

**South Hills
School
of
Business
&
Technology**

2011-2012

Property of:

State College

Main Campus

480 Waupelani Drive
State College, PA 16801
Phone: (814) 234-7755
Fax: (814) 234-0926

CATO Building

3081 Enterprise Drive
CATO Industrial Park
State College, PA 16801
Phone: (814) 278-1990



S. Paul Mazza, President

Maralyn J. Mazza, Director Emeritus

Gina Mazza, Director of Marketing

Mark Maggs, Director

Carolyn Hettich, Assistant to the Director

*Laura Davis Fund - Loan Disbursements

David Schaitkin, Director of Education

Sue Vidmar, Asst. to the Director of Education

Ellen Spinelli, Career Services Director

Lora Beamenderfer & Heather Harpster

Career Services Assistants

Jackie Edwards & Sandy Gibble, Academic Affairs

* Academic & Personal Counseling, Schedule Changes,
Transcripts

Rachel Yoder, Student Records Coordinator

*Scheduling, Transcripts, Laura Davis Fund Disbursements

Joan Andrews

*Assist with Personal Issues, Advisory Program Coordinator
Student Services, Scholarships, Public Relations

Maryann Lingenfelter - Student Services Coordinator

* Event Planner, Tutoring, Alumni Coordinator, Campus Life,
Room Reservations

Joshua Lee, Student Services Assistant

Anne Falk, Director of Financial Aid

Leroy Spicer, Jennifer Palmer and Andy Ritzman

Financial Aid Assistants

Robin Weikel, Bursar

Trudy Musser - Asst. to Bursar

* Sponsorship Attendance, Loan Refunds,
Tuition Payments

Bobbi Jo Shannon, Student Accounts Rep.

Jean Cole, Assistant

Anja Lucas, Front Desk Receptionist

* YMCA Passes, Lost and Found, All sign-ins

Michelle Katz, Regional Dir. of Enrollment

Vickey Warshaw, Dave Andrus, Nicole Bailey

Admissions Department

Ann Davis, Admissions Office Coordinator

* Exemption Tests

Anna Williams, Admissions Assistant

Denny Lingenfelter, Recruiting Coordinator

Matthew Musser, IT & Facilities Manager

Ralph Catherman, Network Administration

Michele Lucas, System Administrator.

Jodie LeMaster, Web Master

Jeff Stachowski, Director - Learning Solutions Center

Peggy Reams, Asst. to the Director - Learning Solutions

State College Campus Life

"Campus Life" invites you to become a member of the South Hills

Community. Joining a club offers you the opportunity to make new friends and connect with fellow students in social, educational, and networking settings. Take advantage of the opportunities to serve the school and your community. Volunteer credits look great on a resume too!

COPS Club (CJ Students)

Ambassadors

Peer Tutoring

Club IT

HOSA Club (Health Programs)

Student Forum

Phi Beta Lambda (PBL)

YMCA - State College students have free access to the State College YMCA (M-F 8-5 only) See receptionist for a YMCA pass.

Parking: State College Parking permits are required to be visibly hung from all parked vehicles. See Maryann Lingenfelter for a State College Campus parking permit. Parking is available in the student parking lot, in the parking area adjoining the YMCA, and on surrounding streets. Students are not permitted to use the faculty/staff/visitor parking lot in the front of the school. (Note: Cars parked overnight will be towed.)

Altoona

508 58th Street, Altoona, PA 16602
(814) 944-6134 • Fax: (814) 944-4684



Joan K. Grassi, Director

Holly Emerick, Director of Admissions

Kelly Hall & James Swope, Admissions Representatives

Christie Forcellini, Recruiter

Joan S. Grassi, Financial Aid Representative

* Financial Aid Questions & Related Issues

Patty DeRosa, Academic Affairs

* Schedule Changes, Report Cards, Sponsorship
Attendance, Transcripts, Tutors

Carol Adams, Financial Assistant

* Student Accounts, Tuition Payments, Loan Refunds

Hope Ray, Career Services

* Coordinator of Internships & Job Placement

Jodi Jeffries, Network Administrator

* Network Management, Computer & Printer Maintenance

Kayla Rosenberry, Administrative Asst. *Library

Campus Life:

Club IT - Guido Santella

COPS - Mary Beth Campion

Health Careers Club - Mary Prorok

Phi Beta Lambda (PBL) - Harry Smith

Student Ambassadors - Holly Emerick

Student Forum - Hope Ray

Parking: Parking is available in the lots located next to each campus building.
Please keep the visitor, permit and handicap spots open.

Lewistown

124 E. Market Street, Lewistown, PA 17044
(717) 248-8140 • Fax: (717) 248-9465



Barbara Harer, Director

* Academic and Personal Issues, Career Placement,
Community Liaison

Gloria Kline, Office Manager

* Attendance, Payments, Loan Refunds, Fitness Club Passes,
Notary Public, Schedules, Events & Supplies Coordinator,
Sponsorship Attendance, Student Accounts

Brenda Woodward, Admissions Representative

* Admissions, Library and Arrange Peer Tutoring Program

Doug Roles, Admissions Representative

*Admissions

Natalie Pry, Office Clerk

Megan Colussy, Academic Affairs & Career Services

* Academic Affairs, Schedule changes, Career placement

Steve Russell, Financial Aid Coordinator

Campus Life:

Student Ambassadors - Steve Russell

Phi Beta Lambda (PBL) – Barb Harer & Brenda Woodward

Yearbook Club - Doug Roles

IT Club - Steve Duseau

Lewistown Health and Fitness Club: Free student access

Parking:

Parking is available for students on Dorcas Street, Water Street
and slow pitch parking lot located by Rec. Park on S. Dorcas St.

Philipsburg

200 Shady Lane, Philipsburg, PA 16866
(814) 342-7427 • Fax: (814) 342-7292



Jeff Burris, Director

*Administrative, Academic & Personal Issues

Brittani Bell, Admissions Representative

* Admissions, Exemption testing

Jan Pepperday, Academic Affairs Assistant

*Academic Affairs, Special Schedules, Personal Issues,
Career Placement, Loan Refunds

Brenda Hill, Office Assistant

*Receptionist, School Store, General Questions

Michael Gathagan, Financial Aid Representative

*Financial Aid Questions and Related Issues

Campus Life:

Geek-A-Byte Club: Hal Mannan Student Ambassadors: Brittani Bell
Phi Beta Lambda: Jan Pepperday Student Forum: Julie LaFuria

Philipsburg YMCA:

All Philipsburg students have free access to the YMCA with a Y-Pass from the school office.

Parking:

All students must park in the large parking lot located at the far end of the building. See front office for a mandatory South Hills parking sticker. Individual spaces along the front of the building are for the handicapped, guests and office staff only.

2011-2012 SCHOOL CALENDAR

August 26, 2011	New Student Orientation/Freshman Seminar
August 29, 2011	Returning Student Orientation/Fall Term Begins
August 31, 2011	Advisor Meeting, First-Year Students (SC)
September 5, 2011	Labor Day – NO CLASSES
September 6, 2011	Advisor Meetings, First-Year Students (LT)
September 7, 2011	Advisor Meeting, First-Year Students (SC)
September 7, 2011	Student Organizations Rush Day (LT)
September 13, 2011	Student Organizations Rush Day (SC)
September 13, 2011	Advisor Meetings, First-Year Students (LT)
September 14, 2011	Advisor Meetings, First-Year Students (SC)
September 14, 2011	Constitution Day (LT)
September 19, 2011	Constitution Day (AL, SC, PB)
September 20, 2011	Advisor Meetings, First-Year Students (LT)
September 21, 2011	Rehearsal & Commencement
September 27, 2011	Fall Picnic (Common hour, SC)
September 30, 2011	Fall Picnic (LT)
October 4, 2011	Career Services Kick Off (SC)
October 5, 2011	Career Day (all locations)
October 7, 2011	Mid-Term
October 10, 2011	In-Service/Study Day NO CLASSES
October 18, 2011	Mid-Term Advisory Meetings (SC)
October 19, 2011	Mid-Term Advisory Meetings (SC)
October 25, 2011	Halloween Party (LT)
October 28, 2011	Last Day to Drop Courses
November 2, 2011	Career Day (All locations)
November 18, 2011	Fall Term Ends
December 2, 2011	Winter Term Begins
December 14, 2011	Holiday Party (LT)
December 26, 2011	Holiday Break Begins
January 3, 2012	Classes Resume
January 18, 2012	PSU Day I (SC)
January 20, 2011	Mid-Term
January 31, 2012	Mid-Term Advisory Meeting (SC)
February 1, 2012	Mid-Term Advisory Meeting (SC)
February 8, 2012	Career Day (All locations)
February 10, 2012	Last Day to Drop Courses
February 13 -17, 2012	Spirit Week at Lewistown
February 20, 2012	Presidents' Day (In-Service/Study Day) NO CLASSES
March 5, 2012	Winter Term Ends
March 6-9, 2012	Possible snow days (make-up)
March 19, 2012	Spring Term Begins
April 4, 2012	Career Fair /Career Services (SC)
April 6, 2012	No Classes/Holiday
April 11, 2012	Career Day (all locations)
April 18, 2012	PSU Day II (SC)
April 30, 2012	Mid-Term
May 4, 2012	In-Service /Study Day NO CLASSES
May 7-11, 2012	Teacher Appreciation Week
May 8, 2012	Mid-Term Advisory Meeting (SC)
May 9, 2012	Mid-Term Advisory Meeting (SC)
May 15, 2012	Student Appreciation Luncheon (SC)

May 16, 2012.....	Student Appreciation Luncheon (LT)
May 21, 2012.....	Last Day to Drop Courses
May 25, 2012.....	Spring Picnic (LT)
May 28, 2012.....	Holiday
June 6, 2012.....	Internship Luncheon (SC)
June 8, 2012.....	Internship Luncheon (LT)
June 12, 2012.....	Spring Term Ends
June 18, 2012.....	Summer Term Begins
June 25, 2012.....	Rehearsal & Commencement (all locations)
July 4, 2012.....	Holiday
September 10, 2012.....	Summer Term Ends

*Check your school location for up-to-date orientation dates & times.

SCHOOL CLOSINGS/BAD WEATHER INFORMATION OR DELAYED START

When weather reports call for snowy/icy conditions, please use the following instructions per school location. Check your school location status online at www.southhills.edu.

ALTOONA

Check the South Hills website at www.southhills.edu, radio - WFGY or view either WTAJ TV or WJAC TV.

LEWISTOWN

Check the South Hills website at www.southhills.edu home page. Listen to WMRF (95.7 FM) or WCHX or WIEZ (670 AM). Follow the same schedule as Mifflin County School District unless otherwise specified with the closing of all South Hills locations.

PHILIPSBURG

Check the South Hills website at www.southhills.edu home page. Listen to Radio: 98.1 Froggy, TV10 WTAJ or TV 6 WJAC.

STATE COLLEGE

Options: Check the South Hills website at www.southhills.edu. Listen to 95.3 FM, view WPSU Website or watch Channel 4 TV.



Student Central Online Portal

Student Central is a section of the school's website specifically for current students. It is your portal to all the e-tools and resources you'll need while you are a student here at South Hills. Everything you need is just a click away:

- **Student Access** – Displays your class schedules, grades, and attendance
- **Student (SAGE) Email**
- **CourseWeb** – Supplemental website where instructors post assignments, announcements, quizzes & tests, class resources, taped lectures, discuss topics in forums, etc. Instructions for creating a new CourseWeb account are visible on the right side of the log in screen. (*Note: An enrollment key may be needed from the instructor to view certain class resources. Instructors that use CourseWeb will give you instructions how to enroll in their classes and access the resources.*)
- **Virtual Library** – A collection of links to online resources such as online libraries, e-books, reference guides, articles, and websites recommended for specific classes or programs. It is accessible from your home.
- **Academic Calendar**
- **MBS Direct Bookstore** – The official South Hills bookstore
- **Faculty Directory** – List of all instructors' email addresses
- **Common Hour Class Schedule**
- **Two Hour Delay Class Schedule**

All of these resources are accessible from the school or from home. Simply visit <http://www.southhills.edu/students> (or click the *Current Students* link in the left menu on the school's website) to access Student Central from any computer anywhere you have Internet access.

CAREER SERVICES WELCOMES YOU!

**Come and visit with us in your first year.
Check out job search resources. Our door is always open!**

WALK-IN CAREER SERVICES

- Job Listings
- Internship Information
- Resume Review
- Job Search Strategies
- Check our Part-Time Job Board
- Stop by anytime for a list of employers who have hired our grads.

POPULAR JOB SEARCH WEB SITES

- www.snagajob.com
- www.careerbuilder.com
- www.jobbankinfo.org
- www.pennstate.craigslist.org
- www.scsc.state.pa.us
- www.usajobs.gov
- www.indeed.com
- www.psu.jobs
- www.monster.com
- www.simplyhired.com
- www.cwds.state.pa.us
- www.hotjobs.com

CAREER SERVICES UPCOMING EVENTS

- Career Services Kickoff (fall term)
- Penn State Information Day (winter term)
- Penn State Internship Fair (spring term)
- NETWORK 2012 - Career Fair (spring term)
- Open Houses are held for graduating students. Group meetings are scheduled by program to introduce students to the role of Career Services.

INDIVIDUAL MEETINGS

Schedule an appointment to discuss resume, internship opportunities and job search strategies.

Serving the State College, Philipsburg & Lewistown Locations:

Ellen Spinelli, Lora Beamenderfer and Heather Harpster
(State College office located across from school cafeteria.)

Altoona Career Services: Hope Ray

"Because we CARE about your CAREer!"

GET TO KNOW YOUR BUSINESS OFFICE at SHSBT



BURSAR

The Bursar's Office staff can help you with:

- 💰 student invoices
- 💰 student/parent payments
- 💰 loan refunds

FINANCIAL AID

The Financial Aid Staff can help you with:

- 💰 answers about your financial aid package
- 💰 your financial aid options
- 💰 your FAFSA Renewal for 2012-13. *

** Students returning for the 2012-2013 school year (including summer interns) must file their FAFSA Renewal for Financial Aid before May 1, 2012.*

For ACCOUNT ACCESS go to www.aessuccess.org

- 💰 create a student account with PHEAA/AES
- 💰 apply for a PHEAA State grant
- 💰 check the status of your PHEAA State grant if eligible
- 💰 apply for other PA State grants or Scholarships:

For STUDENT LOANS go to www.studentloans.gov

- 💰 to complete Entrance Counseling (required for borrowing)
 - 💰 to complete a master promissory note (MPN) for a student loan and/or PLUS loan for parents*
- (*to obtain additional information and the requirements of the above loan types.)

For your student loan history go to www.nslds.ed.gov

- 💰 You are encouraged to research your federal student loan history and balances in the **National Student Loan Database** (NSLDS)



You can now take charge of buying your text books!

4 WAYS TO ORDER BOOKS:

Online at
www.mbsDirect.net
Toll-Free
800-325-3252
Toll-Free Fax
800-866-0757
Mail Order








4 WAYS TO PAY FOR BOOKS:

All major debit/credit cards, student financial aid voucher,* personal checks or money orders by mail.

***Student financial aid vouchers are available to students that have excess aid in addition to the cost of tuition & fees.**

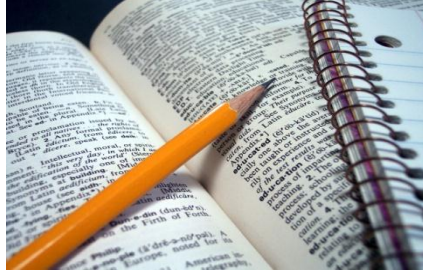
Buying your books has never been easier at South Hills! Here are a few reasons why:

MBS Direct has:

-  Course-driven ordering
-  Guaranteed course materials
-  Money-saving used books
-  Convenient ordering options
-  Money-making buyback
-  Low-cost shipping
-  100% return policy

New & used books may also be purchased through various online discount book sites or at bookstores in your area. Make sure you purchase the correct edition.

Student book vouchers are only valid when purchasing books through MBS.



Library Resources

Our school libraries contain and subscribe to thousands of volumes of textbooks, general academic and business resources, internet resources, as well as online database collections.

Ebrary can be accessed from any school computer, personal laptop or from home at site.ebrary.com/lib/shsbt/home.action. It allows you to manage, archive and share your ebrary research. Highlight text, take notes and create a bookshelf to save and organize your Ebrary research.

The **Ebrary** Library collection includes:

- Program Resources - Find key Information resources for any subject.
- Electronic Book Collections - Access thousands of electronic books.
- General Reference - A core collection of content-rich, academically appropriate reference materials is available through the internet.

The **Virtual Library** site:

Go to the *Current Students Section* on our school website for an extensive listing of online resource tools. Our **Virtual Library** has quadrupled in size and offers helpful lists of online libraries, e-books, articles and reference sites to compliment Ebrary. For program, class-specific references and up-to-date resource listing use: www.southhills.edu/virtualLibrary.

Visit your local libraries! Pick up a library card.

Altoona: Altoona Public Library, 1600 5th Avenue. www.altoonapubliclibrary.org

Lewistown: Mifflin Co. Library. 123 N. Wayne St.. www.mifflincountylibrary.org

Philipsburg: Holt Memorial Library, 9 West Pine Street. www.centrecountylibrary.org/holt.htm

State College: Penn State University Library and Schlow Memorial Public Library - 211 S. Allen St., State College.

CELL PHONE USE LIMITATIONS

Cell phone usage is not permitted during class time. Phones must be turned off or placed on "manner mode." Students are asked to use classroom courtesy and not transmit or receive any calls, nor submit any text messages while instruction is taking place. In addition, no electronic music devices or earphones should be used or visible during class time unless specifically authorized by the instructor. This policy is being implemented to insure a distraction-free learning environment for all instructors and students.

ACADEMIC CONCERNS

If you have academic concerns that need to be addressed, please see these individuals in the following order:

- 1) Teacher
- 2) Advisor
- 3) Academic Affairs
- 4) Director of Education (State College)
- 5) Director at your school

Grade Scale

(New scale Fall 2011)

Grade	Score	GPA
A	95 – 100	4.0
A-	93 – 94	3.7
B+	91 – 92	3.4
B	87 – 90	3.0
B-	85 – 86	2.7
C+	83 – 84	2.4
C	78 – 82	2.0
C-	76 – 77	1.7
D+	74 – 75	1.4
D	70 - 73	1.0
F	0 – 69.9	0.0

SouthHills

School of Business & Technology

WELCOME

Welcome to South Hills School of Business & Technology! This handbook will help you become better acquainted with the school.

MISSION

The mission of South Hills School of Business & Technology is to offer qualified individuals the means to start and the encouragement to continue the lifelong growth process through higher education. In addition South Hills School of Business & Technology has the obligation to create an educational atmosphere that will not only foster the highest standards of excellence in all students but also help those students to develop an awareness of social responsibility and ethical behavior.

