



where it happens for You!

the individual approach



One of the most important decisions you will ever make involves choosing a vocation for your life's work. It must suit your individual capabilities, skills, and interests. It also must provide you with a degree of personal satisfaction and accomplishment. Important, yes! . . . because it will influence your economic status, social fulfillment, and general life style.

College of The Albemarle is prepared and eagerly willing to help you make these tough decisions through an individual approach to identifying your special talents, establishing goals reflective of these talents, and choosing an appropriate academic program to supply the necessary knowledge and training to get you started in achieving those goals.

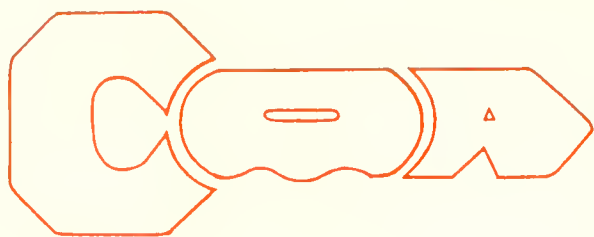
Prepared to work with you from preadmission through graduation, COA has a staff of professional counselors and a student-oriented faculty who stand willing and able to help you evaluate your strengths and weaknesses and to advise you on an individual basis throughout your enrollment at COA.

Take that first step . . . and from that point we'll walk with you!

All statements in this publication are announcements of present policies and are subject to change at any time without prior notice. College of The Albemarle reserves the right to make changes in program requirements and offerings, in regulations, and in fees. The college also reserves the right to discontinue at any time any programs or courses described in this publication. While every effort will be made to give advance notice of any change of a program or course, such notice is not guaranteed or required.

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generally speaking . . .

History

College of The Albemarle was the first comprehensive community college in the North Carolina Community College System. The college opened its doors to its first freshman class in September 1961 on Riverside Avenue in Elizabeth City.

Accreditation

College of The Albemarle is accredited by the Southern Association of Colleges and Schools and is a member of the North Carolina Association of Universities and Colleges and the American Association of Community and Junior Colleges.



Our first home from a Maxine Sweeney painting

Housing

No dormitory facilities are provided. Students must arrange their own living accommodations. The college does not assume responsibility for the acquisition, approval, or supervision of such housing.

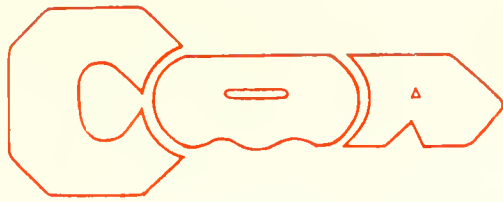
Handicapped

COA provides a barrier-free campus to facilitate movement in and around the campus for handicapped persons.

WE'RE HERE TO HELP!

Just call (919) 335-0821

	Extension	Office
Dean of Student Development	251	A120
Director of Admissions	221	A122
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Testing and Career Counselor	240	A119
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academics

While maintaining high academic standards College of The Albemarle can give you the opportunity to prepare for your future by providing low-cost programs designed to help you develop your skills and talents.

Students are taught in small classes by instructors with masters degrees and beyond who care about their students and are willing to give individual attention.



college transfer programs

General Information

College of The Albemarle offers academic course work which allows students to obtain a two-year degree and to transfer to a senior college or university with junior standing.

Credits earned at College of The Albemarle are transferable to senior colleges and universities for a higher degree.

Almost any program can be started at College of The Albemarle. With *few exceptions* for very specialized fields of study, the first two years of *most* four-year *degree programs* are *basically the same*.

Three degrees are offered in the college transfer programs.

Associate in Arts

LIBERAL ARTS
BUSINESS ADMINISTRATION
MATHEMATICS
LAW
BUSINESS EDUCATION
ELEMENTARY EDUCATION
SECONDARY EDUCATION
SOCIAL WORK

These basic programs are offered under the Associate in Arts degree, but can lend themselves to *many* other programs. Liberal arts, for example, can lead directly to English, psychology, history, political science and others. Business administration can lead to accounting, finance, marketing, advertising, etc.

Associate in Fine Arts

MUSIC
ART
DRAMA

MUSIC

Students major in voice, piano, or organ, and can aim toward other degree concentrations of music education, church music, theory, and musicology.

ART

The art department maintains high professional standards and offers the student a practical curriculum. Courses are offered in art history, ceramics, color and design, crafts, drawing, painting and sculpture survey.

DRAMA

Students study technical theatre, play production, history of theatre, and acting. Those majoring in theatre have an opportunity to perform in and/or design for several major productions each year.

Many majors can be initiated with the A.S. degree programs listed. These include *soil conservation, botany, wildlife management, biology, chemistry, forest management, many areas of engineering, medical technicians*, etc.

Associate in Science

AGRICULTURE
COMPUTER SCIENCE
DENTAL
ENGINEERING
FORESTRY
MEDICAL
PHARMACY
SCIENCE
VETERINARY

The A.S. degree differs from the A.A. and A.F.A. degrees since heavier emphasis is placed on science and mathematics courses.

What Type Classes Do You Take?

Individual course needs depend upon the intended major and the requirements of the senior college to which transfer is planned. The opportunity for careful planning is available through, and encouraged by, the counseling staff and faculty advisors.

The "Uniqueness" of the College Transfer Program

If you are undecided about which degree you want . . . don't fret. Many freshmen share your concern. You can explore career fields by taking courses in a variety of departments through our liberal arts and college transfer program.

technical programs

General Information

Technical programs are generally two years in length and are designed for entrance into employment. An Associate in Applied Science Degree is awarded upon completion of a program.

Associate Degree Nursing (R.N.)

This program prepares students in seven quarters of study. It may be completed over a three-year period by taking the general college courses the first year and nursing courses the next two years. Most of the courses are transferable toward a baccalaureate degree.

The program instructs in areas of surgical, maternity, child health, and psychiatric nursing. Community health

care is also studied. Clinical experiences are carefully planned around current nursing theory.

Admission is limited to the fall quarter.

Employment Opportunities

Private homes, rest homes, community health centers, mental health, hospitals, doctor's offices, clinics.

