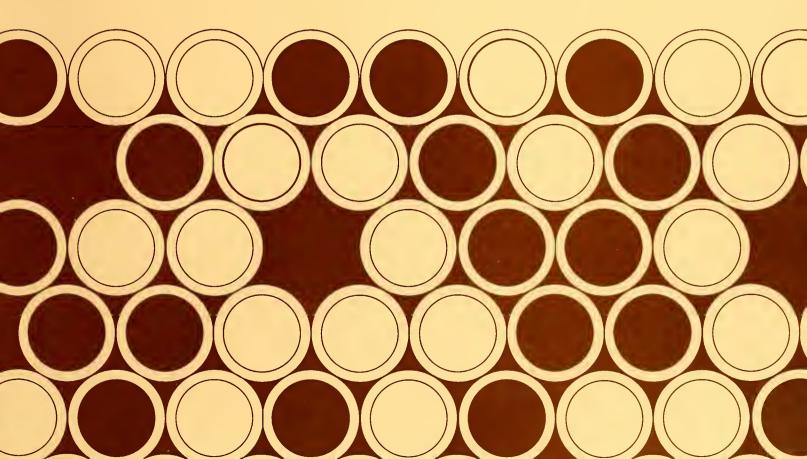
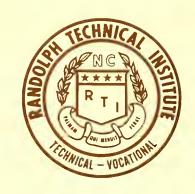
# randolph technical institute • 1977-79 bulletin



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## RANDOLPH TECHNICAL INSTITUTE



#### AFFIRMATIVE ACTION

Randolph Technical Institute offers Equal Employment and Educational Opportunities to all employees and students, and prospective employees and students of the institution, without regard to race, color, religion, national origin, political affiliation, sex or age (except where sex is a bona fide occupational qualification).

All inquiries and questions that a person may have about his or her treatment as an employee or student under Randolph Technical Institute's compliance with Title IX of the Education Amendments of 1972, Equal Employment Opportunity and Affirmative Action guidelines may be addressed to:

John A. Purvis Affirmative Action Officer and Title IX Coordinator Randolph Technical Institute P. O. Box 1009 Asheboro, N. C. 27203 919-629-1471 Ext. 42 Bulletin 1977-79

P. O. Box 1009 ASHEBORO, N. C. 27203 Phone 919 629-1471

Randolph Technical Institute was established in 1962 as an "opendoor" institution to persons of both sexes and all racial and ethnic groups and it continues to follow the same open admission policy.

Cover Designed By Bill McCollum

Photos By Lloyd Aaron, Cindy Burnham, Steve Moser, Dixie Vereen.

Revised and Reprinted 1-78

## GREETINGS FROM THE PRESIDENT

Welcome to Randolph Technical Institute — an institute of learning serving primarily Randolph and surrounding counties and operating within the legal framework as mandated by the North Carolina General Assembly. The Institute opens its doors to any adult desiring to learn. Each student is offered the opportunity and is encouraged to develop his intellectual, social, occupational, civic, cultural, and physical potential. The institute is committed to providing quality, inexpensive, continuing educational opportunities in a wide range of credit and non-credit curricula and courses designed to meet the needs of adults at facilities located throughout the county.

In keeping with the general purpose of Randolph Technical Institute, the board of trustees, the staff, and the faculty have adopted certain specific objectives. These are to:

Provide quality instruction to all who enroll.

Provide the opportunity for individuals to complete elementary or secondary education by offering adults basic education and high school diplomas and equivalency programs.

Provide a variety of one-year vocational, two-year technical and two-year general education programs that reflect the changing needs of business, industry, and professional and public services.

Provide general interest courses that meet adult education and community service needs.

Provide guidance and counseling services to assist education and community service needs.

Provide guidance and counseling services to assist students in developing an understanding of themselves and in attaining their career objectives.

Provide cultural programs and educational services for community enrichment.

Provide assistance and information to stimulate interest in education throughout the community.

Our staff, faculty, and board of trustees are highly qualified, professional people who are dedicated to providing the services and courses offered throughout the community. We will continue to listen to you as you tell us what you expect from your institute. At the same time, we will keep abreast of local, regional, and national trends in order to provide meaningful programs that lead to good-paying jobs and personal satisfaction.

We wish to thank you for your interest and support as we work to keep your trust and faith in our ability to provide comprehensive community education.

Invest yourself in Randolph Tech and discover that dividends can be measured in more ways than money. RANDOLPH TECH IS YOURS—FOR THE TAKING.

M. H. Branson,
M. H. Branson
President



## RANDOLPH TECHNICAL INSTITUTE

#### STATEMENT OF PURPOSE

It shall be the purpose of Randolph Technical Institute to meet the educational needs of adults 18 years of age or older, within the assigned function of the North Carolina Community College system. The educational programs offered by Randolph Technical Institute shall include two-year associate degree programs, oneyear vocational programs, and Continuing Education programs; further, General Education courses shall be offered through contractual agreement with a four-year institution. The Institute shall strive not only to send graduates into industry, business, and other educational institutions, but also to provide cultural enrichment for its students and the community. To realize this stated purpose, educational opportunities must be available to all students at their level of capability in an atmosphere conducive to personal search and discovery. Randolph Technical Institute is dedicated to this purpose and continually strives to be an educational leader in the community.

#### OPEN DOOR POLICY

As a member of the North Carolina Community College System, Randolph Technical Institute operates under an "open door" admission policy. The "open door" policy does not mean that there are no restrictions on admission to specific programs. Special admission requirements, such as educational qualifications, physical abilities, test scores, and State Board policy restrictions, are attached to certain curriculums. Within these restrictions, any person, whether a high school graduate or non-graduate, 18 years of age or older and, who is able to profit from further formal education, will be served by the institution.

#### **ACCREDITATION**

The Institute is accredited by the North Carolina State Board of Education, Department of Community Colleges, and has full accredition as a member of the Southern Association of Colleges and Schools (SACS).



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#### INSTITUTE CALENDAR

1977-78 1978-79

FALL QUARTER

September 1, 2 (Thursday, Friday) September 6 (Tucsday) September 13 (Tucsday)

October 4 (Tuesday)

November 21 (Monday)

WINTER QUARTER

November 22, 23 (Tuesday, Wednesday) November 24, 25 (Thursday, Friday) November 28 (Monday) December 5 (Monday)

December 16 (Friday 5:00 p.m.) January 2 (Monday)

January 2 (Monday) January 9 (Monday)

February 24 (Friday) SPRING QUARTER

March 13 (Monday)

March 2, 3 (Thursday, Friday) March 6 (Monday)

March 23 (Thursday 10:00 p.m.)

March 23 (Thursday 10:00 p.m., March 28 (Tuesday) April 4 (Tuesday)

May 23 (Tuesday)

SUMMER QUARTER May 25, 26 (Thursday, Friday) May 29 (Monday)

June 5 (Monday)

June 26 (Monday)

June 30 (Friday 5:00 p.m.) July 10 (Monday) August 18 (Friday) August 20 (Sunday) Registration Classes begin Last day to register, drop, or add eourses Last day to withdraw from a eourse without receiving an "F" End of Fall Quarter

Registration
Thanksgiving Holidays
Classes begin
Last day to register,
drop, or add courses
Christmas Holidays begin
Classes resume
Last day to withdraw
from a course without
receiving an "F"
End of Winter Quarter

Registration
Classes begin
Last day to register,
drop, or add eourses
Easter Holidays begin
Classes resume
Last day to withdraw
from a course without
receiving an "F"
End of Spring Quarter

Registration
Classes begin
Last day to register,
drop, or add eourses
Last day to withdraw
from a eourse without
receiving an "F"
Summer Holidays begin
Classes resume
End of Summer Quarter
Graduation Exercises

FALL QUARTER

August 31, September 1 (Thursday, Friday) September 5 (Tuesday) September 12 (Tuesday)

October 3 (Tuesday)

November 20 (Monday)

WINTER QUARTER

November 21, 22 (Tuesday, Wednesday) November 23, 24 (Thursday, Friday)

November 27 (Monday) December 4 (Monday)

December 15 (Friday 5:00 p.m.)

