

Nashville State Community College
Business, Management & Hospitality Division
Business

Fall 2021 Master Course Syllabus

BUSN 2395 – Business Applications

The purpose of the syllabus is to tell you how the class is organized, what the expectations are, and how you will be graded. In addition, there is important information about how the college will operate during severe weather and how the college will communicate with you.

This syllabus sets forth the expectations for course content, work, and grading as well as expectations for student performance and conduct. The syllabus does not constitute a contract between the student and the instructor or the College. The information contained here is subject to change at any time. Students will be notified if any changes are made. Though changes are possible, it is expected that the course will be conducted as described in this syllabus.

Course information:

Course Name: BUSN 2395 – Business Applications

Credit Hours: 3

Onground Hours: 0

Online Hours: 0

Course Description:

Integrates the student's knowledge of the basic functional areas of business into a general strategic perspective for managing the entire organization. Topics include case studies and secondary research sources that will be utilized to analyze a broad range of business problems and managerial decision making.

Required: A student must be completing the last semester of studies at Nashville State to enroll in this course. Instructor approval is required.

Prerequisites

There are seven prerequisite courses for this course. Students should have already completed or will complete during this semester the following courses:

BUSN 1350 Sales & Service

BUSN 2300 Business Ethics

BUSN 2350 Organizational Behavior

BUSN 2370 Legal Environment of Business

BUSN 2380 Principles of Marketing

ECON 2100 Principles of Macroeconomics or ECON 2200 Principles of Microeconomics

LOGI 1000 Introduction to Logistics

If you have not met these prerequisites or corequisites, please contact the instructor.

It is also helpful, but not required, if you have completed the following courses:

ACCT 1010 Principles of Accounting I
ACCT 1020 Principles of Accounting II
BUSN 1360 Software App. for Business or INFS 1010 Computer Applications

Instructor Information:

Name: Cliff Rockstead
Email: cliff.rockstead@nsc.edu
Office Phone: 615.353.3403
Office Location: Clement Building, C-232H, Main Campus
Office Hours: vary by semester
Instructor Zoom Room link:

Class Session Zoom Link Information (if virtual):

Required Textbook(s) & Other Materials:

Textbook(s): Pearson Collections, Business Applications, Gerth & Rockstead, Pearson Higher Ed.

ISBN: Print Version ISBN: 978-1-323-88574-1

Reference Materials: None

Supplies: None

Once you have registered for your classes, you should make sure you have the correct textbook and materials for each class. Before classes begin, you can do this by looking up your classes on the bookstore's website (<https://www.bkstr.com/nscstore/shop/textbooks-and-course-materials>) using your A# or by entering your course information.

Once enrolled, all students should verify that they have the correct textbook and materials information by consulting the D2L/NS Online shell for the course. If you are registered with the Access Center and require an alternate format for the textbook and other course materials, please contact the Access Center at 615-353-3721, 615-353-3741, or accesscenter@nsc.edu.

Digital Course Materials: These ensure you pay less for your course materials and have easy access through D2L throughout the semester.

To ensure the lowest cost for students, this course includes a materials fee. This means that some or all of the required textbooks and materials for this course are available through your NS Online course shell. When you register for this course, the charge will appear on your account. If you decide you do not want to purchase the course materials embedded in NS Online, you can opt out of the program until the end of the second week of classes. If you opt out, you will be responsible for obtaining the required course materials on your own. For more information, please visit www.nsc.edu/dcm.

Honors Option: Honors credit is available some classes. If you are interested in participating in the Honors Program, please see your instructor after class.

If you wish to take this course for honors credit, you must be enrolled in the Honors College and complete an Honors Contract. It is your responsibility to inform me within the first four weeks of the semester that you want to complete an Honors Contract for this course.

Course Outcomes: At the end of the semester, this is what you should know and/or be able to do:

After completing BUSN 2395, students should be able to:

- Summarize and explain the essentials of business law.
- Identify and explain the foundation principles of economics.
- Compare and contrast the fundamental concepts of customer service and sales.
- Apply the basic principles of marketing.
- Discuss various applications of organizational behavior concepts.
- Explain the basic concepts of business ethics.
- Discuss and apply basic logistics concepts.