Business Administration

The Business Administration program prepares students in every phase of administrative work encountered in the average business. Designed to lead to immediate employment, the program helps individuals to advance into paraprofessional fields and managerial positions.

Employment Opportunities

Sales personnel, office clerk or manager trainee, banking, retailing, wholesaling, hotel, tourist and travel industry, insurance, transportation, communication.

Drafting & Design Technology

This program prepares technical-level draftsmen. Emphasis is placed on the ability to think and plan, as well as upon procedure and techniques used by the draftsmen. Although much of the program deals with mechanical drafting, the student also is introduced to architectural drafting techniques. The intent of the program is to provide a two-year technical degree; however, the credits earned may be applied to four-year institutions that offer Bachelor of Technology degrees.

Students entering this program any quarter other than Fall Quarter should be aware that they may have some difficulty arranging a full-time schedule.

Employment Opportunities

Aerospace, architecture, jig and fixture design, heavy equipment manufacture, bridge, drainage and highway design, topography, electronics.

Electronic Data Processing — Business

This two-year degree program includes courses in data processing, accounting, business administration, technical math, English, economics, and psychology. Program emphasis is on business applications of the computer. Graduates of the program are prepared for employment as computer operators and programmers.

Employment Opportunities

Wholesale and retail establishments, banks, industry, government agencies, and insurance companies.

Electronics Technology

This program provides a basic background in electronics theory, with practical application of electronics for business and industry. Courses are designed to develop competent electronics technicians who can work as assistants to engineers, or in a liaison capacity between the engineer and the skilled craftsman. The program can be completed in two years or a total of seven quarters of full-time study. Students entering this program any quarter other than Fall Quarter

should be aware that they may encounter difficulty in arranging a full-time schedule.

Employment Opportunities

Research, design, development, production, maintenance, engineering aides, laboratory technicians, supervisors, equipment specialists.

Postal Service Technology

Postal Service Technology, primarily an evening program, prepares graduates for a variety of positions through the study of postal organization, mail processing, employee and customer services, mail delivery and collection, problem analysis, related business, management subjects, and general education courses.

Employment Opportunities

The program provides opportunities for advancement for present and future employees of the U.S. Postal Service. It does not alter in any way the employment entry system used by the Postal Service. Students completing a degree, who are not already employed by the Postal Service, will need to follow the required procedure to gain employment.

Secretarial Sciences

Executive/General Office/Medical

The college offers three programs in the secretarial field. Each provides varying emphasis from general clerical duties and skills required for employment in the business world to the more highly trained skills of dictation, transcription, and office procedures needed to perform secretarial work for an executive.

The medical secretary program corresponds closely to the requirements of executive secretary, but adds emphasis to course work in medical terminology and also includes courses in mathematics, accounting, business law, and personality development.

All three programs lead to a two-year technical degree in Associate of Applied Science. They are designed to develop adequate background and proficiencies for immediate employment after graduation.

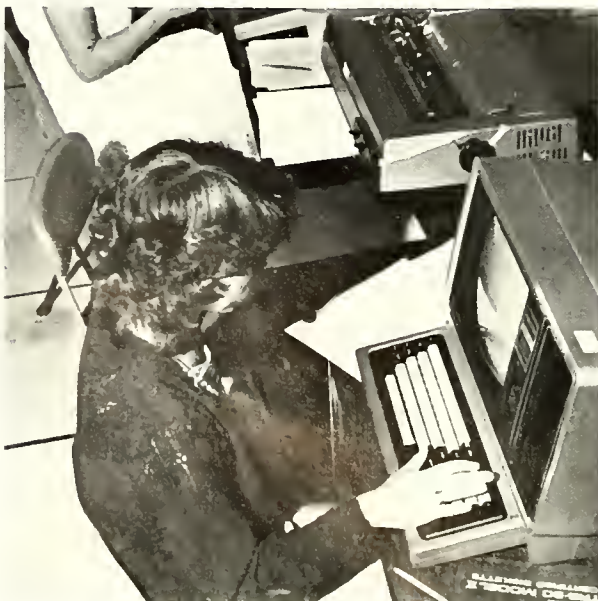
Employment Opportunities

Insurance companies, banks, financial firms, marketing institutions, physician's offices, hospitals, public health agencies, accounting clerk, bookkeeper, file clerk, administrative assistant, assistant office manager.



NOTE TO TECHNICAL STUDENTS:

Although all the programs mentioned in this segment are not designed for transfer, it is possible for many students who earn an A.A.S. degree to be given full or partial credit toward transfer at institutions offering Bachelor of Technology degrees. Before pursuing this route, students are strongly urged to consult with their faculty advisors or Student Development counselors concerning which schools offer the B.T. degree and their requirements for admission.



vocational programs

General Information

Vocational programs, generally one year in length, train individuals for employment in skilled occupations. A diploma is awarded upon completion of a program.

All vocational programs accept new students in Fall Quarter, but only a few can admit students in other quarters. Quarters in which students are admitted are indicated in parenthesis beside each program title listed.*

Air Conditioning & Refrigeration (Fall Quarter)

All aspects of installation, servicing, troubleshooting, and repair for domestic and commercial heating and refrigeration are taught.

Major areas of study include basic refrigeration principles and their application to heating and cooling equipment and electrical theory and its application to refrigeration

control circuits and devices.

Employment Opportunities

Home appliance, building, dairy, food, transportation, shipping, aviation, and fishing.

Automotive Mechanics (Any quarter)

The automotive program provides training in developing the basic knowledge and skills needed to inspect, diagnose, repair, and adjust automotive vehicles. Through practical shop and classroom experience, a thorough understanding of the operating principles involved in the modern automobile can be attained. The program includes experiences in internal combustion engines; auto fuel, electrical, and emission systems; transmission and drive trains; brakes, chassis and suspension; and automotive air conditioning.

Employment Opportunities

Mechanic, maintenance supervisors, dealer service managers, factory representative, sales technician.

Cosmetology (Fall, Winter, and Spring quarters)

The program provides instruction and practice in manicuring, shampooing, permanent waving, facials, massages, scalp treatments, hair cutting, and hair styling. The curriculum includes both classroom instruction and laboratory practice.

