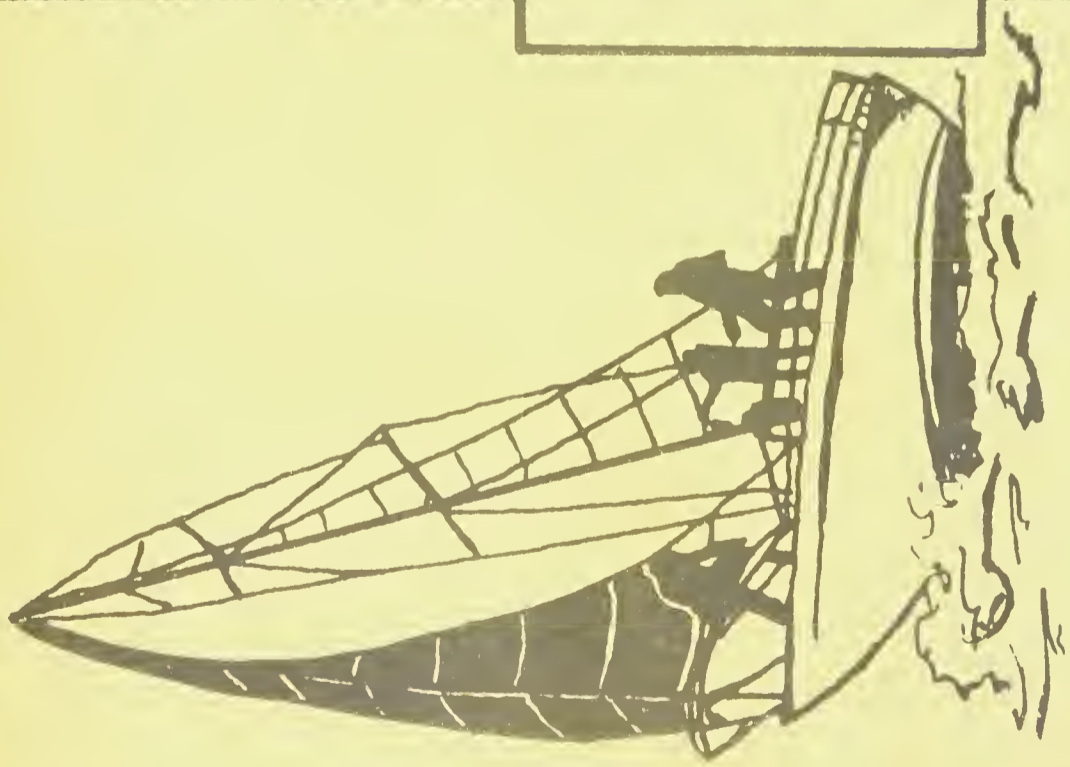


# STUDENT HANDBOOK

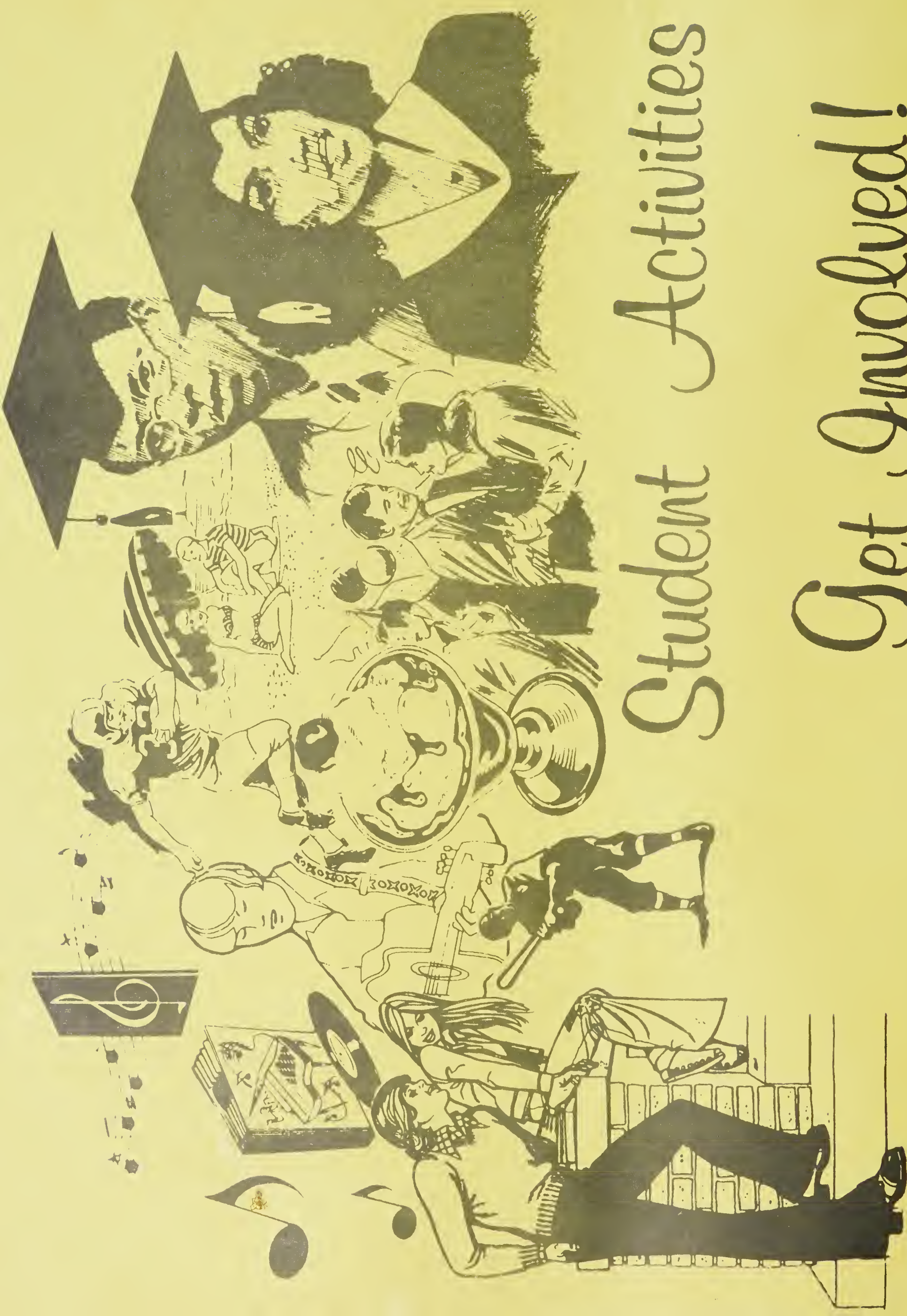
83-84



PAMLICO TECHNICAL COLLEGE

POST OFFICE BOX 185

GRANTSBORO, N. C. 28529



# Student Activities

## Get Involved!

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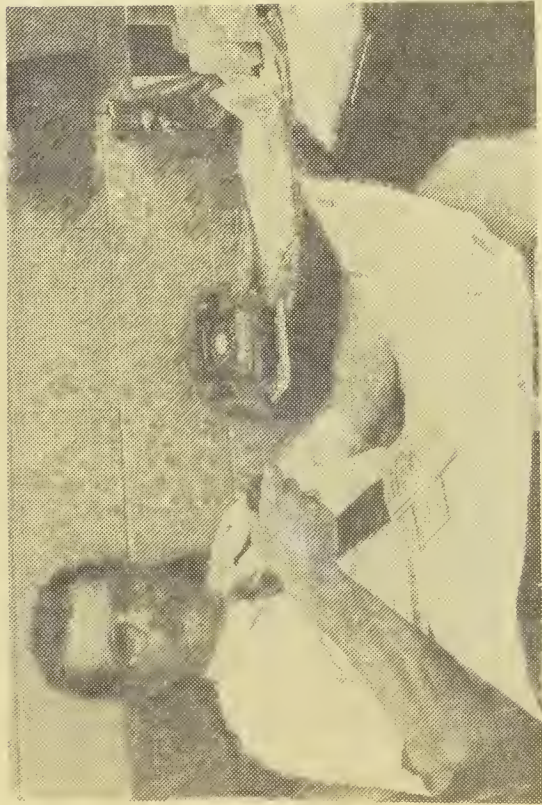
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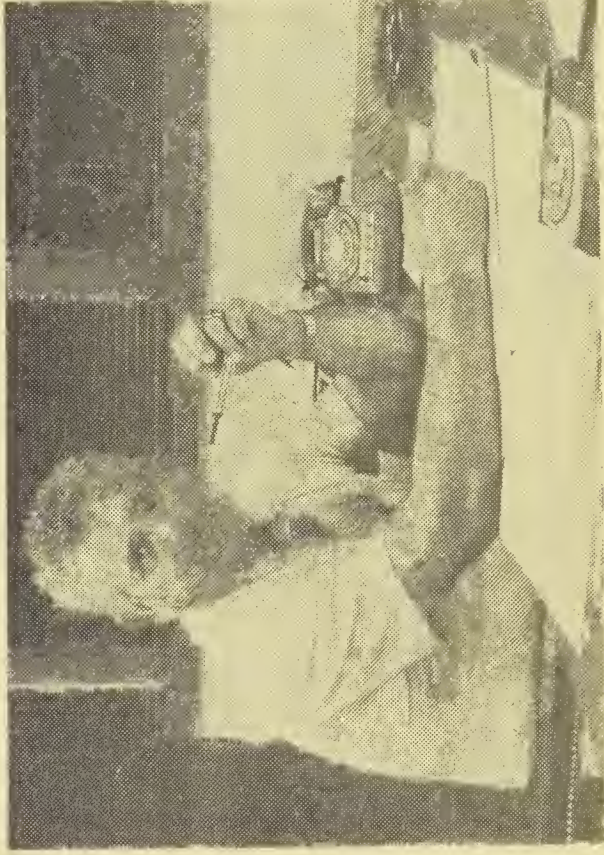
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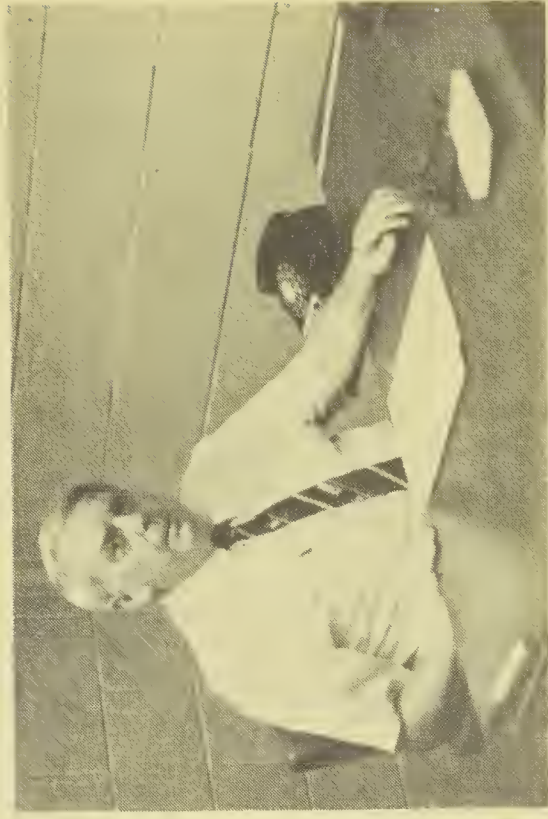
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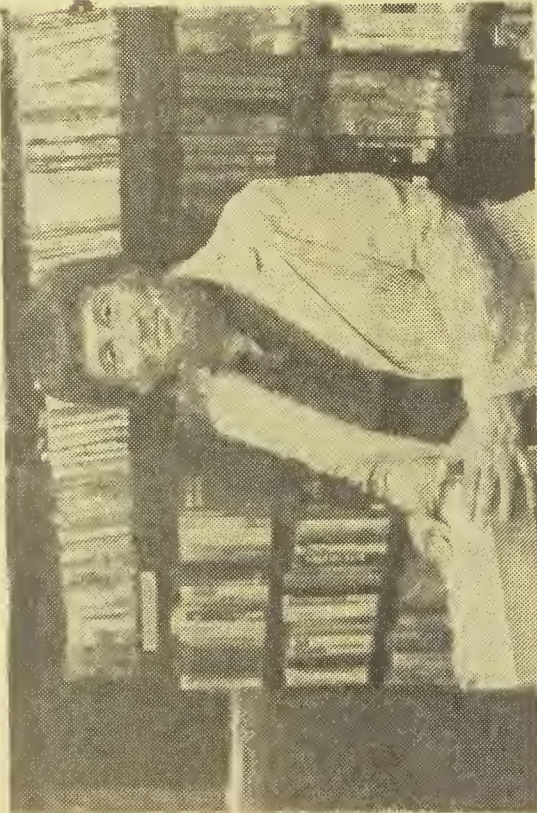
Mr. Larry H. Prescott, Dean of Student Services



