



2015-2016

Student Handbook and Planner

ROANOKE-CHOWAN COMMUNITY COLLEGE

2015-2016

Student Planner

This planner belongs to:

Name _____

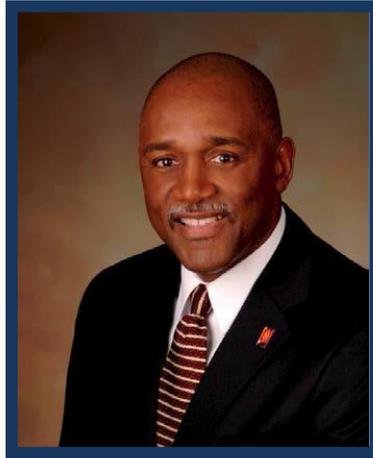
Address _____

City, State, Zip _____

Phone: _____



President's Message



Greetings:

We are delighted that you have selected Roanoke-Chowan Community College to meet your continuous educational and workforce training needs. As your seventh President I pledge to do everything that I can to help the college and this community grow to its full potential.

Roanoke-Chowan Community College provides high quality academic and workforce training programs that lead to well-paying jobs and a good quality of life. Our trustees, administration and faculty envision R-CCC becoming a world-class institution playing a pivotal role in increasing the regional job skills level, drawing new companies, and increasing the number of available jobs in and around our college service area.

In order for R-CCC to grow and achieve the vision we have for it, we must work together. I will need you to enroll and encourage others to do the same in one of our 21 different curriculum programs. There are also many course offerings in 17 program areas taught our Continuing Education Department designed for skill improvement or fulfillment. I ask you to also give us meaningful feedback on your experiences to enable us to continuously improve on our programs and services. It would also be beneficial for you to connect with the Alumni program so that we can keep you informed of our college progress. Furthermore, the college needs you as a partner who is willing to contribute annually to our College Foundation to help build appropriate financial resources for student scholarships and worthwhile initiatives to help meet the needs of the community we serve.

Working together we can accomplish anything. Again, I am delighted to be here in Northeast Carolina at Roanoke-Chowan Community College where lives are changed every day. Catch the WAVE and join us.

Yours in service,

A handwritten signature in blue ink, appearing to read "Michael A. Elam".

Michael A Elam, Ed.D.
President

Welcome to Roanoke-Chowan Community College!

On behalf of our faculty and staff, welcome and thank you for choosing Roanoke-Chowan Community College as your college. You made an excellent decision and a very important one.

Now that you are a college student, you will be faced with many other decisions and challenges, and that's where we come in. It is our job to make sure that you continue to make the right choices and accomplish your goals.

Our first job is to make sure you get off to a good start. This guide will provide you with general information about the college and its resources.

Best wishes for the coming academic year. Work hard and have fun! We hope today is the first of many college days that you will remember fondly.

Sincerely,



Wendy P. Vann
Dean, Student Development Services



STUDENT DEVELOPMENT SERVICES STAFF

New Student Center – (NSC)

Student Development Services upholds the mission and goals of the College by providing support services that will enable area students to enroll in appropriate academic programs. Student Development Services is committed to providing support services in the areas of admissions; testing and assessment; personal/career counseling; academic advising; registration/records; financial aid; veterans/child care assistance; tutoring; job placement; and extracurricular activities.

Student Development Services is here to aid you in selecting, entering, progressing through, and completing a course of study. Student Development Services offices are located on the first and second floors of the New Student Center. Office hours are as follows:

Fall and Spring Semesters:

Monday-Thursday 8:00 a.m.-6:00 p.m.

Friday: 8:00 a.m.-5:00 p.m.

Summer:

Monday-Thursday 7:30 a.m.-6:00 p.m.

STAFF DIRECTORY

Wendy Vann, Dean.....	862-1234
Dinetta Gilliam, Data Entry Clerk.....	862-1305

Enrollment Services

Amy Wiggins, Director/Registrar.....	862-1225
Sharda Britt, Registration Technician.....	862-1278

Financial Aid

Crystal Harris, Director.....	862-1244
Stacey Hoggard, Financial Aid Technician.....	862-1246
Poteca Chamblee, Financial Aid Technician.....	862-1200

Placement Testing

Beverly Goodwin, Director.....	862-1238
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Student Activities\Recruitment

Tremaine Kwasikpui, Coordinator/Recruiter.....	862-1248
SGA Office- NSC 108A.....	862-1260

Student Support Services

Lorraine Mitchell, Director.....	862-1272
Teresa Drew, Secretary.....	862-1303
Counselor (Vacant).....	862-1293
Isalean Overton, Tutor Coordinator/Computer Lab Technician.....	862-1241

Note: Please refer to the 2015-2016 R-CCC Catalog for a complete listing of the full-time College employees.



Curriculum Program Advisors

(Program advisors are assigned by student's last name.)

Associate in Arts-A10100, Associate in Science-A10400, Pre-Nursing-A10300N, Associate in Fine Arts-A10200

Jeanne Blevins (862-1247)	SSC 208	(A-D)
Peter Pellegrin (862-1276)	SSC 219	(E-H)
Frank Harris (862-1263)	SSC 213	(I-L)
James Messer (862-1290)	FRL 102	(M-O)
Fannie Pugh (862-1254)	JER 122	(P-R)
Crystal Saunders (862-1269)	JER 110	(S-V)
Crystal Saunders (temporarily)		(W-Z)

Accounting-C25100, Business Administration-A25120

Clark Wren (862-1339)	SSC 209	(A-F)
Linda Alexander (862-1280)	JER 100-10	(G-L)
Debbie Hanke (862-1212)	SSC 215	(M-R)
Latoya Stephenson (862-1296)	FRL 128	(S-Z)

Associate Degree Nursing-A45110, Biotechnology -A20100, Dental Assisting-D45240

Carmen Askew (862-1286)	FRL 129A	(A-E)
Michelle Warren (862-1327)	FRL 137	(F-J)
Meredyth Corey (862-1285)	FRL 131	(K-P)
Stella Jenkins-Cameron (862-1284)	FRL 129B	(Q-U)
Sonya Knight (862-1295)	FRL 117	(V-Z)

Computer Information Technology-A25260, CIT Basic-C25260B, Multimedia Certificate- C25260A, Operating Systems-C25260C, Web/Security-C25260D

Teikeshia Archer (862-1218)	FRL 143	(A-Z)
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Air Conditioning, Heating, & Refrigeration Technology-A35100 & D35100:

AHR-Heat Pump Certificate-C35100A & HVAC Certificate-C35100B

John Mulder (862-1200 x 372)	YOU 122	(A-Z)
Andy Lassiter (862-1200 x 372)	YOU 122	(A-Z)

Barbering-D55110, Cosmetology-D55140

Sonya Chamblee (862-1213)	FRL 102A	(A-Z)
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Criminal Justice Technology-A55180

Karen Bell (862-1235)	FRL 114	(A-M)
Joseph Rampersad (862-1367)	FRL 130	(N-Z)

Early Childhood Education-A55220

Audrey Moore (862-1317) SSC 216 (A-M)
 Deboria Outlaw (862-1204)..... SSC 217 (N-Z)

Human Services Technology-A45380 & Mental Health-A4538C

Kimberly Bazemore (862-1288) FRL 147B (A-Z)

Industrial Systems Technology-A50240, IST Electrical Cert.-C50240A, IST Mechanical Cert.-C50240B, IST PLC Cert.-C50240

Keith Horne (862-1319)..... ISC 104 (A-Z)

Office Administration-A25370, Medical Office Administration- A25310, Medical Office Administration Diploma-D25310, Medical Office Administration Certificate-C25310, Office Administration Diploma-D25370, Office Administration Certificate-C25370

Joan Deloatch (862-1237)..... FRL 119B (A-M)
 Deborah Dickinson (862-1287) SSC 221B (N-Z)

Special Credit-T90990

Amy Wiggins (862-1225) SSC 111G (A-Z)

Web Technologies-A25290

Justin McKeithan (862-1207) FRL 125 (A-Z)

Welding Technology-D50420, Pipe Certificate-C50420B, Plate Certificate-C50420C

Victor Davidson (862-1264) YOU 111 (A-Z)
 Evangeline Ingram (862-1264) YOU 111 (A-Z)

RN to BSN – A10300C

Teikeshia Archer (862-1218)..... FRL 143 (A-Z)

Updated August 11, 2015



Academic Year 2015 – 2016 Calendar

Fall 2015

Professional Development (Faculty and Staff)	August 10, 2015 (M)
Professional Development - QEP (Faculty only)	August 11, 2015 (T)
Fall 2015 Registration.....	August 12-13, 2015 (W/TH)
Faculty Workday	August 14, 2015 (F)
First Day to Charge in Bookstore	August 12, 2015 (W)
Fall 2015 Tuition Due by 4:30 p.m.	August 14, 2015 (F)
(Schedules with unpaid balances will be purged)	
Last Day to Apply for a 100 % Refund for 16-week & First 8-weeks Sessions.....	August 14, 2015 (F)
First Day of Class/Semester & First 8-week Session	August 17, 2015 (M)
Last Day to Add	August 19, 2015 (W)
10% Point of the First 8-week Session	August 20, 2015 (TH)
Last Day to Apply for a 75% Refund for the First 8-week Session.....	August 20, 2015 (Th)
Last Day to Charge in Bookstore	August 26, 2015 (W)
Last Day to Apply for a 75% Refund for the 16-week Session.....	August 26, 2015 (W)
10% Point of the 16-week Session	August 26, 2015 (W)
Labor Day Holiday (College Closed)	September 7, 2015 (M)
Last Day to Withdraw from First 8-week Session to Ensure a Grade of "W" (60%).....	September 18, 2015 (F)
Financial Aid Refund Checks Mailed	September 25, 2015 (F)
May 2016 Prospective Graduate Applications Due.....	October 1, 2015 (TH)
Last Day of First 8-week Session.....	October 12, 2015 (M)
Registration for Second 8-week Session	October 12, 2015 (M)
Last Day to Apply for a 100% Refund for Second 8-week Session.....	October 12, 2015 (M)
Charge in Bookstore for Second 8-week Session	October 12-13, 2015 (M/T)
First Day of Second 8-week Session.....	October 13, 2015 (T)

Student Fall Break.....	October 15-16, 2015 (TH/F)
10% Point of the Second 8-week Session	October 20, 2015 (T)
Last Day to Apply for a 75% Refund for Second 8-week Session.....	October 20, 2015 (T)
Web Registration Opens.....	October 21, 2015 (W)
Advising Period for Spring 2016 Begins	October 21, 2015 (W)
Last Day to Withdraw from 16-week Session to Ensure a Grade of “W” (60%)	October 26, 2015 (M)
Advising Period for Spring 2016 Ends	November 11, 2015 (W)
Advising Day for Spring 2016 (No Classes)	November 11, 2015 (W)
Early Registration for Spring 2016.....	November 12, 2015 (TH)
Last Day to Withdraw from Second 8-week Session to Ensure a Grade of “W” (60%).....	November 18, 2015 (W)
Thanksgiving Holiday (College Closed)	November 26-27, 2015 (TH/F)
Spring 2016 Tuition Due - by 4:30 p.m.....	December 11, 2015 (F)
(Schedules with unpaid balances will be purged)	
Last Day to Remove Spring 2015 & Summer 2015 “I” Grades.....	December 14, 2015 (M)
Last Day of Classes/Semester & Second 8-week Session.....	December 14, 2015 (M)
Fall 2015 Grades Due (12:00 noon)	December 15, 2015 (T)
Christmas Holiday (College Closed)	December 17-31, 2015

Spring 2016

New Year’s Day (College Closed)	January 1, 2016 (F)
College Reopens (Faculty/Staff Professional Development).....	January 4, 2016 (M)
Web Registration Ends.....	January 4, 2016 (M)
Spring 2016 Registration	January 5, 2016 (T)
First Day to Charge in Bookstore	January 5, 2016 (T)
Spring 2016 Tuition Due by 4:30 p.m.	January 6, 2016 (W)
(Schedules with unpaid balances will be purged)	
Last Day to Apply for a 100% Refund for 16-week & First 8-weeks Sessions....	January 6, 2016 (W)
Faculty Workday	January 6, 2016 (W)
First Day of Class/Semester & First 8-week Session.....	January 7, 2016 (TH)
Last Day to Add a Class	January 11, 2016 (M)
Last Day to Apply for a 75% Refund for the First 8-week Session.....	January 12, 2016 (T)

10% Point of the First 8-week Session.....	January 12, 2016 (T)
Dr. Martin Luther King, Jr. Holiday (College Closed)	January 18, 2016 (M)
Last Day to Charge in Bookstore	January 19, 2016 (T)
Last Day to Apply for a 75% Refund for the 16-week Session.....	January 19, 2016 (T)
10% Point of the 16-week Session	January 19, 2016 (T)
Last Day to Withdraw from First 8-week Session	
to Ensure a Grade of “W” (60%).....	February 10, 2016 (W)
Financial Aid Refund Checks Mailed	February 19, 2016 (F)
Last Day of First 8-week Session.....	March 3, 2016 (TH)
Registration for Second 8-week Session	March 3, 2016 (TH)
Last Day to Apply for a 100% Refund for Second 8-week Session.....	March 3, 2016 (TH)
Charge in Bookstore for Second 8-week Session	March 3-4, 2016 (TH/F)
First Day of Second 8-week Session.....	March 4, 2016 (F)
Last Day to Add a Class.....	March 8, 2016 (T)
10% Point of the Second 8-week Session	March 9, 2016 (W)
Last Day to Apply for a 75% Refund for Second 8-week Session.....	March 9, 2016 (W)
Last Day to Withdraw from 16-week Session to Ensure a Grade of “W” (60%).....	March 15, 2016 (T)
Spring Break (No Classes).....	March 16-18, 2016 (W/TH/F)
Early Registration for Summer 2016.....	March 21, 2016 (M)
Web Registration Opens for Fall 2016	March 23, 2016 (W)
Advising Period for Fall 2016 Begins	March 23, 2016 (W)
Easter Holiday (College Closed)	March 28, 2016 (M)
Easter Break – Students (No Classes).....	March 29, 2016 (T)
Honors Convocation	April 7, 2016 (TH)
Last Day to Withdraw from Second 8-week Session	
to Ensure a Grade of “W” (60%).....	April 13, 2016 (W)
Advising Period for Fall 2016 Ends.....	April 14, 2016 (TH)
Advising Day – Fall 2016 (No Classes)	April 14, 2016 (TH)
Summer 2016 Tuition Due - by 4:30 p.m.....	April 15, 2016 (F)
(Schedules with unpaid balances will be purged)	
Early Registration – Fall 2016.....	April 18, 2016 (M)
May 2016 Graduate Grades Due (12:00 noon)	May 2, 2016 (M)

Last Day to Remove Fall 2015 “I” Grades.....	May 6, 2016 (F)
Last Day of Classes/Semester & Second 8-week Session.....	May 6, 2016 (F)
Spring 2016 Grades Due (12:00 noon)	May 9, 2016 (M)
Graduation Rehearsal (10:00 a.m.)	May 9, 2016 (M)
Graduation Ceremony (6:30 p.m.).....	May 9, 2016 (M)

Summer 2016

Four Day Work Week Begins.....	May 9, 2016 (M)
Summer 2016 Registration	May 16, 2016 (M)
First Day to Charge in Bookstore	May 16, 2016 (M)
Summer 2016 Tuition Due – by 3:00 p.m.	May 16, 2016 (M)
(Schedules with unpaid balances will be purged.)	
Last Day to Apply for a 100% Refund	May 16, 2016 (M)
First Day of Class/Summer Term.....	May 17, 2016 (T)
Last Day to Add.....	May 19, 2015 (W)
Last Day to Charge in Bookstore.....	May 23, 2016 (M)
10% Point of the Summer Term.....	May 23, 2016 (M)
Last Day to Apply for a 75% Refund.....	May 23, 2016 (M)
Memorial Day Holiday (College Closed).....	May 30, 2016 (M)
Financial Aid Refund Checks Mailed	June 9, 2016 (Th)
Last Day to Withdraw from Summer Term To Ensure a Grade of “W” (60%)	June 28, 2016 (T)
July 4 Break (College Closed).....	July 4, 2016 (M)
Early Registration – Fall 2016.....	July 5-6, 2016 (T/W)
(Tuition due August 1, 2016)	
Summer Term Ends	July 27, 2016 (W)
Summer 2016 Grades Due (2:00 p.m.).....	July 28, 2016 (TH)
Four Day Work Week Ends.....	August 4, 2016 (TH)

WHERE TO GO FOR WHAT



Academic Advising	Academic Advisor
Academic Policies	Catalog
Add a Course	(1) Faculty Advisor (2) Registrar
Academic Records, Grades, Graduation, Refunds	Registrar
Accidents	Campus Security
Address Change, Class Schedules, Parking Permits	Student Development Services
Admission/Readmission	Admissions Director
ADN Admission	Director of ADN Program
Athletics/Physical Education Courses	Physical Education Instructor
Attendance/Absences	Instructor for Course
Books and Resource Materials	Library (LRC)
Campus Safety	Campus Security
Campus Notices/Announcements	Moodle, Gmail, Blackboard Connect, Website
Career Counseling/Job Placement	Counselor, Student Development Services
Change of Major	Faculty Advisor, Counselor, Registrar
Child Care Assistance	Financial Aid
Clubs and Organizations	Student Activities Coordinator
Copying Services	Library (LRC)
Counseling Services (Academic, Personal, Career)	Counselor, Student Development Services
Distance Learning	Distance Learning Coordinator
Disability Assistance	Admissions Director
Drop a Course	(1) Faculty Advisor (2) Instructor (3) Registrar
Emergencies/First Aid	Campus Security
Financial Aid, Scholarships	Financial Aid
Financial Matters	Cashier, Business Office
G-Mail (Campus Email)	Information Technology Services
General Interest Courses	Continuing Education Department
Grading Information	Registrar's Office
Graduation Information	Registrar's Office
ID Cards	Student Services
Insurance Forms	Business Office
Intramural Sports	Student Activities Coordinator
Library Services	Learning Resources Center
Lost and Found	Campus Security
Minority Male Mentoring Program	Student Activities Coordinator
Moodle/On-Line Courses	Distance Learning Coordinator
Parking Decals	Student Services
Parking Issues	Campus Security
Placement Testing	Testing Center
Registration	Faculty Advisor/Registrar
Scholarship Applications, Work-study	Financial Aid
Student Activities	Student Activities Coordinator
Student Complaints and Grievances	Dean, Student Develop. Services
Textbooks & Supplies	Bookstore
Transcripts	Registrar
Transfer Counseling	Admissions Director
Tutoring	Student Support Services
Veterans Benefits	(1) Financial Aid
Website Address	www.roanokechowan.edu

INFORMATION YOU SHOULD KNOW

ACADEMIC INTEGRITY

In addition to good academic performance, students should exhibit honesty and integrity. Academic dishonesty is regarded by the College as a breach of academic ethics and deserves consequences. Academic dishonesty includes acts such as cheating, plagiarism, knowingly furnishing false information, forgery, alteration, or any use of identification or other projects with an intent to defraud. Faculty may take action to address cases involving academic dishonesty as they deem appropriate. Repeated acts of academic dishonesty will be referred to the Dean of Student Development Services, who has the authority to administer more severe disciplinary actions according to the Student Code of Conduct. Please review your college catalog for more information on Student Rights and Responsibilities.

Academic Satisfactory Progress

Each curricular student is expected to make satisfactory progress toward obtaining a degree or diploma. At the end of each semester, a student's GPA for that period and his/her cumulative GPA are examined. The minimum cumulative GPA for remaining in good standing is shown in the following scale.

Attempted Credit Hrs.	GPA Diploma	GPA Degree
1-15	1.50	1.50
16-27	1.65	1.65
28-39	1.80	1.80
40-53	2.00	1.95
54 & above	2.00	2.00

Academic Warning

Students who fail to maintain the minimum academic requirements will be placed on academic warning for the next semester and notified in writing of their status by the Registrar. Students on academic warning must consult with their advisor before registering again and can register for no more than 10 semester hours during the warning semester or term. Students who registered early for more than 10 semester hours for the next semester will need to make the necessary schedule adjustments to meet the requirements during the academic warning period. Students who fail to reestablish the required average during the warning semester will be placed on academic probation the next semester.

Academic Probation

Students who fail to reestablish the required average after the warning semester will be placed on academic probation and notified in writing of their status by the Registrar. Students on academic probation can register for no more than six semester hours until the minimum academic requirements are achieved. Students on academic probation are considered to be making unsatisfactory progress and, therefore, are not eligible for financial aid or VA benefits.

Currently enrolled students classified as academic warning or probation are not permitted to register during early registration; however, individuals classified as academic warning or probation who are not currently enrolled and have no grades pending can register during early registration. Student status is calculated each semester for all full- and part-time students, excluding Concurrent Enrollment and Special Credit students.

Academic Resource Center (ARC)

What is the ARC?

The ARC is a center designed to promote and enhance faculty, staff, and student engagement. In this student centered learning environment, students will receive academic support to help them reach their academic potential. The ARC is comprised of a team of faculty, staff, and advanced students who provide a variety of services to help students reach their academic goals. It is a place for students to go when they need assistance with their academic studies. Students can receive academic tutoring, training, and advising services. Approximately 10 computers are available in the ARC for student use.

A Career Coach will be available in the ARC. Students who need guidance with identifying a specific career path, primary work interests, or need career counseling can receive assistance in these areas. Additionally, online career planning and success resources are available in the ARC.

A variety of academic resources are available in the ARC as well. Students may access online resources that help them prepare for various tests and improve study skills. Many of the online resources provide assistance with course-specific content.

Who can use the ARC?

The ARC is open to all Roanoke-Chowan Community College students

Where is the ARC?

The ARC is located in the **Jernigan Building room 135**.

When is the ARC open?

The ARC opened on January 6, 2015. The hours of operation are 9 a.m. – 3 p.m. Monday- Friday and 5 p.m. – 7 p.m. Monday – Thursday.

What Services are available in the ARC?

- Tutoring/Academic Discussion
 - Each faculty member will spend a portion of his or her weekly scheduled office hours in the ARC. This provides an opportunity for faculty to meet with students one-on-one or in small groups to provide tutoring or to have expanded discussion of classroom topics.
 - Peer-tutoring services may be provided by peers who have been identified and recommended by faculty as having advanced skills in specific areas.
- Academic Planning
 - Students may come to the ARC to work with a faculty or staff member in the ARC to acquire assistance in planning their schedules.
- Career Services
 - Resume
 - Cover Letter Writing
 - Career Assessment
 - Career/College Exploration

- Training
 - WebAdvisor
 - Moodle
 - G-mail
 - Registration Assistance

Attendance Policy

Regular class attendance and promptness is important to good scholarship. All students are expected to attend class on the first day scheduled for a course. Students who have not attended at least once by the 10% percent date (census date) of the class will be dropped by the instructor as never entered (NE). No tuition and fee adjustments will be made. Regardless of the reasons, instructors have the authority to drop student who accumulate absences totaling 15% of instructional course hours. Students dropped by an instructor prior to the last day to drop without academic penalty (60% point) will receive a grade of “W”. Students dropped by an instructor after the 60% point will receive a grade of “WP” or “WF”.

Students adding courses after the first day of class are expected to report to class on the next meeting date. Students entering a class after the first meeting date are not excused from any missed initial course requirements. Instructors having students experiencing attendance and other problems are encouraged to initiate an **Early Alert Form (EAF)** which is submitted to the counselor. Absences from class do not relieve students of meeting all course requirements. Those who do not meet minimum attendance requirements will be given the grade of “WF”, which will be computed in the students’ grade point averages as a failing grade.

