


PF
RCCC History

Student Handbook



1995-96

LEARNING RESOURCES CENTER
ROANOKE-CHOWAN COMMUNITY COLLEGE
ROUTE 2, BOX 46-A
AHOSKIE, N. C. 27910



ROANOKE-CHOWAN
COMMUNITY COLLEGE



ROUTE 2, BOX 46A AHOSKIE, NC 27910 (919) 332-5921 FAX (919) 332-2210

This handbook is designed to inform you of procedures and regulations with which you must be familiar. In many cases, official College policy is summarized from the College catalog. Because you are responsible for observing the rules and regulations of Roanoke-Chowan Community College, please make sure you read both this handbook and the catalog.

Roanoke-Chowan Community College reserves the right, without prior notice, to make changes in regulations, courses, fees, and other matters of policy and procedure when and as deemed necessary.

Dear Student:

Welcome to Roanoke-Chowan Community College. We are proud, indeed, that you chose us as the institution to further your education.

Believing that education is the key to job success, we make every effort to ensure that our programs are topnotch, that our faculty is the best, and that your learning experiences will prepare you for a prosperous, enjoyable future.

Concerted efforts also are made by Student Development Services and Student Support Services staff to see that you receive direction and assistance throughout your college studies. Beginning with financial aid and continuing with counseling, registration, and graduation, the staff members are here for you, so please don't hesitate to ask for help.

We encourage you to read this handbook, which contains essential information that can help make your year run smoothly. You also are encouraged to participate in the many activities shown, since such activities can provide an outlet when studying has worn you down.

Again, welcome and thank you for selecting Roanoke-Chowan Community College. We wish you all the best for the 1995-96 academic year.

Sincerely,

Bettie B. Hall

*Bettie B. Hall, Dean
Student Development Services*



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*Roanoke-Chowan Community College Accreditations,
Memberships, Etc.*

Accredited by

The Commission on Colleges of the Southern
Association of Colleges and Schools to award
associate degrees, diplomas, and certificates

Approved by

North Carolina State Board of Cosmetic Arts
North Carolina Department of Justice-Criminal
Standards Division
North Carolina Board of Nursing
State Approving Agency (for Veterans
Administration Benefits)

A member institution of

American Association of Community Colleges
National Association of Student Financial
Aid Administrators
North Carolina Trustees Association
Ahoskie Chamber of Commerce
Murfreesboro Chamber of Commerce
American Association of Community College Trustees
Southern Association of Community and
Junior Colleges
Southern Association of College and
University Business Officers
American Association of Collegiate Registrars
and Admissions Officers

*Roanoke-Chowan Community College
Board of Trustees*

	Term Expires
Appointed by Governor of North Carolina	
Joyce Daughtry	June 30, 1995
John R. Lewis	June 30, 1996
Helen M. Newsome	June 30, 1997
Don Joyner	June 30, 1998
Appointed by Hertford County Board of Education	
Reverend Robert Sessoms	June 30, 1995
Reverend Robert L. Holloman	June 30, 1996
Nellie J. Fennell	June 30, 1997
Carl A. White	June 30, 1998
Appointed by Hertford County Commissioners	
Ray Farmer	June 30, 1996
Dr. Charles A. Ramsey, II	June 30, 1997
W. Rob Lewis	June 30, 1998
Leroy Douglas	June 30, 1999
Student Government Association President (ex-officio)	
(Vacant--election in Fall 1995)	May 31, 1996

Mission Statement

The mission of Roanoke-Chowan Community College is to provide educational opportunities to all constituent individuals and groups commensurate with their needs, interests, and abilities. These educational opportunities are designed to enhance the quality of life for these individuals and groups who are seeking to improve their lives and well being.

The College does so through providing life-long learning in the following areas: basic education and literacy improvement; occupational and workforce education, training, and retraining; post-secondary academic education; services to communities which improve the quality of life; and services to business and industry to support economic development.

Institutional Goals

1. To provide educational programs of high quality which meet the personal and employment needs of students, including those with special needs, and area employers.
2. To provide a variety of support services to ensure student retention, success, and achievement.
3. To build and maintain strong cooperative relationships with local schools, senior institutions, government and public service agencies, and business and industry in order to maximize available resources for meeting the educational needs of the community.
4. To provide a positive image of the college and increase enrollment through expanded recruiting and information dissemination processes.
5. To exercise effective and efficient administration, and resource development, and management practices which ensure sound planning and evaluation, cost-effectiveness, professional development, productivity, fiscal responsibility, and accountability.

6. To secure adequate resources to plan, provide, and maintain educational facilities which are attractive, safe, flexible, and enhance student learning, achievement, and development.
7. To stimulate economic development in the Roanoke-Chowan area through specialized educational, training, and retraining programs to meet the needs of public and private sector employers.
8. To provide community service facilities and activities which support local civic, economic, educational, and social needs.

Statement of Nondiscrimination

The Board of Trustees, administrators, faculty, and staff of Roanoke-Chowan Community College recognize their responsibilities for the development of equal employment opportunities that do not discriminate against any employee or applicant for employment because of race, color, religion, national origin, age, disability, or political affiliation. Also, the College will take affirmative action to ensure that applicants are employed and that personnel actions will be taken during employment without regard to these factors. Further, the College has established the goal that the proportion of minority and female employees shall be equal to the relevant labor markets for faculty, administrative, professional, and non-academic positions. The President shall monitor, through the Affirmative Action Officer, the implementation of this plan.

Crime Awareness & Campus Security Act of 1990

Recognizing the importance of a safe and secure environment, as well as a drug and alcohol free environment, Roanoke-Chowan Community College is committed to providing adequate and appropriate means to ensure the well-being of all students, faculty, staff, and visitors.

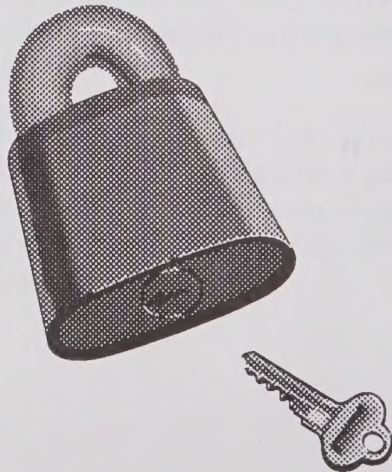
For successful crime prevention programs, the College realizes that faculty, staff, and students play a major role by taking individual precautionary steps to avoid becoming a crime victim, as well as by working together as a campus community.

The College makes a concerted effort to address crime awareness annually at employee and student orientations. Information regarding crime awareness also is addressed throughout the year in various employee and student publications and seminars sponsored by Student Development Services.

Access to College facilities is permitted during regular hours of operation. Only authorized personnel have access after hours. Requests for use of College facilities during non-operating hours must be submitted to the College's Business Manager. The request should be made in writing at least one week prior to the date needed.

Any known and suspected violations of federal and state laws occurring on campus should be reported to the College's Business Manager. Criminal incidents occurring at College sponsored activities held off campus should be reported first to the law enforcement agency having jurisdiction and then to the College's Business Manager.

Campus security is comprised of non-sworn employees without authority granted by NCGS 74-A. These personnel receive support from local, county, and state agencies having jurisdiction.



As required by the provisions of the Crime Awareness and Campus Security Act of 1990, the following statistics are provided for your information:

<u>Offenses Reported:</u>	<u>Academic Year</u>		
	<u>1992-1993</u>	<u>1993-1994</u>	<u>1994-1995</u>
Murder	0	0	0
Rape	0	0	0
Robbery	0	0	0
Aggravated Assault	1	0	0
Burglary	0	4	1
Motor Vehicle Theft	0	0	0

Arrests Initiated for the Following:

Liquor Law Violations	0	0	0
Drug Abuse Violations	0	0	0
Weapons Possession	0	0	0



1995-96 Academic Calendar

Fall Quarter

Pre-Registration.	August 10 & 14
Freshmen Orientation.	August 31
Registration Begins.	September 5
First Day of Classes.	September 6
Registration Period Ends.	September 7
Add Period Ends.	September 8
Drop Period Ends.	October 3
Last Day of Classes.	November 16
Exams.	November 17, 20, 21
Quarter Ends.	November 21

Winter Quarter

Pre-Registration.	November 8 & 9
Thanksgiving Holidays.	November 23 & 24
Registration Begins.	November 27
First Day of Classes.	November 28
Registration Period Ends.	November 29
Add Period Ends.	November 30
Last Day of Classes Before Christmas & New Year's Holidays.	December 18
Classes Resume After Holiday.	January 2
Drop Period Ends.	January 9
King's Birthday Observance.	January 15
Last Day of Classes.	February 23
Exams.	February 23, 26, 27
Quarter Ends.	February 27

Spring Quarter

Pre-Registration.	February 14 & 15
Registration Begins.	March 1
First Day of Classes.	March 4
Registration Period Ends.	March 5
Add Period Ends.	March 6
Drop Period Ends.	March 29
Last Day of Classes Before Easter Holidays.	April 4
Classes Resume After Holidays.	April 15
Last Day of Classes.	May 22
Exams.	May 23, 24, 28
Memorial Day Holiday.	May 27
Quarter Ends.	May 28

Summer Quarter

Pre-Registration.	May 14 & 15
Registration Begins.	June 3
First Day of Classes.	June 4
Registration Period Ends.	June 5
Add Period Ends.	June 6
Last Day of Classes Before July 4th Holiday & Summer Break.	June 27
Classes Resume After Holiday & Break.	July 8
Drop Period Ends.	July 8
Last Day of Classes.	August 20
Exams.	August 21, 22, 26
Quarter Ends.	August 26
Graduation.	August 26

Incident Weather

The safety of all students is of major concern when deciding if the College must close or open late because of weather conditions. Such a decision will be made as soon as possible and called in to the radio and television stations listed below.

Radio Stations:

Ahoskie--WRCS-AM 970 & WQDK-FM 99.3
Murfreesboro - WYCM-AM 1080 & WBCG-FM 98.3
Windsor--WDRP-FM 98.9
Edenton--WZBO-AM 102.5 & WERX-FM 12.60
Elizabeth City--WMYR-FM 94

Television Stations:

Portsmouth--WAVY Channel 10
Washington--WITN Channel 7
Greenville--WNCT Channel 9

Sometimes weather conditions worsen during the day after College operations begin. If early dismissal is necessary, an announcement will be made over the College's intercom system and the radio and television stations listed.

Remember: Tune in to the above stations for announcements. If no announcement is made, assume the College will operate on a normal schedule. **Do not call the stations or the College.** Other public and private school closings in Hertford and surrounding counties do not mean that RCCC will close.



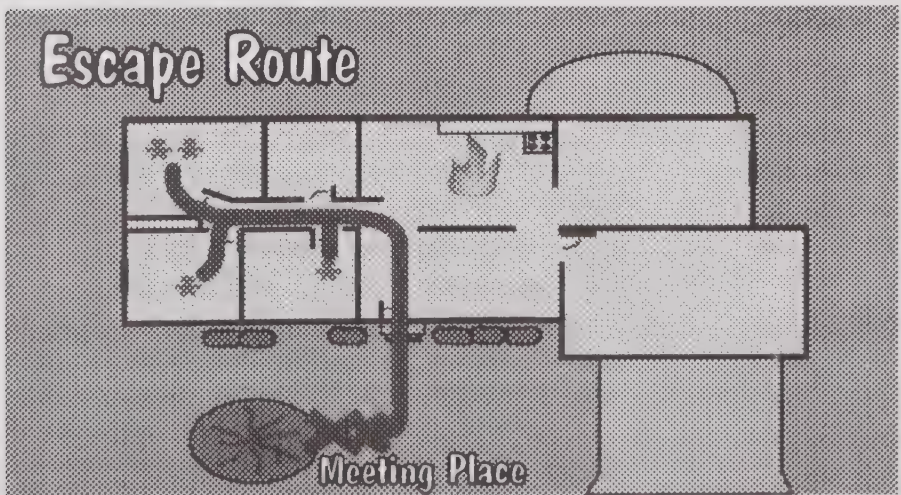
Emergency Situations

Fire: A constant ringing of the fire bell system indicates a fire drill or an actual fire emergency. Upon hearing the alarm:

1. Close classroom windows and doors.
2. Evacuate the building using the nearest fire exit from any room.
3. Evacuate in a quiet, orderly fashion--single file--no running or pushing.
4. Move and remain at least 200 feet from the building.

Tornado: A tornado warning will be announced on the public address system. The following should be adhered to after a tornado warning:

1. Open as many windows in the exterior wall as practical.
2. Relocate to areas offering the greatest tornado resistance, such as interior classrooms, halls, vaults.
3. Sit on the floor with backs to corridor walls or glass areas. Coats and jackets should be used to cover head, arms, legs, as to reduce injuries from flying glass and other debris.



ADMISSIONS & REGISTRATION

Admissions

Operating under an "open-door" concept, RCCC is open to all persons who are at least 18 (younger than 18 under special provisions) and who are able to profit from further formal education. Admission to the College, however, does not insure applicants admission to the program of their choice. For detailed information regarding College and/or specific program admission, contact the Admissions Office in the Student Development Services Department.

To enroll for the first time, follow these steps:

1. Visit a counselor in Student Development Services.
2. Complete an admissions application.
3. Have official transcripts from your high school and any college-level work sent directly to RCCC.
4. Take the placement test.
5. Meet with your program advisor.
6. Register for classes and pay tuition and fees.

College Readmission

Former students desiring readmission to RCCC need to contact Student Development Services for an admissions application and information regarding their intended program of study. After completing and filing the application, individuals will be notified of any additional steps that must be taken to complete the readmission process.

Placement Testing

Placement testing is a mandatory part of the College's admissions process. A major purpose of this student assessment program is to provide you with a clearer picture of your academic capabilities and limitations. Accordingly, the assessment results are used to provide counseling, advisement, and placement in the instructional path that is most appropriate. This may require basic courses in math, reading, or English to be completed before enrolling in a particular program of study. Special credit students may be exempt from placement testing.