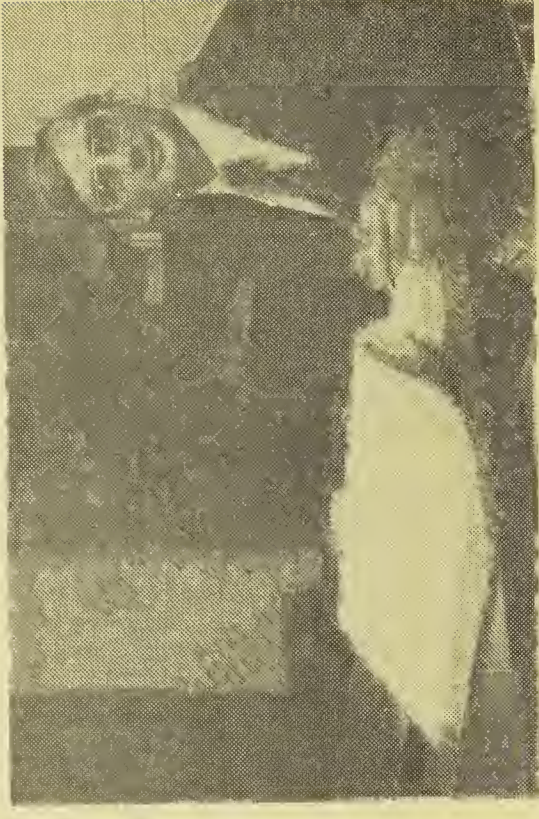
Mr. Paul H. Johnson, President



Dr. Donald R. Warren, Dean of Instruction



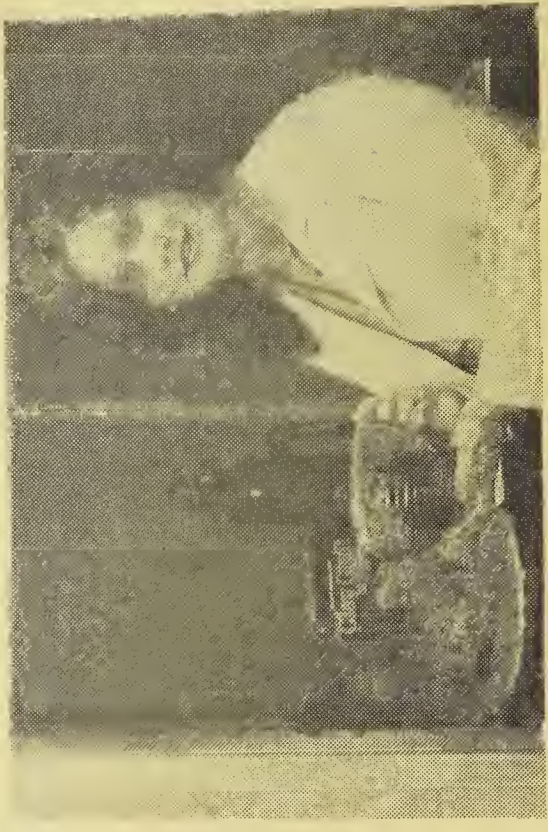
Ms. Gail Johnson, Dean of the Learning Resource Center



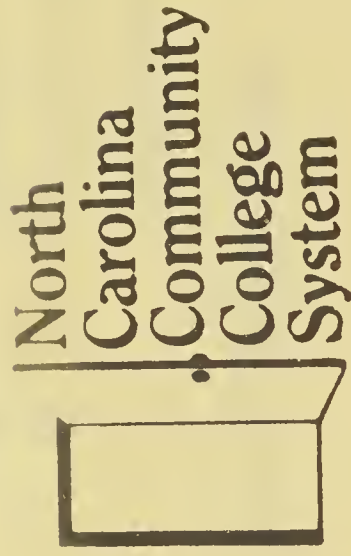
Mr. Gary B. Collier, Dean of Business Affairs



Mr. Bob Rogers, Evening Director



Ms. Brenda Leggett, Director of Continuing Education



WELCOME!!

Welcome and Introduction to PTC....

Pamlico Technical College was founded in 1962, known as the Industrial Education Center (IEC). In 1967, PTC became a chartered Technical Institute. Presently we are located on 43.9 acres, \$1.5 million-dollar site and facility. The school is presently accredited by the State Board of Education of North Carolina and by Southern Association of Schools and Colleges. In 1979, the General Assembly approved a bill to allow Technical Institutes to change their name. Therefore, this Institute, by approval of the Trustees and County Commissioners, is now called Pamlico Technical College.

The Student Handbook and Calendar of Activities are designed to help you. Remember PTC accepts only adult students, and you must assume responsibility for your actions and career. The administration, faculty, and staff are willing to assist you in reaching your educational, career, and personal goals. Do not hesitate to contact us for assistance. We hope this Handbook will be a valuable resource for you.

Address inquiries to:

Pamlico Technical College

P.O. Box 185

Grantsboro, NC 28529

(919) 249-1851

Compiled by Student Services  
Pamlico Technical College  
Published by PTC Summer 1983

Pamlico Technical College does not discriminate on  
the basis of race, creed, color, national origin, sex,  
age, or handicap.

"If you've made up your mind that you can't do something--You're absolutely right!"

TUITION AND FEES

Tuition fees are set by the State Board of Education and are subject to change without notice. Costs of textbooks 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 are as follows:

	<u>Resident</u>	<u>Non-Resident</u>
Full-time (12 or more credit hours)	\$51.00 per quarter	\$255.00 per quarter
Part-time (less than 12 credit hours)	\$ 4.25 per credit hour	\$ 21.25 per credit hour
Persons over age 65, no tuition charged		
<u>Activity and Graduation Fee</u>		
Full-time	\$ 5.00	\$ 5.00
Three-Quarter Time (9-11 hrs)	\$ 3.75	\$ 3.75
One-Half Time (6-8 hrs)	\$ 2.50	\$ 2.50
Late Registration Fee	\$ 5.00	\$ 5.00

ADVISOR \_\_\_\_\_ OFFICE \_\_\_\_\_ PHONE \_\_\_\_\_

SCHEDULE OF CLASSES

FALL QUARTER

COURSE NO.	COURSE TITLE	CR. HRS.	CONT. HRS.	TIME	DAYS				ROOM	
					M	T	W	TH		

"Take care of the minutes, and the hours will take care of themselves!"



# SEPTEMBER

SUNDAY

MONDAY

TUESDAY




WEDNESDAY

THURSDAY

T.G.I.F.

SATURDAY

# Help Yourself

4	5  LABOR DAY COLLEGE CLOSED	6  REGISTRATION OPENS!	7 CLASSES BEGIN	8	1	PROGRAM SCHEDULING AND ORIENTATION	2	3
11	12	13	14	15	16	LAST NIGHT FOR EVENING DROP/ADD AND REGISTRATION 8 P.M.	17	10
18	19	20 DROP/ADD AND REGISTRATION CLOSES - 2 P.M.	21	22	23	24	25	
25	26 DO YOU HAVE A FRIEND OR	27 DO YOU HAVE A RELATIVE	28 THAT NEEDS A JOB?	29 CONTACT ANDY PRESTON OR PAT MILLER ROOM 171	30			

LEARNING RESOURCE CENTER (LRC)

THINGS YOU NEED TO KNOW:

For information see one of these staff members: Gail Johnson, Dean/Librarian  
Doris Southerland, Secretary  
Brenda Greene, Evening Assistant

The Pamlico Technical College Learning Resource Center is a learning materials center responsible for providing books, periodicals, and audio-visual materials and equipment to support the learning and leisure-time activities of its students, faculty, and community. The Center provides the opportunity to bring together under a common cataloguing system - Dewey Decimal - all the materials used for communicating knowledge.

Library

The Library houses the main book and audio-visual collection. A card catalogue makes materials readily available to users. Indexes to periodicals are on subscription; and most back issues of periodicals are either loose-leaf, bound, or available on microfilms.

A copy machine is available for copying pages from books and periodicals. The charge for this service is 15¢ per copy.

The general rules and regulations of the LRC are as follows:

1. The Learning Resource Center is not set up to accommodate food, drinks, or smoking. Students take breaks in the Student Lounge.
2. Books in regular circulation may be checked out for a period of three weeks and may be renewed once (by phone or in person). The book circulation for non-PTC students is also encouraged.
3. Overnight reserve material loans vary with instructor and quarter, but they are due back in the LRC by 9 a.m. of the due date.
4. The Center operates on the following schedule: 7:30 a.m. - 9:30 p.m., Monday-Thursday.

LEARNING RESOURCE CENTER (CONT)

Media Services Center

Staff Member: Garry Linton

The Media Services Center provides audio-visual equipment, media production facilities, and specialized media personnel. Facilities for - and assistance in - the planning and production of audio-visual materials, graphic arts materials, and photography are provided. The Center is open during normal LRC hours.

Individualized Learning Center (ILC)

Staff Members: Mollie McCallister (Day)  
Stan Allen (Evening)

The ILC is staffed by coordinators who are always present to plan studies, select materials, and offer individual instruction. The ILC services the following general areas:

1. Preparation for the GED
2. Supplementary study for curriculum students
3. General interest courses
  - a. Reading improvement
  - b. Mathematics
  - c. Basic Sciences
  - d. Grammar
  - e. Spelling
  - f. Computer-assisted instruction
  - g. Typing
  - h. German
  - i. Spanish

Supplemental career resource materials, typewriters, microfiche job-vacancy announcements, and resume-writing assistance are also in the Learning Center. All courses of study in the Learning Center are free of charge. The GED testing fee is \$5.00.

YOU SHOULD UTILIZE THIS LEARNING CENTER. "THERE IS NO TIME LIKE THE PRESENT!"

# OCTOBER

SUNDAY

MONDAY

TUESDAY

WEDNESDAY

THURSDAY

T.G.I.F.

SATURDAY



2	3	4	5	6	7	8
	V.I.P. WORKS!	DO YOU HAVE A	FRIEND OR RELATIVE	THAT DOES NOT?	CONTACT ANDY PRESTON OR PAT MILLER ROOM 171	
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31	A black and white illustration of a two-story house with a chimney, surrounded by trees and a lawn. The illustration is positioned at the bottom of the calendar, spanning across the last two rows of the grid.				

HALLOWEEN

ACADEMIC INFORMATION

DEAN AND INSTRUCTORS

Dean of Instruction: Dr. Donald R. Warren  
Agricultural Science: Billy Cannon  
Auto-Diesel Mechanics: Pat Potter & Gerald Carpenter  
Business Instructors: Nick Way & Joan Delamar  
Developmental Studies: Judy Pierce  
Electronics Eng. Tech:  
Home & Hospital Aide:

HRD/JTPA Coordinator: Andy Preston  
HRD Instructor: Pat Miller  
Learning Lab Coordinators: Mollie McCallister--Day  
Stan Allen-Evening  
Light Construction: James Buck  
Medical Office Assistant: Judy Pierce

PROGRAMS OF STUDY

Vocational Programs

Vocational curricula are designed to provide the student with skills, trades, and vocations to meet the needs of local industry. Vocational programs at Pamlico Technical College include training in Auto-Diesel Mechanics, Light Construction, Home & Hospital Aide, and Medical Office Assistant.

These programs are normally one year in length at a full-time rate. Students successfully completing the optional stages of the vocational programs will be awarded with either diplomas or certificates.