The following scale shall be used to determine when a student has overcut the limit of the class for 15%. Examples of 15% absentee limits:

Class Credit Hours	Class Contact Hours	Absentee Limits
1	16	2 hours
2	32	5 hours
3	48	7 hours
4	64	10 hours
5	80	12 hours

For example: In a four hour course, there are four meeting times for each week times the 16 weeks in the semester. The total class meetings will be 16 X 4=64 hours per semester. Ten percent of 64 are 6.4, so the 10% census date is the 7th day of the class meeting times. See syllabus for the course for each class for specific attendance requirement. Syllabi are given to students by the instructor on the first day the class meets. Some courses/programs may have a more stringent attendance requirement.

Online Course Entry Dates and Attendance

Online course (Internet Class) entry dates are determined by the first day a student logs in. If a student has difficulties logging on to Moodle, the course environment, he or she is required to contact the instructor. Any student who does not log in to the course by the 10% census date of the class will be dropped from the class with a grade of NE.

Online students do not attend seated classes on campus; however, the instructor should have a clearly defined procedure to document student’s attendance, typically following the 15% standard explained above. Students who do not participate adequately in an online course for a period equal to 15% of the total class days may be dropped for non-participation. In a 3-semester hour semester that meets over a period of 16 weeks, the 15% would equal just over 2 weeks (7 total hours of class time). For classes with more contact hours and classes meeting shorter periods of time, the 15% point would be calculated differently. The specific attendance procedure tracked by the

instructor should be cited in the syllabus. Students should be familiar with this procedure and expectations of the course.

Reinstatement Procedure for Attendance Drops

Students who wish to be reinstated must submit a Request for Reinstatement Form to the Dean of Student Development Services (or designee) within one week of the date of the attendance drop.

The Dean/designee will investigate the evidence provided by the student, instructor, and available records. A decision will be made within one working day of the request.

Students who are absent a second time after reinstatement and/or who fail 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 this process.

Accommodating Absences Due to Religious Observances

Students may be excused for a maximum of two days per academic year due to personal religious observances. Any individual exercising this privilege must inform his or her teacher(s) at least two weeks before the absence in writing.

Students missing class assignments due to an absence related to an observance must be given an opportunity to make-up all work missed during the time he/she was absent.

Faculty are asked to provide students opportunities that are appropriate to make-up missed assignments due to absence.

Examples of opportunities that are appropriate include but are not limited to:

- Allow for makeup assignment or exam equal to the missed activity;
- Create a class procedure allowing all students to drop one assignment grade or exam;
- Permit extra-credit work to substitute for missed work; and any other reasonable and appropriate opportunities as determined by the instructor.

The student must make-up the work within two weeks after the absence or he/she may forfeit the opportunity to make-up the time.

Bookstore

The College Bookstore is managed and operated by College Bookstores of America, Inc. Therefore, the College does not set the policies or rules. The Bookstore refund policy is subject to change without notice. Items may be returned to the Bookstore within five days of the date of purchase in their original packaging and with a receipt. If a class is cancelled, the Bookstore will accept the textbook as a return with a receipt and proper documentation and/or notification of the class cancellation by the appropriate College employee. Additional information is provided on the Bookstore website at www.roanokechowan.edu.

CAMPUS SECURITY

Roanoke-Chowan Community College strives to provide a safe and secure campus environment for all students, employees and visitors. The Campus Security Department is responsible for the following:

1. Safeguarding the College campus from theft and damage through routine patrol;
2. Protecting students, employees and visitors and their property from harm through crisis intervention and conflict resolution;
3. Providing assistance at accidents and other emergencies;
4. Taking reports of criminal actions and notifying local law enforcement agencies as appropriate;

Campus Regulations

1. Smoking is prohibited on campus to include inside all buildings owned and operated by the College.
2. Food items shall not be consumed in classroom areas while class is in progress or in other areas designated for normal study activity.
3. The College does not permit the use or possession of drugs (for other than medical reasons), intoxicating beverages or hallucination-inducing chemicals on the campus or at functions sponsored by the College. Students found in violation of this rule are subject to immediate dismissal and/or prosecution in the courts. (Please refer to the substance abuse policy in this handbook for details.)
4. Admission to any regularly scheduled class, lab or shop is limited to officially enrolled students. Students should not bring children to class or leave them unattended at the College.
5. Noise shall be kept to normal levels, both within and around classroom, lab and work areas. Students are requested not to congregate for informal conversational purposes within earshot of classes or labs in progress.
6. A parking permit must be obtained to park on campus. Permits are available in Student Services.
7. Parking violations (subject to fine and/or towing):
 - a. Blocking streets, fire hydrants or pedestrian walkways.
 - b. Parking in no - parking and restricted areas (e.g. visitor parking zone, along curbs or streets painted yellow and areas assigned to the handicapped).
 - c. Parking in any area not designated as a parking area.

Campus Sex Crimes Prevention Act Information

The "Campus Sex Crimes Prevention Act" is a federal law that requires institutions of higher education to issue a statement advising the campus community where law enforcement agency information provided by the state concerning registered sex offenders may be obtained. It also requires sex offenders already required to register in a State to provide notice, as required under State law, of each institution of higher education in that State at which the person is employed, carries on a vocation, or is a student.

Information regarding individuals on the registered sex offenders' list can be obtained from the local Sheriff's Department. The North Carolina Department of Corrections website <http://www.doc.state.nc.us/> provides access to search offender information about the offense committed; the county the offense was committed, the date of admission to a correctional facility, and the offender's status and release date.

Cell Phones and Beepers

Students must turn off cell phones and beepers upon entering class, unless the student's occupation (medical, emergency, or law enforcement) requires that it is on at all times. Students may not receive or send telephone calls or pages during class time.

Change of Name and Address

If you move or change your phone number or name at any time, go to Students Development Services to complete a *Student Status Change Form* and bring with you legal documentation verifying the change.

Change of Program

Students who decide to change programs of study must schedule a conference with a counselor in Student Development Services. Upon agreement that the change is warranted, students will be given the name of their new advisor and instructed to submit a Curriculum/Program Change Form to the Registrar.

Communicable Disease Policy

Roanoke-Chowan Community College is committed to assuring, as far as possible, that each student enjoys safe and healthful study conditions. To this end, the College offers the following information: A student infected, or reasonably believed to be infected, with a communicable disease shall not be excluded from enrollment or employment, or restricted in his/her access to the institution's services or facilities unless medically-based judgments in individual cases establish that exclusion or restriction is necessary to the welfare of the individual or the welfare of other members of the institution and community. (For more details, please refer to the R-CCC Catalog.)

Counseling Services

Counseling is available to assist students with academic and personal concerns and to facilitate educational and career planning. Information about programs of study, disability services, career services, community referrals, and placement testing are services provided. No appointment is necessary to meet with a counselor. Counseling sessions are confidential, and if more intensive counseling is required, assistance with making appropriate referrals is provided. A counselor is located in the New Student Building, Office Suite 114, and can be reached at (252) 862-1293.

Course Make-Up Work

Instructors may establish procedures for make-up work.

Crime Awareness and Campus Security Act of 1990

In 1990, The Campus Security Act was signed into law. The implications of the law affect, to some extent, all postsecondary institutions. More importantly it involves the entire campus community, not just the campus security department in responding to crime incidents that occur on campus.

In 1998, the Campus Security Act was amended and renamed the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act. The Act requires R-CCC to prepare and distribute to all current faculty, staff, and students an annual report which sets forth our policies on crime prevention issues and provide statistics on the number of specific, violent crimes (murder and non-negligent manslaughter and negligent manslaughter, forcible and non-forcible sexual offenses, robbery, aggravated assault, burglary, arson, motor vehicle thefts, and hate crimes) which have occurred on campus and also the number of arrests on campus for liquor law violations, drug use violations, and weapons possession. The annual report is available at the campus security department located in the New Student Center. The report is also made available to the general public at

<http://ope.gov/security>.

Employees and students play a major role in the success of crime prevention programs by taking individual precautionary steps to avoid becoming a crime victim, as well as by working together as a campus community. Known or suspected violations of federal and state laws occurring on campus should be reported to Campus Security. Criminal incidents occurring at off-campus, college-sponsored activities should be reported to the Campus Security and the law enforcement agency having jurisdiction.

Campus security is comprised of authorized Hertford County deputy sheriffs and non-sworn employees without authority granted by NCGS 74-A. As required by the provisions of this act, the following is provided:

	2012	2013	2014
Offenses Reported			
Murder/Non-negligent manslaughter	0	0	0
Negligent manslaughter	0	0	0
Sex offenses – Forcible	1	0	0
Sex offences – Non-Forcible	0	0	0
Rape	0	0	0
Robbery	0	0	0
Aggravated Assault	0	0	0
Burglary	0	0	0
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	1	0	0

Discrimination, Harassment, and Sexual Violence

Roanoke-Chowan Community College (“College”) strives to make its campus a safe and welcoming learning environments. Pursuant to the Clery Act, the Violence Against Women Act, the Campus SaVE Act and other applicable federal and state laws and regulations, the College hereby adopts these procedures when investigating, disciplining and educating the College community about sexual harassment and sexual-based violence.

Also, pursuant to the Civil Rights Act of 1964, the Americans with Disabilities Act of 1990, Section 504 of the Rehabilitation Act of 1973 and other applicable federal and state laws and regulations, the College prohibits discrimination in its services and programs based on race, religion, ethnicity, national origin, gender, gender identity, sex, age, disability, genetic information and veteran status.

All members of the College community are expected to take appropriate action to prevent discrimination, harassment and sexual-based violence by reporting such alleged acts to the appropriate College officials. College employees receiving a complaint of discrimination, harassment or sexual based violence shall immediately refer the complaint to the appropriate person. For acts of sexual- based violence, College employees shall also inform the Complainant of the right to contact law enforcement.

The College will make reasonable efforts to preserve the Complainant’s and Respondent’s privacy. Although all reports will be treated with sensitivity, when a report is made to certain College officials, the College may be required to act on those reports. Roanoke-Chowan Community College has two Title IX Administrators you should contact to issue a complaint:

Wendy Vann
 Dean of Student Services
 109 Community College Road
 Ahoskie, NC 27910
 Office: Student Center, Room 111-F
wvpvann6919@roanokechowan.edu
 P 252.862.1234

Kathleen Toure’
 Director of Human Resources
 109 Community College Road
 Ahoskie, NC 27910
 Office: Jernigan Building, Room 101
krtoure5066@roanokechowan.edu
 P 252.862.1282

Disability Services

The College fully supports the Americans With Disabilities Act (ADA) and is committed to providing reasonable accommodations in order for disabled students to achieve and maintain their maximum learning potential.

Students with a special need should contact the Dean of Student Services. Students who self-identify their disability and request accommodations must provide documentation from a qualified professional that supports the request for accommodations. Also, students requesting accommodations from the College must have a disability as defined by Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act (ADA). While self-identification and providing documentation can be initiated at any time; the student must allow reasonable time for accommodations to be implemented by the College. Designated parking spaces for the disabled are located conveniently near each building. For further information contact the Dean of Student Services at (252) 862-1200.

Distance Learning

In an effort to make higher education accessible to all, Roanoke-Chowan Community College proudly offers distance learning courses--courses that can be taken at home using a computer or television, generally allowing students to attend classes at any time and place they choose.

After completing the [Distance Learning Student Orientation](#), click on the Moodle logo to log in to your hybrid or online class.

All R-CCC students are provided an email account through Gmail. You may log on to your account by clicking on the logo.



Please see the DL website for additional information on the following:

- **Is Distance Learning Right for You?**
(MS PowerPoint or MS PowerPoint Viewer Required.)
- **Registering for an Online Course**
- **Library and Research Services**
- **Student Services**
- **VLC Home Page** (look for online courses offered at other community colleges)
- **Rita Rogers**, Director of Distance Learning, 252-862-1242.

Dress

Students are expected to dress appropriately for all occasions while on campus. Shoes and shirts must be worn at all times.

Drop a Course/Add a Course

Students may add courses during the designated add period (first three days of each semester). The add period sets a cutoff date for allowing students to enroll in courses. Students are not permitted to add courses beyond the scheduled add period, unless permission is granted by the appropriate college dean.

Students are permitted to drop courses without penalty prior to the 60 percent point of the semester. A grade of W will be issued for courses dropped prior to the 60 percent point. Students who drop courses after the 60 percent point will receive a grade of F. Grades are not issued for courses dropped during the refund period and before the census date of the class. A W grade will appear on the student's record for a drop that occurs after the census date of the class.

Withdrawing from a class may affect a student's Financial Aid eligibility for future terms of enrollment. The Financial Aid Office is required to calculate a Return of Title IV Funds when a student drops all courses. Students are encouraged to consult with a financial aid officer prior to dropping courses.

It is the responsibility of the student to complete the Drop/Add Form, secure all necessary signatures, and submit the completed form to the Registrar's Office for processing. Drop/Add forms are available in Student Development Services.

Drugs and Alcohol

The abuse and use of drugs and alcohol are subjects of immediate concern in our society. These problems are extremely complex and ones for which there are no easy solutions. From a safety perspective, the usage of drugs or alcohol may impair the well-being of employees, students and the public at large; drug and alcohol usage may also result in damage to the college property. Therefore, it is the policy of this College that the unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance or alcohol, is prohibited while in the workplace, on College premises, or as part of any College-sponsored activities. Any employee or student violating this policy will be subject to disciplinary action up to and including termination or expulsion and referral for prosecution. The specifics of this policy are as follows: Roanoke-Chowan Community College does not differentiate between drug users, drug pushers, or sellers. Any employee or student who possesses, uses, sells, gives, or any way transfers a controlled substance while in the workplace, on College premises, or as part of any College-sponsored activity, will be subject to disciplinary action up to and including termination or expulsion and referral for prosecution.

The U.S. Department of Education has issued regulations implementing the provisions of the Drug-Free Schools and Communities Act Amendments of 1989 (DFSCA) which require Roanoke-Chowan Community College to distribute information annually to students and employees in writing concerning the possession, use, or distribution of alcohol and illicit drugs at R-CCC. The College is in compliance with the Drug-Free Workplace Act of 1999 and the Drug-Free Schools and Communities Act Amendment of 1989. Roanoke-Chowan Community College will review its drugs and alcohol programs annually for effectiveness and consistency of application and, where necessary, make appropriate changes. See the 2015-16 R-CCC College Catalog section on Student Code of Conduct for more detailed information.

Campus Resources

Wendy Vann, Dean
Student Development Services
Roanoke -Chowan Community College
Student Services Suite, New Student Center
252-862-1234

Local and State Resources

Hertford County Health Department

704 N. King Street
Winton, NC 27896
Contact: (252) 358-7830
Will provide information on prevention.

City of Ahoskie Police Department

Contact: (252) 332-5011
Crime prevention office will provide information and guest speaker on alcohol and drug abuse, including local and state legal sanctions.

Hertford County Sheriff's Department

Contact: (252) 358-7800
Crime prevention office will provide information and guest speaker on alcohol and drug abuse, including local and state legal sanctions.

East Carolina Behavioral Health

Contact: (877) 685-2415
Access to mental health, substance abuse, developmental and disability services.

Port Human Services

144 Community College Road
Ahoskie, NC 27910
Contact: (252) 332-4598
Provides consultation, technical assistance and health education relative to drug and alcohol concerns. Speakers available on request.

Mothers Against Drunk Driving (MADD)

Contact: (919) 523-1616
Local chapter of the national MADD association. Involved in legislation to toughen drunk driving penalties, red ribbon campaign, candlelight vigils and advocacy and awareness.

Alcohol/Drug Council of North Carolina

P.O. Box 25111
Durham, NC 27702
Contact: Tony Mulvihill, Director, (919) 688-7058
The Alcohol/Drug Council of North Carolina, formerly United Health Services, is the North Carolina state affiliate of the National Council on Alcoholism. A/DCNC has established a computerized statewide information and referral service and increased efforts to educate the public that alcohol and other drug abuse is treatable, preventable and a family problem. They are also involved in planning, providing technical assistance, advocacy, training, and publishing information. This information is available without charge.

Toll-Free Hotlines

LOCAL EMERGENCY NUMBERS:

Hertford County Area	252-358-7800
Hertford County Area	911
Ahoskie Area	252-332-5011

TOLL-FREE HOTLINES:

AIDS Hotline (U.S. Public Health Service)	1-800-342-2437
Alateen, Al-Anon Family Group Headquarters.....	1-800-356-9996
American Social Health Association	1-800-227-8922
Child Abuse (Parents Anonymous).....	1-800-421-0353
Childfind.....	1-800-231-6946 or 1-800-621-4000
Cocaine Abuse (National Cocaine Hotline).....	1-800-COCAINE
Covenant House	1-800-999-9999
Drug Abuse (National Institute on Drug Abuse)	1-800-638-2045
Drug Intervention Services of America.....	1-800-752-6432
Duke Poison Control Center.....	1-800-672-1697
Gay-Lesbian Hotline (Nat'l Gay/Lesbian Crisis Line).....	1-800-221-7044
Hazelton	1-800-328-9000
Health Information (US Dept. of Housing & Urban Dev.)	1-800-336-4797
Heartlife.....	1-800-241-6993
Information Center for Individuals with Disabilities	1-800-462-5015
Mental Disability (Amer. Assoc. on Mental Deficiency).....	1-800-424-3688
National Association for Hearing and Speech Action	1-800-638-8453
National Council on Alcoholism	1-800-NCA-CALL
National Federation of Parents for Drug-Free Youth.....	1-800-554-5437
National Spinal Cord Injury Association.....	1-800-926-9629
Organ Donor Information (The Living Bank)	1-800-528-2971
Roche Laboratories.....	1-800-682-1957
Sudden Infant Death Syndrome Foundation.....	1-800-221-7437
Talking Books (Library of Congress)	1-800-424-9100
Veneral Disease Hotline.....	1-800-227-8922
Women's Community Health Center	1-800-327-9880

IN NORTH CAROLINA:

Careline (Statewide Information and Referral Hotline).....	1-800-662-7030
Carolina Manor.....	1-800-455-7595
CHAPS/Koala Center (Treatment Center)	1-800-522-2427
Charter Northridge Hospital.....	1-800-447-1800
Governor's Hotline.....	1-800-642-0841
Mary Frances Center (Treatment Center).....	1-800-999-4TLC
Oakleigh at Durham.....	1-800-782-1113
Perspectives (Kinston).....	1-800-637-1056
Woodhill Treatment Center	1-800-438-4871

For additional information, see the College's Policy posted on the website at www.roanokechowan.edu under the Student Services link.

Emergency Exit Procedures

In order to insure the safety of each person who comes to the campus, an emergency evacuation plan has been

developed for each individual building.

Each building has an emergency evacuation plan with all emergency routes from each of the various rooms in the facility specified on the plan. Copies of each plan are posted in each classroom and on each bulletin board of the facility to which the particular plan applies. The elevators are not to be used in drills or real emergencies where the building must be evacuated quickly.

After the buildings have been evacuated, each individual should stand at least one hundred feet away from the particular building and should not enter the building again until all danger (or the drill) is over. College staff and faculty should become familiar with proper escape routes from each building and lead students and guests from the building during either a drill or real emergency. For additional information, please contact Campus Security at 862-1219.

FERPA

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education. This includes community colleges and all public four-year colleges and universities.

When you were in high school, FERPA laws gave your parents the right to access your school records and make changes to those records if there were errors. When you turned 18, those rights were transferred to you. That means that once you enter Roanoke-Chowan Community College (R-CCC) as a student, you are the only person who can see and amend your academic and financial information. Your parents, family members, or friends can share the rights to access your records, but only when you have provided the school with a signed statement granting permission for the release of your information to your chosen representative. To have someone act on your behalf, such as registering you for classes, talking to your academic advisor or accessing your tuition and financial aid information, you must have a consent form on file.

Generally, schools must have written permission from the student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):

- School officials with legitimate educational interest;
- Other schools to which a student is transferring;
- Specified officials for audit or evaluation purposes;
- Appropriate parties in connection with financial aid to a student;
- Organizations conducting certain studies for or on behalf of the school;
- Accrediting organizations;
- To comply with a judicial order or lawfully issued subpoena;
- Appropriate officials in cases of health and safety emergencies; and
- State and local authorities, within a juvenile justice system, pursuant to specific State law.

Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell students about directory information and allow students a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify students annually of their rights under FERPA. The actual means of notification (special letter, inclusion in a PTA bulletin, student handbook, or newspaper article) is left to the discretion of each school.

* For the complete FERPA policy, please refer to the following website:

Financial Aid

Qualifications from financial aid (grants, federal work-study, scholarships) are determined from the results of a completed federal student aid application. Students who receive financial aid must meet the College's academic and financial aid requirements each semester to continue receiving financial assistance. Students must reapply for aid each year after January 1. The Financial Aid Office is located in the New Student Building, Office Suite 111, and can be reached at (252) 862-1221, 862-1244 or 862-1246.

Application Process

Students interested in applying for financial aid assistance must complete the Free Application for Federal Student Aid (FAFSA). To complete the financial aid application process, follow these steps:

1. Create Federal Student Aid ID (FSA ID) online at www.fafsa.gov. Your FSA ID will allow you to electronically sign your FAFSA. If you are a dependent student, your parent will also need to apply for a FSA ID.
 - a. Complete the FAFSA application. You have three options to complete the FAFSA:
 - a. Login to apply online (Recommended) at www.fafsa.gov
 - b. Complete a PDF FAFSA (Must be mailed for processing) at www.fafsa.gov
 - c. Request a paper FAFSA by calling 1-800-433-3242; for hearing impaired contact 1-800-730-8913.
 - d. Make sure you put R-CCC's school code: 008613 on your FAFSA!
2. Follow up. Approximately 4 weeks after filing your FAFSA, the federal processor will mail a Student Aid Report (SAR) to you at the address you listed on your FAFSA and/or email the SAR to the email address you listed on your FAFSA. It is YOUR responsibility to check the information carefully and make sure it is correct. The Financial Aid Office will NOT import your SAR until you have been accepted to R-CCC. Once you are accepted, the Financial Aid Office will use the SAR data to determine your financial aid eligibility.

You must reapply each year. Renewal is not automatic. You should complete the application as soon as possible after January 1st of each year. To be considered for financial aid, applicants must be enrolled in an eligible curriculum leading to a degree or diploma, students must have a high school diploma or GED in which the transcript has been received by R-CCC's admissions office, students must be meeting and maintain satisfactory academic progress, and a student may not owe a repayment on a grant or be in default on an educational loan, in addition to any other criteria set by the US Department of Education.

Priority Dates

In order to provide adequate time for processing and awarding financial aid prior to the start of classes, priority dates are identified for each semester.

Fall Semester – July 15th
Spring Semester – October 15th
Summer Semester – April 1st

If you submit your financial aid application after the established priority dates, you must be prepared to pay for your tuition, fees, and books. Please be aware that it takes approximately eight to twelve weeks to process the application.

If a student's financial aid eligibility has not been determined before the start of the semester, the student will need to be prepared to pay for tuition, fees, and books out of pocket or will need to set up a [tuition payment plan](#) through Nelnet at www.MyCollegePaymentPlan.com/roanoke or visit the College's Website for details. [Emergency assistance](#) is available, but limited on a first come-first serve basis. Once eligibility has been determined, the student will be reimbursed for the amount of financial aid he is eligible for minus any funds due to the college.

Grants Need based gift aid that do not have to be repaid.