Today, the cosmetologist is called upon to advise both

men and women on problems of diet, makeup, and care of their hair, skin, and nails.

Employment Opportunities

Part-time or full-time self employment, hairdressing salons, full service salons.

Electrical Installation and Maintenance (Fall Quarter)

This program provides instruction in basic electrical theory, electrical blueprint reading, installation of conductors and equipment, meters and controls, job estimating, National Electrical Code, and the requirements for electrical licensing.

Employment Opportunities

Electric power utilities; building, aviation, shipping, transportation, communication, chemical and transportation industries; and establishment of own business.

*Occasionally students with sufficient transfer credit may enter a program at an odd quarter if all prerequisite course requirements are satisfied. Contact the Admissions Office for more specific information

Electronic Servicing (Fall Quarter)

This program provides training in the basic knowledge and skills involved in the installation, maintenance and servicing of radio, television, and sound amplifier systems. A large portion of time is spent in the laboratory verifying electronic principles and developing servicing techniques. *The program is offered on-campus only upon sufficient demand.*

Employment Opportunities

Establishment of own business, audio-visual technician, service repairman for small and large companies, sales and installation.

Industrial Maintenance (Fall and Winter quarters)

This program prepares persons to enter the area job market as maintenance mechanics for commercial building or industry. Upon completion of the program, a person will be able to install, maintain, and service various types of machinery, air conditioning, refrigeration systems, electrical

systems, and electrical motors as well as read blueprints and schematic drawings.

Employment Opportunities

Commercial building and industries of all types.

Licensed Practical Nurse (L. P. N.) (Fall Quarter)

This program prepares persons for participation in the care of patients of all ages, in various stages of dependency, and with a variety of illness conditions. One class is admitted in September of each year. The program is operated in accordance with North Carolina laws and the prescribed standards of the N.C. Board of Nursing.

Employment Opportunities

Hospitals of all types, nursing homes, clinics, or doctor's and dentist's offices, public health facilities.

Light Construction (Fall and Winter quarters)

This program provides major instruction in carpentry and in masonry skills, with minor studies in electrical wiring and plumbing. Areas of study include applied mathematics, engineering and architectural drawing, safety, and other related subjects. Students learn the methods used in laying

out a small structure, mixing and laying cement, rough framing, laying brick and block, roofing and exterior finishing.

Employment Opportunities

Home or commercial building contractor, building maintenance mechanic, and establishment of own business.

Machinist and Advanced Machinist Trade (Any quarter)

Students learn machine shop theory and gain practical shop experience. Machinist trade is a one-year program with a second-year option. Areas of study include work lay-out, using blueprints, lathe and mill work, drilling, grinding, shaping, welding, calculating machines, and training in the composition of metals. The second-year option provides further knowledge and skills to enter industry at a higher level of pay and responsibility.

Employment Opportunities

Textiles, shipbuilding, heavy equipment, furniture, transportation, communications, plastics.

Nurses' Assistant (Summer Quarter)

This program is 11 weeks in length and consists of a single course which provides 330 hours of both classroom instruction and clinical experience. Assistants perform many duties including maintaining hospital equipment, bathing patients, ward management, delivering messages, and moving and setting up equipment. All clinical assignments are planned and supervised by the teacher so that students will learn to apply classroom instructions to hospital practice.

Employment Opportunities

Private homes, rest homes, clinics, hospitals.



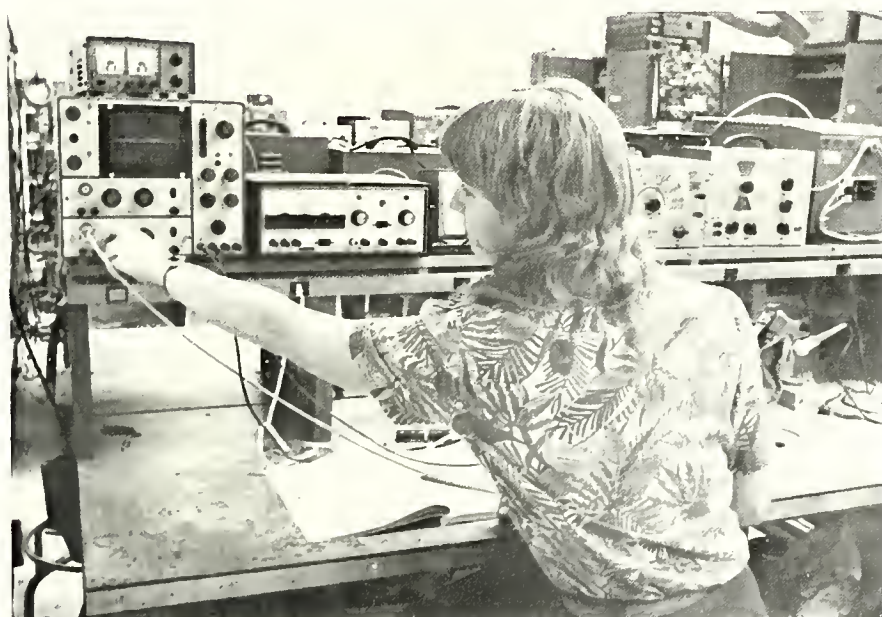
Surgical Technology (Winter Quarter)

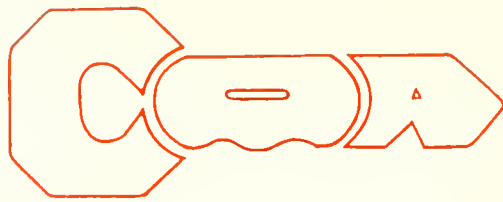
Surgical technicians are trained members of the operating room team. They are responsible for cleanliness, safety and efficiency in the operating room and preparing them for surgery. They also prepare supplies for surgical procedures and assist circulation nurses and anesthesiologists.

This program is self-contained and nine months in length, with only one class being admitted each year.