Technical Programs

The technical programs offered at Pamlico Technical College prepare the student to be a competent technician. These curricula are designed for career preparation with a background in general education. Technical programs at PTC are Business Administration; Secretarial Science (Executive Secretarial option, Medical Secretarial option, and General Office Technology option); Accounting; Agricultural Science; and Electronics Engineering Technology.

Students successfully completing two-year technical programs receive an Associate in Applied Science Degree.

Other Educational Opportunities

1. HRD/VIP program - See Page 60
2. GED program - See Page 5
3. Continuing Education - See Page 58

"The true art of memory is the art of attention!"

ACADEMIC INFORMATION (CONT)QUARTER SYSTEM

Pamlico Technical College operates on the quarter system. The Fall, Winter, Spring, and Summer quarters are each approximately eleven weeks in length. The College is in session four days a week. Classes normally meet hourly for fifty minutes with a ten-minute break between classes. The number of times that a class meets each week is determined by the number of quarter hours credit.

Quarter hours credit is awarded as follows: one quarter hour of credit for each hour per week of class lecture, one quarter hour of credit for each two hours per week of laboratory work, and one quarter hour of credit for each three hours of shop practice per week.

RESIDENCE

Under North Carolina law, a person may qualify as a resident for tuition purposes in North Carolina, thereby, being eligible for a tuition rate lower than that for non-residents. Copies of the applicable law and implementing regulations are available for inspection in Student Services and may be examined upon request. A person must have lived in North Carolina twelve months prior to enrollment to qualify for in-state tuition.

REGISTRATION

All students are required to register at the beginning of each quarter of attendance. No credit can be granted for courses in which the student is not properly registered. Students attending classes for which they are not officially registered will be dropped from the course. Registration instructions giving enrollment information will be published prior to each registration. There is a five-dollar late registration fee!

CHANGE OF SCHEDULE

Change in class schedule after registration may be made only with approval of advisor and a counselor. The last day that courses may be added each quarter is stated on the school calendar. Any students who wish to drop a course must complete the drop procedure before the last class of the seventh week of the quarter. Any change of schedule must be officially processed through the Business Office and the Office of Student Services.

ACADEMIC INFORMATION (CONT)

REFUND POLICY

Tuition refunds for students shall not be made unless the student is, in the judgment of the institution, compelled to withdraw for unavoidable reasons (death or serious illness in immediate family, migration created by change in employment of self or family). In such cases, two-thirds (2/3) of the student's tuition may be refunded if the student withdraws within ten (10) calendar days after the first day of classes as published in the school calendar. Tuition refunds will not be considered for tuition of five dollars (\$5.00) or less, unless a course of curriculum fails to materialize due to no fault of the student.

There is no refund on such yearly payments as activity fee, insurance premium fee, graduation fee, and any special fees such as late registration.

In all refund cases, the student must officially withdraw and complete the Request for Refund form. The Business Office will execute and mail the refund after all necessary forms and steps have been completed as stated above.

FEE-PAYING REGULATIONS

Paying and collecting of fees is established by law and is 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, CETA 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.

College life may be a whole new thing for you, or maybe you've been at it for a while. At any rate, you're very likely to encounter problems. Somewhere at PTC there is someone who can help no matter what your particular problem may be--grades, curriculum, VD, illness, pregnancy, depression, finances, drugs, or whatever. Check this Handbook; and, if no solution comes to mind, try a counselor in Student Services. They are trained, qualified, and highly interested in your well being and peace of mind and will direct you to the right person or agency where your specific need can be helped.

A man becomes wise by watching what happens to him when he isn't!

# NOVEMBER

SUNDAY

MONDAY

TUESDAY

WEDNESDAY

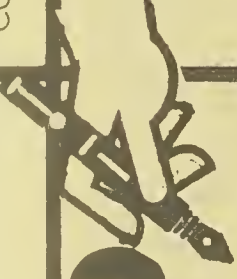
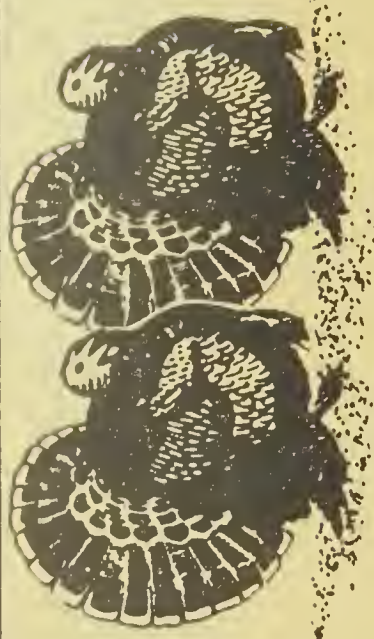
THURSDAY

T.G.I.F.

SATURDAY



SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	T.G.I.F.	SATURDAY
6	7	1	2	3	4	5
13	14	8 ELECTION DAY	9 V.I.P. ROOM 171	10	11 VETERANS DAY	12
20	21 GETTING A JOB IS HARD	15 KEEPING A JOB IS HARDER	16	17	18	19
27	28	22 QUARTER ENDS	23	24 THANKSGIVING DAY COLLEGE CLOSED	25 COLLEGE CLOSED	26
		29 PROGRAM SCHEDULING AND ORIENTATION	30 REGISTRATION OPENS!			





## STUDENT SERVICES

### LET US HELP YOU!

STAFF MEMBERS: Dean of Student Services: Larry H. Prescott  
Counselor/Admissions Officer: John T. Jones  
Evening Counselor: Joann O. Credle  
Secretary/Records Clerk: Kathy Sawyer  
VA Workstudy Clerk:

### WHAT IS COUNSELING?

Counseling is the process in which an experienced and qualified person assists a second person to understand himself and his opportunities, to make appropriate adjustments and decisions in the light of this insight, and to accept personal responsibility for his choices and courses of action. Counseling is available to anyone enrolled in a course or program at Pamlico Technical College. This includes Continuing Education, Learning Lab, HRD, and Curriculum students.

The purpose of Pamlico Technical College's counseling program is to help each student solve his social, personal, academic, and vocational difficulties. For the program to help the student to be self-reliant and maturely independent, the student himself must take the initiative and use it.

Before you register, it is required that you talk over your plans with a counselor. All students who desire to enter PTC for credit courses must take placement inventories after which an interview will be scheduled with a counselor. While it is desired that interviews be scheduled, students and prospective students are invited to come in and talk with a counselor at any time.

### WHEN WILL A COUNSELOR BE HELPFUL TO YOU?

When you are not sure what your goals in life are, it may be helpful to talk with a counselor(s). He will explore with you the direction you may want to go and help you find necessary information you need to make your own decision.

When you are concerned about your study habits or your academic background, the counselor will help you get the assistance you need whether it be at the Learning Resource Center, in remedial courses, or by special training.

STUDENT SERVICES (CONT)

When you do not know what kind of work you are suited for and desire an assessment of your interests or abilities, your counselor may suggest a variety of tests which may be helpful to you.

When you need to discuss any kind of problem which concerns you, the counselor will listen without judging, help you look at the problem, and explore solutions.

IS COUNSELING CONFIDENTIAL?

All information disclosed in counseling interviews is kept strictly confidential! No information is given to administrative personnel except on the request of or with the permission of the student. Counseling information does not become a part of the individual's official record.

HOW DO I SEE A COUNSELOR?

Counselors are available to all students in the Office of Student Services. Counselors are on duty from 7:30 a.m. until 9 p.m., Monday through Thursday.

CAREER RESOURCE CENTER

The Career Resource Center (CRC) is an extended part of the Student Services at Pamlico Technical 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.

Career Resource information is located in the Student Services area--Room 164--and the Student Services Counselors' Offices. The Job Microfiche is also available in the LRC. It lists local as well as regional jobs available, and information is regularly updated. Students experiencing problems in their studies should seek assistance with a peer tutor in the CRC.

Do you know how to compute your grade point average (GPA)? If not, see your Advisor  
or a Counselor...

ADVISOR \_\_\_\_\_ OFFICE \_\_\_\_\_ PHONE \_\_\_\_\_

SCHEDULE OF CLASSES

WINTER QUARTER

COURSE NO.	COURSE TITLE	CR. HRS.	CONT. HRS.	TIME	DAYS				ROOM	
					M	T	W	TH		

"To build soundly, you must think constructively!"

# DECEMBER

SUNDAY

MONDAY

TUESDAY

WEDNESDAY

THURSDAY

T.G.I.F.

SATURDAY



*Season's Greetings*

<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>	<b>1</b> CLASSES BEGIN	<b>2</b>	<b>3</b>
<b>11</b>	<b>12</b>	<b>13</b>	<b>14</b>	<b>8</b> LAST NIGHT FOR EVENING DROP/ADD AND REGISTRATION 8 P.M.	<b>9</b>	<b>10</b>
<b>18</b>	<b>19</b>	<b>20</b>	<b>21</b>	<b>15</b>	<b>16</b> CHRISTMAS HOLIDAYS BEGIN COLLEGE CLOSED	<b>17</b>
<b>25</b>	<b>26</b>	<b>27</b>	<b>28</b>	<b>22</b>	<b>23</b>	<b>24</b>
<b>25</b>	<b>26</b>	<b>27</b>	<b>28</b>	<b>29</b>	<b>30</b>	<b>31</b>

V.I.P. ROOM 171

RESUMES JOBS

JOBS INTERVIEWS APPLICATIONS



CHRISTMAS DAY

## STUDENT COURSE LOAD

The normal student load is 17-18 quarter hours. You must register for 12 quarter hours to be considered a full-time student. The normal load is 21 quarter hours.

All students, especially new students, who have been out of school for more than three years, who have other obligations (i.e., work, family, etc.), and who have academic weaknesses should be cautious not to register for overloads. In most cases, you are not required to enroll for a specified number of hours. Full-time standing is a status used for administrative purposes and should not be viewed by the student as mandatory.

You should be aware that technical courses normally require twice as much of your time in studying out-of-class as you actually spend in class.

## CLASSIFICATION

A student is classified as a freshman from initial enrollment until 45 quarter hours credit has been earned. Students who have earned 45 quarter hours credit or more are classified as sophomores.

## ATTENDANCE POLICY

### Class Attendance Regulations

Students are expected to attend punctually all classes and lab sessions in the courses for which they registered, beginning with the first sessions following registration in the course, except as provided in the last paragraph below.

Each instructor shall determine the class attendance policy he feels is best for his particular course. In determining the number of unexcused absences which he will accept, the instructor should consider carefully the nature of his course and the maturity level of his course and the maturity level of his students. This policy, along with the instructor's requirements for announced quiz attendance, should be presented to the class, preferably in writing, at the beginning of the quarter and will govern attendance in the class. Copies of attendance requirements should be sent to the individual chairman, Dean of the College, and Counselor.

Instructors are expected to recognize and honor official institutional excuses, i.e., excuse students without penalty for absences due to participation in authorized institutional activities, death in the family and personal illnesses of students excused by the Dean of Students, Counselor, or a doctor's note.

# JANUARY

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	T.G.I.F.	SATURDAY
<b>1</b>  NEW YEAR'S DAY	<b>2</b> CLASSES RESUME	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>
<b>8</b>	<b>9</b> JOB-SEEKING	<b>10</b> SKILLS ARE	<b>11</b> A NECESSITY	<b>12</b> FOR FUNDING	<b>13</b> A JOB	<b>14</b> V.I.P. ROOM 171
<b>15</b>	<b>16</b>	<b>17</b>	<b>18</b>	<b>19</b>	<b>20</b>	<b>21</b>
<b>22</b>	<b>23</b>	<b>24</b>	<b>25</b>	<b>26</b> LAST DAY TO WITHDRAW WITHOUT PENALTY	<b>27</b>	<b>28</b>
<b>29</b>	<b>30</b>	<b>31</b>				

## ATTENDANCE POLICY (CONT)

TO AVOID A FAILURE, READ THIS CAREFULLY!

