

RTI RANDOLPH RTI TECHNICAL RTI INSTITUTE

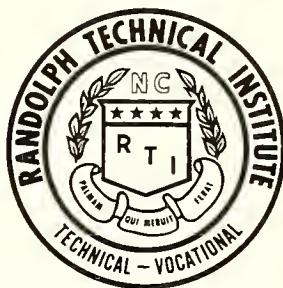
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DRAWER 1009 ASHEBORO, NORTH CAROLINA 27203 PHONE 919-629-1471

BULLETIN



RANDOLPH TECHNICAL INSTITUTE



General Bulletin 1975-77

Drawer 1009

ASHEBORO, N. C. 27203

Phone 919 629-1471

GREETINGS FROM THE PRESIDENT



Welcome to the only institute of higher education in Randolph County — the Randolph Technical Institute.

This Institute was founded as a comprehensive center of learning to meet the individual needs of county residents. It maintains a wide range of programs, adjusting its curriculum to respond to the emerging educational needs of a changing society. The curriculum is balanced with courses for job entry or job upgrading, for transfer to a four-year institution, and for personal enrichment and improvement.

We are grateful for the direction, efforts and support which our Board of Trustees have given us. Randolph Tech is fortunate to have a Board whereby each member is dedicated to serve the total institute without regard to remuneration or publicity.

Randolph Tech is an "open door" institution. Any person 18 years or older who can benefit from instruction is eligible for admission. The educational and vocational needs of the student come first. Students are encouraged to take advantage of the available counseling services. All courses are taught by thoroughly trained and professionally experienced instructors.

We are small enough to know each student as a person, yet large enough to provide all the facilities and services required for a quality education.

From Carl Schurz we read: "Ideals are like stars; you will not succeed in touching them with your hands. But like the seafaring man on the desert waters, you choose them as your guides and by following them, you will reach your destiny."

We at Randolph Tech are glad that you chose us as one of your stars to help guide your future.

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, one-year 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 restriction, 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 Institution is fully accredited by the North Carolina State Board of Education. RANDOLPH TECHNICAL INSTITUTE has candidate status with the Southern Association of Colleges and Schools, with faculty, staff, and students working toward full accreditation.

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STUDENT CALENDAR 1975-76

FALL QUARTER

August 28, 29 (Thursday, Friday)
September 2 (Tuesday)
September 9 (Tuesday)
September 30 (Tuesday)
November 17 (Monday)

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

WINTER QUARTER

November 24, 25 (Monday, Tuesday)
November 27, 28 (Thursday, Friday)
December 1 (Monday)
December 8 (Monday)
December 19 (Friday 5:00 p.m.)
January 5 (Monday)
January 12 (Monday)
February 27 (Friday)

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

SPRING QUARTER

March 4, 5 (Thursday, Friday)
March 9 (Monday)
March 15 (Monday)
April 5 (Monday)
April 15 (Thursday 10:00 p.m.)
April 20 (Tuesday)
May 25 (Tuesday)

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

SUMMER QUARTER

May 27, 28 (Thursday, Friday)
May 31 (Monday)
June 7 (Monday)
June 28 (Monday)
July 2 (Friday 5:00 p.m.)
July 12 (Monday)
August 20 (Friday)
August 22 (Sunday)

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

STUDENT CALENDAR 1976-77

FALL QUARTER

September 2, 3 (Thursday, Friday)
September 7 (Tuesday)
September 14 (Tuesday)
October 5 (Tuesday)
November 22 (Monday)

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

WINTER QUARTER

November 23, 24 (Tuesday, Wednesday)
November 25, 26 (Thursday, Friday)
November 29 (Monday)
December 6 (Monday)
December 17 (Friday 5:00 p.m.)
January 3 (Monday)
January 10 (Monday)
February 25 (Friday)

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

SPRING QUARTER

March 3, 4 (Thursday, Friday)
March 7 (Monday)
March 14 (Monday)
April 4 (Monday)
April 7 (Thursday 10:00 p.m.)
April 12 (Tuesday)
May 24 (Tuesday)