Advisors

All curriculum students have an advisor. Advisors, usually chairpersons of a particular program, act as academic consultants and help you plan your program of study for graduation, employment, or transfer. Contact your advisor for assistance with registration, drop/add, or withdrawal from courses or the College. Advisors also need to be contacted prior to applying for graduation to make sure all graduation requirements have been met. A list of advisors' office hours is available each quarter in Student Development Services. **Get to know your advisor--he or she is a great resource person!**

	Advisor
Administrative Office Technology.....	P. Owens W. Copeland
Air Conditioning, Heating, & Refrigeration.....	J. Hutchinson
Architectural Technology.....	B. Hofler
Associate Degree Nursing.....	C. Morris B. Adams C. Castelloe A. Jackson J. Matthews
Automotive Mechanics.....	J. Barrett
Business Administration.....	J. Horton N. Vegi
College Transfer.....	C. Mitchell C. Martin L. Alexander J. Clark L. Savage E. Storie
Cosmetology.....	R. Carter L. Holloman
Criminal Justice (Protective Service Technology) . . .	J. Drake
Development Education.....	B. White
Diesel Vehicle Maintenance.....	C. Freeman
Early Childhood Associate.....	E. Davis
General Technology	L. Wheeler
Pre-Nursing.....	C. Morris B. Adams C. Castelloe A. Jackson J. Matthews

Advisor

General Technology	
Pre-Radiologic.	C. Morris
	K. Lee
Light Construction.	T. Hedspeth
Mental Health Associate.	A. Andrews
Microcomputer Systems Technology.	G. King
Nursing Assistant.	A. Revelle
Special Education.	E. Davis
	L. Wheeler
Welding.	J. Barrett

Student Classification & Status

You will be **classified** as a freshman when you have completed less than 45 quarter hours of credit; as a sophomore when you complete 45 or more quarter hours of credit.

If you carry 12 or more credit hours a quarter, your **status** is a full-time student. You are considered part-time when carrying less than 12 credit hours a quarter.

Special Credit Students

Students who register for one or more credit courses without declaring a major are classified as special credit students and may be exempt from taking the placement test and counseling. However, admission into some courses, such as advanced English and math, will require placement testing in those areas.

A special credit student may attempt or complete up to 21 hours of credit. After earning 21 credit hours, the student must declare a major and meet all pre-admissions requirements. If the student does not declare a major, he/she will receive only audit credit for additional hours beyond the 21 initial hours attempted or completed.

Transfer Credit

Your credits earned at another accredited institution in which a grade of C or better was received will be accepted if appropriate to your program of study and provided a comparable course is offered at RCCC.

Should you change programs at RCCC, you will receive credit toward the new program of study if the credits previously earned are required in the new program.

Registration

The official registration period consists of three days (the first day of registration and the first two days of classes) each quarter. A two-day pre-registration period is held during each preceding quarter (see academic calendar for specific dates).

In order to properly complete registration, you must follow these steps:

1. Meet with your advisor to complete registration form. If you receive veteran benefits, meet with Veterans Affairs Officer before seeing your advisor.
2. Have registration form approved by advisor and Dean of Student Development Services.
3. Present registration form to Registrar.
4. If you receive financial aid, obtain necessary forms from Financial Aid Office personnel.
5. Pay tuition and fees in Business Office, where you'll receive your validated registration form.
6. Pick up (or validate) ID card, which also serves as your library card. (Don't misplace this card--having another one made will cost \$5!)
7. If veteran, present validated registration form to Veterans Affairs Officer.
8. Present validated registration form to instructors on first day of class.

Prerequisites

Before registering for any course, please check to see if the course requires a prerequisite--a course that you must have already taken and passed, approval of instructor, etc. If you have not met the prerequisite requirement, you cannot take the course. Course prerequisites are listed under each course description in the College catalog.

Auditing

If you want to audit a course (attend classes without taking tests or receiving credit), you still must register in the regular manner and pay regular tuition. If you want to change status in a course from audit to credit or from credit to audit, you must complete the change during the add period.

Developmental Education

The Developmental Education Department is designed especially for students who need to improve their basic educational skills as indicated by scores on the placement test. A variety of English, reading, math and personal growth skills courses are offered by the Developmental Education Department.

Orientation

An orientation course is provided and required to acquaint new students with various policies, rules, and regulations of the College. Orientation is offered each quarter, but should be taken during your first quarter of enrollment.

Drop/Add

You can add courses from the first day of registration through the third day of classes. Courses can be dropped through the fourth week of classes (see academic calendar for exact drop/add dates). The procedure for adding or dropping a course is given below.

1. Obtain a drop/add form from Student Development Services.
2. Complete the form, have appropriate instructor(s) initial the form, and record your last date of attendance for each class you are dropping.
3. Get advisor to sign the form.
4. Submit the form to the Registrar's Office for processing.
5. **If additional payment is required, take the validated registration form to the Business Office.** Upon payment, you will receive a revised registration form. Even if no additional payment is required, you still must go to the Business Office to pick up your revised registration form.
6. If you are due a refund, you must complete an Application for Refund of Tuition (RCCC form #242).

COLLEGE COSTS & FINANCIAL ASSISTANCE

Tuition

Tuition is set by the NC State Board of Community Colleges and is subject to change without notice. **Tuition is due at the time of registration, and students may not attend class until tuition is paid.** Tuition is not charged to senior citizens 65 or older.

Residence Classification for Tuition Purposes

Under North Carolina law, a person may qualify as a resident for tuition purposes in North Carolina thereby being eligible for a tuition rate lower than that for a non-resident. (Copies of the law can be found in the Student Development Services Department.) In short, the law requires that a person reside in this state as a legal resident of NC for the 12 months immediately preceding enrollment in order to be classified as a resident for tuition purposes. Additional criteria may have to be met.

The initial classification of resident status is made during the admissions interview. Any concerns regarding this classification and/or subsequent changes should be directed to the Dean of Student Development Services. Residency classification/reclassification may be appealed following the RCCC student appeal procedure.

Activity Fee

A fee to be used for student activities is collected from all curriculum students (except senior citizens) at the time of registration. The fee charged is based on the number of credit hours in which enrolled.

1 to 5 credit hours	\$3.50
6 or more credit hours.	\$7.00

Insurance Fee

Students also are required to purchase accident insurance at the time of registration. The coverage is good for the current registered quarter and is in effect while on campus or traveling to and from classes. Cost is \$1.20 per quarter.

Transcript Fee

Need a transcript? The first copy is free! After that, there is a \$1.00 charge for each copy made. Transcripts will be provided within ten working days of the date requested. All transcript requests must be made in writing.

Graduation Fee

A \$27 graduation fee is established for all graduating students to cover the costs of cap and gown, the award earned, and ten invitations.

A \$5 fee also is required for any additional degree, diploma, or certificate earned. (Additional invitations may be purchased from the Registrar.)

A \$3 fee will be charged for any degrees, diplomas, or certificates that are mailed.

Parking

Students driving on campus must obtain a parking permit from the Business Office. Permits are valid for one academic calendar year. The first permit is at no cost. Replacement or additional permits are issued at a nominal cost.

Refunds

Students who must withdraw from classes may be eligible for a tuition refund. Refunds, however, are not automatic--they must be requested directly by students to the Student Development Services Department. The Department also provides a tuition refund form that must be completed before any refund will be considered. The state guidelines for refunds are outlined on the following page.

Tuition Refund Policies for Pre-Registered Students

1. Students are eligible for a 100 percent refund if they officially withdraw from the College prior to the first day of the academic quarter.
2. Students are eligible for a 100 percent refund if they officially withdraw from curriculum classes prior to the day classes begin.
3. Students who are pre-registered for curriculum classes that begin at times other than at the beginning of the quarter (i.e. a second 5 1/2-week course) are eligible for a 100 percent refund if they officially withdraw prior to the first day of classes.

Tuition Refund Policies for Registered Students

1. Students are eligible for a 75 percent refund if they officially withdraw from classes prior to or on the official 20 percent point of class or on the 20 percent point of the quarter. Requests for refunds will not be considered after the 20 percent point.
2. Students registered for classes that begin at times other than at the beginning of the quarter (i.e. a second 5 1/2-week course) are eligible for a 75 percent refund if they officially withdraw prior to or on the official 20 percent point of class or on the 20 percent point of the quarter.
3. Students registered for certain vocational classes that begin at times other than at the beginning of the quarter (i.e. a second 5 1/2-week course) are eligible for a 75 percent refund if they officially withdraw within ten calendar days of the first day of classes.
4. In the event of death before or on the last day of examinations, all tuition and fees paid for the quarter may be refunded to the estate of the deceased.

Pre-registered and registered students are eligible for a 100 percent refund of tuition if classes are cancelled by the College.

Financial Aid

Roanoke-Chowan Community College attempts to assist students in meeting their financial needs for education. Qualifications for financial aid are determined from the results of a completed federal student aid application. Types of aid offered include:

Grants and scholarships. These forms of aid are considered "gift" aid, as no work or repayment obligations are required. For scholarships, however, specific eligibility criteria must be met, such as scholastic achievement, participation in outside activities and in community activities, and demonstrated leadership potential.

Loans. There are two types of loans--long-term and short-term. Long-term loans must be repaid after graduation or completion of program of study at RCCC. Short-term loans are made directly by the College and normally must be repaid within 90 days of the date the loan was made.

Work-study. The work-study program provides an opportunity to earn money through part-time employment with the College. The type of work and working hours vary.

Continuation of Aid

To continue receiving financial aid, recipients must maintain a certain cumulative GPA and meet the time frame requirements to complete their educational program. For students receiving federal aid, the maximum time frame cannot exceed 150 percent of the published length of the educational program.

Financial Indebtedness

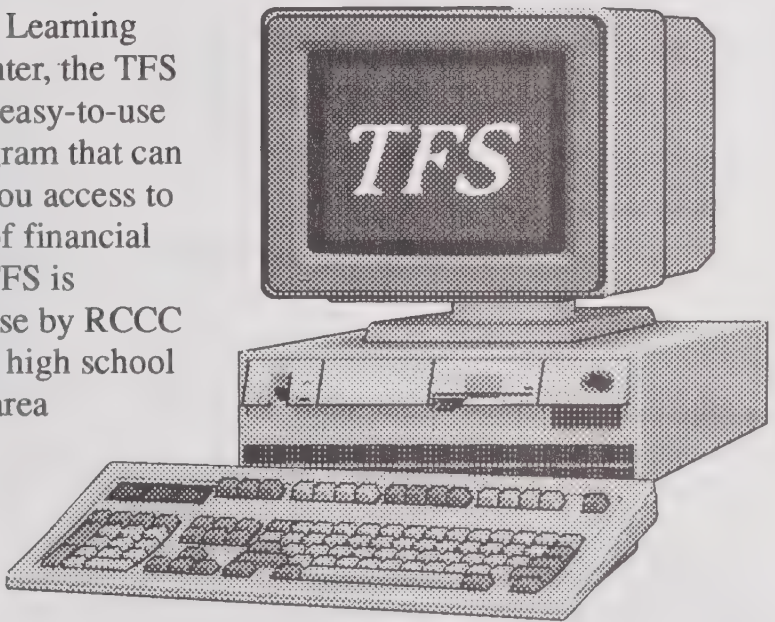
Students having an outstanding debt to RCCC, including charges, fees, fines, defaulted payments or student aid overpayments, must have all debts cleared in order to register, receive grades, graduate, receive a diploma or certificate, receive or have an academic transcript forwarded, or participate in student activities. In extraordinary circumstances, the Dean of Student Development Services may grant a waiver for a student.

Tuition Funding Sources

Looking for funds to help meet your educational costs?

Let Tuition Funding Sources put your search on track.

Located in the Learning Resources Center, the TFS database is an easy-to-use computer program that can quickly give you access to a wide range of financial aid sources. TFS is available for use by RCCC students, local high school students, and area residents.



- More than 300,000 scholarships, grants, subsidies, and alternative forms of financial aid.
- Includes government, corporate, and university sources.
- Matches your background and needs to specific financial aid programs.

Don't miss those hard-to-find funding sources.

Visit the LRC today and let TFS do the work for you.

ACADEMIC REGULATIONS

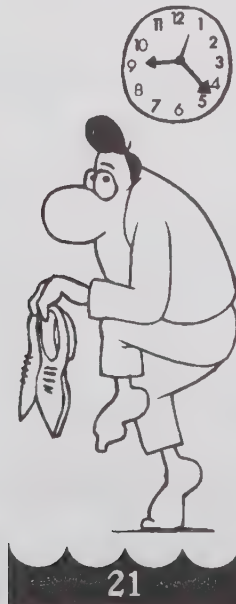
Attendance

The College considers regular class attendance and promptness important to good scholarship. Instructors who have students experiencing attendance problems are encouraged to refer these students to one of the counselors.

Absences from class do not relieve you of meeting all the requirements of the course. Regardless of the reason, when you accumulate absences totaling 15 percent of the instructional hours, the instructor can drop you from the course. Being late three times also will be recorded as one hour of the absentee limit for that course. If you choose not to attend a class, you must process a drop form in the Registrar's Office.

Examples of absentee limits:	<u>Class Contact Hours</u>	<u>Absentee Limits</u>
	33	5 hours
	44	7 hours
	55	8 hours
	66	10 hours

If you are dropped for excessive absences, you may seek reinstatement by completing a Request for Reinstatement form, copies of which are maintained in Student Development Services.



Drop/Reinstatement Procedure

1. The instructor drops the student from course enrollment using the drop section of the standard drop/add form.
2. The Registrar's Office processes the drop/add form.
3. A student wishing to be reinstated must submit a Request for Reinstatement form to the Dean of Student Development Services (or designee) within one working day after returning to the College.
4. The Dean (or designee) investigates the evidence provided by the student, faculty member, and available records.
5. The decision of the Dean (or designee) regarding reinstatement will be made within one working day of the request recorded in Section II of the form, which is also signed by the instructor.
5. Once the decision is made and recorded, the student must fill out Section III of the form.
6. Copies of the form are given to the student, to the instructor, and to the Registrar for filing with the student's registration form.

A student who is absent a second time after reinstatement and/or who fails to abide by any stated stipulation will be dropped with no further reinstatement consideration.

At any time reinstatement is denied, students may follow the student appeal process. Attendance in the class under consideration is not allowed during the appeal process.

Grading System

A final grade is awarded at the end of each course for which registered. Instructors determine final grades by using the following system:

A	Excellent	93-100
B	Good	85-92
C	Average	77-84
D	Poor	70-76
F	Failure in performance Failure to remove a grade of I	

To determine grade-point averages, final grades have the following values or points: A = 4; B = 3; C = 2; D = 1; F = 0

Each curriculum department will determine standards.

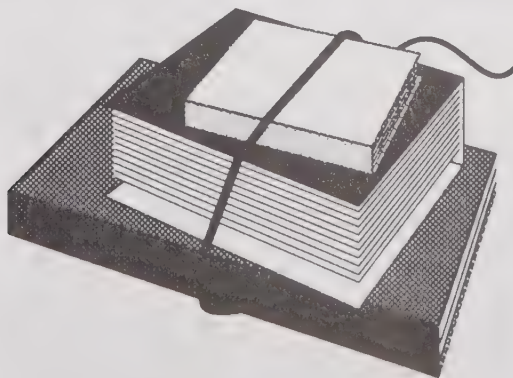
***I Incomplete.** A student will receive an I when the final work required has not been completed for reasons beyond the control of the student. An I must be removed by the last day of the add period of the next quarter or it will automatically become an F. A student who receives an I cannot re-enroll in the course.