### Dropping and/or Adding Courses

You may change classes during the ten-day drop/add period without penalty. After this period, to avoid a failure, you must officially withdraw. Follow these procedures:

1. Obtain RCN form from Student Services Office and have approved.
2. Have your instructor(s) initial it and indicate last day of actual attendance.
3. Have your advisor sign it (usually department head or major instructor).
4. Have the Business Office make final check and pick up your copy.

Since attendance requirements vary with each course and instructor, all students may be automatically dropped from the instructor's roll after several consecutive class absences. Re-entrance must be approved by the Dean of Student Services in coordination with Department Chairman. After the seventh week of the quarter, withdrawal without penalty can only be done in the case of an emergency, e.g., death or serious illness in immediate family or migration created by change in employment of self or family.

## PROBATION POLICY

### Technical Programs

1. First Probation - Students with a grade point average less than 1.25 upon completion of the first quarter will be placed on academic probation and will be required to consult with a counselor for advice.
2. Second Probation - A second consecutive academic probation will require that students remain on academic probation. They will be notified as in the first probation. Students will be required to meet with a counselor for advice and a reduction in course load to less than full-time status may be required.

PROBATION POLICY (CONT)

3. Third Probation - A third consecutive academic probation 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 Services when deemed necessary. At this point, the student may be required to withdraw or be redirected in another curriculum.

Vocational Programs

1. First Probation - Students with a grade point average of less than 1.25 upon completion of the first quarter will be placed on academic probation and will be required to consult with a counselor for advice.
2. Second Probation - A second consecutive academic probation 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 Services when deemed necessary. At this point, the student may be required to withdraw or be redirected in another curriculum.

NOTE: Students will be placed on probation when their cumulative grade point average is less than the following:

TECHNICAL STUDENTS

<u>Cumulative Credit Hours Attempted</u>	<u>Cumulative Grade Point Average</u>
1-16	1.25
17-32	1.50
33-48	1.85
49-64	1.95
65-80	2.00
81-over	2.00

VOCATIONAL STUDENTS

<u>Cumulative Credit Hours Attempted</u>	<u>Cumulative Grade Point Average</u>
1-15	1.25
16-38	1.50
39-51	2.00
52-over	2.00

Students enrolled in other educational activities such as learning laboratories, guided studies, 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.

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



VETERANS INFORMATION

TO ALL VETERAN STUDENTS:

Please read this bulletin carefully. Contained in the next few paragraphs are several important changes in procedures and regulations that you should follow:

Veterans Service Office

All matters pertaining to veteran enrollment will be administered directly from the Student Services Office. If you have a problem, you should contact a Counselor or the Dean of Student Services. You may also call the VA Office by calling the toll free number 1-800-642-0841. Be sure to give your file number. If you need information from your folder, you should request it from a Counselor or Student Services staff member. Only you or the College Certifying Official can request information from the Regional Office.

Reporting Absences (Vocational students only)

We are required to report all full and partial absences. Partial absences will be converted into full days in accordance with a formula provided by the VA. See the Veteran's Absences Reporting Form - Page 23.

21.4205 Absences - VA Regulation

An occasional tardiness (not more than two per week) of one-half hour or less will not be counted if it is excused by the school. Tardiness which is not excused and tardiness of more than one-half hour, whether excused or not, will be counted as one or more hours of absence. Absences during any portion of the day (or scheduled evening classes) will be counted, whether more or less than an hour. All early departures will be counted even though excused. Except for an occasional tardiness of one-half hour or less which is excused by the school, any absence of less than an hour will be counted as a full hour of absence.

Procedures for Completing the Monthly Attendance Form (See example on Page 23)

1. We will complete your course information, course numbers, days per week, credit hours, etc., in Student Services from your registration form.

VETERANS INFORMATION (CONT)

2. On the last scheduled class day of each month, these forms will be forwarded to your instructor.
3. Each instructor will record partial and full day absences in the appropriate section and sign at the bottom.
4. Within five school days, the form will be returned to the Student Services Office to be filed in your folder.

The absences reported on this form will be used to complete your quarterly certification of attendance card (white card) every three months (vocational students only).

Reporting Responsibilities (All veterans)

Institutional policy requires that all students complete a Registration Change Notice should you drop/add or withdraw from school. This is most important for veterans. We must know the actual first day of attendance and last day of attendance when changes occur. Please follow these procedures when completing the RCN form. (See attached sample copies.) NOTE: Procedures are also outlined in the catalogue.

1. Complete the form in its entirety.
2. In the box instructor (See example):
  - a. Enter from instructor's records your actual last day of attendance if you are dropping out of school completely.
  - b. Should you drop and add a course, list the actual first day of attendance of the course(s) you added and the last day of attendance of course(s) you dropped.
  - c. If you add a course only, list the first day of attendance. Each instructor should initial over his/her name. (See example.) This form should be initiated and hand-carried by you to each instructor and returned to the Business Office. Be sure all necessary signatures have been obtained.

VETERANS INFORMATION (CONT)

Standards of Progress

This is to remind each of you that the VA will allow two quarters of academic probation regardless of the institutional policy for pay purposes. See your College Catalogue, Pages 11 and 12 for detailed policies.

If you drop a course without mitigating circumstances (circumstances beyond your control), we are required to report this to the VA. At any time, if you are not making reasonable progress according to the school's standards and VA is notified of this, counseling is required before future payments can be made.

Program Guide (See attached example)

Every veteran has a program guide. This is to prevent you from repeating courses or enrolling in courses not approved. A copy of this guide should be kept by each student. Be sure that you have a school catalogue.

Transfer Credit

All previous education and training will be evaluated before certification can be processed for payment. Those of you already enrolled should check with the Student Services Secretary and be sure that a proper evaluation has been completed for courses taken at another institution prior to enrolling at PTC. (To our knowledge, evaluations have been completed; but please check.)

Termination of Payments

Failure to follow the procedures and regulations stated in this bulletin could prompt an automatic termination of payment.

Veteran's Inter-Office Communication Sheet

If you have a question or problem concerning your VA benefits, please fill out this form and turn it in to the Student Services Office. The VA Certifying Official will review your question or problem and will respond on the lower half of this form. (See Page 26.)

VETERANS INFORMATION (CONT)Quarter Hours Time ChartTECHNICAL

Credit Hours	Full-Time
12 or more	3/4-Time
9-11	1/2-Time
6-8	

VOCATIONAL

Contact Hours Per Week	Full-Time
22 or more	3/4-Time
16-21	1/2-Time
11-15	

NOTE: Enrollment less than 1/2-Time--VA will pay tuition cost only.

GED PROGRAM (ILC)

Contact Hours Per Week	Full-Time
18 or more	3/4-Time
13-17	1/2-Time
9-16	

NOTE: Student must establish a set time schedule for High School Equivalency study (GED) before certification for payment can be mailed. (EX: 9 a.m.-12 noon, M-TH) Hours missed will count as absences.

COURSE NUMBER	HOURS PER DAY							M	T	W	T	F	M	T	W	T	F	M	T	W	T	F	
	M	T	W	T	F	M	T																W
1	M	T	W	T	F																		
2	M	T	W	T	F																		
3	M	T	W	T	F																		
4	M	T	W	T	F																		
5	M	T	W	T	F																		
6	M	T	W	T	F																		

ENTER TOTAL CREDIT AND CONTACT HOURS	Enter total hours absent each day	Enter total hours absent each day	Enter total hours absent each day	Enter total hours absent each day

OFFICE USE ONLY - MAKE NO ENTRIES

Days of Attendance Per Week: \_\_\_\_\_

Hours of Attendance Per Week: \_\_\_\_\_

Average Hours of Attendance Per Day: \_\_\_\_\_

INSTRUCTOR SIGNATURES\*

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_
6. \_\_\_\_\_

Sign on the line corresponding to the course you teach.

\*Your signature certifies that you have recorded all absences for this trainee. Indicate a full absence by an "A", for tardies and partial absence, enter the number of hours absent (i.e.,  $\frac{1}{2}$ ,  $\frac{3}{4}$ , etc.).

NAME OF STUDENT (LAST) **Do** (FIRST) **John** (MIDDLE) **W.**  
 ADDRESS (STREET NO) **RT 1** CITY **Grantsboro NC** STATE **NC** ZIP CODE **28529** TELEPHONE NUMBER **745-5100** LEGAL RESIDENCE COUNTY AND STATE **Pamlico NC**  
 CURRICULUM **Bus Adm** QUARTER **FALL**  WINTER  SPRING  SUMMER  YEAR **1980** **1981**

COURSE NO.	SECT.	COURSE TITLE	INSTRUCTOR	INITIAL	DATE	HOURS		ROOM	MON. HOURS	TUES. HOURS	WED. HOURS	THURS. HOURS	FRI. HOURS
						CR.	CON.						
Bus 103		Typewriting	Wm		7-16-84	4	5	115	6:30	9:30			6:30
Bus 239		Marketing	gt		7-19-84	5	5	121	6:30	9:30			6:30
Bus 224		Bus Comm	Mw		6-15-84	3	3	131	8:00	8:50			8:00
Bus 102		Typewriting	Wm		6-15-84	4	5	115	6:30	9:30			6:30

COURSE NO.	SECT.	COURSE TITLE	INSTRUCTOR	INITIAL	DATE	HOURS		ROOM	MON. HOURS	TUES. HOURS	WED. HOURS	THURS. HOURS	FRI. HOURS
						CR.	CON.						

SIGNATURE OF STUDENT \_\_\_\_\_  
 SIGNATURE OF ADVISOR \_\_\_\_\_  
 SIGNATURE OF STUDENT PERSONNEL DIRECTOR/REGISTRAR \_\_\_\_\_  
 SIGNATURE OF BUSINESS MANAGER \_\_\_\_\_  
 ORIGINAL REGISTRATION RECEIPT NO. & DATE \_\_\_\_\_  
 TUITION DUE AMOUNT \_\_\_\_\_  
 REGISTRATION CHANGE FEE \_\_\_\_\_  
 TUITION REFUND/CHECK NUMBER \_\_\_\_\_

- CHECK ONE OF THE FOLLOWING:  
 VETERAN  CETA  OTHER FINANCIAL AID  
 WITHDREW AFTER SEVENTH WEEK  
 ABANDONED CLASSES

NOTE: STUDENT INITIATES THIS FORM AND OBTAINS NECESSARY SIGNATURES OF ADVISOR, STUDENT PERSONNEL DIRECTOR AND/OR REGISTRAR. STUDENT WILL THEN PRESENT THE FORM TO THE BUSINESS MANAGER FOR CLEARANCE AND NECESSARY ACTION.

**AN EQUAL OPPORTUNITY COLLEGE**

PINK: REGISTRAR  
 GOLD: ADVISOR

24

GREEN: STUDENT

WHITE: BUS. OFFICE - NUMERIC  
 CANARY: BUS. OFFICE - ALPHA

For VA purposes, Student increased training time from 1/2 time to 3/4 time effective 7-16-84

VALIDATION AREA

CREDIT HOURS BEFORE CHANGE 7  
 CREDIT HOURS AFTER CHANGE 9

DROP  
ADD

# Pamlico Technical College

P.O. Box 185

GRANTSBORO, NORTH CAROLINA 28529

## REGISTRATION CHANGE NOTICE

DROP     ADD     WITHDRAWAL

NAME OF STUDENT (LAST) <b>Doe</b>	(FIRST) <b>John</b>	(MIDDLE) <b>W</b>	DATE <b>7-10-84</b>	SOCIAL SECURITY NO <b>264 100 2121</b>
--------------------------------------	------------------------	----------------------	------------------------	---

ADDRESS (STREET NO) <b>Rt 1, Grantsboro</b>	CITY <b>NC</b>	STATE <b>NC</b>	ZIP CODE <b>28529</b>	TELEPHONE NUMBER <b>745-5100</b>	LEGAL RESIDENCE COUNTY AND STATE <b>Pamlico NC</b>
--	-------------------	--------------------	--------------------------	-------------------------------------	---

CURRICULUM <b>Bus Adm</b>	QUARTER <input type="checkbox"/> FALL <input type="checkbox"/> WINTER <input type="checkbox"/> SPRING <input checked="" type="checkbox"/> SUMMER	1ST <input checked="" type="checkbox"/>	2ND <input type="checkbox"/>	YEAR 19 <b>80</b>	19 <b>81</b>
------------------------------	---	--	---------------------------------	----------------------	--------------

COURSE NO.	SECT	COURSE TITLE	INSTRUCTOR		HOURS		ROOM	MON. HOURS	TUES. HOURS	WED. HOURS	THURS. HOURS	FRI. HOURS
			INITIAL	DATE	CR.	CON.						

