

ROANOKE-CHOWAN COMMUNITY COLLEGE

2017-2018 COLLEGE CATALOG

CHANGING LIVES
THROUGH
LEARNING



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 based on 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:

Anthony Thomas, Dean, Continuing Education
and Workforce Development & Student Services
Roanoke-Chowan Community College
Student Services Center - Room 111F
109 Community College Road Ahoskie, NC 27910-9522
252-862-1267

Employees or other non-students having questions concerning the above-mentioned provisions should contact:

Bryan Howard, Human Resources Director
Roanoke-Chowan Community College
Jernigan Building – Room 101
109 Community College Road Ahoskie, NC 27910-9522
252-862-1282

General Catalog

2017-18



Roanoke-Chowan Community College
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Ahoskie, North Carolina 27910-9522
Phone: 252-862-1200
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www.roanokechowan.edu

Roanoke-Chowan Community College issues this catalog to provide students and other interested individuals with information about the College and its programs. Information provided is subject to change after catalog publication. The provisions of this catalog 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.

President's Message



Welcome to Roanoke-Chowan Community College! Whether you are considering making a new career choice or entering college for the first time, you have made an excellent decision to choose Roanoke-Chowan Community College as your institution of higher learning. We are the Home of the “Waves.” Our strong history of “Wave” Pride enables our faculty and staff to offer our students an outstanding learning environment.

Roanoke-Chowan Community College began in 1967, and many leaders have contributed to the success the College enjoys today. As the eighth president of the great college, I promise that our institution will be reintroduced to the community, state, and nation.

Roanoke-Chowan Community College offers courses and programs in curriculum and continuing education that exemplify the high academic standards required to meet the training needs of an emerging

workforce. I implore you to visit our virtual campus at www.roanokechowan.edu. In addition, you are welcome to visit our campus and schedule a campus tour with a member of our admissions team.

We are proud of our campus, which consists of more than 41 acres with seven different buildings. Our campus is home to a seven-acre North Carolina Wildlife arboretum. As many of you know, we have unique soil in this area, and this uniqueness allows our college an opportunity to explore various academic opportunities. Collectively, we have one of the best community college Fine Arts programs with the state of North Carolina, featuring the native clay pottery program, which has earned statewide recognition.

Please know the Roanoke-Chowan Community College is an exciting place and offers a positive learning atmosphere. Again, please call and make an appointment with our admissions team who will gladly meet with you to explain the many opportunities available to you.

In closing, I want you to take note and share with everyone with whom you come in contact our point of “Wave Pride” at Roanoke-Chowan Community College, which are:

- You can graduate in one semester with a certificate.
- The College has highly qualified faculty.
- You can complete degree programs online.
- Financial aid and scholarships are available to assist you in pursuing your education.
- Flexible schedules, including night and weekend college, are available.

Again, welcome to Roanoke-Chowan Community College!

Sincerely,

Dr. Jimmy T. Tate

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Roanoke-Chowan Community College Board of Trustees

Appointed by Governor of North Carolina

Reverend Daniel Smith, Sr.	June 30, 2019
Dr. Kashi Bazemore-Hall	June 30, 2020
Byron Simonds	June 30, 2017
Julie Terry	June 30, 2018

Appointed by Hertford County Board of Education

Carl A. White	June 30, 2018
Rev. C. David Stackhouse	June 30, 2019
Mary Harrell-Sessoms	June 30, 2020
Andre Lassiter	June 30, 2017

Appointed by Hertford County Commissioners

Ronald J. Gatling	June 30, 2018
Wendy Ruffin-Barnes	June 30, 2019
James Eure	June 30, 2020
Jeri Pierce	June 30, 2017

Student Government Association President

Megan Hunnicutt	June 30, 2018
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Administrative Officers

- Tarsha B. Dudley (2007)Executive Admin. Assistant, President/
R-CCC Foundation Director
B.S. in Communications/Broadcast News (1997), North Carolina A & T State University
- Deborah D. Dickinson (1996)Dean, Academic Affairs/CAO/SACS Liaison
B.S. in Journalism - Public Relations w/minor in English-Technical Writing (1993),
Radford University; M.A. in English (2000), East Carolina University
- David Forester (2015) Acting President and Dean, Finance and Facilities (CFO)
B.S. in Business Administration (1986), University of South Carolina;
M.S. in Accounting (1988), University of South Carolina;
- Bryan Howard (2017) Director of Human Resources & Special Projects
B.A. in History (2012), Campbell University
Master in Public Administration (2014), NC State University
- Anthony Thomas (2016)Dean, Student Services & Continuing Education and
Workforce Development
A.A. (2001), Bladen Community College
B.S. in Business Administration (2003), University of NC at Pembroke
M.A. in Education: Instruction (2006), Central Michigan University

College Information

Accreditation

Roanoke-Chowan Community College is accredited by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) to award associate degrees, diplomas, and certificates. Contact SACSCOC at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404-679-4500 for questions about the accreditation of Roanoke-Chowan Community College.

The Associate Degree Nursing program is approved by the North Carolina Board of Nursing located at 4516 Lake Boone Trail, Raleigh, NC 27607, (919) 782-3211. The Cosmetology program is approved by the North Carolina State Board of Cosmetic Art Examiners located at 1207 Front St #110, Raleigh, NC 27609 or (919) 733-4117. The Barbering Program is approved by the North Carolina Board of Barber Examiners located at 5809-102 Departure Dr., Raleigh, NC 27616, (919) 981-5210. The Early Childhood Education program is accredited by the National Association for the Education of Young Children (NAEYC) Commission on the Accreditation of Early Childhood Higher Education Programs located at 313 L St. NW, Suite 500, Washington, DC 20005 or 202-232-8777. The College is also approved by the NC State Approving Agency to assist students eligible for veteran benefits. Agency contact information is 120 Penmarc Dr., Suite 103, Raleigh, North Carolina 27603 or (919) 733-7535.