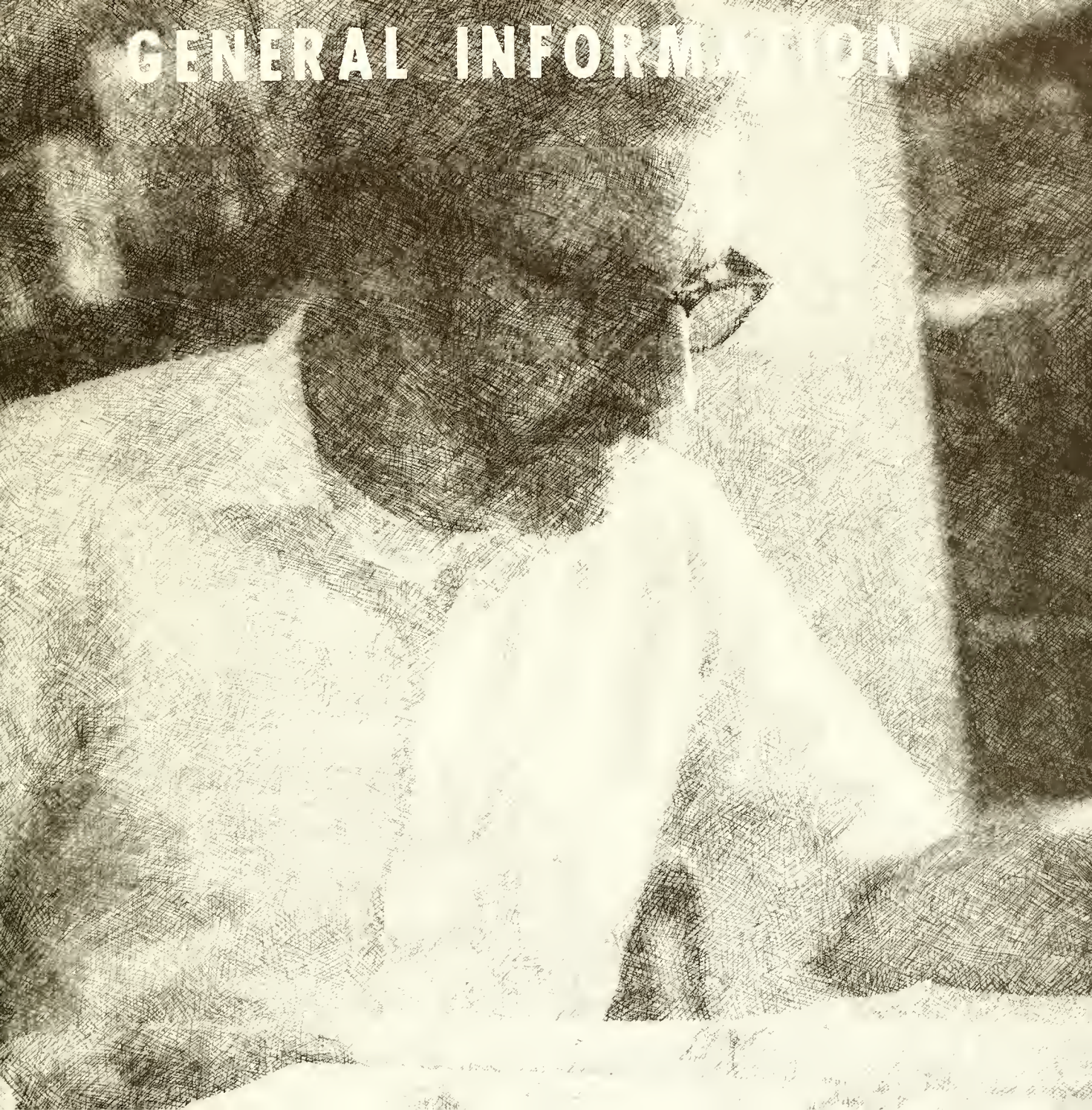
Registration
Classes begin
Last day to register, drop, or add courses
Last day to withdraw from a course without receiving an "F"
Easter Holidays begin
Classes resume
End of Spring Quarter

SUMMER QUARTER

May 26, 27 (Thursday, Friday)
May 30 (Monday)
June 6 (Monday)
June 27 (Monday)
July 1 (Friday 5:00 p.m.)
July 11 (Monday)
August 19 (Friday)
August 21 (Sunday)

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

GENERAL INFORMATION



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 have been granted authority to award the Associate of Applied Science and Associate in General Education Degree and Vocational Diploma 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. Each student is offered the type of education which will better provide professional competence in his 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.