Employment Opportunities

Private homes, rest homes, hospitals.





student life

- *Believing that all your experiences contribute to your total education, every effort is made to maximize the students' opportunities to succeed both academically and socially while at COA.*
- *The Student Development staff and the Student Senate, working together, set policies, make decisions, and carry out programs to provide services necessary to make the students' stay at COA a meaningful and enjoyable one.*
- *The entire staff is dedicated to this philosophy and delights in seeing, and joining, an enthusiastic student body in activities both inside and outside the classroom.*



admissions

College of The Albemarle follows the “open-door” admissions policy of the State Board of Community Colleges, with selective placement in the different curricula or programs of the institution. This policy provides for the admission of any person who has (1) graduated from high school or earned its equivalent (GED), or (2) who is 18 years of age and is not attending high school.

It is the policy of College of The Albemarle to encourage all applicants to complete high school or its equivalent before seeking admission to the college. The college may accept, under certain conditions, a limited number of one-year vocational applicants who are not high school graduates. All applicants admitted under these special conditions must earn the GED prior to completing the requirements for a one-year vocational diploma.

Admission to the college does not, however, imply immediate admission to the program desired by the applicant. Admission to a specific course of study is based upon guidelines developed to insure the student's chances of success in the program.

These guidelines are strictly followed to prevent loss of student time and effort as a result of unsatisfactory achievement. When an evaluation of placement test scores and high school records indicates a lack of readiness to enter a specific program, applicants will be required to enroll in developmental education courses to prepare them for admission to desired programs.

All applicants for the allied health programs are required to meet additional requirements. Contact the Admissions Office for more information on allied health programs' admissions requirements and procedures.

Transfer students must meet the same admission requirements as freshmen and be eligible to return to the last institution attended. Credit will be given for “C” or better work completed at accredited institutions, after successful completion of one quarter as a full-time student, and if it parallels work offered at College of The Albemarle.

HOW TO APPLY

Although there is no application deadline, early application for admissions is an important factor for a rewarding educational experience at College of The Albemarle. By applying well before the publicized registration dates each quarter, you will have a better opportunity to take advantage of the full range of services available. To apply:

- (1) Complete a general application and submit it to the Admissions Office (use the attached application or forms may be obtained from COA's Admissions Office or area high school counselors).
- (2) Have official transcripts forwarded directly to the Admissions Office from the high school and any other post-secondary schools you have previously attended.
- (3) If you are applying to a college transfer or technical program, take the college's placement test on the date assigned by the Admissions Office.

counseling

Incoming students are given a series of *guidance* and *placement* tests. The counseling staff also administers a number of interest, personality, and aptitude tests when deemed necessary, or upon request by the student.

Upon review of high school grades, placement test scores, and counseling with the student, it may be recommended that the student consider developmental studies courses to be taken along with regular curriculum classes. This enables students to (1) eliminate deficiencies in a skill or concept course, (2) receive assistance in mastering required standards of performance in a particular area or program, and (3) increase their knowledge and skills through the use of enrichment activities. All of this may be accomplished through formal classes and/or through personalized programs under the direction of a reading specialist and professionals in math, biology, music, business, and nursing.

Counselors also are available to assist students with personal and social problems or with concerns related to adjustment to the college environment. Care is taken in any counseling situation to provide confidentiality and to handle the counseling in a professional manner.



veterans' benefits

Veterans are invited to take advantage of the student services and educational programs offered by the college and, if approved by the N.C. Department of Veterans Affairs, to use their GI Bill Educational Benefits while at COA. Most curriculum courses offered at the college are approved for the training of veterans and/or the dependents of veterans if they meet VA eligibility requirements. For information and application forms, students should contact the local Veterans Services Office at 203 West Ehringhaus Street in Elizabeth City or the College Registrar.

costs

The tuition rate (especially the in-state rate applicable to most Albemarle residents), when coupled with the savings of living at home while attending COA, generally results in substantial financial savings.

*TUITION AND FEES

Full-Time

(12 or more Quarter Hours)

In-State Resident	\$ 51.00
Non-Resident	255.00
Activity Fee:	
Fall	\$ 10.00
Winter and Spring	9.00

Part-Time

(Less than 12 Quarter Hours)

Cost Per Quarter Hour

In-State Resident	\$ 4.25
Non-Resident	21.25

The tuition fee for continuing education classes is either \$10.00 or 75 cents per membership hour, depending upon the nature of the course.

There is no charge for study in the Learning Lab.

*Subject to change by the N. C. General Assembly.

financial aid

Financial assistance is available to students attending COA who demonstrate need and meet certain academic requirements. For the students to be considered for financial aid by the College Financial Aid Office they must:

- (1) Complete a COA Financial Aid Application, available at the COA Financial Aid Office;
- (2) Complete and have processed the Family Financial Statement (FFS) form, obtained from high school counselors or the COA Financial Aid Office.
- (3) Submit the results received from the FFS, the Student Aid Reports, to the COA Financial Aid Office.
- (4) Submit a signed copy of the student's and/or parent's 1040 form.
- (5) Submit a Financial Aid Transcript if the student has attended any other institution beyond high school.

The amount of aid for which a student is eligible is determined by the college Assistant Dean of Financial Aid and is based upon the Student Aid Report and the Family Financial Statement.

The following are the major forms of aid available through the COA Financial Aid Office:

GRANTS

Pell Grant (BEOG)
Supplemental Grant (SEOG)
N.C. Student Incentive Grant (NCSIG)

DEADLINES

NCSIG — March 15
Scholarships — June 1
All Federal Funds (except Pell) — June 1

LOANS

National Direct Student Loans
Guaranteed Student Loans

SCHOLARSHIPS

Albemarle Hospital Auxiliary
Albemarle Woodmen
Anna W. and Clifford E. Bair
Alexandra K. Boada
Carolina Telephone and Telegraph Company
Donna D. Cartwright
College of The Albemarle
Chief Petty Officers
James T. Connolly
Harriette M. Crump
Mark S. Cummings
Elizabeth City Junior Women's Club
Mid-Atlantic Coca-Cola Bottling Co., Inc.
Brenda Holt Muir
Northeastern Builders Association
Dr. Zack D. Owens and Martha Anderson Owens
Pasquotank Extension Homemakers' Club
President's Foundation
Zack D. Robertson
Charles Robinson
Eloise Robinson
Carrie M. Roebuck
Raymond H. Shorkey
V. F. W. Post 6060
Wachovia
Grover C. White
Robert Jennings White
George J. Winslow

If you would like more information or assistance, please contact the Financial Aid Office, 919-335-0821, Ext. 222.

