

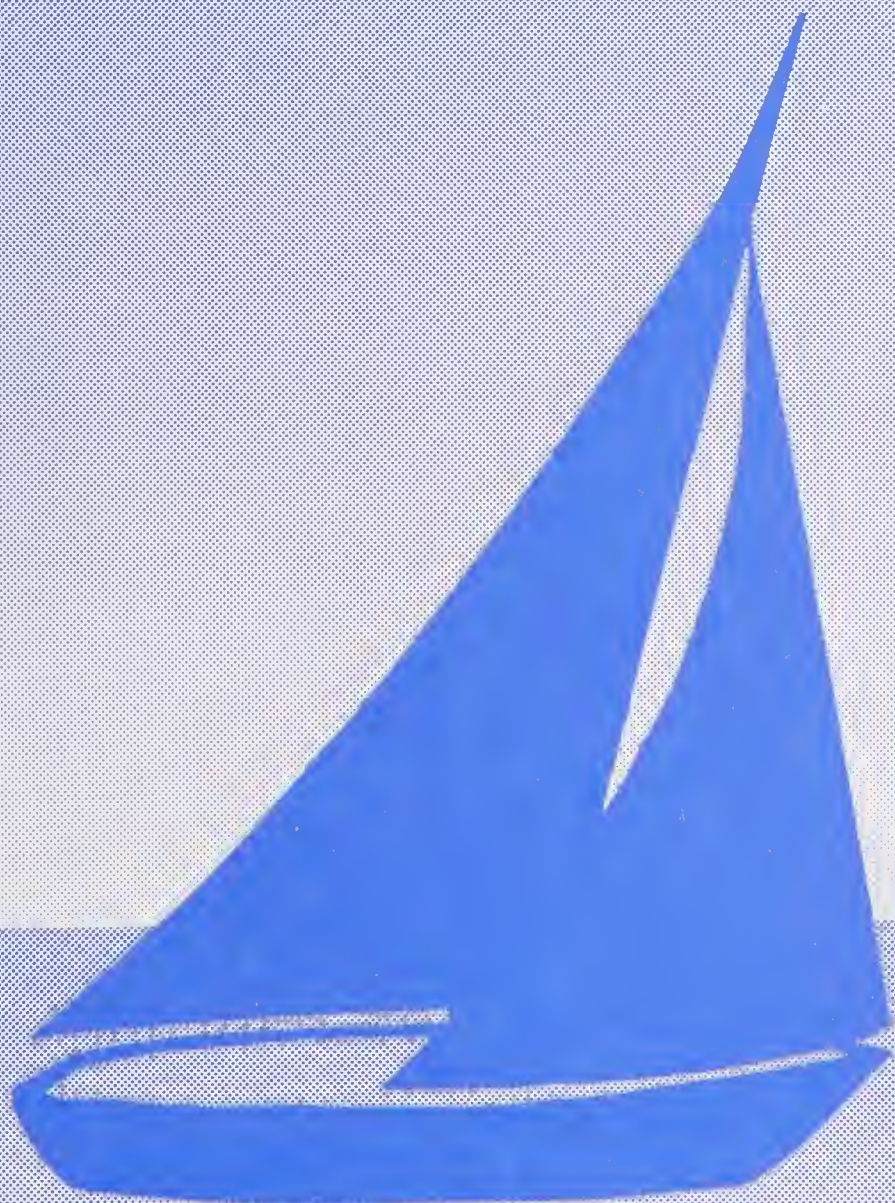
# PAMLICO

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## COMMUNITY COLLEGE

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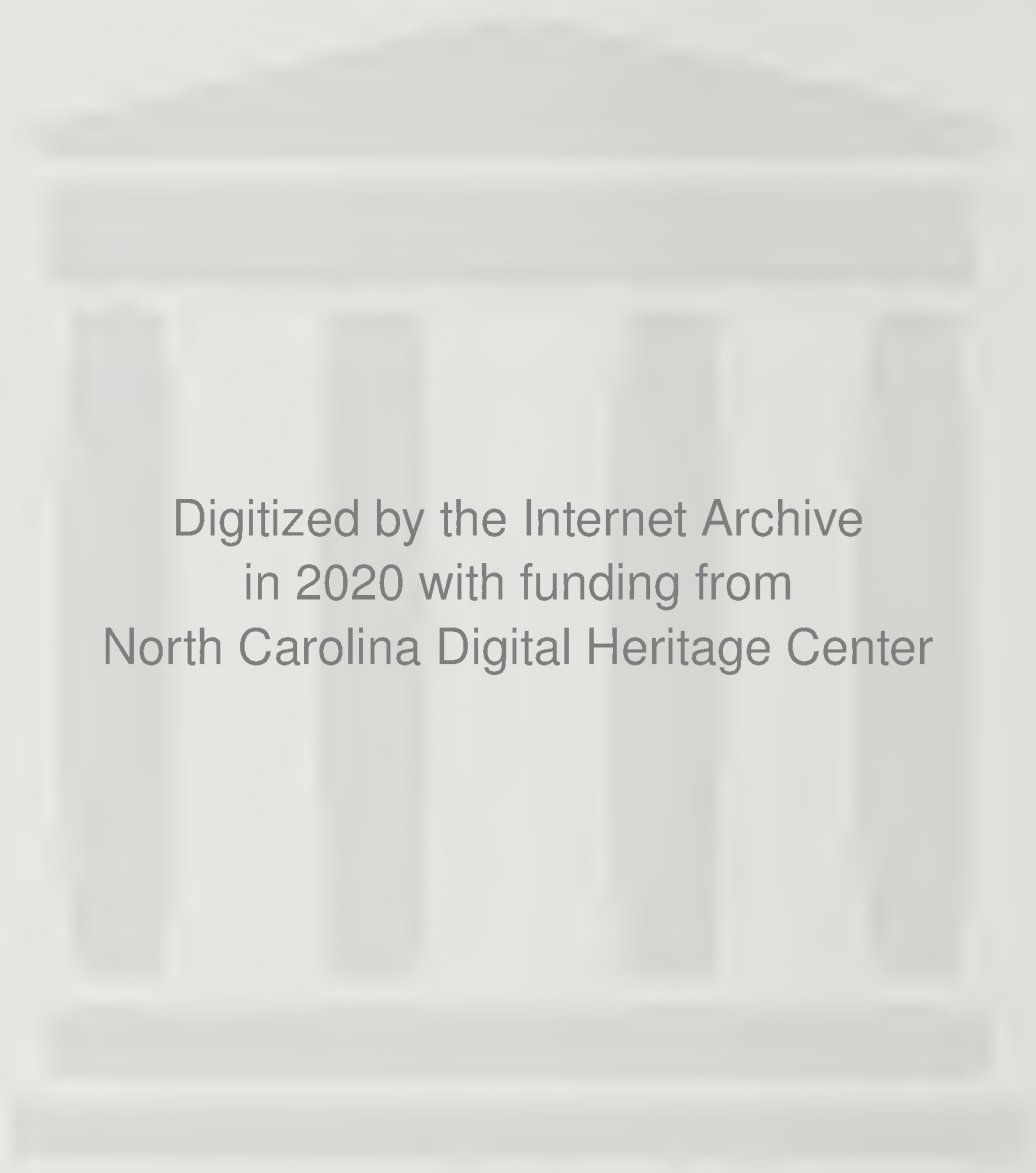
GENERAL CATALOG  
1997-1998



Serving Pamlico County Since 1962

*Where the land and the water meet the sky*





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Pamlico  
Community College

*General  
Catalog*

*1997 - 1998*

The legal and corporate name of the College is:

**"PAMLICO COMMUNITY COLLEGE"**

The provisions of this publication are not regarded as an irrevocable contract between the student and Pamlico Community College. The College reserves the right to make changes in regulations and courses, when deemed necessary. The College further reserves the right, at any time, to request the student to withdraw when it considers such action to be in the best interest of the College.

#### **STUDENT FINANCIAL AID CONSUMER INFORMATION**

Information about financial assistance and other data required by the U. S. Office of Education are available in this publication. Additional information is also available in the Office of Student Development Services.

**THE AVERAGE RATE OF PERSISTENCE TOWARD DEGREE COMPLETION OF STUDENTS AT PCC IS AVAILABLE IN THE OFFICE OF STUDENT DEVELOPMENT SERVICES.**

**Pamlico Community College is an  
Affirmative Action/Equal Opportunity College.**

*PAMLICO COMMUNITY COLLEGE*

*IS ACCREDITED  
BY THE COMMISSION ON COLLEGES OF THE  
SOUTHERN ASSOCIATION OF  
COLLEGES AND SCHOOLS;*

*IS APPROVED  
FOR THE TRAINING OF  
VETERANS AND ELIGIBLE DEPENDENTS;*

*AND IS A MEMBER INSTITUTION OF  
THE NORTH CAROLINA  
DEPARTMENT OF COMMUNITY COLLEGES  
AND  
AMERICAN ASSOCIATION OF  
COLLEGES AND JUNIOR COLLEGES*

*Post Office Box 185  
Grantsboro, NC 28529-0185*

*located at 5049 Highway 306 South*

*(919) 249-1851*

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**PAMLICO COMMUNITY COLLEGE  
SCHOOL YEAR  
1997-1998**

**SUMMER SESSIONS 1997**

May 20, Tuesday	Fall Semester early registration for returning students. 2-4pm, 6-8pm.
May 27, Tuesday	Summer Session registration. 2-4pm, 6-8pm.
May 28, Wednesday	Graduation rehearsal 7pm.
May 29, Thursday	Graduation ceremony 8pm.
June 2, Monday	Summer sessions classes begin. No registration on this date.
June 26, Thursday	End of first Summer Session (4 weeks). Grades due.
June 30 - July 4	Mid-session break. No curriculum classes. Faculty/student holidays/vacation.
July 4, Friday	College closed. Independence Day holiday.
July 7, Monday	Classes resume.
July 31, Thursday	End of regular Summer Session (8 weeks). Grades Due.

**NOTE: Calendar and times are subject to change as  
conditions warrant.**

**FALL SEMESTER 1997**

August 18-22	Faculty Workdays.
August 19, Tuesday	Fall Semester registration. 10am - 12pm, 2-4pm, 6-8pm.
August 25, Monday	Fall Semester classes begin.
August 28, Thursday	Last day to register or add 2-4pm, 5:30-7pm. \$5.00 late registration fee charged.

September 1, Monday	College closed. Labor Day holiday.
October 13 - 14	Fall Semester break. No curriculum classes.
October 27, Monday	Last day to withdraw without penalty.
November 26, Wednesday	Curriculum classes end at 5pm for Thanksgiving holidays.
November 27-28	College closed. Thanksgiving holidays.
December 1-3	Advising days.
December 4, Thursday	Spring Semester early registration. 2-4pm, 6-8pm.
December 12, Friday	Last day of curriculum classes.
December 15-19	Final exams.
December 19, Friday	Fall Semester ends. Grades due.

**NOTE: Calendar times are subject to change as conditions warrant.**

### **SPRING SEMESTER 1998**

December 22-January 7	Faculty holidays/vacation.
December 22-26	College closed. Staff holidays/vacation.
December 29-31, January 2	Optional staff vacation.
January 1, Thursday	College closed. New Year's Day holiday.
January 8, Thursday	Spring Semester registration. 2-4pm, 6-8pm.
January 12, Monday	Spring Semester curriculum classes begin.
January 15, Thursday	Late day to register or add. 2-4pm, 5:30-7pm. \$5.00 late registration fee charged.
January 19, Monday	College closed. Martin Luther King, Jr. holiday.
March 5 - 6	Spring Semester break. No curriculum classes.



March 9, Monday	Classes resume.
March 18, Wednesday	Last day to withdraw without penalty.
April 10 - 17	Faculty/students Easter holidays, vacation. No curriculum classes.
April 13, Monday	College closed. Easter holiday.
April 20, Monday	Classes resume.
May 5, Tuesday	Early registration for Fall Semester. Times to be announced.
May 7, Thursday	Last day of curriculum classes.
May 8, Friday	Reading day.
May 11 - 15	Final Exams.
May 15, Friday	Spring Semester ends. Grades due.
May 18, Monday	Graduation rehearsal 7pm.
May 19, Tuesday	Graduation Ceremony 8pm.

**NOTE: Calendar and times are subject to change as conditions warrant.**

#### **SUMMER SESSIONS 1988**

May 28, Thursday	Summer Session registration. Times to be announced.
June 1, Monday	Summer Session curriculum classes begin. No registration on this date.
June 2, Tuesday	Last day to register or add. Times to be announced. \$5.00 late registration fee charged.
June 25, Thursday	End of first Summer Session ( 4 weeks). Grades due.
June 29-July 3	Mid-session break. Faculty/student holidays/vacation. No curriculum classes.

July 3, Friday	College closed. Independence Day holiday.
July 6, Monday	Classes resume.
July 27, Monday	Early registration for Fall Semester. Times to be announced.
July 30, Thursday	End of regular Summer Session (8 weeks). Grades Due.

**NOTE: Calendar and times are subject to change as conditions warrant.**

# **GENERAL INFORMATION**

## **OPEN DOOR PHILOSOPHY**

As a member of the North Carolina Community College System, Pamlico Community College expounds the philosophy that educational opportunities should be provided to all. The system itself is characterized by its attempt to provide a "total education" through a diversity of programs designed to offer opportunities for adult citizens to earn a better living and to live a better life.

In an attempt to provide a total education, PCC not only provides quality instruction, but also gives consideration to the diversity of cultural, civic, and economic needs among individual students, and takes into account the differences in individual ability to acquire an education.

The College operates through an open door admission policy which provides that, for any applicant who wants and needs more education, regardless of his or her educational background, the door of the College is open. Restrictions on admission are limited to specific curriculums and in every case, preparatory studies are provided for students who lack appropriate skills necessary for admission to a course or a program.

## **PURPOSE**

The purpose of Pamlico Community College is to fill the broad gap which exists in opportunities available to those with only a high school diploma and those who have the benefit of higher education at a senior college or university. The College therefore offers academic, cultural, and occupational education, as well as training opportunities from basic education through the two-year college level.

The following Mission Statement and Long Range Goals clarify the reason for the College's existence and describe the types of programs intended to serve the educational needs of the community.

## **MISSION**

The mission of Pamlico Community College is to provide educational programs and support services that are appropriate and accessible to the citizens of Pamlico County. The College attempts to identify and respond to the educational challenges created by technology and the changing



environment. As a member of the North Carolina Community College System, PCC maintains compliance with the System and the Southern Association of Colleges and Schools.

Curriculum programs are designed to offer certificates, diplomas, and associate degrees with developmental preparation as needed. Continuing Education programs are designed to offer short term occupational extension and avocational courses, basic skills and high school completion.

PCC encourages life-long learning and strives to prepare students to compete in a global society. Through a diversity of methods, delivery systems, and learning resources, PCC strives to make opportunities available to expand the horizons of service area citizens. The primary focus of the College's mission is accessibility and accountability.

### LONG RANGE GOALS

To provide accessible educational opportunities and support services.

To emphasize quality in instructional programs and teaching.

To recruit and maintain quality faculty and staff.

To ensure institutional effectiveness and fiscal responsibility.

To provide attractive, safe, and flexible facilities conducive to student learning.

To market a positive image of the College.

To foster cultural, economic, and social development of the service area.

To be a link and a partner in the education continuum from K - 16.

Revision Approved August 1996

## HISTORY OF PAMLICO COMMUNITY COLLEGE

Since 1962 Pamlico Community College has inspired community spirit and provided services for local citizens.

The origin of Pamlico Community College can be traced to a series of exploratory conferences held in 1961 between officials of the North Carolina Public School System and educational leaders in Pamlico, Craven, and Carteret Counties. The purpose of these meetings was to explore the feasibility of creating Extension Units of Lenoir Educational Center at Kinston which could provide post-secondary technical and vocational programs in locations more convenient to the residents of these counties.

In July of 1962, the Pamlico County Board of Education agreed to sponsor an extension unit. Under the terms of this agreement, Lenoir IEC provided state and federal funds to pay teachers and to purchase a limited amount of equipment. Pamlico County was expected to provide a building and such other services needed in the operation and maintenance of this facility.

In September 1962, the Pamlico unit began operations in a building located on the campus of Pamlico County High School with approximately 400 evening students. At the time, programs were offered only during evening hours and were restricted to adults. Nine months later, in May 1963, the Board of Education employed a full-time director, Paul H. Johnson, to supervise the unit's operations.

Early in his administration, the Director sought to involve leadership in program planning and college growth. This effort was complicated because extension units such as Pamlico had no formal Board of Trustees whereby local needs and interests might be expressed. The goal of local involvement was achieved, however, by a three-man advisory committee comprised of Mr. Leland Brinson; Mr. Perry McCotter, Sr.; and Mr. Roscoe Ireland.

Although the initial enrollment had consisted exclusively of adults, in 1963, vocational students from Pamlico County High School were also enrolled. These students attended regular high school classes for one-half day and then moved to the extension unit for specialized occupational training. In 1965, this program was phased out in accordance with laws enacted by the North Carolina General Assembly.

A significant event in the development of Pamlico Community College occurred in 1967, when the North Carolina State Board of Community Colleges moved to separate the unit (IEC) from the parent institution

(Lenoir Community College) to adopt a more uniform working arrangement between the unit and the Pamlico Public School System. This new operating arrangement provided for the following significant changes:

- (1) State and federal operating funds were allocated directly to the College rather than passed through the parent institution.
- (2) Local money needed to operate the unit was set aside by the County Commissioners. These funds were included as a line item in the Board of Education budget to be used at the discretion of the unit Director.
- (3) The appointment of eight local citizens to serve as Trustees of the College (three of the original Trustees were from the three-man advisory committee established earlier); and the Director became the President of Pamlico Technical Institute. In addition, the Board of Education granted PTI the use of an abandoned school facility in Alliance which had been severely damaged by a tornado in 1965. Some \$11,000 was allocated to make repairs to the Alliance Campus. Through this chain of events, the institution achieved some identity as an autonomous school capable of reacting to the educational needs of people in its service area.

It was with true community spirit that hard working students, teachers, and administrators remodeled the Alliance building. Students held fund raising drives and employees donated freely of their time and talents. Evidence of a real college taking shape could be seen not only in the form of buildings, but also in staff expansion. From being operated by a single individual in 1963 to maintaining a staff of three administrators, a bookkeeper, two secretaries, and six full-time instructors, great strides had been made in four short years.

Some serious problems still remained, however. The Trustees did not hold title to the College campus; access to local support money was limited; and the school could not qualify for other State and local monies such as that needed for construction of new facilities. Furthermore, under these circumstances, the Technical Institute could not aspire to accreditation by the Southern Association of Colleges and Schools, a hallmark of excellence in education.

Recognizing the above problems in institutions such as Pamlico and others scattered throughout North Carolina, the State Board of Education moved to bring the operations of Pamlico Technical Institute completely in line with



existing state law. This was accomplished through a 1971 revision of the North Carolina State Constitution. The revision brought about the following changes:

- (1) Pamlico Technical Institute acquired a full twelve member Board of Trustees empowered to hold title to property and the full exercise of other responsibilities as set forth in the Community College Act of 1963.
- (2) The Pamlico County Board of Commissioners could allocate local funds directly to the Board of Trustees for use in maintenance and operation of the school and for capital construction.
- (3) Pamlico Technical Institute became eligible for additional state and federal funds. These funds, provided in grants or on an equal matching basis with local funds, were expected to provide some relief in securing more adequate buildings.

The need for expansion and updating of instructional programs and facilities became evident during the late sixties. Thus, county residents were asked to approve a bond issue for capital construction. This issue, in the amount of \$150,000 was approved in December of 1971 by more than a two-to-one margin.

With this money in hand, plus an expression of the people's interest in PTI, administration turned to the North Carolina General Assembly for equal matching money as provided in the law. The 1973 General Assembly more than matched this amount (\$150,000) with an appropriation in excess of \$300,000. There were "strings" attached, however, in that any money in excess of the amount voted in the bond issue would require additional appropriation from the County Commissioners.

In late 1973, the Commissioners did allocate an additional \$100,000 which brought the total State and local money available for construction to \$500,000. Recognizing that \$500,000 would not be sufficient to build a new campus, the school's administration appealed to the Federal Government, which had become possible through reorganization by the State Board of Education in 1971.

In October of 1973, the Board of Trustees submitted applications for a basic grant of \$600,000 from the Economic Development Administration and supplement grant of \$400,000 from the Coastal Plains Regional Commission. These grants were approved on February 13, 1973, which brought the total

of construction funds available to one and a half million dollars. Contracts were awarded and work on the new campus was begun in late 1974. The new facility was completed in the spring of 1976 and was immediately occupied. A formal dedication of the new campus was conducted on June 27, 1976.

An application for accreditation was successful and Pamlico Technical Institute was fully accredited by Southern Association of Colleges and Schools in the fall of 1977.

In 1979, legislation was passed that allowed a change of name for Technical Institutes to Technical College. Consequently, in July 1979, the Board of Trustees and County Commissioners approved the new name, and effective August 1, 1979, Pamlico Technical Institute became Pamlico Technical College.

The ensuing years brought new programs and personnel, and a constant flow of students, with the institution usually ranking among the top ten percent among the 58 members of the North Carolina Community College System in ratio of students served per population totals.

In 1987, the original Director who had been named President announced his impending retirement, having served the College for twenty-five years. The same year the North Carolina Community College System announced that any Technical College wanting to change its name to "Community" College could do so. The president left the decision to the SGA. Based on popular demand, the decision was made to change the name of the College. So one of the final acts of Paul H. Johnson as President was to see Pamlico Technical College become Pamlico Community College.

In January 1988, the College employed its second President, Ervin D. Kearney, Jr. who had been with the Community College System twenty years. With continued growth in course offerings and particularly expansion in the Continuing Education Division, the College outgrew its existing facilities and had to seek off-campus locations for many courses.

Need and interest surveys conducted late 1990 and early 1991 at the high school and throughout the county indicated program needs which would require facility expansion. In spring of 1991 application was made through the Department of Community Colleges to the North Carolina Legislature for funds to construct another facility on campus.

Another building on campus will not only expand Continuing Education opportunities but also enable the College to add to its curriculum offerings

cosmetology, and practical nursing, two programs identified by the service area surveys.

Pamlico Community College, which began as an extension unit of Lenoir Community College and evolved to become a full fledged community college in its own right, continues to prove itself a vital entity serving the community and responding to the educational, civic, and cultural needs of its service area. As a viable part of the community, it stands as a symbol of people helping people, preparing citizens for the work force or for higher education to meet the challenges of the future.

## **INSTITUTIONAL DEVELOPMENT**

The Division of Institutional Development includes the Planning and Marketing Departments and the Office of Institutional Effectiveness.

### **Planning, Research and Institutional Effectiveness**

To ensure the effectiveness of programs and services provided by the College, this office continuously studies, analyzes and appraises the purpose, policies, procedures and programs of the College. Under the direction of the Dean of Institutional Development, a broad-based, comprehensive planning process defines institutional goals which reflect the mission of the College.

An Institutional Effectiveness Plan is developed biannually and updated annually in conjunction with the North Carolina Community College System's (NCCCS) Planning and Research guidelines.

### **Marketing and Public Information**

The Marketing Department within the Division of Institutional Development is responsible for College publicity, including internal communications, and increasing public awareness of the College and its programs. The Dean of Institutional Development manages both advertising and promotional printing and exercises control over all publicity and promotional materials. Input into the marketing process is provided through a standing Marketing Committee which represents all segments of the College.

All activities related to planning, research, evaluation, and marketing are coordinated through the Division of Institutional Development under the direction of the Dean of Institutional Development.

## **Pamlico Community College Foundation, Inc.**

The foundation established in 1985 solicits gifts and bequests to support a variety of activities at the College, such as: scholarships and loans for students; small grants for faculty projects; student, personnel, and institutional development.

# PROGRAM OF INSTRUCTION

## EDUCATIONAL OPPORTUNITIES

Pamlico Community College has a comprehensive educational program geared to a broad spectrum of community needs. It is dedicated to the concept of offering an educational opportunity to all who are genuinely interested in increasing their knowledge and ability, whether on the level of postsecondary education, high school equivalency certification, or literacy training.

### **PCC Curriculum Opportunities**

PCC Curriculum programs lead to associate degrees, diplomas and certificates.

Associate in Applied Science (A.A.S.) degree programs provide preparation for various career fields with entry level skills and competencies required in today's technology-oriented workplace.

The Associate in Arts (A.A.) degree program is designed for transfer to a senior college or university at the junior level.