January 2 (Tuesday) January 9 (Tuesday)

February 26 (Monday)

SPRING QUARTER

Mareh 1, 2 (Thursday, Friday)

Mareh 5 (Monday) Mareh 12 (Monday)

April 2 (Monday)

April 12 (Thursday 10:00 p.m.)

April 17 (Tuesday) May 22 (Tuesday)

SUMMER QUARTER

May 31, June 1 (Thursday, Friday) June 4 (Monday)

June 11 (Monday)

June 29 (Friday 5:00 p.m.)

July 9 (Monday)
July 9 (Monday)

August 24 (Friday) August 26 (Sunday) Registration Classes begin Last day to register, drop, or add eourses Last day to withdraw from a course without receiving an "F" End of Fall Quarter

Registration
Thanksgiving Holidays
Classes begin
Last day to register,
drop, or add courses
Christmas Holidays begin
Classes resume
Last day to withdraw
from a course without
receiving an "F"
End of Winter Quarter

Registration Classes begin Last day to register, drop, or add eourses Last day to withdraw from a course without receiving an "F" Easter Holidays begin Classes resume End of Spring Quarter

Registration Classes begin Last day to register, drop, or add eourses Summer Holidays begin Classes resume Last day to withdraw from a eourse without receiving an "F" End of Summer Quarter Graduation Exereises

## PROGRAMS OF STUDY

### ASSOCIATE DEGREE

Accounting
Business Administration
Commercial Graphics
Electronics Technology
Executive Secretary
Floral Design and Management
General Office Technology
General Education
Interior Design
Legal Secretary
Photography

#### DIPLOMA

Automotive Mechanics Electrical Maintenance Machinist Nursing (LPN) Photofinishing Specialist Welding

## CERTIFICATE

Automotive Mechanics
Electrical Maintenance
Floral Design
Industrial Machinist
Industrial Mechanics
Industrial Welding

## THE INSTITUTE

Randolph Technical Institute began operation in 1962 as a joint city-county industrial education center under the direction of the Trades and Industrial Division, Department of Vocational Education. The North Carolina legislature in 1963 established a separate system of community colleges and Randolph Technical Institute at that time became part of that system.

The Institute is approved by the North Carolina State Department of Community Colleges under the State Board of Education, as specified in Chapter 115A of the General Statutes of North Carolina. The Institute Board of Trustees has been granted authority to award the Associate in Applied Science and Associate in General Education Degrees, Vocational Diploma, and Certificate by the Department of Community Colleges and the State Board of Education.

Community Service curriculums include a state approved High School Equivalency Program and a variety of Preparatory Level Programs. The Institute is a member of the American Association of Junior Colleges and American Technical Education Association. All Occupational, High School, and Preparatory Programs are approved by the Veterans Administration.

As a member of the North Carolina Community College System, Randolph Technical Institute offers occupational and adult education to meet the educational needs of the youth and adults served by the Institute. The Institute accepts men and women for enrollment in a wide variety of subjects designed to meet the changing technology and complex social development of its community. Students are offered the type of education which will better provide professional competence in their major field of study.



We believe that this nation will remain a great and strong nation, an innovator and a leader in world affairs, as long as its people are an educated people. Furthermore, we believe that, in the American tradition each student has the right, as an individual, to the very best educational opportunity that the community and state can provide. Therefore we are obligated to consider each student in light of his potential and work with him in a manner designated to help him develop his capacities to the fullest.

## INFORMATION ON PROGRAMS OF STUDY

Randolph Technical Institute offers Collegiate level programs to include the following:

Two-year Associate Degree programs in engineering, business, general education, and design-related technologies.

The Institute also offers one-year Diploma and Certificate programs in service and industrial occupations.

#### GENERAL EDUCATION

This program is a cooperative effort between Randolph Technical Institute, Asheboro, North Carolina, and the University of North Carolina at Greensboro (UNC-G), Greensboro, North Carolina. Randolph Tech provides the facilities and UNC-G provides the instructional faculty. Credits earned in this program are recorded on transcripts at UNC-G. Evaluation for transfer purposes will be made from these transcripts by the college or university to which the request for transfer is made. These courses are transferable to all 4-year institutions which accept extension course credits from UNC-G.

#### COMMUNITY SERVICE EDUCATION

The Institute offers programs to meet the needs of the adult community through a wide range of courses in several areas:

Adult Basic Education courses in fundamentals of reading, writing, spelling and arithmetic (grades 1-8);

Adult Learning Laboratory — adult high school courses using programmed instruction (grades 9-12);

Continuing education courses for adults. Classes are offered year-round, day and evenings.

#### **DEGREES**

Randolph Technical Institute offers the following degrees:

Associate in Applied Science Associate in General Education

SPECIFIC DEGREE REQUIREMENTS

Associate in Applied Science

Satisfactory completion of an approved program of not less than 108 credit hours.

#### Associate in General Education

Satisfactory completion of not less than 66 credit hours in liberal education and elective courses.

A minimum cumulative grade point average of 2.0. Students must have twice as many quality points as credit hours attempted in order to graduate. Satisfy all general and specific requirements of the Institute, including fulfillment of all financial obligations.

#### CERTIFICATES AND DIPLOMAS

Randolph Technical Institute awards certificates and diplomas for a wide variety of vocational and educational programs. Diplomas are issued for completion of all one-year programs.

#### ADDITIONAL DEGREES OR DIPLOMAS

Upon the request of a student and the approval from the Dean of Occupational Education, a student may seek an additional diploma or degree in a different discipline. To earn an additional diploma or degree, the student must satisfactorily complete all required courses in the curriculum as approved by the State Board of Education. Each request will be handled on an individual basis, and the administration reserves the right to require additional work when available.

## STUDENT SERVICES

**OBJECTIVES** 

To provide:

- A well-rounded program to assist the student in making the adjustment from secondary and adult education to the more specialized and/or general post-secondary education at the college level.
- An atmosphere and leadership for Institutional guidance of students that will encourage student openness and involvement, and will aid in developing self-reliant, responsible behavior.
- A testing and placement program in keeping with the needs and trends of students of the Institute.
- Up-to-date and accurate records on all students of the Institute with proper security and confidence precautions enforced.

- 5. Leadership in Institutional recruiting programs.
- Leaderhip in securing and distributing financial aid for students.
- 7. Leadership and encouragement for the development of student organizations and activities.
- 8. A health program appropriate to the needs of the student body.
- Information and aid to students for job placement and program advisement.
- 10. Coordination for institutional follow-up on former students.

#### **ADMISSIONS**

#### OPEN DOOR POLICY

As a member of the North Carolina Community College System, Randolph Technical Institute operates under an "open door" admission policy. The "open door" policy does not mean that there are no restrictions on admission to specific programs. Special admission requirements, such as educational qualifications, physical abilities, test scores, and State Board policy restrictions, are attached to certain curriculums. Within these restrictions, any person, whether a high school graduate or non-graduate, 18 years of age or older and, who is able to profit from further formal education, will be served by the institution.

The Dean of Student Services is designated as the Admissions Officer for the Institute.