Mission, Vision, and Values 2013-2019

Mission

To provide world-class life-long educational and workforce training to meet the emerging needs of the community and to improve the quality of life for the students we serve.

Vision

Roanoke-Chowan Community College will be a world-class educational institution positively changing the lives of those served.

Values

R-CCC employees value student success, high quality instruction and service, innovation, access, social awareness, fairness, respect, accountability, equity, and community development.

Institutional Goals 2013-2019

Committed to achieving its mission, Roanoke-Chowan Community College has developed a strategic action plan founded on its Institutional Goals. To achieve its mission, the College will:

- **IG#1 Students:** Provide resources and services to meet the academic, economic, social, career, and leadership needs of a diverse student population.
- **IG#2 Educational Programs:** Provide high quality and accessible learning using traditional and nontraditional educational settings, technology, and emerging programs that respond to a changing job market and industrial growth.

- **IG#3 Faculty:** Provide excellence in student-centered teaching, incorporation of best practices in technology, student engagement, and active learning teaching strategies.
- **IG#4 Staff:** Employ a staff that demonstrates commitment to the College’s mission with an emphasis on customer service and professional development.
- **IG#5 Finance:** Administer efficient, productive, and responsible use of all available resources through a comprehensive planning and management system.
- **IG#6 Facilities:** Plan, achieve, and maintain a systematic maintenance service that provides facilities for programs and future expansion.
- **IG#7 Safety and Security:** Provide a safe physical environment in which the college community may pursue educational and workplace goals and activities.
- **IG#8 Institutional Advancement:** Continuously improve the effectiveness of the College by engaging all college stakeholders in appropriate planning, research, marketing, and resource development.
- **IG#9 Community Development:** Offer programs and services that meet economic, social, and personal development needs of the community.
- **IG#10 Technology:** Provide an infrastructure capable of utilizing current technology that increases student achievement in academic and career goals, employee productivity, and community services.
- **IG#11 Workforce Development:** Develop and implement programs and services that support economic growth and employment.
- **IG#12 Professional Development:** Provide high quality and cutting edge professional development opportunities for faculty and staff.

General Education Competencies

As a result of the successful completion of the general education component of an associate’s degree at Roanoke-Chowan Community College, students will be able to:

1. Communicate effectively in oral and written capacities.
2. Utilize appropriate technology skills.
3. Demonstrate knowledge of their roles and responsibilities in a diverse world.
4. Apply critical thinking skills, enabling them to think logically and solve problems.
5. Apply quantitative reasoning skills.

History of the College

In 1967, an abandoned prison compound located near the Village of Union in Hertford County was purchased. Under the leadership of the State Rep. Roberts H. Jernigan, Jr., and with the support of Sen. J. J. "Monk" Harrington and Rep. Emmett Burden, a fund to establish a two-year, vocational and technical training institution was provided by the North Carolina General Assembly. Originally called Roanoke-Chowan Technical Institute, the institution's name changed to Roanoke-Chowan Technical College in 1981 and to Roanoke-Chowan Community College (R-CCC) in 1987.

After the signing of an agreement by the Hertford County and State Boards of Education, the Hertford County Boards of Commissioners and Education jointly appointed the first institutional governing board. Among those serving on the board were Rep. Jernigan, who served as chair until his death in March 1986, Sen. Harrington; H. C. Freeland; Hunter Sharp, Jr.; George Gibbs; John Robinson; J. L. Faulcon; and Garland Barnes. Serving as secretary was R. P. Martin.

J. W. "Jack" Young, Jr. was elected as the first President. A former teacher, coach, and principal in the Hertford County School System, Young held the presidency until his retirement in September 1980. He was succeeded by seven other presidents.

Dr. Edward H. Wilson, Jr. led the institution from 1981 until 1983, followed by Dr. David W. Sink, Jr. from 1984-1987. In 1987, Dr. Harold E. Mitchell, who had served the school as a faculty member and later in an administrative capacity, took the reins as the school's fourth president. Mitchell served until 2000 and was followed by Dr. Mary C. Wyatt. Wyatt's tenure was between the years of 2001 to 2005. Dr. Ralph G. Soney served as the sixth president from 2005-2012. Dr. Michael Elam served as the seventh president from 2013 – 2016. Currently, Roanoke-Chowan Community College is under the leadership of its 8th president, Dr. Jimmy T. Tate.

Roanoke-Chowan Community College is currently situated on a 41-acre tract of land and has seven buildings that house instructional space and various administrative functions. The College currently has about 20 curricular programs in which students may seek degrees, diplomas, and short-term skills-based certificates. Most recently, the College has added an Associate of Fine Arts Degree in Visual Arts.

The College also has taken greater strides to provide transfer opportunities for students to pursue higher-level degrees. These efforts include the addition of the Hertford County Early College, which is located on the College's campus. Through the North Carolina Community College System, a formal transfer agreement has been established with the 16-member University of North Carolina System, as well as with a variety of private colleges.

In addition to conventional classroom instruction, the College has expanded its distance learning studies to include Internet-based courses. It has increased efforts with area school systems to provide more opportunities for high school students to take college courses, either on the R-CCC campus or at their respective high schools. Greater focus also has been placed on meeting the existing and future workforce needs of area business and industry through the Division of Continuing Education and Workforce Development.

The Continuing Education and Workforce Development Division also has continued to meet business needs by setting up basic or occupation-related classes within local industries as well as developing Focused Industrial Training (FIT) opportunities. Its Small Business component works on a one-to-one basis with individuals and small companies wanting to start and/or enhance a small business enterprise.