The Associate in General Education (A.G.E) degree is not intended for transfer, but it provides the latitude and options for students to design programs tailored to their needs and interests.

### *Curricula*

Where available, degree students may opt to receive a diploma or certificate after receiving academic, career counseling, and approval by their advisor.

#### *Degrees Available*

\*Associate in Applied Science

Associate in Arts

(East Carolina University contract program  
for college transfer)

\*Associate in General Education

#### *Programs Available*

\*Accounting

\*Business Administration



- \*Electrical/Electronics Technology
- Environmental Science Technology
- General Occupational Technology
- \*Information Systems
- \*Medical Assisting
- \*Office Systems Technology

\*Diploma and/or certificate options may be available.  
See PROGRAM DESCRIPTIONS.

### **Additional Educational Opportunities**

Short courses are offered by the College's Continuing Education Division and many evening certificate programs are made available to the public. These courses are designed to focus on the specific educational needs of students, as opposed to the more comprehensive diploma or degree programs.

General adult education provides courses which enable the adults of Pamlico County to broaden their vocational interests and to improve themselves educationally and culturally. Also, the Integrated Learning Center affords the opportunity to everyone, whether enrolled in a course of instruction or not, to gain knowledge through programmed learning. In addition to a high school equivalency certificate, general adult education offers basic education for adults with less than an eighth grade education.

### ***Cooperative Education Program***

Cooperative Education (Co-op) is an educational plan that integrates classroom experience and practical, supervised work experience in an employment situation directly related to the education program. Students generally alternate study and work periods or work part-time while in school. The primary objective is to provide the student with the best possible preparation for employment. In cooperative education the work experience constitutes a regular and essential element in the educational process with some minimum amount of related job experience and a minimum standard of performance required for completion. The essential criterion of the cooperative education program is for the work experience to be considered an integral part of the total educational process. Work experiences are generally diversified in order to provide a broad range of involvement within each chosen area of interest. Work experiences should increase in responsibility as the student advances through the curriculum, thus paralleling closely the progress through the academic phase of education.

A successful co-op program is the result of cooperative efforts between the employer, the College, and the students. Work experience becomes cooperative education when there is cooperation between the institution, an employer, and a student concerning work activities that correlate with learning activities.

Cooperative education/work experience is a viable and valuable component of the education program. While many consider it academic, others consider cooperative education more similar to clinical practice or internship. The side benefits while the student is progressing through the educational program include financial assistance and early job placement. Contact the Co-op Coordinator for additional information.

### *Continuing Education*

The Continuing Education Division course offerings are designed to upgrade or retrain the student or employee, prepare an individual for initial employment, or provide a person the opportunity for general personal improvement.

Continuing Education courses are taught both on and off the College campus. They may be single subjects or groups of related subjects. Each Continuing Education course is offered to meet the demands of the community.

Most Continuing Education courses do not have admission requirements other than the general age stipulation of eighteen years or older.

Courses offered through the Continuing Education Division include:

1. Adult Basic Education - GED (General Education Development) preparation for adults who function at or below the eighth grade level
2. Compensatory Education for mentally handicapped adults
3. Arts and Crafts
4. Small Engine
5. Occupational
6. Fisheries

## 7. Job Upgrading

## 8. Business

### *Adult Basic Education Program/High School Completion (GED)*

The Adult Basic Education/GED Program is specifically designed for those who have completed less than the eighth grade or who have a mathematics and reading level less than the eighth grade. Students who have completed high school, but who score on the 8-9 grade level or less as measured by the Test of Adult Basic Education (TABE) may also enroll. Adult Basic Education classes offer basic reading, English, and mathematics skills that can lead to increased job opportunities, social independence, and GED (high school equivalency) completion. Practical living skills such as household budgeting, income tax preparation, consumer economics, loans and credit, job search methods, personal and family health, and safety are also taught in the program. The division offers Adult Basic Education/GED courses both on campus and throughout the county.

### *Integrated Learning Center (ILC)*

The ILC located in the Division of Learning Resources is a programmed learning facility set up by the NCCCS for students who wish to learn on their own. The available materials are arranged by subject in relation to grade level and area of general interest.

The ILC staff is available to counsel and direct students in their studies. Study programs include the following: Preparation for entrance into a curriculum program; upgrading in weak areas; personal satisfaction and administering the High School Equivalency Test (GED).

Since there are no formal classes, a realistic schedule is established for each student. Each student is encouraged to attend four to six hours per week.

Generally, anyone over 18 years of age who is not presently enrolled in a public or private school may attend the ILC. Individuals 16 and 17 years of age may attend the ILC if certain provisions are met. See page 74.

There is no fee required for attending the ILC. All that is needed is the desire to learn.

Textbooks on the following subjects are available: reading and English,

foreign languages, business, technology, science, social studies, and mathematics.

A pamphlet entitled “The Integrated Learning Center” gives a brief overview of the facilities and offerings at Pamlico Community College. No credit will be awarded via proficiency testing.

## **CURRICULUM ACCEPTANCE AND ADMISSION INFORMATION**

### **Admissions**

Requirements and criteria for admission are consistent with the open door policy of the College. They are intended to insure the admission of students who feel they can benefit from the educational program, with placement in a program adapted to the individual’s purpose and preparation, leading to his/her own educational and/or occupational objective.

Standards for admission to the various programs are recommended to the Dean of Instruction by the faculty with the assistance of the Advisory Committees, and are coordinated with and administered by the Dean of Student Development Services.

### **General Curriculum Admission Statement**

The admission procedures of Pamlico Community College are designed to create a feeling of personal interest in the applicant and his plans for the future.

A high school diploma or recognized equivalent is required for admission to all curriculum programs at Pamlico Community College.

Pamlico Community College is a coeducational college open to any individual who meets the general admission requirements for a course which he/she chooses to take.

If a student fails to meet the general admission requirements and criteria for the program of his/her choice, an admissions counselor and faculty advisor will assist them. The counselor and advisor, working with the applicant, may recommend a program more suitable to the individual’s ability, aptitude, and educational background.



## **Application**

All curriculum applicants must submit the college application form to the Office of Student Development Services. Early application is recommended to allow adequate time for processing.

## **Transcripts**

Applicants for admission to all curriculum programs at the College must have official transcripts forwarded from high schools and all post-secondary schools that they have attended. Applicants who have earned equivalency certificates must present evidence that they have successfully completed the tests. It is the **responsibility of the applicant** to insure that official transcripts are presented to the Office of Student Development Services.

## **Placement Testing**

Applicants for curriculum programs must take (prior to enrollment) placement tests for advisement, placement, proficiency, and/or selection purposes. The ASSET Placement tests for English, mathematics, and reading are administered to these applicants to determine their academic readiness to pursue their chosen area of study.

Applicants for degree programs take algebra placement tests **in addition** to the above ASSET Placement Tests. Students enrolling in some curriculum programs will be required to take the science placement tests in addition to the above ASSET Placement Tests.

## ***Developmental Courses***

The College's developmental program offers refresher and preparatory instruction for students to develop competencies needed in English, reading, mathematics and science necessary for college-level classes.

All students are given ASSET placement tests in the three basic areas. Those students with a score below 42 in English, below a score of 38 in mathematics or below 42 in reading will register for and satisfactorily complete the developmental courses in those respective areas before being allowed to register for the introductory English or mathematics courses specified by their curricula. See advisor for specific courses.



All developmental classes are non-credit classes and do not count in the student's GPA.

Veteran's financial benefits are available to any veteran or veteran's dependent whose scores on placement tests require them to register for developmental work.

### **Interviews**

All applicants **should** meet with the Admissions Counselor for a personal interview prior to their enrollment. This session is designed to acquaint the student with the College and to review with the student his/her program selection and career goals.

### **Provisional Admission**

Applicants and transfer students who have not completed all admission procedures will be permitted to register as provisional students at the discretion of the Dean of Student Development. These students must complete all admission requirements within one semester following enrollment or be considered Special Credit students. Provisional admission students are not eligible to receive any Title IV financial aid or VA benefits.

### **Provisional Registration**

Students who, because of documented unusual circumstances, have completed most but not all admission procedures, may (at the discretion of the Dean of Student Development Services) be allowed to complete ALL admission requirements, until the 30% point of the semester.

### **Limited Enrollment Programs**

Pamlico Community College operates through an open door admissions policy. However, some programs at the College have limited enrollment, i.e., there are more applicants for the program than resources such as facilities and faculty will accommodate.

Applicants for limited enrollment programs and tracks should apply prior to May 1 of each year for the next fall's class.

All limited enrollment programs *begin* once each year. Admission decisions for limited enrollment programs are usually made cooperatively by the

Admissions Office and departmental staff in the early spring. Even though programs designated as limited enrollment begin only at specified times during the year, applicants may enroll during the year in order to take related courses outlined in the curriculum (i.e., English, mathematics, social sciences, etc.).

### **Letters of Reference**

Applicants for the Medical Assisting program and Career Mobility track must submit three letters of reference to the Program Advisor.

### **Special Credit Enrollment**

A student may enroll in one course per semester in any program offered at the College, up to a total of 14 credit hours. The student will be classified as a special credit student not working toward a degree or diploma. After the student has completed 14 credit hours, he/she must declare a program major. He/she should contact the Student Development Services Office concerning this enrollment. Students still in high school will be classified as special credit students. Special credit students pay fees the same as regular students and receive grades for all course work. Special Credit students are not eligible to receive any Title IV financial aid and VA benefits.

### **Re-admission of Curriculum Students**

Students re-entering Pamlico Community College after one or more semesters out of school will follow normal registration procedures. If the student was out of school as a result of disciplinary action, he/she must appear before the Appeals Committee and petition for readmission to the College. If the returning student was on academic warning at the time of his/her leaving, the academic warning policy will remain in effect.

### **Curriculum Transfer Students and Evaluation**

Students desiring to transfer credits to Pamlico Community College from other institutions must be in good standing (be eligible to return to the institution at which last matriculated for reasons other than GPA) at that institution and must submit the following:

- A completed application form.
- High school transcript required.
- Official transcript(s) of all post secondary credits previously earned.
- A catalog or course descriptions from institutions previously

- attended may be requested by your advisor.
- A financial aid transcript form completed by the Financial Aid Officer at each prior school.

There is no limit to the number of hours that may be transferred from other institutions; however, 25% of the total credit hours for a degree, diploma or certificate must be earned at Pamlico Community College. Any credit earned with a grade of “C” or higher at an accredited institution will be accepted at Pamlico Community College provided it is appropriate to the student’s program and a comparable course is offered. In some sequence programs where a student has made a “D” on the first course and a “C” or better on the second course, both courses may be accepted. The catalog and/or course descriptions from other institutions attended may be required for evaluation before credit is granted. In order to receive transfer credit, the student must submit the transfer credit evaluation form available in the Office of Student Development Services. NOTE: As a part of the evaluation of transfer credits or experiential learning, students may be required to take a proficiency examination in a specific course or courses before completing registration. Students desiring to transfer between programs may receive credit for all applicable courses with a passing grade as verified by transcript of the student’s permanent record. Evaluation of transcripts are conducted by department chairs with final approval of the Dean of Instruction. Transfer credits ten years or beyond from other colleges may require proficiency examinations. In certain curriculums credits will not transfer due to changing technology.

### **Students With Disabilities**

Pamlico Community College is sensitive to the needs of applicants with documented disabilities. Special arrangements will be made for admission testing of disabled applicants. Students will be admitted to curriculums in which they project ability to satisfactorily complete. No students will be denied admission solely because of a documented disability. If a student has a documented disability which impairs sensory, manual, or speaking skills, instructors will provide alternative testing and evaluation procedures to ensure that the results of evaluation represents the student’s achievement in the course, rather than a student’s impaired sensory, manual, or speaking skills (except where such skills are the factors being measured). Classrooms and labs are accessible to students who use a wheelchair.

## **Catalog of Record**

The catalog that is current when the student enrolls in the College is the catalog of record for a maximum of five (5) years. A student who is in continuous attendance (except Summer term) may graduate under the provisions of his/her catalog of record, or a subsequent issue. A student who is not in continuous attendance must graduate under the provisions of the catalog in effect on his/her last reentry date or a subsequent issue. A student who changes his/her program of study will come under the provisions of the catalog in effect at the time of the change, or a subsequent issue.

Because of the conversion from the quarter system to the semester system, all students enrolling in the Fall Semester, 1997, must graduate under the provisions of the current catalog of record, or a subsequent issue.

## **Senior College Transfer Information**

There are senior educational institutions in the state that accept students who have an associate degree. In addition, a few institutions accept transfer credit on a course-by-course basis or grant credit by examination. These credits usually provide less than junior status. Contact Student Development Services for additional information regarding the specific courses accepted by each of the institutions.

## **Non-High School Graduates**

1. With the exception of high school students aged 16 or over enrolled through cooperative agreements with the local public school system, or dual enrollment with the exception of high school students age 16 to 18 who are high school dropouts (meeting entrance qualifications) or are admitted by permission of the superintendent, applicants must be at least 18 years of age or their high school class must have graduated.
  - a. An applicant who is a minor between the ages of 16 and 18 years may be considered as a person with special needs and admitted to appropriate courses of programs, provided:
    - (1) That the minor applicant has left the public schools no less than six calendar months prior to the last date of regular registration of the semester in the College for which admission is sought; and



- (2) That the application of such minor is supported by a notarized petition of the minor's parent, legal guardian, or other person or agency having legal custody and control of such minor applicant, which petition certifies the place of residence and date of birth of the minor, the parental or other appropriate legal relationship of the petitioner to the minor applicant, and the date on which minor applicant left the public schools. However, all or any part of the six-month waiting period may be waived by the superintendent of the public schools or the administrative unit in which the applicant resides; no student will be allowed to graduate prior to his or her normal date of graduation without the written permission of the local superintendent.
  - (3) That such admission will not preempt institution facilities and staff to such an extent as to render the institution unable to admit all applicants who have graduated from high school or who are 18 years of age or older.
- b. It shall be the policy of the State Board of Community Colleges to encourage young people to complete high school before seeking admission to community colleges or technical colleges.
  - c. Selected high school students may be admitted to appropriate courses in a community college under the following conditions:
    - (1) Require approval of the local board of trustees and the local board of education upon recommendation by the community college president and the school superintendent. Such enrollment must come under one of three categories: **dual enrollment, cooperative agreements, or special needs.**
    - (2) Restrict participation to students 16 years of age or older.
    - (3) Require joint approval of individual student programs by the principal of the secondary school and the admissions office of the community college. Concurrent form must be completed and included with college application.
    - (4) In order for a high school student to enroll concurrently (dual enrollment) in a community college, that student must be taking at least three courses at their high school and be making



appropriate progress toward graduation as determined by the school principal or his designee.

- (5) High school students shall not displace adults but will be permitted to fill in as space permits. Classes at community colleges shall not be started solely for high school students, except under cooperative agreements of public schools. Once admitted, however, they should be treated as all other students.
  - (6) High school students 16 years of age or older, upon the recommendation of the superintendent and the principal, may seek admission to a community college during the summer semester. These students may be admitted when a need for the instruction has been demonstrated and space is available.
  - (7) High school students are not required to pay tuition for curriculum classes, as enacted by the NC General Assembly. However, they are charged for activity fees and books.
- d. Pamlico Community College may make available to persons of any age non-credit, non-remedial, enrichment courses during the summer semester. These courses shall be self-supporting and shall not earn credit toward a diploma, certificate, or degree at the institution or high school.
  - e. Admission to the Continuing Education Compensatory Education Program requires verification of mental retardation.

# ACADEMIC REGULATIONS

## RESIDENCY

To qualify for in-state tuition, a legal resident must have maintained his/her domicile in North Carolina for at least the twelve months immediately prior to his/her classification as a resident for tuition purposes. In order to be eligible for such classification, the individual must establish that his/her presence in the state during such twelve-month period was for purposes of maintaining a bona fide domicile rather than for purposes of mere temporary residence incident to enrollment in an institution of higher education. If the parent(s) [or court-appointed legal guardian(s)] of the individual seeking resident classification are bona fide domiciliaries of this state, this fact shall be prima facie evidence of non-domiciliary status of the individual.

Application for the benefit of the in-state tuition rate as a member of the Armed Services or dependent relative thereof.

The 1984 N. C. General Assembly passed a law (G.S. 116-143.3) allowing military applicants and dependents to be charged in-state tuition. Applications and information are located in the Student Development Services Office.

The legal resident limitation with respect to tuition, set forth in G. S. 116-143.1 and 116-143.3, shall apply to students attending institutions operating pursuant to this chapter; provided, however, that when an employer other than the armed services, as that term is defined in G. S. 116-143.3, pays tuition for an employee to attend an institution operating pursuant to this chapter and when the employee works at a North Carolina business location, the employer shall be charged the in-state tuition rate.

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**. Each enrolled student is responsible for knowing the contents of the **MANUAL**, which is the controlling administrative statement on policy on this subject. A copy of the manual is available on request in the Student Development Services office for student inspection.

## STUDENT CLASSIFICATION

**Freshman:** A student who has earned less than thirty semester hours of credit.

**Sophomore:** A student who has earned thirty or more semester hours of credit.

**Full-time Student:** A student who is registered for twelve semester hours or more.

**Part-time Student:** A student who is registered for eleven semester hours or less.

**Provisional Student:** An applicant or transfer student applying too late to complete admission procedures or a student whose file is not complete.

**Special Student:** A full-time or part-time student not seeking a degree or diploma.

**Audit Student:** One required to pay fees; no exam required; and no grades earned.

## ADVANCED PLACEMENT PRIOR TO ENROLLMENT

The requirement that a student complete a specific course as a part of an overall educational program may be waived upon successful completion of a proficiency examination. Proficiency exams must be administered prior to the scheduled registration period for the course. Proficiency examinations are developed and administered at the department level. The level may be any one or a combination of the following:

- Written test.
- Evaluation of manipulative skills.
- Student oral interview.

A copy of the written examination and/or written summary of criteria used in assessing proficiency must be submitted by the appropriate faculty member for inclusion in the student's permanent file.

Credit by proficiency should be administered:

1. During the admissions process; or,
2. Prior to registration periods as published in the College Catalog.

In no instance, however, should such examinations be administered after the close of the official drop/add period set in the College Catalog. Questions in this matter should be directed to the Dean of Student Development Services.

Acceptable performance on a proficiency examination for a specific course will be so noted on the student's official transcript with the letter "Z". The student will receive credit for the course and the hours will appear on the student's transcript as credit hours earned only. No hours attempted are recorded and the GPA is not calculated.

### **ARTICULATION AGREEMENT WITH PAMLICO COUNTY SCHOOLS**

The faculty and administration of Pamlico Community College and the vocational faculty and administration of Pamlico County School System have entered into an Articulation Agreement to provide advanced placement for high school graduates who complete vocational courses at Pamlico County High School. Courses in which advanced placement shall be accepted and conditions under which credit shall be granted are listed in the agreement. Interested students must request advanced placement.

### **ADVANCED CREDIT AFTER ENROLLMENT**

Students who feel that they have mastered sufficiently the content of a specific course, may request a challenge examination. Challenge examinations are developed and administered at the department level. They are administered at any point during the course after the thirty percent (30%) point. After completion of the challenge exam, the student may no longer attend class. A copy of the challenge examination shall be placed in the student's permanent folder. Credit hours and grades earned shall be used in computing the student's grade point average. There is no refund of student tuition. Questions in this matter should be directed to the Dean of Student Development Services.



## ATTENDANCE

Students are expected to be in class on time and are expected to attend all classes, laboratory periods, and shop sessions. A student must attend a minimum of eighty percent (80%) of the total class hours, laboratory periods, and shop sessions for each course in order to receive a passing grade. The calculation of this policy begins with the first scheduled day of classes, not when you enter the class. For example, if the student waits to enroll until late registration, the student will be counted absent for those days actually missed prior to physically entering the class. Any three tardies in a given class will constitute one class absence.

Each student has the full responsibility of accounting to the instructor for each class session missed. The instructor determines if the work missed can be made up; however, any work that is made up cannot be used to erase any absences on the part of the student. Regular attendance contributes greatly to academic success, and unnecessary absences are detrimental to a student's work. Any student who is absent from a course for indiscriminate reasons may lose credit if later absent because of personal sickness or other emergencies.

This policy, along with the instructor's requirements for announced tests, should be presented to the class, in writing, at the beginning of the semester.

### **Inclement Weather Plan**

The Policy Manual states:

“The President or his/her designee will make the decision as to whether or not classes will be held during periods of inclement weather. Announcements will be made on local radio and television stations. An announcement will specify whether:

- Pamlico Community College will be closed for students and all employees; or,
- Classes will be suspended - in which case, all administrative, clerical, and maintenance personnel will report.

Local radio and television stations will be notified by 6:30a.m. of the day in question, but, of course, no guarantees can be made as to when notifications



will actually be placed on the air. However, it is hoped that this will be done promptly.”

*Interested parties should tune in to one of the following:*

***Radio/TV Stations***

*WITN (TV) (Washington)*

*WCTI (TV) (New Bern)*

*WNCT (TV) (Greenville)*

*WSFL 106.5 (New Bern)*

*KISS 102 (New Bern)*

*WRNS 95.1 (Kinston)*

The Policy Manual continues:

“The conditions surrounding a decision as to whether PCC will operate are not the same conditions surrounding a decision concerning operation of the public school system. For example, PCC students are all adults capable of making decisions for themselves, hopefully intelligent decisions. Moreover, there are no school buses involved as far as PCC is concerned. Consideration will be given to the criteria used by the public schools in making this decision.

By 6:00 a.m. on the day in question, the President will be in touch with the North Carolina Highway Patrol or other legitimate sources of information concerning road conditions. Based on the information received, the President or his/her designee will notify the stations. Operational information should be available to staff and faculty by 6:30 a.m.

Information as to the operation of evening programs following a day during which school was open will be determined by 5:00p.m. of the day in question and conveyed by the President or his/her designee to all local radio and television stations.

The decision relative to operation of the College applies to staff, faculty, and students unless specifically spelled out otherwise in the notice of operation.

Curriculum and Continuing Education classes which are canceled because of adverse weather, natural disasters, emergencies, or other unanticipated causes will be rescheduled or made up by some other alternative. Alternatives may include extra class sessions, extended class sessions, individual conferences, or other options approved by the College’s

administration. The alternative(s) chosen may be affected by the duration of the closure, the point at which the closure occurs in the academic term, or other factors, but the College will make a good faith effort to make up classes which have been missed.”

### **ACADEMIC LOAD**

Students enrolled for twelve (12) or more semester credit hours are designated as full-time students. A student may not enroll for more than 21 semester hours without the approval of his/her advisor and the Dean of Student Development Services. Determining factors include the student's overall academic progress and attendance record. Those students who are placed on academic warning may be advised to take a reduced course load. Students employed full or part-time may also be advised to take a reduced course load contingent on their academic standing.

### **GRADING SYSTEM**

The 4.00 quality point system is used to calculate student quality point averages. The letter grades used are:

A	Excellent-Quality	4 grade points per hr.
B	High Quality	3 grade points per hr.
C	Good Quality	2 grade points per hr.
D	Minimum Satisfactory Quality	1 grade point per hr.
F	Unacceptable Quality	0 grade points per hr.
I	Incomplete	0 grade points per hr.
AU	Audit	0 grade points per hr.
T	Transfer Credit	0 grade points per hr.
W	Withdrew	0 grade points per hr.
WF	Withdrew Failing	0 grade points per hr.
WP	Withdrew Passing	0 grade points per hr.
X	Student Never Entered Class	0 grade points per hr.
Z	Proficiency	0 grade points per hr.

### **Explanation of Grades**

A grade of “I” must be removed by making up the work during the next semester if credit is to be given for the course. An “Incomplete” may be extended depending on the student's individual needs and upon close counseling by his/her major advisor, instructor, counselor, or the Dean of Student Development Services. The instructor makes the final decision.

Courses with an “Incomplete” grade are not used in computing grade point averages; however, a student with an “Incomplete” grade is not eligible for the Dean’s List or Honor Roll in the semester the “Incomplete” is received.

Withdrew Passing/Withdrew Failing is awarded only when the student completes an official withdrawal form. “WP” carries no penalty; hours attempted will be calculated for G.P.A. purposes if a “WF” is awarded.

### Grade Point Average (GPA) Calculation

Divide total grade points by the number of hours attempted. Example:

Fall Semester:

Course	Hours Attempted	Hours Earned	Grade	Grade Points
BUS 110	3	3	C	6
ENG 111	3	3	A	12
ECO 152	<u>3</u>	<u>3</u>	B	<u>9</u>
	9	9		27

$27/9 = 3.0$  Grade Point Average

### Grade Report

Records of Progress are kept by the institution on all students. Progress records are furnished at the end of each scheduled school term.