### **ELIGIBILITY**

Applicants for Admission to Randolph Technical Institute must be 18 years of age or high school graduates if under eighteen. Special consideration may be given on an individual basis to students not meeting these specific entrance requirements. The Institute will accept students with a high school equivalency diploma.

## ADMISSIONS REQUIREMENTS

A high school diploma or the equivalent is required of all applicants for degree and diploma programs. Exceptions may be made for diploma programs, if the counseling staff, after interviewing prospective students who are not high school graduates, feel that these individuals can profit from curriculum instruction.

- A. Associate Degree Programs
- The applicant must be in acceptable physical and mental health.
- 2. A medical exam is required of each applicant.
- 3. Applicants for admission to the Electronics Engineering program must present two units of advanced math.
- 4. Applicants for admission to the Business programs must be enrolled for a minimum of half time and seeking a degree.
- Applicants for admission to the following programs must successfully pass a color blindness test. These are: Commercial Graphics, Interior Design, Photography, and Photofinishing Specialist.
- B. Diploma Programs
- The applicant is eighteen or more years of age and is not enrolled in high school, or is a high school graduate (if under 18).
- 2. The applicant can benefit from enrollment in the program.
- 3. The enrollment quota for the curriculum is not filled.
- 4. The applicant has no physical disability that would prevent performance of the physical tasks demanded by the training program of the occupation.

Applicants to the Practical Nursing program shall also:

- 1. Take the Otis Gamma Test administered by a member of the Student Services staff.
- 2. Be approved by an admissions committee, which comes from the institutional staff of the Practical Nursing Department and the Student Services staff.

The Institute reserves the right to accept or reject credits earned at other colleges, universities, and institutions. In general, credit earned with a grade of "C" or better is accepted, provided the credit is appropriate to the student's program.

Applicants to the UNC-G General Education program are to take the Scholastic Aptitude Test (SAT) and present these scores at the time they make application.

Applicants for admission to the Electrical Maintenance program must present one unit of algebra.

A medical form is required of all applicants for diploma and degree programs.

#### ADMISSIONS INFORMATION

High school seniors intending to enroll in a specific curriculum should submit their applications January 1 of their senior year, or as soon after as possible, for admission to the fall quarter of that year. Applicants will be notified of receipt of their applications and fees. No application will be processed until this preadmission deposit of \$10.00 has been paid. Applications can be obtained from all high school counselors and from the Institute Student Services Office. This office is open from 8:00 a.m. to 5:00 p.m. Monday through Friday. For admissions information, call Student Services, (919)-629-1471.

#### PRE-ADMISSION PROCEDURES

Official transcripts — Applicants who are high school graduates should request their high school counselors to submit a copy of their high school transcript. In cases where the last six weeks work is not completed, a supplemental grade report should be forwarded to the Institute after the student's graduation.

Non-high school graduates should submit transcripts of all high school work.

Students transferring from other colleges or post-high school institutions must submit official transcripts from all such institutions attended.

Testing — All two-year Associate Degree students are administered the Verbal Reasoning and Numerical Ability Tests of the Differential Aptitude Tests prior to an admissions counseling conference. The Otis Gamma Test is administered to all Practical Nursing applicants.

In cases where Associate Degree applicants have prior test scores such as the College Board, additional institutional testing may not be necessary.

Transcripts and test scores are not used as a basis for admission to the Institute. They are used in counseling and advising students as to selection of a program.

#### **REGISTRATION**

Registration is the process of enrolling in a schedule of courses, or a program at the beginning of each quarter or at other specified times.

#### LATE REGISTRATION

A late registration fee of \$5 will be charged to all students who register after the regular registration date on the school calendar or published dates. Exception may be made in individual cases at the discretion of the Dean of Student Services and Registrar.

#### ADMISSION WITH ADVANCED PLACEMENT

This provides for advanced placement based on the proficiency examination. Where an individual student's occupational experience and/or educational background closely parallels those experiences and objectives required by a course, the instructor involved may evaluate the student's performance in these academics or skills by appropriate proficiency examinations to determine waivers of such course(s). Where courses are waived for a student: (1) student will not register for that course, and (2) the proficiency will be noted on the student's permanent record without quality point consideration. Further, the student may substitute electives for these courses waived by proficiency. No proficiency examination will be given prior to the approval of the Dean of Occupational Education, the instructor involved, and the Departmental Chairman. Copies of the proficiency examinations must be filed with the Dean of Occupational Education and the instructor will provide results of proficiency to Student Services to record on student permanent records.

Students may be considered for advanced placement in English, Mathematics, or other course offerings by submitting satisfactory scores on the College Level Examination Program (CLEP) or the Advanced Placement Program (APP) of the College Entrance Examination Board. Each request will be handled on an individual basis by the Dean of Student Services.

#### TRANSFER CREDIT FROM OTHER INSTITUTIONS

The Institute reserves the right to accept or reject credits earned at other colleges, universities, and institutions. In general, credit earned with a "C" or better is accepted, provided the credit is appropriate to the student's program. The following guidelines apply to the granting of transfer credit:

#### **English**

Credit for technical English 101, 102, and 103 will be granted to the student who has completed at least two semesters or three quarters of freshman English grammar and composition from an accredited institution.

Courses will be transferred with a final grade of "C" or better with the exception of a "D" on the first course of a two or three course sequence. The "D" will transfer if the next course is a "C" or better.

Example: ENG 101 - "D", ENG 102 - "C". The "D" will transfer. ENG 204 — Credit will be granted for oral communications or public speaking.

#### Social Science

Courses normally accepted for credit are psychology, sociology, political science, history, and economics. If a student has credit for one social science course, he is given credit for the one most comparable with the one he has taken.

Example: General Sociology. Credit for this will be applied toward American Institutions. If Economics is taught within the program of study, and if two other social sciences are also required, the credit is applied toward the economics course and not the social science.

#### Math

MAT 110 — Business Math — credit is given for a comparable course of this nature or for the first course in College Math. Technical Math is handled on an individual basis with the Department Head.

#### Major Area

All courses transferred into major areas are determined by the Department Head and Student Services.

## Credit Between Programs

A student who completes English 109 and English 111 as a part of the Photofinishing Specialist program and then decides to enter the Photography Generalist program may receive credit for English 103 and English 204 if he or she has made at least a C on each course.

The transferring student would be required to take English 101 and 102.

#### CLASSIFICATION OF STUDENTS

#### REGULAR STUDENTS

Students registered in continuing programs of the Institute leading to associate degrees and diplomas are considered regular full-time students.

#### FULL-TIME STUDENTS

Students enrolled for 12 or more quarter hours are considered full-time.

#### PART-TIME STUDENTS

Students enrolled for 1 through 11 quarter hours are considered part-time.

#### SPECIAL STUDENTS

Any student who is not enrolled in a regular curriculum and whose final objective does not include graduation from Randolph Technical Institute is classified as a special student.

#### FOREIGN STUDENTS

Credentials of applicants from foreign countries will be evaluated in accordance with the general admission policy. An application, along with all necessary transcripts, must be submitted to the Institute no later than May 15 in the year the applicant desires to enter. Applicants must demonstrate a satisfactory command of English.

#### TUITION

#### Quarter Hours

12 and up	\$ 39.00/Quarter	
1 through 11	3.25/Credit Hour	
12 and up	\$198.00/Quarter	(Out-of-State)
1 through 11	16.50/Credit Hour	(Out-of-State)
Semester Hours		
12 and up	\$ 58.50/Semester	
1 through 11	4.88/Credit Hour	
12 and up	\$297.50/Semester	(Out-of-State)
1 through 11	24.75/Credit Hour	(Out-of-State)

#### Miscellaneous Service Charges

PRE-TUITION DEPOSIT (Paid by all new regular curriculum students) \_\_\_\_\_\_ \$10.00 lf a student fails to enroll, he may request in writing that the pre-tuition deposit be credited to a future quarter tuition charge within that school year.