It should be noted that the earlier an application for aid is submitted, the better the chances are for an award. All applications should be completed and mailed by February for the student to receive aid in September.



activities

Meeting new people, doing new things, and making new friends among the faculty and staff, as well as the student body, are important parts of student life at COA . . . and so is having fun. In fact, enjoying the time you're in college makes a powerful, positive contribution to your intellectual progress, as well as your physical, emotional, and social development.

The Student Senate, clubs and organizations, academic departments, and our faculty and staff all contribute to the activities that we collectively call the Student Activities Program. In that cooperative spirit lie two basic premises (1) open, encouraged participation and (2) involvement of faculty, staff, and students in non-traditional "outside the classroom" activity programs.

From a convocation series, designed to bring experts on campus for question and answer sessions on subjects of interest, to the annual pie-in-the-face faculty auction, COA tries to spice things up a little for its students.

In short, there's usually something going on at COA. Depending upon the availability of funds, clubs and the Senate are "wide open" in regards to activities. All it takes is a little planning and a lot of enthusiasm.



clubs & organizations

Participation in clubs and organizations is encouraged at COA. Lasting friendships and experiences in group activities are very real benefits of such involvement. Below is a list of the campus clubs and organizations.

Associate Degree Nursing Club — 1st Year
Associate Degree Nursing Club — 2nd Year
Argus (Literary Magazine)
Arts Club
Beacon (Yearbook)
Chorale (Musical Production)
Cosmetology Club
Foreign Arts Club
Old Salt (Student Newspaper)
Phi Beta Lambda (Business)
Phi Theta Kappa (Honor Fraternity)
Practical Nursing Club
Satyrs (Theatre Productions)
United in Fellowship Club

It is the policy of the Student Senate and the college that membership in an organization shall not be denied an individual on the basis of race, sex, color, national origin, religion or handicap.

athletics

The opportunity for students to participate in an athletic program is made available in two ways—through physical education classes which are creditable toward graduation, and through an active intramural program that affords maximum participation.

The intramural activities at COA include, but are not limited to, soccer, basketball, volleyball, bowling, track and field, softball, tennis, ping-pong, flag football, archery, and the annual cross-country run.

Physical education courses offered include the following:

Basic Movement	Stunts & Tumbling
Adapted Physical Education	Gymnastics
Flag Football	Volleyball
Soccer	Track & Field
Basketball	Swimming
Badminton	Sailing
Archery	Lifesaving
Tennis	Dance
Softball	Bowling
Golf	Water Safety Instructor
	Techniques of Officiating

student senate

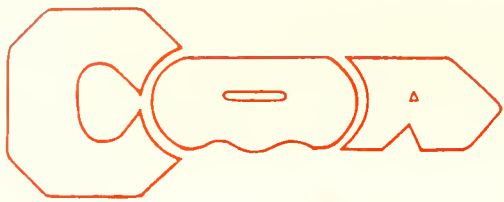
The Student Senate is the major organization of student self-governance at the college. Duly constituted to officially represent the general student body in matters of policy, procedures, and programs, the Senate participates in and gives direction to student life beyond the classroom. This is done by financial management of all student activity fees collected by the college.

Through a committee structure of planning and action, the Senate financially supports the intramural program, the Lyceum Convocation Series of cultural events, and student clubs and organizations by providing "seed" money for club activities.

The Student Senate directly sponsors the *Argus*, *Beacon*, and *Old Salt*, as well as the Christmas Dance, Awards Day, COA Week, Spring Formal, the COA Gong Show, and Party Nites.

A viable and energetic group of students, the Senate works closely with the Director of Student Activities and the Dean of Student Development to create a cooperative climate under which the student body can participate in the decision-making processes of the college.





helping hands

learning resources center

The Learning Resources Center has not only the assumed responsibility of maintaining a well-stocked library of approximately 37,000 volumes, 3,300 audio-visual materials, 260 current periodicals, and 1,600 microform to meet the needs of our students and the community, but it also serves to meet the individual educational requirements of our citizenry through management of the Learning Lab. Open for use when the student has time to use them, the LRC and the Lab are ably staffed by professionals who are eager to help you "find" and succeed.

The LRC is in the process of automating some of its management functions and making other improvements to insure more efficient service to the college community.

learning lab

Serving over 400 persons annually, the Learning Lab provides an opportunity for interested adults, at no cost and regardless of educational background, to select appropriate courses of study from over 100 programs ranging in difficulty from the elementary school level through the college level. Placed according to interest and ability, students may complete requirements for the Adult High School Diploma or the Equivalency Certificate (GED), or enroll in an individually-supervised program of reading, math, social studies, science, psychology, foreign language, business, nursing, education, or professional test preparation . . . just to name a few.

If this sounds as if it'd be of interest and benefit to you, please contact the Learning Lab on campus or the lab housed at Swain Elementary School in Edenton for more information. Learning Lab personnel will be more than happy to talk with you.

career resources center

The Career Resources Center has been developed by the Cooperative Education Program to assist students in making decisions regarding their career and education plans. There is no charge for any of the services provided, and the center may be used by any individual seeking career and/or education information. You do not have to be a COA student to use the facilities.

Services provided by the Career Center include the following:

- *Occupational information for more than 20,000 occupations.*
- *Education information on over 3,000 colleges and vocational programs.*
- *Assistance in discovering interests, skills, and abilities through the administration and interpretation of self-evaluation instruments and career planning guides.*
- *Job search skills development.*
- *Assistance in using center materials and facilities.*

Career counseling is provided to COA students as well as to individuals considering enrollment at the college.

The Career Resource Center is located in Room A119.

cooperative education

Cooperative education is an academic program in which students can earn college credits for paid work experience related to their career plans. Cooperating employers and the college work together to better prepare students for meaningful careers by allowing students to apply classroom learning in a real work situation. In addition to earning college credits, the student employee earns a salary that can be an important factor for the student in meeting college expenses.

