

Roanoke-Chowan Community College

2003-2004 Student Handbook

Table of Contents

A Note from the President	Food Service
Student Services	Graduation
Student Services Staff	Grading Policy
Academic Calendars	ID Cards
Who Do I Ask?	Inclement Weather
Academic Advisors	Learning Resources Center
College Mission	Lost & Found
Academic Dishonesty	New Clubs/Organizations
Academic Information	Refunds
Access to Records	Repeating Courses
American with Disabilities Act	Residency Classification
Attendance/Reinstatement Procedure	Smoking
Bookstore	Special Credit Students
Career/Job Placement Center	Student Activities
Cell Phones & Beepers	Student Appeal
Change of Name/Address/Program	Student Classification/Status
Children on Campus	Student Government Association
Communicable Diseases	SGA Constitution
Computing Your GPA	Student Grievance
Counseling	Student Lounge
Course Make-Up Work	Student Right-to-Know
Crime Awareness & Campus Security	Student's Role in Decision Making
Drop/Add a Course	Student Support Services
Drugs & Alcohol	Telephone Calls & Usage
Emergency Situations	Transfer Credit
Fees	Tuition
Financial Aid	Veterans Assistance
First Aid Kits	Weapons on Campus
Food & Drink	Withdrawal



A Note from the President

On behalf of the Board of Trustees and employees at Roanoke-Chowan Community College, thank you for choosing RCCC to pursue your educational and career goals. At RCCC, students are our valued resource. We pride ourselves in providing value-added educational experiences. Our goal is to ensure that each of you reaches your full potential in pursuit of your career or employment opportunities of choice. A team of hardworking faculty and staff are committed to your success. It is our firm belief that your

success here will enrich your life and your economic well-being.

We encourage each of you to review the catalog and handbook to familiarize yourself with policies, procedures, and dates. Doing so will be beneficial to you as you plan, study, and focus your attention on meeting requirements necessary for your goal accomplishment. Also, you will learn of the resources that are available to you.

The College is committed to providing quality educational experiences that are accessible and reasonably priced. Our flexible scheduling makes it easy for you to prepare for a new career while employed. Small class sizes offer you one-on-one interaction with your instructors. We strive to create an environment that is inviting and conducive to learning.

I hope you have a successful year at Roanoke-Chowan Community College, where quality education is a commitment. Thank you for allowing us to serve your educational and professional needs.

Sincerely,

Mary C. Wyatt, Ph.D., CFCS
President

Student Services

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

Student Services is here to aid you in selecting, entering, progressing through, and completing a course of study. Office hours are as follows: Monday-Thursday (during fall and spring) 8:15 a.m.-5 p.m. and 5:30-6:30 p.m., Friday from 8:15 a.m.-4 p.m.; and Monday-Thursday (during the summer) 7:30 a.m.-6:30 p.m.

Student Services Staff (Located in the New Student Center)

Diane P. Kimbrough, Dean
Room 111F; 862-1222
dianek@roanoke.cc.nc.us

Irma Bond,
Recruiter/Student Activities Coord.
Room 107; 862-1227
irmabond@roanoke.cc.nc.us

Diane Boone,
Administrative Assistant
Room 111; 862-1305
booned@roanoke.cc.nc.us

Mary Lou Byrum, Registrar
Room 111J; 862-1220
byrumm@roanoke.cc.nc.us

Poteca Chamblee,
Testing Technical Assistant
Room 221; 862-1310
potecac@roanoke.cc.nc.us

Sandra Copeland,
Director of Counseling Services
Room 111G; 862-1225
sandrac@roanoke.cc.nc.us

Ethlene Custis,
Student Loan/Child Care Coord.
Room 111D; 862-1244
custise@roanoke.cc.nc.us

Gayle Deanes,
Asst. Financial Aid Officer
Room 111C; 862-1221
deanesg@roanoke.cc.nc.us

Cara Edwards,
Information Processing Specialist
Room 111L; 862-1243
edwardsc@roanoke.cc.nc.us

Isalean Elliott,
Instructor/Tutor Coordinator
Room 116; 862-1241
elliotti@roanoke.cc.nc.us