Official Transcript Fee (Each regular student will receive two transcripts free; additional copies each). — .50.

#### **ACTIVITY FEES**

All full-time and part-time Quarter students will pay an activity fee by the quarter and/or semester on an academic year basis. No activity fee will be charged for the summer quarter or semester.

Activity fees will be as follows:

#### Quarter Hours

\$.50 per credit hour up to a maximum of \$5.00 per quarter.

#### Semester Hours

\$.75 per credit hour up to a maximum of \$7.50 per semester. This would become effective with the beginning of the summer quarter semester 1977. Please note: ALL ACTIVITY FEE MON-IES ARE NON-REFUNDABLE.

Student Insurance		\$4.50
Adult Basic Education	No	Charge
High School Equivalency	Program No	Charge
Public Service Programs	No	Charge
Business and Industrial		
Country Donaton	0 = 00 TD - 1 + 4	·

Service Programs \_\_\_\_\_\_ \$5.00 Registration Fee Cultural Enrichment Programs \_\_\_\_\_ \$5.00 Registration Fee \*To be paid at spring quarter registration

#### **RESIDENCY FOR TUITION PURPOSES**

North Carolina law (G. S. 116-143.1) requires that to qualify as an in-state student for tuition purposes, a person must have established legal residence (domicile) in North Carolina and maintained that legal residence for at least 12 months immediately prior to his or her classification as a N. C. resident. Every applicant for admission shall be required to make a statement

as to his or her length of residence in the state.

To be eligible for classification as a resident for tuition purposes, a person must establish that his or her position in the state currently is, and during the requisite 12-month qualifying period was, for purposes of maintaining a bona fide domicile rather than of maintaining a mere temporary residence or abode incident to enrollment in an institution of higher education.

Any student wishing to be considered as a resident for tuition purposes must make application to the Dean of Student Services. The application procedure and process are available in the office of Student Services.

The burden of establishing facts which justify classification of a student as a resident entitled to in-state tuition rates is on the applicant for such classification.

#### STUDENT REFUND POLICY

If approved by the Dean of Student Services and the Business Manager, refunds of 2/3 of the tuition fee may be made in cases where the student is compelled by unavoidable reasons to withdraw within ten calendar days after the first day of class as published in the school calendar. Tuition refunds will not be considered for tuition of \$5 or less, except if a course or curriculum fails to materialize, all the student's tuition shall be refunded. No refunds will be made after the ten-day period except in cases where the student is a Veteran or War Orphan. Veterans or War Orphans receiving benefits under the U.S. Code, Title 38, Chapter 33 and 35, can be refunded pro rata portion of the tuition fee not used up at the time of withdrawal of such students. A student has the option of requesting that his entitled refund be credited to a quarter within the next four (4) calendar quarters. During the drop/add period, as specified in the school calendar, charges will be made for courses added. If a program fails to materialize or a person is not accepted, the \$10 pre-tuition deposit will be refunded.

Activity fees, student insurance, late registration fees, and any other fee that is not designated as tuition fee are not refunded. One hundred percent of book cost will be refunded for books returned to the Campus Store when the Bookstore is in error. If the books are returned for any reason other than Campus Store error, 10% of the refund will be deducted as a service

charge. Fifty percent refund will be made for marked books. Refunds will not be made later than 10 days after registration.

#### Expenses

Asheboro and Randolph County area students who commute to Randolph Technical Institute may expect to spend an average of \$400 per year for tuition, books, and supplies. Transportation to and from home is an additional expense. Non-resident students must consider off-campus room and board and personal expenses in addition to the above. A student in this category could expect an approximate total expense of \$2,800. The expenses will vary according to the program in which a student is enrolled.

#### FINANCIAL AID

#### **Scholarships**

Scholarships are awarded to deserving students who are enrolled or plan to enroll at Randolph Technical Institute. To be eligible, an applicant must be enrolled in good standing or be accepted for enrollment as a full-time student. Final consideration for awarding scholarships is based on financial need. Generally, scholarships cover the cost of tuition and activity fee.

#### Grants

The Basic Educational Opportunity Grant Program is a Federal Aid Program designed to provide financial assistance to U. S. citizens who need it to attend post-high school educational institutions at the undergraduate level on at least a half-time basis and who have not yet earned their first Bachelor's Degree from any institution.

#### Short-term Loans

Students who have satisfactorily completed one quarter at Randolph Technical Institute may borrow sums up to \$50 repayable in 30 days. These loans are granted to students who face sudden and serious need for small loans.

#### Long-term Loans

Insured Student Loans (College Foundation, Inc.) are available to both first year and continuing students who are legal residents of North Carolina. The maximum amount available to students is \$2,500 annually. The deadline for submitting applications is

July 1 of the coming school year. After July 1 of each year, loan applications will be processed as long as funds are available.

## Work-Study

The Institute participates in the College Work-Study Program. This Federally supported program is available to those students who qualify on the basis of financial need. Students work an average of 15 hours weekly while attending classes. During the summer and other vacation periods when they do not have classes, students may work full-time (40 hours per week) under this program. Students who work 10 to 15 hours per week typically earn \$600 to \$900 per academic year.

#### APPLYING FOR AID

Students may apply for a scholarship, grant, loan, or a campus job under the College Work-Study Program by contacting the financial aid officer in Student Services.

#### Student Employment

Students interested in working during the school year should be reminded that technical institute courses demand a considerable amount of a student's time. The office of Student Services assists in placing students in part-time jobs. Many business firms make job opportunities available by registering their needs with this office. Efforts are made to place students on jobs for which they are capable and which do not interfere with their class schedule.

#### SOCIAL SECURITY BENEFITS

In 1965 the Social Security Act was changed to benefit some students attending college. For those who remain full-time students beyond high school, benefits have been extended from age 18 to 22. High school students who are less than 18 and are now receiving benefits should know that these benefits may continue as long as they are less than 22 years of age, unmarried, and enrolled as full-time students at an accredited college, university, vocational, trade, or technical school. The fact of this full-time attendance must be reported to the Social Security Administration.

#### **VETERAN'S INFORMATION**

The new Veterans Readjustment Benefits Act (Public Law 358)

provides educational subsistence to those veterans of the armed forces who served on active duty for more than 180 days, any part of which came after January 31, 1955. Applications should be sent to the Veterans Administration Regional Office, 251 North Main Street, Winston-Salem, North Carolina. 27201

#### Disabled Veterans

A veteran with a disability may have benefits under Public Law 894 and 815 and should make application to the nearest Veterans Administration Regional Office at least four weeks prior to registration.

#### Children of Deceased or Disabled Veterans

The War Orphans Educational Assistance Act (Public Law 634) provides educational assistance for some children of deceased or totally and permanently disabled veterans. Information regarding eligibility should be requested from a Veterans Administration Regional Office.

Once eligibility has been established, students should obtain admission to the Institute prior to making application to the Veterans Administration for a specific program. Students must have their course work approved by the institutions from which they plan to obtain a degree, and these courses must be listed on the Certificate of Eligibility, which is issued by the Veterans Administration. It is essential that all students entitled to veteran benefits present a copy of their Certificate of Eligibility to Student Services as soon as their registration is completed. Information regarding quarter credit requirements for subsistence may also be obtained from the school office. A period of two months should be allowed for receipt of the Veterans Administration subsistence check.