### DROPPING/ADDING COURSES AND WITHDRAWALS

Drop/add dates and time periods are published in the College calendar and other handouts published prior to each semester. Students should read all notices and become aware of such notices.

A student may withdraw officially at any time during the semester up to the *end of the eleventh (11<sup>th</sup>) week or fifty-four (54) class days* (date published in calendar). After the eleventh week, withdrawal is allowed only in the case of emergency, e.g., death or serious illness in immediate family; migration or change in employment requirements caused by employer. A non-approved withdrawal from a course(s) will result in an automatic “F”.

## ACADEMIC WARNING AND DISMISSAL POLICY

### Curriculum Programs

*First Warning:* A student with a grade point average less than 1.50 upon completion of the first semester will be placed on academic warning and will be notified. The student will then be advised to meet with a counselor for a conference. A possible reduction in course load to less than full-time status may be required.

*Second Warning:* A second consecutive academic warning will require a re-examination of the student's progress. This review will include close consultation between the counselors, advisors, and instructors, including the Dean of Student Development Services when deemed necessary. At this point, the student is subject to possible dismissal or redirection in another curriculum.

Any student failing to remove satisfactorily the cause of his/her probation within a reasonable period of time (not to exceed two academic semesters), shall be subject to a loss of VA benefits and possible dismissal from the college.

### GPA Maintenance

*Transfer hours are included in total attempted hours.*

#### Degree/Diploma Students

Hours Attempted	Point Average
1-12	1.50
13-24	1.75
25 and over	2.00

#### Certificate Students

Hours Attempted	Point Average
1-11	1.50
12 and over	2.00

Students enrolled in learning laboratories, open labs, etc., are required to demonstrate acceptable progress towards an identified educational goal, (e.g., High School Equivalency). "Acceptable Progress" is defined as the successful and systematic completion of learning objectives within an acceptable time frame.

The identification of students who fail to demonstrate “Acceptable Progress” is the responsibility of the instructor.

Any student enrolled in learning laboratories, open labs, etc., who fail to demonstrate acceptable progress towards educational goals may be placed on academic warning upon recommendation of their advisor/instructor. Any student failing to remove satisfactorily the cause of his/her probation within a reasonable period of time (not to exceed two academic semesters), shall be subject to a loss of VA benefits and possible dismissal from the College.

### **Repeating Courses**

A student may repeat a course to eliminate a failing grade, to attempt to receive a higher grade, or to repeat a course for which transfer credit has been granted. The highest grade will be used for computing total credit hours attempted and passed, total quality points, and quality point averages.

If a student makes a “D” on the first course in a sequence of courses, or makes a “D” on a major course, it is recommended that the student repeat that course.

### **Auditing**

A full-time enrolled student may, with permission of the instructor, audit any course without additional charge. The student must register for the course during registration and audit will be noted on the form. A part-time student wishing to audit a course may apply for admission to the College and pay the usual hourly tuition charge. Students auditing courses are not required to take examinations or hand in written work, but may do so if they wish. No grade or credit is given. A student will not be allowed to audit a course prior to enrollment for credit if that course is required for the student’s program. A student should not audit *any* course prior to taking that course for credit. An audit may be repeated only once.

## **TUITION AND FEES**

Tuition fees are set by the State Board of Community Colleges and are subject to change without notice. Costs of textbooks and supplies are additional expenses which vary according to the program of study. Current basic fees to be paid by students enrolled in technical, vocational, or certificate programs will be published each year and may be picked up at Student Development Services.



	<b>Resident</b>	<b>Non-resident</b>
14 or more credit hrs	\$280.00/semester	\$2,268.00/semester
Less than 14 credit hrs	20.00/credit hr	162.00/credit hr

#### **All Students**

Activity Fee Full-time (12 hours or more)	5.00
Three-semester Time (9-11 hours)	3.75
One-half Time (6-8 hours)	2.50
Persons over age 65 (must show proof of age)	No tuition charge
Late Registration Fee	5.00

### **Fee Paying Regulation**

Fees paid by students are established by law, and are the responsibility of the Business Office. The following procedures must be followed by all students in order to register:

1. The College operates on a cash payment basis.
2. No books will be sold on credit unless the Business Office has official authorization to bill a third party. (Examples: Vocational Rehabilitation-both state and veterans programs; JTPA program, etc.).
3. Tuition credit will not be allowed except in those cases where the Business Office has official authorization to bill a third party. When third party billing is approved, the student remains liable for any and all fees not paid for by the third party.

### **Textbooks and Supplies**

The cost of textbooks and supplies varies according to the program of study. Full-time students may expect to pay between \$400 and \$500 per semester. Students may purchase textbooks through the College Book Store, from other students, private book stores or other college book stores as long as they meet the requirements of the instructor. There is no refund or re-purchase of textbooks purchased from the College Book Store unless the class is canceled and the book is not damaged.

### **Non-Sufficient Funds (NSF) Check Policy**

It is the policy of the Pamlico Community College Board of Trustees that any individual writing a NSF check to the College will be liable for the

amount of the check plus any additional cost incurred by the College as a result of the returned check. Any individual not redeeming the NSF check within ten (10) days or upon agreement with the Business Manager [not to exceed thirty (30) days] will be prosecuted to the extent of the law. Moreover, any future payment to the College by the individual must be made by certified check, cash, or money order.

### **Student Accident Insurance**

Information will be made available at registration. Students are given an option to participate or not participate. Students not participating must sign a waiver.

## **REFUND POLICY**

*In all refund cases, the student must initiate his/her withdrawal through the Student Development Services Office. The Business Office will make the allowable refund only after written request is received from the Student Development Services Office.*

### **100% Tuition Refund**

100% tuition refund will be made only under the following conditions:

1. A pre-registered curriculum student who officially withdraws from the college prior to the first day of the college's academic semester will be eligible for a one-hundred percent (100%) tuition refund, if requested.
2. A pre-registered student who officially withdraws from a curriculum class prior to the day the class begins will be eligible for one-hundred percent (100%) tuition refund, if requested.

**REMINDER:** Since a curriculum student is charged hour for hour up to fourteen (14) credit hours, a refund would not be applicable unless the credit hours enrolled were reduced to less than fourteen (14).

3. A pre-registered student who officially withdraws from an off-cycle curriculum class prior to the first day of class will be eligible for one-hundred percent (100%) tuition refund, if requested.

## 75% Tuition Refund

75% refunds will be made only under the following conditions:

1. Tuition Refunds: A refund shall not be made except under the following circumstances:
  - A. A seventy-five percent (75%) refund may be made upon request of the student if the student officially withdraws from the class(es) prior to or on the official twenty percent (20%) point of the class(es) or the twenty percent (20%) point of the semester if the student officially withdraws from the college. Requests for refunds will **not** be considered after the twenty percent (20%) point. A refund for withdrawing from a class or classes may be made for the number of credit hours the student drops below fourteen (14) credit hours. No refund is given if the student remains registered for fourteen (14) credit hours or more.
  - B. For classes beginning at times other than at the beginning of the semester, the same provisions set forth in Part (1)(A) of this paragraph apply. For contact hour classes, ten (10) calendar days from the first day of the class(es) is the determination date.
2. Other Fees: There is no refund on such fees as activity fees, insurance premiums, graduation fees, caps and gowns and diplomas once they are ordered and special fees such as for late registration. (Exception: a refund of the student activity fee may be made if the student withdraws prior to or on the first day of the classes for the semester, or when classes are cancelled and the activity fee schedule is affected).
3. Textbooks: There will be no guaranteed refunds on textbooks unless a class fails to materialize. In other cases, the bookstore manager will examine books to determine possible refunds.
4. To comply with applicable federal regulations regarding refunds to individuals or groups, federal regulations will supersede the state refund regulations stated in this rule.

5. Where a student, having paid the required tuition for a semester, dies during that semester (prior to or on the last day of examinations of the college the student was attending), all tuition and fees for that semester may be refunded to the estate of the deceased.

In all refund cases, the student must officially withdraw and complete the Request for Refund Form located in Student Development Services. The Business Office will execute and mail the refund after all necessary forms and steps have been completed as stated above. Refunds can be credited to future semesters in some cases. Students should discuss this with Student Development Services Dean, or the Business Office.

## **STUDENTS' RIGHTS AND RESPONSIBILITIES**

The rights of students as citizens are acknowledged and reaffirmed. Student rights include the privilege of education, the freedom to hear, to study, to write, and to exercise the rights of citizenship.

### **Student Conduct**

Pamlico Community College expects all students to conduct themselves with honor and to maintain the high standards of responsible citizens. The campus and College facilities are not places of refuge or sanctuary. Students, as all citizens, are subject to civil authority on, as well as off the campus.

### **Student Discipline**

The President or his/her designated representatives may, after suitable investigation, dismiss, suspend, or expel any student who impairs, impedes, or disrupts the legal mission, processes, or functions of the College. Students found to have counseled, encouraged, instigated, or incited others to impair, impede, or disrupt the education and other lawful operations of the College also shall be subject to immediate suspension, dismissal or expulsion.

### **Student Involvement in Political Activities**

Pamlico Community College endorses the concept of citizenship development. Because the College believes that its students should become



as knowledgeable as possible about the various political candidates and their platforms, it permits group activities in support of a candidate or candidates, provided the guidelines as set forth below are followed:

1. The President of the College shall designate those meetings which are considered to be sponsored by the College. Therefore, unless the meeting is specifically designated in this policy as College sponsored, the Request for Use of Facilities form must be completed. It should be noted on this form that the request includes being designated as a College sponsored meeting.
2. Meetings which fall within College sponsorship automatically include: approved meetings of the governing boards of the student activities committee, other College sponsored student organizations and College sponsored alumni meetings.
3. Any approved student organization may use the facilities but must schedule the meeting with the appropriate College personnel.
4. Political organizations comprised exclusively of students at Pamlico Community College, so long as such organizations do not allow non-student participation on campus except that such student organizations may invite non-student speakers to appear exclusively before the membership of their organization.
5. Space will be provided for group discussions or planning sessions. The time and space shall be agreed upon jointly by the SGA president or president of other approved student organizations and Dean of Student Development Services.
6. Activity in the halls must in no way interfere with classes or the instructional process.
7. Rallies may be held in the late afternoon between the hours of 4:00p.m. and 7:00p.m.
8. Classes during the day or evening are not to be disrupted by any activity that might occur or any candidate or representative that might visit the campus.
9. Students are to refrain from placing bumper stickers or other similar



devices on all vehicles unless permission has been obtained from the owner.

For specific details for use of College facilities see College Policy Manual Section 8.3 Use of College Facilities. Manual is available in Student Development Services office.

### **Drug Abuse**

A student shall not knowingly possess, use, transmit, or be under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, or intoxicant of any kind.

### **Disruptive Activities**

The President has final responsibility of the orderly conduct of activities at the College. He is assisted in the endeavor by the several deans who exercise responsibility within defined areas. The Business Manager is normally expected to insure the orderly conduct of activities which occur on campus, but outside the classroom. The Dean of Instruction is responsible for the orderly conduct of the faculty and students in the instructional process. The Dean of Student Development Services and Dean of the Learning Resources Center, will assist in this matter as requested by either of the responsible administrators.

The procedures to be followed in the event of disruptive activities are as follows:

1. Inform the President. In the event the President is off campus, the ranking member of the administrative staff shall be notified.
2. The administrator shall make an immediate visit to the trouble area.
3. Make an attempt to restore order, keeping in mind that the minimum amount of restraint to normalize the situation is the desirable approach.
4. Make an immediate verbal report of your actions to the president and/or the immediate supervisor.

## Plagiarism and Cheating

Pamlico Community College guarantees integrity of the academic process. Cheating and plagiarism are considered to be threats to this integrity.

Students are expected to perform honestly and to work in every way possible to eliminate cheating by any member of a class.

Instructors have the responsibility to fairly evaluate the academic progress of each student and are obligated to explain Pamlico Community College's policy on cheating and plagiarism and how it applies in that course.

Cheating is the intent to deceive the instructor in his/her effort to evaluate fairly any academic exercise. It includes copying homework, class work, or required projects (in part or in whole) and handing it in as one's own; giving, receiving, offering, and/or soliciting information on a quiz, test, or exam; or plagiarism.

Plagiarism is the copying of any published work such as books, magazines, audiovisual programs, electronic media, and films or copying the theme or manuscript of another student. It is plagiarism when one uses direct quotations without proper credit and proper punctuation and when one uses the ideas of another without proper credit. Whenever phrasing is borrowed, even if only two or three words, the borrowing should be recognized by the use of quotation marks and by frequent mention of the author's name.

If an instructor determines that a student is guilty of cheating or plagiarism, the following penalties will apply:

***First Offense:*** The instructor will determine the corrective action, will report any violations of this policy and will submit a written report of the incident to the Dean of Student Development Services and the Dean of Instruction.

***Second Offense:*** Violation of the regulation can result in being dropped from the course or the student may be suspended or expelled from the College.

All decisions may be appealed through the student appeals procedures.

## **Student Appeal**

Should a student wish to appeal any decision imposed by a College official, a written notice of appeal should be submitted by the student within two calendar days of the date of the written notification. The appeal should be directed to the President.

The Student Appeals Committee is composed of the following: The Dean of Instruction, and the President of the Student Government Association. Other members are appointed by the President.

The Student Appeals Committee will convene within two school days of the notice of appeal. The result of any appeal made to the Student Appeals Committee will be determined by a majority vote of the committee members. Based upon the outcome of this voting, a written recommendation will be sent to the President's office by the committee chairman. In addition, a written notice of recommendation rendered to the President will be sent to the student. Any adjustments of the original disciplinary action rendered will come from the President's office.

Should a student desire to make a second appeal, a written notice will be made to the Board of Trustees through the President of the College. In order to appeal before the Board of Trustees the student must adhere to the following procedure:

1. Inform the President (in writing or by oral request) of the desire to schedule a hearing by the Board of Trustees. This request should be made in writing within five (5) school days after the student is advised of the findings of the Student Appeals Committee.
2. Inform the President as to the number and identity of individuals who will accompany him.

It will be the President's responsibility to notify the appropriate members of the Board of Trustees. The Secretary of the Board of Trustees will place the item on the agenda and notify the student of the date, time, and place of the meeting. The Board of Trustees will meet as soon as possible, after the request has been submitted. The time that may elapse between the appeal notification and the date the Board will convene, usually will not exceed twenty calendar days. The student will be notified in writing of the results of the appeal by the Chairman of the Board of Trustees and this shall be the

final action. Copies of such notification will be forwarded to the President and Student Appeals Committee.

### **Title IX Complaint Process**

The Title IX Complaint Process provides an aggrieved student or employee the opportunity to report a complaint of sex discrimination to the regional Office of Civil Rights for investigation. The aggrieved person may register such an investigation. The aggrieved person may register such a complaint regardless of whether he/she is using the institution's grievance procedure. Contact the Title IX Coordinator for information.

OCR's address is 101 Marietta Street NW, Atlanta, GA 30323.

### **College Property**

The property of the College must not be abused or removed from the place where it belongs. Students who feel inclined to destroy or abuse the building or furnishings shall be permanently dismissed from the College. Students shall be held liable for the damage.

### **Auto Regulations/Parking**

Students should park in the main parking area on the right after the entrance. Spaces in front are reserved for visitors, handicapped, and staff. The center area in front is the emergency vehicle lane, marked in yellow and no one is allowed to park in this area.

### **Dress Recommendations**

Pamlico Community College encourages neatness, cleanliness, and appropriateness of attire for students at all times. In the interest of safety, students will be advised by laboratory and shop instructors as to appropriate dress and shoes to be worn.

### **Social Life**

The Student Government Association may propose events throughout the year for the social, cultural, and educational enrichment of the student and usually all students from various programs are invited to the functions. At times, pot-luck dinners are planned and everyone contributes.



## **Food Service**

The College provides vending machines in the student lounge that dispense sandwiches/cakes, cookies, soft drinks, and other sundries. No cafeteria is maintained on campus.

## **Student Lounge**

The student lounge area is a place to meet, eat, and relax during leisure moments. Trash receptacles are provided in order that students may leave the area neat and clean.

The bulletin board in the lounge is reserved for Student Development Services and student use. Materials may be posted for information such as employment opportunities, social and recreational events, and Student Government activities and should be approved by the Office of Student Development Services prior to posting. Any complaints concerning vending machines service and operations should be directed to the Business Office.

## **HEALTH SERVICES**

As a commuter college, Pamlico Community College maintains no health facilities other than first-aid equipment. The responsibility for medical services rests with the student and his/her parents or guardian.

First-aid kits are located in the Student Development Services Office and in the laboratory and shop areas for student use in treating minor injuries. All injuries, however minor, must be reported to the instructor. If the injury requires more attention than first-aid, the instructor will make a report to the Student Development Services Office. Student Development Services personnel will make provisions for the injured to be transported to local physicians or to the emergency room of the local hospital, which is located in New Bern.

## **COMMUNICABLE DISEASE POLICY**

Students and employees of the College who may be infected with a reportable communicable disease as defined by the North Carolina Commission for Health Services will not be excluded from enrollment or employment, or restricted in their access to College services or facilities, unless medically-based judgments in individual cases establish that exclusion or restriction is necessary to the welfare of the individual, other members of



the institutional community, or others associated with the institution through clinical, cooperative, intern, or other such experiences, involving the general public.

Persons who know, or have reasonable basis for believing, that they are infected are expected to seek expert advice about their health circumstances and are obligated, ethically and legally, to conduct themselves responsibly in accordance with such knowledge, for the protection of others.

Persons who know that they are infected are urged to share that information with their division head or advisor so the College can assist in the appropriate response to their health and educational needs. Such information will be disclosed only to responsible institutional officials on a strictly limited, need-to-know basis, unless the individual consents in writing to other releases of the information. The College is obligated by law to disclose to public health officials information about all confirmed cases of reportable communicable diseases.

### **FINANCIAL AID CONSUMER INFORMATION**

For information about financial assistance and other data required by the U. S. Office of Education see page 57. Additional information is available in the Student Development Services Office.

### **DEAN'S LIST AND HONOR ROLL**

All full-time students maintaining a semester grade point average between 3.50 and 4.00 will be recognized on the Dean's List.

A semester grade point average between 3.00 and 3.49 will entitle full-time technical and vocational students to be listed on the Honor Roll.

Part-time students enrolled in at least 6 credit hours of work maintaining a semester grade point average of 3.00 or higher will be recognized on a Student Recognition List.

The Dean's List, Honor Roll, and Part-Time Student Recognition List are prepared by the Office of Student Development Services and mailed to all local or area newspapers.

Honor graduate students graduating with 3.00 or above will be recognized with an honor cord and gold tassel at graduation exercises.

## REQUIREMENTS FOR GRADUATION

Pamlico Community College has been approved by the North Carolina State Board of Community Colleges to award an Associate of Applied Science Degree, an Associate in Arts Degree, an Associate in General Education Degree, a diploma, or a certificate to those who qualify through course work taken at the College.

An **Associate of Applied Science** degree is awarded to a student who completes a two-year program with a GPA of 2.0 (“C”) or better.

An **Associate in Arts** degree is awarded to a student who completes a two-year transfer program with a GPA of 2.0 or better

An **Associate in General Education** degree is awarded to a student who completes a two-year general education program with a GPA of 2.0 or better.

A **diploma** is awarded to a student who completes a diploma option with a GPA of 2.0 or better.

A **certificate** is awarded a student who successfully completes a certificate option with a GPA of 2.0 or better.

In addition to fulfilling all other requirements for graduation, a student must earn a minimum of sixteen (16) semester hours of credit at Pamlico Community College in order to be eligible for a degree or diploma from the College.

Upon recommendation of the curriculum advisor and approval by the Dean of Instruction, certain specific graduation requirements may be waived. This action may be necessitated as a result of curriculum changes during a student’s enrollment which would prevent such a student from completing all courses listed. However, only courses which are relative to the curriculum will be allowed to be substituted. The failure of an adequate number of students to register for a particular course during a person’s final semester would also be grounds for waiving certain graduation requirements and substituting a course applicable to the field of study being pursued.

All financial obligations to the College must be cleared before a degree, diploma, or certificate can be awarded.

Prospective graduates must be recommended by the major instructor of the program in which a student completes his/her major work. An application for graduation form should be completed at the beginning of spring semester and returned to Student Development Services.

NOTE: REVIEW CATALOG OF RECORD POLICY PAGE 18.

### **Degree Programs**

Pamlico Community College will confer an Associate in Arts degree in a transfer curriculum, a General Education degree in a general education curriculum and an Associate in Applied Science degree in all other two-year curricula. Degrees are conferred in the name of the College's Board of Trustees when all requirements for graduation have been satisfied.

### **Diploma Programs**

Pamlico Community College will award a diploma for all programs with diploma options. The diploma is conferred in the name of the College's board of trustees when all requirements for graduation have been satisfied.

### **Certificate**

Pamlico Community College will award certificates for all programs with certificate options.

### **Scheduling of Courses**

Most credit classes meet between the hours of 8:00 a.m. to 5:00 p.m. daily, for fifty (50) minutes of each hour. Most evening classes are scheduled between the hours of 6:00 p.m. and 10:00 p.m. Monday through Thursday. Classes may be scheduled on Saturday when there is sufficient enrollment.

## **STUDENT DEVELOPMENT SERVICES**

### **Purpose and Philosophy**

An "Open Door" philosophy is the foundation upon which Pamlico Community College was built and functions as a unit of the North Carolina Department of Community Colleges. Adherence to this policy is of paramount concern if the College is to render its services to all individuals who enter its doors in order to further or upgrade their skills.

The Student Development Services staff is aware of their unique position in working with all curriculum students from initial contact with the College through completion of a program. The Student Development Services Staff provides support to the College in several functional areas to assist students in meeting their educational and career goals. These functions are admissions, registration, records, counseling services, financial aid, placement, and student activities.

Student Development Services are essential to the achievement of the educational goals of the institution and should contribute to the cultural, social, moral, intellectual and physical development of students. To ensure effectiveness, goals for the student services program must be developed which are consistent with the student's needs and the purpose of the institution. Individual goals and objectives of the Student Development Services staff are established in the Institutional Effectiveness plans to address current student needs and interests.

With these objectives, it is imperative that close full cooperation be maintained not only within the Student Development Services staff but with the administration, faculty, students, and the community as well.

Following is a list of community agencies which may render services that at times may be needed by students at Pamlico Community College:

Department of Social Services  
North Carolina Division of Vocational Rehabilitation  
North Carolina Employment Security Commission  
Neuse Mental Health Clinic  
Pamlico County Board of Education  
Pamlico County Health Department  
North Carolina Commission on the Blind  
Pamlico County Veterans' Service Office

### **Student Development Services Goals and Objectives**

1. To provide an accurate image of the College to prospective students through various recruiting programs.
2. To provide academic advising, counseling, and career development/placement services.
3. To provide orientation information, registration, and records service.



4. To provide financial aid information to those interested.
5. To provide assistance and guidance in student activities.

### **Student Development Model**

The Student Development Services Department functions under the Student Development Model. This provides a cooperative rather than an adversary relationship between counseling and instruction. The Student Development Model is found in Student Development Services.

### **ACADEMIC ADVISING, COUNSELING, CAREER DEVELOPMENT/PLACEMENT**

The counseling staff provides specific services in the areas of recruiting, testing, orientation, academic advising, personal counseling, placement, and job placement. Students in the evening programs will be served by Student Development Services on a regular basis.

#### **Academic Advising**

In addition to the academic counseling, personal counseling and advising services offered by the Department of Student Development Services, all faculty members serve as academic advisors to enrolled students. At the time of initial enrollment, each student is assigned a faculty advisor in his/her major curriculum area. The student meets with his/her advisor as part of the registration process. The advisor assists the student in planning his/her program and is available throughout the student's enrollment to offer advice and assistance.

The students are encouraged to consult regularly with their faculty advisor. Also advisors are instructed by the Dean of Instruction to meet and review the students' progress on a scheduled basis during the term. A computer generated graduation readiness report is made available to each advisor after the 20% point of each term to facilitate the tracking process.

Each student has full responsibility for keeping a record of his/her progress in his/her program of study. This includes being aware of his/her grade point average, course failures, courses repeated, and the requirements he must meet for graduation. Similarly, faculty advisors are required to maintain adequate records for each advisee. The College has implemented a computerized student progress system from which an advising/registration and graduation readiness form are utilized by each faculty advisor to assist



in program planning and tracking toward educational objectives. Each student receives a copy and a file copy is maintained by advisor and Dean of Student Development Services Office. This student progress system form is also available to counselors on the PRIME system.