- Federal Pell Grants
- Federal Supplemental Education Opportunity Grants (FSEOG)
- North Carolina Community College Grants (NCCCCG)
- North Carolina Educational Lottery Grant (NCELS)
- Federal Work Study Program
- Child Care Assistance Program
- Scholarships. A number of scholarships are made available through the state, the R-CCC Foundation, Inc., various individuals, businesses, and civic and service organizations

Scholarships at Roanoke-Chowan Community College includes, but is not limited to:

- Golden Leaf Scholars Program
- State Employees' Credit Union Foundation
- Wells Fargo Technical Scholarship
- Allen Ryan Todd Scholarship
- George W. Ballard Scholarship
- R-CCC Foundation Scholarships
- Northampton County Farm Bureau Scholarship
- Rotary Club of Windsor
- Colon Furr Scholarship

Loans: The College does not participate in the Federal Loan Program; however, borrowed money, depending on the loan agreement, must be repaid with interest or service. Forgivable Education Loans for Service was established by the NC General Assembly for qualified students who are enrolled in an approved program and agree to work in North Carolina in areas with a critical need for additional employees such as nursing, teaching, allied health fields, or medicine. For more information, please visit www.cfnc.org/FELS. You must apply through www.cfnc.org.

Apply for Work-study and/or Childcare

A completed FAFSA application must be on file in the Financial Aid Office to determine eligibility for work-study and childcare. In addition, students must be enrolled a minimum of six credit hours in a Diploma or Degree program and must earn a GPA of 2.0 or higher. You must submit a work-study and/or childcare application to be considered. Please contact the Financial Aid Office for more information.

Other:

WIA – Workforce Investment Act – NAFTA/TAA – North American Free Trade Agreement/Trade Adjustment Assistance of Dislocated Worker programs are federally funded programs that help cover the costs of tuition, fees, books and/or supplies for students enrolling in certain programs and who, according to the Employment Security Commission/Job Link Guidelines, and are economically disadvantaged. Detailed information can be obtained from the local employment security office.

Satisfactory Academic Progress for Financial Aid

The Higher Education Act of 1965, as amended by Congress in 1980, mandates higher education institutions to establish minimum standards of satisfactory academic progress for students receiving financial aid. R-CCC makes these standards applicable to all Title IV aid. These standards are evaluated at the beginning of each academic year or period of re-enrollment, after each semester for diploma programs, and at the end of each semester in which a student was on academic warning. To receive Title IV financial aid funds, students must meet the following:

1. Successful completion of a minimum percentage of attempted coursework.

Students must pass **67%** of the courses for which they register including developmental courses.

2. Maximum time frame in which a student must complete their program of study.

Federal regulations require completion of a program of study within **150%** of the published length of an academic program. All courses attempted are included. This includes transfer hours, courses taken in a different program of study, courses taken in which no financial aid was received.

3. Grade Point average requirements

To be eligible or to continue to receive financial aid, students must have a cumulative GPA of at least a 2.0.

4. Developmental Studies

Students may attempt up to 30 credit hours of developmental coursework. Students needing to enroll in developmental courses beyond 30 credit hours will not receive any financial assistance.

Financial Aid Warning and Probation

Students who fall below the minimum cumulative grade point average requirement and/or do not complete the required number of credit hours during any semester will be placed on financial aid warning for the next semester. Students will be allowed one (1) semester of warning. Students who are on financial aid warning and who fail to meet the minimum requirements after the semester of warning will be placed on financial aid probation. Students on probation are not eligible for financial aid. Students may appeal probation by completing an Appeal for Financial Aid Application in the Financial Aid Office.

Return of Title IV Funds Policy

The U.S. Department of Education requires each Financial Aid Office to calculate a Return of Title IV Funds for any student who withdraws completely, or does not otherwise complete the term of enrollment in which the student received federal financial aid. If a student receiving financial aid withdraws from the college after beginning attendance, the amount of federal financial aid assistance earned by the student must be determined. The student's last day of attendance at the college is used to determine the percentage of Title IV earned. If the amount disbursed to the student is greater than the amount earned, the unearned funds must be returned. Generally when a student owes a Return of Title IV, the school and the student both have a responsibility to return funds. The student will receive a letter from the Financial Aid Office stating the amounts they owe to both the US Department of Education and the amount they would then owe the College. Payments can be accepted for the US Department of Education for 45 days at the college. After that time it would be referred through the National Student Loan Data System as an overpayment. If the amount due to the college has not been paid within 90 days it will be reported to the North Carolina's Department of Revenue for collections.

Financial Aid Reinstatement

When financial aid is terminated, it may be reinstated through the appeals process or by personally paying education costs and meeting satisfactory progress requirements. Upon meeting the satisfactory progress, aid will be reinstated the subsequent semester. Retroactive payments of financial aid are prohibited for semesters in which unsatisfactory progress was made.

Appeal of Financial Aid Termination

Students given notice of financial aid termination are entitled to procedural due process and may appeal the decision. Students may appeal their termination of eligibility for financial aid only for “extraordinary circumstances.” Satisfactory academic progress appeal request forms are available in the Financial Aid Office. All forms must be completed and accompanied by appropriate documentation. All satisfactory academic appeal requests will be reviewed by the SAP Appeal Committee.

In all cases, termination of financial aid will remain in effect throughout the appeal process.

Financial Aid Standards

1. Roanoke-Chowan Community College’s Forgiveness Policy does not apply for financial aid purposes.
2. Financial aid (Title IV) will be limited to 30 credit hours of developmental courses.
3. No Title IV aid will be awarded for AU (audit) grades or CE (credit by proficiency exam) or NE (never attended). AU grades will not be calculated in measuring satisfactory academic progress.
4. Payments are based on the number of credit hours for which the student is enrolled as of the census date of the term and for which attendance can be verified at the time of payment.
5. Students must register for every course they plan to take during early registration and/or the regular registration period at the beginning of each semester regardless of when the course begins.
6. Students, who charge books and/or supplies and do not attend classes, must repay those charges.
7. Students may only use courses that count towards their degree to determine enrollment status.
8. Cosmetology and Barbering Programs must be calculated using clock hour conversions. This is a formula provided by the US Department of Education and it could result in a change to your award amount.
9. Generally, financial assistance is awarded for an academic year (Fall, Spring, & Summer). Students should plan their finances accordingly.
10. For federal financial aid purposes, full-time students are defined as those students who are enrolled in courses required for their major for 12 or more credit hours each semester; three-quarter time students are those enrolled for 9 to 11 credit hours each semester; half-time students are those enrolled for 6 to 8 credit hours each semester; less than half-time students are those enrolled for 1 to 5 credit hours.
11. It is the student’s responsibility to ensure that the Admissions Office has the correct mailing address. This is the address the financial aid refund check would be mailed to.

Please See 2015-16 Catalog for additional information.

First Aid Kits and AED's

First aid kits are located in all buildings on campus. For assistance, please contact Campus Security at 862-1219 or stop by the Campus Security Office in NSC – Office 107.

Locations include:

- Jernigan Building –Print Shop and the Science Laboratories, Jernigan Classroom 124
- New Student Center – Student Services, First Floor Offices
- Freeland Building – Cosmetology, Freeland Classroom 102-A
- Young Building – Welding Workshop, Young Classroom 111
- Industrial Skills Building – Located on Site
- Freeman Building – Early College Counselor's Office
- Old Small Business Center – Receptionist Area

Food and Drink are not permitted in classrooms unless authorized by the instructor.

Food Services

The cafeteria is located in the New Student Center and food services are provided by a private owner. In addition to breakfast foods, hamburgers, hot dogs, French fries, and various sandwiches, daily specials are available. Drink and snack vending machines are located in most buildings. Normal operating hours for food services are M-F from 7:30 a.m. until 2:00 p.m. Any changes to the normal operating hours will be posted.

Graduation

Graduation exercises are held on campus each Spring Semester in the month of May. Prospective graduates must apply for graduation during the Fall semester prior to their anticipated date to graduate. The graduation fee must be paid by all prospective graduates by April 1st each year. Cap and gown orders, degree jacket covers, invitations, and other necessities are available for purchase through the College Bookstore.

To participate in graduation exercises, you must satisfy all program requirements, file a completed graduation application for each award in the Registrar's Office, pay the graduation fee, satisfy all financial obligations, and attend graduation rehearsal. Students not participating in the graduation ceremony are still required to pay the graduation fee and may pay a postage fee for their award to be mailed.

Graduation fee - \$50.00. Each additional award is \$10.00. Graduation attire can be purchased through Jostens, our third party vendor.

Grading System

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

A	Excellent	90-100
B	Good	80- 89
C	Average	70-79
D	Poor	60-69
F	Failure in performance or failure to remove an I grade	

To determine GPAs, final grades have the following values or points: A=4; B=3; C=2; D=1; F=0. Each curricular department will determine its standards.

*I	Incomplete. Students may receive an "I" at the discretion of the instructor when 80% of the course has been completed and the final work required has not been completed as a result of extenuating circumstances. An "I" must be removed by the last day of classes of the next semester or it will automatically become an F (see R-CCC Academic Calendar). Students cannot re-enroll in courses in which an "I" grade is the grade of record. If the student fails to remove the "I" during the required time period, the student must re-enroll in the course IF CREDIT FOR THE COURSE IS REQUIRED.
*AU	Audit. This grade is assigned to students who audit a course or who repeat a course in which a grade of C or higher has been earned.
*NE	Never Entered. A student who officially registers for a class but never attends will receive a "NE" grade. This is a non-punitive grade and does not affect a student's quality points. A "NE" is reported by instructors on the 10 percent attendance roster and posted to a student's academic transcript at that time. Instructors do not have to process a Drop Form for students receiving "NE" grades.
*W	Withdrawal. A "W" is received when a student officially withdraws from a course by the 60 percent point of the course.
*WP	Withdrawal Passing. Student is passing course with an average of at least 60% at the time of drop.
*WF	Withdrawal Failing. Student is failing course with an average of less than 60% at the time of drop.
*CE	Credit by Examination. Student shows proficiency by examination. This grade is awarded for credit hours only.
*CL	College Level Examination Program (CLEP). This grade is awarded to students who have taken and met the credit-granting score standard for CLEP.
*AP	Advanced Placement. This grade is awarded to students who take the College Entrance Board's Advanced Placement Examination and who meet the credit-granting score standard for AP.
*MT	Military Training. This grade is awarded to veteran students who may receive college credits through DANTES, a testing program service by the Educational Testing Service.
*BL	Basic Law Enforcement Training. This grade is awarded to students who have completed Basic Law Enforcement Training. The training must be for curriculum credit and not continuing education credit.

*These grades do not affect a student's GPA or quality points.

Grade-Point Averages (GPAs)

For the purpose of determining GPAs, final grades have the following values or points: A=4; B=3; C=2; D=1; F=0. Other grades are not included in the GPA. The cumulative GPA is computed by multiplying the points for each course by the semester hours for that course, then dividing by the total number of semester hours. A GPA of 2.0 for work taken at R-CCC is required for graduation. Some departments may have additional graduation requirements.

Please note: Students must complete developmental courses with a grade of C or better in order to progress to the next developmental or college level course. Developmental courses are not considered as part of any program's

total hours required for graduation. They are, however, included in a student's cumulative grade-point average (GPA). Therefore, students must maintain a certain GPA in order to remain in good standing.

How to Calculate Your Grade Point Average (GPA)

Credit

- A credit is a unit of measurement used to determine the weight of a course, and usually represents the number of hours spent in a class per week (3 credit class = 3 hours per week).
- The credit system is the mechanism which helps you to count your steps toward graduation.
- All of the credit courses in your major must be completed successfully in order to graduate.

GPA

- Allows you to track your academic progress after each semester.
- Your GPA is calculated from all the grades you have attained for all of the courses you have taken in a given semester.
- Each grade is worth a set number of points:
A = 4 points B = 3 points C = 2 points D = 1 point
- Once your second semester of study is completed, you will have a cumulative GPA. A cumulative GPA is a total of your grade point earned in the two semesters, divided by the total amount of credits for the courses that you have successfully completed.

Calculating your GPA is easy—just follow the steps below!

1. Turn your letter grades into numbers using the following legend:
 - A's = 4 points
 - B's = 3 points
 - C's = 2 points
 - D's = 1 point
 - F's = 0 points
2. Multiply your letter grade points in a course by the number of its credit hours. This total is called quality points.
3. Add all your quality points together.
4. Add all your credit hours together.
5. Divide the quality points by the credit hours.

Calculating Your GPA

Course		Grade	Grade Value		#Credits per Course		Quality Points (QP)
BUS	110	B	3	X	3	=	9
ENG	111	A	4	X	3	=	12
PSY	150	C	2	X	3	=	6
MAT	070	A	4	X	4	=	16
					13		43

Total GPA = Quality Point Totals (Total QP) of 43 divided by credits per course totals of 13 = 3.31



Honor Roll - President's List

At the end of each semester, full-time curriculum students (12 credit hours or more) in a major maintaining a semester grade point average of 4.00 will be recognized on the President's List. All coursework must be numbered 100 level or higher. A student with an "I - Incomplete" grade is not eligible for the President's List in the semester the "Incomplete" is received.

Honor Roll - Dean's List

At the end of each semester, full-time curriculum students (12 credit hours or more) in a major maintaining a semester grade point average between 3.25 and 3.99 with no grades less than a "B" will be recognized on the Dean's List. All coursework must be numbered 100 level or higher. A student with an "I - Incomplete" grade is not eligible for the Dean's List in the semester the "Incomplete" is received.

Make-Up Work

Instructors may establish procedures for make-up work.

Grade Changes

Any change of grade, except course repeats and incomplete grades, must be made by the instructor and approved by the Dean of Curriculum. If changes are necessary and the instructor is no longer available, the decision to change a grade rests with the Dean of Curriculum. A grade will only be changed if an error was made in computing or recording it. This must be done within the first three weeks of the start of the next semester.

For more details, please refer to the 2015 - 2015 R-CCC College Catalog.

ID Cards

Identification (ID) cards must be worn at all times and are available from Student Development Services. The ID card serves as your means of identification for library privileges, bookstore charges, and any other college function or service you may be entitled to as students. The first ID is covered by your student activity fee. Replacement cards cost \$5.

Inclement Weather/Emergency Alerts

Should it appear that adverse weather or other factors would necessitate closing of Roanoke-Chowan Community College, the President, or his representative, shall make the final decision. Notice of the College closing will be made on local radio and television stations, taped messaged at (252) 862-1200 and on the R-CCC web page at www.roanokechowan.edu. There are several sources to which students, staff and faculty may turn for information.

They are as follows:

- WITN TV 7 - Washington
- WAVY TV 10 - Virginia
- FM 98.3 - Murfreesboro
- AM 970 or FM 99.3 - Ahsoskie

A message regarding closings for both employees and students will be placed on the college telephone message system by 6:30 a.m. If an announcement is not posted on area media, the website or campus telephones, it may be assumed that the college is open for normal business hours.

Roanoke-Chowan Community College uses an alert system to inform faculty, staff and students of notifications via e-mail, voice message and/or text message about incidents on campus. The College President or his designee can activate the system through standard protocol and authorization.

The EIN System – Early Alert System shall be used to convey important announcements and emergency situations to the R-CCC Campus Community. It shall serve as the primary notification modality in conveying important information such as, but not limited to, school delays, inclement weather notifications and a reminder of important school events.

Should an event or emergency require notification by the EIN – Early Alert System, employed faculty and staff and currently enrolled students will receive information via the system.

When receiving notifications from the EIN System:

- The caller ID will display 411-000-000.
- The system will leave a message on any answering machine or voicemail.
- If the system message stops playing, press any key 1-9 and the message will repeat.
- Enrollment in the EIN system is required for faculty and staff. Students have the right to opt-out.
- In order to receive text messages faculty, staff and students must enroll online at www.roanokechowan.edu

Intramural Sports and Recreational Program

The Intramural Sports & Recreational Program is specifically designed to provide opportunities for students, faculty and staff to have fun, socialize, manage stress and improve personal health and wellness by participating in organized competitive sports and recreational activities. The Intramural Sports program includes basketball, volleyball and other competitive sports based upon the overall response by the R-CCC students, faculty and staff. For additional details, please contact Tremaine Kwasikpui at 862-1248.

Learning Resources Center (LRC)

The LRC includes the library, the computer-assisted instruction lab, the audiovisual department, and the distance learning department; it can benefit your studies. Hours of operation are posted near the LRC’s entrance. The LRC is located in the Jernigan Building.

The LRC supports the College in all its endeavors through careful selection, acquisition, organization, interpretation, and access to information resources. If you should have any questions about the Learning Resources Center or its services, contact the Learning Resources Center staff.

Need help? Please contact a librarian whenever you have a question or need help finding information for your paper or project.

Type of Help		Response Time	Available
In Person	If you are doing your research in the Library, simply drop by the Reference Desk .	immediate	during library hours
Phone	Call us at (252) 862-1209	immediate	during library hours

	Type of Help	Response Time	Available
24-Hour Reference Chat	 <p>NOTE: Many librarians from across the country answer questions with this service. You will not necessarily be connected to a librarian at R-CCC.</p>	immediate	24 hours a day, 7 days a week

Lost and Found

Items should be reported to Campus Security. Items turned in may be claimed upon proper demonstration of ownership.

Parking Decals

You must register your vehicle to receive a parking permit to be displayed in the bottom left corner of the rear glass of your automobile. Parking permit may be obtained in Student Services. For additional information, please contact Campus Security at 862-1219.

Paying for Classes

We accept cash, checks, credit cards, and approved third party vouchers in the Cashier's Office located in the Jernigan Building. We encourage you to pay your fees prior to the scheduled deadline or when registering for classes. (Please refer to the academic calendar and the course schedule for the semester deadline.)

Student Payment Plan – For \$25 per semester, students may set up an interest-free monthly payment plan to cover the cost of their tuition and fees. This plan is sponsored by Nelnet Business Solutions (e-Cashier).



Books may not be included in this payment plan and must be purchased by other means. Payment drafts that are not allowed due to insufficient funds or account numbers that do not exist will be charged a nonrefundable fee of \$25 for each occurrence by Nelnet. Additional information is provided about e-Cashier at

<https://www.roanokechowan.edu/e-cashier-3> or by contacting the Business Office Cashier at 252-862-1214.

Availability of e-Cashier is determined by Roanoke-Chowan Community College. Please be aware that the College may elect not to have e-Cashier available during specific times and dates during registration. It is the student's responsibility to confirm with the Business Office that his/her account has been set up properly and will cover all tuition and fees for the semester to ensure that his/her schedule does not get purged from the system.

To enroll online, click the e-Cashier link. You will need your student ID as assigned by Roanoke-Chowan Community College and the name, address, and e-mail address and bank account or credit card information of the person responsible for making the payments. ***(You must be registered for classes to set up an account.)***

Pets

Pets create several conditions that the College is not equipped to handle. Pets of any type **cannot** be brought on campus. This policy is in no way intended to restrict access to the campus of animals specifically trained to assist individuals with disabilities.

Physical Fitness Facility

The Physical Fitness Room is located in Freeland 130 and can be used by faculty, staff, and students. Equipment includes treadmills, steppers and stationary cycles. Hours of operation are posted at the location. For further information, please contact Joe Rampersad at 862-1367 or visit his office in Freeland, Office 130.

Posting Notices and Bulletin Boards

All notices, posters, etc., relating to student activities that are to be posted on the college campus must be initialed and dated by the Student Activities Coordinator and/or the Dean of Student Development Services. All other notices, posters, etc. not relating to student activities must be initialed and dated by a college administrator before posting on the campus bulletin boards or around campus. Notices should not be posted on glass, varnished doors, door frames, painted doors, dry wall (sheetrock), and water fountains. All notices not initialed and dated will be removed immediately. Persons posting notices should also remove them when they are no longer needed.

Registration Steps

1. Currently enrolled students should meet with a member of the Advising Team to develop a schedule and register for courses. Currently enrolled students may also self-register by logging in to their Web Advisor account. New students should meet with the Director of Admissions prior to registering.
2. Self-paying students report to the Business Office to pay tuition. Students may also sign up for the e-cashier payment plan. PELL students should check with financial aid to ensure aid has been awarded.
3. Students are encouraged to check their class schedules on Web Advisor prior to the start of classes for possible schedule/course changes.
4. Go to the Bookstore to purchase books and supplies. Please have your student badge and class schedule
5. Report to Student Services to get your ID badge and Parking Decal (license plate number required)

Note: Printed schedule may be required for presentation to each instructor on the first day of class.

Important Dates to Know: Academic Calendar

R-CCC provides an official academic calendar, which includes information such as first and last day of class, registration dates, dropping and adding deadlines, holidays, and commencement. The calendar is available on the website at www.roanokechowan.edu

Important Forms to Use: (All forms are located in Student Services as well on the website at www.roanokechowan.edu.)

- Student Registration Form
- Registration Change Form
- Student Status Change Form
- Curriculum/Program Change Form
- Transcript Request Form

Repeating Courses

You may repeat a course for credit if a grade of D or F was earned, and only under the condition that in each case, credit hours will be considered hours attempted and used in computing the quality point average. Financial aid and veterans benefits recipients will not receive assistance/benefits for repeating courses in which a D grade was received unless required by the academic department.

Release of Information: Family Educational Rights & Privacy Act

In compliance with the Family Educational Rights and Privacy Act of 1974, releases no personal, identifiable information about students without the expressed written consent of the student. Exceptions to this practice are those types of information defined by law as “directory information.” The directory information may be published or made available without the consent of the student. However, any student not wishing any of these types of information released may request in writing to the Registrar that it not be released. Requests should be submitted to Ms. Amy Wiggins, Registrar at afwiggins7415@roanokechowan.edu or stop by Student Development Services.

Services to Individuals with Disabilities

Roanoke-Chowan Community College and all employees shall operate programs, activities, and services to ensure that no qualified individuals with a disability shall be excluded from participating in, be denied the benefit of, or be subjected to discrimination under any such program, activity, or service solely by reason of their disability. It is the student’s responsibility to initiate requests for accommodations. Student requiring services should contact Ms. Amy Wiggins, Director of Admissions located in Student Development Services in the New Student Building, telephone (252) 862-1225 or via email at afwiggins7415@roanokechowan.edu .

Security - How To Contact College Security

When internally on campus, dial ZERO (0) or from an outside line call (252) 862-1219 or 862-1200. You should reach the College Receptionist during normal college operating hours. Inform the receptionist you need to speak to College Security and give the receptionist the extension (internal), or the phone number (external) from where you are calling. Also, tell the receptionist a brief summary of why you need security and where the incident/situation is occurring. In addition, tell the receptionist where security can find you when they respond. The receptionist will relay this information to the security officer directly **OR** try to connect you by phone to the officer.

Smoking

Roanoke-Chowan Community College is a tobacco free establishment as of July 1, 2007. In the interest of providing a healthful and productive work environment for all employees and students, smoking is prohibited within any College-owned buildings and grounds. Smoking is also strictly prohibited within any College-owned and/or leased vehicles. This policy applies to all employees, students, contractors, vendors, and visitors.



Roanoke-Chowan Community College is committed to providing its employees and students with a safe and healthful environment. R-CCC also recognizes the use of tobacco products on campus grounds is detrimental to the health and safety of students, staff, faculty and visitors. R-CCC also recognizes that it has the legal authority to prohibit tobacco use pursuant to G.S. 143-599.

Therefore, R-CCC has set the following 100% tobacco free campus policy to be implemented on July 1, 2007. The use of tobacco and tobacco products is prohibited by students, staff, faculty or visitors:

- at lectures, conferences, meetings, social and cultural events held on campus
- for the purposes of this policy, tobacco is defined as any type of tobacco product including, but not limited to, cigarettes, cigars, cigarillos, pipes, bidis, hookahs, smokeless or spit tobacco or snuff.