Students who are interested in this program should contact the Co-op Director in C-Building, Room 104. Co-op is a big plus that shouldn't be overlooked!



bridges program

The Bridges Program provides an educational opportunity for CETA eligible "economically disadvantaged" high school dropouts. All Bridges participants are given another chance to participate in the classroom course of study leading toward the completion of the GED high school equivalency examination.

In addition, the participants are provided with academic advisement, career exploration and personal and social adjustment referral counseling. The comprehensive advisement and career explorations counseling services specifically direct participants into a course of study in one of the occupational or college transfer programs at the college.

The end result is an introduction to a new world of job placement opportunities and job possibilities.

special services

The Special Services project *really* "keeps track" of a select group of students, closely monitoring their progress quarter by quarter.

Available to those students who meet the eligibility requirements, services include individual and group counseling in the areas of personal/social concerns, academic pursuits, and vocational selection and a free peer tutoring program.

Ably staffed and eager to talk with you, Special Services specialty is "getting you started on the right foot."

Check it out!



extension . . . upgrading occupations/avocations

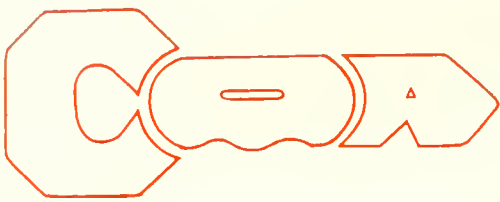
The Continuing Education Department provides educational courses, training programs, and services to meet the needs of the adults of our area. Programs and courses are available at the college, in public school facilities, and in various locations in Camden, Chowan, Currituck, Dare, Gates, Pasquotank, and Perquimans counties.

In most cases, given sufficient funds and the availability of a qualified instructor, a program or course can be offered during the day or evening in a wide variety of subject areas whenever 10-15 persons indicate an interest. Courses vary in length according to their purposes.

Possibly the best way to present this vital part of COA is to list a sampling of individually tailored courses designed to meet the continuing education needs of the area.

CERAMICS
WOOD CARVING
CAKE DECORATING
PAINTING
RADIO/TV REPAIR
KNITTING
AUTO TUNE-UP
PHOTOGRAPHY
BANJO
EMT
UPHOLSTERY
FOOD SERVICE
FLORAL DESIGN
DECOUPAGE

FIRE SERVICE
OSHA
POTTERY
DRIVER EDUCATION
ORIENTAL COOKING
MODERN MATH
TAILORING
REAL ESTATE
STAINED GLASS
SMALL ENGINE
REPAIR
RELIGION
METRIC SYSTEM



building for your future

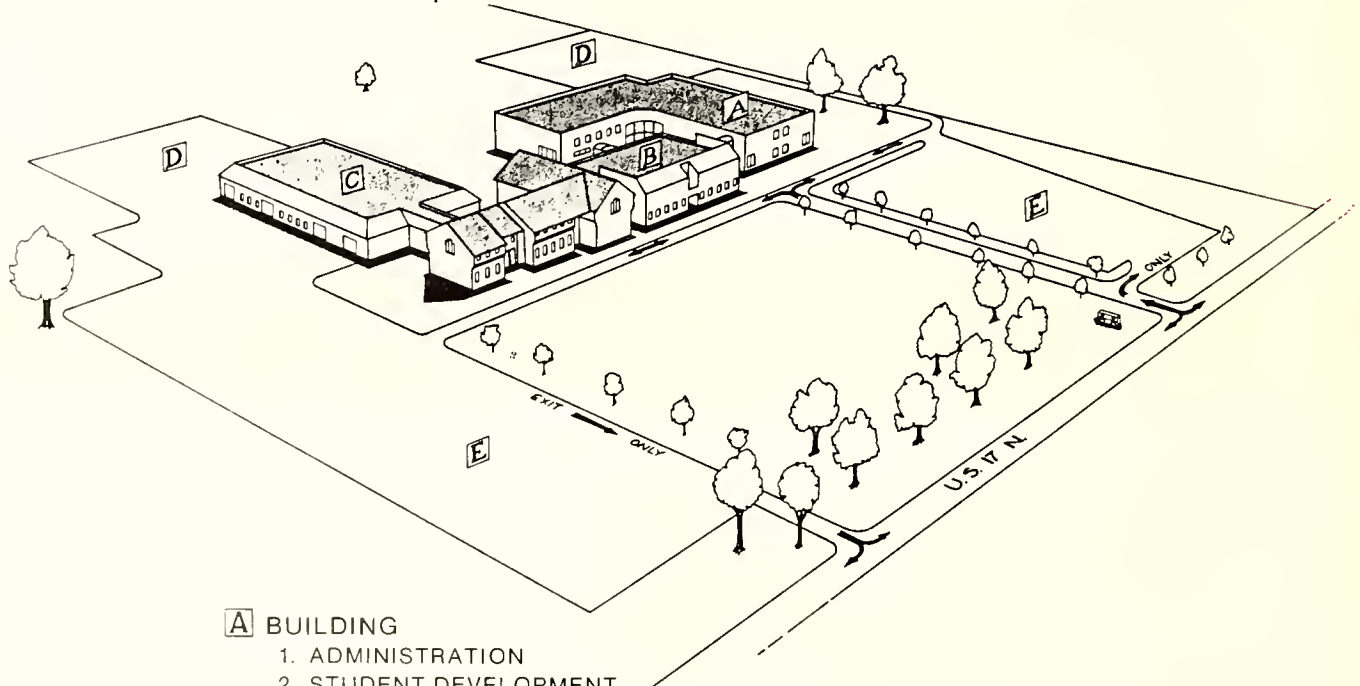
The College is located on a 40-acre campus on U.S. 17 just north of Elizabeth City. With the completion of two new buildings in December 1980, the college's facilities are almost entirely housed in three buildings on this campus. Administrative and faculty offices, classrooms, laboratories, a college bookstore, a cafeteria, and a student center are located in the newly constructed L-shaped building, which has been designated "A" building.