***AU Audit.** This grade is assigned to a student who audits a course or who repeats a course in which a grade of C or higher has been earned. A student who audits a course cannot change to credit, nor can a student who enrolls in a course for credit change to audit after the deadline for dropping a course. A student who audits a course may repeat the course for credit.



- *NE Never Entered.** A student who officially registers for a course but never attends will receive a NE grade. This is a nonpunitive grade and does not affect a student's quality points. NE is reported by instructors on the 30 percent roster and posted to a student's academic transcript at that time. (Instructors do not have to process drop forms for students receiving NE grades.)
- *W Withdrawal.** A W is received when a student officially withdraws from a course during the drop period (prior to the end of the fourth week of class). Students officially registered for courses may not withdraw merely by non-attendance.
- *WP Withdrawal/Passing.** A WP is received when a student officially withdraws and is passing a course. It does not affect a student's quality points. WP is nonpunitive and may be given after the fourth week of class.
- WF Withdrawal/Failing.** A WF denotes official withdrawal when a student is not passing the course. It is treated as an F when quality points are averaged and may be given after the fourth week of class.
- CE Credit by Proficiency Exam.** This grade is awarded for credit hours only and does not affect quality points or grade point average.

*These grades are not included in a student's grade point average.



Computation of Grade-Point Average (GPA)

Each course is measured in credit hours. Credit hours (sometimes called quarter hours) are the number of hours of credit you receive for completing a particular class. For example, ENG 101 equals 5 credit hours. Credit hours also determine tuition and status as a full-time or part-time student. Contact hours are the actual number of hours you spend in a class per week.

Every grade, A-F, given is assigned a number of grade points (QPs for short).

<u>Grade</u>	<u>Grade Points</u>
A	= 4
B	= 3
C	= 2
D	= 1
F	= 0
* WP	= 0
* WF	= 0

*A WP does not affect quality points and is non-punitive. A WF is treated as an F when quality points are averaged.

How to figure your grade point average:

1. Add the number of credit hours you are taking.
2. Assign each credit hour the proper number of grade points according to the final grades you've made.
3. Multiply your credit hours times the grade points for each course. This will give you the quality points for each course.
4. Add all quality points earned for the quarter.
5. Divide total quality points by total credit hours--Grade Point Average.

EXAMPLE:

1. Add Credit Hours

<u>Courses</u>	<u>Credit Hours</u>
BUS 101	3
ENG 101	5
MAT 110	5
HIS 101	5
	18 = total credit hours

2. Grades Earned

<u>Courses</u>	<u>Credit Hours</u>	<u>Grades Earned</u>	<u>Grade Pts.</u>
BUS 101	3	A =	4
ENG 101	5	B =	3
MAT 110	5	C =	2
HIS 101	<u>5</u>	D =	1
18 = total credit hours			

3. Multiply Credit Hours x Grade Points = Quality Points

<u>Courses</u>	<u>Credit Hours</u>		<u>Grade Points</u>	<u>Quality Pts.</u>
BUS 101	3	x	4 =	12
ENG 101	5	x	3 =	15
MAT 110	5	x	2 =	10
HIS 101	<u>5</u>	x	1 =	5
18 = total credit hours				

4. Add All Quality Points Earned for Quarter

<u>Courses</u>	<u>Credit Hours</u>		<u>Grade Points</u>	<u>Quality Pts.</u>
BUS 101	3	x	4 =	12
ENG 101	5	x	3 =	15
MAT 110	5	x	2 =	10
HIS 101	<u>5</u>	x	1 =	<u>5</u>
18 = total credit hours				42 = total quality pts.

5. Divide Total Credit Hours Into Total Quality Points to Get GPA

$$18 \overline{) 42} \quad \underline{2.33}$$

Minimum Grade-Point Average Requirements

The minimum cumulative grade-point average for remaining in good standing is shown in the scale below.

<u>Attempted Credit Hours</u>	<u>Grade-Point Average</u>	
	<u>Diploma</u>	<u>Degree</u>
1-23	1.25	1.25
24-40	1.40	1.40
41-59	1.70	1.55
60-80	2.00	1.75
81 & above	2.00	2.00

Warning

If you fail to maintain the minimum academic requirements, you will be placed on academic warning for the next quarter. Should this happen, you will receive written notification from the Director of Admissions and Counseling, and you will have to see your advisor before registering again. Students placed on academic warning are not eligible to pre-register. You must wait until the official registration period for the next quarter to register.

Probation

Should you fail to re-establish the required average by the end of the academic warning quarter, you will then be placed on academic probation and referred to a counselor. You also will have to meet with the Dean of Student Development Services before being allowed to re-register. **Any student classified as academic probation at RCCC is considered to be making unsatisfactory progress and, therefore, not eligible for financial aid.** Student status is calculated each quarter for all full- and part-time financial aid students.

Academic Honors

Full-time students who maintain high academic standards are recognized each quarter through the President's List and the Dean's List.

The President's List requires a grade-point average of 4.0; the Dean's List a 3.25 grade-point average or better. Both lists also require that students:

1. Complete at least 12 credit hours, none of which include courses numbered 100 or lower,
2. Have no I grades, and
3. Have no grade lower than a B.

Honor lists are posted on campus, and efforts also are made to send the lists to a newspaper published in an honor student's hometown or county of residence.

Quarter Hours vs. Semester Hours

Quarter hours and semester hours are not the same. A quarter hour is the equivalent of $\frac{2}{3}$ semester hours. For example, a 4.5 quarter hour course will transfer as a 3 semester hour course; 3 quarter hours transfer as 2 semester hours; 1.5 quarter hours transfer as 1 semester hour. All courses offered in conjunction with East Carolina University translate and transform using this formula. Please become familiar with this formula.

Credit by Exam

Through permission of the appropriate department chairperson, you may attempt to receive credit for a course through a proficiency exam. The exam must be taken during the quarter prior to the end of the first five class days. You have only one attempt to successfully complete the exam, and you must score 85 or higher to be exempt from taking the course. Upon successful completion of the exam, a CE (credit by proficiency exam) grade will be awarded. A CE grade has no affect on quality points or grade-point average. Regular registration procedures and tuition rates apply for all courses attempted by proficiency exam.

Repeating Courses

You may not repeat a course for credit in which a grade of **C** or higher was earned. You may, however, repeat a course for credit in which a grade of **D** or **F** was earned under the condition that in each case credit hours will be considered hours attempted and used in computing the quality point average.

Financial aid recipients and veterans will not receive assistance or benefits for repeating courses in which they have received a **D** grade unless required by the academic department.

Change of Program

There are times when you may be better served by changing programs of study. If you decide to do this, you must file a program change form with the Registrar, who will recalculate the GPA on the basis of the new program. Program change forms are available in Student Development Services.

Change of Name/Address

If you move or change your name at any time, please notify the Registrar's Office to complete a student status change form. This will help to ensure that important documents, such as transcripts, are correctly filed and that you will receive information sent to you by mail.

Withdrawal

If you decide to leave the College, see your advisor first. Please just don't stop going to class--this could get you Fs. You can obtain the proper forms from your advisor or from Student Development Services. It only takes a few minutes and will prevent problems for you later.



Graduation

Annual graduation exercises are held at the end of summer quarter. All graduates are encouraged to participate in the ceremony and to invite family and other guests. A \$27 graduation fee is required to cover the purchase of cap and gown, the award earned, and ten invitations. Extra invitations may be purchased from the Registrar. A \$5 fee is required for any additional degree, diploma, or certificate earned (see note at bottom of page).

Students completing graduation requirements for degrees, diplomas, and certificates at points throughout the academic year must wait until the graduation ceremony following their completion to receive their award.

To participate in graduation exercises, you must:

1. Satisfy all course requirements within your program with at least at 2.0 GPA. Some programs may have higher requirements, so please ask your advisor about program standards.
2. Complete an application for graduation prior to the last quarter of studies. Application forms are maintained in the Registrar's Office.
3. Satisfy all financial obligations.
4. Obtain all necessary signatures on the graduation application and return it to the Registrar's Office by the designated date.
5. Attend graduation rehearsal.

See bulletin boards and the electronic display for dates regarding graduation. Students not participating in the graduation ceremony must pay a \$3 postage fee for their degree, diploma, or certificate to be mailed to them.

NOTE: Students pursuing a degree or diploma normally are not eligible to receive a certificate in the same program. Requests for exceptions should be made in writing to the Registrar and will be considered when a specific and immediate need exists for purpose of employment or promotion. Students seeking a degree or diploma who find it necessary to scale down their objective to a certificate should contact the Registrar to determine if they may be eligible for a certificate.

CAMPUS SERVICES

Housing

Sorry, but no housing facilities are available on campus. If you need information on housing information in the local area, contact Student Development Services.

Health Services

Other than minor first aid, RCCC has no facilities or personnel for medical treatment. A first aid kit is maintained in Student Development Services. All injuries and accidents should be reported to this Department, as well as to the Business Office in the event professional medical services are needed. Medical services are available at Roanoke-Chowan Hospital in Ahoskie.

Bookstore

The Bookstore is located in the Jernigan Building, Room 111, and the hours of operation are posted on the door. The Bookstore sells the books and supplies you will need for your program of study at RCCC, as well as RCCC apparel and greeting cards.

Check with your instructors before buying your books. Book forms must be completed and presented to bookstore personnel when purchasing textbooks. Please keep your receipts or purchase documentation. **NO RETURNS** will be accepted without receipts during the first ten class days and no returns will be allowed for any reason after the tenth day of class.

Book Buyback

Usually, near the end of each quarter, a wholesale book representative is on campus to buy some or all of your books, depending on their condition. Look for book buyback announcements on campus bulletin boards.

Notary

Students needing the services of a notary public may contact one of the following College employees: Ron Dougherty in the Personnel Office, Cynthia Ruffin in the Bookstore, or Patricia Clark in the Continuing Education Division.

Food Services

A good selection of food is available in the student lounge in the Jernigan Building. Hot meals, hamburgers, hot dogs, and sandwiches--it's all there. Drinks and snacks are available from vending machines. Machines also are located in the lounge of the Freeland Building and in the lobby of the Young Building.

Americans With Disabilities Act

The College fully supports the Americans With Disabilities Act and is committed to providing a barrier-free learning environment in order for disabled students to achieve and maintain their maximum learning potential.

If you have a special need, contact the Student Development Services Department. In addition, talk to your instructor so that classroom modification or other accessibilities can be made.

Designated parking spaces for the disabled also are located conveniently near each building.

Child Development Center

The RCCC Child Development Center is located in Room 130 of the Freeland Building. It provides the best conditions for developmental learning for children ages two through six. First priority for enrollment is given to children of RCCC students. The Center is open from 7:30 a.m. until 5:30 p.m. Monday through Friday and charges a weekly fee for each child. Contact the Center's staff members for more information.



Counseling

Seek the assistance of a counselor for any academic, career, or personal concerns which might arise. Counseling sessions are kept confidential. In situations where more intensive counseling is required, counselors will help with appropriate referrals. Counselors are located in Rooms C and D in the Student Development Services--appointments are not necessary, but you can make one if you so choose.

Veterans Assistance

Veterans and eligible dependents in any curriculum program at RCCC may qualify for benefits from the Veterans Administration, Title 38, United States Code. Services, such as advising, VA benefit information, and assistance with Regional Office inquiries are provided. For full details on veterans assistance, contact the Veterans Affairs Officer, Room 101, Jernigan Building.

Student Support Services

A federally funded program, Student Support Services assists students who are experiencing academic problems and other difficulties which may prevent them from remaining in the College. The program offers a special study skills course, PSY 100, which addresses topics that are especially important for academic success. Students who test into English 091 on the placement test must enroll in PSY 100 in addition to ENG 091.

Additional services include tutoring by both peer and para-professional tutors; personal, academic, career and transfer counseling; and peer mentoring.

All students may attend seminars on test-taking skills, note-taking skills, stress management, time-management, and career planning.

For more information, stop by Student Support Services Office, which is located in Room 107b of the Jernigan Building.

Lost & Found

All personal items found or lost on campus should be reported to the Student Development Services Department. Items turned in may be claimed upon proper demonstration of ownership.

Posting Announcements

Announcements concerning students are posted on the various bulletin boards around campus. Check the boards regularly. Information of general interest, lost and found items, items for sale or rent, etc. may be posted on the boards.

Telephone Calls & Usage

The College telephone system is for business purposes. Students cannot receive telephone calls or general messages except for emergencies, as staff are not available to forward general messages. Therefore, relatives, friends, and associates should be asked not to contact students at RCCC.

In case of emergencies, every effort will be made to relay information to students. Messages will be placed on the classroom door or on the bulletin board located near the Business Office in the Jernigan Building. Please check regularly for messages.

Students needing to make a call are to use the pay telephones located in the student lounge of the Jernigan Building or in the lounge in the Freeland Building. Use of office phones is prohibited.

Cosmetology Services

Located in Room 102 of the Freeland Building, the Cosmetology Department offers services at a nominal fee to students, faculty and staff, and the general public. Services are administered on a first-come, first-served basis. Services are usually available between 9:30 a.m. and 1:30 p.m. Monday through Friday and between 6:30 and 9:00 p.m. Monday through Thursday.

Learning Resources Center

The Learning Resources Center (LRC) is one place you need to become very familiar with, as you probably will take advantage of its many resources and services during your educational studies. Located in the middle of the Jernigan Building, the Center contains a library, alternative learning services center, computer-assisted instruction lab, and audiovisuals. It's open from 7:30 a.m. until 9:30 p.m. Monday through Thursday and from 7:30 a.m. until 4 p.m. on Friday, excluding summer months when the College operates on a four-day week. The LRC also is closed at night during quarter breaks.

The **library** was the first in the NC Community College System to replace its standard card catalog with computers. You'll find the computerized system fast and easy to use. There are over 32,000 volumes in the library, as well as 210 periodicals, 10 daily and weekly newspapers, a best-seller collection, and an extensive reference collection. Also for use are a microform collection, College scrapbooks, typewriters, a reserve collection, fax machine, and copy machine, to name a few. You can also find income tax forms and job listings in the library. Newspaper and magazine articles, as well as other reference materials, are available on CD-ROM. And, if there is something not in the library that you need, ask about getting it through interlibrary loan. **Don't forget to bring your student ID card--you'll need it in order to check out materials.**

The **alternative learning services center** provides a variety of self-study courses and services. One-to-one instruction for these courses is available upon request and at times convenient for you. In addition to certain curricular courses, the lab offers special interest and non-credit courses. Foreign language courses and basic skill-building courses are offered, as well as materials to help prepare for entering college or taking the SAT, PSAT, National Teacher Exam, civil service and military tests.