Under the guidelines administered by the Veterans State Approval agency, the institution maintains a written record of the previous education and training of the eligible veteran and indicates that appropriate credit has been given for previous education and training with the training period shortened proportionately and the eligible person and the VARO so notified.

## STANDARDS OF PROGRESS, ATTENDANCE, AND CONDUCT

Public Law 93-508 requires that each educational institution approved for veterans to receive educational benefits (G. I. Bill)

must establish written policies that clearly state what is expected of the veteran in the areas of academic progress, class attendance, and conduct.

Many of these expectations are required of all students, veterans and non-veterans, and are covered in the student handbook. Stated below are two policies not covered in the Student Handbook or the Veterans Affairs Handbook that effects only veterans:

1. Procedure for determining unsatisfactory progress for veterans:

A veteran is considered to be making unsatisfactory progress when he fails 50% of the number of HOURS for which he is certified to pursue or when he permits his grade point average to fall below 2.0. For this purpose, a grade "I" or "W" counts as unsatisfactory. A veteran who has completed a quarter with unsatisfactory progress will be permitted to enroll for the next quarter but will be placed on VA probation. If the veteran doesn't pass at least 50% of the HOURS attempted and bring his grade point average up to 2.0 by the end of the probationary quarter, his VA benefits will be terminated. This termination will remain in effect until the veteran has demonstrated satisfactory progress for a period of one quarter. Once satisfactory progress is demonstrated the veteran's benefits will be reinstated for the next quarter.

Veterans who withdraw from school with a "W" grade or receive an incomplete grade of "I" for a class will have those class hours computed as part of their total hours attempted. Any veteran who withdraws from all subjects undertaken will have his educational benefits terminated on the date of withdrawal. Veterans who withdraw from all subjects undertaken may enroll to attend the next quarter but will be placed on probation as defined above.

2. Grade point average requirement for veterans: A veteran student will be placed on academic probation following any quarter in which the grade point average is less than 2.0. A veteran student may receive educational benefits for only one quarter while on academic probation. Veterans who are terminated for unsatisfactory conduct and/or progress must go throught Veterans Administration Guidance and Counseling before they can be recertified for educational benefits. This required counseling session may delay from 3-6 months the reinstatement of educational benefits.

Veterans enrolled in programs of secondary education are considered to be making unsatisfactory progress if they have not achieved a level of progress consistent with their time in the program. Veterans who are making unsatisfactory progress will be terminated to the Veterans Administration for pay purposes.

The rate of evaluation will be:

(1)	High School Equivalency (Evaluation of progress each	940 Hours 300 hours)
(2)	Vocational Preparatory (Evaluation of progress each	320 Hours 150 hours)
(3)	Technical Preparatory (Evaluation of progress each	640 Hours 300 hours)
(4)	College Preparatory (Evaluation of Progress each	900 Hours 300 hours)

A veteran who closes the gap between hours enrolled and progress achieved may be reinstated to the Veterans Administration and continue in the program.

The Learning Lab Coordinator will be responsible for determining satisfactory progress for veterans enrolled in secondary education and notifying the Veterans Officer of the Institute who will make the necessary change of status to the VARO for pay purposes.

#### Veteran's Benefits

While attending Randolph Technical Institute, a veteran is entitled to the following benefits:

Up to \$65.00 per month to pay for tutoral help \$311.00 per month for a single veteran \$370.00 per month for married veterans \$422.00 a month for those married with a child, and \$26.00 for each additional dependent.

#### COUNSELING

A staff which includes counselors, and other specialized workers provides appropriate counseling service as indicated by the students' needs.

#### Admissions Counseling

is provided to assist students to understand the various types of training programs available in the Institute and to clarify matters which pertain to qualifications and prerequisites.

#### Vocational Counseling

is provided to help those students who wish additional assistance in regard to the selection of a vocational objective or specialized field of study. Background of the individual, aptitudes as indicated by tests, current employment patterns, and other factors pertinent to the selection of a vocational choice are considered in making a final vocational choice.

Further information regarding counseling service is available through Student Services.

#### **ADVISORS**

Each student may use his major instructor as a faculty advisor who assists him in planning a schedule to meet his educational goals.

The advisor serves as a consultant concerning class performance and problems, personal or personnel problems, and Institute activities. Advisors will normally be from the student's major field. The advisor also helps to identify students who need counseling or specialized counseling services.

#### **ORIENTATION**

To promote an understanding of the philosophy and standards of Randolph Technical Institute, all new students are expected to participate in an orientation program. The objectives of the orientation program are as follows:

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

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

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

## PLACEMENT SERVICE

No reputable institution can guarantee jobs for graduates. Randolph Technical Institute assists qualified graduates in

finding suitable employment. Assistance is also available for students who wish to obtain part-time employment while in school. The Institute maintains records on all graduates and provides information concerning each graduate to industries.

#### ACADEMIC REGULATIONS

#### Attendance

Each student is expected to attend all class sessions. As all students are adults, some with many responsibilities, an occasional absence from class may be necessary; however, such absences in no way lessen the student's responsibility for meeting the requirements of the class. In the event of any absence it is the student's responsibility to contact each instructor to determine if work missed can be made up.

Death in the immediate family, personal illness, emergencies, and participation in approved Institute student activities will be considered as excusable absences.

Once a student has duly enrolled in a class, i.e., paid registration fee, the student shall maintain membership in said class, until one of the following occurs:

#### 1. Student Withdrawal

He/she officially withdraws by contacting the Registrar in person. (This constitutes student withdrawal and is effective as of that date.)

#### 2. Administrative Withdrawal

- (A) He/she fails to maintain contact with instructional personnel for two consecutive weeks. (Evidence of maintenance of contact may be through class attendance, submission of course assignments, personal contact, or telephone contact.)
- (B) The responsible instructional personnel are reasonably assured that the student does not intend to pursue the learning activities of the class. (This constitutes administrative withdrawal and is effective as of the date.)

IT REMAINS THE STUDENT'S RESPONSIBILITY TO CONTACT THE INSTRUCTOR OR STUDENT SERVICES IN THE EVENT THAT HE OR SHE IS UNABLE TO ATTEND CLASS.

Failure to contact Student Services for official withdrawal will

result in the student's being dropped by the instructor and receiving an "F" on the permanent record.

#### TRANSFERS (Between Programs)

Students who feel they have made an incorrect vocational choice and wish to change to another field of study, should contact Student Services during the first week of school. Every attempt will be made to help the student select a program that is within his capabilities and interest.

#### Withdrawal/Drop-Add

Students desiring to withdraw, drop, or add a course after initial registration should contact Student Services to obtain the necessary forms and procedures. A student who fails to withdraw officially will receive a grade of "F" for each course in which he is enrolled. MERELY CEASING TO ATTEND CLASSES DOES NOT CONSTITUTE OFFICIAL WITHDRAWAL, NOR DOES NOTIFICATION TO THE INSTRUCTOR.

#### Course Prerequisites

All curriculum courses are to be taken in a normal sequence with prerequisites taken as indicated in the institution's catalog.

#### **CREDITS**

Credits for courses leading to Associate in Applied Science Degrees and vocational diplomas are given on a quarterly credit-hour basis. (In general, a class which meets one hour, five days a week yields five credit hours.) Laboratory and shop classes vary from this pattern.

#### **GRADING SYSTEM**

Letter symbols are used in the evaluation of achievement in all occupational programs. Numerical values (quality points) are assigned to letter grades in computing grade point averages. Grade point averages are determined by dividing total grade points earned by total credit hours attempted. Cumulative grade point averages (G.P.A.) are determined by dividing total grade points by total credit hours earned for a period of more than one quarter.