Student Activities and the Activity Approval Form

A program of activities that provides for a variety of meaningful educational, cultural, and social experiences is available to students. The Activity Approval Form is to be completed by student organizations in planning activities and/or all college events which need approval and involve the use of college facilities and/or services. After information regarding the event has been completed, the approval of the sponsoring organization's advisor must be obtained. This form should then be presented to the Student Activities Coordinator's Office for referral and circulation to the appropriate college officer.

Student Conduct Appeal

Students who question the fairness of disciplinary action taken against them are entitled to due process by submitting a written notice of appeal. The notice of appeal must be sent to Dean Wendy Vann, Dean of Student Development Services within ten working days after receipt of disciplinary action. The appeal will be heard by the Student Conduct and Appeals Committee. The decision of the Committee will be forwarded to the President for review and a final decision. The decision of the President shall be final. For additional information, please see the R-CCC 2015-16 College Catalog under the section "Student Code of Conduct" for more details.

Student Classification and Status

Please see the R-CCC 2015-16 College Catalog for more details.

Student Identification Cards (Student I.D.s)

You must have an ID card and wear it at all times while on campus. Your ID card will also serve as your library card. IDs will be issued beginning August 14 in Student Services after your tuition has been paid either to the Business Office (cash paying, sponsorship or e-cashier students) or by financial aid. New students may obtain student IDs at no charge the first time. Thereafter, a \$5 fee must be paid at the Business Office for an ID that is lost or stolen. Student IDs are taken in the Student Services Center, Office Suite-111.

Student Lounge and Cafeteria

This lounge, located in the New Student Center, is open to all students. A television and microwave are available for student use. Loud music and other forms of disorderly noise are not permitted in the lounge.

1. All individuals wishing to use the Student Cafeteria and Lounge are required to adhere to the standard codes of conduct, etiquette, and decorum. Individuals that cause disruption in the cafeteria and lounge will be asked to leave the area. Violations include and are not limited to the use of offensive terms, placing feet on the actual seats or sofas, using profanity, and talking or playing audio/video equipment at high volumes.
2. Eating and drinking is permitted in the cafeteria area only.
3. All individuals that use the Student Lounge must clean up after themselves.
4. Access to the Student Lounge through the gymnasium corridor is prohibited.
5. Students are not allowed to move the furniture around.
6. The television set in the Student Lounge is to be used for programming and educational purposes.
7. Individuals attempting to use the television for recreational purposes such as video games will be asked to remove their game console and turn off the television set.
8. Individuals attempting to use the television in a manner that is disruptive to others or interrupts programs in the lounge will be asked to leave the area by Office of Student Activities, Campus Safety, or Dean of Students.

For additional information, please refer to the Student Code of Conduct. Questions about this policy should be directed to the Dean of Student Development Services.

Student Records and Privacy Rights

The College is committed to the protection of the privacy of students and their education records and the College's compliance with the Family Educational Rights and Privacy Act ("FERPA"). The College qualifies as an educational institution within the meaning of FERPA, and therefore all education records are private to the student and the College with the exceptions set forth in this Policy and as provided by law. Students shall be granted rights of access to their records and such records shall be open to revision only as allowed by this Policy and the College's Administrative Rules. The Board authorizes the President implement those Administrative Procedures necessary to implement this Policy and as required by FERPA and the regulations implementing FERPA. Such Administrative Rules shall contain at least the following:

1. **Right to Inspect and Review:** A student shall have the right to inspect, review or be informed of his or her education records (but only with respect to information about that particular student), except for those portions of the record protected from review by State or federal law.
2. **Destruction of Records:** The College periodically may destroy education records as required or permitted by applicable law. However, the College will not destroy any education records while there is an outstanding request to inspect and review those records, which has been made in accordance with this Policy.
3. **Notice of FERPA Rights:** The College must send a written notice of FERPA rights as required by law.
4. **Request for Amendment:** Allow a student to challenge the content of his or her education record and request an amendment thereto.
5. **Right to a Hearing:** A student who objects to a decision by the College not to make a requested amendment to his or her education records or who otherwise wishes to challenge the content of his or her education records on the grounds that the information contained in the education records is inaccurate, misleading or in violation of his or her rights of privacy will have the right to a hearing for this purpose, in accordance with the provisions of this Policy and applicable provisions of the student appeals procedure.
6. **Release of Personally Identifiable Information.** No release of personally identifiable information shall be made by the College without a student's prior consent, unless state or federal law requires such release.

Student Right-to-Know

In accordance with the US Department of Education's Student Right-To-Know and Campus Security Act of 1999, the College makes available to prospective and enrolled students the completion or graduation rate of students in their program. Individuals interested in reviewing the completion or graduation rate information must request this information from the Registrar.

Student's Role in Institutional Decision Making

Students participate in institutional decision making by assignment on a variety of college standing committees, having a representative as an ex-officio member of the Board of Trustees, and through completing a variety of surveys distributed by the College.

Student Support Services

The Student Support Services (SSS) program is a federally-funded TRIO program that offers a variety of academic and support services for eligible students. **SSS** provides opportunities for academic development, assists students with basic college requirements, and serves to motivate students toward successful completion of their educational programs. The goals of **SSS** are to increase the college retention and graduation rates of its participants and facilitate the transfer of these participants to four-year colleges and universities. All services are **FREE** to program participants. Services include the following:

- Tutorial assistance
- Personal, academic, financial, and career counseling and referrals
- Assistance with educational planning

- Computer assistance in supervised labs
- Study skills and personal development/enrichment workshops and seminars
- Financial literacy education and training
- College transfer assistance
- Cultural enrichment activities

To participate in the program, students must meet certain eligibility requirements and complete an application form. Forms may be obtained from the Student Support Services Office. For more information, visit Student Support Services on the College website **and** contact the program either by phone at (252) 862-1303 or e-mail at lcmitch@roanokechowan.edu.

Telephone Calls and Usage

Students cannot receive telephone calls or messages, except in cases of emergency; in these cases every effort will be made to relay information. Check classroom doors for messages. Pay phones are located in the Freeland, Young, and Jernigan buildings and the New Student Center.

Transfer Credit

Credits earned at another accredited institution will be accepted if at least a C (B for nursing core courses) was received, the course is appropriate to your program of study, and a comparable course is offered at the College and is within the statute of limitations (CIS course and health care programs only). Should you change programs, you will receive credit towards the new program if the credits previously earned are required for that program. For more information on transfer credit, please refer to the R-CCC 2015-16 College Catalog.

Tuition and Fees (Curriculum Students)

At the publication of this handbook and effective July 1, 2015, tuition is \$72.00 per credit hour, not to exceed \$1,152, for legal residents of North Carolina. Tuition for out-of-state residents is \$264.00 per credit hour, not to exceed \$4,224.00. *(This amount is subject to change by the State Board of Community Colleges without notice.)*

Tuition / Fee	Amount		Comments
Tuition - NC Residents	\$72.00	Per Credit Hour	\$1,152.00 max
Tuition - Non NC Residents	\$264.00	Per Credit Hour	\$4,224.00 max
Student Activity Fee	\$14.25	Per Semester	1 - 5 credit hours
Student Activity Fee	\$30.50	Per Semester	6 - 16 credit hours
Parking Fee	\$2.00	Per Semester	
Student Accident Insurance	\$2.00	Per Semester	
Liability Insurance	\$13.00	Per Academic Year	Certain courses
Technology Fee	\$16.00	Per Semester	
Course Specific Fee	Varies	Per Course	Certain courses
Transcript Fee	\$5.00	Each Official Copy	Unofficial Copies Free
Student ID Fee	\$5.00	Each Additional	1 st ID provided

Tuition Refund Policy

A 100% refund shall be made if the student officially drops prior to the first day of classes of the academic semester or term as noted in the college calendar. Also, a student is eligible for a 100% refund if the class in which the student is officially registered is canceled due to insufficient enrollment. A 75% refund shall be made if the student officially drops from the class(es) prior to or on the official 10% point of the semester. Student fees are NOT refundable. Federal regulations, if different from above, will overrule this policy. To be eligible for a tuition refund the student must: (1) Officially register and pay tuition and fees. (2) Process and submit a Drop/Add Registration Change Notice form to the Registrar's Office on or before the 10% point of the term as defined above.

Refunds are not automatic. All requests should be submitted to the Registrar's Office located in Student Development Services. *Note: The Refund policy is subject to change as directed by the N.C. Legislature and the N.C. Board of Community Colleges. Federal policy on Refund of Tuition for Title IV Funds will supercede the State policy on Refund of Tuition.*

Veterans Assistance

Veterans and eligible dependents in any curriculum at the College may qualify for benefits from the Veterans Administration, Title 38, and United States Code. Services, such as advising, VA benefits information and assistance with Regional Office inquiries are provided.

Benefit Programs & Eligibility

The Department of Veteran Affairs administers the benefit programs listed below. If you need additional assistance, please call VA's toll-free number **1-888-442-4551** to speak with a Veterans Benefits Counselor. These counselors are there to help you with your educational questions and benefits.

To inquire about your benefits, download forms and learn what is happening with VA, please visit the [U.S. Department of Veteran Affairs Education Service home page](#).

Chapter 30: Montgomery GI Bill Active Duty Educational Assistance — Active Duty (MGIB)

The Montgomery GI Bill program provides up to 36 months of education benefits. Generally, benefits are payable for 10 years following your release from active duty. Benefits are paid monthly via direct deposit.

Eligibility: Persons who first entered active duty after June 30, 1985, are generally eligible. Some Vietnam Era veterans and certain veterans separated under special programs are also eligible. The bill also includes a program for certain reservist and National Guard members.

Chapter 33: Post 9/11 GI Bill

The Post 9/11 GI Bill provides active duty members and reservists who have served active duty time since September 11, 2001 a comprehensive education benefit. Generally this includes tuition and fees paid to the school, as well as a books and supplies stipend and a living stipend paid via direct deposit to the student. Transfer of Entitlement is a component of this program where an eligible active military member or member of a Reserve Component may transfer all or part of their Post 9/11 GI Bill to a spouse or child. This transfer must be approved by the specific military branch. For further information on Transfer of Entitlement visit the [VA's website](#).

Yellow Ribbon Program under Post-9/11 Bill The Yellow Ribbon GI Education Enhancement Program (Yellow Ribbon Program) is a provision of the Post-9/11 Veterans Educational Assistance Act of 2008. This program allows institutions of higher learning (degree granting institutions) in the United States to voluntarily enter into an agreement with VA to fund tuition expenses that exceed the highest public in-state undergraduate tuition rate. The institution can contribute up to 50% of those expenses and VA will match the same amount as the institution.

Eligibility: Military members who have served at least 90 days of cumulative active duty time since September 11, 2001 or have served 30 days and been discharged due to a service connected disability are typically eligible. Percentage of the benefit ranges from 100% to 40% depending on how much active duty time was served.

Chapter 35: Survivors' and Dependents' Educational Assistance Program (DEA)

DEA provides education and training opportunities to eligible dependents of veterans who are permanently and totally disabled due to a service-related condition, or who died while on active duty or as a result of a service-related condition. The program offers up to 45 months of education benefits and is paid monthly via check.

Eligibility: Some family members of disabled or deceased veterans are eligible for educational benefits.

Chapter 1606: Montgomery GI Bill—Selected Reserve (MGIB-SR)

The MGIB-SR program may be available to you if you are a member of the Selected Reserve. The Selected Reserve includes the Army Reserve, Navy Reserve, Air Force Reserve, Marine Corps Reserve, Coast Guard Reserve, and the Army National Guard and the Air National Guard. Benefits are paid monthly via direct deposit.

Eligibility: Current actively drilling reservists and National Guard members are eligible.

Chapter 1607: Reserve Educational Assistance Program (REAP)

REAP was established as a part of the Ronald W. Reagan National Defense Authorization Act for Fiscal Year 2005. It is a new Department of Defense education benefit program designed to provide educational assistance to members of the Reserve components called or ordered to active duty in response to a war or national emergency (contingency operation) as declared by the President or Congress. This new program makes certain individuals who were activated after September 11, 2001, either eligible for education benefits or eligible for increased benefits. Benefits are paid monthly via direct deposit.

Eligibility: Current actively drilling reservists and National Guard members who have been deployed or upgraded to an active duty status via title 10 or title 32 of the US Code are eligible.

Time Limits:* Generally, veterans have 10 years from the date they were last released from active duty to use their educational benefits, with exception of the Post 9/11 GI Bill which is 15 years. Spouses generally have 10 years from the date they are found eligible. **Children are generally eligible from age 18 until age 26.

How To Apply For Educational Benefits

Step 1:

Complete Application for Benefits.

Apply to the U.S. Department of Veterans Affairs for a formal determination of eligibility for GI Bill benefits. This is required of all Veterans and eligible family members and must be done if you believe you are eligible for GI Bill benefits.

You may submit your application on line at the [GI Bill website](#) or fill out and submit a hard copy application through our office (the on-line application system is quicker and may be accessed by selecting the “apply on-line” feature on the GI Bill website).

Please note: It can take up to 12 weeks for the VA to process an initial eligibility determination request and issue your certificate of eligibility. The VA will make no benefit payments until this process is complete.

Use VA Form 22-1990 to apply for:

- Montgomery GI Bill (Chapter 30-Prior Active Duty and Chapter 1606-Selected Reserves and National Guard)
- Post 9/11 GI Bill (Chapter 33)
- Reserve Education Assistance Program-REAP (Chapter 1607)

Use VA Form 22-1990e to apply for:

- Post 9/11 Transfer of Entitlement (Dependents only)

Use VA Form 22-5490 to apply for:

- Survivors' and Dependents' Educational Assistance Program-DEA (Chapter 35)

Use VA Form 28-1900 for:

- Vocational Rehabilitation and Employment Program Service - VR&E (Chapter 31)

Step 2:

Submit all official transcripts to the R-CCC Admissions Office.

Prior to being certified for benefits, you must submit all official transcripts from your High School/High School Equivalency Diploma and from any college/universities you've attended to the Admissions Office. To check to see if your transcript has been received, you may contact the Admissions Office at 252-862-1200.

Step 3:

Register and pay for classes.

Once you've registered and paid for classes, you need to submit a copy of your schedule to the VA Certifying Official (VACO) located in the Office of Financial Aid in the Student Services Building.

Once this information has been received, the certifying official will submit your enrollment certification to the Department of Veteran Affairs. It can take anywhere from 60-90 days for VA to process your information and for you to receive your first check.

Individuals who are attending R-CCC may be eligible for an advanced payment of their GI Bill for their first semester *only*. The deadline for submitting an advanced payment is 30 days prior to the start of classes. All VA paperwork and official transcripts must be received prior to this deadline in order for the advanced payment to be submitted. For more information, please contact the certifying official.

****Students receiving GI Bill benefits must submit a copy of their schedule for each semester they wish to be certified.**

Step 4:

Verify Enrollment for individuals under Chapter 30, Chapter 1606, and Chapter 1607.

Prior to receiving your check, you must verify your enrollment at the end of the month on a monthly basis. You should wait until the end of the first month of school to verify your enrollment for the first time.

You can verify your enrollment by one of the following methods:

- Call 1-877 VA-ECERT (1-877-823-2378) to verify by telephone.
- [Web Automated Verification of Enrollment \(WAVE\)](#)

Additional Resources:

GI Bill Comparison Tool: www.benefits.va.gov/gibill/comparison

E-benefits: www.ebenefits.va.gov

For more information please contact:

Stacey Hoggard

Financial Aid Technician

Student Services Building, Room 111

Phone: (252) 862-1244

Wendy Vann

Dean of Student Services
Student Services Building, Room 111
Phone: (252) 862-1234

Visitors and Children on Campus

Visitors are always welcome on the Roanoke-Chowan Community College campus. Visitors should report to the receptionist desk located in the New Student Center so that information and directions can be given to make the visit a beneficial one. The College does not encourage non-official visits. Individuals who are loitering or who have not registered at the receptionist desk will be asked to leave the campus. Under no circumstances will visitors be allowed in classrooms, laboratories, or off-campus sites without appropriate approval.

Children and any other persons not registered for a class are not allowed in laboratories, classrooms, student lounge at any site unless authorized by the appropriate dean. Children must not be left unattended in any area of the College. At community school sites, only persons attending college or school activities are permitted on the premises. Students who violate these regulations at any of Roanoke-Chowan Community College's class locations will be subject to having their enrollment terminated.

Weapons and Firearms

Weapons and firearms are not allowed on campus. The College will enforce appropriate college and/or criminal charges against any person found possessing a weapon if it is not being used for college instructional courses.

Withdrawal from the College

If you decide to leave the College, please complete a "Drop and Add Form" located in Student Development Services. Unofficial withdraws could result in a grade of "F" and a debt owed to the college for Pell recipients. For more information on withdrawals, please refer to the 2015-16 College Catalog.

When to Register for Classes

Before registering for classes, you will want to pick up a R-CCC Catalog and class schedule. Both the catalog and the class schedule are posted on our website page prior to each registration period.

After you have reviewed the degree requirements and suggested course sequence for your program, you should meet with your academic advisor on or prior to **Advising Day and Early Registration**. It is to your advantage to register during this period. Registering at this time means a greater likelihood that you will be able to register for your first choice classes and avoid long lines that can appear during Late Registration. Late Registration is scheduled three days prior to the start of a new semester. (Please refer to the 2015 - 2015 Academic Calendar posted at the front of the Student Handbook and in the College Catalog for scheduled dates.)

Step 1: Register for Classes

Meet with your faculty advisor. During all other registration sessions, meet with a member on the Advising Team to register. Printed schedules are ready for pickup immediately after registering for classes. Students may register through their WebAdvisor account.

Step 2: Pay Tuition and Fees

Tuition and fees must be paid by all students by the required deadline and prior to attending classes. Students approved to receive Pell, will be issued an award letter from the Financial Aid Office. If you have applied for Pell funding, but have not received an award letter, please see the financial aid officers immediately. Cash paying students and those receiving funding from a third party must report to the Business Office to secure payment of tuition/fees. Students receiving veterans' benefits are responsible for all tuitions/fees. VA students should submit their registration schedule to the VA Certifying Official located in Student Development Services

prior to the start of the semester for appropriate processing and reporting to the Regional VA Office. VA assistance is sent directly to the student from the Department of Veterans Affairs.

For additional information, please see the staff in the Records and Registration Office located in the New Student Building, Office Suite 111, or by calling 862-1200.

What is Expected of Me in Class?

Students who understand early in the semester what is expected of them and comply with those expectations are generally successful students. When you are in class, remember:

- Eating, drinking, and smoking are not permitted in the classroom.
- Each instructor has his/her own policies concerning tardiness and make-up work, etc. These policies will be explained to you early in the semester, and you should know and comply with them.
- Each instructor will also give you a course syllabus that should include a general course description, a list of prerequisites, a list of required materials, a course outline, grading criteria, and attendance requirements.

STUDENT RIGHTS, RESPONSIBILITIES, and APPEALS

General Purpose

Roanoke-Chowan Community College strives to create an academic community conducive to the development of each student by fostering an educational process committed to excellence and equity. College students are citizens of the local, state and national governments and of the academic community and are therefore, expected to conduct themselves as law abiding members of each community at all times. Admission to a College carries with it special privileges and imparts special responsibilities apart from those rights and duties enjoyed by non-students. Students are expected to behave in a manner that is conducive to the mission of the College. In recognition of the special relationship that exists between the College and the academic community, Roanoke-Chowan Community College Board of Trustees has authorized the President to take such action that may be necessary to maintain campus safety and preserve the integrity of the College.

Student Code of Conduct Policy

Applicability

This Code of Student Conduct is applicable to every student enrolled at the College, and may at times, apply to persons off campus when using College facilities or participating in R-CCC programs or activities, including off campus trips and clinical sites. The term "student" includes all persons registered for or enrolled in one or more courses at R-CCC, either for credit or non-credit. Students may be accountable to both civil authorities and to the College for acts that constitute violations of law and this Code. Disciplinary action at the College will be independent and proceed during the process of criminal proceedings, and will not be subject to challenge on the ground that criminal charges involving the same incident have been dismissed or reduced. R-CCC has the discretion to proceed with disciplinary action under this Code in addition to any criminal or civil judicial proceedings.

Statement of Expectation

Each student of Roanoke-Chowan Community College is expected to conduct him or herself in accordance with the College policy to preserve R-CCC's safe and supportive learning environment. Roanoke-Chowan Community College has the right to take necessary and appropriate action to support and protect the health, safety and well-being of the college community. R-CCC students are expected to abide by local, state and federal laws as well as college policies.

Faculty Rights and Authority

The primary responsibility for managing the classroom environment rests with the faculty. Students who engage in prohibited behaviors that result in disruption of a class or college-sponsored activity may be directed by the faculty member to leave the class or activity for the remainder of the period. Actions of dismissal should be reported to the Dean for Student Development Services. Longer suspensions from a class or activity, or dismissal on disciplinary grounds, require action by the Dean for Student Development Services or designee.

Conduct Required

Each student shall conduct himself/herself in a manner consistent with the College's mission as an educational institution. Any student who fails to conduct himself/herself in such a manner violates this Code and a disciplinary penalty may be imposed.

Prohibited Student Conduct

Specific examples of conduct which are violations of the Code for which students are subject to disciplinary sanctions include but are not limited to the following, and include any attempt to commit the following:

- A. Academic dishonesty including cheating, taking or acquiring possession of any academic material (test information, research papers, notes, etc.) from a member of the college staff or student body without permission; receiving or giving help during tests; submitting papers or reports prepared or written by others as one's own; i.e., plagiarism
- B. Theft misuse or damage to College property, the property of a member of the College community or the property of a visitor on College premises or at college functions; unauthorized entry upon the property of the College or into a College facility or a portion which has been restricted in use and placed off limits; unauthorized presence in a College facility after closing hours.
- C. Possession or the use of alcoholic beverages on property owned or controlled by the College or at College sponsored events is prohibited unless approved in writing by the President. Possession of alcohol in College owned vehicles and other places prohibited by law is not allowed at any time. Possession or use of a substance in an illegal manner is prohibited. Being in a state of intoxication on the College campuses or College sponsored events is prohibited. Any influence that may be attributed to the use of alcohol or other substances do his/her actions.
- D. Lewd or indecent conduct, public physical action, openly vulgar or profane language, or distribution of pornographic material.
- E. Mental or physical abuse of any person on college premises, at college—sponsored activities, or at college-supervised functions, including verbal or physical actions that threaten or endanger the health or safety of any persons or which promote hatred or prejudice.
- F. Any act, comment, or behavior, which is sexually suggestive or harassing in nature and which in any way, interferes with student and/or employee performance or creates an intimidating, hostile, or offensive environment
- G. Intentional obstruction or disruption of teaching, research, administration, disciplinary proceedings, or at other college activities including public service functions, and other duly authorized activities on college premises.
- H. Occupation or seizure in any manner of college property, a college facility or any portion thereof, for a use inconsistent with prescribed, customary, or authorized use.
- I. Participating in or conducting an assembly, demonstration, or gathering in a manner that threatens or causes injury to persons or property, which interferes with free access to ingress or egress of college facilities, which is harmful, obstructive, or disruptive to the educational process or institutional functions of the College.