Training of highly skilled craftsmen and technicians is more important today than ever before because of the rapid industrialization of the South. New developments and higher standards of service go hand-in-hand with progress and change. In a changing society professional competence is of prime importance. If students are to take their places as contributing members of society, knowledge must be available at all levels. Randolph Technical Institute recognizes this concept as one element of education, and programs offered by the Institute will enable qualified youth and adults to successfully meet the challenge of our changing society. Demand for adequately trained students should far exceed the supply for many years to come. This institution will strive to meet area situations by its growth and expansion through the addition of courses, programs, facilities and equipment as demands become apparent and trends are determined.

PROGRAMS OF STUDY

TWO YEAR

Accounting

Business Administration

Commercial Graphics

Electronics Technology

Executive Secretary

Floral Design and Management

General Education

General Office Technology

Interior Design

Legal Secretary

Photofinishing Specialist

Photography

ONE YEAR OR LESS

Automotive Mechanics

Electrical Maintenance

Industrial Mechanics

Machinist

Nursing (LPN)

Welding

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 programs in service and industrial occupations.

GENERAL EDUCATION (College Transfer Option)

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 8-12);

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

FULL-TIME PROGRAMS

The Institute offers one- and two-year programs on a full-time day basis. One-year programs operate five days per week with a thirty clock hour load. Two-year programs operate five days per week with a twenty-five clock hour load. The Associate in

General Education Program operates on a full-time load of twelve credit hours.

PART-TIME PROGRAMS

Randolph Technical Institute offers select one- and two-year programs on a part-time basis. Part-time courses are available during the evening and will vary according to student needs and interest.

SUMMER QUARTER

Randolph Technical Institute conducts a summer session for all one-year programs and two summer sessions for Associate Degree students enrolled in General Education.

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 and General 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 advisable.

STUDENT SERVICES

OBJECTIVES

To provide:

1. 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.
2. 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.
3. A testing and placement program in keeping with the needs and trends of students of the Institute.
4. 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.
6. Leadership 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.
9. 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 Col-

lege 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.

SPECIFIC

ADMISSIONS REQUIREMENTS

A. Associate Degree Programs

1. High school graduation, or the equivalent, is required of all applicants for degree programs. The high school equivalency certificate or the state adult education diploma is acceptable in lieu of a regular high school diploma.
2. The applicant must be in acceptable physical and mental health.
3. A medical exam is required of each applicant.
4. Applicants for admission to the Electronics Engineering program must present two units in advanced math.
5. Applicants for admission to the Business programs must be enrolled for a minimum of halftime and seeking a degree.
6. Students seeking admission in the Photofinishing Specialist curriculum must be a high school

graduate, or the equivalent. All other entrance requirements stipulated by Student Services for the associate degree program will be adhered to this program.

B. Diploma Programs

1. 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 has the equivalent of a tenth grade education (8 high school units).
3. The applicant can benefit from enrollment in the program.
4. The enrollment quota for the curriculum is not filled.
5. The applicant has no physical disability that would prevent performance of the physical tasks demanded by the training program or the occupation.

Applicants to the Practical Nursing program shall also:

1. Have completed a minimum of 8 high school units, but should be high school graduates or equivalent.
2. Take the Otis Gamma Test administered by a member of the Student Services staff.
3. Be approved by an admissions committee, which comes from the instructional staff of the Practical Nursing Department and the Student Services staff.

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

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.

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 pre-admission 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-ADMISSIONS 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. One-year diploma applicants are required to take the General Aptitude Test Battery. In addition to the GATB, 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, without exception, who register after the regular registration dates on the school calendar, or other published dates.

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 and General Education, the instructor involved, and the Departmental Chairman. Copies of the proficiency examinations must be filed with the Dean of Occupational and General Education and the instructor will provide results of proficiency to Student Services to record on student permanent records.

TRANSFER CREDIT

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. The following guidelines apply to the granting of transfer credit:

ENGLISH

We will transfer courses with a grade of C or better with the exception of D on the first course of a two-course sequence. The D will transfer if the latter course is a C or better.

Example: ENG 101 - D ENG 102 - C The D will transfer.

ENG 101 and ENG 102 Freshman courses in English Grammar and Composition.

ENG 103 - only a course in Technical Report Writing will transfer.

ENG 204 - any comparable course listed as Oral Communications or Speech.