PHILOSOPHY

South Hills School of Business & Technology was founded in 1970 based on the philosophy that each student, regardless of race, color, sex, age, religion, national origin, marital status, sexual orientation, ancestry, political belief, status as a veteran, or economic background is entitled to develop to his or her fullest potential. Based on this philosophy, the school accepts students from all walks of life.

SUPPORTING OBJECTIVES

The principal goal of the school is to prepare students for jobs in the community, jobs that do, in fact, exist.

In order to accomplish this goal, South Hills School of Business & Technology established the following objectives: (1) the recruitment of secondary school graduates who are basically qualified to meet the educational standards of the school; (2) the training of students in the vocational skills required for an entry-level job; (3) the instilling of attitudes which will be helpful in obtaining and retaining a job; (4) the placement of students in jobs that fit their talents, skills, maturity and experience by screening each graduate and giving specific aid in techniques for interviewing and applying for a job; and (5) the continuing evaluation and assessment of employers in the area which the school serves.

Our faculty and staff members are aware of these objectives and they conscientiously strive to help each student accomplish them. In furtherance of these objectives, the educational standards at South Hills School of Business & Technology are maintained at a consistently high level in order to challenge the student and produce a graduate that is dependable and well prepared.

Through a continuous evaluation of the school by the faculty, staff and students, South Hills School of Business & Technology prides itself in being a flexible educational institution constantly striving to meet the changing needs of business and industry.

South Hills School also takes great pride in the caring attitude of the faculty and staff members. This attitude is imparted to the students with encouragement, dedication and a real interest in each student's well-being and academic progress.

Students at South Hills School are not just names or numbers. They are individuals with needs, talents and skills.

ACADEMIC HONOR AND EXCELLENCE

South Hills School of Business & Technology is fully committed to the highest standards of academic honor and excellence. We at SHSBT expect the same commitment from our students, staff, and faculty. Following is a list of expectations that we must adhere to in order for us to achieve our goals of academic honor and excellence. Although this list is not exhaustive, it does provide guidelines for everyone to follow.

1. Everyone (staff, faculty and students) will arrive on time for work, class, meetings, etc.
2. All students are expected to attend all classes. In the event of emergencies, students are to contact their instructors **in advance** if an absence is expected to occur. If it is impossible to convey advance notice, the instructor is to be notified ASAP. This will still be viewed as an absence.
3. All students will perform their own work (copying/giving test answers and copying/giving papers/homework/projects is prohibited).
4. Credit must be given to the proper sources for work that is not original (plagiarism).
5. All employees and students of SHSBT will treat one another with dignity and respect. The following will not be tolerated:
 - Obscene language
 - Obscene clothing: language, images, over exposure of body

- Obscene gestures
- Violence: physical violence, threats of violence, verbal abuse
- Aggressive or disrespectful language

6. SHSBT is a drug- and alcohol-free school. Students, faculty and staff sign a statement attesting to their understanding of this policy, i.e. no drugs or alcohol in the facility or on the grounds.

Any non-compliance with the above expectations may result in termination/expulsion. Disciplinary action is at the discretion of the director and/or an appointed disciplinary committee. Ignorance will not be viewed as excusable.

ACCREDITATION

South Hills School of Business & Technology is accredited by the Accrediting Council for Independent Colleges and Schools, 750 First Street, NE, Suite 980, Washington, DC 20002-4241, 202-336-6780, to award diplomas, associate in specialized business and associate in specialized technology degrees.

Lewistown Campus Addition. Students have the opportunity to complete the following associate degree and diploma programs at the Lewistown Campus Addition: Administrative Professional, Business Administration - Management & Marketing, Criminal Justice, Information Technology, Office Assistant, Computers Plus, and One-Year Accounting. All other programs started in Lewistown must be completed at the State College or Altoona campus after the first two terms.

Philipsburg Campus Addition. Students may complete the following associate degree and diploma programs at the Philipsburg Campus Addition: Administrative Professional, Information Technology, Office Assistant, Computers Plus, and One-Year Accounting. All other programs started in Philipsburg must be completed at the State College or Altoona campus after the first two terms.

Altoona Campus. Students are able to complete associate degree and diploma programs at the Altoona Campus. Students may enroll in the following programs: Legal Assistant, Business Administration – Accounting, Business Administration – Management & Marketing, Information Technology, Administrative Professional, Medical Office Specialist, Criminal Justice, Health Information Technology, One-Year Accounting, and Office Assistant.

ACCREDITATION, HIT PROGRAM

The Health Information Technology program offered in State College is accredited by the Commission of Accreditation on for Health Informatics and Information Management (CAHIIM).

ADVISORS

Each student will be assigned an advisor who will be available to meet with and advise the student throughout his/her time at South Hills. In addition, if the student is in a two-year program, the student will be assigned an internship supervisor, who will be responsible for assisting the student in finding an internship for the student, keeping abreast of the student's progress, and supervising the student while on internship. Often the student advisor will also be the internship advisor.

ANNOUNCEMENTS AND BULLETINS

Main Campus. Announcements will be communicated through each student's sage account, on the desktop, TV monitors, and by notices posted on bulletin boards throughout the building. Announcements over the loud speaker are given on a limited basis. Students are responsible for checking their sage account or for updated school information.

Philipsburg Campus Addition. Announcements are posted on the bulletin board outside of the office. Announcements will be made over the speaker system on a limited basis.

Lewistown Campus Addition. Announcements will be posted on the student message board and announced every morning.

Altoona Campus. Announcements and other items of interest are posted on the bulletin boards or announced over the intercom.

APPEAL PROCESS

Should the student or his/her parent(s) or guardian(s) have questions or concerns or wish to counteract a decision at South Hills School of Business & Technology, he/she/they may go through the following appeals process: (1) the teacher, (2) the advisor, (3) the Academic Affairs Officer, (4) the school Director, (6) the President of South Hills School of Business & Technology.

The school is licensed by the State Board of Private Licensed Schools. Questions or concerns that are not satisfactorily resolved through the appeals process listed above may be brought to the attention of the State Board of Private Licensed Schools, 333 Market Street, Harrisburg, PA 17126-0333 or to our accrediting agency, Accrediting Council for Independent Colleges and Schools, 750 First Street, NE, Suite 980, Washington, DC 20002-4241, 202-336-6780.

ASB REQUIREMENTS FOR ADMINISTRATIVE PROFESSIONAL AND LEGAL ASSISTANT PROGRAMS

Before advancement in the Administrative Professional or Legal Assistant programs, a student must have met the following keyboarding requirement: Passed two five-minute timed writings with five errors or less at a speed of at least 30 wpm.

Any student who does not meet the above requirement in Keyboarding II or Document Processing Labs as indicated above will take a speed building lab. The student may also need to retake the Keyboarding II class or Document Processing class if a grade lower than a "C" is earned.

This speed requirement must be met by the student before taking Integrated Office Simulation or Civil Litigation I and Lab.

ATTENDANCE

In order to assure the best possible training, prompt and regular attendance is expected. All students must be present for tests and examinations.

A student should notify the school of his/her absence and the cause preferably before the first class in the morning. Absences due to illness, death in the immediate family and unusual circumstances are considered excused. If the student must leave the school early or arrives late, he/she is required to sign in or out at the main desk.

Repeated absences or late arrival for class will necessitate the student to meet with the school Director or Academic Affairs Officer to discuss the student's willingness to continue in the program. Excessive absences could result in dismissal. See Automatic Withdrawal.

Excessive Absences. A student must attend 80% of the classes in any course to receive a passing grade. Any student who fails to attend 80% of the classes in a particular course will receive a failing grade. **A class is defined as one period. Double periods count as two classes.**

A student may withdraw from a course with no grade before the 75 percent point in the course regardless of attendance, but after that point the student will receive a failing grade if he/she has not attended at least 80 percent of the classes in a course.

If a student has mitigating circumstances as to why he/she has excessive absences, and has notified the school of such circumstances, he/she may appeal an excessive absence decision. The appeal regarding this decision must be made to the Director of Education or the Academic Affairs Officer in writing. A decision on the appeal will be

made by the Academic Affairs Committee comprised of the Director, the Director of Education, the Academic Affairs Officer, the student's faculty advisor, and the financial aid office. The student will be expected to explain what type of circumstances contributed to the excessive absence problem, include the necessary documentation, and discuss the plans the student has to eliminate those potential problems in the future. The decision of the committee will be final.

See the chart below for examples. This is not an exhaustive list of possibilities and the 80 percent attendance is dependent on how classes may be scheduled within a term:

OVER A 12 WEEK TIME PERIOD THE CLASS MEETS:	THIS NUMBER REPRESENTS 20% ABSENCES IN THE COURSE:
1 time per week	2 classes
2 times per week	5 classes
3 times per week	7 classes
4 times per week	10 classes
5 times per week	12 classes
6 times per week	14 classes
OVER A 6 WEEK TIME PERIOD THE CLASS MEETS:	THIS NUMBER REPRESENTS 20% ABSENCES IN THE COURSE:
3 times per week	4 classes
4 times per week	5 classes
5 times per week	6 classes
6 times per week	7 classes

Course Registration Cancellation. To be considered registered for a course, students must attend within the first five days of the term. After the fifth day, a student's registration for any course(s) will be canceled.

BRUSH-UP PRIVILEGES

Brush-up privileges for all courses taken at South Hills School are offered without charge to all South Hills School of Business & Technology graduates who at some future time may need refresher training. This offer is subject to the limitations of space, priority going to those who are enrolled at the time the graduate applies.

BUS SERVICE

Main Campus. CATA buses are available throughout the day at the bus stop on Waupelani Drive. Bus schedules may be found in the main lobby.

Altoona Campus. The AMTRAN public bus service stops one block from the school at the corner of 6th Avenue and 58th Street, and at the corner of Boyce Avenue and 58th Street.

CAMPUS CRIME & SECURITY REPORT

South Hills School of Business & Technology publishes an annual campus crime and security report, which includes the school's policies and procedures regarding crime, drug and alcohol use, and harassment.

This report is required by Federal law (Clery Act). Students and employees are notified each fall as to the availability of the report on our web site.

CAREER SERVICES

South Hills School offers career assistance to all South Hills School of Business & Technology graduates without cost to the graduate or the employer.

Our Career Services staff makes every effort to identify the qualities and skills of each graduate and to recommend graduates for positions requiring such attributes. South Hills School of Business & Technology cannot guarantee employment to graduates, but every attempt is made to help the graduate find a position that will offer both personal satisfaction and the greatest opportunity for growth.

The majority of students who attend South Hills School choose to live and work in Central Pennsylvania. Because of this most of the career assisting efforts are directed toward local employers. Students who wish to obtain employment elsewhere can also expect the most conscientious efforts of the career services office in trying to meet those wishes.

The Career Services Center staff provides job search assistance to students seeking fulltime, part-time, and temporary employment. Job openings and employer relations are developed through on-campus career and internship fairs, outreach efforts by the Career Services staff, and by the employers' ability to place job postings on the school website.

The State College Career Services staff also provides/shares job referrals and internship requests with the Lewistown and Philipsburg locations.

CELL PHONES AND OTHER ELECTRONIC DEVICES

Cell phones are not permitted to be used during class time. They must be turned off or placed on "manner mode". You should not transmit or receive any calls or text messages during class.

In addition, no electronic music devices or earphones should be used or visible during class time unless specifically authorized by the instructor.

If you have a personal situation that may require you to be reached by someone, then you should give the caller the South Hills phone number. Our front desk attendant will deliver **emergency** messages immediately, and other messages will be delivered as we are able. It is a good idea to share your class schedule with your "regular" callers so that they can avoid calling you during class time.

The school expects full compliance with this policy. Offenders will be addressed by a school administrator.

CHANGING PROGRAMS OR DROPPING & ADDING COURSES

A student may contact the Academic Affairs Officer with a request to change programs at any time. The Academic Affairs Officer (Main and Altoona Campuses) or Student Affairs Coordinator (Philipsburg and Lewistown Learning Sites) will develop a projection of courses and the time which will be necessary to complete the new program. The change of program will become effective at the start of the following term.

A student may add a course no later than one week after the course begins. A student dropping a course after that time period and before the end of the ninth week of a full-term course or the fourth week of a half-term course will receive the notation, "Withdraw" on the transcript. A student may withdraw up until the end of the ninth week of a twelve-week course or the fourth week of a six-week course without taking the grade earned. Following that period of time a student withdrawing an individual course will take the grade earned for the entire course. Exceptions may be made for documented reasons.

To officially make any changes, the student must complete the official Drop/Add/Change of Program form, obtainable from the academic affairs office. The drop, add or change of program is not effective until all signatures have been obtained on the form and the white form has been returned to Academic Affairs. In the case of dropping a course, the student is to continue to report to class until the form has been completed.

CLASS PERIODS & COMMON HOUR

The regular schedule and the common hour schedule are listed on the back cover of the Student Handbook.

Common Hour was established to allow a time when all students would have the same hour off so that they may take part in student activities and so that outside speakers could be invited to speak to the entire student body.

Common hour occurs every Tuesday and Wednesday during the term at all locations. Classes are shortened by five minutes each to allow for the common hour, which is from 11:45 a.m. to 12:55 p.m. Students may also use the common hour to meet with advisors, to get help from teachers, or to attend club meetings.

COMPLETION RATES

Program completion rates may be obtained by contacting the Academic Affairs Office. The rates are available to all students.

CONDUCT IN BUILDING

The school expects all students to behave in an acceptable, businesslike manner and to devote their school hours to preparing for a profitable career. (Also see Weapons.)

The school reserves the right to drop from its rolls any student whose conduct is unsatisfactory.

COPIER

Main Campus. Students may use the coin-operated copier located in the student commons area.

Altoona Campus. Students may use the coin-operated copier located in the second-floor lobby.

Lewistown Campus Addition. Students may use the copier near the front office. A fee will be collected..

Philipsburg Campus Addition. Students may use the copier located in the front office. A fee will be collected.

CORPORATE OFFICERS

South Hills School of Business & Technology was incorporated in 1970 under the name of South Hills Secretarial School, Inc. Corporate officers are S. Paul Mazza, President and Treasurer, and Maralyn J. Mazza, Secretary.

COUNSELING

Personal attention and counseling are an important part of your South Hills experience. We are about you and your concerns when you join our school. Your time at South Hills School should be fruitful—time dedicated to the acquisition and sharpening of skills and knowledge. The problems which come up should not be yours alone. For this reason, the faculty and staff make themselves available to you.

Counseling is available in the following areas:

Career Services. South Hills School has a Career Services staff who will assist you in finding your first job as well as with any changes you may wish to make later in your employment career.

Financial. Financing your education is another crucial area that makes your education possible. Our financial aid staff is available to assist you with your application for grants and loans, and the Bursar can answer any questions you have about your finances at South Hills School.

Academic. Academic counseling is available. Students should see the Academic Affairs Officer at the Main Campus; the Program Advisor, Academic Affairs Coordinator or the Director in Altoona; the Director, Student Affairs Coordinator, and program advisors at the Philipsburg Campus Addition; or the Director, Academic Affairs Officer, and program advisors at the Lewistown Campus Addition. Students having concerns about their major (program) may also see their advisors.

Personal. Staff members are available for counseling on personal concerns or problems. Students should see the Academic Affairs Officer at the Main Campus, the Office Administrator or Director at the Philipsburg Campus Addition, the Director and Academic Affairs Officer at the Lewistown Campus Addition, or the Director at the Altoona Campus.

COURSE REQUIREMENTS

Each instructor will hand out a syllabus (course outline) in each course. This syllabus will list specific course requirements and grading.

CREDIT STRUCTURE & CREDIT TRANSFER

A quarter credit hour is a unit of curricular material that is taught in a minimum of 14 clock hours of instruction. For laboratory instruction, a quarter credit hour represents a minimum of 28 clock hours. For internship (directed practice/work experience), a quarter credit hour represents a minimum of 42 clock hours.

Note: A quarter credit hour is a unit of measure, not necessarily an indicator of transferability of credit. The receiving institution, rather than the training institution, decides whether to accept credits for transfer.

Transfer credit from an accredited business school, college or university to South Hills School of Business & Technology is considered on an individual basis. In order to be considered for transfer credit, the student must supply an official copy of his/her college transcript along with a copy of the course description(s).

If the course taken at another post-secondary institution was passed with a grade of "C" or better and is comparable to the course given at South Hills School of Business & Technology, credit may be granted. Age of the credit may be taken into consideration depending on the program of study. (See catalog for details.)

Prior Learning Assessment credit (to include exemption credit) is available to students under certain circumstances. (See catalog for details.)

No quality points will be awarded for credits received as transfer credits from another accredited school or through Prior Learning Assessment credit. Transfer credits or exemption credits will not be used in calculating the student's GPA, but will count as credits attempted and completed.

South Hills School of Business & Technology reserves the right to require the student to take an exemption examination. There is a standard \$25 fee for an exemption test other than the required placement tests.

DEAN'S LIST

In 1979 a Dean's List was established to honor those students in all curricula who receive a grade-point average of 3.5 or better in any term. A list of those students to be so honored is posted at the school at the end of each term. At graduation, the students will be further honored for maintaining high academic excellence for all terms attended. Students must be taking 6.0 credits (half-time) to be eligible for the Dean's List.

DIAGNOSTIC MEDICAL SONOGRAPHY PREGNANCY POLICY

The sonography program curriculums are designed to follow a specific progression of classes to be completed in the designated time frame. The student must maintain fulltime status to be enrolled in the diagnostic medical sonography programs.

If any student needs to withdraw from the program due to pregnancy, and is in good standing, the student must reapply and will be guaranteed a seat. As stated in the South Hills School annual course

catalog, students must complete the program within five years from the start date. If the withdrawal occurs within Terms 6-9 of the DMS program, 3-6 of the DPP program, or 1-4 of the DMP program, the student will be required to demonstrate academic and sonographic competency prior to re-enrollment. Sonographic competency is determined by the candidate successfully repeating the final scanning competency assessments in each class that includes a scanning component.

If any student needs to withdraw from the program and is not in good standing, please refer to the DMS disciplinary policy found in the DMS handbook.

As stated in the South Hills School annual course catalog, a student must attend 80 percent of the classes in any course to receive a passing grade. Any student who fails to attend 80 percent of the classes in a particular course will receive a failing grade.

Any deviation from the listed curriculum must be requested in writing and approved by the DMS Board. Each case is reviewed on an individual basis.

DISMISSAL

South Hills School of Business & Technology reserves the right to require a student to withdraw for cause at any time.

DISTANCE EDUCATION

In addition to our regular, on-campus classes, students may have the opportunity to attend real-time, video-based classes that are taught by experienced faculty. These classes have the exact same content, instructors, and expectations as the on-campus classes; the only difference is that students watch the instructor onscreen in a state-of-the-art multimedia lab, fitted with communications equipment that allows them to interact with their instructor as if they were in the same room.

There are no additional fees associated with taking distance education classes at South Hills.