The second new building, "B" building, is in the middle of the college's three buildings. It houses the Learning Resources Center (LRC), business laboratories, classrooms, and a lecture auditorium. The LRC, which takes up the entire ground floor of "B" building, has resources that include audio-visual materials and equipment, books, periodicals, and indexes. The learning lab also is part of the Center.

Most of the college's occupational programs, the music program, a physics physical science laboratory and an art laboratory are housed in "C" building (formerly the Technical Center), which was completed in 1972.

Behind the three buildings are athletic fields used for physical education activities. The master plan for development calls for the eventual construction of physical education and fine arts facilities.

The college also maintains additional facilities at the Extension Center on Riverside Ave. Classroom facilities for the Practical Nurse Education Program are provided by Albemarle Hospital.



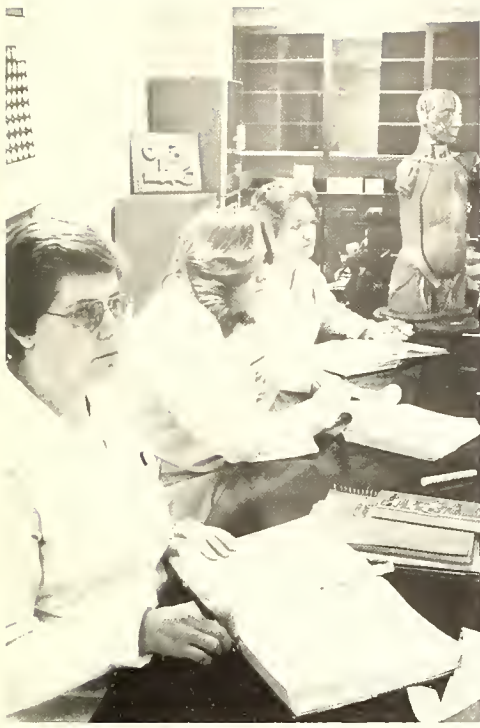
- A BUILDING**
1. ADMINISTRATION
 2. STUDENT DEVELOPMENT
 3. BOOK STORE
 4. CLASS ROOMS
 5. STUDENT CENTER

- B BUILDING**
1. LEARNING RESOURCES CENTER
 2. LECTURE AUDITORIUM
 3. CLASS ROOMS

- C BUILDING**
1. VOC-TEC DIRECTOR
 2. SHOPS-LABS
 3. CLASS ROOMS

- D EMPLOYEE PARKING**

- E STUDENT-VISITOR PARKING**



**it all
happens for you, right here!**



now that you've had a look . . .

You can see that the reason we're here is to serve you. We try to give the best in technical, vocational, and academic higher education at a cost that is within reach of every adult in the Albemarle area.

If we sound like the kind of college you're interested in, let us hear from you. You'll find us eager to answer your questions, and we'll give you all the information you'll need to make a wise decision about individual courses or a full program of study that can help you to prepare for the world of work.

So, if you have any questions or want more information, make an appointment to see our Director of Admissions or Director of Evening Programs. Write or call:

Admissions Office
College of The Albemarle
P. O. Box 2327
Elizabeth City, NC 27909

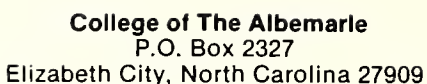
P.S. If you've already decided that COA is your kind of school, and you're ready to apply, just complete the attached application and send it to us at the above address.

College of The Albemarle

ELIZABETH CITY, NORTH CAROLINA 27909



GENERAL APPLICATION



Date _____

Expected Quarter of Enrollment (Check one end enter year)

☐ 19____ Fall
 ☐ 19____ Winter
 ☐ 19____ Spring
 ☐ 19____ Summer

1. Social Security Number

2. NAME
Last First Middle (Maiden name if married)

3. PERMANENT ADDRESS
House, Box, or Route Number and Street
City State Zip Code

4. Home Phone _____
5. Business Phone _____
6. Birth Date Year Month Day
Place of Birth _____

7. MAILING ADDRESS (If different from above)
House, Box or Route Number and Street
City State Zip Code

9. EMPLOYMENT

Full Time Employed	
Part Time Employed	
Unemployed	

10. The following information is asked solely for reporting purposes to the N.C. Department of Community Colleges and to the Office of Civil Rights:

SEX Female Male RACE White Black Hispanic Asian American Indian

11. Did you receive High School Diploma Certificate of Completion GED

12. Year High School Diploma or GED Received _____

13. Name and Address of High School last attended or GED Test Center _____

14. Circle the highest grade you completed: 4 5 6 7 8 9 10 11 12 GED 13 14 15 16 17

15. List below all colleges, universities, trade and/or technical schools which you have attended. Do not list military schools for which no college credit was earned.

Name of School	City and State	Did you graduate?	Dates Attended

16. Have you previously enrolled in a curriculum course or program at College of The Albemarle? Yes No

If yes, indicate last quarter and year attended Quarter Year

Name of Program or Course _____

17. Check the program for which you are applying.

College Transfer

☐ Agriculture (C001)
☐ Art (C003)
☐ Business Administration (C004)
☐ Dental (C005)
☐ Drama (C006)
☐ Engineering (C007)
☐ Forestry (C008)
☐ Law (C010)
☐ Liberal Arts (C011)
☐ Mathematics (C012)
☐ Medical (C013)
☐ Music (C015)
☐ Pharmacy (C017)

☐ Science (C018)

☐ Social Work (C019)
☐ Elementary Education (C020)
☐ Veterinary (C021)
☐ Business Education (C026)
☐ Secondary Education (C028)
☐ Computer Science (C040)
☐ Undecided and Need Counseling Help (C024)

General

☐ General Education (G020)
☐ Special Credit, Non-Degree (G030)

Technical

☐ Business Administration (T018)
☐ Electronic Data Processing (T022)
☐ Executive Secretary (T030)
☐ Medical Secretary (T032)
☐ General Office Technology (T033)
☐ Drafting & Design (T043)
☐ Electronic Technology (T045)
☐ Associate Degree Nursing (T059)
☐ Postal Service Technology (T141)

Vocational

☐ Automotive Mechanics (V003)
☐ Cosmetology (V009)

Electrical Installation & Maintenance (V018)

☐ Air Conditioning, Heating & Refrigeration (V024)
☐ Industrial Maintenance (V028)
☐ Light Construction (V029)
☐ Machinist (V032)
☐ Practical Nursing (V038)
☐ Electronic Servicing (V042)
☐ Surgical Technology (V071)
☐ Nurses Assistant (V072)
☐ Advanced Machinist (V134)

18. Do you expect to receive educational assistance under the G.I. Bill? ☐ Yes ☐ No

If yes, please check one of the following:

☐ I am a veteran. ☐ I am the veteran's spouse or child.