Course Competencies:

The following are detailed course competencies, or specific skills or knowledge, intended to help you achieve the course outcomes:

1. Explain the differences between law, order, and justice.
2. Identify and explain the elements of negligence and the defenses to torts.
3. Describe and define the legal concepts of contracts.
4. Identify and explain the basic principles of economics.
5. Enumerate and explain the three economic choices.
6. State the Laws of Supply and Demand and explain the concept of equilibrium.
7. Develop a Personal Selling Philosophy that incorporates the marketing concept.
8. Develop a Relationship Strategy that creates customer value in an ethical context.
9. Develop a Product Strategy that incorporates creative product solutions that add value.
10. Develop a Customer Strategy that addresses buyer behavior.
11. Develop a Customer Presentation Strategy that adds value.
12. Explain the process of self-management and the management of others.
13. Assess customer-driven marketing strategies.
14. Appraise buyer behavior in consumer and business markets.
15. Define and demonstrate target marketing.
16. Evaluate and integrate marketing mix strategies.
17. Explain the importance of interpersonal skills to managerial effectiveness.
18. Describe the impact in the work place of globalization, cultural differences, workforce diversity, and ethics.
19. Discuss the role of leadership in achieving effective organizational performance.
20. Analyze various group dynamics and the impact on the organization.
21. Provide a critical analysis of the need for change and stress management in the workplace.

The following are general education competencies intended to support the course outcomes:

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Topics to Be Covered:

1	Financial Statements
2	Business Law (A)
3	Business Law (B)
4	Economics
5	Customer Service (A)
6	Project
7	Customer Service (B)
8	Marketing (A)
9	Marketing (B)
10	Organizational Behavior (A)
11	Organizational Behavior (B)
12	Organizational Behavior (C)
13	Business Ethics
14	Logistics
15	Case Study

Course Assessments:

The following assessments will be used to demonstrate your understanding, knowledge, and skills:

Assessment	Points
Project	75
Cases	375
Teamwork	125
Tests	75
Exam	350
Total	1000

Grading Policy:**Final Course Point Total**

Your instructor will carefully examine the final grade point totals and provide a curve if necessary.

Grading Scale:

Letter Grade	Percentage Range
A	900 - 1000
B	800 – 899
C	700 – 799
D	600 – 699
F	Below 600

FA

If you stop attending class, but do not turn in a withdrawal form by the deadline, you are still enrolled in class. You will be given a grade of FA, which means you have failed due to your poor attendance.

According to NSCC policy, an FA is awarded to students who do not officially withdraw from a course and do not attend after the cut-off date provided in the academic calendar. Please refer to the current academic calendar available on the Nashville State web site, looking for the date that indicates it is the “Last Day to Earn F for Attendance (FA).” Students who stop attending on or before this date receive an FA; students who stop attending after this date receive an F.

For online courses, attendance is defined by submission of assignments. Students who fail a course and whose last assignment is submitted on or before the FA date will earn an FA for the course. Students who fail a course and whose last assignment is submitted after the FA date will earn an F for the course. An FN is assigned to students who do not submit any assignments.

FN

An FN is awarded if you never attended class or did any of the work in an online course.

Late Work Policy & Make-up Procedures for Missed Assignments and Work:

Email messages sent to your instructor Monday through noon on Friday will be answered within 24 hours. Messages sent at other times will be answered within 48 hours. Assignments and tests will be graded within one week of the due date.

Attendance Policy

If you have been exposed to COVID-19 or have tested positive, you must email virusinfo@nsc.edu.

The attendance policy for this class is:

Warning: A student has violated my attendance policy in this course when he or she has not participated in two consecutive case assignments by the deadlines for each or when the project or Test 1 is 10 weekdays past due (7 weekdays during a 10-week summer term). Violation of this attendance policy is grounds for being given a "FA" or "FN" in accordance with the above NSCC Attendance Policy without additional warning.

FA

According to NSCC policy, an FA grade is awarded to students who do not officially withdraw from a course and do not attend after the cut-off date provided in the academic calendar. For the Fall 2021 semester the date is October 29, 2021. This is the date that indicates it is the “Last Day to Earn F for

Attendance (FA).” Students who stop attending on or before this date receive an FA grade for the course; students who stop attending after this date receive an F grade for the course.