DRESS CODE

In keeping with the businesslike environment of South Hills School of Business & Technology, it is expected that students will be neat, clean and dressed appropriately at all times. Short shorts, halter-tops, and muscle shirts are not permitted.

The school expects all students to behave in an acceptable, businesslike manner and to devote their school hours to preparing for a

profitable career. The school reserves the right to drop from its rolls any student whose conduct is unsatisfactory.

ENROLLMENT

The three types of enrollment at South Hills School of Business & Technology are:

Degree students take and complete a two- or three-year course of study and receive an associate in specialized business (ASB) or an associate in specialized technology (AST) degree upon successful completion of the program and achievement of the school standards.

Diploma students take and complete a ten-month to two-year course of study and receive a diploma upon successful completion of the courses and achievement of school standards.

Certificate students take one or more of the listed diploma/degree classes and receive, when school standards are achieved, a "certificate of achievement" stating that proficiency has been attained.

EXEMPTIONS

If a student is eligible to be exempt from a course, that student may substitute an elective or may take a reduced course load.

EXEMPTION TESTS

Exemption tests are available for students to take from a limited number of classes. A \$25 fee is required for all exemption tests except Algebra, Computer Fundamentals, and Introduction to Computing.

A \$25 per-credit charge will be assessed when a new test is developed for an individual request.

Exemption tests **must be taken prior** to the beginning of the term in which the student is scheduled for the class.

The Director or the Director of Education will decide any exceptions to this policy.

FINANCIAL AID AND TUITION & FEES

FINANCIAL AID

Academic Year. For financial aid purposes an academic year consists of three quarter terms (10-12 weeks in length). A full-time student must complete 12 quarter credits per term or 36 quarter credits per year.

Please keep in mind dropping/adding courses and changing programs during enrollment may affect financial aid eligibility.

Applying for Financial Aid. Students may be eligible for grants and loans provided they file a Free Application for Federal Student Aid (FAFSA). Complete the FAFSA online at www.fafsa.ed.gov.

Filing Dates. For the fall term 2011-2012 the application may be filed as early as January 1, 2011 and no later than June 30, of 2012.

Federal PIN. The online FAFSA should be signed with a Federal PIN. Apply for the PIN online at www.pin.ed.gov. Dependent students will need to have one parent apply for a Federal PIN. The Federal PIN may also be used to sign online loan applications.

General Correspondence. The Financial Aid office will correspond with students via their email accounts. It is important that each student access their sage account with South Hills to stay informed on the latest financial aid information.

AID AVAILABLE

Title IV Aid

Federal Pell Grant. Pell grants are awarded to students who demonstrate exceptional financial need as defined by the Federal government. Grant amounts are determined by the student's "Expected Family Contribution" (EFC), which is indicated on their Student Aid Report (SAR).

Eligibility requirements include

- Having earned less than a Bachelor's degree.
- Having graduated from high school or earned a GED.
- Enroll at least half-time in a program of study.
- EFC is within eligible ranges.
- Maintaining satisfactory academic progress.

William D. Ford Federal Direct Loans. The following Direct Loans are made through the William D. Ford Federal Direct Loan (Direct Loan) Program, which is administered by the U.S. Department of Education (USDE). The lender is the USDE and will be throughout the life of the loan.

Direct Subsidized Loans. These loans are awarded on the basis of financial need. No interest is charged while a student is enrolled at least half-time, during their grace period or during deferment periods.

Direct Unsubsidized Loans. These loans are not based on financial need. Interest is charged during all periods, including while the student

is in school and during grace and deferment periods. The student may choose to defer interest payments while in school and the interest will be added to the unpaid principal amount of their loan. This is called “capitalization” and this could substantially increase the total amount of repayment. Making interest payments while in school are advantageous and will save the student money overall.

Direct Subsidized and Direct Unsubsidized Loans are made to eligible students attending school at least half-time in a program of study that are making satisfactory academic progress. Repayment begins six months after graduation or six months after the student ceases to be enrolled at least half-time.

Before a loan will be certified by the Financial Aid office, the student must sign and return an Enrollment Agreement indicating his/her intention to attend school, complete a disclosure statement, Entrance Counseling and a Master Promissory Note (MPN). Also, the student cannot be in default and must not have reached their aggregate loan limits (see Loan Limits Table).

Entrance Counseling and MPN completions should be done by going to www.studentloans.gov and should be signed using the same Federal PIN as used to sign the FAFSA.

The actual loan amounts and types of loans (subsidized, unsubsidized or a combination of both) that students are eligible to receive each year are determined by the Financial Aid office, based on such factors as the cost of attendance, EFC, other financial aid and the length of a program. The actual amounts that a student is eligible to borrow may be less than the maximum amounts shown (see Loan Limits Table).

Loan Limits Table

Annual Loan Limits for Direct Subsidized and Direct Unsubsidized Loans			
Level	Completed Credits	Dependent Undergraduate Students	Independent Undergraduate Students*
1 st year	0-36	\$5,500 (maximum \$3,500 subsidized)	\$9,500 (maximum \$3,500 subsidized)
2 nd year	36-72	\$6,500 (maximum \$4,500 subsidized)	\$10,500 (maximum \$4,500 subsidized)
3 rd year	72-134	\$7,500 (maximum \$5,500 subsidized)	\$12,500 (maximum \$5,500 subsidized)

*Dependent students whose parents are unable to get PLUS Loans are eligible to receive the independent undergraduate loan limits.

Aggregate Loan Limits: Maximum Total Outstanding Loan Debt		
	Dependent Undergraduate Students	Independent Undergraduate Students
Undergraduate	\$31,000 (maximum \$23,000 subsidized)	\$57,500 (maximum \$23,000 subsidized)

Direct Subsidized and Unsubsidized Loans have a fixed interest rate. Fixed rates are a set rate for the life of the loan (see Interest Rates Table).

Interest Rates Table

Interest Rates for Subsidized and Unsubsidized Loans for Undergraduate Students		
Year	Subsidized Loans	Unsubsidized Loans
2010-11	4.5%	6.8%
2011-12	3.4%	6.8%
2012-13	6.8%	6.8%

The student receives a disclosure statement that gives specific information about any loan that the school plans to disburse under their MPN, including the loan amount and loan fees. The disclosure statement also explains how to cancel their loan if they don't want it or a portion of it.

Loan monies are to be used only to pay for educational expenses at the school that is giving the loan. Education expenses include such school charges as tuition, fees and such indirect expenses as books, supplies, equipment, living expenses, dependent child care expenses, transportation and rental or purchase of a personal computer.

Plus Loans. These loans are also administered through the USDE and are available to parents of dependent undergraduate students to meet educational costs. Parents may borrow up to the cost of attendance minus all other financial assistance that the student is awarded. Eligibility for a Plus Loan is based on credit worthiness of the parent borrower.

Interest is charged during all periods. Interest rates are fixed and the current rate is 7.9%. The origination fee on a PLUS Loan is 4%, which is deducted from each disbursement check. This fee helps to reduce the cost of making these low-interest loans. Repayment begins 60 days after the funds are fully disbursed, and the repayment term is up to 10 years. Parents have the option of deferring repayment on Parent PLUS

Loans while the undergraduate student on whose behalf they borrowed the PLUS Loan is in-school and for a six-month grace period after the student graduates or drops below full-time enrollment.

Plus applications should be completed online at www.studentloans.gov and should be signed by the Federal PIN the parent used to sign the FAFSA.

Loan Disbursements. Loan proceeds are sent directly to the Bursar's office at South Hills School and will be credited to the student's account. Two or three disbursements will be made for each approved loan. Proceeds cannot be credited to the account until the loan funds are received by the school. Students will be notified when the check has arrived or the loan has been disbursed to the account.

The amount of loan proceeds retained by the school will depend on the amount of the loan, the amount owed by the student minus grant (s), if applicable, and the number of disbursements. If a student account is overpaid, a refund will be given to the student/parent within the time period mandated by Federal law.

The student or parent borrower has the right to cancel or reject all or part of the loan within 30 days from the date the loan proceeds were credited to the students account.

If a student withdraws from school and a Direct Subsidized, Unsubsidized or PLUS Loan has been disbursed on behalf of the student, a Federally mandated calculation must be done to determine how much of the loan proceeds may be retained by the student and how much must be returned to the lender (USDE) by the school (See Refund Policy).

Sources for Title IV Aid:

1. Entrance Counseling Guide for Direct Loan Borrowers produced by USDE
2. www.finaid.org
3. www.studentaid.ed.gov

State Aid

Pennsylvania Higher Education Assistance Agency (PHEAA) State Grant

To be considered for a PHEAA State Grant you must meet the following criteria:

- Have earned less than a Bachelor's degree.
- File the FAFSA before the state deadline (see below for filing dates)

- Complete a PHEAA State Grant Application (www.pheaa.org)
- Demonstrate exceptional financial need.
- Graduated from high school or earned a GED.
- Be enrolled in a two- or three-year program.
- Be a resident of Pennsylvania for the past year.
- Be attending at least half-time.
- Maintaining satisfactory academic progress.

Filing Dates. For incoming students, present students, and transfer students who have not previously applied for or received a PHEAA State Grant, the deadline to file the FAFSA for state grant award consideration for the fall term is August 1. Applications may be filed as early as January 1.

For students who are present recipients of a PHEAA State Grant or those transfer students that have previously received a PHEAA State Grant, the deadline to file the FAFSA for state grant award consideration for the next academic year beginning the fall term or summer internship is May 1. Applications may be filed as early as January 1.

State Grant Eligibility for a Transfer Student. If a PHEAA State Grant was awarded at a prior institution, requirements for meeting academic progress standards must be met before a grant can be awarded.

- Student must submit an official academic transcript from the prior college(s) attended.
- Semester and quarter credits will be evaluated by the Financial Aid office to determine academic progress.

Scholarships

South Hills School of Business & Technology Scholarship. SHSBT will offer a maximum of eight new scholarships each school year. There are four scholarships awarded at State College, two at Altoona, one at Lewistown, and one at Philipsburg. The scholarship is valued at 25 percent of the cost of tuition. It is given to those students who demonstrate economic hardship and would benefit from this scholarship. Scholarships are granted without regard to race, color, creed, sexual orientation, religion, age, disability or national origin.

A student meeting the following qualifications for the scholarship must submit a letter of application to the Scholarship Committee for review. The application deadline is December 20. Applicants will be notified of the committee's decision within thirty (30) days of the application deadline.

Qualifications for the SHSBT Scholarship are as follows:

1. At the time of application, students must be enrolled fulltime in a diploma or degree program of study.
2. Students must have completed a minimum of one full term of study at the time of application.
3. Students must have a minimum 3.0 cumulative grade-point average in each term.
4. The student's financial records must prove financial need which is determined by the Scholarship Committee.
5. Students must have completed a FAFSA in a timely fashion and submitted forms for any applicable state and Federal grants.
6. Submit a formally typed letter of application (1-2 pages) that indicates the applicant's name, program and year of study, educational and career goals. The applicant should state how receiving the school scholarship would benefit him/her in his/her pursuit of the stated goals. Other information pertinent for review by the committee is additionally welcome in the application letter.

The scholarship is valued at 25 percent of tuition. If the balance of tuition due after applying grants, agency sponsorship, and/or other scholarships is less than 25 percent of the total tuition, the SHSBT scholarship will be limited to that amount.

The scholarship will be credited retroactively to the first term of the school year in which the scholarship is granted. It will be credited to the recipient's account on a term-by-term basis through graduation when eligibility is maintained. The school scholarship will be permanently forfeited when eligibility is lost.

Maintaining the SHSBT Scholarship:

1. Maintain a minimum 3.0 cumulative grade-point average each term.
2. Maintain fulltime enrollment status.
 - (a) In the event a scholarship recipient must temporarily withdraw from school, he/she must promptly report this withdrawal to the Office of Academic Affairs and the Business Office.
 - (b) After a leave of absence for one term maximum, he/she must personally arrange for reinstatement of the scholarship with the Business office.
 - (c) If withdrawn for more than one term, he/she must reapply for the scholarship.
3. Maintain acceptable behavior and attendance records while a student at South Hills School of Business & Technology.

International Scholarship. The State College campus of South Hills School annually awards a maximum of two new International Scholarships. The scholarship is valued at 25 percent of the cost of tuition. Scholarships are granted without regard to race, color, creed, sexual orientation, religion, age, disability, or national origin.

International Scholarship Eligibility Criteria:

1. At the time of application, students must be enrolled fulltime in a diploma or degree program of study.
2. International students must hold active M-1 Visa status. (No US born citizens may apply.)
3. Students must have completed at least one full term of study.
4. Students must have a minimum 3.0 cumulative grade-point average.
5. Students must submit a one- to two-page essay indicating the applicant's name, country of birth, program and year of study, educational and career goals. International students must state how receiving the International School Scholarship would benefit him/her in his/her pursuit of the stated goals. Other information pertinent for review by the committee is additionally welcome in the letter of application.

The application deadline is December 20. International Scholarship applicants will be notified of the committee's decision within 30 days of the application deadline.

The scholarship is valued at 25 percent of tuition. It will be credited to the recipient's account on a term-by-term basis through graduation only when eligibility is maintained. It will be credited retroactively to the first term of the school year in which the scholarship is granted. The International Scholarship will be permanently forfeited when eligibility is lost.

Maintaining the International Scholarship:

1. Maintain a minimum 3.0 cumulative grade-point average each term.
2. Maintain full-time enrollment status.
 - (a) In the event a scholarship recipient must temporarily withdraw from school, he/she must promptly report this withdrawal to the Office of Academic Affairs and the business office.
 - (b) After a leave of absence for one term maximum, he/she must personally arrange for reinstatement of the International Scholarship with the business office.
 - (c) If withdrawn for more than one term, he/she must reapply for the International Scholarship.

3. Maintain acceptable behavior and attendance records while a student at South Hills School of Business & Technology.

PA Cooperative Education Association (PCEA) Scholarship. This scholarship is available to students who choose to enter South Hills School of Business & Technology as full-time students in any of the ASB/AST degree programs offered at the school.

South Hills will annually award a maximum of three PCEA Scholarships—one each for State College, Altoona, and Philipsburg locations.

The scholarship amount is for 25 percent of the cost of tuition. Each scholarship shall be credited toward the cost of tuition only (student activity fee, books, and supplies are not included) starting in the first term of the upcoming academic year.

South Hills School/PCEA Scholarship Criteria:

- High school senior fulfilling graduation requirements
- Must be participating in a Cooperative Education Program in his/her high school
- Submit application for admissions to South Hills School as a fulltime student in an ASB/AST program
- Must meet regular admissions requirements of South Hills School based on evaluation of high school transcripts or equivalent or GED, a personal interview, and a passing score on the entrance exam
- The application must be returned by the deadline set by PCEA to the address noted on the application
- PCEA will evaluate the applicants based upon:
 - A letter of recommendation from the Co-op Coordinator
 - A letter of recommendation from the employer
 - A letter of recommendation from a teacher, counselor, or administrator
 - A student essay
 - The student's active training plan
 - The student's resume
- After evaluation of the scholarship applications, PCEA will notify the finalists for the scholarship and schedule interviews
- PCEA will then select the scholarship winners
- Scholarships are granted without regard to race, color, creed, sexual orientation, religion, age, disability, or national origin

Maintaining PCEA Scholarship:

- (1) Maintain a "C" average in each term to continue receiving the scholarship funds
- (2) Maintain full-time enrollment in an ASB/AST degree program

- (a) In the event a scholarship recipient must temporary withdraw from school, he/she must promptly report this withdrawal to the Office of Academic Affairs
 - (b) He/she may request reinstatement of the scholarship after a maximum one-term leave of absence
 - (c) After a leave of absence of more than one term, he/she must reapply for a South Hills/PCEA Scholarship
- (3) Maintain acceptable behavior while in attendance at South Hills School of Business & Technology.

New Economy Technology Scholarship (NET Scholarship) This scholarship provides up to \$1,000 per year based on total educational costs for a full-time student.

Eligibility requirements:

- Be a resident of the Commonwealth of Pennsylvania.
- Be a high school graduate.
- File the FAFSA to apply for a Federal Pell Grant.
- Apply for the Pennsylvania State Grant.
- Be enrolled in ET (Code 653), DMS (Code 548), IT (Code 599), AP (Code 596), or GA (Code 581).
- Maintain at least a 3.0 cumulative GPA during post-secondary study.
- Begin qualified employment in the state within one year after completion of studies.
- Maintain full-time employment in PA 12 months for each academic year that the scholarship was received. Funds received for part-time terms require a proportionally shorter work obligation.

The scholarship will convert to a loan if a student fails to: maintain a 3.0 GPA; complete an eligible program; complete the work obligation or satisfy other scholarship requirements. The loan repayment begins immediately upon incompletion of requirements. Students may apply to defer payments by contacting 1-800-692-7392.

Filing Dates Application must be submitted to PHEAA by December 31 of the academic school year to receive the NET Scholarship. Apply online at www.pheaa.org.

Other information

Agency Funding Agencies such as Veterans Administration (VA), Trade Assistance Act (TAA), Workforce Investment Act (WIA), Office of Vocational Rehabilitation (OVR), and Department of Public Welfare (DPW) have provided assistance to students attending South Hills School. For more information contact the Financial Aid office.

Financial Aid Award Letter The financial aid award letter lists the aid programs offered to the student, amounts by term, and the total amount offered for the academic year. The award letter also lists the estimated cost for the academic year. Students may choose to opt-out of receiving the award letters through email by contacting the Financial Aid office.

A student may accept all or part of the package being offered. If a student is declining part of the aid offered, they must identify which type of award they are rejecting and return the amended award letter to the Financial Aid office. This will in no way affect their eligibility for other awards. Refer to Loan Disbursements under Title IV Aid for the timeline to cancel or reject all or part of any Federal Loans.

Verification This is the process used to check the accuracy of the information provided when the FAFSA was filed. The U.S. Department of Education selects applicants for the verification process. Should a student be selected for this process, they will be asked to submit specific information to the Financial Aid office. The Financial Aid office will submit any changes that need to be made as a result of verification. If the verification results in an over award to the student, the school will make the adjustment with the U.S. Department of Education. All over-payment cases will be reported to the U.S. Department of Education whether occurring at South Hills School of Business & Technology or a prior school. The student will be sent an updated award letter if there's a change in the award.

Satisfactory Academic Progress for PHEAA State Grant A full-time student must complete 12 quarter credits per term or 36 quarter credits per academic year to maintain eligibility for the state grant. If a student does not meet the required credits for progress, no state grant will be awarded until progress is made. Notification is provided to those students that haven't made progress via a new award letter along with a letter explaining how many credits must be earned in order to regain their eligibility.

Satisfactory Academic Progress for Title IV Aid (Federal Pell Grant, Direct Loans) The satisfactory academic progress policy has two standards of measure. Both standards of measure must be met to make progress for Title IV Aid.