Roanoke-Chowan Community College has a strong tradition of building from the past and improving the present as it moves toward meeting the needs of tomorrow. Further, while the College is proud of its past, it realizes that its longevity is merely a stepping stone to the future.

Operating Hours

Normal operating hours are 8:00 a.m. to 10:00 p.m. Monday through Thursday and 8:00 a.m. to 5:00 p.m. on Friday. Patrolled by county law enforcement authorities, the College does not permit unauthorized personnel and/or vehicles on its property, nor does it assume responsibility for accidents, injuries, or damages that might be incurred.

College Closings

The College will remain open as scheduled unless the following emergencies exist:

- Adverse or severe weather that would prevent students and employees from traveling or that would prevent normal operation of the College.
- Quarantines or epidemics declared by medical authorities for public health purposes.
- Critical power or utilities failure that would prevent normal operation of the College.
- Declared national or state emergencies or restrictions imposed by civil authorities.
- Other contingencies, such as fire.

Announcements concerning school closing for both employees and students will be made by 6:30 a.m. A message will be placed on the college telephone message system (252) 862-1200, on the college website at www.roanokechowan.edu, and on the following television and radio stations:

WAVY TV Channel 10 – Virginia
WITN TV Channel 7 – Washington, NC
FM 98.3 Radio – Murfreesboro
AM 970 Radio and FM 99.3 Radio - Murfreesboro

Personnel and students are encouraged not to call media or automatically assume that the College will be closed if no announcement has been made. Other public and private school closings in Hertford and surrounding counties do not mean that the College is or will be closed.

Campus Security Act

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 that sets forth our policies on crime prevention issues and provides 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) that have occurred on campus and also the number of arrests on campus for liquor law violations, drug use violations, and weapons possession.

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. The annual report is available at the campus security department located in the Student Services Center and can be found at <http://ope.ed.gov/security/>.

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	2012	2013	2014	2015	2016
Murder/Non-negligent manslaughter	0	0	0	0	0
Negligent manslaughter	0	0	0	0	0
Sex offenses – Forcible	1	0	0	0	0
Sex offences – Non-Forcible	0	0	0	0	0
Rape	0	0	0	0	0
Robbery	0	0	0	0	0
Aggravated Assault	0	0	0	0	0
Burglary	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0
Domestic Violence	0	0	0	0	0
Dating Violence	0	0	0	0	0
Stalking	0	0	0	0	0
Arrests Initiated for the following:					
Liquor Law Violations	0	0	0	0	0
Drug Abuse Violations	0	0	0	0	0
Weapons Possession	1	0	0	0	0

Performance Measures

The Performance Measures for Student Success Report is the North Carolina Community College System’s major accountability document. This annual performance report is based on data compiled from the previous year and serves to inform colleges and the public on the performance of our 58 community colleges.

The performance measures goals and baselines are based on three years of historical data (if available) for each measure for all the NC community colleges. Baselines were set two standard deviations below the North Carolina Community College System average, and the goals were set one standard deviation above the system average. These baselines and goals remain static for three years and will be reset in the 2017 Report. The 2016 performance summary for R-CCC as compared to system averages and goals is:

Measure	System Excellence Level	System Totals	R-CCC Performance 2016
Basic Skills Progress	68.3%	55.7%	41.3%
Student Success Rate in College-Level English Course	55.9%	48.4%	28.9%
Student Success Rate in College-Level Math Course	32.5%	27.6%	8.7%
First-Year Student Progression	75.0%	67.6%	59.5%
Curriculum Completion	51.9%	43.7%	55.5%
Licensure Passing Rate	90.9%	84.4%	66.7%
Transfer Rate	87.6%	82.4%	58.8%

The 2016 Performance Measures for Student Success Report is available on the College website at http://www.nccommunitycolleges.edu/sites/default/files/data-warehouse/2016_performance_measures_report_-_20160816_final.pdf#overlay-context=analytics/state-and-federal-performance-measures

Academic Calendar 2017-2018

Fall 2017

Professional Development (Faculty and Staff)	August 7, 2017 (M)
Professional Development – (Faculty only)	August 8, 2017 (T)
Fall 2017 Registration.....	August 9-10, 2017 (W/TH)
First Day to Charge in Bookstore	August 9, 2017 (W)
Faculty Workday	August 11, 2017 (F)
Fall 2017 Tuition Due by 4:30 p.m.	August 11, 2017 (F)

(Schedules with unpaid balances will be purged)

Last Day to Apply for a 100 % Refund for 16-week & First 8-weeks Sessions.....	August 11, 2017 (F)
First Day of Class/Semester & First 8-week Session	August 15, 2017 (T)
Last Day to Add.....	August 17, 2017 (TH)
10% Point of the First 8-week Session.....	August 18, 2017 (F)
Last Day to Apply for a 75% Refund for the First 8-week Session	August 18, 2017 (F)
Last Day to Charge in Bookstore	August 24, 2017 (TH)
Last Day to Apply for a 75% Refund for the 16-week Session	August 24, 2017 (TH)
10% Point of the 16-week Session	August 24, 2017 (TH)
Labor Day Holiday (College Closed)	September 4, 2017 (M)
Last Day to Withdraw from First 8-week Session to Ensure a Grade of “W” (60%).....	September 15, 2017 (F)
Financial Aid Refund Checks Mailed.....	September 22, 2017 (F)
May 2018 Prospective Graduate Applications Due.....	October 6, 2017 (F)
Last Day of First 8-week Session	October 10, 2017 (T)
Registration for Second 8-week Session.....	October 10, 2017 (T)
Last Day to Apply for a 100% Refund for Second 8-week Session.....	October 10, 2017 (T)
First Day of Second 8-week Session	October 11, 2017 (W)
Fall Break (Students and Faculty Away)	October 12-13, 2017 (TH/F)
Charge in Bookstore for Second 8-week Session.....	October 10-18, 2017 (T-W)
10% Point of the Second 8-week Session	October 18, 2017 (W)
Last Day to Apply for a 75% Refund for Second 8-week Session.....	October 18, 2017 (W)
Web Registration Opens for Spring 2018	October 18, 2017 (W)
Advising Period for Spring 2018 Begins	October 18, 2017 (W)
Last Day to Withdraw from 16-week Session to Ensure a Grade of “W” (60%).....	October 24, 2017 (T)
Last Day to Withdraw from Second 8-week Session to Ensure a Grade of “W” (60%)	November 15, 2017 (W)
Advising Period for Spring 2018 Ends.....	November 15, 2017 (W)
Early Registration for Spring 2018	November 16, 2017 (TH)
Thanksgiving Holiday (College Closed)	November 23-24, 2017 (TH/F)
Spring 2018 Tuition Due - by 4:30 p.m.....	December 11, 2017 (M)