COURSE NO.	SECT	COURSE TITLE	INSTRUCTOR		HOURS		ROOM	MON. HOURS	TUES. HOURS	WED. HOURS	THUR. HOURS	FRI. HOURS
			INITIAL	DATE	CR.	CON.						
<b>ENG 206</b>		<b>Bus Com</b>	<b>mw</b>	<b>6-30-84</b>	<b>3</b>	<b>3</b>	<b>131</b>	<b>8:00</b> <b>8:50</b>		<b>8:00</b> <b>8:50</b>		<b>8:00</b> <b>8:50</b>
<b>BAS 102</b>		<b>Typewriting</b>	<b>mm</b>	<b>6-29-84</b>	<b>4</b>	<b>5</b>	<b>115</b>		<b>6:30</b> <b>9:20</b>		<b>6:30</b> <b>9:20</b>	
<b>BAS 101</b>		<b>Intro to Bus</b>	<b>jt</b>	<b>6-30-84</b>	<b>5</b>	<b>5</b>	<b>121</b>	<b>10:00</b> <b>10:50</b>				

SIGNATURE OF STUDENT <i>John W. Doe</i>	CREDIT HOURS BEFORE CHANGE <b>12</b>	CREDIT HOURS AFTER CHANGE <b>0</b>
--	---	---------------------------------------

SIGNATURE OF ADVISOR <i>Nick Way</i>	
SIGNATURE OF STUDENT PERSONNEL DIRECTOR/REGISTRAR <i>Larry H. Prescott</i>	
SIGNATURE OF BUSINESS MANAGER	
ORIGINAL REGISTRATION RECEIPT NO & DATE	
TUITION DUE	AMOUNT
REGISTRATION CHANGE FEE	
TUITION REFUND/CHECK NUMBER	

**VALIDATION AREA**

↓

This must be completed on this form for all veteran students. This gives Student Services the actual last date of attendance. Veteran will be terminated on 6-30-84 for payments.

- CHECK ONE OF THE FOLLOWING:
- VETERAN     CETA     OTHER FINANCIAL AID
  - WITHDREW AFTER SEVENTH WEEK
  - ABANDONED CLASSES

**NOTE:**  
STUDENT INITIATES THIS FORM AND OBTAINS NECESSARY SIGNATURES OF ADVISOR, STUDENT PERSONNEL DIRECTOR AND/OR REGISTRAR. STUDENT WILL THEN PRESENT THE FORM TO THE BUSINESS MANAGER FOR CLEARANCE AND NECESSARY ACTION.

WHITE: BUS. OFFICE - NUMERIC  
CANARY: BUS. OFFICE - ALPHA

PINK: REGISTRAR  
GOLD: ADVISOR

PAMLICO TECHNICAL COLLEGE

Veteran's Inter-Office Communication Sheet

TO THE VETERAN STUDENT: If you have a question or problem concerning your VA benefits, please fill out this form and turn it in to the Student Services Office. (Please keep in mind that you are filling out three (3) forms and should bear down hard.) The VA Certifying Official will review your question or problem and will respond on the lower half of this form.

VETERAN'S NAME: \_\_\_\_\_

VA FILE NUMBER: \_\_\_\_\_ DATE: \_\_\_\_\_

STATE QUESTION OR PROBLEM:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
SIGNATURE OF VETERAN

-----

REPLY DATE: \_\_\_\_\_

REPLY:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
SIGNATURE OF VA CERTIFYING OFFICIAL

- Copy 1 - Veteran (after reply has been made)
- Copy 2 - VA File Folder
- Copy 3 - Student Services Secretary



PROGRAM SHEET  
(SAMPLE)

BUSINESS ADMINISTRATION

Name of Student \_\_\_\_\_

Required Courses	Qtr Hrs	Grade	(quarter hours)																				
			F	W	SP	S	F	W	SP	S	F	W	SP	S	F	W	SP	S	F	W	SP	S	
MG 101	3																						
US 101	5																						
US 102	4																						
US 119-A	3																						
MG 102	3																						
US 103	4																						
US 115	3																						
US 119-B	5																						
CO 102	3																						
MG 204	3																						
US 110	4																						
US 116	3																						
US 239	5																						
CO 104	3																						
MG 206	3																						
US 120-A	4																						
US 215	3																						
US 232	3																						
BP 104	4																						
MG 103	3																						
US 120-B	4																						
US 229-P	4																						
US 235	3																						
US 243	4																						
US 121	6																						
US 247	3																						
US 272	3																						
US 285-P	2																						

Veterans must be sure  
that you enroll in courses  
listed. Payments will not  
be certified for other  
courses not listed  
on this sheet.

Certifying Official

Required Elective 6 hours

QTR	QTR GPA	CUM GPA	QTR	QTR GPA	CUM GPA
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

All students should ask for a copy of this form.

W  
SP  
S  
F  
W  
SP  
S

## TRANSCRIPTS

An official transcript of work at PTC will be sent to the appropriate institution upon written request by the student. One transcript will be prepared without charge. No transcript will be released until the student's account is cleared with the Business Office and Library. Complete Transcript Request form in the Student Services Office. A forty-eight (48) hour notice is requested.

## FACULTY ADVISORS

Upon completion of the admissions process, each student is assigned an advisor. In technical and vocational areas, these advisors are the primary instructors. Recognizing that advisee/advisor relationships are as important as classroom instruction, advisors are available daily for assistance in needed areas. Specialized assistance is available through Student Services.

## REQUIREMENTS FOR GRADUATION

The following are established as minimum requirements for the Associate in Applied Science Degree and State Diploma:

1. Complete all course requirements as outlined by curricula. Degree and Diploma candidates must earn at least an overall grade point average of 2.0 in courses presented for graduation.
2. Prospective graduates must be recommended by the chairman of the department in which a student completes his or her major work.
3. Fulfill all financial obligations to the College.
4. Be present for graduation exercises which are held during the last week in August each year. Exceptions to this requirement may be granted by the Office of Student Services.
5. Final quarter of student's work must be completed at Pamlico Technical College.
6. Complete Graduation Application form in Student Services by Spring Quarter. Cap and gown fee is to be paid prior to graduation. Graduates will be notified of current cost. (See Graduation Application - Page 30.)

## REQUIREMENTS FOR GRADUATION (CONT)

### Degree Programs

Pamlico Technical College will confer an Associate in Applied Science Degree in all technical curricula. This degree is conferred in the name of the College's Board of Trustees when all requirements for graduation have been satisfied.

### Diploma Programs

Pamlico Technical College will award a diploma in all trade curricula. This diploma is conferred in the name of the College's Board of Trustees when all requirements for graduation have been satisfied.

### Certificates

Pamlico Technical College will award certificates upon successful completion of Continuing Education programs. Certificates are awarded upon completion of curriculum programs if the courses are classified as such in the College Catalogue.

Upon recommendation of the department chairman and approval of the Dean of Instruction, certain specific graduation requirements may be waived.

### WITHDRAWALS

Students thinking about withdrawing should contact the Office of Student Services for the appropriate forms and procedures for official withdrawal. A student who fails to withdraw officially will receive an "F" for that course.

APPLICATION FOR GRADUATION

PAMLICO TECHNICAL COLLEGE  
P.O. BOX 185  
GRANTSBORO, NC 28529  
TELEPHONE 249-1851

PRINT YOUR NAME AS YOU WISH IT TO APPEAR ON THE DIPLOMA.

NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

(Street, P.O. Box, Route) \_\_\_\_\_

(City) \_\_\_\_\_ (State) \_\_\_\_\_ (Zip Code) \_\_\_\_\_

TELEPHONE \_\_\_\_\_ SOCIAL SECURITY NO. \_\_\_\_\_

HEIGHT \_\_\_\_\_ WEIGHT \_\_\_\_\_ HAT SIZE \_\_\_\_\_

PROGRAM FROM WHICH YOU ARE GRADUATING \_\_\_\_\_

WILL RECEIVE DIPLOMA, DEGREE, OR CERTIFICATE \_\_\_\_\_

DATE PROGRAM COMPLETED \_\_\_\_\_

FACULTY ADVISOR'S NAME \_\_\_\_\_

It is the student's responsibility to see that the Office of Student Services has a current address at all times prior to graduation. We cannot assume the responsibility of letters being sent to the wrong address of important notification concerning the status of the student for graduation.  
All students are expected to attend graduation. If you are unable to attend graduation, please contact the Dean of Student Services. Diplomas and Degrees are not mailed.

I have reviewed this student's Advising Folder and believe that, if (s)he successfully completes the final course work recommended, (s)he will meet the course requirements for graduation.

COMMENTS \_\_\_\_\_

\_\_\_\_\_

DATE \_\_\_\_\_ FACULTY ADVISOR'S SIGNATURE \_\_\_\_\_

DATE \_\_\_\_\_ STUDENT'S SIGNATURE \_\_\_\_\_

# FEBRUARY

SUNDAY

MONDAY

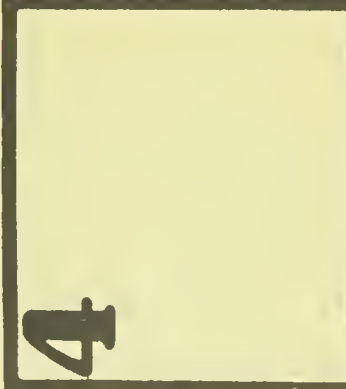
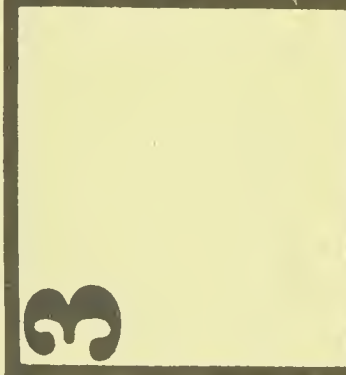
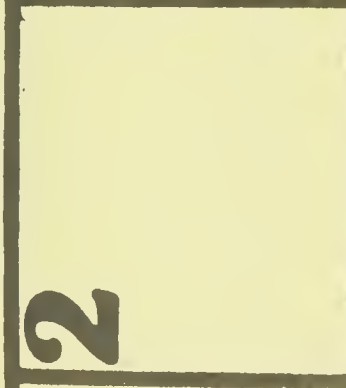
TUESDAY

WEDNESDAY

THURSDAY

T.G.I.F.

SATURDAY



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LINCOLN'S BIRTHDAY



VALENTINE'S DAY



WASHINGTON'S BIRTHDAY

ARE YOU READY FOR EMPLOYMENT?

V.I.P. JOB-SEEKING SKILLS AVAILABLE ROOM 171

QUARTER ENDS



ADVISOR \_\_\_\_\_

OFFICE \_\_\_\_\_

PHONE \_\_\_\_\_

SCHEDULE OF CLASSES

SPRING QUARTER

COURSE NO.	COURSE TITLE	CR. HRS.	CONT. HRS.	TIME	DAYS				TIME	
					M	T	W	TH		

"Each morning look back upon your work of yesterday and then try to beat it!"

# MARCH

SUNDAY

MONDAY

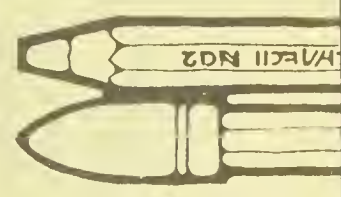
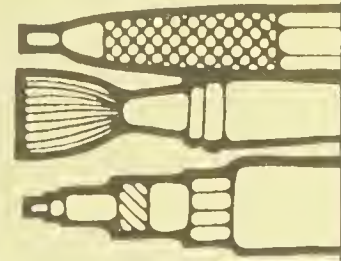
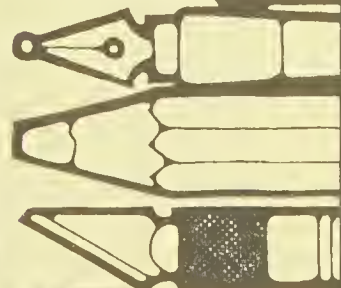
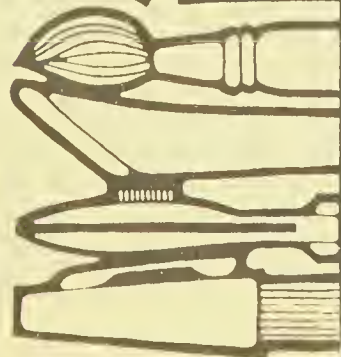
TUESDAY

WEDNESDAY

THURSDAY

T.G.I.F.