Beverly Goodwin,
Director of Assessment & Testing
Room 221C; 862-1238
goodwinb@roanoke.cc.nc.us

Janice Howell,
Instructor Coordinator/Counselor
Room 114; 862-1293
howellj@roanoke.cc.nc.us

Sandra Long,
Student Support Services
Secretary
Room 113; 862-1303
longsb@roanoke.cc.nc.us

Lorraine Mitchell,
Student Support Services Director
Room 113A; 862-1272
lcmitch@roanoke.cc.nc.us

Wendy Peele,
Enrollment Management/
Veterans Affairs Coordinator
Room 111M; 862-1234
peelew@roanoke.cc.nc.us

Hazel Pierce,
Testing/Retention Specialist
Room 219; 862-1278
hazelp@roanoke.cc.nc.us

Cassandra Smith,
Career/Job Placement Coord.
Room 209; 862-1257
cassandras@roanoke.cc.nc.us

Academic Calendars

*The first class day is the last day of registration each semester/term.

Fall Semester 2003

Registration.....	August 14, 15, 18
Add Period Ends.....	August 22
College Closed for Labor Day Holiday.....	September 1
College Reopens.....	September 2
Fall Break--No Classes.....	October 13-14
Classes Resume.....	October 15
Last Day to Drop Without Penalty.....	October 27
Early Registration for Spring Semester.....	November 10-21
College Closed for Thanksgiving Holiday.....	November 27-28
College Reopens.....	December 1
Semester Ends.....	December 12
College Closed for Christmas Holiday.....	December 19-January 1

Spring Semester 2004

College Reopens.....	January 2
Registration.....	January 6-8
Add Period Ends.....	January 14
College Closed for Martin Luther King, Jr. Day.....	January 19
College Reopens.....	January 20
Employee Prof. Development-Students Away.....	March 4
Spring Break--No Classes.....	March 5
Classes Resume.....	March 8
Early Registration for Summer Term.....	March 8-12
Last Day to Drop Without Penalty.....	March 18
Early Registration for Fall Semester.....	April 5-8, 19-23
College Closed for Easter Holiday.....	April 9, 12
College Reopens.....	April 13
Spring Break--No Classes.....	April 13-16
Classes Resume.....	April 19
Semester Ends.....	May 11
Graduation.....	May 12

Summer Term 2004

Registration.....	May 17-18
Add Period Ends.....	May 24
College Closed for Memorial Day Holiday.....	May 31
College Reopens.....	June 1
Last Day to Drop Without Penalty.....	June 29
College Closed for July 4th Holiday.....	July 5
College Reopens.....	July 6
Summer Break--No Classes.....	July 6-9
Classes Resume.....	July 12
Early Registration for Fall Semester.....	July 12-22
Semester Ends.....	August 3

Who Do I Ask?

For questions regarding. . .

Absences
Academics, Instructional Concerns,
Developmental Studies
Academic Advising
Academic Advisor Assignment
Academic Counseling
Academic Records, Grades,
Graduation, Refunds
Accidents, Address Change,
Bulletin Boards, Catalogs,
Class Schedules, Parking Permits
Admissions/Readmissions

Athletics, SGA,
Student Activities/Clubs
Books/Supplies
Career Counseling/Job Placement
Services
Changing Majors

Child Care Assistance
Counseling Services
Distance Learning
Disciplinary Procedures, Sexual
Harassment by a Student,
Tuition Deferment
Dropping/Adding Courses
Evening Classes

Emergencies, Special Needs/
Disabled Students

Financial Aid, Scholarships
First Aid
Loans
Library Services
Residency Requirements
Security
Selling, Peddling, Solicitation
Sexual Harassment by an
Employee
Study Skills
Testing
Tutoring
Veterans' Educational Benefits
Work-Study

Where Do I Go?

Contact. . .