## **Counseling Services**

Student Development Services include counseling services provided by trained personnel. These services are available to every student from preadmission through graduation, including educational transfer or job placement. Counseling begins with the initial interview and contact with a student. The primary purpose of the interview is to aid the student in making a wise decision in his/her choice of study which closely fits his/her needs, interests, and abilities.

The counseling staff is composed of the Dean of Student Development Services and counselors. Students should feel free to come by the counselor's office anytime to discuss or explore any problem or condition of importance to them and may discuss it with the full knowledge that anything they say will be **confidential**. Any problem or any situation which causes uneasiness or discomfort may diminish academic or personal performance and consequently is important enough to investigate. These matters of concern may be "talked through" with a trained counselor whose purpose is to help see where the difficulty lies and to learn what can be done to remedy the situation. Counseling services may be used on a voluntary or referral basis.

Each student is assigned a faculty advisor who serves to assist the student with specific course planning and registration. Special testing services are available when needed. Tests are, however, auxiliary to the counseling process and are used only where appropriate. These services are available to the student without charge.

## **Orientation**

To promote an understanding of the philosophy and standards of the College, all new students are expected to participate in an orientation which has the following objectives:

To acquaint the students with the physical, academic, and social environment of the institution.

To interpret school policies, regulations, and procedures to the students.

To provide information necessary to maximize student understanding of resources available at the College.

To provide an opportunity for staff and faculty to welcome and get acquainted with students.

## **Placement Services**

Student Development Services is concerned with two areas of placement: Educational and Occupational.

### *Educational Placement*

A large number of the applicants will have made a choice of program before making application for enrollment. Some of these, as well as a number of the other applicants, may require placement assistance in meeting entrance requirements, particularly those applicants who need GED, preparatory, and/or refresher courses.

Applicants may have an interview with a counselor at the time they make application for enrollment at the College. Later, when the necessary information is acquired, an admission interview may be held to assist the applicant in choosing the program for which it appears he is best suited. The counselor may make use of the ASSET Placement Test, the Kuder Interest Inventory, Computerized Choices Program, high school transcript, the applicant's experiences, personal interests, and any other pertinent information available about the individual.

When an applicant appears deficient in a subject area, he is enrolled in refresher developmental courses to alleviate these deficiencies prior to and/or while enrolled in his/her regular course of study.

Should a student not meet with success in his/her original choice of program, continued assistance by a counselor will be rendered to help him in choosing an alternate program of study.

When prospective students inquire about programs which are not offered at Pamlico Community College, the counselor, in keeping with the philosophy of helping all our citizens, will provide the necessary educational and occupational information and will assist them in locating an institution that offers the program he is seeking.

Three areas of concern which may be instrumental in properly placing students in programs are: (1) placement tests, (2) advanced placement prior to enrollment, and (3) transcripts of previous educational experiences.

### ***Occupational Placement***

The Job Placement Office is an extended part of the Student Development Services at Pamlico Community College. The office offers services to students, staff, and the community at large in a number of different areas. Services include:

1. Providing information to prospective employers regarding the student.
2. Occupational information.
3. Vocational Guidance.
4. Re-entering the job market.
5. Job interviewing techniques.
6. Resume-writing assistance.
7. Job-seeking strategies.

Referrals are made to the local Job Placement Office and testing sites (such as state merit and civil service exams) when needed .

Students interested in part-time or full-time employment are encouraged to register with the Placement Service. The ultimate responsibility for obtaining employment rests with the student.

### **Housing**

The College does not have dormitory facilities. Student Development Services will assist students in locating housing. All arrangements with the landlord are made by the student.

### **Insurance and Accidents**

College board of trustee policy requires that all entering students enroll in the College's Accident Insurance Program, unless good cause is shown for

waiving the policy. An acceptable waiver is assuring the College that the student has in force or expects to effect in the immediate future, insurance which will supply at least the coverage offered by the College's plan.

All accidents should be reported immediately to Student Development Services Office.

### **Transcripts**

An official transcript of work at PCC will be sent to the appropriate institution upon written request by the student. No transcript will be released until the student's account is cleared with the Business Office and Library. Students requesting transcripts must complete a transcript request form in the Student Development Services Office. A forty-eight (48) hour notice is requested.

### **PCC Rings**

Students may order a ring from a representative scheduled on campus during the spring semester. Dates and times will be announced. The representative will furnish prices in advance. Requirements are:

1. Classified as a sophomore or completed two full semesters of a diploma program; or,
2. Passed the GED test for high school equivalency.

### **Change of Address**

If you change your residence after registration, please notify the Business Office and Student Development Services.

### **Department of Veterans Affairs**

A financial stipend is available for students who have completed active tours of duty in armed forces, who are war orphan, or who are children of totally disabled veterans. Most educational programs are approved for participation by qualified individuals on a full-time, three-quarter, or one-half time basis in order to receive educational benefits. Veterans will not be certified to receive benefits until all admission requirements have been completed.

VA NATIONAL TOLL FREE NUMBER: 1-800-827-1000. This number will connect you with the VA offices in the state where you place the call.



## Semester Hour Time Chart

### Associate and Diploma:

Full time	12 semester credit hours
3/4 time	9-11 semester credit hours
1/2 time	6-8 semester credit hours

### Clock Hour Program:

Full time	22 or more contact hours per week
3/4 time	16-21 contact hours per week
1/2 time	11-15 contact hours per week

### Learning Lab (High School Preparatory):

Full Time	22 contact hours per week
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Adult Basic Education (ABE-GED) classroom predominates - 18 contact hours per week maximum allowed - 726 hours.

## CAREER PLANNING AND PLACEMENT CENTER SPECIAL SERVICES CENTER

Are you interested in finding out who you are, what you want to do with your life, or what kind of career would be best suited for you? These are questions faced everyday by recent graduates, seniors, and/or anyone not completely satisfied with their present career choice.

The Career Planning and Placement Center (CPPC) is an extended part of Student Development Services at Pamlico Community College. The Center offers services to students, staff, and the community at large in a number of different areas. Services include: testing, counseling, career information, referrals, pamphlets, handouts and information on current job-market trends.

The CPPC has three main goals:

1. To offer individuals opportunities for personal growth and self-development.
2. To offer individuals aid in realistically planning a career.
3. To offer individuals the opportunity to learn effective job hunting skills.

Career Resource information is located in the Student Development Services area. Testing materials are also available upon request from the counselors. The CRC will be accessible Monday through Thursday from 8a.m. until 8:30p.m. and Friday 8a.m. until 3p.m. For further information, call 249-1851, or come by and talk with a Student Development Services Counselor.

## HUMAN RESOURCES DEVELOPMENT

### Pre-employment Training Program

#### *What is HRD?*

HRD stands for “Human Resources Development”. Students learn to take those resources that they already have and package them into a very marketable commodity—a “job-ready person”. HRD is a six- to eight-week training program designed to assist participants in discovering their special talents and strengths.

#### *What else will I learn in HRD?*

- Basic skills for entry level positions.
- Methods for locating and applying for jobs.
- How to make a good impression at job interviews.
- How to complete application forms.
- How to write letters of application and resumés.
- Conflict management for dealing with problems on the job.
- Goal setting strategies
- Student/Life survival skills.

#### *Can I get a high school diploma?*

YES! HRD trainees who wish to complete High School in the GED Program will be enrolled in PCC’s Learning Lab. With hard work you can achieve this goal during the course.

*How can HRD help me get a job?*

Becoming gainfully employed is sometimes not easy. Each employer has his/her requirements for new employees. You must compete for jobs. We will teach methods for becoming a more competitive applicant. A direct application of this instruction will give participants an “edge” over others looking for work. We will also help you to find job openings after training!

*Where have HRD “graduates” found jobs?*

- Hatteras Yachts
- U. S. Armed Forces
- J. C. Penny’s
- Cherry Point (MCAS)
- Camps
- Convenience Stores
- Seafood Industries
- Pamlico Community College
- Weyerhaeuser
- Craven Regional Medical Ctr
- Pamlico County Department of Social Services
- Hudson Mfg. Co.
- Solid Waste Disposal & Treatment Plants
- Pamlico County Businesses
- Government
- Wal-Mart
- Self-Employed
- PGS Phosphate
- Aurora Home Health
- Area Nursing Homes

*What does HRD cost?*

There is no tuition fee. For additional information, see the HRD Coordinator, Patricia C. Jones.

## STUDENT ACTIVITIES

All extracurricular activities shall operate under the jurisdiction of the Dean of Student Development Services and have an assigned faculty sponsor. The sponsor and the officers of the activity will be responsible for its program. The purpose of such activities is to promote student professional growth, individual and school pride, and student moral.

Extracurricular activities should not interfere with the educational process. Care should be taken to ensure that these activities are scheduled so as not to interfere with classes. Students wishing to organize additional activities shall make application to the Dean of Student Development Services according to the College policies stating the purpose and objective of each activity.

## **Guidelines for Establishment of Student Activities**

Pamlico Community College makes every effort to surround students with activities and services conducive to intellectual growth and worthwhile use of leisure time. This is done to promote the general welfare of students, to foster a spirit of democracy and unity in all student activities, to better school-community relations, and to stimulate student participation in activities. In return, the student is expected to follow established policies and to devote his/her efforts to his/her personal improvement and the good of the College.

### **Student Publications**

Any publication, i.e., yearbook, magazines, newsletter, etc., shall operate under the jurisdiction of the Publications Committee and the Dean of Student Development Services.

The campus publications are student written and student edited. The College, by sanctioning the campus publications, is also held accountable for their content. Therefore, the College must ask the student editorial staffs to produce publications that are in harmony with the overall policies and responsibilities of the College.

#### *Student Publications Committee*

The Publications Committee shall consist of two staff members, appointed by the president, and two students selected by the Student Government Association. The functions of the committee shall include:

1. Approval of editors selected by the campus publications staff.
2. Approval of the staff recommendations made by the campus publications staff.
3. Removal of the editor, if his/her removal should be judged necessary.
4. Appropriate action if the advisor-staff relationship becomes unworkable.

The committee will meet on an as needed basis unless special meetings are called. Actions of the committee are subject to review by the president of



the College at the request of the advisor or staff, but will be final unless such request is made within forty-eight (48) hours.

### *Editors*

The editors and Publications Committee of the campus publications accept the responsibility for the publications and their contents. The editor has the responsibility to seek advice on all matters regarding school policy and suitability of publication materials.

An editor shall be a qualified student selected by the staff of the publication which he will lead. The prospective editor will then be approved by the Publications Committee, thus, clearing the way for him to begin with his/her work.

In the event of poor academic standing, irresponsibility, or inefficiency of the editor, action may be taken to secure his/her removal from office. Removal of the editor shall be by a voting majority of the Publications Committee.

## **STUDENT ORGANIZATIONS**

Student organizations or clubs may be organized by following procedures outlined in school policies. Contact the Dean of Student Development Services.

### **STUDENT GOVERNMENT ASSOCIATION**

The Student Government Association (SGA) operates under the jurisdiction of the Dean of Student Development Services and represents one of the most active organizations at the College. The purpose of this organization is to promote the morale of the student body and to provide means for a closer working relationship between students and school personnel. Through the SGA each student has a channel to voice his/her concerns in school affairs and participate in decision making. The president of the SGA serves as a non-voting member of the College's Board of Trustees.

The officers of the SGA are a president, vice president, secretary and treasurer. Election for the office of president, vice president, secretary and treasurer is held immediately after fall registration.

Student activities sponsored by the SGA may include cookouts, parties, field days, PCC's Ol' Country Fair, recruitment programs, and special seasonal

activities such as the Haunted House. Other activities may be provided as needed subject to adequate funding in the SGA budget.

## **PHI THETA KAPPA**

Phi Theta Kappa is the only national honor society for American community/junior colleges. Offering opportunities for leadership and service, the honor society also promotes the exchange of ideas, personal enrichment through fellowship with other scholars, and the encouragement of scholarships for advanced education. Eligibility requirements include current enrollment in a two-year college, good moral character and citizenship, and a 3.0 GPA for at least twelve (12) hours of work leading to a recognized two-year degree. Contact Student Development Services for additional information.

## **CAMPUS REGULATIONS**

### **Traffic**

Each motor vehicle including two-wheel motor vehicles driven or parked on the campus by students, faculty, or staff members must be registered and must display a valid official parking permit. Bicycles, motorcycles, motor scooters, and motor bikes must also be registered.

### **Telephone**

Students will be called out of class to receive **EMERGENCY** calls only. Messages will be posted in the Student Lounge. A pay telephone is available in the Student Lounge for student use.

### **Smoking**

Smoking is prohibited in all areas of the College except in a designated area within the student lounge and a designated area at the front entrance to the facility. The President of the College is authorized to monitor this policy and to modify it as he/she deems necessary, including the establishment of a smoke free environment.

### **Food and Beverages**

Drinks and food are prohibited in classrooms, Division of Learning Resources, labs and shops.

## **Weapons**

G.S. 14-269 prohibits the possession of any weapons (guns, knife, blackjack, metallic knuckles, etc.) on campus.

## **Safety**

Students are required to obey all safety regulations of the College. Students will not be allowed to participate in class activities when in the opinion of the instructor his/her physical or mental capabilities seem to be impaired. The instructor will refer all students who seem to be physically or mentally impaired by alcohol, drugs, or other substances to the office of Student Development Services.

# **STUDENT RECORDS**

## **Records-Students Rights**

A student has a right to inspect and review his/her personal student records. Such records may include identifying data, academic work completed, grades, achievement test scores, aptitude test scores, health data, teacher or counselor ratings and observations, and verified reports of serious or recurrent misbehavior.

A student who desires to inspect his/her records may do so requesting such inspection on a form provided by the Records Clerk or Dean of Student Development Services who will schedule such inspection. The student may request and receive copies of records. The student may challenge the accuracy of his/her records and the institution will grant a hearing. Such a challenge should be directed to the Dean of Student Development Services.

Other persons will not be permitted access to such information except for school officials and instructors, parents of dependent students, representatives of the Comptroller General, Secretary of Health, Education and Welfare, state agencies needing information for an audit, or persons holding a court order or subpoena. To all other persons, the institution will release only information indicating if the student is currently enrolled, the program in which enrolled, and any honors such as Dean's List that the student received. If a student does not desire this information released, the Student Development Services Office should be notified within ten (10) days of each year's initial enrollment.

The College regards the following as “Directory Information” which may be released by the Dean of Student Development Services when requested by outside agencies for purposes not damaging to the student’s well-being.

1. Student’s name.
2. Student’s address.
3. Student’s Social Security Number.
4. Student’s telephone number.
5. Student’s classification.
6. Student’s marital status.

A written and signed request must be submitted by the student to the Dean of Student Development Services if he/she desires the “Directory Information” not be released. This request must be submitted within thirty (30) days of the date of first notification that such information shall be a part of his/her permanent file.

### **Rights of Parents and Students to Review and Inspect Records**

Those who have the right to inspect and review the permanent record file kept about the student include:

1. The student himself/herself; and,
2. Parents who claim students as dependents under Section 152 of the Internal Revenue Code.

Pamlico Community College presumes that parents of students who have not yet reached the age of twenty-one (21) claim the student as a dependent for tax purposes. Any student not yet twenty-one (21) who does not want his/her parents to have access to his/her permanent record file must so inform the Registrar, the Secretary to the Director of Community Services, or the Secretary to the Adult High School Program and prove that he is not a tax dependent of his/her parents. If a parent of a student who is at least twenty-one (21) wishes to inspect and review his/her child’s permanent file, he must prove to the Registrar, the Secretary to the Director of Community Services, or the Secretary to the Adult High School Program that he claims the student as a dependent for federal income tax purposes.



Parents or students who wish to inspect and review the permanent record file shall submit a request in writing to the Registrar, the Secretary to the Director of Community Services, or the Secretary to the Adult High School Program. When he receives a written request for review of the records, the College official shall schedule the review. The appointment date should be as early as possible but never later than fifteen (15) days after the request was made. The inspection and review shall be made in the office of the Registrar, the Secretary to the Director of Community Services, or the Secretary to the Adult High School Program, or at another place designated by the respective controlling official.

A College official competent in interpreting student records shall be present to explain the implications of the records that are examined.

Parents and students who wish to inspect records and live within fifty (50) miles of the place where the records are kept must do so at the place designated by the College. After the inspection, they may request copies of the records they inspected. Parents or students who live further than fifty (50) miles from the place where the records are kept may request copies of the records without first inspecting them at the College. The copies shall be sent by certified mail, return receipt.

There will be no fee for copies of records to parents or students.

## **STUDENT FINANCIAL AID INFORMATION**

### **Financial Assistance**

Financial aid may be broadly defined as those expense-reducing means awarded directly to or for a student to meet or help meet his/her educational expenses. The central focus of the Financial Aid Office is on the student and his/her own specific needs. The following procedures are used in establishing and maintaining the Financial Aid Program at this College.

1. The primary purpose of the Financial Aid Program is to provide assistance to students, who without such aid, would be unable to attend this College.
2. Financial Aid is administered by the Financial Aid Officer located in Student Development Services.
3. The Financial Aid Program is individualized by counseling. Financial need is appraised in relation to social, economic, and

vocational needs. Most Financial Aid need is established by the student through the free Application for Federal Student Aid. Information on this service is available in Student Development Services.

4. A Financial Aid Advisory Committee composed of faculty and administration is recommended to the President by the Dean of Student Development Services. This committee recommends policy and offers advice concerning operations of the Financial Aid Program.
5. The Financial Aid Office strives to provide factual information about the types of aid available through publication and other communications.
6. The College realizes the fact that the family of a student is expected to make a maximum effort consistent within its available resources to assist the student with his/her educational expenses. Financial assistance is considered as supplementary to the efforts of the family.
7. The Financial Aid Office works very closely with the Business Office making sure that lines of communications between the student and the two departments are clear.
8. In no way does the Financial Aid Office guarantee to provide unmet needs to a student.

### **Types of Financial Aid Programs**

Pamlico Community College participates in the following Title IV aid programs:

**Federal Pell Grants**

**Federal Supplemental Educational Opportunity Grants (FSEOG)**

**Federal Work Study (FWS)**

**GRANTS** are awards that you do not have to pay back.

**WORK STUDY** gives you the opportunity to gain work experience and earn money to aid you in your educational expenses.

**LOANS** are borrowed money that you must repay with interest.

Undergraduates may receive aid from all three types of programs.

### **Other Sources of Financial Aid**

The Financial Aid Office only provides information and reporting services to these programs.

1. Students eligible for Department of Veterans Affairs Benefits
2. Vocational Rehabilitation
3. Scholarship
4. Job Training Partnership Act (JTPA)
5. Child Care Grant
6. Displaced Homemakers/Single Parent

### **Eligibility**

In general, you are eligible for federal aid if you meet the following requirements:

- You have a high school diploma or a GED
- You are a U. S. citizen or an eligible non-citizen.
- You have a valid Social Security Number.
- You show you have need.
- You are making satisfactory progress in your course of study.
- You are not in default on a National Direct Student Loan, Guaranteed Student Loan, or PLUS Loan at the school you attend.

- You do not owe a refund on a Federal Pell Grant or on a Federal Supplemental Educational Opportunity Grant.
- You have signed a statement of registration compliance indicating either that you have registered with the Selective Service or that you are not required to register. You must register if you are a male born on or after January 1, 1960, at least eighteen (18), a citizen or eligible non-citizen (except permanent residents of the Trust Territory of the Pacific Islands and the Northern Mariana Islands), and not currently on active duty in the United States Armed Forces. You may be required to prove that you have registered.

Since aid received from any Department of Education student assistant program must be used only for educational purposes, you must sign a statement of educational purpose saying that you will use the money only for expenses related to attending your school.

You must certify that as a condition of receipt of Federal Pell Grant you **will not** engage in the unlawful manufacturing, distribution, dispensation, possession or use of a controlled substance during the period covered by the Federal Pell Grant.

## **Need**

Most federal student aid is awarded on the basis of need. Need is the difference between your cost of education (educational expenses such as tuition, fees, room, board, books, supplies, and other expenses) and the amount you and your family can afford to pay, as determined by a standard formula. This amount is called the Expected Family Contribution (EFC).

Need is determined by evaluating the information you fill in on an aid application. Factors such as income, assets, and benefits are all considered in determining your need for aid.

## **Application Forms**

You should apply for federal aid by completing:

- Free Application for Federal Student Aid.



## **Records Needed**

Before you fill out an application, you should have certain records on hand. Your United States Income Tax Return is the most important one, since you must enter information on your application from specific lines on the tax return. Referring to the return will make it easier for you to complete your application and get it through the processing system.

## **Federal Deadline for Processing**

June 30. Your federal student aid application, your information from any of the non-federal forms, and your Special Condition Application must be received at the Federal Processing Center by this date. But don't wait for this deadline—the earlier you apply, the better.

## **Pamlico Community College Deadline for Processing**

May 15 is the deadline for submitting your Student Aid Report (SAR) to Pamlico Community College Financial Aid Officer for payment during the current year you are enrolled. **Turn in your SAR as soon as you receive it.**

## **Addresses**

Submit your Application for Federal Student Aid to:

Federal Student Aid Programs  
P. O. Box 4001  
Mt. Veron, IL 62864-8601

If you have to make corrections or additions to the information on your SAR, make them on Part 2 of the SAR, sign the certification on the back of Part 2, and send it to:

Federal Student Aid Programs  
P.O. Box 7020  
Lawrence, KS 66044-7020

To find out if your application has been processed, write to [Remember, it takes four (4) to six (6) weeks for processing]:

Federal Student Aid Programs  
P.O. Box 84  
Washington, DC 20044

To: (1) request a copy of your SAR, or (2) correct your address, write to the address given at the end of Part 2 of the SAR.

Whether you are checking on your application, requesting a copy of your SAR, or correcting your address, make sure you include in your letter: your full name, permanent address, Social Security Number, date of birth, and signature.

### **Telephone Numbers**

There may be times when you have questions about your application, your SAR, or other federal student aid matters, and you need an answer right away. If so, you may call one of the two numbers below.

Federal Student Aid Information Center: 1-800-4FEDAID (1-800-433-3243).

The Information Center provides services in the following areas:

- Help in completing an application or correcting a SAR.
- Checking the status of an application.
- Explaining eligibility requirements.
- Solving payment problems.
- Explaining the validation process.
- Explaining general program requirements.
- Mailing publications.

You may call between the hours of 9:00 a.m. and 8:00 p.m. (EST), Monday through Friday.

Or, for information on Federal Pell Grant processing, call either the Information Center or Application Processing Center (319) 337-5665.

The Processing Center, located in Mt. Vernon, IL, can tell you whether your application has been processed and can also help you correct your SAR. You may call between 9:00 a.m. and 7:00 p.m. (EST), Monday through Friday.

Please note that neither the Information Center nor the Processing Center can accept collect calls; you will have to pay for the call.

## **Student Rights and Responsibilities**

Education after high school costs you time, money, and effort. It's a big investment, and you should carefully evaluate the school you are considering. To help you make a good choice, you should have information on a school's academic programs, facilities, cost of education, refund policy, and financial aid programs. You may also want to ask about a school's dropout rate, job placement rate, whether the school's credit can be transferred to another school, and any other information you think will help you make a decision.

### *Student Rights*

You have a right to ask a school:

- About its programs, its instructional, laboratory, and other physical facilities, and its faculty.
- What the cost of attending is, and what its policy is on refunds to students who drop out.
- What financial assistance is available, including information on all Federal, State, local, private and institutional financial aid programs.
- What the procedures and deadlines are for submitting applications for each available financial aid program.
- How it determines your financial need. This process includes how costs for tuition and fees, room and board, travel, books and supplies, and personal and miscellaneous expenses are considered in your cost of education. It also includes how resources, (such as parental contribution, other financial aid, assets, etc.) are considered in calculating your need.
- How much of your financial need, as determined by the institution, has been paid.
- To explain each type and amount of assistance in your financial aid package.

- If you are offered a Federal Workstudy job: what kind of job it is, what hours you must work, what your duties will be, what rate of pay you will be paid.
- To reconsider your aid package, if you believe a mistake has been made or if your enrollment or financial circumstances have changed.
- How the school determines whether you are making satisfactory progress, and what happens if you are not.
- What special facilities and services are available to the handicapped.