Quantitative – At the time of a progress check the student has to complete 67 percent of credits attempted. The maximum time frame to complete a program is 1.5 times the length of the program measured in credits attempted.

Qualitative – See the Qualitative Table below

Qualitative Table

Program Length	Program(s)	When Progress is checked	Cumulative GPA Required
3-terms	CP, OA, ACC, RM	1 st check-end Of 1 st term	2.0
4-terms	DMP	1 st check-end of 1 st term	1.5
		2 nd check-end of 2 nd term	2.0
6-terms	BAA, CJ, DPP, HIT, LA, MOS	1 st check-end of 3 rd term	2.0
7-terms	AP, BAMM, ET, GA, HRM, IT, MA	1 st check-end of 3 rd term	2.0
		2 nd check-end of 6 th term	2.0
9-terms	DMS	1 st check-end of 3 rd term	1.5
		2 nd check-end of 4 th term	2.0
		3 rd check-end of 6 th term	2.0

Probation See Probation in the “Satisfactory Progress” section of the handbook.

Regaining Eligibility See Probation in the “Satisfactory Progress” section of the handbook.

Appeal Process See Appeal Process in the “Satisfactory Progress” section of the handbook.

Out of Program At any time the Academic office considers a student “out of program” they are not eligible for financial aid.

Transfer Credits Transfer credits that apply to the program count toward the actual time frame (quantitative standard) of a student’s program.

Repeat Classes Repeat classes count when measuring credits attempted and for GPA purposes.

Incompletes See Incompletes in the “Satisfactory Progress” section of the handbook.

Additional Credits If a student wishes to take credits outside his/her program, they will not receive financial aid for those credits.

Exemption Credits Exemption credits will not be used in calculating the student’s GPA or in calculating academic progress. For financial aid

purposes the exemption credit(s) will count as credit(s) completed when determining what year (1st, 2nd or 3rd) loan we certify for the student.

Change in Program When a student changes programs or seeks an additional degree, only the credits attempted and grades earned for those courses which are applicable to the new program will be used to determine satisfactory academic progress.

Withdrawals When a student drops a course and receives a withdrawal on his/her transcript (for whatever reason), the withdrawal course is counted as credits attempted but not earned.

Return to School After a Withdrawal If a student withdraws from school and wishes to return, they must first complete a re-application to school (available from the Academic Affairs office). If their prior account at South Hills is paid in full, the Admissions department will then send them a new enrollment agreement given they meet all the Admission requirements for that program. If a balance remains on the account, the balance must be paid in full before the school will consider the re-application.

Once the Financial Aid office receives the students file containing their re-application, enrollment agreement and an up-to-date transcript, we will begin to process financial aid for the student if they have applied for aid and have met satisfactory academic progress.

Completion Rates Program completion rates may be obtained by contacting the Academic Affairs office. The rates are available to all students.

TUITION & FEES/REFUND POLICY

Late Payment Charge. If payment in full is not received within ten days after receipt of invoice showing balance due, a \$25 late fee will be assessed.

Interest Charges. Interest at the rate of one percent per month will be assessed and added to an outstanding balance more than 30 days old.

Returned (NSF) Checks. It is understood that if student's (parent's or guardian's) check is returned to the school for insufficient funds, it will be reprocessed once and a service charge equal to the fee charged by the bank will be added. If said check is returned a second time, student (parent or guardian) must pay in cash or with a money order.

Activities Fee. All diploma and ASB/AST degree students who are enrolled at least half-time will pay an activities fee of \$35 per term. This fee is to be paid at the same time as tuition payments.

Transcripts. Each student may receive two (2) transcripts (official or unofficial) at no charge. The third transcript issued and all those thereafter will be \$3 (three dollars) each.

Tuition. Tuition is paid by the term. Term tuition is due within 15 days of receiving an invoice.

There is no carrying charge if payment is made by the fifteenth day after receiving an invoice from the school. After the fifteenth day, a \$25 late charge will be added. After 30 days, one percent of the current unpaid balance will be added each month until the entire amount is paid in full. All costs for a term must be paid prior to the student beginning a subsequent term.

Payments for all charges may be made via one of the following methods:

- Cash
- Check or money order payable to South Hills School
- Credit or debit card (VISA or MasterCard)

The school will not (1) award a diploma or ASB or AST degree, or a certificate of achievement, (2) issue a transcript, or (3) assist in placement until all current tuition and fees and other cost have been paid in full.

Refund Policy. For students withdrawing from school after classes begin, the tuition charges retained for each term will be determined as follows:

Portion of the Term	Percent of Tuition Retained
Prior to the First Calendar Day	0%
First Seven Calendar Days	25%
After the First Seven Calendar Days in the First 25%	45%
After the first 25% in the First 50%	70%
After the First 50%	100%

The withdrawal date is the student's last recorded date of academic attendance, as determined by the school from its attendance records.

The last date of attendance for an official withdrawal shall be the latest of the date the student began the process, the date the student notifies the school of intent to withdraw, or the last date of attendance recorded in the instructors' attendance records.

The last date of attendance for an unofficial withdrawal shall be the latest of the mid-point of the term or the last documented academically-related activity, i.e. exam, tutoring, academic counseling, or turning in of an assignment.

Tuition refunds will be made within 30 days of the last date of attendance, save for a student who is approved in writing for a leave of absence (LOA) and does not return at the end of a LOA. The end of the LOA would then be the last date of recorded attendance.

Title IV Refund Policy. The Financial Aid Office is required by Federal statute to recalculate Federal financial aid eligibility for students who withdraw, drop out, are dismissed, or take a leave of absence prior to completing 60 percent of a payment period or term. The Federal Title IV financial aid program must be recalculated in these situations.

If a student leaves South Hills prior to completing 60 percent of a payment period or term, the financial aid office recalculates eligibility for Title IV funds. Recalculation is based on the percentage of earned aid using the following Federal Return of Title IV Funds formula: Percentage of payment period or term equals the number of days completed up to the withdrawal date divided by the total days in the payment period or term. (Any break of five days or more is not counted as part of the days in the term.) This percentage is also the percentage of aid earned. Calendar days for each term during the enrollment period are as follows: Fall 2011, 82; Winter 2011-2012, 85; Spring 2012, 90, Summer 2012, 85.

Funds are returned to the appropriate Federal program based on the percentage of unearned aid using the following formula: Aid to be returned equals (100% of the aid that could be disbursed minus the percentage of earned aid) multiplied by the total amount of aid that could have been disbursed during the payment period or term.

If a student earned less aid than was disbursed, the school is required to return a portion of the funds and the student is required to return a portion of the funds. Keep in mind that when Title IV funds are returned, the student borrower may owe a debit balance to the school.

If a student earned more aid than was disbursed to him/her, the school owes the student a post-withdrawal disbursement which must be paid within 180 days of the date the school determines that the student withdrew.

South Hills School must return the amount of Title IV funds for which it is responsible no later than 45 days after the date of the determination of the date of the student's withdrawal.

Refunds are allocated in the following order:

- Unsubsidized Direct Loans (other than PLUS loans)
- Subsidized Direct Loans
- Direct PLUS Loans
- Federal Pell Grants for which a return of funds is required

Refunds for Courses Dropped After the Term Has Commenced. If credits dropped do not change the student status, i.e. full-time, three-quarter time, half-time, or less than half-time, there are no refunds.

If a change of student status does occur, the regular refund policy rates apply in proportion to the length of time that a student is in the original status.

If a student drops to less than half-time, he/she will pay the remainder of the term on a per-credit basis and will be refunded the difference between the original cost and the new cost times the applicable refund percentage.

All students who wish to drop a course or withdraw from school must complete an official drop or withdrawal form. This assures that any refund due is processed automatically and that the change becomes a matter of record.

Books and Supplies. Books and supplies are not part of the total tuition cost. South Hills School does not sell books. The school has contracted with MBS Direct to be our provider of textbooks. MBS Direct will contact all South Hills students with information on how to purchase books. Students may choose another vendor if they desire.

A student may charge books to his/her account if the student has sufficient financial aid to cover the book charges and if he/she orders from MBS Direct. However, there will be a \$10 fee for this service in some instances.

FIRE DRILLS

Unannounced fire drills will be called throughout the year at the Main and Altoona Campuses. When an alarm rings at the school, the students should follow the teacher's instructions and leave the building quietly and quickly. Students are not permitted to retrieve personal belongings. The escape routes are posted in each classroom.

GIFTS/INCENTIVES

To avoid all possible appearance of impropriety or appearance of giving preference to one student over another, employees will not accept gifts/incentives from students.

Students may express their appreciation to faculty and staff members with a thank-you letter or verbal thank you.

GRADING

Students are graded on the basis of overall performance, including class attendance, attitude, work and study habits, periodic examinations, and the attainment of the necessary levels of proficiency in class. An overall "C" average is required for graduation.

The grading scale used at South Hills School is below. Please note that instructors are permitted to give plus and minus grades.

Grade	Percentage	Quality Points
A	95-100	4.0
A-	93-94	3.7
B+	91-92	3.4
B	87-90	3.0
B-	85-86	2.7
C+	83-84	2.4
C	78-82	2.0
C-	76-77	1.7
D+	74-75	1.4
D	70-73	1.0
F	Below 70	0.0
WD	Withdraw, No Grade	
EC	Exempt Credit	
TC	Transfer Credit	
PL	Prior Life Assessment	
P	Pass	

All "F" grades must be repeated. The mark of "I" (incomplete) is entered on the record when a student cannot complete course requirements because of extenuating circumstances within the normal time limit of the course. An incomplete grade must be removed two weeks after the completion of the course or it automatically becomes the grade earned.

Some courses may be impossible to grade with the usual grading scale. In those courses a Pass/Fail scale may be used. If a course is to be graded on this basis, the student will be notified by the instructor in the syllabus.

A student passing a Pass/Fail course will receive no quality points and the credits received will not be used in calculating the grade-point average. Failures are treated as an "F" in the usual scale.

A student must attain a “C-“ grade or better in all major courses in his/her curriculum, except in the Business Administration – Accounting program which allow a “D” in one major course. If a student changes his/her curriculum, it will be necessary for him/her to repeat any course for which he/she received a “D” grade which is a major course in the new program.

Changing Programs and Earning Additional Degrees. When a student changes programs or seeks an additional degree, only the credits attempted and grades earned for those courses which are applicable to the new program will be used to determine satisfactory progress.

Financial Aid/Academic Warning. Students receive the notation when the term grade-point average is below a 2.0 regardless of the cumulative GPA.

Probation. See “Probation” under the handbook section “Satisfactory Progress.”

Note: Algebra, Advanced Algebra, and Geometry & Trigonometry are considered major courses in the Engineering Technology and Electronics Engineering Technology programs. Additionally, a “B” or better grade in Algebra is required to get into Advanced Algebra and to continue in the Engineering Technology program.

Instructors will distribute specific course grading requirements at the beginning of each course.

GRADUATION/GRADUATION REQUIREMENTS

Graduation standards include:

1. Students enrolled in diploma and ASB/AST degree programs are required to have a 2.0 cumulative grade-point average in courses required in their program in order to graduate from South Hills School.
2. Students must have completed the program of study for which they are enrolled with a minimum of a “C” in all major courses except terminal courses where a “D” may be permissible. “D” grades in all major courses must be repeated, except in the Business Administration – Accounting program, which allow a “D” grade in one major course.
3. Students are required to have completed the total credits and clock hours listed for their programs.

An Associate in Specialized Business Degree (ASB) will be issued to those students completing ASB programs who have met the standards listed above.

An Associate in Specialized Technology Degree (AST) will be issued to those students completing AST programs who have met the standards listed above.

A diploma will be issued to those students completing diploma programs who have met the standards listed above.

A certificate of achievement is issued to students taking one or more of the listed diploma or ASB/AST degree classes who have attained the standards above.

HONORS AND AWARDS

Academic Awards

Students achieving a cumulative grade-point average of 3.75 or above will graduate with highest honors. Those achieving a cumulative grade-point average of 3.5 to 3.74 will graduate with honors.

The Karen Louise Weber Memorial Award was established by the students and faculty in memory of a graduate. The award is presented to the graduate with the highest academic achievement in the Medical Office Specialist program.

The Susan Alliene Guglielmi Memorial Award is given to the Office Assistant graduate with the highest academic standing in the class. This award was established in memory of a graduate.

The Eva T. Burke Memorial Award is presented to the Legal Assistant graduate with the highest academic average. Eva T. Burke was the first director of the school.

The Travis W. Mellott Memorial Award was established for the Business Administration – Accounting program.

The Kristi Joann Taylor Memorial Award is given to the Administrative Professional graduate with the highest academic standing in the class.

In Business Administration – Management & Marketing, the Earl P. Strong Memorial Award is given. Dr. Strong was the third director of South Hills School.

The Terry French Memorial Award was established for the Information Technology program. Terry was an instructor at South Hills.

South Hills School of Business & Technology Awards are given in all other program areas.

In order to be eligible to receive any of the academic awards, a minimum of a 3.5 cumulative grade-point average must be achieved

Community Awards

The JoAnn M. Bonfatto Memorial Award was established in 2001 by her husband, Francis Bonfatto of Bellefonte. This memorial award is in memory of a former employee. Graduating students from each major nominate a graduating student in his/her major. A ballot is distributed to faculty/staff members listing the graduating students in each major that where nominated. Faculty/staff members will then vote by ballot for the student that they feel best typifies the following attributes: enthusiasm, willingness to help others, friendly and cheerful personality, dependability, and initiative. (State College, Lewistown, Philipsburg)

The Ray Houseman Award was established in 2010 in memory of our former instructor, mentor, and friend. The recipient of this award is the graduate who has consistently displayed Ray Houseman's best qualities: his dependability, his friendly and cheerful personality, and most of all, his willingness to help others. Graduating students from each program nominate a graduating student of his/her major. A ballot is then distributed to faculty/staff members to choose the recipient. (Altoona)

HOURS

Classes are scheduled Monday through Friday between 8:30 a.m. and 5:45 p.m. Individual schedules will vary from term to term.

The school's business hours are from 8:00 a.m. to 4:30 p.m.

HOUSING

Main Campus. Many reasonable apartment units are available in complexes surrounding South Hills School. If you are interested in finding an apartment or roommates, contact the admissions department.

South Hills School does not provide housing for out-of-town students, but it does offer assistance in finding apartments and bring together students who are interested in apartment living.

INTERNSHIP POLICY

A student enters into an internship only upon completion of all course work or in the term which the internship is scheduled while simultaneously completing limited course requirements. No student may begin an internship until he/she has successfully completed all major courses through the fifth term (six-term programs) or the sixth term (seven-term programs) with a "C-" or better grade. A "D" is acceptable only in a terminal major course where a "D" is permissible. A student must have a 2.0 cumulative grade-point average to go on internship.

Any exception made to the above policy will be determined by a joint decision of the faculty advisor of the intern, the internship committee, and the Director.

IT REGULATIONS

Regulations for using the computers of South Hills School:

1. Do not download or install anything that is not school related. This includes games, pictures, music, videos, etc.
2. Do not use other proxy servers to try to bypass our proxy server.
3. Do not visit web sites that are unprofessional and/or unacceptable. The IT Department logs every site that is visited, including the username, date and time.
4. Do not play games, check your email or surf the internet while an instructor is lecturing. Please be courteous to your instructors and classmates.
5. No food or drink is permitted in any computer room.

There are four accounts you will use while at South Hills School:

1. **Network Account:** used to log on to the computers.
2. **•Student Portal Account:** used to log on by the student from www.southhills.edu. This account displays your schedule, grades, invoice, etc.
3. **•Student email account: used to access email account supplied by South Hills School. Your email is username@sage.southhills.edu. The web address to your student email is www.google.com/a/sage.southhills.edu.**
4. **•CourseWeb Account:** Used to log on to “CourseWeb” where instructors can post assignments and announcements. It also contains links to student email. Use your school-supplied email account when filling out the CourseWeb profile.

All students have a home directory on a server which is designated with the drive letter U: in Windows and gets backed up daily. Your files will not save to your U: drive automatically in Windows. You must tell it to save to the U: drive. Never save anything to the local hard drive in Windows because it will not be backed up.

•Student email, Student Portal, and CourseWeb are easily accessible under HOT LINKS on our homepage at www.southhills.edu.

LIBRARY

South Hills School subscribes to an on-line resource that students may access from all school locations or from home. “Ebrary” features a growing selection of more than 52,000 multi-disciplinary titles which are available to any number of students at the same time. This electronic

service also provides powerful tools for information discovery and management for research projects.

The South Hills “Virtual Library” is a centralized list of links to give students quick and easy access to many electronic resources such as dictionaries, encyclopedias, software tutorials, newspapers, magazines, scholarly journals, mp3 files, e-books, federal census records, and more. With 24/7 access from any Internet connection, the South Hills Virtual Library is available at any time from the school website or at: www.southhills.edu/virtualLibrary.

All students have access to Penn State University’s Library (Curtin Road-PSU), Schlow Memorial Public Library (211 South Allen Street, State College), and the Centre County Library (200 North Allegheny Street, Bellefonte).

State College. The open shelf library in Room 13 contains over a thousand volumes of textbooks, general academic and business resources along with standard reference works. Periodicals, weekly magazines and newspapers are also available to students. Listings of other online library, digital source and helpful library tools are kept in the library for reference. Books may be checked out for a two-week period of time. See Joan Andrews for library assistance.

The Diagnostic Medical Sonography program houses many curriculum-related textbooks and other academic resource material at the Cato Park building.

Philipsburg. The Holt Memorial Library, part of the Centre County Library System, is located in downtown Philipsburg (8 West Pine Street). The full-service library with inter-library loan and Internet search capabilities provides students with all the benefits of a municipal library. (www.centrecountylibrary.org/holt.htm)

The open-shelf library contains approximately thirteen hundred volumes of textbooks, general academic and business sources, and standard reference works. Periodicals and back issues of newspapers are kept in the library. Books may be borrowed for three weeks. You may see the librarian, Jan Pepperday, for assistance.

A computer with internet connections and a printer are conveniently located in the library to allow access to additional reference materials.

Lewistown. The Mifflin County Library is located within walking distance of the school (123 North Wayne Street). The Library provides students with a selection of over 90,000 books and periodicals to choose from. Materials may be checked out for a two-week period. (www.mifflincountylibrary.org)

The open-shelf library contains textbooks, general academic, and business sources. Periodicals and back issues of newspapers are kept in the library. Books may be borrowed for three weeks.

The school also provides Internet connections, which offers access to databases and reference materials throughout the world. You may see the librarian, Brenda Woodward, for assistance.

Altoona. The school library contains over 1,000 volumes of textbooks, general academic and business sources, and standard reference works. Various other general and business periodicals are also available. A small collection of videos, CDs, and audio books are maintained in the office area by Kayla Rosenberry, Librarian.

Please follow the directions for use of library materials posted inside the library.

The School provides Internet connections, which offer access to databases and reference materials through the World Wide Web.