Instructor, Counselor

Dean of Academic Affairs
Academic Advisor
Student Services
Advisor, Counselor

Registrar

Student Services
Counselor
Enrollment Mgt Coordinator

Student Activities Coordinator
Bookstore Operator

Career/Job Placement Coord.
Previous Advisor, Counselor
Financial Aid Officer
Child Care Coordinator
Counselor
Distance Learning Coordinator

Dean of Student Services
Instructor, Academic Advisor
Director of Evening &
Weekend Programs

Dean, Student Services/Counselor
Manager of Finance & Admin.
Financial Aid Officer
Staff
Student Loan Coordinator
Learning Resources Center
Counselor/Dean, Student Services
Switchboard/Security Station
Manager of Finance & Admin.

Employee's Immediate Supervisor
Counselor, Tutor Coordinator
Director of Assessment & Testing
Student Support Services
Veterans Affairs Officer
Asst. Financial Aid Officer

Academic Advisors

Advisors are here to help students plan their program of study for graduation, employment, or transfer. Students must contact their advisor for assistance with registration, drop/add, or withdrawal from courses or the College. Advisors also need to be contacted prior to applying for graduation to determine if all graduation requirements have been met.

Program	Advisor	Location
<i>Associate in Applied Science</i>		
Architectural Technology	James Hutchinson	TBA
Associate Degree Nursing		
Carmen Askew FL129A	Virginia Crocker	FL137
Nancy Baker FL131	Bonnie Jordan	FL129B
Business Administration	Woody Copeland Narasingarao Vegi	FL119A FL119
Criminal Justice Technology	Jeff Goetz	NSC211
Early Childhood Associate (with or without Concentration)	Linda Griffin	Y105
Environmental Science Tech.	TBA	TBA
Human Services Technology (with or without Concentration)	Kim Bazemore	FL147C
Industrial Systems Tech.	Wes Gubitza	ISC
Information Systems		
Teikeshia Archer FL114	Janet Faison	FL143
Kevin Cunningham FL143	Johnnie Rascoe	FL128
Internet Technologies	Teikeshia Archer	FL114
Office Systems Technology	Joan Deloatch Sheryl Harrell	FL125 FL119
<i>Associate in Arts: College Transfer</i>		
<i>Pre-Majors</i>		
Myrna Carlson NSC215	Lowell Savage	J109
Joe Clark FL136	Robin Sellers	J109
Frank Harris NSC213	Steve Sterns	J107C
Rita Rogers J109		
<i>Associate in General Education</i>		
Biotechnology	TBA	TBA
Dental Assisting	Jamie Burns	FL147C
Funeral Service Education	Jodi Aerts	J105A

Pre-Nursing				
	Carmen Askew	FL129A	Virginia Crocker	FL137
	Nancy Baker	FL131	Bonnie Jordan	FL129B
Radiography			Bonnie Jordan	FL129B

**Associate in Science
College Transfer**

Stuart Thomson	J126B
----------------	-------

Diploma

Air Conditioning, Heating, & Refrigeration Technology	James Hutchinson	FM104
Cosmetology	Sonya Malone	FL102
Welding Technology	Victor Davidson	Y111

Certificate

Accounting	TBA	TBA
Health Care Technology/ Health Unit Coordinator	Jamie Burns	FL147C
Manicuring/Nail Technology	Sonya Malone	FL102

Special Interest

Dual Enrollment/Huskins Students/Special Credit	Sandra Copeland	NSC111G
--	-----------------	---------

Other

Developmental Education	Taunya Melendez Mary Savage	NSC209 J107B
-------------------------	--------------------------------	-----------------

College Mission

As a member of the North Carolina Community College System, the mission of Roanoke-Chowan Community College is to provide educational opportunities for all constituent individuals and groups commensurate with their needs, interests, and abilities. These educational opportunities are designed to minimize barriers to postsecondary education and to enhance the quality of life for individuals and groups seeking to improve their lives and well being.

The College provides comprehensive life-long learning opportunities in the following areas: basic education and literacy improvement; occupational and workforce education, training and retraining; quality academic education; services to communities which enrich the lives of citizenry; and services to individuals, businesses, and industries to support economic growth and development.

Academic Dishonesty

Students caught cheating will be subject to disciplinary action. Cheating includes plagiarism; taking/acquiring academic material, such as tests or examinations; and receiving or giving assistance during a test.