SATURDAY



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31

PROGRAM  
SCHEDULING  
AND  
ORIENTATION

REGISTRATION  
OPENS!

CLASSES  
BEGIN

LAST NIGHT FOR  
EVENING  
DROP/ADD AND  
REGISTRATION  
8 P.M.

DROP/ADD AND  
REGISTRATION  
CLOSES - 2 P.M.

V.I.P.  
OFFERS

JOB-SEEKING  
SKILLS

ROOM 171



St.  
Patrick's  
Day

WAIVERS BY PROFICIENCY

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 examinations are developed and administered at the departmental level. The test may be any one or a combination of the following:

1. Written test
2. Evaluation of manipulative skills
3. Student oral interview

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

Proficiency may be granted prior to a student's first official enrollment in a curriculum without fees being paid. After registration, proficiency may be granted up to the drop/add period. Students may add a course of the same hours without extra charge. Credit will be granted toward graduation but not computed in the GPA.

CREDIT BY CHALLENGE EXAMINATION

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 departmental level. They are administered at any point during the course after the official drop/add period. 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 Services. REMEMBER - You can challenge a course only after drop/add, and you must have paid for the course. Also, you have to request for it.

AUDITING POLICY

Classes may be audited with permission of the instructor if space is available. Priority will be given to regular credit students. Participation in class discussion and examinations is at the option of the instructor. No credit by examination can be allowed for courses that have been audited. A grade of "AU" will be recorded with no hours credit or quality points. Registration or changes in registration for audits may be completed during the regular registration periods. A fee of \$4.25 per quarter hour for in-state students and \$21.25 per quarter hour for out-of-state students must be paid except in the case of full-time students who may audit with no additional charge.



REPEATING COURSE WORK

Any course may be repeated. Each repeat is calculated towards the student's GPA. Any required course in which an "F" is received must be repeated. In those cases where a course in which an "F" is not offered during the remainder of that student's residence, an equivalent course may be substituted upon recommendation of the department chairman and the appropriate dean for purposes of meeting program requirements.

NOTE: Veterans may repeat an "F" and be certified for payment.

TRANSFER OF CREDITS

Educational work taken at regionally accredited institutions in which a grade of "C" or better was earned and a comparable course is offered at Pamlico Technical College may be accepted in transfer if appropriate to the student's program of study.

Within the institution, any passing grade in a vocational/technical program will transfer to another vocational/technical program. Transfer is not allowed from a vocational program to a technical program. Students may request proficiency or challenge examination. All transfer evaluations and procedures are handled by specified instructors under the supervision of the Dean of Instruction.

Final acceptance or rejection of transfer credits lies with the College.

GRADING SYSTEM AND QUALITY POINT AVERAGE

The following is the grading system used by Pamlico Technical College:

<u>LETTER</u>	<u>NUMERICAL EQUIVALENT</u>	<u>QUALITY POINTS PER QUARTER HOUR</u>
A	93-100	4
B	85-92	3
C	77-84	2
D	70-76	1
F	Below 70 - Failing	0
WP	Withdrew Passing	0
WF	Withdrew Failing	0
I	Incomplete	0
AU	Audit	0
Z	Credit by Proficiency	0
T	Transfer	0
S	Satisfactory	0
RE	Re-Enroll	0
NR	Not Eligible to Re-Enroll	0

GRADING SYSTEM AND QUALITY POINT AVERAGE (CONT)Explanation of Grades

A grade of "I" must be removed by making up the work during the next quarter 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 major advisor, instructor, counselor, or the Dean of Student Services. The instructor makes the final decision.

All students must maintain an overall grade point average of 2.0 and satisfactorily complete all required courses to be eligible for graduation.

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 quarter the "Incomplete" is received.

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 toward a degree or diploma is given.

Final grades are posted by instructors on the class or lab doors. You may pick up a grade slip from Student Services, or grades may be mailed.

Withdrew Passing/Withdrew Failing is awarded only when the student completed an official withdrawal form. "WP" carries no penalty; hours attempted will be calculated for GPA purposes if a "WF" is awarded. Failure to officially withdraw will cause an automatic "F".

DEAN'S LIST AND HONOR ROLL

All full-time technical and vocational students maintaining a quarterly grade point average between 3.50 and 4.00 will be recognized on the Dean's List. A quarterly 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 technical and vocational students enrolled in at least six credit hours of work maintaining a quarterly grade point average of 3.00 or higher will be recognized on a Special Recognition List.

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

# APRIL

SUNDAY

MONDAY

TUESDAY

WEDNESDAY

THURSDAY

T.G.I.F.

SATURDAY

1

2

3

4

5

6

7

WHAT IS

V.I.P.?

ANSWER IN  
ROOM 171

HOW CAN I

FIND A JOB?

ANSWER IN  
ROOM 171

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EASTER

23

EASTER HOLIDAYS  
BEGIN  
COLLEGE CLOSED

24

25

26

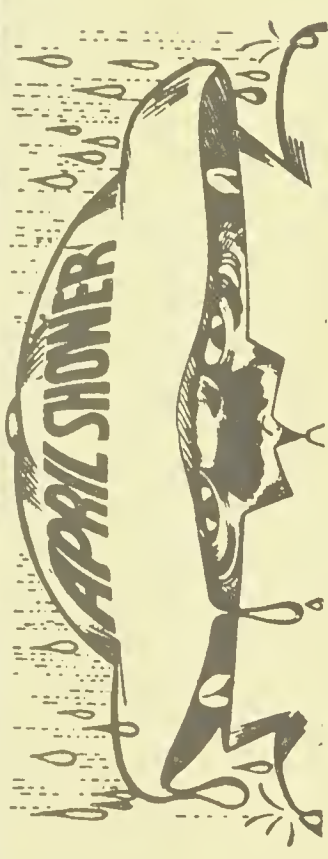
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CLASSES RESUME



FINANCIAL ASSISTANCE INFORMATION

The purpose of this program is to provide financial aid to students who have exceptional financial need. and who, because of the financial means of their families, would be unable to enter or remain at Pamlico Technical College without such assistance.

Eligibility for Financial Assistance

1. Applicant must be enrolled in at least a six-month program.
2. Applicant must have an application for admissions on file in the Student Services Office and must have been accepted for enrollment into a curriculum.
3. Applicant should be in exceptional financial need.

Procedures for Making Financial Assistance Application

1. Applicant must obtain application from Financial Aid Officer.
2. Applicant must complete all information on application. Incomplete applications cannot be processed or considered.
3. Applicant must return application to Financial Aid Officer.
4. Applicant will be thoroughly processed as to financial need.
5. Financial Aid Officer will give notice as to approval or disapproval of application.
6. The amount and type of financial assistance granted will be discussed with the applicant.

Student Financial Assistance Programs

Insured Student Loan - College Foundation, Inc.  
 Supplemental Education Opportunity Grant  
 Pell Grant (BEOG)  
 College Work Study  
 Social Services Benefits  
 Vocational Rehabilitation  
 Veterans Affairs  
 Kermit Sadler Memorial Emergency Loan  
 JTPA

Marcellus C. Cobb - Class of 1956 Scholarship  
 Wachovia Technical Scholarship  
 Weyerhaeuser Vocational-Technical Scholarship  
 Department of Community College Vocational/Technical  
 Loan

Detailed information concerning the various financial aid programs and scholarships can be obtained from the counselors.

FINANCIAL ASSISTANCE INFORMATION (CONT)

Satisfactory Progress

To remain eligible to receive Title IV financial aid funds, students must meet the College definition of Satisfactory Progress. This definition reads:

1. The satisfactory completion of either a minimum of 6 credit hours per quarter or 50% of the credit hours carried (whichever is less) during each quarter.
2. Maintaining a grade point average (GPA) within the following credit hours attempted sliding scale. At the end of each quarter, hours attempted are reviewed and the cumulative grade point average applied according to the scale. If the cumulative GPA is less than the minimum grade point average, the student will be placed on academic probation.

TECHNICAL STUDENTS

VOCATIONAL STUDENTS

Cumulative Credit Hours Attempted	Cumulative Grade Point Average	Cumulative Credit Hours Attempted	Cumulative Grade Point Average
1-16	1.25	1-15	1.25
17-32	1.50	16-38	1.50
33-48	1.85	39-51	2.00
49-64	1.95	52-over	2.00
65-80	2.00		
81-over	2.00		

When a student is placed on academic probation according to the probation policy, (s)he will be allowed to receive assistance for one additional quarter. Aid recipients who fail to remove the academic deficiency after one quarter on probation will not be eligible to receive any funds until their GPA is at the minimum required on the sliding scale.

3. Aid recipients enrolled in an Associate Degree curriculum may receive Title IV assistance for 12 quarters or 36 months; aid recipients enrolled in one-year vocational diploma or certificate programs may receive Title IV assistance for 8 quarters or 24 months. Part-time evening students only will be charged partial months based on rate of enrollment (EX 6-8 credit hours, .50 months; 9-11 credit hours, .75 months; 12 credit hours or more, 1 month).

FINANCIAL ASSISTANCE INFORMATION (CONT)Satisfactory Progress (CONT)

4. An aid recipient may change curriculums as often as (s)he deems necessary. However (s)he cannot receive assistance beyond the stated time limit.

Appeal Process

Students who fail to meet the definition of satisfactory progress or other aid policies have the right to appeal to the Student Appeals Committee. Procedures are explained in the Catalogue and Student Handbook.

# MAY

SUNDAY

MONDAY

# OPEN

TUESDAY

WEDNESDAY

THURSDAY

T.G.I.F.

SATURDAY

1

THE BEST THINGS IN LIFE ARE FREE

2

BUT IT TAKES MONEY TO GET TO THEM

3

JOB INFORMATION

4

ROOM 171

5

PTC OLE' COUNTRY FAIR AND OPEN HOUSE



6

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Mothers Day



14

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19

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NOW THAT SCHOOL

21

IS OVER, HOW DO

22

I FIND A JOB --

23

-- ROOM 171

24

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MEMORIAL DAY  
QUARTER ENDS

31

# HOUSE





# JUNE

SUNDAY

MONDAY

TUESDAY

WEDNESDAY

THURSDAY

T.G.I.F.

SATURDAY



V.I.P. = JOBS  
ROOM 171

2 + 2 = 4

3	4	5	6	7	8	9
	PROGRAM SCHEDULING AND ORIENTATION	REGISTRATION OPENS!	CLASSES BEGIN			
10	11	12	13	14	15	16
				★ FLAG DAY		
17	18	19	20	21	22	23
FATHER'S DAY				DROP/ADD AND REGISTRATION CLOSES -2 PM		
24	25	26	27	28	29	30

MISCELLANEOUS INFORMATIONTELEPHONE MESSAGES

Telephone messages will be tacked on the bulletin board in the Mall Area. It is your responsibility to check this on a regular basis. Emergency messages only will be delivered (Example: serious illness, death in immediate family).

TELEPHONE USAGE

College phones are for the staff and their day-to-day operations. A pay phone is available for student use in the Student Center.

STUDENT CENTER

The Student Center is for everyone on campus. Please help keep it clean. Vending machines are available with cakes, candy, and soft drinks.

HEALTH SERVICES

First aid kits are located in all departments and offices. No other health facility is available on campus. All students are required to complete a health questionnaire which gives a personal health record. The Medical Center in Bayboro is the nearest medical facility, and referrals are made to the county health department. The College reserves the right to require a doctor's medical examination if deemed necessary.