- J. Possession or use of a firearm, incendiary device, explosive or unauthorized use of any instrument designed to inflict serious bodily injury to any person. Possession of a firearm on campus is classified as a felony
- K. Setting off a fire alarm or using or tampering with any fire safety equipment, except with reasonable belief in the need for such alarm or equipment
- L. Gambling
- M. The College is a tobacco-free campus.
- N. Littering which includes disposing of paper, bottles, cans or any other form of litter on campus grounds or in any building.
- O. Violation of College regulations regarding the operation and parking of motor vehicles.
- P. Forgery, alteration, or misuse of College documents, records, or instruments of identification
- Q. Failure to comply with instructions of College officials who are acting in performance of their duties
- R. Violation of the terms of disciplinary probation or any College regulation during the period of suspension
- S. Fiscal irresponsibility such as failure to pay college-levied fines and foundation loans or the passing of worthless checks to college officials
- T. Violation of a local, state, or federal criminal law on college premises
- U. Furnishing false or incomplete information to the College
- V. Beepers and/or cell phones must be turned off or placed on vibrate during classes. This restriction does not apply to emergency personnel, but emergency personnel should notify their instructor in advance
- W. Use of college computers or networking resources to engage in any behavior that violates any federal, state, or local laws, on College regulations including downloading of copyrighted material or any unauthorized software
- X. Engage in any activity that might be purposefully harmful to systems or to any information stored thereon, such as creating or propagating viruses, disrupting services, damaging files, or making unauthorized modifications to college data.

When violations of the Student Code of Conduct occur, the College will take appropriate disciplinary action. The College has adopted procedures to allow due process, as required by law.

Students who question the fairness of disciplinary action taken against them are entitled to due process by submitting a written notice of appeal. Information on the Student Code of Conduct Policy and due process may be obtained from the Dean of Student Development Services.

Student Rights and Protections

All students are guaranteed the following rights: 1) freedom to pursue their educational goals; 2) freedom to inquire, assemble, and express their opinions; 3) due process as provided in the fourteenth amendment of the US Constitution; 4) un-prejudicial evaluation of academic performance (all students are entitled to an explanation of the basis for grades); 5) the expectation of personal safety and protection of property while on campus; and 6) continuity of the educational process.

Students accused of disciplinary violations are entitled to the following procedural protections:

- To be informed of the specific charges against them.
- To be allowed to request an informal resolution of the case.
- To be allowed reasonable time to prepare a defense.
- To hear and respond to all evidence upon which a charge is based.
- To call and question relevant witnesses.
- To be assured of confidentiality, in accordance with the terms of the Family Education Rights and Privacy Act of 1974.
- To be allowed to request that any person conducting a disciplinary conference, or serving as a discipline committee member or chair, be disqualified on the grounds of personal bias.
- To be provided with a copy of these rights prior to any conference or disciplinary hearing.
- To be considered innocent of the charges until proven guilty by a preponderance of the evidence.

Authority for Student Discipline

Ultimate authority for student discipline is vested in the Board of Trustees and President of Roanoke-Chowan Community College. Discipline authority has been delegated to the Dean of Student Development Services.

Any member of the College community may refer a student, student group, or organization suspected of violating this Code to the Dean. All case referrals must be submitted in writing. Those referring cases are normally expected to serve as the complainant, and to present relevant evidence in judicial review hearings.

The Dean will conduct a preliminary review to determine whether the alleged misconduct might result in expulsion or suspension from the College. A student who is alleged to have violated one or more of the standards of conduct may admit the violation and accept disciplinary action as prescribed by the Dean of Student Development Services or may request a hearing before the Student Conduct and Appeals Committee.

Temporary Disciplinary Action

In the event that the Dean or President has reasonable cause to believe that a student's continued enrollment poses (1) a danger to the health or safety of the student, other persons, or College property; or is (2) an ongoing threat of disrupting the academic process, the Dean may impose a disciplinary penalty, pending a hearing. The Dean may suspend a student from the College for an interim period pending disciplinary or criminal proceedings, or medical evaluation. The interim suspension shall become immediately effective without prior notice whenever there is evidence that the continued presence of the student at the College poses a substantial and immediate threat to him/herself or to others, or to the stability and continuance of normal college functions. Upon the decision to impose disciplinary action, the Dean shall notify the student by an expeditious but reasonable means.

Disciplinary Penalties

The following penalties comprise the range of official College actions, which may be taken when a student engages in prohibited conduct. These penalties are not exclusive and may be imposed together with other penalties.

1. **Warning:** A verbal or written notice to the student that a violation of a published College policy has occurred and that the continuation of such conduct or action could result in further disciplinary action. This becomes a matter of record in the Dean's office.
2. **Restricted privileges:** Denial or restriction of one or more privileges granted to students. These may be, but are not limited to, the use of an automobile, access to specific areas of the campus, dining privileges, visitation privileges, or participation in athletics, intramurals or other extracurricular activities.

3. Disciplinary Probation: An indication that the student is not in good standing, and that his/her continued enrollment is conditioned upon adherence to published College policies.
4. Withholding an official transcript or degree.
5. Prohibition against readmission.
6. Suspension: Separation from the College for a definite term, during which the student shall not be permitted to attend courses or participate in any College activity.
7. Expulsion: Termination of student status for an indefinite period. The conditions of readmission, if any, shall be stated in the order of expulsion. Expulsion is not a permanent separation, but neither is a definite time set when return is expected.

Academic Impact

A student suspended may be allowed to complete his/her academic work without extension of time. Since the student is prohibited from entering the campus without permission, coordination shall be through the Dean for Curriculum Programs. An expelled student has no right to complete academic work.

Student Appeal Policy/Rights of Due Process

Students who question the fairness of disciplinary action taken against them are entitled to due process by submitting a written notice of appeal. Any disciplinary determination resulting in suspension or expulsion from the College may be appealed to the President or designee.

The notice of appeal must be sent to the Office of the Senior Dean of Workforce/Student Development Services within ten working days after receipt of disciplinary action.

The appeal may be heard by the Student Conduct and Appeals Committee which is composed of a chairperson, one student representative of the Student Government Association or Phi Theta Kappa Honor Society, two faculty members, and two staff member.

The committee shall conduct closed proceedings that guarantee procedural fairness.

The committee may recommend that the student be exonerated or disciplined. If discipline is recommended, the committee may advocate an official written reprimand, probation, or one of the following penalties:

- A. Suspension from the College for a specified time, not to exceed two semesters, or until a condition is met.
- B. Dismissal from the college for an unspecified period of time.
- C. Permanent expulsion from the college.

The committee shall present its findings and recommendations to the President of the College within five working days of conclusion of the hearing. The President, after a full and complete review, will notify the student of a decision. The President's decision shall be final.

Student Grievance Procedure/Due Process

Purpose

The purpose of the student grievance procedure is to provide a system to channel student complaints against faculty or staff (support and administrative) concerning the following:

- A. Alleged discrimination on the basis of age, sex, race, disability or other conditions, preferences or behavior, excluding sexual harassment complaints.
- B. Sexual harassment complaints should be directed to the Dean of Student Development Services. Copies of the procedure may be obtained from this office.
- C. Academic matters, excluding individual grades except where the conditions in item "A" above apply.

Procedure

- Step 1. The student must go to the instructor or staff member where the alleged problem originated. An attempt will be made to resolve the matter equitably and informally at this level. The conference must take place within 10 working days of the incident which generated the complaint. The student and instructor are encouraged to seek resolution informally before filing an academic grievance.
- Step 2. If the complaint is not resolved at the informal conference with the instructor or staff member, the student should meet with the faculty or staff member's direct supervisor within 10 working days after meeting with the faculty/staff person with who the grievance is filed. As part of the effort to resolve the issue, the supervisor will consult with the accused and chief administrative officer of the division concerned.
- Step 3. If the complaint is not resolved at the informal conference with the direct supervisor, the student may file a written grievance. The student must put the grievance in written form, and shall include both a simple, straightforward statement of the grievance, and a short, plain statement of facts that the student believes supports the contention. The written grievance must be presented to the Office of the Dean, Student Development Services within 10 working days after satisfying Step 2. The Office of the Dean, Student Development Services will refer the written grievance to the chief administrative officer of the division.
- Step 4: The Senior Dean will notify the chairperson of the Student Conduct and Appeals Committee within 10 working days upon notification of the grievance to convene the committee and conduct a hearing. The Committee Chair will convene the committee within 10 working days upon receipt of the Senior Dean's notification. Following hearing procedures, the committee will decide by a majority vote the solution of the grievance and forward a recommendation and findings to the Senior Dean and the Office of the President within 5 working days after the hearing.

The President will review the committee's findings/recommendations, make a final decision, and notify the student in writing within 10 working days. The President's decision shall be final.

Student-on-Student Sexual Harassment

Under Title IX of the Education Amendments of 1972, no education program or activity receiving federal financial assistance may exclude, deny benefits to or discriminate against any person on the basis of sex (20 U.S.C. sec. 1681.a). The purpose of the statute is to prevent "discriminatory practice" in education and "to provide... effective protection against those practices."

Sexual harassment is a form of discrimination that may violate state and federal laws. Roanoke-Chowan Community College is committed to providing an environment for all students that is free from offensive or degrading conduct or remarks. In 1980, the Equal Employment Opportunity Commission adapted guidelines to help define sexual harassment in the academic setting. Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when:

1. Submission to such conduct is made an expressed or implied term or condition of employment or status in a class, program or activity;
2. Submission to or rejection of such conduct by an individual is used to make employment or educational decisions (such as hiring, promotion, or grading in a course);
3. Such conduct has the effect of substantially interfering with an individual's work or educational performance or creates an intimidating, hostile, or offensive environment for working or learning.

Student-on-student sexual harassment falls under the conduct listed above as item #3. If a student feels that he or she is being sexually harassed by another student, he or she should notify the instructor or staff person immediately. Sexually harassing behavior can be intimidating, exploitive, or coercive and diminishes the goals of the college to provide a healthy living, learning, and working environment.

Students found guilty of sexually harassing another student will be subject to disciplinary action up to and including dismissal from the college.

COLLEGE/WORKPLACE ANTI-VIOLENCE POLICY

Safety and security of all students, staff, faculty and customers is a primary concern of Roanoke-Chowan Community College. Therefore, acts of violence made by or against any of the aforementioned will not be tolerated. Students, staff, faculty and customers committing acts or threats of violence will be subject to disciplinary action that may result in dismissal/ suspension from the college and/or having privileges suspended.

Roanoke-Chowan Community College has a zero tolerance for violence and therefore prohibits the following behaviors:

- any act or threat of violence made by an employee, student or customer against another;
- any act or threat of violence, including, but not limited to, intimidation, harassment, or coercion;
- any act or threat of violence which endangers the safety of employees, customers, vendors, contractors, or the general public;
- any act or threat of violence made directly or indirectly by words, gestures, or symbols;
- use or possession of weapons on the college campus.

STUDENT SEXUAL ASSAULT RESPONSE SYSTEM

Roanoke-Chowan Community College provides a comprehensive Student Sexual Assault Response System which defines and coordinates the efforts of the College to provide a caring and effective institutional response to student sexual assaults that maintains the dignity of all members of the campus community. Roanoke-Chowan Community College will not tolerate any form of sexual assault, rape, or nonconsensual sexual activity. Members of the campus community found to be in violation of this policy will be subject to disciplinary action including, but not limited to, suspension and expulsion from the College. This policy will be enforced using internal disciplinary procedures, public safety programs, and the encouragements of external prosecution of alleged offenders. While allowing flexibility, this policy is intended to ensure continuity and consistency for both victims/survivors and accused perpetrators to receive needed support services.

All students who are victims of sexual assault are encouraged to report to Security that a sexual assault has occurred on campus and/or contact the Dean of Student Development Services as soon as possible after the alleged incident. Complaints by or against students will be handled by the Dean for Student Development for resolutions within existing disciplinary procedures. The Security Department will investigate the crime and secure criminal warrants as appropriate. For more information about procedures involving student reports of sexual assault and the importance of preserving evidence as may be necessary to the proof of criminal sexual assault, contact to the Dean of Student Development Services. All incidents of sexual assault must be reported to the Dean for Student Development Services with identifying information or anonymously.

Electronic Sexual Assault Guidelines

The primary purpose of the Roanoke-Chowan Community College computer network is educational and all users must understand this purpose. Users must rely on the honesty, integrity, and respect for the rights of others. The college does not attempt to define all acceptable or unacceptable uses of the network. Some examples of

unacceptable use include: using the network for any illegal activity, using the network for financial gain, invading the privacy of others and posting anonymous messages, and creating and displaying threatening, obscene, racist, sexist, or harassing material, including broadcasting unsolicited messages or sending unwanted mail. Unacceptable use of the network by students will result in suspension and/or loss of privileges. In addition, violation of state or federal statutes could make the users subject to criminal prosecution.

SUBSTANCE ABUSE and COMMUNICABLE DISEASE POLICY

Roanoke-Chowan Community College recognizes its responsibility to provide

- a wholesome environment of health education awareness for students, faculty, and staff,
- a climate which discourages alcohol and substance abuse and the spread of communicable diseases, and
- the implementation of those measures which foster good school/community relations in the pursuit of maximized learning experiences for all its students.

Roanoke-Chowan Community College will conduct educational programs as needed to inform students, staff, and faculty about substance abuse and communicable diseases, including warning signs and preventive measures. The educational program may include, but not limited to, written publications, audio and video presentations, guest speakers, seminars, workshops, health fairs, and other similar publications and activities. The College will also appoint a task force, as needed, composed of representatives from all segments of the institution, to advise and assist in implementing policies, programs, and procedures in support of these endeavors.

Substance abuse assistance will focus on actions such as:

- providing existing human resources for early intervention for individuals with a chemical problem,
- offering educational drug abuse prevention programs,
- referring persons needing assistance to existing community agencies, while preserving the dignity of the individual and the confidentiality of their student record, and
- referring students exhibiting erratic and/or disruptive behavior to the Associate Dean/Dean of Student Development Services where students will be subject to disciplinary action.

The unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance or alcohol is prohibited while in the workplace, on college premises, or as a part of any college-sponsored activity. The possession and/or use of any drug as defined under the North Carolina Controlled Substance Act, G. S. 89 90 through G.S. 90 94 in or on any part of the Roanoke-Chowan Community College campus will not be tolerated. For any infraction which is a violation of Federal or N.C. Law student will be turned over to local authorities.

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 NC General Statutes. Historically, these drugs have a high potential for abuse and include, but are not limited to, heroin, marijuana, cocaine, PCP, and “crack.” They also include “legal drugs” not prescribed by a licensed physician. The term “alcoholic beverage” includes beer, wine, whiskey, and any other beverages listed in Chapter 18B of the NC General Statutes.

Students convicted of violating any federal, state, or local crime drug statute or alcoholic beverage control statute while in the workplace, on college premises, or as a part of any college-sponsored activity must inform the College in writing within three days of 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. As a precondition for continued enrollment at the College, students also may be required to finish successfully a drug abuse/alcoholic rehabilitation program sponsored by an approved private or governmental institution.

Policies regarding communicable diseases are as follows:

- Persons infected with a communicable disease will not be excluded from enrollment or employment or restricted in their access to college services or facilities unless medically based judgments in individual cases establish that exclusion or restriction is necessary to the health and safety of the individual or to the health and safety of other members of the College community.
- Any student, college employee (either full time or part time) and any employee of contractors or contracted services who knows or has reasonable basis for believing that he or she is infected with a communicable disease has the responsibility of reporting this fact on a confidential basis, to the appropriate supervisor.

COMPUTER NETWORK ACCEPTABLE USE POLICY

The primary purpose of the Roanoke-Chowan Community College computer network is educational. The college's mission is to enhance economic development and the quality of life in our community through an environment of academic excellence, dedicated to educating a diverse population for success in the workplace and in higher education. All users must understand this purpose.

The users of www.roanokechowan.edu (all of R-CCC's computer resources and computer network) must rely on the honesty, integrity, and respect for the rights of others and on a conscious effort to be of service to others and the community. The college does not attempt to define all acceptable or unacceptable uses of the network. Acceptable conduct must be assessed by individual users. The following information assists the users in making such assessments.

Examples of Acceptable Use Encouraged by Roanoke-Chowan Community College:

Acceptable Use of Computers and the Network for:

1. Obtaining and spreading knowledge;
2. Gathering research material and data;
3. Analyzing data;
4. Providing data and research in support of public service;
5. Preparing course materials;
6. Enhancing educational approaches and teaching methods;
7. Enhancing course work;
8. Developing surveys and administering targeted demographic surveys.

Users are responsible for their actions and activities on www.roanokechowan.edu, including responsibility for becoming informed of and complying with license and copyright provisions of the software they use. Unacceptable use of the network will result in suspension or revocation of those privileges.

Unacceptable Use Includes:

- Using the network for any illegal activity, including violation of copyright or other contracts;
- Using the network for financial or other commercial gain;
- Degrading or disrupting equipment or system performance;
- Vandalizing the data of another user;
- Wastefully using finite resources;
- Gaining unauthorized access to resources or entities, including unauthorized use of others' passwords;
- Invading the privacy of individuals;
- Posting anonymous messages;
- Creating or displaying threatening, obscene, racist, sexist, or harassing (persistently annoying of

- another user) material, including broadcasting unsolicited messages or sending unwanted mail.
- Using the network in support of groups outside the College when such use is not in keeping with the mission of the College; and
- Using personal web pages not primarily focused on the mission of the College.

Network Procedures:

Manners - Appropriate network manners include being polite, using appropriate language, and not revealing personal addresses or phone numbers of students or colleagues. Remember: Electronic mail (e-mail) is not guaranteed to be private. In addition, system operators log network use (WWW, e-mail, etc.) However, all communication and information accessible on the networks can be assumed to be private (following the dictates of common politeness and common sense.)

Authorization - Students, faculty, and staff must have appropriate authorization to use the network.

Priority of Access - Students, faculty, and staff have the right to access the equipment; thus, users shall not play games or use computer resources for non-academic purposes when other users require the system for academic purposes.

Conflicts - In the case of conflicts among users of computing resources and the network, resolution will follow the R-CCC Network Administration Hierarchy.

Disclaimer - Information obtained through www.roanokechowan.edu is at the user's own risk. R-CCC is not responsible for the accuracy or quality of information obtained. Users need to consider the source of any information obtained, and, as this is a global network, accept responsibility for accessing inappropriate material as described under Unacceptable Uses.

Penalties for Improper Use - Users violating guidelines, including applicable state and federal laws, are subject to loss of network privileges. In addition, violation of state or federal statutes could make the users subject to criminal prosecution.

Intellectual Property Policy

The college encourages the development, writing, invention, or production of intellectual property designed to improve the productivity of the college or to enhance the teaching/learning environment. Faculty, staff, and students, utilizing college time, property and/or materials, may create work which is the subject of the College's intellectual property protection and which the College will have exclusive rights to and ownership of; and which faculty, staff, and students will make available for use to the College without the expectation of further compensation.

The College has adopted the following policy concerning intellectual property rights as it pertains to employees and students:

The ownership of a copyright or patent resulting from the development of intellectual property and any rewards or recognition attributed to the copyright or patent will be determined according to the following conditions:

- A. Ownership resides with the employee or student if all of the following criteria are met:
 - 1) The work is the result of individual initiative, not requested or required by the college.
 - 2) The work is not the product of a specific contract or assignment made as a result of employment or enrollment with the college.
 - 3) The work is not prepared within the scope of the employee's employment or students' course/program requirements.
 - 4) The work is not prepared using college equipment, supplies, or other resources

- 5) The work is not prepared during the employee's work time or as part of the student's class or lab time, as the case may be.
- B. Ownership resides with the college if any of the above criteria are not met and/or if the following criteria apply:
- 1) The work is prepared within the scope of the employee's job duties or student's course/program requirements.
 - 2) The work is the product of a specific contract or assignment made in the course of the employee's employment or student's enrollment with the college.
 - 3) The development of the work involved facilities, time, and/or other resources of the college including, but not limited to, released time, grant funds, college personnel, salary supplement, leave with pay, equipment, or other materials or financial assistance.
 - a. Intellectual property created in whole or in part with College resources is subject to ownership by the College and the College retains the right to financial reward and claim for distribution governed by terms and conditions of an Ownership Agreement between the creator(s) and the College.
 - b. Intellectual property created without the use of College resources but for the purpose of fulfilling college functions or its mission may be subject to joint ownership by the college and the creator. The creator(s) may retain the rights to use the intellectual property, to financial reward and claim for distribution if the parties so provide in an Ownership Agreement between the creator(s) and the College.

The use of College resources for personal gain or political promotion constitutes inappropriate use of College resources and subject to reprimand.

STUDENT GOVERNMENT



Dear Students,

It is truly an honor to serve a second year as the 2015-2016 Student Government Association President here at Roanoke-Chowan Community College. I serve as the voice of all students here at R-CCC. As SGA President I will serve on the R-CCC Board of Trustees as a Student Member. This will give me the opportunity to voice the needs and concerns of my fellow students.

I am a 2013 graduate of Hertford County High School and currently enrolled as a second year student here at Roanoke-Chowan Community College. Since my arrival here at R-CCC, I have found lots of fun activities and been involved with several clubs and organizations. Before being elected as SGA President, I also was involved with the BOSS Male Mentoring Program and active as a SGA Senator.

I really look forward to interacting and working with all of you here at this great institution. I will be on campus everyday so please stop by the SGA office located in the New Student Center Student Lounge and email me at randy.artis@waves.roanokechowan.edu if you need anything and want to know what's happening on campus.

Thank you for choosing R-CCC as your place for your educational needs. So let's start making *power moves* happen at the one and only Roanoke Chowan Community College!!!

Sincerely,

Randy Artis

2015-2016 SGA President

2015-16 SGA OFFICERS

SGA President	Randy Artis Student Services Center, Room 108 randy.artis@waves.roanokechowan.edu
SGA Vice-President	Dezember Sawyer dezimber.sawyer@waves.roanokechowan.edu
Secretary	Ebony Ballance ebony.ballance@waves.roanokechowan.edu
Treasurer	Monique Sawyer monique.sawyer@waves.roanokechowan.edu
Parliamentarian	Hajee Mebane hajee.mebane@waves.roanokechowan.edu
Public Information Officer	Stephanie Todd stephanie.todd@waves.roanokechowan.edu

Student Activities and Student Government Association (SGA)

A student activities program is developed and sponsored annually by the SGA and the Student Activities Coordinator. Such activities may include intramurals; club memberships; sporting events; and educational, cultural, and social events. Any other type of curricular department social functions must be appropriately approved. Students are expected to conduct themselves with honor and exhibit high standards of responsible citizenship during all college functions whether on or off campus.

Student Activity Fee – What Are My Student Activity Fees Used For?

Each student enrolled at R-CCC pays an activity fee. These fees are used to pay for a variety of activities and to defray the cost of many services for students. The funds are administered by the Student Government Association. The following is a list of such activities and services:

Welcome Back Event	Student Recognitions
Student ID Card (1)	SGA Travel to Meetings & Conferences
Student Handbooks	Fall Festival/Spring Fling
Multi-cultural events & activities	Monetary Assistance to New Chartered Clubs

SGA Constitution

Preamble

We, the students of Roanoke-Chowan Community College, in order to establish better relations and communication between students, administration, and faculty; to provide avenues for input in institutional decision making; 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 of Roanoke-Chowan Community College. The name shall be the Student Government Association (SGA).

Article I – Purpose

The purpose of this organization shall be 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 Board

Section A – Executive power shall be vested in the SGA officers. These officers shall be known as the Executive Board.

Section B – The Executive Board officers elected by the constituency shall be: (1) the President, (2) the Vice President, (3) the Secretary, (4) the Public Information Officer, (5) the Parliamentarian, and (6) the Treasurer.