The Altoona Public Library is located at 1600 5th Avenue. The library contains over 230,000 books and periodicals to choose from. The library is open Monday through Thursday, 8:30 a.m. to 9:00 p.m., Friday 8:30 a.m. to 5:00 p.m., Saturday 9:00 a.m. to 5:00 p.m., and Sunday 1:00 p.m. to 4:00 p.m. (1600 5th Avenue), www.altoonapubliclibrary.org.

LOCKERS AND COAT RACKS

Main Campus. Lockers and coat racks are located in the halls. Each student is assigned a locker at orientation.

Philipsburg Campus Addition. Lockers and coat racks are located in the hallway outside the study area. Each student will be assigned a locker at orientation.

Lewistown Campus Addition. Lockers and coat racks are located in the student foyer area. Each student is assigned a locker at the beginning of the school year.

Altoona Campus. Lockers are located in the second floor and basement hallways and in the student lounge area at the 508 58th Street location. Each student should select a locker and register the locker number at the front desk in the office area.

The school strongly urges students at all locations to purchase locks for their lockers. South Hills School of Business & Technology will not be responsible for lost or stolen items.

LUNCH & CAFETERIA SERVICES

Main Campus. A variety of breakfast and lunch items are served each day in the school cafeteria. A monthly menu is posted. Breakfast foods and drinks are served at 8 a.m.; lunch is served from 10 a.m. to 1:30 p.m.

Students may make use of the refrigerator and microwaves located in the dining area. Soda and snack machines are also available.

Philipsburg Campus Addition. Three refrigerators and two microwaves are located in the kitchen area. A soda machine is located in the student center.

Lewistown Campus Addition. A refrigerator, coffee machine, and microwave are located in the cafeteria. A soda machine is located in the student foyer area.

Altoona Campus. One refrigerator, two microwave ovens, and vending machines are located in the cafeteria area.

MAJOR COURSES

Students must maintain a "C-" grade in all major courses unless otherwise noted. If they do not attain this requirement, the course must be repeated. A major course is one that is vital to the mastering of the curriculum of the student's choice. General electives are not major courses.

OFFICE

State College. The office is open Monday through Friday from 8:00 a.m. to 4:30 p.m.

Philipsburg. The office is open from 8:00 a.m. to 5:00 p.m., and Monday until 7:00 pm.

Lewistown. The office is open Monday and Thursday from 8:00 a.m. to 7:00 p.m. and on Tuesday through Wednesday from 8:00 a.m. to 5:00 p.m.

Altoona. The office is open on Monday through Thursday from 8:00 a.m. to 7:00 p.m. and on Friday from 8:00 a.m. to 5:00 p.m.

PARKING

Main Campus. Parking is available in the student parking lot. Students are not permitted to use the faculty/staff/visitor lot in front of the school.

Philipsburg Campus Addition. Ample parking is located at the north end of the Enterprise Center. Faculty, staff, and students do not use visitor parking.

Lewistown Campus Addition. The surrounding area offers a variety of parking for our students. This includes free and metered parking.

Altoona Campus. Ample parking is located in the parking lots adjacent to the school.

PETS

Pets are not permitted in any South Hills buildings. The use of service animals is the only exception to this policy. The service animal policy must be followed if a service animal is medically necessary.

PRIOR LEARNING ASSESSMENT

Prior Learning Assessment evaluates an adult student's learning, which has been acquired outside the traditional classroom through work experience or other professional training and/or certifications. PLA determines if this learning is equivalent to the academic curriculum of South Hills School, and is eligible for credit. Along with a \$25 processing fee, each student is required to submit a Prior Learning Assessment Application and Portfolio for evaluation.

The granting of PLA credit applies only to associate degree programs at South Hills School. PLA credit(s) may or may not be transferable. If a student plans to continue his/her education at another post-secondary school, that school should be contacted to find out what their policy on credit(s) regarding experiential or life learning. A maximum of 12 PLA credits will be allowed.

The Prior Learning Assessment application must be completed prior to the beginning of the term in which the student is scheduled for class. PLA will not be considered once the student has attended classes for the course he/she is attempting to apply to exempt through PLA.

For evaluation details and PLA application, see the Academic Affairs Officer or location Director. (Also see Credit Structure, Credit Transfer, and Exemption Credit.)

PROGRAM/COURSE REVISIONS

Programs are reviewed annually by the Director, Director of Education, and faculty directly involved with the program. The impetus to change often starts with the faculty and/or internship supervisors who are in contact with employers.

All course revisions are made by the instructor with direction from the other faculty and Director of Education. The revised syllabi are kept electronically on CourseWeb.

Group meetings are held with the faculty associated with the program or course area and the Director of Education. Once a consensus is achieved, the change is implemented in the next year. The revisions are sent to the State Board of Private Licensed Schools and then to ACICS. Once approval is received, PHEAA and other applicable agencies are notified and an addendum is attached to the catalog.

Current students are notified and given a copy of the revised program which is more up to date and reflects the needs expressed by employers. All changes made after a student has signed an enrollment agreement must be accepted by the student and a new, signed curriculum is placed in each student's file.

PROGRESS REPORTS (REPORT CARDS)

Progress reports (report cards) are distributed to students at the conclusion of each term. A grade, the number of absences, grade-point average, and the speed attained in skills courses are indicated on the report.

At the mid-term period, review meetings will be held with all students receiving below a "C" grade.

RECYCLING

South Hills School of Business & Technology participates in recycling. All empty soda cans are to be deposited in the appropriate containers located by the vending machines.

Many classrooms have recycling containers to be used for **white** computer paper, typing paper, and note paper.

SATISFACTORY PROGRESS

The academic year for students enrolled at South Hills School of Business & Technology is three 12-week quarters per year. The school determines at the end of each quarter that a student is progressing satisfactorily, using the grade-point average. The student is notified of a "Financial Aid/Academic Warning" or "Probation" status by a notation on his/her report card and notification of a required meeting with the Academic Affairs Officer.

The maximum allowable time frame for a student to complete a program in which he/she is enrolled is 1.5 times the length of the program (see Table 1 below). At the 50 percent point of his/her program, the student

must have successfully completed 67 percent of credits attempted with a minimum of a 2.0 cumulative GPA. At the completion of the program, the student must have a 2.0 cumulative GPA in order to graduate. In programs longer than two years, at the two-year point (six quarters), students must have a minimum of a 2.0 cumulative GPA. In cases where a student enrolled in a two year program is still enrolled after two years, the student must have a minimum of a 2.0 cumulative GPA at the end of the two-year point (six quarters) and at the end of each subsequent academic year. **In no case can any student exceed one and one-half times the standard program length and receive the academic credential (diploma or ASB/AST degree) for which he or she is enrolled.**

Table 1

School Program Length	Maximum Time Frame (School Program Length x 1.5)	50 % Evaluation Point
3 quarters	4 quarters	End of 1 st quarter
4 quarters	6 quarters	End of 2 nd quarter
6 quarters	9 quarters	End of 3 rd quarter
7 quarters	10 quarters	End of 3 rd quarter
9 quarters	13 quarters	End of 4 th quarter

Financial Aid/Academic Warning Students receive this notation when the quarter GPA is below 2.0, regardless of the cumulative GPA. A student may continue for a second term and receive financial aid under the Financial Aid/Academic Warning status. **Students may not be placed on Financial Aid/Academic Warning for more than two consecutive quarters.**

Probation At the end of the second consecutive term of Financial Aid/Academic Warning, if the quarter GPA is below 2.0 and/or the cumulative GPA is below a 2.0, the student must formally appeal in writing to the school's Academic Progress Committee (see [Appeal](#) below). If the appeal is successful, the student will be placed on Probation for one quarter. **Students may not be placed on probation for more than one quarter.**

While on Probation, the student must earn at least a 2.0 GPA in the quarter and must achieve a cumulative GPA of at least 2.0 to maintain diploma or associate in specialized business or technical degree status. If these criteria are not met, then the student has not achieved satisfactory progress and will not continue to receive financial aid. To be removed from probationary status and returned to diploma or degree status, a student's quarter GPA and cumulative GPA must be a 2.0 or above, and the student must meet the requirements of the 50 percent evaluation point in the satisfactory progress policy as outlined above (see above policy and Table 2) and have earned 67% of the credits attempted in that quarter as well as overall for his/her program. At the completion of any program, the student must have a minimum of a 2.0 cumulative GPA.

Table 2*

Program Name	Total Credits	50% Evaluation Point
Administrative Professional	102.5	51
Business Administration – Accounting	91.0	45
Business Administration – Management & Marketing	106.5	53
Computers Plus	41.0	20
Criminal Justice	90.5	45
Diagnostic Medical Sonography	134.0	67
Diagnostic Medical Sonography Professional	55.0	27
Diagnostic Medical Sonography Professional Plus	83.5	41
Engineering Technology	107.0	53
Graphic Arts	106.0	53
Health Information Technology	96.0	48
Information Technology	101.0	50
Legal Assistant	89.5	44
Medical Assistant	102.5	51
Medical Office Specialist	94.0	47
Office Assistant	45.5	22
One-Year Accounting	48.0	24
Retail Management	44.0	22

**The 50% point for those students that have transferred, changed programs, reapplied or are attending part-time will differ from that of a student who finishes their program in the normal timeframe. Therefore, the 50% point for an off-track student will be based on*

total credits in their program and the mid-way point will be determined when a student has attempted 50% of the credits required to complete his/her program.

Students will be granted probation for one quarter unless it is determined that a student will be unable to achieve satisfactory progress as well as the graduation requirements as outlined above by the end of the quarter. If it is determined that a student will be unable to meet the graduation requirements within the maximum time frame allowed, the student will be dismissed.

At the end of the quarter of probation, the student will be dismissed from his/her program if satisfactory progress has not been achieved. The probationary student whose GPA or cumulative GPA falls below a 2.0 will be dismissed from his/her program. He/she will lose all student financial aid. Once the student has been dismissed from his/her program, the student may return to school as a certificate student. The student will not be able to enroll in any program or be eligible for financial aid until the cumulative GPA reaches a 2.0. **The student who has been dismissed from his/her program for failing to meet satisfactory progress after probation cannot be reinstated into the program in which he/she was originally enrolled.**

Extended Enrollment Status If a student loses his/her diploma or ASB/AST degree status because of not meeting satisfactory progress or cumulative GPA requirements, he/she will be placed on an extended enrollment status and may continue training as a certificate student. Certificate students are ineligible for any student financial aid. **However, the student who has been dismissed from his/her program for failing to meet satisfactory progress after probation cannot be reinstated at a later date into the program in which he/she was originally enrolled.**

Re-entry into a different diploma or ASB/AST degree program than the original program will be based on the student achieving a minimum cumulative GPA of 2.0, and successfully completing 67% of the credits attempted. The student may then be eligible for federal, state or other student financial aid. However, in no circumstances may the student exceed the 150% maximum time frame as outlined above and graduate in a diploma or degree program. Credits taken by the student on extended enrollment status will be counted as credits attempted, and will be used in calculating cumulative GPA.

Failure Students who fail all courses in any quarter are dismissed from the school as diploma or ASB/AST degree students. They may, however, continue training as certificate students and the policy below for reinstatement will apply. The student will not be eligible for financial aid during this period and will be responsible for the cost of these certificate credits.

Incompletes An incomplete is identified on the report card with an “I.” An incomplete grade must be removed two weeks after the completion of the course or it automatically becomes the grade that the student has at that point earned. This time frame may be adjusted at the discretion of the Director or Director of Education. The incomplete grade has no effect on the GPA. However, the incomplete grade is considered as credits attempted, but not completed, in calculating the percentage needed for satisfactory academic progress. After the two week period and the course completion, the student receives his/her grade, and the student’s GPA and satisfactory academic progress are recalculated. Financial Aid will wait to review the student’s satisfactory academic progress until the incomplete course has a grade.

Withdrawals A student may add a course no later than one week after the course begins. A student dropping a course after that time period and before the end of the ninth week of a full-term course or the fourth week of a half-term course (the 75% point), will receive the notation “Withdraw” on the transcript. A student withdrawing from a course after the drop period will receive the grade earned for the course and may not withdraw from class.

A course with the designation of “Withdraw” has no effect on the quarter’s GPA and is not considered as credits earned in calculating the percentage needed for satisfactory progress. It is counted as credits attempted in determining the maximum course completion length allowed.

After the official drop period as outlined above, students will not be allowed to withdraw from school without receiving grades, but they will receive the grades earned for all courses. If a student has mitigating circumstances as to why he/she needed to withdraw from school after the official drop period, and has notified the school of such circumstances, he/she may appeal the withdrawal decision. The appeal regarding this decision must be made to the Director of Education or the Academic Affairs Officer in writing. A decision on the appeal will be made by the Academic Progress Committee comprised of the Director, the Director of Education, the Academic Affairs Officer, the Student Records Coordinator, the student’s faculty advisor, and the Financial Aid Director. The student will be expected to explain what type of circumstances contributed to the need to withdraw and include the necessary documentation. The decision of the committee will be final.

Repetitions A repeated course is identified on the transcript with an asterisk beside the grade. A student may only repeat a course one time after failing (or receiving a “D” in a course considered a “major” course). The grade and credits earned for a repeated course are included when determining the GPA.

Pass/Fail Courses Pass/Fail courses are rarely given and do not affect the grade-point average. Hours will count toward satisfactory progress.

Change Program When a student changes programs or seeks an additional degree, only the credits attempted and the grades earned for those courses which are applicable to the new program will be used to determine satisfactory academic progress.

Leave of Absence A leave of absence must be approved by the Director and Academic Affairs Officer for no longer than 60 days. A form with this approval is kept on file in both the Academic Affairs office and the Financial Aid office. Hours do not count toward satisfactory progress.

Appeal Process If a student wishes to appeal a satisfactory progress decision, he/she must do so in writing and present it to the Academic Progress Committee in order to be eligible for financial aid. A student who wishes to appeal a satisfactory progress decision may have special or mitigating circumstances such as a death of a relative, injury, illness, etc. The student must explain what type of circumstances contributed to the unsatisfactory academic progress, as well as what has changed in the student's situation that would result in the achievement of progress. This explanation must be documented and will be considered in the appeal.

An appeal of the satisfactory progress decision will be taken to the Academic Progress Committee which consists of the faculty advisor in the student's program area, the Academic Affairs Officer, the Director, the Director of Education, the Student Records Coordinator, and the Financial Aid Director. The results of the appeal will be given to the student and to the Financial Aid office.

A student whose appeal has been granted will then be placed on Probation. The student will then remain on probation for one quarter as outlined under the Probation section above. In addition, the student on Probation must meet all the requirements as outlined in the Probation section and in Table 2 above.

Students will be notified of the results of a Satisfactory Academic Progress evaluation that negatively impacts their eligibility for any financial aid.

Reinstatement Procedure Students who have been dismissed from school for reasons other than receiving two consecutive Financial Aid/Academic Warnings and a subsequent Probation; and wish to be reinstated as diploma or ASB/AST degree candidates must reapply for school and attend school as a certificate student. If the student demonstrates, after completing additional coursework and achieving a 2.0 cumulative GPA, and demonstrates that he/she is motivationally prepared to continue in the program, the student may be reinstated as a diploma or ASB/AST student. To be reinstated, the student must also meet the requirements of satisfactory progress as outlined above. In no

case can any student exceed one and one-half times the standard program length and receive the original academic credential (diploma or ASB/AST degree) for which he or she enrolled (see Table 1). The Academic Affairs Officer must approve reinstatement, which is based on evaluations made by instructors familiar with the student's work.

SCHEDULES

Individual term schedules are distributed at orientation each term. If at any time a scheduling conflict occurs, please contact the Academic Affairs Officer regarding alternatives.

SERVICE ANIMAL

The American with Disabilities Act (ADA) defines a service dog as, “. . . any . . . animal individually trained to do work or perform tasks for the benefit of an individual with a disability, including, but not limited to, guiding an individual with impaired vision, alerting individuals who are hearing impaired to intruders or sounds, providing minimal protection or rescue work, pulling a wheelchair or fetching dropped items.”

South Hills School of Business & Technology must comply with the ADA in allowing use of service animals for students and employees. Pets are now allowed on campus under this policy. (See policy on pets.)

SERVICE WORK BY OTHERS

South Hills School of Business & Technology employs instructors who meet the approval requirements of the State Board of Private Licensed Schools and the Accrediting Council of Independent Colleges and Schools to teach specified courses. Only these instructors will teach courses offered at South Hills School of Business & Technology.

If a student needs additional assistance, the course instructors are available to help those students experiencing problems.

On no occasion is a student substituted for a faculty member.

SNOW DAYS

State College. Impassable roads constitute a valid reason for canceling classes at South Hills School of Business & Technology. When classes are canceled because of snow, they must be made up by the school. Note: Snow days are allowed for in the schedule (extra days). Students should listen to the school phone message, check the South Hills website, listen to 95.3 FM, or watch TV Channel 4.

The school may issue a statement for a two-hour delay in starting. The snow schedule is indicated in the front of the Student Handbook.

If a student considers the roads dangerous in his/her area, he/she is to use his/her best judgment regarding attending school that day. Exams will not be given on questionable "bad" days.

Philipsburg. Current information on delays and cancellations may be found on the South Hills website (www.southhills.edu) and/or by viewing WTAJ TV or WJAC TV.

Lewistown. The Lewistown Learning Site runs on the same schedule as the Mifflin County School District unless otherwise specified with the closing of all South Hills schools. Current information may be found at www.southhills.edu, 95.7 (MERF Radio), or Chanel 10 (WJAC TV).

Altoona. Altoona Branch Campus students may find current information about delays and cancellations on the school website at www.southhills.edu or by viewing either WTAJ TV, Altoona (CBS, Altoona), or WJAC TV, Johnstown (NBC, Johnstown).

Faculty and staff will continue to be notified per the usual call line.