BOOKSTORE

The Bookstore is operated by the College for the services of students and instructors. Textbooks and other supplies required by students attending the College are available and are sold through the Bookstore. The Bookstore is under the direction of the Dean of Business Affairs.

MISCELLANEOUS INFORMATION (CONT)

CHANGE OF ADDRESS

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

CHANGE OF NAME

Women students who, upon marriage, change their name should notify the Business Office and Student Services immediately.

VEHICLE REGISTRATION

All students and staff are required to register vehicles in the Student Services Office. Parking permits are furnished by College funds, and no charge is made.

ORGANIZATIONS

Student clubs, groups, and organizations can make many contributions to the accomplishment of the objectives of the College. Accordingly, participation in approved campus clubs, groups, and organizations is encouraged.

Procedures for organizing and securing approval of campus clubs, groups, and organizations are outlined below.

1. The proposed club organization submits a petition to the Student Affairs Committee for recognition and approval as a campus organization.
  - a. A copy of its proposed constitution or by-laws is attached to the petition.
  - b. The petition contains the names of the organizers of the club.
  - c. The petition contains the name of the faculty advisor(s) of the club.
2. The Student Affairs Committee reviews the petition and makes the final recommendation.

MISCELLANEOUS INFORMATION (CONT)ORGANIZATIONS (CONT)

3. Clubs and organizations approved to operate on the campus are required to:
  - a. Submit annually the names of its officers and faculty advisor to the Dean of Students.
  - b. Request approval of the Dean of Students to conduct all special events, social functions, fund-raising drives, or other activities.

ATHLETIC PROGRAM

The College has intercollegiate men's basketball and women's and men's softball programs. Students are encouraged to participate by contacting Student Services. These programs are planned by the Volunteer Athletic Committee in cooperation with the Student Activity Committee.

PLACEMENT SERVICES

Pamlico Technical College provides a job-placement service for all students upon request. The Placement Office maintains a current file of prospective employers and provides these employers with personal data sheets on students meeting the job demands. Representatives from business and industry from a wide geographical area are encouraged to visit the campus to interview prospective students. See Mr. John Jones for additional information in the Student Services Office.

STUDENT ACTIVITY COMMITTEE


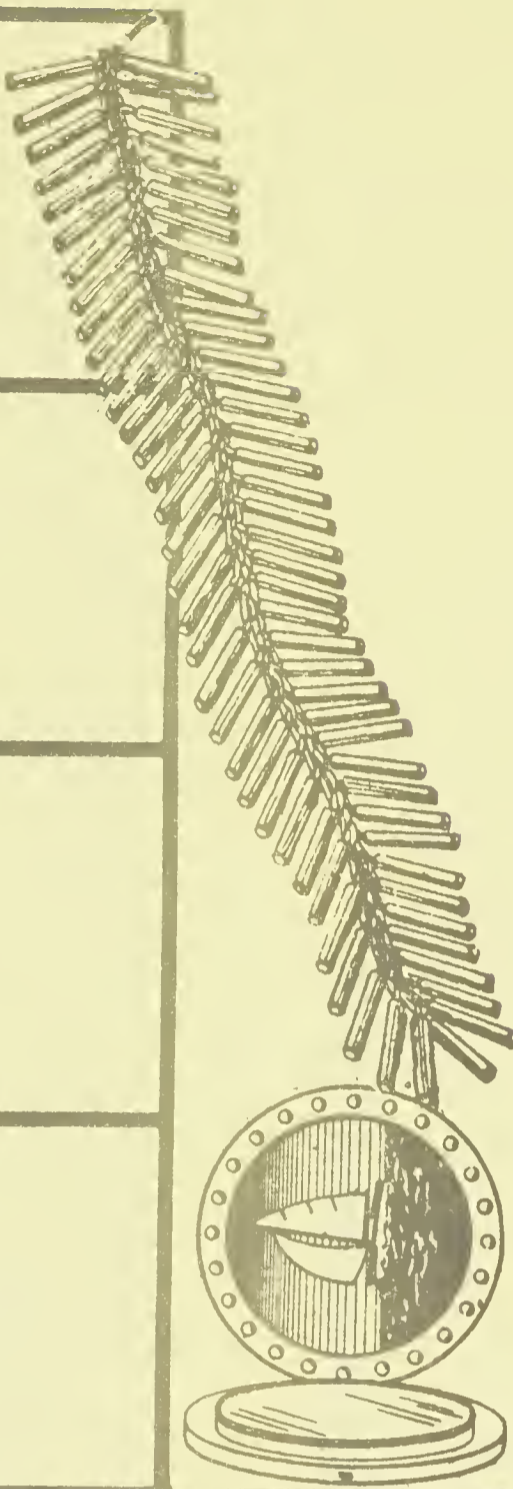
You pay an activity and graduation fee each quarter. You might ask, "What or where does this money go?" State Board policy states that it must be utilized for student use, activities, or services. Administration and faculty have made provisions for you full- and part-time students to plan, organize, and implement any activity (social or athletic) that you desire within the student activity budget. IN SHORT--if you or a group are interested in forming a club; publishing a paper or literary works; organizing a team; providing entertainment talk to a faculty member, counselor, or student representatives. THEN GET INVOLVED.

Very Important Postscript

The 1977 session, the North Carolina General Assembly enacted into law...that the SGA President or Chairman of the Executive Committee shall be non-voting members of the Board of Trustees.

# JULY

SUNDAY MONDAY TUESDAY WEDNESDAY THURSDAY T.G.I.F. SATURDAY

<b>1</b>	<b>2</b> STUDENT VACATION BEGINS	<b>3</b>	<b>4</b>  INDEPENDENCE DAY COLLEGE CLOSED	<b>5</b>	<b>6</b>	<b>7</b>
<b>8</b>	<b>9</b> CLASSES RESUME	<b>10</b>	<b>11</b>	<b>12</b>	<b>13</b>	<b>14</b>
<b>15</b>	<b>16</b> IF YOU'VE BEEN WORKING, IT'S TIME FOR A LONG VACATION	<b>17</b> IF YOU'VE BEEN ON A LONG VACATION, IT'S TIME TO WORK	<b>18</b> V.I.P. ROOM 171	<b>19</b>	<b>20</b>	<b>21</b>
<b>22</b>	<b>23</b> LAST DAY TO WITHDRAW WITHOUT PENALTY	<b>24</b>	<b>25</b>	<b>26</b>	<b>27</b>	<b>28</b>
<b>29</b>	<b>30</b>	<b>31</b>				

MISCELLANEOUS INFORMATION (CONT)STUDENT AFFAIRS COMMITTEE

The Student Affairs Committee is composed of representatives from each program offered at the College. Normally, one representative from each program (day and evening) will be selected by fellow students. The Deans of Student Services and Business Affairs, the Evening Supervisor, and a faculty representative appointed by the President will serve as advisors to the Committee.

The responsibilities of the Student Affairs Committee are as follows: (1) to organize all student activities sanctioned by the College and (2) to serve as a liaison between the student body and the Administration of the College. Members of the Committee are expected to develop proposals for activities which are then submitted to the President for his approval. The Committee is responsible for the orderly conduct of approved activities in accordance with school policy. As one means of developing better communication between students and administration, this committee may review policies affecting general student welfare and submit appropriate suggestions for revisions, clarifications, etc., to the President for his consideration.

Student members will be elected in September and may serve for a period of one year subject to conditions set forth in the official by-laws. Student members must maintain a 2.0 grade point average. Professional members serving on the Committee may be replaced at the discretion of the President.

Copies of the by-laws are available in Student Services.

THE FACULTY AND STAFF SUPPORT YOU...THEY WILL ENCOURAGE YOU...BUT THEY WILL NOT DO  
FOR YOU...YOU PLAN, THEY ASSIST!!!

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 a complaint regardless of whether he or she is using the institution's grievance procedure.

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

MISCELLANEOUS INFORMATION (CONT)

STUDENT RIGHTS

Preamble - Pamlico Technical College exists for the transmission of knowledge, the pursuit to truth, the development of students, and the general well-being of society. Free inquiry and free expression are indispensable to the attainment of these goals.

The purpose of this statement is to enumerate the essential provisions for student freedom to learn.

Freedom of Access to Post-Secondary Education - Pamlico Technical College operates under the "open door" policy as set forth by the North Carolina Department of Community Colleges and the North Carolina State Board of Community Colleges.

STUDENT CONDUCT

Pamlico Technical 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 and the Dean of Instruction or their designated representatives may, after suitable investigation, dismiss, suspend, or expell 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.

MISCELLANEOUS INFORMATION (CONT)

TRANSFERS TO SENIOR COLLEGES

All diploma and degree programs are designed to be terminal at the end of one or two years. The basic purpose of either curriculum is to prepare a student for employment. However, some students may desire to transfer after graduation to a senior college or university.

What Should You Do to Initiate a Transfer?

- 1. You must be enrolled in an A.A.S. Degree program.
- 2. You must be planning to graduate.
- 3. Inform your advisor or counselor of your intentions at the beginning of your sophomore year.

Restrictions on Transfer

- 1. No restrictions within the community college/technical college system.
- 2. To transfer to a senior college, you must transfer within the same field (Example: Business Administration, A.A.S. Degree in Business).

Contact Student Services for additional information.

AWARDS CEREMONIES

Any annual awards night (or formal graduation exercise) is held to note the accomplishments of students. The date is listed in the school calendar. All awards ceremonies are the responsibility of the Dean of Student Services and include Curriculum, Learning Lab, and Continuing Education students.

PTC RINGS

Students may order a ring by contacting the Dean of Student Services. Requirements are:

- 1. Classified as a sophomore or completed three quarters of a vocational course.
- 2. Passed the GED test for high school equivalency.

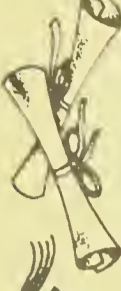
Orders are made on an individual basis. The cost as of July 1982:

Ladies' Dinner or Regular	\$123	Gold	\$75	Ultrium
Men's College Size	\$160	Gold	\$89	Ultrium



# AUGUST

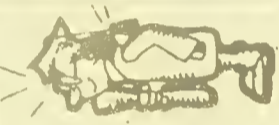
SUNDAY MONDAY TUESDAY WEDNESDAY THURSDAY T.G.I.F. SATURDAY



5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

QUARTER ENDS

GRADUATION  
8 P.M.



MISCELLANEOUS INFORMATION (CONT)STUDENT INVOLVEMENT IN POLITICAL ACTIVITIES

Pamlico Technical 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. Space will be provided for group discussions or planning sessions. The time and space shall be agreed upon jointly by the SGA President and the Dean of Business Affairs.
2. Activity in the halls must in no way interfere with classes or the instructional process.
3. Rallies may be held in the late afternoon between the hours of 4 p.m. and 7 p.m.
4. Classes during the day or evening are not to be disrupted by any activities that might occur or any candidate or representative that might visit the campus.
5. Students are to refrain from placing bumper stickers or other similar devices on all vehicles unless permission has been obtained from the owner.

SHIFT WORK STUDENT (FOR TEXASGULF EMPLOYEES)

The shift worker presents a unique situation. This is a student that does not fall into the traditional mold but should not be denied a chance to enroll and prove to himself in an educational program. Subsequently, the responsibility in meeting class requirements and arranging make-up work and hours with his instructor lies totally with the student. You should know and do the following:

1. Enroll as an evening part-time student.
2. Complete required work schedule form.
3. Be sure you understand your responsibilities.
  - a. Keep your instructor informed of shift changes in advance.
  - b. It is your responsibility to arrange with your instructors advanced assignments or make-up work.

## RIGHTS OF PRIVACY ACT

Since Pamlico Technical College is a post-secondary school and its students are eighteen years old or older, this policy will be addressed to students rather than to parents.

Students at Pamlico Technical College shall be informed annually of the Institutional policy regarding the rights of students regarding their educational records and the privacy of those records accomplished by publishing this Student Handbook. The annual notice to students shall include the following:

1. The types of educational records and the information contained therein.
2. The name and position of the official responsible for maintenance of educational records, the persons who have access to the records, and the purpose for which they have access.
3. The policy of the Institution for reviewing and expunging records.
4. Procedures for challenging the contents of educational records.
5. The cost of reproducing copies of records.
6. Categories of information designated by the Institution as directory information and the condition for release of this information.
7. Other rights and requirements.