Section C – The duties of the Executive Board shall be as follows: (1) to approve the Student Activities Calendar; (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 monthly general assembly meetings; (7) to attend all State N4CSGA conferences each year (budget allowing); and (8) to attend all meetings in accordance with Article IV.

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 meetings of the Executive Board and the monthly general assembly meetings; (3) to appoint, with the consent of the Executive Board, the chairmen of all committees; (4) to serve as an ex-officio member of all SGA standing committees, the R-CCC Administrative Council, and the R-CCC 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 Board at his discretion; and (10) to appoint an officer or committee chairperson to replace one who does not fulfill the duties of office. The President shall have his or her tuition reimbursed while in 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 the 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 serve as recorder for the Executive Board; (2) submit a completed set of minutes of all SGA meetings for file and future reference; (3) to maintain the records of the SGA; and (4) to assist in all other areas that the Executive Board may deem desirable.

Section G – The duties of the Public Information Officer shall be as follows: (1) to prepare a monthly calendar of student activities to be displayed on student bulletin boards, (2) to maintain the upkeep of student bulletin boards, (3) to handle all publicity pertaining to the SGA, and (4) to lend assistance to the Secretary in any manner which the SGA deems advisable.

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 Board may deem desirable.

Section I – The duties of the Treasurer shall be as follows: (1) to have knowledge of records and monies of the SGA; (2) to submit a proposed budget to the Executive Board.

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

Section K – Replacement of the SGA President 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 Student Council.

Article IV – Representatives, Senators, and Student Council

Section A – The body of Representatives shall be composed of one Representative from each of the chartered clubs.

Section B – There shall be two Senators from each two-year curriculum—one from the first-year section and one from the second-year section. There shall be only one Senator from each of the curriculums which are of one year duration or less.

Section C – The Student Council shall be made up of all members of the Executive Board, Representatives, and Senators. Only members named herein shall have power to vote on business matters at general sessions.

Section D – Duties of the Representatives and Senators shall be as follows: (1) to represent their respective groups, 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 approve all appointments made by the President of the SGA by a two-thirds (2/3) vote of the Student Council, (3) to impeach and remove from office any elected student official, (4) to require reports, financial or otherwise, from all chartered clubs and organizations, not to exceed one per month, and (5) to make rules necessary and proper to promote the general welfare of the student body consistent with State Statutes and Board of Trustees policies.

Section E – 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 to be present at the meeting. If by unforeseen circumstances a student or his Alternate is unable to attend a specified meeting, a written excuse is due within three days after his absence. (2) Any Student Council Member absent for three meetings without a written excuse shall be dismissed automatically. It shall be the duty of the Executive Board to inform the club's or curriculum's advisor of the student's dismissal in writing one week after the third absence. The Executive Board shall have the authority to require the sponsoring club or curriculum to appoint another student.

Section F – Appointment of Representatives and Senators shall be as follows: (1) Nominations of Representatives, Senators 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 semester. (2) All Representatives, Senators and Alternates must be in "Good Standing" with the College for the remainder of the year.

Article V – Advisors

Section A – The SGA Advisor shall be the Dean of Student Services or 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, Senators and Alternates, (3) to ensure that the constitution is enforced, (4) to be responsible for the records and monies of the SGA, and (5) to

appropriate funds for all extracurricular activities as listed in the approved Student Activities Calendar, provided that all funds not expended during the current fiscal year revert to the Student Activity Fund Balance.

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, Vice President, and Secretary will be held during spring semester. Public Information Officer, Parliamentarian, and Treasurer shall be conducted by the end of the fourth week of the fall semester. Upon election, they shall serve from election until the next election for their respective offices.

Section B – Qualifications for office shall be as follows: (1) All Executive Council officers must be full-time students. (2) President and Vice President must have been enrolled for two semesters and be in “Good Standing” with the College at the time of nomination and for the remainder of the year. (3) The Secretary, Communications Officer, Parliamentarian, and Treasurer must be in “Good Standing” at the time of nomination and for the remainder of the year. First semester students would be assumed to be in “Good Standing.”

Section C – 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 vote. To place his name on the ballot, a candidate must submit a petition containing the signatures of at least twenty-five (25) members to the SGA. 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) Candidates may make a campaign presentation during election week, if they so desire.

Section D – 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 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 Advisor and a designee appointed by the Dean of Student Services. 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

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.

Article VIII – New Clubs or Organizations

Section A – The Student Council shall grant charters to all R-CCC clubs or organizations. Upon being chartered and the approval of the student council each club will receive \$100 to assist with the establishment process. A representative from each club is required to attend all general assembly meetings which are held once a month.

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 objectives 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, gender, 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 or conference of the Executive Board 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 Executive Board, 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 Executive Board provided that the amendment has been submitted in writing by the previous regular meeting.

Section C – All amendments must be approved by the College President.

Article XII – Ratification

Ratification of this constitution shall be by two-thirds (2/3) vote of the Executive Board and the College President.

ORGANIZATIONAL GUIDELINES FOR STUDENT ORGANIZATIONS AND CLUBS

The purpose of this section is to provide a resource for you and your organization at Roanoke-Chowan Community College (R-CCC). This reference will provide guidance in developing and maintaining student organizations.

Academics are the major emphasis of any educational institution. However, we desire to provide students an opportunity to develop all aspects of their being. One way in which students can develop themselves is through the participation in student organizations.

The information contained in this packet is based on past experiences and established policies and procedures. The policies and procedures may seem tedious, but are designed to protect you and your organization. Whether you are a new or returning student, the Office of Student Activities wants to provide you with information and give you access to people who can assist you in meeting and exceeding your club’s goals and objectives.

This guide is not, however, meant to be your sole source of information. If you have any questions that are not answered in this publication, feel free to contact Mr. Tremaine Kwasikpui, Student Activities Coordinator at 252-862-1248. The Student Activities Office is located in the New Student Center and we encourage you to stop by if you have any questions regarding the operation of your organization. We look forward to working together towards making your student organization a productive and successful group on campus.

Student Organizations



ADN Level I Club

Advisor: Mrs. Carmen Askew

The purpose of the Club shall be to promote the personal and professional growth of its members and to secure monies for educational use by club members.

ADN Level II Club

Advisor: Mrs. Michelle Warren

The purpose of this Club is to enhance the knowledge of fellow members, to create a positive atmosphere for learning, and to excel to the next level of our careers.

Asian/Anime Media Club

Advisors: Mr. Justin McKeithan & Mr. Martin Murphy

The purpose of this club is to form a community of people interested in subjects related to Asian/Anime & other forms of Media. By forming this community we hope to provide the following benefits to members: having a group of similarly interested students for support; having access to more experienced students to learn from; a place for students to find groups or projects to work with; and a place for project leaders to find students willing to help.

Criminal Justice Club

Advisor: Mrs. Karen Bell

The purpose of this club is to (1) improve Criminal justice through educational activities, (2) promote professional, academic, and public awareness of Criminal Justice issues, (3) encourage the establishment and expansion of higher education and professional training in Criminal Justice, (4) Provide a unified voice for students of Criminal Justice, (5) Promote high standards of ethical

conduct, professional, training, and higher education within the Criminal Justice field.

Early Childhood Club

Advisors: Mrs. Deboria Outlaw & Mrs. Audrey Moore

The purpose of the Early Childhood Club is to (1) show the community and our school that we are a positive and dedicated organization that provides support to our members as well as to the community at large, (2) to provide honesty and respect to our fellow students.

Ecology/Outdoor Activities Club

Advisor: Mr. Marcel Montane

The purpose of the Ecology/Outdoor Activities Club (EOAC) is to have outdoor activities that partake in a journey of Ecology and other Sciences. To invite and have discussions with people that live and work in Science/Outdoor related fields. To volunteer/participate in helping the world around us: plant trees, cleaning/building and Arboretum, or any other activity that covers our learning of Ecology and Science.

Human Services Club

Advisor: Ms. Kimberly Bazemore

The Human Services Club provides students with opportunities within the dynamic field of Human Services. These opportunities include participation in professional and educational programs, establishing and carrying out community service projects, fund raising in support of these projects, and networking with community based service providers.

Male Mentoring

Advisor: Mr. Tremaine Kwasikpui

The purpose of this club is to (1) increase the retention and graduation rates of minority male students, (2) to serve as role models for fellow

students, (3) to encourage academic excellence, self-esteem, and personal growth.

Phi Theta Kappa

Advisor: Ms. Joan Deloatch

The purpose of the Beta Nu Mu Chapter of Phi Theta Kappa at Roanoke-Chowan Community college shall be promotion of scholarship, the development of leadership, and service and the cultivation of fellowship among qualified students of this College.

Student Government Association (SGA)

Advisor: Mr. Tremaine Kwasikpui

The SGA is designed to enhance the general welfare of students and to facilitate communication between the student body, the faculty, and the administration. The SGA sponsors campus-wide student activities. These activities are funded by the student activity fee paid by students at registration.

Skills USA Club

Advisors: Mrs. Sonya Chamblee and Ms. Barbara Hewett

The purpose of Skills USA is: (1) to foster a deep respect for the dignity of work, (2) to assist students in establishing realistic career goals, (3) to help students attain a purposeful life, (4) to create enthusiasm for learning, (5) to develop leadership abilities through participation in educational, occupational, civic, recreational and social activities.

Women of Standards

Advisors: Mrs. Stacey Hoggard & Ms. Sharda Britt

The purpose of this group is to assist young women in (1) taking care of themselves (socially, personally, and academically), (2) supporting each other, (3) educating one another, (4) empowering each other, and (5) becoming professionals

Forming a Club or Organization

In order for a club to be recognized by the Roanoke Chowan Community College Student Government Association there are a few documents that must be on file as well as rules to follow.

- 1) Find at least 7 members who are currently enrolled at Roanoke- Chowan Community College and secure their names and signatures.
- 2) Select an advisor. A full-time faculty or staff must advise all student organizations. If you need help finding an advisor contact the Office of Student Services.
- 3) Develop a set of bylaws. Your bylaws are the guidelines by which your organization operates. This document should contain the following sections:
 - a) Name of the organization
 - b) Purpose of the organization
 - c) Criteria for membership
 - d) Officers of the organization and their responsibilities
 - e) The Election process
 - f) Meeting requirements
 - g) Faculty/Staff Advisors
 - h) Parliamentary Rules (if applicable)
 - i) Membership fees (local, if applicable, regional, state and national)

- j) Process by which the bylaws may be amended
- 4) Meet with interested students and elect/appoint officers
- 5) Submit Update Form with roster and bylaws to the OSS
- 6) All new student organizations must be approved by the Dean of Student Services

Organization Privileges

All SGA recognized clubs and organizations have the following privileges:

- 1) Use of the College's name for identification purposes.
- 2) Participation in College sponsored events.
- 3) Use of campus facilities and services
- 4) A voting seat in the Student Government Association (SGA)
- 5) The right to receive publication and be included in newsletters/mailings of the SGA
- 6) Participation in leadership training initiatives.
- 7) Receive SGA allotted monies

Organization Responsibilities

All SGA recognized clubs and organizations have the following responsibilities:

- 1) Must have a faculty/staff advisor.
- 2) Must submit an updated copy of the organization's constitution and/or bylaws.
- 3) Must submit a Status Update form on an annual basis and/or anytime a change occurs (see Appendix).
- 4) Must submit a member roster of a minimum of seven (7) names during annually the fall and spring semester.
- 5) Must attend the Clubs and Organization's New Officer Luncheon at the beginning of the semester.

Selection of an Advisor

The key to the selection of a good advisor for your organization is to select a person:

- Has a Genuine interest in the purpose of the organization.
- Has the time to devote to extra hours often required in developing and implementing any student organization
- Is creative, innovative and enthusiastic.

You may also include part-time faculty in your organization. Every advisor can use someone to "share the load."

Just remember, there must be at least one "lead advisor" who is a full-time faculty or staff member. The responsibilities of the advisors include the following:

- Must be knowledgeable of all College policies and procedures
- Must be present at all function and meetings of the organization

- Must sign all Purchase Requisitions or Check Request
- Must sign all Program Plan of Execution Forms.
- Must sign all Student Activities Travel Request Forms.

Maintaining a Student Organization

All student organizations/clubs are required to submit a Status Update Form and roster list every fall semester in order to remain active on campus. A Status Update Form is also required any time there is a change in leadership of your organization in order to maintain an active status. Since the form requests the names of officers and the advisor, groups are encouraged to meet and elect officers as early as possible during the fall term. The due date for this information is two weeks after the Clubs and Organizations Retreat. (Please see the Student Activities Event list for dates)

It is also required that an updated copy of the organizations bylaws be on file with the Student Activities Coordinator. All bylaw changes must be voted on and ratified as dictated in your bylaws. All updated bylaws must be accompanied by a list of voters, and a copy of the resolution voted. These changes are to be submitted to the Student Activities Coordinator within 10 days of the change.

Removal of Active Status

INACTIVE STATUS

Student organizations who fail to follow the above requirements each year will be considered inactive and, therefore have no privileges and cannot function at all. These requirements include:

- 1) Status Update Form/Roster: Organizations not submitting this form will be considered inactive. Those that do not maintain approval for three (3) consecutive academic years will be considered inactive and removed from College publications.
- 2) No club advisor.

Disciplinary Sanctions

Disciplinary sanctions may be imposed if student organizations fail to follow policies and procedures and/or if they violate campus or other regulations.

WARNING

This is an official reprimand making misconduct a matter of record in the OSL files during the current academic year. Any further misconduct could result in additional disciplinary action.

PROBATION

Approved student organizations may be placed on probation with limited privileges until they remedy their infraction(s). A review of progress will occur after 30 days. An organization may be on probation for one or more of the following reasons:

1. Having fewer than 8 members.
2. Ineligible officer(s) (falls below 2.0 GPA or currently not enrolled).

SUSPENSION

An approved student organization may be suspended for thirty (30) days for one or more of the following reasons:

1. Violation of the College policies and procedures.
2. Destruction of public or private property.
3. Provision of false information on organization records.
4. Not attending the required number of SGA meetings.

REVOCATION

An approved student organization may have its approved status revoked, and will not function as a group for the remainder of the current academic year, for one or more of the following reasons:

1. Violation of state or federal laws.
2. Continued infractions of the above mentioned after having been both on the Warning, Probationary and Suspension status in a current academic year.

Restriction of Privileges

Decisions on restricted privileges are made by the Dean for Student Development Services. Violations will be discussed and, depending on the disciplinary sanction, it should be noted that one or all of the following might be imposed:

Activity Restriction

1. Restriction of Intake Activities: the group cannot have officer elections, membership drives and other recruitment activities.
2. Restriction of Activity Sponsorship: requires that the organization not take part in the sponsorship of any educational/social/community service activity. This includes participation in intramural activities, sponsoring any speaker or guest on campus, co-sponsoring any social event or other activity.
3. Restriction of Operations: the group may not meet as an organization and all organizational activities will cease.

Facility Restriction

1. Restricted campus posting privileges.
2. No use of College facilities/equipment.

Restitution

The organization may be ordered to make restitution when the club has engaged in conduct injurious to property (individual, group or College) for which monetary damages can compensate. Restitution may be in the form of financial payment.

Restricted use of Organization's Account

1. Receiving/retaining funding.
2. Surrender balances of all organizational funds received from the SGA up to date.
3. No new expenditures will be approved.

Reviving a Student Organization

There are some organizations that have been approved and are no longer active. Any student may re-activate any such organization by submitting a new Status Update form with roster to OSL. The group may then be approved for reactivation by the Dean of Students Services. Any organization which has been inactive for more than three (3) academic years must go through the process required for new organizations. Also all monies in the organizations account will be returned to the SGA budget after three (3) years of inactivity.

Campus Policies

The following guidelines were developed to encourage timely communication between event planners and College officials charged with approving events and activities on College property. Adherence to the guidelines promotes safety at events, may serve to avoid conflicts with similar events previously scheduled on campus, and promotes proper planning.

Program Plan of Execution Forms

All Program Plan of Execution forms must be processed two weeks before the proposed event. If you desire to schedule the use of a classroom, conference room, or the auditorium for meetings for your organization then these reservations need to be made and approved through Dean of Financial Services (Finance Office). All organization Program Plan of Execution forms must be submitted to the Student Activities Coordinator for Signature. Once your activity has been approved, by the Office of Student Development Services, you will be notified via email. Each organization is responsible for requesting services from other departments on campus (maintenance, security, etc.).

Consequences for turning in forms late or non-completion of forms will result in offenses in the following order: first offense: verbal reminder; second offense: a written letter will be sent to the advisor and club president; third offense: a meeting with Student Services and the advisor and club president; and forth offense: event will not be approved.

Fundraising

All fundraising must be approved by the club advisor, Student Activities Coordinator, and the Dean of Student Services prior to the event. Complete the Program Plan of Execution form, have your club advisor sign it and submit to the office of Student Development Services.

We encourage that you fundraise to have funds for different projects throughout the year. However, you are required to discuss any community fundraisers with the Dean of Students in order to prevent the possibility of over saturating the community with requests for donations.

Some fundraising activities may have some legal restrictions (i.e. raffles, lotteries). If you have questions regarding the legalities of your activity, see the Dean of Students Services, who may have to consult the College attorneys.

Usage of College Name, Logo, Emblem

Officially recognized clubs and organizations may use Roanoke-Chowan Community College's official logo to promote activities and events that are open to the public.

Organizational Trips

Your organization may decide to schedule a field trip or attend a convention. A Student Activities Travel Request Form should be completed and submitted to the Dean of Students for approval. Also, you will need to pick up Travel Release Forms, which must be completed by each person taking part in the trip. This protects the organization, its officers and the College in case of an accident, etc. Both forms are available in Student Development Services and the website.

The College has vans, which are available for official college use. You must schedule the use of the vans through the Business Office Purchasing Agent. The driver of the van does not have to have a special license. A copy of the driver's license must be on file in the Business Office. All vehicles must be returned with a full tank of gas. It is the responsibility of the club to record the speedometer reading at the time of pick up and return. This is to be done in the Campus log inside of the Vehicle.

Advertising on Campus

There are many opportunities and venues for advertising events on campus. You are encouraged to distribute and post flyers and announcements regarding your organizational activities throughout the campus. However, the College reserves the right to determine the scope, manner, location, duration and material posted on its property.

Content Guidelines

All advertisements are reviewed by Student Activities Coordinator. When designing your advertisements, please keep in mind that those which may violate the following guidelines may require additional time for review, so be sure to follow the guidelines to avoid any delay in the posting of your materials.

1. All materials to be posted must receive necessary approvals prior to posting.
2. Do not use material for which you do not have copyright permission.
3. Graphic or sexually-explicit material is prohibited, including nudity and/or portrayal of sexual situations.
4. Profane or derogatory language is prohibited, including replacing all or some of the letters of the intended text with symbols (such as #&!).
5. Advertising, in any medium, is not available to commercial advertisers and may not be used to promote any commercial viewpoint. Therefore, messages will not endorse any goods or services.
6. Messages from organization not affiliated with R-CCC, unless sponsored by an active organization, will not be considered.
7. Advertisements will be removed when the event concludes.
8. Election materials for national, state or local elections may not be posted.
9. Material advertising events which conflict with the Colleges policies may not be approved.
10. Sponsorships should be shown on all materials. The name and phone number or email of a contact person must be listed on the materials. Remember to include the date, time, and location of the event/activity.
11. Promotion of alcohol, tobacco or other illegal substance use either stated or implied will not be approved.
12. Images deemed profane, defaming, or inflammatory will not be approved.
13. Messages will be posted in a timely manner, but not necessarily immediately upon submission.

Bulletin Board Posting

SOURCES FOR APPROVAL

Office of Student Services reviews all material for posting on the campus bulletin boards for student organizations. A copy of the flyer must be given to the office for our files. In academic buildings, specific boards are designated for academic unit use and may require additional approval.

POSTING PROCEDURES

1. Once approved by the Student Activities Coordinator, submit a copy of your announcement(s) to the Student Activities Coordinator prior to posting.
2. All flyers to be placed in the bulletin boards must be printed on 8.5 x 11 paper.

Moodle

All approved student organizations will have the right to advertise on Moodle. If you have information that you would like to submit to Moodle or an e-mail you would like to send to the entire school please follow the following:

1. Submit your article or e-mail in a Word document to the Student Activities Coordinator.
2. If you have a picture or flyer please convert into a jpeg image.
3. Please spell check and ensure your information is accurate.
4. Try to submit at least one week prior to ensure proper advertisement.

Facebook and Flickr

Facebook and Flickr are two of the newest ways that the Marketing Team would like to market to current, future and past students. Facebook is a social networking website launched on February 4, 2004. The free-access website is privately owned and operated by Facebook, Inc. Users can join networks organized by city, workplace, school, and region to connect and interact with other people. As you notice our website now has a link directly connected to Facebook. Flickr is an [image](#) and [video hosting website](#), [web services](#) suite, and [online community](#) platform. If your organization would like to add an event or post pictures on either site please use the same rules that are used for Moodle.

Photography Release Statement

Roanoke-Chowan Community College reserves the right to make photographs, videos, and electronic images of students and others on the college's campus and to use those images for news, marketing/advertising and promotional purposes. All photographs are the exclusive property of Roanoke-Chowan Community College and may be edited by public information staff. Images may also be shared with the North Carolina Community College System Office and others. Objection to the use of an individual's image in the manner stated above must be made in writing to the Director of Institutional Advancement. Students or employees who do not wish to have their images used by the College should state their desire to be excluded at the time images are being made, whether in photographs or videos or any other method. Exception: Images made during the College's public events, such as graduation.

If any student does not wish to have their photograph or image used in the manner stated above, please email the Director of Institutional Advancement, Dr. Julie Parker, at jsparker9160@roanokechowan.edu. Students must use their school email account to opt out from having their photograph used for news and marketing purposes.

Signage

Please do not post flyers on entrance doorways, hallways, or classroom walls. It is the responsibility of the sponsoring group to remove posted materials after the event is complete. All flyers must be on a standard 8 ½ x 11 sheet of paper (unless the signage is used in SGA approved media equipment). Use brightly colored paper with graphics, cartoons, photographs, borders and/or color print. Use only the text necessary because if it is too long, people will not read it. Also choose large, easily visible fonts so it is easy for people to read in passing.

Distribution

Handouts or flyers may not be placed in classroom seats or posted at random in classrooms, or attached to cars or to College property not designated for that purpose. They may be distributed to individuals only in the Student Center or Student Lounge, and a copy of the flyer may be placed one per table. In the case of a petition, sponsorship may be an individual student, but must be in the individual's possession at all times (i.e. on a clipboard). Distribution of SGA election material must be in accordance with polices of the SGA Campaign Committee.

Organization Finances

All student organizations approved by the college are encouraged to maintain their funds in an account in the R-CCC Business Office.

For additional information regarding clubs and organizations, please contact Mr. Tremaine Kwasikpui, Student Activities Coordinator at (252) 862-1248 or stop by the office located in Student Development Services in the New Student Building.

Student Services Division

Student Events Calendar 2015-2016

August

- 12 Registration
8:00 a.m. - 7:00 p.m. (Day & Evening)
Returning Students: Advisor's Office
New Students: Student Services
- 13 Registration
8:00 a.m. - 7:00p.m. (Day & Evening)
Returning Students: Advisor's Office
New Students: Student Services
- 17 First Day of Classes
- 20 "Managing Online Courses" Seminar
Room 218, New Student Center
11:00 a.m. - 12:00 p.m.
- 25 "Getting Started Right" Workshop
Room 218, New Student Center
11:00 a.m. -12:00 p.m. **OR** 12:00 p.m. - 1:00 p.m.
- 26 "Managing Online Courses" Seminar
Room 218, New Student Center
11:00 a.m. - 12:00 p.m.
- 27 "Getting Started Right" Workshop
Room 218, New Student Center
11:00 a.m. -12:00 p.m. **OR** 12:00 p.m. -1:00 p.m.
- 27 Welcome Back Event *hosted by SGA*
Student Lounge, New Student Center
11:00a.m.-1:00p.m.