### *Student Responsibilities*

It is your responsibility to:

- Review and consider all information about a school's program before you enroll.
- Pay special attention to your application for student financial aid, complete it accurately, and submit it on time to the right place. Errors can delay or prevent your receiving aid.
- Meet all deadlines for applying for aid.
- Provide all additional documentation, verification, corrections, and/or new information requested by either the financial aid office or the agency to which you submitted your application.
- Read, understand, and keep copies of all forms you are asked to sign.
- Comply with the provisions of any promissory note and all other agreements you sign.
- Notify your school of any change in your name, address, or attendance status (half-time, three-quarter time, or full-time). If you have a loan, you must notify your lender of these changes.
- Satisfactorily perform the work agreed upon in a Federal Workstudy job.
- Understand your school's refund policy.



## **Description of Financial Aid Programs**

### ***Federal Pell Grants***

Federal Pell Grants are awarded to students who need money to pay for their education or training after high school. A Federal Pell Grant is not a loan, so you don't have to pay it back. To get a Federal Pell Grant, you must be an **undergraduate** who does not already have a Bachelor's degree.

### ***Federal Supplemental Educational Opportunity Grant (FSEOG)***

A FSEOG is also a grant; you don't have to pay it back. To get a FSEOG, you must be an **undergraduate** who does not already have a Bachelor's degree. You must be receiving a Federal Pell Grant and be determined in need. FSEOG can be awarded to a limited number of students who are less than half-time.

### ***Federal Workstudy (FWS)***

A FWS job lets you earn part of your school expenses. These jobs are for both **undergraduate** and **graduate** students. Usually you must be going to school at least half-time. FWS jobs can be awarded to a limited number of students who are less than half-time.

### ***North Carolina Student Incentive Grant Program (NCSIG)***

Grants are available to full-time students who are residents of North Carolina and who demonstrate "substantial financial need". The amount will be based on the student's demonstrated financial need in relation to resources and cost of education but may not exceed \$1,500 per academic year. The student must first apply for a Federal Pell Grant. Funds are provided by N. C. State Education Assistance Authority.

### **Short Term Loans**

Emergency loans are available to cover tuition and books for one semester. Applications must be submitted within ten (10) calendar days prior to registration. A new loan cannot be made unless all outstanding loans are paid in full.

- *Michael W. Crawford Emergency Loan Fund*
- *PCC Foundation Loan Fund*
- *Sadler Memorial Loan Fund* (Must be Pamlico County resident).

### *Pamlico Community College Loan Application Procedures*

1. Must be eligible for assistance as determined by need analysis.
2. Loan application is to be completed ten (10) calendar days prior to the first day of class or on the first day.
3. Loan is not to exceed cost of tuition and fees.
4. Payment will be made at registration or thereafter.
5. Loan must be completely repaid by end of semester. Payment may be deducted from the Federal Pell Grants.

### **Scholarships**

#### *Wachovia Technical Scholarship Program*

Two scholarships at \$500 each. Recipient must be a second-year technical student. Award is based on prior performance at the College, scholastic promise, and financial need.

#### *Carolina Telephone Scholarship*

These scholarships will be awarded to students enrolled or intending to enroll in curriculum leading to a technical degree or vocational diploma. The individual recipients of the scholarships will be selected from the group of applicants meeting the criteria for the scholarship. The purpose of this scholarship program is to make educational funds available primarily to those persons who are hardest hit by recessions and chronic unemployment-minorities and displaced persons who are seeking new job skills. (Generally, a “displaced worker” is a person who has lost his/her job because of obsolete job skills or because of economic recession in his/her former field of employment). Accordingly, scholarship applicants from these groups should be given priority in the awarding of the scholarships.

Pamlico Community College has been awarded two scholarships valued at \$550 each.

#### *Carolina Power and Light Company*

One scholarship at \$550. Recipient must be enrolled in a technical level or college transfer program. Award is based on academic performance, scholastic promise and need.

#### *Coca-Cola Bottling Company, New Bern*

One scholarship at \$750. Awarded to a student demonstrating financial need. Scholastic achievement is also a primary factor in the selection process.

#### *Gussie Seigel Memorial Scholarship*

Student must be enrolled into a full-time curriculum program, maintain satisfactory progress and be career-goal oriented.

#### *Paul H. Johnson GED Scholarship*

Student must be a Pamlico Community College high school or GED graduate and enrolled into a full-time curriculum program.

#### *North Carolina Community College Scholarship*

Four tuition scholarships are available to full-time students fall semester. Scholarships will be pro-rated if the student registers for less than full-time winter or spring semesters. Student must maintain a C average. Apply at Student Development Services Office.

#### *Sprint Carolina Telephone Scholarship*

These scholarships will be awarded to students enrolled or intending to enroll in curriculum leading to a technical degree or vocational diploma. The individual recipients of the scholarships will be selected from the group of applicants meeting the criteria for the scholarship. The purpose of this scholarship program is to make the educational funds available primarily to those persons who are hardest hit by recessions and chronic unemployment—minorities and displaced persons who are seeking new job skills. (Generally, a “displaced worker” is a person who has lost his/her job because of obsolete job skills or because of economic

recession in his/her former field of employment.) Accordingly, scholarship applicants from these groups should be given priority in the awarding of the scholarships.

### ***Wachovia Technical Scholarship Program***

Two scholarships at \$500 each. Recipient must be a second-year technical student. Award is based on prior performance at the College, scholastic promise and financial need.

### **Application Procedures**

The following steps must be followed in order for a student to be considered for financial aid:

1. Complete program admissions applications procedures as stated in the catalog.
2. When student has indicated or requested financial aid, proper application forms and information will be mailed.
3. Students must use the Free Application for Federal Student Aid. NOTE: No final award can be made on any institutional based financial aid fund until a student has been determined either eligible or ineligible for Federal Pell Grant. This is the floor of the financial aid package.
4. The student must have an interview with the Financial Aid Officer to discuss the information available. More information may be required by the Financial Aid Officer.

### **Determination of Awards**

The following must be completed before any determination of awards can be made:

1. Must have all admission requirements complete and on file in the Admissions Office.
2. Must have completed a free application for Federal Student Aid.
3. Must have completed an interview with the Financial Aid Officer.

4. Meet all other federal or state requirements.

## **Award Determination Procedures by Program**

### ***Federal Pell Grant***

Determined by law. Aid officer is provided a payment schedule. Amount will vary depending on cost of education and the Effective Family Contribution (EFC). Twelve-month vocational student payments are divided into three equal payments.

### ***Federal Workstudy (FWS)***

Students may apply for FWS through Student Development Services. In order to be eligible the student must have at least a 2.0 GPA and have established a financial need. They must also have the skills required for the job. All jobs are on campus and are supervised by faculty or staff. Second- year students will be given first priority of job selection.

### ***Federal Supplemental Educational Opportunity Grant (FSEOG)***

Student must have on file a SAR (Student Aid Report) before July 15 and will be eligible to receive a Federal Pell Grant. The student with the lowest EFC (Effective Family Contribution) can receive \$300 per year.

This procedure is done until all funds have been exhausted.

## **Notification of Awards**

After all applications procedures have been completed, the student will receive in writing his final notification. This is completed as follows:

1. When the Student Aid Report (SAR) is submitted by the student, a preliminary report is either mailed to the student or presented and discussed in a counseling session.
2. If the student has applied for other sources of aid and all procedures have been completed, the student will be notified of additional "package" awards, if funds are available.



3. When all required forms have been signed and returned, the information is filed.

### **Disbursement of Awards**

All financial aid payments are made by check directly to the student. Checks are mailed to the student's address.

### **Payment Schedule**

Federal Pell Grant and FSEOG payments are disbursed after the half-way point of each term. The specific date is dependent on receipt of federal funds.

FWS-Work Study time cards and time sheets are turned into the aid office at the end of the month. Checks will be mailed the following month.

No financial aid checks will be issued directly to any student or released to a third party. They are mailed directly to each student.

Records of progress are kept by the institution on all students. Progress records are furnished at the end of each scheduled school term.

### **Satisfactory Progress Standards**

To remain eligible to receive Title IV financial aid funds, students must meet the College's definition of satisfactory progress. Student progress will be measured on a quantitative and qualitative basis.

### ***Quantitative Evaluation***

1. Aid recipients in an Associate Degree, two-year curriculum may receive Title IV aid for four (4) \*academic years. Students enrolled in a one-year diploma/certificate curriculum may receive Title IV assistance for three (3) \*academic years.

*\*The "academic year" begins with the Fall term\**

2. At the end of the Spring semester, May, the student's progress will be determined using the following schedule.

## **Full-Time Student**

### **TECHNICAL PROGRAM (2-YEAR)**

Academic years completed	1	2	3	4
Number of credits successfully completed	12	30	46	72

### **DIPLOMA PROGRAM (1-YEAR)**

Academic years completed	1	2	3
Number of credits successfully completed	13	33	48

Students enrolling during the fall and spring semesters will be evaluated on a prorated basis.

### ***Qualitative Evaluation***

Student must meet both the quantitative and qualitative requirements to remain eligible.

The GPA minimum graduates scale (“*GPA Maintenance*”) as published on page 28 of the current College Catalog must be met to be considered making satisfactory progress. However, the Title IV student will be allowed only one semester of probation. If the student’s GPA is not up to the minimum at the end of the probation period, all financial assistance will be terminated. Aid will be restored as soon as the GPA minimum has been met. The student may appeal any decisions except when time has run out by following the appeals procedures published in the catalog.

### **Less Than Full-time Students**

Students taking less than a full-time course load repeatedly or students enrolling during the academic year will be evaluated on an individual basis and in accordance with the satisfactory progress policy. These students will be allowed a reasonable length of time to be determined by the Financial Aid Administrator and counselors.

### **Mitigating Circumstances**

Students may request restoration of aid based on mitigating circumstances such as personal or immediate family illness or employment changes. The student must submit a statement in writing to the Financial Aid Office.

## **Student Retention and Enrollment Patterns**

Information pertaining to student enrollment and retention by program is available in the Student Development Services Office. Contact the Dean of Student Development Services.

## **Graduates**

Information pertaining to graduates by program is available in the Student Development Services Office.

## **DIVISION OF LEARNING RESOURCES**

The Division of Learning Resources (DLR) is the nucleus of an open door, community-centered institution and offers a variety of types and levels of services to meet many of the educational needs of a diversified student and community population. The mission of the Division of Learning Resources is to support the mission and long range goals of the College by providing an atmosphere where materials and services are appropriate and meaningful for the development of students and citizens as individuals and to implement the goals and objectives of Pamlico Community College as appropriate to the Division of Learning Resources. In addition, in most subject areas, the center provides reference materials consisting of books, periodicals, audiovisual, computer programs, online access and research databases.

The services of the center's professional staff are available between the hours of 7:30 a.m. and 9:30 p.m. Monday through Thursday and 7:30 a.m. to 3:00 p.m. on Friday. Students, faculty, and residents of the community are encouraged to use the facilities and resources. The five (5) components of the Division of Learning Resources are: the Library, Media Services Center, Integrated Learning Center, Official GED Test Center and Distance Learning Center.

## **Library**

To help meet educational goals and objectives, the Library offers a variety of types and levels of materials. The continually growing collection includes media in book format as well as magazines, pamphlets, newspapers, electronic online databases for Social Issues Resources Series (SIRS) and InfoTrac Health Reference Journals and others available on the Internet; CD-ROM Programs, computer programs, Videocassette and audiocassette tapes, films, microfilm, filmstrips, slides, transparencies, maps, charts,

posters, government documents, etc. An orientation program, both formal and informal, is maintained to assist in the location of these materials.

The Library book collection is shelved in open stacks using the Dewey Decimal System, thereby making browsing and selecting an individual responsibility. Most books are checked out for a period of three (3) weeks and may be renewed twice. A fine of five cents (5¢) a day is charged for overdue books. There is no limit to the number of books that may be borrowed as long as this privilege is not abused. Reference books are not to be checked out except by special permission. Some books may be placed on reserve for various courses and are subject to different check-out procedures and a fine of twenty-five cents (25¢) a day. The maximum overdue fine for a book is \$2.00 and fifty cents (50¢) for a periodical.

The non-book collection (consisting mainly of periodicals, AV materials, and pamphlets) is in part on open stacks for browsing and the remainder is readily accessible. The indexing of all materials in the card catalog is designed to make selection an easier process. The Division of Learning Resources staff can assist with viewing audiovisual materials. For class use, equipment may be circulated outside the Division of Learning Resources. All individuals are encouraged to make suggestions for new additions to the collection.

Materials not directly owned by PCC may be borrowed from other libraries through on-line Inter-library Loan Systems. The Craven-Pamlico-Carteret Regional Library Bookmobile stops at PCC monthly and, as such, may be considered another source for obtaining materials. In the Library, there are also listings of free and rental materials which provide still another method of obtaining materials not housed at PCC.

Students and the public are encouraged to use the Library for reference, studying, reading, or just browsing. The Librarian will also be glad to assist in the location of any needed materials or information. Personal copying services are available at ten cents (10¢) per copy.

### **Media Services Center**

An additional service offered by the Division of Learning Resources is in the area of media check out. Equipment and materials needed for classroom use are provided on a first-come, first-served basis for faculty and students. Some equipment for public group use is also permitted. Instructions are given to the user on the proper care and use of all audiovisual equipment.



Another service provided is the rental and free borrowing of videocassettes and audiocassettes from many state and federal agencies. A collection of audio-visual catalogs is available for those who wish to review the selection of commercial films and tapes for colleges and/or community use.

Non-traditional delivery of educational services include teleconferences, on-line searching on the Internet, CD-ROMS, computer programs and telecourses often initiated from this department or the instructional division as well as other divisions of the College.

### **The Integrated Learning Center**

The Integrated Learning Center (ILC) at Pamlico Community College is designed to help students, faculty and community patrons in individualized study. The ILC is open both day and night for the convenience of area residents. Because students in the ILC may elect study times adjusted to their own conveniences and schedules, the center is an ideal place to learn for those who have difficulty in meeting regularly scheduled classes.

Any person eighteen years of age or older may enroll in almost any level of study. Students between the ages of 16 and 18 may enroll for most courses in the ILC with permission of the high school guidance counselor and their parents. In all programs of study in the ILC, the student progresses on an individual basis. The ILC staff has the responsibility of locating the student's level and suggesting proper study materials and methods.

All courses of study in the ILC are free of charge. A partial listing follows:

- Math
- English
- Typewriting
- Reading
- Science
- Basic Electronics
- Foreign Language
- Computer

Students enrolled in curriculum classes might be especially interested in the ILC's reading improvement, foreign languages and other individualized study to supplement skills for credit courses.

### ***Computer Usage Policies***

The Division of Learning Resources has several IBM compatible and multimedia computers operating systems available for students, faculty and community patrons to use for researching and wordprocessing. Internet access is also available with printing capability (for a small fee).



Use of computers is available to anyone 16 years or older. A time card is kept for users enrolled in individualized study.

The computers are available to all users of the Division of Learning Resources. Call ahead to schedule an appointment to ensure that a computer will be available.

Several unique programs are available on multimedia computers. SIRS (Social Issues Resources Series) lists magazine and newspaper articles on social issue topics. SIRS provides a unique indexing system, and it also provides full text articles. A small printing fee is charged for printing copies of the online database.

N. C. State job openings, Employment Security Commission job opportunities are also available via the Internet. Any staff of the Division of Learning Resources can assist in locating information on the Internet.

### **General Education Development (GED) High School Completion**

Located in the Division of Learning Resources is the official GED Testing Center for Pamlico County. A student is awarded the High School Diploma Equivalency by the North Carolina Community College System once successfully passing the GED Tests. The diploma is recognized almost without exception by industry, government, and colleges as the legal equivalent of a diploma from an accredited high school. The period of study varies according to the individual's background and previous education.

A \$7.50 fee must be paid prior to taking any part of the GED exam.

The GED exam is given by appointment. The exam consists of five tests; however, no more than three tests may be administered in one day without the approval of the Chief GED Examiner. Anyone not taking the GED Classroom preparation is required to provide a picture identification and must be 18 years old or older. Students under 18 years must present a notarized High School Superintendent Release and Parental Consent Waivers before being allowed to take the GED.

Persons interested in taking the GED Tests may contact the Division of Learning Resources and ask for a GED Examiner or the Dean of the Division of Learning Resources who serves as the Chief GED Examiner. If possible, please arrange testing times at least 24 hours in advance.

## **Distance Learning**

The Distance Learning room is located in the Division of Learning Resources. Distance Learning includes, satellite teleconferencing, video conferencing, staff and development for specified computer training and Internet courses.

# PROGRAM DESCRIPTIONS

## ASSOCIATE IN ARTS DEGREE

Contract Program with East Carolina University

The Associate in Arts degree shall be granted for a planned program of study consisting of a minimum of 64 and a maximum of 65 semester hours of approved college transfer courses. Within the degree program, the institution shall include opportunities for the achievement of competence in reading, writing, oral communication, fundamental mathematical skills, and the use of computers. The program is designed for transfer to a senior college or university.

### Course and Hour Requirements

		HOURS				
		Class	Lab	Clin	Work	
					Exp	Credit
<b>GENERAL EDUCATION CORE (44 SHC)*</b>						
<b>English Composition</b>						
ENG	111	Expository Writing	3	0	0	0 3
ENG	113	Literature-Based Research	3	0	0	0 3
<b>Humanities/Fine Arts (12 SHC)**</b>						
Select courses from at least <b>three</b> of the following discipline areas. <b>At least one course must be a literature course.</b>						
<b>Art</b>						
ART	1906	Art History Survey (to the Renaissance)	3	0	0	0 3
ART	1907	Art History Survey (to Modern Times)	3	0	0	0 3
ART	1910	Art Appreciation	3	0	0	0 3
<b>Foreign Languages</b>						
SPAN	1001	Spanish Level I	3	0	0	0 3
SPAN	1002	Spanish Level II	3	0	0	0 3
<b>Humanities</b>						
HUM	110	Technology and Society	3	0	0	0 3
HUM	160	Introduction to Film	3	0	0	0 3
<b>Literature</b>						
ENGL	2100	Major British Writers	3	0	0	0 3
ENGL	2200	Major American Writers	3	0	0	0 3
<b>Music</b>						
MUSC	2208	Music Appreciation	2	0	0	0 2
<b>Philosophy and Religion</b>						
PHIL	1110	Introduction to Philosophy	3	0	0	0 3
PHIL	1695	Introduction to the Old Testament	3	0	0	0 3

PHIL 1696	Introduction to the New Testament	3	0	0	0	3
<i>Speech/Communication</i>						
COM 231	Public Speaking	3	0	0	0	3

### Social/Behavioral Sciences (12 SHC)

Select four courses from at least three of the following discipline areas. At least one course must be a history course.

#### *Anthropology*

ANTH 1000	Introduction to Anthropology	3	0	0	0	3
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#### *Economics*

ECO 151	Survey of Economics	3	0	0	0	3
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#### *Geography*

GEOG 1000	Introduction to Geography	3	0	0	0	3
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#### *History*

HIST 1030	World Civilization to 1500	3	0	0	0	3
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HIST 1031	World Civilization Since 1500	3	0	0	0	3
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HIST 1050	American History to 1877	3	0	0	0	3
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HIST 1051	American History Since 1877	3	0	0	0	3
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#### *Political Science*

POLS 1010	National Government	3	0	0	0	3
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#### *Psychology*

PSYC 1000	Introductory Psychology	3	0	0	0	3
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#### *Sociology*

SOCI 2110	Introduction to Sociology	3	0	0	0	3
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### Natural Sciences/Mathematics (14 SHC)

#### Natural Sciences (8 SHC)

##### *Biology*

BIOL 1050	General Biology	3	0	0	0	3
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BIOL 1051	General Biology Lab	0	3	0	0	1
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BIOL 1060	Environmental Biology	4	0	0	0	4
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BIOL 1061	Environmental Biology Lab	0	3	0	0	1
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##### *Physical Sciences*

GEOL 1500	Physical Geology	3	0	0	0	3
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GEOL 1501	Physical Geology Lab	0	3	0	0	1
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#### Mathematics (6 SHC)

Select one course in introductory mathematics (college algebra); the other unit may be selected from among other quantitative subjects (statistics or computer science.)

##### *Computer Science*

CIS 110	Introduction to Computers	2	2	0	0	3
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CIS 115	Intro. to Programming and Logic	2	2	0	0	3
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##### *Mathematics*

MATH 1065	College Algebra	3	0	0	0	3
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MATH 2119	Elements of Calculus	3	0	0	0	3
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MATH 2283	Statistics for Business	3	0	0	0	3
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**OTHER REQUIRED HOURS (21 SHC)\***

*Orientation*

ACA 115	Success and Study Skills	0	2	0	0	1
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Other required hours include additional general education and professional courses which have been approved for transfer, including the following ECU contract courses.

**Other Approved Transfer Courses**

ART 1001	Color and Design	3	0	0	0	3
BIOL 2110, 2111	Fundamentals of Microbiology	4	0	0	0	4
BIOL 2130	Survey of Human Physiology & Anatomy	4	0	0	0	4
BIOL 2131	Survey of Human Physiology & Anatomy Lab	0	3	0	0	1
CDFR 1103	Marriage and Family Relations	3	0	0	0	3
CHEM 1120	Basic General & Organic Chemistry	4	0	0	0	4
CHEM 1121	Basic General & Organic Chem. Lab	0	3	0	0	1
MATH 2127	Basic Concepts of Mathematics	3	0	0	0	3
PSYC 3206	Developmental Psychology (ECU School of Nursing only)	3	0	0	0	3

**Total Semester Hours Credit in Program** **65**

(Four-digit courses are ECU contract courses)

\* Students must meet the receiving university's foreign language and health and physical education requirements, if applicable, prior to or after transfer to the senior institution.

\*\* Three SHC in Speech/Communication may be substituted for 3 SHC in Humanities/Fine Arts. Speech/Communication may not be substituted for the literature requirement.

**NOTE: PROGRAM SUBJECT TO CHANGE**

**Career Mobility**

The College Transfer Program offers students a career mobility track which enables them to advance more rapidly in their nursing, allied health, and science-related fields. Students wishing to earn the Bachelor of Science in Nursing Degree at ECU may enroll in the Associate in Arts degree program at



PCC and take the College Transfer requirements specified by the ECU School of Nursing.

### *Transferring From PCC's College Transfer Program To Another Institution*

A student in the College Transfer Program who plans to transfer to East Carolina or any other senior college or university, should consult with the receiving institution for specific institutional or departmental requirements. Students taking the ECU courses at PCC must meet ECU transfer eligibility requirements as per the ECU catalog.

Counselors in PCC's Student Development Services and the student's academic advisor can provide assistance in initiating transfer.

ECU contracted courses will be designated on the student's PCC transcript. A letter from East Carolina University will also accompany the transcript verifying the contracted courses.

### *Auditing Contracted Courses*

Courses may be audited at the same tuition rate as those taken for credit. The word "AUDIT" must be written on the registration form at the time of registration. No change will be allowed in audit or credit status after the course has begun. Auditing a class consists of attending classes and listening, but auditors are not responsible for any assignments or examinations. No credit may be earned in an audited course by examination or otherwise. Hands-on participation classes may not be audited.

### *ECU Library Privileges*

The Joyner Library on the ECU main campus charges an annual borrower's fee of \$15.00 for use of the library for all persons not currently enrolled on the campus of East Carolina University.

**THE ASSOCIATE IN GENERAL EDUCATION DEGREE  
(AGE)**

**Course and Hour Requirements**

HOURS				
Work				
Class	Lab	Clin	Exp	Credit

**GENERAL EDUCATION CORE (15 SHC)**

The general education core includes study in the areas of humanities and fine arts, social and behavioral sciences, natural sciences and mathematics, and English/communications. Within the core, colleges must include opportunities for the achievement of competence in reading, writing, oral communication, fundamental mathematical skills, and the basic use of computers.

**English/Communications (6 SHC)**

ENG	111	Expository Writing	3	0	0	0	3
ENG	113	Literary-Based Research	3	0	0	0	3

**Humanities/Fine Arts (3 SHC)**

Select from the following discipline areas: music art, foreign languages, interdisciplinary humanities, literature, philosophy, and religion.

**Social/Behavioral Sciences (3 SHC)**

Select from the following discipline areas: anthropology, economics, geography, history, political science, psychology, and sociology.

**Natural Sciences/Mathematics (3 SHC)**

***Mathematics***

Select from the following discipline areas: college algebra, calculus, computer science, and statistics.

*or*

***Natural Sciences***

Select from the biological and physical science disciplines.

**OTHER REQUIRED HOURS (50 SHC)**

ACA 115 Success and Study Skills

Other required hours include additional general education and professional courses.