STUDENT ACTIVITIES/ORGANIZATIONS

Ambassadors. South Hills Ambassadors are members of a service organization who represent the school on campus, in the community, in the workplace, and at high schools. The primary mission of the Ambassadors is to endorse the educational, personal, and professional benefits of being a part of the South Hills School community. Ambassadors assist with various office tasks and school events including orientation, group visits, career and job fairs, internship luncheons, and graduations. Membership is open to all students in all majors. (All locations)

Club IT. Club IT offers students the opportunity to build their computer skills through interaction with the community around them. Club IT also provides students with the opportunity to gain additional knowledge as well as networking opportunities within the local business community. The club shows students ways in which the skills they are learning apply to the real world and gets them accustomed to working with end-users. Membership is open to students in all majors. (All locations)

C.O.P.S. C.O.P.S. was formed in 2009 and stands for Community Outreach and Public Service Club. The idea of creating a Criminal Justice club was formed by first- and second-year Criminal Justice students. Student members vote on a governing body at the beginning of the school year to help run the club more efficiently. Students will have the opportunity to be proactive with community service projects during and after school. They work together as a group to accomplish their club goal. Membership is open to students who are enrolled in the Criminal Justice program, and who are in good academic standing. (State College, Altoona, and Lewistown)

Health Careers Club. Health Careers Club provides a unique program of leadership development, motivation, and recognition exclusively for students pursuing health care careers. The Health Careers Club will help plan and organize sponsored events, providing educational opportunities for students enrolled in allied health programs and work with faculty advisors on activities and meetings. Membership is open to students who are enrolled in allied health programs. (Altoona and State College)

Phi Beta Lambda. Phi Beta Lambda is an association of students preparing for careers in business-related fields. PBL promotes a sense of civic and personal responsibility and develops leadership skills. The members compete in state and national competitions and perform civic duties such as organizing blood drives and promoting school spirit. PBL strives to help students focus on business connections and community connections throughout the school year. Membership is open to students in all majors. (All locations)

Student Forum. Student Forum plays an important role in our students' lives. The group acts as a sounding board for the student body. It was formed in March 1975 as the Student Council. In 1985 the name was changed to Student Forum. The Forum sponsors cultural, educational, and recreational events throughout the year. Student Forum provides a channel of communication between students and the administration. Membership is open to students in all majors. (Altoona, Philipsburg, and State College)

Tutors. Tutors are current students volunteering their time to help other South Hills students with their academic progress throughout the school year. The student Tutors and the faculty work together assisting current students with their courses. Tutors provide tutoring in a variety of courses. Membership is open to students in all majors. Students must maintain a B or above in the course(s) for which they tutor. (Lewistown and State College)

Yearbook. The Yearbook club offers students a chance to publish a book reflecting their time at South Hills. The club also builds skills in layout and design, editing and proofreading, photography, marketing, advertising, and sales. The club provides current students the opportunity to build friendships within the student body and the community. The yearbook serves as a memorable keepsake and networking tool for future events. Membership is open to students in all majors. (Lewistown)

Alumni Association. The South Hills Alumni Association was formed for the graduates of South Hills. With over 5,000 alumni from four locations, the Association continues to grow. A bi-annual alumni on-line newsletter published by the Association provides valuable news, profiles, and opportunities for continuing education and professional

growth. Staying connected to South Hills helps strengthen professional and personal networking and provides inspiration to current students. Membership is open to all graduates of South Hills School of Business & Technology.

STUDENT STORE

State College. The South Side Student Store offers South Hills apparel, school supplies, food, and drink items as well as specialized products for various clubs and organizations within the school. To make a purchase, visit The South Side Student Store.

Philipsburg Campus Addition. South Hills T-shirts, sweatshirts, book bags , etc. are on display in the office. To purchase one, see the office manager.

Lewistown Campus Addition. South Hills T-shirts, sweatshirts, and book bags are on display in the office. To purchase one, see the Office Assistant.

Altoona Campus. South Hills T-shirts, sweatshirts, and bags are on display in the main entrance area. To purchase any of these items, see Kayla Rosenberry or Carol Adams.

TELEPHONE

Students **are not** permitted to use the school's business telephones for personal telephone calls.

Philipsburg Campus Addition. A coin-operated phone is available for student use in the hallway outside of the study area.

TERMS

Fall, winter, spring, and summer terms are 12 weeks in length. The summer term is traditionally used for internships in the seven-term programs.

Summer term may also be used to offer courses for students who started classes in the winter term. The summer term in this instance may expand class hours in order to complete classes in a shorter period of time (10-week period).

TOBACCO

Smoking and tobacco products are not permitted in the building.

VETERANS REGULATIONS

All students receiving assistance from the Veterans Administration are subject to the following policies:

Absence. An excused absence is one due to illness, death in the immediate family, or any other unavoidable circumstance; however, the school must be apprised of the reason for said absence with 24 hours and the reason must be supported by documentary evidence, or said absence will be recorded as unexcused. Three unexcused absences in any one month may result in dismissal.

Unsatisfactory Progress. Students receiving failing grades are placed on probation for 60 days. If unsatisfactory progress continues beyond the probationary period, the student's training will be immediately interrupted and all concerned will be notified accordingly. Students dismissed because of unsatisfactory progress may apply for re-entrance; however, each case will be considered on the basis of the facts involved.

Credit for Previous Education and Training. Appropriate credit is given for comparable previous education and training, and the training period will be adjusted accordingly.

WEAPONS

South Hills School of Business & Technology believes it is important to establish a clear policy that addresses weapons in the workplace. Specifically, South Hills School of Business & Technology prohibits all persons who enter company property from carrying a handgun, firearm, or other prohibited weapon of any kind regardless of whether the person is licensed to carry the weapon or not.

The only exception to this policy will be police officers or other persons who have been given written consent by South Hills School of Business & Technology to carry a weapon on the property. Any student disregarding this policy will be subject to immediate termination.

SOUTH HILLS SCHOOL COMMUNITY CONDUCT

Students enrolled at South Hills School of Business & Technology are members of the school community, as well as local and state communities. As citizens, students are responsible to their community, and are expected to conduct themselves in accordance with local, state and federal laws.

South Hills School is dedicated to maintaining a healthy and safe community that promotes a shared set of values concerning ones self, respect for others, and the need for conditions that support a learning environment where students can work, grow and succeed. We promote and respect the physical and emotional wellness of our students, faculty and staff.

In our commitment to the well being of our school community, we strive to educate our student population concerning drugs, alcohol, violent crimes and safety precautions.

Risk Reduction:

- Be in charge of your own life. Don't put yourself in a situation where you have to rely on other people to take care of you.
- Be assertive. Respect yourself enough not to do anything you do not want to do. Your opinions matter, and when you say "no," the other person should stop.
- Do not mix your decisions with drugs and/or alcohol. Your ability to make wise decisions is obviously hampered when you are drunk or high.
- Be smart...let personal effects as well as legal consequences curtail temptations or enticements offered by others.
- Avoid individuals who don't listen to you, ignore your personal space or make you feel uneasy, or make unwanted sexual advances.
- Trust your gut! If you do not feel comfortable in a situation...leave!
- Surround yourself with positive, healthy, like-minded circle of friends.
- Discover new interests and develop your talents.
- Learn positive coping mechanisms.
- Be involved in extracurricular activities such as exercise, playing sports, volunteering in community service organizations.

CAMPUS CRIME

South Hills School of Business & Technology has an obligation to make our students and faculty/staff members aware of our policies regarding campus crime.

Nature of Crimes. Crimes are considered to fall into the categories of murder/non-negligent manslaughter, negligent manslaughter, sex offenses (forcible), sex offenses (non-forcible), robbery, aggravated assault, burglary, motor vehicle theft, and arson.

An additional category of statistics the school is required to disclose is hate crimes. A hate crime is a criminal offense committed against a person or property which is motivated, in a whole or in part, by the offender's bias. Bias is a performed negative opinion or attitude toward a group of persons based on their race, gender, religion, disability, sexual orientation or ethnicity/national origin. For Clery Act purposes, hate crimes include any offense in the following two groups that is motivated by bias:

Group A: Murder and non-negligent manslaughter, forcible sex offenses, non-forcible sex offenses, robbery, aggravated assault, burglary, motor vehicle theft, arson. Group B: Larceny-theft, simple assault, intimidation, destruction/damage/vandalism of property.

Security. South Hills School is located in a town (State College, main campus; Philipsburg and Lewistown, learning sites) where crime is very low. Crime in the area of Altoona where the Altoona Campus is located is also low.

South Hills School does not provide housing for its students; therefore, dormitory security is not required.

During the hours that the school is open, an on-site administrator is available to provide security. Outside doors are locked at the end of the school day and a commercial security system is activated.

Law Enforcement. The school's Director and/or President handle minor crimes. If crimes such as murder, robbery, aggravated assault, burglary or motor vehicle theft occur, the appropriate state and/or local police agencies would be notified.

South Hills School of Business & Technology recognizes that laws and rules are necessary for society to function and supports the enforcement of law by governmental agencies and rules by officials of the school. All persons on campus are subject to these laws and rules at all times. While South Hills School is on private property, and Constitutional protections apply, law enforcement officers may enter the school to conduct business as needed.

Reporting of Crime. Should a crime occur a report is to be completed and turned in to the school Director. The crime may be reported, in the case of sexual offenses, to the school counselor (State College). The school counselor would then see that the appropriate crime report was completed.

In the case of rape, acquaintance rape, and other forcible and non-forcible sex offenses, the student has every right to notify the proper law enforcement authorities. The school counselor will notify these authorities if the student requests assistance.

Altoona, Director	814-944-6134
Lewistown, Director	717-248-8140
Philipsburg, Director	814-342-7427
State College, Director	814-234-7755, Ext. 2018
State College, Counselor	814-234-7755, Ext. 2016
State College, Director of Education	814-234-7755, Ext. 2048

Crimes involving murder, robbery, aggravated assault, burglary, and motor vehicle theft will be reported to the local and/or State police. The police may be contacted by dialing 911.

Voluntary Confidential Reporting. If a student is the victim of a crime and does not wish to pursue action within the school system or the criminal justice system, he/she may still want to consider making a confidential report. With his/her permission, the designated school official can file a report on the details of the incident without revealing his/her identify. The purpose of a confidential report is to comply with the individual's wishes to keep the matter confidential, while taking steps to ensure the future safety of him/her and others. With such information, the school can keep an accurate record of the number of incidents involving students, determine where there is a pattern of crime with regard to a particular location, method or assailant, and alert the campus community to potential danger. Reports filed in this manner are counted and disclosed in the annual crime statistics for the institution.

Timely Warnings. In the event that a situation arises, either on or off campus, that, in the judgment of the on-site administrator, constitutes an ongoing or continued threat, a campus wide "timely warning" will be issued. The warning will be issued through the college e-mail system to students, faculty, and staff.

Anyone with information warranting a timely warning should report the circumstances to the on-site administrator.

Crime Programs. During the orientation in August and December students are informed of the community conduct policy. Students are told about crime on campus and, when information is available, in surrounding neighborhoods. Also presented are the policies regarding

drug use and abuse, including the dissemination of informational materials.

A drug and alcohol abuse program is presented during orientation in August and December. A sexual assault prevention program is presented in Personal Development classes at the start of fall and winter terms. In addition, information on community programs regarding crime prevention, drug and alcohol abuse and sexual assault prevention is kept in the counselor's office and is available to all students, faculty, and staff.

A common theme of awareness and crime prevention programs is to encourage students and employees to be aware of their responsibility for their own security and the security of others.

When time is of the essence, information is released to the school community through security alerts posted prominently at the school and through notices sent to students, faculty, and staff through the school's electronic mail system.

Off-Campus Crime. South Hills School is a commuter school and does not provide housing. The school does not employ its own campus police, and there is no need to do so. The school, therefore, does not monitor and record through local police agencies criminal activities in which a student may be engaged in at an off-campus location. Statistics are not available for liquor-law violations, drug-abuse violations, or weapons possession off campus.

Drug/Alcohol Abuse. See the Drug and Alcohol Abuse Prevention policy in this handbook.

Disciplinary Action. The accuser and the accused in any crime situation are entitled to the same opportunities to have others present during a disciplinary proceeding, and both the accuser and the accused shall be informed of the outcome of any institutional disciplinary proceedings brought alleging a sex offense. Compliance with this does not constitute a violation of the Family Education Rights and Privacy Act (2 U.S.C. 1232g). This report will show the institution's final determination with respect to the alleged sex offense and any sanction that is imposed against the accused.

Sanctions will be enforced in the case of rape, acquaintance rape and other forcible and non-forcible sex offenses. If the accused individual is a student, said student will be given a dismissal from school until such time as a determination is made. If this individual is found guilty, he/she will be expelled from South Hills School of Business & Technology. If the accused individual is a faculty/staff member, the faculty/staff member will be dismissed as an employee until a determination is reached. If the individual is found guilty, that faculty/staff member will be fired.

Sanctions will be enforced in all other crimes based on the severity of the crime. Students and/or faculty/staff members may be counseled or referred for additional counseling. The school reserves the right to expel any student from school for due cause. Employees may be fired for due cause.

Educational Programs. Educational programs are offered throughout the community on a variety of subjects related to crime. A list of these programs is kept in the counselor's office and available to all students, faculty and staff.

Statistics. Crime and security statistics, by campus, will be distributed in the fall of each year to all enrolled students and to employees of the school. These reports will be kept for seven years.

Please also see the school's "Harassment" policy.

HARASSMENT POLICY

The South Hills School of Business & Technology intends to provide a work and school environment that is pleasant, safe, comfortable, and free from intimidation, hostility, other offenses which may interfere with work or school performance. Harassment of any sort—verbal, physical, visual—will not be tolerated.

Harassment can take many forms. It may be, but is not limited to: words, signs, jokes, pranks, intimidation, physical contact, or violence. Harassment is not necessarily sexual in nature.

All of South Hills School of Business & Technology employees and students have a responsibility for keeping our school and work environment free of harassment. Any employee or student who becomes aware of an incident of harassment, whether by witnessing the incident or being told of it, must report it to the Director. When management becomes aware that harassment might exist, it is obligated by law to take prompt and appropriate action, whether or not the victim wants the school to do so.

Any incidents of harassment must be immediately reported to the Director or President. Appropriate investigation and disciplinary action will be taken. All reports will be promptly investigated with due regard for the privacy of everyone involved. **An employee found to have harassed a fellow employee or subordinate or student OR a student found to have harassed a fellow student or faculty/staff member will be subject to severe disciplinary action or possible discharge/dismissal.** The South Hills School of Business & Technology will also take any additional action necessary to appropriately remedy the situation. No adverse employment action will

be taken for any employee making a good-faith report of alleged harassment. No adverse action will be taken for any student making a good-faith report of alleged harassment.

The South Hills School of Business & Technology accepts no liability for harassment of one employee by another employee or one student by another student. The individual, who makes unwelcome advances, threatens or in any way harasses another employee or student is personally liable for such actions and their consequences. The South Hills School of Business & Technology will not provide legal, financial, or any other assistance to an individual accused of harassment if a legal complaint is filed.

DOMESTIC VIOLENCE/SEX OFFENSES

Domestic violence is an ongoing pattern of behaviors in a relationship that is used to gain and/or maintain power and control over another. These behaviors are often described as **Emotional, Psychological, Sexual or Physical Abuse, including sexual harassment.**

South Hills School educates the student community about sexual assaults through mandatory Personal Development classes. The police department and the Woman's Resource Center offer sexual assault education and information programs to students and employees upon request. Literature on date rape education and risk reduction is available to all students.

Emotional Abuse. Emotional abuse includes hurting another person's feelings by saying cruel, unfair comments or by name calling. Such abuse may involve:

- Cursing, swearing and/or screaming
- Repeated harassment, interrogation or degradation
- Attacks on self-esteem and/or insults to the person
- Controlling or limiting a person's behavior
- Threats made to intimidate another
- Extreme jealousy

Psychological Abuse. Psychological abuse is any threat to do bodily harm to a partner, child, a family member or one's self. Psychological abuse involves not only hurt and anger, but also intimidation and fear. The purpose of such abuse is to make one emotionally insecure about self-worth, and to cause one to feel helpless and/or not able to escape further physical, sexual, emotional or psychological abuse.

Sexual Harassment. Sexual harassment is any unwelcome sexual advance, request for sexual favors, and other verbal or physical conduct of a sexual nature.

Sexual Abuse/Rape. Sexual abuse is any non-consenting sexual act or behavior. "Rape or sexual assault is the violent crime least often reported to law enforcement." (Rennison, 2001) Victims are often too scared, disoriented or shocked to say no or fight back. This does not mean they have consented to sexual activity. **Silence is not consent.** Forced sexual activity can include:

- forcing one to perform any sexual act that he/she does not wish to do,
- physically attacking sexual parts of one's body,
- unwanted sexual touching,
- making demeaning remarks about how one is dressed,
- getting a person drunk or high in order to have sex.

Physical Abuse. Physical abuse is any forceful or violent physical behavior.

Examples include:

- Slapping
- Choking, biting
- Punching, shoving
- Restraining by force
- Using or threatening to use a weapon of any kind

South Hills School strives to create an environment that is free of acts of violence. In the event that an accusation of sexual abuse is filed between students of South Hills School, the accused abuser(s) will be removed from enrollment at South Hills School only when found guilty in a court of law and/or an admission of guilt of such accusations.

What to do in case of abuse. If you are a victim of sexual assault at this institution, your first priority should be to get to a place of safety. You should then obtain necessary medical treatment. The police strongly advocate that a victim of sexual assault report the incident in a timely manner. Time is a critical factor for evidence collection and preservation.

The decision of whether or not to report an abuse is not always easy, but individuals who have been abused are encouraged to seek immediate help from trained professionals and/or police who will assist them through this difficult time.

Incidents of abuse that take place on school property are to be reported to the Director of the campus. Cases of abuse that occur outside school property also can be discussed with the Director or the school counselor. Appropriate referrals will be given to assist the student.

Those individuals seeking more private ways to receive help can find resource materials in the school lobbies.

Additional 24 Hour Help-Line numbers are listed at the end of this section for particular needs. Free and confidential help is always available.

In all matters of abuse it is important that the victim receive help from professionals or friends who can offer emotional, physical and/or medical attention when needed.

If a sexual assault takes place, it is important that the individual:

- Gets to a safe place or call someone for emotional and/or physical protection.
- Medical attention should be given at a hospital shortly after the incident took place.
- Valuable evidence of the sexual assault may remain on the victim's body or clothing. Try to preserve evidence. If at all possible, do not shower, eat or drink to preserve evidence.
- Medical staff will check for injuries that may have occurred, and other precautionary medical emergency assistance can be administered to the victim.
- Be advised that if the individual goes to a hospital, staff will most likely report the assault to police, but it is up to the victim to decide if he/she wants to speak with police.
- Police will also assign a "victim's advocate" to the case to assist the victim in a sensitive manner.

Victims of sexual violence also have the choice to

- Report the assault to the police.
- Allow police to do the crime scene investigation.
- Seek counseling. The victim will have been through a traumatic experience and he/she may need help dealing with his/her feelings. Long-term effects often accompany such overwhelming violence and counseling is advised when necessary.

Disclosures to Alleged Victims of Crimes of Violence or Non-forcible Sex Offenses. South Hills School will, upon written request, disclose to the alleged victim of a crime of violence, or a non-forcible sex offense, the results of any disciplinary hearing conducted by the school against the student who is the alleged perpetrator of the crime. If the alleged victim is deceased as a result of the crime or offense, South Hills School will provide the results of the disciplinary hearing to the victim's next of kin, if so requested.

Sex Offender Registration. In accordance to the “Campus Sex Crimes Prevention Act” of 2000, which amends the Jacob Wetterling Crimes Against Children and Sexually Violent Offender Registration Act, the Jeanne Clery Act and the Family Educational Rights and Privacy Act of 1974, South Hills School is required to advise the campus community where law enforcement information provided by a state concerning registered sex offenders may be obtained. It also requires sex offenders already required to register in a state to provide notice of each institution of higher education in that state at which the person is employed, carries a vocation, or is a student.