In the **audiovisuals area**, there are cassette recorders, VCRs, slide projectors, record players, filmstrip projectors, screens, opaque and overhead projectors, films, tapes and much more that may be used in the LRC. Instruction on the proper use and care of all equipment is provided upon request.

The **computer-assisted instruction lab** contains computers and software that supplement classroom instruction. Sometimes your instructor will refer you here for extra drill and practice exercises, or you may work in the lab on your own if space is available. Word processing software and printers are available for producing your own documents. Bring your own formatted 5 1/4" or 3 1/2" disks. Electric typewriters also are available for students needing to prepare reports.



Job Training Partnership Act (JTPA)

Qualifying individuals may take advantage of a number of services and programs available through JTPA, including those described below.

Services include training sessions on finding, interviewing for, and keeping jobs; counseling to determine individual skills and appropriate career selection; and help in finding work and/or suitable training. The program also maintains a wide selection of career-related materials to help students explore various careers.

Individual Referral, which is designed for individuals who need specific occupational training. Students entering the program receive one-on-one counseling, as well as use of a computer to assist with employability and work maturity skills, job-seeking skills, and basic skills. Eligible participants also may receive assistance for tuition and books.

Work Experience, which gives students an opportunity to gain valuable experience by working in an area related to their field of study. Students are paid for a specific number of hours per week and may participate in the program for up to 12 weeks.

To see if you qualify for these programs, contact the JTPA staff.

STUDENT ACTIVITIES

Roanoke-Chowan Community College considers out-of-class programs a vital part of the educational process. All students are encouraged to participate in the programs, which stress leadership and training, service to the College and community, self-directed activity, the experience of sharing interests, and the opportunity to interact with those from different cultural backgrounds. Many extra-curricular activities are held throughout the year--please participate.

ID Cards

The ID card is your means of identification in connection with library privileges, athletic events, financial aid awards, and any other College function or service you may be entitled to as a student. There is a \$5.00 charge for any lost or mutilated card, and you are liable for all obligations incurred by the use of this card--PROTECT IT! Upon graduation, withdrawal or dismissal from the College, this card must be turned in to Student Development Services.

Student Government Association (SGA)

The purpose of the SGA is to represent students' ideas and concerns to the administration and faculty and staff members. It also sponsors dances, cookouts, talent shows, field days, movies, and intramural sports, to name a few. The more people, the more fun--so listen and look for announcements of activities and join in.

Alumni Association

The Roanoke-Chowan Community College Alumni Association (RCCCAA) is designed to give you the opportunity to:

- participate in College and alumni activities and projects.
- help RCCC reach its full potential of community service.
- renew ties of membership with former students and staff.
- recognize others or be recognized for outstanding accomplishments.
- receive information concerning College activities and educational opportunities.

As a student, you may join the RCCCAA. Contact Student Development Services for more information.

New Clubs/Organizations

The SGA grants charters to all RCCC clubs or organizations. In order for a club or organization to be recognized and chartered, it must formulate a constitution and bylaws containing the following:

- objective of the club or organization.
- criteria for membership. Membership shall not be denied an individual on the basis of race, color, religion, age, sex, disability, national origin, or political affiliation.
- proposed officers and their duties.
- dues, fees, assessments, etc.

See the SGA Constitution for more details.

Educational Field Trips

Participation in educational field trips is encouraged. Such trips are important for the total growth and educational development of students.

Video Arcade/Games/TV

The student lounge in the Jernigan Building is open to all students. Some game equipment is available for entertainment.

Newsbreak

Newsbreak is a newsletter published each quarter for students. It contains information about various programs and activities that will take place on campus, plus topics that students should be familiar with. Pick up your free copy each quarter in Student Development Services or at the receptionist's desk in the Jernigan Building.

Basketball/Cheerleading

The College encourages you and all other students enrolled in curriculum programs to try out for the basketball team or cheerleading squad. To qualify, you must meet the following guidelines:

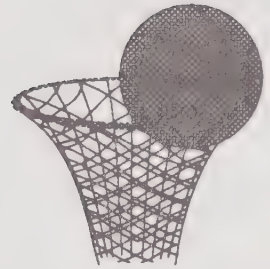
Basketball

1. First-year students must be making satisfactory progress in their program of study.
2. Second-year students must have a minimum 2.0 GPA and have completed at least 18 hours of credit.
3. All students must pass a physical exam.
4. All students must be enrolled full-time. Any exceptions will be determined by the coaching staff and will be limited to a maximum of three individuals taking six or more credit hours.
5. Students will be subject to suspension for:
 - a. failing to meet class attendance guidelines.
 - b. failing to maintain satisfactory progress in course work.

Cheerleading

1. First-year students must be making satisfactory progress in their program of study.
2. Second-year students must have a minimum 2.0 GPA and have completed at least 18 hours of credit.
3. All students must be enrolled full-time. Any exceptions will be determined by the cheerleader sponsor.
4. Students will be subject to suspension for:
 - a. failing to meet class attendance guidelines.
 - b. failing to maintain satisfactory progress in course work.
 - c. displaying unacceptable behavior or attitude.

Basketball Schedule



1995-96 Season Schedule

DATE	GAME	DAY	TIME
November 29	RCCC at Methodist	Wednesday	5 pm
December 4	RCCC at Chowan	Monday	5 pm
December 12	Craven at RCCC	Tuesday	7:30 pm
December 15 & 16	Coke Classic	Friday/Saturday	TBA
January 8	RCCC at Craven	Monday	7 pm
January 10	RCCC at Lenoir	Wednesday	7 pm
January 18	RCCC at Chowan	Thursday	TBA
⌚ January 20	RCCC at Brunswick	Saturday	2 pm
⌚ January 23	RCCC at Wayne	Tuesday	7:30 pm
⌚ January 25	Sampson at RCCC	Thursday	7:30 pm
⌚ February 1	Central Carolina at RCCC	Thursday	7:30 pm
⌚ February 3	Brunswick at RCCC	Saturday	2 pm
February 6	Methodist at RCCC	Tuesday	7:30 pm
⌚ February 8	Wayne at RCCC	Thursday	7:30 pm
February 13	Lenoir at RCCC	Tuesday	7:30 pm
⌚ February 15	RCCC at Sampson	Thursday	7:30 pm
⌚ February 22	RCCC at Central Carolina	Thursday	7 pm
March 2 & 3	ECCCAC Tournament	Saturday/Sunday	TBA

RCCC home games are played at the Hertford County Middle School in Murfreesboro.

⌚ denotes East Coast Community College Athletic Conference (ECCCAC) games.

Admission: \$2 for adults; \$1 for children
Free for RCCC students with current student ID

September

Monday

Tuesday

Wednesday

Birthstone - Sapphire for Wisdom

Flower - Aster for Memories

4

Labor Day

RCCC Closed

5

Registration for Fall
Quarter

6

Registration for Fall
Quarter

First Day of Classes

11

12

13

18

19

Atlantic District Fair
Sept. 19 - 23

20

25

Rosh Hashanah

26

27

Last Day to File
Candidacy for SGA
Offices

Thursday	Friday	Saturday/Sunday
	1 RCCC Closed	2 3
7 Registration for Fall Quarter Ends	8 Add Period Ends	9 10 Grandparents Day
14	15 Work-Study Time Sheets Due - 10 a.m.	16 17 Citizenship Day
21	22 Hat Day	23 24
28 Get Acquainted Party (with Disc Jockey)	29 Work-Study Checks Issued - 10 a.m.	30
Meet the SGA Candidates		

October

Monday

Tuesday

Wednesday

Birthstone - Opal for Hope

Flower - Calendula for Constancy

2

3

Drop Period Ends

4

Yom Kippur

Voting for SGA
Officers

9

**Columbus Day
(Observed)**

10

Begin Work on
Christmas Parade
Float

11

Movie & Popcorn
Day

16

National Boss Day

17

Basketball Tryouts

18

23

24

United Nations Day

25

30

31

Halloween

Halloween Costume Contest

Work-Study Check

Issued - 10 a.m.

Thursday

Friday

Saturday/Sunday

1

5

Voting for SGA
Officers

6

BASS Off
(Automotive Stereo
Competition)

7

National
Children's
Day

8

12

13

Tacky Day

14

15

Work-Study Time
Sheets Due - 10 a.m.

19

20

Drug Awareness
Day

21

Sweetest
Day

22

26

27

GhostWalk
6:30 p.m. - 8:30 p.m.

28

29

Daylight Savings
Time Ends

November

Monday

Tuesday

Wednesday

1

Birthstone - Topaz for Fidelity

Flower - Chrysanthemum for Loveliness

6

7

Election Day

8

Pre-Registration for
Winter Quarter

Prepare for Christmas
Parade

13

14

15

Work-Study Time
Sheets Due - 10 a.m.

20

Exams

21

Exams

22

Fall Quarter Ends

27

Registration for
Winter Quarter

28

Registration for
Winter Quarter

29

Registration for
Winter Quarter Ends

First Day of Classes

RCCC at Methodist
5 p.m.

Thursday	Friday	Saturday/Sunday
2	3 Student Talent Show \$\$ Prize Money \$\$ (\$50, \$30, \$25)	4 5
9 Pre-Registration for Winter Quarter Ping Pong Tournament	10 Veterans Day Program	11 Veterans Day 12
16 Last Day of Classes Fall Quarter Grads Apply for Graduation	17 Exams	18 19
23 Thanksgiving RCCC Closed	24 RCCC Closed	25 26
30 Add Period Ends Work-Study Checks Issued - 10 a.m.		

December

Monday

Tuesday

Wednesday

Birthstone - Turquoise for Success

Flower - Narcissus for Precious Moments

4
Work-Study Time
Sheets Due - 10 a.m.

5

6

RCCC at Chowan
5 p.m.

11

12

Craven at RCCC
7:30 p.m.

13

18 **Hanukah Begins**
Last Day of Classes
Before
Christmas Break

19

RCCC Closed

20

RCCC Closed

Work-Study Checks
Issued - 10 a.m.

25

RCCC Closed

26

RCCC Closed

27

RCCC Closed

Thursday	Friday	Saturday/Sunday	
	1 Decorate Doors for Christmas	2 Ahoskie Christmas Parade	3
7	8	9	10
14 Christmas Buffet 12 noon - 2 p.m. & 6 p.m. - 7:30 p.m.	15 Coke Classic Basketball Tournament	16 Coke Classic Basketball Tournament	17
21 RCCC Closed	22 RCCC Closed	23	24
28 RCCC Closed	29 RCCC Closed	30	31

January

Monday

Tuesday

Wednesday

1

New Year's Day

RCCC Closed

2

Classes Resume

3

8

RCCC at Craven
7 p.m.

9

Drop Period Ends

10

RCCC at Lenoir
7 p.m.

15

**Martin Luther
King, Jr. Day**

RCCC Closed

16

17

Movie & Popcorn
Day

22

23

RCCC at Wayne
7:30 p.m.

24

29

30

31

Work-Study Checks
Issued - 10 a.m.

Thursday	Friday	Saturday/Sunday	
4	5	6	7

11	12	13	14
	Work-Study Time Sheets Due - 10 a.m.		

18	19	20	21
RCCC at Chowan College Time - TBA		RCCC at Brunswick 2 p.m.	

25	26	27	28
Sampson at RCCC 7:30 p.m.	Button Day		

Birthstone - Garnet for Constancy

Flower - Carnation for Friendship

February

Monday

Tuesday

Wednesday

Birthstone - Amethyst for Sincerity

Flower - Violet for Modesty

5

6

7

12
Lincoln's Birthday

13
Lenoir at RCCC
7:30 p.m.

14 **Valentine's Day**

Pre-Registration for
Spring Quarter

Red Day

19
President's Day

20

21
Ash Wednesday

Blue Hawaii
Extravaganza

26
Exams

27
Exams

28

Winter Quarter Ends

Thursday	Friday	Saturday/Sunday	
1 Central Carolina at RCCC 7:30 p.m.	2	3 Brunswick at RCCC 2 p.m.	4
8	9	10	11
15 Pre-Registration for Spring Quarter Work-Study Time Sheets Due - 10 a.m. RCCC at Sampson	16	17	18
22 Washington's Birthday RCCC at Central Carolina 7:30 p.m.	23 Exams Last Day of Classes Winter Quarter Grads Apply for Graduation	24	25
29 Work-Study Checks Issued - 10 a.m.			

March

Monday

Tuesday

Wednesday

Birthstone - Aquamarine for Courage

Flower - Jonquil for Affection

4
Registration for
Spring Quarter

5
Registration for
Spring Quarter Ends

6
Add Period Ends

First Day of
Classes

11

12

13
Movie & Popcorn
Day

18

19

20

25

26

27
Career Day

Thursday	Friday	Saturday/Sunday
	1 Registration for Spring Quarter	2 3
7 Ping Pong Tournament	8	9 10
14	15 Work-Study Time Sheets Due - 10 a.m.	16 17
	Green Day	St. Patrick's Day
21	22	23 24
28	29 Drop Period Ends Work-Study Checks Issued - 10 a.m. Hair & Fashion Show	30 31 Palm Sunday

April

Monday

Tuesday

Wednesday

1

2

3

8

Spring Break
No Classes

9

No Classes

10

No Classes

RCCC Closed

15

Classes Resume

16

17

Ice Cream Treat

Work-Study Time
Sheets Due - 10 a.m.

22

23

24

Secretaries Day

Bloodmobile
Student Lounge
10 a.m. - 2 p.m.

29

30

Work-Study Checks
Issued - 10 a.m.