(Schedules with unpaid balances will be purged)

Last Day to Remove Spring 2017 & Summer 2017 “I” Grades	December 11, 2017 (M)
Last Day of Classes/Semester & Second 8-week Session	December 11, 2017 (M)
Fall 2017 Grades Due (12:00 noon)	December 12, 2017 (T)
Christmas Break (College Closed)	December 18-31, 2017

Spring 2018

New Year's Day (College Closed)	January 1, 2018 (M)
College Reopens (Faculty/Staff Professional Development)	January 2, 2018
(I) Web Registration Ends	January 2, 2018
(I)	
Spring 2018 Registration	January 3-4, 2018 (W/TH)
First Day to Charge in Bookstore.....	January 3, 2018 (W)
Spring 2018 Tuition Due by 4:30 p.m.	January 5, 2018 (F)

(Schedules with unpaid balances will be purged)

Last Day to Apply for a 100% Refund for 16-week & First 8-weeks Sessions	January 5, 2018 (F)
Faculty Workday	January 5, 2018 (F)
First Day of Class/Semester & First 8-week Session	January 8, 2018 (M)
Last Day to Add a Class.....	January 10, 2018 (W)
Last Day to Apply for a 75% Refund for the First 8-week Session	January 11, 2018 (TH)
10% Point of the First 8-week Session.....	January 11, 2018 (TH)
Martin Luther King, Jr. Holiday (College Closed)	January 15, 2018 (M)
Last Day to Charge in Bookstore	January 18, 2018 (TH)
Last Day to Apply for a 75% Refund for the 16-week Session	January 18, 2018 (TH)
10% Point of the 16-week Session.....	January 18, 2018 (TH)
Last Day to Withdraw from First 8-week Session to Ensure a Grade of "W" (60%).....	February 9, 2018 (F)
Financial Aid Refund Checks Mailed.....	February 16, 2018 (F)
Last Day of First 8-week Session.....	March 5, 2018 (M)
Registration for Second 8-week Session.....	March 5, 2018 (M)
Last Day to Apply for a 100% Refund for Second 8-week Session.....	March 5, 2018 (M)
Charge in Bookstore for Second 8-week Session.....	March 5-13, 2018 (TH-W)
Spring Break (No Classes)	March 6 -7, 2018 (T/W)
First Day of Second 8-week Session	March 8, 2018 (TH)
Last Day to Add a Class.....	March 12, 2018 (M)
10% Point of the Second 8-week Session	March 13, 2018 (T)
Last Day to Apply for a 75% Refund for Second 8-week Session	March 13, 2018 (T)
Last Day to Withdraw from 16-week Session to Ensure a Grade of "W" (60%).....	March 19, 2018 (M)
Web Registration Opens for Summer & Fall Semesters 2018	March 26, 2018 (M)
Advising Period for Fall 2018 Begins	March 26, 2018 (M)
Easter Holiday (College Closed)	April 2, 2018 (M)
Spring Break (No Classes)	April 3 - 6, 2018 (T-F)
Early Registration for Summer 2018.....	April 10, 2018 (T)
Honors Convocation.....	April 12, 2018 (TH)
Last Day to Withdraw from Second 8-week Session to Ensure a Grade of "W" (60%).....	April 17, 2018 (T)
Advising Period for Fall 2018 Ends.....	April 17, 2018 (T)
Early Registration – Fall 2018	April 18, 2018 (W)
May 2018 Graduate Grades Due (12:00 noon)	May 7, 2018 (M)
Last Day to Remove Fall 2017 "I" Grades	May 9, 2018 (W)
Last Day of Classes/Semester & Second 8-week Session	May 9, 2018 (W)
Spring 2018 Grades Due (12:00 noon).....	May 10, 2018 (TH)
Graduation Rehearsal (10:00 a.m.)	May 11, 2018 (F)
Graduation Ceremony (6:30 p.m.)	May 11, 2018 (F)

Summer 2018

Four Day Work Week Begins.....	May 14, 2018 (M)
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Summer 2018 Registration.....	May 14 – 15, 2018 (M/T)
First Day to Charge in Bookstore.....	May 14, 2018 (M)
Summer 2018 Tuition Due – by 3:00 p.m.....	May 15, 2018 (T)

(Schedules with unpaid balances will be purged.)

