Banner by 11AM Mini-Term I</td>
</tr>
<tr>
<td>May 5</td>
<td>First Day of Mini-Term II/Late Registration (Drop/Add)</td>
</tr>
<tr>
<td>March 15</td>
<td>60% Completion Date for Title IV</td>
</tr>
<tr>
<td>March 18–22</td>
<td>SPRING BREAK (FACULTY AND STUDENTS)</td>
</tr>
<tr>
<td>March 21–22</td>
<td>LOCAL HOLIDAY (COLLEGE CLOSED)</td>
</tr>
<tr>
<td>April 17</td>
<td>Last Day to Receive a “W” Full Term and Mini-Term II</td>
</tr>
<tr>
<td>May 2–6</td>
<td>Final Exams</td>
</tr>
<tr>
<td>May 6</td>
<td>Senior Grades Due by 11AM</td>
</tr>
<tr>
<td>May 7–8</td>
<td>Last Day of Full-Term/Mini-Term II</td>
</tr>
<tr>
<td>May 8</td>
<td>Faculty Duty Days (NO CLASSES)</td>
</tr>
<tr>
<td>May 9</td>
<td>Grades due in Banner by 5PM</td>
</tr>
<tr>
<td>May 10</td>
<td>Faculty Duty Day</td>
</tr>
<tr>
<td>May 13</td>
<td>Faculty Duty Day</td>
</tr>
<tr>
<td>May 14–16</td>
<td>Faculty Off/Non-Instructional Duty Days (NO CLASSES)</td>
</tr>
<tr>
<td>May 17</td>
<td>Local Holiday College Closed</td>
</tr>
<tr>
<td>May 20 - 21</td>
<td>Non-Instructional Duty Days (NO CLASSES)</td>
</tr>
<tr>
<td>May 20</td>
<td>Workweek hours are 7:30AM to 6:00PM</td>
</tr>
<tr>
<td>May 21</td>
<td>New Student Orientation/Regular Registration for Summer 2019</td>
</tr>
<tr>
<td>May 22</td>
<td>Tuition and Fees Due by 5:30pm</td>
</tr>
<tr>
<td>May 22–23</td>
<td>Late Registration – Drop/Add</td>
</tr>
<tr>
<td>May 27</td>
<td>MEMORIAL DAY OBSERVANCE (COLLEGE CLOSED)</td>
</tr>
<tr>
<td>June 13</td>
<td>Last Day to receive a “W” Mini-Term I</td>
</tr>
<tr>
<td>June 24</td>
<td>Last Day of Mini-Term I</td>
</tr>
<tr>
<td>June 25</td>
<td>Grades due in Banner by 11AM – Mini-Term I</td>
</tr>
<tr>
<td>June 27</td>
<td>Mini-Term II Begins/Late Registration (Drop/Add)</td>
</tr>
<tr>
<td>July 4</td>
<td>INDEPENDENCE DAY (COLLEGE CLOSED)</td>
</tr>
<tr>
<td>July 5</td>
<td>60% Completion Date for Title IV</td>
</tr>
<tr>
<td>July 11</td>
<td>Last Day to Receive a “W” Full Term</td>
</tr>
<tr>
<td>July 24</td>
<td>Last Day to Receive a “W” Mini-Term II</td>
</tr>
<tr>
<td>July 30- Aug. 1</td>
<td>Final Exams</td>
</tr>
<tr>
<td>August 1</td>
<td>Last Day of Full-Term/Mini-Term II</td>
</tr>
<tr>
<td>August 2</td>
<td>Faculty Duty Day/Grades Due by 11AM (NO CLASSES)</td>
</tr>
<tr>
<td>August 5</td>
<td>Faculty/Staff Duty Day (NO CLASSES)</td>
</tr>
<tr>
<td>August 6-8</td>
<td>Non-Instructional Duty Days (NO CLASSES)</td>
</tr>
<tr>
<td>August 9</td>
<td>Local Holiday (College Closed)</td>
</tr>
</tbody>
</table>

## SPRING SEMESTER 2019

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>January 1</td>
<td>NEW YEARS DAY Observed (COLLEGE CLOSED)</td>
</tr>
<tr>
<td>January 2</td>
<td>Faculty Duty Day (NO CLASSES)</td>
</tr>
<tr>
<td>January 2–3</td>
<td>Non-Instructional workweek hours are 7:30AM to 6:00PM</td>
</tr>
<tr>
<td>January 3–4</td>
<td>New Student Orientation/Regular Registration for Spring 2019</td>
</tr>
<tr>
<td>January 4</td>
<td>Tuition and Fees Date Due by 4:00pm</td>
</tr>
<tr>
<td>January 7</td>
<td>Classes Begin – Day, Evening, and Mini-Term I</td>
</tr>
<tr>
<td>January 7–8</td>
<td>Late Registration – Drop/Add</td>
</tr>
<tr>
<td>January 21</td>
<td>DR. M.L. KING, JR. BIRTHDAY (COLLEGE CLOSED)</td>
</tr>
<tr>
<td>February 13</td>
<td>Last Day to receive a “W” Mini-Term I</td>
</tr>
<tr>
<td>February 25 – Mar 3</td>
<td>Midterm Exams</td>
</tr>
<tr>
<td>March 1–31</td>
<td>Assessment Month</td>
</tr>
</tbody>
</table>
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 work-force training to fulfill the diverse needs of the community.

Your Future. Our Focus.

3421 Meridian Street, North Huntsville, AL 35811

drakestate.edu | 256.539.8161