SOCIAL STUDIES

Courses normally accepted as credit are psychology, sociology, history, and economics. If student has credit for one social studies 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 the student is also required two other social studies, the credit is applied toward the economics course and not the social studies.

MATH

MAT 110 - Business Math - credit is given for a comparable of this nature or for 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 is determined by the department head and Student Services.

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 13 or more quarter hours are considered full-time.

PART-TIME STUDENTS

Students enrolled for 12 or less 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.

FORMER STUDENTS

A regular student not currently enrolled who wishes to return to RANDOLPH TECHNICAL INSTITUTE must apply for re-admission at least one month before the quarter he wishes to attend.

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.

FEES

	Resident	Non-Resident
Full-Time Preparatory	\$33.00	\$137.50
Part-Time Preparatory		
Per Credit Hour	2.75	11.45
General Education (College Transfer)	48.00	17.18

Miscellaneous Service Charges

PRE-TUITION DEPOSIT (Paid by all new regular curriculum students).....\$10.00
Official Transcript Fee (Each regular student will receive two transcripts free; additional copies each). — .50.

* Activity Fees

Full-time quarter and semester students will be

charged an activity fee of \$12.00 per academic year to be paid at Fall registration. Full-time quarter students will pay an activity fee of \$2.00 per Summer session. Full-time semester students will pay an activity fee of \$1.00 per Summer session. Full-time or special students enrolling after Fall will be charged on a prorated basis.

Part-time quarter students (4-12 credit hours) will be charged an activity fee of \$2.00 each quarter. Part-time semester students (4-11 credit hours) will be charged an activity fee of \$3.00 each semester.

For students enrolled in less than 4 credit hours, no activity fee will be charged.

* Activity fees are non-refundable.

Accident Insurance (Optional) \$3.00

* Graduation Fee (Includes degree or diploma) \$8.00

Adult Basic Education.....No Charge

High School Equivalency Program.....No Charge

Public Service Programs.....No Charge

Business and Industrial Service Programs
\$2.00 Registration Fee

Cultural Enrichment Programs
\$2.00 Registration Fee

Out-of-State Tuition

Any student whose legal residence is outside of North Carolina, or, in the case of students who are boarding or living with relatives in the community, whose parents or guardians live outside the State, shall pay tuition fees in fiscal year 1971-72 as follows: \$400 for the year, or \$100 for each quarter, or—if a part-time student—\$8.50 per credit hour. This tuition increase shall become effective at the 1971 Fall quarter registration at each institution. Beginning with the 1972 Fall quarter registration, and applicable to each subsequent fiscal year, such out-of-State students shall pay tuition fees as follows: \$550 per school year of twelve months, or \$137.50 per quarter, or—if a part-time student — \$11.45 per quarter credit hour.

*(Non-Refundable in event of withdrawal from the institute).

STUDENT REFUND POLICY

Curriculum

No refund of tuition will be made by the Institute unless the student is compelled to withdraw for unavoidable reasons. If approved, by Dean of Student Services and the Business Manager, $\frac{2}{3}$ refund will be made if a student withdraws within ten calendar days after the first class meeting. Activity fees, student insurance, late registration fees, and any other fee that is not designated as tuition fee are not refunded. During the drop/add period, as specified in the school calendar, charges will be made for courses added and full refund for courses dropped. If a program fails to materialize or a person is not accepted, the \$10.00 pre-tuition deposit will be refunded. VETERANS - Check with Student Personnel Office and/or Business Office on refunds.

Extension Programs

No refund of student tuition or supply fees will be made by Randolph Technical Institute unless the student is, in the judgement of the Institution, compelled to withdraw for unavoidable reasons. In such cases tuition and supply refunds will **not** be considered for fees of five dollars (\$5.00) or less except if a course fails to materialize; neither will refunds be made where classes meet less than 10 hours per week. In case of student withdrawal, credit will not be applied toward future classes for any fees.

RESIDENCY STATUS FOR TUITION PAYMENT

General: The tuition charge for legal residents of North Carolina is less than for nonresidents. To qualify for in-state tuition, a legal resident must have maintained his domicile in North Carolina for at least the twelve months next preceding the date, or first enrollment, or re-enrollment in an institution of higher education in this state. Student status in an institution of higher education in this state shall not constitute eligibility for residence to qualify said student for in-state tuition.