19. Do you expect to receive educational assistance under the Social Security Act? ☐ Yes ☐ No

20. Check one of the following: ☐ I will definitely graduate from COA.

☐ I may graduate from COA.

☐ I will definitely not graduate.

21. Will you probably transfer to another institution after leaving COA? ☐ Yes ☐ No

MEDICAL QUESTIONNAIRE

1. Name of regular or family physician _____ **Phone Number** _____

2. Address of regular family physician _____

3. MEDICAL HISTORY: (If additional space is needed, please explain on an additional page)

This information is being asked solely to assist in your adjustment into classes and, if necessary, to provide any special accommodations which you may require. The submission of this information will **not** have any bearing on your admission.

(A) Do you have any physical and/or mental disabilities of which you feel the College should be aware? ☐ Yes ☐ No

If so, explain _____

(B) Are you presently receiving medication or treatment or have you been hospitalized in the last year? If so, please describe.

(C) Since College of The Albemarle requires that physical education courses be taken for most programs, please indicate if you believe the present state of your health would limit your activities in physical education classes. Explain. _____

4. In case of an emergency list two individuals who can be contacted:

Name _____ **Address** _____ **Home Phone** _____ **Work Phone** _____

Name _____ **Address** _____ **Home Phone** _____ **Work Phone** _____

The undersigned student hereby certifies that they have made a full disclosure of all their previous medical history including all prior and present physical and mental disabilities and infirmities which might or could contribute directly or indirectly to an accidental injury or medical problem to them by participating in the physical education and/or intramural sports program of the College of The Albemarle.

The undersigned, on behalf of themselves, their heirs, executors and administrators, in consideration of their acceptance by the College of The Albemarle for enrollment in its current academic programs and in further consideration of being required or allowed to participate in its physical education program, hereby releases and forever discharges the said College of The Albemarle, its Board of Trustees, its successors and assigns, and the State of North Carolina, from any and all actions, causes of actions, damages, claims and demands for, upon or by reason of, any damages, loss, injury, or suffering which the undersigned may hereafter sustain in consequence of any accidental injury the result of which is caused directly or indirectly by any prior or present physical and mental disabilities and infirmities which may effect or influence the said College's decision and permission in allowing them to participate in its physical education and/or intramural sports program.

It is understood that the purpose of the above clauses is to save the College of The Albemarle, its Board of Trustees, its successors and assigns, and the State of North Carolina harmless for any and all damages which may be caused directly or indirectly from bodily injuries sustained by the undersigned which may arise as a result of a pre-existing health condition, whether known or unknown.

Signature _____

Date _____

STATEMENT OF RESIDENCE

FOR OFFICIAL USE

N.C. Resident
County _____
NON-Resident
State _____

1. Do you claim to have been a **legal resident** of the state of North Carolina for a period of 12 months prior to the date of completion of this application? _____ Yes _____ No
2. Have you always been a resident of North Carolina? _____ Yes _____ No

If you answered yes to questions 1 and 2 you may omit questions 3-6.

3. Last previous home address OUTSIDE N.C. _____
Street, Box, or Route _____ City _____
From (date) _____ to (date) _____
State _____ Zip _____ Month, Year _____ Month, Year _____
 4. Father living? _____ Yes _____ No His name _____
His permanent home address _____
Street, Box, or Route _____ City _____ State _____ Zip _____
since (date) _____ His occupation _____
Month, Year _____
Mother living? _____ Yes _____ No Her name _____
Her permanent home address _____
Street, Box, or Route _____ City _____ State _____ Zip _____
since (date) _____ Her occupation _____
Month, Year _____
Do you have a court-appointed legal guardian? _____ Yes _____ No
Place and date appointed _____ Guardian's Name _____
Guardian's permanent home address _____
Street, Box, or Route _____ City _____ State _____ Zip _____
Since (date) _____ Guardian's Occupation _____
Month, Year _____
 5. Are you now married? _____ Yes _____ No Date of marriage _____
Spouse's name _____ Spouse's permanent home address _____
Street, Box, or Route _____
since (date) _____ Occupation _____
City _____ State _____ Zip _____ Month, Year _____
Spouse's last previous home address OUTSIDE N.C. _____
from (date) _____ to (date) _____
Month, Year _____ Month, Year _____
 6. If you (or the parent, guardian, or spouse named above) are now in active military service or other federal government, please answer the following -- either A, B, & C, OR D & E.
A) Branch of service _____ Rank _____
B) What command, if stationed at Elizabeth City U.S.C.G. _____
C) Military "Permanent home of record" _____
OR
D) Name of other federal government agency _____
E) Type of work performed and/or job title _____
- If additional information is needed, the applicant will be notified.**
7. I certify that these responses are true to the best of my knowledge, pursuant to reasonable inquiry where needed, and I am aware that any knowing falsification hereon may result in disciplinary action including denial of admission or dismissal after admission.
Signature of applicant (or parent or guardian if applicant is under 18 years of age)

Signature

Date

Equal Opportunity Policy

College of The Albemarle is committed to the principle of equal opportunity. It is the college's policy not to discriminate on the basis of race, sex, color, national origin, religion, or handicap with regard to its students, employees, or applicants for admission or employment. Inquiries regarding compliance with this equal opportunity policy may be directed to the President of College of The Albemarle.

the individual approach

happens at COA

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College of The Albemarle
Elizabeth City, N.C. 27909



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