For online courses, attendance is defined by submission of assignments. Students who fail a course and whose last assignment is submitted on or before the FA date will earn an FA for the course. Students who fail a course and whose last assignment is submitted after the FA date will earn an F for the course. An FN is assigned to students who do not submit any assignments.

A student is expected to attend all scheduled classes and laboratories. Absences in a course may affect a student’s final grade. The student is responsible for all assigned work in the course regardless of excused or unexcused absences. Tardiness may also affect a student’s final grade.

FN

An FN grade is awarded for the course to students who never attended the class or online course.

The College is not an attendance taking institution as defined by 34 CFR 668.22(b)(1) in the Code of Federal Regulations; however, students are expected to attend all scheduled classes and laboratories.

- *Absences in a course may affect your final grade.*
- *Tardiness may also affect your final grade.*
- *You are responsible for all work/tests that occur during any missed class session(s) regardless of reason(s) for absence.*
- *If you are not well enough to attend class, you must notify the instructor as soon as possible before the scheduled class time.*
 - *If you are unable to notify an instructor before the scheduled class time, you must contact the instructor as soon as reasonably possible.*
- *If you have an unavoidable conflict with a scheduled class session, you must notify the instructor before the class session.*
 - *If you are unable to notify an instructor before the scheduled class time, you must contact the instructor as soon as reasonably possible.*

For financial aid purposes, **attendance** is measured by participation in the course. Instructors can determine your level of participation in several ways. Some of those ways are:

- continued attendance
- participation in on-ground or virtual class sessions
- participating in D2L as prompted
- responding to an instructor’s email
- posting to a discussion board
- completing and submitting assignments

To the extent that attendance is kept in this class it is not for the purpose of the College but is instead associated with the instructor’s individual grading rubric.

Course Communication

NS Online is the course management software program we will use this semester, and it has an internal email function. The instructor and class members should primarily utilize NS Online Email when communicating with one another in this course. Make sure you check your NS Online Email everyday. As an alternative, you can set NS Online Email to forward your incoming messages to your regular Internet email account. This could make it more convenient for you to know when you have received course email. To do this, first go to your My Home page. Click on "Preferences," and enter your email account information under "Forwarding Options" on the Email tab.

If you need to communicate immediately, call (615) 353-3403 or email cliff.rockstead@nsc.edu

It is the student's responsibility to check NS Online (D2L) and MyNSCC email on a regular basis. These are the official communication channels between the college and students. Students are responsible for the information communicated through those channels. NS Online (D2L) contains specific course information and MyNSCC contains information important for other purposes.

Response Standard for Email and Assignments

Email messages sent to your instructor Monday through noon on Friday will be answered within 24 hours. Messages sent at other times will be answered within 48 hours.

Assignments and tests will be graded within one week of the due date.

Course Content

This course covers fourteen units plus other pertinent modules. The lessons for these units and the other modules are found in the Content area of the course. You can begin working on the units after you have completed "Getting Started." You are encouraged to progress through the course modules as rapidly as possible.

Project (75 OF 1000 POINTS = 7.5% of course grade)

Students will present the learning objectives of the course by developing a PowerPoint presentation covering **one** objective as a project. Your instructor will publish your presentation in the course to help the class study for Tests 1 & 2 and the Final Exam. Students will sign-up early in the semester for the different learning objectives. Please follow the following instructions:

1. During the first week of the semester submit a prioritized list to your instructor using NS Online Email of the top five learning objectives you would like to cover for your project. Select from Learning Objectives 3-28.
2. Your instructor will post the assignments during the following week in the Content area under "Resource Links." Unfortunately, some students may not get a desired learning objective.
3. For source material, **primarily use the learning objective summaries in the course lessons** found in the Content area. You may add to this using outside research from your old textbooks, etc.; but this is not necessary. **Please don't leave key information found in the objectives summaries out of your presentation! Put particular emphasis on the Key Points listed in the lessons.**
4. Please do not use animations, transitions, or sound in your presentation.

5. Try not to exceed 20 slides. You may be able to cover some learning objectives well with less than 10 slides. I prefer quality over quantity.