A listing of registered sex offenders in your area can be found online at pameghanslaw.state.pa.us.

DRUG/ALCOHOL ABUSE PREVENTION PROGRAM

South Hills School of Business & Technology has an obligation to do whatever we can to make sure our students are aware of the dangers of drugs and do not use drugs. We not only have an obligation to you, our students, but also an obligation to the employers who hire our graduates. We have made a commitment to help you receive the best education possible for your chosen career. Employers of our graduates trust us to provide the best employees in the field with top-notch skills. We cannot help you with your education or provide employers with good employees if our students are using drugs or drinking.

In accordance with the Drug-Free School and Communities Act amendments of 1989, Public Law 101-226, South Hills School of Business & Technology is hereby declared a drug- and alcohol-free school and workplace.

Students are prohibited from the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance or alcohol anywhere on property belonging to South Hills School of Business & Technology, including grounds, parking areas, anywhere within the building, or while participating in school-related activities. Students who violate this policy will be subject to disciplinary action up to and including expulsion.

The school will provide a program related to drug use and abuse, including dissemination of information materials, educational programs, and counseling services at orientation each year.

As a condition of enrollment, students must abide by the terms of the policy or South Hills School of Business & Technology will take one or more of the following actions within 30 days with respect to any student who violates this policy by:

- Reporting the violation to law enforcement officials.
- Taking appropriate disciplinary action against such student, up to and including expulsion.
- Requiring each student to participate in a substance abuse rehabilitation program approved for such purposes by a federal, state, or local health, law enforcement or other appropriate agency.

In conformance with the law, South Hills School will make a good faith effort to maintain a drug and alcohol free school and workplace through implementation of the preceding policy. South Hills School has established and maintains a drug and alcohol free awareness program. In accordance with Pennsylvania law:

The legal drinking age in Pennsylvania is 21; persons under the age of 21 may not consume, purchase or possess alcohol.

It is unlawful to sell or furnish alcoholic beverages to persons under the age of 21.

It is unlawful for persons under the age of 21 to misrepresent one's age for the purposes of purchasing alcoholic beverages.

It is illegal to possess, consume, or sell illicit drugs including marijuana, narcotics, hallucinogens, amphetamines, and barbiturates.

Individuals who have questions about how drug or alcohol use can affect the mind, body or career or if the individual needs information to get off drugs or alcohol, South Hills School is willing to assist. Our Drug Abuse Prevention Coordinator has the information and resources you need.

Disciplinary Procedures. Students found to be using drugs or alcohol during school hours will be required to meet with the Drug Abuse Prevention Program Coordinator, the Director and/or the President of the school. The student will be counseled and, if necessary, referred for additional professional counseling.

The school reserves the right to expel any student from school for due cause.

Assistance Hotlines Listed By County

Blair County	
Domestic Abuse Project 2022 Broad Avenue Altoona, PA 16601 800-500-2849 800-944-3585	Comprehensive victim services, sexual assault intervention, domestic violence program; free and confidential
Drug & Alcohol Services Altoona Hospital 620 Howard Avenue Altoona, PA 16601 814-889-2141 24-HR Hotline: 800-540-4690	Drug and alcohol referral service, AA meeting referrals, NA meeting referrals Crisis
Blair Co MH/MR & Drug & Alcohol 423 Allegheny St, Suite 441 Hollidaysburg, PA 16648 814-693-3023	Substance abuse assistance, mental health and welfare issues
Centre County	
Women's Resource Center 140 W Nittany Avenue State College, PA 16801 24-HR Hotline: 877-234-5050	Sexual and domestic assault, counseling and legal support, PFA assistance, emergency shelter
Centre Co Drug & Alcohol MH/MR Base Service Unit Willowbank Bldg. Bellefonte, PA 16823 814-355-6782 (M-F, 8 AM-5 PM) 800-643-5432 Help Line (5 PM-8 AM)	Drug and alcohol counseling, emergency care, mobile unit available to assist, mental health intervention
Community Help Center 139 South Pugh Street State College, PA 16801 24-HR Hotline: 800-494-2500	Counseling and referrals for physical and sexual abuse, drug and alcohol problems, other social service needs
Veteran's Counseling Outpatient 3048 Enterprise Dr (Cato Park) State College PA 16801 814-867-5415 877-626-2500	Post traumatic stress disorder, substance abuse, mental health issues, grief, adjustment disorders
800-273-TALK 800-273-7255	Crisis/suicide counseling
Clearfield/Jefferson Counties	
Community Action Crossroads Project 105 Grace Street Punxsutawney, PA 15767 800-598-3998	Domestic violence program, emergency shelter, advocacy support group

Huntingdon County	
Huntingdon House 401 Seventh Street Huntingdon, PA 16652 24-HR Hotline: 814-643-1190	Domestic violence and sexual assault, legal advocacy (PFA), emergency shelter, counseling and support services
Main Stream Counseling 900 Washington Street Huntingdon, PA 16652 814-643-1114 8:00 a.m.-4:00 p.m.	Crisis intervention and substance abuse
Tri-County Crisis 339 Green Avenue, Suite 200 Lewistown, PA 17044 24-HR Help Line: 800-929-9583	All areas of mental health issues. Support and crisis intervention. County MHMR Office.
MIFFLIN & JUNIATA COUNTIES	
The Abuse Network 31 South Dorcus Street Lewistown, PA 17044 24-HR Hotline: 717-242-2444	Sexual assault, domestic violence, comprehensive victim services, medical advocacy, support groups
Clear Concepts of Lewistown 24 North Main Street Lewistown, PA 17044 717-242-3070	Substance abuse counseling, substance abuse treatment
Tri-County Crisis 399 Green Avenue, Suite 200 Lewistown, PA 17044 24-HR Help Line: 717-242-2444	All areas of mental health issues. Support and crisis intervention. County MHMR Office.

Potential Legal Sanctions:

Legal sanctions under local, state and federal law for unlawful use or distribution of illicit drugs and alcohol include:

Federal Trafficking Penalties

DRUG/SCHEDULE	QUANTITY	PENALTIES	QUANTITY	PENALTIES
Cocaine (Schedule II)	500 - 4999 gms mixture	Not less than 5 yrs, and not more than 40 yrs. If death or serious injury, not	5 kgs or more mixture	First Offense: Not less than 10 yrs, and not more than life. If death or serious injury, not less than 20 or more than life. Fine of not more
Cocaine Base (Schedule II)	5-49 gms mixture		50 gms or more mixture	
Fentanyl (Schedule II)	40 - 399 gms mixture		400 gms or more mixture	

Fentanyl Analogue (Schedule I)	10 - 99 gms mixture	less than 20 or more than life. Fine of not more than \$2 million if an individual, \$5 million if not an individual Second Offense: Not less than 10 yrs, and not more than life. If death or serious injury, life imprisonment. Fine of not more than \$4 million if an individual, \$10 million if not an individual	100 gms or more mixture	than \$4 million if an individual, \$10 million if not an individual. Second Offense: Not less than 20 yrs, and not more than life. If death or serious injury, life imprisonment. Fine of not more than \$8 million if an individual, \$20 million if not an individual. 2 or More Prior Offenses: Life imprisonment
Heroin (Schedule I)	100 - 999 gms mixture		1 kg or more mixture	
LSD (Schedule I)	1 - 9 gms mixture		10 gms or more mixture	
Methamphetamine (Schedule II)	5 - 49 gms pure or 50 - 499 gms mixture		50 gms or more pure or 500 gms or more mixture	
PCP (Schedule II)	10 - 99 gms pure or 100 - 999 gms mixture		100 gm or more pure or 1 kg or more mixture	

PENALTIES

Other Schedule I & II drugs (and any drug product containing Gamma Hydroxybutyric Acid)	Any amount	First Offense: Not more than 20 yrs. If death or serious injury, not less than 20 yrs, or more than Life. Fine \$1 million if an individual, \$5 million if not an individual. Second Offense: Not more than 30 yrs. If death or serious injury, not less than life. Fine \$2 million if an individual, \$10 million if not an individual
Flunitrazepam (Schedule IV)	1 gm or more	
Other Schedule III drugs	Any amount	First Offense: Not more than 5 years. Fine not more than \$250,000 if an individual, \$1 million if not an individual. Second Offense: Not more 10 yrs. Fine not more than \$500,000 if an individual, \$2 million if not an individual
Flunitrazepam (Schedule IV)	30 to 999 mgs	
All other Schedule IV drugs	Any amount	First Offense: Not more than 3 years. Fine not more than \$250,000 if an individual, \$1 million if not an individual. Second Offense: Not more than 6 yrs. Fine
Flunitrazepam (Schedule IV)	Less than 30 mgs	

		not more than \$500,000 if an individual, \$2 million if not an individual.
All Schedule V drugs	Any amount	<p>First Offense: Not more than 1 yr. Fine not more than \$100,000 if an individual, \$250,000 if not an individual.</p> <p>Second Offense: Not more than 2 yrs. Fine not more than \$200,000 if an individual, \$500,000 if not an individual.</p>

Federal Trafficking Penalties – Marijuana

DRUG	QUANTITY	1 st OFFENSE	2 nd OFFENSE
Marijuana	1,000 kg or more mixture; or 1,000 or more plants	<ul style="list-style-type: none"> • Not less than 10 years, not more than life • If death or serious injury, not less than 20 years, not more than life • Fine not more than \$4 million if an individual, \$10 million if other than an individual 	<ul style="list-style-type: none"> • Not less than 20 years, not more than life • If death or serious injury, mandatory life • Fine not more than \$8 million if an individual, \$20 million if other than an individual
Marijuana	100 kg to 999 kg mixture; or 100 to 999 plants	<ul style="list-style-type: none"> • Not less than 5 years, not more than 40 years • If death or serious injury, not less than 20 years, not more than life • Fine not more than \$2 million if an individual, \$5 million if other than an individual 	<ul style="list-style-type: none"> • Not less than 10 years, not more than life • If death or serious injury, mandatory life • Fine not more than \$4 million if an individual, \$10 million if other than an individual

Marijuana	more than 10 kgs hashish; 50 to 99 kg mixture more than 1 kg of hashish oil; 50 to 99 plants	<ul style="list-style-type: none"> • Not more than 20 years • If death or serious injury, not less than 20 years, not more than life • Fine \$1 million if an individual, \$5 million if other than an individual 	<ul style="list-style-type: none"> • Not more than 30 years • If death or serious injury, mandatory life • Fine \$2 million if an individual, \$10 million if other than individual
Marijuana	1 to 49 plants; less than 50 kg mixture	<ul style="list-style-type: none"> • Not more than 5 years • Fine not more than \$250,000, \$1 million other than individual 	<ul style="list-style-type: none"> • Not more than 10 years • Fine \$500,000 if an individual, \$2 million if other than individual
Hashish	10 kg or less		
Hashish Oil	1 kg or less		

Pennsylvania Drug Penalties

- Possession of 30 grams or less of marijuana: 15- 30 days in jail and a fine of \$500. Possible 6 months loss of license and driving privileges. (A-31)
- Possession of drug paraphernalia, or selling/distributing marijuana: 6-12 months in jail and/or a fine of up to \$2500 (A-32)
- Simple possession of any drug: 6-12 months in jail on first offense. \$5000 fine
18-36 months in jail after first offense. \$25,000 fine (A-16)
- Possession with intent to Deliver: 35 PS – SS780-113 (a) (30)
 - Marijuana: Depending on amt. 30 to 60 months. \$100,000 fine
 - Ecstasy: Depending on amt. 30-180 months. \$250,000 fine
 - Cocaine, PCP, Meth: 60-120 months. \$100,000 fine.
 - Heroin: 90-180 months. \$250,000

Penalties may be doubled or tripled if you are also charged with distributing controlled substances in a school zone, or distributing to a minor/person under 21 years of age.

2011 CAMPUS CRIME STATISTICS

South Hills School of Business & Technology does not provide student housing facilities at any of its locations nor does it own any non-campus property. Therefore, crime statistics are not reported for student housing or non-campus property.

ALTOONA

Offense	Year	On-Campus Property	Public Property
Murder/Non-Negligent Manslaughter	2010	0	0
	2009	0	0
	2008	0	0
Negligent Manslaughter	2010	0	0
	2009	0	0
	2008	0	0
Sex Offenses, Forcible	2010	0	0
	2009	0	0
	2008	0	0
Sex Offenses, Non-Forcible	2010	0	0
	2009	0	0
	2008	0	0
Robbery	2010	0	0
	2009	0	0
	2008	0	0
Aggravated Assault	2010	0	0
	2009	0	0
	2008	0	0
Burglary	2010	0	0
	2009	0	0
	2008	0	0
Motor Vehicle Theft	2010	0	0
	2009	0	0
	2008	0	0
Arson	2010	0	0
	2009	0	0
	2008	0	0
Arrests: Weapons: Carrying, possessing, etc.	2010	0	0
	2009	0	0
	2008	0	0
Disciplinary Referrals: Weapons: Carrying, possessing, etc.	2010	0	0
	2009	0	0
	2008	0	0
Arrests: Drug Abuse Violations	2010	0	0
	2009	0	0
	2008	0	0
Arrests: Liquor Law Violations	2010	0	0
	2009	0	0
	2008	0	0
Disciplinary Referrals: Liquor Law Violations	2010	0	0
	2009	0	0
	2008	0	0

LEWISTOWN

Offense	Year	On-Campus Property	Public Property
Murder/Non-Negligent Manslaughter	2010	0	0
	2009	0	0
	2008	0	0
Negligent Manslaughter	2010	0	0
	2009	0	0
	2008	0	0
Sex Offenses, Forcible	2010	0	0
	2009	0	0
	2008	0	0
Sex Offenses, Non-Forcible	2010	0	0
	2009	0	0
	2008	0	0
Robbery	2010	0	0
	2009	0	0
	2008	0	0
Aggravated Assault	2010	0	0
	2009	0	0
	2008	0	0
Burglary	2010	0	0
	2009	0	0
	2008	0	0
Motor Vehicle Theft	2010	0	0
	2009	0	0
	2008	0	0
Arson	2010	0	0
	2009	0	0
	2008	0	0
Arrests: Weapons: Carrying, possessing, etc.	2010	0	0
	2009	0	0
	2008	0	0
Disciplinary Referrals: Weapons: Carrying, possessing, etc.	2010	0	0
	2009	0	0
	2008	0	0
Arrests: Drug Abuse Violations	2010	0	0
	2009	0	0
	2008	0	0
Arrests: Liquor Law Violations	2010	0	0
	2009	0	0
	2008	0	0
Disciplinary Referrals: Liquor Law Violations	2010	0	0
	2009	0	0
	2008	0	0

PHILIPSBURG

Offense	Year	On-Campus Property	Public Property
Murder/Non-Negligent Manslaughter	2010	0	0
	2009	0	0
	2008	0	0
Negligent Manslaughter	2010	0	0
	2009	0	0
	2008	0	0
Sex Offenses, Forcible	2010	0	0
	2009	0	0
	2008	0	0
Sex Offenses, Non-Forcible	2010	0	0
	2009	0	0
	2008	0	0
Robbery	2010	0	0
	2009	0	0
	2008	0	0
Aggravated Assault	2010	0	0
	2009	0	0
	2008	0	0
Burglary	2010	0	0
	2009	0	0
	2008	0	0
Motor Vehicle Theft	2010	0	0
	2009	0	0
	2008	0	0
Arson	2010	0	0
	2009	0	0
	2008	0	0
Arrests: Weapons: Carrying, possessing, etc.	2010	0	0
	2009	0	0
	2008	0	0
Disciplinary Referrals: Weapons: Carrying, possessing, etc.	2010	0	0
	2009	0	0
	2008	0	0
Arrests: Drug Abuse Violations	2010	0	0
	2009	0	0
	2008	0	0
Arrests: Liquor Law Violations	2010	0	0
	2009	0	0
	2008	0	0
Disciplinary Referrals: Liquor Law Violations	2010	0	0
	2009	0	0
	2008	0	0

STATE COLLEGE

Offense	Year	On-Campus Property	Public Property
Murder/Non-Negligent Manslaughter	2010	0	0
	2009	0	0
	2008	0	0
Negligent Manslaughter	2010	0	0
	2009	0	0
	2008	0	0
Sex Offenses, Forcible	2010	0	0
	2009	0	0
	2008	0	0
Sex Offenses, Non-Forcible	2010	0	0
	2009	0	0
	2008	0	0
Robbery	2010	0	0
	2009	0	0
	2008	0	0
Aggravated Assault	2010	0	0
	2009	0	0
	2008	0	0
Burglary	2010	0	0
	2009	0	0
	2008	0	0
Motor Vehicle Theft	2010	0	0
	2009	0	0
	2008	0	0
Arson	2010	0	0
	2009	0	0
	2008	0	0
Arrests: Weapons: Carrying, possessing, etc.	2010	0	0
	2009	0	0
	2008	0	0
Disciplinary Referrals: Weapons: Carrying, possessing, etc.	2010	0	0
	2009	0	0
	2008	0	0
Arrests: Drug Abuse Violations	2010	0	0
	2009	0	0
	2008	0	0
Arrests: Liquor Law Violations	2010	0	0
	2009	0	0
	2008	0	0
Disciplinary Referrals: Liquor Law Violations	2010	0	0
	2009	0	0
	2008	0	0

On campus property refers to leased space comprising the building and its parking space or the leased floors, hallways, stairways/elevator (if applicable), and parking lot.

Public property encompasses all public property including thoroughfares, streets, sidewalks, and parking facilities (i.e. public parking), that are within the campus or immediately adjacent and accessible from the campus.

Note: All data reported is for the South Hills location. Data was not available from the local and/or state law enforcement agencies that meet the Clery geography.

HATE CRIMES

For the purpose of the Clery requirements, a **hate crime** is a criminal offense committed against a person or property which is motivated, in whole or in part, by the offender's bias. **Bias** is a preformed negative opinion or attitude toward a group of persons based on their race, gender, religion, disability, sexual orientation or ethnicity/national origin.

Although there are many possible categories of bias, under the Clery Act, only the following six categories are reported:

- **Race**. A preformed negative attitude toward a group of persons who possess common physical characteristics genetically transmitted by descent and heredity, which distinguish them as a distinct division of humankind.
- **Gender**. A preformed negative opinion or attitude toward a group of persons because those persons are male or female.
- **Religion**. A preformed negative opinion or attitude toward a group of persons who share the same religious beliefs regarding the origin and purpose of the universe and the existence or nonexistence of a supreme being.
- **Sexual orientation**. A preformed negative opinion or attitude toward a group of persons based on their sexual attraction toward, and responsiveness to, members of their own sex or members of the opposite sex.
- **Ethnicity/national origin**. A preformed negative opinion or attitude toward a group of persons of the same race or national origin who share common on similar traits, languages, customs and traditions.
- **Disability**. A preformed negative opinion or attitude toward a group of persons based on their physical or mental impairments/challenges, whether such disability is temporary or permanent, congenital or acquired by heredity, accident, injury, advanced age or illness.