Numerical	Grade	Evaluation	Points
93-100	A	Excellent	4
85-92	В	Above Average	3
77-84	С	Average	2
70-76	D	Minimum	1
Below 70	$\mathbf{F}$	Failure	0
	I	Incomplete	
	W/P	Withdrawal/Passing	
	W/F	Withdrawal/Failing	

#### **Grade Reports**

A grade report normally is issued to a student each quarter, provided his credentials and financial obligations to the Institute are in order. Grade reports will be mailed to all students.

## RELEASE OF INFORMATION FROM STUDENT OFFICIAL ACADEMIC RECORDS

The Institute recognizes the responsibility for maintaining records for each student to preserve authentic evidence of the events and actions that are important and can contribute to the efforts to educate the student and to facilitate the achievement of the educational goals of the Institute. The following general principles and procedures govern the release of information from student official records:

- Written consent of the student concerned is required before a transcript or information from his or her official record may be released. Exceptions to the above statement are outlined below:
  - a. The Registrar may release transcripts or information from official records including reports of academic standing to academic and administrative members of the Institute staff whose responsibilities require this information.
  - b The Registrar may honor appropriate requests for public or directory information from student records which includes the following: student's name, address, telephone number, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of enrollment, degrees and awards received, and the most recent previous educational agency or institution attended by the student.

- The Registrar may release information pertaining to honor achievements for publication.
- 2. A student's identification photograph is available to Institute personnel only.
- 3. A hold may be applied to the release of a transcript, or other information requested from an official record, for a student who has an overdue indebtedness to the Institute. Such a student continues to have the right to see his official record upon request.
- 4. The use and release of information from student official records will be determined as outlined above and in compliance with state and federal legislation relating to such records. Action in situations that may not have been anticipated and/or defined above will at all times be based upon the best knowledge available to the professional staff of the Institute.

#### Honor Roll for Curriculum Students

A regular student who is enrolled for at least six quarter hours of courses or the equivalent, receives no incompletes, and earns a grade point average of 3.0 or above is listed on the quarterly honor roll of the Institute.

#### Incomplete

Assigned at the discretion of the instructor and approval of the Dean of Occupational Education for incomplete course work. For the course(s) where an I is assigned, hours will not be counted in quality point computation for that quarter; however, an I must be completed the following quarter, or it automatically becomes an F.

#### ACADEMIC PROBATION

Upon the recommendations of an Admissions Committee, Randolph Technical Institute will place on probation for one quarter or semester, any student whose academic average drops below 1.5. If at any time a student's average drops below 2.0, he will be notified by the Student Services Office and be reminded that it will be necessary to have a 2.0 before he can graduate.

After his allotted time on probation, a student who is not off academic probation will be dismissed. In order to be readmitted, a student must meet the requirements of the Admissions Committee.

#### **RE-ADMISSION OF STUDENTS**

Students who have withdrawn in good standing or who have been suspended for academic difficulties or other reasons may request re-admission through Student Services.

In the case of re-admission, the individual's prior work is taken into consideration with all aspects of the open door policy being considered.

Specific re-admission policies include the following:

- (1) A student seeking re-admission must make his request known to Student Services at least one month before the quarter he wishes to attend.
- (2) Requests for re-admission will be reviewed by the admissions and disciplinary committee, consisting of the Dean of Student Services, Division Dean, Departmental Chairman and/or instructor concerned, and the Student Government President.
- (3) The Admissions Committee upon granting re-admission may impose certain restrictions such as, unit load, periodic grade reviews or other conditions it feels is in the best interest of the student.
- (4) A re-admitted student is subject to dismissal should he fail to meet the conditions stipulated by the admissions committee.

#### REPEATING A COURSE

A student who fails a course will be required to repeat the course with a passing grade in order to graduate. Both grades made on the course will be counted in the total quality point average.

#### WORK EXPERIENCE

Students enrolled in Commercial Graphics, Floral Design, Interior Design will be encouraged to seek employment in a related business or industry during the summer quarter between their first and second year of study. This work experience will greatly facilitate one's understanding relative to the application of those principles taught in the classrooms and labs.

## PRE-TECHNICAL DEVELOPMENTAL STUDIES

Certain pre-technical courses will be offered on an optional basis during the summer preceding the freshman year for those students who need developmental studies prior to entrance into the technical curriculum. Counseling and interview sessions prior to acceptance will determine if the student needs to enroll in the developmental studies.

#### CONDUCT AND STANDARDS

Randolph Technical Institute has a genuine concern for the integrity of all students enrolled. Students are required to conduct themselves in a mature and responsible manner.

The following rules apply to all students who are enrolled in this institution:

- Each student is held responsible for information published through notices and announcements placed on bulletin boards.
- Students who negligently lose, damage, destroy, sell, or otherwise dispose of school property placed in their possession or entrusted to them will be charged for the full extent of the damage or loss and are subject to disciplinary action.
- 3. Under no conditions will alcoholic beverages, liquors, or narcotics be permitted in or on the school property. No one under the influence of alcohol or narcotics will be allowed on school premises. Any violation of this regulation will result in expulsion from the Institute on the first offense.
- 4. Students who engage in such acts as stealing, gambling, profane language, personal combat, and possession of firearms and dangerous weapons are liable to disciplinary action.
- 5. "Cleanliness is the sign of intelligence." Students are expected to make use of the disposal containers in the halls and in shops and classrooms at all times.
- 6. Students are expected to dress appropriately for the occasion.
- 7. Students are not to bring children to class with them.
- 8. Normal classroom discipline is the responsibility of the instructor, action of a more serious nature is handled by the Dean of Students. Any decision, whether made by an in-

structor or the Dean of Students, may be appealed through the Dean of Students to the President and the Board of Trustees. Such appeal should be in writing and need only to state the basic facts of the case.

- 9. Adequate parking facilities have been provided for students, faculty, and visitors. Students may not park in spaces reserved for faculty and staff personnel. Students may park in any other areas in either the east or west parking lots. No privately owned vehicles shall be parked in any service driveway or on the aprons around the vocational building. A maximum speed limit of 10 miles per hour should be followed by all who drive on school property. Vehicles belonging to students will be towed away at owner's expense if parked in assigned spaces or driveways.
- 10. Parking stickers are available in the Student Services office. The first one is free; any additional parking stickers are 25 cents each. Each student is responsible for registering his vehicle with this office.
- 11. Smoking may be permitted in various parts of the building dependent upon the activity and approval of the instructor. Smoking is **not** permitted at any time in the library or teaching theatre. Good housekeeping practices should be maintained.
- 12. An area has been provided for snacks and drinks. Students and staff shall consume these items in the places designated not in halls, shops, labs, and classrooms.
- 13. Students are not permitted to default in the payment of fees, fines, loans or other financial obligations due the school. All tuition and fees must be paid at the time of registration. Students having checks returned for insufficient funds may be required to make payments on a cash basis. Students with unpaid financial obligations to the school, and or incomplete admissions applications will not be permitted to register for the upcoming quarter semester, until all obligations are met. Under these circumstances where a student is not eligible to register at the regular time a late fee of \$5 will be charged. Transcripts and diplomas will not be released until all obligations are met.
- 14. Use of school facilities by students, organizations or clubs must be approved by the administration.
- 15. In matters pertaining to student conduct, dismissals, or dis-

ciplinary action, any student who feels he has been treated unjustly may present his case to the Dean of Student Services. If, after his case has heen reviewed, he is still not satisfied, he may then request to meet with the Admissions and and Discipline Committee. If the student then desires, he may request a hearing before the Institute president; if he is still not satisfied with the decision made by institutional personnel, he may request a hearing hefore the Board of Trustees, by submitting in written form a list of his grievances. In all cases, the Board of Trustees act as the final governing authority of the Institute. This grievance procedure in all Institute publications includes the following statement: A student must exercise his right of due process within ten (10) calendar days after presenting his case to the Dean of Student Services. This due process procedure must be finalized in a reasonable length of time.