Please submit the project to your instructor by uploading your project file to the Assignment Dropbox on or before the deadline found on the Schedule.

Cases (375 OF 1000 POINTS = 37.5% of course grade)

You will analyze (or report on) ten cases during the semester. Check the Schedule for unit deadlines. Case assignments are included in the units in the Content area. All individual cases are submitted to your instructor by uploading your file to the designated Assignment Dropbox folder. Team cases are reviewed, drafted, discussed, revised, and posted in Discussions.

Case Assignments

You may choose which case you want to do for individual assignments according to the Case Assignments table. A link to this table, which lists both individual and team assignments is found in the Content area under "Resource Links." Detailed instructions for individual cases are also found in the Assignments area. You have no choice for team cases.

Cases will normally be analyzed using the **Case Analysis Guidelines**. A link to the guidelines is found under "Resource Links" in the Content area. Three cases, *Dow's Bid for Rohm and Haas, Kyocera Corp., and Managing Conflict*, should **not** be analyzed. Instead you should report use the **Case Report** form if these cases are chosen. Instructions for reports are given on the **Case Report** file template. Always use the appropriate file template to submit your case assignments. You will find a link to the file templates under "Resource Links" as well.

Individual Cases

Every individual case, both case report and case analysis, should be submitted using the Assignments tool. You should use the standard file template for both types of case assignments. Please follow these instructions:

- Read the case in the casebook.
- Review the **Case Analysis Guidelines** and **Case Analysis Grading Criteria** (see "Resource Links") (for analyses only)
- Use the standard template (report or analysis).
 - Save the template to your computer first.
 - Then, simply fill it out on your computer, save the report or analysis, and submit the file using the Assignments tool.
 - No handwritten submissions will be accepted.

You are encouraged to go ahead and submit all individual cases before the deadlines found in the Schedule.

Team Cases

When you have completed the Individual Case 3 analysis and submitted it to your instructor, you will be assigned to a team for collaboration in analyzing five cases. Teams will be formed on a first come, first served basis. Your instructor will put you into the next available slot. A link to a listing of team members

is found under "Resource Links" in the Content area. If you work rapidly through your individual cases, you will be able to begin this portion of the course early with like-minded students.

As an alternative, students may contact the instructor early in the semester with requests to be on a team with other named classmates. Your instructor will attempt to grant your wishes.

Team case assignments are found on the Case Assignments table under "Resource Links" on the Content screen. Team cases will be analyzed using the **Case Analysis Guidelines**. A link to the guidelines is found in the Content area under "Resource Links" as well. Always use the Case Analysis file template to submit your team case assignments. You will also find a link to the file templates under "Resource Links."

Everyone on a team receives the same grade for a case--as long as each team member has posted his/her individual analysis in the team's topic area for a particular case **at least 24 hours before the due date**. If someone posts his/her analysis less than 24 hours before the deadline but more than 12 hours before the deadline, he/she will only get 50% of the team's grade. If posted less than 12 hours before the team deadline or after the deadline, the student will not get any credit for the case. The **ONLY** exception to the above is if all of a student's teammates who posted for a particular case on time agree to the exception. The late-posting student will need to ask his/her teammates to contact the instructor indicating their agreement to the exception. Teams have until midnight of the due date to submit the final **team** analysis. Further assessment of participation in team case analyses will be captured in the "Teamwork" grade explained below. The Teamwork grade represents how each team member contributed to team case analyses during the semester. This grade is determined at least in part by team members anonymously.

Each student should follow these instructions:

1. Read the case in the casebook.
2. Review the **Case Analysis Guidelines** and **Case Analysis Grading Criteria**.
3. Analyze the case individually using the six-step method.
4. Fill out the standard case analysis template after you have saved it to your computer. Keep an electronic copy of your analysis in case you lose it when putting it on the discussions board.
5. Post your individual analysis in the appropriate case topic area **2 days or more** before the deadline so your teammates can read it. (Though 2 days or more before the deadline is the recommended time period, credit will be given for cases posted at least 1 day before. Those posted less than 24 hours before the deadline will be appreciated, but full credit will not be given. See above.)
6. It is recommended that you copy and paste the .rtf text directly into the discussion message window. Do not post as a file attachment. Your analysis will maintain much of its formatting if you paste into the HTML editor, insert, and submit. (see pencil and paper icon)
7. Make sure you are in the correct case topic area.
8. You must first post your complete, individual analysis in the Discussions area before collaborating on the team case.
9. Next, team members collaborate using any form of communication they agree upon. This can be done in person, on the phone, in the Discussions area, instant messaging, etc.
10. Make your contribution to your team's case analysis.