For Clery purposes, hate crimes include any offense in the following two groups that is motivated by bias:

Group A. Murder and non-negligent manslaughter, forcible sex offenses, non-forcible sex offenses, robbery, aggravated assault, burglary, motor vehicle theft, arson.

Group B. Larceny-theft, simple assault, intimidation, destruction/damage/vandalism of property.

Annual Report. Based on the Clery Act geographic requirements, there were no hate crimes reported for the years 2008, 2009, and 2010 at the Altoona, Lewistown, Philipsburg, or State College locations.

FIRE SAFETY REPORT

A fire safety report is required by the Clery Act for all institutions that provide student housing.

South Hills School of Business & Technology does not provide student housing at any of its locations.

Remove This Page
After Inserting
Monthly & Weekly
Calendars
By Premier.

Followed by
English Tips from
South Hills School

English Tips

Capital Letters

Names of Days of the Week, Months, and Holidays

I was upset because I forgot that Monday was Memorial Day.

We always spend Thanksgiving and Christmas with our extended family.

The most beautiful months in Pennsylvania are May and September.

Note: Be sure to use lower case letters for spring, summer, fall, and winter.

Names of Commercial Products

After buying some Scope mouthwash, we shopped for aspirin.

My children like to play Scrabble and Monopoly, but my favorite game is checkers.

Note: Be sure to use lower case letters for the *type* of product (aspirin, game).

Names of Particular Places

We want to visit the Empire State Building on our next trip to New York City.

The Washington Monument is an imposing structure in Washington D.C.

My parents were born in St. Paul, Minnesota.

First Word in a Direct Quotation

The homeless man asked, "Do you have any spare change?"

"I am so happy to be a student here at South Hills," Sue stated, "because I know I will have a bright future."

Names of Persons and the Word I

Last week I finished the assignment for my most difficult class.

Sue Vidmar is my advisor.

Names of Organizations, such as Religious and Political Groups, Associations, Companies, Unions, and Clubs

Walter was raised a Presbyterian, but now he attends St. Andrew's Episcopal Church.

Although I am a registered Democrat, I sometimes vote for Republicans.

Titles of Books, Magazines, Newspapers, Articles, Stories,

Poems, Films, Television Shows, and Songs

Tom Friedman's book, *The World is Flat*, has influenced many other authors.

My favorite song by the Beatles is "Hey, Jude," and my favorite movie from that era is *The Graduate* with Dustin Hoffman.

In "China's Wrong Turn on Trade" (*Newsweek*, May 14, 2007), Robert Samuelson writes that China has an undervalued exchange rate.

Note: Use italics or underline titles of *full-length works*; use quotation marks around titles of short works.

Punctuation

Periods, Exclamation Marks, Question Marks

Use an appropriate end mark at the end of each sentence.

The meeting is tomorrow.

You have written an excellent report!

When will the concert begin?

Note: Use only one exclamation point.

Commas

Use commas in a series of *three* items or more.

Please order some computer paper, file folders, and staples.

Use a comma to join two independent clauses.

Mom cooked lunch, and I served it. (comma, fanboys, second subject)

Note: An *independent* clause can stand alone as a complete sentence with its own subject.

NOSS/NOC – No Second Subject, No Comma

Mom cooked the lunch and prepared the dessert.

Use a comma after most introductory elements (word or phrase at the beginning of a sentence).

In the past, we have always agreed with each other.

However, I do not agree with him about this.

Use a comma to set off an interrupter (a word or phrase that interrupts the train of thought).

The board of directors, of necessity, must turn down the merger at this time.

They did agree, however, to consider the offer at a later date.

Use a comma or the word “and” in a series of descriptive words.

Jean is a generous and outgoing person. –or– Jean is a generous, outgoing person.

Comma? or No Comma?

Use a comma between the name of a city and a state or country if the words follow each other.

I have lived in Key Largo, Florida, and in Paris, France.

Don't use a comma if the name of the city and the state are not close together.

State College is located in beautiful central Pennsylvania.

Use a comma with dates that have three or more elements (day of week, month, date, year).

On Friday, December 28, I broke my leg.

On December 28, 2000, I broke my leg.

On Friday, December 28, 2000, I broke my leg.

Don't use a comma when dates have only two elements (month

year).

We went skiing in December 2004.

I broke my leg on December 28.

Use a comma on each side of an appositive (a word or phrase used as a renamer).

Mr. Newcomb, my department manager, and I will work on the report together.

Don't use a comma when a one-word renamer is used.

My boss Tyler and I will work on the report together.

Use a comma to set off nonessential clauses.

Some people believe *Citizen Kane*, which was produced so long ago, is the best American movie ever made.

Don't use a comma with essential clauses.

I think many of the movies that were made years ago are still among the best.

Note: Non-essential clauses can be taken out of a sentence without changing its meaning. Use the word *which* to begin a non-essential clause. Essential clauses can't be removed without changing the meaning of a sentence. Use the word *that* to begin an essential clause.

Use a comma with a dependent clause at the beginning of a sentence.

When you finish cleaning the basement, you should clean the garage.

After the women ran the marathon, they were very tired.

Don't use a comma with a dependent clause at the end of a sentence.

We plan to clean the garage after we clean the basement.

The women were very tired after they ran the marathon.

Note: A *dependent* clause cannot stand alone as a complete sentence and often begins with *after*, *although*, *because*, *if*, *since*, *until*, *when*, *while*.

Semi-colon

Use a semi-colon to join two related, independent clauses.

Pam's favorite vegetable is carrots; my favorite vegetable is broccoli.

Use a semi-colon before and a comma after the words "however" or "therefore" when they are used to begin an independent clause.

We plan to visit our grandparents; however, we may not have enough time.

It's important to us to see them as often as possible; therefore, we may need to adjust our plans.

Remember: An *independent* clause can stand alone as a complete sentence with its own subject.

Numbers

Spell out

Numbers zero through ten:

We rented two movies for tonight.

A number used as the first word of a sentence:

Seventy-five people attended the conference in San Diego.

The shorter of two adjacent numbers:

We have ordered 3 two-pound cakes and one 5-pound cake for the reception.

The words million and billion in even amounts:

A \$5 ticket can win \$28 million in this month's lottery.

Note: Do not use decimals in a sentence with an even million or billion.

Not: A \$5.00 ticket can win \$28,000,000 in this month's lottery.

Fractions

Almost one-half of the audience responded to the question.

Note: Fractions and the numbers twenty-one through ninety-nine are hyphenated.

Use figures for:

Numbers above ten (except in cases described above):

The decision was reached after 27 precincts sent in their results.

Dates:

The tax report is due on April 15.

Note: Use *st*, *rd*, or *th* only if the day comes before the month:

We will drive to the camp on the 23rd of May.

Measurements (time, money, distance, weight, and percent).

The \$500 statue we delivered at 7 a.m. weighed 6 pounds.

Mixed numbers:

Our sales are up 9 ½ percent over last year.

Note: Be consistent within a sentence if you need to choose which rule to follow:

Mr. Carter sent in 7 receipts, and Ms. Cantrell sent in 22.

But: The 13 accountants owned three computers each.

Note: Never use both the dollar sign and the word dollar(s).

Not: It cost \$5 dollars.

Abbreviations

In general business writing, do not abbreviate common words (such as dept. or pkg.), compass points, units of measure, or the names of months, days of the week, cities, or states (except in addresses).

Almost one-half of the audience indicated they were at least 5 feet 8 inches tall.

Note: Do not insert a comma between the parts of a single measurement.

In technical writing, on forms, and in tables, abbreviate units of measure when they occur frequently.

14 oz 5 ft 10 in 50 mph 2 yrs 10 mo

Note: Do not use periods for measurements or common units of measure.

In most lowercase abbreviations made up of single initials, use a period after each initial but no internal spaces: a.m. p.m. e.g.

But: mph mpg wpm

In most all-capital abbreviations made up of single initials, do not use periods or internal spaces.

OSHA PBS NBEA WWW VCR MBA
But: U.S.A. A.A. B.S. Ph.D. B.C.

Parts of Speech

Nouns

A noun is a word that names a person, a place, a thing, a quality, or an idea.

woman (person) college (place) chair (thing)
kindness (quality) freedom (idea)

A noun may be concrete (tangible), abstract (intangible), or collective (names a group)

desk (concrete) protection (abstract) crowd (collective)

A noun may be common or proper.

A common noun is not capitalized if it names a non-specific member of a group or class. the woman, most towns, a college

A proper noun is capitalized if it names a specific individual or thing in a group or class. Aunt Maureen, Cleveland, South Hills School

Nouns often follow articles (noun markers) *the, a, an*.

Nouns in a sentence can be identified by asking the questions: *What? Who? or Whom?*

Pronouns

A pronoun can be used in place of a noun. When it is used as the subject of a sentence, use the *subjective* form: I, you, he/she/it, we, you, they.

Jack Smith ran the marathon. He ran the marathon.

The Smith family was very proud. They all celebrated Jack's success.

When a pronoun is used to answer the question "to whom?" or "who," or use the *objective* form: me, you, him/her/it, us, you, them.

The instructor told the class to hand the test papers to her.

The class asked her for five more minutes to work on the test.

In a sentence with a compound subject or object, check for the correct form by removing one of the two:

Not: He told Mary and I that we earned the highest grades in the class.

Check: He told I? (incorrect) He told me? (correct)

So: He told Mary and me that we earned the highest grades.

Verbs

A verb is a word that expresses an action, a state of being, or a condition.

sing (action) is (state of being) seem (condition)

A verb can be transitive (an action verb that requires a direct object) or intransitive (an action verb or state-of-being verb that will never have a direct object).

Joe invited me to the party. (invited = transitive verb)

Sylvia was at the mall. (was is an intransitive verb)

A linking verb is a state-of-being or condition verb that helps to make a statement by serving as a link between two words.

Linking verbs are always intransitive.

The roses are beautiful. (are is a linking verb)

Helping verbs are verbs that precede the main verb and complete the meaning. A sentence can include one or more helping verbs. Some verbs cannot function properly without a helping verb.

Bonnie is singing my favorite song. (is functions as a helping verb with singing)

I have been waiting for her to sing it. *Not:* I waiting for her to sing it.

Adjectives

An adjective is a word that describes (modifies) a noun.

Maple trees grow in my backyard.

An adjective usually answers the questions: *Which one? How many? What kind of? or Whose?*

Marcy took the English book home. (Which book?)

Several students went home. (How many students?)

Soft wood burns quickly. (What kind of wood?)

The old man's watch stopped. (Whose watch?)

The articles *a*, *an*, and *the* can also serve as adjectives.

a computer an apple the textbook

The possessive pronouns *my*, *your*, *his*, *her*, *its*, *our*, and *their* may serve as adjectives when they modify a noun in a sentence.

Your sister borrowed my earrings. (Whose sister?) (Whose earrings?)

An adjective that follows a linking verb and refers to the subject is called a predicate adjective.

I am nervous. (The predicate adjective *nervous* follows the linking verb *am* and refers to the subject *I*.)

Adverbs

An adverb describes (modifies) a verb, an adjective, or another adverb.

Becky returned soon. (*soon* modifies the verb *returned*)

The very old man walked quite slowly. (*very* modifies the adjective *old*, and *quite* modifies the adverb *slowly*)

An adverb usually answers the questions: *When? Where? How? or To what extent?*

Sam called yesterday. (When?)

Sarah fell down. (Where?)

The ambulance moved swiftly. (How?)

We could scarcely hear the speaker. (To what extent?)

Some adverbs, called intensifiers, describe (modify) adjectives or adverbs, but not verbs.

a *very* good meal *too* often her *quite* surprising remark

somewhat reluctantly

Coordinating Conjunctions

Coordinating conjunctions join two equally important independent clauses, but must be used with a comma.

Mary cooked dinner, and John washed the dishes.

Note: The coordinating conjunctions are the FANBOYS: for, and, nor, but, or, yet, so.

Commonly Confused Words

Note: Your computer's spell checker will not find or correct these errors.

a lot / allot

a lot = a large amount; allot = to distribute

When he died, the businessman left behind *a lot* of money.

His will described exactly how it should be *allotted*.

accept / except

accept = (verb) to receive; except = (preposition) all but

Joe was glad to *accept* the offer of a full-time job.

All of the applicants *except* Joe were dismissed.

affect / effect

affect = (verb) to act on; effect = (noun) result

How did the storm *affect* the Louisiana coast?

The *effect* of the hurricane was devastating.

all ready / already

all ready = everyone is prepared; already = occurred in the past

She asked the students, "Are you *all ready* for break?"

Mike replied, "Some of us are on break *already!*"

choose / chose

choose = to decide; chose = already decided

Please *choose* the correct response.

I'm sorry, but you *chose* the wrong answer.

defiant / definite

defiant = argumentative; definite = certain

His attitude was so *defiant* that he was fired from his job.

It is *definitely* true that employers hate rude confrontations.

its / it's

its = (possessive) belonging to; it's = (contraction) it is

Did the dog eat all of *its* dinner?

It's a big dog, and it eats a lot.

loose / lose

loose = (adjective) not tight; lose = (verb) misplace or leave behind

After he started working out, his jeans were too *loose*.

The exercise really helped him to *lose* weight.

passed / past

passed = (verb) handed to, went by; past = (adjective) earlier time

As we sat around the dinner table, we *passed* the platters.

In *past* years, dinner was served buffet style.

than / then

than = a comparison; then = time order

Two of my brothers are older *than* I am.

Then, after I was born, my third brother joined the family.

their / there / they're

their – (possessive) belonging to; there = (adverb) location; they're = (contraction) they are

We went to look at *their* hunting camp.

It took us about two hours to get *there*.

They're very lucky to own such a beautiful place.

to / too / two

to = in that direction; too = more than enough; two = 2

Send your application *to* the business manager.

If she doesn't receive *too* many, you'll hear from her soon.

If a lot of people apply, you will hear in about *two* weeks.

whose / who's

whose = (possessive) belonging to; who's = (contraction) who is

Whose business is this?

Who's in charge?

your / you're

your = (possessive) belonging to; you're (contraction) you are

Your friends and family can help you through bad times.

You're lucky if you have good friends and loving folks.

Email guidelines

When communicating professionally using email, remember:

- The most important part of an email is the subject line, so never leave it blank.
- Never use a lower-case "i" for the personal pronoun.
- Chunk the information; use brief paragraphs.
- Pay special attention to punctuation and spelling.
- Avoid using emoticons and acronyms.
- Respond within twenty-four hours (one business day).
- Be sure that all attachments can be opened.
- Do not send jokes, junk, gossip, or chain letters.
- Be positive and polite.
- Use a salutation for your initial contacts.
- Include a signature with your first and last names.
- Avoid texting language, such as TTYL, OMG, LOL.

Commonly misspelled words

a lot	disastrous	license	pursuit
absence	discipline	lightning	questionnaire
acceptable	dominant	lose	raspberry
accidentally	duchess	magically	receipt
accommodate	dumbbell	maintenance	receive
accomplish	ecstasy	maneuver	recommend
acquire	embarrass(ment)	medieval	reference
acquit	equipment	mediocre	referred
advice	etcetera	memento	relevant
all right	exceed	millennium	religious
amateur	exercise	miniature	remembrance
apparent	exhilarate	minuscule	restaurant
arctic	existence	miscellaneous	rhyme
argument	experience	mischievous	rhythm
atheist	fascinate	misspell	salary
beginning	February	mosquito	schedule
believe	fiery	mysterious	science
biscuit	financially	necessary	scissors
broccoli	fluorescent	neighbor	separate
bureau	foreign	noticeable	sergeant
calendar	gauge	nuclear	shining
camaraderie	generally	occasion	sincerely
candidate	government	occasionally	special
category	grammar	occurrence	success
ceiling	grateful	odyssey	supersede
cemetery	guarantee	official	their (possessive)
changeable	harass	particular	there (a place)
collectible	height	pastime	they're (they are)
colonel (military rank)	hierarchy	perseverance	thorough
column	humorous	physical	threshold
committed	ignorance	piece	through
conscience	immediate	pigeon	tomorrow
conscientious	independent	playwright	truly
conscious	indispensable	pleasant	twelfth
consensus	inoculate	possession	tyranny
criticize	intelligence	potatoes	usage
cumulative	it's (It is)	precede	vacuum
deceive	its (possessive)	principal (school leader)	village
definite(ly)	jewelry	principle	weather (meteorology)
delegation	judgment	(first or primary)	Wednesday
descent	kernel (like corn)	privilege	weird
desperate	knowledge	pronunciation	whether
device	leisure	publicity	(if it is, either)
disappear	liaison	pumpkin	zoology

Irregular Verbs

INFINITIVE (TO.)	PAST TENSE	PAST PARTICIPLE	INFINITIVE (TO .)	PAST TENSE	PAST PARTICIPLE
be	was, were	been	let	let	let
bear	bore	born	lie	lay	lain
beat	beat	beaten	lose	lost	lost
become	became	become	make	made	made
begin	began	begun	mean	meant	meant
bend	bent	bent	meet	met	met
bite	bit	bitten	pay	paid	paid
blow	blew	blown	put	put	put
break	broke	broken	read	read	read
bring	brought	brought	ride	rode	ridden
build	built	built	ring	rang	rung
buy	bought	bought	rise	rose	risen
catch	caught	caught	run	ran	run
choose	chose	chosen	say	said	said
come	came	come	see	saw	seen
cost	cost	cost	sell	sold	sold
cut	cut	cut	send	sent	sent
dig	dug	dug	set	set	set
do	did	done	shake	shook	shaken
draw	drew	drawn	shine	shone	shone
drink	drank	drunk	shoot	shot	shot
drive	drove	driven	show	showed	shown
eat	ate	eaten	shrink	shrank	shrunken
fall	fell	fallen	shut	shut	shut
feel	felt	felt	sing	sang	sung
fight	fought	fought	sink	sank	sunk
find	found	found	sit	sat	sat
fly	flew	flown	sleep	slept	slept
forbid	forbade	forbidden	slide	slid	slid
forget	forgot	forgotten	speak	spoke	spoken
forgive	forgave	forgiven	speed	sped	sped
freeze	froze	frozen	spend	spent	spent
get	got	gotten	stand	stood	stood
give	gave	given	steal	stole	stolen
go	went	gone	strike	struck	struck
grow	grew	grown	swear	swore	sworn
have	had	had	sweep	swept	swept
hear	heard	heard	swim	swam	swum
hit	hit	hit	take	took	taken
hold	held	held	teach	taught	taught
hurt	hurt	hurt	throw	threw	thrown
keep	kept	kept	wake	woke	waken
know	knew	known	wear	wore	worn
lay	laid	laid	win	won	won
lead	led	led	write	wrote	written
leave	left	left			
lend	lent	lent			

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