Last Day to Apply for a 100% Refund	May 15, 2018 (T)
First Day of Class/Summer Term.....	May 16, 2018 (W)
Last Day to Add	May 21, 2018 (M)
Last Day to Charge in Bookstore	May 22, 2018 (T)
10% Point of the Summer Term	May 22, 2018 (T)
Last Day to Apply for a 75% Refund	May 22, 2018 (T)
Memorial Day Holiday (College Closed)	May 28, 2018 (M)
Last Day to Withdraw from Summer Term to Ensure a Grade of “W” (60%).....	June 20, 2018 (W)
Financial Aid Refund Checks Mailed.....	June 21, 2018 (TH)
July 4 Break (College Closed)	July 4, 2018 (TH)
Early Registration – Fall 2018	July 9-10, 2018 (T/W)

(Tuition due August 2, 2018)

Summer Term Ends	July 15, 2018 (M)
Summer 2018 Grades Due (2:00 p.m.)	July 16, 2018 (T)
Four Day Work Week Ends.....	August 1, 2018 (TH)

Admission Requirements

Roanoke-Chowan Community College (R-CCC) operates under the open-door admissions policy established in North Carolina General Statute 115.D. All community colleges maintain an open-door admissions policy for all applicants who are high school graduates or are at least 18 years of age and who can benefit from the available curricular programs. High school students also may enroll under certain conditions.

Before admission to R-CCC is granted, applicants must meet the college’s general requirements for admission and any specific requirements set by the program in which they are seeking entry.

A high school diploma or a high school diploma equivalency certificate is required for degree-granting programs and degree courses, as well as certain diploma and certificate programs. Non-high school graduates who are at least 18 years of age may be allowed to enter certain diploma and certificate programs or courses; however, they are ineligible for federal financial aid.

When to Apply

The process for admission to curriculum programs at R-CCC should begin as early as possible—preferably four to six weeks before registration—to allow sufficient time to complete all steps in the process. Also, applying early allows time to meet with counselors, apply for financial aid, and have questions answered. For additional information about admissions, call the Admissions Office at (252) 862-1225.

General Admissions

Applications for admission are available in Student Services in the Student Services Center or on-line via the college's website. To apply for entry into curricular programs, applicants must:

1. Complete the Residency Determination Process at <https://ncresidency.cfn.org>. A valid Residency Certification Number (RCN) is required to establish residency for all state-supported public colleges and universities in North Carolina.
2. Submit a completed application for admission online at www.roanokechowan.edu. Click the Apply Now link on the homepage.
3. Submit an official transcript of high school graduation with a diploma or a high school diploma equivalency certificate to Student Services. Transcripts should be sealed and forwarded to the Admissions Office directly from the institution attended or by the applicant. A supplementary transcript of the final semester's work should be submitted by the school after high school graduation. Applicants with a high school diploma equivalency certificate must submit a copy of the test scores in lieu of a transcript.
4. Submit official transcripts of all work completed at other postsecondary institutions to Student Services if transfer credit is desired. All official documents, such as transcripts from other colleges, become the property of R-CCC and cannot be returned or reissued. Faxed copies are not considered official transcripts.
5. Take the North Carolina Diagnostic Assessment and Placement (NC_DAP) institutional placement test for proper course placement. Applicants may be exempt from testing based upon scores from the Scholastic Aptitude Test (SAT), American College Testing (ACT), College Transfer courses, or high school grades. (See Placement Testing.). Please contact Student Services to schedule a date to test. Retesting on the NC_DAP test will be permitted once, providing applicant has not enrolled in any developmental courses in the academic area of desired re-testing.

Note: Facsimile transcripts may be used to register for courses; however, official transcripts must be on file in Student Services before registering for subsequent terms.

Home-School Admissions

Home-schooled students must submit a copy of the home school's approved registration from the state in which they are registered in addition to meeting R-CCC's General Admissions requirements.

Provisional Admissions

A student applying too late to complete pre-entrance requirements may be admitted as a provisional student. In such cases, all requirements must be completed within the first semester of attendance, including receipt of all official transcripts (high school and post-secondary) provided directly to the Office of Admissions. Provisional students will NOT be able to register for the next semester until all admission requirements are met.

Readmission of Curriculum Students

Students who were not enrolled at the College in a curriculum program within two years are considered former students and, therefore, must complete a new application for admission to update student information. Official transcripts, placement testing, and additional admission requirements may be requested if not required during period of initial enrollment.

Students who withdrew in good academic standing will be referred by a counselor to their advisor for assistance with registration. Students who withdrew because of unsatisfactory academic progress or

disciplinary reasons must reapply through Student Services. Readmission decisions will be made by the Dean, Continuing Education & Student Services.

Reverse Transfer

Students who transfer from Roanoke-Chowan Community College to an accredited four-year institution prior to completing their associate degree, may transfer credit from the four-year institution back to R-CCC for review of degree completion.

To be eligible for reverse transfer consideration, a student must follow the same transfer credit requirements as outlined in the Transfer Admissions section of the catalog, including submitting official college transcripts. Official transcripts may be sent to the R-CCC Records Office by mail at 109 Community College Rd, Ahoskie NC 27910.

For more information on the reverse transfer program, please visit <http://www.northcarolina.edu/reversetransfer>

Transfer Admissions

The College reserves the right to accept or reject credits earned at other recognized and regionally accredited universities, colleges, and institutions. Credits are accepted in accordance with R-CCC program offerings, and no credit for a course with a grade lower than C may be transferred. In some cases, (e.g. computer technologies and the health care programs) this may be more stringent. For transfer credits of core nursing courses to the Associate Degree Nursing program, a minimum score of 80 is required on the core courses.

Roanoke-Chowan Community College may also grant credit where applicable for military service schools in accordance with the recommendations of the American Council of Education's "Guide to the Evaluation of Educational Experiences in the Armed Services" when consistent with the student's program requirements. Roanoke-Chowan Community College does not allow credit for experiential learning. All courses in the North Carolina Community College System Combined Course Library (CCL) are transferable from other colleges.