11. Before midnight of the due date, the team must post a team analysis in the same area where the individual analyses were posted. This analysis should be designated as the team analysis so your instructor will know which analysis to grade.
12. When the whole team is "satisfied" with the analysis, notify your instructor so he can grade it.
13. If the case deadline has passed and your instructor hasn't yet been asked to grade the case, the instructor will go ahead and grade it.
14. **Don't expect credit for submitting a case after the deadline.**

As with individual cases, teams are encouraged to complete all case analyses before the deadlines.

Teamwork (125 of 1000 points = 12.5% of course grade)

At the end of the semester, each student will be required to take a survey regarding teamwork during his/her team's five team cases.

1. Your evaluation of your and your teammates' efforts on the team cases should reflect an overall assessment of how well each person participated.
2. Timeliness, helpfulness, quality of work, participation, etc. should all be taken into consideration.
3. Note that "Teamwork" is 50 percent of the team case grade. Team cases are valued at 25 points. The other 25 points for each team case are captured in the Teamwork score. (The five individual cases are valued at 50 points each.)

Tests (75 points of 1000 = 7.5% of course grade)

Each student must take two un-proctored tests (in addition to a proctored final exam). You may take these tests at home or at our on campus computer labs. You should not receive help from anyone on the tests, however. **Both tests are timed.** Therefore, please prepare yourself before you begin.

Test 1 consists of 25 questions and covers the material found in the lessons for Units 2-5 and Unit 7. Studying for this test should help to prepare you for the Final Exam. You should read over the material found in the Content area and re-take the self-tests in order to prepare both for Test 1 and the Final Exam. **You will be given 30 minutes to complete this test.**

Test 2 consists of 50 questions and covers the material found in the lessons for Units 2-5 and Units 7-12. Studying for this test should help to prepare you for the Final Exam. You should read over the material found in the Content area and re-take the self-tests in order to prepare both for Test 2 and the Final Exam. **You will be given 50 minutes to complete this test.**

Final Exam/Business Program Exit Exam (350 of 1000 points = 35% of course grade)

The Final Exam will be given during final exam week (or earlier) online in an NSCC Testing Center.

1. It will cover Units 2 through 5 and Units 7 through 12.
2. It will consist of 70 multiple choice questions.
3. Some these questions will present a scenario and require you to make a management decision.
4. There are 10 questions on each of the following major topic areas: customer service, economics, ethics, legal environment, logistics, marketing, and organizational behavior.
5. The Key Points covered in the lessons throughout the semester largely reflect the material found on this exam.

6. You may not use any books or notes on the exam.

The Final Exam is also the **Business Program Exit Exam** for those earning an A.A.S. degree in Business Management. **You will find this exam in a separate NS Online course named "2020-2021 Business Program Exit Exam" on your NS Online "My Home" page.** If you do not see the link to this course within a week of the due date for the exam, please contact your instructor as soon as possible.

You should study for this exam by reviewing:

1. the online lessons published in your NS Online course
2. the course resource materials
3. the self-tests (you may take these an unlimited number of times)
4. the Project PPT's

The raw final exam scores will be curved for this course's grade. This Exit Exam is very difficult. If you score 75 or better, you will have done well. This may be frustrating for students accustomed to getting high test scores. This course is not designed to teach directly to the Exit Exam. It is designed to review the basic concepts and help you to develop your critical thinking and analysis skills. You should learn the material in greater depth when taking the pre- and/or co-requisite courses. Please note that the Exit Exam questions were provided by the lead instructors from the seven courses.

Exam Instructions

Exam instructions are found at:

ww2.nsc.edu/gerth_d/ALL/exams.htm

WARNING: Inasmuch as the proctored exam is closed-book and closed-notes, you should only look at the exam. Please refer to the *Academic Misconduct Policy* below.