Thursday	Friday	Saturday/Sunday
4 Passover	5	6 7
Last Day of Classes Before Easter Break	Good Friday RCCC Closed	Easter
Easter Bunny Visit		Daylight Savings Time Begins

11 No Classes	12 No Classes	13 14
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18	19	20 21
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25 Spring Party	26	27 28
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Birthstone - Diamond for Innocence

Flower - Sweet Pea for Love

May

Monday

Tuesday

Wednesday

1

Birthstone - Emerald for Happiness

Flower - Lily of the Valley for Purity

6

Nurses' Day

7

Spring Jubilee

8

13

14

**Pre-Registration for
Summer Quarter**

15

**Pre-Registration for
Summer Quarter**

**Work-Study Time
Sheets Due - 10 a.m.**

20

21

22

Last Day of Classes

**Spring Quarter Grads
Apply for Graduation**

27

**Memorial Day
(Observed)**

RCCC Closed

28

Exams

Spring Quarter Ends

29

Thursday	Friday	Saturday/Sunday	
2	3	4	5
9	10	11	12
			Mother's Day
16 SGA Awards Banquet	17	18 Armed Forces Day	19
23 Exams	24 Exams	25	26
	Blue Jeans Day		
30 Work-Study Checks Issued - 10 a.m.	31 RCCC Closed		

June

Monday

Tuesday

Wednesday

Birthstone - Pearl for Purity

Flower - Rose for Devotion

3
Registration for
Summer Quarter

4
Registration for
Summer Quarter

First Day of Classes

5
Registration for
Summer Quarter
Ends

10
Ice Cream Treat

11

12

17

18

19

24

25

26
Summertime
Cookout

Thursday	Friday	Saturday/Sunday	
		1	2
6 Add Period Ends	7 RCCC Closed	8	9
13	14 Flag Day RCCC Closed	15	16 Father's Day
20	21 RCCC Closed Trip to East Carolina University Planetarium	22	23
27 Last Day of Classes Before Summer Break	28 RCCC Closed	29	30

July

Monday

Tuesday

Wednesday

1

2

3

8

9

10

Drop Period Ends

Classes Resume

15

16

17

22

23

24

Ice Cream Treat

29

30

31

Thursday	Friday	Saturday/Sunday
4 Independence Day RCCC Closed	5 RCCC Closed	6 7

11 Movie & Popcorn Day	12 RCCC Closed	13 14
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18	19 RCCC Closed	20 21
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25	26 RCCC Closed	27 28
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Birthstone - Ruby for Nobility

Flower - Larkspur for Haughtiness

August

Monday

Tuesday

Wednesday

Birthstone - Sardonyx for Felicity

Flower - Gladiolus for Preparedness

5

6

7

Watermelon Treat

12

13

14

19

20

21

Last Day of Classes

Exams

Summer Quarter
Grads Apply for
Graduation

26

Exams

27

28

Summer Quarter
Ends

Graduation

Congratulations Graduates!!

Thursday	Friday	Saturday/Sunday	
1	2	3	4
	RCCC Closed		
			Friendship Day
8	9	10	11
	RCCC Closed		
15	16	17	18
Movie & Popcorn Day	RCCC Closed		
22	23	24	25
Exams	RCCC Closed		
29	30	31	
	RCCC Closed		

STUDENT GOVERNMENT CONSTITUTION

PREAMBLE

We, the students of Roanoke-Chowan Community College, in order to establish better relations and communication between students, administration, and faculty, to create a feeling of unity among all students, to advance leadership and scholarship, and to stimulate and develop school spirit, do hereby establish this constitution for the Student Government Association (SGA) of Roanoke-Chowan Community College.

The name shall be the Student Government Association (SGA).

ARTICLE I - PURPOSE

It shall be the purpose of this organization to act as a liaison between the students, administration, and faculty and to provide for and encourage active student participation in school affairs.

ARTICLE II - MEMBERSHIP

The membership shall consist of all students who pay the student activity fee.

ARTICLE III - EXECUTIVE COUNCIL

SECTION A - Executive power shall be vested in the Student Government Association (SGA) officers. These officers shall be known as the Executive Council.

SECTION B - The Executive Council officers elected by the constituency shall be: (1) the President, (2) the Vice President, (3) the Secretary, (4) the Treasurer, (5) the Parliamentarian, and (6) the Sergeant-at-Arms.

SECTION C - The duties of the Executive Council shall be as follows: (1) to have the responsibility of finance, (2) to authorize and approve all publications of the organization, (3) to call special meetings upon petition of a majority of members, (4) to interpret the constitution, (5) to appoint directors of any Special Services Committees, (6) to hold meetings within

themselves at least once a month per year, (7) to submit a report of business to each Representative, the SGA Advisor, each instructor, and to the chairman of the Student Activities Committee, (8) to attend at least one State N4CSGA meeting per year (budget allowing), and (9) to attend all meetings in accordance with Article IV, Section D.

SECTION D - The duties of the President shall be as follows: (1) to serve as chief executive officer of the SGA, (2) to preside over all of the meetings of the Executive Council and the monthly meetings, (3) to appoint, with the consent of the Student Council, the chairmen of all committees, (4) to serve as an ex-officio member of all SGA standing committees, the RCCC Administrative Council, and the RCCC Board of Trustees, (5) to initiate such projects and programs as he shall deem necessary for the welfare of the SGA, and in keeping with the Preamble, (6) to represent this organization in all dealings with other student organizations and individuals, (7) to have knowledge of the records and monies of the SGA, (8) to perform all other functions which are incident to the office, (9) to call periodic meetings of the Executive Council at his discretion, and (10) to appoint an officer or committee chairman to replace one who does not fulfill the duties of his office.

SECTION E - The duties of the Vice President shall be as follows: (1) to assume all duties of the President should the President for any reason be unable to meet his duties of office, (2) to fulfill any duties as delegated by the President, (3) to serve as an ex-officio member of all standing committees, and (4) to have knowledge of records and monies of the SGA.

SECTION F - The duties of the Secretary shall be as follows: (1) to maintain the records of the SGA, (2) to serve as recorder for the Executive Council, (3) to distribute a report of business of SGA meetings to each Representative, SGA Advisor, each instructor, and chairman of the Student Activities Committee, (4) to assist in all other areas that the Executive Council may deem desirable, (5) to submit a completed set of minutes of all SGA meetings for file and future reference, and (6) to serve as chairman of the Communications Committee.

SECTION G - The duties of the Treasurer shall be as follows: (1) to keep an accurate account of all SGA funds and to attend to all necessary financial correspondence, (2) to prepare a monthly report of all financial matters to be distributed to all Representatives, SGA Advisor, and chairman of the Student Activities Committee (these reports shall be combined into an annual report to be placed in file), (3) to handle all financial transactions of the organization, with the consent of the SGA President and Advisor, and (4) to prepare a budget to be submitted to the Student Council.

SECTION H - The duties of the Parliamentarian shall be as follows: (1) to be acquainted with Robert's Rules of Order, (2) to see that correct procedures are followed in all meetings, and (3) to assist in all other areas that the Executive Council may deem desirable.

SECTION I - The duties of the Sergeant-at-Arms shall be as follows: (1) to assist in preserving order as the chair may direct, (2) to follow up on any curriculum, club, or organization which has not selected its Representative by the end of the fourth week of the fall quarter, and (3) to maintain accurate absentee records and follow-up. (See Article IV, Section D.) Any of these groups not represented by the end of the second general session shall not have voting power for the duration of the quarter.

SECTION J - Replacement of any member of the Executive Council shall be as follows: (1) Any Executive Council member failing to execute his duties and responsibilities may be removed from office by a two-thirds (2/3) vote of the Representatives. The vacancy will be filled by appointment by the President subject to approval by a two-thirds (2/3) vote of the Representatives. (2) In the event that any member of the Executive Council cannot serve in his respective position, the President shall appoint a replacement subject to approval by a two-thirds (2/3) vote of the Representatives.

SECTION K - Replacement of the President of the SGA shall be as follows: In the event that the President cannot serve, the Vice President will become acting President. He shall appoint the new Vice President subject to approval by a two-thirds (2/3) vote of the Representatives.

ARTICLE IV - REPRESENTATIVES

SECTION A - The body of Representatives shall be composed of one Representative from each of the chartered clubs and Representatives from each of the college's curriculums. There shall be two Representatives from each two-year curriculum -- one from the first-year section and one from the second-year section. There shall be only one Representative from each of the curriculums which are of one year duration or less. Only members named herein shall have power to vote on business matters at general sessions.

SECTION B - The Student Council shall be made up of all members of the Executive Council and all Representatives.

SECTION C - Duties of the Representatives shall be as follows: (1) to represent their respective groups and to serve as the liaison between the Student Council and all students and to perform all such other tasks as assigned to them, (2) to appropriate funds for all extracurricular activities as it shall deem compatible with the general welfare of the student body, provided all funds not expended during the fiscal year shall revert to the Student Activity Fund, (3) to approve all appointments made by the President of the SGA by a two-thirds (2/3) vote of Representatives, (4) to impeach and remove from office any elected student official, (5) to require reports, financial or otherwise, from all chartered clubs and organizations, not to exceed one per month, and (6) to make rules necessary and proper to promote the general welfare of the student body consistent with State Statutes and Board of Trustees policy.

SECTION D - Absences: (1) Attendance for Student Council meetings is required; however, if a Representative realizes he will be unable to attend a specified meeting, he is required to notify his Alternate and present a written excuse to the Sergeant-at-Arms prior to the meeting if possible. If by unforeseen circumstances a student is unable to attend a specified meeting, the written excuse is due within three days after his absence. (2) Any Representative absent for three meetings without a written excuse shall be dismissed automatically. It shall be the duty of the Sergeant-at-Arms to inform the club's or curriculum's advisor of the Representative's dismissal in writing one week after the third absence. The Sergeant-at-Arms shall have the authority to require the sponsoring club or organization to elect another Representative.

SECTION E - Elections of Representatives shall be as follows:

(1) Elections of Representatives and Alternates shall be done by the respective chartered organizations and college curriculums and submitted in writing to the President of the SGA by the end of the fourth week of the fall quarter. (2) All Representatives and Alternates must be in "Good Standing" with the college for the remainder of the year.

ARTICLE V - ADVISORS

SECTION A - The Advisor to the Student Government Association shall be the Dean of Student Development Services or his appointee.

SECTION B - The duties of the Advisor shall be as follows:

(1) to determine the eligibility for office of all members of the Executive Council, (2) to determine the eligibility for office of all Representatives and Alternates, and (3) to ensure that the constitution is enforced.

SECTION C - Although the Advisor shall have no voting rights, he shall be recognized by the chair in the same manner as regular student government members to discuss, debate, or advise as to any matters under consideration.

ARTICLE VI - ELECTION OF OFFICERS

SECTION A - Election for President, Secretary, and Treasurer shall be conducted by the end of the seventh week of spring quarter. Upon election, they shall serve concomitantly with the outgoing officers until the end of spring quarter at which time they shall assume full responsibilities of their elected offices.

SECTION B - Election for Vice President, Parliamentarian, and Sergeant-at-Arms shall be conducted by the end of the fourth week of fall quarter. Upon election, they shall serve from election until the end of the summer quarter.

SECTION C - Qualifications for office shall be as follows: (1) All Executive Council officers must be full-time students. (2) President, Secretary, and Treasurer must have been enrolled for three quarters and be in "Good Standing" with the college at the time of nomination and for the remainder of the year. (3) President, Secretary, and Treasurer must submit to the SGA Advisor a written statement of intent to return for the next academic year. (4) The Secretary must have a minimum typing skill of thirty-five (35) net words per minute. (5) The Treasurer must have a working knowledge of financial transactions. (6) The Vice President, Parliamentarian, and Sergeant-at-Arms must be in "Good Standing" with the college at the time of nomination and for the remainder of the year. First quarter students would be assumed to be in "Good Standing" unless otherwise indicated.

SECTION D - Procedure of elections shall be as follows: (1) All officers shall be elected by secret ballot; all students paying an activity fee and possessing a student identification card may have a vote. To place his name on the ballot, a candidate must submit a petition containing the signatures of at least twenty-five (25) SGA members to the SGA President and the SGA Advisor. There shall be no duplication of SGA members among candidates for the same office. (2) Petitions must be submitted by the date indicated on the Student Activities Calendar. (3) All candidates must make a campaign presentation during election week. Any candidate failing to make said presentation shall be excluded from the ballot. Special circumstances preventing a presentation may be considered by the current SGA President and the SGA Advisor.

SECTION E - Elections shall be as follows: (1) All officers shall be elected by secret ballot. (2) Elections shall take place on the date indicated on the Student Activities Calendar at the designated polling station(s). (3) All voting members shall show identification cards before receiving their ballots. (4) No one shall assist or advise the voter in completing the ballot except the election managers, who may only explain the rules of the election. (5) The candidate receiving a majority shall be named the winner of the election. In the event no candidate receives a majority of votes cast, or in the event of a tie, a run-off election between the two candidates receiving the highest number of votes shall be held to determine a winner. (6) Ballots shall be counted in

secret by the SGA President, Secretary, and Treasurer, the SGA Advisor, one faculty member and one staff member as designated by the SGA President. Under no circumstances shall a candidate for office be present at the counting of the ballots. (7) Results of the elections shall be posted by the next class day following elections. Winning candidates shall be notified personally and in writing by the SGA President as soon as possible. (8) All ballots shall be kept for a minimum of two weeks.

ARTICLE VII - COMMITTEES

SECTION A - General: (1) Committees may be formed as the SGA determines needs. (2) The chairman of the committee shall be appointed from the student body by the President subject to approval by a two-thirds (2/3) vote of the Student Council. The committee members are appointed by the chairman of each committee. (3) These committees shall only hold the authority which the student government may delegate and shall make progress reports at regular SGA meetings.

SECTION B - Standing Committees: (1) **Communications Committee:** The Communications Committee shall be responsible for the student bulletin boards and for preparing a monthly calendar to be displayed on the bulletin boards. This committee shall also be responsible for the release of all publicity pertaining to the SGA. It shall also lend assistance to the Secretary in any manner which the SGA deems advisable. The Secretary shall serve as chairman. (2) **Activities Committee:** The Activities Committee shall be responsible for planning and arranging all college SGA activities. This committee shall work in conjunction with the Communications Committee and the RCCC Faculty/Staff Activities Committee.

ARTICLE VIII - NEW CLUBS OR ORGANIZATIONS

SECTION A - The Student Council shall grant charters to all Roanoke-Chowan Community College clubs or organizations.

SECTION B - In order for a club or organization to be recognized and chartered by the SGA, it must formulate a constitution and bylaws containing the following: (1) Objectives of the organization. The objec-

tives shall be compatible with the college's objectives. (2) Criteria for membership. Membership in an organization shall not be denied an individual on the basis of race, creed, sex, or national origin. (4) Proposed officers and their duties. (5) Dues, fees, assessments, etc.

ARTICLE IX - PARLIAMENTARY AUTHORITY

Parliamentary authority for this organization will be the current edition of Robert's Rules of Order.

ARTICLE X - QUORUM

SECTION A - A quorum for any meeting or conference of this organization shall be a majority of the members.

SECTION B - A quorum for any meeting of the Executive Council shall be two-thirds (2/3) of the members.

ARTICLE XI - AMENDMENTS

SECTION A - Amendments to the constitution may be proposed by the Representatives or by petition signed by 20 percent of the SGA membership. If the proposed amendment is approved by a two-thirds (2/3) vote of the Student Council, the amendment shall be ratified.

SECTION B - This constitution can be amended at any regular meeting by a two-thirds (2/3) vote of the Student Council provided that the amendment has been submitted in writing by the previous regular meeting.

SECTION C - All amendments must be approved by the Board of Trustees.

ARTICLE XII - RATIFICATION

Ratification of this constitution shall be by two-thirds (2/3) vote of the Student Council and the Board of Trustees.