Academic Information

Honors--Full-time students who maintain high academic standards are recognized each semester through the President's List (4.0 GPA) or the Dean's List (minimum 3.25 GPA). Both lists require that students complete at least 12 credit hours, none of which include courses numbered 100 or lower, and have no I grades.

Requirements--A 2.00 GPA for work taken at the College is required for graduation. The minimum cumulative, "good standing" GPA is as follows:

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

Probation/Warning--Should you fail to re-establish the required average by the end of the academic warning semester, you will be placed on academic probation (allowed to enroll in only six semester hours) and referred to a counselor; you will be considered to be making unsatisfactory progress and, therefore, not eligible for financial aid.

If you fail to maintain the minimum academic requirements, you will be placed on academic warning for the next semester (will not be allowed to pre-register and allowed to enroll in only nine semester hours). Should this happen, you will receive written notification, and you will have to see your advisor before registering again.

Access to Records

All student records, except those that are confidential, can be examined and/or challenged by any currently enrolled student 18 years or older and parent(s) of a current dependent student or student younger than 18.

Only directory information (student's name, address, telephone, program, participation in official activities, awards, and degrees) can be released without written consent of the student/parent of a minor. Subpoenaed records will be released only when the student/parent is notified. If you do not want directory information released, you must submit a written request.

Americans with Disabilities Act

RCCC fully supports the Americans with Disabilities Act and is committed to providing a barrier-free learning environment for disabled students.

If you have a special need, contact SS. Also, talk to your instructor so necessary accommodations can be made. Designated parking spaces for the disabled are located conveniently near each building.

Attendance/Reinstatement Procedure

You may be referred to an SS counselor if you experience attendance problems. Absences from class do not relieve you of meeting course requirements. Regardless of the reason, instructors have the authority to drop you if you accumulate absences totaling 15 percent of a course's total contact hours. For example, if you are taking a total of 16 contact hours, you cannot miss more than two hours of that course.

If you choose not to take a course for which you are registered, you must process a *Drop Form* in the Registrar's Office. If you are dropped from a course and wish to be reinstated, you must submit a *Request for Reinstatement Form* to the Dean of SS (or designee) within one working day after returning to the College.

Bookstore

The Bookstore sells books, supplies, and RCCC apparel. Check with your instructors before buying your books. No returns accepted after the 10th day of class. You'll need receipts or other purchase documentation for returns! Operating hours are posted on the door.

Career/Job Placement Center (NSC 214)

The Career/Job Placement Center offers interest inventories, resource materials, job-seeking skills, workshops, and counseling to help students clarify and develop career goals. Other services available are resume writing, interviewing techniques, and job-seeking skills.

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/Address/Program

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

You must file a *Program Change Form* with the Registrar if you want to change your program. Your GPA will be recalculated for the new program.

Children on Campus

Students who bring a child or children to campus will be asked to leave.

Communicable Diseases

Persons infected with a communicable disease will not be excluded from enrollment or restricted in access to college facilities or services, unless medically based judgments deem it necessary to the welfare of that person or to the welfare of other persons.

See the College Catalog for detailed information.

Computing Your Grade-Point Average (GPA)

Step 1--Add the number of credit hours you are taking.

Courses	Credit Hrs.	Courses	Credit Hrs.
ENG 111	3	ACC 121	4
ENG 111A	1	MAT 070	4

Total Credit Hours = 12

Step 2--Assign each credit hour the proper number of grade points according to your final grades.

Grade Earned	Credit Hrs.		Grade Points
A	3	=	4
C	1	=	2
B	4	=	3
B	4	=	3

Step 3--Multiply your credit hours times the grade points for each course to get the quality points for each course.

Credit Hours	Grade Points		Quality Points
3	4	=	12
1	2	=	2
4	3	=	12
4	3	=	12

Total Quality Points = 38

Step 4--Divide the total quality points by total credit hours and you have your GPA.

$$38 \div 12 = 3.17 \text{ (GPA)}$$

Counseling

Counselors are available to assist students with any academic, career, or personal concern. No appointment is necessary to meet with a counselor. Counseling sessions are confidential, and, if more intensive counseling is required, counselors will help with appropriate referrals.