#### CLOSING OF SCHOOL DUE TO ADVERSE WEATHER

In the event of inclement weather, we will adhere to the following policies:

### Adult Program, Day and Evening

Programs will be canceled only by the President of the Institute or his designee. The decision of the Asheboro/Randolph County School Superintendent has no bearing on Randolph Technical Institute operating its adult program during inclement weather. Our decision will be broadcast by radio and television stations. Students and staff are requested **not** to call the administrative office. If you hear the announcement on radio and television, you can accept this as the Institute's procedure. Announcements will be made by 7:00 a.m. and 4:00 p.m. for the day and evening programs respectively.

## Permanent Full-Time and Permanent Part-Time Staff Member Responsibilities

When **only** the classes for students are canceled, all faculty and staff members are expected to report to work or request annual leave by calling their supervisor.

When the Institute is closed, no student, faculty, or staff member is expected to report. In this case, no annual leave will be charged.

#### Extra-Curricula Activities

All extra-curricula activities will be canceled when it is necessary to cancel classes due to adverse weather. The person who is in charge of the activity will be responsible to reschedule it.

#### STUDENT ACTIVITIES

Randolph Technical Institute attempts to provide extracurricular activities for students since the Institute believes that such activities contribute to the overall growth and educational development of the individual. Sports such as volleyball, shuffleboard, softball, and table tennis are organized on an informal basis when students have free time. Organizations include the Circle K Service Club sponsored by the Kiwanis Club of Asheboro. Circle K membership is open to both men and women. The Interior Design Department maintains a student chapter of the American Society of Interior Designers (A.S.I.D). Every department has the opportunity to form or expand a student club.

#### STUDENT GOVERNMENT

All regular full-time students of the Institute are eligible to be represented through the student council. Each department elects one member of the class who serves on the student council. The student council formulates an annual budget from student activity fee proceeds, directs student elections, and holds regular meetings to promote the interests of students, to organize social events, and to participate in community activities.

#### CAMPUS FACILITIES

The Institution is housed in modern air-conditioned facilities with 56,000 square feet of usable space available to meet the educational and developmental needs of the student.

The present facilities at Randolph Technical Institute consists of classrooms, shops, studio, learning resources center, teaching theater, administrative and student services.

Randolph Technical Institute is situated on a 25-acre campus, south of the business district in Asheboro. Located between 220 By-Pass and Fayetteville Street, the Institute is easily accessible from Highway 64 and 220. A campus addition of 16,000 square feet was completed for the 1974-75 school year. This new facility includes a student center, photography department, along with additional classrooms and labs.

#### STORE - FOOD SERVICE

In an effort to provide facilities that will make the educational process more complete, Randolph Technical Institute provides an open campus store for its students.

A wide variety of supplies are carried in the campus store. In addition to the regular items, such as paper, pencils, portfolio, and drafting equipment, the store also carries such varied items as asbestos welding gloves, water colors, acrylic and oil paints, film, machine shop scales, and other student supplies. In addition to stocking the standard required text-books, a wide variety of paperback books are constantly in stock.

By providing such services, students at Randolph Technical Institute have a quick and usable supply of resource material to supplement both required text and resource library material.

In addition to the campus store, Randolph Technical Institute provides a campus food service for all students. Snacks and sandwich items are available.

#### LEARNING RESOURCES CENTER

The Learning Resources Center is the modern concept of the technical institute library. The library concept has been expanded to include all of the various research and study facilities. The Randolph Technical Institute Learning Resources Center is housed in multipurpose quarters which feature a reading lounge area and a seating capacity of 28 students.

The center contains approximately 17,000 volumes primarily in the scientific and technical area, with new volumes being added each year to meet the need of expanding curriculums. The reference collection contains 10 sets of major encyclopedias and more than 300 specialized dictionaries, handbooks and reference books. The center subscribes to more than 188 periodicals of which about 50% are technical and trade, 15% professional and 35% general.

The center is open from 7:45 a.m. to 10:00 p.m. Monday through Thursday, 7:45 a.m. to 5:00 p.m. on Friday and 9:00 a.m. to 1:00 p.m. on Saturday with student library assistants and a librarian available to assist students in finding specific information, and to help those needing assistance in use of catalog or periodical indexes.

Every effort has been made at Randolph Technical Institute to provide an atmosphere in the center that is conducive to research and study. As Randolph Technical Institute grows, its Learning Resources Center will assume increasing importance in its total educational program.



## AREAS OF INSTRUCTION

#### ONE-YEAR DIPLOMA PROGRAM

The institute offers six diploma programs. These one-year programs of study are designed to prepare students for entry employment in health-service and industrial occupations. These programs of study, which provide extensive skilled training in specific occupations, emphasize functional shop-laboratory work. Related technical and special general education instruction is offered through separate supporting courses or is integrated into the occupational content of these programs. Diploma programs offered at Randolph Technical Institute are: Automotive Mechanics, Electrical Maintenance, Machinist, Photofinishing Specialist, Practical Nursing, and Welding.

#### TWO-YEAR ASSOCIATE DEGREE PROGRAMS.

Randolph Technical Institute offers eleven two-year Associate Degree programs. These are designed to prepare students for professional and technical careers in business and industry and to give the student an opportunity to obtain the first two-years of a liberal education, which may be transferred to a four-year institution. Program context includes technical speciality courses, allied supporting subjects, and liberal courses.

#### EVENING CURRICULUM PROGRAMS

Students may earn a certificate or a degree in the following areas of study by attending evening classes. Evening classes are conducted at the Institute between the hours of 6:00 p.m. and 10:00 p.m. Monday through Thursday. Individuals interested in any of the following programs should file the necessary application for curriculum programs with the Office of Student Services.

Automotive Mechanics (certificate)
Business Administration
Electrical Maintenance (certificate)
Floral Design (certificate)
General Office Technology
Industrial Machinist (certificate)
Industrial Mechanics (certificate)
Industrial Welding (certificate)

As a result of the unique nature of this program, these courses will be offered as need and demand require. Beginning courses will be offered each year. Advanced courses will be offered as need for them arises. Students should plan to register for these advanced classes as they are offered so as to complete the program at the proper time.



## CONTINUING EDUCATION

Continuing Education Programs are organized as an educational task to help fill the otherwise unmet educational needs of the community as they are identified or anticipated. It provides opportunities for an adult, regardless of his educational background, to retain and update himself in employment, develop leadership and civic responsibility, grow in basic knowledge, improve in home and community life, expand knowledge in general education, and develop creativity in the fine arts. The programs are divided at present into eleven major areas.

The Continuing Education Division will award Continuing Education Units (CEU's) for appropriate programs. The CEU is a nationally recognized records devise for substance non-credit learning experiences. A CEU is defined as "10 hours of participation in an organized Continuing Education experience under responsible sponsorship and qualified instruction or direction."

High School Equivalency Program (GED) provides a way through which adults may qualify for the North Carolina High School Equivalency Diploma by proving their competency through testing. There is no charge for testing, nor is there any charge for pretest examination, instruction, and counseling which is offered through the Randolph Technical Institute Learning Lab.

Adult High School Diploma Program is offered in cooperation with the Randolph County Board of Education as a program whereby adults earn a high school diploma. Credits earned in a previous high school are accepted as a part of the 18 units which are required for graduation. Credits also may be awarded for work experience. Classes are held each quarter for earning credits.

HRD, A Human Resource development program, is designed to help persons become employable at their level of capacity.