September

- 1 "Managing Online Courses" Seminar
Room 218, New Student Center
11:00 a.m. - 12:00 p.m.

- 3 "Test-Taking" Workshop
Room 218, New Student Center
11:00 a.m. - 12:00 p.m.
- 7 Labor Day Holiday (College Closed)
- 8 "Getting Started Right" Workshop
Room 218, New Student Center
11:00 a.m. - 12:00 p.m.
- 15 "R-CCC Campus Safety Awareness Day"
W82TXT, Sexual Assault, Mobil Clinic, Community Agencies/Organizations
New Student Center Gym
11:00am-1:00pm
- 17 Constitution Day (Board of Election, NAACP, DMV)
Student Lounge Hallway, New Student Center
11:00 a.m. - 1:00 p.m.
- 22 "Time Management" Workshop
Room 218, New Student Center
11:00 a.m. - 12:00 p.m.
- 24 Financial Literacy Event
Community Room, Freeland Building
11:00 a.m. - 1:00 p.m.
- 29 Clubs and Organizations Leadership Retreat
Community Room, Freeland Building
11:00 a.m. - 12:30 p.m.

October

- 1 "College Transfer Assistance" Workshop
Room 218, New Student Center
11:00 a.m. - 12:00 p.m.
- 1 Health Fair featuring DUI Simulator
Multipurpose Room, New Student Center
10:00 a.m. - 1:00 p.m.
- 5 **BLUE** Shirt Day "World Day of Bullying Prevention"
Student Lounge Hallway, New Student Center
10:00 a.m. - 12:00 p.m.

- 15-16 Student Fall Break
- 20 Domestic Violence Seminar/Forum
Community Room, Freeland Building
11:00 a.m. - 1:00 p.m.
- 27 Breast Cancer Awareness Luncheon
Community Room, Freeland Building
11:00 a.m. - 1:00 p.m.
- 29 Fall Festival
Featuring Ultimate Blow-Out Show
Multipurpose Room, New Student Center
11:00 a.m. - 2:00 p.m.
- 29 Read & Treat: Octoberfest
Community Room, Freeland Building
9:00 – 11:00 a.m.

November

- 1 Canned Food Drive Begins
- 5 SGA Leadership Meeting
Jernigan Building Auditorium
11:00 a.m.
- 10 Veterans Day Salute
Art Gallery, Jernigan Building
12:00 Noon
- 11 Veterans Day (No Classes)
- 11 Advising Day (No Classes)
Faculty Offices/Student Services
8:00 a.m. - 7:00 p.m.
- 12 Early Registration
Faculty Offices/Academic Resource Center (ARC), Jernigan Building
8:30 a.m. - 2:00 p.m. and 5:30 p.m. - 7:30 p.m.
- 19 “Financial Literacy” Workshop
Room 218, New Student Center
11:00 a.m. - 12:00 p.m.
- 20 Canned Food Drive Ends

26-27 Thanksgiving Holiday (College Closed)

December

- 1 Angel Tree Toy and Coat Drive Begins
- 1 World AIDS Day
Student Lounge Hallway, New Student Center
10:00 a.m. - 12:00 p.m.
- 1 “College Transfer Assistance” Workshop
Room 218, New Student Center
11:00 a.m. - 12:00 p.m.
- 8 Read & Treat: Christmastime at R-CCC
Community Room, Freeland Building
9:00 – 11:00 a.m.
- 14 Angel Tree Toy and Coat Drive Ends
- 14 Last Day of Classes

January

- 7 First Day of Classes
- 12 “Getting Started Right” Workshop
Room 218, New Student Center
11:00 a.m. -12:00 p.m.
- 14 “Managing Online Courses” Seminar
Room 218, New Student Center
11:00 a.m. -12:00 p.m.
- 18 Dr. Martin Luther King Jr. Holiday
(COLLEGE CLOSED)
- 19 MLK Jr. Tribute Program
Jernigan Building Auditorium
11:00 a.m. -12:00 p.m.
- 20 “Managing Online Classes” Seminar
Room 218, New Student Center
11:00 a.m.-12:00 p.m.
- 21 “Getting Started Right” Workshop
Room 218, New Student Center

11:00 a.m. - 12:00 p.m.

- 28 “Welcome Back Event” *hosted by SGA*
Student Lounge Hallway, New Student Center
11:00 a.m. - 1:00 p.m.

February

- 2 SGA Meeting
Jernigan Building Auditorium
11:00 a.m.
- 4 “Go Red for Women” Display
Student Lounge Hallway, New Student Center
10:00 a.m. -1:00 p.m.
- 29 Read & Treat: Dental & Heart Health
Community Room, Freeland Building
9:00 – 11:00 a.m.
- 11 “College Transfer Assistance” Workshop
Room 218, New Student Center
11:00 a.m. -12:00 p.m.
- 16 “Financial Literacy” Fair
Community Room, Freeland Building
11:00 a.m.-1:00 p.m.
- 18 SGA Event (Black History Month)
Multipurpose Room, New Student Center
11:00 a.m.-1:00 p.m.
- 23 Black History Movie
Jernigan Building Auditorium
11:00am-1:00pm
- 25 Résumé Building Workshop
Room 218, New Student Center
11:00 a.m.-12:00 p.m.

March

- 3 “Preparing for the Interview” Workshop
Room 218, New Student Center
11:00 a.m. -1:00 p.m.
- 8 Community Resource/Job Fair
Multipurpose Room, New Student Center
10:00 a.m. - 1:00 p.m.

- 16-18 Spring Break (No Classes)
- 29 Read & Treat: Celebrate Dr. Seuss with Everest
Community Room, Freeland Building
9:00 – 11:00 a.m.
- 24 Women’s Event – “A ‘Feel Good Day’ for Women”
Community Room, Freeland Building
10:00 a.m. - 2:00 p.m.
- 28 Easter Holiday (College Closed)
- 29 Easter Break (No Classes)

April

- 7 Honors Convocation
Multipurpose Room, New Student Center
11:00 a.m.
- 11 SGA Elections process begins
- 14 Advising Day for Fall 2016
Faculty Offices/Student Services
8:00 a.m. - 7:00 p.m.
- 18 Early Registration for Fall 2016
Faculty Offices/ARC, Jernigan Building
8:30 a.m. - 2:00 p.m.
5:30 p.m. - 7:30 p.m.
- 21 Spring Fling
Courtyard behind New Student Center
TBD

May

- 6 Last Day of Classes
- 9 Graduation Rehearsal
Courtyard behind New Student Center
10:00 a.m.
- 9 Graduation
Courtyard behind New Student Center
6:30 p.m.

FAQ

WHERE CAN I GET HELP CHOOSING A MAJOR?

Advisors are available to help students explore their interests and abilities so that they can make informed choices about majors and careers. Ask advisors about college resources.

WHERE AND WHEN DO I GET A PARKING PASS?

You may obtain a parking permit in the Student Center between the hours of 8 a.m. and 6 p.m. on Monday-Thursday and from 8 a.m. to 5 p.m. on Friday. Vehicles with a parking permit are not permitted to park in designated visitor parking nor handicap parking.

WHERE IS THE BOOKSTORE?

The bookstore is located in the Jernigan Building, Room 111. The bookstore is also available online at: <http://www.roanokechowan.edu>.

WHERE AND WHEN DO I PAY FOR MY CLASSES?

Tuition is due at the time of registration, payable to Roanoke-Chowan Community College. To pay your tuition, go to the Cashier's Office, located in the Jernigan Building.

WHAT IF I WANT TO CHANGE MY CURRICULUM/PLAN?

Students should discuss the change with an academic advisor to ensure they understand what the new program requires. If students decide to make a change, they must complete and submit a Curriculum/Plan Change form to the Registrar.

WHAT CAN ROANOKE-CHOWAN DO TO HELP ME DECIDE ON A CAREER?

The JOBLINK Center maintains current information about job characteristics and employment prospects so students can research careers that match their profile. This approach helps students become aware of their interests, skills, values and life-style preferences. Individual counseling and workshops are available to help students with this important process.

I'M STRUGGLING WITH ONE OF MY CLASSES. DOES ROANOKE-CHOWAN HAVE TUTORS?

A variety of free tutoring services and study assistance. Students can learn more about these services from their academic advisor. Students should first check with their instructors, who can help during office hours or write a referral for the student.

I ATTENDED ANOTHER COLLEGE BEFORE COMING TO ROANOKE-CHOWAN; WILL MY CREDITS TRANSFER?

Course work may be accepted for transfer credit if taken at an institution that is accredited by a regional or national accrediting agency that is recognized by the U.S. Department of Education and if it has been determined to be equivalent to course work offered at Roanoke-Chowan Community College. Credit is awarded only for course work that is applicable to a student's selected program plan. To request an evaluation, students must be admitted to R-CCC, be placed into a curriculum and be attending classes. Students must also request that their official transcript be sent to R-CCC's Office of the Registrar. Eligible transfer credit will officially post once a student is in active attendance at the college.

WHAT IS WEBADVISOR AND HOW DO I LOG ON?

The WebAdvisor portal provides a number of useful services to all students, including online registration, access to grades and academic transcripts, financial information and more. Services and features:

1. Registration for classes for students who have earned 12 or more college credits
2. Access to your grades and unofficial transcripts
3. Tracking information on your current financial aid application and award(s)

WHAT CAN I DO IF A COURSE I NEED TO GRADUATE IS NOT OFFERED WHEN I NEED IT?

Students should talk to an academic advisor or academic dean. In some cases, students might be able to obtain a course substitution for the required course that they cannot schedule. However, students should closely follow and monitor their plan sheet from the beginning and also meet regularly with an academic advisor to avoid a problematic situation.

IF I REPEAT A COURSE BECAUSE OF A LOW GRADE EARNED THE FIRST TIME TAKEN, WHAT HAPPENS TO THE ORIGINAL GRADE?

The original grade remains on the student's transcript, but the highest grade earned is used to meet degree requirements and to compute a grade point average. If a student retakes a class and receives a lower grade, the highest grade is the one that counts.

CAN I GET AN "F" REMOVED FROM MY RECORD?

Except in situations where the college has erred, an "F" grade will not be removed from a student's record. However, students can take the course again. The highest grade earned will be used to meet degree requirements and to calculate the grade point average.

WHAT HAPPENS IF I QUIT COMING TO A COURSE, OR NEVER ATTEND AT ALL?

Faculty members may drop or withdraw a student from class for failure to attend or participate, or when a student stops attending or participating. Students may also drop or withdraw themselves from a class, but must do so by the deadline date. Students receive a failing grade if they do not formally withdraw from the class by the last day to withdraw without academic penalty. Deadline dates such as this are listed in the academic calendar located in the R-CCC Catalog and on the R-CCC website at <http://www.roanokechowan.edu>.

WHAT IS THE PROCEDURE FOR MAKING UP AN "I" (INCOMPLETE) GRADE?

An "I" grade gives students additional time to fulfill course requirements that they were unable to complete for verifiable unavoidable reasons. The student must be making satisfactory progress in the course at the time that an "I" grade is requested, and he/she must also have completed at least 80% of the course. It is the student's responsibility to contact the course instructor to initiate an incomplete grade. Students should not register for the class the following semester, and should make every effort to complete course requirements by the deadline.

HOW LATE CAN I REGISTER FOR A CLASS?

The registration schedule is available each semester, and students can also find it on the R-CCC website (www.roanokechowan.edu). Registration deadlines for special session courses may be obtained from Student Services. Since students are responsible for any materials or assignments missed, regardless of when the registration was completed, they are advised to register early.

WHAT KINDS OF FINANCIAL ASSISTANCE IS AVAILABLE AT ROANOKE-CHOWAN?

Grants, scholarships and work-study jobs are forms of financial assistance available to eligible students. Information about this assistance can be obtained at the Financial Aid Office located in the Student Center Building on campus or by visiting <http://www.roanokechowan.edu>.

WILL I GET A REFUND IF MY COURSE IS CANCELLED? WHAT HAPPENS IF I DROP OR WITHDRAW FROM A COURSE?

If the college cancels a class and the student elects not to add another one, the student will receive a full refund of tuition and fees for that class. A 75% refund is due if the student officially drops a class before the last day to drop for tuition refund. If a student withdraws from a course AFTER the last day to drop for a tuition refund, the student is not entitled to receive a refund.

HOW WILL I GET MY FINAL GRADES?

Grades may be accessible at WebAdvisor approximately 48 hours following the final examination period.

HOW SAFE IS THE CAMPUS, ESPECIALLY IN THE EVENINGS?

The campus has well-lit parking lots and grounds, as well as security that patrol the areas. If you are leaving a building alone at night, feel free to ask a security guard to walk you to your car.

CAN I EVALUATE MY COURSES AT ROANOKE-CHOWAN?

Yes. Near the end of an academic session, all Roanoke-Chowan students are encouraged to evaluate each of their classes.

Degrees, Courses, and Credits at R-CCC

1. What degrees R-CCC offer?

R-CCC offers the following degrees: the Associate in Arts (A.A.); the Associate in Science (A.S.); the Associate in Fine Arts (A.F.A); and the Associate in Applied Science (A.A.S.). Each degree can be completed in approximately two years of full-time study. The College also offers a number of diploma and certificate programs in specific career-related areas. Most diploma programs can be completed in one year of full-time study.

2. How does one degree differ from another?

The Associate in Arts (A.A.) degree has a liberal arts and science emphasis and prepares students to transfer to a four-year college for further study in a liberal arts curriculum (e.g. English, Communications, Psychology, History, Foreign Languages, and so on).

The Associate in Science (A.S.) degree has a math, science, and/or professional emphasis and is intended primarily for students planning to transfer to a four-year college and earn a bachelor's degree in a math-, science-, or business-related curriculum. A.S. degree programs at R-CCC offer an emphasis in business, criminal justice, computer science, mathematics, engineering, nursing, photography, and other career areas.

The Associate in Applied Science (A.A.S.) degree focuses on a specific career area (e.g. fashion buying and merchandising, hotel technology administration, mortuary science, civil engineering technology), and prepares students to enter the workforce upon graduation or to transfer to a four-year college and earn a bachelor's degree.

More information about degree programs can be found in the online College Catalog.

3. What exactly can I study at R-CCC?
R-CCC offers a range of degree options. You can find a complete list of programs in the online College Catalog.
4. How do I know what classes I need for a specific degree?
Degree requirements for each curriculum can be found in the online College Catalog. You can also speak with an advisor about courses that are appropriate to your degree. Degree requirements generally fall into two categories: (a) required courses (specific classes you must take) and (b) electives (classes that you yourself choose).
5. How can I get an advisor?
Academic advisors are assigned based upon the program of study you enroll in.
6. If I want to be a full-time student, how many courses will I need to take?
To be a full-time student, you need to be enrolled for a minimum of twelve credits (or the equivalent number of hours) a semester. For most students, that means taking at least four courses.
7. What is meant by a credit?
A credit is a unit of study that is the equivalent of fifty minutes of class instruction and two hours of outside study each week. Except for developmental and other noncredit courses, all classes at R-CCC carry a specific number of credits. Most courses carry three credits. Lab science courses, as well as some mathematics and computer classes, are worth four credits.
8. What are developmental courses?
Developmental courses are classes designed to help students improve their skills in specific academic areas. R-CCC offers developmental courses in English (075, 085, and 095), and Mathematics (MAT 050, 060, 070 and 080). Developmental courses don't carry college credit, but they do count toward full-time attendance. Students are placed into developmental courses based on their placement tests, which assess skills in three areas: reading, writing, and mathematics.
9. If I have to take a developmental course, when should I take it?
The best time to take developmental classes is before you begin credit classes. While it's advisable to complete them during that time, you are not required to do so.
10. What is the maximum number of credits I can take at one time?
You can take up to nineteen credits (or their equivalent) in a semester. However, it would probably not be wise to take such a heavy load in your first semester.
11. How many credits do I need to graduate?
While the actual number of credits required for graduation varies slightly from one curriculum to another, most programs at R-CCC require between 66 and 68 credits. For information about the number of credits required in a specific curriculum, check the online College Catalog. Information about credits and degree requirements for specific programs can be found under "Programs."

12. What average do I need to graduate?

To graduate from R-CCC, you need a minimum average of "C" (grade-point average of 2.0). Keep in mind, however, that it's in your interest to do as well as you possibly can in your classes at R-CCC. Many four-year institutions base admission--and financial aid--on the grades students have received at their previous colleges. Many employers also look at the grades students earned in college. The higher your overall average at R-CCC, the better your prospects will be.

13. If I'm planning to study for a bachelor's degree at a four-year college, does it matter if I transfer before graduating from R-CCC?

It makes sense to complete your associate's degree before transferring. By doing so, you will increase the likelihood that your credits will transfer to your next college or university. Most four-year schools routinely accept credits that are part of an associate's degree. Many four-year colleges and universities also offer scholarships and other financial aid to students holding associate's degrees. Such aid is not always available to students who have simply transferred with credits, but no associate's degree.

Classes at R-CCC

14. How long does a semester last?

A semester runs approximately sixteen weeks. At R-CCC, the fall semester begins in early August and runs through the second week in December. The spring semester begins in January and concludes in mid-May.

15. How often do classes meet?

Most classes meet twice a week for 2 1/2 hours. However, there are exceptions. Most lab sciences, for example, meet three times--twice for lectures and once for a lab. Some math courses and some developmental classes also meet five times a week.

16. What is ACA 111 and ACA 122?

ACA 111 and ACA 122 are first year experience courses. The primary goal is to help freshmen make a good start in college. The courses provide information about R-CCC, including academic and campus services, as well as instruction in important college skills (e.g. note taking, time management, test taking). The courses carry one general elective credit.

17. When do classes at R-CCC meet?

Classes are scheduled at various times throughout the day and evening. They begin on weekdays as early as 8:00 a.m. and end as late as 9:50 p.m.

18. Is it possible to take both day and evening classes in the same semester?

Yes.

19. How will I know where classes meet?

Your class schedule, which you can locate and download from WebAdvisor, will list the days, times, and locations of your classes.

20. What is WebAdvisor?

WebAdvisor is the College's online student information and registration system. It allows students to view their academic and financial records.

21. Does R-CCC offer any online classes?

Yes. Some classes are entirely online, while others combine online sessions with traditional class meetings

22. Does R-CCC offer any internships?
Internships--credit-bearing work opportunities--are available through a number of academic departments.
23. Does R-CCC offer any service learning opportunities?
Yes. Several student clubs and organizations on campus sponsor campus and community service projects and invite student participation.
24. Does R-CCC have an attendance policy?
It is expected that students will attend all class meetings. However, many faculty have their own attendance policies, which they announce at the beginning of the semester.

Transportation, Food, and Books

25. If I am planning to drive to campus, do I need a sticker for my car?
No
26. Am I guaranteed a parking space?
No. However, the College's parking lots provide ample parking, so finding a space is seldom a problem. Most parking spaces on campus are available for student use. Keep in mind, however, that a small number of spaces are reserved for faculty and staff, as well as handicapped parking. It's important that you pay attention to parking signs. Parking illegally on campus can result in your receiving a County summons, which can be very expensive.
27. Where can I eat on campus?
The college snack bar, located in the New Student Center, serves breakfast and lunch daily. Most campus buildings also have vending machines with snacks and drinks.
28. How will I know what books I will need for my classes?
Textbook Information can be found as you search for courses offered through WebAdvisor
29. Where can I buy books?
You can buy books, as well as other school supplies, in the [campus bookstore](#). The bookstore carries new and (in some cases) used copies of textbooks.
30. How much do textbooks cost?
Though prices of texts vary, books are, in general, expensive. If you are a full-time student, you can probably expect to pay about \$200--maybe more--for books each semester. If you are taking a course that requires additional materials (a calculator or art supplies, for example), this will add to the overall cost. One way to reduce the cost of textbooks somewhat is to buy used books (books that have been resold to the bookstore by students). These sell for less money than new editions

Services and Resources at R-CCC

31. What services and resources does R-CCC offer for new students?
As previously noted (see Question 16), the College offers first year experience courses, ACA 111 & ACA 122. The College Experience is aimed at helping students be successful in college.

32. Where can I go to find out about financial aid?
The College's Financial Aid Office is located in the New Student Center, Suite 111. The professional staff can provide information about various forms of financial aid, as well as assistance in completing applications.
33. Does R-CCC have any campus jobs for students?
Yes. If you are eligible for the federal Work-Study program, you may find a job on campus. Many campus offices and departments hire students. For information about Work-Study opportunities, contact the Financial Aid Office (252-862-1221).
34. What tutoring services does R-CCC provide?
Tutoring services are provided in Student Support Services, a federally-funded TRIO program that offers a variety of academic and support services for eligible students. **SSS** provides opportunities for academic development, assists students with basic college requirements, and serves to motivate students toward successful completion of their educational programs.
35. Does R-CCC have any computers for student use?
Yes. Computers are available in the Learning Resource Center (library) and in multiple labs available in the various buildings about campus.
36. If I have a question or problem, can I speak with a counselor?
Absolutely. R-CCC offers a range of counseling services. Whether you want to improve your study skills, make career decisions, resolve a personal concern, or select a four-year college to continue your education, counselors are available to help you. For more information about counseling services, visit Student Services.
37. What services does R-CCC offer for students with disabilities?
Student Development Services, located in the New Student Center, provides tutoring, counseling, and other support services for students with physical, psychiatric, and learning disabilities.
38. What services does R-CCC provide for military veterans?
Student Services, located in the New Student Center, helps military veterans obtain information about educational benefits and related services. Enrollment certification is sent to the Department of Veterans Affairs.
39. What services does R-CCC provide for international students?
Student Services, located in the New Student Center, provides assistance to non-immigrant students, including those who have been educated abroad, who hold temporary visas, or who are permanent legal residents of the United States.
40. Does R-CCC have child-care services?
No. However, we do have funds available for childcare.
41. What if I am undecided about my area of study?
Student Services provides advice and guidance to students who have not yet chosen an area of study.
42. Does R-CCC offer any scholarships?
Yes. The College offers a range of scholarships for continuing and graduating students. Look for announcements about scholarships on campus bulletin boards as well as in the college newspaper, the R-CCC Times. You can find information about many scholarships on the College's website.

Campus Life at R-CCC

43. Does R-CCC have any student clubs?

Yes. There are several clubs on campus. They range from student groups that are purely social and recreational to those that are largely career-oriented.

44. If I want to join a club, how can I find out what is available?

The easiest way to learn about clubs is to attend college activities held throughout the semester. Representatives of most clubs are available to tell you about their group's activities and to answer your questions. Another good resource is to contact the Student Activities Coordinator at (252) 862-1248.

45. Does R-CCC have any athletic teams?

No.

Start of Classes . . .

46. Once I have registered, is it possible to make changes in my schedule?

Yes. You can make changes prior to the start of the semester as well as during the drop/add period during the first three days of classes.

47. Suppose I have questions after the first day of classes?

If you have questions about classes, financial aid, or other matters, please contact a staff person in Student Services, or ask your Advisor or Instructor, or visit the website at www.roanokechowan.edu, or contact the appropriate individual on the People You Should Know When page of this handbook.

Academic Terms

AA - The Associate of Arts Degree is awarded to students majoring in the fine or liberal arts who may plan to transfer to a four-year college or university after completing their community college program.