Technology Statement

- All classes at the College are web enhanced. "Web enhanced" means that components of the class, such as assignments and online discussions, may be located online in the class D2L/NS Online course shell and used in the course, even if the class meets in a classroom on ground.
- You must have access to a computer and an internet connection to complete assignments, engage in online discussions, and access various course materials through D2L/NS Online course shells.
- You may also be required to use free video conferencing platforms (examples: Zoom, Teams, etc.) for classes and meetings.
- You will be responsible for appropriate dress while on video. This means that you are expected to dress as if you were in a classroom.
- You will be responsible for a distraction-free environment while on video. This means that the class should not be able to hear noise in your home, such as cell phones, TVs, or barking dogs. The best way to do this is to keep yourself on "mute" until you need to speak.
- You will be responsible for making sure your background is neutral. Keep in mind that students and professors come from all around the world, and you are all a part of our community.

Therefore, please avoid having images in your background that may be offensive to your classmates.

- Certain publisher materials, such as textbook figures, may not work on cellphones and may require a laptop or a tablet.
- If you have questions or concerns regarding access to a computer or internet resources, please contact your instructor. Additional information is available on this website: <https://www.nsc.edu/current-students/student-online-resources/access-to-internet-and-technology>.

Computer Labs

Computers are available for all Nashville State students to use at each campus during open hours. Open computer lab availability may vary from campus to campus.

You should check the NSCC website for current hours of operation.

D2L/NS Online and myNSCC

It is your responsibility to check your email in **both** D2L/NS Online course shells and your @my.nsc.edu (student email) on a regular basis. These are the official communication channels between the college and you. You are responsible for the information communicated through these email channels. D2L/NS Online emails contain specific course information and @my.nsc.edu emails contain important information from college offices, such as Financial Aid.

ADA Compliance Statement

If you need accommodations due to a disability, please do not hesitate to reach out to our Access Center. Disabilities for which you can receive accommodations include documented physical, emotional, and/or learning conditions. Nashville State is committed to supporting your success, and we encourage you to get assistance if needed.

Nashville State complies with the Americans with Disabilities Act (ADA) and so provides accommodations for Nashville State Students with a documented physical, emotional, and/or learning condition. If you require accommodations for any courses in which you are enrolled, contact the Access Center at 615.353.3741 or 615.353.3721, or e-mail accesscenter@nsc.edu. If you are registered with the Access Center and require an alternate format for the textbook and other course materials, please contact the Access Center.

Classroom Misconduct

Disruptive conduct is not allowed in the classroom. Disruptive conduct is any behavior that prevents students from learning and interferes with the ability of the instructor to teach. This may change from class to class; therefore, your individual instructors will give you guidance on what qualifies as “disruptive conduct” in their classes.

Nashville State Community College has a zero-tolerance policy for disruptive conduct in the classroom. Students whose behavior disrupts the classroom will be subject to disciplinary

measures. Please review the [Nashville State Student Code of Conduct policy](#). Please be aware that children are not allowed in class or to be left unattended on campus.

Academic Misconduct

You have started this academic journey to prepare for a future career. Therefore, it is important that you learn the materials being presented in your classes. For this reason, cheating, in any form, robs you of your opportunity to learn and master the material that will enable you to succeed in that future career. Thus, Nashville State has a clear Academic Misconduct policy that you are expected to follow. In addition, your instructors will clarify what Academic Misconduct looks like and the consequences for violations in each class you take.

Any form of academic dishonesty, cheating, plagiarizing, or other academic misconduct is prohibited. Students are responsible for understanding and abiding by the [Academic Misconduct Policy](#) in the Nashville State Student Code of Conduct. In addition to other possible disciplinary measures that may be applied through regular college procedures as a result of academic dishonesty, the instructor has the authority to assign an “F” or a “zero” for the exercise, paper, or examination, or to assign an “F” for the course. Students may appeal through the appropriate college grade appeal procedures.

Academic Early Alert System

If you are not doing well in class, your instructor may send you an Early Alert through your @my.nsc.edu email. This email will go to your academic advisor and Student Success advisor, as well. If you get an Early Alert, contact your instructor immediately. Instructors send these when they want to help you figure out how to get extra support to pass the course. An Early Alert does not mean that you have already failed the course. Rather, it means you are in danger of failing the course if you do not change your learning strategy. Please use an Early Alert to your advantage and as an opportunity to improve your grade.