**Total Semester Hours Credit in Program**

**65**

## BUSINESS PROGRAMS

ACCOUNTING (A25100)  
BUSINESS ADMINISTRATION (A25120)  
INFORMATION SYSTEMS (A25260)  
OFFICE SYSTEMS TECHNOLOGY (A25360)

The business programs are designed to enable the graduate to enter an occupation with a marketable skill, a high level of competency, and the ability to communicate effectively. The curriculums provide highly specialized courses to develop technical skills and General Education courses to enable the student to be an effective member of society. A student who completes the requirements will be awarded the Associate in Applied Science Degree.

### ACCOUNTING (A25100) Associate in Applied Science Degree

The Accounting curriculum is designed to provide students with the knowledge and the skills necessary for employment and growth in the accounting profession. Using the “language of business,” accountants assemble and analyze, process, and communicate essential information about financial operations.

In addition to course work in accounting principles, theories, and practice, students will study business law, finance, management, and economics. Related skills are developed through the study of communications, computer applications, financial analysis, critical thinking skills, and ethics.

Graduates should qualify for entry-level accounting positions in many types of organizations including accounting firms, small businesses, manufacturing firms, banks, hospitals, school systems, and governmental agencies. With work experience and additional education, an individual may advance in the accounting profession.

### Course and Hour Requirements

			HOURS				
			Class	Lab	Clin	Work	
						Exp	Credit
<b>GENERAL EDUCATION COURSES</b>							
<b>Communications</b>							
ENG	111	Expository Writing	3	0	0	0	3
ENG	113	Literature-Based Research	3	0	0	0	3
<b>Natural Sciences/Mathematics</b>							
MAT	115	Mathematical Models	2	2	0	0	3

## Social/Behavioral Sciences

Select a minimum of 3 SHC from the following courses:

ANTH 1000	Introduction to Anthropology	3	0	0	0	3
CDFR 1103	Marriage and Family Relations	3	0	0	0	3
GEOG1000	Introduction to Geography	3	0	0	0	3
HIST 1030	World Civilization to 1500	3	0	0	0	3
HIST 1031	World Civilization Since 1500	3	0	0	0	3
HIST 1050	American History to 1877	3	0	0	0	3
HIST 1051	American History Since 1877	3	0	0	0	3
POLS 1010	National Government	3	0	0	0	3
PSY 118	Interpersonal Relations	3	0	0	0	3
PSYC 1000	Introduction to Psychology	3	0	0	0	3
SOCI 2110	Introduction to Sociology	3	0	0	0	3

## Humanities/Fine Arts

Select a minimum of 3 SHC from the following courses:

ART 1001	Color and Design	3	0	0	0	3
ART 1910	Art Appreciation	2	0	0	0	2
ENGL 2100	Major British Writers	3	0	0	0	3
ENGL 2200	Major American Writers	3	0	0	0	3
HUM 110	Technology and Society	3	0	0	0	3
HUM 160	Introduction to Film	3	0	0	0	3
MUSC2208	Music Appreciation	2	0	0	0	2
PHIL 1110	Introduction to Philosophy	3	0	0	0	3
PHIL 1695	Introduction to the Old Testament	3	0	0	0	3
PHIL 1696	Introduction to the New Testament	3	0	0	0	3
SPAN 1001	Spanish Level I	3	0	0	0	3

(15-16)

## MAJOR COURSES

### Required Courses

+ ACC 120	Principles of Accounting I	3	2	0	0	4
+ ACC 121	Principles of Accounting II	3	2	0	0	4
ACC 220	Intermediate Accounting I	3	2	0	0	4
ACC 221	Intermediate Accounting II	3	2	0	0	4
ACC 225	Cost Accounting	3	0	0	0	3
BUS 115	Business Law I	3	0	0	0	3

### Required Subject Areas

#### Taxes

ACC 131	Federal Income Taxes	3	2	0	0	3
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#### Economics

ECO 151	Survey of Economics	3	0	0	0	3
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**Computers**

CIS	110	Introduction to Computers	3	2	0	0	3
							(31)

**Other Major Courses**

+ ACC	140	Payroll Accounting	1	2	0	0	2
+ ACC	150	Computerized General Ledger	1	2	0	0	2
ACC	269	Auditing	3	0	0	0	3
BUS	110	Introduction to Business	3	0	0	0	3
BUS	260	Business Communication	3	0	0	0	3
+ BUS	121	Business Math	3	0	0	0	3
CIS	169	Business Presentations	1	2	0	0	2
Or COE	112	Co-op Work Experience I	0	0	0	20	2
OST	122	Office Computations	1	2	0	0	2
+ OST	131	Keyboarding	1	2	0	0	2
							(22)

**OTHER REQUIRED COURSES**

+ ACA	115	Success and Study Skills	0	2	0	0	1
							(1)

**Total Semester Hours Credit in Program** **69-70**

(Four-digit courses are ECU contract courses.)

+ *Required for the certificate program*

**BUSINESS ADMINISTRATION (A25120)**

Associate in Applied Science Degree

The Business Administration curriculum is designed to introduce students to the various aspects of the free enterprise system. Students will be provided with a fundamental knowledge of business functions, processes, and an understanding of business organizations in today's global economy.

Course work includes business concepts such as accounting, business law, economics, management, and marketing. Skills related to the application of these concepts are developed through the study of computer applications, communication, team building, and decision making.

Through these skills, students will have a sound business education base for lifelong learning. Graduates are prepared for employment opportunities in government agencies, financial institutions, and large to small business or industry.



## Course and Hour Requirements

			HOURS					
			Class	Lab	Clin	Work Exp	Credit	
<b>GENERAL EDUCATION COURSES</b>								
<b>Communications</b>								
ENG	111	Expository Writing	3	0	0	0	3	
ENG	113	Literature-Based Research	3	0	0	0	3	
<b>Natural Sciences/Mathematics</b>								
MAT	115	Mathematical Models	2	2	0	0	3	
<b>Social/Behavioral Sciences</b>								
<i>Select a minimum of 3 SHC from the following courses:</i>								
ANTH	1000	Introduction to Anthropology	3	0	0	0	3	
CDFR	1103	Marriage and Family Relations	3	0	0	0	3	
GEOG	1000	Introduction to Geography	3	0	0	0	3	
HIST	1030	World Civilization to 1500	3	0	0	0	3	
HIST	1031	World Civilization Since 1500	3	0	0	0	3	
HIST	1050	American History to 1877	3	0	0	0	3	
HIST	1051	American History Since 1877	3	0	0	0	3	
POLS	1010	National Government	3	0	0	0	3	
PSY	118	Interpersonal Relations	3	0	0	0	3	
PSYC	1000	Introduction to Psychology	3	0	0	0	3	
SOCI	2110	Introduction to Sociology	3	0	0	0	3	
<b>Humanities/Fine Arts</b>								
<i>Select a minimum of 3 SHC from the following courses:</i>								
ART	1001	Color and Design	3	0	0	0	3	
ART	1910	Art Appreciation	2	0	0	0	2	
ENGL	2100	Major British Writers	3	0	0	0	3	
ENGL	2200	Major American Writers	3	0	0	0	3	
HUM	110	Technology and Society	3	0	0	0	3	
HUM	160	Introduction to Film	3	0	0	0	3	
MUSC	2208	Music Appreciation	2	0	0	0	2	
PHIL	1110	Introduction to Philosophy	3	0	0	0	3	
PHIL	1695	Introduction to the Old Testament	3	0	0	0	3	
PHIL	1696	Introduction to the New Testament	3	0	0	0	3	
SPAN	1001	Spanish Level I	3	0	0	0	3	
							(15-16)	
<b>MAJOR COURSES</b>								
<b>Required Courses</b>								
+	ACC	120	Principles of Accounting I	3	2	0	0	4
	BUS	115	Business Law I	3	0	0	0	3

BUS	137	Principles of Management	3	0	0	0	3
MKT	120	Principles of Marketing	3	0	0	0	3
<b>Required Subject Areas</b>							
<i>Economics</i>							
ECO	151	Survey of Economics	3	0	0	0	3
							<b>(16)</b>

**Other Major Courses**

	ACC	150	Computerized General Ledger	1	2	0	0	2
+	BUS	110	Introduction to Business	3	0	0	0	3
	BUS	121	Business Math	2	2	0	0	3
	BUS	125	Personal Finance	3	0	0	0	3
+	BUS	135	Principles of Supervision	3	0	0	0	3

*Or 3 Semester Hour Credits from the following:*

	COE	111	Co-op Work Experience I	0	0	0	10	1
	COE	112	Co-op Work Experience I	0	0	0	20	2
	COE	121	Co-op Work Experience II	0	0	0	10	1
	COE	122	Co-op Work Experience II	0	0	0	20	2

	BUS	230	Small Business Management	3	0	0	0	3
	BUS	240	Business Ethics	3	0	0	0	3
	BUS	260	Business Communication	3	0	0	0	3
+	CIS	110	Introduction to Computers	2	2	0	0	3
	CIS	112	Windows®	1	2	0	0	3
	MKT	123	Fundamentals of Selling	3	0	0	0	3
	MKT	220	Advertising and Sales and Promotion	3	0	0	0	3
	OST	131	Keyboarding	1	2	0	0	2
							<b>(36)</b>	

**OTHER REQUIRED COURSES**

+	ACA	115	Success and Study Skills	0	2	0	0	1
							<b>(1)</b>	

**Total Semester Hours Credit in Program** **69-70**

(Four-digit courses are ECU contract courses.)

+ *Required for the certificate program*

**INFORMATION SYSTEMS (A25260)**  
Associate in Applied Science Degree

The Information Systems curriculum is designed to prepare graduates for employment with organizations that use computers to process, manage, and communicate information. This is a flexible program, designed to meet community information systems needs.

Course work includes computer systems terminology and operations, logic, operating systems, database, data communications/networking, and related business topics. Studies will provide experience for students to implement, support, and customize industry-standard information systems.

Graduates should qualify for a wide variety of computer-related, entry-level positions that provide opportunities for advancement with increasing experience and ongoing training. Duties may include systems maintenance and troubleshooting, support and training, and business applications design and implementation.

**Course and Hour Requirements**

					HOURS					
					Class	Lab	Clin	Work		Credit
								Exp	Credit	
<b>GENERAL EDUCATION COURSES</b>										
<b>Communications</b>										
*	ENG	111	Expository Writing		3	0	0	0	0	3
	ENG	113	Literature-Based Research		3	0	0	0	0	3
<b>Natural Sciences/Mathematics</b>										
	MAT	115	Mathematical Models		2	2	0	0	0	3
<b>Social/Behavioral Sciences</b>										
<i>Select a minimum of 3 SHC from the following courses:</i>										
	ANTH	1000	Introduction to Anthropology		3	0	0	0	0	3
	CDFR	1103	Marriage and Family Relations		3	0	0	0	0	3
	ECO	151	Survey of Economics		3	0	0	0	0	3
	GEOG	1000	Introduction to Geography		3	0	0	0	0	3
	HIST	1030	World Civilization to 1500		3	0	0	0	0	3
	HIST	1031	World Civilization Since 1500		3	0	0	0	0	3
	HIST	1050	American History to 1877		3	0	0	0	0	3
	HIST	1051	American History Since 1877		3	0	0	0	0	3
	POLS	1010	National Government		3	0	0	0	0	3
	PSY	118	Interpersonal Relations		3	0	0	0	0	3
	PSYC	1000	Introduction to Psychology		3	0	0	0	0	3
	SOCI	2110	Introduction to Sociology		3	0	0	0	0	3

## Humanities/Fine Arts

Select a minimum of 3 SHC from the following courses:

ART	1001	Color and Design	3	0	0	0	3
ART	1910	Art Appreciation	2	0	0	0	2
ENGL	2100	Major British Writers	3	0	0	0	3
ENGL	2200	Major American Writers	3	0	0	0	3
HUM	110	Technology and Society	3	0	0	0	3
HUM	160	Introduction to Film	3	0	0	0	3
MUSC	2208	Music Appreciation	2	0	0	0	2
PHIL	1110	Introduction to Philosophy	3	0	0	0	3
PHIL	1695	Introduction to the Old Testament	3	0	0	0	3
PHIL	1696	Introduction to the New Testament	3	0	0	0	3
SPAN	1001	Spanish Level I	3	0	0	0	3
<b>(15-16)</b>							

## MAJOR COURSES

### Required Courses

	CIS	115	Intro. to Programming and Logic	2	2	0	0	3
+*	CIS	130	Survey of Operating Systems	2	2	0	0	3
+*	CIS	152	Database Concepts & Applications	2	2	0	0	3

### Required Subject Areas

#### Basic Computer Skills

+*	CIS	110	Introduction to Computers	2	2	0	0	3
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#### Networking

*	NET	110	Data Communications/Networking	2	2	0	0	3
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#### Business

	BUS	110	Introduction to Business	3	0	0	0	3
<b>(18)</b>								

### Other Major Courses

*	ACC	120	Principles of Accounting I	3	2	0	0	4
	ACC	150	Computerized General Ledger	1	2	0	0	2
*	BUS	121	Business Mathematics	2	2	0	0	3
+*	CIS	120	Spreadsheet I	2	2	0	0	3
*	CIS	121	User Support & Software Evaluation	1	4	0	0	3
*	CIS	165	Desktop Publishing I	2	2	0	0	3
+*	CIS	169	Business Presentations	1	2	0	0	2
	CIS	226	Trends in Technology	1	2	0	0	2
*	OST	131	Keyboarding	1	2	0	0	2
*	OST	136	Word Processing	1	2	0	0	2
	OST	236	Advanced Word/Information Processing	2	2	0	0	3

### Major Elective

Select a minimum of 3 SHC from the following:

ACC	121	Principles of Accounting II	3	2	0	0	4
BUS	115	Business Law I	3	0	0	0	3
BUS	125	Personal Finance	3	0	0	0	3
BUS	135	Principles of Supervision	3	0	0	0	3
BUS	260	Business Communication	3	0	0	0	3
COE	111	Co-op Work Experience I	0	0	0	10	1
COE	112	Co-op Work Experience I	0	0	0	20	2
COE	121	Co-op Work Experience II	0	0	0	10	1
COE	122	Co-op Work Experience II	0	0	0	20	2
							(32-33)

### OTHER REQUIRED COURSES

* ACA	115	Success and Study Skills	0	2	0	0	1
							(1)

**Total Semester Hours Credit in Program** **66-68**

(Four-digit courses are ECU contract courses.)

\* *Required for the diploma program plus a 3-SHC General Education elective.*

+ *Required for the certificate program.*

## OFFICE SYSTEMS TECHNOLOGY (A25360)

Associate in Applied Science Degree

The Office Systems Technology curriculum prepares individuals for positions in administrative support careers. It equips office professionals to respond to the demands of a dynamic computerized workplace.

Students will complete courses designed to develop proficiency in the use of integrated software, oral and written communication, analysis and coordination of office duties and systems, and other support topics. Emphasis is placed on non-technical as well as technical skills.

Graduates should qualify for employment in a variety of positions in business, government, and industry. Job classifications range from entry-level to supervisor to middle management.



## Course and Hour Requirements

			HOURS					
			Class	Lab	Clin	Work		
						Exp	Credit	
<b>GENERAL EDUCATION COURSES</b>								
<b>Communications</b>								
ENG	111	Expository Writing	3	0	0	0	3	
ENG	113	Literature-Based Research	3	0	0	0	3	
<b>Natural Sciences/Mathematics</b>								
MAT	115	Mathematical Models	2	2	0	0	3	
<b>Social/Behavioral Sciences</b>								
<i>Select a minimum of 3 SHC from the following courses:</i>								
ANTH	1000	Introduction to Anthropology	3	0	0	0	3	
CDFR	1103	Marriage and Family Relations	3	0	0	0	3	
GEOG	1000	Introduction to Geography	3	0	0	0	3	
HIST	1030	World Civilization to 1500	3	0	0	0	3	
HIST	1031	World Civilization Since 1500	3	0	0	0	3	
HIST	1050	American History to 1877	3	0	0	0	3	
HIST	1051	American History Since 1877	3	0	0	0	3	
POLS	1010	National Government	3	0	0	0	3	
PSY	118	Interpersonal Relations	3	0	0	0	3	
PSYC	1000	Introduction to Psychology	3	0	0	0	3	
SOCI	2110	Introduction to Sociology	3	0	0	0	3	
<b>Humanities/Fine Arts</b>								
<i>Select a minimum of 3 SHC from the following courses:</i>								
ART	1001	Color and Design	3	0	0	0	3	
ART	1910	Art Appreciation	2	0	0	0	2	
ENGL	2100	Major British Writers	3	0	0	0	3	
ENGL	2200	Major American Writers	3	0	0	0	3	
HUM	110	Technology and Society	3	0	0	0	3	
HUM	160	Introduction to Film	3	0	0	0	3	
MUSC	2208	Music Appreciation	2	0	0	0	2	
PHIL	1110	Introduction to Philosophy	3	0	0	0	3	
PHIL	1695	Introduction to the Old Testament	3	0	0	0	3	
PHIL	1696	Introduction to the New Testament	3	0	0	0	3	
SPAN	1001	Spanish Level I	3	0	0	0	3	
							<b>(15-16)</b>	
<b>MAJOR COURSES</b>								
<b>Required Courses</b>								
+	*	OST 131	Keyboarding	1	2	0	0	2
+	*	OST 134	Text Entry & Formatting	3	2	0	0	4

+*	OST	136	Word Processing	1	2	0	0	2
*	OST	164	Text Editing Applications	3	0	0	0	3
*	OST	289	Office Systems Management	2	2	0	0	3

**Required Subject Areas**

*Computers/Information Systems*

+*	CIS	110	Introduction to Computers	2	2	0	0	3
								(17)

**Other Major Courses**

*	ACC	120	Principles of Accounting I	3	2	0	0	4
+*	BUS	121	Business Mathematics	2	2	0	0	3
	BUS	260	Business Communication	3	0	0	0	3
*	CIS	112	Windows®	1	2	0	0	2
	CIS	165	Desktop Publishing I	2	2	0	0	3
*	NET	115	Telecommunications Fundamentals	1	2	0	0	2
	OST	122	Office Computations	1	2	0	0	2
	OST	135	Advanced Text Entry & Format	3	2	0	0	4
+*	OST	184	Records Management	1	2	0	0	2
*	OST	223	Machine Transcription I	1	2	0	0	2
	OST	236	Advanced Word/Information Processing	2	2	0	0	3
*	OST	286	Professional Development	2	0	0	0	2

*Select a minimum of 2 SHC from the following:*

ACC	140	Payroll Accounting	1	2	0	0	2
ACC	150	Computerized General Ledger	1	2	0	0	2
COE	112	Co-op Work Experience II	0	0	0	20	2

*Select a minimum of 3 SHC from the following:*

BUS	110	Introduction to Business	3	0	0	0	3
BUS	115	Business Law I	3	0	0	0	3
BUS	135	Principles of Supervision	3	0	0	0	3
BUS	137	Principles of Management	3	0	0	0	3
							(37)

**OTHER REQUIRED COURSES**

+*	ACA	115	Success and Study Skills	0	2	0	0	1
								(1)

**Total Semester Hours Credit in Program**

**70-71**

(Four-digit courses are ECU contract courses.)

\* *Required for the diploma program plus a 3-SHC General Education elective.*

+ *Required for the certificate program.*

## OTHER PROGRAMS

### ELECTRICAL/ELECTRONICS TECHNOLOGY (A35220)

Associate in Applied Science Degree

The Electrical/Electronics Technology curriculum is designed to provide training for persons interested in the installation and maintenance of electrical/electronic systems found in residential, commercial, and industrial facilities.

Training, most of which is hands-on, will include such topics as AC/DC theory, basic wiring practices, digital electronics, programmable logic controllers, industrial motor controls, the National Electric Code, and other subjects as local needs require.

Graduates should qualify for a variety of jobs in the electrical/electronics field as an on-the-job trainee or apprentice assisting in the layout, installation, and maintenance of electrical/electronic systems.

#### Course and Hour Requirements

				HOURS					
				Class	Lab	Clin	Work		Credit
							Exp	Credit	
<b>GENERAL EDUCATION COURSES</b>									
<b>Communications</b>									
*	ENG	111	Expository Writing	3	0	0	0	0	3
	ENG	113	Literature-Based Research	3	0	0	0	0	3
<b>Natural Sciences/Mathematics</b>									
*	MAT	121	Algebra/Trigonometry I	2	2	0	0	0	3
	MAT	122	Algebra/Trigonometry II	2	2	0	0	0	3
<b>Social/Behavioral Sciences</b>									
<i>Select a minimum of 3 SHC from the following courses:</i>									
	ANTH	1000	Introduction to Anthropology	3	0	0	0	0	3
	CDFR	1103	Marriage and Family Relations	3	0	0	0	0	3
	ECO	151	Survey of Economics	3	0	0	0	0	3
	GEOG	1000	Introduction to Geography	3	0	0	0	0	3
	HIST	1030	World Civilization to 1500	3	0	0	0	0	3
	HIST	1031	World Civilization Since 1500	3	0	0	0	0	3
	HIST	1050	American History to 1877	3	0	0	0	0	3
	HIST	1051	American History Since 1877	3	0	0	0	0	3
	POLS	1010	National Government	3	0	0	0	0	3
	PSY	118	Interpersonal Relations	3	0	0	0	0	3
	PSYC	1000	Introduction to Psychology	3	0	0	0	0	3
	SOC	2110	Introduction to Sociology	3	0	0	0	0	3

### Humanities/Fine Arts

Select a minimum of 3 SHC from the following courses:

ART 1001	Color and Design	3	0	0	0	3
ART 1910	Art Appreciation	3	0	0	0	3
ENGL 2100	Major British Writers	3	0	0	0	3
ENGL 2200	Major American Writers	3	0	0	0	3
HUM 110	Technology and Society	3	0	0	0	3
HUM 160	Introduction to Film	3	0	0	0	3
MUSC 2208	Music Appreciation	3	0	0	0	3
PHIL 1110	Introduction to Philosophy	3	0	0	0	3
PHIL 1695	Introduction to the Old Testament	3	0	0	0	3
PHIL 1696	Introduction to the New Testament	3	0	0	0	3
SPAN 1001	Spanish Level I	3	0	0	0	3
						(18-19)

### MAJOR COURSES

#### Required Core Courses

+*	ELC 112	DC/AC Electricity	3	6	0	0	5
+*	ELC 113	Basic Wiring I	2	6	0	0	4
*	ELC 117	Motors and Controls	2	6	0	0	4
	ELC 128	Introduction to PLC	2	3	0	0	3
+*	ELN 133	Digital Electronics	3	3	0	0	4

#### Required Subject Areas

##### Wiring

*	ELC 114	Basic Wiring II	2	6	0	0	4
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##### Electronics

	ELN 131	Electronic Devices	3	3	0	0	4
							(28)

#### Other Major Courses

*	CIS 110	Introduction to Computers	2	2	0	0	3
+*	ELC 118	National Electrical Code	1	2	0	0	2
	ELC 119	NEC Calculations	1	2	0	0	2
*	ELC 132	Electrical Drawing	1	3	0	0	2
*	ELC 215	Electrical Maintenance	2	3	0	0	3
or	COE 111	Co-op Work Experience I	0	0	0	10	1
and	COE 121	Co-op Work Experience II	0	0	0	10	1
and	COE 131	Co-op Work Experience III	0	0	0	10	1
	ISC 112	Industrial Safety	2	0	0	0	2
	PCI 264	Process Controls with PLC's	3	3	0	0	4
*	PHY 121	Applied Physics	3	2	0	0	4
							(22)

**OTHER REQUIRED COURSES**

ACA 115	Success and Study Skills	0	2	0	0	1
						(1)

**Total Semester Credit Hours in Program** **69-70**

(Four-digit courses are ECU contract courses)

- \* *Required for the diploma program.*
- + *Required for the certificate program.*

**ENVIRONMENTAL SCIENCE TECHNOLOGY (A20140)**

Associate in Applied Science Degree

The Environmental Science Technology curriculum is designed to prepare individuals for employment in environmental testing/consulting and related industries. Major emphasis is placed on biological and chemical evaluation of man's impact on his environment.

Course work includes General Education, computer applications, biology, chemistry, industrial safety, and an extensive array of detailed environmentally specific classes.

Graduates should qualify for numerous positions within the industry. Employment opportunities include, but are not limited to, the following: Chemical Analysis, Biological Analysis, Water/Wastewater Treatment, EPA Compliance Inspection, Hazardous Material Handling, Waste Abatement/Removal, and Contaminated Site Assessment/Remediation.