Minors: A minor is any person who has not reached the age of eighteen years. The legal residence of a person under eighteen years of age at the time of his first enrollment in an institution of higher education in this state is that of his parents, surviving parent, or legal guardian. In cases where parents are divorced or legally separated, the legal residence of the father will control unless custody of the minor has been awarded by court to the mother or a legal guardian other than a parent. No claim of residence in North Carolina based upon residence of a guardian in North Carolina will be considered if either parent is living unless the action of the court appointing the guardian antedates the student's first enrollment in a North Carolina institution of higher education by at least twelve months.

Adults: An adult is any person who has reached the age of eighteen years. Persons, eighteen or more years of age at the time of first enrollment in an institution of higher education, are responsible for establishing their own domicile. Persons reaching the age of eighteen, whose parents are and have been domiciled in North Carolina for at least the preceding twelve months, retain North Carolina residence for tuition payment purposes until domicile in North Carolina is abandoned. If North Carolina residence is abandoned by an adult, maintenance of North Carolina domicile for twelve months as a non-student is required to regain in-state status for tuition payment purposes.

Married Students: The legal residence of a wife follows that of her husband, except that a woman currently enrolled as an in-state student in an institution of higher education may continue as a resident even though she marries a nonresident. If the husband is a nonresident and separation or divorce occurs, the woman may qualify for in-state tuition after establishing her domicile in North Carolina for at least twelve months as a nonstudent.

Military Personnel: No person shall lose his in-state resident status by serving in the Armed Forces outside of the State of North Carolina. A member of the Armed Forces may obtain in-state residence status for himself, his spouse, or his children after maintaining his domicile in North Carolina for at least the twelve months next preceding his or their

enrollment or re-enrollment in an institution of higher education in this state.

Aliens: Aliens lawfully admitted to the United States for permanent residence may establish North Carolina residence in the same manner as any other nonresident.

Property and Taxes: Ownership of property in or payment of taxes to the State of North Carolina apart from legal residence will not qualify one for the in-state tuition rate.

Change of Status: The residence status of any student is determined as of the time of his first enrollment in an institution of higher education in North Carolina except:

(a) In the case of a nonresident student at the time of first enrollment who has subsequently maintained domicile as a non-student for at least twelve consecutive months and

(b) In the case of a resident who abandons his legal residence in North Carolina.

In either case, the appropriate tuition rate will become effective at the beginning of the first subsequent term enrolled.

Responsibility of Students: Any student or prospective student in doubt concerning his residence must bear the responsibility for securing a ruling by stating his case in writing to the Student Personnel Director. The student who, due to subsequent events, becomes eligible for a change in classification, whether from out-of-state to in-state or the reverse, has the responsibility of immediately informing the Institute, of his circumstances in writing. Failure to give complete and correct information regarding residence constitutes grounds for disciplinary action.

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. Nonresident 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 \$1,800. The expenses will vary according to program in which a student is enrolled.

HOUSING - TRANSPORTATION

Students seeking housing arrangements are to check with Student Services to obtain the list of approved housing. The Institute will assist all students in making necessary arrangements. All housing is off campus in the community of Asheboro. Expenses for meals and lodging will be approximately \$35.00 per week. Students must furnish their own transportation.

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 Education Opportunity Grant is a Federal aid program available to full-time students in two-year Associate degree programs who have entered or are entering an eligible postsecondary institution for the first time after April 1, 1973. As a grant program, repayment of an award is not required.

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 full-time. 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.

VETERANS 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, 301 North Main Street, Winston-Salem, North Carolina.

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 the Veterans Administration subsistence check.

In cases where the minimum number of clock hours per quarter do not meet the requirements established by the Veterans Administration, Public Law 89-358, (25 hours technical, 30 hours vocational), a student may enroll on request for additional instructional hours deemed by the institution to be consistent with the program and appropriate to the student to make up twenty-five hours per week in a technical curriculum or sufficient hours of attendance to make up thirty hours per week in a vocational trade curriculum.

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.

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.

STUDENT 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.

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, without exception, who register after the regular registration dates on the school calendar, or other published dates.

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. In addition, industrial representatives visit the school each spring and summer interviewing graduates for prospective positions with their organizations.

ADADEMIC 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 lessens 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.