AAS - The Associate of Applied Science Degree is awarded to students majoring in one of the occupational/technical curricula who may plan to obtain employment immediately upon graduation from college.

Academic Advisor - An academic advisor is a faculty or staff member who helps you plan a course of study in a specific academic area after you have been accepted into a curriculum/plan.

Academic Standing - This is a status based on your grade point average. You are in good academic standing if you maintain a 2.0 semester grade point average on all work.

Add - This is a process for adding courses to your registration. This process must be completed during the timeframe indicated in the college calendar.

Adjunct Faculty - Visiting or part-time instructors.

AFA - The Associate in Fine Arts Degree is a transfer degree providing freshman and sophomore course work for students planning to continue their education beyond the associate degree.

AS - The Associate of Science Degree is awarded to students majoring in specialized pre-professional programs who may plan to transfer to a four-year college or university after completing their community college program.

Audit - Auditing a course is attending course meetings without taking examinations or receiving course credit. Students who desire to earn credit for a previously audited course must re-enroll in the course for credit and pay tuition to earn a grade other than "AU." Advanced standing credit will not be awarded for a previously audited course.

Catalog - The college catalog provides all types of information that parents and students need to know about Roanoke-Chowan Community College. It lists, for example, the institution's history and philosophy, policies and procedures, accreditation status, courses of study, degrees and certificates offered, physical facilities, admission and enrollment procedures, financial aid, student life activities, etc. It may be found online at www.roanokechowan.edu.

Certificate - A Certificate is awarded to students who complete one of the approved non-degree curricula which consist of a minimum of 12 semester credit hours in an occupational area.

Co-requisite - A co-requisite is a course that must be taken at the same time as another course.

Credit - A credit is a unit awarded for taking a course.

Curriculum/Plan - A curriculum/plan is the same as a major. It is a series of courses in a program of study leading to a certificate or degree.

Developmental Studies - These courses provide a foundation or refresher when you need to improve specific skills required to succeed in a college level program.

Drop - This is a process of dropping a course from your registration. The process must be completed within the time period indicated in the college calendar.

Elective - An elective is a course which is not specifically required but offers credit toward a program or degree. Electives must be at the appropriate level.

Enrollment - Enrollment is a process for registering to take classes. Students enroll in courses by using the Internet. Students may also enroll in person at any campus or off-campus registration site.

Enrollment Services - Enrollment Services is an office that provides support and assistance with admission, domicile, registration, and student records.

FAFSA (Free Application for Federal Student Aid) - A form that may be used by students applying for federal and other types of financial aid. Forms are available online at <http://www.fafsa.ed.gov> and must be completed once each academic year.

FERPA is the acronym for Family Educational Rights and Privacy Act. This is a federal law that protects the privacy of student records.

Final Examination - This is a test given in a course at the end of a term.

Final Grade - This is the grade earned for a course which is posted to your permanent record.

Freshman - A freshman is a student who has completed fewer than 30 credits of course work in a program.

Full-time - A full-time course load consists of 12 or more credit hours taken during a semester or term. Special permission is required to enroll in 15 or more credits.

FYE - First Year Experience Program helps students through the first year of college with orientation, ACA student success courses, campus involvement, guidance and support.

GPA - GPA is the acronym for grade point average. Each grade earns points (A=4, B=3, C=2, D=1, F=0). At the end of each semester, your grades are averaged to calculate your GPA. A minimum GPA of 2.0 in your curriculum is needed to graduate.

General Education Requirements - Courses required for all degrees; examples include classes such as English, mathematics, sciences, social science, etc.

Hold - A hold is placed on a student's account when money is owed to the college, either for an unpaid semester balance or for incidental charges such as parking tickets. Failure to satisfy outstanding obligations will result in the holding of transcripts and may prevent registering for classes for the next semester.

Honors - Graduation with honors in recognition of academic achievement is based on one's cumulative GPA.

- **Honor Graduate** - To be considered an Honor graduate, the student must have an overall GPA of 3.75 to 3.99 upon completion of any degree or diploma program.
- **High Honor Graduate** - To be considered a High Honor graduate, the student must have an overall GPA of 4.00 upon completion of any 42 degree or diploma program.

Hybrid Course - A hybrid course makes significant use of the internet to facilitate access to class materials and support communication and access to resources. These courses also require face-to-face meetings during times designated in the course schedule. Participation in both the online portion and face-to-face portion is required.

Instructor - An instructor is a faculty member assigned to teach a course, and may also be referred to as a teacher or professor.

Last Day to Drop without Penalty- This date is designated in the college calendar and is usually prior to the 60% point of a semester/term.

Major -This is the same as a curriculum or plan the program of study you are pursuing.

Noncredit course - A noncredit course is a continuing education course which does not earn college credit.

Part-time status represents a course load of fewer than 12 credit hours during a term.

Phi Theta Kappa - The largest honor society in American higher education. To be eligible for membership, a student must complete a minimum of 12 hours of associate degree course work and earn a grade point average of 3.5 or higher. Members must maintain a high academic standing throughout their enrollment in the two-year college.

Prerequisite - A prerequisite is a course that you must complete successfully before enrolling in another. Prerequisites are listed each semester in WebAdvisor or are developmental courses identified through the college's student assessment program.

Probation - Students are placed on probation when they have completed two consecutive semesters and have a cumulative grade point average less than 2.0.

Registration is a process for enrolling in classes. Students enroll in courses by using the Internet. Students may also enroll in person on campus.

Semester - A semester normally represents 16 weeks of study during the fall or spring.

Session - A session is any term other than fall or spring.

Sophomore - A sophomore is a student who has completed 30 or more credits of course work in a curriculum/plan.

Specialization - A specialization is a special type of program within a curriculum/plan.

Student Development Services - These are services provided to help you succeed in reaching your personal, academic and career goals. Services include co-curricular and personal growth activities which enhance your college experience.

Student Payment Plan - A monthly payment plan is available that allows the cost of education to be spread over a period of up to four payments per semester. There is a \$25 fee to cover administrative expenses but no interest or finance charges.

Syllabus - A syllabus is provided for each course and includes a course outline and requirements.

Term - A term represents the fall and spring semesters and all other sessions.

Transcript - A transcript is a copy of your permanent academic record. It contains all courses and grades received at Roanoke-Chowan Community College.

Warning is an academic standing status. Students are placed on academic warning when they fail any course or when their cumulative GPA is less than 2.0.

WebAdvisor – an online portal that provides a number of useful services to all students including online registration, access to grades and academic transcripts,

Withdrawal - is the formal act of dropping a course after the deadline to receive a refund and before the last day to process a withdrawal and receive a "W" grade.



2015-16 Daily Planner

AUGUST 2015

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IMPORTANT DATES:

- First Day of Class/Semester & First 8-week Session - August 17, 2015 (M)
- Last Day to Add - August 19, 2015 (W)
- 10% Point of the First 8-week Session - August 20, 2015 (TH)
- Last Day to Apply for a 75% Refund for the First 8-week Session - August 20, 2015 (Th)
- Last Day to Charge in Bookstore - August 26, 2015 (W)
- Last Day to Apply for a 75% Refund for the 16-week Session - August 26, 2015 (W)

<input checked="" type="checkbox"/>	To Do

Notes

SEPTEMBER 2015

Monday	Tuesday	Wednesday	Thursday	Friday
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October 2015							November 2015						
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25	26	27	28	29	30	31	29	30					

IMPORTANT DATES:

- **Labor Day Holiday (College Closed) - September 7, 2015 (M)**
- Last Day to Withdraw from First 8-week Session to Ensure a Grade of "W" (60%) - September 18, 2015 (F)
- Financial Aid Refund Checks Mailed - September 25, 2015 (F)

<input checked="" type="checkbox"/>	To Do

Notes

OCTOBER 2015

Monday	Tuesday	Wednesday	Thursday	Friday
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November 2015

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December 2015

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IMPORTANT DATES:

- May 2016 Prospective Graduate Applications Due - October 1, 2015 (TH)
- Last Day of First 8-week Session - October 12, 2015 (M)
- Registration for Second 8-week Session / Last Day to Apply for a 100% Refund for Second 8-week Session - October 12, 2015 (M)
- Charge in Bookstore for Second 8-week Session - October 12-13, 2015 (M/T)
- First Day of Second 8-week Session - October 13, 2015 (T)
- **Student Fall Break - October 15-16, 2015 (TH/F)**
- 10% Point of the Second 8-week Session / Last Day to Apply for a 75% Refund for Second 8-week Session - October 20, 2015 (T)
- Web Registration Opens and Advising Period for Spring 2016 begins - October 21, 2015 (W)
- Last Day to Withdraw from 16-week Session to Ensure a Grade of "W" (60%) - October 26, 2015 (M)

<input checked="" type="checkbox"/>	To Do

Notes

NOVEMBER 2015

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December 2015

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January 2016

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IMPORTANT DATES:

- Advising Period for Spring 2016 Ends - November 11, 2015 (W)
- **Advising Day for Spring 2016 (No Classes) - November 11, 2015 (W)**
- Early Registration for Spring 2016 - November 12, 2015 (TH)
- Last Day to Withdraw from Second 8-week Session to Ensure a Grade of "W" (60%) - November 18, 2015 (W)
- **Thanksgiving Holiday (College Closed) - November 26-27, 2015 (TH/F)**

<input checked="" type="checkbox"/>	To Do

Notes

DECEMBER 2015

Monday	Tuesday	Wednesday	Thursday	Friday
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14 KEEP CALM IT'S THE END OF THE SEMESTER!	15	16	17	18
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28	29	30	31	1

4

January 2016							February 2016						
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IMPORTANT DATES:

- Spring 2016 Tuition Due - by 4:30 p.m - December 11, 2015 (F)
(Schedules with unpaid balances will be purged)
- Last Day to Remove Spring 2015 & Summer 2015 "I" Grades - December 14, 2015 (M)
- **Last Day of Classes/Semester & Second 8-week Session - December 14, 2015 (M)**
- Fall 2015 Grades Due (12:00 noon) - December 15, 2015 (T)
- **Christmas Holiday (College Closed) - December 17-31, 2015**

<input checked="" type="checkbox"/>	To Do

Notes

JANUARY 2015

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IMPORTANT DATES:

- **New Year's Day (College Closed) - January 1, 2015 (Th)**
- College Reopens (Faculty/Staff Professional Development) - January 2, 2015 (F)
- WebRegistration Ends - January 4, 2015 (SU)
- Spring 2015 Registration - January 5, 2015 (M)
- First Day to Charge in Bookstore - January 5, 2015 (M)
- Spring 2015 Tuition Due by 4:30 p.m - January 5, 2015 (M) / (Schedules with unpaid balances will be purged)
- Last Day to Apply for a 100% Refund for 16-week & First 8-weeks Sessions - January 5, 2015 (M)
- First Day of Class/Semester & First 8-week Session - January 6, 2015 (T)
- Last Day to Add - January 8, 2015 (Th)
- Last Day to Apply for a 75% Refund for the First 8-week Session / 10% Point of the First 8-week Session- January 9, 2015 (F)
- Last Day to Charge in Bookstore / Last Day to Apply for a 75% Refund for the 16-week Session - January 15, 2015 (Th)
- 10% Point of the 16-week Session - January 15, 2015 (Th)
- **Martin Luther King, Jr. Holiday (College Closed) - January 19, 2015 (M)**

☑	To Do	Notes

FEBRUARY 2016

Monday	Tuesday	Wednesday	Thursday	Friday
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19  Pell Disbursement
22	23	24	25	26
29	1	2	3	4

7

March 2016

Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

April 2016

Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

IMPORTANT DATES:

- Last Day to Withdraw from First 8-week Session to Ensure a Grade of "W" (60%) - February 10, 2016 (W)
- Financial Aid Refund Checks Mailed - February 19, 2016 (F)

<input checked="" type="checkbox"/>	To Do

Notes

MARCH 2016

Monday	Tuesday	Wednesday	Thursday	Friday																																																																																																									
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IMPORTANT DATES:

- Last Day of First 8-week Session - March 3, 2016 (TH)
- Registration for Second 8-week Session - March 3, 2016 (TH)
- Last Day to Apply for a 100% Refund for Second 8-week Session - March 3, 2016 (TH)
- Charge in Bookstore for Second 8-week Session - March 3-4, 2016 (TH/F)
- First Day of Second 8-week Session - March 4, 2016 (F)
- Last Day to Add a Class - March 8, 2016 (T)
- 10% Point of the Second 8-week Session - March 9, 2016 (W)
- Last Day to Apply for a 75% Refund for Second 8-week Session - March 9, 2016 (W)
- Last Day to Withdraw from 16-week Session to Ensure a Grade of "W" (60%) - March 15, 2016 (T)
- **Spring Break (No Classes) - March 16-18, 2016 (W/TH/F)**
- Early Registration for Summer 2016 - March 21, 2016 (M)
- Web Registration Opens for Fall 2016 - March 23, 2016 (W)
- Advising Period for Fall 2016 Begins - March 23, 2016 (W)
- **Easter Holiday (College Closed) - March 28, 2016 (M)**
- Easter Break – Students (No Classes) - March 29, 2016 (T)

<input checked="" type="checkbox"/>	To Do

Notes

APRIL 2016

Monday	Tuesday	Wednesday	Thursday	Friday
28	29	30	31	1
4	5	6	7 HONORS CONVOCATION <small>Celebrating Excellence</small>	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

2

May 2016							June 2016						
Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7				1	2	3	4
8	9	10	11	12	13	14	5	6	7	8	9	10	11
15	16	17	18	19	20	21	12	13	14	15	16	17	18
22	23	24	25	26	27	28	19	20	21	22	23	24	25
29	30	31					26	27	28	29	30		

IMPORTANT DATES:

- Honors Convocation - April 7, 2016 (TH)
- Last Day to Withdraw from Second 8-week Session to Ensure a Grade of "W" (60%) - April 13, 2016 (W)
- Advising Period for Fall 2016 Ends - April 14, 2016 (TH)
- **Advising Day – Fall 2016 (No Classes) - April 14, 2016 (TH)**
- Summer 2016 Tuition Due - by 4:30 p.m. - April 15, 2016 (F)
(Schedules with unpaid balances will be purged)
- Early Registration for Fall 2016 - April 18, 2016 (M)

<input checked="" type="checkbox"/>	To Do

Notes

MAY 2016

Monday	Tuesday	Wednesday	Thursday	Friday
2	3	4	5	6 KEEP CALM IT'S THE END OF THE SEMESTER!
9 	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30	31	1	2	3

6

June 2016

Su	M	Tu	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

July 2016

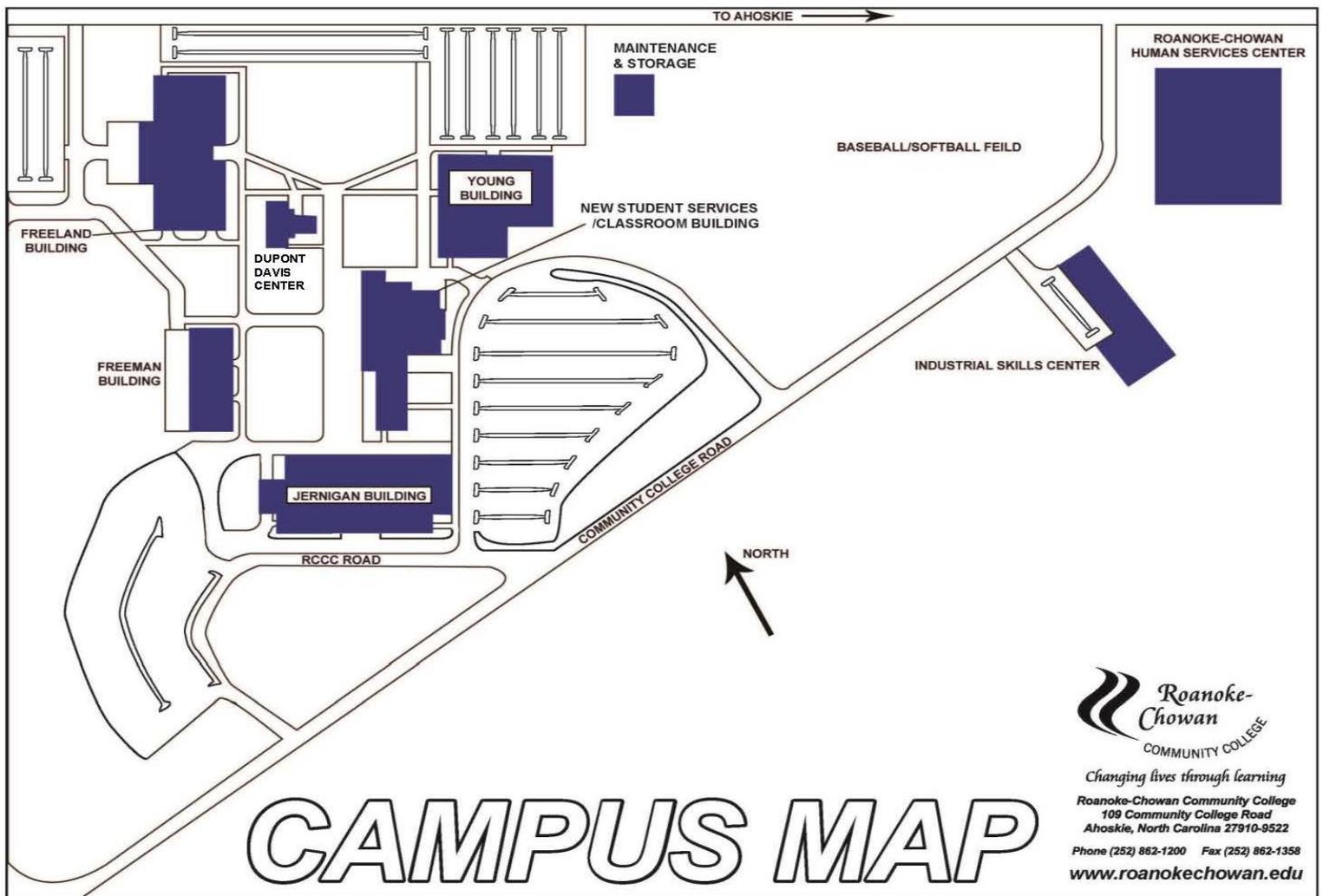
Su	M	Tu	W	Th	F	Sa
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3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

IMPORTANT DATES:

- May 2016 Graduate Grades Due (12:00 noon) - May 2, 2016 (M)
- Last Day to Remove Fall 2015 "I" Grades - May 6, 2016 (F)
- Last Day of Classes/Semester & Second 8-week Session - May 6, 2016 (F)
- Spring 2016 Grades Due (12:00 noon) - May 9, 2016 (M)
- Graduation Rehearsal (10:00 a.m.) - May 9, 2016 (M)
- Graduation Ceremony (6:30 p.m.) - May 9, 2016 (M)

<input checked="" type="checkbox"/>	To Do

Notes



CAMPUS MAP

Roanoke-Chowan
COMMUNITY COLLEGE
Changing lives through learning
Roanoke-Chowan Community College
109 Community College Road
Ahoskie, North Carolina 27910-9522
Phone (252) 862-1200 Fax (252) 862-1358
www.roanokechowan.edu

Davis Center
(formerly Old Small Business Center)

- CADA Youth @ Work 103
- Job Link Manager/HRD
- NC Works 107
- NCOA 111
- Telamon 106
- Vocational Rehab/DSS 109
- WIA Mid-East 104

Freeman Building

- Early College High School
- Barbering

Freeland Building

- Basic Skills Office 126
- Community Room 140
- Fitness Room 130
- Small Business Center 120

Classrooms:
(Art, Associate Degree Nursing, Business Administration, Computer Information

Technology, Cosmetology, Criminal Justice, Human Services, Medical Office Admin, Nurse Aide – Continuing Education, Office Admin, Physical Education, Web Tech)

Industrial System Building

- Industrial System Classrooms

Jernigan Building

- Bookstore 111
- Business Office 102
- Continuing Education Office 104
- Curriculum Dean 105
- Distance Learning 100
- EMS 113
- Fire/Rescue/Law 109
- Human Resources 101
- Information Services 110
- Institutional Effectiveness 103
- Learning Resources Center 100
- Mailroom/Print Shop Annex
- President's Office 106

Classrooms:
(Accounting, Biology, Chemistry,

Economics, English, Math, Psychology, Sociology)

New Student Services Center

- Admissions 111G
- Back-to-Work 111M
- Career Services 214
- Dean 111F
- Financial Aid 111C-E
- Food Services
- Registrar 111J
- Security 108
- Student Activities 111H
- Student Support Services 113
- Testing Center 221C

Young Building

- Basic Skills Lab 125
- Maintenance Supervisor 122

Classrooms:
(Air Conditioning, Heating and Refrigeration, Criminal Justice, Early Childhood, Welding

This publication was produced by:

Student Services

The information included in this publication is subject to change.

Roanoke-Chowan Community College is an affirmative action/equal opportunity institution. The college does not discriminate against students in admission to or access to the College's programs and activities on the basis of race, color, gender, creed, age, disability, marital status, sexual orientation, veteran status, national or ethnic origin, or political affiliation. Nor does the College discriminate against faculty and staff or individuals interested in employment at the College as stipulated above. The College also is committed to maintaining an environment free from sexual harassment and retaliation.

Roanoke-Chowan Community College supports the protection available to members of its community under all applicable Federal laws, including Title III of the Americans with Disabilities Act, Titles VI and VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Sections 799A and 845 of the Public Health Service Act, the Equal Pay and Age Discrimination Acts, the Rehabilitation Act of 1973, and Executive Order 11246. Students having questions about these provisions should contact:

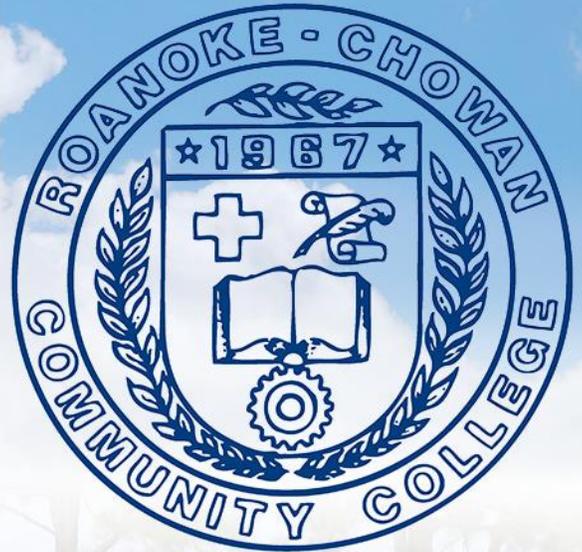
Dean of Student Development Services
Roanoke-Chowan Community College
New Student Center—Room 111-F
109 Community College Road
Ahoskie, NC 27910-9522
252-862-1200

Employees or other non-students having questions concerns the above-mentioned provision should contact:

Human Resources Office
Roanoke-Chowan Community College
109 Community College Road
Ahoskie, NC 27910-9522
252-862-1282

Roanoke-Chowan Community College issues this student handbook to provide students and other interested individuals with information about the College and its programs. Information provided is subject to change after publication. The provisions of this handbook are not to be regarded as an irrevocable contract between students and the College. The College reserves the right to change provisions, requirements, programs, courses, fees, etc. as and when deemed necessary. It is the student's responsibility to read and be familiar with policies and procedures that relate to their enrollment while attending the College.

COLLEGE *Begins* HERE



"A World Class Institution"
109 Community College Rd
Ahoskie NC 27910
(252) 862-1200
www.roanokechowan.edu