STUDENT RIGHTS & RESPONSIBILITIES

Student Right-to-Know

As required by Public Law 101-542 , "Student Right-to-Know," RCCC maintains information concerning completion and graduation rates. Come to Student Development Services for more information.

Access to Records

All currently enrolled students 18 years and older, parents of current students younger than 18, and parents of dependent current students have the right to examine and challenge the official student records. Official records are those maintained by any unit of the College, except those created by an individual staff member for the member's eyes only and are not accessible to any other persons. Confidential records, such as those of counselors and financial records of parents, also are excluded and not open to students or parents.

Other than directory information (student's name, address, telephone, program of study, participation in official activities, awards and degrees), student records may not be released without written consent of the student or parent of a minor. Records subpoenaed by legal authorities will be released, but only if the student or parent is notified.

If you do not want directory information released, you must make the request in writing. Come by Student Development Services for assistance.

Parking

Parking is permitted in designated areas only. For safety reasons, parking is not allowed in loading zones, fire lanes, or any areas not clearly designated "Student Parking."

Students driving on campus must obtain a parking permit from the Business Office. Permits are valid for one academic calendar year. The first permit is at no cost. Replacement or additional permits are issued at a nominal cost.

Smoking

Smoking is permitted only in designated building areas and outdoors. Smoking is not permitted in classrooms, labs, hallways, or the auditorium. Ashtrays are located conveniently outside of each campus building.

Children/Visitors on Campus

Please do not bring children or visitors on campus or to classes.

Drugs & Alcohol

The unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance or alcohol is prohibited on College premises or as part of any College sponsored activities. Students violating this rule will be subject to disciplinary action up to and including termination or expulsion and referral for prosecution. They also may be required to successfully finish a drug abuse program sponsored by an approved private or governmental institution as a precondition for continued enrollment at the College.

Students convicted for violation of any federal, state, or local crime drug statute must inform the College within five days after the conviction. A conviction means a finding of guilt (including a plea of nolo contendere) or the imposition of a sentence by a judge or jury in any state or federal court. Students convicted of violating any alcoholic beverage control statute also must inform the College within five days.

The term "controlled substance" means any drug listed in 21 CFR Part 1308 and other federal regulations, as well as those listed in Article V. Chapter 90 of the North Carolina General Statutes. These drugs generally have a high potential for abuse and include, but are not limited to, heroin, marijuana, cocaine, PCP, and "crack." They also include "legal drugs" which are not prescribed by a licensed physician.

The term "alcoholic beverage" includes beer, wine, whiskey, and any other beverage listed in Chapter 188 of the General Statutes of North Carolina.

Communicable Diseases

Students infected with communicable diseases will not be excluded from enrollment or restricted in their access to College facilities or services, unless medically-based judgements in individual cases establish that exclusion or restriction is necessary to the welfare of the individual or the welfare of other persons.

Students who know they are infected with a communicable disease are to share this information, on a confidential basis, with the Dean of Student Development Services or appropriate administrator. Students who know, or who have reasonable basis for believing, that they are infected are expected to seek expert advice about their health circumstances and are obligated, ethically and legally, to conduct themselves responsibly in accordance with such knowledge for the protection of other members of the community.

(Communicable diseases may include, but are not limited to: chicken pox, hepatitis, measles, tuberculosis, meningitis, mono-nucleosis, whooping cough, AIDS, AIDS-Related Complex, sero-positive to AIDS virus, and other sexually transmitted diseases.)



Sexual Harassment

Sexual harassment of any student or employee by any other student or employee is a violation of the policy of the RCCC Board of Trustees and will not be tolerated. A complaint of sexual harassment will be resolved through the student grievance procedure with the exception of the participation of a Grievance Officer appointed by the College President.

If you believe that you are a victim of sexual harassment, please report the incident to a counselor or the Dean in Student Development Services.

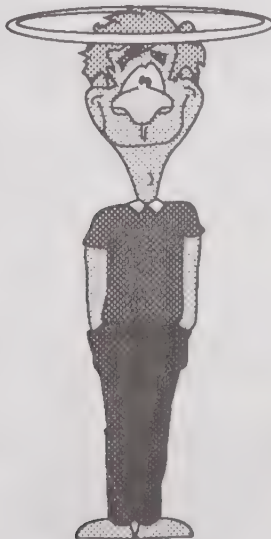
Conduct

All students at Roanoke-Chowan Community College are expected to conduct themselves with honor and exhibit standards of responsible citizenship. Any student who impairs, impedes, or disrupts the legal missions, processes, or functions of the College may be subject to suspension or expulsion from the College and, in some cases, referred to civil authorities.

Under no condition will alcoholic beverages or narcotics be allowed on College property, nor will any student under the influence of alcoholic beverages or narcotics be allowed on campus. Any violation may result in expulsion or suspension on the first offense.

Appropriate disciplinary action also will be taken in cases of:

- (1) students cheating.
- (2) students engaging in such acts as stealing, gambling, profane language, personal combat, or possession of firearms and dangerous weapons.
- (3) students losing, damaging, or degrading school property will be subject to appropriate disciplinary action, as well as charged for the full extent of damage or loss.
- (4) students engaging in disruptive activities, such as unlawful protests, demonstrations or other group activities.



Student Appeal

When a student of the College is given notice of suspension or expulsion, the student is entitled to procedural due process. The following steps must be followed to appeal the suspension or expulsion.

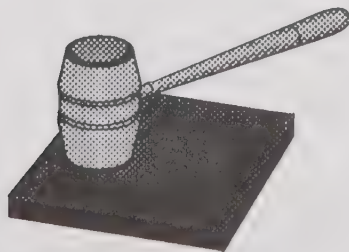
1. Within five working days, present in writing reasons for such an appeal to the appropriate dean to ask for a Board of Review.
2. A Board of Review is appointed by the President to hold a hearing within five working days of the receipt of the appeal.
3. The Board of Review will review the charges as presented by the dean and present a written copy of its findings to the President within two working days.
4. Either party may have counsel and/or witnesses heard.
5. The Board of Review will determine the facts of the case based on the evidence presented. The Board of Review shall give prime consideration to the following questions:
 - a. Has a school policy or law been violated?
 - b. Is the student charged the guilty party?
6. Within two working days of receipt of the Board of Review's findings, the President will issue a decision to uphold or reverse the decision of the dean and notify the student.
7. The President will act as the final administrative authority in resolution of the appeal.
8. If the appeal has not been resolved at this final step in the College's administrative process, the student will notify the President of the College in writing requesting a hearing before the Board of Trustees.

In all cases, the suspension or expulsion will remain in effect through the appeal process.

Student Grievance Procedure

Any student has the right to raise a complaint or lodge a grievance claim whenever he or she feels an injustice or unfair treatment has occurred. To insure that the grievance is given proper attention, follow these steps:

1. Request a conference with the curriculum advisor. If the advisor can solve the problem to your satisfaction, the matter should be settled here.
2. If the advisor cannot resolve the problem, he or she should take you to the curriculum chairperson (if advisor and curriculum chairperson are not the same) who will attempt to reach a satisfactory solution.
3. If no satisfactory solution has been reached thus far, the curriculum chairperson should arrange a conference between you and a counselor in Student Development Services.
4. If you still are not satisfied, the Dean of Student Development Services shall bring you to the President. The President shall hold a hearing, using as many witnesses as necessary to hear all sides of the complaint. Following the hearing, the President shall issue a ruling or decision concerning the problem. The ruling of the President shall be final, subject only to your right of appeal to the Board of Trustees.
5. Nothing in these procedures will prevent you from carrying the complaint directly to the Dean of Student Development Services or to the President, if you prefer.



HELPFUL RESOURCES

Do You Have Questions.....

<i>About.....</i>	<i>Ask.....</i>	<i>Location</i>
Absences	Instructor	His/Her Office
Academics	Dean of Instruction	Jernigan Bldg, Room 108
Admissions	Counselor	Student Dev. Services
Advising (academic)	Advisor	His/Her Office
Alumni Asso.	Dean	Student Dev. Services
Athletics	Student Activities Coordinator	Jernigan Bldg., Room 101A
Books & Supplies	Bookstore Operator	Jernigan Bldg., Room 111
Bulletin Boards	Staff	Student Dev. Services
Career Services	Counselor	Student Dev. Services
Changing Courses	Counselor	Student Dev. Services
	Registrar	Student Dev. Services
Changing Majors	Counselor	Student Dev. Services
	Previous Advisor	His/Her Office
	Financial Aid Officer	Student Dev. Services
	Registrar	Student Dev. Services
College Work-Study	Financial Aid Officer	Student Dev. Services
Counseling (academic)	Advisor	His/Her Office
	Counselor	Student Dev. Services
	Counselor	Student Support Services
Counseling Services	Counselor	Student Dev. Services
	Counselor	Student Support Services
Emergencies (accidents)	Business Manager	Jernigan Bldg., Room 104
	Counselor	Student Dev. Services
Financial Aid	Financial Aid Officer	Student Dev. Services
First Aid	Staff	Student Dev. Services
Housing	Dean	Student Dev. Services

<i>About.....</i>	<i>Ask.....</i>	<i>Location</i>
JTPA	JTPA Programs	
	Coordinator	Old Small Bus. Center
Learning Res. Center	LRC Staff	Jernigan Bldg., Room 100
Loans	Financial Aid Officer	Student Dev. Services
Parking Permits	Cashier	Jernigan Bldg., Room 104
Parking Problems	Business Manager	Jernigan Bldg., Room 104
Readmission to RCCC	Counselor	Student Dev. Services
Registration Info.	Registrar	Student Dev. Services
Schedule of Classes	Staff	Student Dev. Services
Scheduling Events	Student Activities	
	Coordinator	Jernigan Bldg., Room 101A
Selling, Peddling, Solicitation	Business Manager	Jernigan Bldg., Room 104
Special Needs/ Disabled Students	Dean or Counselor	Student Dev. Services
Student Government	Student Act. Coord.	Jernigan Bldg., Room 101A
Association	Dean	Student Dev. Services
Student Publications	Counselor &	
Study Skills	Instructor/Tutor	
	Coordinator	Student Support Servies
Testing	Assessment	
	Coordinator	Old Small Bus. Center
Transcripts	Registrar	Student Dev. Services
Tutoring	Student Support Svcs.	Jernigan Bldg., Room 107
Tuition & Fees	Registrar	Student Dev. Services
Veterans Affairs	Veterans Affairs	
	Officer	Jernigan Bldg., Room 101
Withdrawal from	Instructor & Advisor	His/Her Offices
Classes	Counselor & Registrar	Student Dev. Services

Student Support Staff & Faculty

Administrators

Dr. Harold E. Mitchell	President
Dr. William J. Peele	Dean of Instruction
Bettie B. Hall	Dean of Student Development Services
Johnna L. Everett	Dean of Institutional Advancement
Brewster W. Brown	Dean of Continuing Education
John L. Henderson	Business Manager

Student Development Services

Jodi Aerts	Retention Counselor
Irma Bond	Student Activities Coordinator
Diane Boone	Secretary
Mary Lou Byrum	Registrar (acting)
Sandra Copeland	Director of Admissions & Counseling
Gayle Deanes	Assistant Financial Aid Officer
Cara Edwards	Information Processing Clerk
Diane Kimbrough	Assessment Coordinator
Harold Murrill	Recruiter/Veterans Officer
Phyllis Parker	Financial Aid Officer

Student Support Services

Lorraine Mitchell	Director
Marquita Mitchell	Counselor
Janice Howell	Instructor/Tutor Coordinator
Sandra Long	Secretary

Business Office

Julia Brown	Controller
Cathy Earley	Accounts Payable/Support Specialist
Connie Gunnells	Receptionist
Ann Hughes	Purchasing Agent
Kim Norries	Cashier
Cynthia Ruffin	Bookstore Operator/Support Clerk

Learning Resources Center

Peggy Lefler

Barbara Glick

Barbara Kerns

Mildred Gatling

Director

Librarian

Alternative Learning Services Chair

Secretary

Faculty (Full Time)

Bonnie Adams, Carolyn Castelloe,
Annette Jackson, Claudia Morris,
& Jean Matthews

Associate Degree Nursing

Linda Alexander & Lowell Savage

Mathematics

Anne Andrews

Mental Health Associate

Joseph Barrett

Automotive Mechanics

Retha Carter

Cosmetology

Jean Drake

Criminal Justice

Essie Davis & Linda Wheeler Early Childhood & Special Education

Chris Freeman

Diesel Vehicle Maintenance

Tom Hedspeth

Light Construction

Bill Hofler

Architectural Technology

John Horton &
Narasingarao Vegi

Business Administration

James Hutchinson

Air Cond., Heating, & Refrigeration

Gloria King

Microcomputer Systems Technology

Carolyn Mitchell,
Cheryl Martin, & Joe Clark

English

Patsy Owens &
Woody Copeland

Administrative Office Technology

Anneke Revelle

Nursing Assistant

Eric Storie

Science

Betty White

Reading

Class Schedule

Course	Instructor	Day	Time	Room

COLLEGE LIFE CAN BE STRESSFUL

If you start feeling you're under too much pressure, consider these:

- Be realistic. Don't expect too much of yourself too fast. Don't under- or over-estimate your abilities.
- Plan your work and organize your time.
- Learn to relax and take breaks from stressful situations.
- Be sure to exercise, eat well, and visit your physician regularly.
- Talk things over with a friend, family member or counselor-- whoever is a good listener for you.

(Taken from Scriptographic booklet, Channing L. Bete Co., Inc. 1988)

Class Schedule

Course	Instructor	Day	Time	Room

ACADEMIC SURVIVAL SKILLS

- Listen Carefully. Give instructor your attention, take notes, and evaluate what you hear.
- Participate in Class. Be in class, be on time, and be prepared! Try to understand other's points of view and be willing to courteously express your own. Ask questions when you need clarification. Let the instructor know you are interested and care about the course.
- Budget Your Time. Don't cram the night before, but spread your studies out. Be sure to study in the right place where you can concentrate. Don't take course loads too light at some times and too heavy at others--balance out!
- Improve Your Reading & Study Skills. Get help if you need to improve in these areas. They are essential to your survival.

(Taken from Scriptographic booklet, Channing L. Bete Co., Inc. 1988)

Notes:

Class Schedule

Course	Instructor	Day	Time	Room

Program of Study _____

Advisor's Name _____

Office Hours _____

Extension No. _____

Remember to see your advisor when registering, dropping and adding courses, and withdrawing from classes or RCCC.

Class Schedule

Course	Instructor	Day	Time	Room

ATTITUDE

Your attitude is important in every phase of your life--school, work, family, social. Make it a positive one. See how many of these you can answer yes to:

- Are you interested in others?
- Do you look at other's points of view?
- Are you a good listener?
- Do you work well with others?
- Are you willing to learn?
- Do you do your best at school, on your job, etc.?
- Do you welcome changes?
- Do you have a sense of humor?