Course Make-Up Work

Instructors may establish procedures for make-up work.

Crime Awareness and Campus Security Act of 1990

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.

To use college facilities after regular operating hours, submit a written request to the Director of Administrative Services at least one week prior to the date needed. Known or suspected violations of federal and state laws occurring on campus should be reported to the Manager of Finance & Administration. Criminal incidents occurring at off-campus, college-sponsored activities should be reported to the law enforcement agency having jurisdiction and then to the Manager of Finance & Administration.

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:

Offenses Reported	Academic Year		
	00-01	01-02	02-03
Murder	0	0	0
Rape	0	0	0
Robbery	0	3	0
Aggravated Assault	0	2	2
Burglary	1	0	0
Motor Vehicle Theft	0	0	0

Arrests Initiated for the following:

Liquor Law Violations	0	0	0
Drug Abuse Violations	0	4	4
Weapons Possession	0	0	0

Drop a Course/Add a Course

You can add courses from the first day of registration through the third day of classes, by following the below procedure. Courses can be dropped without penalty through the 60 percent point of classes.

1. Obtain a *Drop/Add Form* from Student Services, complete it, have appropriate instructor(s) initial the form, and record your last date of attendance for each class you are dropping.
2. Get advisor to sign the form.
3. Submit the form to the Registrar's Office for processing.
4. Take the validated form to the Business Office and make any additional payment and/or pick up your revised *Registration Form*.

Drugs and Alcohol

The unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance or alcohol is prohibited on college premises or as part of any college-sponsored activity. Students violating this rule will be subject to disciplinary action up to and including termination or expulsion and referral for prosecution.

See the College Catalog for more detailed information.

Emergency Situations

In case of fire emergency or drill (signaled by a constant ringing of the fire bell system), 1. close classroom windows and doors; 2. evacuate the building in a quiet, orderly fashion using the nearest fire exit from any room; and 3. move and remain at least 200 feet from the building.

In case of a tornado (warning will be announced on the public address system), 1. open as many windows in the exterior wall as practical; 2. relocate to areas offering the greatest tornado resistance, such as interior class rooms, halls, or vaults; and 3. sit on the floor with backs to corridor walls or glass areas. Coats and jackets should be used to cover head, arms, legs, to reduce injuries from flying glass and other debris.

Fees

All fees, except transcript fee, are due at the time of registration.

Activity fee--\$8.50 for 1 to 5 hours, \$17 for 6+ hours, and \$4 (in summer).

Insurance fee (\$1.25)--good for the current registered semester and is in effect while on campus or traveling to and from classes.

Transcript fee (\$3)--charged for copies of official transcripts (unofficial transcripts are available at not charge). Transcripts will be provided within ten working days after receipt of a written request. Transcripts will not be released if you owe the College money, nor will they be faxed to another school/ business.

Technology Fee--\$16 for full-time students; all others will be charged a fee prorated by the Business Office.

Financial Aid

Qualifications for financial aid are determined from the results of a completed federal student aid application. Types of aid include grants, scholarships, loans, and federal work-study. 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.

First Aid Kits are located in all buildings (not Old Small Business Ctr).

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

Food Service (in the New Student Center) offers a variety of hot and cold meals, a daily lunch special, and desserts.

Graduation

Graduation exercises are held at the end of the spring semester. The \$30 graduation fee covers the cost of cap and gown, award earned, and ten announcements; additional degrees, diplomas, or certificates cost \$5.

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 must pay a \$3 postage fee for their award to be mailed.

Grading Policy

The grading scale is as follows:

A	Excellent	90-100	D	Poor	60-69
B	Good	80-89	F	Failure in performance	
C	Average	70-79			

I, NE, AU, W, CE, CL, AP, MT, and BL grades do not affect quality points and are not computed in your GPA. For detailed information, see the Catalog.

ID Cards--must be worn at all times, are available from Student Services, are your means of identification for library privileges and any other college function or service you may be entitled to as students. It costs \$5 to replace any lost/mutilated card; you are liable for all obligations incurred by the use of this card. Upon separation from RCCC, ID cards must be turned in to SS.