Students will be dropped from the class roll if they have five consecutive unexcused absences. In order to be considered for reinstatement to class after being dropped, a student must make an appeal to the "Re-Admissions Committee" within three days from the dropped date. The Re-Admissions Committee consists of the Dean of Student Services, Dean of Occupational and General Education, and the Departmental Chairman and/or instructors concerned.

DROP/ADD PROCEDURE

A student who wishes to drop or add a course after initial registration should contact Student Services. The student will complete a drop/add form and may be referred to his advisor. The approval of Student Services and Business Office is required for drop/add.

The instructor shall notify Student Services when a student has accumulated five unexcused absences

unless he has on file an approved drop or withdrawal slip. The instructor shall not re-admit a student to class for which he has a drop/add slip on file unless the student presents a re-admit slip from the Student Services office.

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

Students desiring to withdraw from the Institute should contact the Office of Student Services to obtain the necessary forms and procedures for official withdrawal. A student who fails to withdraw officially will receive a grade of **F** for each course in which he is enrolled.

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	B	Above Average	3
77-84	C	Average	2
70-76	D	Minimum	1
Below 70	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.

Honor Roll for Regular Students

A regular student who is enrolled for at least thirteen 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 and General 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 during 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, students 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 Personnel Office and reminded that it will be necessary to have a 2.0 before he can graduate.

Students on academic probation will have the following time limits on their probationary status:

1. One-Year Diploma Students - One Quarter

2. Two-Year Degree Students - Two Quarters

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 and Photography 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.

RULES AND REGULATIONS

All students are expected to conduct themselves in and around the campus in a manner in keeping with the highest standard of integrity and moral conduct. The following are specific areas of concern:

Dress

As important as the technical and vocational knowledge a student gains from his post high school education is the opportunity he receives to acquaint himself with acceptable standards of dress and behavior. Each student is expected to adhere to the standards of dress demanded of the trade, business, or profession for which he is preparing. Students are required to wear shoes at all times while on campus.

Parking

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.

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.

Alcoholic Beverages and Drugs

The use or consumption of, being under the influence of, or being in possession of intoxicating beverages or drugs is prohibited on campus. To do so may result in permanent dismissal.

Facilities

Use of school facilities by students, organizations or clubs must be approved by the administration.

Grievance Procedures

In matters pertaining to student conduct, dismissals, or disciplinary 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 been reviewed, he is still not satisfied, he may then request to meet with the Admissions 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 before 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.

Use of Telephones and Telephone Calls

No student will be taken out of class for a telephone call unless it is an emergency. There is a telephone in the lounge area for student use. Please do not ask to use school telephones.

Smoking

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 house-keeping practices should be maintained.

Food and Drink

An area has been provided for snacks and drinks. Students and staff shall consume these items in the places designated and not in halls, shops, labs, and classrooms.

Financial Responsibility

Students are not permitted to default in the payment of fees, fines, loans, or other financial obligations due the school. All tuition, fees and other expenses must be paid prior to entering class. Any deviation from this policy must be approved by the President of the Institute.

Gambling

All forms of gambling are prohibited. To do so may result in permanent dismissal.

Cancellation of Instructional Classes, Day and Evening

Classes will be cancelled only by the President of the Institute. 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 a.m. and 5 p.m. for the day and evening programs respectively.



STUDENT ACTIVITIES

RANDOLPH TECHNICAL INSTITUTE attempts to provide extra-curricular 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 Institute of Designers (A.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 resource 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 Highways 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.





CAMPUS STORE

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, 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.

TEACHING MATERIALS CENTER

The teaching materials 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 teaching materials center is housed in new, spacious, well-lighted multipurpose quarters which features a reading lounge area and a seating capacity of 75 students.

The center contains approximately 12,508 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 135 periodicals of which about 50% are technical and trade, 15% professional and 35% general.

The center is open from 8:00 a.m. to 10:00 p.m. daily 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 teaching materials center will assume increasing importance in its total educational program.

RANDOLPH TECHNICAL INSTITUTE provides education for immediate opportunities, as well as those its students will find in the future. As the Institute looks to the future, it recognizes that the technology of instruction must constantly change in meeting the needs of modern education. New concepts, new programs of study are necessary as the Institute plans and grows for tomorrow.

New facilities, programs, and methods of instruction will reflect the best in current growth and progress occurring nation wide, as well as advice from progressive lay advisory groups. This pattern of growth must be constantly evaluated, developed, controlled, and realistically applied if it is to serve as the vehicle by which our educational philosophy progresses.