**Course and Hour Requirements**

		HOURS				
		Class	Lab	Clin	Work	
					Exp	Credit
<b>GENERAL EDUCATION COURSES</b>						
<b>Communications</b>						
ENG	111	Expository Writing	3	0	0	0 3
ENG	113	Literature-Based Research	3	0	0	0 3
<b>Natural Sciences/Mathematics</b>						
MAT	121	Algebra/Trigonometry I	2	2	0	0 3
<b>Social/Behavioral Sciences</b>						
PSY	118	Interpersonal Relations	3	0	0	0 3
or	PSYC 1000	Introduction to Psychology	3	0	0	0 3



**Humanities/Fine Arts***Select a minimum of 3 SHC from the following courses:*

ART 1001	Color and Design	3	0	0	0	3
ART 1910	Art Appreciation	3	0	0	0	3
ENGL 2100	Major British Writers	3	0	0	0	3
ENGL 2200	Major American Writers	3	0	0	0	3
HUM 110	Technology and Society	3	0	0	0	3
HUM 160	Introduction to Film	3	0	0	0	3
MUSC 2208	Music Appreciation	3	0	0	0	3
PHIL 1110	Introduction to Philosophy	3	0	0	0	3
PHIL 1695	Introduction to the Old Testament	3	0	0	0	3
PHIL 1696	Introduction to the New Testament	3	0	0	0	3
SPAN 1001	Spanish Level I	3	0	0	0	3

**(15-16)****MAJOR COURSES****Required Core Courses**

= BIOL 1050	General Biology	3	0	0	0	3
= BIOL 1051	General Biology Laboratory	0	3	0	0	1
= CHEM 1120	Basic General & Organic Chemistry	4	0	0	0	4
= CHEM 1121	Basic General & Organic Chemistry Laboratory	0	3	0	0	1
= CHEM 2620	Basic Biochemistry	3	0	0	0	3
= CHEM 2621	Basic Biochemistry Laboratory	0	3	0	0	1
ENV 210	Management of Waste	3	2	0	0	4
ISC 112	Industrial Safety	2	0	0	0	2

**(19)****Other Major Courses**

BIO 285	Research and Measurement	2	4	0	0	4
BIOL 1060	Environmental Biology	4	0	0	0	4
BIOL 1061	Environmental Biology Laboratory	0	3	0	0	1
CIS 110	Introduction to Computers	2	2	0	0	3
CIS 112	Windows®	1	2	0	0	2
COE 112	Co-op Work Experience I	0	0	0	20	2
or ENV 196	Seminar in Environmental Science	0	2	0	0	1
ENV 192	Selected Topics in Environmental Science	1	2	0	0	2
ENV 214	Water Quality	3	2	0	0	4
ENV 218	Environmental Health	3	0	0	0	3
ENV 222	Air Quality	3	2	0	0	4
ENV 226	Environmental Law	3	0	0	0	3

**(31-32)**

**OTHER REQUIRED COURSES**

ACA 115	Success and Study Skills	0	2	0	0	1
						<b>(1)</b>

**Total Semester Credit Hours in Program** **66-68**

(Four-digit courses are ECU contract courses.)

= *BIOL 1050, 1051, 1060, 1061 fulfill competencies of ENV 110, 120, BIO 111 and BIO 112.*

= *CHEM 1120, 1121, 2620, 2621 fulfill competencies of CHM 131, 131A, 132 and ENV 212.*

**GENERAL OCCUPATIONAL TECHNOLOGY (A55280)**

Associate in Applied Science Degree

The General Occupational Technology curriculum provides individuals with an opportunity to upgrade their skills and to earn an associate degree by taking courses suited for their occupational interests and/or needs.

The curriculum content will be individualized for students according to their occupational interests and needs. A program of study for each student will be selected from associate degree-level courses offered by the College.

Graduates will become more effective workers, better qualified for advancements within their field of employment, and become qualified for a wide range of entry-level employment opportunities.

**Course and Hour Requirements**

	<b>HOURS</b>				
			<b>Work</b>		
	<b>Class</b>	<b>Lab</b>	<b>Clin</b>	<b>Exp</b>	<b>Credit</b>

**GENERAL EDUCATION COURSES**

**English/Communications (6 SHC)**

**Humanities/Fine Arts (3 SHC)**

Select from the following discipline areas: music, art, foreign languages, interdisciplinary humanities, literature, philosophy, and religion.

**Social/Behavioral Sciences (3 SHC)**

Select from the following discipline areas: anthropology, economics, geography, history, political science, psychology, and sociology.

**Natural Sciences/Mathematics (3 SHC)**

Select from the following discipline areas: college algebra, calculus, computer science, and statistics.

**(15)**

6 SHC required for the diploma. 3 SHC must be in communications.  
 0 SHC required for the certificate.

## MAJOR COURSES

### Required Subject Courses

18 SHC from a combination of core courses for curriculums approved to be offered by the college.

(18)

## OTHER MAJOR HOURS

### Required Subject Areas

31 SHC to be selected from the following prefixes: ACC, BIOL, BUS, CHEM, CIS, COE, ECO, ELC, ELN, ENV, ISC, MED, MKT, NET, OST, PCI, PHY.

(31)

31 SHC required for diploma

16 SHC required for certificate

## OTHER REQUIRED COURSES

ACA	115	Success and Study Skills	0	2	0	0	1
		(Required for degree, diploma, and certificate)					

(1)

<b>Total Semester Hours Credit in Program</b>	<b>65</b>
<b>Total SHC for Diploma</b>	<b>38</b>
<b>Total SHC for Certificate</b>	<b>17</b>

## MEDICAL ASSISTING (A45400) Associate in Applied Science Degree

The Medical Assisting curriculum prepares multi-skilled health care professionals qualified to perform administrative, clinical, and laboratory procedures.

Course work includes instruction in scheduling appointments, coding and processing insurance accounts, billing, collections, medical transcription, computer operations; assisting with examinations/treatments, performing routine laboratory procedures, electrocardiography, supervised medication administration; and ethical/legal issues associated with patient care.

Graduates of CAAHEP-accredited medical assisting programs may be eligible to sit for the American Association of Medical Assistants' Certification Examination to become Certified Medical Assistants. Employment opportunities include physicians' offices, health maintenance organizations, health departments, and hospitals.

## Course and Hour Requirements

			HOURS				
			Class	Lab	Clin	Work	
						Exp	Credit
<b>GENERAL EDUCATION COURSES</b>							
<b>Communications</b>							
*	ENG	111 Expository Writing	3	0	0	0	3
	ENG	113 Literature-Based Research	3	0	0	0	3
<b>Natural Sciences/Mathematics</b>							
*	MAT	110 Mathematical Measurement	2	2	0	0	3
<b>Social/Behavioral Sciences</b>							
	PSY	118 Interpersonal Relations	3	0	0	0	3
<b>Humanities/Fine Arts</b>							
<i>Select a minimum of 3 SHC from the following courses:</i>							
	ART	1001 Color and Design	3	0	0	0	3
	ART	1910 Art Appreciation	3	0	0	0	3
	ENGL	2100 Major British Writers	3	0	0	0	3
	ENGL	2200 Major American Writers	3	0	0	0	3
	HUM	110 Technology and Society	3	0	0	0	3
	HUM	160 Introduction to Film	3	0	0	0	3
	MUSC	2208 Music Appreciation	3	0	0	0	3
	PHIL	1110 Introduction to Philosophy	3	0	0	0	3
	PHIL	1695 Introduction to the Old Testament	3	0	0	0	3
	PHIL	1696 Introduction to the New Testament	3	0	0	0	3
	SPAN	1001 Spanish Level I	3	0	0	0	3
							<b>(15-16)</b>
<b>MAJOR COURSES</b>							
<b>Required Core Courses</b>							
*	MED	110 Orientation to Medical Assisting	1	0	0	0	1
*	MED	118 Medical Law and Ethics	2	0	0	0	2
*	MED	121 Medical Terminology I	3	0	0	0	3
*	MED	122 Medical Terminology II	3	0	0	0	3
*	MED	130 Administrative Office Procedures I	1	2	0	0	2
*	MED	131 Administrative Office Procedures II	1	2	0	0	2
*	MED	134 Medical Transcription	2	2	0	0	3
*	MED	140 Exam Room Procedures I	3	4	0	0	5
*	MED	150 Lab Procedures I	3	4	0	0	5
*	MED	260 MED Clinical Externship	0	0	15	0	5

### Required Subject Areas

*Anatomy and Physiology*

* MED	116	Intro. to Anatomy & Physiology	3	2	0	0	4
							(35)

**Other Major Courses**

MED	240	Exam Room Procedures II	3	3	0	0	5
* MED	262	Clinical Perspectives	1	0	0	0	1
* MED	264	Medical Assisting Overview	2	0	0	0	2
MED	270	Symptomatology	2	2	0	0	3
MED	272	Drug Therapy	3	0	0	0	3
							(14)

**OTHER REQUIRED COURSES**

* ACA	115	Success and Study Skills	1	0	0	0	1
							(1)

**Total Semester Credit Hours in Program**

**65-66**

(Four-digit courses are ECU contract courses.)

\* *Required for the diploma program.*

**CRIMINAL JUSTICE TECHNOLOGY**

Pamlico Community College has entered into a "Transfer Agreement" with Craven Community College in that PCC may teach all required General Education electives, and identified major and related courses for transfer to CCC in the Criminal Justice Technology program. For addition information, the Student Development Services Office should be contacted.



# COURSE DESCRIPTIONS

Four-digit numbers indicate ECU contract courses.

		Class	Lab	Clinical/ Work	Credit
<b>ACA 115</b>	<b>Success &amp; Study Skills</b>	0	2	0	1

This course provides an orientation to the campus resources and academic skills necessary to achieve educational objectives. Emphasis is placed on an exploration of facilities and services, study skills, library skills, self-assessment, wellness, goal-setting, and critical thinking. Upon completion, students should be able to manage their learning experiences to successfully meet educational goals.

<b>ACC 120</b>	<b>Principles Of Accounting I</b>	3	2	0	4
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This course introduces the basic principles and procedures of accounting. Emphasis is placed on collecting, summarizing, analyzing, and reporting financial information. Upon completion, students should be able to analyze data and prepare journal entries and reports as they relate to the accounting cycle.

<b>ACC 121</b>	<b>Principles of Accounting II</b>	3	2	0	4
Prerequisite: ACC 120.					

This course is a continuation of ACC 120. Emphasis is placed on corporate and managerial accounting for both external and internal reporting and decision making. Upon completion, students should be able to analyze and record corporate transactions, prepare financial statements and reports, and interpret them for management.

<b>ACC 131</b>	<b>Federal Income Taxes</b>	2	2	0	3
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This course provides an overview of federal income taxes for individuals, partnerships, and corporations. Emphasis is placed on the application of the Internal Revenue Code to preparation of tax returns for individuals, partnerships, and corporations. Upon completion, students should be able to complete federal tax returns for individuals, partnerships, and corporations.

<b>ACC 140</b>	<b>Payroll Accounting</b>	1	2	0	2
Prerequisite: ACC 120.					

This course covers federal and state laws pertaining to wages, payroll taxes, payroll tax forms, and journal and general ledger transactions. Emphasis is placed on computing wages; calculating social security, income, and unemployment taxes; preparing appropriate payroll tax forms; and journalizing/posting transactions. Upon completion, students should be able to analyze data, make appropriate computations, complete forms, and prepare accounting entries.

**ACC 150 Computerized General Ledger** 1 2 0 2  
 Prerequisite: ACC 120.

This course introduces microcomputer applications related to the major accounting systems. Topics include general ledger, accounts receivable, accounts payable, inventory, payroll, and correcting, adjusting, and closing entries. Upon completion, students should be able to use a computer accounting package to solve accounting problems.

**ACC 220 Intermediate Accounting I** 3 2 0 4  
 Prerequisite: ACC 121.

This course is a continuation of the study of accounting principles with in-depth coverage of theoretical concepts and financial statements. Topics include generally accepted accounting principles and statements and extensive analyses of balance sheet components. Upon completion, students should be able to demonstrate competence in the conceptual framework underlying financial accounting, including the application of financial standards.

**ACC 221 Intermediate Accounting II** 3 2 0 4  
 Prerequisite: ACC 220.

This course is a continuation of ACC 220. Emphasis is placed on special problems which may include leases, bonds, investments, ratio analyses, present value applications, accounting changes, and corrections. Upon completion, students should be able to demonstrate an understanding of the principles involved and display an analytical problem-solving ability for the topics covered.

**ACC 225 Cost Accounting** 3 0 0 3  
 Prerequisite: ACC 121.

This course introduces the nature and purposes of cost accounting as an information system for planning and control. Topics include direct materials,

direct labor, factory overhead, process, job order, and standard cost systems. Upon completion, students should be able to demonstrate an understanding of the principles involved and display an analytical problem-solving ability for the topics covered.

**ACC 269 Auditing** 3 0 0 3  
Prerequisite: ACC 220.

This course covers the overall framework of the process of conducting audits and investigations. Emphasis is placed on collecting data from working papers, arranging and systematizing the audit, and writing the audit report. Upon completion, students should be able to demonstrate competence in applying the generally accepted auditing standards and the procedures for conducting an audit.

**ANTH 1000 Introduction to Anthropology** 3 0 0 3

A general introduction to anthropological studies of human culture.

**ART 1001 Color and Design** 3 0 0 3

Color theory and design principles.

**ART 1906 Art History Survey (to the Renaissance)** 3 0 0 3

A survey of the history of art from prehistoric times to the Renaissance.

**ART 1907 Art History Survey (to Modern Times)** 3 0 0 3

A survey of the history of art from the Renaissance to modern times.

**ART 1910 Art Appreciation** 2 0 0 2

An exploratory study of the visual experience intended to enhance the student's understanding and enjoyment of art.



**BIOL 2130 Survey of Human Physiology & Anatomy** 4 0 0 4  
 Prerequisite: One science course.

A one-semester course survey of the functional anatomy and normal physiology of human organ systems.

**BIOL 2131 Survey of Human Phys. & Anatomy Lab.** 0 3 0 1  
 Corequisite: BIOL 2130.

Introductory principles and review of the anatomy of the organ systems of the human.

**BUS 110 Introduction to Business** 3 0 0 3

This course provides a survey of the business world. Topics include the basic principles and practices of contemporary business. Upon completion, students should be able to demonstrate an understanding of business concepts as a foundation for studying other business subjects.

**BUS 115 Business Law I** 3 0 0 3

This course introduces the ethics and legal framework of business. Emphasis is placed on contracts, negotiable instruments, Uniform Commercial Code, and the working of the court systems. Upon completion, students should be able to apply ethical issues and laws covered to selected business decision-making situations.

**BUS 121 Business Math** 2 2 0 3

This course covers fundamental mathematical operations and their application to business problems. Topics include payroll, pricing, interest and discount, commission, taxes, and other pertinent uses of mathematics in the field of business. Upon completion, students should be able to apply mathematical concepts to business.

**BUS 125 Personal Finance** 3 0 0 3

This course provides a study of individual and family financial decisions. Emphasis is placed on building useful skills in buying, managing finances,



increasing resources, and coping with current economic conditions. Upon completion, students should be able to develop a personal financial plan.

**BUS 135 Principles of Supervision 3 0 0 3**

This course introduces the basic responsibilities and duties of the supervisor and his/her relationship to higher-level supervisors, subordinates, and associates. Emphasis is placed on effective utilization of the work force and understanding the role of the supervisor. Upon completion, students should be able to apply supervisory principles in the work place.

**BUS 137 Principles of Management 3 0 0 3**

This course is designed to be an overview of the major functions of management. Emphasis is placed on planning, organizing, controlling, directing, and communicating. Upon completion, students should be able to work as contributing members of a team utilizing these functions of management.

**BUS 230 Small Business Management 3 0 0 3**

This course introduces the challenges of entrepreneurship including the startup and operation of a small business. Topics include market research techniques, feasibility studies, site analysis, financing alternatives, and managerial decision making. Upon completion, students should be able to develop a small business plan.

**BUS 240 Business Ethics 3 0 0 3**

This course introduces contemporary and controversial ethical issues that face the business community. Topics include moral reasoning, moral dilemmas, law and morality, equity, justice and fairness, ethical standards, and moral development. Upon completion, students should be able to demonstrate an understanding of their moral responsibilities and obligations as members of the workforce and society.

**BUS 260 Business Communication 3 0 0 3**

Prerequisite: ENG 111.

This course is designed to develop skills in writing business communications. Emphasis is placed on business reports, correspondence, and professional

presentations. Upon completion, students should be able to communicate effectively in the work place.

**CDFR 1103 Marriage and Family Relations** 3 0 0 3

Marriage and family as functional relationships in which individuals love, grow, and share through communication, sexuality, and other human inter-relationships.

**CHEM 1120 Basic General and Organic Chemistry** 4 0 0 4

An elementary course in general and organic chemistry.

**CHEM 1121 Basic General & Organic Chemistry Lab** 0 3 0 1

Corequisite: CHEM 1120.

Lab for CHEM 1120

**CHEM 2620 Basic Biochemistry** 3 0 0 3

Prerequisite: CHEM 1120.

Corequisite: CHEM 2621.

A study of the chemistry and intermediary metabolism of lipids, carbohydrates, proteins, vitamins, and nucleic acids.

**CHEM 2621 Basic Biochemistry Laboratory** 0 3 0 1

Prerequisite: CHEM 1120.

Corequisite: CHEM 2620.

A study of the chemistry and intermediary metabolism of lipids, carbohydrates, proteins, vitamins, and nucleic acids.

**CIS 110 Introduction to Computers** 2 2 0 3

This course provides an introduction to computers and computing. Topics include the impact of computers on society, ethical issues, and hardware/software applications, including spreadsheets, databases, word processors, graphics, the Internet, and operating systems. Upon completion, students should be able to

demonstrate an understanding of the role and function of computers and use the computer to solve problems.

**CIS 112 Windows®** 1 2 0 2  
Prerequisite: CIS 110.

This course includes the fundamentals of the Windows® software. Topics include graphical user interface, icons, directories, file management, accessories, and other applications. Upon completion, students should be able to use Windows® software in an office environment. Windows®-based applications in word processing, spreadsheets and databases are covered.

**CIS 115 Intro to Programming & Logic** 2 2 0 3  
Prerequisite: CIS 110 and MAT 050 or satisfactory placement test score.

This course introduces computer programming and problem solving in a programming environment, including an introduction to operating systems, text editor, and a language translator. Topics include language syntax, data types, program organization, problem-solving methods, algorithm design, and logic control structures. Upon completion, students should be able to manage files with operating system commands, use top-down algorithm design, and implement algorithmic solutions in a programming language.

**CIS 120 Spreadsheet I** 2 2 0 3  
Prerequisite: CIS 110.

This course introduces basic spreadsheet design and development. Topics include writing formulas, using functions, enhancing spreadsheets, creating charts, and printing. Upon completion, students should be able to design and print basic spreadsheets and charts.

**CIS 121 User Support & Software Evaluation** 1 4 0 3  
Prerequisite: CIS 110.

This course provides an opportunity to evaluate software and hardware and make recommendations to meet end-user needs. Emphasis is placed on software and hardware evaluation, installation, training, and support. Upon completion, students should be able to present proposals and make hardware and software recommendations based on their evaluations.







This course provides work experience with a college-approved employer in an area related to the student's program of study. Emphasis is placed on integrating classroom learning with related work experience. Upon completion, students should be able to evaluate career selection, demonstrate employability skills, and satisfactorily perform work-related competencies.

**COE 132 Co-op Work Experience III** 0 0 20 2  
 Prerequisite: COE 121 or COE 122.

This course provides work experience with a college-approved employer in an area related to the student's program of study. Emphasis is placed on integrating classroom learning with related work experience. Upon completion, students should be able to evaluate career selection, demonstrate employability skills, and satisfactorily perform work-related competencies.

**COM 231 Public Speaking** 3 0 0 3

This course provides instruction and experience in preparation and delivery of speeches within a public setting and group discussion. Emphasis is placed on research, preparation, delivery, and evaluation of informative, persuasive, and special occasion public speaking. Upon completion, students should be able to prepare and deliver well-organized speeches and participate in group discussion with appropriate audiovisual support.

**ECO 151 Survey of Economics** 3 0 0 3

This course introduces basic concepts of micro- and macroeconomics. Topics include supply and demand, optimizing economic behavior, prices and wages, money, interest rates, banking system, unemployment, inflation, taxes, government spending, and international trade. Upon completion, students should be able to explain alternative solutions for economic problems faced by private and government sectors. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences.

**ELC 112 DC/AC Electricity** 3 6 0 5

This course introduces the fundamental concepts of and computations related to DC/AC electricity. Emphasis is placed on DC/AC circuits, components, operation of test equipment; and other related topics. Upon completion, students should be able to construct, verify, and analyze simple DC/AC circuits.

<b>ELC 113</b>	<b>Basic Wiring I</b>	2	6	0	4
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This course introduces the care/usage of tools and materials used in electrical installations and the requirements of the National Electrical Code. Topics include NEC, electrical safety, and electrical blueprint reading; planning, layout and installation of electrical distribution equipment; lighting; overcurrent protection; conductors; branch circuits; and conduits. Upon completion, students should be able to properly install conduits, wiring, and electrical distribution equipment associated with basic electrical installations.

<b>ELC 114</b>	<b>Basic Wiring II</b>	2	6	0	4
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Prerequisite: ELC 113.

This course provides additional instruction in the application of electrical tools, materials, and test equipment associated with electrical installations. Topics include the NEC; safety; electrical blueprints; planning, layout, and installation of equipment and conduits; and wiring devices such as panels and overcurrent devices. Upon completion, students should be able to properly install equipment and conduit associated with electrical installations.

<b>ELC 117</b>	<b>Motors and Controls</b>	2	6	0	4
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Prerequisite: ELC 112 or ELN 131.

This course introduces the fundamental concepts of motors and motor controls. Topics include ladder diagrams, pilot devices, contactors, motor starters, motors, and other control devices. Upon completion, students should be able to properly select, connect, and troubleshoot motors and control circuits.

<b>ELC 118</b>	<b>National Electrical Code</b>	1	2	0	2
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This course covers the use of the current National Electrical Code. Topics include the NEC history, wiring methods, overcurrent protection, materials, and other related topics. Upon completion, students should be able to effectively use the NEC.

<b>ELC 119</b>	<b>NEC Calculations</b>	1	2	0	2
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This course covers branch circuit, feeder, and service calculations. Emphasis is placed on sections of the National Electrical Code related to calculations. Upon completion, students should be able to use appropriate code sections to size wire, conduit, and overcurrent devices for branch circuits, feeders, and service.

<b>ELC 128</b>	<b>Introduction to PLC</b>	2	3	0	3
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This course introduces the programmable logic controller (PLC) and its associated applications. Topics include ladder logic diagrams, input/output modules, power supplies, surge protection, selection/installation of controllers, and interfacing of controllers with equipment. Upon completion, students should be able to install PLCs and create simple programs.

<b>ELC 132</b>	<b>Electrical Drawings</b>	1	3	0	2
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This course introduces the technical documentation that is typically found or used in the industrial environment. Topics include interpretation of service manuals, freehand sketching of lines, orthographic views and dimensions, and blueprint reading. Upon completion, students should be able to interpret technical documents and blueprints and use basic drafting skills to prepare usable field drawings.

<b>ELC 215</b>	<b>Electrical Maintenance</b>	2	3	0	3
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Prerequisite: ELC 117.

This course introduces the theory of maintenance and the skills necessary to maintain electrical equipment found in industrial and commercial facilities. Topics include maintenance theory, predictive and preventive maintenance, electrical equipment operation and maintenance, and maintenance documentation. Upon completion, students should be able to perform maintenance on electrical equipment in industrial and commercial facilities.

<b>ELN 131</b>	<b>Electronic Devices</b>	3	3	0	4
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Prerequisite: ELC 112.

This course includes semiconductor-based devices such as diodes, bipolar transistors, FETs, thermistors, and related components. Emphasis is placed on analysis, selection, biasing, and applications in power supplies, small signal amplifiers, and switching and control circuits. Upon completion, students should be able to construct, analyze, verify, and troubleshoot discrete component circuits using appropriate techniques and test equipment.

<b>ELN 133</b>	<b>Digital Electronics</b>	3	3	0	4
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Prerequisite: ELC 112.

This course covers combinational and sequential logic circuits. Topics include





**ENGL 2200 Major American Writers** 3 0 0 3  
Prerequisite: ENG 113.

Major works of American literature before World War II.

**ENV 192 Selected Topics-Environmental Science** 1 2 0 2  
Prerequisite: Enrollment in Environmental Science Technology.

This course provides an opportunity to explore areas of current interest to Environmental Science. Emphasis is placed on subject matter appropriate to the program. Upon completion, students should be able to demonstrate an understanding of the specific area of study.