**Public Service Programs** designed to provide training for public agencies such as law enforcement, fire departments, community groups in charge of hospitality and tourism, religious groups, and public school personnel.



Business and Industrial Training Programs to train supervisory personnel to increase efficiency of business organization, and to update employee vocational skills.

New and Expanding Industry Training to promote the expansion of existing industries and to assist in the training of employees for new industries being established in North Carolina.

**Professional and Inservice Programs** designed to provide classes, workshops, and seminars for such professional agencies as Health and Welfare and public school administration.

Cultural Enrichment Programs in the development of an appreciation of and performance skill in the fine arts.

Family Life classes in home life, consumer education, citizenship, and parent education.

## OCCUPATIONAL EXTENSION

The Occupational Extension Division cooperates with industry, professional organizations, and other interested groups in providing a varied group of curriculums and programs for the expressed purpose of updating and upgrading skills whereby the working person might enjoy a more satisfying and financially rewarding occupation. These classes may be held at any appropriate meeting place whether it be in industrial firms, public school buildings, libraries, or at the Institute.

The courses listed below are only a few of the many offerings available through the occupational extension division. Those persons interested in these or additional courses should contact the Continuing Education office for more information.

#### FIRE SERVICE

Designed to train beginning firemen and upgrade experienced firemen in all aspects of firefighting procedures and equipment.

#### MANAGEMENT DEVELOPMENT PROGRAM

Includes several courses designed to broaden the educational background of supervisors, to develop the leadership abilities of supervisors, and to provide preparatory supervision training.

#### CPR AND FIRST AID

These courses are designed to train one how to properly administer first aid to a victim of accident or sudden illness.

#### LAW ENFORCEMENT TRAINING

Offers training designed to meet the needs of State, county, city, and other law enforcement agencies. Includes the basic course required for certification.

#### HOSPITALITY EDUCATION PROGRAMS

These programs are designed to aid personnel employed or seeking employment in Food Service, Hotel and/or Motel Management, Tourism or Travel Industry, Hospital Service and other related areas.



#### EMERGENCY MEDICAL TECHNICIAN

This program is designed to aid one in becoming a state certified Emergency Medical Technician.

#### OTHER PROGRAMS MAY INCLUDE

Aviation Ground School

Parent Education Courses

Childbirth Education (for expectant parents)

Woodworking

Plumbing

Home Repairs

Increasing Reading Efficiency

Public Speaking

Nursing Programs

## ACADEMIC EXTENSION

Randolph Technical Institute offers Academic Extension classes as a part of its total community service. Courses are designed to meet the needs of adults in a variety of areas. These courses are offered on a day or evening basis as interest demands. Additional courses will be arranged where sufficient interest warrents such a course.

The courses listed below are only a partial listing of courses offered.

BIBLE

Old Testament

New Testament

CAKE DECORATING

CERAMICS

CLOTHING CONSTRUCTION I

CLOTHING CONSTRUCTION II

CRAFTS

CREATIVE ART

CROCHETING

CUSTOM SEWING

DECOUPAGE

DRAPERY MAKING OIL PAINTING

DRAWING PRE-RETIREMENT/RETIREMENT

DRIVER EDUCATION RANDOLPH COUNTY HISTORY

GOURMET COOKING RUG HOOKING

HOME BAKING SOCIAL SECURITY AND YOU

KNITTING SOLAR ENERGY —

LAPIDARY WHAT DOES THE FUTURE HOLD

MANUAL LANGUAGE VOCAL MUSIC





## ADULT BASIC EDUCATION

Classes in Adult Basic Education are offered for adults, 18 years of age and over, who desire to improve their basic skills in reading, writing, arithmetic, and related subjects. Classes are offered on a non-fee basis in both the day and evening program. Classes are held throughout Randolph County and are intended to raise the educational standards of the individual to meet the demand of today's world.

Individuals are tested, counseled, and placed in informal classes and progressed in each subject area at their own individual rate. These classes are ungraded and are taught with an adult approach. All Adult Basic Education classes are non-credit.

#### Beginning Level

This level is for the student who has difficulty with recognizing words. A variety of materials and methods designed to help the individual learn to read as quickly as possible is used. Math and English are introduced as the student progresses. Some Consumer Education is offered.

#### Intermediate Level

At this level, the student continues to build his vocabulary and expands his word recognition skills. Reading comprehension is stressed. Math, English, and Consumer Education skills are continued up to the high school level. History, science, current events are included.



## LEARNING LABORATORY

A complete adult high school program is offered to persons 18 years of age or older. The adult Learning Laboratory offers a new approach to education through the use of programmed instruction. These programmed materials enable the student to progress at his own speed and ability. Also, new students may enroll at anytime during the year.

There is a coordinator available in the Laboratory to assist all students between the hours of 8:00 a.m. to 10:00 p.m. Monday through Thursday and 8:00 a.m. to 5:00 on Friday. There is no cost to the student. Students completing high school through this program will be awarded a North Carolina High School Equivalency Diploma upon a satisfactory score on the General Education Development (G.E.D.) test.

#### CLASSROOM G.E.D.

Since not everyone learns well in individualized instruction the classroom G.E.D. represents an alternate approach to study to take the G.E.D. tests. There are 15 weeks of instruction using a text which is specially prepared to teach the skills needed to be proficient on the G.E.D. tests. The book is semi-programmed so that the student can and should study at home—as well as in the classroom. Although all five areas are studied in this program, special emphasis is given to Math & English.



Also available through the Learning Laboratory are three Preparatory Programs designed to help the student get ready for entrance into a vocational, technical, or general field of study.

Vocational Preparatory	320 hours
Technical	640 hours
College Preparatory	900 hours

The Institute offers a High School Equivalency Program of 940 hours, which may be taken to remove deficiencies and meet entrance requirements into specific programs.

This High School Equivalency Program and Preparatory Programs are approved by the Veteran's Administration.



## DIRECTORY OF INSTITUTE PERSONNEL

## Advisory Council

Advisory Coolien	
M. H. BRANSON	President
LARRY K. LINKER	Executive Vice President for Administrative Services
W. ALLAN EDWARDS	Vice President for Instruction
JOHN L. ROBERSON	Dean
	Student Services
DOROTHY L. CARTER	
	Occupational Education
BENNY B. HAMPTON	Continuing Education
	Continuing Education
STA	<b>AFF</b>
President's Office	
PEGGY HINSHAW	Secretary
Administrative Services Division PATRICIA HAMILTON	Administrative Assistant
Business Office	
JOHN PURVIS	Assistant Business Manager and Affirmation Action Officer
NIAMIE MANECC	
MAMIE MANESS	
SUE NEWLIN	_
FRANCES McGEE	
SHIRLEY JONES	0 0
PATRICIA WOOD	•
DOROTHY McDOWELL	
DORIS SMITH	·
MABEL EDMONDS	Campus Food Service Operator
Maintenance WILLIAM JOHNSTON	Coondinator
WILLIAM JOHNSTON	Equipment and Plant
Instructional Division	• •
MARY WOOD	
THOMAS EASTERLING	
CINDY DABBS	Secretary/Switchboard Operator
Learning Resources Center	Ind n
JAMES M. GREEN	LRC Director

MERRILL F. SMITH	Head Librarian
RICHARD WELLS	Assistant Librarian
JANETTA WRIGHT	Librarian Technical Assistant
RITA MINSHEW	Library Assistant
BILL McCOLLUM	Graphics Technician and AV Coordinator
BETTY McMASTER	Offset Press Operator
Student Services	
MARY MORGAN	Counselor
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CARD BEIGHER	Learning Lab Coordinator
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