The key to success is all in your state of mind.

(Taken from Scriptographic booklet, Channing L. Bete Co., Inc. 1988)

Class Schedule

Course	Instructor	Day	Time	Room

Program of Study _____

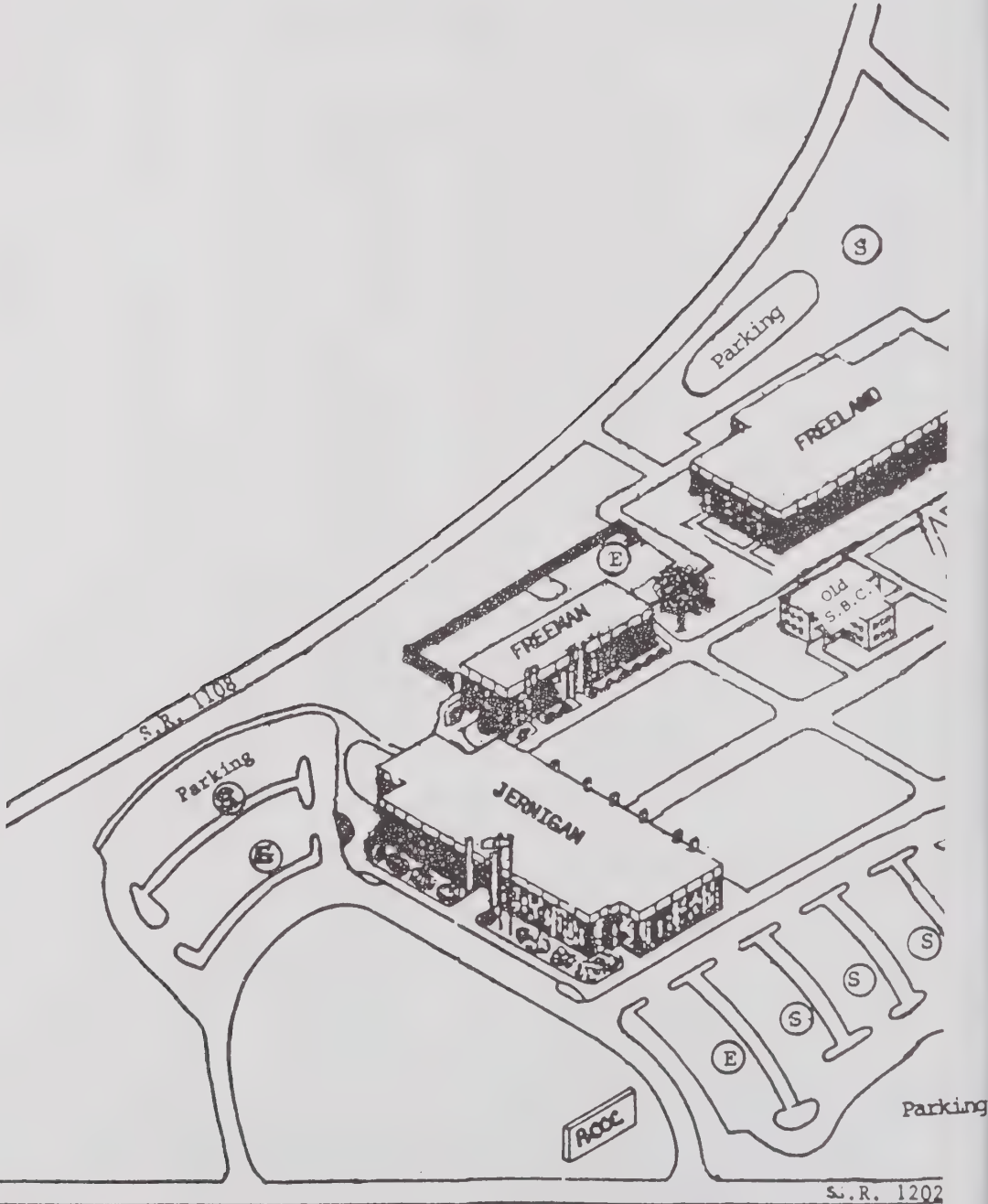
Advisor's Name _____

Office Hours _____

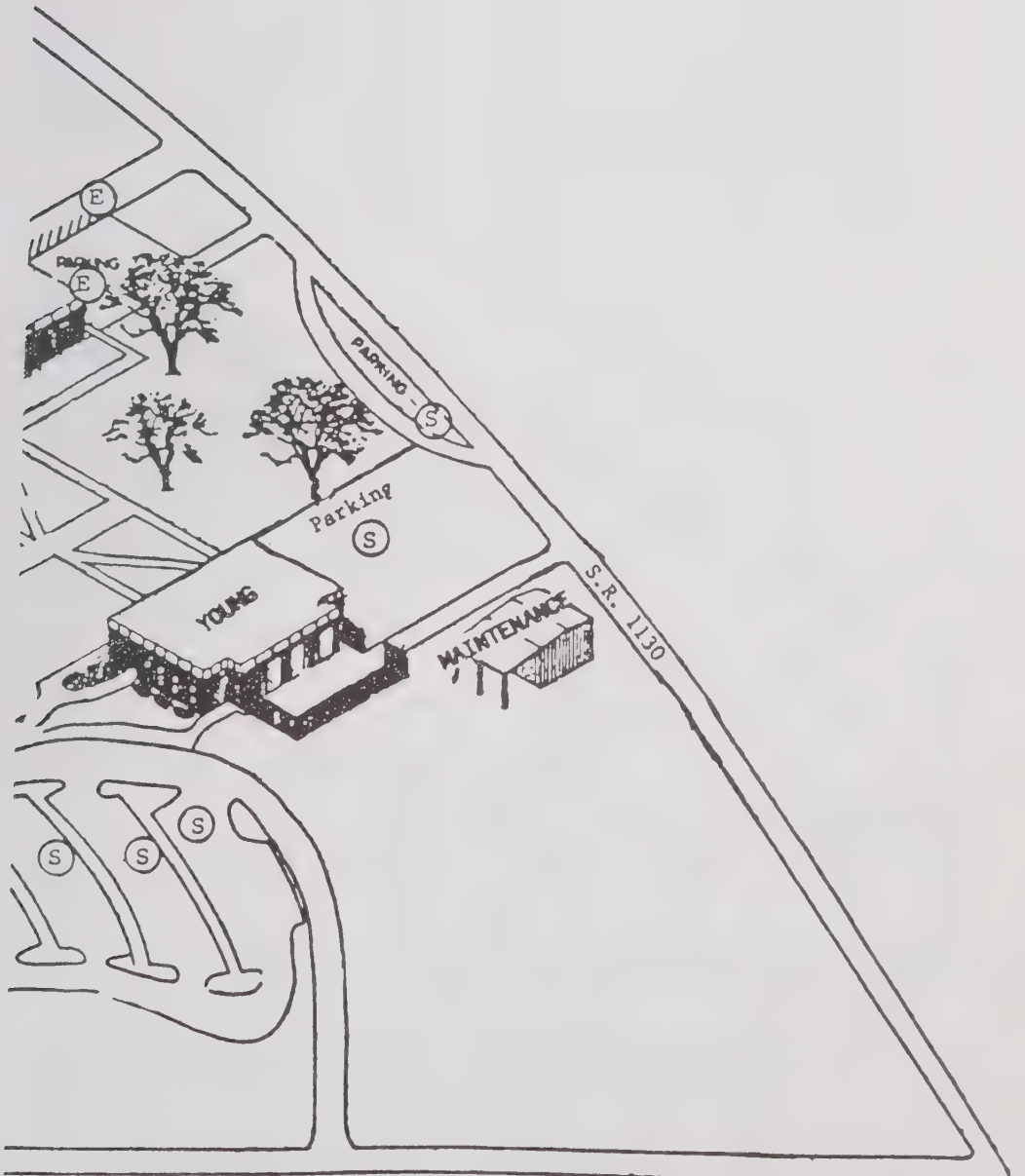
Extension No. _____

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ROANOKE-CHOWAN COMMUNITY COLLEGE CAMPUS



Employee Parking = E
Student Parking = S



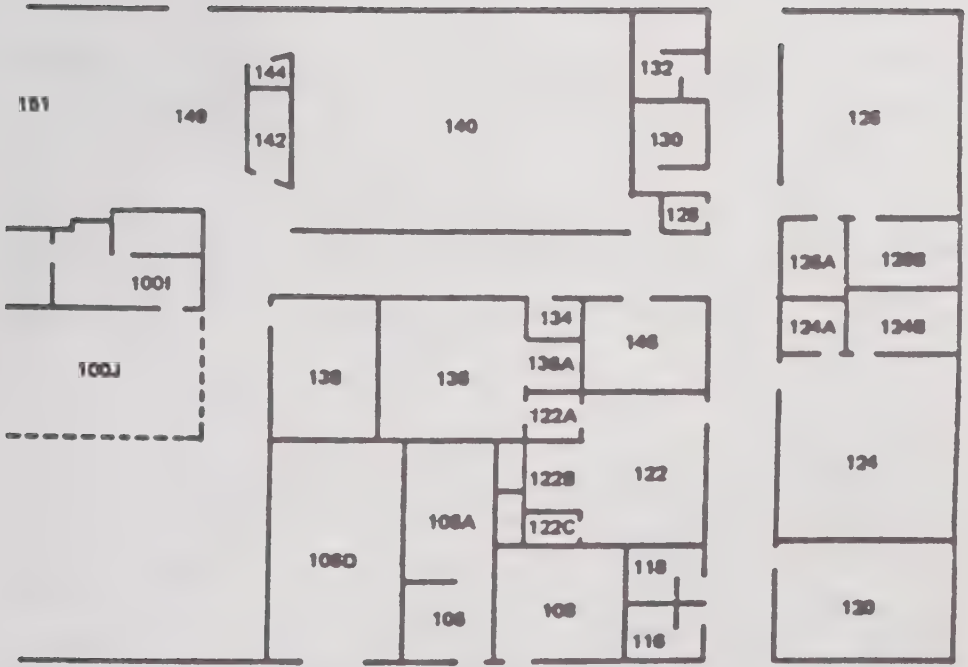
Drawing by: Tim Byrum
Allen Smith

ROBERTS H. JERNIGAN, JR. EDUCATION CENTER

Admissions
 ABE/GED Labs
 Auditorium
 Bookstore
 Business Office
 College Transfer
 Dean of Instruction
 Developmental Education
 English, Math, Reading, Science
 Food Services

Institutional Advancement
 Learning Resources Center
 Mental Health Associate
 Personnel
 President
 Receptionist
 Student Activities Coordinator
 Student Development Services
 Student Lounge
 Student Support Services
 Veterans Affairs



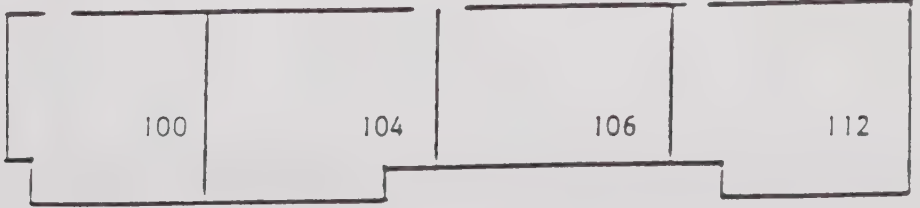
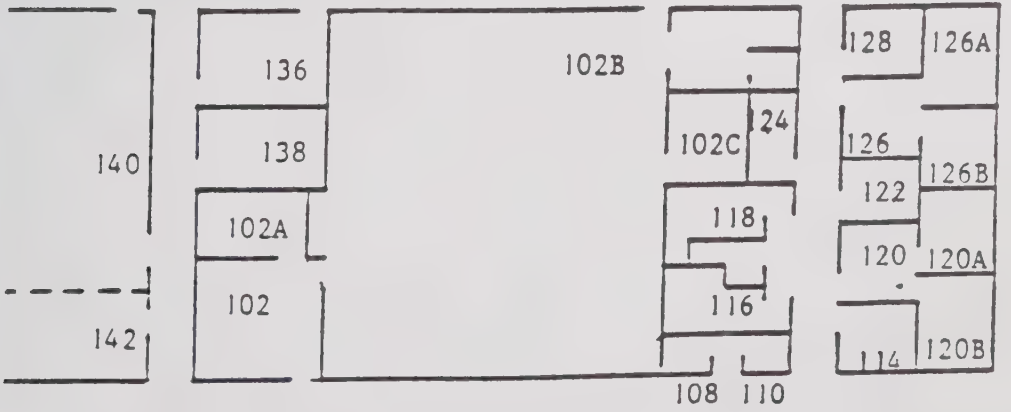
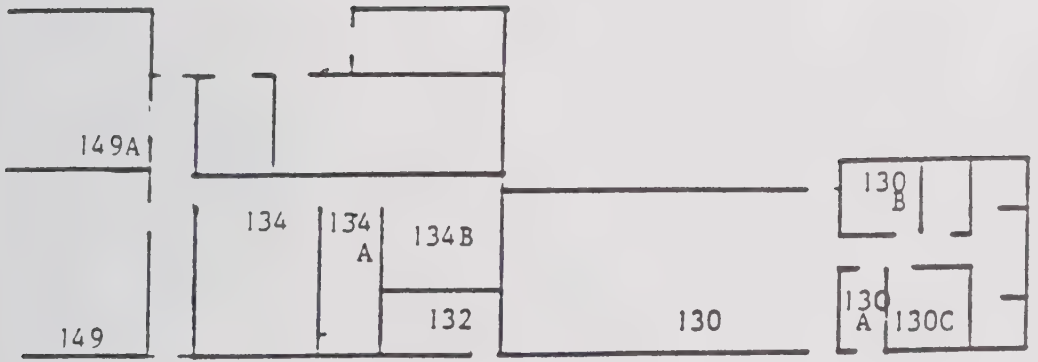


H. C. FREELAND INDUSTRIAL TECHNOLOGY TRAINING CENTER

Administrative Office Technology
 Associate Degree Nursing
 Basic Skills Education
 Business Administration
 Cosmetology
 Continuing Education

General Technology
 (Pre-Nursing/Pre-Radiologic)
 Human Resources Development
 Microcomputer Systems
 Technology
 Small Business Center