AREAS OF INSTRUCTION

ONE-YEAR DIPLOMA PROGRAMS

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 specialty courses, allied supporting subjects, and liberal courses.

RECOMMENDED HIGH SCHOOL PREPARATION

ACCOUNTING

Business Mathematics, Economics,
Business Courses

AUTOMOTIVE MECHANICS

Algebra or Modern Mathematics

BUSINESS ADMINISTRATION

Business Mathematics, Economics,
Business Courses

COMMERCIAL GRAPHICS

Geometry, Art Courses

ELECTRICAL MAINTENANCE

Algebra or Modern Mathematics

ELECTRONICS TECHNOLOGY

Geometry, Advanced Algebra,
Trigonometry, Physics, and
Mechanical Drawing Courses

FLORAL DESIGN AND MANAGEMENT

Two Years Mathematics, Business
Courses, Human Relations Course

GENERAL EDUCATION

Math, Science, Social Sciences

GENERAL OFFICE TECHNOLOGY

Business Mathematics, Business
Courses

INTERIOR DESIGN

Home Economics, Art, and
Mechanical Drawing Courses

MACHINIST

Algebra, Geometry

NURSING (LPN)

Modern Mathematics, Laboratory
Science, Human Relations Course

PHOTOFINISHING SPECIALIST

Modern Mathematics, Science,
Human Relations Course

PHOTOGRAPHY

Geometry, Chemistry, and Physics

SECRETARIAL SCIENCE (EXECUTIVE & LEGAL)

Business Mathematics, Business
Courses

WELDING

Two Years High School Mathematics

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.

Adult Basic Education classes in fundamentals of adding, writing, spelling, and arithmetic, offered primarily for those adults who lack such skills.

High School Equivalency Program includes programmed instruction in all subjects necessary for high school graduation.

GED — VIA TV to prepare students to take the N. C. G. E. D. Test. The course is offered through educational TV with an instructor and class set up through RTI.

ADULT HIGH SCHOOL DIPLOMA PROGRAM in cooperation with the Randolph County Board of Education the Institute offers a program for adults whereby prior units earned will count toward graduation requirements of 16 units. Classes are held each quarter for earning these units and students may also earn these units in the Learning Laboratory.

HRD, A HUMAN RESOURCE development program, is designed to help persons become employable at their level of capability.



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.

EXTENSION DIVISION

The 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 man 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 Continuing Education division. Those persons interested in additional courses should contact the Continuing Education office for more information. The Continuing Education division will award CEU's for appropriate programs.

Continuing Education Units are a nationally recognized recording device for substance noncredit 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."

NATIONAL ELECTRICAL CODE

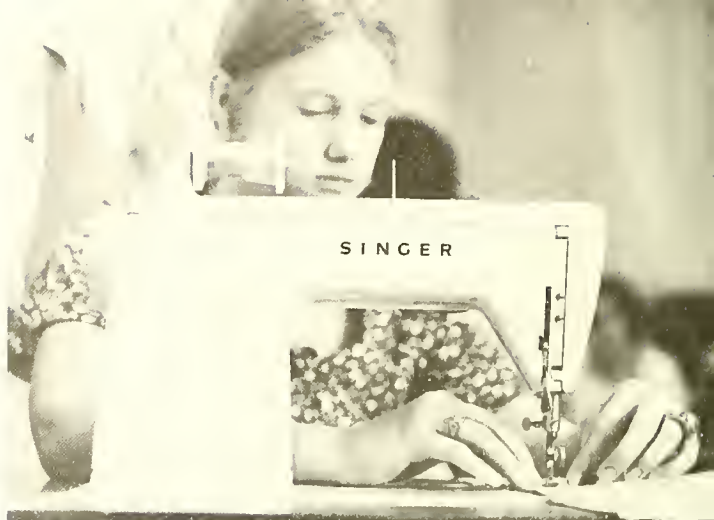
Designed to give the student a working knowledge of the National Electrical Code as it applies to various calculations and installation requirements encountered in daily electrical work.

MACHINE SHOP

Time is devoted to the use of hand tools, measuring devices, lathes, drill presses, milling machines, grinders, and numerically controlled equipment.

WELDING

Includes classes in electric arc, oxyacetylene, pipe, and inert gas welding.