**ENV 196 Seminar in Environmental Science** 0 2 0 1  
Prerequisite: Enrollment in Environmental Science Technology.

This course provides an opportunity to explore topics of current interest. Emphasis is placed on the development of critical listening skills and the presentation of seminar issues. Upon completion, students should be able to critically analyze issues and

**ENV 210 Management of Waste** 3 2 0 4  
Prerequisite: BIOL 1060, BIOL 1061, CHEM 1120 and CHEM 1121.

This course examines contemporary environmental issues concerning the disposal of wastes. Topics include problems associated with the disposal of municipal solid water, low-level radioactive waste, high-level radioactive waste, and hazardous and toxic waste. Upon completion, students should be able to demonstrate an understanding of the methodologies and technologies involved in the proper handling and disposal of wastes.

**ENV 214 Water Quality** 3 2 0 4  
Prerequisite: CHEM 1120 and CHEM 1121.

This course examines the constituents of natural waters from a biological and geochemical perspective. Topics include common components of water, water sources, water law, health consequences, water treatment procedures, and the design of water treatment plants. Upon completion, students should be able to demonstrate an understanding of the biological, chemical, and geological factors affecting water quality.



**ENV 218 Environmental Health** 3 0 0 3  
 Prerequisite: BIOL 1060, BIOL 1061, CHEM 1120 and CHEM 1121.

This course covers the influence of environmental conditions on human health. Emphasis is placed on environmental contaminants and the major exposure routes of the human body. Upon completion, students should be able to examine segments of the environment, including air, water, and food, and determine how the conditions of these influence human health.

**ENV 222 Air Quality** 3 2 0 4  
 Prerequisite: CHEM 1120 and CHEM 1121.

This course introduces the study of air quality and air pollution. Emphasis is placed on air pollution basics, current atmospheric conditions, effects of air pollution, air quality analysis and measurement, and regulatory control of air pollution. Upon completion, students should be able to demonstrate an understanding of the environmental hazards associated with air pollution from a human health and welfare perspective.

**ENV 226 Environmental Law** 3 0 0 3  
 Prerequisite: ENV 210, ENV 214 and ENV 218.

This course covers federal laws and acts concerning environmental quality standards and the use of resources, legal procedures for enforcing laws, and problems concerning enforcement. Emphasis is placed on environmental law basics, water quality laws, air quality laws, waste disposal laws, and biological resource protection laws. Upon completion, students should be able to demonstrate an understanding of federal/state environmental laws and their importance to the protection of environmental quality.

**GEOG 1000 Introduction to Geography** 3 0 0 3

The major physical and cultural elements of the environment and their influence on man's activity.

**GEOL 1500 Physical Geology** 3 0 0 3

An introductory to the study of geologic materials (minerals and rocks), topographic features on the continents and in the ocean basins, geological structures (faults, folds, etc.), and various processes (igneous activity, weathering,

erosion, sedimentation, glaciation, mountain-building , etc) that produce geologic features.

**GEOL 1501 Physical Geology Laboratory** 0 3 0 1  
Corequisite: GEOL 1500

An introduction to the study, classification, and identification of common minerals and rocks of the earth's crust; the study of various topographic features as revealed on topographic maps and aerial photographs; and the study of geologic structures as seen on geologic maps, structural cross sections, and aerial photographs.

**HIST 1030 World Civilizations to 1500** 3 0 0 3

The evolution of world civilizations from prehistory to 1500.

**HIST 1031 World Civilizations Since 1500** 3 0 0 3

World civilizations since 1500 and their economic, social, cultural, and political development.

**HIST 1050 American History to 1877** 3 0 0 3

The history of the United States from the discovery of America in 1492 to the end of Reconstruction.

**HIST 1051 American History Since 1877** 3 0 0 3

The history of the United States from Reconstruction to the present.

**HUM 110 Technology and Society** 3 0 0 3

This course considers technological change from historical, artistic, and philosophical perspectives and its effect on human needs and concerns. Emphasis is placed on the causes and consequences of technological change. Upon completion, students should be able to critically evaluate the implications of technology.

<b>HUM 160</b>	<b>Introduction to Film</b>	3	0	0	3
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This course introduces the fundamental elements of film artistry and production. Topics include film styles, history, and production techniques, as well as the social values reflected in film art. Upon completion, students should be able to critically analyze the elements covered in relation to selected films.

<b>ISC 112</b>	<b>Industrial Safety</b>	2	0	0	2
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This course introduces the principles of industrial safety. Emphasis is placed on industrial safety and OSHA and environmental regulations. Upon completion, students should be able to demonstrate knowledge of a safe working environment.

<b>MAT 050</b>	<b>Basic Math Skills</b>	3	2	0	4
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This course is designed to strengthen basic math skills. Topics include properties, rounding, estimating, comparing, converting, and computing whole numbers, fractions, and decimals. Upon completion, students should be able to perform basic computations and solve relevant mathematical problems.

<b>MAT 060</b>	<b>Essential Mathematics</b>	3	2	0	4
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Prerequisite: MAT 050 or satisfactory placement test score.

This course is a comprehensive study of mathematical skills which should provide a strong mathematical foundation to pursue further study. Topics include principles and applications of decimals, fractions, percents, ratio and proportion, order of operations, geometry, measurement, and elements of algebra and statistics. Upon completion, students should be able to perform basic computations and solve relevant, multi-step mathematical problems using technology where appropriate.

<b>MAT 070</b>	<b>Introductory Algebra</b>	3	2	0	4
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Prerequisite: MAT 060 or satisfactory placement test score.  
 Corequisite: ENG 095 or satisfactory placement test score.

This course establishes a foundation in algebraic concepts and problem solving. Topics include signed numbers, exponents, order of operations, simplifying expressions, solving linear equations and inequalities, graphing, formulas, polynomials, factoring, and elements of geometry. Upon completion, students

should be able to apply the above concepts in problem solving using appropriate technology.

**MAT 080 Intermediate Algebra** 3 2 0 4  
Prerequisite: MAT 070 or satisfactory placement test score.  
Corequisite: ENG 095 or satisfactory placement test score.

This course continues the study of algebraic concepts with emphasis on applications. Topics include factoring; rational expressions; rational exponents; rational, radical, and quadratic equations; systems of equations; inequalities; graphing; functions; variations; complex numbers; and elements of geometry. Upon completion, students should be able to apply the above concepts in problem solving using appropriate technology.

**MAT 110 Mathematical Measurement** 2 2 0 3  
Prerequisite: MAT 070 or satisfactory placement test score.

This course provides an activity-based approach to utilizing, interpreting, and communicating data in a variety of measurement systems. Topics include accuracy, precision, conversion, and estimation within metric, apothecary, and avoirdupois systems; ratio and proportion; measures of central tendency and dispersion; and charting of data. Upon completion, students should be able to apply proper techniques to gathering, recording, manipulating, analyzing, and communicating data.

**MAT 115 Mathematical Models** 2 2 0 3  
Prerequisite: MAT 070 or satisfactory placement test score.

This course develops the ability to utilize mathematical skills and technology to solve problems at a level found in non-mathematics-intensive programs. Topics include applications to percent, ratio and proportion, formulas, statistics, functional notation, linear functions and their groups, probability, sampling techniques, scatter plots, and modeling. Upon completion, students should be able to solve practical problems, reason and communicate with mathematics, and work confidently, collaboratively, and independently.

**MAT 121 Algebra/Trigonometry I** 2 2 0 3  
Prerequisite: MAT 070 or satisfactory placement test score.

This course provides an integrated approach to technology and the skills required to manipulate, display, and interpret mathematical functions and

formulas used in problem solving. Topics include simplification, evaluation, and solving of algebraic, radical, exponential, and logarithmic functions; descriptive statistics; right triangle trigonometry; and the use of technology. Upon completion, students should be able to demonstrate an understanding of the use of mathematics and technology to solve problems and analyze and communicate results.

**MAT 122 Algebra/Trigonometry II** 2 2 0 3  
 Prerequisite: MAT 121.

This course extends the concepts covered in MAT 121 to include additional topics in algebra, function analysis, trigonometry, and systems of equations. Topics include translation and scaling of functions, Sine Law, Cosine Law, complex numbers, vectors, statistics, and systems of equations. Upon completion, students should be able to demonstrate an understanding of the use of technology to solve problems and to analyze and communicate results.

**MATH 1065 College Algebra** 3 0 0 3  
 Prerequisite: Appropriate score on math pre-test.

Covers the usual topics: sets; linear, quadratic, polynomial, and exponential functions; inequalities; permutations; combinations; the binomial theorem; and mathematical induction.

**MATH 2119 Elements of Calculus** 3 0 0 3  
 Prerequisite: MATH 1065 with a minimum grade of C.

Elementary differentiation and integration techniques. Proofs are not emphasized.

**MATH 2127 Basic Concepts of Mathematics I** 3 0 0 3  
 Prerequisite: Appropriate score on math pre-test.

The system of real numbers and subsystems and their properties from an algebraic viewpoint. Statistics and number theory are also introduced.



**MATH 2283 Statistics for Business** 3 0 0 3  
 Prerequisite: MATH 1065 or equivalent.

Sampling and probability distributions, measures of central tendency and dispersion, hypothesis testing, chi-square, and regression.

**MED 110 Orientation to Medical Assisting** 1 0 0 1

This course covers the history of medicine and the role of the medical assistant in the health care setting. Emphasis is placed on professionalism, communication, attitude, behaviors, and duties in the medical environment. Upon completion, students should be able to project a positive attitude and promote the profession of medical assisting.

**MED 116 Introduction to Anatomy & Physiology** 3 2 0 4  
 Prerequisite: Enrollment in the Medical Assisting program.

This course introduces basic anatomy and physiology. Emphasis is placed on the relationship between body structure and function and the procedures common to health care. Upon completion, students should be able to identify body system components and functions relating this knowledge to the delivery of health care.

**MED 118 Medical Law and Ethics** 2 0 0 2

This course covers legal relationships of physicians and patients, contractual agreements, professional liability, malpractice, medical practice acts, informed consent, and bio-ethical issues. Emphasis is placed on legal terms, professional attitudes, and the principles and basic concepts of ethics and laws involved in providing medical services. Upon completion, students should be able to meet the legal and ethical responsibilities of a multi-skilled health professional.

**MED 121 Medical Terminology I** 3 0 0 3

This course introduces prefixes, suffixes, and word roots used in the language of medicine. Topics include medical vocabulary and the terms that relate to the anatomy, physiology, pathological conditions, and treatment of selected systems. Upon completion, students should be able to pronounce, spell, and define medical terms as related to selected body systems and their pathological disorders.

**MED 122 Medical Terminology II** 3 0 0 3  
 Prerequisite: MED 121.

This course is the second in a series of medical terminology courses. Topics include medical vocabulary and the terms that relate to the anatomy, physiology, pathological conditions, and treatment of selected systems. Upon completion, students should be able to pronounce, spell, and define medical terms as related to selected body systems and their pathological disorders.

**MED 130 Admin Office Procedures I** 1 2 0 2  
 Prerequisite: Enrollment in the Medical Assisting program.

This course introduces medical office administrative procedures. Topics include appointment processing, written and oral communications, medical records, patient orientation, and safety. Upon completion, students should be able to perform basic administrative skills within the medical environment.

**MED 131 Admin Office Procedures II** 1 2 0 2  
 Prerequisite: MED 130.

This course is the second in a series and provides medical office procedures in both economic and management skills. Topics include physical plant maintenance, equipment and supplies, liability coverage, medical economics, and introductory insurance procedures. Upon completion, students should be able to manage the economics of the medical office and supervise personnel.

**MED 134 Medical Transcription** 2 2 0 3  
 Prerequisite: MED 121.

This course provides the basic knowledge, understanding, and skills required to complete medical reports and transcribe medical dictation. Emphasis is placed on correct punctuation, capitalization, and spelling. Upon completion, students should be able to demonstrate competence in medical transcription.

**MED 140 Exam Room Procedures I** 3 4 0 5  
 Prerequisite: Enrollment in the Medical Assisting program.

This course provides instruction in clinical examining room procedures. Topics include asepsis, infection control, assisting with exams and treatment, patient education, preparation and administration of medications, EKG, vital signs, and







<b>MKT 220</b>	<b>Advertising and Sales Promotion</b>	3	0	0	3
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This course covers the elements of advertising and sales promotion in the business environment. Topics include advertising and sales promotion appeals, selection of media, use of advertising and sales promotion as a marketing tool, and means of testing effectiveness. Upon completion, students should be able to demonstrate an understanding of the concepts covered through application.

<b>MUSC 2208</b>	<b>Music Appreciation</b>	2	0	0	2
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Introduction to the basic materials of music and their utilization in the understanding and enjoyment of music of different styles and periods. Includes lectures and live performances. Emphasizes development of aural awareness.

<b>NET 110</b>	<b>Data Communication/Networking</b>	2	2	0	3
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Prerequisite: CIS 130 or instructor consent.

This course introduce data communication and networking. Topics include telecommunication standards, protocols, equipment, network topologies, communication software, LANs, WANs, the Internet, and network operating systems. Upon completion, students should be able to demonstrate understanding of the fundamentals of telecommunication and networking.

<b>NET 115</b>	<b>Telecommunications Fundamentals</b>	1	2	0	2
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Prerequisite: CIS 110.

This course covers the fundamentals of the electronic transfer of information for those who have not received credit for NET 110. Topics include terminal emulation software usage, file transfer methods, PC-based fax/modem/voice-mail operations, accessing and navigating the Internet, and bulletin boards. Upon completion, students should be able to access and use on-line services and the Internet, send and receive e-mail, and perform other basic telecommunication operations.

<b>OST 122</b>	<b>Office Computations</b>	1	2	0	2
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This course introduces the keypad and the touch method using the electronic calculator. Topics include mathematical functions in business applications. Upon completion, students should be able to use the electronic calculator to solve a wide variety of problems commonly encountered in business.



<b>OST 131</b>	<b>Keyboarding</b>	1	2	0	2
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This course covers basic keyboarding skills. Emphasis is placed on the touch system, correct techniques, and development of speed and accuracy. Upon completion, students should be able to key at an acceptable speed and accuracy level using the touch system.

<b>OST 134</b>	<b>Text Entry &amp; Formatting</b>	3	2	0	4
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Prerequisite: OST 131.

This course is designed to provide the skills needed to increase speed, improve accuracy, and format documents. Topics include letters, memos, tables, and business reports. Upon completion, students should be able to produce mailable documents.

<b>OST 135</b>	<b>Advanced Text Entry &amp; Formatting</b>	3	2	0	4
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Prerequisite: OST 134.

This course is designed to incorporate computer application skills in the generation of office documents. Emphasis is placed on the production of letters, manuscripts, business forms, tabulation, legal documents, and newsletters. Upon completion, students should be able to make independent decisions regarding planning, style, and method of presentation.

<b>OST 136</b>	<b>Word Processing</b>	1	2	0	2
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This course introduces word processing concepts and applications. Topics include preparation of a variety of documents and mastery of specialized software functions. Upon completion, students should be able to work effectively in a computerized word processing environment.

<b>OST 164</b>	<b>Text Editing Applications</b>	3	0	0	3
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This course provides a comprehensive study of editing skills needed in the workplace. Emphasis is placed on grammar, punctuation, sentence structure, proofreading, and editing. Upon completion, students should be able to use reference materials to compose and edit text.



**PCI 264 Process Control with PLCs** 3 3 0 4  
Prerequisite: ELC 128.

This course introduces automatic process control implemented with PLC technology. Topics include interfacing and controlling advanced PID control loops and devices using various PLC-based systems. Upon completion, students should be able to demonstrate an understanding of advanced applications of process control and instrumentation systems with PLC-based devices.

**PHIL 1110 Introduction to Philosophy** 3 0 0 3

An introduction to some of the main philosophical questions about knowledge, existence, and value, e.g. What can we be certain of? Does God exist? What is the difference between right and wrong? Selected readings from major philosophers.

**PHIL 1695 Introduction to the Old Testament** 3 0 0 3

History, literature, and religion of ancient Israel.

**PHIL 1696 Introduction to the New Testament** 3 0 0 3

History, literature, and religion of early Christianity.

**PHY 121 Applied Physics I** 3 2 0 4

This algebra-based course introduces fundamental physical concepts as applied to industrial and service technology fields. Topics include systems of units, problem-solving methods, graphical analyses, vectors, motion, forces, Newton's laws of motion, work, energy, power, momentum, and properties of matter. Upon completion, students should be able to demonstrate an understanding of the Principles studied as applied in industrial and service fields.

**POLS 1010 National Government** 3 0 0 3

American national government with emphasis on basic concepts, structure, powers, procedures, and problems.



**SPAN 1002 Spanish Level II**

3 0 0 3

Prerequisite: SPAN 1001.

Activities increasing exposure to and command over basic skills of listening, speaking, reading, and writing in Spanish, fostering contact with Hispanic people and culture.



# CONTINUING EDUCATION

Based on the belief that learning is a life-long process, the Continuing Education Division at Pamlico Community College offers a wide range of short courses, seminars, workshops and special services. Approximately 1,500 adults enroll annually in Continuing Education programs designed to upgrade job skills, and enrich leisure time. Many of the courses allow students to discover new aptitudes and explore options. Continuing Education classes provide students, employees, and employers with easily accessible, non-credit classes that can target their specific avocational, educational and training needs in the community.

## COMPONENTS

Components of the Continuing Education program include the following:

### I. OCCUPATIONAL AND VOCATIONAL EDUCATION

Classes are designed to provide job training and/or upgrade job skills in the following areas:

- a. TRADE AND INDUSTRIAL EDUCATION
- b. BUSINESS EDUCATION
- c. FIRE SERVICE TRAINING
- d. EMERGENCY MEDICAL SERVICES
- e. TEACHER RECERTIFICATION PROGRAM
- f. EARLY CHILDHOOD EDUCATION
- g. NAUTICAL CLASSES

### II. COMMUNITY SERVICE AND SELF-SUPPORTING CLASSES

Classes are designed to meet the avocational and cultural interests of the adult population.

### III. ELDERHOSTEL

Linking with the national Elderhostel network, the Pamlico Community College Division of Continuing Education co-sponsors with Camp Sea Gull annual Elderhostel programs for adults 55 and over. Sessions are one in length and are held at Camp Sea Gull where participants may live during the week or commute.

#### IV. SMALL BUSINESS CENTER

The Small Business Center (SBC) program has been established to help businesses succeed in Pamlico County. As part of the North Carolina Community College SBC Network, it works with other centers across the state to increase the success rate and number of small businesses. The SBC provides small business owners and prospective owners with information, training, counseling or referral, and other technical and managerial assistance. Services include seminars and short courses, direct one-on-one assistance, and programs designed to train and upgrade the skills for employees of small businesses. Resources, such as videotapes and books, are also available through the center's lending library.

#### V. COMPENSATORY EDUCATION

This program is designed to provide educational opportunities that will enable adults with mental retardation to function in the community at a level which will allow them to reach their fullest potential within the parameters of the program. The curriculum is composed of the following areas: Language, Community Living, Consumer Education, Math, Social Science, Vocational Education, and Health

#### VI. ADULT BASIC EDUCATIONAL AND THE HIGH SCHOOL EQUIVALENCY PROGRAM

Adult Basic Education (ABE) and High School Completion (General Education Development—GED) are programs of quality basic instruction. Individualized, as well as group, instruction is available. The course provides adults with the opportunity to complete their basic education up through high school, beginning at their present level of skill. The programs are based on the idea of total education, a belief in the value of all human beings and in the application of the principles of quality in both educational opportunity and access to the state's resources. Each student is encouraged to maximize his/her talents.

Classes are organized to meet the needs of individual students who may study in a specific subject area, such as reading, English, or math, or prepare to take the General Education Development Examination (GED). This exam is administered at the College and those passing it are granted a NC High School Equivalency Certificate.

## GENERAL REGISTRATION INFORMATION

Continuing Education students register at the first class meeting. Students are encouraged to pre-register by calling the division.

Registration requires the student's Social Security number. A registration fee of \$35.00 is charged for all occupational classes, and \$25.00 for community service classes. Fees are subject to change as mandated by the North Carolina Legislature. Fees for self-supporting classes vary and there are no exemptions for senior citizens. Registration fees do not include the cost of books and/or supplies. Senior citizens 65 years of age and older may enroll in any non self-supporting course free of charge; however, they are required to pay the student insurance fee if the course requires insurance coverage. Proof of age must be shown when registering. Students between the ages of 16 and 18 may register with special permission. There are no registration fees for Adult Basic Education/GED Preparation, Compensatory Education or Human Resources Development programs. The registration fee is waived for job related courses for fire service, rescue and law enforcement personnel.

Classes may be canceled at any time due to insufficient enrollment or attendance.

For occupational classes that are scheduled to meet four times or less, a seventy-five percent (75%) refund shall be made upon the request of the student if the student officially withdraws from the class prior to or on the first day of class. For classes that are scheduled to meet five or more time, a seventy-five percent (75%) refund shall be made prior to or on the twenty percent (20%) point of the class. Requests for refunds will not be considered after the twenty percent (20%) point.

# BOARD OF TRUSTEES

Louise Muse - Chairman  
Charles D. Hardison - Vice Chairman

## APPOINTED BY:

### *Commissioners of Pamlico County*

	<i>Expiration of Term</i>
Charles P. Holton	June 30, 1997
Charles D. Hardison	June 30, 1998
Charles M. Alexander	June 30, 1999
Daphne Yeomans	June 30, 2000

### *Board of Education*

Ida B. Ollison	June 30, 1998
James A. Mason, Sr.	June 30, 1999
George R. Brinson	June 30, 2000

### *Governor*

Paul J. Delamar	June 30, 1997
Joyce Moore	June 30, 1998
Louise Muse	June 30, 1999
William Gibbs, Jr.	June 30, 2000

# FOUNDATION DIRECTORS

Richard Crystal, President  
Ramona Game, Vice-President  
Gary B. Collier, Secretary/Treasurer

Sally Belangia  
Linda Brinson  
Mary Clyde Dunn  
Ramona Game  
Susan Gulko  
Larry Gwaltney

Floyd Hardison  
Charles P. Holton  
E. Douglas Kearney, Jr.  
Gladys Lee  
Webb Smith

# EMPLOYEE DIRECTORY

## ADMINISTRATIVE COUNCIL

- Dr. E. Douglas Kearney, Jr. . . . . President  
B.S., Pembroke State University  
M.A., East Carolina University  
Ed.D., Nova University
- Myra Blue . . . . . Dean/Academic Librarian  
Division of Learning Resources  
B.S., Business Administration, Mount Olive College  
M.A., North Carolina Central University  
Library Science coursework, East Carolina University
- Gary B. Collier . . . . . Business Manager  
B.S., Pembroke State University  
M.A., Appalachian State University
- Joan Delamar . . . . . Dean of Continuing Education  
B.A., University of N.C. at Chapel Hill  
M.Ed., N. C. State University
- Dr. Thomas O. Fulcher . . . . . Dean of Instruction  
A.B., Marshall University  
M.Div., Duke University  
Ed. D., North Carolina State University
- Ramona Game . . . . . Dean of Institutional Development  
B.S., M.A., East Carolina University  
Doctoral Course Work at Nova University  
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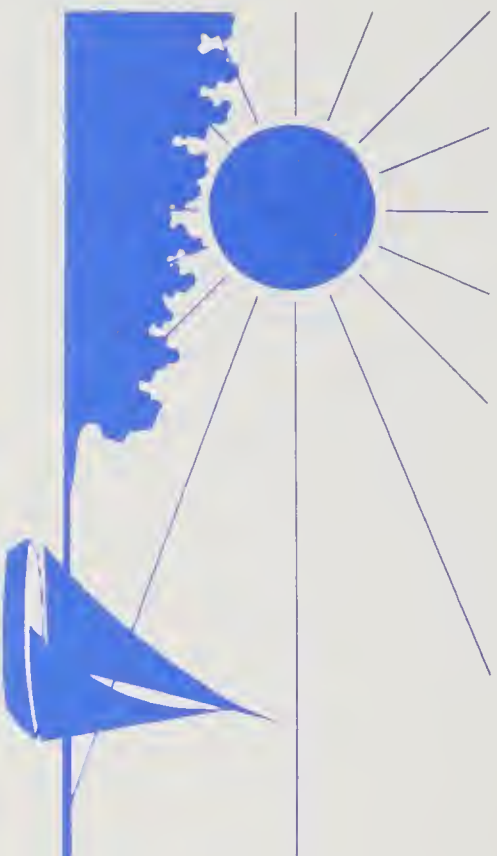








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