Individuals seeking transfer credit must complete an application for admission and provide official transcripts from high school and all postsecondary institutions attended. A transcript evaluation is completed by the Registrar in cooperation with the appropriate Lead Faculty when necessary, with final approval from the Dean, Continuing Education & Workforce Development and Student Services. NOTE: In some cases, a course description and/or course syllabus may be required to determine the transferability of a course. No general education courses in math and English may be taken until the transcript evaluation is completed. Also, the evaluation determines if placement testing is needed.

Transfer students must complete at least 25 percent of the required semester hours of resident credit at R-CCC to be eligible to receive a degree, diploma, or certificate.

Admissions to the Associate Degree Nursing Program

The Associate Degree Nursing program has specific guidelines for program readmission (Please see admissions requirements under the program description in this catalog).

Special Credit Admissions

Individuals who register for one or more credit courses without designating a specific curriculum are classified as special credit students and may be exempt from certain requirements for admission.

Special credit students who complete 15 semester hours of credit in each curriculum must declare a major and meet all college and program admission requirements. However, when a special credit student declares a major, appropriate credit earned as a special credit student may be accepted toward meeting the requirements for graduation. Students not declaring a major will receive only audit credit for additional courses beyond the completion of the 15 semester hours.

Special credit students must have a high school diploma or a high school equivalency diploma to take degree-level courses, as well as courses in certain diploma and certificate programs. Unless declaring major, special credit students who have earned college degrees may submit official college transcripts in lieu of high school transcripts or high school equivalency scores. Note: Financial Aid students cannot be declared Special Credit; to receive aid, they must enroll in a program.

International Student Admissions

International students with proper authorization through the immigration and naturalization services may be admitted upon meeting certain criteria.

R-CCC has been approved to issue I-20 forms and enroll F-1 visa international students in AA and AS programs of study. International students must be enrolled full-time. Full-time enrollment is a minimum of 12 semester credit hours for both fall and spring semesters.

In addition to R-CCC requirements, international students must (1) demonstrate a satisfactory achievement on the Test of English as a Foreign Language (TOEFL) with a score of at least Reading 17, Listening 17, Speaking 16, and Writing 16 on the Internet Based Test (IBT). For the Computer Based Test (CPT), the minimum score is 173 and 500 on the written test. Testing arrangements may be made by contacting the Educational Testing Service, www.ets.org/toefl; however, an international student whose country has English as the only official language is exempt from taking the TOEFL exam. International students who wish to enroll in R-CCC must do the following: (1) complete an admissions application; (2) submit official transcripts of high school and college records with certified English translations; (3) submit an official bank statement, notarized letter of support, or sponsor's bank statement (in US dollars) showing financial ability to cover costs for tuition, fees, books, and living expenses for one academic year; and (4) submit documentation of medical insurance to satisfy admission requirement for specific programs of study.

International students are classified as out-of-state students and, therefore, are charged out-of-state tuition. Estimated costs for a dependent student are \$13,936 and \$15,936 for an independent student per academic year. These estimated costs include out-of-state tuition rates, books, and living expenses. Length of stay, payment of taxes, or ownership of property does not qualify an international student for status of legal resident. The entire admissions process must be completed, and documentation received by the College according to the following deadlines:

Fall semester admission – July 15
Spring semester admission – November 1
Summer term admission – March 1

High School Admissions – Career and College Promise

Session Law 2011-145, the Appropriations Act of 2011, authorized the State Board of Education and the State Board of Community Colleges to establish the Career and College Promise program, effective January 1, 2012.

The purpose of Career and College Promise is to offer structured opportunities for qualified high school students to dually enroll in community college courses that provide pathways that lead to a certificate, diploma, or degree, or State or industry-recognized credential as well as provide entry-level jobs skills.

Career and College Promise offers North Carolina high school students a clear path to success in college or in a career. The program is free to all students who maintain a “B” average and meet other eligibility requirements. Through a partnership of the Department of Public Instruction, the N.C. Community College System, the University of North Carolina system and many independent colleges and universities, North Carolina is helping eligible high school students to begin earning college credit at a community college campus at no cost to them or their families.

** High school students participating in Career & College Promise may not delay high school graduation to continue participation in the CCP program.

The College will offer three pathway options for high school students to enroll in programs. The three pathways include: College Transfer pathway, Technical Career pathway, and Cooperative Innovative High School. Programs and the admission requirements are as follows:

College Transfer Pathway

The Career and College Promise College Transfer Pathway requires the completion of at least thirty semester hours of transfer courses, including English, mathematics, and ACA 122 College Transfer Success.

The College offers the following college transfer pathways:

- Associate in Arts
- Associate in Sciences
- Associate in General Education-Nursing

To be eligible for enrollment, a high school student must meet the following criteria:

- Be a high school junior or senior;
- Have at weighted GPA of 3.0 on high school course; and
- Demonstrate college readiness in English, reading, and mathematics on an approved assessment or placement test or meet provisional status.

A high school junior or senior who does not demonstrate college-readiness on an approved assessment or placement test may be provisionally enrolled in a College Transfer Pathway. To qualify for Provisional Status, a student must meet the following criteria:

- Have a cumulative weighted GPA of 3.5;
- Have completed two years of high school English with a grade of ‘C’ or higher;
- Have completed high school Algebra II or Math III (or a higher-level math class) with a grade of ‘C’ or higher;
- Obtain the written approval of the high school principal or his/her designee; and,
- Obtain the written approval of the community college president or his/her designee.