### I. A student is defined as:

- A. One currently enrolled whether attending or not.
- B. One previously enrolled but no longer attending.

NOTE: Those excluded are: those whose admissions procedures are incomplete, thus, not enrolled; and those who have completed their basic admission but never enrolled.

### II. The types of education records maintained in the Student Services Office are:

- A. Student record card

NOTE: Responsible person: Dean of Student Services. Others having access: Counselor, Secretary, and other administrative personnel.

RIGHTS OF PRIVACY ACT (CONT)

## B. Cumulative record containing:

- a. Admissions application
- b. Health records
- c. Transcripts
- d. Registration form
- e. Drop/Add and Withdrawal records
- f. Grade slips
- g. General information, e.g. correspondence, notifications, etc.

NOTE: Responsible person: Dean of Student Services. Others having access: Counselor, Secretary, and other administrative personnel.

## C. Financial Aid Records

- a. Formal or informal records used to determine eligibility for student financial aid and other documents pertaining to the financial status of the individual.

NOTE: Responsible person: Dean of Student Services. Others having access: Counselor, Secretary, VA work study student, and other administrative personnel.

## D. Veteran Student Record

- a. Required reporting and certification forms.
- b. General correspondence

NOTE: Responsible person: Dean of Student Services. Others having access: Counselor, Secretary, VA work study student, and other administrative personnel.

## E. Job Placement

- a. Records are under the jurisdiction of Pamlico Technical College with regard to the placement of students or graduates in jobs.

RIGHTS OF PRIVACY ACT (CONT)

III. Release of information to other than students

A. The release form must be signed and inserted into the student's permanent record before information on that student can be released to any outside source.

IV. Procedures for students wishing to review their records

A. Student will fill a request form obtained from the Student Services Office.

B. The Dean or Counselor will set up an agreeable appointment time. Usually this time will be within a few days period but in no case can it go beyond a forty-five day span as prescribed by the law.

C. Students will review their records in the confines of the Dean's or Counselor's Office.

D. The request form will be marked in a manner that shows the record has been reviewed. This form will become a part of the student's file.

V. Hearing Procedures

Each student is guaranteed an opportunity for a hearing to challenge the accuracy of information contained in any file or record to which he/she may have access. Any student who believes that his/her educational records contain information which is inaccurate, misleading, or otherwise in violation of his/her privacy or other rights may file a request for such hearing with the chairman of the appropriate committee of the Institution Council; and a hearing will be conducted by the committee within a reasonable period of time. The student will have a full and fair opportunity to present evidence and argument relevant to the question of accuracy of any data contained in his/her educational records and may be assisted or represented by an attorney or other individuals of his/her choice at his/her own expense. A decision will be rendered in writing by the committee within a reasonable period of time after the conclusion of the hearing. The decision will be based solely upon the evidence presented at the hearing and will include a summary of the evidence and the reasons for the decision.

If, as a result of the hearing, the committee decides that the information contained in the student's record is inaccurate, misleading, or otherwise in violation of the student's privacy or other rights, the record will be amended accordingly; and the student will be so informed in writing. If on the other

RIGHTS OF PRIVACY ACT (CONT)

hand, the Committee decides that the information contained in the student's file is not accurate, misleading, or otherwise in violation of the student's privacy or other rights, the student shall nevertheless have the right to place in his/her educational record a statement commenting upon the information contained therein and/or setting forth any reasons for disagreeing with the decision of the College. Any such explanation placed in the student's record will be maintained by the College as part of the educational records of the student as long as the record or contested portion thereof is maintained by the College. Furthermore, if the student's educational record or the contest portion thereof is disclosed by the College to any party, the explanation will also be disclosed to that party.

VI. Availability of resource and experimental materials

When students are utilized in a research study or experimental project, a copy of the materials to be used in that study or project will be available for open inspection.

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

- A. Student's name
- B. Student's address
- C. Student's Social Security Number
- D. Student's telephone number
- E. Student's classification
- F. Student's marital status.

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

STATEMENT OF DUE PROCESS FOR STUDENTS

The Board of Trustees of Pamlico Technical College officially declares that all students have the right of due process of law as supported by the Fourteenth Amendment to the Constitution of the United States with the approval of the following procedures:

PART 1: Disagreement of Decisions

1. Students have the right to appeal decisions in which they disagree to the Student Appeals Committee and then to the President of the College.
2. Should the student not wish to accept the decision of the President as final, he/she, within ten (10) days, may appeal to the Board of Trustees by expressing the wish in writing to the President (Secretary to the Board) indicating the number and identity of those persons who will accompany him/her to the hearing. Failure to request a hearing within the time limit will be deemed a waiver of the opportunity to have such hearing.
3. Upon receipt of the request for a hearing, the President shall immediately refer the request to the Board of Trustees. The Committee shall establish a date for the hearing and notify the student of that date. The date shall be not less than ten (10) nor more than twenty (20) days from the date of the request by the student.

PART 2: Civil Rights Complaints

1. Students who feel that they have been deprived of their civil rights shall confer with the College's Affirmative Action Officer who will attempt to resolve the complaint.
2. If the Affirmative Action Officer is unable to achieve resolution of the complaint, the student may appeal directly to the President of the College.
3. Should the student not wish to accept the decision of the President as final, he/she may appeal further by following Steps 2 and 3 in Part 1.

CONTINUING EDUCATION

Any adult who can profit from what is being offered by the Institution is eligible to enroll. The development of continuing education for adults is based upon the interest shown by the community, availability of competent instructors, and the limitations of available equipment and funds.

How Much Does a Continuing Education Course Cost?

Cost is divided into three categories:

1. No Charge
  - A. Adult Basic Education
  - B. Fire Service
  - C. Emergency Medical Technician
  - D. Law In Service
  - E. Individuals 65 years and older may attend classes free.
2. State-Supported
 

Most of our classes carry a small basic registration fee per student per class.
3. Self-Supporting
 

Total cost per student pro-rated.

Therefore, class cost depends both on what kind of class you register for and which one of the above three categories it falls. Ask you employers if they will pay for part or all of the registration fees for your continuing education endeavors!

Where are Continuing Education Classes Held?

Continuing Education classes are offered throughout the county--in many locations. Classes may be held in conjunction with various organizations, institutions, and businesses in the county.

Interested persons should notify the College by phone, letter, or personal visit to place their names on the pre-registration list for each class. Registration will be held at the first class meeting, and you must have your social security number and pay your registration fee to be officially enrolled.



# COURSE LISTINGS

Activity Coordinator Training  
Adult Basic Education  
Adult Driver Training  
Adult High School  
Amateur Radio Operator  
Antiques for the Beginning Collector  
Apartment Management  
Art Appreciation  
Art of Motivation  
Art-Drawing & Painting  
Art-Water Color  
Art-Jewelry Design  
Art-Design  
Auto Care for Women  
Auto Care & Tune-Up  
Aviation Ground School  
Bank Teller Training  
Bargello  
Biblical History  
Blueprint Reading-Building Trades  
Blue Print Reading-Machinery  
Boating Safety & Seamanship  
Bread Making  
Bricklaying  
Cake Decorating  
Calligraphy  
Cancer Education  
Ceramics  
Conversational Spanish  
Conversational French  
Conversational German  
Counted Cross Stitch  
CPR  
Creative Thinking/Problem Solving  
Creative Writing  
Credit & Finance  
Crewel Embroidery  
Crochet  
Customer Relations  
Dealing with Learning Disabilities  
Death & Dying  
Dress for Success  
Early Pregnancy  
Effective Communications  
EMT  
English for Foreign Born  
Estate Planning  
Estimating for Building Trades  
First Aid  
Floral Design  
Furniture Refinishing  
Furniture Upholstery  
High Blood Pressure  
Home Electrical Repairs  
Home Plumbing Repairs  
How to Buy/Sell a Home  
How to Find a Job  
Human Relations  
Hydraulics-Troubleshooting  
Income Tax  
Industrial Sewing  
Instructional TV Use  
Instrumentation  
Interior Decorating  
Introduction-Study of Exceptional Children  
Investments and Securities  
Knitting  
Lamaze  
Lawnmower Repair  
Local History & Genealogy  
Macrame  
Medical Office Assistant  
Metrics  
Microwave Cooking  
Needlepoint  
Net Mending  
Oil Painting  
Oriental Cooking  
Outboard Motor Repair  
Oil Burner Servicing  
Parent/Child Relations  
Parent Drug Seminar  
Photography  
Piano  
Plumbing (Home)  
Pneumatics  
Pottery  
Principles of Supervision  
Production Maintenance Mechanic  
Professional Development for the Working Woman  
Pros & Cons of Condominium Ownership  
Public Speaking  
Pulled Thread Embroidery  
Quilting and Creative Patchwork  
Radio Repair  
Real Estate  
Retirement Planning  
Rug Hooking-Primitive  
Salesmanship  
Secretarial Refresher  
Sewing I  
Sewing II  
Sewing (Advanced-Alterations)  
Schematics  
Shorthand  
Sign Language  
Silk Screening  
Sketching and Painting  
Small Business Operations  
Small Electrical Repair (Appliances)  
Small Engine Repair  
Smocking  
Solar Energy  
Speedreading  
Speedwriting  
Spinning  
Stained Glass  
Stocks & Bonds  
Supervisory Leadership  
Tailoring  
Taxidermy  
Teacher Effectiveness Training  
Teacher Renewal  
Tie-dye Fabric Decorations  
The New Parent  
Time Motion Study  
Tobacco Auctioneering  
Tole Painting  
Transactional Analysis  
TV Servicing  
Typing  
Understanding the Visually Impaired  
Weaving  
Welding  
Wills, Deeds, Trusts  
Women and Success

HUMAN RESOURCES DEVELOPMENT/VOCATIONAL INCENTIVE PROGRAM

The purpose of the Vocational Incentive Program (VIP) is to provide an informal, group learning process for guidance and motivation. We try to help each student recognize and activate his/her potential for entrance into the world of work and understand human behavior.

As a student, you will be involved in activities, discussions, and counseling which help improve self-concept, awareness of group interaction, and effective communication in job-seeking and job-holding skills. VIP also explores individuals' interests and career possibilities and educational requirements.

If you choose to enter the job market, we will teach you the skills needed to land a job by helping you to prepare resumes, completing job applications correctly--and with the do's and don'ts of interviewing through video taping and role playing. You will gain self-confidence, develop proper attitudes toward work and positive thinking toward life.

In addition, we will assist you in overcoming barriers that may appear to prevent you from enrolling in the VIP Program. These barriers may include financial problems, baby-sitting problems, transportation problems, etc.

Stop by Pamlico Tech today and ask for Andrew Preston or Patricia Miller. We are located in Room 171 or call 249-1851 EXT 24.

LEGEND

- 101 Reception
- 102 Board Room
- 103-104 President's Office
- 105 Records
- 106 Restroom
- 107-108 Bookkeeping
- 110 Dean of Business Affairs
- 111 Developmental Studies
- 113 Office Machines Lab
- 117 Typing Lab
- 121-122 Classroom
- 124 Continuing Education
- 125 Bus. Instructor Office
- 127 Instructor Office
- 128 Instructor Office
- 129 Dir. of Continuing Ed.
- 130 Staff Lounge
- 131 Classroom
- 132 Classroom
- 133A Duplicating Room
- 133B Med. Ofc. Assist. Class
- 134 Med. Instructor Office
- 135-136 Classroom
- 141-145 Auto Mechanics
- 146 Auto Instructor Office
- 147 Student Center
- 148 Bookstore
- 149 Receiving & Storage
- 161 Student Services/Instruction Office
- 162 Counselor
- 163 Dean of Student Services
- 164 Career Resource Center/Counselor
- 165 Records
- 166 Dean of Instruction
- 168 Evening Supervisor
- 169-170 Electronics Lab
- 171 HRD Office
- 172-174 Construction Lab
- 175 Media Technician Office