*Nashville State Community College uses an Early Alert System to let students know of a faculty member's concern in one or more of these academic areas: lack of attendance, lack of classroom participation, late or missing assignments, and/or poor performance on assignments/tests. *Please note that Early Alerts do not affect a student's academic standing. If you receive an Early Alert email, please see your instructor and your academic advisor as soon as possible.*

RAVE Emergency Alert System

You can log in to this free alert system to receive text messages about emergencies related to NSCC campuses: <https://www.getrave.com/login/nsc>. The instructions for this are listed below.

Emergency events can happen at any time, and Nashville State Community College wants to notify students if, and when they occur. For this reason, all students have been enrolled in the free RAVE alert system.

If you have not already done so, please log in at <https://www.getrave.com/login/nsc> to confirm and update your contact information and notification preferences. It is critical that your information be correct so that you will receive any emergency notifications.

Your RAVE Username is your NSCC email address.

If you've never received an email from RAVE with your password, or if you need to reset your password, select "Forgot your password?" and a new password will be emailed to you.

Should the RAVE system indicate "user not found", select Register and create your own RAVE account.

Student Wellness

The links below can help you find supports you might need:

Free tutoring: <https://www.nsc.edu/current-students/on-campus-resources/learning-center-and-tutoring>

NSCC email, scheduling, online classes, textbooks, tech check out and support, computer labs on campuses, academic advising, financial advising, COVID-19 information and procedures on campuses: <https://www.nsc.edu/current-students/student-online-resources>

Services that help with bus passes, food, childcare, textbooks, housing, financial counseling, personal counseling, suicide prevention, health insurance: <https://www.nsc.edu/current-students/on-campus-resources/student-support-services>

The general well-being of students is an important component of their academic success. With this in mind, Nashville State Community College has several resources available to provide support when needed.

Equity Statement

We are taking steps to become more aware of the many different needs of students. Faculty, staff and administrators are committed to helping students find ways to meet their needs so that ALL students can reach their goals. Please ask for things you need.

Nashville State Community College has a relentless commitment to the transformation of our institution through the intentional design of college experiences that expect and promote excellence from students, faculty, staff and administration. We consider equity to be an obligation of higher education. We strive to ensure that each student receives what that student needs to be successful, with goals of success beyond the classroom. We do this through an evidence-based and collaborative effort, understanding that our student population has diverse needs that must be addressed. We recognize that this effort may not always be comfortable and that partnering with students is the driving force to overcome barriers to success.

Inclement Weather & Campus Closings

You get notices about campus closings in these places: text messages from RAVE and www.nsc.edu. Even when campuses are closed, you are still responsible for completing all assigned work. Check D2L/NS Online for a message from your instructor, so you do not miss important assignments and due dates.

Nashville State will use the RAVE alert system to send a text message to students, staff, and faculty about adjusted hours of operation and/or closings at individual campuses. All students should check the Nashville State web site home page at www.nsc.edu for announcements on

campus closures, which may vary from campus to campus. Campus closures will also be announced on local television stations. Students should use their own best judgment in determining whether to report to campus during inclement weather when classes are not cancelled.

Even when campuses are closed, students are still responsible for completing all assigned work. When classes are cancelled, faculty will post online assignments and any additional instructions in the D2L/NS Online course shell. Check D2L/NS Online for a message from your instructor regarding your online assignment requirements. Faculty have discretion over adjusting deadlines or due date for assignments, but students are responsible for completing all assigned work by the due date established by the instructor.

Class Cancellation Policy

Our instructors post messages about cancelling classes on the D2L/NSOnline course shells and/or on the classroom door on campus. We put messages in the News and Content or send Email messages in the online shell. Please check these to be sure that you take advantage of opportunities for learning and points.

If the class is cancelled, the instructor will notify all students by posting in the D2L/NS Online course, e-mailing through D2L/NS Online, and/or by posting a sign on the classroom door. In the event of class cancellation, students must access D2L/NS Online to complete classwork and the assignment that will be posted in the course D2L site.