Provisional students who meet all the requirements previously listed may:

- Enroll in English and/or mathematics courses in a College Transfer Pathway as provisional student without placement or other testing.
- Provisional students who successfully complete ENG 111 with a 'C' or higher can enroll in ENG 112.
- Provisional students in the Associate in Science pathway who successfully complete MAT 171 with a "C" or higher can enroll in MAT 172.
- Register only for college mathematics (MAT) and college English (ENG) courses within the chosen Pathway.
- Provisional students cannot enroll in any additional courses in the pathway until they are no longer considered provisional.
- To no longer be considered provisional and to be eligible to register for other courses in the College Transfer Pathway, the student must first successfully complete the first mathematics and English courses in the Pathway with a grade of 'C' or higher or demonstrate college-readiness on an approved assessment or placement test.
- Provisional students in the ADN pathway must complete the first math in the AGE-Nursing degree with a "C" or higher and ENG 111 in the pathway with a "C" or higher before being fully admitted to the ADN pathway or demonstrate college-readiness on an approved assessment or placement test.

To maintain eligibility for continued enrollment, a student must:

- Continue to make progress toward high school graduation, and
- Maintain a 2.0 GPA in college coursework after completing two courses (A student who falls below a 2.0 GPA after completing two college courses will be subject to the college's policy for satisfactory academic progress.)

A student must enroll in one College Transfer Pathway program of study and may not substitute courses in one program for courses in another.

A student may change his or her program of study major with approval of the high school principal or his/her designee and the college's chief student development administrator.

With approval of the high school principal or his/her designee and the college's chief student development administrator, a student who completes a College Transfer Pathway while still enrolled in high school may continue to earn college transfer credits leading to the completion of the Associate in Arts or Associate in Science. The AA/AS may not be awarded prior to high school graduation verification.

With approval of the high school principal or his/her designee and the college's chief student development administrator, a student may enroll in both a College Transfer Pathway program of study and a Career Technical Education program of study **or** two (2) Career Technical Education programs of study.

Career Technical Education Pathways

The Career and College Promise Career Technical Education Pathways for juniors and seniors leads to a certificate or diploma aligned with a high school Career Cluster.

The College offers the following technical career pathways:

Diplomas

Cosmetology Diploma
Early Childhood Education Diploma
Industrial Systems Technology Diploma
Welding Technology Diploma

Certificates

A/C, Heating, & Refrigeration Technology - Heat Pump Certificate
A/C, Heating, & Refrigeration Technology - HVAC Certificate
Business Administration – Basics Certificate
Business Administration – Pre-Marketing Certificate
Criminal Justice Technology Corrections Specialist I Certificate
Criminal Justice Technology Corrections Specialist II Certificate
Emergency Medical Science Certificate
Human Services Technology Certificate
Human Services Technology w/Mental Health Certificate
Industrial Systems Technology Certificate
Manicuring/Nail Technology Certificate
Medical Office Administration Certificate
Nurse Aide Certificate
Office Administration Certificate
Welding Technology Plate Certificate

To be eligible for enrollment in Career Technical Education - Curriculum, a high school student must meet the following criteria:

- Be a high school junior and senior;
- Have a weighted GPA of at least a 3.0 on high school courses OR have the recommendation of the high school principal or his/her designee (assessment scores should be considered); and
- Have received career pathway information outlining program requirements for completion of the certificate or diploma.

College Career Technical Education courses may be used to provide partial or full fulfillment of a four-unit career cluster. Where possible, students should be granted articulated credit based on the local or state North Carolina High School to Community College articulation agreement.

To maintain eligibility for continued enrollment, a student must

- Continue to make progress toward high school graduation and
 - Maintain a 2.0 in college coursework after completing two courses. (A student who falls below a 2.0 GPA after completing two college courses will be subject to the college's policy for satisfactory academic progress.)

A student must enroll in one program of study and may not substitute courses in one program for courses in another. The student may change his or her program of study major with approval of the high school principal or his/her designee and the college's chief student development administrator.

A student may concurrently enroll in two CTE programs of study provided the exception has been approved by the college's Chief Academic Officer or his/her designee. With approval of the high school principal or his/her designee and the college's chief student development administrator, a student may enroll in both a College Transfer Pathway program of study and a Career Technical Education program of study.

A CTE student is not required to demonstrate college readiness on an assessment or placement test to be eligible for the program. However, some required courses within the program may have developmental course pre-requisites requirements, which must be met when this is the case through the demonstration of college readiness on an approved assessment or placement test. Students are encouraged to complete college readiness assessments prior to entry to the program. CCP students may not enroll in developmental courses.

Career Technical Education Pathway (Freshmen and Sophomores)

The Career Technical Education Pathway for freshmen and sophomores leads to an industrial or engineering certificate or diploma aligned with a high school Career Cluster.

The College may enroll high school freshmen and sophomores in the following programs:

- Industrial Technology Certificate
- Industrial Technology Diplomas

To be eligible for enrollment, a high school student must be a high school freshman or sophomore.

A qualified freshman must have:

- Passed Math I with a grade of "C" or better;
- Scored a 3, 4, or 5 on the End of Course assessment (EOC) for Math I;
- Scored a 3, 4, or 5 on the 8th grade End of Grade ELA assessment;
- Received career pathway information outlining program requirements for completion of the certificate or diploma; and
- Obtained the recommendation of the high school principal or his/her designee (based on assessment of student maturity and ability to effectively participate in a class that may include adult students).

A qualified sophomore must have:

- Met all criteria for freshmen as listed above; and
- Obtained a weighted GPA of 3.0 on high school courses;
- Received career pathway information outlining program requirements for completion of the certificate or diploma; and
- Obtained the recommendation of the high school principal or his/her designee (based on assessment of student maturity and ability to effectively participate in a class that may include adult students). *Students who do not have an Explore score or Math I score (example: homeschool students, students from a private school, or students who moved to NC from another state) shall take the college's NCDAP test to determine college readiness.

Freshmen and Sophomores who do have Explore and Math I and are attending public school in NC must meet the eligibility guidelines previously described.

College Career Technical Education courses may be used to provide partial or full fulfillment of a four-unit career cluster. Where possible, students should be granted articulated credit based on the local or state North Carolina High School to Community College articulation agreement.