Inclement Weather

In case of bad weather conditions, listen to the following radio and television stations to see if the College will be closed or late in opening.

Radio Stations:

Ahoskie-WRCS-AM 970

WQDK-FM 99.3

Murfreesboro-WDLZ-AM 1080

Windsor-WDRP-FM 98.9

Edenton-WZBO-AM/FM 102.5

Elizabeth City-WMYK-FM 94

WWDR-FM 98.3

Television Stations:

Greenville-WNCT (Ch. 9)

Norfolk-WTKR (Ch. 3)

Portsmouth-WAVY (Ch. 10)

Raleigh-WRAL (Ch. 5)

Washington-WITN (Ch. 7)

If early dismissal is necessary, an announcement will be made on the College's intercom system and the radio and television stations listed. If no announcement is made on the above stations, assume RCCC will operate on a normal schedule. Do not call the stations or the College. Other closings in Hertford and adjacent counties do not mean RCCC will close.

Learning Resources Center (LRC)

The LRC includes the library, the alternative learning center, the computer-assisted instruction lab, and the audiovisual department; it can benefit your studies. Hours of operation are posted near the LRC's entrance.

Lost and Found items should be reported to SS. Items turned in may be claimed upon proper demonstration of ownership.

New Clubs/Organizations

See the SGA Constitution at back of this handbook for more information.

Refunds

If you withdraw from classes, you may be eligible for a tuition refund, which you must request by submitting a completed *Tuition Refund Form* to SS.

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.

Residency Classification for Tuition Purposes

See Catalog

Smoking

RCCC has a no smoking policy in all of its buildings. Please place your cigarettes butts in the smoking receptacles located around campus.

Special Credit Students

Special credit students are those who register for one or more credit hours without declaring a major; they may be exempt from taking the placement test and from counseling. Up to 15 credit hours can be taken before a major must be declared and all pre-admission requirements met. If a major is not declared by this time, audit credit will be received for all hours completed after the initial 15.

Student Activities

A program of activities that provides for a variety of meaningful educational, cultural, and social experiences is available to students.

Student Appeal

If ever you are given notice of suspension or expulsion, you are entitled to procedural due process. The procedure to appeal a decision follows:

1. You must present in writing, within five working days, the reasons for the appeal to the appropriate dean to ask for a Board of Review.
2. The Board (appointed by the President) will hold a hearing within five working days of receipt of your appeal. Both parties can have counsel/witnesses heard, and all evidence will be reviewed.
3. The charges will be reviewed as presented by the Dean and a written copy of the Board's findings will be given to the President (the final administrative authority) within five working days.
4. The President will issue a decision to uphold or reverse the Dean's decision and notify you within two working days of receipt of the Board's findings.
5. You will notify the President in writing requesting a hearing before the Board if the appeal has not been resolved by this point.

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

Student Classification and Status

You are considered a freshman when you have completed less than 30 credit hours; a sophomore when you have completed 30+ credit hours. Full-time students carry 12 or more credit hours a semester (9 hours in the summer); part-time students carry less than 12 credit hours a semester.

The maximum course load for fall and spring semesters is 19 credit hours. Overload hours will require special permission from the division director before the *Registration Form* will be processed. Appeals may be made to the Dean of Academic Affairs.

Student Government Association (SGA)

The purpose of the SGA is to represent students' ideas and concerns to RCCC employees. It also sponsors a number of activities for students.

Student Grievance Procedure

All students have the right to raise a complaint or lodge a grievance whenever they feel an injustice or unfair treatment has occurred. Take grievances directly to the Dean of SS or the President, or, do the following:

1. Request a conference with your curricular advisor. If the advisor cannot solve the problem to your satisfaction. . . .
2. you will be taken to the Department Chair (if different than your advisor). If the Department Chair cannot solve the problem to your satisfaction. . . .
3. you will have a conference with an SS counselor. If the counselor cannot solve the problem to your satisfaction. . . .
4. you will be referred to the Dean of SS. If the Dean cannot solve the problem to your satisfaction. . . .
5. you will be taken to the College President and a hearing will be held, after which the President will issue the final ruling, which is subject only to your right of appeal to the Board of Trustees, and ultimately the courts.