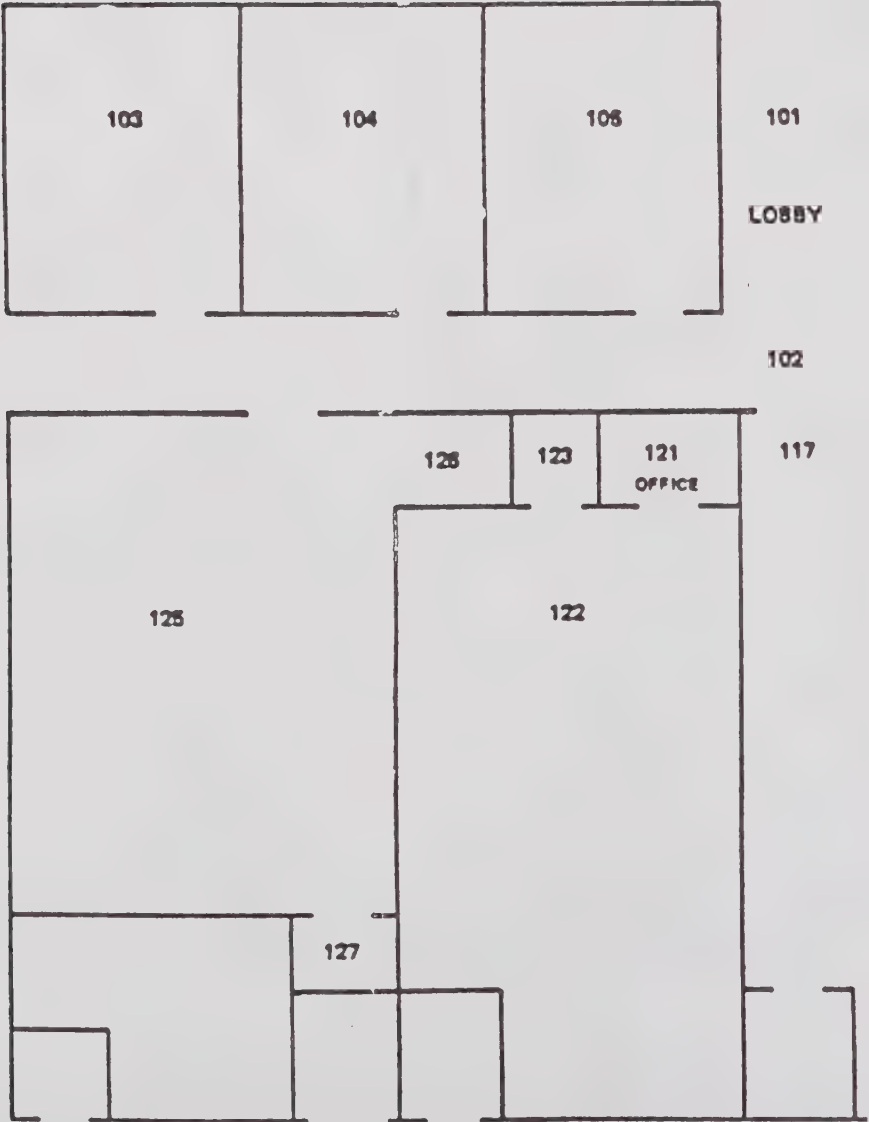


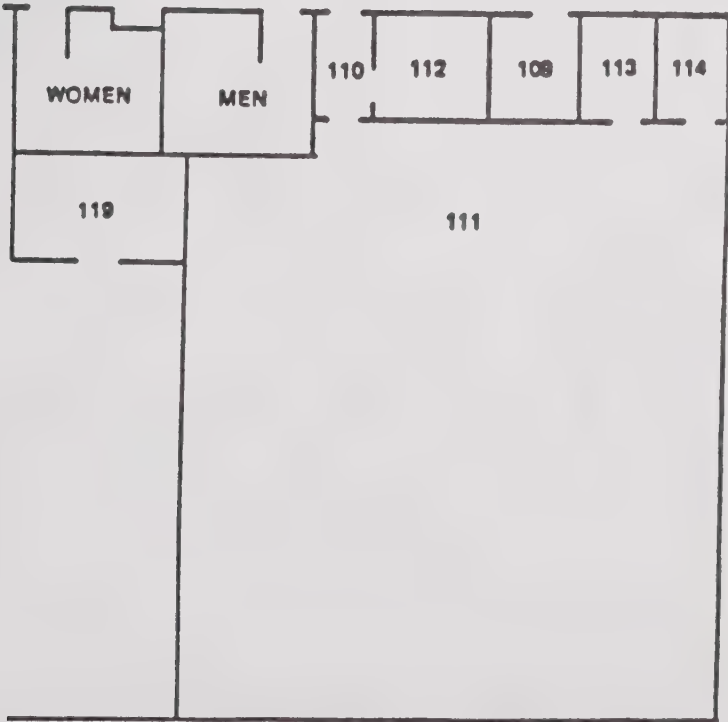
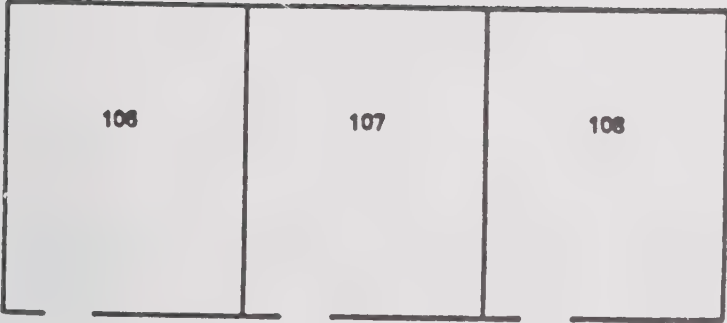


JOHN W. "JACK" YOUNG, JR. CENTER

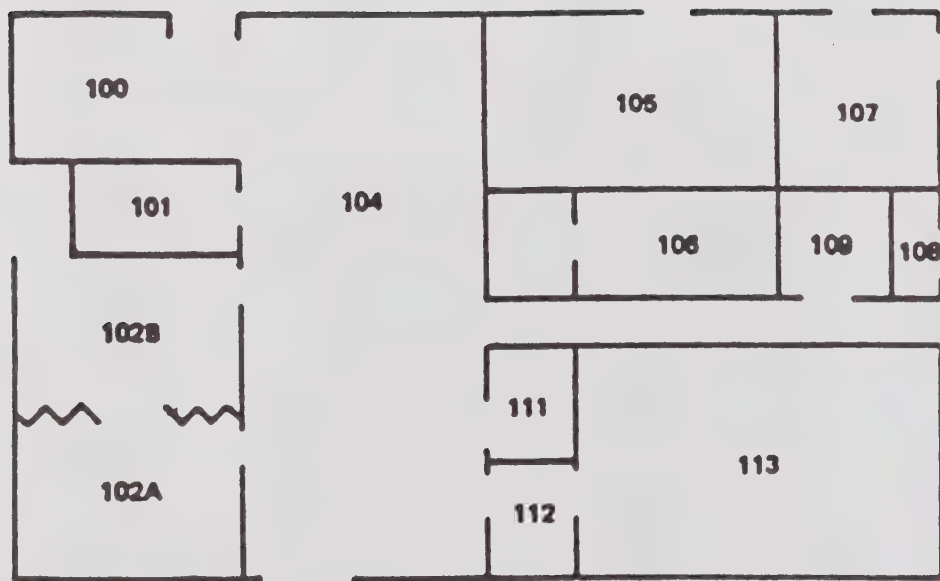
Architectural Technology
Criminal Justice
Early Childhood

Special Education
Nursing Assistant
Light Construction
Welding





**JULIAN P. FREEMAN VOCATIONAL
EDUCATION BUILDING**
Air Conditioning, Heating, & Refrigeration
Automotive Mechanics
Diesel Vehicle Maintenance
Industrial Maintenance Mechanics
RCCC Foundation





COMMUNITY RESOURCES

Social Services Agencies (provide various services, including adoptions, family planning, foster care for children, health support, individual and family adjustment, in-home service, protective services for children/adults, child day care, foster care for adults, chore services, personal care, assistance for blind, etc.)

CADA (Choanoke-Area Development Association--provides assistance with housing, clothing)

Bertie County - 794-3107

Hertford County - 398-4131

AFDC (Aid for Dependent Children)

M-AD (Medical assistance for persons under 65 years of age who are receiving disability benefits)

M-AA (Medical assistance for persons over 65 years of age)

M-AB (Medical assistance for persons who are blind/partially blind)

S-AA & S-AD (Special assistance to adults to pay for cost of care in rest home/family care home)

AFDC-FA (Financial assistance to families with dependent children to aid in emergencies, such as being evicted)

LIEAP (Low Income Energy Assistance Program)

CIP (Crisis Intervention Program--funds to assist in heating/cooling in emergency situations)

Food Stamps (supplements household monthly resources by providing food vouchers)

Bertie County - 794-5320

Gates County - 357-0075; 357-1748

Hertford County - 358-7830; 358-7825

Northampton County - 534--5811

Ahoskie Child Support Enforcement Office (provides assistance in securing child support payments) - 332-2913

Choanoke Public Transportation Authority (provides bus service)
Bertie & Hertford Counties - 345-0474
Northampton County - 539-2022

Low-Cost Housing

Roanoke-Chowan Regional Housing - 537-1051; 358-3467
Ahoskie Housing Authority - 332-4104
Woodland Housing Project - 587-6401

Roanoke-Chowan Human Services (provides treatment of mental health, mental retardation & developmental disabilities, & substance abuse)

Bertie County - 794-2895
Hertford County - 332-4137
Gates County - 357-0237
Northampton County - 534-5111

Wiccacon House (residential program for substance abusers) -
356-2938

Crisis Line (responds to psychiatric emergency situations 24 hours a day) - 332-4442

Welcome Wagon (assistance to new residents of Hertford County) -
332-2001

Roanoke-Chowan Safe (emergency services for abused women and children) - 332-1933 or 1-800-669-1933

Social Security Administration (financial and medial assistance for eligible individuals) - 332-3413

Disability Hotline (information about social security disability benefits or supplemental security income) - 1-800-638-6810

Vocational Rehabilitation (financial assistance to disabled persons for educational/vocational training)

Ahoskie - 332-4006

Windsor - 794-9175

Employment Security Commission--Job Referral

Bertie County - 792-7816

Hertford County - 332-5016

Center for Women's Economic Alternatives (assistance regarding work-related problems such as discrimination, hazardous working conditions, etc.) - 332-4179

Legal Services for the Coastal Plains (provides legal assistance) - 332-5124

Health Departments (provide services such as immunizations, nutritional program for women, infants & children, screening for high blood pressure and diabetes, eye clinic, child health services, family planning, pre-natal clinic, orthopedic clinic, developmental evaluation clinic, sexually transmitted disease screening & treatment, etc.)

Ahoskie - 332-5676

Murfreesboro - 398-4139

Winton - 358-7833

Windsor - 794-5322

Jackson - 534-5841

Woodland - 587-6611

Gates County - 357-1380

Home Health Agency (short-term skilled care & support services to patients in the comfort of their own homes)

Bertie County - 794-9253; 794-5323

Hertford County - 358-7835

Northampton County - 534-5841

Roanoke-Chowan Hospice (services to terminally ill persons & their families) - 332-3392

Council on Aging (services & assistance for senior citizens)
Bertie County - 794-2028
Hertford County - 358-7856

Schools

Ahoskie

Ahoskie Graded School - 332-2588
Hertford County High School - 332-4096
Ridgcroft School - 332-2964
Robert L. Vann School - 332-2335

Aulander

Aulander Elementary School - 345-3211

Colerain

Colerain Elementary School - 356-4714

Conway

Conway Elementary School - 585-0312
Northampton-East High School - 585-0627

Gatesville

Buckland School - 357-1611
Central Junior High School - 357-0470
Gates County High School - 357-0720
Gatesville Elementary School - 357-0613
Gates Christian School - 357-1753

Murfreesboro

Hertford County Middle School - 398-4091
Riverview Elementary School - 398-4862 or 398-3000

Rich Square

W. S. Creecy Elementary School - 539-2937
Northeast Academy Christian School, Inc. - 539-2461

Roxobel

West Bertie Elementary School - 344-7621

Windsor

Askewville Elementary School - 794-3743
Bertie High School - 794-3034
South Western Elementary School - 794-2358

Winton

Calvin S. Brown Elementary School - 358-3671

Woodland

Woodland-Olney Elementary School - 587-4001

Public Child Care Centers**Hertford County**

Ahoskie Free Will Baptist Church - 332-2764
Ahoskie United Methodist Church - 332-6373
Arkland Child Development Center - 398-3150
Little People's Univesity - 398-3487
Roanoke-Chowan Community College
Child Development Center - 332-5921
Sugar & Spice Day Care Center, Inc. - 358-3881

Bertie County

Powellville Recreation & Civic Day Care - 332-2176
Happyland Child Care Center, Inc. - 348-3363
West Bertie Headstart - 344-9051

Northampton County

ABC Day Care Center - 585-0570
Community Action Day Care - 539-2097
Rich Square Child Development Center - 539-2000

Ambulance/Rescue Squads

Ahoskie - 911
Harrellsville - 911
Murfreesboro - 911
Winton - 911
Powellsville - 911
Windsor - 911
Aulander - 911
Colerain - 911
Lewiston - 911
Roxobel - 911
Kelford - 911
Conway - 911
Jackson - 911
Gates & Gatesville - 911

Fire Departments

Ahoskie - 332-2121
Como - 358-5341
Murfreesboro - 398-4151
Harrellsville - 358-5341
Winton - 358-5341
Powellsville - 1-800-672-9111
Jackson - 534-3901
Conway - 534-3901
Rich Square - 539-2315
Gates - 358-5341
Gatesville - 358-5341
Windsor - 794-9111
Aulander - 794-9111
Kelford - 794-9111
Colerain - 794-9111
Lewiston - 794-9111

Police & Sheriff Departments

	Police	Sheriff
Ahoskie	911	358-5341
Winton	911	911
Aulander	911	911
non-emergency		345-3181
Murfreesboro	911	358-5341
Colerain	911	911
Como	911	358-5341
Harrellsville	911	911
Powellsville	911	911
Conway	911	911
Severn	585-0411	911
Rich Square	911	911
Woodland		911
Gatesville	911	911
Gates	911	911
Lewiston	911	911
non-emergency		348-2823
Windsor	911	911
non-emergency		
Jackson		911

NC Highway Patrol--1-800-662-7956 (emergency only)

Toll Free Numbers

AIDS Hot Line--1-800-342-2437
Cocaine Abuse--1-800-262-2463
Child Abuse Hot Line--1-800-422-4453
Childrens Home Society--1-800-632-1400
Governor's Office of Citizen Affairs--1-800-662-7952
Legal Services--1-800-682-0010
NC Department of Human Resources Care Line--1-800-662-7030
National Runaway Hot Line--1-800-231-6946
National Runaway Switchboard--1-800-621-4000
NC Center for Missing Persons--1-800-552-5437
Poison Center--1-800-672-1697
V.D. Hot Line--1-800-342-2437

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