SMALL ENGINE REPAIR

This course will present instruction on the gasoline engine, theory and laboratory application to small two and four cycle engines. Time will be devoted to carburetion, ignition, tuneup, troubleshooting and overhaul.

AIR CONDITIONING & REFRIGERATION

Introductory theory will be covered, but the major emphasis will be upon the practical application of servicing and troubleshooting in the air conditioning, heat transfer, and refrigeration area.

FIRE SERVICE

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

SUPERVISORY DEVELOPMENT TRAINING

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

LAW ENFORCEMENT TRAINING

Offers training designed to meet the needs of State, county, city, and other law enforcement agencies.

GENERAL ADULT EDUCATION

Randolph Technical Institute offers General Adult Education as a part of its total community service. Courses are designed to fit the needs of adults in a variety of areas. These courses are offered at least once a year on a day or evening basis and more frequently as interest demands. Additional courses will be arranged where sufficient interest warrants such a course. Leaders from the community in civic, cultural, industrial, and business fields are available as instructors in General Adult Education courses.

YOU AND THE LAW

This course is designed to bridge the gap between the law and the individual, and to give him a concept of the language of the law as far as installment buying, wills, contracts, mortgages, damage suits, criminal infractions of the law, buying and selling property, etc. are concerned.

BASIC SEWING

A basic garment in the form of a shirt-waist dress will be completed by the students in this course. Modern methods of sewing will be introduced which should enable the students to achieve professional like results.

ART

The nature of this course will depend upon individual needs with individual instruction offered as needed. An opportunity will be offered beginning students to learn the basic fundamentals of various art approaches and give advanced students opportunities to further their knowledge of free-lance oil painting.



BEGINNING KNITTING

A course for beginners who wish to learn how to select proper needles, yarn, etc. At least one sweater will be completed during the course, with emphasis placed on blocking, making button holes, etc.

INTERIOR DECORATING

A course especially planned for homemakers who have had limited experience in the area of interior decorating. Some topics of study are: color coordination, furniture arrangement, window treatment, floor covering, picture layout, etc.

INCOME TAX

The primary intent of this course is not to qualify the individual students for the preparation of income tax returns for the general public, but to instruct them in the preparation of their own returns, in filing declarations of estimated tax, and for assembling their information in situations where professional tax assistance is necessary.

CERAMICS

A course designed for the hobbyist who has a certain amount of knowledge of the basic terms and processes of ceramics but who wishes to expand his experience and skills. It will begin with the casting of objects and will follow into the decorative techniques for use on greenware or bisque ware. Use of tools, brushes and other materials will be emphasized.

CREATIVE TEACHING IN SUNDAY SCHOOL

This course is designed to aid teachers in presenting the lesson in a manner which would create discussion, interest, and personal questions on the part of the pupils. The use of visual aids, reference materials, personal experiences, and current events will be taught as methods of presenting the Sunday

School lesson. The course will also include instructions in leading discussions and handling controversy in the class. Parts of the class time will be devoted to the discussion of problems encountered by the persons enrolled in the class. This class has been carefully designed to aid teachers of all age groups as well as teachers of all religious denominations.

DRIVER EDUCATION

This course will provide an opportunity for adults to learn proper and safe techniques of driving under the competent supervision of an accredited driving instructor. It will combine classroom work with car driving and observation which should enable the students to secure an adequate background in preparation for their driving tests.

CHORAL MUSIC

A course designed for a choir member, choir director, or just an individual who likes to sing. Students will be taught how to read music, the discipline of proper posture and proper breathing techniques, and basically how to control their voice in order to achieve full sound. Students will practice singing hymns, anthems, and musical selections from movies such as the **Sound of Music**.

FURNITURE REFINISHING

The course is mainly in two parts: removing old finishes and making simple repairs, then sanding, staining, filling, finishing, and polishing of fine grain woods such as walnut, mahogany, cherry, and others.

SLIMNASTICS

This will be a basic course in learning the basic exercises in toning the muscles which result from losing weight. In the course proper diet and health habits will be stressed.

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 9:30 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.).

Randolph Technical Institute has been approved by the North Carolina Department of Public Instruction and by the American Council on Education as a testing center for the administration of



the General Educational Development Test Battery. This testing program, through which adults may earn a certificate of high school equivalency, is conducted by the Institute's Learning Laboratory where pretest examination and counseling are available.

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 Preparatory	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.