Student Lounge

This lounge, located in the New Student Center, is open to all students. It has video games, television, and a seating area.

Student Right-to-Know

As required by Public Law 101-542, "Student Right-to-Know," the College maintains information regarding completion and graduation rates.

Student's Role in Institutional Decision Making

Students participate in institutional decision making by sitting on a variety of college committees, having a representative as an ex-officio member of the Board of Trustees are available to students as follows, and through completing a variety of evaluation instruments distributed by the College.

Student Support Services (SSS)

A federally funded program, Student Support Services assists students with academic problems and other difficulties which may prevent them from remaining in the College. The program offers services, such as peer/paraprofessional tutoring; personal, academic, career, and transfer counseling; peer mentoring; and a study skills course, ACA 118. Students who test into English 070 on the placement test must enroll in ACA 118.

Also, SSS sponsors seminars; topics include test-taking skills, note-taking skills, stress management, time-management, and career planning.

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. Should you change programs, you will receive credit towards the new program if the credits previously earned are required for that program.

Tuition

Tuition, which is set by the NC State Board of Community Colleges, is subject to change without notice and is due at the time of registration (NC residents 65 or older are exempt from tuition). Students may not attend class until it is paid.

Veterans Assistance

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

Weapons on Campus

Weapons are not allowed on campus. North Carolina General Statute (NCGS) 14-269.2 "Weapons on campus or other educational property" states that

- ^ to possess or carry, openly or concealed, any gun, rifle, pistol, or other firearm on educational property is a Class I felony.
- ^ to cause, encourage, or aid a minor to possess or carry any firearm, openly or concealed, on educational property is a Class I felony.
- ^ to possess or carry, openly or concealed, any BB gun, stun gun, air rifle, Bowie knife, dirk, dagger, slingshot, leaded cane, switch-blade knife, blackjack, metallic knuckles, razors or razor blades (except for personal shaving) on educational property is a Class I misdemeanor.

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, don't just stop going to class--this could get you Fs. Get the proper forms from your advisor or SS.

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 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 RCCC. 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 Council

Section A - Executive power shall be vested in the SGA officers. These officers shall be known as the Executive Council.

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

Section C - The duties of the Executive Council 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 meetings within themselves (annually); (7) to submit a report of business to each Representative, the SGA advisor, each instructor, and to the chairman of the Student Activities Committee; (8) to attend at least one State N4CSGA meeting per year (budget allowing); and (9) to attend all meetings in accordance with Article IV, Section

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

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

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

Section G - The duties of the Communications 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 Council may deem desirable.

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

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

Section K - Replacement of the 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 Representatives.

Article IV - Representatives

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

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

Section C - Duties of the Representatives shall be as follows: (1) to represent their respective groups and to serve as the liaison between the Student Council and all students and to perform all such other tasks as assigned to them, (2) to approve all appointments made by the President of the SGA by a two-thirds (2/3) vote of Representatives, (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 policy.

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

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

Article V - Advisors

Section A - The SGA Advisor shall be the Dean of Student Development Services or his appointee.

Section B - The duties of the Advisor shall be as follows: (1) to determine the eligibility for office of all members of the Executive Council, (2) to determine the eligibility for office of all Representatives and Alternates, (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, Secretary, Communications Officer, Parliamentarian, and Sergeant-at-Arms shall be conducted by the end of the fourth week of the fall semester. Upon election, they shall serve from election until the end of the summer term.

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 Sergeant-at-Arms 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 Development 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 RCCC clubs or organizations.

Section B - In order for a club or organization to be recognized and chartered by the SGA, it must formulate a constitution and bylaws containing the following: (1) Objectives of the organization. The 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, sex, or national origin. (4) Proposed officers and their duties. (5) Dues, fees, assessments, etc.

Article IX - Parliamentary Authority

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

Article X - Quorum

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

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

Article XI - Amendments

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

Section B - This constitution can be amended at any regular meeting by a two-thirds (2/3) vote of the Executive Council 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 Council and the College President.