To maintain eligibility for continued enrollment, a student must:

- Continue to make progress toward high school graduation,
- Maintain a 2.0 GPA in college coursework after completing two courses.

A student may be awarded a certificate or diploma prior to high school graduation. The AAS may not be awarded prior to high school graduation verification.

A student must enroll in one program of study and may not substitute courses in one program for courses in another. The student may change his or her program of study major to another industrial or engineering program of study with approval of the high school principal or his/her designee and the college's chief student development administrator. A student may concurrently enroll in two engineering or industrial CTE programs of study provided the exception has been approved by the college's Chief Academic Officer or his/her designee.

A student who completes the CTE certificate or diploma may continue in the same AAS if they are still eligible for CCP. To continue, the program code should be changed to reflect the AAS. The student type will remain CCPP and their student code will remain CTE.

CCP students may not enroll in developmental courses.

CCP students may not audit courses

CCP Students may not be enrolled in the Associate in General Education or General Occupational Technology programs.

Students enrolled in Adult High School, Adult Basic Education, or Adult Secondary Education are not eligible for Career and College Promise.

Cooperative Innovative Programs – Hertford County Early College High School

The Cooperative Innovative High Schools Program Pathway will be a continued partnership between Hertford County Public Schools Early College High School and Roanoke-Chowan Community College. Admission requirements are based on the following criteria:

- High school students in grades 9 to 12 with access to a cooperative innovative high school approved by the State Board of Education.
- Special emphasis and preference given to first-generation college students.
- Additional eligibility requirements are set by the local board of education and the partner community college or university.

For additional information on the enrollment requirements, please visit the Hertford County Public Schools Early College High School website at www.hertford.k12.nc.us/HertfordECollege.cfm.

How to Apply for a Career and College Promise Pathway

Interested applicants are asked to contact their high school counselor about applying for a Career and College Promise Pathway and/or the College's Director of Enrollment Services/Registrar located in the Office of Student Services.

Graduation from a Career and College Promise Pathway

College Transfer Pathway

- A student may complete the Associate in Arts/Associate in Science pathway and then continue towards completion of the Associate in Arts/Associate in Science degree.
- The Associate in Arts/Associate in Science degree may not be awarded prior to high school graduation verification.

Career and Technical Pathway

- A student may be awarded a certificate or diploma prior to high school graduation.
- A student may complete the CTE certificate or diploma and then continue towards completion of the Associate in Applied Science degree.

Residency Classification for Tuition Purposes

The NC Community College System (NCCCS) implemented a centralized "Residency Determination Service" in 2017. Therefore, the following information may be subject to change. The Enrollment Management staff at R-CCC is available to assist students who might have questions concerning in-state residency.

To qualify for in-state tuition, students must have maintained a primary domicile in North Carolina. A person who has established legal residence (domicile) in North Carolina and maintained that legal residence for at least 12 months (365 days) immediately prior to his or her classification is considered a resident for tuition purposes.

Students who are classified as a nonresident for tuition purposes have the right to petition for a change in classification to that of a resident if they can claim that now, and for at least the 12-month period immediately preceding the date of such petition, they have been a legal resident of the State of North Carolina. If it is determined that, in fact, they have been a legal resident for the required 12-month period, the effective date of change in applicable tuition rates shall be the beginning of the next academic term following the date of application for tuition change.

Students who are currently classified as a resident for tuition purposes and this status should change have the obligation to petition for a change in classification to that of a nonresident. Failure to fulfill this obligation may result in appropriate disciplinary action including, but not necessarily limited to, cancellation of enrollment. If it is determined that, in fact, they have become a nonresident, the effective date of change in applicable tuition rates shall be the next semester following the date of change.

Regulations concerning the classification of students by residence for purposes of applicable tuition differentials are set forth in detail in "A Manual to Assist the Public Higher Education Institutions of North

Carolina in the Matter of Student Residence Classification for Tuition Purposes.” A copy of the manual is available for student review in the Admissions Office and the Learning Resources Center (LRC). The College provides postsecondary opportunities for all residents of our region to increase educational opportunities and economic benefits by offering quality training in a cost-effective and cost-saving manner.

Thanks to a tuition waiver program for non-residents who are employed by a North Carolina business (GS 115D-39), any out-of-state student can qualify for in-state tuition rates if their employer agrees to pay the tuition charges.

Placement Test Procedures

Roanoke-Chowan Community College requires the majority of applicants seeking admission into curricular programs to take the North Carolina Diagnostic Assessment and Placement (NC_DAP) test for placement purposes. This test assesses students' English, reading and math college readiness skills and places them in curricular and/or appropriate developmental courses. An admission's application must be on file in Student Services prior to testing. Retesting on the NC_DAP test will be permitted once, providing applicant has not enrolled in any developmental courses in the academic area of desired re-testing.

Applicants who have taken the NC_DAP test at another college and applicants who have taken the SAT or ACT may have an official copy of the scores sent to the college's Testing Center. Testing Services staff will review the test results and forward a notice of placement in the appropriate courses to Student Services. NC_DAP, SAT, or ACT scores faxed from another college will be accepted.

NC_DAP test scores are valid for five years. Returning students, as well as students changing curriculums, must meet with the Registrar in Student Services to have their academic record evaluated for course placement and/or the need for testing. For additional information about placement testing call the Student Services at (252) 862-1200.

The following assessment cut-scores are used for course placement according to NC_DAP:

English

If <i>DRE</i> Composite Score is:		Then Student Enrolls in:
100 – 103		Basic Skills
104 – 116		DRE 096
117 – 135		DRE 097
136 – 150		DRE 098
151 or higher		ENG 111

Mathematics

Students who score a 7 or higher on each DMA will test out of that course, **OR** they must enroll in the course to receive credit.